



HSNC University, Mumbai

Staff Development Program

DATE OF EVENT	: 8th August, 2025
NAME OF EVENT	: SDP on AI Inside – Build, Create and Innovate
NUMBER OF PARTICIPANTS/ BENEFICIARIES	: 24
RESOURCE PERSON	: Mr. Jayesh Jain

OBJECTIVES OF THE PROGRAM-

- To familiarize staff with the fundamental concepts of Artificial Intelligence, its role in daily work, and its impact on higher education administration.**
- To demonstrate how ChatGPT can assist in drafting official communication, preparing notices, writing reports, and summarizing information.**
- To enable staff to use AI for clear, professional, and effective communication through emails, circulars, and student/staff interaction.**
- To provide hands-on training in prompt writing, document creation, and using AI responsibly for day-to-day tasks.**

BRIEF REPORT OF THE ACTIVITY-

The Staff Development Program titled “AI Inside – Build, Create and Innovate” was held at HSNC University, Mumbai, on 08 August 2025 with great enthusiasm, aiming to familiarize staff and students with the practical use of Artificial Intelligence (AI) in everyday workflows. The event began with a warm welcome and the introduction of the speaker, Mr. Jayesh Jain, by the Head of the Data Science Department. Mr. Jain engaged the audience with thought-provoking questions about AI and went on to demonstrate how Large Language Models (LLMs) like GPT can be seamlessly integrated into commonly used tools such as Microsoft Word, Excel, and PowerPoint. Participants were introduced to GPT-powered add-ins and formulas including gpt_classify, gpt_translate, gpt_list, gpt_prompt, and gpt_extract, which can simplify tasks like sentiment analysis, translation, data extraction, and list generation. Real-life examples highlighted the immediate productivity gains from these tools, while the session also showcased advanced platforms like Gamma for smarter presentations and Perplexity AI, with details on its features and the Airtel Pro offer. Overall, the program successfully highlighted the transformative potential of AI in improving efficiency, communication, and innovation in both academic and administrative work.

OUTCOME OF THE PROGRAM-

- **Better Understanding of AI – Staff developed a clear awareness of how Artificial Intelligence functions and its growing role in daily administrative and professional tasks.**
- **Hands-on Knowledge of GPT Tools – Staff learned to install and use GPT add-ins in Word and Excel, making processes like translation, classification, and data extraction easier.**
- **Boost in Productivity Skills – The program demonstrated practical ways AI can save time in preparing reports, analysing data, drafting communication, and handling routine work.**
- **Smarter Presentation Techniques – Staff explored AI-powered tools such as PowerPoint integrations and Gamma, enabling them to design presentations more quickly and effectively.**
- **Awareness of Research-Friendly Tools – The introduction to Perplexity AI familiarized staff with advanced tools that support efficient research, fact-checking, and content creation.**
- **Encouragement to Innovate with AI – The session inspired staff to go beyond using AI for routine tasks and explore innovative ways to build, create, and improve workflows with AI.**





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