



POORNIMA

COLLEGE OF ENGINEERING

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A REPORT

ON SHORT TERM TRAINING PROGRAM

- ♦ **NAME OF STTP:** “Microsoft Tools for Creating Effective Teaching and Learning Environment”
- ♦ **DATE & DURATION:** 12-02-2024 to 16-02-2024 & One Week
- ♦ **NAME OF DEPARTMENT(S):** Department of Computer Engineering & Advance Computing.
- ♦ **ASSESSMENT TOOLS:** Attendance & Quiz.

Course Overview:

Computer Proficiency is an inevitable part of commerce education. The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word

Processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.


Dr. Mahesh Bundele
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PCE/CSE/DO/2023-24/

Date: February 09, 2024

NOTICE

A One Week Short Term Training Programming (STTP) On "Microsoft Tools for Creating Effective Teaching and Learning Environment" is being organized by the Department of Computer Engineering and Advance Computing on February 12-16 Feb 2024. The activity will be held at as per the following schedule.

Date	:	February 12, 2024
Activity	:	Short Term Training Programming (STTP) On "Microsoft Tools for Creating Effective Teaching and Learning Environment".
Name	:	
Venue	:	1108 Lab
Time	:	09:00 AM

All TA are request to be present at the venue on time.


Head of Departm. at
Computer Engineering
Poornima College of Engineering
ISI-6, RICO Institutional Area
Jaipur-302022 (Rajasthan)
Dr. Nikita Jain
HOD, CSE


Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
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✓
Head of Department
Advance Computing
Poornima College of Engineering
131-0, RICO Institutional Area,
Sitapura, Jaipur-302022 (Ganganagar)

Dr. Kamlesh Gautam

HOD, Advance Computing

Dr. Mahesh Bundele
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Director
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Sitapura, JAIPUR

STTP BROCHURE

RESOURCE PERSONS

Dr. Nikita Jain
Professor & Head,
Department of Computer Engineering
Poornima College of Engineering,
Jaipur

Dr. Abhishek Sharma
Associate Professor
Department of Computer Engineering
Poornima College of Engineering, Jaipur

Dr. Saurabh Shandilya
Professor, Department of Advance Computing,
Poornima College of Engineering, Jaipur

Mr. Manish Dubey
Assistant Professor & Deputy Head
Department of Computer Engineering
Poornima College of Engineering, Jaipur

Dr. Kamlesh Gautam
Associate Professor & Head,
Department of Advance Computing
Poornima College of Engineering, Jaipur

PATRON

Prof. (Dr.) Mahesh Bunde
Principal & Director, Poornima College of Engineering, Jaipur

Dr. Pankaj Dhemla
Vice Principal, Poornima College of Engineering, Jaipur

PROGRAM CHAIRS

Dr. Nikita Jain
Professor & Head, Department of Computer Engineering

Dr. Kamlesh Gautam
Associate Professor & Head, Department of Advance Computing

Mr. Manish Dubey
Assistant Professor & Deputy Head
Department of Computer Engineering

COORDINATORS

Dr. Abhishek Sharma
Associate Professor, Department of Computer Engineering

Mr. Shirish Mohan Dubey
Assistant Professor, Department of Computer Engineering

IMPORTANT DATES

Last date of Registration	February 9, 2024
Intimation of selection by mail	February 10, 2024
STTP duration	February 12-16, 2024
Session1 Timing:	8:45 AM to 10:15 AM
Session2 Timing:	1:45 PM to 3:15 PM

CONTACT FOR FURTHER INFORMATION

Dr. Abhishek Sharma
☎ : +919897257571 • E-mail: abhishek.sharma@poornima.org

Mr. Shirish Mohan Dubey
☎ : +919425757459 • E-mail: shirish.dubey@poornima.org



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www.pce.poornima.org

One Week Short Term Training Program (STTP) on

Microsoft Tools for Creating
Effective Teaching and Learning
Environment

February 12-16, 2024



Office 365



Organized by
Department of Computer Engineering
&
Department of Advance Computing



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SPEAKER DETAILS

1.	Name of Trainer Designation & Address Experience(years) Topic	Dr. Nikita Jain Professor & Head Poornima College of Engineering, Jaipur 18 years Unlock the power of MS-WORD- Basic and Advanced Formatting, Document Organization, Collaboration and Review, Templates and Mail Merge, Integration and Compatibility
2.	Name of Trainer Designation & Address Experience(years) Topic	Dr. Abhishek Sharma Associate Professor Poornima College of Engineering, Jaipur 14 years "Crafting Dynamic Presentations: A Deep Dive into Microsoft PowerPoint" / "Maximizing Productivity with Nitro Software: An In-Depth Exploration"
3.	Name of Trainer Designation & Address Experience(years) Topic	Dr. Saurabh Shandilya Professor Poornima College of Engineering, Jaipur 15.5 years "Introduction to Basic Excel Skills"
4.	Name of Trainer Designation & Address Experience(years) Topic	Mr. Manish Dubey Assistant Professor & Dy. Head Poornima College of Engineering, Jaipur 15+ years "Mastering Advanced Excel Techniques: Beyond the Basics"
5.	Name of Trainer Designation & Address Experience(years) Topic	Dr. Kamlesh Gautam Associate Professor & Head Poornima College of Engineering, Jaipur 15 years "Design Excellence with Microsoft Publisher"


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Q-SHEET



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One Week Short Term Training Program (STTP)

On

Microsoft Tools for Creating Effective Teaching and Learning Environment

Organized by

Department of Computer Engineering & Department of Advance Computing


Date: 12/02/2024

Time: 09:00 AM to 09:25 AM

Venue: Online (https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWRkMmNlZTktMjNlZi00MjkwLWJhMjctYmJlOWQ3Mzc3ZTli%40thread.v2/0?context=%22Tid%22%3a%224a36bb2f-1c55-49e0-9a23-6281dfd38c6b%22%2c%22Oid%22%3a%223fdee8a7-9a2a-4462-b3fd-4647e8ccf784%22%7d)

Q- Sheet Inaugural Session

S. No.	Activity	Duration	Time
1	Welcome of Dignitaries by Anchors <ul style="list-style-type: none"> Prof. (Dr.) B. K. Singh, Dean School of Engineering, DIT, Dehradun Prof. (Dr.) Mahesh Bundeale, Director & Principal, PCE, Jaipur Dr. Pankaj Dhemla, Vice Principal, PCE, Jaipur Dr. Nikita Jain, HOD, CSE, PCE Dr. Kamlesh Gautam, HOD, AC, PCE Mr. Manish Dubey, Dy. HOD (Administration), CSE, PCE Dr. Gajendra Singh Rajawat, HOD, IT, PCE 	02 Min	09:00 AM – 09:02 AM
2	Ganesh Vandana	02 Min	09:02 AM-09:04 AM
	Welcome of Chief Guest Prof. (Dr.) B. K. Singh , Dean School of Engineering, DIT, Dehradun by Prof. (Dr.) Mahesh Bundeale, Principal & Director , PCE with E-Bouquet & Memento.	01 Min	09:04 AM-09:05 AM
3	Detail Introduction of STTP by Dr. Nikita Jain Professor & HOD, CSE, PCE	05 Min	09:05 AM-09:10 AM
4	Welcome Address by Prof. (Dr.) Mahesh Bundeale , Director & Principal, PCE, Jaipur	05 Min	09:05 AM-09:10 AM
6	Inaugural Address by Prof. (Dr.) B. K. Singh , Dean School of Engineering, DIT, Dehradun	5 Min	09:15AM – 09:20AM
5	Vote of Thanks by Ms. Appoorva Bansal , Assistant Professor, CE, PCE	3 Min	
6	Group Photograph	2 Min	


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SESSION SCHEDULE

Tentative Schedule (12 - 16 February 2024) of Short-Term Training Program (STTP)

One Week Short Term Training Program (STTP)

on

Microsoft Tools for Creating Effective Teaching and Learning Environment

Organized by

Department of Computer Engineering

& Department of Advance Computing

Poornima College of Engineering, Jaipur

DATE	08:30 AM - 08:45 AM	08:45 AM -10:15 AM	11:00 AM – 01:00 PM	01:45 PM - 03:15 PM	03:15 PM - 03:30 PM
Day-1 12 Feb 2024 Monday	Inauguration Session	Session 1 Dr. Nikita Jain (Part 1) Unlock the power of MS-WORD- Basic and Advanced Formatting, Document Organization, Collaboration and Review, Templates and Mail Merge, Integration and Compatibility	Lunch Break	Session 2 Dr. Nikita Jain (Part 2) Unlock the power of MS-WORD- Basic and Advanced Formatting, Document Organization, Collaboration and Review, Templates and Mail Merge, Integration and Compatibility	
Day-2 13 Feb 2024 Tuesday		Session 3 Dr. Abhishek Sharma "Crafting Dynamic Presentations: A Deep Dive into Microsoft PowerPoint"	Lunch Break	Session 4 Dr. Abhishek Sharma "Maximizing Productivity with Nitro Software: An In-Depth Exploration"	
Day-3 14 Feb 2024 Wednesday		Session 5 Dr. Saurabh Shandilya (Part 1) "Introduction to Basic Excel Skills"	Lunch Break	Session 6 Dr. Saurabh Shandilya (Part 2) "Introduction to Basic Excel Skills"	
Day-4 15 Feb 2024 Thursday		Session 7 Mr. Manish Dubey (Part 1) "Mastering Advanced Excel Techniques: Beyond the Basics"	Lunch Break	Session 8 Mr. Manish Dubey (Part 2) "Mastering Advanced Excel Techniques: Beyond the Basics"	
Day-5 16 Feb 2024 Friday		Session 9 Dr. Kamlesh Gautam (Part 1) "Design Excellence with Microsoft Publisher"	Lunch Break	Session 10 Dr. Kamlesh Gautam (Part 2) "Design Excellence with Microsoft Publisher"	(Valedictory Session) Test & Feedback

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Dr. Manish Mohan Dubey

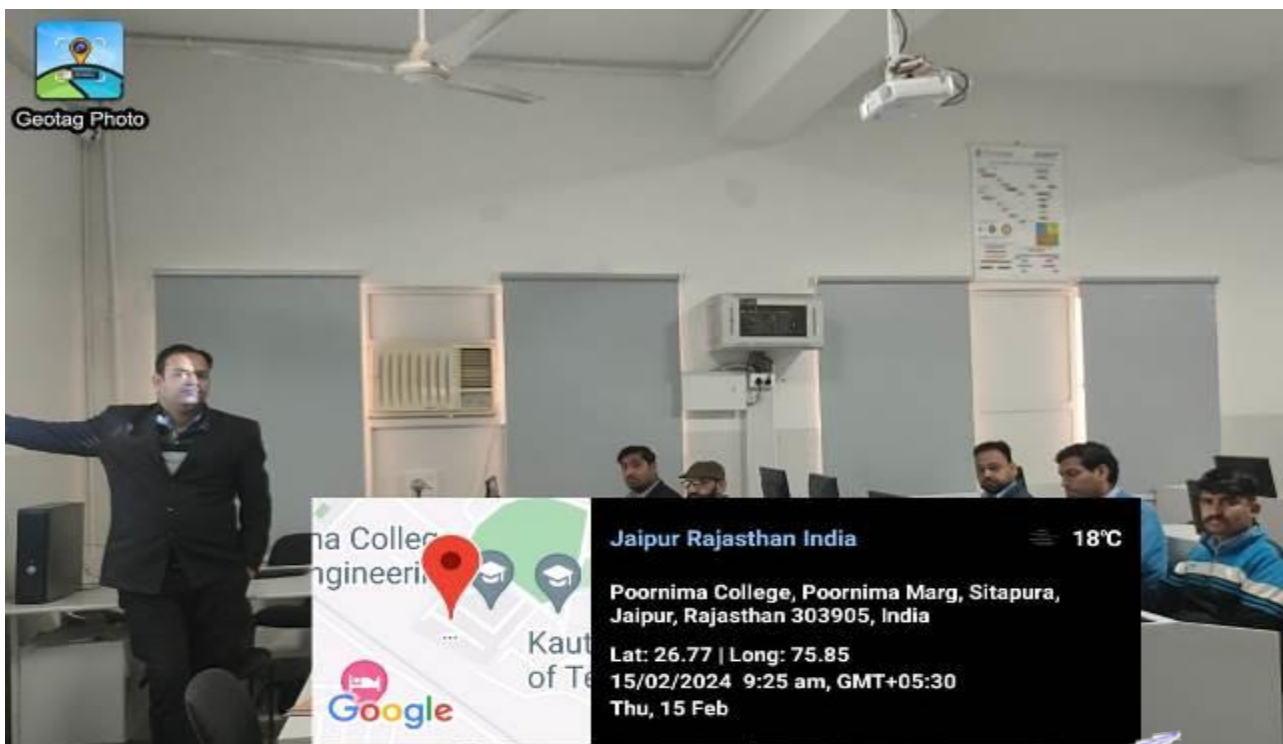
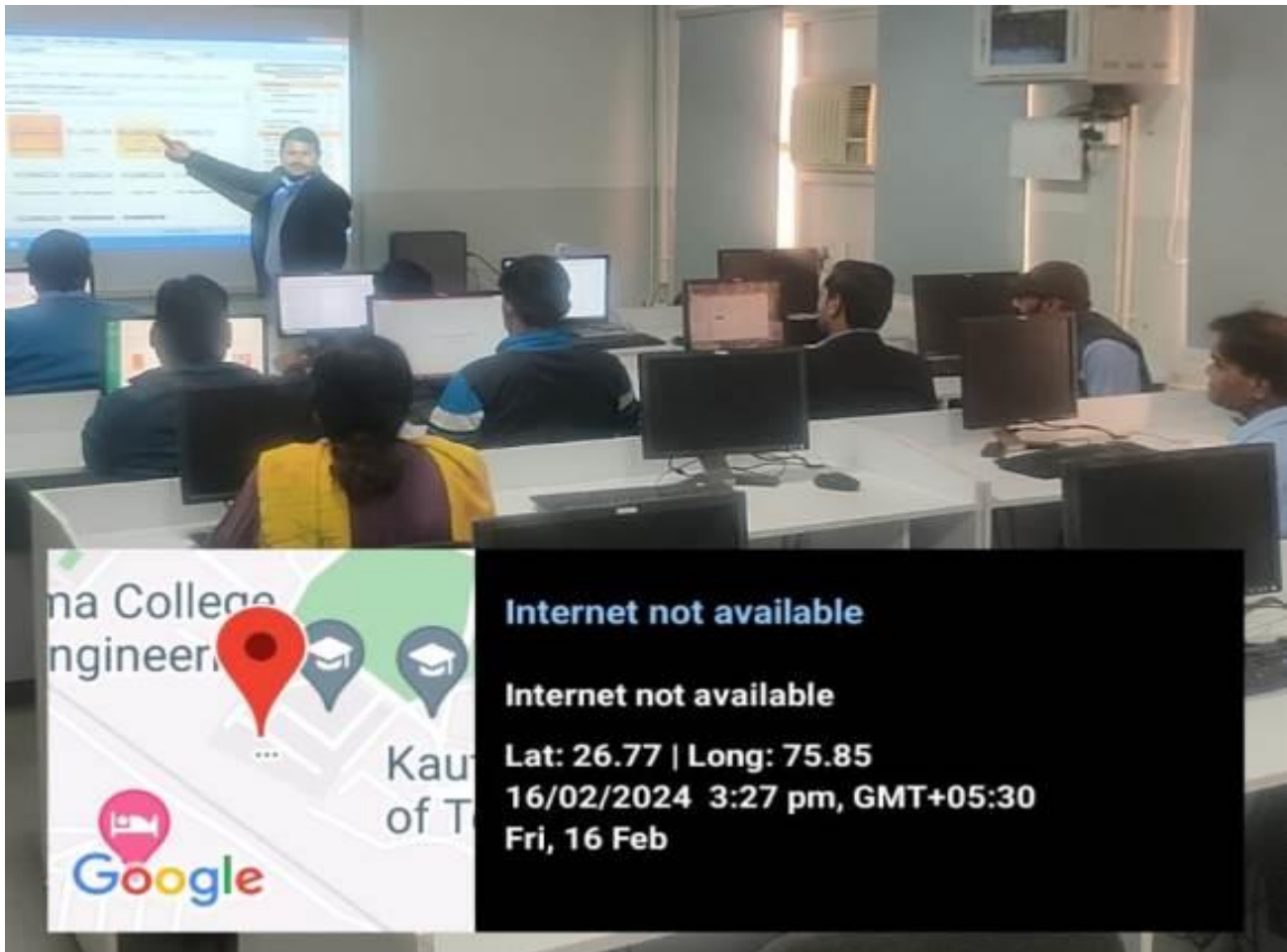
♦ GLIMPSES:




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LIST OF THE PARTICIPANTS:

Timestam p	Salu tati on	Participa tion Full Name	College/Uni versity	Employee ID	Department Name	Designat ion	Email
2024/02/08 3:30:08 pm GMT+5:30	Ms.	Basudha Dewan	Poornima University Jaipur	7511	ECE Department	Assistant Professor	basudha@p oornima.edu .in
2024/02/08 3:34:31 pm GMT+5:30	Ms.	Prarthana Sharma	Poornima University	8074	Computer science and engineering	Assistant professor	prarthana.sh arma@poor nima.edu.in
2024/02/08 3:46:29 pm GMT+5:30	Ms.	Dr SURABHI SAXENA	POORNIMA UNIVERSITY	8336	SCHOOL OF COMPUTER SCIENCE AND ENGINEERING	ASSOCIAT E PROFESS OR	surabhi.saxe na@poorni ma.edu.in
2024/02/08 4:03:30 pm GMT+5:30	Ms.	Deepali Chaudhar y	Poornima University	8034	FCE	Teaching Assistant	deepalichau dhary58@g mail.com
2024/02/08 4:21:04 pm GMT+5:30	Mr.	Mohamm ed Firdos Alam Sheikh	Poornima University	8066	Computer Science & Engineering	Associate Professor	firdos.sheikh @poornima. edu.in
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2024/02/08 4:57:10 pm GMT+5:30	Ms.	Neetu	Poornima College of engineering	7272	Advance Computing	Assistant Professor	neetu@poor nima.org
2024/02/08 4:57:33 pm GMT+5:30	Mr.	ABHIJEET PARASHA R	Poornima university	7230	Faculty of computer engineering	Technical Assistant	abhijeet.par ashar@poor nima.edu.in
2024/02/08 6:43:08 pm GMT+5:30	Mr.	MAYANK GUPTA	POORNIMA COLLEGE OF ENGINEERIN G, JAIPUR	6962	FIRST YEAR	ASSISTAN T PROFESS OR	mayank.gupt a@poornim a.org
2024/02/08 8:00:23 pm GMT+5:30	Mr.	Surender Kumar Sharma	Poornima University	1363	Electrical and Electronics Engineering	Associate Professor	surendra.sha rma@poorni ma.edu.in
2024/02/08 8:26:57 pm GMT+5:30	Ms.	Sharbari Deb	Poornima University	8047	Electrical Engineering	Associate Professor	snarbari.deb @poornima. edu.in
2024/02/09 5:28:40 am	Mr.	Amit Kumar Jain	Poornima University	2688	Electrical & Electronics Engineering	Associate Professor	amit.jain@p oornima.edu .in

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2024/02/09 2:54:54 pm GMT+5:30	Ms.	Riddhi Shrivastava	Poornima College of Engineering	3012	Chemistry	Assistant Professor	riddhishrivastava@poornima.org
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2024/02/09 4:31:36 pm GMT+5:30	Ms.	ANJULI DUBEY	Poornima College of Engineering, Jaipur	anjuli.dubey@poornima.org	Computer Science	Assistant Professor	anjuli.dubey@poornima.org
2024/02/09 7:17:29 pm GMT+5:30	Ms.	Anushree Nair	Poornima University	8412	FPH	JRF	nairanu1997@gmail.com
2024/02/09 7:39:56 pm GMT+5:30	Mr.	Hukam Chand Gouttam	Poornima college of engineering	7242	CSE	Technical Assistant	hukam.chand@poornima.org
2024/02/10 9:32:09 am GMT+5:30	Ms.	Dr. Meena Tekriwal	Poornima College of Engineering	2365	Chemistry	Associate Chemistry	meenatekriwal@poornima.org
2024/02/10 9:40:43 am GMT+5:30	Ms.	Rekha Dhivrani	Poornima Institute of Engineering and Technology	8476	Computer Science and Engineering	Assistant Professor	rekha.dhivrani12@gmail.com
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2024/02/10 12:58:22 pm GMT+5:30	Ms.	ALKA RAIZADA	POORNIMA COLLEGE OF ENGINEERING	1617	EXAM CELL & ALUMNI OFFICE	OFFICE EXECUTIVE	alkaraizada@poornima.org
2024/02/10 1:39:09 pm GMT+5:30	Mr.	Dr. Gaurav Jain	Poornima College of Engineering Jaipur	6085	Electrical Engineering Department	Associate Professor	gaurav.jain@poornima.org
2024/02/10	Mr.	Pankaj	Poornima	7057	CSE		Pankajbairw

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0 1:57:52 pm GMT+5:30		Bairwa	College Of Engineering			Assistant	a1503@gmail.com
2024/02/1 0 1:59:49 pm GMT+5:30	Mr.	Virendra Singh	Poornima College of Engineering	7258	Computer Engineering	Technical Assistant	virendra.singh@poornima.org
2024/02/1 0 2:01:30 pm GMT+5:30	Mr.	Abhishek Verma	Poornima College of Engineering	4888	Computer Engineering	TA	abhi.verma@poornima.org
2024/02/1 0 2:08:29 pm GMT+5:30	Mr.	Naveen Porwal	Poornima Institute of Engineering & Technology	7268	Mechanical Engineering	Assistant Professor	naveen.porwal@poornima.org
2024/02/1 0 2:37:05 pm GMT+5:30	Mr.	Ramanand Sharma	Poornima College of Engineering	3534	CSE	Technical Assistant	ramanand.sharma191165@gmail.com
2024/02/1 0 2:45:58 pm GMT+5:30	Ms.	ANJULI DUBEY	Poornima College of Engineering, Jaipur	7492	COMPUTER ENGINEERING	Assistant Professor	anjuli.dubey@poornima.org
2024/02/1 0 3:19:37 pm GMT+5:30	Ms.	Anu Arora	Poornima College of Engineering	1118	Mathematics	Asst. Professor	anuarora@poornima.org
2024/02/1 0 3:39:15 pm GMT+5:30	Mr.	Narendra Narayan Mathur	Poornima College of Engineering	1481	Exam Cell	Office e Executive	Narender.mathur@poornima.org
2024/02/1 0 3:42:27 pm GMT+5:30	Mr.	Dinesh Chandra Sharma	POORNIMA COLLEGE OF ENGINEERING JAIPUR	2936	Chemistry	Asst. Professor	dinesh.sharma@poornima.org
2024/02/1 0 6:00:57 pm GMT+5:30	Mr.	Narendra Kumar	Poornima University Jaipur	8387	Department of yogic science	Assistant professor	narendra.kumar@poornima.edu.in
2024/02/1 0 9:48:01 pm GMT+5:30	Ms.	Prarthana Sharma	Poornima University	8074	Computer science and engineering	Assistant professor	prarthana.sharma@poornima.edu.in
2024/02/1 2 9:05:53 am GMT+5:30	Mr.	Abhishek Parashar	Poornima College of Engineering	7231	CS	TA	abhishek.parashar@poornima.org
2024/02/1 2 11:29:51 am GMT+5:30	Mr.	PANKAJ GAKHAR	POORNIMA COLLEGE OF ENGINEERING	3820	ELECTRICAL ENGINEERING	ASSOCIATE PROFESSOR	PANKAJ GAKHAR@POORNIMA.ORG
2024/02/1 3 9:43:10 am	Ms.	Nikita Gautam	Poornima College Engineering	2019	ECE		Nikita Gautam@poornima.org

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2024/02/13 10:08:03 am GMT+5:30	Mr.	Ravi Sharma	Poornima college of engineering	7394	First year	TA	ravi.sharma@poornima.org
2024/02/15 11:00:09 am GMT+5:30	Ms.	Dr. Geetika Mathur	Poornima College of Engineering	7499	ECE	Professor	geetika.mathur@poornima.org
2024/02/19 3:09:19 pm GMT+5:30	Mr.	Deepen Banoriya	Poornima University	8117	Mechanical Engineering	Professor	deepen.banoriya@poornima.edu.in

♦ FEEDBACK / ASSESSMENT / ATTAINMENTS:

Timestamp	Salutation	Participant	Department	Designation	College/University	Employee ID	Email	Contact No	Date	Morning Session	Evening Session	Evening	Any other suggestion
2024/02/11 2:29:47	Ms.	Appoorva	CSE	Assistant	PCE	7257	appoorva	7599293058	12-Feb-24	Excellent	Dr. Nikita Jain	Excellent	NA
2024/02/16 9:49:32	Mr.	Abhishek	CSE	Technical	PCE	7231	Abhishek	9953453405	13-Feb-24	Excellent	Dr. Nikita Jain	Excellent	No
2024/02/16 9:53:01	Mr.	Abhishek	CSE	TA	PCE	4888	abhi.verm	9772986124	12-Feb-24	Very Good	Dr. Saurabh Sharma	Very Good	no
2024/02/16 10:06:11	Mr.	Pankaj Bai	CSE	TA	PCE	7057	Pankajbai	7229941503	13-Feb-24	Very Good	Dr. Nikita Jain	Excellent	No
2024/02/17 5:23:41	Ms.	DEEPAI	CSE	Teaching	PU	8034	deepalich	9149058316	12-Feb-24	Good	Dr. Nikita Jain	Very Good	Nice session
2024/02/17 5:24:37	Ms.	Deepali	CSE	Teaching	PU	8034	deepalich	9149058316	13-Feb-24	Good	Dr. Kamlesh Gaur	Very Good	Nice session
2024/02/17 5:25:21	Ms.	Deepali	CSE	Teaching	PU	8034	deepalich	9149058316	14-Feb-24	Good	Dr. Saurabh Sharma	Very Good	Nice session
2024/02/17 5:26:03	Ms.	Deepali	CSE	Teaching	PU	8034	deepalich	9149058316	15-Feb-24	Good	Mr. Manish Dubey	Very Good	Nice session
2024/02/17 5:26:45	Ms.	DEEPAI	CSE	Teaching	PU	8034	deepalich	9149058316	16-Feb-24	Good	Dr. Abhishek Sharma	Very Good	Nice session
2024/02/17 8:46:52	Ms.	Alka Raiza	Other	Office Exe	PCE	1617	alkaraizad	9413049134	16-Feb-24	Very Good	Dr. Nikita Jain	Excellent	No
2024/02/17 9:02:20	Mr.	Hukam Ch	CSE	Technical	PCE	7242	hukam.ch	8107281913	12-Feb-24	Excellent	Dr. Nikita Jain	Excellent	Excellent
2024/02/17 9:43:26	Mr.	Virendra	CSE	Technical	PCE	7258	Virendra	8849744787	12-Feb-24	Excellent	Dr. Nikita Jain	Excellent	Excellent
2024/02/19 11:08:11	Mr.	Narendra	Other	Office Exe	PCE	1481	narendra	9982944059	16-Feb-24	Very Good	Dr. Nikita Jain	Excellent	NO

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♦ **BUDGET & ACTUALS: NA**


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