

Major SD Singh University

Fatehgarh, Farrukhabad (U.P.)

Activity Completion Report

Academic Year: 2026-27

Name of the Activity: Work Shop On MS Office And Google Workspace

Date & Duration of Activity (Days): 18-08-2026 Full Day

Venue of the Activity: Faculty of Engineering

Organised by: Department of Computer Applications

Resource Person Details: (Dr.) Nikhil Srivastava

Name & Contact Details of the Organiser (s): (Dr.) Nikhil Srivastava (9415262329)

Number of Participants:64

Objective(s) of the Activity:

- To enhance participants' practical knowledge and proficiency in MS Office applications, including MS Word, MS Excel, and MS PowerPoint.
- To familiarize participants with the key features and collaborative tools of Google Workspace, including Google Docs, Sheets, Slides, Drive, and Forms.
- To develop skills for effective document creation, data management, presentations, online collaboration, and cloud-based productivity.

Description of the Activity:

A full-day workshop on MS Office and Google Workspace was organized by the Department of Computer Applications at the Faculty of Engineering on 18 August 2026. The session was conducted by Dr. Nikhil Srivastava, who provided practical guidance on various MS Office applications and Google Workspace tools. The workshop included demonstrations and hands-on learning activities covering document preparation, spreadsheets, presentations, cloud storage, online collaboration, and other productivity features. Participants were encouraged to explore the tools and apply them to academic and professional tasks.

Outcome of the Activity:

- Participants gained practical knowledge of **MS Office and Google Workspace** tools.
- They developed improved skills in creating and managing documents, spreadsheets, and presentations.
- Participants learned how to use cloud-based applications for **online collaboration and file sharing**.

Participants Details with list:**Participants list: Student's**

Sr.No	Student's Name	Programme Name	Year
1	Riya shakya	BCA	1 st Year
2	Sangam Rajput	BCA	1 st Year
3	Kakul Singh	BCA	1 st Year
4	Kashish Bano	BCA	1 st Year
5	Vaishnavi Agnihotri	BCA	1 st Year
6	Astha gangwar	BCA	1 st Year
7	Zainab khan	BCA	1 st Year
8	Sayyed mariya	BCA	1 st Year
9	Shobhit Rajput	BCA	1 st Year
10	Nihal Pal	BCA	1 st Year
11	Aviral Yadav	BCA	1 st Year
12	Dhruv saxena	BCA	1 st Year
13	Harshvardhan Kushwaha	BCA	1 st Year
14	Pranjul Sharma	BCA	1 st Year
15	Sourav pal	BCA	1 st Year
16	Vinayak Dixit	BCA	1 st Year
17	Karan Pratap Singh	BCA	1 st Year
18	Harshit Chaurasiya	BCA	1 st Year
19	Manoj	BCA	1 st Year
20	Aman	BCA	1 st Year
21	Ayush Audichya	BCA	1 st Year
22	Shiv mohan dave	BCA	1 st Year
23	Abhay Sharma	BCA	1 st Year
24	Neelu Rajput	BCA	1 st Year
25	Raghav dubey	BCA	1 st Year
26	Parth Gupta	BCA	1 st Year
27	Kishan kumar	BCA	1 st Year
28	Farhan Ali	BCA	1 st Year
29	Piyush	BCA	1 st Year
30	Himanshu pal	BCA	1 st Year
31	Puneet Kumar	BCA	1 st Year
32	Eash hussain	BCA	1 st Year
33	Amol Kumar	BCA	1 st Year
34	Reetesh	BCA	1 st Year
35	Roshan Singh	BCA	1 st Year
36	Pushpendra	BCA	1 st Year
37	Satendra Kumar	BCA	1 st Year
38	Himanshu	BCA	1 st Year
39	Umair asgar	BCA	1 st Year

40	Ayush Pratap	BCA	1 st Year
41	Aryan	BCA	1 st Year
42	Nitin singh	BCA	1 st Year
43	Prince Yadav	BCA	1 st Year
44	Subham Batham	BCA	1 st Year
45	Kartik gupta	BCA	1 st Year
46	Saurabh kushwaha	BCA	1 st Year
47	Rishabh Srivastav	BCA	1 st Year
48	Karan Sharma	BCA	1 st Year
49	Subhani Bais	BCA	1 st Year
50	Shrashti	BCA	1 st Year
51	Tanya Gautam	BCA	1 st Year
52	Navya shing	BCA	1 st Year
53	Ayush Dixit	BCA	1 st Year
54	Nikhil	BCA	2 nd Year
55	Vishesh	BCA	2 nd Year
56	Agnil	BCA	2 nd Year
57	Keshav	BCA	2 nd Year
58	Sanoj	BCA	2 nd Year
59	Dipanshu yadav	BCA	2 nd Year
60	Omdev	BCA	2 nd Year
61	Ankur	BCA	2 nd Year
62	Ilma	BCA	2 nd Year
63	Sani	BCA	2 nd Year
64	Raja katiyar	BCA	2 nd Year

Participants list: Faculty & Staff

S.No.	Faculty/Staff Name	Designation	Faculty/Dept.
1	(Dr.) Nikhil Srivastava	Dean	Department of Computer Application and Management
2	Mr. Punit Rajput	Assistant Professor	Department of Computer Application
3	Mr. Sonu Verma	Assistant Professor	Department of Management
4	Miss. Shweta Srivastava	Assistant Professor	Department of Management
5	Mr. Ankit Singh	Assistant Professor	Department of Computer Application
6	Miss. Ayushi Katiyar	Assistant Professor	Department of Computer Application



GPS Map Camera

Fatehgarh, Uttar Pradesh, India



7jwf+429, Fatehgarh, Uttar Pradesh 209749, India

Lat 27.295408° Long 79.622246°

Tuesday, 18/08/2026 11:40 AM GMT +05:30

Google



GPS Map Camera

Fatehgarh, Uttar Pradesh, India



7jwf+429, Fatehgarh, Uttar Pradesh 209749, India

Lat 27.295374° Long 79.622172°

Tuesday, 18/08/2026 11:58 AM GMT +05:30

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Fatehgarh, Uttar Pradesh, India



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Lat 27.295377° Long 79.622168°

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