



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:	Technology Training Programme for Non-teaching Staff (Class-III & IV) on the occasion of National Technology Day	
2) Name of Organizing Department/Unit:	Department of Information Technology	
3) Name of the Coordinator(s)/Convener(s)/Organizer(s) of the Programme:	Programme Coordinator: Prof. Manjusha Shinde	
4) Date(s) of the Programme:	11 May 2023	
5) Venue:	Department of Information Technology, Gateway Lab Number 4	
6) Target Group:	Non-Teaching staff Class III and Class IV	
7) Number of Participants:	Male	Female
	74	01
8) Total Number of Participants:	75	
9) Total Expenditure for the Programme:	1000/-	
10) Source of Funding:	R.S.M. Latur (Autonomous)	

B) Report

i. Title

Technology Training Programme for Non-teaching Staff (Class-III & IV) on the occasion of National Technology Day

ii. Introduction

The college promote Digital Literacy and related activities for upgradation of technical skill of the employees. The Department of Information Technology has organized a Technology Training Programme for Non-teaching Staff (Class-III & IV) on the occasion of National Technology Day 2023 on 11.05.2023.

iii. Objectives of the programme

- To promote digital literacy in college
- To develop technical skills among non-teaching staff of college

iv. Details of Participants

75 participants (Male 74 and Female 1) attended the programme

v. Brief Summary of Events / Sessions

The programme was inaugurated by Chairperson of Programme Principal Hon'ble Dr Mahadev Gavhane. The Vice Principal Prof. Sadashiv Shinde, Registrar of college Mr. Satish Chavan, Office Superintendent Mr Jagannath Kshirsagar, Department Coordinator Mr Vishwanath Panchal, faculty members of department and non teaching staff of college were present for this programme.

The introductory speech was delivered by Mr Vishwanath Panchal and programme information was given by Mrs Manjusha Shinde.

The Programme was divided into three sessions. During first session faculty of department Mr. R.S.S. Shaikh and Mrs Chetna Ahale guided the participants on Word processor included creating and formatting documents, paragraphs, working with graphics etc. During second session, Mr Mahadev Bhatade and Mr Prashant Joshi guided on Microsoft Excel application with sorting tables, advanced functions with examples. During third session, Mrs Jayshree Jadhav and Mrs Chandraprabha Kulkarni guided on how to handle institutional email ID using Outlook with practical demonstration.

Mrs Manjusha Shinde worked as coordinator for this programme.

vi. Conclusion, with Feedback on the programme

The organisation of this training programme helped the participants to gain detailed information regarding Word processor, Microsoft Excel and Outlook applications.

vii. Any Appendix If Necessary

List of Participants attached

Date: 12.05.2023


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




Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

c) Geotagged Photographs/ Screenshots:



Chairperson of programme Principal Dr Mahadev Gavhane guiding the participants in inaugural session



Session – I Resource Person Prof. Riyaj Shaikh guiding the participants on Word processing



Session – II Resource Person: Prof. Mahadev Bhatade guiding the participants on MS-Excel



Session – III Resource Person Prof. Jayshree Jadhav and Prof. Chandrabhabha Kulkarni guiding the participants on institutional email Id using Outlook



Non teaching staff of college attending the programme

D) Brochure of the Programme

The brochure features a background image of a laptop keyboard and a smartphone. On the left, there is a vertical list of names and titles, each preceded by a small orange flame icon. The central text is bold and colorful, announcing the event. At the bottom, a yellow banner contains the organizing committee information, and a red banner contains the venue and date/time details.

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Department of Information Technology
Organizes

Technology Training Programme
for
Non-Teaching Staff (Class III & IV)
On the Occasion of
NATIONAL TECHNOLOGY DAY
11 May 2023

Chairperson
Dr. Mahadev Gavhane
Principal

Prof.S.N Shinde
Vice Principal

Dr Abhijit Yadav
IQAC Co-ordinator & OSD

Mr. Satish Chavan
Registrar

Mr.Jagannath Kshirsagar
Office Superintendent

Prof. Vishwanath Panchal
Prof. Jyoti Mashalkar
Department Coordinator

Prof. Manjusha Shinde
Program Coordinator

Organizing Committee:: All Staff Members of IT Department.
Venue: IT Gateway Lab-4 • Date & Time: 11 May 2023,11:00 AM •

E) Schedule of the programme:



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Programme Schedule		Venue: Gateway Computer Laboratory
Session	Content	Trainer Name
Session – I	Microsoft word a) Creating and Managing Documents b) Formatting Text, Paragraphs, and Sections c) Creating Tables and Lists d) Inserting the Graphic Elements	Prof. Shaikh Riyaj Saheb Prof. Chetna Ahale
Session – II	Microsoft Excel a) Creating and formatting Worksheet and Workbook b) Creating and Managing Tables c) Filtering and Sorting a Table d) Creating Charts e) Apply Advanced Date and Time Functions	Prof. Mahadev Bhatade Prof. Prashant Joshi
Session – III	Handling Institutional email ID through Outlook a) Create and send email b) Manage email c) Organize your inbox d) Contacts and tasks e) Search and share	Prof. Jayshree Jadhav Prof. Chandraprabha Kulkarni


Program Coordinator
Prof. Manjusha Shinde


Department Coordinator
Prof. Jyoti Mashalkar

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




Principal
Dr. Mahadev Gavhane
PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

F) Any Other Publicity Material:

राजर्षी शाहू महाविद्यालय, लातूर
(स्वायत्त)
सूचना

दि. १०.०५.२०२३

वरिष्ठ महाविद्यालयांतील वर्ग -३ व वर्ग -४ वर्गातील कर्मचाऱ्यांना सूचित करण्यात येते की, माहिती तंत्रज्ञान विभागाने दि. ११ मे, २०२३ रोजी सकाळी १०:३० वा. National Technology Day निमित्ताने “Technology Training Programme” ठेवलेला आहे.

तरी सर्व कर्मचाऱ्यांनी Gateway computer Lab मध्ये उद्या सकाळी १०:३० वा. उपस्थित रहाणे अनिवार्य आहे.


PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
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G) List of Participants attached

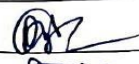
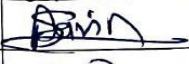
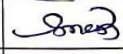
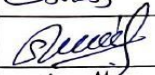
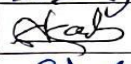
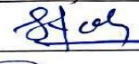



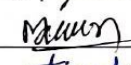

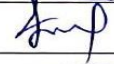



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 Attendance Sheet

Sr.No.	Name of Participant	Male/Female	Signature
1.	Swati Sawant	Female	
2.	Jagannath KShissagar	Male	
3.	Milind S. Sonkamble	male	
4.	Shivaji B. Kamble	male	
5.	Shubham. H. Perdeshi	Male	
6.	Amol Y. Sonkamble	male	
7.	Joshi vijay Jagdish	male	
8.	Shashank Hukumchand Vhasale	Male	
9.	Mr. Patil Dhananjay Vilasrao	Male	
10.	Dhengele B. B.	Male	
11.	Lokhande. R.R.	male	
12.	Pitule. D.T.	Male	

13.	Dhoge Sunil Rajeshwar	Male	
14.	Maske. S. S	Male	
15.	Banate. Nitesh Kumar Maruti	Male	
16.	Vijay Beliram Tongle	Male	
17.	Saijan Sherri A.D.	Male	
18.	Biradar Uday Sahyawan	Male	
19.	Sandip Bapurao Meshram	Male	
20.	Shendage Anilush Grantam	male	
21.	Jambhale Ganesha B.	male	
22.	Phumeel Gopinath K.	Male	
23.	Kale Pradeep Vithalrao.	Male	
24.	Patwar Baswant Kishan	Male	
25.	Suslawarshi Nirek	male	
26.	Yerolkar mangesh N.	male	
27.	Maske Tukaram Dagdu	— " —	
28.	Taur Madhukar Sopanrao	— " —	
29.	Deshmukh Kalidas Rangbhatkar	— " —	
30.	Shri Tilde Chandrakant B.	Male	
31.	Mangale Meghraj Shivaji	Male	
32.	Andedge Siddheshwar Sangappa	male	
33.	Kathate Nirvuthi Trimbak	male	
34.	Somwanthi Anant Govind.	male	
35.	Jadhav. Govind. R.	— " —	
36.	Sadanand B. N/ken	male	
37.	BALAJI VISHWAMBHAR MASALGE	MALE	

38.	Badule Nandkishor Ramakant	Male	<u>Badle</u>
39.	Bahdar Harishkumar Katan	male	<u>Katan</u>
40.	Kamble Ramdas Chandur	Male	<u>Kamble</u>
41.	Ramdire mangi mahadev	male	<u>Ram</u>
42.	Shinde Mahesh Prakash	male	<u>Shinde</u>
43.	Shaikh. Nizam. Dauduniga	male	<u>Shaikh</u>
44.	Ramtiathe Narayan Prabhu	male	<u>Ram</u>
45.	Kamble Datta Suryabhan	Male	<u>Kamble</u>
46.	Rathod Dhanu motiram	male	<u>Rathod</u>
47.	Rathod Jalantar Baliram	Male	<u>Rathod</u>
48.	Bhansoo Sangmeshwar	male	<u>Bhansoo</u>
49.	R. T. SUTAR	Male	<u>Sutar</u>
50.	Keshvi A. J.	male.	<u>Keshvi</u>
51.	D Dharmal N. G.	male	<u>Dharmal</u>
52.	P. S. Shrinis	Male	<u>P. S. Shrinis</u>
53.	S. B. MALI	male	<u>S. B. MALI</u>
54.	chochande S. P.	male	<u>chochande</u>
55.	Bansode. Y. M.	male	<u>Bansode</u>
56.	Machbone. D. B.	male.	<u>Machbone</u>
57.	Peshamulsh M. P.	male.	<u>Peshamulsh</u>
58.	Shinde M. S.	male	<u>Shinde</u>
59.	V. R. Jagave	male	<u>V. R. Jagave</u>
60.	Habukar K. N	male	<u>Habukar</u>
61.	S. P. Chavan	male	<u>S. P. Chavan</u>
62.	N. J. Shinde.	male	<u>N. J. Shinde</u>

63.	Gawali Arun K.	male	
64.	P.S. Sathwanthi	male	
65.	S.V. Mane.	male	
66.	S.B. Khandkare	male	
67.	S.V. Kadam	m	
68.	N.J. Shinde	male	
69.	R.B. Taktode	male	
70.	R.S. Sumanj	male	
71.	A.B. Boyano	male	
72.	M.S. Tawn	male.	
73.	K.N. Habukar	male	
74.	Patil Arun Dilip	male	
75.	T.S. Gadakhoo	male	


Programme Coordinator
Ms. Manjusha Shinde


Department coordinator
Head
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