

## SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

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Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)



Celebrating 50 Years of Excellence

### 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

<p>Jul</p> <p><b>2</b></p> <p>Thu</p>	<p><b>Google Meet Training</b></p> <p><a href="#">View on Google Calendar</a></p> <p>When Thu Jul 2, 2020 2pm – 3pm (IST)</p> <p>Who director@scit.edu, krishnan@scit.edu, staff, dydirector@scit.edu*</p>	<p><b>Agenda</b></p> <p>Thu Jul 2, 2020</p> <p><i>No earlier events</i></p> <p>2pm Google Meet Training</p> <p><i>No later events</i></p>
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**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/jh-idkv-dno](https://meet.google.com/jh-idkv-dno)Calendar [infoofficer@scit.edu](mailto:infoofficer@scit.edu)

Who

- [dydirector@scit.edu](mailto:dydirector@scit.edu) - organizer
- [director@scit.edu](mailto:director@scit.edu)
- [krishnan@scit.edu](mailto:krishnan@scit.edu)
- [dsdacord@scit.edu](mailto:dsdacord@scit.edu)
- SCIT Accounts
- [savitha@scit.edu](mailto:savitha@scit.edu)
- Pgditbm Coordinator
- [infoofficer@scit.edu](mailto:infoofficer@scit.edu)
- [coordinator@scit.edu](mailto:coordinator@scit.edu)
- Prashant Bhagat
- Ekta Kulkarni
- Exmba - Coordinator - Atul Kaulkar
- [programcoordinator@scit.edu](mailto:programcoordinator@scit.edu)
- Mangesh Katke
- Sonali Shevate
- Gajanan Gokhale
- [library@scit.edu](mailto:library@scit.edu)
- [pa2dirscit@scit.edu](mailto:pa2dirscit@scit.edu)
- [placementcoordinator@scit.edu](mailto:placementcoordinator@scit.edu)
- TV Rao
- [tejas@scit.edu](mailto:tejas@scit.edu)
- Adminofficer SCIT
- [sysadmin@scit.edu](mailto:sysadmin@scit.edu)
- Pradnya Wable
- [dhumal@scit.edu](mailto:dhumal@scit.edu)
- staff
- [admission@scit.edu](mailto:admission@scit.edu)
- Yogesh Sarwade

Google Meet Training for SCIT Non- teaching Staff

Going ([infoofficer@scit.edu](mailto:infoofficer@scit.edu))? **Yes** - **Maybe** - **No** [more options »](#)Invitation from [Google Calendar](#)You are receiving this email at the account [infoofficer@scit.edu](mailto:infoofficer@scit.edu) because you are subscribed for invitations on calendar [infoofficer@scit.edu](mailto:infoofficer@scit.edu).To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

02/07/2020

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*This email is governed by the Disclaimer Terms of SIU which may be viewed at <http://siu.edu.in/disclaimer.php>*

**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

