POORNIMA
COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

# A Report on
# "TRAINING ON MICROSOFT TEAM"

**NAME OF ACTIVITY: Training on Microsoft Team**

**DATE & DURATION: 9th February, 2021 & 2 hrs.**

**TYPE OF ACTIVITY: Extra-Curriculum Activity/In House**

**ORGANIZED BY: Computer Engineering Department/In House Activity**

## LEARNING OUTCOMES:

CO1: Understand the use of software Microsoft Teams for teaching and learning.
CO2: Understand the sharing of documents using Microsoft Teams.

## MAPPINGS WITH PO AND PSO:

| CO/PO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 | PSO1 | PSO2 | PSO3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CO1 | 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CO2 | - | 3 | - | - | - | - | - | - | - | - | - | - | - | - | - |

## ASSESSMENT TOOLS:

Microsoft Teams

## DETAILS OF ACTIVITY:

The Department of Computer Engineering, Poornima College of Engineering, Jaipur, organized a Session on "Workshop on Microsoft Team uses" 9th February, 2021.Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products. Teams primarily compete with the similar service Slack, offering



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

workspace chat and videoconferencing, file storage, and application integration. Teams replaced other Microsoft-operated business messaging and collaboration platforms, including Skype for Business and Microsoft Classroom. Throughout the COVID-19 pandemic, Teams, and other software such as Zoom and Google Meet, gained much interest as many meetings moved to a virtual environment.

## OBJECTIVE:

The main objective of workshop on Microsoft Team uses to provide a virtual environment in offices and institutions. Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications. Having an excellent team space is key to being able to make creative decisions and communicate with one another.

## EXPERT SESSION CONTENT:

- How to communicate in two-way persistent chats with one or multiple participants.
- How to contribute in a shared workspace where messages and digital content on a specific topic are shared.
- How to communicate without the use of email or group SMS (texting).
- How to Meetings can be scheduled with multiple participants able to share audio, video, chat and presented content with all participants.

## EXPECTED OUTCOMES:

- Workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.
- Increase employee productivity
- Improve the ability to collaborate
- Enable innovation

## RESOURCE PERSON:

**DR. SHALINI PURI, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur**

## SUMMARY:



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

- **Date:** 9th February,2021
- **Time: 01:00 PM to 03:00 PM**
- **Expert Person :Dr. Shalini Puri, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur**
- **Venue:** AF-04
- **Targeted Audience:**II- Year Students
- **No. of Participant: 102**

## Q-SHEET:

**Date: 9th February, 2021** **Time: 01:00 PM to 03:00 PM**
**Venue:** AF-04

### Q-Sheet

| S. No | Activity | Duration | Time |
|---|---|---|---|
| 1. | Welcome By **Ms. Archika Jain, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur** | **05 Min** | **01:00 PM -01:05 PM** |
| 2. | Session by **Dr. Shalini Puri, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur** | **110 Min** | **01:05 PM -02:55 PM** |
| 3. | Vote of Thanks by **Ms. ARCHANA SONI, CSE Department, PCE, Jaipur** | **05 Min** | **02:55 PM -03:00 PM** |



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

## GLIMPSE OF THE PROGRAM:

## LIST OF THE PARTICIPANTS:

| Poornima College of Engineering, Jaipur | | | |
|---|---|---|---|
| Department of CSE | | | |
| Students Attendance | | | |
| Session On "Training on Microsoft Team" | | | |
| S.No | Reg. No | Name of Student | Year |
| 1 | PCE19CS001 | AANCHAL ASNANI | II Year |
| 2 | PCE19CS002 | AYUSH KUMAR SRIVASTAV | II Year |
| 3 | PCE19CS003 | AAYUSH SHARMA | II Year |
| 4 | PCE19CS004 | AAYUSHI NARUKA | II Year |
| 5 | PCE19CS005 | ABHAY AGARWAL | II Year |
| 6 | PCE19CS006 | ABHINAV SHARMA | II Year |
| 7 | PCE19CS007 | ABHISHEK AGRAWAL | II Year |
| 8 | PCE19CS008 | ABHISHEK SINGHAL | II Year |
| 9 | PCE19CS009 | ABHISHEK PATIDAR | II Year |
| 10 | PCE19CS010 | ABHISHEK SHARMA | II Year |
| 11 | PCE19CS011 | ABHISHEK SHARMA | II Year |
| 12 | PCE19CS012 | ADITI KATARA | II Year |
| 13 | PCE19CS014 | AISH JOSHI | II Year |
| 14 | PCE19CS015 | AKSHAT JAIN | II Year |



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

| | | | |
|---|---|---|---|
| 15 | PCE19CS016 | ALFAIZ KHAN | II Year |
| 16 | PCE19CS017 | AMAN PANDEY | II Year |
| 17 | PCE19CS018 | AMRIT KUMAR | II Year |
| 18 | PCE19CS019 | ANKUR CHAURASIA | II Year |
| 19 | PCE19CS020 | ANKUSH YADAV | II Year |
| 20 | PCE19CS021 | ANURAG KUMAR | II Year |
| 21 | PCE19CS022 | ANUSHKA SHARMA | II Year |
| 22 | PCE19CS023 | ANUSHKA SHARMA | II Year |
| 23 | PCE19CS024 | APREKSHA MATHUR | II Year |
| 24 | PCE19CS038 | BHUPESH | II Year |
| 25 | PCE19CS039 | BHUPESH KUMAR MANUJA | II Year |
| 26 | PCE19CS040 | CHANDAN SINGH TANWAR | II Year |
| 27 | PCE19CS041 | CHETAN AGGARWAL | II Year |
| 28 | PCE19CS042 | CHIRAYU KHANDELWAL | II Year |
| 29 | PCE19CS043 | DAKSHITA SHARMA | II Year |
| 30 | PCE19CS044 | DARSHAN BHATT | II Year |
| 31 | PCE19CS045 | DEEPAK LAKHOTIA | II Year |
| 32 | PCE19CS046 | DEEPESH TOTLA | II Year |
| 33 | PCE19CS047 | DEV KALRA | II Year |
| 34 | PCE19CS048 | DEVANSH SHARMA | II Year |
| 35 | PCE19CS049 | DEVESH KUMAR SINGH | II Year |
| 36 | PCE19CS050 | DHANANJAY SAINI | II Year |
| 37 | PCE19CS051 | DHAWAL SUTHAR | II Year |
| 38 | PCE19CS052 | DIKSHANT MATHUR | II Year |
| 39 | PCE19CS053 | DISHA SARASWAT | II Year |
| 40 | PCE19CS054 | ESHITA CHOUDHARY | II Year |
| 41 | PCE19CS055 | GAGAN TYAGI | II Year |
| 42 | PCE19CS056 | GAGAN YADAV | II Year |
| 43 | PCE19CS062 | GAUTAM KUMAR | II Year |
| 44 | PCE19CS063 | GAYATRI RUPCHANDANI | II Year |
| 45 | PCE19CS064 | GORAV SINGH | II Year |
| 46 | PCE19CS065 | HARDIK SINGH | II Year |
| 47 | PCE19CS066 | HARSH SHARMA | II Year |
| 48 | PCE19CS067 | HARSH UPADHYAY | II Year |



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

| | | | |
|---|---|---|---|
| 49 | PCE19CS070 | HEMRAJ | II Year |
| 50 | PCE19CS071 | HIMANSHU KARN | II Year |
| 51 | PCE19CS072 | HIMANSHU PAREEK | II Year |
| 52 | PCE19CS073 | HIMANSHU SINGH | II Year |
| 53 | PCE19CS074 | HITESH SHARMA | II Year |
| 54 | PCE19CS075 | ISHAN JAIN | II Year |
| 55 | PCE19CS076 | JANVI KUNDNANI | II Year |
| 56 | PCE19CS077 | JASWANT MEHTA | II Year |
| 57 | PCE19CS078 | KHUSHBU PAREEK | II Year |
| 58 | PCE19CS087 | LUV HIRANI | II Year |
| 59 | PCE19CS088 | MAHAK JAIN HINGAR | II Year |
| 60 | PCE19CS089 | MANISH KUMAR | II Year |
| 61 | PCE19CS090 | MANISH MOTWANI | II Year |
| 62 | PCE19CS091 | MANISH SHARMA | II Year |
| 63 | PCE19CS092 | MANPRAKASH JAT | II Year |
| 64 | PCE19CS093 | MINALI GUPTA | II Year |
| 65 | PCE19CS094 | MOHAMMED FAIZAN | II Year |
| 66 | PCE19CS095 | MOHAN KUMAR SINGH | II Year |
| 67 | PCE19CS108 | NAMAN KHANDELWAL | II Year |
| 68 | PCE19CS109 | NARENDRA SINGH | II Year |
| 69 | PCE19CS110 | NEERAJ | II Year |
| 70 | PCE19CS111 | NEHA SHARMA | II Year |
| 71 | PCE19CS112 | NEHAL JAIN | II Year |
| 72 | PCE19CS113 | NIHARIKA PALIWAL | II Year |
| 73 | PCE19CS114 | NIKHIL SHARMA | II Year |
| 74 | PCE19CS115 | NIRBHAY VISHWANATH | II Year |
| 75 | PCE19CS116 | NITIN GUPTA | II Year |
| 76 | PCE19CS117 | NITIN TAYAL | II Year |
| 77 | PCE19CS118 | NITISH KUMAR GUPTA | II Year |
| 78 | PCE19CS119 | NITISH YADAV | II Year |
| 79 | PCE19CS126 | PRANAV KHANDELWAL | II Year |
| 80 | PCE19CS127 | PRANJAL YADAV | II Year |
| 81 | PCE19CS128 | PRASHANSHA SHARMA | II Year |
| 82 | PCE19CS129 | PRERNA MUNDRA | II Year |



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

| | | | |
|---|---|---|---|
| 83 | PCE19CS130 | PRIYANSH SHARMA | II Year |
| 84 | PCE19CS131 | PRIYANSHU SAINI | II Year |
| 85 | PCE19CS132 | PUNIT BALSORA | II Year |
| 86 | PCE19CS133 | PURU NARESH SONI | II Year |
| 87 | PCE19CS134 | RAGHAV AGRAWAL | II Year |
| 88 | PCE19CS135 | RAGHAV MALHOTRA | II Year |
| 89 | PCE19CS136 | RAJ GUPTA | II Year |
| 90 | PCE19CS137 | RAJAT GUPTA | II Year |
| 91 | PCE19CS138 | RICHA GARG | II Year |
| 92 | PCE19CS139 | RIDHVI KULSHRESTHA | II Year |
| 93 | PCE19CS140 | RISHI GOYAL | II Year |
| 94 | PCE19CS141 | RIYA BHARGAVA | II Year |
| 95 | PCE19CS142 | RIYA KUMARI | II Year |
| 96 | PCE19CS149 | SAGAR SAINI | II Year |
| 97 | PCE19CS150 | SAGAR TANEJA | II Year |
| 98 | PCE19CS151 | SAHIL GUPTA | II Year |
| 99 | PCE19CS152 | SAKSHI KUMARI | II Year |
| 100 | PCE19CS153 | SANJAY CHOUDHARY | II Year |
| 101 | PCE19CS154 | SANJEEV KUMAR | II Year |
| 102 | PCE19CS155 | SATYAM KUMAR | II Year |
| 103 | PCE19CS156 | SAURABH AGRAWAL | II Year |
| 104 | PCE19CS157 | SAURABH KANTH | II Year |

## FEEDBACK/ATTAINMENTS:

The overall feedback from the students was excellent. Participants has given positive remarks about session and wanted to have such more session on Workshop on Microsoft Team uses.

## FEEDBACK ANALYSIS

**Content of the workshop is rated as:**

a) Excellent by 57.67% of participants

b) Good by 39.25% of participants

c) 2.52% say needs improvement



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

d) 0.57% have not responded

**Presentation of the workshop is rated as:**

a) Excellent by 69.78% of participants

b) Good by 30.22% of participants

**Management/ Administration of the workshop is rated as:**

a) Excellent by 54.59% of participants

b) Good by 41.7% of participants

c) 3.7% say need improvement

**Overall Workshop is rated as:**

a) Excellent by 65.26% of participants

b) Good by 34.74% of participants

**How could this workshop be improved?**

a) Send the problem you're trying to solve ahead of time.

b) Be clear about the outcomes you want to achieve the Performance and be clear about the outcomes you want to achieve.

**Any other comments / suggestions:**

a) We would like to have more practical approach considered in future.

b) Basic Language and the fundamental concepts can be enhanced in effective manner.



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR