

Summary Report

Hands-on-Training on Google Form and AI Tools for Staff of DTU

Event details:

Title: Hands-on-Training on Application of Google Forms and AI Tools for Staff of DTU

Organised by: Human Resource Development Centre, DTU

Date: 24th October 2025

Time: 10:30 AM to 1:30 PM

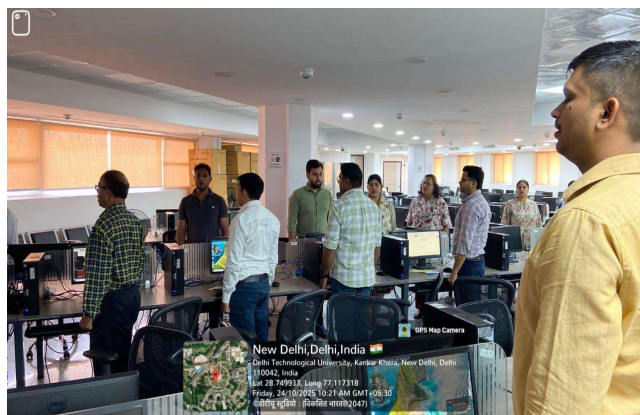
Venue: Computer Centre, DTU

A hands-on-training on Google Forms and AI Tools for staff of DTU was held on October 24, 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, Delhi Technological University (DTU).

Number of Participants: 46 staff members.

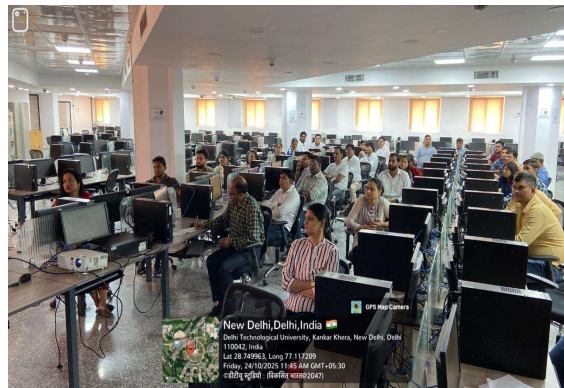
Key Highlights:

Inaugural Session: The event commenced with a structured registration process followed by the National Anthem. Prof. Narendra Kumar, Registrar, DTU, welcomed the speaker Sh. Yogesh Kumar and Sh. Sunil Jain with a sapling, symbolizing growth and sustainability.



Welcome Address and Introduction:

- Prof Pradeep K. Goyal, Director, HRDC-DTU, delivered an engaging welcome address highlighting the critical importance of Google Form and AI Tools for administrative efficiency in the university. This was followed by an address by Prof. Narendra Kumar, Registrar, DTU, who emphasized the significance of such workshops in fostering digital proficiency, streamlining institutional processes, and equipping staff with essential technological skills.
- 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.
- Sh. Sunil Jain was formally introduced to the participants, with emphasis on his extensive experience in digital solutions and automation as an Manager, DXC Technology, Delhi.



Hands-on-training session on Google Form and AI Tools by Mr. Yogesh Kumar and Mr. Sunil Jain:

- 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 Google Form and AI Tools for Productivity Enhancement. He demonstrated how AI-powered platforms can be used for document creation, feedback analysis and workflow optimization.
- Mr. Sunil Jain, Manager, DXC Technologies, Delhi, delivered an insightful session on using Google Forms for data Management, automation, and analytics.
- The hands-on-session was very interactive along with a wide demonstration of several shortcuts and functionalities in Google forms made the participants comfortable and confident to practice the same in their system through some short exercises of Google form provided by the expert.

Discussion and Interaction:

- The session featured extensive hands-on practice where participants actively worked through practical Google Form exercises designed to address common administrative tasks.



- Staff members engaged in productive discussions about implementing Google form and AI tools for departmental feedback analysis, 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 AI tools functionality.
- Participants received practical guidance on applying AI Tools to automate data handling and reporting process relevant to administrative responsibilities at the university.

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

Conclusion:

The hands-on training on Google Forms and AI-Tools, 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 document creation, feedback analysis and workflow optimization. The practical application-oriented approach significantly enhanced proficiency, empowering staff to integrate AI Tools seamlessly into their professional responsibilities.

Future Scope:

- The centre may conduct more such sessions e.g. Hands-on-training session on Google Form emerging digital tools, AI applications etc.
- Organize follow-up sessions for the administrative staff of DTU.

Glimpses of the event

