



EVENT REPORT

WORKSHOP ON ENHANCING OFFICE PRODUCTIVITY USING AI TOOLS (STAFF TRAINING PROGRAMME)

Date: 24th August, 2026
Time: 02:00 PM onwards
(ML Lab, AB3 Building, DTU)

Organised by:

Human Resource Development
Centre in association
with the Department of
Information Technology, DTU

DELHI TECHNOLOGICAL UNIVERSITY
Formerly Delhi College of Engineering
Govt. of NCT of Delhi
(Human Resource Development Centre)

Event Report
Workshop on Enhancing Office Productivity Using AI Tools
(Staff Training Programme)

Event details:

Title	Workshop on Enhancing Office Productivity Using AI Tools
Organized by	Human Resource Development Centre, DTU, in association with the Department of Information Technology, DTU
Date	24 th August, 2026
Time	02:00 PM onwards
Venue	ML Lab (AB3-015), AB3 Building, DTU

A Staff Training Programme in the form of a Workshop on Enhancing Office Productivity Using AI Tools was held on 24th August 2026 at the ML Lab (AB3-015), AB3 Building, Delhi Technological University. The workshop was organized by the Human Resource Development Centre (HRDC), DTU, in association with the Department of Information Technology, DTU. Its objective was to familiarize the staff of the University with Artificial Intelligence (AI) tools that can simplify routine office work, improve efficiency, and support accurate and timely completion of administrative tasks.

The programme was held under the patronage of Prof. Prateek Sharma, Hon'ble Vice-Chancellor, DTU, and was chaired by Prof. P. K. Goyal, Director, HRDC, and Prof. Dinesh Kr. Vishwakarma, Head, Department of Information Technology. It was coordinated by Mr. Anunay Gour and Dr. Ankit Yadav.

Number of Participants: 39 staff members from various departments and sections of the



University, including USME, CSE, DGST, IQAC, Planning & Recruitment, Establishment, IT, AP, Electrical, Vigilance, Store, and Humanities.

Key Highlights:

Inaugural Session: The workshop commenced with the National Song, *Vande Mataram*, followed by the National Anthem. Prof. Prateek Sharma, Hon'ble Vice-Chancellor, DTU, then addressed the participants. He highlighted the growing importance of Artificial Intelligence in today's workplace and explained how AI tools can be used effectively to enhance office productivity. He encouraged the staff to adopt these tools in their daily work to improve efficiency, accuracy, and the timely completion of administrative tasks. His address set an encouraging tone for the sessions that followed.



Sessions by Resource Persons:

Both sessions focused on the use of Google Gemini as a practical tool for enhancing office productivity.

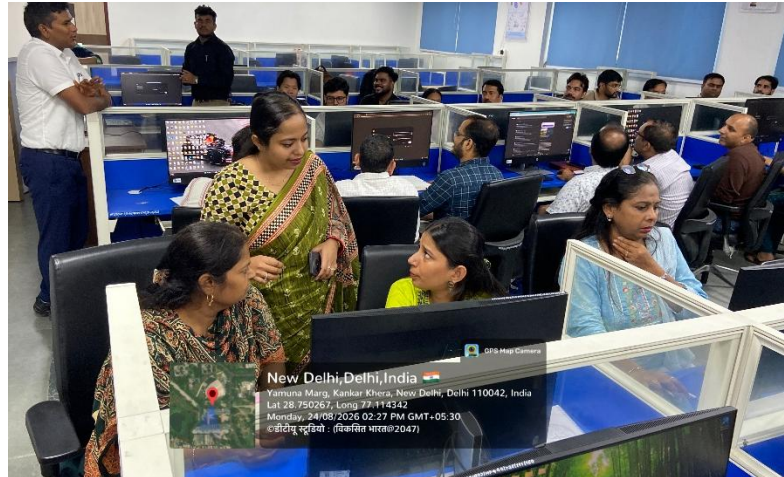


Dr. Jyoti Singh Kirar, School of Computational and Integrative Sciences, Jawaharlal Nehru University: She delivered the opening session on the capabilities of modern AI tools. She explained how these tools are transforming the way routine work is performed, and how they can help save time, reduce effort, and improve the quality of output in an office environment. Using Gemini as an example, she showed how AI can support

everyday administrative tasks. She encouraged participants to view AI as a helpful assistant in their work.

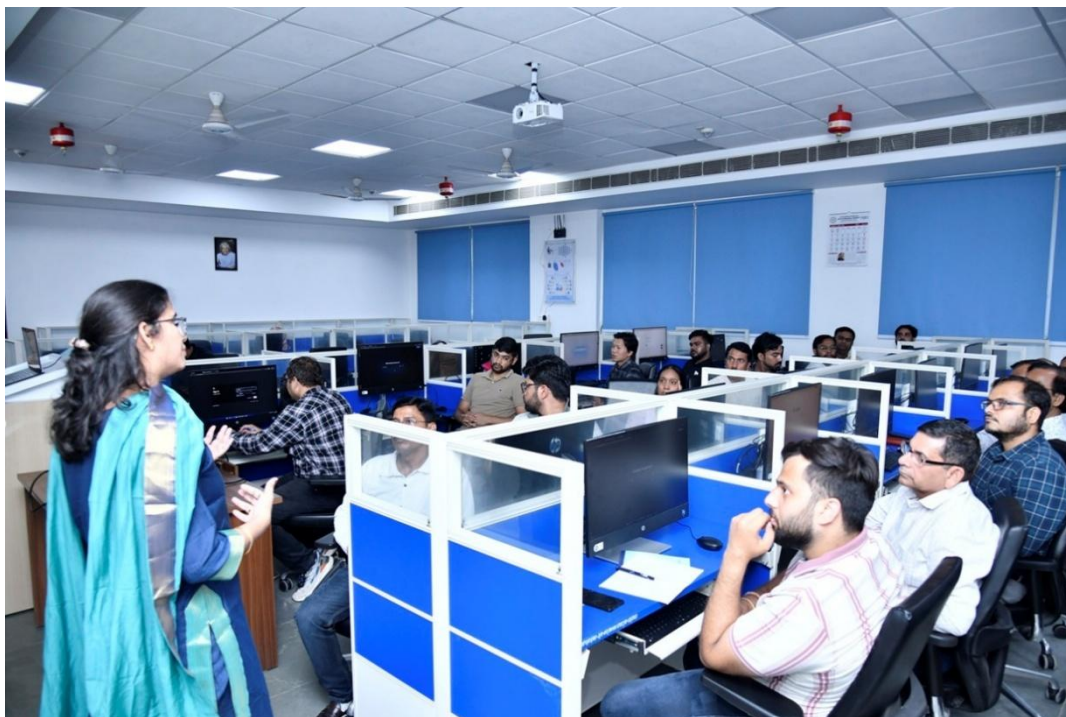
Dr. Snigdha Agrawal, Department of Computer Science & Engineering, DTU: She conducted an in-depth hands-on session on using Gemini for common office processes. She demonstrated

how Gemini can be used to prepare file notings and to draft applications and letters, with participants practising each task on their own systems. She also explained how to write clear, specific, and effective prompts, so that the instructions given to Gemini produce accurate and useful results.



Discussion and Interaction:

- The ML Lab setup allowed participants to practise each tool on their own systems alongside the demonstrations.
- Participants raised queries about applying AI tools to their day-to-day work, such as preparing file notings, drafting official correspondence, and writing effective prompts.
- The resource persons addressed these queries with practical solutions and tips for using AI tools effectively.
- The participation of staff from diverse academic departments and administrative sections made the discussions broad-based and relevant to a wide range of office functions across the University.



The programme concluded with a Vote of Thanks by Dr. Ankit Yadav, Coordinator of the workshop, who thanked the Hon'ble Vice-Chancellor, the Chairpersons, the resource persons, and all the participants for making the workshop a success.

Acknowledgments

The organizers expressed sincere gratitude to Prof. Prateek Sharma, Hon'ble Vice-Chancellor, DTU, for his continuous guidance and support. Appreciation was extended to Prof. Dinesh Kr. Vishwakarma, Head, Department of Information Technology, for his collaboration, and to the resource persons, Dr. Jyoti Singh Kirar and Dr. Snigdha Agrawal, for their valuable sessions. Thanks were also extended to the coordinators and the staff of the ML Lab for their support in conducting the workshop.

Conclusion

The Workshop on Enhancing Office Productivity Using AI Tools proved to be a useful and practical training programme for the staff of DTU. Through demonstrations and hands-on practice with Gemini, participants gained working knowledge of how AI tools can reduce the time spent on routine tasks and improve the quality of office work. The workshop contributed to building a digitally skilled and efficient administrative workforce in the University.

Outcomes of the Workshop

- Awareness of the capabilities of modern AI tools and their application to routine office and administrative tasks.
- Hands-on experience in using Gemini for preparing file notings and drafting applications and letters.
- Ability to write clear and specific prompts to obtain accurate results from AI tools.
- Improved confidence among staff in adopting AI-based tools in their daily work.
- Enhanced efficiency and productivity in administrative functioning.

Future Scope

- The Centre may organize advanced and follow-up sessions on specific AI applications for different administrative sections.
- More hands-on training programmes on emerging digital tools may be conducted for the staff of DTU.

Promotion in Social media:

LINKEDIN: <https://tinyurl.com/243r6njx>

Glimpses of the Event



