



**Daulat Ram College**  
**University of Delhi**  
NAAC 'A' Grade

**Report**  
on  
**Faculty Training Program**  
**On Basic ICT Tools for Teaching**  
**Faculty**

**Organised by**  
**Skill Development Programs Committee**  
**Under IQAC**

19th- 21st July, 2023

### **From the Conveners' Desk...**

The Skill Development Program Committee organised Faculty Training Program on Basic ICT (Information and Communication Technology) Tools from 19th July to 21st July, 2023, under IQAC to enhance the technological skills and pedagogical approaches of faculty members of Daulat Ram College. The program aimed to equip them with the knowledge and expertise to integrate ICT tools effectively into their teaching methods, leading to improved student engagement and learning outcomes.

The program was inaugurated by our esteemed College principal, Prof Savita Roy, our Vice-Principal Prof Sarita Nanda, IQAC Convener Prof Rajni Sahni, Dr Renu Yadav, Dr Jyoti Sharma, our dear participants as well as our resource persons, Dr Onkar Mangla, Dr Reema Dehal, Dr Shivani Agarwal, Dr Jyoti Sharma, Dr Renu Yadav, Dr Meenakshi Sharma, Dr Kshitija Wason, Dr Isha Goel, Ms Isha Kumari Bhatt, Mr. Abhinav Singh and Dr Shagun Danda.

The training program spanned over 3 days, incorporating a mix of presentations, hands-on workshops, group discussions, and interactive activities. The resource persons were experienced faculty members of our college and they provided training facilitating the sessions effortlessly helping each participant understand the tools as well as practice them efficiently. More than 50 members of the faculty attended the FTP and gained knowledge about different aspects of ICT Tools. Special sessions were organised in the afternoons to help clarify the doubts of the participants and provide one to one guidance on improving their ICT skills.

The main objectives of the program were:

- To familiarize faculty members with various ICT tools available for educational purposes.
- To demonstrate the practical application of ICT tools in different subject areas.
- To encourage innovative and interactive teaching techniques using ICT tools.
- To promote digital literacy and technological competence among faculty members.
- To create a collaborative learning environment for sharing experiences and best practices.

## Schedule of Faculty Training Program

No	Topic of Session	Date	Time	Resource Person
<b>Day 1</b>				
1.	Inauguration Overview of Excel Interface and its Basic Functionalities	19 <sup>th</sup> July, 2023	9:00 am - 9.15 am 9.15-10 am	Prof Meetu Khosla Dr Onkar Mangla
2.	Importance and applying of excel skills in education and research	19 <sup>th</sup> July, 2023	10am- 11 am	Dr Shagun Danda & Dr. Meenakshi Sharma
Break 11am-11:30 am				
3.	File management and formatting	19 <sup>th</sup> July, 2023	11:30 am – 12:30 am	Dr Avneet Kaur
4.	Creating, formatting, entering, editing and validating excel spreadsheets data	19 <sup>th</sup> July, 2023	12:30 am – 1:30 am	Ms. Isha Bhatt & Dr Kshitija Wason
<b>Day 2</b>				
5.	Sorting and filtering of data	20 <sup>th</sup> July, 2023	9am - 10 am	Dr Isha Goel & Dr Reema
6.	Graphical representation of data as charts and graphs	20 <sup>th</sup> July, 2023	10am- 11am	Mr. Abhinav Singh & Ms Isha Bhatt
Break 11am-11:30 am				
7.	Making visually appealing reports	20 <sup>th</sup> July, 2023	11:30 am – 12:30 am	Dr Isha Goel
8.	Making Visually Appealing Powerpoint, Reports	20 <sup>th</sup> July, 2023	12:30 pm – 1:30 pm	Dr Kshitija Wason & Onkar Mangla
<b>Day 3</b>				
9.	Formulae in spreadsheet for applications	21 <sup>st</sup> July 2023	10:00 am - 11:00 am	Dr. Shivani Aggarwal
10.	Mail merge and make certificates using spreadsheet data	21 <sup>st</sup> July 2023	11:00 am - 12:00 pm	Dr. Shivani Aggarwal
11.	Valedictory Function	21 <sup>st</sup> July 2023	12:00 pm	Prof Meetu Khosla

I express our heartfelt gratitude to our respected Principal Ma'am Prof Savita Roy for encouraging this Faculty Training Program and for the unwavering support towards fostering a culture of learning and growth in our institution. I extend a deep gratitude to my team members

and coordinators of this program Dr Renu Yadav and Dr Jyoti Sharma who organised the training program with utmost zeal and sincerity. Special thanks to Dr Reema Dehal for allowing us to conduct the program in the commerce lab. I would also like to thank psychology department lab staff Mr Vipin Kapoor, Mr Parmannad, Mr Kundan and Mr Pradeep for helping us in every possible way. Also sincere thanks to the commerce lab staff members, Mr Anil, Mr Devan and other members who helped us in this program.

At the end of the training program, feedback was collected from the participating faculty members. The majority of the participants expressed increased confidence in using ICT tools in their teaching practices. They appreciated the hands-on workshops and found the subject-specific integration examples particularly valuable. Many faculty members reported that they planned to implement the innovative teaching approaches they learned during the program.

Few of the Feedbacks are as follows:

All the important points were clearly shared for smooth working on excel sheets.

Commendable effort by the team

very interesting and useful class

आज का दिन यादगार रहा क्योंकि जिन अतिआवश्यक तकनीकी माध्यमों को प्रयोग करते हुए कभी कभी लगता था कि कैसे एक्सेल शीट पर आसानी से काम हो सकता है वो दुविधा आज संसाधक वक्ता के माध्यम से दूर हुई। प्राचार्या मैम, इस संकाय संवर्धन कार्यक्रम की संयोजक एवं समस्त आयोजन समिति का हृदय से आभार ...

Very informative

it was very helping

The Faculty Training Program on ICT Tools was a resounding success, achieving its objectives of enhancing technological skills and promoting effective integration of ICT tools in teaching practices. The program empowered faculty members to create engaging and interactive learning experiences for their students, thus contributing to the overall improvement of the educational ecosystem.

The skills acquired during this training will not only benefit the faculty but also positively impact student learning outcomes in the long run. We express our gratitude to all the trainers, participants, and organizers for making this training program a valuable experience.

Few glimpses of the FTP:



Faculty Training Program Team:  
Dr Renu Yadav (SDP member)  
Dr Jyoti Sharma (SDP member)  
Prof Meetu Khosla (SDP Convener)