NOTICE

Sr. No: TCET/T&P/DC   19   of 2020   Date: 10.06.2020

TO: CONCERNED FACULTY/STAFF MEMBERS

Sub: Duty Chart for TCET Webinar Series

Concerned Faculty & Staff members are being allotted duties for the TCET's Webinar Series **Holistic Development during Pandemic 2020... A Fight for Future**. The series is conducted for Teachers, Students, and all other stakeholders during this Covid-19 Pandemic from 15th June to 5th July 2020.Faculty & Staff members are thus, required to perform following duties before after and during the programme for smooth conduction of the entire program. Students are required to coordinate with faculties and complete the assign work

Sr No	Name of Faculty/Staff	Name of Students	Responsibility
1.	Dr. Zahir Aalam Convener Registration & Publicity Committee	Mr Dhruval Shah TE CMPN A A96640 05208, 81697 03554 Roshan Kewat TE IT A 8169607464 Krishna Vishwakarma TE IT B 9892461245	1. To prepare schedule of programme 2. To identify and finalize speaker and topics for webinar series 3. To communicate with speakers and collect their resume 4. To purchase zoom License to conduct the event 5. To host the Zoom meeting for scheduling session 6. To conduct meeting with team members to inform their roles and responsibilities 7. To propose vote of thanks after daily webinar 8. To update Principal about progress of event
2.	Ms. Rupali Mane (Overall Coordinator)	Abhishek Nirmal TE E&TC A 9653667234 Sonal Singh TE E&TC B 9082281834 Tiwari Atul Kumar SE E&TC B 9867285393 Pandey Srishti SE E&TC B 9869113613	1. To coordinate with all members and update Convener about the progress of work. 2. To help team members to resolve their queries related to TCET Webinar Series 3. To write report of entire event
3.	Mr. Amol Dapkekar (Overall Cordinator) & Anchoring team)	Arya Mishra SE COMP A 70458 33872 Vidhhi SE COMP A90047 50833 Janhavi Shetty SE IT B 98674 66135 Mansi Mishra SE ELEX	1. To give short introduction of trainer before the start of session 2. To host the programme 3. To handle the question answer session
4.	Ms. Purva Waigankar (Anchor)	Saurabh Jha BE COMP 80808 31923 Shruti Mishra TE CIVIL A 98674 66135	4. To check available options to generate attendance and E-certificate on ERP
5.	Ms. Vidyadhari Singh (Anchor)		

6.	Ms. Megha Gupta (Anchor)	Satyaprakash Mishra TE E&TC A 9022326707	
7.	Ms Ashwini Shanbag (Anchor)	Jaikumar Yadav TE E&TC B 9819588571	
8.	Mr. Namdeo Badhe (Overall Cordinator)	Paarth Singh TE COMP A 8928228194 Rajeshwari Mishra TE COMP A 9699081999	1. To check available options to generate attendance and E-certificate on Google Suit or any other platform
9.	Mr. Nitin Harne Mr Vikas Singh (Overall Cordinator) Technical team	Kajal Singh TE COMP B9136566683 Jay Patel TE COMP B 86557 61824	2. To prepare registration link of program for participants. 3. To create a group onTelegram 4. To create a link for participants to join telegram group 5. To generate E Certificates of participant as per the guidelines
10.	Ms. Sonal Barve & Leena Chakroboarti (Overall Cordinator)	Yash Majalkar TE ELEX 9167767117 Anjali Singh TE ELEX 9930109641	1. To receive questions from participants and handover to host before the start of session 2. To collect questions from chat box during Zoom Meeting and hand over to anchor
11.	Mr.Pankaj Rawool (Overall Cordinator)	Bhavesh Chaudhari TE MECH A 9130264338	1. To prepare brochure or E flex of programme 2. To write daily 1 page report of event
12.	Mr.Vipin Singh	Devanshu Agrawal TE MECH A 9869841566 Vaibhav Rane TE MECH B7678042844 Bhavika Sakpal TE MECH B 9029534550	
13.	Mr. Darshan Mali (Overall Cordinator)	Vrushabh Parmar TE CIVIL A 8898034534 Aishwarya Pandey TE CIVIL A 9773757028 Rohan Shinde TE CIVIL B 8850652604 Shikha Singh TE CIVIL B 9167979045	1. To communicate registration link in the group 2. To prepare daily quiz based on webinar talk and create link for quiz and receiving feedback from participants 3. To publish link of quiz &feedback in official Telegram group 4. To correct the quiz and consolidate the marks 5. To do the feedback Analysis
14.	Ms. Arzoo Singh	Mistry Mansi SE E&TC A 9619838979 Shirke Omkar SE ELEX 9920225949 Raut Sayli SE CIVIL B 8108926418	1. To write daily 1-page report of event 2. To write report of entire event
15.	Mr. Rajesh Singh	Shirke Omkar SE ELEX 9920225949 Shukla Urvi SE COMP B 7718924209	1. To consolidate daily attendance of program 2. To do attendance analysis of program
16.	Mr. Vinod Maurya		3. To do feedback Analysis 4. To create tables and do the required data entry
17.	Mr Hemang/Chanadresh /Satyaprakash Mishra		3. To provide support to have stable internet connection 4. To display necessary things on website for publicity of programme with guidance of Convenor To Arrange WiFi Connectivity if required.
18.	Mr Vikas Singh (Overall Cordinator) Technical team	Mr Dhruval Shah TE CMPN A A96640 05208, 81697 03554 Arya Mishra SE COMP A 70458 33872	1. To become cohost of event during zoom meeting and monitor the program and maintain discipline
19.	Mr. Sushil Vichare Technical team	Riddhi Thanki TE IT B 9409168409 Vanshika R Nair TE IT A 9022218486	2. To monitor and manage the live streaming on You tube and face book

20.	Mr. Chandresh Yadav Technical team	Aayushi Sarda TE COMP 91675 88510	3. To do required technical arrangements for smooth execution of program
21.	Mr.Ramlal Pal/ Mr.Ashok Singh		4. To provide necessary technical support to maintain necessary power supply available till end of the Programme

As faculty staff and students are working online, all are required to stick to following timeline for smooth conduction of programme

Daily Execution of Programme

Sr no	Activities	Responsible person	Day	Time
1.	To create daily flyer of programme	Mr Pankaj Rawool & Team	2days before	3pm
2.	To schedule zoom meeting and create link for registration	Dr Zahir Aalam	2days before	3pm
3.	To post next day registration link in official telegram group and WhatsApp groups	Dr Zahir Aalam	2 day before	3.30pm
4.	To post registration link on website and students groups	Mr Vikas Singh & Team	2 day before	12.30pm
5.	To communicate with speaker on phone and collect their resume	Dr Zahir Aalam	1 day before	2pm
6.	To collect the questions of next day session from registered members. Need to call them and get questions and forward it to Mr Amol along with details of person	Ms Sonal Barve & Ms Leena Chakroboarti & Team	1day before	6pm
7.	To check the readiness of next day hosting	Mr Amol Dapkekar	1day before	3pm
8.	To host meeting.	Dr Zahir Aalam & Technical team	On day	10.15am
9.	Admit Core team members and Entire team will join		On day	10.30 to 10.40
10.	Introduce speaker with team	Dr Zahir Aalam	On day	10.55
11.	Live steaming will start	Mr Vikas Singh & Technical team	On day	11.00
12.	Anchor/host will introduce speaker for 5 min	Mr Amol Dapkekar & Team	On day	11.05
13.	Chat box will open for QA session	Dr Zahir Aalam & Technical team	On day	11.30
14.	Collect questions from chat box and keep 5 questions ready and handover to host	Technical team & Ms Sonal Barve	On day	12.00
15.	Prepare quiz questions and feedback link and handover to Dr Zahir Aalam	Mr Darshan Mali & Team	On day	12.00
16.	Start with Q&A session	Mr Amol Dapkekar & team	On day	12.10
17.	Post Quiz & feedback link in group and chat box	Dr Zahir Aalam & technical team	On day	12.15 pm
18.	Propose Vote of thanks	Mr Amol Dapkekar & team	On day	12.25pm
19.	Display of next day flyer on screen and registration link in chat box or screen	Dr Zahir Aalam & technical team	On day	12.30pm
20.	Handing over attendance sheet to Rajesh Singh and Namdeo Badhe	Dr Zahir Aalam & technical team	On day	12.45pm
21.	To do feedback analysis and result analysis and hand over the sheet to Namdeo Badhe	Darshan Mali &Vinod Maurya	On day	1.30 pm

22.	To divide among different users as decided Generating E certificates and making it available to participants	Mr Namdeo Badhe & Nitin Harne	On day	3pm
23.	To write 1 page report of programme	Ms Arzoo Singh & Team	On day	3.30pm
24.	Coordinating all activities on time, arranging timely support and provide probable solution during execution of programme and reporting about it to Dr Zahir Aalam	Ms Rupali Mane & Amol Dapkekar	On day	On and when required

Overall monitoring & controlling will be done by the undersigned in coordination with TPO and dean SSW

Sd/-
(Dr. B.K. Mishra)
Principal

Copy to:

Vice Principal ⎱ …………For information kind please
Dean – SSW ⎰
All HODs ……For necessary communication
Website