Janki Devi Memorial College

University of Delhi

JDMC-IQAC

Name of the event:	Capacity Building Workshop on Microsoft Excel for Administrative Excellence
Date of the Event	23 July 2026
Name of the organizer (s):	Internal Quality Assurance Cell (IQAC), Janki Devi Memorial College
Type of event (intra-college/inter-college/ state/ national or any other collaboration)	Intra college
Objectives of the event:	The objective of the workshop was to enhance participants' practical skills in using **Microsoft Excel for data management and analysis**, while also introducing AI-based tools that can support documentation, visualisation and administrative work. It aimed to help participants improve accuracy, efficiency and productivity in their day-to-day institutional responsibilities.
Name and Affiliation of the Resource person *(if applicable)*:	Prof. Arun Julka Professor, Department of Commerce, Maharaja Agrasen College, University of Delhi.

BRIEF REPORT:

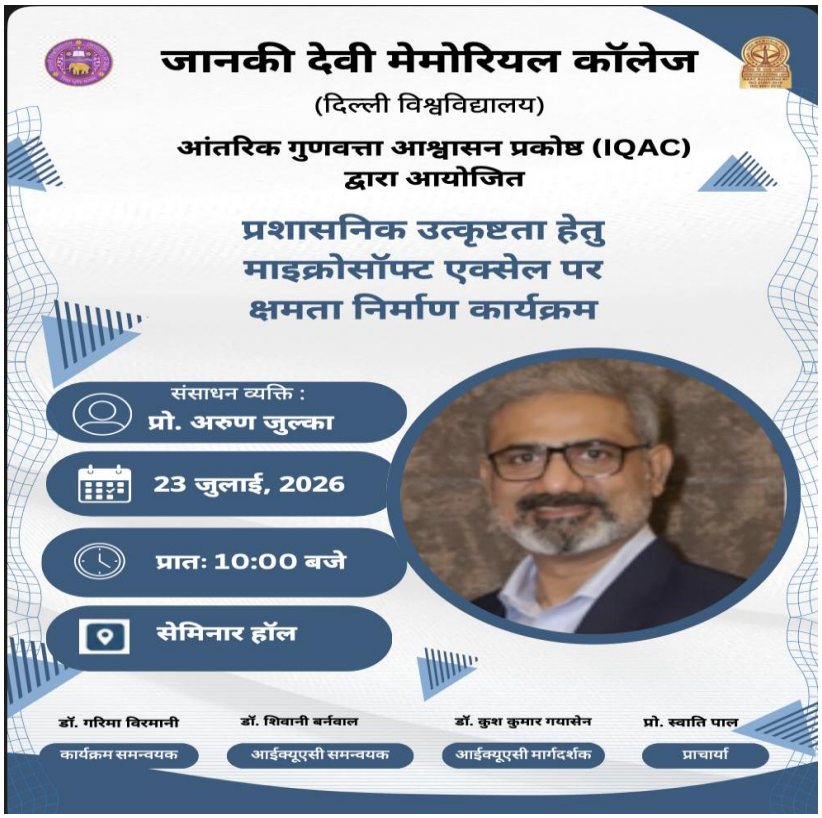
The Internal Quality Assurance Cell (IQAC) of Janki Devi Memorial College organised a **hands-on Capacity Building Programme on "Microsoft Excel for Administrative Excellence"** on 23 July 2026. **Prof. Arun Julka** was the resource person for the session. The programme began with his felicitation by **Shri Surender Kumar**.

During the workshop, Prof. Julka demonstrated useful Excel functions for data analysis, including **RANDBETWEEN**, and explained how numerical data can be converted into date formats. Participants were encouraged to practise the functions during the session.

He also introduced several AI-based tools, including **Antigravity** for preparing documents such as notices, **Julius AI** for analysing Excel files, and **Kaggle** for accessing datasets. A dataset was downloaded from Kaggle and uploaded to Julius AI for analysis. Participants were further introduced to **Napkin AI** for converting text into visual content and **There's An AI For That** for discovering suitable AI tools for different tasks.

The programme was practical, informative and highly relevant. It helped participants understand how Excel and emerging AI tools can improve data analysis, documentation and administrative efficiency.

Event Posters

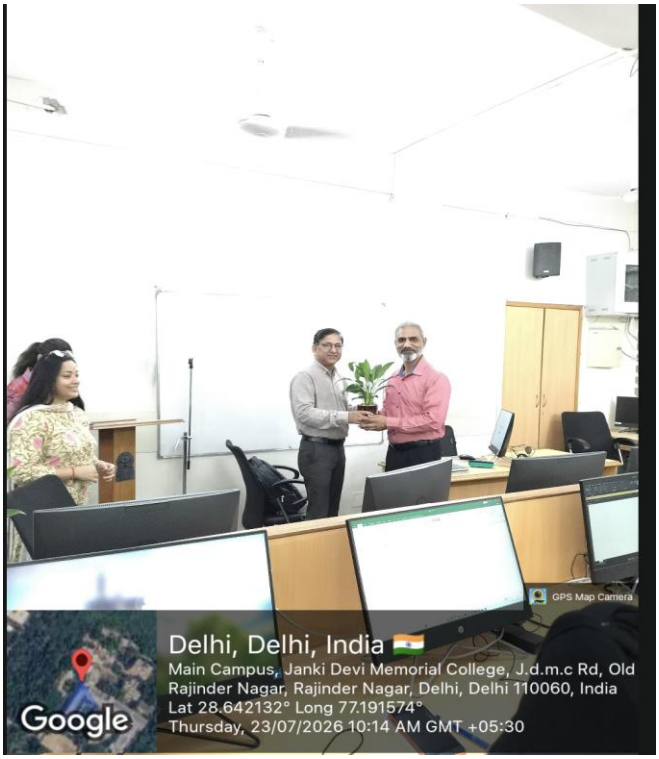




Event Photos:




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Google
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Lat 28.642061° Long 77.191484°
Thursday, 23/07/2026 11:48 AM GMT +05:30


GPS Map Camera
Google
Delhi, Delhi, India
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Attendance

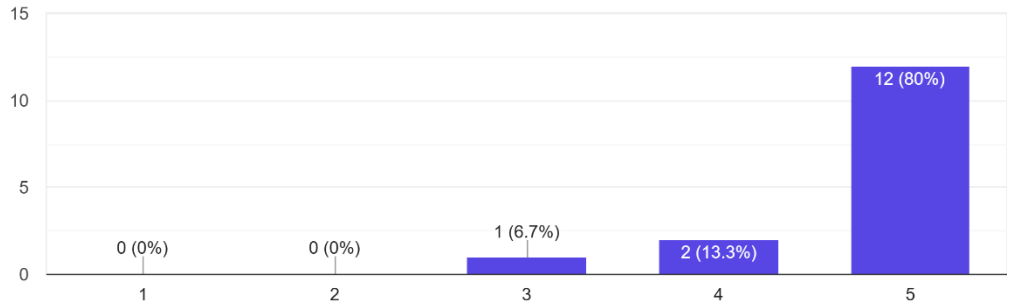
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7/25/2026 13:50:04	deeptichauhan@jdm.du.	5 / 5	Deepti Chauhan	deeptichauhan@jdm.du.	
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7/26/2026 11:11:54	skumar@jdm.du.ac.in	5 / 5	SURENDRA KUMAR	skumar@jdm.du.ac.in	
7/27/2026 10:02:49	harsh@jdm.du.ac.in	5 / 5	Harsh Kumar	harsh@jdm.du.ac.in	
7/27/2026 10:17:45	vjcool1990@gmail.com	5 / 5	Vijayprakash@jdm.du.ac.in	Vijayprakash@jdm.du.ac	

FEEDBACK

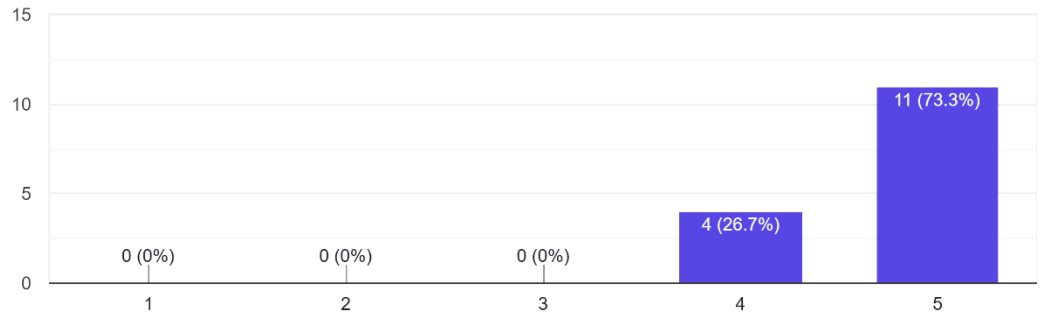
How confident do you feel applying the skills learned in your daily administrative work? Labels: 1: "Not Confident at All", 5: "Extremely Confident"

15 responses



How satisfied are you with the overall program? (Linear scale: 1 to 5) Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

15 responses



Rate the quality of the resource person/speaker. Label 1 as "Very Dissatisfied" Label 5 as "Very Satisfied"

15 responses

