

**Directorate of Manipal University Jaipur
-Teaching Empowerment Center**

Flyer of the event



 FIRST STATE PRIVATE UNIVERSITY IN RAJASTHAN
A+
NAAC
3.28 SCORE

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

FACULTY DEVELOPMENT
PROGRAM
ON

**CONDUCTING
EXAMINATION
USING
MS-TEAMS**

FOR SCCE, SAMME, SEECE

 **DR D P SHARMA**
DIRECTOR, MUJ-TEC

DATE: 4 DEC 2020
TIME: 03:30 PM - 04:15 PM
VENUE: MS TEAMS
LINK:

ORGANIZED BY: MUJ TEC

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A report

Exam conduction and Assignment Tool usage in MS Teams

Date: 4th December, 2020.

Time: 3.30 PM to 4.15 PM

Venue: MS Team

The Online FDP on Exam conduction and Assignment tool usage in MS Teams event was conducted for all the department exam coordinators of schools SCCE, SAMME and SEECE at Manipal University Jaipur by Manipal University Jaipur-Teacher Empowerment Center on 4th December,2020.

The objective was to give insight of the working of Assignment and Quiz creation and usage in MS Teams. 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 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 exam 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 Assignment and quiz creation tool was given in detail to each department exam coordinator in each of this session. The session was conducted by Dr. Devi Prasad Sharma, Director (MUJ-TEC) & Professor (Department of IT).

These tools are being used in the university since academic year 2020. The session started with valuable inputs from Provost and Director, School of Computing and IT, MUJ, Prof (Dr) Rajveer Singh Shekhwat giving the insight, brief overview and key areas to be considered related to Various needs in this pandemic situation. Further he emphasised on the need for

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using such add-on features to the effective Examination conduction. Following this, Director, MUJ-TEC Prof (Dr.) Devi Prasad Sharma, introduced and started the topic delivery to the attendees. The session started with identifying various tools in the MS teams and focused on Assignments and quiz creation or usage particularly.

Screenshot of participants attending FDP on OBE



The main focus of the event was to make everyone familiar with various assignment and quiz creation available in MS teams and their usage for effective Exam conduction in Online Platform. During the course of the session many things were discussed like, assignment creation, question paper upload, scheduling question paper for postdate, due date and close date. After the Exam conduction, also discussed on how to download attendance and answer papers from the teams. IN this session training internal working and hands on the tool was

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done, moreover concepts were clarified and queries was answered with appropriate examples.

The session ended up remarkable change in the positive direction.

Attendance:

SI Number	Name
1	Dr. Prabhat Ranjan
2	Dr. Manish Thukral
3	Mr. Hemant Raj Singh
4	Dr. Shashi Bhushan
5	Mr. Ankur Srivastava
6	Dr. Pallavi Yarde
7	Mr. Samarendra Pratap Singh
8	Mr. Peeyush Garg
9	Dr. Dinesh Yadav
10	Mr. Dalip Singh Shekhawat
11	Mr. Abhishek Kumar
12	Mr. Varun Jurwall
13	Dr. Ashish Goyal
14	Mr. Vijay Shankar Kumawat
15	Mr. Tejpal
16	Mr. Hemant Kumar
17	Mr. Ritesh Singh
18	Mr. Vikas Kumar Boradak
19	Mr. Ravinder Jhorar
20	Mrs. Madhuri Sahal
21	Mr. Chandra Prakash Gupta
22	Mr. Chusen Duari
23	Dr. Suddhendu Das Mahapatra
24	Mr. Vinay Gupta
25	Dr. Anand Pandey
26	Mr. Upendra Kulshrestha
27	Dr. Rakesh Kumar
28	Mrs. Neha Singh
29	Mr. Krashn Kumar Dwivedi
30	Mr. Satya Narayan Agarwal
31	Dr. Vishnu Goyal
32	Mr. Somenath Gorai
33	Dr. Ashish Sharma
34	Mr. Alok Damare
35	Mr. Himanshu Priyadarshi
36	Dr. Deepika Bansal

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37	Mr. Ashok Kumawat
38	Dr. Ashu Yadav
39	Dr. Satish Namdev
40	Mr. Kumar Gaurav
41	Dr. Amit Saraswat
42	Ms. Pooja Singh
43	Dr. Tarun Kumar Dubey
44	Mr. Sourav Kumar Das
45	Mr. Alok Kumar Ansu
46	Mr. Rohit Mathur
47	Dr. Sunil Goyal
48	Dr. Neetu
49	Mr. Shyam Sunder Sharma
50	Mr. Rakesh Kumar
51	Dr. Amit Soni
52	Mr. Vikram Singh Kashyap
53	Dr. Amit Rathi
54	Dr. Meena Kumari
55	Mr. Rahul Khatri
56	Mr. Mohit Jain
57	Mr. Anurag Joshi
58	Mr. Devesh Chandra
59	Dr. Amit Kumar Singh
60	Dr. Harshavardhana BG
61	Dr. Lokesh Garg
62	Mr. Ashish Vijay
63	Mr. Raghuvesh Tiwari
64	Dr. Shahbaz Ahmed Siddiqui
65	Mr. Sagar Gupta
66	Mr. Vinoth R
67	Mr. Dharmesh Yadav
68	Mr. Krishnamurti Singh
69	Mr. Sanchit Anand
70	Ms. Princy Randhawa
71	Mr. Nikhil Vivek Shrivastava
72	Mr. Divya Rishi Shrivastava
73	Mr. Nitin Gupta
74	Mr. Arpit Khandelwal
75	Dr. Manisha Sharma
76	Dr. Sanchita Bandyopadhyay Ghosh
77	Dr. Subrata Bandhu Ghosh
78	Dr. Shilpi Birla
79	Mr. Binay Kumar Rajak

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80	Dr. Anand Gupta Chakinala
81	Dr. Abhishek Sharma
82	Dr. Gaurav Sancheti
83	Dr. Tej Bahadur
84	Mr. Anil Dutt Vyas
85	Dr. Niti Nipun Sharma
86	Mr. Lav Maheswari
87	Col. Sanjiv Jaswal
88	Dr. Priyansha Mehra
89	Dr. Abhishek Shrivastav
90	Mr. Vishal Das
91	Dr. Santhosh Patil
92	Dr. Rahul Goyal
93	Dr. Manish Tiwari
94	Mr. Mohit Kumar Sharma
95	Mr. Ajay Shankar
96	Dr. Prashant Dwivedi
97	Mr. Kamal Kumar
98	Ms. Meghna Sharma
99	Dr. Manish Rawat
100	Ms. Nandana Chakinala
101	Dr. Ashok Kumar Sharma
102	Dr. Neeraj Kanwar
103	Dr. Himanshu Chaudhary
104	Dr. Sanyog Rawat
105	Dr. RK Gupta
106	Ms. Poonam Kumari
107	Dr. Rudhra Halder
108	Dr. Bhavna Tripathi
109	Dr. Ashish Shrivastava
110	Dr. Kulwant Singh
111	Dr. Ashish Kumar Srivastava
112	Dr. Vimal Kumar Pathak
113	Dr. Gurdaman Lal Sharma
114	Mr. Charanjeet Singh Tumrate
115	Dr. Anees Ahmed Yunus Khan
116	Dr. Ravi Kumar Sharma
117	Dr. Md Parwez Akhtar
118	Dr. Gopalakrishna Prabhu
119	Dr. Harsh Pandey
120	Dr. Dhaneshwar Mishra
121	Dr. Raja Rout
122	Mr. Shambo Roy Chowdhury
123	Dr. Avanish Singh Chauhan

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124	Dr. Shaik Hussain
125	Dr. Vinod Yadav
126	Dr. Ramanpreet Singh
127	Dr. H. Ravishankar Kamath
128	Dr. Jagannath K.
129	Mr. Sumit Taneja
130	Dr. Saurabh Dewangan
131	Dr. Gaurav Kataria
132	Dr. H C Shivaprasad
133	Dr. Abhishek Sharma
134	Dr. Sasanka Sekhar Ghosh
135	Dr. Anjaiah Devineni
136	Dr. Jamil Akhtar
137	Mr. Rajesh Solanki
138	Dr. Ajay Kumar

Feedback

Q1) Presentation Skills of Resource Person *

Excellent
Very Good
Good
Average
Satisfactory

Q2) Quality and efficacy of content delivered by Resource Person *



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Excellent
Very Good
Good
Average
Satisfactory

Q3) How would you rate the session *

Excellent
Very Good
Good
Average
Satisfactory

Q4) Organization of The FDP *

Excellent
Very Good
Good
Average
Satisfactory

Q5) Technical Support *

Excellent
Very Good
Good
Average
Satisfactory

Q6) Significance of FDP *

Excellent
Very Good
Good
Average
Satisfactory

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