



Janki Devi Memorial College
University of Delhi
JDMC-IQAC

Event Report Template

Name of the event:	One Week Job-Oriented Skill Enhancement Programme for Non-Teaching Staff
Name of the organizer (s):	Internal Quality Assurance Cell, JDMC, DU
Type of event (intra-college/inter-college/ state/ national or any other collaboration)	National in collaboration with GAD MMTTC, SGTB Khalsa College
Objectives of the event:	Imparting and polishing skills for administrative processes and documentation
Name and Affiliation of the Resource person (<i>if applicable</i>):	<ul style="list-style-type: none">• Dr. Arun Julka, Associate Professor, Department of Commerce, Maharaja Agrasen College, University of Delhi• Dr. Anjana Neira Dev, Associate Professor, Department of English, Gargi College, University of Delhi• Dr. Shweta Gupta (CA), Assistant Professor, Department of Commerce, Janki Devi Memorial College, University of Delhi
Name and Affiliation of Judge of the event (<i>If applicable</i>):	
Name and Affiliation of Prize winner of the event (<i>If applicable</i>):	

Brief Report:

The Internal Quality Assurance Cell (IQAC) of Janki Devi Memorial College (JDMC), University of Delhi, in collaboration with GAD-MMTTC, SGTB Khalsa College, University of Delhi, organized a **One-Week Job-Oriented Skill Enhancement Programme for Non-Teaching Staff** from **June 18 to 22, 2024**, in **hybrid mode**. The programme, sponsored by JDMC, received **50 registrations from across the country**.

The primary objective was to refine participants' documentation and administrative skills. Sessions covered a range of relevant topics, including **Information and Communication Technology (ICT), Tally, and documentation practices**.

The **inaugural session**, held in the college seminar room, was graced by **Prof. Swati Pal**, Principal, JDMC; **Prof. Payal Nagpal**, IQAC Coordinator, JDMC; and the course coordinators

Dr. Trisha Jolly and **Ms. Tannu Sharma**. **Prof. Vimal Rarh**, Programme Director, UGC-MMTTC, SGTB Khalsa College, joined the session online. The event began on an auspicious note with a brief felicitation ceremony and an introduction to GAD-MMTTC and the resource person.

The first session, led by **Dr. Arun Julka**, focused on the use of online tools for administrative efficiency and was well received. He also conducted the second-day session, which explored the application of **AI tools** in everyday administrative tasks. Held in **Computer Lab 1**, this hybrid session garnered highly positive feedback.

On the third day, **Dr. Anjana Neira Dev** conducted a session on **documentation and communication practices**, emphasizing the role of effective language in creating inclusive and efficient administrative processes. She was introduced and felicitated by Prof. Nagpal. The session was enthusiastically received.

Dr. Shweta Gupta led the fourth-day session on **TALLY – The Accounting Software**, demonstrating how it can streamline various accounting functions.

The final session, conducted fully online by **Dr. Julka**, focused on maximizing administrative productivity using ICT tools.

Additionally, an extra session was held on request for participants who faced technical issues on Day 1. Dr. Julka revisited the key topics and guided them through the missed exercises.

Poster of the event (English and Hindi):

The poster is for a one-week job-oriented skill enhancement programme for non-teaching staff. It features logos of UGC-MMTTC, S.G.T.B. Khalsa College, University of Delhi, and JDMC, DU. The event is organized by UGC-Malaviya Mission Teacher Training Centre, a centre of UGC-MoE at S.G.T.B. Khalsa College, University of Delhi. It is in collaboration with the Internal Quality Assurance Cell, Janki Devi Memorial College, University of Delhi. The programme is sponsored by JDMC and will be held on 18-22 June 2024, from 2:00 PM to 4:00 PM in Seminar Room, JDMC, DU. Topics to be covered include ICT, TALLY, and DOCUMENTATION. There are no registration charges and limited seats only. The registration form is available at <https://bit.ly/JDMCNON-TEACHING> with a last date to register of 16th June 2024, 5pm. A QR code is provided for registration. The core team consists of Prof. Anjaneyan Kumar, Prof. Vimal Rarh, Prof. Shweta Gupta, Prof. Anjana Neira Dev, Prof. Payal Nagpal, and Dr. Trisha Jolly. For more details, contact the team of JDMC at info@jdm.du.ac.in.

Record of Attendance (Photos of attendance record):

ATTENDANCE SHEET		Doc. F.TRG-02 Rev. 00 Date 01-09-2022 Page 01	
Training Topic		Date	
Trainer			
Sl. No.	Name of the person	Department	Signature
1	Suresh Kumar	ADJ. M.	[Signature]
2	Subhadip Sarkar	Seacom Skills University	[Signature]
3	MD ZISHAN ALI	Non Teaching Staff including Librarian	[Signature]
4	Subhadip Sarkar	Seacom Skills University	[Signature]
5	Sandeep Chopra	University of Delhi	[Signature]
6	Ms Sheela Kumari	University of Delhi	[Signature]
7	SAMIKSHA LUTHRA	Lakshmbai college univ of Delhi	[Signature]
8	Nisha	Lakshmbai college univ of Delhi	[Signature]
9	VIJAY PRAKASH	Non Teaching Staff including Librarian	[Signature]
10	Rishikesh Kumar	Non Teaching Staff including Librarian	[Signature]
11	Narender	Non Teaching Staff including Librarian	[Signature]
12	NANDINI C	Assistant Professor	[Signature]
13	Mr. Anshul	Non Teaching Staff including Librarian	[Signature]
14	VIJAY PRAKASH	Non Teaching Staff including Librarian	[Signature]
15	Ms. Shaveta Kharbanda	Others	[Signature]
16	RAVINDER	Non Teaching Staff including Librarian	[Signature]
17	SATISH PATHAK	HANS RAJ COLLEGE	[Signature]
18	DR BANDARU MANMOHAN	SCERT TELANGANA	[Signature]
19	DR BANDARU MANMOHAN	SCERT TELANGANA	[Signature]
20	MD ZISHAN ALI	Non Teaching Staff including Librarian	[Signature]
21	DR MANMOHAN	SCERT TELANGANA	[Signature]
22	Sheela Kataria	University of Delhi	[Signature]
23	Chandra prakash	Lady Irwin college university of delhi	[Signature]
24	Ravinder sah	Lady Irwin college	[Signature]

	A	B	C	D	E	F	G	H	I
1	Email	Name (Including Prof./Dr., if applicable)	Institution Name (with University, if applicable)	Designation	Mobile No	1. How do you rate this Session on a scale of 1 to 5. (5 implying the maximum score)	2. How do you rate your knowledge in this topic before attending the Session?	3. How do you rate your knowledge in this topic after attending the Session?	4. Any other Feedback
2	subhadipsarkar555@gmail.com	Subhadip Sarkar	Seacom Skills University	Assistant Professor	9475977885	5	5	4	5 No
3	ali.zishan@gmail.com	MD ZISHAN ALI	UNIVERSITY OF DELHI (NORTH CAMPUS)	Non Teaching Staff including Librarian	9990445361	5	5	5	5
4	subhadipsarkar555@gmail.com	Subhadip Sarkar	Seacom Skills University	Assistant Professor	9475977885	5	5	4	4 No
5	choprasandeep205@gmail.com	Sandeep Chopra	University of Delhi	Non Teaching Staff including Librarian	9716103502	5	5	5	5
6	sheelakumari0244@gmail.com	Ms Sheela Kumari	University of Delhi	Non Teaching Staff including Librarian	9811970244	4	3	3	4 nice session
7	samikshaluthra@lb.du.ac.in	SAMIKSHA LUTHRA	LAKSHMIBAI COLLEGE UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9911590298	5	3	3	5
8	Nishamalik@lb.du.ac.in	Nisha	Lakshmbai college univ of Delhi	Non Teaching Staff including Librarian	9899936950	5	3	3	5 Valuable information
9	vijayprakash@lb.du.ac.in	VIJAY PRAKASH	LAKSHMIBAI COLLEGE ASHOK VIHAR PHASE - III DELHI - 110052	Non Teaching Staff including Librarian	9599639691	5	3	3	5
10	davising1994@gmail.com	Rishikesh Kumar	Kirorimal college	Non Teaching Staff including Librarian	8368843322	5	5	5	5 No
11	narender@lb.du.ac.in	Narender	Lakshmbai college	Non Teaching Staff including Librarian	9891909076	5	3	3	5 Very nice session
12	nandu.nandini23@gmail.com	NANDINI C	SRSMN GFGC Barkur Udupi	Assistant Professor	08892269385	5	5	5	5 Nice session
13	anishul@svc.ac.in	Mr. Anshul	Sri Venkateswara College (University of Delhi)	Non Teaching Staff including Librarian	9759394566	5	4	4	4
14	Vijayprakash@lb.du.ac.in	VIJAY PRAKASH	Lakshmbai College university of Delhi	Non Teaching Staff including Librarian	9599639691	5	3	3	5
15	chemistryexam784@gmail.com	Ms. Shaveta Kharbanda	Government College Derabassi Punjab	Others	9780341775	5	3	3	5 Organise more such sessions
16	ravindermp1@gmail.com	RAVINDER	ESTABLISHMENT BRANCH III, UNIVERSITY OF DELHI, DELHI-07	Non Teaching Staff including Librarian	9871328206	5	5	5	5 Very informative session
17	iamsatish.hrc@gmail.com	SATISH PATHAK	HANS RAJ COLLEGE	Non Teaching Staff including Librarian	9953466363	5	5	5	5 NO
18	manmohanbandaru@gmail.com	DR BANDARU MANMOHAN	SCERT TELANGANA	Others	9490300703	4	4	4	4 Na
19	manmohanbandaru@gmail.com	DR BANDARU MANMOHAN	SCERT TELANGANA	Others	9490300703	5	5	5	5
20	ali.zishan@gmail.com	MD ZISHAN ALI	COLLEGE BRANCH-3, UNIVERSITY OF DELHI (NORTH CAMPUS)	Non Teaching Staff including Librarian	9990445361	5	5	5	5
21	manmohanbandaru@gmail.com	DR MANMOHAN	SCERT TELANGANA	Assistant Professor	9490300703	5	5	5	5
22	sheelakumari0244@gmail.com	Sheela Kataria	University of Delhi	Non Teaching Staff including Librarian	9811970244	4	4	4	5 Nice Session
23	Chandraparjapat93@gmail.com	Chandra prakash	Lady Irwin college university of delhi	Non Teaching Staff including Librarian	9654253201	5	5	5	5 Awesome session in ms excel sitting plan
24	Sah.noida007@gmail.com	Ravinder sah	Lady Irwin college	Non Teaching Staff including Librarian	9999538514	5	5	5	5

Training Topic

Date: _____

Train

Sl. No.	Name of the person	Department	Signature	Email
1.	Dr. Kaushal Kishore	AO	Kaushal	kaushal_shahi@rediffmail.com
2.	Pushpa Ramat	Accounts	Pusht	54p.ramat@gmail.com
3.	POOJA KUMARI	Admin	Pooja Kumari	Pooja.jdm@gmail.com
4.	SWATI	Library	Swati	gauri.swati1410@gmail.com
5.	MAMTA	Library	Mamta	jnamkashalia1993@gmail.com
6.	Varnu Jain	Accounts	VJ	Varun.jain@yahoo.co.in
7.	Mamta	Accounts	Mamta	mamta.jdm@gmail.com
8.	Nishu Chandra Bhatnagar	Library	Nishu	nishuchandra1973@gmail.com
9.	Krishan Kumar	Te Assistant	Krishan	KrishanKumarJDM@gmail.com
10.				
11.				
12.	Vijay Prady	Assistant	Vijay Prady	Vijaypradyjdm1978@gmail.com
13.	Manoj Sharma	Admin I.T	Manoj	manoj.sta@jdm.de.ac.in
14.	Navraj	Asst.	Navraj	navraj.jdm.ac.in
15.	Vijay Bhatnagar	Sr. Assistant	Vijay	VijayBhatnagar.jdm.de.ac.in
16.	KUMAR PAL	Library	Kumar	kumar.pal2016@jdm.com
17.	Suprendra Kumar	AO Admin	Skumar	skumar@jdm.de.ac.in
18.	Arvind Patel	50 Admin	Arvind	arvind.jdm@gmail.com
19.				
20.				
21.				
22.				



ATTENDANCE SHEET

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Training Topic
1. Introduction to the course
2. Overview of the course
3. The importance of the course
4. The role of the course
5. The objectives of the course
6. The structure of the course
7. The content of the course
8. The methods of the course
9. The resources of the course
10. The evaluation of the course

Date: 22.08.2024

Trainer

Sl. No.	Name of the person	Department	Signature	Email
1.	Suzendra Kumar	AO Admin	[Signature]	s.kumar@jdu.ac.in
2.	Dr. Kaushal Kishore	AO Accounts	[Signature]	Kaushal_20af@jdu.ac.in
3.	Purnima Kumat	S.O. Accts	[Signature]	Sobranwal@gmail.com
4.	Rajni Kumari	Admin Admin	[Signature]	Pdrtia.jamr@gmail.com
5.	Vijay Pratap	Asst Stent	[Signature]	vijaypratapm@gmail.com
6.	Dheeraj Kumar	Accounts	[Signature]	dhirajmaurya93@gmail.com
7.	ROMER PAL	LIBRARY	[Signature]	kumar.palee@gmail.com
8.	Mandreet	Accounts	[Signature]	mandreet.siddhu@gmail.com
9.	Havind Pal	Admin	[Signature]	arvindjain@gmail.com
10.	Vasun Jain	Accounts	[Signature]	vvasun-jain@yahoo.co.in
11.	Vidushi Ratan	Admin	[Signature]	Vidushi_ratan@jdu.ac.in
12.	Sneha Nautiyal	Lbs	[Signature]	snehak@jdu.ac.in
13.	Naveen	Asst	[Signature]	naveenk@jdu.ac.in
14.	Manoj Sharma	Admin IT	[Signature]	manoj.stc@jdu.ac.in

Timestamp	Email	Name (Including Prof./E	Institution Name (with University, if applicable)	Designation	Mobile No	1. How do you	2. How do you	3. How do you	4. Any other
6/23/2024 18:13:17	chemistryexam784@gmail.com	Shaveta Kharbanda	Government College Debarabis Punjab	Others	9780361775	5	3	5	Very informative
6/23/2024 18:13:25	Ondreaprajapat03@gmail.com	Ondreia prakash	Lady Irwin college du	Non Teaching Staff including Librarian	9654253201	5	5	5	Good
6/23/2024 18:13:37	mailk.nisha@gmail.com	Nisha	Lakshmbai college university of Delhi	Non Teaching Staff including Librarian	9899936950	5	4	5	Informative
6/23/2024 18:13:40	utsah.kumar	ksitirinal college		Non Teaching Staff including Librarian	980194436	5	2	5	It was a super
6/23/2024 18:13:58	sudesh72kumar@gmail.com	Sudesh Kumar	Lady Irwin College, Delhi University	Non Teaching Staff including Librarian	9664160813	5	2	5	
6/23/2024 18:14:23	nandini.nandini23@gmail.com	NANDINI C	SROMN GFGC Barkur	Assistant Professor	08892269385	5	5	5	Nice session
6/23/2024 18:14:31	rvindempr@gmail.com	RAVINDR	ESTABLISHMENT BRANCH III, UNIVERSITY OF D	Non Teaching Staff including Librarian	9873183206	5	5	5	All the sessio
6/23/2024 18:14:47	6smahotra@gmail.com	Minu Malhotra	Rishi Mal College	Non Teaching Staff including Librarian	7289074385	5	3	5	Thanks for ou
6/23/2024 18:15:12	komal820@gmail.com	Komal Rani	Dyal Singh College	Non Teaching Staff including Librarian	9643087452	5	5	5	
6/23/2024 18:16:30	chesspranandp205@gmail.com	Sandeep Chopra	University of Delhi	Non Teaching Staff including Librarian	9761035052	5	5	5	
6/23/2024 18:16:33	susmitkumard100@gmail.com	Susmit Kumar Verma	Lady Irwin College New Delhi	Non Teaching Staff including Librarian	9911052454	5	5	3	Amun str
6/23/2024 18:17:31	davising1994@gmail.com	rishikesh kumar	ksitirinal college	Non Teaching Staff including Librarian	8368843322	5	4	5	no
6/23/2024 18:20:36	anchal@svc.ac.in	Mr. Anchal	SRI VENKATESWARA COLLEGE (UNIVERSITY OF	Non Teaching Staff including Librarian	9759394566	4	5	5	
6/23/2024 19:55:32	alishahan@gmail.com	Mid Zishan Ali	College Branch 3 DU	Non Teaching Staff including Librarian	9990454361	5	5	5	

Timestamp	Email	Name (Including Prof./Dr. , if applicable)	Institution Name (with University, if applicable)	Designation	Mobile No	1. How do you rate this Session on a scale of 1 to 5. (5 implying the maximum score)	2. How do you rate your knowledge in this topic before attending the Session?	3. How do you rate your knowledge in this topic after attending the Session?	4. Any other Feedback
6/22/2024 15:43:33	komal820@gmail.com	Komal Rani	Dyal Singh College LAKSHMIBAI COLLEGE UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9643087452	5	5	5	Amazing
6/22/2024 15:44:00	Vijayprakash@lb.du.ac.in	VIJAY PRAKASH	Janki Devi Memorial College, University of Delhi	Non Teaching Staff including Librarian	9599639691	5	3	5	Interesting session sir
6/22/2024 15:44:03	gaur.swati144@gmail.com	SWATI	Government College Derabassi Punjab SRI VENKATESWARA COLLEGE (UNIVERSITY OF DELHI)	Others	8588886170	5	2	4	Very Informative session SEND ALL THE PPOT OF ENTIRE PROGRAMME
6/22/2024 15:44:08	manmohanbandaru@gmail.com	DR BANDARU MANMOHAN	SCERT TELANGANA JDMC, UNIVERSITY OF DELHI	Assistant Professor Non Teaching Staff including Librarian	9490300703	5	5	5	
6/22/2024 15:44:32	manpreet@jdm.du.ac.in	Manpreet	Government College Derabassi Punjab SRI VENKATESWARA COLLEGE (UNIVERSITY OF DELHI)	Others	8510931685	4	3	4	Organize more such sessions. very informative session
6/22/2024 15:44:36	chemistryexam784@gmail.com	Shaveta Kharbanda	Lakshmbai college Univ of Delhi LAKSHMIBAI COLLEGE UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9780341775	5	3	5	
6/22/2024 15:44:37	anshul@svc.ac.in	Mr. Anshul	Lakshmbai college Univ of Delhi LAKSHMIBAI COLLEGE UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9759394566	5	4	4	
6/22/2024 15:45:05	malik.nisha@gmail.com	Nisha	JANKI DEVI MEMORIAL COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9899936950	5	2	5	Valuable session
6/22/2024 15:45:09	Vijayprakash@lb.du.ac.in	VIJAY PRAKASH	JANKI DEVI MEMORIAL COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9599639691	5	3	5	Interesting session sir
6/22/2024 15:45:27	POOJA_JDM08@GMAIL.COM	POOJA KUMARI	JANKI DEVI MEMORIAL COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	8750549883	5	4	5	
A	B	C	D	E	F	G	H	I	J
Timestamp	Email	Name (Including Prof./Dr. , if applicable)	Institution Name (with University, if applicable)	Designation	Mobile No	1. How do you rate this Session on a scale of 1 to 5. (5 implying the maximum score)	2. How do you rate your knowledge in this topic before attending the Session?	3. How do you rate your knowledge in this topic after attending the Session?	4. Any other Feedback
6/22/2024 15:45:27	POOJA_JDM08@GMAIL.COM	POOJA KUMARI	JANKI DEVI MEMORIAL COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	8750549883	5	4	5	
6/22/2024 15:45:42	gaikwadsg3@gmail.com	Sachin Ramchandra Gaikwad	MIT-ADT University, Loni Kalbhor, Pune	Non Teaching Staff including Librarian	09960967997	5	5	5	NA
6/22/2024 15:52:01	dhiraajmaurya7541@gmail.com	Dheeraj Kumar	Janki Devi Memorial College University of Delhi	Non Teaching Staff including Librarian	7599173741	4	3	4	
6/22/2024 15:52:34	Supreetdhamija1@gmail.com	Supreet Kaur	Sri Guru Nanak Dev Khalsa College	Non Teaching Staff including Librarian	88514 7552	5	5	5	Very knowledgeable
6/22/2024 15:54:01	manoj.sta@jdm.du.ac.in	Mr. Manoj Sharma	Janki Devi Memorial College	Non Teaching Staff including Librarian	9711378994	5	4	5	Nil
6/22/2024 15:54:20	Chandraparjapat93@gmail.com	Chandra prakash	Lady Irwin college du	Non Teaching Staff including Librarian	9654253201	5	5	5	Good
6/22/2024 15:55:27	nandu.nandini23@gmail.com	NANDINI C	SRSMN GFGC Barkur Udipi	Assistant Professor Non Teaching Staff including Librarian	08892269385	5	5	5	Nice session
6/22/2024 15:59:14	Sah.noida007@gmail.com	Ravinder Sah	Lady Irwin college	Non Teaching Staff including Librarian	9999538514	5	5	5	
6/22/2024 15:59:52	iltcampusavi@gmail.com	AVINASH	JANKI DEVI MEMORIAL COLLEGE LAKSHMIBAI COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9899487770	5	2	5	NA
6/22/2024 16:07:09	samikshaluthra@lb.du.ac.in	SAMIKSHA LUTHRA	LAKSHMIBAI COLLEGE, UNIVERSITY OF DELHI	Non Teaching Staff including Librarian	9911590298	5	2	5	The session was very helpful It was a very good session
6/22/2024 17:07:11	siteshkumar44@gmail.com	Sitesh kumar	Kirorimal college	Non Teaching Staff including Librarian	9891944836	5	2	5	
6/22/2024 17:23:31	narender@lb.du.ac.in	Narender	Lakshmbai college	Non Teaching Staff including Librarian	9891909076	5	4	4	Good
6/22/2024 19:23:07	subhadipsarkar555@gmail.com	Mr Subhadip Sarkar	Seacom Skills University	Assistant Professor	9475977885	5	5	4	No

Sample of feedback/ evaluation form:

Timestamp	Name (Optional if you wish to give anonymous feedback)	How do you rate your overall experience of attending this Skill Enhancement Course in the scale of 1 to 5, 1 being the lowest and 5 being the highest	5 take aways from the Skill Enhancement Course	Write names of the resource persons you liked the most.	Write names of the session which needs improvement?	Which topics would you like GAD TLC to consider in future?	Any Other Suuggest ions
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6/22/2024 15:45:41	Chandra prakash	5	Canvas, copilot,	Good			
6/22/2024 15:45:51	Sitesh kumar	5	Computer, Tally, ppt and ms Excel	Computer programming and Tally all are the best programme			
6/22/2024 15:46:15	Ravinder Sah	5	Documentation, excel, ms office	Arun julka			
6/22/2024 15:47:51	RAVINDER	5	Valuable sessions	SH ARUN	Tally		
6/22/2024 15:47:53	DR BANDARU MANMOHAN	5	PRESENTATION SKILLS, Communication Skills:	ARUN SIR		Extensive session on Microsoft Excel	
6/22/2024 15:48:54	Sachin Ramchandra Gaikwad	5	Copilot, Tally workshop, Canvas, Video Making and main Excel Training	Arun sir	Canva		
6/22/2024 15:49:11	Sitesh kumar	5	Tally, Excel computer programming and all was best course	Anjana N Dev			
6/22/2024 15:49:22	Rishikesh Kumar	5	All basic information like MS Word, MS Excel, tally, letter formatting	speaker of second day			
6/22/2024	DR BANDARU	5	Communication Skills Critical Thinking and	ARUN SIR			

15:49:28	MANMOHAN		Problem-Solving Time Management Emotional Intelligence Adaptability and Flexibility				
6/22/2024 15:50:41	MD ZISHAN ALI	5	KNOWLEDGEABLE	WHOLE TEAM OF JDMC AND GAD		Powerpoint	
6/22/2024 15:51:43	Shaveta Kharbanda	5	Canva, copilot, mail merge, EDX, Tally, preparation of notices and business letter, preparation of seating plan, video messages for students	Arun sir, Shweta ma'am			
6/22/2024 15:52:19	Pankaj bhardwaj	5	Sab kuch samjh gaye.	Dr. Payal			
6/22/2024 15:57:03	NANDINI C	5	Contents of this course	All were good			
6/22/2024 15:57:12	Manoj Sharma	5	5	Everyone	Documentation	Canva	Good Work
6/22/2024 15:57:23	Manoj Malhotra	5	Knowledge of : Excel, tally, EDS, official letters AND MICROSOFT WORD	Dr. Piyal from JDMC			
6/22/2024 16:01:54	Supreet Kaur	5	Tally learning website knowledge,	Dont remember lady who took			

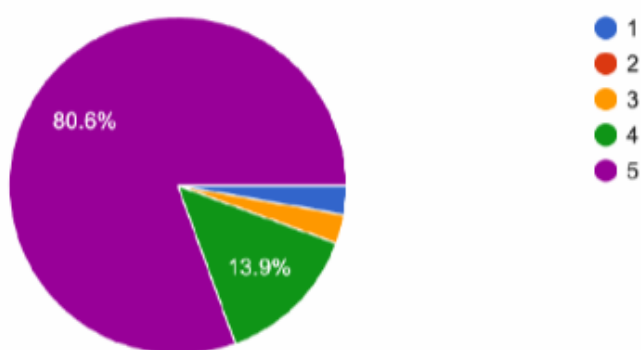
			letter writing etc	the lecture for contents writing			
6/22/2024 16:05:41	Dheeraj Kumar	4	All sessions very informative	Dr Arun Julka Ji and others			
6/22/2024 16:13:18	SAMIKS HA LUTHRA	5	Use of AI (Co pilot), Salary calculation, Use of canva, easy way to prepare sitting plan, mail merge,docume ntation and Tally	Dr. Arun Julka		Presentati on	
6/22/2024 16:15:13	RAVIND ER	5	Valuable session	SH ARUN			
6/22/2024 16:17:15	VIJAY PRAKAS H	5	Use of canva, Documentation , Tally, Copilot, Notices	MR ARUN JULKA	Computer Programm ing	Document ation	
6/22/2024 18:36:47	RAVIND ER	5	1.Improve TECHNICAL SKILLS 2. Improve Administrative Knowledge 3. Improve Digital and creative software 4. Improve Strengthening communication 5. Knowledge of AI tools such as ChatGPT	MR. ARUN			
6/22/2024 19:23:34	Subhadip Sarkar	5	New Learning	NA		Technical Assistance	

6/23/20 24 0:05:47	Sandeep Chopra	5	Very helpful.	All			
6/23/20 24 8:49:21	Varun Jain	4	Yes	Mr. Arun Julka			
6/23/20 24 8:50:47	Surendra Kumar	5	Excel tools, canva techniques, tally, Making good notices and circulars, usage of copilot	Prof Arun Julka, CA Shweta Gupta			
6/23/20 24 8:51:53	Vijay Pratap	5	Knowledge copilot, canvas	Dr.Arun Julika			
6/23/20 24 8:52:01	ARVIND PAL	5	Skill enhancement in so many ways	Arun Kulkarni sir			
6/23/20 24 9:00:46	Vijay prakash	5	Excel knowledge, Letter drafting, tally, windows, English	Prof. ARUN JULKA, DR. ANJAN A NERA DEV			
6/23/20 24 9:01:25	Navraj	5	Windows,Excel ,Tally, drafting, Letter Writing	Arun Julka, Anjana Neira Dev.			
6/23/20 24 12:05:0 8	Kumer Pal	5	Every thing	Arun Julka			
6/23/20 24 13:37:5 9	DINESH CHAND BAHUGU NA	4	4	Both the resources persons are best to best			Good Sessions
6/23/20 24 17:35:0 8	SWATI	5	Yes	Dr. Arun Julka			

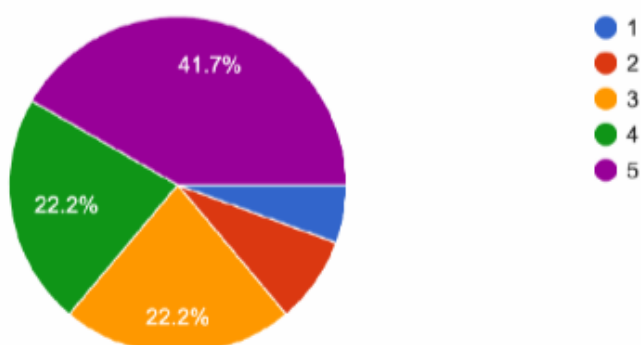
6/23/2024 19:11:11	Pooja kumari	4	Excel, documentation using canva, copilot	Dr. Arun Julka	Excel		Amazing Work
6/27/2024 11:45:31	SUMIT KUMAR SINGH	5	Tally, Administrative work drafting, letter, write notice, Examination seating	Dr. Arun Julka, Dr. Shweta Gupta			

Effectiveness Evaluation Document (Pie charts):

1. How do you rate this Session on a scale of 1 to 5. (5 implying the maximum score)
36 responses

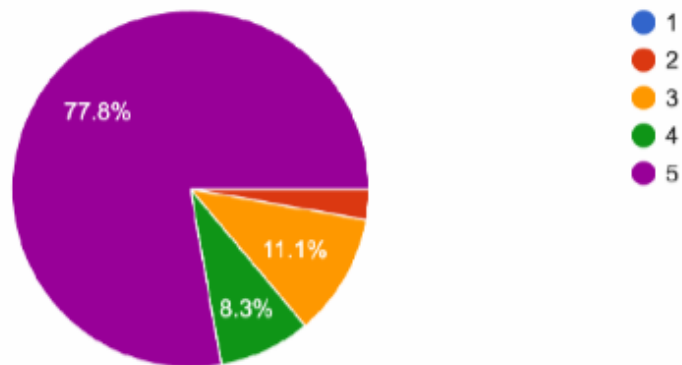


2. How do you rate your knowledge in this topic before attending the Session?
36 responses

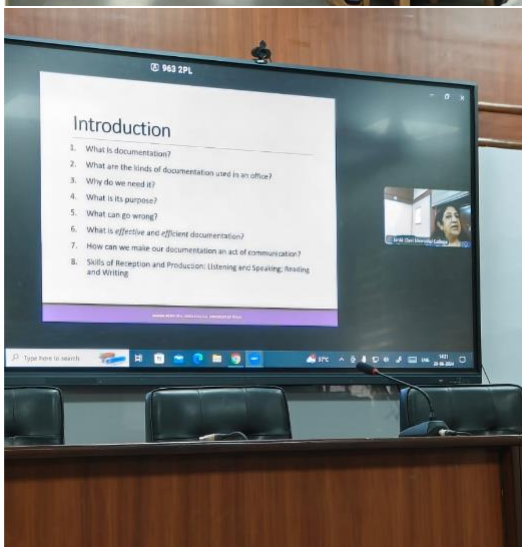
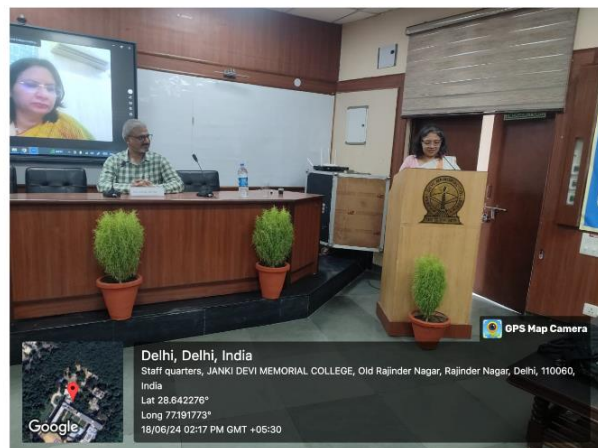


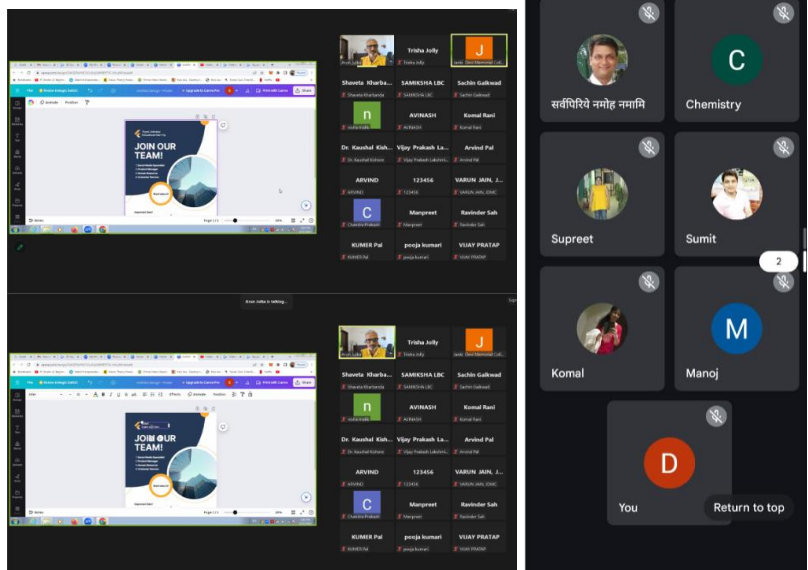
3. How do you rate your knowledge in this topic after attending the Session?

36 responses



Geotagged pictures of the event with captions (*Geotagged if offline, Screenshots if online*):





Copy of all certificates:

Copy of the bills (if applicable):