



**Uka Tarsadia University**

**SRIMCA MBA**

## **Report of Peer Learning Group Discussion on Google Calendar**

**Date:** December 14, 2024

**Venue:** C-105, SRIMCA-MBA

**Time:** 2:30 to 4:15 PM

**Total no. of Participants:** Faculty Members of SRIMCA-MBA ( 5 Female & 1 Male)

**Name of the Expert:** Peer Group

### **Program Objectives:**

1. The primary objective of this to enable participants to independently explore and understand Google Calendar features,
2. To promote collaborative learning by encouraging participants to teach each other.
3. To share practical tips and real-world applications for effective calendar management.
4. To strengthen digital collaboration and time management skills.

**Program Outline:** A peer discussion session on Google Calendar was conducted as a collaborative learning initiative. Participants were encouraged to prepare independently on various aspects of Google Calendar and share their knowledge during the discussion. This peer-learning approach aimed to foster active engagement and mutual teaching among the participants.

**Program Outcome:** Peer teaching enhanced participants' confidence in using Google Calendar. Collaborative discussions facilitated a deeper understanding of advanced features. Hands-on demonstrations ensured practical learning and application.

**Schedule of Event:**

Time	Activity
02:30 pm to 4:15 pm	Peer Learning Group Discussion on Google Calendar

SRIMCA-MBA Learning Group is established to have a collaborative learning initiative. The following are the key highlights of the learning group:

**1. Preparation and Individual Research:**

- Each participant prepared in advance on assigned features of Google Calendar.
- Topics included creating events, managing reminders, integrating calendars, and sharing features.

**2. Group Discussion and Peer Teaching:**

- Participants presented their learnings to the group, explaining specific features and their usage.
- Interactive discussions helped clarify doubts and deepen understanding.

**3. Practical Demonstrations:**

- Participants demonstrated features like setting recurring events, finding available time slots, and syncing with other tools.
- Hands-on activities ensured that everyone practiced the features discussed.

**4. Collaborative Problem-Solving:**

- Common challenges faced while using Google Calendar were discussed.
- Group members offered solutions and shared best practices based on their experiences.



**Report Prepared by:** Dr. Krunal Patel

**Date:** December 16, 2024