



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT: MASTERING MS WORD AND EXCEL: FACULTY WORKSHOP			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
11 th Sept 2024	IQAC Criterion VI	IQAC	Dr. Arpita Kaul (Coordinator Criteria 6)
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
10:45 AM - 2:00 PM	ICT Lab, SVC	29	Indoor; offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	IQAC, Sri Venkateswara College, University of Delhi.		

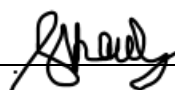
BRIEF SUMMARY ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	MASTERING MS WORD AND EXCEL: FACULTY WORKSHOP
OBJECTIVES	A training programme on 'MASTERING MS WORD AND EXCEL: FACULTY WORKSHOP' was conducted by the IQAC in collaboration with ICT Committee of the college. The training program was organized to help faculty members improve their proficiency in two of the most commonly used software applications: Microsoft Word and Microsoft Excel. The main aim of the workshop is to equip the staff with the two basic tools required for document creation, data management, and analysis in their day-to-day teaching and administrative tasks. The workshop was held on the exclusive request of some senior teachers.
METHODOLOGY	<ul style="list-style-type: none">• Hands on experiential methodology was used
SPEAKERS/ RESOURCE PERSONS AFFILIATION DETAILS	<ul style="list-style-type: none">• Prof. K. Chandramani singh, Vice-Principal, SVC• Dr. S. Krishnakumar, Bursar, SVC• Dr. Nisha Bohra, Department of mathematics• Dr Rakhi Narang, Department of electronics• Dr Pragya Gahlot, Department of Chemistry• Dr Rekha Yadav Department of Chemistry

OUTCOMES	<p>By the end of the workshop, faculty members were expected to:</p> <ul style="list-style-type: none"> • Understand and navigate the basic features of MS Word and Excel confidently. • Be able to create well-formatted documents and reports using MS Word. • Use MS Excel to manage data, perform calculations, and create simple reports. • Apply these skills in their day-to-day academic and administrative work
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PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters	2 Number of Participants & Name of participants ✓	3 Video clip	4 Photos ✓	5 Feedback Form & analysis
News clip with details	Sample Copy of the Certificate ✓	Posters/ Invites	Event report Attested by Event Coordinator & IQAC Coordinator	Any other document MoU document

Department file no. SVC/2024-25/September 2024/01
IQAC file no. SVC/ IQAC/ 2024-25/September 2024
Criterion No. VI
Name of the Event Incharge & Signature: Dr. Arpita Kaul 

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II ✓	Teaching Learning & Evaluation	Criterion VI ✓	Governance
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

A training programme for teaching staff of Sri Venkateswara College was conducted by the IQAC of the college in the ICT Lab of the administrative block. Teaching staff from various departments of Sri Venkateswara College participated in the workshop.

The training session started with the Swachhata Pledge by Vice- Principal and later all the members were welcomed by Dr. Arpita Kaul, Coordinator, Criteria 6, IQAC and Convener of the Workshop.

Prof. C. Chandramani Singh, VicePrincipal, SVC interacted with the participants and briefed them about the general theme of the workshop and also talked about the availability and importance of MS Teams that can be used as a supportive teaching platform.

Then Dr. S. Krishnakumar, Bursar also addressed the gathering and presented the welcome remarks.

The workshop was divided into two main sessions:

Session 1: Hands on Experience on MS Word

Dr. Nisha Bohra, Department of Mathematics and Dr Rakhi Narang, Department of Electronics were the resource persons for the first session. In the first session the speaker started with the basics of creating a document in the Microsoft Word. Various options for formatting and editing a text available in tool bar were explored. Also, the feature of inserting shapes/ pictures/ table was explained to the audience. The participants were also apprised with the procedure of creating a hyperlink in a word document. Starting with *Page Layout, they demonstrated how to adjust margins, orientation, and themes to enhance document structure. Moving to the **Review* tab, the speaker highlighted tools for spelling and grammar checks, track changes, and comments for better collaboration. The integration of *Google Docs* with Word was discussed, showcasing real-time editing and file compatibility. Lastly, the speaker introduced the *Add-in Autopilot* feature, explaining how it leverages AI to streamline tasks like content creation and formatting within Word, improving user productivity and workflow

Session II: Hands on Experience on MS Excel

The resource persons for the second session were Dr Pragya Gahlot and Dr Rekha Yadav from Department of Chemistry. The resource persons started with the introduction of basics of Excel like entering, modifying, and formatting data (numbers, text, dates) followed by functions like SUM, AVERAGE, COUNT, Data Organization and Sorting and filtering etc. In a very engaging manner the resource persons introduced using the formulas through salary slip, using filters in organizing and creating student lists, marks etc. After that the participants were told about Use of different data charts and how to select and apply them.

The hands-on workshop concluded with a quiz 'MCQ-Reflection of Inquiry' wherein participants attempted a quiz to assess their understanding about the topic.

The session was concluded with Vote of thanks by Dr. Manoj Thakur, the Co Convener of the Workshop.

POSTER



**श्री वेंकटेश्वर कॉलेज**
(दिल्ली विश्वविद्यालय)
इंटरनल क्वालिटी एश्योरेंस सेल
और
इनफॉर्मेशन कम्प्यूनिकेशन टेक्नोलॉजी कमिटी

आयोजित करते हैं

**मास्टरिंग एम एस वर्ड एंड एक्सेल:
फैकल्टी कार्यशाला**

 ११ सितंबर, २०२४

 १०:४५ प्रातः - ०१:०० सांय

 आई सी टी लेब ३, एस वी सी


यहां पंजीकरण करें

डॉ अर्पिता कॉल
कन्वीनर

डॉ मनोज ठाकुर
को कन्वीनर

प्रो. वर्तिका माथुर
कोऑर्डिनेटर, आई क्यू ए सी

प्रो. वज्जना रवि
प्रधानाचार्य

ऑर्गनाइजिंग टीम के सदस्य
डॉ शेफाली शुकला, डॉ रवि कुमार मीना, डॉ रंगराजन टी एम, डॉ तनुजा श्रीवास्तव,
डॉ अंजली एस नवानी, डॉ पूजा गोखले सिन्हा



**SRI VENKATESWARA COLLEGE**
(University of Delhi)
Internal Quality Assurance Cell
and
Information Communication Technology Committee

organizes

**MASTERING MS WORD AND EXCEL:
FACULTY WORKSHOP**

 11th September, 2024

 10:45 AM - 01:00 PM

 ICT Lab 3, SVC


Register Here

Dr. Arpita Kaul
Convener

Dr. Manoj Thakur
Co-convener

Prof. Vartika Mathur
Coordinator, IQAC

Prof. Vajjala Ravi
Principal

Organizing Team Members
Dr. Shefali Shukla, Dr. Ravi Kumar Meena, Dr. Rangarajan T.M., Dr. Tanuja Sriwastava,
Dr. Anjali S. Nawani, Dr. Pooja Gokhale Sinha

MAIL

The screenshot displays a Gmail inbox with a selected email. The left sidebar shows the 'Inbox' with 589 items and other folders like 'Starred', 'Drafts', and 'Social'. The email header shows the subject 'Regarding the Faculty Workshop on Mastering MS Word and Excel' and the sender 'Criterion 6 IQAC SVC'. The main content of the email includes a greeting, a discussion with the IQAC Coordinator, and details about a workshop on 'Mastering MS Word and Excel' on September 11th, 2024. It lists topics to be covered, such as MS Word and Excel usage, and provides a registration link. Two attachments are shown at the bottom, both titled 'MASTERING MS WORD AND EXCEL FACULTY WORKSHOP'.

Regarding the Faculty Workshop on Mastering MS Word and Excel

Dear Sir

As discussed with the IQAC Coordinator, please find attached mail to be sent to all faculty regarding the MS Word and Excel workshop the permission for which has already been given by you.

Dear Colleagues

On special request of some colleagues, the Internal Quality Assurance Cell and Information Communication Technology Committee is organizing a Faculty workshop on, "Mastering MS Word and Excel" on **11th Sep, 2024** from **10:45 am to 1:00 pm** in the **ICT Lab-3**. It will be a hands-on workshop. The following topics will be covered in the workshop:

- 1. Use of MS Word for making a document:**
 - Creation of a word doc
 - Font style and size
 - Alignment
 - View
 - Print
 - Creation of table
 - Reference
- 2. Use of MS Excel:**
 - Creation of workbook
 - Creation of worksheet
 - Basic formulas like sum, average etc.
 - Sorting and filtering
 - Border
 - Wrap text and merge cells
 - Copying date to other cells by ragging
- 3. Working on Google drive:**
 - Uploading documents
 - Working on documents
 - Working on drive

The registration link for the same is: <https://forms.gle/xUgz2249o2nmRkqX8>
Those interested may register for the same latest by **Sep. 8, 2024**. Please find attached posters. Incase of any query you may contact the following:

Dr. Arpita Kaul - 9873609207 Dr. Manoj Thakur - 9818462144

Dr. Arpita Kaul
Assistant Professor
Department of Commerce
University of Delhi

2 Attachments • Scanned by Gmail

Attachments:

Reply Reply all Forward

PHOTOS



Swachhata Pledge by Principal and other members



Welcome address by Vice-Principal Prof. K Chandramani Singh



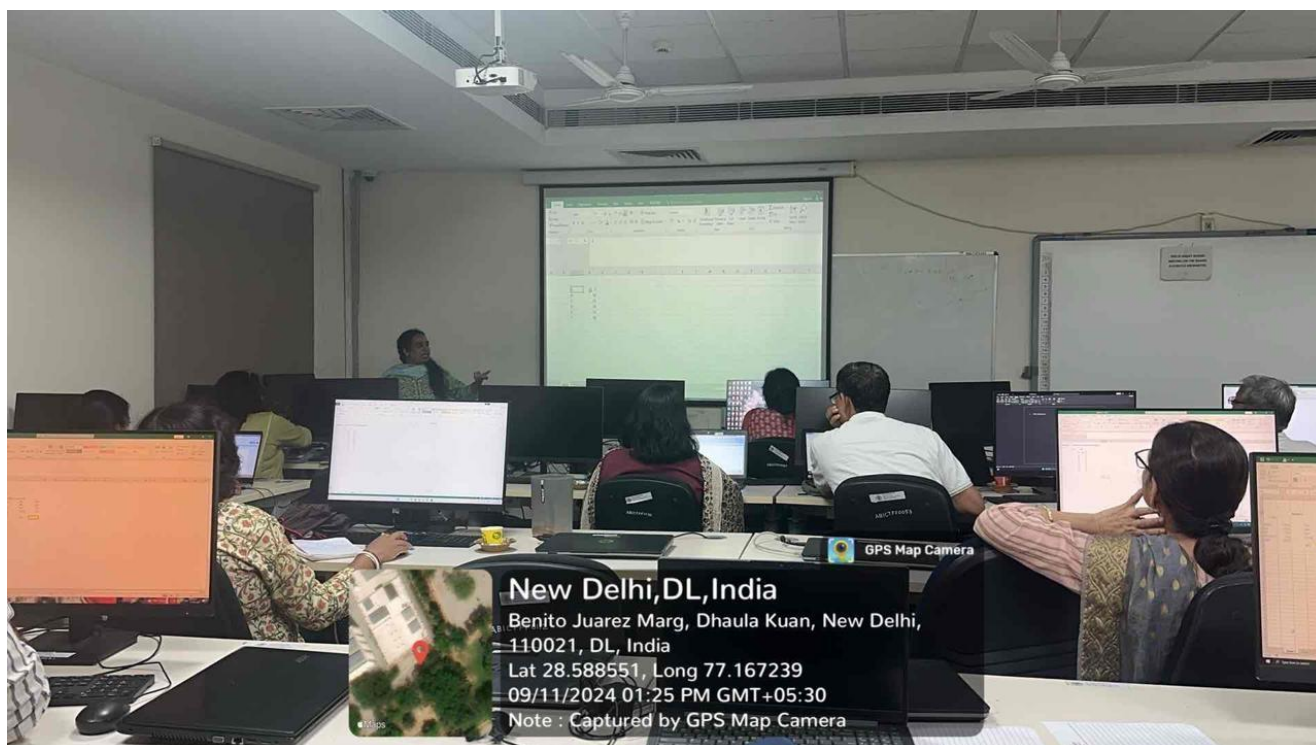
Dr. S. Krishnakumar, Bursar, SVC addressing the faculty members



Dr Nisha Bohra, Department of Mathematics, during Hands on Workshop on MS Word



Dr Pragma Gahlot, Department of Chemistry, during Hands on Workshop on MS Excel



Dr Rekha Yadav, Department of Chemistry, during Hands on Workshop on MS Excel



Group photograph of organizing team with participants

CERTIFICATE



SRI VENKATESWARA COLLEGE


University of Delhi

CERTIFICATE

This is to certify that Prof./Dr./Mr./Ms. has attended the faculty Workshop entitled **"Mastering MS Word and Excel: Faculty Workshop"** organized by **Internal Quality Assurance Cell** and **Information and Communications Technology Committee** held on **11th Sep, 2024** at **ICT, Sri Venkateswara College**.

<hr style="width: 80%; margin: 0 auto;"/> <p>Dr. Arpita Kaul Convener</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Prof. Vartika Mathur Coordinator, IQAC</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Prof. Vajala Ravi Principal</p>
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ATTENDANCE LIST



Sri Venkateswara College
 (University of Delhi)
 NAAC Grade A+

ATTENDANCE SHEET

TITLE OF THE EVENT : Mastering MS Word and Excel: Faculty Workshop
 DATE OF THE EVENT : 11/09/2024
 NAME OF THE DEPARTMENT/ SOCIETY : ICT Committee
 NAME OF THE EVENT COORDINATOR : DR. ARPITA KAUL

S.NO.	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT	SIGNATURE
1.	Dr. Arpita Kaul	Asst. Professor	Commerce	<i>Arpita</i>
2.	Dr. Sheebani Goswami	Asst. Professor	Economics	Absent
3.	Ms. Varadapureddy Sushmitha Naidu	Asst. Professor	Economics	Absent
4.	Dr. Shikha Gulati	Asst. Professor	Chemistry	Absent
5.	Dr. Ritika Singh	Asst. Professor	English	Absent
6.	Dr. Pamil Tayal	Asst. professor	Botany	Absent
7.	Dr. Amrita Singh	Asst. Professor	Botany	Absent
8.	Dr. Chandra Sekhar Tekuri	Asst. Professor	Chemistry	Absent
9.	Ms. Rajbir Kaur	Asst. Professor	History	<i>Rajbir Kaur</i>
10.	Ms. Debarati Sen	Asst. Professor	English	<i>Debarati Sen</i>
11.	Mr. Vikas Jorwal	Asst. Professor	Mathematics	Absent
12.	Dr. Chetan	Asst. Professor	Statistics	Absent
13.	Dr. Preeti Khandelwal	Asst. Professor	Zoology	Absent
14.	Ms. Shakuntla Wadhwa	Asst. Professor	Mathematics	<i>Shakuntla</i>
15.	Dr. सी एस रावत	Asso. Prof.	Hindi	<i>CSR</i>

16.	Dr. K. Murali Mohan Achari	Asst. Professor	Chemistry	<i>Murali Mohan</i>
17.	Dr. Padma Priyadarshini	Asso. Professor	Sociology	<i>Padma</i>
18.	Dr. Lata	Asso. Professor	Hindi	<i>Lata</i>
19.	Dr. Ram Kishore yadav	Asst. Professor	Hindi	<i>Ram Kishore</i>
20.	Dr. Priya Singh	Asso. Professor	Zoology	<i>Priya</i>
21.	Dr. Obaiiah Jamakala	Asst. Professor	Zoology	<i>Obaiiah</i>
22.	Dr. Meena Bisht	Asst. Professor	Chemistry	<i>Meena</i>
23.	Dr. Nutan Kala Joshi	Asst. Professor	Electronics	<i>Nutan</i>
24.	Dr. Sunita Jain	Asso. Professor	Electronics	<i>Sunita</i>
25.	Dr. Sumit Raj	Asst. Professor	Zoology	<i>Sumit</i>
26.	Dr. Sunita Atal	Asst. Professor	Sanskrit	<i>Sunita</i>
27.	Dr. Jai vinod kumar	Asso. professor	Hindi	<i>Jai Vinod</i>
28.	Dr. Kanwar Singh	Asso. Professor	Sanskrit	<i>Kanwar</i>
29.	Dr. Jitendra Veer Kalra	Asst. Professor	HINDI	<i>Jitendra</i>
30.	Dr. Ravi Kumar Meena	Asst. Professor	Sanskrit	<i>Ravi Kumar</i>
31.	Prof. S. Seenivasan	Professor	Tamil	<i>Seenivasan</i>
32.	Prof. Shukla Saluja	Professor	Botany	<i>Shukla Saluja</i>
33.	Dr. Ashish Kumar Thakur	Asst. Professor	Political Science	<i>Ashish</i>
34.	Mahendra Pratap Paul	Asst. Professor	Maths	<i>Mahendra</i>
35.	Dr. Arvind Kumar Meena	Asst. Prof.	Hindi	<i>Arvind</i>
36.	Ramesh K Bishnoi	Professor	Maths	<i>Ramesh</i>
37.	GAYATRI	Asst. Professor	HINDI	<i>Gayatri</i>
38.	SANJEEV KUMAR	Jr. Asstt	Office	<i>Sanjeev</i>

39.	CHEATAN	Attendant	SPORTS	<i>Chetan</i>
40.	Dr. Nikhil Yadav	Associate Professor	ENGLISH	<i>Nikhil</i>
41.	Manoj Thakur	Assistant Prof.	Botany	<i>Manoj</i>
42.	Taruna Srinivastava	Asst. Prof.	Statistics	<i>Taruna</i>
43.	Dr. Recha Yadav	Asst. Prof.	Chemistry	<i>Recha</i>
44.	Dr. Pragya Gahlot	Asst. Prof.	Chem.	<i>Pragya</i>
45.	Dr. Shifali Shukla	Asst. Prof.	Chemistry	<i>Shifali</i>
46.	Dr. Anjali S Nandan	Asst. Prof.	Zoology	<i>Anjali</i>
47.	Dr. Shifali Shukla	Asst. Prof.		
48.	Dr. Pooja Rajan	Asst. prof.	chemistry	<i>Pooja</i>
49.	Dr. Nisha	Asst. prof.	Maths	<i>Nisha</i>
50.				
51.				

FEED BACK FORM

Feedback form "Mastering MS Word and Excel: faculty workshop"

sshukla@svc.ac.in [Switch account](#)

Not shared

* Indicates required question

Prefix *

Choose

Name of the Faculty *

Your answer

Department *

Your answer

email ID *

Your answer

Workshop Content or its Relevance *

Fair 1 2 3 4 5 Excellent

Depth of Content *

- Too basic
- Just right
- Too advanced

Comprehensiveness: Did the workshop cover all the essential features you expected to learn in Word and Excel? *

- Yes
- No
- Maybe

Clarity of Explanation: Was the instructor clear in explaining the concepts? *

Fair 1 2 3 4 5 Excellent

Pacing: Was the pace of the workshop suitable? *

- Too slow
- Just right
- Too fast
- Other: _____

Interaction: There were enough opportunities for questions and hands-on practice *

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

Knowledge of Instructor: How would you rate the instructor's knowledge of Word * and Excel?

Fair 1 2 3 4 5 Excellent

Duration: Was the length of the workshop appropriate? *

- Too short
- Just right
- Too long

Technical Setup: Was the technology (e.g., computers, software) adequate for the * workshop?

- YES
- NO

Confidence Increase: Do you feel more confident using Word and Excel after the * workshop?

1 2 3 4 5

Practical Application: How likely are you to apply what you learned in your daily work? *

1 2 3 4 5

Key Takeaways: What was the most valuable takeaway from the workshop? *

Your answer _____

Workshop Improvements: How could this workshop be improved in future ?

Your answer _____

Any additional feedback or comments? if any ?

Your answer _____

Submit

Clear form

Your answer _____

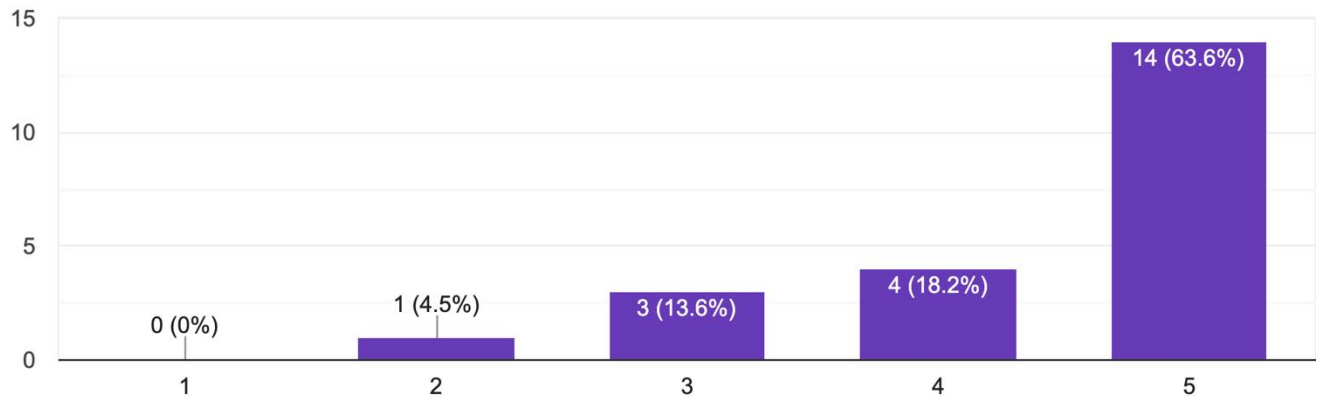
ANALYSIS OF FEED BACK FORM

Depth of Content

22 responses

Confidence Increase: Do you feel more confident using Word and Excel after the workshop?

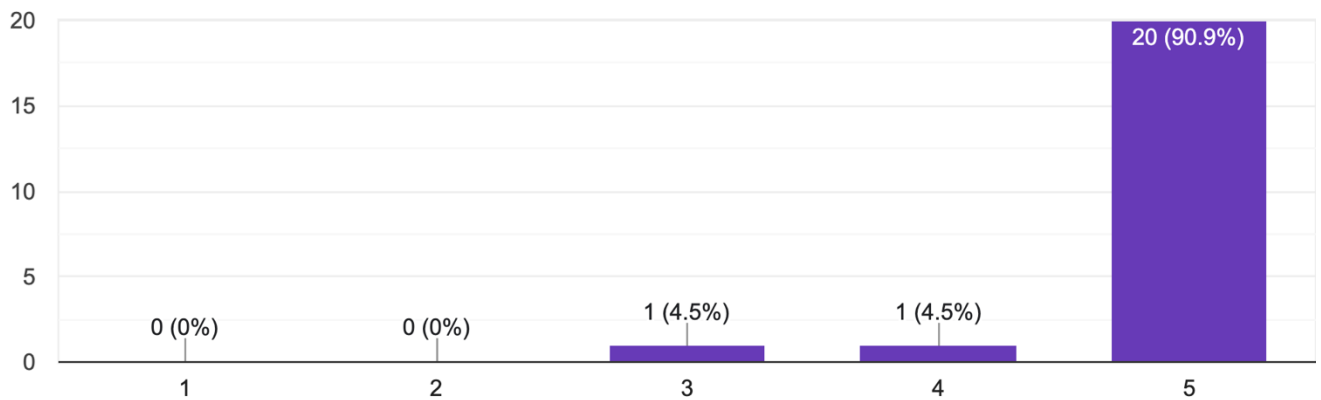
22 responses



22 responses

Was the organising team helpful ?

22 responses



22 responses

