

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 Commerce and Management

Organised by: Department Management

Resource Person Details: (Dr.) Nikhil Srivastava

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

Number of Participants:20

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**.

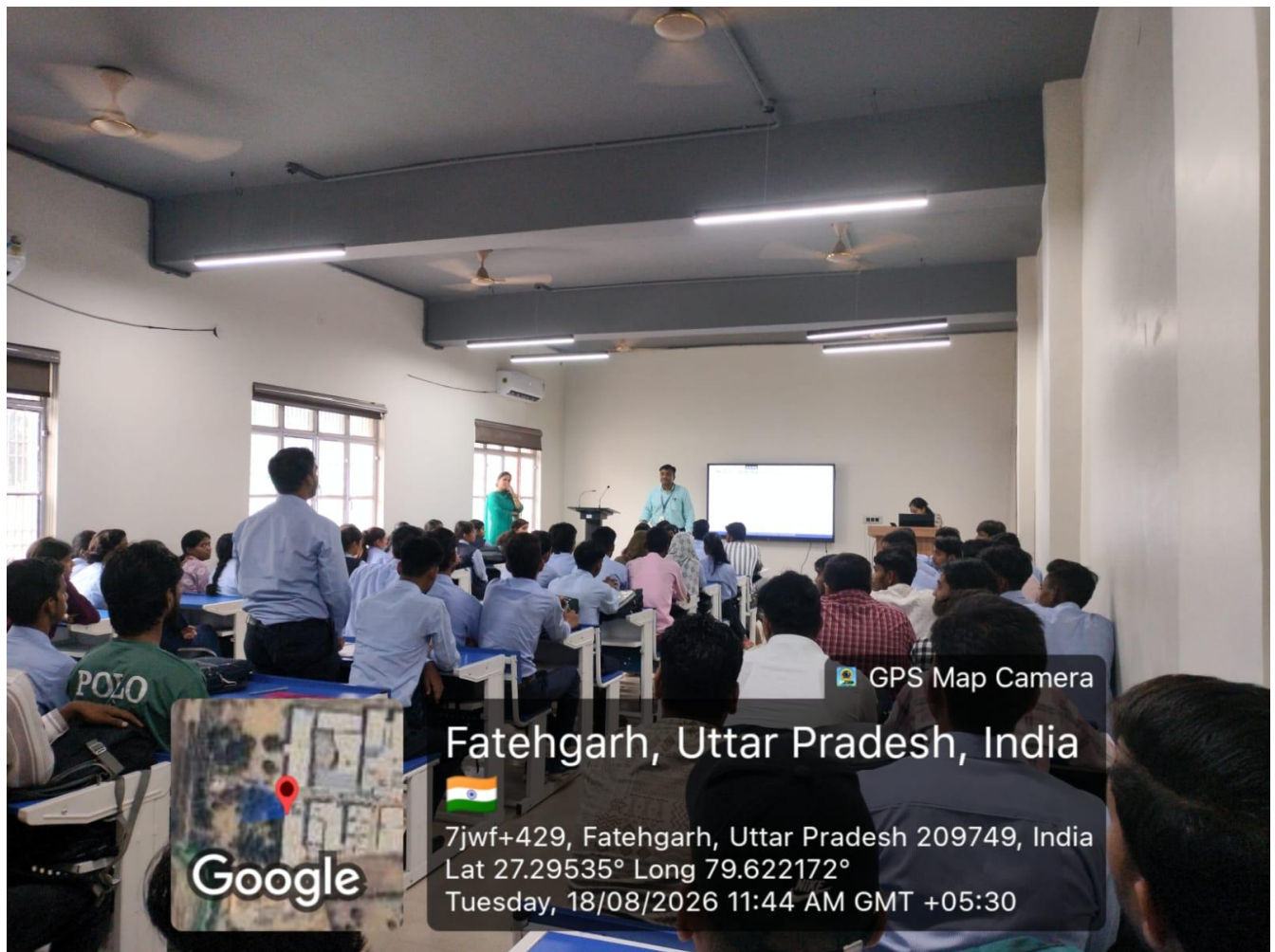
Participants Details with list:**Participants list: Student's**

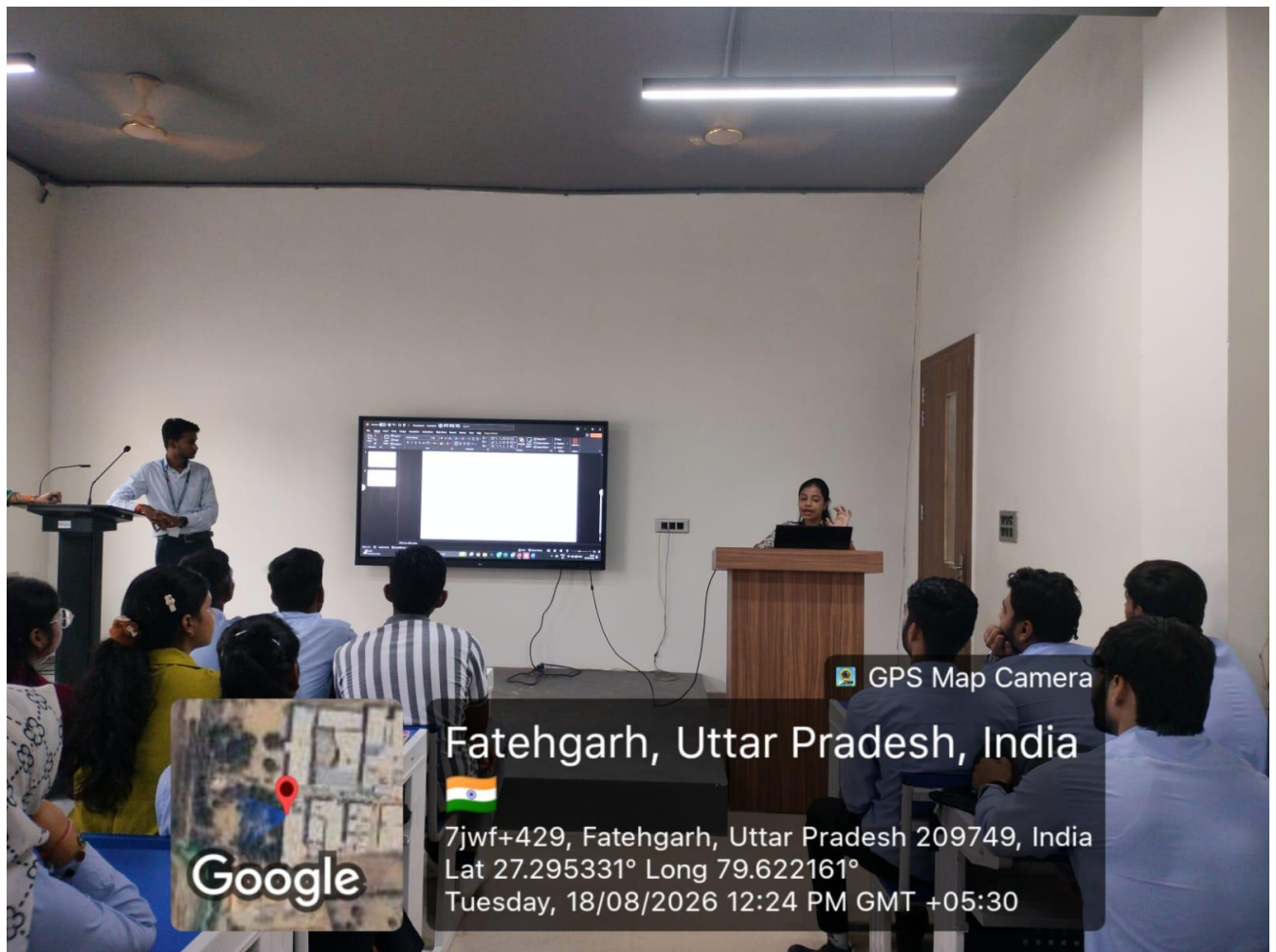
Sr.No	Student's Name	Programme Name	Year
1	Ayushi	MBA	1 st Year
2	Divya Raghav	MBA	1 st Year
3	Artee Mallah	MBA	1 st Year
4	Avni	BBA	1 st Year
5	Hina Batham	BBA	1 st Year
6	Kanchan Mathur	BBA	1 st Year
7	Shristi	BBA	1 st Year
8	Abhay Raj singh Rajput	BBA	1 st Year
9	Kush	BBA	1 st Year
10	Shrey	BBA	1 st Year
11	Alfaiz	BBA	1 st Year
12	Md Arif	BBA	1 st Year
13	Ritesh Kushwaha	BBA	1 st Year
14	Rishu Singh	BBA	1 st Year
15	Hitesh Tiwari	BBA	1 st Year
16	Ashish Massey	BBA	2 nd Year
17	Vishesh Kaushal	BBA	2 nd Year
18	Boby	BBA	2 nd Year
19	Ananya pal	BBA	2 nd Year
20	Monika	BBA	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 27.295331° Long 79.622161°

Tuesday, 18/08/2026 12:24 PM GMT +05:30

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