



Amol Dharankar <amol_dharankar@scmhrd.edu>

Fwd: Basic Course in Computer Fundamentals

1 message

IT Dept SCMHRD <it_dept@scmhrd.edu>
To: Amol Dharankar <amol_dharankar@scmhrd.edu>

Sat, Aug 3, 2024 at 3:18 PM

----- Forwarded message -----

From: **Arati Vaidya** <aao@scmhrd.edu>
Date: Mon, Jan 8, 2024 at 9:27 AM
Subject: Re: Basic Course in Computer Fundamentals
To: Staff Assistant <staff_assistants@scmhrd.edu>
Cc: Director Office <director@scmhrd.edu>, Deputy Director <deputy_director@scmhrd.edu>, Office Superintendent <os@scmhrd.edu>, IT Dept SCMHRD <it_dept@scmhrd.edu>, Front Office <frontoffice@scmhrd.edu>, Information Cell <info@scmhrd.edu>

Gentle reminder!

Thanks & Regards,

Aarati Vaidya
Assistant Administrative Officer



<https://www.scmhrd.edu>



Symbiosis Centre for Management and Human Resource Development,
Symbiosis InfoTech Campus,
Plot. 15, Rajiv Gandhi InfoTech Park,
Hinjawadi, Phase 1,
Pune - 411 057
Tel No 91 - 20-22944303
M - 9922367788 / 9730008614

On Fri, Jan 5, 2024 at 11:38 AM Arati Vaidya <aao@scmhrd.edu> wrote:

Dear All,

Happy to inform you all that we will be conducting special sessions with you.

The IT department will be taking sessions with you on a **Basic Course in Computer Fundamentals**.

Please find details of the course.

Sr. No	Topic Name
1	Introduction to Computers
2	Definition and history of computers
3	Basic computer architecture
a	Central Processing Unit (CPU)
b	Memory
c	Input Devices

d	Output Devices
e	Motherboard
f	Power Supply
g	Computer Connections
h	Network
i	Operating System
4	Basic Introduction to Microsoft Word
5	Basic Introduction to Excel
6	Basic understanding of Email
7	Evaluation

Time - Every Monday, starting from 8th January 2024 from 2 pm to 3 pm(1 hour)

Please note: If on any of the Mondays we have a holiday, the session will be conducted on Tuesday.

Duration - 5 Months, tentative

Venue: 601

Attendance is compulsory for all.

After successful completion of the course and evaluation, you will be getting a Certificate for the same.

@ Front please inform all Office Attendants accordingly.

Thanks & Regards,

Aarati Vaidya
Assistant Administrative Officer



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Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals

Attendance Sheet for the Month: January 2024

Sr. No	Employee Name	Designation	Signature (with Day and Date)			
			Monday 8 Jan 24	Friday 19 Jan 24	Wednesday 24 Jan 24	Monday 12-2-24
1	Mr.Ravi Bolade	Senior Office Attendant				
2	Mr.Ashok Jadhav	Senior Office Attendant			ABSENT	
3	Mr.Vishal Sakhare	Senior Office Attendant				
4	Mr.Suhas Kokate	Senior Office Attendant		ABSENT		
5	Mr.Akshay Uttekar	Senior Office Attendant				
6	Mr. Prakash Bhosale	Senior Office Attendant				
7	Mr.Avinash Dhawade	Driver cum Office Attendant				
8	Mr.Mahesh Barne	Office Attendant		ABSENT	ABSENT	
9	Mr.Rohit Salunke	Office Attendant	ABSENT			
10	Mr.Sunil Bundele	Office Attendant (Daily Wages)				
11	Mr.Yash Modak	Office Attendant (Daily Wages)				
12	Nilesh Gawade	Office Attendant	NA			AB

Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals

Attendance Sheet for the Month: February 2024

Sr. No	Employee Name	Designation	Signature (With Day & Date)			
			Monday 19-2-24	Monday 26-2-24	Wednesday 3-4-24	4/4/24
1	Mr.Ravi Bolade	Senior Office Attendant	Bolade	ABSENT	Bolade	Bolade
2	Mr.Ashok Jadhav	Senior Office Attendant	Ashok Jadhav	Ashok Jadhav	ABSENT	ABSENT
3	Mr.Vishal Sakhare	Senior Office Attendant	Vishal	Vishal	Vishal	Vishal
4	Mr.Suhas Kokate	Senior Office Attendant	ABSENT	Suhas	Suhas	Suhas
5	Mr.Akshay Uttekar	Senior Office Attendant	Uttekar	Uttekar	Uttekar	Uttekar
6	Mr. Prakash Bhosale	Senior Office Attendant	Bhosale	Bhosale	Bhosale	Bhosale
7	Mr.Avinash Dhawade	Driver cum Office Attendant	ABSENT	Dhawade	Dhawade	Dhawade
8	Mr.Mahesh Barne	Office Attendant	Barne	ABSENT	Barne	
9	Mr.Rohit Salunke	Office Attendant	ABSENT	ABSENT	RS	ABSENT
10	Mr.Sunil Bundele	Office Attendant	SBundele	SBundele	SBundele	SBundele
11	Mr.Yash Modak	Office Attendant (Daily Wages)	ABSENT	Yash	Yash	Yash
12	Nilesh Gawade	Office Attendant	Nilesh	Nilesh	Nilesh	Nilesh

Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals

Attendance Sheet for the Month: April 2024

Sr. No	Employee Name	Designation	Signature (With Day & Date)			
			Friday 05-4-24	Monday 08-4-24	Wed 10-4-24	Friday 12-4-24
1	Mr.Ravi Bolade	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	Mr.Ashok Jadhav	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	AB	<i>[Signature]</i>
3	Mr.Vishal Sakhare	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB
4	Mr.Suhas Kokate	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB
5	Mr.Akshay Uttekar	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	Mr. Prakash Bhosale	Senior Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	AB
7	Mr.Avinash Dhawade	Driver cum Office Attendant	<i>[Signature]</i>	AB	AB	<i>[Signature]</i>
8	Mr.Mahesh Barne	Office Attendant	AB	<i>[Signature]</i>	<i>[Signature]</i>	AB
9	Mr.Rohit Salunke	Office Attendant	<i>[Signature]</i>	AB	AB	AB
10	Mr.Sunil Bundele	Office Attendant	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	Mr.Yash Modak	Office Attendant (Daily Wages)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	Nilesh Gawade	Office Attendant	<i>[Signature]</i>	AB	AB	AB

Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals

Attendance Sheet for the Month: April 2024

Sr. No	Employee Name	Designation	Signature (With Day & Date)			
			mon 15/4/24	Tue 16/4/24	wed 17/4/24	Thu 18/4/24
1	Mr.Ravi Bolade	Senior Office Attendant	Bolade	Bolade	bolade	Bolade
2	Mr.Ashok Jadhav	Senior Office Attendant	AB	AB	AB	AB
3	Mr.Vishal Sakhare	Senior Office Attendant	AB	Day	Day	Day
4	Mr.Suhas Kokate	Senior Office Attendant	AB	AB	AB	AB
5	Mr.Akshay Uttekar	Senior Office Attendant	AB	AB	AB	AB
6	Mr. Prakash Bhosale	Senior Office Attendant	AB	AB	AB	AB
7	Mr.Avinash Dhawade	Driver cum Office Attendant	AB	AB	AB	AB
8	Mr.Mahesh Barne	Office Attendant	AB	AB	AB	AB
9	Mr.Rohit Salunke	Office Attendant	AB	AB	AB	AB
10	Mr.Sunil Bundele	Office Attendant	Bundele	Bundele	Bundele	Bundele
11	Mr.Yash Modak	Office Attendant (Daily Wages)	Yash	Yash	Yash	Yash
12	Nilesh Gawade	Office Attendant	AB	AB	AB	AB

Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals



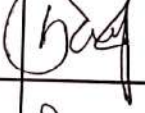
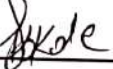





Attendance Sheet for the Month: April 2024

Sr. No	Employee Name	Designation	Signature (With Day & Date)		
			Fri 19/4/2024	Mon 22/4/24	Tue 23/4/24
1	Mr.Ravi Bolade	Senior Office Attendant	Bolade	Bolade	Bolade
2	Mr.Ashok Jadhav	Senior Office Attendant	Jadhav	Jadhav	AB
3	Mr.Vishal Sakhare	Senior Office Attendant	Day	Day	AB
4	Mr.Suhas Kokate	Senior Office Attendant	AB	AB	AB
5	Mr.Akshay Uttekar	Senior Office Attendant	Uttekar	Uttekar	Uttekar
6	Mr. Prakash Bhosale	Senior Office Attendant	Bhosale	AB	AB
7	Mr.Avinash Dhawade	Driver cum Office Attendant	Dhawade	Dhawade	AB
8	Mr.Mahesh Barne	Office Attendant	Barne	AB	Barne
9	Mr.Rohit Salunke	Office Attendant	Salunke	Salunke	Salunke
10	Mr.Sunil Bundele	Office Attendant	Bundele	AB	Bundele
11	Mr.Yash Modak	Office Attendant (Daily Wages)	Modak	AB	Modak
12	Nilesh Gawade	Office Attendant	AB	AB	AB

Symbiosis Centre for Management and Human Resource Development (SCMHRD)

Basic Course in Computer Fundamentals

Attendance Sheet for the Month: June 2024

Sr. No	Employee Name	Designation	Signature (With Day & Date)			
			3-6-24			
1	Mr.Ravi Bolade	Senior Office Attendant				
2	Mr.Ashok Jadhav	Senior Office Attendant				
3	Mr.Vishal Sakhare	Senior Office Attendant				
4	Mr.Suhas Kokate	Senior Office Attendant				
5	Mr.Akshay Uttekar	Senior Office Attendant				
6	Mr. Prakash Bhosale	Senior Office Attendant				
7	Mr.Avinash Dhawade	Driver cum Office Attendant				
8	Mr.Mahesh Barne	Office Attendant				
9	Mr.Rohit Salunke	Office Attendant				
10	Mr.Sunil Bundele	Office Attendant				
11	Mr.Yash Modak	Office Attendant (Daily Wages)				
12	Nilesh Gawade	Office Attendant	