


**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 ARTS AND LAW,
FACULTY OF DESIGN**


DR D P SHARMA
DIRECTOR, MUJ-TEC

**DATE: 4 DEC 2020
TIME: 12:15 PM - 1:00 PM
VENUE: MS TEAMS**

ORGANIZED BY: MUJ TEC

Directorate of Manipal University Jaipur -Teaching Empowerment Center

A report

Exam conduction and Assignment Tool usage in MS Teams

Date: 4th December, 2020.

Time: 12.15 PM to 01.00 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 Arts and Laws, and Faculty of Design 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.

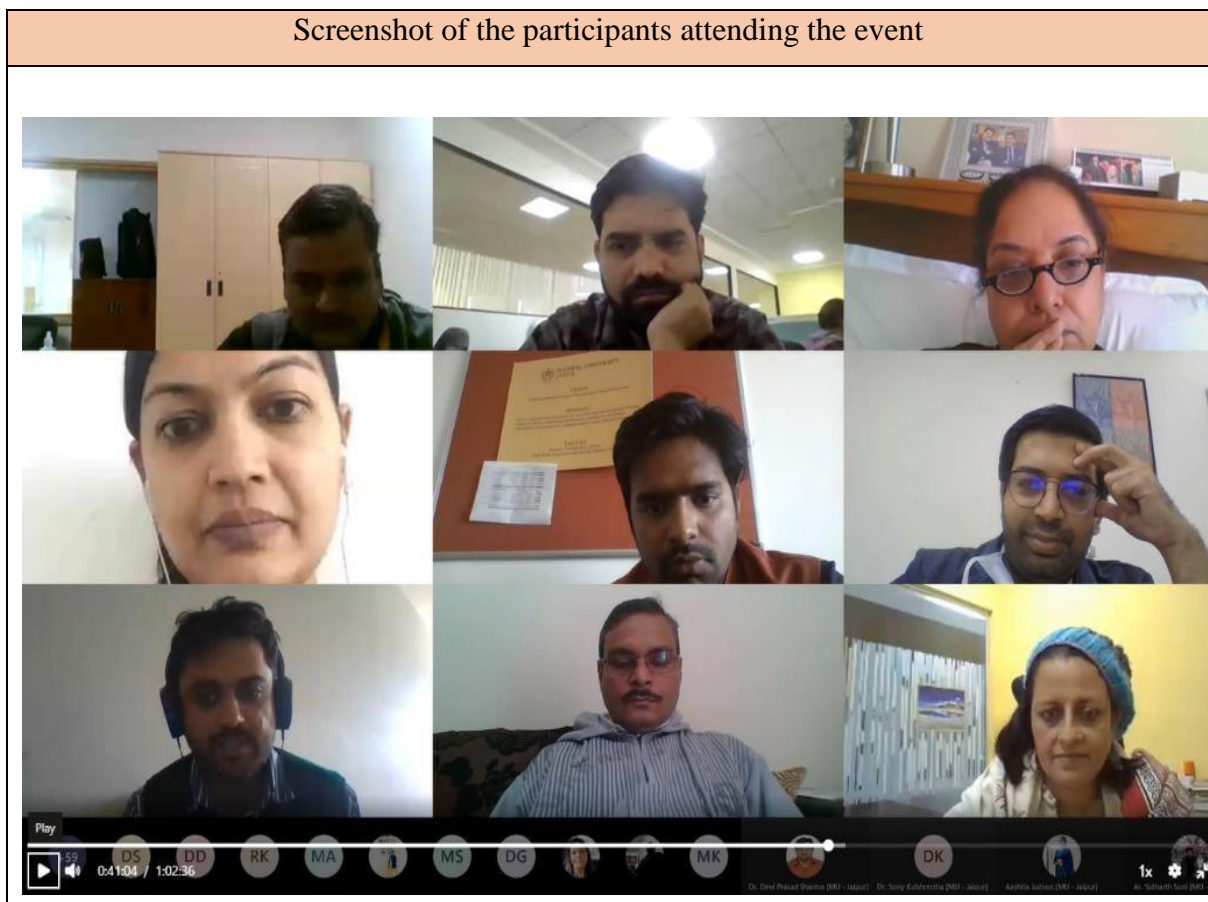
Event Summary:

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

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related to Various needs in this pandemic situation. Further he emphasised on the need for 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.



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. Meenakshi Joshi |
| 2 | Dr. Richa Arora |
| 3 | Dr. Deepshikha Sharma |
| 4 | Dr. Anthony Savari Raj |
| 5 | Dr. Geetika Tankha |
| 6 | Dr. Madhura Yadav |
| 7 | Dr. Rabindra Kumar Verma |
| 8 | Dr. Anantkumar Dada Ozarkar |
| 9 | Ar. Sidharth Soni |
| 10 | Mr. Saurav Sharma |
| 11 | Ar. Bibhu Kalyan Nayak |
| 12 | Dr. Yashoda Kumari |
| 13 | Dr. Arun Dev Pareek |
| 14 | Mr. Rahul Babu Kodali |
| 15 | Ms. Megha Kapoor |
| 16 | Dr. Vijay Laxmi Sharma |
| 17 | Dr. Sony Kulshrestha |
| 18 | Dr. Charu Dhankar |
| 19 | Dr. Shilpi Gupta |
| 20 | Mr. Harshwardhan Soni |
| 21 | Ar. Sneh Singh |
| 22 | Mrs. Pratibha Mishra |
| 23 | Ar. Bineet Chhajer |
| 24 | Dr. Sunita Singh Khatana |
| 25 | Dr. Shilpa Rao Rastogi |
| 26 | Dr. Rina Poonia |
| 27 | Dr. Oum Kumari |
| 28 | Ar. Manish Sharma |
| 29 | Dr. Saad Ullah Khan |
| 30 | Dr. Gargi Sharma |
| 31 | Dr. Tej Bahadur |
| 32 | Dr. Priyanka Chaudhary |
| 33 | Dr. Prashasti Jain |
| 34 | Ar. Sunanda Kapoor |
| 35 | Dr. Rayaz Hassan |
| 36 | Mr. Siddhant Walia |
| 37 | Ms. Neha Saxena |
| 38 | Ms. Varuni |
| 39 | Dr. Arun Kumar Poonia |
| 40 | Mr. Raunak Prasad |
| 41 | Dr. Kusum Kanwar |

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|----|---------------------------|
| 42 | Dr. Arpit Kothari |
| 43 | Dr. Vaishali Kapoor |
| 44 | Ms. Richa Jagatramka |
| 45 | Dr. Subhash Kumar |
| 46 | Dr. Manas Roy |
| 47 | Mr. Akshay Gupta |
| 48 | Ms. Anushri Gaur |
| 49 | Ms. Dechen Angmo |
| 50 | Dr. Monika Mathur |
| 51 | Ms. Sushila Choudhary |
| 52 | Dr. Tanuja Yadav |
| 53 | Dr. Deepa Sarabhai |
| 54 | Dr. Mona Mahecha |
| 55 | Ms. Heena Ajmera |
| 56 | Mr. Kush Jee Kamal |
| 57 | Ms. Sonali Jain |
| 58 | Dr. Aditi Priya |
| 59 | Ms. Minali Banerjee |
| 60 | Dr. Poonam Mishra |
| 61 | Dr. Neerja Vyas |
| 62 | Dr. Keshav Nath |
| 63 | Dr. Vijay Kumar |
| 64 | Dr. Chandana Kumar Vemana |
| 65 | Dr. Maryam Ishrat Beg |
| 66 | Ms. Monika Punia |
| 67 | Mr. Shantanu Pachahara |
| 68 | Dr. Anjalee Narayan |
| 69 | Dr. Jyotika Sharma |
| 70 | Dr. V. Vineeth Kumar |
| 71 | Dr. Bhavana Arya |
| 72 | Mr. Mahboob Anwer |
| 73 | Ms. R Pushkala |
| 74 | Dr. Sonu Agarwal |
| 75 | Dr. Lakhan Raghuvanshi |
| 76 | Dr. Suyesha Singh |
| 77 | Ms. Vandna Sonkariya |
| 78 | Ms. Akshita Joshi |
| 79 | Mr. Jasbir Singh |
| 80 | Dr. Aivonor Ams |
| 81 | Ms. Aashita Judson |
| 82 | Mr. Deepankar Sharma |
| 83 | Dr. Kiran Raj |
| 84 | Mr. Prabhpreet Singh |
| 85 | Mr. Uma Shankar Prabhakar |
| 86 | Ms. Swati Beniwal |
| 87 | Mr. Deepak Singh |

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|-----|------------------------------------|
| 88 | Mr. Amit Yadav |
| 89 | Ms. Alisha Verma |
| 90 | Dr. Moulya Jeevanram |
| 91 | Ms. Apoorva Agarwal |
| 92 | Mr. Dhruva Jyoti Padun |
| 93 | Dr. Sampath Kumar Padmanabha Jinka |
| 94 | Dr. Priyanka Yadav |
| 95 | Dr. Amitabh Srivastava |
| 96 | Mr. Govind Kumar |
| 97 | Dr. Prabhat Dixit |
| 98 | Dr. Avneesh Kumar |
| 99 | Mr. Chandan Maheshwari |
| 100 | Mr. Vijendra Kumar Grover |
| 101 | Ms. Nishta Acharya |
| 102 | Ms. Vibha Bandhu |
| 103 | Ms. Vini Kewaliya |
| 104 | Dr. Anuradha Chatterjee |
| 105 | Dr. Kirti Shekhawat |
| 106 | Mr. Ramjit Kumar |
| 107 | Dr. Gagan Jain |
| 108 | Dr. Samridhi Pareek |
| 109 | Ms. Ankita S Agarwal |
| 110 | Dr. Meera Baidur |
| 111 | Dr. Arpit Totuka |
| 112 | Mr. Karan Rane |
| 113 | Mr. Siddhartha Srivastava |
| 114 | Ms. Arjoo Tailor |
| 115 | Ms. Raneeta Pal |
| 116 | Dr. Radhika Mohan Gupta |
| 117 | Dr. Naresh Dutt Mathur |
| 118 | Mr. Abhas Verma |
| 119 | Dr. Mani Sachdev |



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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 *

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Excellent
Very Good
Good
Average
Satisfactory

