



POORNIMA
COLLEGE OF ENGINEERING

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

A Report on **“Workshop on Microsoft Teams Uses”**

NAME OF ACTIVITY: Workshop on Microsoft Team uses

DATE & DURATION: 25th July, 2019& 2 hrs.

TYPE OF ACTIVITY: Extra-Curriculum Activity/ In House

ORGANIZED BY: Computer Engineering Department / In House Activity

LEARNING OUTCOMES:

CO1: Soft skills characterize how a person interacts in office.

CO2: Interaction in business meeting.

MAPPINGS WITH PO AND PSO:

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

ASSESSMENT TOOLS:

- Verbally questioning and answering to the participants
- Hands on Practice

DETAILS OF ACTIVITY:

The Department of Computer Engineering, Poornima College of Engineering, Jaipur, organized a Session on “Workshop on Microsoft Team uses” 25th July, 2019. 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 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. As of 2022, it has about 270 million monthly users

OBJECTIVE:

The main objective of workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.

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 share instant messaging, audio calls (VoIP), and video calls inside the client software.
- 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.

Resources Persons:

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

Summary:

- Date: 25th July, 2019
- Time: 01:00 PM to 03:00 PM
- Expert Person: DR. SHALINI PURI, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur
- Venue: AF-03
- Targeted Audience: II/III/IV- Year Students
- No. of Participant: 177

Q-Sheet:

Session On

“Workshop on Microsoft Team uses”

Date: 25th July, 2019

Time: 01:00 PM to 03:00 PM

Venue: AF-03

Q-Sheet

S. No	Activity	Duration	Time
1.	Welcome by Ms. Neha Shrotriya, 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 Dr. Surendra Kumar Yadav, Professor, CSE Department, PCE, Jaipur	05 Min	02:55 PM -03:00 PM

GLIMPSES:



LIST OF THE PARTICIPANTS:

Poornima College of Engineering, Jaipur			
Department of CSE			
Students Attendance			
Session On "Workshop on Microsoft Team uses" (25 th July, 2019)			
S.No.	Reg. No.	Name Of Students	Class(Year wise)
1	PCE16CE001	RANJAN KUMAR	IV Year
2	PCE16CE020	ARSH DHURIA	IV Year
3	PCE16CE021	ASHUTOSH SHARMA	IV Year
4	PCE16CE022	AYUSH JAIN	IV Year
5	PCE16CE023	AYUSH KUMAR	IV Year
6	PCE16CE027	BHAVIKA SABNANI	IV Year
7	PCE16CE047	JAHANVI ARORA	IV Year
8	PCE16CE048	JAI PRAKASH VADERA	IV Year
9	PCE16CE057	KARTIKI BHARGAVA	IV Year
10	PCE16CE060	MADHURI SWAMI	IV Year
11	PCE16CE061	MAHIMA SUKHLECHA	IV Year
12	PCE16CE062	MANAS	IV Year
13	PCE16CE063	MANSI SINGH	IV Year
14	PCE16CE080	PREM SINGH RATHORE	IV Year
15	PCE16CE081	PRIYANSHI AGRAWAL	IV Year
16	PCE16CE083	PUNIT LAKHOTIA	IV Year
17	PCE16CE084	RAGHAV KAUSHIK	IV Year
18	PCE16CE085	RISHINA DARGAR	IV Year
19	PCE16CE088	SAKSHI AGARWAL	IV Year
20	PCE16CE101	SPARSH RAJ	IV Year
21	PCE16CE102	SUDHANSHU JAIN	IV Year
22	PCE16CE103	SUDHANSHU KUMAR	IV Year
23	PCE16CE104	SURAJ KUMAR	IV Year
24	PCE16CE106	SWAPNIL SINGH	IV Year
25	PCE16CE107	TAMANNA UPADHYAY	IV Year
26	PCE16CE111	TILAK MAHAWAR	IV Year
27	PCE16CE112	TUSHAR BANSAL	IV Year
28	PCE16CE122	YOGITA KHATRI	IV Year
29	PCE16CE123	YOGITA SHARMA	IV Year
30	PCE16CE124	SIDDHARTH JAIN	IV Year
31	PCE16CE125	CHANDAN AGRAWAL	IV Year
32	PCE16CE127	DIVYA GUPTA	IV Year
33	PCE16CE128	TANMAY SHARMA	IV Year
34	PCE16CE129	ABHISHEK SHARMA	IV Year
35	PCE17CS001	AAKANSHA KOWERJANI	III Year
36	PCE17CS002	AASHISH MRIDUL	III Year
37	PCE17CS011	ADITYA SAINI	III Year
38	PCE17CS012	ADITYA SHARMA	III Year

39	PCE17CS013	ADITYA SHARMA	III Year
40	PCE17CS014	ADITYA SHARMA	III Year
41	PCE17CS016	AKSHAT PAREEK	III Year
42	PCE17CS017	AKSHAT SACHDEV	III Year
43	PCE17CS029	ARCHIT JINDAL	III Year
44	PCE17CS030	ARYA SINHA	III Year
45	PCE17CS031	ARYAN PORWAL	III Year
46	PCE17CS032	ASHUTOSH BANSAL	III Year
47	PCE17CS033	ASHWARYA SHARMA	III Year
48	PCE17CS034	AYUSH GUPTA	III Year
49	PCE17CS040	DARSHI DIXIT	III Year
50	PCE17CS041	DEEKSHA GARG	III Year
51	PCE17CS042	DEEPAK SHARMA	III Year
52	PCE17CS050	DIVYANSH DEVDA	III Year
53	PCE17CS051	DIWAKAR VASHISHT	III Year
54	PCE17CS052	GARVIT AGARWAL	III Year
55	PCE17CS054	GAURAV SOMANI	III Year
56	PCE17CS055	GAUTAM SHARMA	III Year
57	PCE17CS056	GOVIND SHARMA	III Year
58	PCE17CS062	HARSH SONI	III Year
59	PCE17CS063	HARSHA TEJWANI	III Year
60	PCE17CS064	HARSHITA CHHIBBAR	III Year
61	PCE17CS074	JAGRATI KHATRI	III Year
62	PCE17CS075	JAYESH KUMAR AGRAWAL	III Year
63	PCE17CS076	JAYNIFER JAIN	III Year
64	PCE17CS077	JITESH KUMAR	III Year
65	PCE17CS078	JYOTI PANWAR	III Year
66	PCE17CS085	KHUSHBOO JAIN	III Year
67	PCE17CS086	KRATI JAIN	III Year
68	PCE17CS087	KRISHNA KUMAR PRAJAPAT	III Year
69	PCE17CS088	KRISHNA YUVRAJ SINGH PALAWAT	III Year
70	PCE17CS096	MD ASHAR EQBAL	III Year
71	PCE17CS097	MO SHOAIB TANWAR	III Year
72	PCE17CS098	MOHIT AGARWAL	III Year
73	PCE17CS099	MOHIT ARORA	III Year
74	PCE17CS100	MOHIT KUMAWAT	III Year
75	PCE17CS120	PRAYAS SHRIVASTAVA	III Year
76	PCE17CS121	PRINCE PRAFUL MAHESHWARI	III Year
77	PCE17CS122	PRIYANSHI MATHUR	III Year
78	PCE17CS131	RISHABH JAIN	III Year
79	PCE17CS132	RISHBH SINGH NARUKA	III Year
80	PCE17CS133	ROHIT AGARWAL	III Year
81	PCE17CS134	ROHIT KUMAR GARG	III Year
82	PCE17CS135	RUMIT SURANA	III Year
83	PCE17CS140	SALMAN SERAJ	III Year

84	PCE17CS141	SAMYAK JAIN	III Year
85	PCE17CS142	SANIYA KUMAWAT	III Year
86	PCE17CS143	SANKET AGARWAL	III Year
87	PCE17CS177	YASH SANGHI	III Year
88	PCE17CS178	YASH SHARMA	III Year
89	PCE17CS179	YASHWANT SINGH SHEKHAWAT	III Year
90	PCE17CS185	NISHA AGARWAL	III Year
91	PCE17CS186	MANOJ KUMAR BAIRWA	III Year
92	PCE17CS310	ABHISHEK SHARMA	III Year
93	PCE17CS311	ASHA MEENA	III Year
94	PCE17CS312	RUPENDRA SHEKHAWAT	III Year
95	PCE18CS701	JYOTI TIWARI	III Year
96	PCE18CS702	VIKASH KHESTIKA	III Year
97	PCE18CS703	ADITI KUMARI	III Year
98	PCE18CS001	AABHAR BHATT	II Year
99	PCE18CS009	ABHISHEK KUMAR SINGH	II Year
100	PCE18CS011	AKASH KUMAR	II Year
101	PCE18CS012	AKASH YADAV	II Year
102	PCE18CS013	AKSHAY KUMAR	II Year
103	PCE18CS015	AKSHIT TRIVEDI	II Year
104	PCE18CS016	AMAN JAIN	II Year
105	PCE18CS017	AMAN VERMA	II Year
106	PCE18CS018	AMIT TOMAR	II Year
107	PCE18CS019	ANIL SAINI	II Year
108	PCE18CS020	ANJALI MOHTA	II Year
109	PCE18CS021	ANKIT	II Year
110	PCE18CS027	ARPIT SAXENA	II Year
111	PCE18CS028	ARSHIT PALIWAL	II Year
112	PCE18CS029	ARTI	II Year
113	PCE18CS030	ARYAN BOHRA	II Year
114	PCE18CS031	ARYAN JHA	II Year
115	PCE18CS032	ASHISH KUMAR SHARMA	II Year
116	PCE18CS033	ASHISH YADAV	II Year
117	PCE18CS034	ASHUTOSH TIWARI	II Year
118	PCE18CS035	ATISHAY JAIN	II Year
119	PCE18CS036	AYUSH GUPTA	II Year
120	PCE18CS049	DEEPANSHU JAIN	II Year
121	PCE18CS050	DHARMENDRA MISHRA	II Year
122	PCE18CS052	DHRUV SHARMA	II Year
123	PCE18CS058	GAUTAM RANA	II Year
124	PCE18CS059	GOURAV MAJEE	II Year
125	PCE18CS060	GOVIND SINGHAL	II Year
126	PCE18CS061	HARDIK KHANCHANDANI	II Year
127	PCE18CS062	HARSH AGARWAL	II Year
128	PCE18CS063	HARSH GUPTA	II Year

129	PCE18CS064	HARSHDEEP SINGH	II Year
130	PCE18CS071	JITENDRA SINGH SHEKHAWAT	II Year
131	PCE18CS072	KALYANI VERMA	II Year
132	PCE18CS073	KAPIL GARG	II Year
133	PCE18CS124	RAHUL YADAV	II Year
134	PCE18CS125	RAJKUMAR MISHRA	II Year
135	PCE18CS126	RAMESH KUMAR	II Year
136	PCE18CS127	RANKIT KUMAR	II Year
137	PCE18CS128	RASHI PAREEK	II Year
138	PCE18CS129	RAVI SHARMA	II Year
139	PCE18CS130	RHYTHM PARASHAR	II Year
140	PCE18CS138	RIYA JOSHI	II Year
141	PCE18CS139	ROHIT GARG	II Year
142	PCE18CS140	ROHIT KUMAR SINGH	II Year
143	PCE18CS141	ROHIT SHARMA	II Year
144	PCE18CS142	RUCHIKA AGARWAL	II Year
145	PCE18CS143	SACHIN AGARWAL	II Year
146	PCE18CS144	SAHIL GUPTA	II Year
147	PCE18CS145	SAKET SHARMA	II Year
148	PCE18CS146	SANKALP CHANDALIA	II Year
149	PCE18CS147	SAQUIB MANSURI	II Year
150	PCE18CS148	SHLOK TIWARI	II Year
151	PCE18CS149	SHREE ANSH SRIVASTAVA	II Year
152	PCE18CS151	SHRISHTI KAPOOR	II Year
153	PCE18CS153	SHUBHAM JEENGAR	II Year
154	PCE18CS154	SHUBHAM SHARMA	II Year
155	PCE18CS155	SHYAM SUNDER SISODIA	II Year
156	PCE18CS161	SUYOG KUMAWAT	II Year
157	PCE18CS162	SWAPNIL UPADHYAY	II Year
158	PCE18CS163	MS SWEETY JAIN	II Year
159	PCE18CS165	TANISHA AGARWAL	II Year
160	PCE18CS166	TANU JAIN	II Year
161	PCE18CS167	TANUSHREE JAIN	II Year
162	PCE18CS168	TANVI MITTAL	II Year
163	PCE18CS169	TANYA AGARWAL	II Year
164	PCE18CS170	TUSHAR AGRAWAL	II Year
165	PCE18CS171	TUSHAR SHARMA	II Year
166	PCE18CS172	VAIBHAV AGRAWAL	II Year
167	PCE18CS174	VAIBHAV VYAS	II Year
168	PCE18CS175	VEDIKA GUPTA	II Year
169	PCE18CS182	YASH JAIN	II Year
170	PCE18CS183	YASH SHARMA	II Year
171	PCE18CS184	YASHWANT YADAV	II Year
172	PCE18CS185	YOGITA TAK	II Year
173	PCE18CS186	ALI KHAN	II Year

174	PCE18CS187	TARUN MITTAL	II Year
175	PCE18CS188	MOHMMED AFTAB KHAN	II Year
176	PCE18CS189	YASH KHANDELWAL	II Year
177	PCE18CS190	PRIYANSHU DUBEY	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

- (1) Excellent by 70.67% of participants
- (2) Good by 28.25% of participants
- (3) 0.65% say needs improvement
- (4) 3.47% have not responded

Presentation of the workshop is rated as

- a) Excellent by 79.78% of participants
- b) Good by 25.22% of participants

Management/ Administration of the workshop is rated as

- a) Excellent by 70.60% of participants
- b) Good by 29.7% of participants
- c) 4.7% say need improvement

Overall Workshop is rated as

- a) Excellent by 60.26% of participants
- b) Good by 38.74% of participants

How could this workshop be improved?

1. Focus should be on basic than advanced level.
2. Performance and effectiveness can be improved by giving more time for practice sessions and to implement concepts.

Any other comments / suggestions

1. We would like to have such more workshops in future
2. Language fundamental can be enhanced in effective manner