

Capacity Building Workshop (Phase-I)

Workshop Title: “Using Artificial Intelligence for Productivity Enhancement among the Office Personnel of KKHSOU”

Organized by: CIQA and Hiranya Chandra Bhuyan School of Science and Technology (HCBSST) of KKHSOU

Date: December 13th, 2023

Venue: 5th Floor, Block-C, University City Campus

Introduction:

The Capacity Building Workshop (Phase-I) on "Using Artificial Intelligence for Productivity Enhancement among the Office Personnel of KKHSOU" was successfully organized by CIQA and HCBSST on December 13th, 2023. The workshop specifically targeted the non-teaching staff of KKHSOU and aimed at providing them with valuable insights and practical skills in leveraging Artificial Intelligence (AI) for enhanced productivity in their daily office tasks. Mode of the workshop was face-to-face with LMS integration.

Resource Persons:

The workshop featured distinguished speakers and experts in the field of AI:

- **Dr. Ridip Dev Choudhury, Associate Professor, Hiranya Chandra Bhuyan School of Science and Technology (HCBSST)**
- **Dr. Nabankur Pathak, Assistant Professor, Hiranya Chandra Bhuyan School of Science and Technology (HCBSST)**
- **Dr. Sanjib Borah, Assistant Professor, Padmanath Gohain Baruah School of Humanities**

Participants:

The workshop was attended by a total of 18 enthusiastic participants, all of whom were non-teaching staff members of KKHSOU. The list of the participants is attached below.

Workshop Objectives:

1. **Hands-On Experience with Generative AI:** Participants were guided through practical sessions to gain hands-on experience in using generative AI for various office tasks. The focus was on real-world applications to enhance their day-to-day productivity.
2. **Multilingual Writing Techniques:** The workshop introduced participants to easy ways of writing in multiple languages using AI tools, aiming to facilitate effective communication and collaboration within a multilingual environment.
3. **Advantages and Disadvantages Discussion:** Dr. Ridip Dev Choudhury, Dr. Nabankur Pathak, and Dr. Sanjib Borah led discussions on the advantages and disadvantages of incorporating AI into office workflows. This provided participants with a comprehensive understanding of the implications of AI adoption in their professional settings.

Infrastructure:

To ensure an effective learning environment, each participant was provided with a desktop computer equipped with internet facilities for hands-on practice during the workshop sessions.

Workshop Highlights:

The workshop began with an insightful keynote address by Dr. Ridip Dev Choudhury, setting the tone for the day.

In the inaugural speech for the Capacity Building Workshop (Phase-I) with the title "Using Artificial Intelligence for Productivity Enhancement among the Office Personnel of KKHSOU," Prof. Nripendra Narayan Sarma, **Professor, Management, Maniram Dewan School of Management**, highlighted the significance of incorporating artificial intelligence (AI) in the professional landscape of KKHSOU.

Prof. Nripendra Narayan Sarma acknowledged the rapidly evolving technological landscape and emphasized how AI can be a transformative force in enhancing productivity and efficiency among office personnel. Addressing the participants, he stressed the importance of adapting to technological advancements to stay competitive in the modern work environment.

During the speech, he touched upon the specific challenges faced by the office personnel at KKHSOU and how AI applications can provide innovative solutions to streamline tasks, automate processes, and ultimately contribute to the overall productivity of the institution.

Moreover, he encouraged a mindset of continuous learning and skill development, underscoring the workshop's role in providing essential knowledge and tools to leverage AI effectively. The inaugural speech for the workshop inspired participants to actively engage in the upcoming sessions and foster a collaborative learning environment around the integration of AI for productivity enhancement in the context of KKHSOU.

The participants were then immersed in interactive sessions, guided by Dr. Nabankur Pathak and Dr. Sanjib Borah, where they applied AI techniques to their daily office scenarios.

Notable topics covered included:

- **Practical Use of Generative AI:** Participants explored the practical aspects of using generative AI for document creation, data analysis, and other routine office tasks.
- **Multilingual Writing Tools:** The workshop demonstrated user-friendly AI tools that assist in writing and translating content in multiple languages, catering to the diverse linguistic environment of the university.
- **Open Discussions:** Participants actively engaged in open discussions on the advantages and potential challenges associated with AI integration. This facilitated a meaningful exchange of ideas and concerns.

The Session Plan of the Capacity Building Workshop is attached below.

Conclusion:

The Capacity Building Workshop (Phase-I) on "Using Artificial Intelligence for Productivity Enhancement among the Office Personnel of KKHSOU" concluded with a sense of accomplishment. The participants left with newfound knowledge and practical skills, ready to apply AI techniques to optimize their daily work routines.

The success of this workshop highlights the commitment of CIQA and HCBSSST to fostering technological literacy among non-teaching staff, ensuring that they are well-equipped to harness the benefits of AI in their professional endeavours.

Some Photographs of the Workshop:






