



N.A.A.C. Re-accredited with CGPA  
of 3.53 on four point scale at  
Grade 'A' 3rd Cycle (2015)

# College of Social Work (Empowered Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

Job Title: **Assistant Professor cum Program Coordinator** (MA in Social Innovation and Entrepreneurship). Advertisement issued on 9<sup>th</sup> February 2026

## JOB DESCRIPTION

### 1. Teaching and Programme Management

- Teach the minimum number of courses/subjects in the MA program.
- Coordinate timetable preparation, faculty allocation, and academic calendar execution.

### 2. Recruitment, Admission and Communication

- Plan and coordinate student recruitment for the MA programme.
- Coordinate eligibility, migration, and admission-related documentation

### 3. Student Life

- Mentor students for internships, field immersion, research projects, and career pathways.
- Address student academic concerns and facilitate grievance redressal

### 4. Examination

- Coordinate internal examinations and continuous assessment processes
- Ensure compliance with external examination regulations and confidentiality norms.

### 5. Incubation Support

- Coordinate Institute Innovation Council and incubation/start-up ecosystems.
- Facilitate access to incubation resources, mentoring networks, and funding opportunities.

### 6. Other Finance and Administrative Responsibilities

- Oversee the collection of fees and monitor utilization of programme-related funds.
- Participate in committees and support reporting, audits, and review visits.
- Any other duties allocated by the Principal/Administrator.


## Qualifications & Experience

- Master's degree in social work/ management with 55% marks + NET/SET/PhD.
- 5 years of experience in teaching or incubation activities.

Interested candidates should email their CV (subject line: "MA SIE Asst Professor cum Coordinator") to the Principal ([cswnnprincipal@gmail.com](mailto:cswnnprincipal@gmail.com), [cswnnofficial@gmail.com](mailto:cswnnofficial@gmail.com)) on or before **24 February 2026**.



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Principal  
**Dr. Lidwin Dias**  
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