Report Staff Development Programme on Microsoft Teams Training

1. Title of the Event: Microsoft Teams Training

2. Date of Event: Sep 12, 2020

3. Duration (in hours): 3pm – 3:45pm

4. Number of Participants: 19

5. Name of Resource Persons: Prof. Krishnan Ramanathan (SCIT Faculty)

6. Objective: Skill development

7. Brief Report:

   In view of COVID-19 pandemic and subsequent lockdown 3.0 and as per the recommendations from UGC the academics can be started in online mode for the new the semester for the new batches. In regard to this Director Dr. Dhanya suggested for Microsoft training for non-teaching staff of SCIT to improve efficiency, communication, and collaboration and also to assist Faculty members, also to provide a handout to staff members for scheduling and sharing meetings and classes links classes through Calendar invites.

Dr. Dhanya Pramod
Director SCIT

Invitation: Google Meet Training @ Thu Jul 2, 2020 2pm - 3pm (IST) (infoofficer@scit.edu)

Inbox

dydirector@scit.edu   1:33 PM (1 hour ago)

to me, director, krishnan, dsdacord, SCIT, savitha, Pgditbm, coordinator, Prashant, Ekta, Exmba, programcoordinator, Mangesh, Sonali, Gajanan, library, pa

Jul **2** Thu	Google Meet Training	Agenda Thu Jul 2, 2020
	View on Google Calendar	*No earlier events*
	When Thu Jul 2, 2020 2pm – 3pm (IST)	2pm Google Meet Training
	Who director@scit.edu, krishnan@scit.edu, staff, dydirector @scit.edu*	*No later events*

You have been invited to the following event.

Google Meet Training

When	Thu Jul 2, 2020 2pm – 3pm India Standard Time - Kolkata	**more details »**
Joining info	Join with Google Meet meet.google.com/ijh-idkv-dno	
Calendar	infoofficer@scit.edu	
Who	• dydirector@scit.edu - organizer	
	• director@scit.edu	
	• krishnan@scit.edu	
	• dsdacord@scit.edu	
	• SCIT Accounts	
	• savitha@scit.edu	
	• Pgditbm Coordinator	
	• infoofficer@scit.edu	
	• coordinator@scit.edu	
	• Prashant Bhagat	
	• Ekta Kulkarni	
	• Exmba - Coordinator - Atul Kaulkar	
	• programcoordinator@scit.edu	
	• Mangesh Katke	
	• Sonali Shevate	
	• Gajanan Gokhale	
	• library@scit.edu	
	• pa2dirscit@scit.edu	
	• placementcoordinator@scit.edu	
	• TV Rao	
	• tejas@scit.edu	
	• Adminofficer SCIT	
	• sysadmin@scit.edu	
	• Pradnya Wable	
	• dhumal@scit.edu	
	• staff	
	• admission@scit.edu	
	• Yogesh Sarwade	

Google Meet Training for SCIT Non- teaching Staff

Going (infoofficer@scit.edu)?   **Yes**   -   **Maybe**   -   **No**   more options »

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MT Training Attendance 12.9.2020

Full Name	User Action	Timestamp
ekta kulkarni	Joined	12/9/2020, 02:45:59 PM
atul kaulkar	Joined before	12/9/2020, 02:45:59 PM
kanchan patil	Joined before	12/9/2020, 02:45:59 PM
Anita Thomas	Joined before	12/9/2020, 02:45:59 PM
Sachin Khillare	Joined before	12/9/2020, 02:45:59 PM
Dr. Dhanya	Joined before	12/9/2020, 02:45:59 PM
Krishnakumar	Joined before	12/9/2020, 02:45:59 PM
Ajey Kumar	Joined before	12/9/2020, 02:45:59 PM
Raghav	Joined before	12/9/2020, 02:45:59 PM
Vishal Pradhan	Joined before	12/9/2020, 02:45:59 PM
Mugdha Kulkarni	Joined before	12/9/2020, 02:45:59 PM
Pradnya Purandare	Joined before	12/9/2020, 02:45:59 PM
Suneel P	Joined before	12/9/2020, 02:45:59 PM
Nisha TN	Left	12/9/2020, 02:45:59 PM
shaji joseph	Joined	12/9/2020, 03:00:01 PM
Angekina Gokhale	Joined	12/9/2020, 03:00:01 PM
svkbharathi	Joined	12/9/2020, 03:00:01 PM
hemraj	Joined	12/9/2020, 03:00:01 PM
anil jadhav	Joined	12/9/2020, 03:00:01 PM
Dr. Mandaar Pande	Joined	12/9/2020, 03:00:01 PM
Gajanan Gokhale	Joined	12/9/2020, 03:00:01 PM
Pradnya W	Joined	12/9/2020, 03:00:01 PM

॥ वसुधैव कुटुम्बकम् ॥
SCIT