



Subject: Constitution of Centre for Distance and Online Education (CDOE) of ATLAS SKILLTECH UNIVERSITY

Order issued - As approved by the Governing Body in meeting dated 6th August 2024

Date: 12.08.2024

Constitution of Centre for Distance and Online Education (CDOE)

Sr. No.	Designation	No. of Positions
1.	Centre for Distance and Online Education -Director	1
2.	Deputy Director (e- learning & Technical)	1
3.	Assistant Director	1
4.	Programme Coordinator	1 per program
5.	Course Coordinator	1 per Course
6.	Course Mentor	1/250 students
7.	Examiners/Evaluators	1 per Course
8.	Faculty	4
9.	Academic Counsellor	1
10.	Deputy Registrar	1
11.	Assistant Registrar	1
12.	Section Officer	1
13.	Assistants	3
14.	Computer Operators	2
15.	Multi-Tasking Staff	2
16.	Technical Manager (e-Learning and Technical)	1
17.	Technical Manager (Production)	2
18.	Technical Associate (Audio-Video Recording & Editing)	1
19.	Technical Assistants (Audio-Video Recording)	1
20.	Technical Assistants (Audio-Video Editing)	1
21.	Technical Manager (LMS & Data Management)	1
22.	Technical Assistants (LMS & Data Management)	2
23.	Technical Manager (Admission, Examination & Result Processing)	1
24.	Technical Assistants (Admission, Examination & Result Processing)	2

Please Note:

Faculty members, Course Coordinators, Course Mentors, and Examiners/Evaluators appointed under CDOE shall be considered as part of this constitution.



[Signature]
Director of CDOE

[Signature]
REGISTRAR

ATLAS SKILLTECH UNIVERSITY
Equinox Business Park, Off Bandra-Kurla Complex Road,
LBS Marg, Kurla West, Mumbai - 400 070
www.atlasuniversity.edu.in

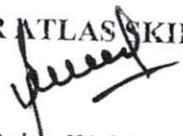
ATLAS SKILLTECH UNIVERSITY

Terms of reference:

- The CDOE shall discharge functions as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The agenda, minutes, and Action Taken Reports shall be documented and maintained.
- The committee may invite additional members or experts as and when needed.

Orders of Composition of the Centre for Distance and Online Education (CDOE) to be issued accordingly.

FOR ATLAS SKILLTECH UNIVERSITY,


Dr. Rajan Welukar
Vice Chancellor
ATLAS SKILLTECH UNIVERSITY

To:

1. Office of the Registrar – For necessary action
2. Office of Chancellor, Pro Chancellor and Pro Vice Chancellors – For Information

FOR ATLAS SKILLTECH UNIVERSITY


Director of CDOE



REGISTRAR


ATLAS SKILLTECH UNIVERSITY

ATLAS SKILLTECH UNIVERSITY
Tower 1 – Equinox Business Park, Off Bandra-Kurla Complex (BKC),
LBS Marg, Kurla West, Mumbai – 400 070
www.atlasuniversity.edu.in



Subject: Composition of Centre for Distance and Online Education (CDOE) of ATLAS SKILLTECH UNIVERSITY

Order issued - As approved by the Vice Chancellor of the ATLAS SKILLTECH UNIVERSITY

Date: 16-08-2024

Centre for Distance and Online Education (CDOE)

Sr. No.	Name	Position in the Centre
1.	Dr. Deepak Gupta	Centre for Distance and Online Education -Director
2.	Dr. Shashikant Patil	Deputy Director (e- learning & Technical)
3.	Dr. Ameya Ambulkar	Assistant Director
4.	Dr. Vinod Nair	Programme Coordinator
5.	Dr. Jyoti Kappal	Programme Coordinator
6.	Dr. Tapish Panwar	Dedicated Full-Time Faculty
7.	Dr. Poonam Singh	Dedicated Full-Time Faculty
8.	Dr. Naresh Kaushik	Dedicated Full-Time Faculty
9.	Dr. Shilpa Verma	Dedicated Full-Time Faculty
10.	Dr. Mohit Kelkar	Academic Counsellor
11.	Ms. Neelima Deshpande Vinod	Deputy Registrar
12.	Mr. Sagar Bandal	Assistant Registrar
13.	Mr. Ritesh Acharekar	Section Officer
14.	Ms. Nikita Penkar	Assistant
15.	Ms. Chhaya Gaikwad	Assistant
16.	Ms. Anjali Bhatia	Assistant
17.	Ms. Shruti Ravani	Computer Operator
18.	Ms. Asha Uchil	Computer Operator
19.	Ms. Swati Khanna	Multi-Tasking Staff
20.	Mr. Sushant Amin	Multi-Tasking Staff
21.	Mr. Imran Kapadia	Technical Manager (e-Learning and Technical)
22.	Mr. Prashant Nair	Technical Manager (Production)
23.	Mr. Sarur Gaikwad	Technical Associate (Audio-Video Recording & Editing)
24.	Mr. Harshit Raichura	Technical Assistant (Audio-Video Recording & Editing)



For ATLAS SKILLTECH UNIVERSITY:

[Signature]
Director of CDOE

ATLAS SKILLTECH UNIVERSITY

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LBS Marg, Kurla West, Mumbai - 400 070

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[Signature]
ATLAS SKILLTECH UNIVERSITY



25.	Mr. Dipesh More	Technical Assistant (Audio-Video Recording & Editing)
26.	Ms. Jyoti Nathani	Technical Manager (LMS & Data Management)
27.	Mr. Atul Bobade	Technical Assistant (LMS & Data Management)
28.	Ms. Rashmi Ambre	Technical Assistant (LMS & Data Management)
29.	Ms. Reshma Chaugule	Technical Manager (Admission, Examination & Result Processing)
30.	Mr. Nikhil Farakate	Technical Assistant (Admission, Examination & Result Processing)
31.	Ms. Neha Halwai	Technical Assistant (Admission, Examination & Result Processing)

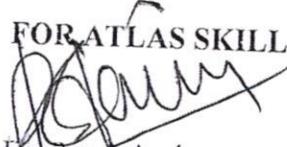
Please Note:

Faculty members, Course Coordinators, Course Mentors, and Examiners/Evaluators appointed under CDOE shall be considered as part of this composition.

Terms of reference:

- The term of the Centre for Distance and Online Education shall be for two years.
- The CDOE shall discharge functions as per University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The agenda, minutes, and Action Taken Reports shall be documented and maintained.
- The committee may invite additional members or experts as and when needed.

FOR ATLAS SKILLTECH UNIVERSITY,


Dr. Parag Amin
Registrar

ATLAS SKILLTECH UNIVERSITY

To: All the members of Centre for Distance and Online Education (CDOE)

FOR ATLAS SKILLTECH UNIVERSITY


Director of CDOE




REGISTRAR
ATLAS SKILLTECH UNIVERSITY

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