



SANGAMESHWAR COLLEGE, SOLAPUR

[AUTONOMOUS]

“ FDP on Microsoft Team for Effective Teaching-Learning Process”

Organized By Department of Management and Computer Science

On 20-21 July 2020

Schedule

Date : July 20, 2020

Session	Hosted By	Description	Time
Technical session	Mr.Bukka B. S. Mr. Aradhya G. R.	Mic Testing / Video Testing	10:30 am - 11:00am
Introduction Session	Shri Chaudhary A. S	About the Program	11:00 am - 11:03 am
Opening Remark	Dr. Mrs. S. V. Rajmanya Hon'ble Principal		11:04 am - 11:08 am
Remark by Convener	Mr. Kodam N.B.		11:08 am -11:12 am
Introduction of Resource Persons	Mr. Chaudhary A.S.		11:12 am
Session - I	Mr.Bukka B.S.	1. Microsoft Team Interface 2. Introduction To Calendar Interface 3. How to schedule meeting in Microsoft Team	11.15 am to 12.00 pm

Date: July 21, 2020

Session	Hosted By	Description	Time
Question Answer Session based on Session I	Mr. Bukka B. S. Mr. Aradhya G. R.		11:00 am – 11: 10 am
Session-II	Mr. Bukka B. S. Mr. Aradhya G. R.	1.Introduction to Team Interface. 2.How to Create class/PLC/Staff 3. How to Add Students and Teachers to Team 4.Introduction to Channel 5. How to Add Material to Team 6. How to Schedule Meeting inside the team	11.10 am to 12:10 pm
Question Answer Session	Mr. Bukka B. S. Mr. Aradhya G. R.		12:10 pm - 12:20 pm
Open Discussion Session			12:20 pm - 12:25 pm
Vote of Thanks	Mr. Kodam N.B	.	12:25 pm - 12:30 pm

Note: If any Technical problem, Contact : **1. Mr. Aradhya G. R. (8208625859)**

2. Mr.Bukka. B .S. (9503337227)