



**SNDT Women's University**  
**Centre for Holistic Education, Training and Novel Advancements**  
**(SNDTWU-CHETNA)**

**Date: May 15, 2026**

**Job Opportunities at SNDTWU CHETNA**

Applications are invited from Candidates for the following posts to be filled in purely on a contractual basis for 06 months on a fixed honorarium at the **SNDT Women's University Center for Holistic Education, Training, and Novel Advancements (SNDTWU CHETNA)**, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038. of the University **on or before 25.05.2026**.

**Position Details:**

**1. Academic Coordinator- 01**

- **Type:** Full-time (Purely Temporary Basis)
- **Tenure:** 06 months (extendable by further orders)
- **Salary:** ₹40,000/month
- **Location:** SNDT Women's University, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038

**Roles and Responsibilities:**

1. Coordination with five campus coordinators, coordinators of affiliated colleges, and course coordinators of SNDTWU CHETNA–hosted courses.
2. Designing and development of novel credit-based courses with the support of expert committees, in alignment with NEP 2020 and university guidelines.
3. Coordination of course review, revision, and approval processes in collaboration with course reviewers and subject experts.
4. Scheduling, planning, and effective implementation of CHETNA courses.
5. Coordination of faculty development programmes (FDPs), workshops, and other academic activities in online and offline modes.
6. Coordination of MOOC development activities under the PM-USHA (MERU) Project.
7. Preparation and submission of periodic reports related to CHETNA activities.
8. Functioning as Member Secretary of the Course Review Committee.
9. Facilitation and coordination of examination, evaluation, and certification processes.

**Eligibility Criteria:**

- M.A. in Education or M.Ed. from a recognized university with a minimum 55% marks
- Minimum 3 years of experience in Teaching, educational planning, academic coordination, higher education administration, curriculum development, course development, or faculty development activities.
- Fluency in English, Hindi, and Marathi (spoken and written) is mandatory
- Familiarity with NEP 2020, credit-based course structures, MOOCs, and online learning platforms
- Strong communication, coordination, documentation, and digital skills
- Age below 40 years

**Desirable Skills:**

- Strong organizational skills
- Effective communication and collaboration skills
- Proficiency in Marathi, Hindi, and English
- Interpersonal skills
- Proficiency in Academic planning, management, and digital tools

**Selection Process:**

Candidates will be selected based on merit through a process comprising:

1. **Application Review and scrutiny**
2. **Interview**

**How to Apply:**

Interested candidates are requested to submit their application on <https://sndtwuchetna.ac.in/jobs/Product-designer/6a0707d119f6f56f50b2a822> or send your CV with scanned documents to **by 25<sup>th</sup> May 2026** to [office@chetna.sndt.ac.in](mailto:office@chetna.sndt.ac.in)

Registrar,  
SNDT Women's University, Mumbai

**एस.एन.डी.टी. महिला विद्यापीठातील 'चेतना केंद्रा'मध्ये नोकरीच्या संधी!**

एस.एन.डी.टी. महिला विद्यापीठाच्या पुणे येथील 'चेतना' केंद्रासाठी खालील पदांसाठी अर्ज मागविण्यात येत आहेत. पदांची माहिती:

**१. शैक्षणिक समन्वयक**

- मानधन: ₹४००००/- प्रतिमहिना
- अर्हता: शिक्षणशास्त्र विषयातील पदव्युत्तर पदवी (एम.एड./ एम. ए. एजुकेशन),
- पीएच.डी. असलेल्या उमेदवारांना प्राधान्य दिले जाईल.
- अनुभव: ३-५ वर्षांचा शैक्षणिक (शैक्षणिक (अध्यापन/शैक्षणिक नियोजन/ अभ्यासक्रम विकसन)
- भाषा कौशल्य: मराठी, हिंदी, इंग्रजी
- कालावधी: ०६ महिने

**निवड प्रक्रिया:** जाहिरात, अर्जाची छाननी आणि मुलाखत

**अर्ज कसा करावा:**

आपला अर्ज आणि आवश्यक कागदपत्रे <https://sndtwuchetna.ac.in/jobs/Product-designer/6a0707d119f6f56f50b2a822> or [office@chetna.sndt.ac.in](mailto:office@chetna.sndt.ac.in) येथे **25 मे २०२६** पर्यंत सादर करावीत. अधिक माहितीसाठी <https://sndtwuchetna.ac.in/> येथे संपर्क साधा.

**कुलसचिव**