



Zagdu Singh Charitable Trust's (Regd.)

THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY

Autonomous College Affiliated to University of Mumbai

Approved by All India Council for Technical Education (AICTE) and Government of Maharashtra (GoM)

Conferred Autonomous Status by University Grants Commission (UGC) for 10 years w.e.f. A.Y 2019-20

Amongst Top 200 Colleges in the Country, Ranked 193rd in NIRF India Ranking 2019 in Engineering College category

• ISO 9001:2015 Certified • Programmes Accredited by National Board of Accreditation (NBA), New Delhi

• Institute Accredited by National Assessment and Accreditation Council (NAAC), Bangalore

Website : www.tcetmumbai.in

NOTICE

Sr. No: TCET/T&P/DC 17 of 2020

Date: 11.06.2020

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	Dept.	Role	Responsibility
1.	Dr. Zahir Aalam	COMP	Convener Registration & Publicity Committee	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 post next day registration link in official telegram group 8. To propose vote of thanks after daily webinar 9. To update Principal about progress of event
2.	Ms. Rupali Mane	E&TC	Overall Coordinator (Duty assignment and Coordination)	1. To prepare duty chart of programme 2. To coordinate with all members and update Convener about the progress of work and ensure to follow time mentioned timeline 3. To help team members to resolve their queries related to TCET Webinar Series 4. To write report of entire event
3.	Mr. Amol Dapkekar	E&SH	Overall Coordinator & Anchoring Committee	1. To check available options for registration of event 2. To host the programme
4.	Ms. Purva Waigankar	ELEX	Anchor	1. To give short introduction of trainer before the start of session
5.	Ms. Vidyadhari Singh	COMP		2. To host the programme

6.	Ms. Megha Gupta	E&TC		3. To handle the question answer session 4. To check available options to generate attendance and E-certificate on ERP
7.	Ms Ashwini Shanbag	CIVIL		
8.	Mr. Namdeo Badhe	IT	Overall Coordinator	1. To check available options to generate attendance and E-certificate on Google Suit or any other platform 2. To prepare registration link of program for participants. 3. To create a group on Telegram 4. To create a link for participants to join telegram group 5. To generate E Certificates of participant as per the guidelines and distribute it to participants
9.	Mr. Nitin Harne	COMP	(Certificate Generation and distribution Committee)	
10.	Ms. Sonal Barve & Ms Leena Chakroboarti	ELEX	Overall Coordinator	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	MECH	Event Coordinator	1. To prepare brochure or E flex of entire programme 2. To prepare Eflex and registration link of next day programme 3. To write daily 1 page report of event
12.	Mr.Vipin Singh	Admin		
13.	Mr. Darshan Mali	Civil	Event Coordinator	1. To prepare daily quiz based on webinar talk and create link for quiz and receiving feedback from participants 2. To correct the quiz and consolidate the marks 3. To do the feedback Analysis
14.	Mr Hemang/Chanadresh /Satyaprakash Mishra	COMP	Overall Coordinator	1. To provide support to have stable internet connection 2. To display necessary things on website for publicity of programme with guidance of Convenor 3. To Arrange WiFi Connectivity if required.
15.	Mr Vikas Singh	T&P Cell	Technical support team	1. To become cohost of event during zoom meeting and monitor the program and maintain discipline 2. To do required technical arrangements for smooth execution of program 3. To monitor and manage the live streaming on You tube and face book
16.	Mr. Chandresh Yadav	E&TC	Live streaming face book	
17.	Mr. Sushil Vichare	COMP	Zoom	
18.	Ms Arzoo Singh	T&P Cell	Report Writing	1. To write daily 1-page report of event 2. To write report of entire event
19.	Mr. Vinod Maurya	IT	Attendance & feedback Consolidation	1. To consolidate daily attendance of program 2. To do attendance analysis of program 3. To do feedback Analysis 4. To create tables and do the required data entry
20.	Mr Rajesh Singh	T&P Cell		
21.	Mr.Ramlal Pal/ Mr.Ashok Singh	Admin	Technical support	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
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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		