

	<b>Title:</b> Notice/Circular <b>Academic Year:</b> 2024-2025	<b>Format No.:</b> MIT ACSC/ACA/N/F/01	<b>Rev. No.:</b> 00 <b>Date :</b> 16-06-2008
	<b>Dept.:</b> Principal Office		

**Ref No.: MIT ACSC/ACA/PO/37**

**Date: 16/08/2024**

**Notice No. 37**  
**Spoken Tutorial Courses Coordination Committee**

The Spoken Tutorial project is the initiative of the ‘Talk to a Teacher’ activity of the National Mission on Education through Information and Communication Technology (ICT), launched by the Ministry of Human Resources and Development, Government of India. It is a flexible learning mode through which a student/faculty can learn anywhere/anytime. It is a project initiative by IIT Bombay about teaching and learning.

Our college has taken the subscription for Spoken Tutorial Software Training Program, IIT Bombay, for the students and faculties from all the streams. Following is the list of faculty incharges for the respective departments for academic year 2024-25:

Sr. No.	Name of Faculty	Role	Department
1	Mrs. Vandana Pagar	Program Coordinator	Science & Computer Science
2	Dr. Kiran Nagare	In-charge	Business Administration
3	Mrs.Preeti Lokhande	In-charge	Computer Application
4	Mrs. Priti Bharambe	Member	Computer Application
5	Ms. Surekha Gaikwad	In-charge	Arts & Commerce
6	Dr. Sharmila More	In-charge	Computer Science
7	Mrs. Manjula Chaudhari	In-charge	Mathematics
8	Mrs. Shubhangi Gaikar	In-charge	Electronics
9	Mrs. Shalmali Kadam	In-Charge	Design, Analytics & Cyber Security

**Objectives:**

1. To provide a platform to learn any of the Free and Open Source Software for the UG, PG or Research scholar students and even teachers of Science, IT, Engineering, Commerce, Management disciplines.
2. To provide knowledge to the students that will have an edge in the job market.

**Role and responsibilities of Program Coordinator and In-charges:**

1. Nominated faculty in-charges have to register on spoken Tutorial IIT Bombay website as an organizer.
2. Interacting with the students to finalize the courses offered by Spoken Tutorial IIT Bombay.
3. Preparing the class wise master list of students interested for that course.
4. Coordination with Spoken tutorial IIT Bombay for smooth conduction of these online courses such as uploading list of students batch/course wise, test date etc.
5. Program Coordinator should ensure the smooth and effective conduction of the program.

**Prof. Dr. B. B. Waphare**

**Principal**

Sd/-

	<b>Title:</b> Notice/Circular <b>Academic Year:</b> 2024-2025	<b>Format No.:</b> MIT ACSC/ACA/N/F/01	<b>Rev. No.:</b> 00 <b>Date :</b> 16-06-2008
<b>Dept.:</b> Principal Office			

**Copy (for information among their faculty/ staff) to:**

- |   |                                    |
|---|------------------------------------|
| 1. Vice Principal- Mrs. Akshada Kulkarni  | 12. HRM                            |
| 2. Vice Principal- Dr. Manasi Atitkar     | 13. Students Section               |
| 3. HOD Business Administration            | 14. Accounts                       |
| 4. HOD Computer Application               | 15. Library                        |
| 5. HOD Arts & Commerce                    | 16. Store & Purchase               |
| 6. HOD Science & Computer Science         | 17. Placement Officer              |
| 7. HOD Mathematics                        | 18. Director of Physical Education |
| 8. HOD Design, Analytics & Cyber Security | 19. System Administrator           |
| 9. IQAC Coordinator                       |                                    |
| 10. Registrar                             |                                    |
| 11. Dy. Registrar                         |                                    |