

Certificate of Participation of Online Faculty Training Program on Microsoft Teams

IQAC DDU COLLEGE <iqac@ddu.du.ac.in>

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To: iqac@ddu.du.ac.in

Cc: mittal_sachindr@rediffmail.com, hemchandjain@yahoo.co.in, principaldducollege@gmail.com

Bcc: sana.rajk@gmail.com, snt191@gmail.com, varnika bhatia <varnikabhatia@yahoo.com>, c.kalra@rediffmail.com, gautam.rita@gmail.com, sinhavijoy@rediffmail.com, sujatasinha1009@gmail.com, drneeraj_tyagi@yahoo.co.in, kasturipoonam71@gmail.com, plmeena@gmail.com, sandeepamrit@gmail.com, anju56ind@yahoo.com, djain@ddu.du.ac.in, vermamukeshk@yahoo.com, verma_nupur123@rediffmail.com, pkbedi@yahoo.co.in, poonamverma.suri@gmail.com, pratima_ajit@yahoo.com, pdixit@ddu.du.ac.in, tandon_sanjay@rediffmail.com, savita_gahlaut@yahoo.com, renu_slnc@yahoo.co.in, shailly.anand@gmail.com, sv_du@yahoo.co.in, pwpriya@gmail.com, lathika110@yahoo.co.in, a22.gulati@gmail.com, abha67@gmail.com, rxfinanzlab@gmail.com, nisharana99@rediffmail.com, shalini_bhatia@yahoo.com, vandana_66dduc@yahoo.co.in, pknm1@yahoo.co.in, 30.anuja@gmail.com, asharma@ddu.du.ac.in, arpt1_mishra1@yahoo.com, r_dagar@yahoo.com, rbala@ddu.du.ac.in, rprana@gmail.com, khatri.sujata@gmail.com, du.ddu.anil@gmail.com, shweta.du@gmail.com, ravdduc@gmail.com, ravsuk2002@yahoo.com, nigam.mamta@gmail.com, poonamgarg_68@yahoo.co.in, ratnesh65@gmail.com, arorasudha@rediffmail.com, aman06singh@gmail.com, sunitanadir@yahoo.co.in, veenaace@yahoo.com, chayannika@gmail.com, chetna_du@rediffmail.com, jyotichemdduc@gmail.com, kapchembohra@gmail.com, mahaveergenwa@yahoo.com, nnagasti@gmail.com, dreemachhabra@gmail.com, sunnymanochar85@gmail.com, kkjha27@yahoo.com, ratnadevyani@yahoo.co.in, docsangeeta.chem@gmail.com, manavlit85@gmail.com, jayiniadhyapak@yahoo.com, p.rohith@gmail.com, savitagautam15@gmail.com, rm_bharadwaj@yahoo.co.in, Deepakamra@hotmail.com, deepakamra.dse@gmail.com, monikabansal30@yahoo.co.in, monikabansal30@gmail.com, saini_rakeshindia@yahoo.co.in, yogieta@gmail.com, v.meena1987@gmail.com

Dear Colleagues

PFA a single PDF document containing certificates of participation of all the attendees of the [Online Faculty Training Program on Microsoft Teams organized by IQAC, DDU](#).

You can [search your name in the attached PDF](#).

Course content covered in the training program comprised of Downloading Microsoft Teams App on Desktop/Laptop; creating new class team; adding channel for different topic; posts/announcements; scheduling a meeting or weekly class from calendar option; scheduling a meeting using Meet now option in posts; for taking Class or meeting instantly (Without prior scheduling); understanding the meeting window and it's toolbar; recording and how to end & exit meeting; raise hand options; show conversation/chat window; show participants; downloading meeting attendance; manage meeting permissions; using whiteboard and inviting participants during meeting and posting study material for students.

with regards

Dr. Manoj Saxena | डॉ मनोज सक्सेना

IQAC Coordinator

Associate Professor | सह - आचार्य

Department of Electronics | इलेक्ट्रॉनिक्स विभाग

Deen Dayal Upadhyaya College | दीन दयाल उपाध्याय कॉलेज

University of Delhi | दिल्ली विश्वविद्यालय

Dwarka Sector-3, New Delhi-110078 | द्वारका क्षेत्र -३, नई दिल्ली -११००७८

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