



JNAN VIKAS MANDAL'S

Mohanlal Raichand Mehta College of Commerce

Diwali Maa College of Science

Amritlal Raichand Mehta College of Arts

Dr. R.T. Doshi College of Computer Science

NAAC Re-Accredited Grade 'A+' (CGPA : 3.31) (3rd Cycle)

NOTICE

2nd May, 2024

All the Non-Teaching staff are hereby informed that a training session will be organized by Internal Quality Assurance Cell on 6th May, 2024 at 10.30 a.m. in seminar hall. All are informed to attend.

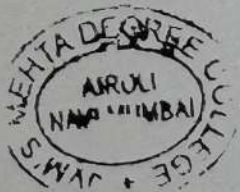
Mrs. Sindhu Ramani

IQAC Coordinator

Dr. B.R. Deshpande

I/e Principal

I/c. PRINCIPAL
JNAN VIKAS MANDAL'S
M.R. MEHTA COLLEGE OF COMMERCE
D.W. MEHTA COLLEGE OF SCIENCE
A.R. MEHTA COLLEGE OF ARTS
Dr. R.T. DOSHI COLLEGE OF COMPUTER SCIENCE
Plot No 3, SEC.-19, AIROLI,
NAVY BOMBAY-400 706.





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2nd May, 2024

Minutes of the meeting

Training session was arranged for Non-Teaching staff on "Capitalizing on AI in Office Work" on 6th May, 2024 at 10.30 in seminar hall. The training was given by the resource person Dr. Sunitha Joshi from IT department of our college. The training was given on following key points:

- Introduction to AI applications in office work
- Identifying areas where AI can automate tasks and augment human capabilities
- Training overview: AI tools for data analysis, workflow optimization, and virtual assistance
- Q&A session

Key Highlights of the Session:

Non- Teaching staff got awareness about Chat-GPT and other AI tools as well as use of them in administrative work.

Duration of the Session:

The session was conducted for about one hour i.e. from 10.30 to 11.30.

Platform:

The session was held in physical mode in Seminar Hall.

Mrs. Sindhu Ramani

IQAC Coordinator

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Flyer of the Capitalizing on Artificial Intelligence in Office Work Session



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Padmashree (Dr.) R.T. Doshi Degree College of Computer Science
NAAC Re-Accredited Grade A+ (C.G.P.A. 3.31) 3rd Cycle



Internal Quality Assurance Cell (IQAC)

organizes

A Session for Non-teaching Staff on

"Capitalizing on Artificial Intelligence in Office work"

Organiser

Mrs. Sindhu Ramani

IQAC Co-ordinator

Dr. B.R. Deshpande

I/c Principal

Resource Person

Dr. Sunitha Joshi

IT Department

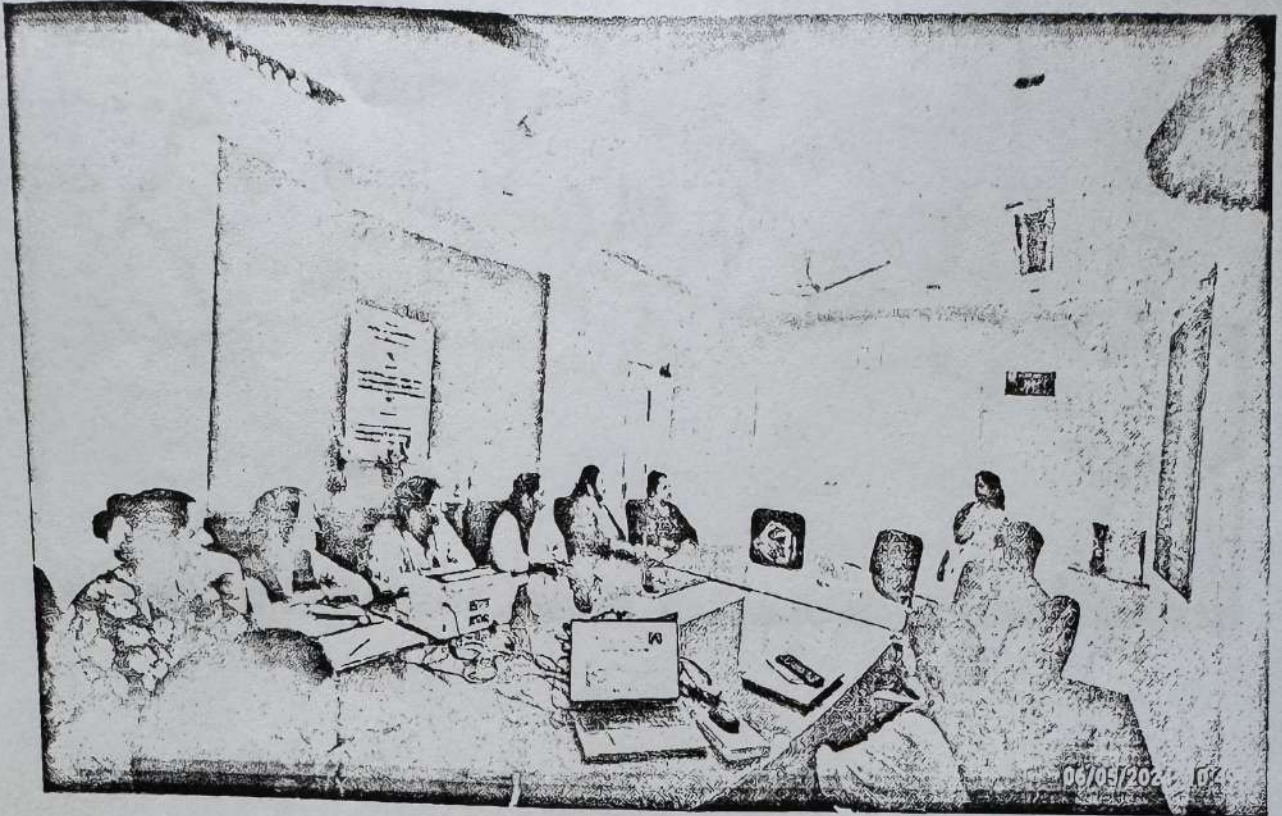
Date:- 6th May 2024

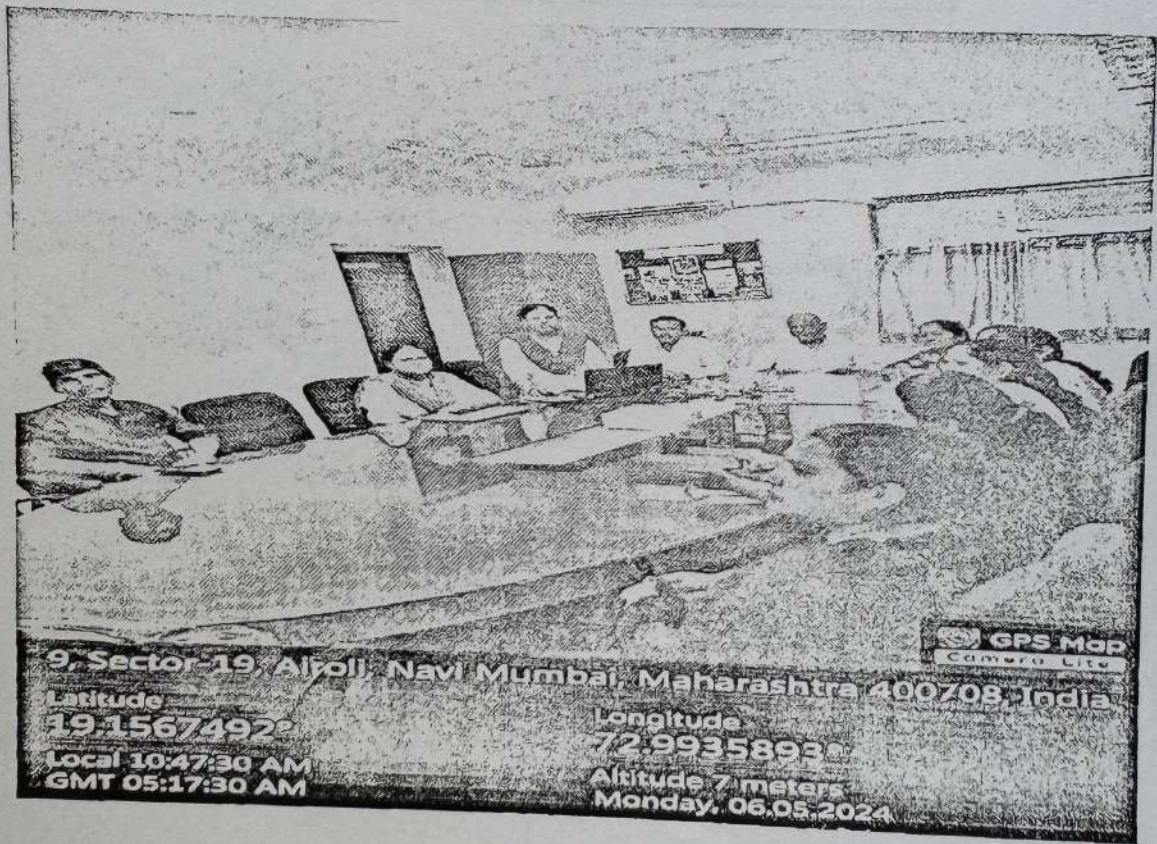
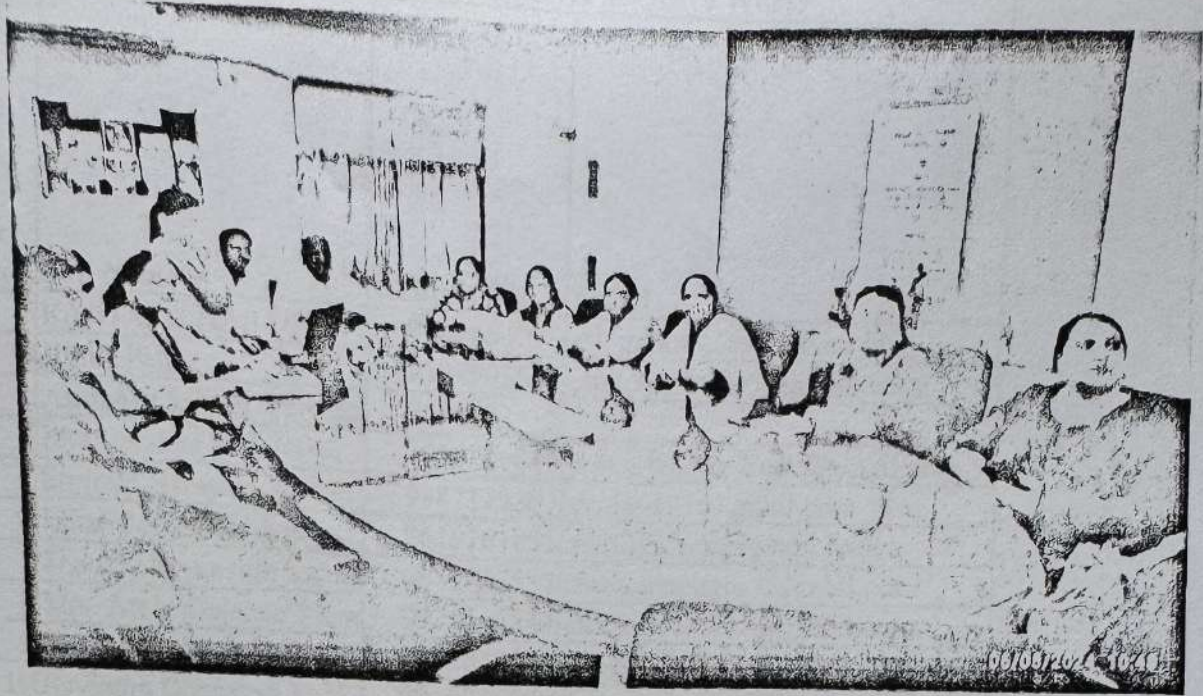
Time:- 10.30 a.m. to 11.30 a.m.

Venue:- Seminar Hall



Photos of the Session





Feedback on Capitalizing on AI in Office Work"

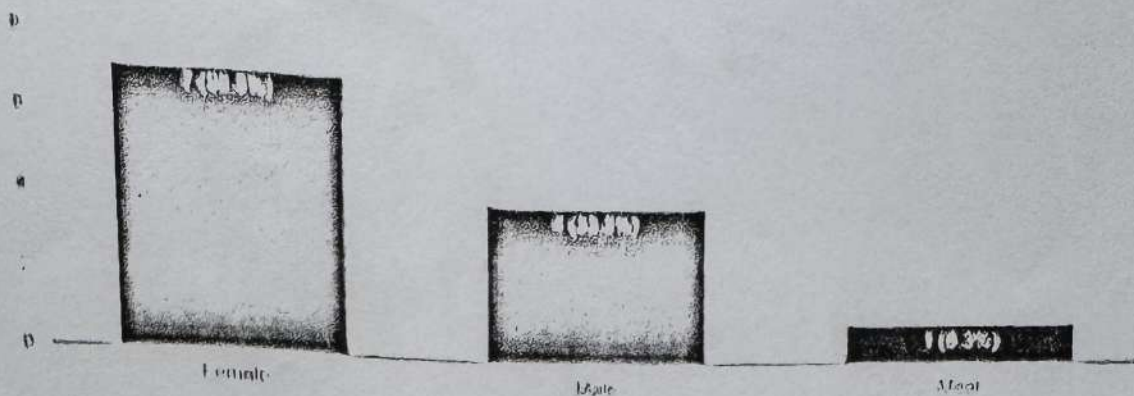
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Analysis on Feedback of 'Capitalizing on Artificial Intelligence in Office Work'

Gender

11 responses



Did you understand the concept of Artificial Intelligence?

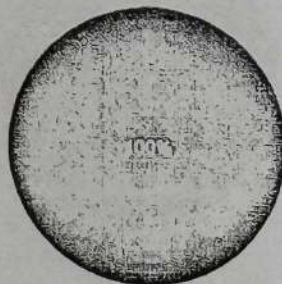
12 responses



- Yes
- No
- May be

Did you find the session interesting?

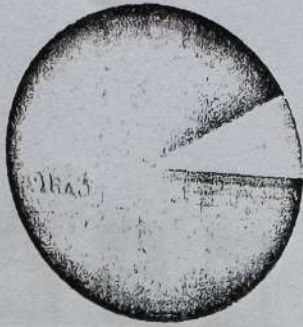
12 responses



- Yes
- No
- May be



Do you think AI is useful for simplifying office work?
12 responses



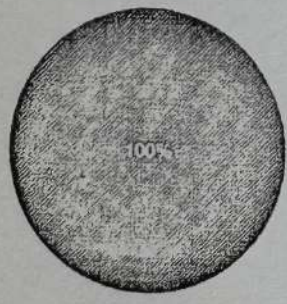
- Yes
- No
- ⊗ May be

Did you find the demo done by the speaker was enlightening?
12 responses



- Yes
- No
- ⊗ May be

Would like to attend more such sessions in future?
12 responses

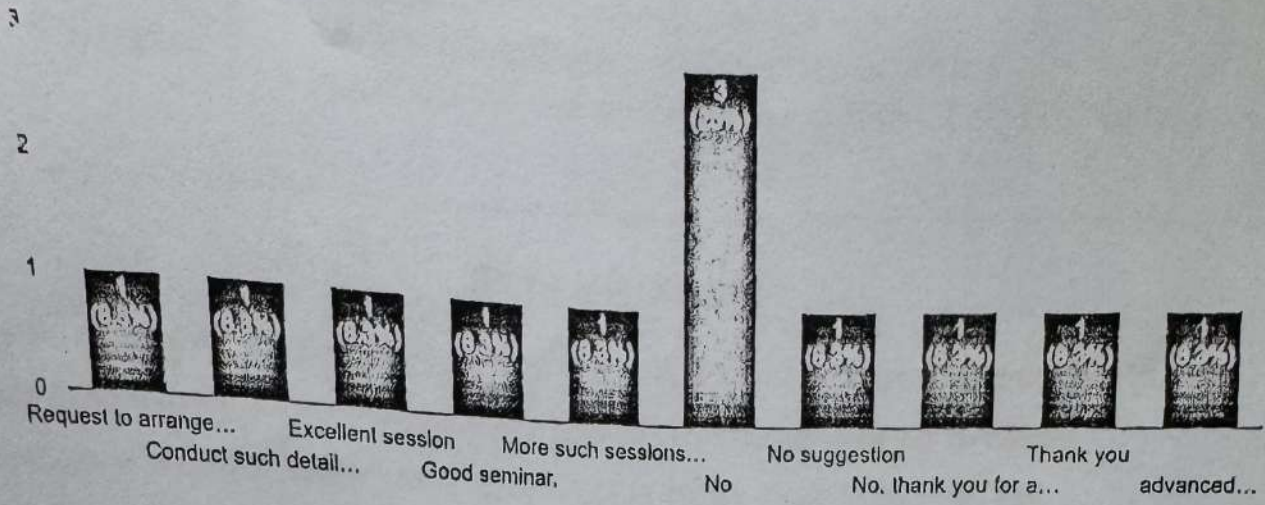


- Yes
- No
- ⊗ May be



Any Suggestion?

12 responses





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Report of the Session

Internal Quality Assurance Cell (IQAC) of Jnan Vikas Mandal's Mehta Degree College had organized a training session for non-teaching staff on **"Capitalizing on Artificial Intelligence in Office Work"** on 6th May, 2024 in offline mode in seminar hall.

The session was conducted with the objective:

- To equip non-teaching staff with the skills and knowledge to effectively utilize Artificial Intelligence (AI) and Chat-GPT in their administrative tasks, enhancing productivity and efficiency.
- To adapt with the latest developments in office work with the use of Artificial Intelligence (AI) and Chat-GPT.

The expert guidance was provided by Dr. Sunitha Joshi from IT Department of our college. Throughout the session, Dr. Sunitha Joshi shared real-world examples and best practices, helping participants grasp the potential of AI in transforming office workflows. She summarized how to leverage AI technologies to enhance productivity and efficiency in the office work. The training was successful and participants gained meaningful insights from the session.

Mrs. Sindhu Ramani
IQAC Coordinator

Dr. B.R. Deshpande

I/c Principal

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