

Skill Development Programs
Daulat Ram College
2025-26

Names of the Department: Commerce

Title of the Course: Integrating ICT to Enhance the Learning Experience

Sub Theme: Streamlining Online Learning with ICT Tools

Course Coordinators: Mr. Himanshu Sekhar Sahu

Teacher In charge cum Organizing member: Dr Manisha Jaiswal

Duration with dates: 2 Days i.e. on 11th & 12th August, 2025

Sr. No.	Date	Time	Module/topic title	Name of the Speaker	Affiliation of the Speaker
1.	11.08.25	2pm -4 pm	Google Meet, Google Classroom, E- Assignments	Dr Gira Singh	Assistant Professor, DRC
				Moderator Mrs. Mansi Kanojia	Assistant Professor, DRC
2	11.08.25	4pm -6 pm	G-Calendar, G-Drive, G Apps G- Form - Docs, Jam board	Mr. Himanshu Sekhar	Assistant Professor, DRC
				Moderator Dr Kanika Verma	Assistant Professor, DRC
3	12.08.25	9:00-11:00 am	MS Excel, Creating Pdfs	Dr Kanika Verma Moderator Dr Gira Singh	Assistant Professor, DRC
4	12.08.25	12:00 am - 2:00 pm	MS PowerPoint, Copyright & Plagiarism, MS word,	Mrs. Mansi Kanojia	Assistant Professor, DRC
				Moderator Mr Himanshu Sekhar	

Objectives

The primary goal of this program was to provide students with a foundational understanding of key ICT tools used for day-to-day academic activities, including classroom sessions, assignments and extracurricular engagements within the college.

Methodology: Each hands-on session followed by Q&A and Assessment.

Number of Participants: 230 Students

Course of Participants: B Com Hons and Program

Learning Outcomes

Upon completion of the program, participants were expected to achieve the following key competencies:

1. Familiarity with online classroom teaching and learning practices to enhance their overall educational experience.
2. Proficiency in utilizing the core applications within the Google Suite for effective collaboration and productivity.
3. Mastery of Microsoft Excel for data handling and the creation of professional PDF documents.
4. The ability to efficiently prepare and submit high-quality assignments.
5. Awareness of and skill in using academic search engines, such as E library Resources Google Scholar.
6. A clear understanding of copyright and plagiarism issues to uphold academic integrity.

Day-Wise Session Summary

Day 1: August 11, 2025

Session 1: 2:00 PM - 4:00 PM

The first session was led by **Dr Gira Singh**, this session focused on foundational **Google suite tools** used for virtual learning and collaboration. Key topics included:

- **Google Meet:** How to effectively use the platform for online classes and meetings.
- **Google Classroom:** Navigating its features for creating, managing and submitting assignments.
- **E-Assignments:** Best practices for distributing and collecting electronic assignments.

Session 2: 4:00 PM - 6:00 PM

The second session was conducted by **Mr. Himanshu Sekhar** The focus of this session was on advanced Google applications and collaborative tools. The session covered:

- **Google Calendar:** Utilizing the tool for scheduling and managing academic events.
- **Google Drive:** Organizing and sharing files effectively.

- **Google Apps:** A general overview of the integrated Google ecosystem.
- **Google Forms and Docs:** Creating and using these tools for surveys, quizzes and collaborative document creation.

Day 2: August 12, 2025

Session 3: 9:00 AM - 11:00 AM

The third session was led by **Dr Kanika Verma** The primary focus of this session was on **data management and document creation**. The students learned about:

- **MS Excel:** Fundamental skills for creating spreadsheets, data entry and basic calculations.
- **Creating PDFs:** Methods and tools for converting documents into the portable document format (PDF).

Session 4: 12:00 PM - 2:00 PM

The final session was presented by **Mrs. Mansi Kanojia** and this session covered a range of essential digital and academic skills, including:

- **MS PowerPoint:** Creating effective and engaging presentations.
- **Copyright and Plagiarism:** Understanding the importance of academic integrity and avoiding plagiarism.
- **MS Word:** Utilizing advanced features for document formatting and editing.

The program successfully provided participants with practical knowledge and skills in key digital platforms and academic practices, contributing to their professional and academic development.

EVENT SUMMARY

The Skill Development Program (SDP) commenced with a formal inaugural session led by the Course Coordinator, Mr. Himanshu Sekhar Sahu. The session was attended by faculty members and esteemed resource persons from the Department of Commerce. Following the welcome address by Dr Manisha Jaiswal, the Teacher-in-Charge of the Commerce Department and the organizer of the program the scheduled sessions began. The skill development program aimed to enhance the skills of all participants through a series of structured and interactive hands-on sessions. The sessions were expertly conducted by four faculty members from the Department of Commerce: Dr Gira Singh, Mr Himanshu Sekhar Sahu, Dr Kanika Verma and Mrs Mansi Kanojia. The SDP was successfully conducted in hybrid mode. The organizing team managed the program from the Commerce Computer Lab, Daulat Ram College, while resource persons and students joined online. This hybrid delivery model was effective in reaching a large audience and the program's success was evident in the enthusiastic participation of over **230 students** who actively engaged in clarifying queries and completing session assessments. The positive feedback from students highlighted the program's value. The program successfully provided participants with practical knowledge and skills in key digital platforms and academic practices contributing to their academic development.



DAULAT RAM COLLEGE
DEPARTMENT OF COMMERCE
UNIVERSITY OF DELHI
Under the aegis of IQAC



Two Days
In-house Skill Development Programme

"Integrating ICT to enhance the learning experience"

**For First Year Students of
Department of Commerce
on**

11th & 12th August 2025

(Streamlining online learning with ICT tools)

Resource person :

Day 1: Dr. Gira Singh, Mr.Himanshu Sekhar

Day 2: Dr. Kanika Verma, Mrs.Mansi kanojia

Prof. Savita Roy
Principal

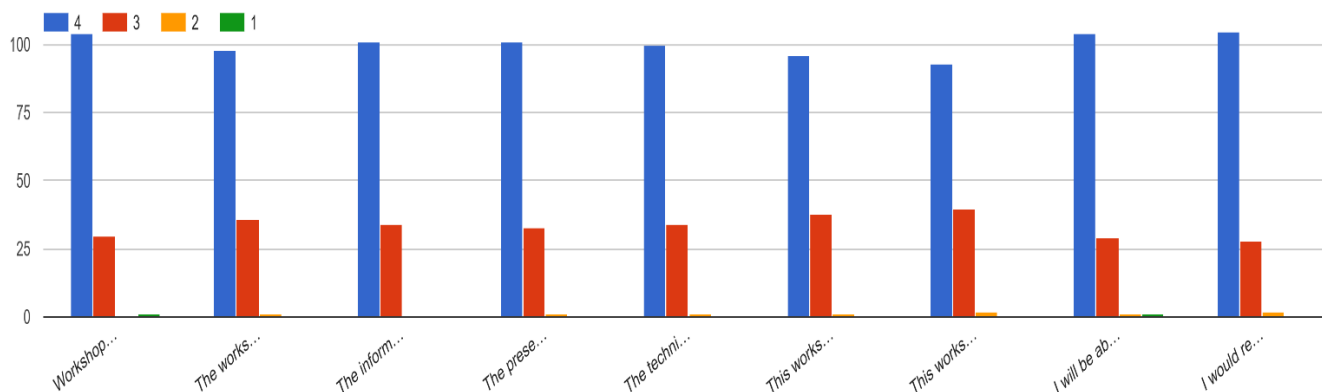
Prof.Meetu khosla
Convenor

Dr.Manisha Jaiswal
Teacher Incharge

Mr.Himanshu Sekhar Sahu
SDP Coordinator

FEEDBACK FROM PARTICIPANTS

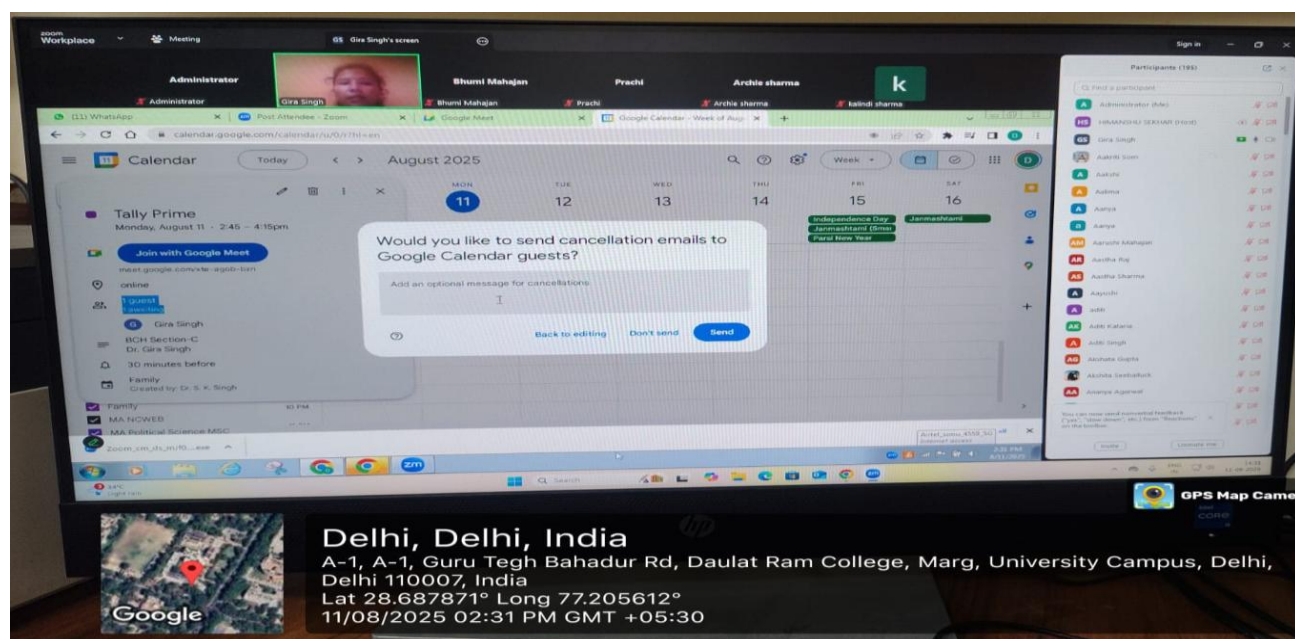
Please respond to the following statements by using the 4-point rating scale to indicate the extent to which you agree or disagree with each statement. Please circle the number that applies. 4= Strongly Agree 3= Agree 2= Disagree 1= Strongly Disagree

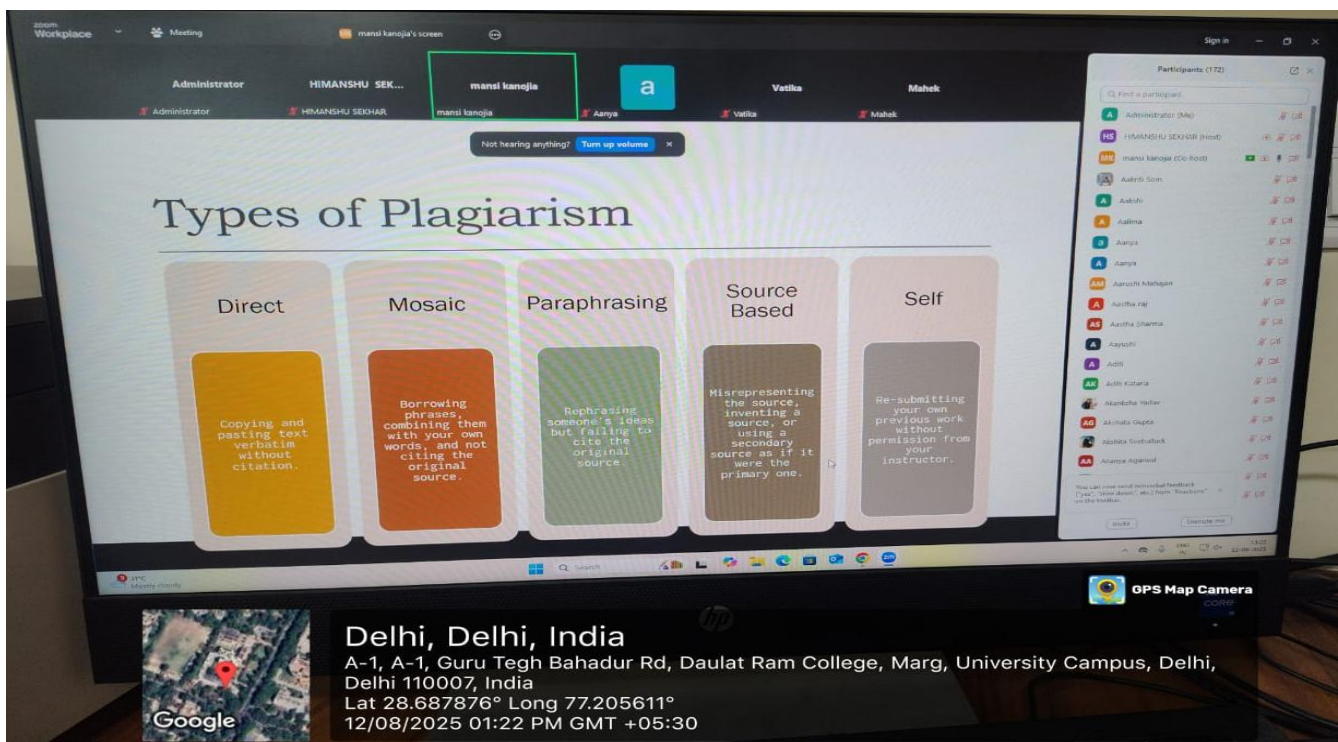
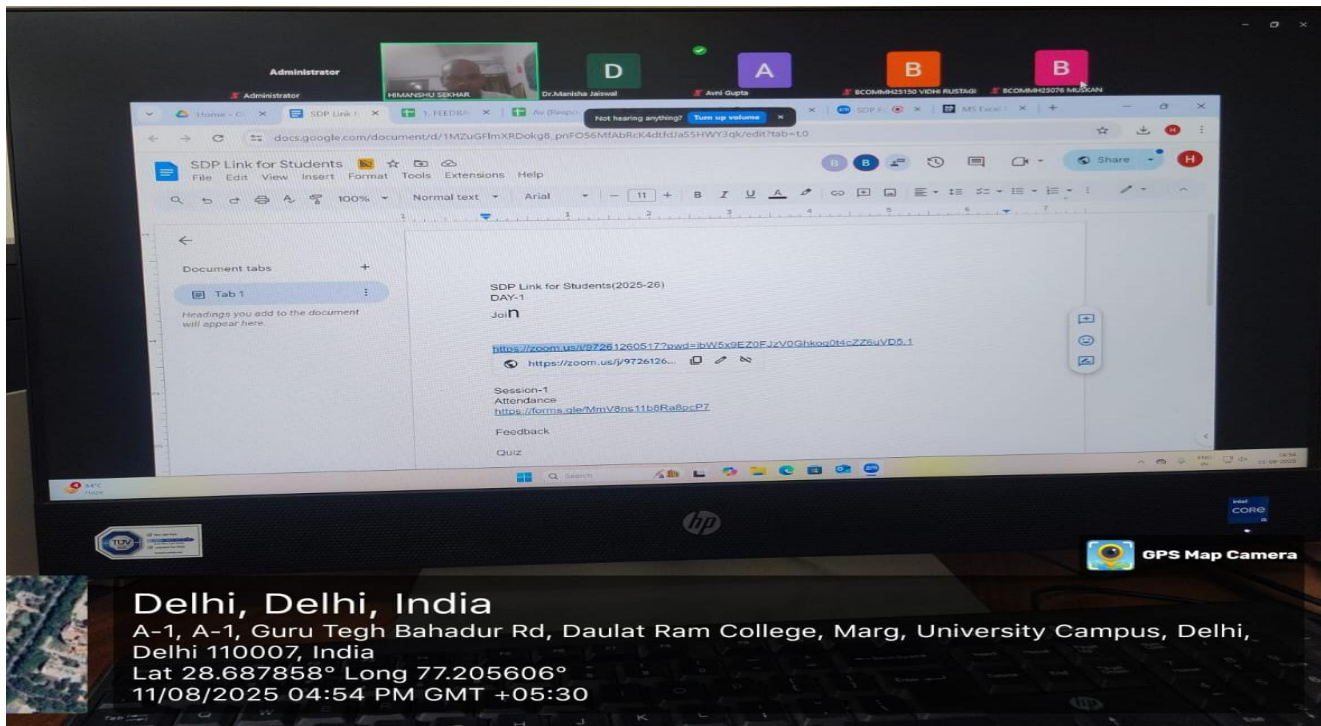


FEW RESPONSES RECEIVED FROM STUDENTS

1. THE EXPERIENCE WAS GREAT. I AM GRATEFUL THAT I WAS ABLE TO GET THE OPPORTUNITY TO JOIN THIS AMAZING SESSION. LOOKING FORWARD FOR MORE WORKSHOPS LIKE THESE.
2. The session was very helpful, thank you.
3. It is useful for skill enhancement.
4. Well explained about Google Drive & calendar. Thank you Himanshu sir
5. It's was really amazing and helpful session
6. The workshop was very useful and taught important skills Thank you.
7. It would be great if the workshops included more hands-on practice sessions along with real life examples, so we can directly apply what we learn. Also, covering both beginner and advanced tips would help cater to everyone's skill levels.
8. The session was really proficient and helped me to learn multiple things!
9. This session was really great. Got to know some small useful things which I was unaware of.
10. The session was so helpful in strengthening the basics in google tools and also about the e-resources. Thankyou
11. The ICT tools workshop was engaging, practical and very useful. The hands-on activities and clear explanations made learning easy and enjoyable.
12. IT WAS A NICE WORKSHOP.
13. The ICT tools workshop (SDP) was engaging and informative, with clear explanations and practical examples that made the concepts easy to understand. The hands-on activities were especially helpful in building confidence to use the tools effectively. Overall, it was a valuable learning experience that will be useful in both academic and professional settings.
14. Very well conducted

FEW GLIMPSES OF THE SDP





Dr Manisha Jaiswal
Teacher Incharge-2025-26
Department of Commerce