

MANIPAL UNIVERSITY JAIPUR

TEACHER EMPOWERMENT CENTRE

A report on
A Five Day Faculty Development Workshop
on
FDP on Technology Adaption and upskilling

Flyer of Event:



The flyer features a background image of a classical building with a dome. It includes accreditation logos for NAAC (A+ grade, 3.28 score) and Manipal University Jaipur. The main title is 'FACULTY DEVELOPMENT PROGRAM ON TECHNOLOGY ADOPTION: TEACHING AND UPSKILLING'. It lists five speakers with their photos and details: Mr. Jaya Krishna (Day 1), Dr. D. P. Sharma (Days 2 and 3), Dr. Manoj Bohra (Day 4), and Dr. N. N. Das (Day 5). The convenors are Ms. Neha V. Sharma, Mr. Saurabh Narayan, Mr. Jaya Krishna, and Ms. Kavita. Registration information includes the date (28 Jun - 2 Jul 2021), time (11:00 AM - 1:00 PM), and venue (Microsoft Teams). The event is jointly organized by MUJ-TEC and Team HR.

 **MANIPAL UNIVERSITY JAIPUR**
(University under Section 2(f) of the UGC Act)
ACCREDITED WITH A+ GRADE BY NAAC

FACULTY DEVELOPMENT PROGRAM ON

TECHNOLOGY ADOPTION: TEACHING AND UPSKILLING

Speakers

 Day 1: Mr Jaya Krishna
Assistant Professor
Department of Computer Science

 Day 2 and 3: Dr D P Sharma
Professor
Department of Information Technology

 Day 4: Dr Manoj Bohra
Professor
Department of Computer and Communication Engineering

 Day 5: Dr N N Das
Associate Professor
Department of Information Technology

CONVENORS

Ms Neha V Sharma
Department of IT
Mr Saurabh Narayan
Team HR
Mr Jaya Krishna
Department of CSE
Ms Kavita
Department of IT

SCAN FOR REGISTRATION



Date: 28 Jun - 2 Jul 2021
Time: 11:00 AM-1:00 PM
Venue: Microsoft Teams

Jointly Organized by: MUJ-TEC and Team HR

The Online FDP on Technology Adaption and upskilling in MS Teams event was conducted for various departments other than Engineering at Manipal University Jaipur by Manipal University Jaipur-Teacher Empowerment Center from 28th June, 2021 to 2nd July, 2021.

The objective was to familiarize faculty with various features and tools available in MS teams for effective lecturing, Assignment creation and examination. It also emphasized on the techniques and methods of these tools in effective evaluations of courses and for better students' experience in Online teaching platform. Moreover, the discussion involved each and every steps and process happening in the tool in detail. The other objective was to identify the scope, need and necessity of effective tool usage for effective MS team's usage for Lecturing, Notes creation, Quiz conduction and exam conduction. It also stressed on need and techniques for analysis of these features provided by Microsoft. Effective utilization of such tools can result in Successful and hassle-free Class conduction which in turn emphasis on different teaching pedagogy requirement to be adopted in empowering the teaching process. Further it will help faculty members to handle and conduct examinations in much better manner.

Event Summary:

In this FDP training on hands on the various aspects like Class scheduling, File sharing, Notebook creation, embedding content into Notebook, Assignment creation and posting, quiz creation and posting and exam conduction was given in detail to each non-engineering branches in each of this session. The session was engaged by faculty as shown the below table

Day	Faculty
1	Mr. Jaya Krishna R
2	Dr. Devi Prasad Sharma
3	Dr. Devi Prasad Sharma
4	Dr. Manoj Kumar Bohra
5	Dr. Nripendra N Das

Day-1 (28 May,2021):

A Five-Day Faculty Development Workshop on “FDP on Technology Adaption and upskilling” was organized from May 28- June 2, 2021, under the aegis of MIJ-TEC. The workshop began by an insightful session by Mr. Jaya Krishna about all the tabs on Microsoft Teams and their functionality. He discussed at length about how we can make the transition from traditional mode of teach to online Teaching more effective. As always, he kept the participants enthralled by his technical skills. An online quiz was conducted to ensure that the participants were able to understand the lecture.

Day-2 (29 May,2021):

Day two of the Faculty Development Workshop began with welcoming Prof. D.P Sharma and the participants. The agenda that was covered in this session was:

- What is class Notebook
- How to create the class Notebook
- Different sections of class Notebook
- How to attached Word file /PDF to Class Note book Page
- Distributing Pages to the students of the class
- Review of the student work
- How to Embed YouTube Videos in Class Notebook
- Manage Class Notebook
- Giving the assignment Using Class Notebook

Overall, the session was very informative and thoroughly enjoyed by all the participants. The session ended with a vote of thanks.

Day-3 (30 May,2021):

Day three of the Faculty Development Workshop began with welcoming Prof. D.P Sharma and the participants. The theme of 3rd session was “One Notebook”. Prof. Sharma demonstrated various innovative and creative things that could be done using One Notebook. The agenda that was covered in this session was:

- Manage Class Notebook

- Embedding PPT inside the Class Notebook
- Ink to text
- Drawing Different Shapes
- Maths equation
- Immersive reader
- Importing the MS Forms inside Class Notebook
- BreakOut Rooms
- Q& A

The effectiveness of these methods was deliberated upon. Prof. Sharma made the participants perform various exercises to understand the application of various methodologies which was enjoyed by all. The session was highly interactive and was appreciated by all. The session was concluded on a very happy note with a vote of thanks.

Day-4 (1st June,2021):

Session four of the Five-Days Faculty Development Workshop began with extending a warm welcome our resource person Prof. Manoj Bohra. A quick discussion and recapitulation of learning from the previous session gave momentum to the session. The major theme of the session was “To learn how to use MS forms for conducting quizzes.”. The session was experiential, and all attendees wholeheartedly participated in the tools that were demonstrated by Prof. Bohra. There was a quiz conducted in the session.

Day-5 (2nd June,2021):

On 5th day of the Faculty Development Workshop on “FDP on Technology Adaption and upskilling”, the theme of the session was “Examination conduction on MS Teams”. Dr. Nripendra Narayan Das, exam coordinator (Dept. of IT) interacted with the participants and began the session with a with a quick recapitulation of the previous session. During the session Dr. Das explained various aspects related to the conduction of exams on MS Teams. An assessment of learning styles was conducted to make the participants understand their respective learning style. The session was concluded with post workshop assessment and feedback. The participants shared their experience and feedback on the FDP and how have they benefitted from this workshop.

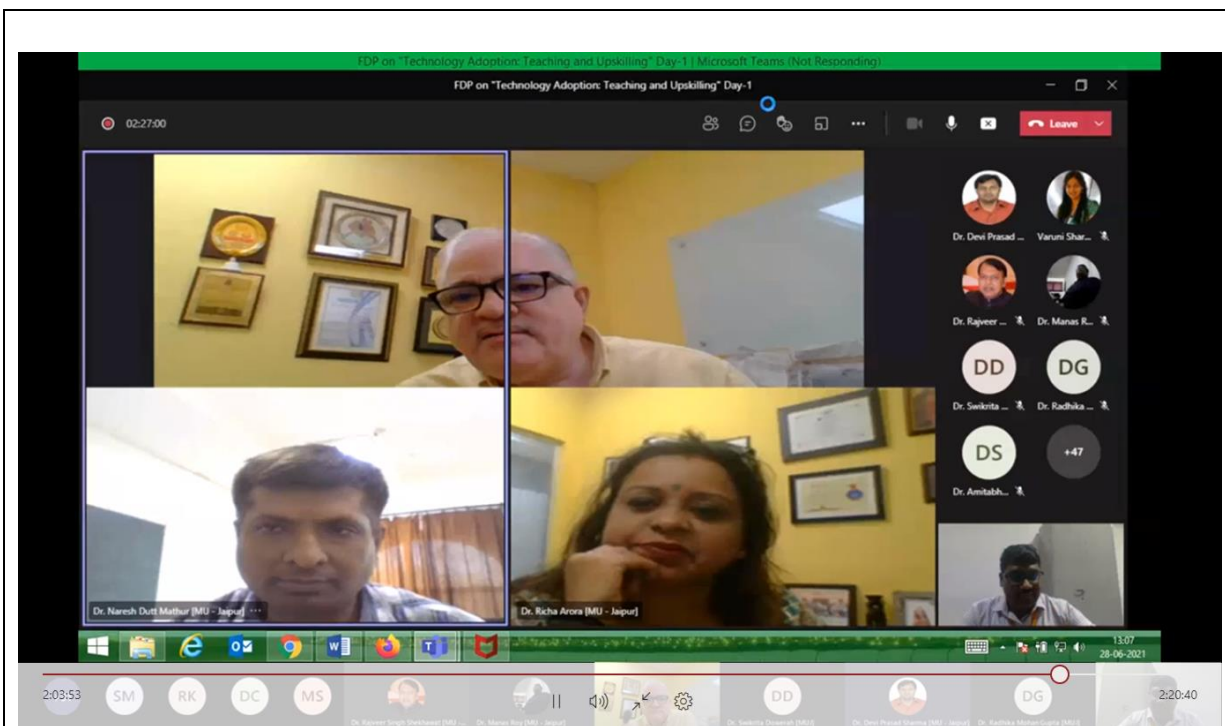


Fig-1: Screenshot of participants attending FDP

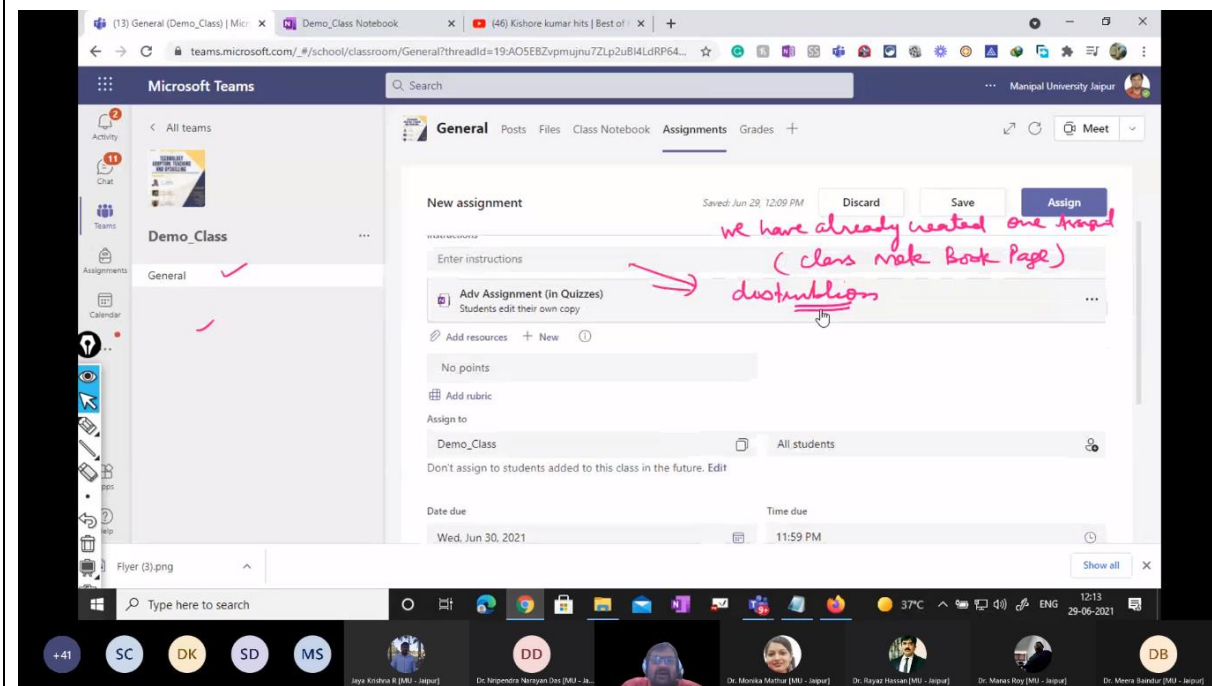


Fig-2: Assignment creation



Fig-3: Day 3 participants

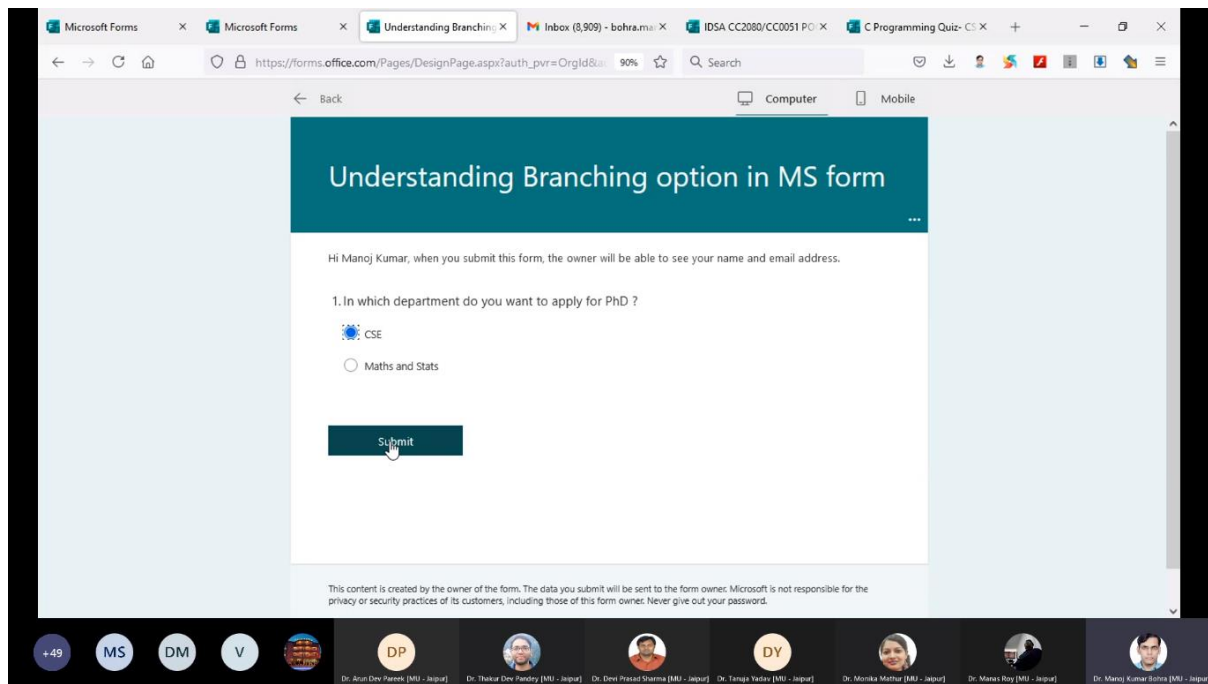


Fig-4: MS form creation

Attendance:

Day-1:

1. Sanjeev Sharma [MU - Jaipur]
2. Dr. Lakhnan Raghuvanshi [MUJ]
3. Vibha Bandhu [MU - Jaipur]
4. Dr. Shilpi Gupta [MUJ]
5. Dr. Sunita Singh Khatana [MU - Jaipur]
6. Dr. Priyanka Chaudhary [MUJ]
7. Mr. Prabhpreet Singh [MUJ]
8. Dr. Priyanka Yadav [MU - Jaipur]
9. Sridhar M.S. [MU - Jaipur]
10. Prabhat Dixit [MU - Jaipur]
11. Dr. Charu Dhankar [MU - Jaipur]
12. Ankita S Agarwal [MU - Jaipur]
13. Dr. Radhika Mohan Gupta [MU - Jaipur]
14. Ramjit Kumar [MU - Jaipur]
15. Dr. Devi Prasad Sharma [MU - Jaipur]
16. Poonam Mishra
17. Mani Sachdev [MU - Jaipur]
18. Dr. Aditi Priya [MU - Jaipur]
19. Dr. Rajveer Singh Shekhawat [MU - Jaipur]
20. Dr. Kiran Raj [MUJ]
21. Raneeta Pal [MUJ]
22. Rahul Babu Kodali [MU - Jaipur]
23. Dr. Vijay Kumar [MU - Jaipur]
24. Prabhpreet Singh [MU - Jaipur]
25. Dr. Swikrita Dowerah [MU - Jaipur]

Day-2:

1. Dr. Devi Prasad Sharma [MU - Jaipur]
2. Dr. Oum Kumari R [MU - Jaipur]
3. Dr. Meenakshi Joshi [MU - Jaipur]
4. Dr. Manas Roy [MU - Jaipur]
5. Dr. Monika Mathur [MU - Jaipur]
6. Tanuj Goswami [MU - Jaipur]
7. Dr. Geetika Tankha [MU - Jaipur]
8. Dr. Naresh Dutt Mathur [MU - Jaipur]
9. Dr. Yashoda Verma [MU - Jaipur]
10. Jasbir Singh [MU - Jaipur]
11. Dr. Priyanka Chaudhary [MUJ]
12. Dr. Bhavana Arya [MU - Jaipur]
13. Dr. Neerja Vyas [MUJ]
14. Sushila Choudhary (Guest)
15. Varuni Sharma [MU - Jaipur]
16. Dr. Prabhat Dixit [MUJ]
17. Pankaj Kumar [MUJ]
18. Sanjeev Sharma [MU - Jaipur]
19. Vijendra Kumar Grover [MU - Jaipur]
20. Dr. Rabindra Verma [MU - Jaipur]
21. Jaya Krishna R [MU - Jaipur]
22. Srinivasa Bhat [MU - Jaipur]
23. Dr. Swikrita Dowerah [MU - Jaipur]
24. Dr. Subhash kumar [MU - Jaipur]
25. Dr. Arun Dev Pareek [MU - Jaipur]
26. Dr. Arun Dev Pareek [MU - Jaipur]

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|--------------------------------------|---|
| 27. Dr. Gargi Sharma [MUJ] | 48. Deepankar Sharma [MU - Jaipur] |
| 28. Minali Banerjee [MU - Jaipur] | 49. Dr. Radhika Mohan Gupta [MU - Jaipur] |
| 29. Dr. Shilpi Gupta [MU - Jaipur] | 50. Dr. Charu Dhankar [MU - Jaipur] |
| 30. Dr. Amit Sharma [MU - Jaipur] | 51. Ankita S Agarwal [MU - Jaipur] |
| 31. Dr. Vaishali Kapoor [MUJ] | 52. Alisha Verma [MU - Jaipur] |
| 32. Gaurav Prasad [MU - Jaipur] | 53. rina poonia (Guest) |
| 33. Dr. Priyanka Yadav [MU - Jaipur] | 54. Dr. Nripendra Narayan Das [MU - Jaipur] |
| 34. Dr. Rayaz Hassan [MU - Jaipur] | 55. Dr. Moulya Baladi [MU - Jaipur] |
| 35. Dr. Meera Baidur [MU - Jaipur] | 56. Prabhpreet Singh [MU - Jaipur] |
| 36. Dr. Radhika Mohan Gupta [MUJ] | 57. Dr. Poonam Mishra [MU - Jaipur] |
| 37. Mani Sachdev [MU - Jaipur] | 58. Dr. Vineeth Kumar [MU - Jaipur] |
| 38. Dr. Suyesha Singh [MU - Jaipur] | 59. Ramjit Kumar [MU - Jaipur] |
| 39. Dr. Sonu Agarwal [MU - Jaipur] | 60. Arjoo Tailor [MUJ] |
| 40. Rahul Babu Kodali [MU - Jaipur] | 61. Dr. Anjalee Narayan [MU - Jaipur] |
| 41. Arpit Totuka [MU - Jaipur] | 62. Ms. Vibha Bandhu [MUJ] |
| 42. Dr. Jyotika Sharma [MU - Jaipur] | 63. Raneeta Pal [MUJ] |
| 43. Dr. Richa Arora [MU - Jaipur] | 64. Neha V Sharma [MU - Jaipur] |
| 44. Dr. Aditi Priya [MU - Jaipur] | 65. Dr. Vaishali Kapoor [MU - Jaipur] |
| 45. Kirti Shekhawat [MUJ] | |
| 46. Poonam Mishra | |

Day-3:

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| 1. Dr. Devi Prasad Sharma [MU - Jaipur] | 18. Sanjeev Sharma [MU - Jaipur] |
| 2. Dr. Oum Kumari R [MU - Jaipur] | 19. Vijmendra Kumar Grover [MU - Jaipur] |
| 3. Dr. Meenakshi Joshi [MU - Jaipur] | 20. Dr. Rabindra Verma [MU - Jaipur] |
| 4. Dr. Manas Roy [MU - Jaipur] | 21. Jaya Krishna R [MU - Jaipur] |
| 5. Dr. Monika Mathur [MU - Jaipur] | 22. Srinivasa Bhat [MU - Jaipur] |
| 6. Tanuj Goswami [MU - Jaipur] | 23. Dr. Swikrita Dowerah [MU - Jaipur] |
| 7. Dr. Geetika Tankha [MU - Jaipur] | 24. Dr. Subhash kumar [MU - Jaipur] |
| 8. Dr. Naresh Dutt Mathur [MU - Jaipur] | 25. Dr. Arun Dev Pareek [MU - Jaipur] |
| 9. Dr. Yashoda Verma [MU - Jaipur] | 26. Dr. Arun Dev Pareek [MU - Jaipur] |
| 10. Jasbir Singh [MU - Jaipur] | 27. Dr. Gargi Sharma [MUJ] |
| 11. Dr. Priyanka Chaudhary [MUJ] | 28. Minali Banerjee [MU - Jaipur] |
| 12. Dr. Bhavana Arya [MU - Jaipur] | 29. Dr. Shilpi Gupta [MU - Jaipur] |
| 13. Dr. Neerja Vyas [MUJ] | 30. Dr. Amit Sharma [MU - Jaipur] |
| 14. Sushila Choudhary (Guest) | 31. Dr. Vaishali Kapoor [MUJ] |
| 15. Varuni Sharma [MU - Jaipur] | 32. Gaurav Prasad [MU - Jaipur] |
| 16. Dr. Prabhat Dixit [MUJ] | 33. Dr. Priyanka Yadav [MU - Jaipur] |
| 17. Pankaj Kumar [MUJ] | 34. Dr. Rayaz Hassan [MU - Jaipur] |

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| 49. Dr. Charu Dhankar [MU - Jaipur] | 65. Dr. Vaishali Kapoor [MU - Jaipur] |

Day-4:

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|---|--|
| 1. Dr. Maryam Ishrat Beg [MU - Jaipur] | 22. Dr. Meenakshi Joshi [MU - Jaipur] |
| 2. Ms. Nishtha Acharya [MUJ] | 23. Raneeta Pal [MUJ] |
| 3. Dr. Tanuja Yadav [MU - Jaipur] | 24. Nishtha Acharya [MU - Jaipur] |
| 4. Dr. Shilpi Gupta [MU - Jaipur] | 25. Saurabh Das [MUJ] |
| 5. Dr. Mona Mahecha [MUJ] | 26. Dr. Rabindra Verma [MU - Jaipur] |
| 6. Dr. Bhavana Arya [MU - Jaipur] | 27. Alisha Verma [MU - Jaipur] |
| 7. Arpit Totuka [MU - Jaipur] | 28. Dr. Neerja Vyas [MU - Jaipur] |
| 8. vijaylaxmi (Guest) | 29. Dr. Swikrita Dowerah [MU - Jaipur] |
| 9. Dr. Devi Prasad Sharma [MU - Jaipur] | 30. Dr. Vaishali Kapoor [MU - Jaipur] |
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42. Dr. Nripendra Narayan Das [MU - Jaipur]
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44. Dr. Sonu Agarwal [MU - Jaipur]
45. Kiran Raj [MU - Jaipur]
46. Dr. Sony Kulshrestha [MU - Jaipur] (Guest)
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54. Gagan Jain (Guest)
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65. Dr. Priyanka Chaudhary [MUJ]
66. Dr. Yashoda Verma [MU - Jaipur]
67. Dr. Geetika Tankha [MU - Jaipur]
68. Saurabh Narayan [MU - Jaipur]

Day-5:

1. Vibha Bandhu [MU - Jaipur]
2. Dr. Keshav Nath [MU - Jaipur]
3. Varuni Sharma [MU - Jaipur]
4. Dr. Manas Roy [MU - Jaipur]
5. Arpit Totuka [MU - Jaipur]
6. Dr. Suyesha Singh [MU - Jaipur]
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45. Jasbir Singh [MU - Jaipur]
46. Dr. Poonam Mishra [MU - Jaipur]
47. Dr. Priyanka Chaudhary [MU - Jaipur]
48. Dr. Manoj Kumar Bohra [MU - Jaipur]
49. Ramjit Kumar [MU - Jaipur]
50. Dr. Anjalee Narayan [MU - Jaipur]
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52. Dr. Gargi Sharma [MUJ]
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55. Alisha Verma [MU - Jaipur]
56. Dr. Naresh Dutt Mathur [MU - Jaipur]
57. Dr. Prashasti Jain [MUJ]
58. Dr. Vineeth Kumar [MU - Jaipur]
59. Dr. Vijay Laxmi Sharma [MU - Jaipur]
60. Arjoo Tailor [MUJ]
61. Deepankar Sharma [MU - Jaipur]
62. Dr. Maryam Ishrat Beg [MU - Jaipur]
63. Nishtha Acharya [MU - Jaipur]

Day wise feedback analysis:



Feedback Form

39
Responses

02:33
Average time to complete

Active
Status

1. Name

Insights
39
Responses

Latest Responses

- "vineeta"
- "Dr anjalee Narayan"
- "Dr Poonam Mishra"

2. Emp Code

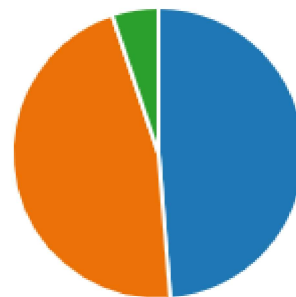
Insights
39
Responses

Latest Responses

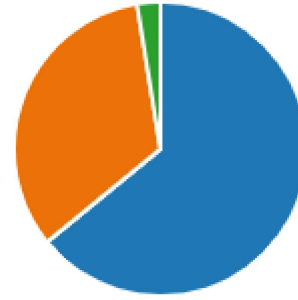
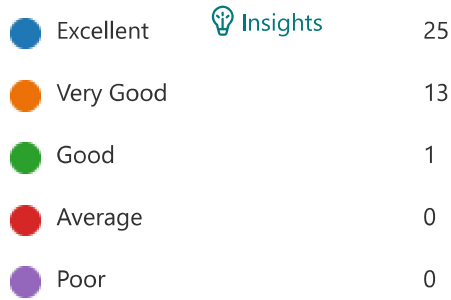
- "MUJ0738"
- "Muj0919"
- "MUJ0902"

3. Instructor's Teaching Methodology:

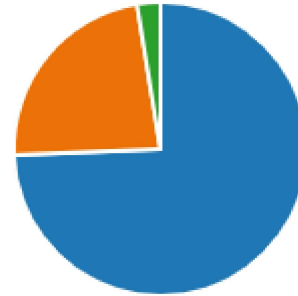
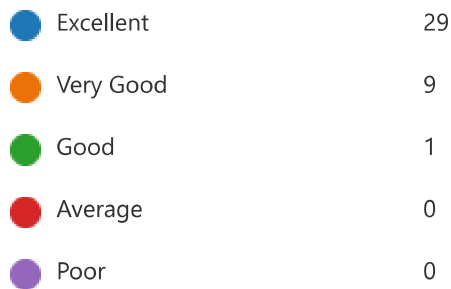
Excellent	Insights	19
Very Good		18
Good		2
Average		0
Poor		0



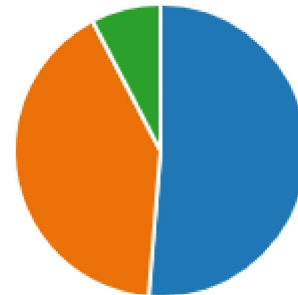
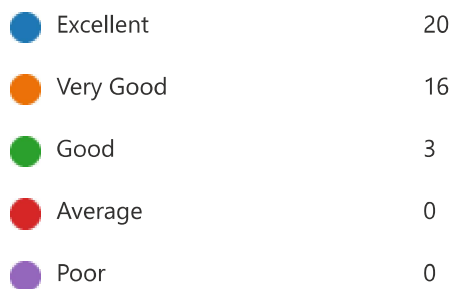
4. Instructor's Depth of understanding of Topic:



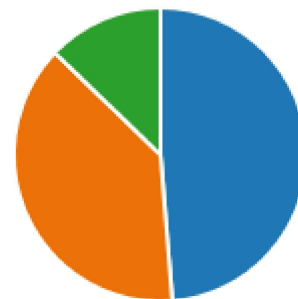
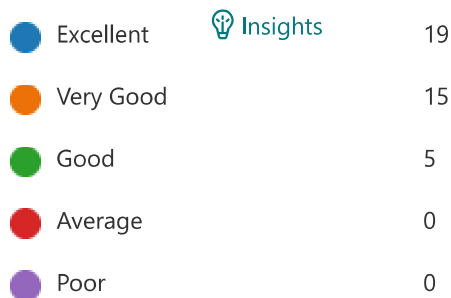
5. Instructor's Behaviour & Attitude:



6. Training agenda & topics were as per set expectation:

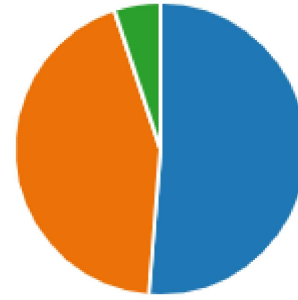


7. Program enhanced the understanding of the topic:



8. Overall Program Rating

● Excellent	20
● Very Good	17
● Good	2
● Average	0
● Poor	0



9. Overall Remarks

💡 Insights

39

Responses

Latest Responses

"overall worth attending."

"Nice session"

"Enjoyed the lecture "



Day 2 : Feedback Form

31
Responses

01:05
Average time to complete

Active
Status

1. Name

Insights
31
Responses

Latest Responses
"Dr Poonam Mishra"
"VARUNI SHARMA"
"Neerja Vyas"

2. Emp Code

Insights
31
Responses

Latest Responses
"MUJ0902"
"MUJ0666"
"MUJ0903"

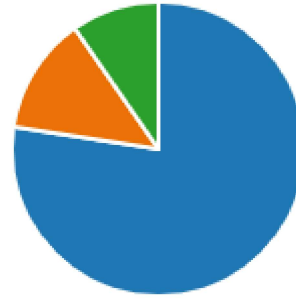
3. Instructor's Teaching Methodology:

- Excellent Insights 19
- Very Good 9
- Good 3
- Average 0
- Poor 0




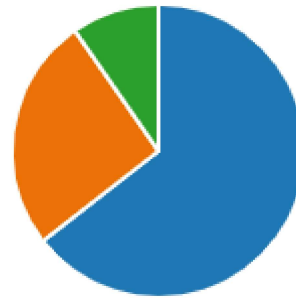
4. Instructor's Depth of understanding of Topic:

● Excellent	24
● Very Good	4
● Good	3
● Average	0
● Poor	0



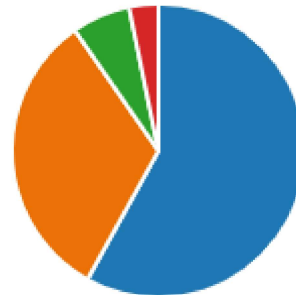
5. Instructor's Behaviour & Attitude:

● Excellent	 Insights	20
● Very Good		8
● Good		3
● Average		0
● Poor		0




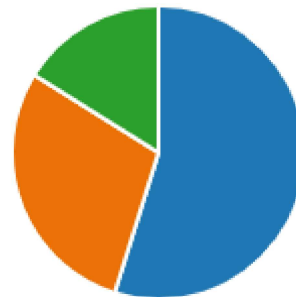
6. Training agenda & topics were as per set expectation:

● Excellent	18
● Very Good	10
● Good	2
● Average	1
● Poor	0



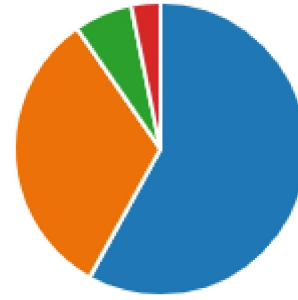
7. Program enhanced the understanding of the topic:

● Excellent	 Insights	17
● Very Good		9
● Good		5
● Average		0
● Poor		0



8. Overall Program Rating

Excellent	Insights	18
Very Good		10
Good		2
Average		1
Poor		0



9. Overall Remarks

Insights
31
Responses

Latest Responses

"nice interaction "

"Good initiative to let us know how to convey msgs apart from whatsa..."

"Excellent"

Day 3 : Feedback Form

33
Responses

01:14
Average time to complete

Active
Status

1. Name

 Insights
33
Responses







Latest Responses
"Dr Poonam Mishra"
"VARUNI SHARMA"
"Dr. Suyesha Singh"

2. Emp Code

 Insights
33
Responses

Latest Responses
"MUJ0902"
"MUJ0666"
"MUJ0946"

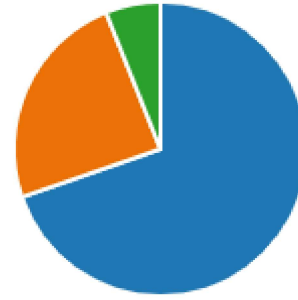
3. Instructor's Teaching Methodology:

-  Excellent  Insights 18
-  Very Good 13
-  Good 2
-  Average 0
-  Poor 0




4. Instructor's Depth of understanding of Topic:

● Excellent	23
● Very Good	8
● Good	2
● Average	0
● Poor	0



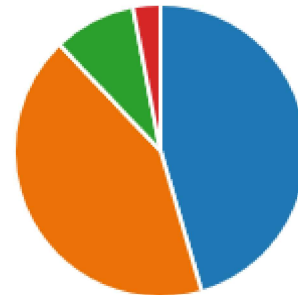
5. Instructor's Behaviour & Attitude:

● Excellent	 Insights	19
● Very Good		10
● Good		4
● Average		0
● Poor		0



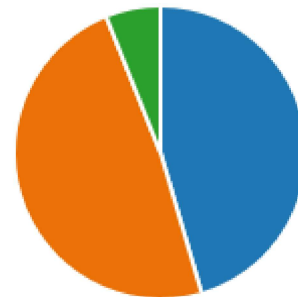
6. Training agenda & topics were as per set expectation:

● Excellent	15
● Very Good	14
● Good	3
● Average	1
● Poor	0



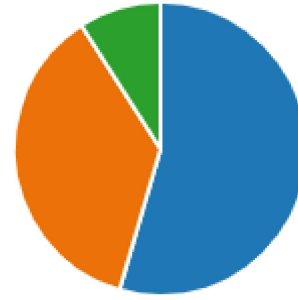
7. Program enhanced the understanding of the topic:

● Excellent	15
● Very Good	16
● Good	2
● Average	0
● Poor	0



8. Overall Program Rating

Excellent	18
Very Good	12
Good	3
Average	0
Poor	0



9. Overall Remarks

Insights

33

Responses

Latest Responses

"interesting lecture"

"Simple to learn things"

"GOOD SESSION"



Day 4 : Feedback Form

36
Responses

01:07
Average time to complete

Active
Status

1. Name

Insights
36
Responses

Latest Responses
"Dr Ànjalee Narayan"
"Dr Poonam Mishra"
"VARUNI SHARMA"

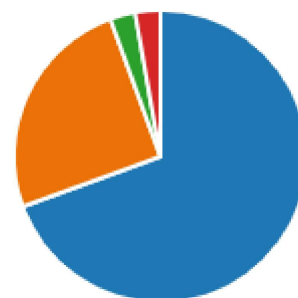
2. Emp Code

Insights
36
Responses

Latest Responses
"Muj0919"
"MUJ0902"
"MUJ0666"

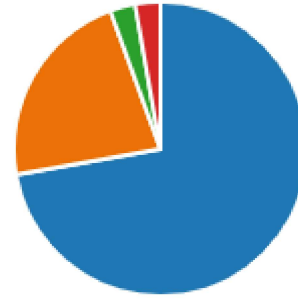
3. Instructor's Teaching Methodology:

Excellent	25
Very Good	9
Good	1
Average	1
Poor	0




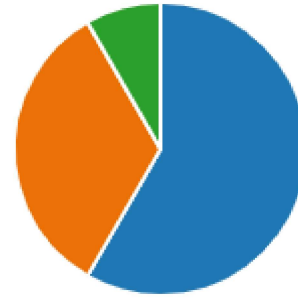
4. Instructor's Depth of understanding of Topic:

● Excellent	26
● Very Good	8
● Good	1
● Average	1
● Poor	0



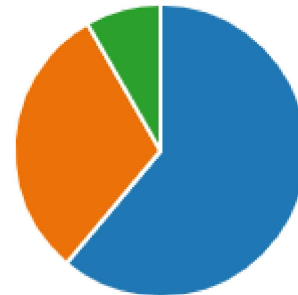
5. Instructor's Behaviour & Attitude:

● Excellent	 Insights	21
● Very Good		12
● Good		3
● Average		0
● Poor		0




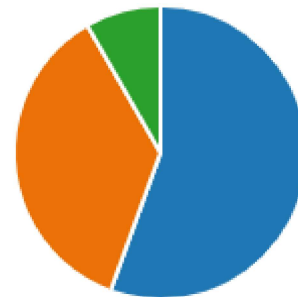
6. Training agenda & topics were as per set expectation:

● Excellent	22
● Very Good	11
● Good	3
● Average	0
● Poor	0



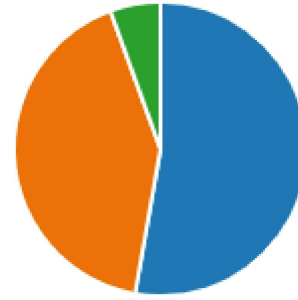
7. Program enhanced the understanding of the topic:

● Excellent	 Insights	20
● Very Good		13
● Good		3
● Average		0
● Poor		0



8. Overall Program Rating

Excellent	Insights	19
Very Good		15
Good		2
Average		0
Poor		0



9. Overall Remarks

Insights
36
Responses

Latest Responses
"Very interesting and informative session"
"nice intractive session"
"GOOD experience with every passing day"



Day 5 : Feedback Form

33
Responses

01:55
Average time to complete

Active
Status

1. Name

Insights
33
Responses

Latest Responses
"Prof vijaylaxmi"
"NISHTHA ACHARYA"
"Dr Rabindra Kumar Verma"

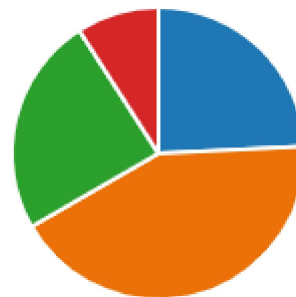
2. Emp Code

Insights
33
Responses

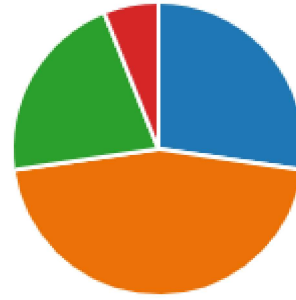
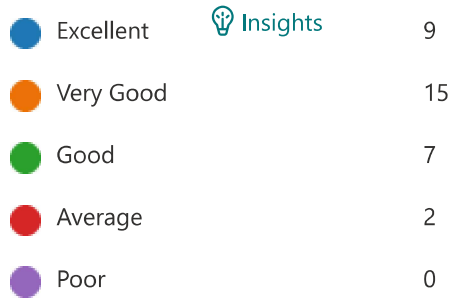
Latest Responses
"MUJ0350"
"MUJ1071"
"MUJ0142"

3. Instructor's Teaching Methodology:

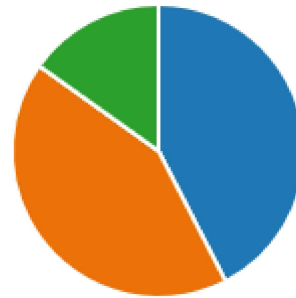
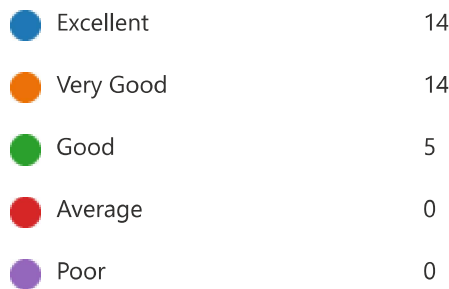
- Excellent 8
- Very Good 14
- Good 8
- Average 3
- Poor 0



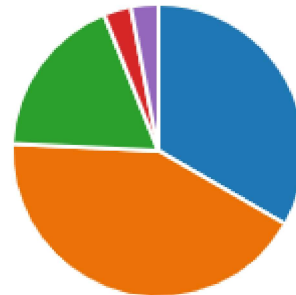
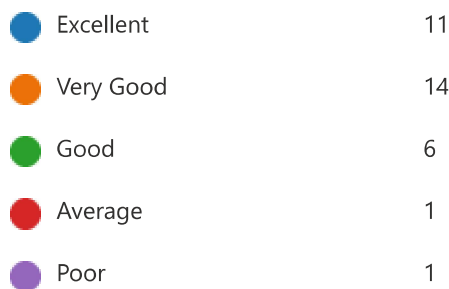
4. Instructor's Depth of understanding of Topic:



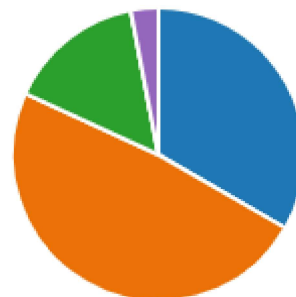
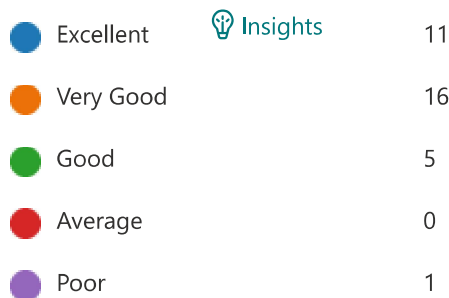
5. Instructor's Behaviour & Attitude:



6. Training agenda & topics were as per set expectation:

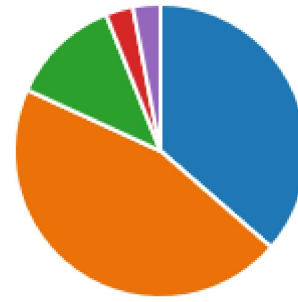


7. Program enhanced the understanding of the topic:



8. Overall Program Rating

Excellent	Insights	12
Very Good		15
Good		4
Average		1
Poor		1



9. Overall Remarks

Insights
33
Responses

Latest Responses

"great"

"it was good session, looking forward for some more session like this. T...

"γ"