1) Title of Programme:	Training Programme for Teaching faculty on Microsoft Teams App		
2) Name of Organizing Department:	Department of Information Technology		
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Programme:	Programme Coordinator: 1) Mr. Vishwnath Panchal 2) Miss. Jyoti Mashalkar		
4) Date(s) of the Programme:	25.09.2020		
5) Venue/Mode:	Microsoft-Teams Platform (Online)		
6) Target Group:	All Teaching Faculty of R. S. M. (Autonomous), Latur		
7) Number of Participants:	Male	Female	Total
A separate list with signatures be maintained in the department/Unit	Teaching	84	38	122
	Non-Teaching	--	--	--
	Student	--	--	--
8) Name(s) and details of Resource Person(s), if any:	1. Mrs. Jayshree M. Jadhav 2. Mr. Manoj P. Birajdar Department of IT , R. S. M. (Autonomous), Latur		
9) Total Expenditure for the Programme:	Not Applicable		
10) Source of Funding:	Not Applicable		

B) Report

i. Title

Training Programme for Teaching faculty on Microsoft Teams App

ii. Introduction

Due to the COVID-19 pandemic, it was the need to conduct all classes in online mode. The college has decided to use Microsoft Teams application for online teaching. As this app provide the facility of two-way communication, sharing of notes to students, conduct of practice test, recording of classes and many more. In order to provide training of Microsoft Teams application to faculty of college, Department of Information Technology, Rajarshi Shahu Mahavidyalaya(Autonomous), Latur has organized Training Programme for Teaching faculty on Microsoft Teams App.

iii. Objectives of the training programme

- ➢ To gain knowledge about working of Microsoft Teams app
- ➢ To provide training about sharing of class link and study material to a specific class.
- ➢ To add students to a Team as well as upload study material.

iv. Details of Participants

122 participants (Male -84and Female -38) attended the workshop/ training programme

v. Brief Summary of Events / Sessions

Mrs. Jayshree Jadhav and Mr. Manoj Birajdar were the resource persons for this training programme. The resource person guided about how to login to Microsoft Teams Application in desktop mode and in Mobile. They demonstrated how to share Online Class link, study material to student. The resource person also focused on how to add new student and how to add any new channel in an existing Teams.

vi. Conclusion, with Feedback on the workshop / training programme

Training Programme for Teaching faculty on Microsoft Teams App was conducted successfully by demonstrating the process of creating a team for a class, preparing schedule of a lecture, adding students to a particular team, sharing study material etc. The training programme opened the doors for faculty members to conduct online teaching learning through Microsoft Teams application.

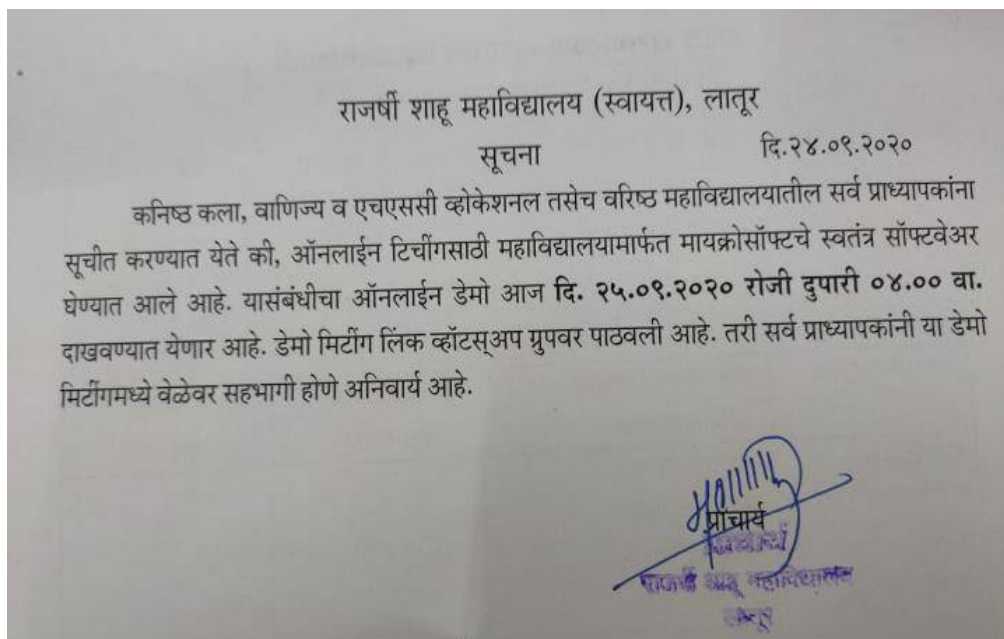### vii. Any Appendix If Necessary
List of Participants attached

Date: 25.09.2020

Convener/ HoD
Co-Ordinator
Information Technology
R.S.M.(Autonomous), Latur

Principal
Rajarshi Shahu.Mahavidyalaya
(Autonomous), Latur

C) Geotagged Photographs/ Screenshots

राजर्षी शाहू महाविद्यालय (स्वायत्त), लातूर

सूचना   दि.२४.०९.२०२०

कनिष्ठ कला, वाणिज्य व एचएससी व्होकेशनल तसेच वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांना सूचित करण्यात येते की, ऑनलाईन टिचींगसाठी महाविद्यालयामार्फत मायक्रोसॉफ्टचे स्वतंत्र सॉफ्टवेअर घेण्यात आले आहे. यासंबंधीचा ऑनलाईन डेमो आज **दि. २५.०९.२०२० रोजी दुपारी ०४.०० वा.** दाखवण्यात येणार आहे. डेमो मिटींग लिंक व्हॉटस्अप ग्रुपवर पाठवली आहे. तरी सर्व प्राध्यापकांनी या डेमो मिटींगमध्ये वेळेवर सहभागी होणे अनिवार्य आहे.

प्राचार्य

Notice to all teaching staff to attend the Training programe

Resource person delivering the session

D) Brochure of the workshop / programme

Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Department of Information Technology

Organise

**Training Programme for Teaching faculty on Microsoft Teams App
On Saturday 25/9/2020 at 4:00 pm**

Chair Person: Principal Dr. Mahadev H. Gavhane

Resource Person	Programme Coordinator
Mrs. Jayshree M. Jadhav	Mr. Vishwnath Panchal
Mr. Manoj P. Birajdar	Miss. JyotiMashalkar

E) Any Other Publicity Material

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Training Programme for Teaching faculty on Microsoft Teams App
List of Participants (25.09.2020)

SR. No.	NAME	GENDER	DESIGNATION
1	DR. MAHADEV GAVHANE	MALE	PRINCIPAL
2	DR. A. J. RAJU	MALE	VICE PRINCIPAL
3	PROF. SADASHIV SHINDE	MALE	VICE PRINCIPAL
4	JAYSHREE JADHAV	FEMALE	FACULTY
5	BHAIRAVNATH GORDE	MALE	FACULTY
6	MADHAV SHELKE	MALE	FACULTY
7	JYOTI MASHALKAR	FEMALE	FACULTY
8	DNYANESHWAR RATHOD	MALE	FACULTY
9	PRAMOD JAIN	MALE	FACULTY
10	J S BASALGE	FEMALE	FACULTY
11	DNYANESHWAR RATHOD	MALE	FACULTY
12	AMANQAYYUM SHAIKH	MALE	FACULTY
13	DR. D.S.RATHOD	MALE	FACULTY
14	VISHWANATH PANCHAL	MALE	FACULTY
15	KRISHNA DESHMUKH	MALE	FACULTY
16	YUVRAJ SHIKHARE	MALE	FACULTY
17	Ashwini Kale	FEMALE	FACULTY
18	MAHESH KUMBHAR	MALE	FACULTY
19	NITIN PANCHAL	MALE	FACULTY
20	PALLAVI MANE	FEMALE	FACULTY
21	ASHOK GALPHADE	MALE	FACULTY
22	PRASHANT GOPALRAO JOSHI	MALE	FACULTY
23	MALLIKARJUN BISE	MALE	FACULTY
24	NITIN CHAVAN	MALE	FACULTY
25	KHANDADE KM	MALE	FACULTY
26	ANANYA SHRINIVAS MORE	MALE	FACULTY
27	SOMDEV SHINDE	MALE	FACULTY
28	RIYAJ SHAIKH	MALE	FACULTY
29	K.R.GAIKWAD	MALE	FACULTY
30	BAPUSAHEB JAWLEKAR	MALE	FACULTY
31	BAJGUDE J	MALE	FACULTY
32	KALYANI DHULE	FEMALE	FACULTY
33	R. N. PANDIT	MALE	FACULTY
34	VIJAY GAVALI	MALE	FACULTY
35	MANISHA PATIL	FEMALE	FACULTY
36	DR. RAVINDRA ADE	MALE	FACULTY
37	KIRAN SHINDE	MALE	FACULTY
38	DR.KALIMODDIN MOMIN	MALE	FACULTY
39	DIPAK VEDPATHAK	MALE	FACULTY

40	MANJUSHA SHINDE	FEMALE	FACULTY
41	SACHIN BHANDARE	MALE	FACULTY
42	AVADHUT VIJAY ARADHYE	MALE	FACULTY
43	SHILPA SURWASE	FEMALE	FACULTY
44	SHABDASHRI BHANGE	FEMALE	FACULTY
45	MAHADEV BHATADE	MALE	FACULTY
46	DIPAK GHUGE	MALE	FACULTY
47	MR.M.B.KUMBHAR	MALE	FACULTY
48	OMPRAKASH SHAHAPURKAR	MALE	FACULTY
49	ISHRATFATIMA PATEL	MALE	FACULTY
50	RANJEET SHINDE	MALE	FACULTY
51	ANUJA JADHAV	FEMALE	FACULTY
52	SANDEEP S. KAMBLE	MALE	FACULTY
53	DNYANOBA RAMBHAU AWAD	MALE	FACULTY
54	VIJAY DALVI	MALE	FACULTY
55	KUNDAN TAYADE	MALE	FACULTY
56	HARISARVOTTAM JOSHI	MALE	FACULTY
57	KISHOR SHINDE	MALE	FACULTY
58	MAHADEV GAVHANE	MALE	FACULTY
59	PRO. DR. PATIL PRIYADARSHANI	FEMALE	FACULTY
60	ANIRUDH BIRAJDAR	MALE	FACULTY
61	MAHESH WAVARE	MALE	FACULTY
62	SURYAKANT CHAVAN	MALE	FACULTY
63	SHRADHA JADHAV	MALE	FACULTY
64	GOVIND SURYAWANSHI	MALE	FACULTY
65	PROF.AMOL LANDGE	MALE	FACULTY
66	SWAPNIL UNDALKAR	MALE	FACULTY
67	PROF. DONGAPURE SAVITA	FEMALE	FACULTY
68	SUCHITA SHRIDHAR SARKALE	FEMALE	FACULTY
69	CHANDRAMANI BANSODE	FEMALE	FACULTY
70	ABHIJIT YADAV	MALE	FACULTY
71	SANDIPAN HADULE	MALE	FACULTY
72	PRAKASH RODIYA	MALE	FACULTY
73	VIDYA AIWALE	FEMALE	FACULTY
74	DR.K.G.MASKE	FEMALE	FACULTY
75	DATTATRAYA SONKAMBLE	MALE	FACULTY
76	DRPALLAVI PATIL	FEMALE	FACULTY
77	DHANANJAY PALKE JOIN MEETING	MALE	FACULTY
78	CHANDRAPRABHA KULKARNI	FEMALE	FACULTY
79	VYANKAT DHUMAL	MALE	FACULTY
80	USHA SOLANKE	FEMALE	FACULTY
81	PRITI POHEKAR	FEMALE	FACULTY
82	PUSHPALATA	FEMALE	FACULTY
83	DR.SHIVRAJ KACHE	MALE	FACULTY
84	MADHURI BHANDE	FEMALE	FACULTY
85	DR. SURESH J. PHULE	MALE	FACULTY

86	SHIVRAJ PATIL	MALE	FACULTY
87	PROF. SONALI PAWAR	FEMALE	FACULTY
88	SWATI SWAMI	FEMALE	FACULTY
89	BHIMRAO.PATIL	MALE	FACULTY
90	IQRATARANNUM SAYYAD	FEMALE	FACULTY
91	JEEVAN GAIKWAD	MALE	FACULTY
92	DR SACHIN KULKARNI	MALE	FACULTY
93	SACHIN KALE	MALE	FACULTY
94	UDAYBHANU SIRDESHMUKH	MALE	FACULTY
95	DR.VISHAL GARAD	MALE	FACULTY
96	SAYALI SAMUDRE	FEMALE	FACULTY
97	DAYANAND RAJE	MALE	FACULTY
98	SACHIN KALE	MALE	FACULTY
99	PROF. DR. S. M. SONONE	MALE	FACULTY
100	OMKAR RAUT	MALE	FACULTY
101	AKASH WAGHMARE	MALE	FACULTY
102	SURAJ D KADAM	MALE	FACULTY
103	DR.LAXMAN BAVKAR	MALE	FACULTY
104	AKSHAY BHANDARE	MALE	FACULTY
105	SUDARSHAN S PATIL	MALE	FACULTY
106	KALPANA GARAD	FEMALE	FACULTY
107	KISHOR PATIL	MALE	FACULTY
108	VINOD ZARITAKLIKAR	MALE	FACULTY
109	SUCHITRA KASBE	FEMALE	FACULTY
110	A. V. ARADHYE	MALE	FACULTY
111	DR.BIRAJDAR SUJATA	FEMALE	FACULTY
112	SANGITA TODKAR	FEMALE	FACULTY
113	DHANANJAY PALKE	MALE	FACULTY
114	SURAJ KADAM	MALE	FACULTY
115	MR.M.B.KUMBHAR	MALE	FACULTY
116	MANE LATA	FEMALE	FACULTY
117	SHIVSHANKAR PATWARI	MALE	FACULTY
118	SHAIKH RIYAJ SHAIKH SAHEB	MALE	FACULTY
119	SHAIKH JUVERIYA MAHMOOD	FEMALE	FACULTY
120	AAKANKSHA BALSARAF	FEMALE	FACULTY
121	JAYSHREE JAGDALE	FEMALE	FACULTY
122	CHAITALI CHAVAN	FEMALE	FACULTY

Date: 25.09.2020

Convener/ HoD
Co-Ordinator
Information Technology
R.S.M.(Autonomous), Latur

LATUR

Principal
PRINCIPAL
Rajarshi Shahu.Mahavidyalaya
(Autonomous), Latur