

HANS RAJ COLLEGE

UNIVERSITY OF DELHI Mahatma Hansraj Marg Malkaganj, Delhi – 110007 Tel.: 011-27667458, 27667747 E-mail: principal_hrc@yahoo.com Website: www.hansrajcollege.ac.in

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Name of the Event: Workshop on ICT Tools and Artificial Intelligence Date of the Event: 8 January 2024 to 12 January 2024

MAHATMA HANSRAJ MALAVIYA MISSION TEACHER TRAINING CENTRE (MH-MMTTC) Malaviya Mission Centre, UGC, Ministry of Education, Govt. of India), Hansraj College organized One Week Workshop for Non-teaching Staff under VIKSIT BHARAT @ 2047 on ICT Tools and Artificial Intelligence from 8 January 2024 to 12 January 2024.

Event Convenor - Dr. Pooja Jha Maity, Department of Botany, Hansraj College Event Co-ordinators - Ms. Alka Khurana, Department of Computer Science, Hansraj College and Dr. Savita, Department of Botany, Hansraj College







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Day 1 (08 January 2024)

Day 1: 8th January 2024 (Venue: Old Seminar	· Room)
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Date	9: 30 AM-10:30 AM	10:30 AM-11:30 AM	11:30 AM- 12:30 PM
08/01/24	Welcome address by	Ms. Meenakshi Sahay	Mr. Ashutosh Yadav
	Prof. Rama	Joint Registrar	Assistant Professor
	Principal	Recruitment & HR	Department of Commerce
	Hansraj College	University of Delhi	Hansraj College
	University of Delhi		University of Delhi
	Address by Guest of Honor Dr. Vikas Gupta Pagister	Topic: Higher Educational Institutions in the Digital World	Topic: Wordsmithing with AI: Mastering Letter Drafting using ChatGPT
	Registrar University of Delhi	Email: meenakshi@south.du.ac.in	Email: ashutosh@hrc.du.ac.in

The One Week Workshop for Non-teaching Staff under VIKSIT BHARAT @ 2047 on ICT Tools and Artificial Intelligence, held from January 8 to January 12, 2024, commenced with an auspicious inaugural session on Day 1. The esteemed gathering was graced by the presence of the Principal, Dr. Rama, who extended a warm welcome to the distinguished chief guest, Dr. Vikas Gupta, Registrar of the University of Delhi. The event was further honored by the presence of Ms. Meenakshi Sahay, Joint Registrar (Recruitment). The inaugural session set a tone of enthusiasm and anticipation for an enriching week ahead, where participants were primed to delve into the realms of Information and Communication Technology (ICT) tools and Artificial Intelligence, aligning with the visionary initiative of VIKSIT BHARAT @ 2047.



Dr. Vikas Gupta, the esteemed Registrar of the University of Delhi, took the stage during the One Week Workshop for Non-teaching Staff under VIKSIT BHARAT @ 2047 on ICT Tools and Artificial



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Intelligence. In a motivational address, Dr. Vikas Gupta shared insightful perspectives on the significance of the workshop's theme. With eloquence and passion, he elucidated the transformative power of Information and Communication Technology (ICT) tools and Artificial Intelligence, emphasizing their role in shaping the future landscape of education and administrative functions. Dr. Vikas Gupta's engaging discourse not only inspired the Following Dr. Vikas Gupta's motivating discourse, Ms. Meenakshi Sahay, Joint Registrar (Recruitment), took the stage to share her insights. In her session, Ms. Sahay delved into the dynamic landscape of Higher Educational Institutions in the Digital World. With a wealth of experience and expertise, she illuminated the audience on the evolving role of technology in the realm of academia. Ms. Sahay discussed the digital transformation sweeping through higher education, emphasizing the pivotal role played by technology in enhancing administrative efficiency, student engagement, and overall institutional growth. Her session not only provided a comprehensive understanding of the digital challenges and opportunities facing educational institutions but also equipped the participants with valuable knowledge to navigate the digital landscape effectively. The discourse by Ms. Meenakshi Sahay contributed significantly to the workshop's overarching goal of preparing non-teaching staff for the digital era in education.





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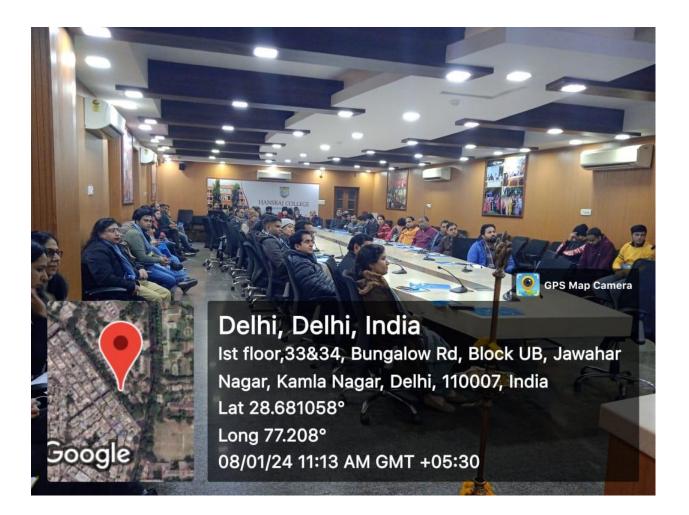
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In captivating session at the workshop, Mr. Ashutosh Yadav, Assistant Professor in the Department of Commerce at Hansraj College, University of Delhi, illuminated the participants on the intriguing topic of "Wordsmithing with AI: Mastering Letter Drafting using ChatGPT and its usage for non-teaching staff." With a seamless blend of academic expertise and practical insights, Mr. Ashutosh Yadav guided the audience through the transformative capabilities of artificial intelligence, specifically highlighting the utility of ChatGPT in refining the art of letter drafting. Attendees gained valuable insights into leveraging AI tools to enhance their communication skills, ensuring precision and effectiveness in written correspondence. His session not only demystified the integration of AI in everyday tasks but also empowered non-teaching staff with a newfound proficiency in utilizing advanced technologies to streamline their professional communication. The interactive and informative nature of the session left the participants well-equipped to harness the potential of AI in their respective roles within the academic institution.

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Day 2 (09 January 2024)

PROGRAMME SCHEDULE

Day 2: 9th January 2024 (Computer Science Lab, Block B, 2nd Floor)

9:30 AM-12:30 PM
Dr. Vidhi Khanduja
Department of Computer Science
Hansraj College
University of Delhi
and
Dr. Aman Phogat
Department of Physics
Hansraj College
University of Delhi
Topic: Canva for Education
Email:
vidhikhanduja@hrc.du.ac.in
amanphogat@hrc.du.ac.in

On January 9, 2024, a session was conducted on the topic "Canva for Education" by Dr. Vidhi Khanduja (Department of Computer Science, Hansraj College) and Dr. Aman Phogat (Department of Physics, Hansraj College) at Computer Science Lab, Block B, 2nd Floor, Hansraj College. The objective of the session was to provide participants a thorough understanding of Canva, an online graphic design tool. The session focused on equipping attendees with the skills to create appealing designs for education purposes, with a focus on invitation cards and presentations in particular.

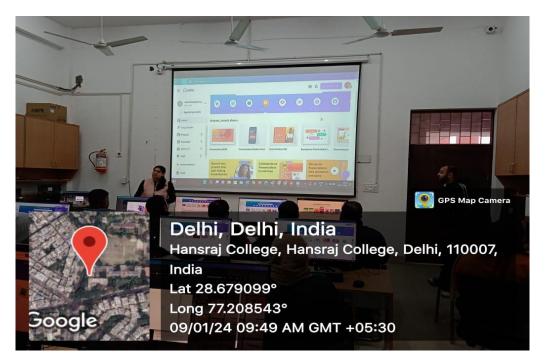
An introduction of Canva's advanced features and capabilities was given by Dr. Vidhi Khanduja. She led participants through a practical demonstration of how to create a presentation using Canva and discussed the value of graphic design in a wide range of scenarios. Afterwards, Dr. Aman Phogat also conducted a hands-on session on Canva invitation card design. In both sessions, practical exercises included template selection, text addition, image insertion, and design element exploration.

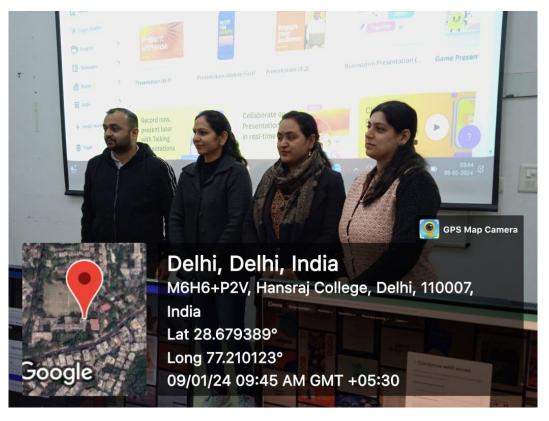
Comprehensive instruction was provided on how to download Canva to desktop, how to log in, select templates and custom designs based on the need, access Canva icons, set a background, look through available layouts and themes, edit and add text, alter fonts and colors, adjust spacing and layout, and add decorative elements, and also to insert image from desktop or upload from a vast library that Canva offers. In-depth training was also given on how to download, save and share it so that several people could work on a particular template.



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Day 3 (10 January 2024)

PROGRAMME SCHEDULE

Day 3: 10th January 2024 (Computer Science Lab, Block B, 2nd Floor)

Date	9:30 AM - 11:00 AM	11:00 AM-12:30 PM
10/01/24	Dr. Ravikant Prasad	Ms. Rachel Alice
	Assistant Professor	Counselor
	Department of Physics	Hansraj College
	Hansraj College	University of Delhi
	University of Delhi	
	Topic: Use of ICT tools in Government Purchasing	Topic: Work-life balance in Digital World
	Email: ravikantprasadnpl@gmail.com	Email: rachel@hrc.du.ac.in

On the third day of the One Week Workshop for Non-teaching Staff, the participants were privileged to engage with the erudition of Dr. Ravikant Prasad, Assistant Professor in the Department of Physics at Hansraj College, University of Delhi. The session was planned with focus on various aspects of procurements procedures in Govt. department. Procurement is the acquisition of goods and/or services. Proper procurement will result in the goods/services are appropriate and that they are procured at the best possible cost to meet the needs of the agency in terms of quality and quantity, time, and location. **Participants** enlightened about e-Tendering were the Central Govt. Portal https://eprocure.gov.in/eprocure/app. Mostly the emphasis were made on how to search the tender at various stages, how to write the summary of bid opening, how to publish a bid etc. In more detail we discussed the rule 149, which permits us for procurement from Government-e-Marketplace, an online portal for procurements of Goods and Services managed by the central Government of India. During the elaboration of rule 149 i.e. about GeM procurement, live demo was also done for the participants for procurement through Direct, L1 or Comparison mode and how to publish Bid on GeM. They were made aware to how to select the various filters before ordering any product so that they get best value of money. At the end of the session, questions from participants were addressed by the speaker. Although the time was limited, so some of the other aspects (services procurement) were not being explained to the participants.

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The second session of the day was conducted by Psychologist Rachel Alice on 'Work Life Balance in Digital Age'. She started with a meditation activity that allowed the participants to be grounded and relaxed, be grateful for the previous year, and hopeful for 2024. It was followed by an art-based therapy activity which helped them understand how the past events have helped them reach where they are today. They were taught how to monitor their screen time and have monthly digital detox to work more towards their goals in life. It was an engaging and interactive seminar, overall.

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Day 4 (11 January 2024)

PROGRAMME SCHEDULE

Day 4: 11th January 2024 (Computer Science Lab, Block B, 2nd Floor)

Date	9: 30 AM-12:30 PM
11/01/24	Mr. Brijmohan Assistant Professor Department of Mathematics Hansraj College University of Delhi Topic: Prompting AI tools and Writing
	Email: brijmohan6414@gmail.com

On the fourth day of the workshop "ICT tools and AI," Mr. Brij Mohan from the Department of Mathematics at Hansraj College delved into "Prompting AI Tools and Writing" to enlighten non-teaching staff. He discussed the diverse strategies for crafting effective prompts, a crucial element in optimizing AI tool performance. By exploring various types of prompts, such as zero-shot, multiple-shot, and chain-of-thoughts prompts, attendees gained insights into tailoring inputs for enhanced outputs from AI applications. It enabled them to harness the full potential of these tools. Additionally, the session explored advanced writing enhancement tools like Grammarly and Quillbot. He discussed these tools in detail, which offer invaluable support in refining written communication. The lecture empowered participants to seamlessly integrate AI technologies into their writing and content creation work.

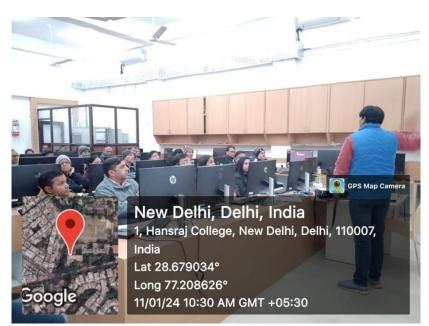




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Day 5 (12 January 2024)

PROGRAMME SCHEDULE

Day 5: 12th January 2024 (Computer Science Lab, Block B, 2nd Floor)

Date	9: 30 AM-12:30 PM
12/01/24	Dr. Amit Sehgal
	Professor
	Department of Physics and Electronics
	Hansraj College
	University of Delhi
	Topic: Office Management using IT tools Email: amitsehgal112@gmail.com

On the concluding day of the workshop, participants were enriched by the expertise of Dr. Amit Sehgal, Professor in the Department of Physics and Electronics at Hansraj College, University of Delhi. Dr. Amit Sehgal's enlightening session centered around the vital topic of "Office Management using IT Tools." With a comprehensive approach, he adeptly navigated through the intricacies of essential tools such as Microsoft Word and Excel, shedding light on their versatile applications in efficient office management. Additionally, Dr. Sehgal guided attendees on harnessing

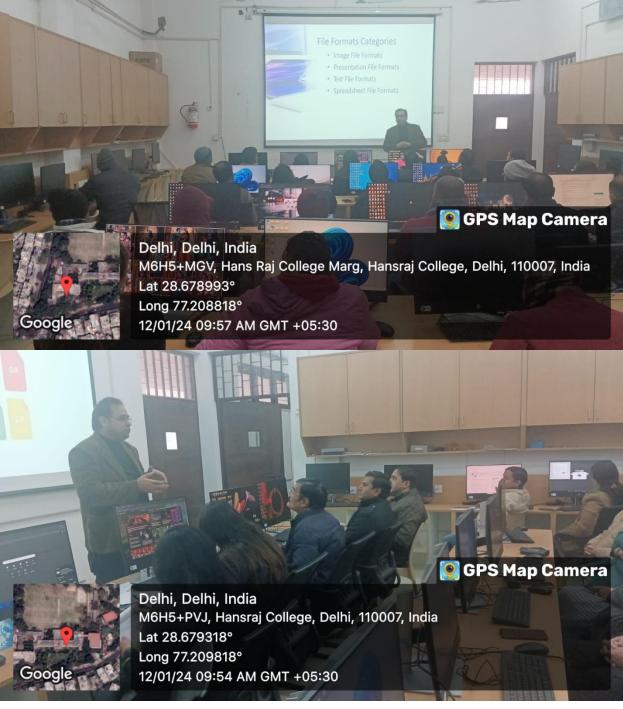


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the collaborative power of Google Drive for seamless document sharing and collaboration. His session was not just a tutorial on software proficiency but also an exploration of how these IT tools can synergize to streamline office workflows.





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The culminating Valedictory Session of the One Week Workshop for Non-teaching Staff under VIKSIT BHARAT @ 2047 was graced by the esteemed presence of Principal Prof. (Dr.) Rama, the Director IQAC, Ms. Alka Kackar, and other faculty members. The atmosphere was charged with a sense of accomplishment as certificates were conferred upon the participants, acknowledging their dedicated engagement with the workshop's transformative content.

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98. Pawun Sami 99. C-B-Kajpul-100, SATBIR RATHE

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