

## NOTICE FOR MBA/PGDM -2018-2020 BATCH

### Suryadatta Education Foundation's Suryadatta Group of Institutes

**Name of the company** : SEF's Suryadatta Group of Institutes  
**Location / Campus** : Bavdhan, Pune  
**For whom** : PGDM / MBA  
**Position** : Academic Coordinator

#### **About the company :**

Suryadatta Education Foundations' , Suryadatta Group of Institutes , has blossomed into a bouquet of academic institutions in varied disciplines such as School, Management, Travel & Tourism, Hotel Management, Media & Mass Communication, Interior Designing, Fashion & Jewellery Design, Event Management, Multimedia Graphics & Animation, Creative Arts, Aviation, Health & Fitness, Self Defense, Beauty & Wellness, Vocational & Advanced Studies, PhD centre etc.

Various academic and social institutes under the SEF aegis are growing and need professionals to be a part of their growth. For details refer [www.suryadatta.org](http://www.suryadatta.org)

#### **Job Profile :**

1. **Time table** : Prepare the time tables, ensure execution of the time table and meticulous conduct of the classes as per the time table and specific time slots. Revise time tables as per emergent needs.
2. **Coordination**: Coordinate with faculty members, display appropriate notices, coordinate with students, visiting faculty, guest faculty.
3. **Attendance** : Maintain the attendance record as per the Google drive formats. Communication and calls in case of defaults and ensure attendance.
4. **Support planning and coordination** of the assigned program / division / specialization(s) and its activities.
5. **Record keeping** : Keeping records for all the above. Keeping records for visiting faculty and process payments.
6. **Others** : Support technology usage for class conduction . Conduct CR election/ selection. Support Placements, Library, IT and other academic as well as administrative sections on a need basis.
7. **Compliance and Reporting** : Submit a daily report of the session conduction and time table compliance as well as attendance. Submit a weekly report of the time table compliance /deviations and consolidated attendance of students for each class / time slot.

**No. of positions** : Two (2)

**CTC** : Rs. 3.6 to Rs. 4.32 lakhs p.a. depending upon proficiency and qualification /percentage

#### **Selection criterion :**

1. Good communication skills
2. No Backlog in Graduation and Post Graduation throughout. First Class in MBA Preferred.
3. I.T. Skills viz. MS Word, Excel, PowerPoint required
4. Experienced candidates shall be preferred. However, fresher can also apply.
5. Selection process : Personal interviews

**Date** : 16.01.2020

**Interested candidates should apply by 30.01.2020 by sending their resume and relevant documents on [support@suryadatta.edu.in](mailto:support@suryadatta.edu.in) or send their resume with documents to the Director HR, Suryadatta Group of Institutes, Patil Nagar, Bavdhan, Pune - 411021**