Delegation Of Lecture/practical Duty

Faculty 1:Who want to delegate duty

Step 1:Go to Schedular

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	Dashboard	
Exam ~ Personal ~ Academics	🛗 Events	
	 Scheduler 	
Dr. Supriva Patil	D Muster	
Assistant	🗅 DMS	
Professor	Digital Library	
D.Y. Patil College of	LIBRARY WEB-OPAC	
Engineering and Technology	🖽 News Feeds	
	Q Search Library Member	
FA ICONS	🗅 Institutional Repository	
2 DASHBOARD	COURSE FILES	
	DYPCET - B.Architecture	
	🖆 CTA-I (Pattern - 2023) : F.Y. B. Arch. Semester I (2023-2028 Section-B)	
IIII PERSONAL CALENDAR	ew Post:	
Children Direc	entral Library : NEW ARRIVALS	

Step 2: Click on Delegate to Other Employee

SCHED	OULER											
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Schedule Term-Wise Time Table Alternate Employee Worksheet												
Today Weeks Honth												
From D	Date :	Dec 14,2	023			To Date :	Dec 31	1,2023		Get	Schedule	
Show	Mark Attendance Show All v entries											
Sr.No.	Session Date	Programme	Course 🕴	Lecture Description	More Details	Session No. &	Time V	Socion Status	Status	Shared Attachments	Shared Status	¢
1	Dec 15, 2023	B.Architecture	Computer Technology in Architecture - I	-	Academic Year : 2023-2028 Section : F.Y. B. Arch.	No. 19 Ø 09:00 AM - 10:	0 AM	Delegate to Other Employ	ee	-	🔁 Share Attachments	00

Step 3: Select your Alternative Employee>>Click on "Save "

records	s per page	Sea			
No.	Employee Name	Action			
1	Archana Deshpande	Save			
2	Bhalchandra Patil	Save			
3	Pratik Hukkerikar	Save			
4	Sanket Shastri	Save			

Step 4: Remark changes after duty Accepted by another Faculty

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Show	All ~ Session Date	entries Programme	Course 👌	Lecture Description	More Details	Session No. & Tim	e Session Status	Attendance Status At	Shared ttachments	Shared Status	earch:

Faculty 2: Who is going to Accept the Duty

Step 5: Login to Juno Account>>Jo tray>>Delegated lecture>>Click on Check

🛞 🤌 📢 🚔 🎛 🖍 People, Pages, Docs, etc	Dr. Apurva Katre (Di Assistant P	Professor : Faculty
Exam × Personal × Academics × Requisitions × Network ×		
Dr. Apurva Katre Assistant Professor D.Y. Patil College of Engineering and Technology Im FA ICONIS 20 DASHBOARD		JOB TRAY UPDATE Delegated Lecture 3 Exam 10 Leave Application 2 Status Leave Workload 27 Notification
Delegate Employee		check X
Dear Madam, I would like to delegate the task to conduct a lecture. Programme : B.Architecture Course : Computer Technology in Architecture - I Academic Batch : 2023-2028 (B) Lacture Date : Dec 15,2023 at 09:00 AM to 10:00 AM Infrastructure :		
Dr. Supriya Mahesh Patil		01:52 PM Dec 14, 2023

Step 6: If you want to Accept Click on "accept the Request "or Revert Back if you want to "Reject"

Exam	Exam × Personal × Academics × Requisitions × Network ×												
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From	Date :	Dec 14	,2023				To Date :	Dec 15	,2023			Get Schedule	
Show	All	entries											Search
Sr.No.	Session Date	Programme	Course 🝦	Lecture Description	Academic Year	Section $_{e}$	Infrastructure	Session No.	Session Time	Session Status	Attendance Status	Shared Attachments	Shared Status
1	Dec 15, 2023	B.Architecture	Computer Technology in Architecture - I (231AR110)	DELEGATED BY Supriya Mahesh Patil -	2023-2028	F.Y. B. Arch. Semester I B		19	09:00 AM 10:00 AM	Accept Delegation Request Revert Back		-	C Share Attachments

Weeks Month O Today From Date : Dec 14,2023 To Date : Dec 15,2023 Get Schedule Show All entries Search: Session Date Lecture Descripti Delegation Accepted Successfully Sha Attach Attendan Status Shared Status Computer DELEGATED BY Technology in Supriya Mahes Architecture - Patil -ОК Dec 15, 2023 B.Architectu Accepted C Share Attachments Dec 14, 2023 02:52 PM I (231AR110) [PRACTICE] 2023-2028 F.Y. B. Arch. Semester I B Computer DELEGATED BY Technology in Supriya Mahesh Architecture - Patil -Dec 15, 2023 20 10:00 AM -11:00 AM B.Archit Lecture Delegation Accepted By Dr. Apurva Daman Katre At Dec 14, 2023 11:08 AM C Share Attachments (231AR110)