

Summary Report

Hands-on-Training on MS-Excel for Staff of DTU

Event details:

Title: Hands-on-Training on MS-Excel for Staff of DTU

Organised by: Human Resource Development Centre, DTU in association with Computer Centre, DTU

Date: 7th April 2025

Time: 10:30 AM to 1:30 PM

Venue: Computer Centre, DTU

A hands-on-training on MS Excel for staff of DTU was held on April 7, 2025, at Computer Centre, Delhi Technological University, marking a significant stride in addressing productivity enhancement of administrative staff of DTU. The training was organized by the Human Resource Development Centre in association with Computer Centre, Delhi Technological University (DTU).

Number of Participants: 46 staff members.

Key Highlights:

Inaugural Session: The event commenced with a structured registration process followed by the National Anthem. Prof. Pradeep K. Goyal, Director, HRDC-DTU, welcomed the speaker Sh. Yogesh Kumar with a sapling, symbolizing growth and sustainability.

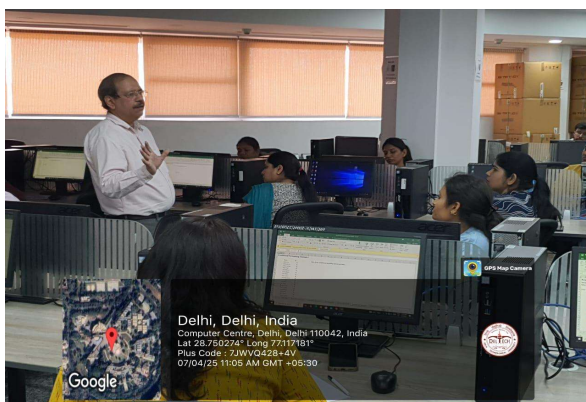


Welcome Address and Introduction:

- Dr. Anurag Goel, Coordinator, HRDC-DTU, delivered an engaging welcome address highlighting the critical importance of Excel skills for administrative efficiency in the university.
- Sh. Yogesh Kumar was formally introduced to the participants, with emphasis on his extensive experience as an Educational Media Generalist (Retd.) from the Centre of Medical Education & Technology at AIIMS, New Delhi.

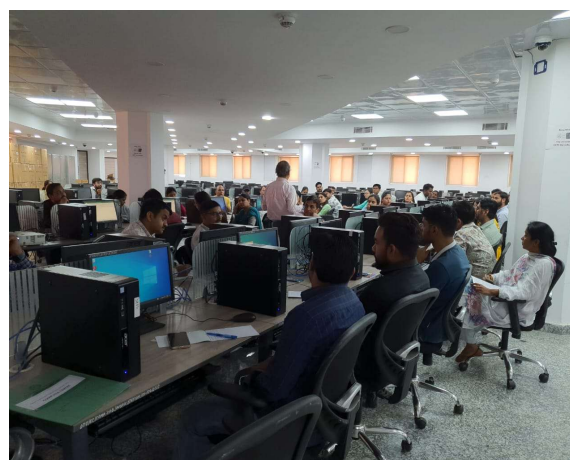
Hands-on-training session on MS Excel by Mr. Yogesh Kumar:

- Mr. Yogesh Kumar, Education media Generalist (Retd.), K L Wig Centre of Medical Education and Technology, AIIMS, New Delhi delivered a hands-on training session on MS Excel.
- The hands-on-session was very interactive along with a wide demonstration of several shortcuts and functionalities in MS Excel made the participants comfortable and confident to practice the same in their system through some short exercises of MS Excel provided by the expert.



Discussion and Interaction:

- The three-hour session featured extensive hands-on practice where participants actively worked through practical MS Excel exercises designed to address common administrative tasks.
- Staff members engaged in productive discussions about implementing Excel functions for departmental data management, budget tracking, and automated reporting processes.
- The interactive format encouraged collaborative problem-solving, with participants sharing challenges they faced in their daily work and the resource person demonstrating efficient solutions using Excel's functionality.
- Participants received practical guidance on applying Excel formulas, data visualization techniques, and time-saving shortcuts directly relevant to administrative responsibilities at the university.



Acknowledgments: Profound gratitude was extended to Prof. Prateek Sharma, Vice-Chancellor, DTU and Prof. Madhusudan Singh, Registrar, DTU for their continuous support and Mr. Yogesh Kumar, Educational Media Generalist (Retd.) for their valuable contributions.

Conclusion:

The hands-on training on MS Excel, organized by HRDC in association with Computer Centre proved to be a fruitful training session for staff of DTU, equipping participants with essential skills for efficient data handling and analysis. The practical application-oriented approach significantly enhanced proficiency, empowering staff to integrate Excel tools seamlessly into their professional responsibilities.

Future Scope:

- The centre may conduct more such sessions e.g. Hands-on-training session on MS Powerpoint, Advanced Functionalities in MS Word etc.
- Organize follow-up sessions for the administrative staff of DTU.

Glimpses of the event

