



The Training & Placement Cell



SRI GURU GOBIND SINGH COLLEGE OF COMMERCE

University of Delhi

is organising

AI for Administrative Excellence

A Practical **Two-Day** AI Training Programme focused on reducing routine administrative workload

DATES 21st – 22nd September 2026 (Monday – Tuesday)	VENUE B.Com (New) Lab, SGGSCC	DURATION 2 Days · 6 Hours
DAY 1 TIMING 2:00 PM – 4:00 PM	DAY 1 RESOURCE PERSONS Dr Bimaldeep Kaur, Assistant Professor, SGGSCC Ms Navdeep Kaur, Associate Professor, SGGSCC	PARTICIPANTS All Non-Teaching Departments, SGGSCC
DAY 2 TIMING 1:00 PM – 5:00 PM	DAY 2 RESOURCE PERSON Rabbitt AI (Training Partner)	CERTIFICATE Provided on completion

ABOUT THE PROGRAMME

A practical, hands-on AI training program designed for administrative teams. The program focuses on using AI to reduce repetitive work, improve data handling, speed up document preparation, organize routine follow-ups, and make everyday administrative processes easier to manage. The emphasis is on real work scenarios rather than technical theory, so participants can apply the methods directly in their regular responsibilities.

From the Principal's Desk

Efficient, AI-enabled administration is central to how the College functions day to day. This programme is a deliberate step towards equipping our nonteaching staff with practical AI skills for correspondence, records, scheduling and reporting. I encourage every participant to engage with an open mind and make full use of this opportunity.

— **Prof. Kawal Gill,**
Principal (Officiating),
SGGSCC

From the Convenor's Desk

This programme has been designed around the everyday tasks of our administrative offices — so that every session translates into something usable at your desk the same week. The Training & Placement Cell will remain available to support you with these tools beyond these two days.

— **Dr. Bimaldeep Kaur,**
Assistant Professor, Department of Commerce & Convenor,
The Training & Placement Cell

ORGANISING TEAM

Organising Team	Prof. Kawal Gill - Patron and Principal (Offtg.) Dr Bimaldeep Kaur, Asst. Professor, Dept. of Commerce : Convenor, Training and Placement Cell (TPC) Prof. Ravneet Duggal, Prof, Dept. of Commerce: Co- Convenor, TPC Ms. Navdeep Kaur, Associate Professor, Dept. of Commerce : Co-Coordinator, FDP and Member, TPC Dr. Meenu Gupta, Associate Professor, Dept of Commerce : Member, TPC
In Collaboration With	IQAC — Director: Dr Rachna Sethi, Asst. Professor, Dept. of Computer Science CPD — Coordinator, Prof. Satvinder Kaur, Professor, Dept. of Commerce
Training Partner	Rabbitt AI

Certificate : Provided on completion

PROGRAMME SCHEDULE	
DAY 1 — 21st September 2026, Monday	DAY 2 — 22nd September 2026, Tuesday
2:30 – 3:00 PM: Welcome and introduction to AI basics	1:30 – 2:00 PM Recap & Day 2 Framing
3:00 – 4:00 PM : Foundations of AI for Office Work — core concepts, everyday use cases; Notebook Im	2:00 – 3:00 PM AI and Generative AI Fundamentals for Administrative Work
4:00 – 4:30 PM Working with Policies, Circulars and Reference Documents using NotebookLM	Creating and understanding MS Excel formulas using natural-language instructions
	* Cleaning, analysing and summarising administrative data
	* Identifying missing or duplicate records
	* Creating summaries, tables, charts and reports
	3:00 – 3:15 PM Break
	3:15 – 4:45 PM Using AI with MS Word for Everyday Administrative Work.
	Drafting, Editing and Refining Documents with AI.
	* Drafting and improving notices, letters and reports in Word
	* Converting rough notes into structured documents
	* Summarising and restructuring existing documents
	Applied practice on own department tasks
	4:30 – 5:00 PM Ethical usage and closing Remarks

Tea/ snacks will be provided throughout the training

PARTICIPANTS

Officers

- Mr. Harbans Singh; Mr. Amarjeet Singh; Mr. Harjeet Singh; Mr. Amandeep Singh; Mr. Balwinder Singh; Mr. Harpreet Singh.

Staff – Administration

- Ms. Preetsimar Kaur; Mr. Lokesh; Ms. Vibha; Ms. Jaswinder Kaur; Mr. Shingara Singh; Mr. Dulara Singh; Mr. Brahm Singh.

Accounts

- Mr. Tejwant Singh; Ms. Guneet Kaur; Mr. Gaurishankar; Ms. Narinder Kaur; Mr. Chandan Satpola; Mr. Gurpreet Singh.

Labs

- Mr. Gurpreet Singh; Mr. Bhupinder Pal Singh.

Placement Officer

- Ms. Anju Mathur.

IA Staff

- Ms. Puneet Kaur; Mr. Tushar Vats; Mr. Amit Goswami; Ms. Gurleen Kaur.

Library

- Ms. Rekha Devi; Dr. Saranjit Kaur; Ms. Ramanpreet Kaur; Mr. Mahesh Chand; Mr. Brahm Dutt Sharma; Mr. Charnjeet Singh; Mr. Karanpreet Singh.

Hostel

- Ms. Astha