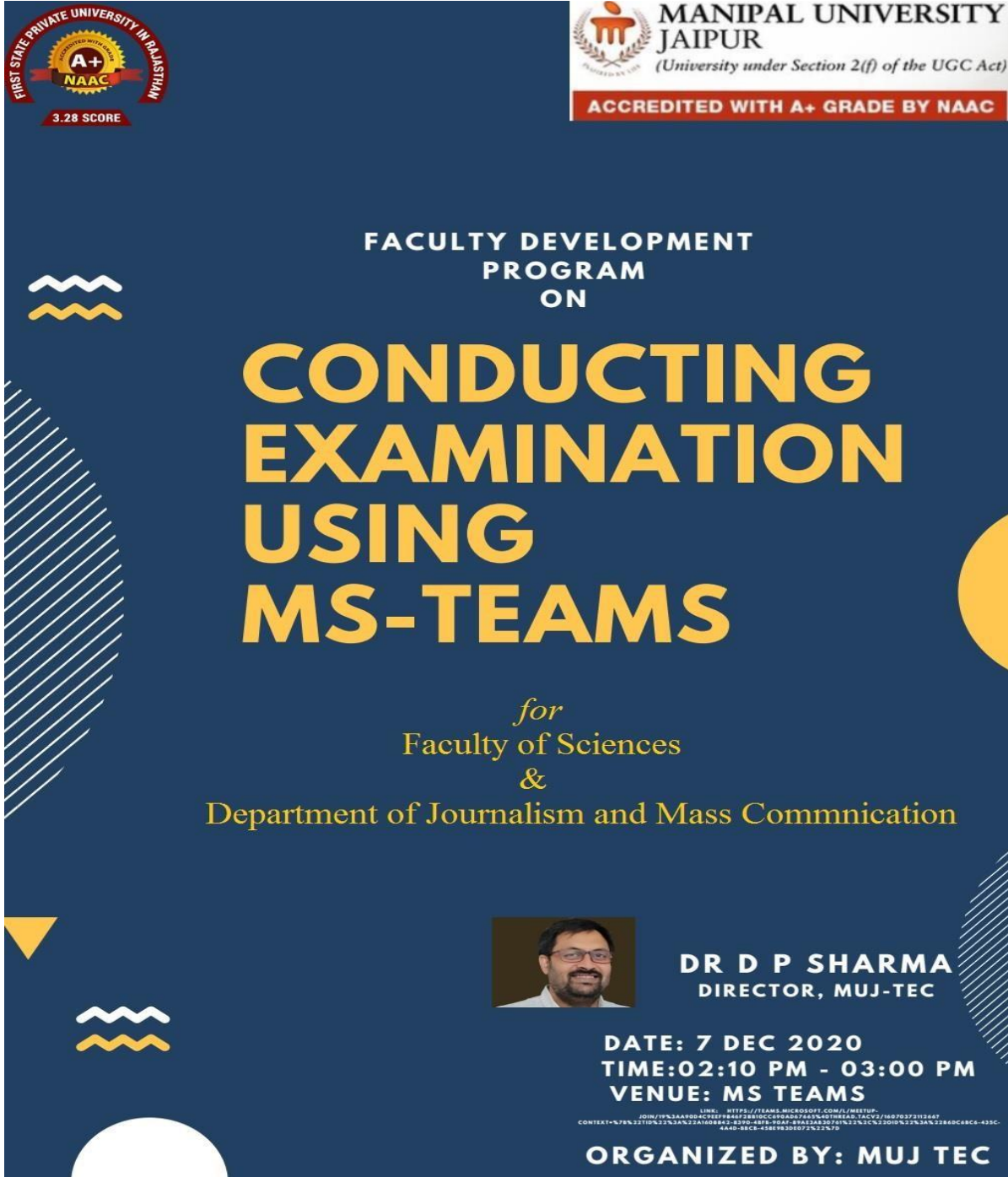



**Directorate of Manipal University jaipur  
-Teaching Empowerment Center**

*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*  
Faculty of Sciences  
&  
Department of Journalism and Mass Commnication

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

**DATE: 7 DEC 2020  
TIME: 02:10 PM - 03:00 PM  
VENUE: MS TEAMS**

LINK: [https://teams.microsoft.com/l/meetup-join/19%3Aa420d4c0e2884472810cc08a57a19a4018e40\\_15c622a07032112647-CONTEXT-%7B%2210%22%3A%221608842-8280-48f8-96af-891a3a30761%22%3C%2210%22%3A%22840c48c6-435c-4440-85c8-6889820072%22%7D](https://teams.microsoft.com/l/meetup-join/19%3Aa420d4c0e2884472810cc08a57a19a4018e40_15c622a07032112647-CONTEXT-%7B%2210%22%3A%221608842-8280-48f8-96af-891a3a30761%22%3C%2210%22%3A%22840c48c6-435c-4440-85c8-6889820072%22%7D)

**ORGANIZED BY: MUJ TEC**

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

A report

### **Exam conduction and Assignment Tool usage in MS Teams**

*Date: 7th December, 2020.*

*Time: 02.10 PM to 03.00 PM*

*Platform: 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 Faculty of Sciences and Department of Journalism and Mass Communication at Manipal University Jaipur by Manipal University Jaipur-Teacher Empowerment Center on 7<sup>th</sup> 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:**

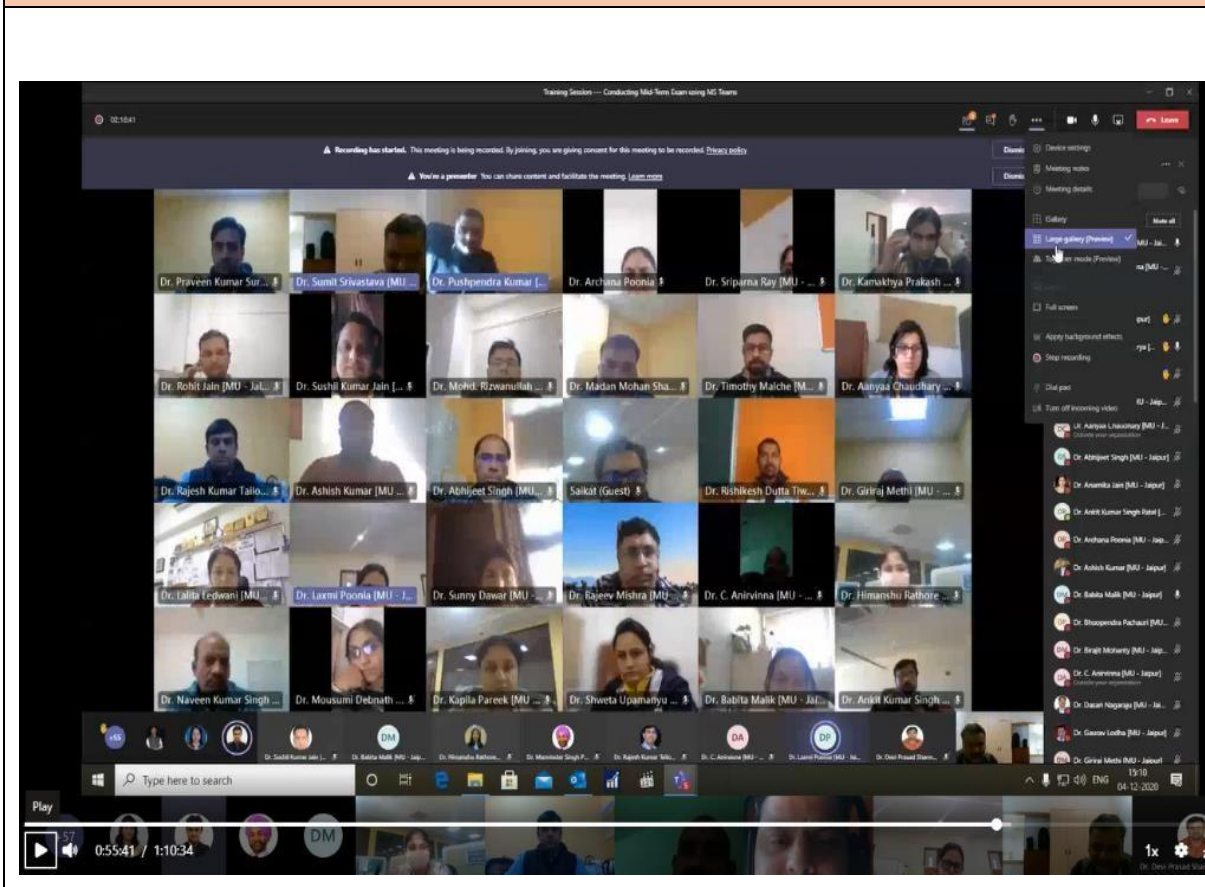
In this FDP training on hands on the Assignment and quiz creation tool was given in detail to each department exam coordinator in each of this session. The session was conducted by Dr. Devi Prasad Sharma, Director (MUJ-TEC) & Professor (Department of IT).

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 Shekhawat 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 the participants attending FDP



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 done, moreover concepts were clarified and queries was answered with appropriate examples. The session ended up remarkable change in the positive direction.

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**Attendance:**

Sl number	Name
1	Dr. Babita Malik
2	Dr. Indeewar Kumar
3	Dr. Nilanjan Halder
4	Dr. Pooja Sharma
5	Dr. Lalita Ledwani
6	Dr. Dasari Nagaraju
7	Dr. Tina Shivnani
8	Dr. Sonal Sidana
9	Dr. Jampala Maheshchandra Babu
10	Dr. Rahul Shrivastava
11	Dr. Nitu Bhatnagar
12	Dr. Sushil Kumar Jain
13	Dr. Anupam Kumar Sharma
14	Dr. Kalpana Sharma
15	Dr. Madan Mohan Sharma
16	Dr. Sunil Joshi
17	Mr. Aravind Kumar Rai
18	Dr. C. Anirvinna
19	Dr. Shweta Upamanyu
20	Dr. Veena Dhayal
21	Dr. Kamakhya Prakash Misra
22	Dr. Ashish Kumar
23	Mr. Pradeep Kumar
24	Mrs. Kuntal Gaur
25	Dr. Ram Naresh Saraswat
26	Dr. Saurabh Sharma
27	Dr. Abhijeet Singh
28	Dr. Monika Saini
29	Dr. Laxmi Poonia
30	Mr. Deepak Pokhriyal
31	Dr. Amit Datta
32	Dr. Virendra Singh Chouhan
33	Dr. Rohit Jain
34	Dr. Sunistha Dhaka
35	Dr. Anamika Jain
36	Dr. Sunny Dawar
37	Dr. Mohd Rizwanullah
38	Mr. Mukesh Shekhar
39	Dr. Tanushree Sharma
40	Dr. Ashima Bagaria
41	Mr. Rahul Sharma

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42	Dr. Manvinder Singh Pahwa
43	Dr. Pushendra Kumar
44	Dr. Manoj Srivastava
45	Dr. Giriraj Methi
46	Dr. Bhoopendra Pachauri
47	Dr. Suhasini Verma
48	Dr. Narender Singh Bhati
49	Dr. Sandeep Kumar Srivastava
50	Dr. Aanyaa Chaudhary
51	Dr. Gaurav Loadha
52	Dr. Gaurav Bhattacharya
53	Dr. Naveen Kumar Singh
54	Dr. Archana Poonia
55	Dr. Nupur Ojha
56	Dr. Reema Jain
57	Dr. Saikat Chattopadhyay
58	Ms. Nishu Gupta
59	Ms. Sonali Sharma
60	Dr. Umesh Solanki
61	Dr. Ity Patni
62	Dr. Devershi Pallavi Bhatt
63	Ms. Savita Panwar
64	Mr. Mohammed Zeeshan Qadri
65	Dr. Garima Agarwal
66	Dr. Praveen Kumar Surolia
67	Dr. Sankersan Sarkar
68	Dr. Birajit Mohanty
69	Dr. Ruchika Mehta
70	Dr. Himanshu Rathore
71	Dr. Meenakshi Pilonia
72	Dr. Anuradha Agarwal
73	Dr. Vipin Kumar
74	Dr. Bhawna Chahar
75	Dr. Susruta Samanta
76	Dr. Sriparna Ray
77	Dr. Sarika Singh
78	Dr. Alok Bhargava
79	Dr. Rakesh Kumar Sharma
80	Dr. Abhiroop Chowdhury
81	Dr. Mousumi Debnath
82	Dr. M. Prabhu Inbaraj
83	Dr. Uvais Valiyaneerilakkal
84	Dr. Reenu Gill
85	Dr. Rajeev Mishra

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86	Dr. Rashi Nathawat
87	Dr. Pradeep Kumar Tiwari
88	Dr. Satyapal Singh Rathore
89	Dr. Mahesh Kumar Dubey
90	Dr. Nitesh Kumar Poddar
91	Dr. R K Tailor
92	Dr. Sudhendar Hanumantharao
93	Dr. Somya Choubey
94	Dr. Smita Sharma
95	Dr. Vanita Jaitly
96	Dr. Shilpa Kulkarni Sharma
97	Dr. Trilok Kumar Jain
98	Dr. Ashok Kumar Pal
99	Dr. Linesh Raja
100	Dr. Shilpa Joshi
101	Dr. Vivek Singh
102	Dr. Rishikesh Dutta Tiwary
103	Dr. Vaibhav Bhatnagar
104	Dr. Ravindra R Kaikini
105	Dr. Priyanka Sharma
106	Dr. Pragya Priyadarshini Harsha
107	Dr. Subhabaha Pal
108	Mr. Atul Kumar Srivastava
109	Dr. Timothy Malche
110	Dr. Purvi Pareek
111	Dr. Ankit Kumar Singh Patel
112	Dr. Shweta Mishra
113	Dr. Kapila Pareek
114	Dr. Sumegh Tharewal
115	Mr. Somu Gorai
116	Dr. Meenakshi Sharma
117	Dr. Anoop Kumar Mukhopadhyay

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## **Feedback**

Q1) Presentation Skills of Resource Person \*

Excellent  
Very Good  
Good  
Average  
Satisfactory

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

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

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Very Good  
Good  
Average  
Satisfactory

