BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

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One-Week Online Capacity Building Programme on Digital & AI Skills for Administrative Efficiency (DASAE) In association with Association of Indian Universities - Academic and Administrative Development Centre (AIU-AADC-BPUT) 7th April 2025 to 11thApril 2025

Day 1: Fundamentals of Digital Literacy in Administration (07th April, 2025)

Time	Session
9:00 AM - 9:30 AM	Inauguration & Opening Remarks
9:30 AM - 11:30 AM	Session 1: Introduction to Digital Tools for Administration • Importance of digital literacy in administrative work • Overview of commonly used digital tools (MS Office, Google Suite, ERP software) Basics of email communication, calendar scheduling, and virtual meetings
11.30 AM - 11.45 AM	Break
11:45 AM - 01:45 PM	Session 2: Data Management and Security • Understanding data storage and organization (Cloud storage vs. Local storage) • File management best practices (naming conventions, version control) • Cyber security basics: Data privacy, password management, and phishing awareness
01:45 PM - 03:00 PM	Lunch Break
03:00 PM - 05:00 PM	Session 3: Document Preparation and Digitization • Creating and formatting official documents (letters, reports, memos) • Using templates and automation for document creation • Introduction to digital signatures and e-Governance portals

Day 2: Workflow Automation and Digital Communication (08th April, 2025)

Time	Session
9:00 AM - 11:00 AM	Session 4: Workflow Automation for Administrative Tasks • Introduction to workflow automation tools (Google Forms, Microsoft Power Automate, Zapier) • Automating approvals, leave applications, and internal processes • Case study: Implementing automation in office administration
11.00 AM - 11.30 AM	Break
11:30 AM - 01:30 PM	Session 5: Effective Digital Communication and Collaboration • Using MS Teams, Zoom, and Google Meet for official communication • Collaborative tools: Google Docs, Sheets, and Trello for task management • Best practices for digital etiquette in professional communication
01:30 PM - 03:00 PM	Lunch Break
03:00 PM - 05:00 PM	Session 6: Record Management and Compliance • Digital record-keeping for institutional data • Compliance with university/college policies for data handling • Introduction to RTI compliance and document retention policies

Day 3: Financial Management and Budgeting (09th April, 2025)

Time	Session
9:00 AM - 11:00 AM	Session 7: Basics of Financial Planning and Budgeting • Understanding financial year planning for institutions • Budget preparation using Excel and financial software • Case study: Preparing a department-wise budget
11.00 AM - 11.30 AM	Break
11:30 AM - 01:30 PM	Session 8: Maintaining Accounts and Audits • Basics of accounting software (Tally, QuickBooks, or ERP-based finance modules) • Maintaining records for income, expenditure, and reconciliations • Overview of internal and external audits
01:30 PM - 03:00 PM	Lunch Break
03:00 PM - 05:00 PM	Session 9: Digital Payment Systems and Taxation • Online banking and digital payment platforms • GST, TDS, and other taxation concepts relevant to administration • Best practices for handling financial transactions securely

Day 4: Policy Implementation and Office Documentation (10th April, 2025)

Time	Session
9:00 AM - 11:00 AM	Session 10: Understanding and Implementing Policies • Overview of institutional policies (HR, finance, academic) • Policy documentation and compliance tracking • Using digital tools for policy implementation and review
11.00 AM - 11.30 AM	Break
11:30 AM - 01:30 PM	Session 11: Preparation of Documents and Note Sheets • Official note sheet preparation guidelines • Drafting circulars, office orders, and meeting minutes • Templates for different administrative documents
01:30 PM - 03:00 PM	Lunch Break
03:00 PM - 05:00 PM	Session 12: E-Governance and Digital Initiatives in Administration • Introduction to e-Governance in higher education institutions • Case studies on successful digital transformation initiatives • Understanding government portals (PFMS, e-Tendering, Digital Locker)

Day 5: Practical Applications and Assessment (11th April, 2025)

Time	Session
9:00 AM - 11:00 AM	Session 13: Hands-on Training on Administrative Software • Practical training on finance, HR, and academic management software • Managing student/staff records through ERP systems • Real-world scenarios and problem-solving exercises
11.00 AM - 11.30 AM	Break
11:30 AM - 01:30 PM	Session 14: Case Studies and Best Practices • Case studies on digital transformation in administration • Interactive discussion on challenges faced and possible solutions • Role-playing exercises for real-life administrative situations
01:30 PM - 03:00 PM	Lunch Break
03:00 PM - 05:00 PM	Session 15: Feedback, Q&A, and Certificate Distribution • Open discussion and feedback from participants • Addressing queries and concerns on implementation • Certificate distribution and closing remarks

Distinguished Keynote Speakers for the Capacity Building Programme on Digital & AI Skills for Administrative Efficiency (DASAE)

- Dr. Santosh Kumar Majhi, Associate Professor, Department of Computer Science & Information Technology, Guru Ghasidas Vishwavidyalaya, Bilaspur

- Dr. Bharati Mishra, Assistant Professor, Department of CSE, IIIT,Bhubaneswar

- Dr. Ajay Kumar Nayak, Pro Vice Chancellor, Centurion University of Technology and Management (CUTM), Odisha

- Shri Bibhu P Behura, CFO, World Skill Center, Bhubaneswar

- Mr. Khirod Prasad Swain, Partner of SRB and Associate, Chartered Accountants

- Shri Satrughna Kar, Additional Chief Electoral Officer cum Additional Secretary to Government, Government of Odisha

- Prof. Shakti Ranjan Mohapatra, Former Dean, Management, BPUT, Odisha

- Smt. Sumitra Kumari Pattanaik, OAS, Additional Secretary to Government, Department of Mission Shakti, Government of Odisha

- Dr. Ashok Kumar Panda, IT Promotion Cell, OCAC, Bhubaneswar

- Dr. D Chandrasekhar Rao, Department of Computer Science & Engineering, CUPGS, BPUT, Odisha