

YZAKS's
Gopikabai Sitaram Gawande Mahavidyalaya Umarkhed

Activity Report

Title of Activity : Workshop for non- Teaching staff on : 'Use of AI in office administration'

Organized by : Internal Quality Assurance Cell

Date : (Wednesday)15.01. 2025

Time : 3.00 to 4.30

Venue : TV room, BCA department

Resource Person (if any): Shri. Santosh Tawde, Director, Softfeat Technologies, Hadgaon

No.of participants: 21

Objectives:

1. To introduce new apps and softwares to be used in administration
2. To understand basic term of AI
3. To use AI in data handling, sorting and office documentation

Program Highlights:

- The workshop was organised by IQAC for non-teaching staff of the college
- During the session, the RP shri. Santosh Tawade introduced the term AI and its usefulness in every field of knowledge.
- He demonstrated the topic such as data summary, creating excel, writing official letters, recording the receipts etc. during the session.

Outcome :

- The workshop provided basic knowledge on novel term AI to the staff
- It creates confidence among them for technology upgradation and its use in their field.

Feedback :

Every participant has given very positive oral feedback which reflects satisfaction on the quality of resource person and the important topic of AI.

Date : 15. 01.2025




Co-ordinator
IQAC,
G.S.Gawande College,Umarkhed.


Principal
G.S.Gawande College,
Umarkhed Dist.Yavatmal.



Umarkhed Rural, Maharashtra, India
HPX7+W39, Umarkhed Rural, Maharashtra 445206, India
Lat 19.599758°
Long 77.712624°
15/01/25 03:14 PM GMT +05:30



Umarkhed Rural, Maharashtra, India
HPX7+W39, Umarkhed Rural, Maharashtra 445206, India
Lat 19.599698°
Long 77.712577°
15/01/25 03:14 PM GMT +05:30



GPS Map Camera



Umarkhed Rural, Maharashtra, India
HPX7+W39, Umarkhed Rural, Maharashtra 445206, India
Lat 19.599656°
Long 77.712508°
15/01/25 03:13 PM GMT +05:30