

## Department of Information Technology



### Report on one day's Workshop on "G-Suite Education: Admin Workshop for faculty"



#### Expert person:

Mrs. Nanda Chougule, Founder and CEO, DigiSec360 Bangalore



Mrs. Nanda Chougule, Founder and CEO, DigiSec360 Bangalore. Having qualification B. Tech in computer engineering from Dr. Babasaheb Ambedkar Technological university, Lonere. She has solved 240+ Cyber Fraud cases, 100+ VAPT Analysis for Bank and Corporate sector, 400+ Workshop/seminar/lectures conducted on cyber security training & awareness.

#### About the Workshop:

During the COVID-19 department of Information Technology, DBATU organized "one day hands-on training on "G-Suite Education: Admin Workshop for faculty". This webinar was arranged online platform awareness of G-suite education for faculty / staff of university. The webinar took place in online mode on google meet on 25<sup>th</sup> March 2021.

**Number of Participants:** 80 Faculty and staff member

**Coordinators:** Dr. S. M. Jadhav, Prof. Sitaram More, Dr. V. J. Kadam

**Inaugural Session:**

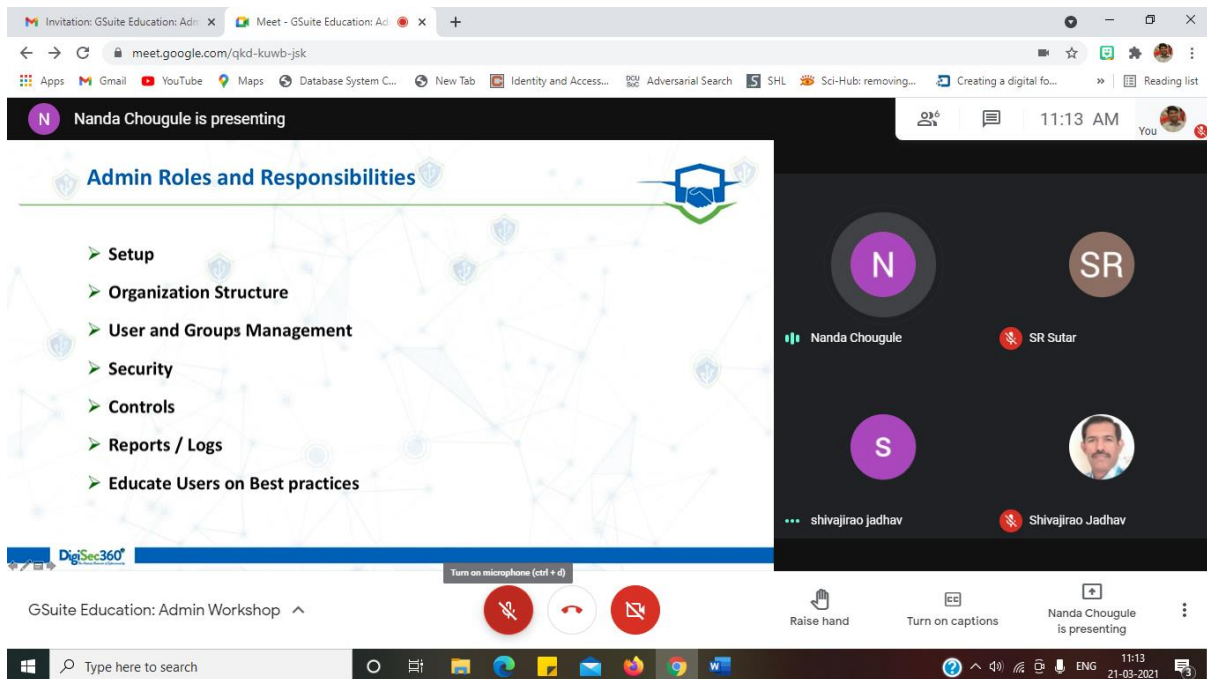
The programme started with an opening remark delivered by Dr. S. M. Jadhav coordinator of the programme and head of department information technology Dr. S. R. Sutar

**Workshop Content:**

Program Name	Main Topics Covered	Date /Time/ Duration
<p><b>Program 1: Workshop for G-Suite Admin</b></p> <p>This hands-on training workshop is designed to help G-Suite administrators master the foundations of establishing and managing G Suite for DBATU accounts.</p> <p>The workshop will help you to learn G-Suite Admin dashboard, management and security best practices.</p>	<p><b>G-Suite Admin</b></p> <ul style="list-style-type: none"> <li>- Introduction to G-Suite Admin Dashboard</li> <li>- Roles and Responsibilities of G-Suite Admin</li> <li>- Google Workspace management – users, groups, privileges, delegation etc.</li> <li>- G-Suite: Security management</li> <li>- Email Management – email protection, logs and audit checks</li> </ul>	<p>Admin Session 1:</p> <p>Tuesday, 25<sup>th</sup> March, 3:00pm 2 hrs.</p>

This hands-on training workshop was designed to help G- Suite administrators master the foundations of establishing and managing G Suite for DBATU accounts to learn G- Suite Admin dashboard, management and security best practices.

**Session Screenshot:**



**Concluding Remarks:**

After the session of Q&A session started and hosted by Mr. S. B. More and Mrs. Nanda Chougule responded on the queries.

We would like to express our sincere gratitude to Expert person Mrs. Nanda Chougule has contributed to the successful execution of webinar. The session was extremely useful for the participants and it was very knowledgeable and offered valuable information and tips of G-suite workspace account and security check.

The Webinar was ended with Vote of Thanks.