

Rayat Shikshan Sanstha's

**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani  
Commerce College, Kopargaon**

**“Six Days Training Program on Welcome to the  
World of Gmail”  
2021-22**

**Date: 25<sup>th</sup> to 30<sup>th</sup> October, 2021**

Name of Activity : “Six Days Training Program on Welcome to the  
world of Gmail”

Date of Activity : 25<sup>th</sup> to 30<sup>th</sup> October, 2021

Place : Seminar Hall

No. of Participants : 16

Resource Person : Miss. B R Avhad  
Department of Computer Science  
S S G M College, Kopargaon

  
Principal  
S.S.G.M.College  
Kopargaon

Department of Computer Science  
S.S.G.M.College  
Kopargaon, Dist-Ahmednagar

Date: 20/10/2021

To,  
The Principal,  
S.S.G.M. College  
Kopargaon, Dist-Ahmednagar

**Subject:** Permission to organize training program for non-teaching staff.

Respected sir,

IQAC and Department of Computer Science jointly wish to organize Six Days training program on, "Welcome to the World of Gmail" from 25<sup>th</sup> October 2021 to 30<sup>th</sup> October 2021, for all administrative non-teaching staff.

We kindly request you to please grant permission to conduct the program.

Thanking you!

Yours faithfully,



Head,

Department of Comp. Science



**IQAC CO-ORDINATOR**  
**S.S.G.M.College,Kopargaon**



**Principal**  
**S.S.G.M.College**  
**Kopargaon**

Rayat Shikshan Sanstha's  
**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani  
Commerce College, Kopargaon Dist.-Ahmednagar**  
DEPARTMENT OF COMPUTER SCIENCE

Date: 21/10/2021

**NOTICE**

All administrative non-teaching staff and laboratory assistants are hereby informed that the IQAC and Department of Computer Science has jointly organized Six Days training program on, "Welcome to the World of Gmail" between 25<sup>th</sup> October 2021 to 30<sup>th</sup> October 2021. The program is compulsory for all non-teaching staff members and all should attend the same.

Venue: Seminar Hall

Timings: 10:00 AM

Trainer: Miss. B. R. Avhad



Head,  
Department of Comp. Science



Principal,  
S.S.G. M. College



Principal  
S.S.G.M. College  
Kopargaon

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Commerce College, Kopargaon Dist.-Ahmednagar**

Six Days Training Program  
on  
"Welcome to the World of Gmail"

**Program Schedule**

Sr. No.	Date	Topic to be covered
1	25/10/2021	<b>Introduction</b> Google accounts Gmail features Get to know the Gmail interface
2	26/10/2021	<b>Setting up a Gmail account</b> To create an account a) Click on create account b) Sign up c) Verify phone number d) Enter personal information e) Privacy & terms f) Account will be created
3	27/10/2021	<b>Signing in to your account</b> To Sign-in To Sign-out
4	28/10/2021	<b>Mail settings</b> Adding contacts a) To add a contact b) To edit a contact Importing mail and contacts To add other accounts
5	29/10/2021	<b>Sending email</b> The compose window To send an email Adding attachments To add an attachment
6	30/10/2021	<b>Email formatting</b> Adding a signature <b>Responding to Email</b>

Rajat Shikshan Sanstha's  
**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani  
Commerce College, Kopargaon Dist.-Ahmednagar**

**Six Days Training Program  
on  
"Welcome to the World of Gmail"**

**Daily Schedule of Program**

<b>Sr. No.</b>	<b>Time</b>	<b>Topic to be covered</b>
1	10.00 am to 10.30 am	Introduction Revision
2	10.30 am to 11.30 am	New Topic Discussion and training
3	11.30 am to 1.00 pm	Practice and Doubt

  
**Principal**  
**S.S.G.M.College**  
**Kopargaon**

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Commerce College, Kopargaon, Dist.-Ahmednagar**

**IQAC AND DEPARTMENT OF COMPUTER SCIENCE**

**Six Days Training Program**

**on**

**“Welcome to the World of Gmail”**


**Table Program**

**Date: 25/10/2021**

**Time: 10:00 AM**

**Venue: Seminar Hall**

- |                        |   |   |
|------------------------|---|---|
| ❖ 10:00 am to 10:15 am | - | <b>Welcome address</b><br>(Head, Department of Computer Science)                        |
| ❖ 10:15 am to 10:30 am | - | <b>Introduction of the Trainer</b><br>(Dr. N. V. Malpure, IQAC Coordinator)             |
| ❖ 10:30 pm to 10:45 am | - | <b>Presidential address</b><br>(Prin. Dr. S. R. Thopate, Principal)                     |
| ❖ 10:45 pm to 01:00 am | - | <b>Miss. B. R. Avhad</b><br>Technical Session   |
| ❖ 01:00 pm to 01:10 pm | - | <b>Vote of thanks</b><br>(Mr. R. B. Sonawane, Assist. Prof., Dept. of Computer Science) |

  
Head,  
Dept. of Comp.Sci.

  
Principal  
S.S.G.M. College, Kopargaon

  
Principal  
S.S.G.M. College  
Kopargaon

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 Commerce College, Kopargaon Dist.-Ahmednagar**

**IQAC AND DEPARTMENT OF COMPUTER SCIENCE**

**Six Days Training Program on  
 "Welcome to the World of Gmail"  
Program Attendance**

Time: 03:00 PM

Date: 25/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
1.	Sn Gore B.M.	B.M. Gore
2.	shri. Salve B.S.	B.S. Salve
3.	Borwade	Borwade
4.	Shri Y.N. Basane	Y.N. Basane
5.	shri Kudric S.B.	S.B. Kudric
6.	Shri. Moley P.N.	P.N. Moley
7.	Handal P.B.	P.B. Handal
8.	Handal K.J. Bille	K.J. Handal
9.	Shri. Pawar S.K.	S.K. Pawar
10.	Janece R.D.	R.D. Janece
11.	Schode T.A.	T.A. Schode
12.	Shri Velore R.B.	R.B. Velore
13.	DUSHING S.D.	S.D. Dushing
14.	Waman J.C.	J.C. Waman
15.	Patore. R.P.	R.P. Patore
16.	BHSSM/F	BHSSM/F
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 IQAC AND DEPARTMENT OF COMPUTER SCIENCE  
 Six Days Training Program on  
 "Welcome to the World of Gmail"

Program Attendance

Time: 03:00 PM

Date: 26/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
1.	Sri Gore BM.	B.M. Gore
2.	Sobde T.A.	T.A. Sobde
3.	Inkal P.N.	P.N. Inkal
4.	shri. Salve B.S.	B.S. Salve
5.	Hemdale D.B.	D.B. Hemdale
6.	Shri. Pawar S.K.	S.K. Pawar
7.	Bojirao	Bojirao
8.	Jamare D.A.	D.A. Jamare
9.	Shri Y.M. Sasane	Y.M. Sasane
10.	Shri. H.P. B.A.	H.P. B.A.
11.	H.P. B.A.	H.P. B.A.
12.	Waman J.C.	Waman J.C.
13.	shri kudale S.B.	S.B. Kudale
14.	Shri. K. S. B.	K.S.B.
15.	DUSHTIUS D.A.	D.A. Dushtius
16.	Mare R.P.	R.P. Mare
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 Principal  
 S.S.G.M. College  
 Kopargaon



Rayat Shikshan Sanstha's  
**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani  
 Commerce College, Kopergaon Dist.-Ahmednagar**  
 IQAC AND DEPARTMENT OF COMPUTER SCIENCE  
 Six Days Training Program on  
 "Welcome to the World of Gmail"

**Program Attendance**

Time: 03:00 PM

Date: 27/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
1.	Sr Gore R.M.	B.M. Gore
2.	Bansode	Bansode
3.	Molkekar A.M.	Molkekar
4.	Shri. Salve D.S.	Salve
5.	Shri. Panwar S.K.	Panwar
6.	Hanolkar D.B.	Hanolkar
7.	Sri. Hej B.A.	Hej
8.	Jambale D.D.	Jambale
9.	Sabole T.A.	Sabole
10.	Hilkar K.J. Shik	Hilkar
11.	DUSHING S.J.	Dushing
12.	Waman J.C.	Waman
13.	Shri Kudale S.B.	Kudale
14.	Shri T.N. Basane	Basane
15.	Shri Chitambar	Chitambar
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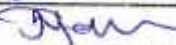
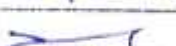



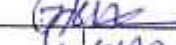
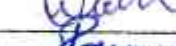
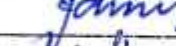

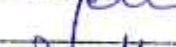
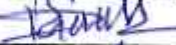


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**Commerce College, Kopargaon Dist.-Ahmednagar**  
**IQAC AND DEPARTMENT OF COMPUTER SCIENCE**  
**Six Days Training Program on**  
**"Welcome to the World of Gmail"**

**Program Attendance**

Time: 03:00 PM

Date: 28/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
1.	ANUSHKA	
2.	BANU	
3.	HARSH K J SHI	
4.	DR. DUSHI	
5.	SHRI M SARAN	
6.	SH. HEJ B. A	
7.	JANZEN D D	
8.	WANCY J.	
9.	SHRI. PAWAR S. K	
10.	SHRI KUDH S. B.	
11.	SH. PRAVIN MOKAL	
12.	HANDESH B	
13.	RGARE. R. P	
14.	SCHOOLE T. A.	
15.	SH. L. S. W	
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**Six Days Training Program on**  
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**Program Attendance**

Time: 03:00 PM

Date: 29/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
1.	Handar D.B	
2.	Bashir	
3.	Solale T.A.	
4.	श्री एम वी	
5.	DUSHING D.A	
6.	Shri Y.N Sasane	
7.	Jinco D.D	
8.		
9.	Shri. Pannor S.K.	
10.		
11.	श्री. वी. ड. अ	
12.		
13.	Molal P.N	
14.	Shri Kudaz S.B.	
15.	श्री. को. शि	
16.	Waman J.C	
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**Principal**  
**S.S.G.M.College**  
**Kopargaon**

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**IQAC AND DEPARTMENT OF COMPUTER SCIENCE**  
**Six Days Training Program on**  
**"Welcome to the World of Gmail"**

**Program Attendance**

Time: 03:00 PM

Date: 30/10/2021

Venue: Conference Hall

Sr. No	Name	Sign
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2.	Mokal P.N.	
3.	HANDOM TB	
4.	D JHINUS DA	
5.	madhe B. A.	
6.	महा देवत	
7.	Jamco B.D	
8.	Sobale TA.	
9.	Shri. Pawar S.K.	
10.	BORWAL	
11.	Shri kudak S.B.	
12.	Shri Y.N. Sarane	
13.	Jitendra K. J. Jil	
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15.	Waman J.C.	
16.	Prave. J. P.	
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Rayat Shikshan Sanstha's  
**SHRI SADGURU GANGAGEER MAHARAJ SCIENCE,  
GAUTAM ARTS & SANJIVANI COMMERCE COLLEGE**  
Kopargaon-423601, Dist. Ahmednagar.



Affiliated to Savitribai Phule Pune University, Pune  
NAAC Accredited 'B++' Grade

**IQAC AND DEPARTMENT OF COMPUTER SCIENCE**

*Organized*

**"Six Days Training Program on Welcome to the  
world of Gmail"**

**CERTIFICATE**

*This is to certify that, Mr. ----- from S.S.G.M. Science,  
Gautam Arts & Sanjivani Commerce College, Kopargaon has actively participated in  
Six Days Training Program on "Welcome to the world of Gmail" jointly organized by  
Internal Quality Assurance Cell and Department of Computer Science during, 25<sup>th</sup> to  
30<sup>th</sup> October 2021.*

Head,  
Dept. of Computer Science

  
Principal  
S.S.G.M. College  
Kopargaon

IQAC, Coordinator  
S. S. G. M. College, Kopargaon

Principal  
S. S. G. M. College, Kopargaon