



RECRUITMENT OF ACADEMIC ASSOCIATES

Notification No. C-08/2021-IIMK.HR

Indian Institute of Management invites online applications for selection/ empanelment to the contractual position of Academic Associate in the following Academic Area.

Academic Area	Eligibility*	Date & Time of Interview
Economics	M.A. (Economics)	To be announced
Remuneration & Allowances	<ul style="list-style-type: none">• Remuneration ₹20,000/- per month• Financial support for accommodation @ ₹ 2,000/- per month• Telephone allowance of ₹300/- per month	
Maximum Age Limit	35 years	

**In addition, the candidates should have good English communication skills, and should be proficient in MS-Office and Internet usage. Knowledge of statistical tools (e.g. SPSS) is desirable.*

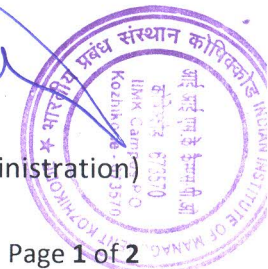
General information and conditions:

1. Interested and eligible candidates may submit applications online at <https://iimk.ac.in/> latest by 5:00 pm of 03-05-2021.
2. Candidates are requested to upload their photograph, certificates and signature, as per the format prescribed in the online portal.
3. Candidates, who have submitted their applications, are advised to visit our website/ check their emails regularly, for getting update regarding change of interview schedule, if any.
4. The engagement to the above position will purely be on contract basis for an initial period up to 30-04-2022. Further extensions will be subject to job requirements and performance.
5. Eligible applications would be screened and only shortlisted candidates will be interviewed; through video conference. Time slots will be communicated by e-mail.
6. If selected, engagement will be subject to verification of all certificates and experience at the time of joining.
7. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the position.
8. Decision of the Director, IIMK regarding the selection shall be final.
9. Interested and eligible candidates are required to apply ONLINE through our website <https://iimk.ac.in/>

Last date for online application is 5:00 p.m. of 03-05-2021.

Dated: 15-04-2021

Consultant (Logistic Support & Administration)





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INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE
IIM Kozhikode Campus P.O.

Role of Academic Associates

Following roles are to be performed by the Academic Associates during their tenure at IIM Kozhikode. The list is not exhaustive and therefore, they have to undertake new roles as and when assigned on functional and need basis.

- (a) To assist faculty members in course design. This includes assistance in preparation/ revision of course outline, reading materials, class handouts and PPTs.
- (b) To prepare grade sheet using prescribed format.
- (c) Monitoring class participation, marking and tabulation of student attendance
- (d) To perform invigilation duty during examinations and quizzes.
- (e) To aid in class activities/ games conducted for students.
- (f) To work with Virtual Class Room platform/software.
- (g) To support Research Office in conducting of Conferences, seminars, workshops.
- (h) To provide secretarial assistance to faculty members.
- (i) To assist faculty in preparing research report, case writings and academic publications.
- (j) To make use of standard research methods and methodology
- (k) Research related tasks allotted by faculty from time to time. Conducting literature survey and database searches.
- (l) To prepare seating plan of students for each course.
- (m) Other official tasks as allotted by PGP Office.

