

## **Quality Improvement initiatives for Non-Teaching**

Date: 22 February 2018, 14 March 2018, 15 March 2018  
&19 March 2018

Context: 4 Days training on Advance Excel, Office email  
communication, Managing Finances and Investments

Resource Person: SCIT Faculty Members

Objective: Quality improvement for staff development under IOAC

**Symbiosis Centre for Information Technology**

**Quality Improvement Initiatives for Non-Teaching Attendance**

Sr. No.	Name	Designation	22.2.18	14.3.18	15.3.18	16.3.18
1	SAVITHA NAIR	Administrative Officer	<i>SNair</i>	<i>SNair</i>	<i>SNair</i>	A
2	VEENA LAKHWANI	Office Superietendant	<i>VLakhwani</i>	<i>VLakhwani</i>	<i>VLakhwani</i>	<i>VLakhwani</i>
3	RITUL VERMA	Information Officer	<i>Ritul</i>	<i>Ritul</i>	A	<i>Ritul</i>
4	PRASHANT BHAGAT	Sr. System Administrator	<i>PBhagat</i>	<i>PBhagat</i>	<i>PBhagat</i>	A
5	YOGESH SARWADE	Sr. Hardware Engg.	<i>YSarwade</i>	<i>YSarwade</i>	<i>YSarwade</i>	A
6	JYOTI JOSHI	Sr. Accountant	<i>JYoshi</i>	A	<i>JYoshi</i>	<i>JYoshi</i>
7	ARCHANA PARDESHI	P.A. to Director	<i>APardeshi</i>	<i>APardeshi</i>	<i>APardeshi</i>	<i>APardeshi</i>
8	TEJAS WALJE	Coordinator	<i>TWalje</i>	<i>TWalje</i>	<i>TWalje</i>	<i>TWalje</i>
9	ATUL KAULKAR	Coordinator	A	<i>AKaulkar</i>	<i>AKaulkar</i>	<i>AKaulkar</i>
10	ANITA THOMAS	Coordinator	A	<i>AThomas</i>	<i>AThomas</i>	<i>AThomas</i>
11	EKTA KULKARNI	Coordinator	<i>EKulkarni</i>	<i>EKulkarni</i>	<i>EKulkarni</i>	<i>EKulkarni</i>
12	SONALI SHEVATE	Coordinator	<i>SShevate</i>	<i>SShevate</i>	<i>SShevate</i>	<i>SShevate</i>
13	KAVITA PAWALE	Placement Coordinator	NA	<i>KPawale</i>	<i>KPawale</i>	<i>KPawale</i>
14	MANGESH KATKE	Sr. Lab Assistant	<i>MKatke</i>	<i>MKatke</i>	<i>MKatke</i>	<i>MKatke</i>
15	KETAKI BORKAR	Coordinator	<i>KBorkar</i>	<i>KBorkar</i>	<i>KBorkar</i>	<i>KBorkar</i>
16	SACHIN KHILARE	Assistant Coordinator	<i>SKhilar</i>	<i>SKhilar</i>	<i>SKhilar</i>	A
17	UMA KHAPRE	Accounts Assistant	<i>UKhapre</i>	A	<i>UKhapre</i>	<i>UKhapre</i>
18	DNYANESHWAR PARKHI	Library Incharge	<i>DParkhi</i>	<i>DParkhi</i>	<i>DParkhi</i>	<i>DParkhi</i>
19	ASHOK KOHOK	Library Assistant	<i>AKohok</i>	<i>AKohok</i>	<i>AKohok</i>	<i>AKohok</i>
20	SANDEEP GAIKE	Library Assistant	A	<i>SGaik</i>	<i>SGaik</i>	<i>SGaik</i>
21	GAJANAN GOKHALE	Office Assistant	A	<i>GGokhale</i>	<i>GGokhale</i>	<i>GGokhale</i>
22	BABRUWAN DHUMAL	IT Support	<i>BDhumal</i>	<i>BDhumal</i>	<i>BDhumal</i>	<i>BDhumal</i>



*[Signature]*  
DIRECTOR