



SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY

Symbiosis International (Deemed University)

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

Re-accredited by NAAC with 'A++' Grade | Awarded Category - I by UGC

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

Report Staff Development Session under QIC

1. Title of the Event: Staff Development Session
2. Date of Event: 30 March 2024, 15-16 April 2024, 18-19 April 2024
3. Duration (in hours): 2 :00 pm – 4:00 pm
4. Number of Participants: 21
5. Name of Resource Persons:
 - Dr. Tamal Mondal (SCIT Faculty)
 - Prof. Raghav Sandhane (SCIT Faculty)
 - Dr. Vidyavati Ramteke (SCIT Faculty)
 - Dr. Shaji Joseph (SCIT Faculty)

6. Objective: Skill development

7. Brief Report:

SCIT QIC every year plans and conducts training sessions for non-teaching staff of SCIT to ensures that staff maintain and enhance their skills and knowledge, leading to improved quality and performance in their job roles.

This year five days staff development session was conducted by SCIT Faculty members on various topics like "Chat GPT - a hands-on session, Mastering Microsoft Word, IT Organization Structure, Introduction to Global Economy and India perspective and 17 Sustainable Development Goals and their targets.





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8. Geo tagged Photos:





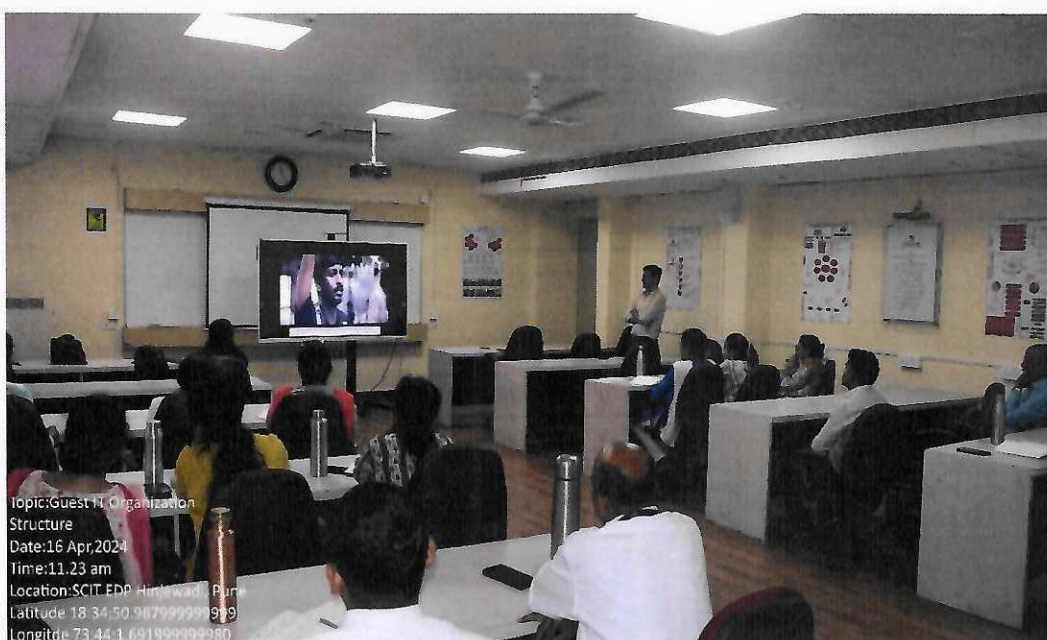
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Topic: Guest H. Organization
Structure
Date: 16 Apr, 2024
Time: 11.23 am
Location: SCIT EDP, Hinjawadi, Pune
Latitude: 18 34 50.96799999999999
Longitude: 73 44 16.91999999999999

9. Email-Communication: Attached

10. Attendance: Attached

Dr. Dhanya Pramod
Director SCIT



Staff Development Session under QIC

Inbox



Apoorva Kulkarni <apoorva@scit.edu>
to All, Director, Dy

Thu, Mar 14, 12:04 PM

Dear All,

This mail is to inform you that a Staff Development Session (SDP) has been arranged for all of you on 30th March from 2 pm onwards on the topic "Chat GPT - a hands-on session" under the QIC initiative.

You all are hereby requested to attend the same and consider this mandatory.

The venue will be one of the labs and it shall be communicated later.

Thank you.

--

With BRegards,

Apoorva Vikrant Kulkarni

UGC-NET,M.B.A(Computer Management),B.C.S,

(Pursuing PhD)

Assistant Professor,

Coordinator - Quality Improvement Cell

Mentor - iTELF (E-Cell)

Editorial Advisory Board member Emerald Market Case Studies

Member of UGC- Paramarsh Scheme

<https://www.siu.edu.in/pdf/SYMBIOSIS-NAAC-Mentor-Institute-UGC-Paramarsh-Scheme.pdf>

Symbiosis Centre for Information Technology(SCIT),

a constituent of Symbiosis International (Deemed) University

Plot No. 15, Rajiv Gandhi Infotech Park

Phase - I, Symbiosis Infotech Campus, MIDC, Hinjawadi

Pune - 411057; Tel : 020-22934308 /09 Ext : 118

Web: www.scit.eduapoorva@scit.edu

+91 9822318356

*"If it's meant to be, it will be."*Google Scholar id : <https://scholar.google.com/citations?hl=en&user=nn8cP5gAAAAJ>ORCID ID : <https://orcid.org/0000-0002-6377-691X>

Celebrating 50 Years of Excellence

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Apoorva Kulkarni <apoorva@scit.edu>
to Tamal, All, Director, Dy

Tue, Mar 19, 11:42 AM

Dear All,

Please be informed that the said session is rescheduled to 8th April 2024, same time.

You all are kindly requested to make a note of the same.

Thank You.

Apoorva Vikrant Kulkarni

UGC NET qualified

Assistant Professor

SCIT

a constituent of Symbiosis International Deemed University



Apoorva Kulkarni <apoorva@scit.edu>
to Sha, Raghav, Vidyavati, All, Director, Dy

Mon, Apr 1, 12:17 PM

++ Additionally, we are also scheduling some more SDP sessions for you as below:

15th April and 16th April by Prof. Raghav Sandhane

18th April - Dr. Vidyavati

19th April - Dr. Shaji

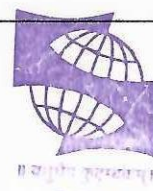
Details to follow soon.

Thank you.

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Staff Development Session Chat GPT - a hands-on (8.4.2024)

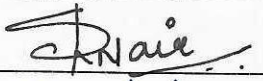
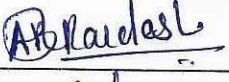

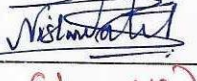
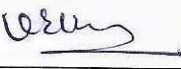
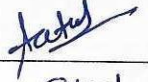

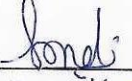
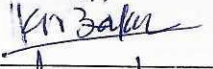



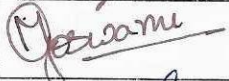
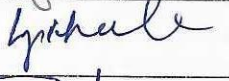




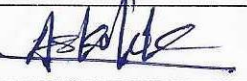
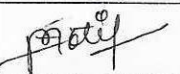
Sr.No.	Name	Designation	Signature
1	Savitha Nair	Admin Officer	<i>S Nair</i>
2	Archana Pardeshi	Office Superintendant	A
3	Ritul Verma	Information Officer	<i>Ritul</i>
4	Nishant Vanmane - Patil	P.A. to Director	<i>Nishant Patil</i>
5	Meghana Kulkarni	Accountant	A
6	Uma Khapre	Sr.Accounts Assistant	A
7	Atul Kaulkar	Supervisor	<i>Atul</i>
8	Ekta Kulkarni	Sr. Coordinator	<i>Ekta</i>
9	Sonali Shevate	Sr.Coordinator	<i>Sonali</i>
10	Ketaki Borkar	Sr.Coordinator	A
11	Anita Thomas	Sr.Coordinator	<i>Anita</i>
12	Kavita Pawale	Sr.Coordinator - Placements	<i>Kavita</i>
13	Pradnya Wable	Sr.Coordinator - Front Office	A
14	Meghna Goswami	Coordinator	A
15	Gajanan Gokhale	Assistant Coordinator	A
16	Yogesh Sarwade	Network Administrator	A
17	Mangesh Katke	IT Support	<i>Mangesh</i>
18	Babruwan Dhumal	IT Coordinator	<i>Babruwan</i>
19	Avinash Gole	IT Support	<i>Avinash</i>
20	Dnyaneshwar Parkhi	Library Incharge	<i>Dnyaneshwar</i>
21	Ashok Kohok	Sr. Library Assistant	<i>Ashok</i>
22	Mayur Patil	Library Assistant	A



SCIT

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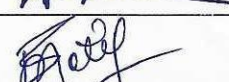
Staff Development Session Written Communication (15.4.2024)

Sr.No.	Name	Designation	Signature
1	Savitha Nair	Admin Officer	
2	Archana Pardeshi	Office Superintendant	
3	Ritul Verma	Information Officer	
4	Nishant Vanmane - Patil	P.A. to Director	
5	Meghana Kulkarni	Accountant	A (Leave)
6	Uma Khapre	Sr.Accounts Assistant	
7	Atul Kaulkar	Supervisor	
8	Ekta Kulkarni	Sr. Coordinator	
9	Sonali Shevate	Sr.Coordinator	
10	Ketaki Borkar	Sr.Coordinator	
11	Anita Thomas	Sr.Coordinator	
12	Kavita Pawale	Sr.Coordinator - Placements	
13	Pradnya Wable	Sr.Coordinator - Front Office	
14	Meghna Goswami	Coordinator	
15	Gajanan Gokhale	Assistant Coordinator	
16	Yogesh Sarwade	Network Administrator	
17	Mangesh Katke	IT Support	
18	Babruwan Dhumal	IT Coordinator	A (CEL)
19	Avinash Gole	IT Support	
20	Dnyaneshwar Parkhi	Library Incharge	
21	Ashok Kohok	Sr. Library Assistant	
22	Mayur Patil	Library Assistant	

संयुक्त ऑनलाईन वेब पोर्टलद्वारे संचालित प्रशासकीय कामां हेल्पडेस्क: helpdesk@mahadiscom.in वर पोहोचण्यासाठी कृपया येथील लिंक वाचवा.


SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY

Staff Development Session MS Word (18.4.2024)

Sr.No.	Name	Designation	Signature
1	Savitha Nair	Admin Officer	
2	Archana Pardeshi	Office Superintendant	
3	Ritul Verma	Information Officer	
4	Nishant Vanmane - Patil	P.A. to Director	
5	Meghana Kulkarni	Accountant	
6	Uma Khapre	Sr.Accounts Assistant	
7	Atul Kaulkar	Supervisor	
8	Ekta Kulkarni	Sr. Coordinator	
9	Sonali Shevate	Sr.Coordinator	
10	Ketaki Borkar	Sr.Coordinator	
11	Anita Thomas	Sr.Coordinator	
12	Kavita Pawale	Sr.Coordinator - Placements	
13	Pradnya Wable	Sr.Coordinator - Front Office	
14	Meghna Goswami	Coordinator	
15	Gajanan Gokhale	Assistant Coordinator	
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17	Mangesh Katke	IT Support	
18	Babruwan Dhumal	IT Coordinator	
19	Avinash Gole	IT Support	
20	Dnyaneshwar Parkhi	Library Incharge	
21	Ashok Kohok	Sr. Library Assistant	
22	Mayur Patil	Library Assistant	

SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY

Staff Development Session Sustainable Development Goals (19.4.2024)

Sr.No.	Name	Designation	Signature
1	Savitha Nair	Admin Officer	
2	Archana Pardeshi	Office Superintendant	
3	Ritul Verma	Information Officer	
4	Nishant Vanmane - Patil	P.A. to Director	
5	Meghana Kulkarni	Accountant	
6	Uma Khapre	Sr.Accounts Assistant	A
7	Atul Kaulkar	Supervisor	A
8	Ekta Kulkarni	Sr. Coordinator	
9	Sonali Shevate	Sr.Coordinator	
10	Ketaki Borkar	Sr.Coordinator	
11	Anita Thomas	Sr.Coordinator	
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18	Babruwan Dhumal	IT Coordinator	A
19	Avinash Gole	IT Support	
20	Dnyaneshwar Parkhi	Library Incharge	A
21	Ashok Kohok	Sr. Library Assistant	A
22	Mayur Patil	Library Assistant	A