



**Shiv Chhatrapati Shikshan Sanstha's**  
**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**  
**Department of Information Technology**  
**A) A Summary Report of the Activity**

1) Title of Programme:		Faculty Development Programme on Handling Institutional Mail ID		
2) Name of Organizing Department:		Department of Information Technology		
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Programme:m		Programme Coordinator: Mrs. Jayshree Jadhav		
4) Date(s) of the Programme:		07.12.2022		
5) Venue:		LabNo. 4		
6) Target Group:		Head of Departments and In-charge of Support Units		
7) Number of Participants:		Male	Female	Total
A separate list with signatures be maintained in the department/Unit	Teaching	33	13	46
8) Name(s) and details of Resource Person(s), if any:		Mr. Manoj Birajdar, Assistant Professor, Department of Information Technology, R.S. M. Latur		
9) Total Expenditure for the Programme:		---		
10) Source of Funding:		Not Applicable		

## **B)**

## **Report**

**i. Title:** Faculty Development Programme on Handling Institutional Mail ID

### **ii. Introduction**

In virtual official communication, institution of the employee should be reflected in their mail ID. To achieve this, college has taken an initiative to provide institutional mail ID to each department and support unit of the college. For that Faculty Development Programme on Handling Institutional Mail ID was organized by Department of Information Technology on 07.12.2022 for heads of department and incharge of support units of college.

### **iii. Objectives of the programme**

- To provide information regarding need of Institutional mail ID
- To promote secure virtual communication through institutional mail ID
- To conduct hands on training on usage of institutional mail ID

### **iv. Details of Participants**

46 participants (Male 33 and Female 13) attended the programme

### **v. Brief Summary of Events / Sessions**

At the inception of the programme, Mr Vishal Puri welcomed the Chairperson of the Programme Principal of college Dr. Mahadev Gavhane, Vice Principal Prof Sadashiv Shinde, all HoDs, incharge of support units and faculty members of IT Department.

The resource person Mr. Manoj Birajdar gave information about importance of Institutional mail ID, how to use mail ID of department/support unit provided by college. He demonstrated how to login with provided username and password, how to compose email and send to other email platforms with attachment. Later in practical session all the participants logged in their assigned account and performed the email related activities. The faculty members of IT department helped the participants during practical session.

The Chairperson Dr. Mahadev Gavhane motivated the participants to make use of assigned institutional Mail ID for virtual official communication. Mr. Vishal Puri expressed vote of thanks at the end of the programme.

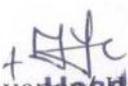
**vi. Conclusion, with Feedback on the programme**

The hands on training provided on institutional mail ID in the programme on will be helpful for the HoDs and incharge of support units in their virtual official communication.

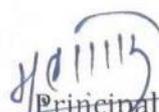
**vii. Any Appendix If Necessary**

List of Participants attached

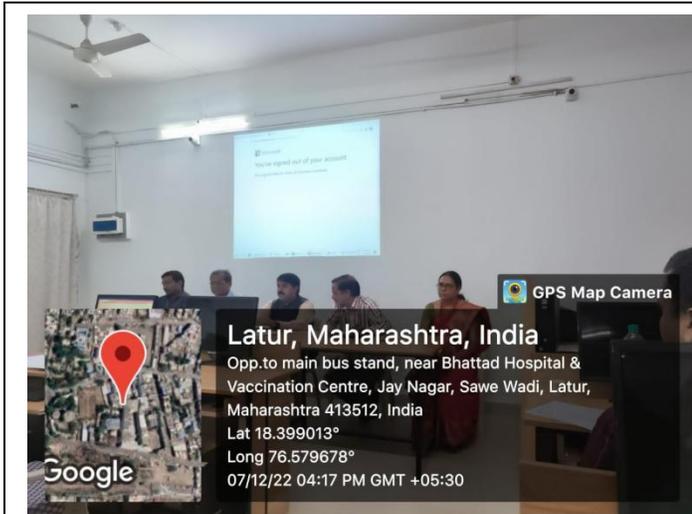
Date: 09.12.2022

  
Head of Department  
Dept. of Information Technology  
R.S.M. (Autonomous), Latur



  
Principal  
**PRINCIPAL**  
Rajarshi Shahu Mahavidyalaya, Latur  
(Autonomous)

### C) Geotagged Photographs/ Screenshots



Principal Dr Mahadev Gavhane, Vice Principal Prof Sadashiv Shinde, Department Coordinator Mr. Vishwanath Panchal, Resource Person Manoj Birajdar, programme Coordinator Jayshree Jadhav present for the programme



Resource person Manoj Birajdar guiding the participants about institutional mail ID



Resource person Mr Manoj Birajdar delivering the session



Vice Principal Prof Sadashiv Shinde guiding the participants



GPS Map Camera

**Latur, Maharashtra, India**  
 Opp.to main bus stand, near Bhattad Hospital &  
 Vaccination Centre, Jay Nagar, Sawe Wadi, Latur,  
 Maharashtra 413512, India  
 Lat 18.398978°  
 Long 76.579679°  
 07/12/22 03:41 PM GMT +05:30

Google

Chairperson of programme Principal Dr Mahadev Gavhane delivering presedential talk



GPS Map Camera

**Latur, Maharashtra, India**  
 Opp.to main bus stand, near Bhattad Hospital &  
 Vaccination Centre, Jay Nagar, Sawe Wadi, Latur,  
 Maharashtra 413512, India  
 Lat 18.398992°  
 Long 76.579624°  
 07/12/22 03:28 PM GMT +05:30

Google

Mr. Vishal Puri expressing vote of thanks

**D) Brochure of the programme**



Shiv Chhatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**  
**Department of Information Technology**

**Faculty Development Program**  
**on**  
**Handling Institutional Mail ID**

**Date: 07/12/2022 @ 03:00 PM**

<b>Resource Person</b> Prof. Manoj Birajdar		<b>Special Presence</b> Prof. S. N. Shinde Vice-Principal, R.S.M. Latur Dr. A. A. Yadav OSD & IQAC Coordinator, RSML
<b>Program Coordinator</b> Prof. Jayshree Jadhav		<b>Chairperson</b> Dr. Mahadev Gavhane Principal, R.S.M. Latur
<b>Department Coordinator</b> Prof. Vishwanath Panchal Prof. Jyoti Mashalkar		

**Venue: Lab No. 4**

**E) Notice of programme:**

राजर्षी शाहू महाविद्यालय (स्वायत्त), लातूर

**सूचना**

दि. ०७.१२.२०२२

वरिष्ठ महाविद्यालयातील सर्व विभागप्रमुख व सपोर्ट युनिट प्रभारी यांना सूचित करण्यात येते की, महाविद्यालयामार्फत प्रत्येक विभागाचा नविन ई-मेल आयडी तयार करण्यात आला आहे. यापूढे विभागाच्या सूचना व पत्रव्यवहारासाठी याच मेलचा वापर करणे अनिवार्य आहे. या मेल वापरासंदर्भात अधिक माहिती देण्यासाठी आय.टी. विभागामार्फत आज दि. ०७.१२.२०२२ रोजी दु. ०३.०० वा. लॅब नं. ०४ येथे कार्यशाळा आयोजित करण्यात आली आहे. तरी या कार्यशाळेसाठी सर्व विभागप्रमुख व सपोर्ट युनिट प्रभारी यांनी वेळेवर उपस्थित राहणे अनिवार्य आहे.

प्रत :

१. प्राचार्यांचे कार्यालय.
२. मुख्य कार्यालय.
३. वेबसाई प्रभारी.

  
प्राचार्य  
**प्राचार्य**  
राजर्षी शाहू महाविद्यालय  
लातूर

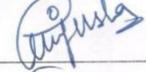
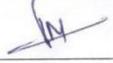
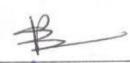
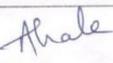
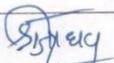
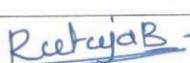
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JMS  
JPK

**F) Any Other Publicity Material : Nil**

Shiv Chhatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya, Latur**  
**(Autonomous)**

**Faculty Development Programme on Handling Institutional Mail ID**  
**List of Participants (07.12.2022)**

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur  
Faculty Development Programme on Handling Institutional Mail ID  
List of Participants (07.12.2022)

Sr. No.	Name of faculty	Sign
1	Mrs. Chandrabhabha Kulkarni	
2	Mr. Riyaj Shaikh	
3	Mrs. Manjusha Shinde	
4	Mr. Mahadev Bhatade	
5	Mr. Prashant Joshi	
6	Mr. Aman Shaikh	
7	Mrs. Chetna Ahale	
8	Mrs. Shradha Jadhav	
9	Mr. Bhairavnath Gorde	
10	Mr. Vishal Puri	
11	Mrs. Pooja Rathod	
12	Ms. Pooja Jadhav	
13	Ms. Rutuja Bhoyate	

Sr.No	Department	Incharge	Mobile No.	Signature
1	Principal	Dr. M.H. Gavahane	9403245650	
2	Botany (Vice Principal)	Prof. S.N. Shinde	9922086789	
3	Marathi	Dr. S.V. Patil	9423730511	
4	Hindi	Dr. P.B. Patil	9975470983	
5	English	Dr. A.A. Jadhav	9403245749	
6	Sanskrit	Prof. R.K. Arya	9422643560	
7	Pali	Dr. S.M. Sonone	9028694891	
8	Geography	Dr. S.J. Phule	9028666874	
9	Political Science	Prof. D.M. Bansode	9096359529	
10	Public Administration	Dr. V.B. Nikte	9881821903	
11	History	Dr. A.D. Tak	9850082403	
12	Sociology	Prof. S.A. Samudre	9423776548	
13	Economics	Dr. B.P. Gadekar	9309833874	07/12/2022
14	MCJ	Prof. S.T. Patwari	9096125126	
15	Music - vaibhav mane	Prof. H.G. Joshi	8087415213	
16	Commerce	Dr. P.S. Trimukhe	9028676742	07/12/2022
17	Physics, Elect., Phy. (Phot.)	Dr. A. A. Yadav	9975213852	
18	Chemistry, Ana. Chem.	Dr. D.G. Palke	9890499290	
19	Mathematics	Dr. M.S. Wavare	9890620620	
20	Microbiology	Dr. K.G. Maske	9422612580	
21	Zoology, Fish. Sci.	Dr. D. S. Rathod	7720924930	
22	Computer Sci, B.Voc	Dr. R.R. Londhe	9545226333	

No	Department	Incharge	Mobile No.	Signature
23	(IT) B.C.A.	Prof. V.D. Panchal	8862060791	
24	(IT) B.C.S.	Prof. J.V. Mashalkar	9960094954	
25	Biotechnology	Dr. S.S. Kulkarni	9970849425	
26	NCC Studies	Dr. O.V. Shahapurkar	9890010453	
27	Language Lab	Dr. A.A. Jadhav	9403245749	
28	Shahu Prabodhini	Prof. M.V. Shelke	9405447747	
29	SPORTS	Dr. A.B. Birajdar	9923237808	
30	NSS	Dr. K.D. Sawant	9403591841	
31	NCC Boys	Dr. M.S. Wavare	9890010453	
32	NCC Girls	Dr. A.D. Tak	9850082403	
33	Cultural Association	Dr. D.V. Vedpathak	9822757890	
34	Avishkar	Dr. D.S. Rathod	7720924930	
35	Debating	Dr. B.B. Patil	9850796755	
36	Placement Cell			
37	Examination (Autonomous)	Dr. O.V. Shahapurkar	9890010453	
38	IQAC	Dr. A.A. Yadav	9975213852	
39	Social Work	Prof. S.M. Jadhav	9665793961	
40	Library	Prof. S.B. Maske	9623790501	
41	Office	Shri. S.P. Chavan	9404272110	

Head  
 Dept. of Information Technology  
 R.S.M.(Autonomous), Latur



PRINCIPAL  
 Rajarshi Shahu Mahavidyalaya, Latur  
 (Autonomous)