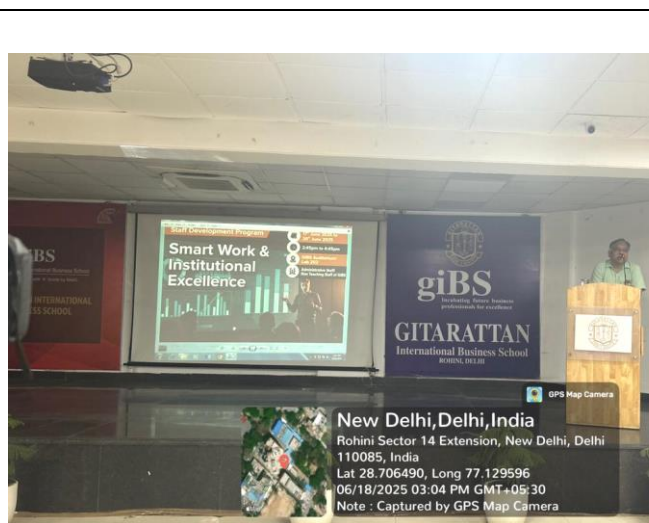
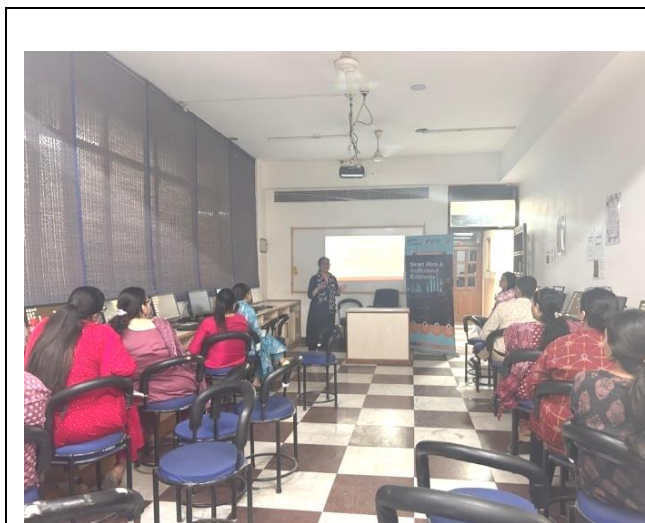


## STAFF DEVELOPMENT PROGRAM (SDP) “SMART WORK & INSTITUTIONAL EXCELLENCE” 17<sup>TH</sup> JUNE TO 20<sup>TH</sup> JUNE 2025





Gitarattan International Business School, Rohini, New Delhi organized a 4-days Staff Development Program (SDP) from 17<sup>th</sup> to 20<sup>th</sup> June 2025 for its administrative staff/ non-teaching. The program aimed to empower staff with essential digital competencies, including Artificial Intelligence (AI), Google productivity tools, and Excel-based data analysis ensuring institutional processes become more efficient, accurate, and technologically aligned. Each day featured practical, hands-on sessions conducted by experienced trainers, providing participants with tools and knowledge directly applicable to their administrative roles.

**Day 1: Tuesday, 17<sup>th</sup> June 2025**

**Faculty: Dr. Manju Pathania Biswas**

**Topic(s): Introduction to AI, its role in education and Google Tools – Drive, Docs, Sheets, Slides, Forms (Practical Session)**

Dr. Manju Pathania Biswas initiated the program with an insightful introduction to Artificial Intelligence and its applications in the educational administrative context. She explained how AI is transforming routine workflows, data management, and communication in academic institutions. Following this, a practical session on Google Workspace tools provided hands-on experience with Google Drive, Docs, Sheets, Slides, and Forms. Participants learned how to create, collaborate, and manage data effectively using cloud-based tools, which are essential for real-time, paperless office environments.

**Day 2: Wednesday, 18<sup>th</sup> June 2025**

**Faculty: Prof. (Dr.) Abhijit Das**

**Topic: Introduction & AI Tools for Office Productivity – Part 1**

Prof. (Dr.) Abhijit Das conducted an in-depth practical session on using AI-based tools like Chatgpt, Claude Ai etc for improving office productivity. Participants were introduced to various

platforms and utilities that assist in automating administrative tasks such as summarizing documents, scheduling, email drafting, and generating content. The session emphasized reducing manual effort and improving output quality through smart digital solutions.

**Day 3: Thursday, 19<sup>th</sup> June 2025**

**Faculty: Ms. Vandana Rastogi**

**Topic: Introduction & AI Tools for Office Productivity – Part 2**

Ms. Vandana Rastogi conducted a practical session focusing on Microsoft Copilot and Office Add-ins. She demonstrated how Copilot can assist in tasks like drafting emails, summarizing documents, and automating reports. Participants also explored useful Add-ins to enhance productivity in Excel, Word, and Outlook. The session was interactive and helped staff discover smart ways to streamline their daily administrative work.

**Day 4: Friday, 20<sup>th</sup> June 2025**

**Faculty: Mr. Nitin Tewari, Senior Manager, Cognizant Technology Solutions, Noida**

**Topic: Excel for Analysis Using AI for Administrative Work**

The day 4, conducted by Mr. Nitin Tewari, focused on Microsoft Excel and how it can be used with AI-driven features to handle data-related administrative tasks. From formulas and pivot tables to data visualization and basic automation, participants learned to analyze institutional data with accuracy and speed. The session was appreciated for its practical relevance and clarity in demonstrating how Excel can be a powerful analytical tool for administrative efficiency.

In conclusion, the 4-day Staff Development Program served as a significant step toward digitally empowering administrative personnel. The sessions not only introduced essential AI and digital tools but also provided a hands-on learning environment that encouraged experimentation and application knowledge to the participants. Participants concluded the program with enhanced confidence, an expanded digital skillset along with a stronger resolve to contribute meaningfully to institutional excellence.

## FLYER OF THE EVENT



|                                |   |
|--------------------------------|---|
| <b>TYPE OF EVENT</b>           | Development Programme   |
| <b>VENUE</b>                   | Auditorium / Lab 202  |
| <b>TIME &amp; DURATION</b>     | 2:45 PM to 4: 45 PM (2 hours)   |
| <b>CONDUCTED BY</b>            | GIBS  |
| <b>ORGANISED FOR</b>           | Administrative Staff/ Non-teaching Staff  |
| <b>NAME OF THE COORDINATOR</b> | Dr. Manju Pathania Biswas, Ms. Hema Rani  |
| <b>ATTENDANCE</b>              | Students: 29  |
| <b>RESOURCE PERSON</b>         | <b>Day 1. Dr. Manju Pathania Biswas, GIBS</b><br><br><b>Day 2. Prof. (Dr.) Abhijit Das, GIBS</b><br><br><b>Day 3. Ms. Vandana Rastogi, GIBS</b> |

|                                |   |
|--------------------------------|---|
|                                | <b>Day 4. Mr. Nitin Tewari, Senior Manager, Cognizant Technology Solutions, Noida</b>   |
| <b>OBJECTIVES OF THE EVENT</b> | <ul style="list-style-type: none"> <li>➤ To use AI tools to work upon day-to-day activities like letter, prepare notices etc.</li> <li>➤ To provide hands-on training in creating Google forms and AI-enhanced tools.</li> <li>➤ To apply AI tools to improve written communication and documentation.</li> <li>➤ To utilize AI-powered digital tools for task management and scheduling.</li> </ul>  |
| <b>LEARNING OUTCOME</b>        | <ul style="list-style-type: none"> <li>➤ Demonstrated improved digital awareness and safer handling of online tasks</li> <li>➤ Strengthened communication and coordination in office environments</li> <li>➤ Utilized free AI tools effectively for daily administrative work</li> <li>➤ Applied effective time and task management strategies</li> <li>➤ Performed basic data handling and implemented document automation</li> <li>➤ Fostered stronger team bonding and a more positive work culture</li> </ul> |
| <b>SHORT FALL DURING EVENT</b> | None  |
| <b>LINK TO ONLINE VIDEO</b>    | Day 1 - <a href="https://youtu.be/Sn9SbvukJCI">https://youtu.be/Sn9SbvukJCI</a><br>Day 2 - <a href="https://youtu.be/5TsC9Dc8QHW">https://youtu.be/5TsC9Dc8QHW</a><br>Day 3 - <a href="https://youtu.be/MGHXLFvMyE0">https://youtu.be/MGHXLFvMyE0</a><br>Day 4 - <a href="https://youtu.be/MbJLc-XfcHY">https://youtu.be/MbJLc-XfcHY</a>  |

**PREPARED & SUBMITTED BY: DR. MANJU PATHANIA BISWAS, ASSOCIATE PROFESSOR, GIBS**