

A Brief Report on Two-week blended QIP workshop on “Spreadsheet Applications in Academics and Administration: Intermediate level”

Organized by HRDC and IQAC, Integral University Lucknow

Due to greater emphasis on data analysis, computing and online resources in academics and administration; skill enhancement of faculty and staff is required for quality improvement. Human Resource Development Centre and Internal Quality Assurance Cell have taken initiative for skill enhancement of faculty and staff in data analysis using spreadsheet and organized a **Two-weeks blended QIP workshop on “Spreadsheet Applications in Academics and Administration: Intermediate level** from **25.06.2021 to 15.07.2021**.

The focus of this workshop was to improve the spreadsheet skills so that open-ended investigations, problem-oriented activities, active learning pedagogies, analyzing and representing data can be facilitated. The workshop was conducted in blended mode comprising of five modules. Two-week program was organized with Five Live sessions conducted on YouTube platform in the first phase followed by practice and doubt clearing session [equivalent to one week]. Each module had content-based learning, quizzes and assignments with 80+ hours of active engagement [one-week equivalent].

Topics covered in the workshop are

Module I: Introduction Range: AutoFill, Comments, Hide Columns and Rows, AutoFit, Transpose, Move Columns Basics: Ribbon, Workbook, Worksheets, Format Cells, Find & Select, Data Validation, Keyboard, Shortcuts, Print, Protect.

Live session and Demonstration: <https://www.youtube.com/watch?v=JX2CyX-M5-o&t=460s>

Module II: Formulas and Functions: Arithmetic functions, Paste Options, Statistical Functions, Logical Functions

Live session and Demonstration: <https://www.youtube.com/watch?v=EaOgCWcuNDM>

Module III: Cell References, Date/Time, Lookup/Reference

Live session and Demonstration: <https://www.youtube.com/watch?v=Zu9Fu3qCAM8>

Module IV: Financial, Statistical, Round, Formula Errors, Array Formulas, Sort, Filter, Conditional Formatting

Live session and Demonstration: <https://www.youtube.com/watch?v=B69S9b2cl-k>

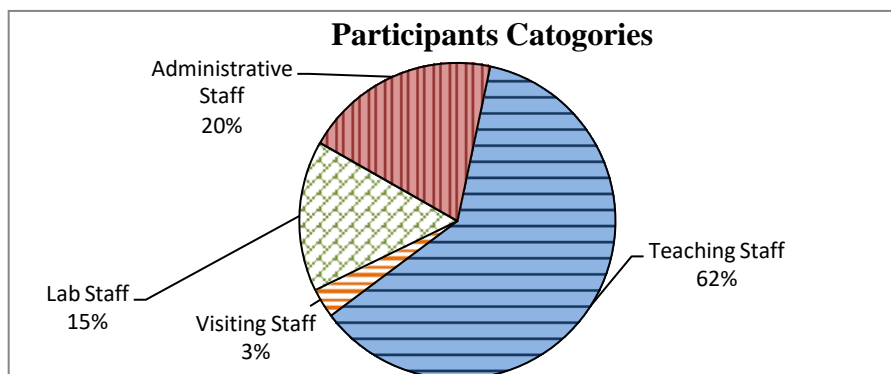
Module V: Charts, Pivot Tables, Tables, Create a Macro

Live session and Demonstration: <https://www.youtube.com/watch?v=EVZYC2k-oOc>

Assessment & Certification: Certificates were generated by participants after successful completion of activities of each Module (including quiz and an assignment with minimum 40% score). This list of successful participants and sample of Certificate of completion is annexed.

Major Highlights:

- Registered Participant: 363
- Successful Participants: 226
- Teaching, Non-Teaching and Administrative staffs actively participated in the workshop.



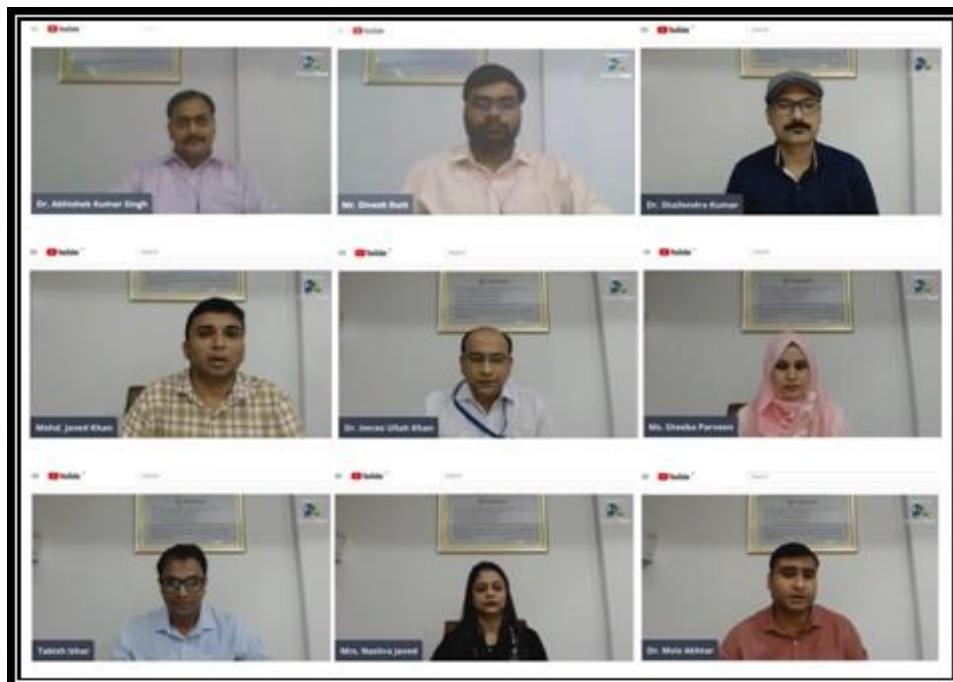
List of Resource Persons

S. No	Resource Persons
1	Dr Shailendra Kumar, ECE, Integral University
2	Dr Abhishek Kumar Singh Law, Integral University
3	Dr Tasneem Ahmad, CA, Integral University
4	Dr Moiz Akhtar, CBM, Integral University
5	Dr Imran Ullah Khan, ECE, Integral University
6	Mr Divesh Dutt, CBM, Integral University
7	Mr Mohd Javed Khan, ECE, Integral University
8	Mr Saif Ahmad, ECE, Integral University
9	Mr Tabish Izhar, CE, Integral University
10	Ms Sheeba Parveen, CSE, Integral University
11	Ms Nashra Javed, CA, Integral University

List of Technical Support Persons

S. No	Technical Support Persons
1	Ms Panjwani Divya Raj Kumar, Education, Integral University
2	Mr Naseer Ahmad, ECE, Integral University

Glimpses of the Workshop



List of Successful Participants

Annexure-I

S. No	Name of Participants	S. No2	Name of Participants3	S. No4	Name of Participants5	S. No6	Name of Participants7	S. No8	Name of Participants9
1	Abdussalam	49	Qamar Alam	97	Dr Malik Rashid Jamal	145	Ms. Shipra Mishra	193	Eram Fatima Siddiqui
2	Abhishek Sharma	50	Arshad Ali	98	Dr Aisha Kamal	146	Nupur Mittal	194	Farheen Siddiqui
3	Arifa Ishtyaq	51	Nusrat Ali	99	Abdul Waheed Khan	147	Dr Namrata Mittra	195	Mohammad Arif Siddiqui
4	Asfaq	52	Huma Amin	100	Akhlaque Ahmad Khan	148	Mirza Mohd Tabrez	196	Mohd. Ariz Siddiqui
5	Atsamuddin	53	Dr Uzmi Anjum	101	Dr Abdul Tayyab Khan	149	Dr Syed Wahaj Mohsin	197	Mrs. Nazish Siddiqui
6	Habib Uddin	54	Dr Asif Jamil Ansari	102	Dr Abdul Wadood Khan	150	Mohd Mued	198	Ms Seema Siddiqui
7	Islamuddin	55	Mohammad Amir Ansari	103	Dr Abdur Raheem Khan	151	Dr Farina Mujeeb	199	Orooj Siddiqui
8	Kashifa Khatoon	56	Mohd Ateek Ansari	104	Dr Ahamad Faiz Khan	152	Dr Neha Mumtaz	200	Dr Kuldeep Singh
9	Mohammad Rashid	57	Mohd. Arshad Abideen Ansari	105	Dr Ayan Mustafa Khan	153	Mohammad Naseem	201	Uday Veer Singh
10	Mohd Shadab	58	Sheere Farhat Ansari	106	Dr Farhina Sardar Khan	154	Dr Sandeep Kr. Nayak	202	Darsha Srivastava
11	Naushad Ahmad	59	Dr Mohammad Arif	107	Dr Idrees Ahmad Khan	155	Dr Md. Abu Nayyer	203	Dr Deepti Srivastava
12	Nayab Warsi	60	Dr Muhammad Arif	108	Dr Mohammad Aasim Khan	156	Huma Naz	204	Dr Divesh Srivastava
13	Preetika Tripathi	61	Ar Khurram Ashraf	109	Dr Mohd. Waris Khan	157	Dr Ahmad Neyaz Khan	205	Dr Smita Srivastava
14	Sadiya Khan	62	Mohd. Umar Azeem	110	Dr Nurul Azeez Khan	158	Dr Geetika Nidhi	206	Mrs Ankita Srivastava
15	Sami Uz Zaman	63	Dr Aisha Badruddin	111	Dr Owais Khan	159	Anil Kumar Pandey	207	Mohammad Suaib
16	Sana Fatima	64	Dr Shrish Bajpai	112	Dr Rahila Rahman Khan	160	Uma Prasad Pandey	208	Dr Shabia Subuhi
17	Shariq Nafees	65	Rajiv Banerjee	113	Dr Riyazuddeen Khan	161	Saba Parveen	209	Dr Meeta Tandon
18	Syed Taef Bin Saeed	66	Dr Mirza Juned Beg	114	Dr Sadaf Khan	162	Mohammad Aamir Qayyoom	210	Mohd Tanveer
19	Saliha Bano	67	Dr Saima Beg	115	Dr Shadab Ahmad Khan	163	Dr Abdul Quddoos	211	Md. Tasleem
20	Saima Khursheed	68	Dr Piyush Charan	116	Dr Shujauddin Khan	164	Dr Quazzafi Rabbani	212	Anam Tasneem
21	Syed Zishan Abbasi	69	Panjwani Divya Raj Kumar	117	Faizan Arif Khan	165	Er Zeeshan Rafi	213	Mrs Reshu Tiwari
22	Ms Nasma Abidi	70	Dr Amita Dubey	118	Faizan Hafeez Khan	166	Smita Rai	214	Dr Manish Madhava Tripathi
23	Syed Adnan Afaq	71	Abhishek Dwivedi	119	Irfan Ullah Khan	167	Sarthak Singh Rajput	215	Manoj Tripathi
24	Dr Uzma Afaq	72	Renu Dwivedi	120	Javed Khan	168	Rahul Ranjan	216	Mohammad Usama
25	Dr Faiyaz Ahamad	73	Dr Mohammad Faisal	121	Mohammad Amin Khan	169	Dr P. Smriti Rao	217	Dr Kainat Akhtar Usmani
26	Meraj Ahamad	74	Dr Asma Farooque	122	Mohammed Fahad Khan	170	Muddassir Umer Rizvi	218	Dr Rahil Akhtar Usmani
27	Anwar Ahmad	75	Dr Alvina Farooqui	123	Mohd. Kashif Khan	171	Dr Sameena Saba	219	Mohammad Arif Ali Usmani
28	Dr Eklak Ahmad	76	Dr Faria Fatima	124	Mohsina Khan	172	Dr Syed Mohammad Sabih	220	Tushar Verma
29	Dr Malik Mobeen Ahmad	77	Nida Fatima	125	Nadeem Khan	173	Mohd. Sadat	221	Dr Archana Vimal
30	Dr Mobin Ahmad	78	Nudrat Fatima	126	Riajuddin Khan	174	Ms Halima Sadia	222	Dr Reena Vishvakarma
31	Dr Mohammad Ahmad	79	Zeenat Fatima	127	Saman Khan	175	Dr Syed Hasan Saeed	223	Dr Syed Salman Ahmad Warsi
32	Dr Najmuddin Ahmad	80	Sabuj Ganguly	128	Shariq Masood Khan	176	Dr Rida Sagheer	224	Archana Yadav
33	Dr Naseem Ahmad	81	Dr Pankaj Kumar Gupta	129	Tanjeel Ahmad Khan	177	Abdul Sajid	225	Gausiya Yasmeen
34	Dr Syed Afzal Ahmad	82	Dr Md. Faheem Haider	130	Zishan Raza Khan	178	Md Sajid	226	Faheemuz Zafar
35	Isarar Ahmad	83	Dr Shahida Hamid	131	Abida Khanam	179	Nazia Salauddin		
36	Juned Ahmad	84	Ehsanul Haque	132	Dr Jahanarah Khatoon	180	Somi Sareen		
37	Mahfooz Ahmad	85	Md Shakibul Haque	133	Ms Tahira Khatoon	181	Prabhat Ranjan Sarkar		
38	Mahtab Ahmad	86	Dr Haroon	134	Mohd Yusuf Kidwai	182	Dr Usman Sayeed		
39	Imbesat Ahmad	87	Dr Mohammad Haroon	135	Dr Arun Kumar	183	Dr Mirza Mohd. Shadab		
40	Farooq Ahmad	88	Mubasshara Hasan	136	Sharad Kumar	184	Abid Shakeel		
41	Naseer Ahmad	89	Zohaib Hasan Khan	137	Jitendra Kumar Kushwaha	185	Arshiya Shamim		
42	Qazi Saeed Ahmad	90	Dr Firoz Husain	138	Dr Minaxi B. Lohani	186	Dr Swati Sharma		
43	Sabih Ahmad	91	Dr A M H (PT) Inam	139	Mohammad Majid	187	Poonam Sharma		
44	Shadab Ahmad	92	Malik Shahzad Ahmad Iqbal	140	Neyha Malik	188	Akbar Shaun		
45	Suhail Ahmad	93	Dr Mohammad Ishrat	141	Prof. M.A. Mallick	189	Dr Anuradha Shukla		
46	Mohd Ahmer	94	Ar Tariqul Islam	142	Mohd Isha Mansoori	190	Dr Prachi Shukla		
47	Farogh Ahsan	95	Dr Amina Jafri	143	Dr Syed Shahid Mazhar	191	Dr Arshi Siddiqui		
48	Mohd Akmal Siddiqui	96	Roshan Jahan	144	Dr Ahmad Faiz Minai	192	Dr Mohd. Khursheed Siddiqui		

