



REPORT
on
A ONE DAY WORKSHOP
on
“Microsoft Teams usage for Teaching Faculty”
(06th June 2020)

Lakireddy Bali Reddy College of Engineering (A) has organized A One Day Workshop on “Microsoft Teams usage for Teaching Faculty” on 06th June 2020. This training program was organized by Department of CSE and have received an overwhelming response with more than 40 Participants.

Date: 06/06/2020

Inauguration:

Workshop was inaugurated on 09.15 AM, 06/06/2020 by **Dr. K. Appa Rao, Principal, Lakireddy Bali Reddy College of Engineering, Dr. D. Veeraiah, Professor and HOD, CSE Department and Convener of Workshop** along with the **Speaker and Coordinator of the Workshop Mr. Shaik Johny Basha, Assistant Professor, CSE Department.**

Dr. D. Veeraiah, Convener of Workshop, has welcomed all the delegates and participants to the Workshop. In his speech, he has highlighted the main objective and importance of this One Day Workshop. Along with this, he gave a brief intro about what is Microsoft Teams to all the participants.

In his Inaugural Speech, **our Principal, Dr. K. Appa Rao,** gave his insights about the Microsoft Teams. And, he added that the Teaching Methodology has been changed from Chalk & Talk Model to Online Mode in this pandemic situation. So, everyone from academician to the student of our college should get knowledge on Microsoft Teams application usage for Online Teaching Methodology like Conducting Classes, Assignments, Files Uploading, Grading Assignments etc.



Fig.: Inaugural Speech by our Principal, Dr. K. Appa Rao and Dr. D. Veeraiyah, CSE HOD

Topic: Microsoft Teams Usage

Resource Person: Mr. Shaik Johny Basha, Assistant Professor, CSE Department

Our Resource Person, **Mr. Shaik Johny Basha**, started his lecture by giving clear insights on What is Microsoft Teams and Importance of Microsoft Teams. Along with that, he also discussed how to create a Team, how to add staff and students to them, how to manage team, how to schedule a meeting etc. He also taken the Hands-On session on the Team Creation and different options in the application. The most important point in Online Class is conducting poll has been highlighted by the speaker.



Fig.: Session taking by the Resource Person



Fig.: Participants in the Workshop

Valedictory Session:

On the Valedictory Session, **our Principal, Dr. K. Appa Rao**, joined the session as a Chief Guest along with **Dr. D. Veeraiah, Professor and HOD, CSE Department and Convener of Workshop** along with the **Speaker and Coordinator of the Workshop Mr. Shaik Johny Basha, Assistant Professor, CSE Department**.

Dr. K. Appa Rao, Principal, LBRCE(A), in his valedictory addressing, thanked every participant of Workshop and our Resource Person, Mr. Shaik Johny Basha for taking his time to our Workshop. Also congratulated the Program Convener Dr. D. Veeraiah and Coordinator Mr. Shaik Johny Basha for organizing the workshop in a successful manner. Further, he appreciated all the Teaching and Non-Teaching Staff Members of CSE Department for promoting such kind of development programme for the faculties. He also motivated the faculties about how to keep learning new technologies coming in future for their personal career growth as well as organizational growth.

At the end of the valedictory session, vote of thanks was given by Dr. D. Veeraiah, Convener of the workshop in which he has been paid his gratitude towards all the participants who has spared their valuable time for attending this workshop. He also expressed the gratitude to the Resource Person, Mr. Shaik Johny Basha for giving his valuable time for our participants and sharing his knowledge to them.

Nevertheless, he has given thanks to our Principal, Dr. K. Appa Rao and Management of the College, “We are highly thankful to the Principal and Management of our College for

giving a chance to organize this workshop in our campus and hope we will find the support in future also for organizing such kind of activities.”



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

Accredited by NAAC & NBA (CSE, IT, ECE, EEE & ME)

Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada

L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India

Department of CSE

Date: 06/06/2020

Time: 03.30 PM

Valedictory

of

A One Day Workshop

on

Microsoft Teams Usage for Teaching Staff

(06th June 2020)

Thanks to our HOD & Convener: Dr. D. Veeraiah

Thanks to our beloved Principal: Dr. K. Appa Rao

Special Thanks to our Management for giving this Opportunity

Coordinator

Mr. Sk. Johny Basha

Feedback from the Participants:

The feedback of the participants was very positive and motivational for the organizers. The participants felt very happy for conducting the workshop on Microsoft Teams. They have learned a lot on Microsoft Teams and said that they can create a team, set the options for classes, can conduct the assignments, grading etc. They said that, this program was very useful and helpful for them in conducting classes as well as assignments to the students in easy manner. All the participants appreciated the sessions by our Resource Person and the arrangements made by the organizers.



Coordinator
(Mr. Sk. Johny Basha)



Convener
(Dr. D. Veeraiah)



Principal
(Dr. K. Appa Rao)