



Biju Patnaik University of Technology, Odisha

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**One-Week Online Capacity Building Programme
on Digital & AI Skills for Administrative Efficiency
(DASAE)**

7th - 11th April 2025

*In association with Association of Indian Universities -
Academic and Administrative Development Centre (AIU-AADC-BPUT)*



**One-Week Online Capacity Building
Programme**

on

**Digital & AI Skills for Administrative Efficiency
(DASAE)**

Organised by

Biju Patnaik University of Technology, Odisha

In Association with

**Association of Indian Universities- Academic and
Administrative Development Centre (AIU-AADC-BPUT)**

7th – 11th April 2025

Coordinators

Dr. D Chandrasekhar Rao,

Associate Prof. Dept. of CSE, CUPGS, BPUT, Odisha

Dr. Bikramaditya Das,

Associate Prof. Dept. of ECE, CUPGS, BPUT, Odisha

From Chief Guest's Desk



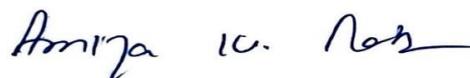
Prof. Amiya Kumar Rath
Vice Chancellor,
Biju Patnaik University of Technology, Odisha

MESSAGE

The Capacity Building Programme on Digital and AI Skills for Administrative Efficiency has been a vital step toward preparing institutions for a tech-driven future. At a time when academic systems are transitioning from manual, paper-based processes to fully digital and intelligent frameworks, the relevance of such an initiative cannot be overstated. This programme not only introduced cutting-edge tools and AI-integrated workflows but also empowered individuals with the mindset to lead digital transformation. It recognized that administrative professionals are not just support staff—they are strategic enablers of institutional efficiency and academic progress.

What made this initiative particularly effective was its focus on both vision and execution. From the fundamentals of AI in governance to hands-on insights into digital workflow automation, each session offered practical value. The engagement, curiosity, and commitment shown by participants reflected a strong readiness for change. As higher education aligns itself with the goals of NEP 2020 and Viksit Bharat@2047, digital efficiency and administrative agility will be key differentiators. This programme has laid the foundation for that transformation.

Let this not be the end, but the beginning—of a broader institutional shift led by digitally skilled, AI-aware professionals who understand that smarter systems lead to stronger institutions..



Chief Guest
CBP on DASAE

From Guest of Honor's Desk



Dr. Pankaj Mittal,
Secretary General,
Association of Indian Universities

MESSAGE

It gives me great satisfaction to be associated with the Capacity Building Programme on Digital & AI Skills for Administrative Efficiency, an initiative that reflects a progressive vision by BPUT Odisha in collaboration with AIU-AADC. In a time when digital transformation is reshaping every aspect of governance, empowering administrative professionals with the right digital tools and AI literacy is not just important—it is essential.

Administrative functions serve as the backbone of any academic institution. When enhanced by technology, these systems become faster, more transparent, and far more responsive. This programme has rightly focused on equipping participants with skills to adopt automation, use intelligent systems for workflow optimization, and apply data analytics to support decision-making.

What stands out is the practical orientation of this programme—bridging the gap between theory and real institutional needs. It is not only an investment in digital capacity but a commitment to institutional agility and service excellence.

I applaud the university's leadership and the coordinators for envisioning and executing such a timely initiative. My best wishes to all participants—may you return to your institutions as confident changemakers ready to embrace digital governance with clarity and purpose.

A handwritten signature in blue ink, appearing to read 'Toni Hal'.

**Guest of Honor
CBP on DASAE**

From Guest of Honor's Desk



Mrs. Ranjana Parihar,
Joint Secretary,
Association of Indian Universities

MESSAGE

I am pleased to witness the organization of this Capacity Building Programme on Digital & AI Skills for Administrative Efficiency—a well-conceived response to the rising demand for intelligent and adaptive administrative systems in academic institutions.

The integration of digital technology and artificial intelligence into educational administration is no longer a future vision—it is a current necessity. Efficient file management, data handling, student record systems, and decision support tools now require more than manual effort; they demand smart systems and skilled human inputs.

This programme is commendable for its focus on empowering administrators with practical skills in digital tools, automation, and AI applications tailored for academic governance. These competencies will go a long way in ensuring efficiency, transparency, and responsiveness in institutional functioning.

I commend the efforts of BPUT and AIU-AADC for recognizing the value of administrative upskilling and delivering it through such a relevant and accessible platform. I urge all participants to view this training not just as a one-time learning opportunity, but as a beginning—one that enables continuous improvement and innovation in institutional operations.

Your role in building digitally empowered campuses begins here. Step forward with confidence and conviction.

A handwritten signature in black ink, appearing to read 'Ranjana Parihar', written over a horizontal line.

**Guest of Honor
CBP on DASAE**

From Director Curriculum Development's Desk



Prof. Sujit Kumar Khuntia,
Director Curriculum Development,
Biju Patnaik University of Technology, Odisha

MESSAGE

The successful conduct of the Capacity Building Programme on Digital and AI Skills for Administrative Efficiency marks a timely and transformative initiative. As academic institutions evolve in scale and complexity, traditional administrative approaches are no longer sufficient. Technology, particularly artificial intelligence, is now central to how we plan, execute, and improve institutional operations.

This programme addressed a critical gap by equipping administrative personnel with the digital literacy, tools, and vision necessary for the modern era. It focused not only on introducing technology but also on building confidence in its use—emphasizing automation, smart documentation, data-driven decisions, and real-time workflow management. The participants demonstrated commendable enthusiasm and adaptability throughout the sessions. Their willingness to rethink conventional practices and embrace new methodologies was inspiring. More importantly, the programme provided them with clear strategies to apply this knowledge in real institutional contexts.

Institutional excellence is not just about academic output—it also depends on how efficiently the system functions behind the scenes. Through this programme, a new generation of administrative leaders is being empowered to drive that excellence with speed, transparency, and purpose. This effort deserves to be sustained and expanded. The seeds of innovation planted here must now grow into a culture of digital-first governance and continuous learning across all levels of our institutions.

A handwritten signature in blue ink that reads "S Khuntia" with a horizontal line underneath.

**Director Curriculum Development
BPUT, Odisha**

From Director CUPGS's Desk



Prof. Sivkumar Mishra,
Director I/C CUPGS
Biju Patnaik University of Technology, Odisha

MESSAGE

Technology is transforming every facet of our lives, and governance is no exception. This Capacity Building Programme on Digital & AI Skills for Administrative Efficiency marks a decisive step toward empowering administrators to lead with innovation and efficiency in a digital-first era.

In today's dynamic environment, administrative excellence is measured not just by diligence, but also by the ability to harness data, automate processes, and deliver smarter, faster, and more transparent outcomes. Digital tools and artificial intelligence are no longer optional — they are vital enablers of effective governance and public service delivery.

The skills and perspectives imparted here have equipped you to rethink traditional workflows, identify opportunities for improvement, and implement solutions that benefit stakeholders at every level. I urge each of you to carry forward these insights with determination, to modernize processes, foster transparency, and champion innovation in your respective spheres.

Remember, embracing technology is not just about efficiency — it's about creating systems that are inclusive, accountable, and resilient. Every step you take toward digital transformation brings institutions closer to the ideals of good governance.

May this program empower to lead with vision, agility, and integrity in shaping the future of administration.

A handwritten signature in black ink that reads "Sivkumar Mishra".

**Director I/C CUPGS
BPUT, Odisha**

From Coordinators' Desk



Dr. Chandrasekhar Rao
Associate Professor,
Dept. of Computer Science and Engineering,
CUPGS, BPUT, Odisha

MESSAGE

This Capacity Building Programme on Digital and AI Skills for Administrative Efficiency has underscored a critical truth: the future of academic institutions depends as much on administrative innovation as it does on academic excellence. As we embrace a digital India and aim for a Viksit Bharat, institutional efficiency must evolve accordingly.

What made this programme unique was its strong alignment with real-world institutional challenges. Sessions were not just theoretical—they were actionable. From managing digital files and automating workflows to harnessing AI for analytics and planning, the content was both timely and practical. Importantly, the programme also shifted mindsets. It encouraged participants to view themselves not as passive executors, but as proactive contributors to institutional transformation. By enhancing digital competency, the programme laid the groundwork for smarter, faster, and more transparent systems.

Participant engagement was a highlight of this initiative. Their eagerness to understand, adapt, and implement new ideas showed that the readiness for digital transformation exists—it only needs the right platform and direction. Going forward, I hope this programme inspires continuous upskilling across the administrative spectrum. Let us invest not just in infrastructure and technology, but in people—because empowered personnel build empowered institutions.

This programme is a model worth replicating, and a signal of the kind of leadership we need in academic governance today.

D. Chandrasekhar Rao.

**Coordinator DASAE-cum- Secretary
AIU-AADC-BPUT, Odisha**

From Coordinators' Desk



Dr. Bikramaditya Das
Associate Professor,
Dept. of Electronics and Communication Engineering,
CUPGS, BPUT, Odisha

MESSAGE

The Capacity Building Programme on Digital and AI Skills for Administrative Efficiency has highlighted a progressive and essential dimension of institutional development. In a world where education is increasingly digital, administrative systems must not only support but actively enable this evolution.

This programme brought much-needed attention to the power of AI and digital tools in transforming traditional administration. Whether it's enhancing documentation, streamlining communication, or enabling real-time decisions, digital proficiency is no longer optional—it is foundational to effective governance. What stood out in this initiative was its inclusive and accessible structure. Participants across roles and levels found value in the sessions, which blended conceptual clarity with actionable solutions. It proved that with the right guidance, even complex technologies can become practical tools in everyday institutional life.

This initiative wasn't just about teaching software or systems. It was about cultivating confidence—giving participants the ability to navigate change, champion efficiency, and align their work with larger institutional goals. Such empowerment is the first step toward lasting transformation. As institutions aim to meet global benchmarks and national goals, efficient administration will be one of their most powerful assets. This programme has sown the seeds of that efficiency—through technology, through training, and above all, through people.

A handwritten signature in blue ink that reads "Bikramaditya Das". The signature is written in a cursive, flowing style.

Coordinator
CBP on DASAE

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OBJECTIVE

The primary objectives of conducting a One-Week Online Capacity Building Programme (CBP) on Digital & AI Skills for Administrative Efficiency (DASAE) are:

- To enhance the digital literacy of administrative personnel in higher education institutions.
- To equip participants with foundational and practical knowledge of Artificial Intelligence (AI) tools for administrative decision-making.
- To improve institutional efficiency through automation, data management, and intelligent workflow systems.
- To develop competency in using digital platforms for documentation, communication, and resource planning.
- To promote a culture of tech-driven governance aligned with the goals of NEP 2020 and the vision of Viksit Bharat.
- To build confidence and capacity for implementing real-time, data-informed administrative solutions.
- To empower administrators to become proactive enablers of institutional transformation through digital innovation.

EXPERT MEMBERS

Sl. No.	Name	Designation / Affiliation
1	Dr. Santosh Kumar Majhi	Associate Professor, Dept. of Computer Science & Information Technology, Guru Ghasidas Vishwavidyalaya, Bilaspur
2	Dr. Bharati Mishra	Assistant Professor, Dept. of Computer Science & Engineering, IIIT, Bhubaneswar
3	Dr. Ajay Kumar Nayak	Pro Vice Chancellor, Centurion University of Technology and Management (CUTM), Odisha
4	Shri Bibhu P. Behura	CFO, World Skill Center, Bhubaneswar
5	Mr. Khiroda Prasad Swain	Partner, SRB and Associates, Chartered Accountants
6	Shri Satrughna Kar	Additional Chief Electoral Officer cum Additional Secretary to Government, Govt. of Odisha
7	Prof. Shakti Ranjan Mohapatra	Former Dean, Management, BPUT, Odisha
8	Dr. Ashok Kumar Panda	IT Promotion Cell, OCAC, Bhubaneswar

SCHEDULE

Day 1: Fundamentals of Digital Literacy in Administration (7th April 2025)

Time	Session Title	Speaker/Facilitator
09:00 AM – 09:30 AM	Inauguration & Opening Remarks	Organiser/ Guests
09:30 AM – 11:30 AM	Session 1: Introduction to Digital Tools for Administration	Dr. Santosh Kumar Majhi, Associate Professor, Dept. of CS & IT, GGU, Bilaspur
11:30 AM – 11:45 AM	Break	
11:45 AM – 01:45 PM	Session 2: Data Management and Security	Dr. Bharati Mishra, Assistant Professor, Dept. of CSE, IIT, Bhubaneswar
01:45 PM – 03:00 PM	Lunch Break	
03:00 PM – 05:00 PM	Session 3: Document Preparation and Digitization	Prof. Shakti Ranjan Mohapatra, Former Dean, Management, BPUT, Odisha

Day 2: Workflow Automation and Digital Communication (8th April 2025)

Time	Session Title	Speaker/Facilitator
09:00 AM – 11:00 AM	Session 4: Workflow Automation for Administrative Tasks	Dr. Ashok Kumar Panda, IT Promotion Cell, OCAC, Bhubaneswar
11:00 AM – 11:30 AM	Break	
11:30 AM – 01:30 PM	Session 5: Effective Digital Communication and Collaboration	Dr. Santosh Kumar Majhi, Associate Professor, Dept. of CS & IT, GGU, Bilaspur
01:30 PM – 03:00 PM	Lunch Break	
03:00 PM – 05:00 PM	Session 6: Record Management and Compliance	Dr. Ajay Kumar Nayak, Pro Vice Chancellor, Centurion University of Technology and Management, Odisha

Day 3: Financial Management and Budgeting (9th April 2025)

Time	Session Title	Speaker/Facilitator
09:00 AM – 11:00 AM	Session 7: Basics of Financial Planning and Budgeting	Shri Bibhu P. Behura, CFO, World Skill Center, Bhubaneswar
11:00 AM – 11:30 AM	Break	
11:30 AM – 01:30 PM	Session 8: Maintaining Accounts and Audits	Mr. Khiroda Prasad Swain, Partner, SRB and Associates, Chartered Accountants
01:30 PM – 03:00 PM	Lunch Break	
03:00 PM – 05:00 PM	Session 9: Digital Payment Systems and Taxation	Mr. Khiroda Prasad Swain, Partner, SRB and Associates, Chartered Accountants

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

Time	Session Title	Speaker/Facilitator
09:00 AM – 11:00 AM	Session 10: Understanding and Implementing Policies	Prof. Shakti Ranjan Mohapatra, Former Dean, Management, BPUT, Odisha
11:00 AM – 11:30 AM	Break	
11:30 AM – 01:30 PM	Session 11: Preparation of Documents and Note Sheets	Dr. Ajay Kumar Nayak, Pro Vice Chancellor, Centurion University of Technology and Management, Odisha
01:30 PM – 03:00 PM	Lunch Break	
03:00 PM – 05:00 PM	Session 12: E-Governance and Digital Initiatives	Shri Satrughna Kar, Additional Chief Electoral Officer cum Additional Secretary to Government, Govt. of Odisha

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

Time	Session Title	Speaker/Facilitator
09:00 AM – 11:00 AM	Session 13: Hands-on Training on Administrative Software	Dr. Ashok Kumar Panda, IT Promotion Cell, OCAC, Bhubaneswar

Time	Session Title	Speaker/Facilitator
11:00 AM – 11:30 AM	Break	
11:30 AM – 01:30 PM	Session 14: Case Studies and Best Practices	Shri Satrughna Kar, Additional Chief Electoral Officer cum Additional Secretary to Government, Govt. of Odisha
01:30 PM – 03:00 PM	Lunch Break	
03:00 PM – 05:00 PM	Valedictory, Feedback, Q&A	

INAUGURAL SESSION

AGENDA

Time	Event	Speaker / Facilitator
9:15 AM	Introduction of Guests	Dr. Subhendu Kumar Rath, Deputy Registrar, BPUT, Odisha
9:17 – 9:20 AM	BPUT Anthem	--
9:20 – 9:23 AM	Welcome Address	Dr. D. Chandrasekhar Rao, Secretary, AIU-AADC-BPUT
9:23 – 9:26 AM	Address	Prof. Sujit Kumar Khuntia, Director, Curriculum Development, BPUT, Odisha
9:26 – 9:31 AM	Address by Guest of Honor	Ms. Ranjana Parihar, Joint Secretary, Association of Indian Universities, New Delhi
9:31 – 9:36 AM	Address by Guest of Honor	Ms. Sumitra Pattanaik, Additional Secretary, Mission Shakti Dept, Govt of Odisha
9:36 – 9:41 AM	Address by Chief Guest	Prof. Amiya Kumar Rath, Vice Chancellor, BPUT, Odisha
9:41 – 9:45 AM	Vote of Thanks	Dr. Bikramaditya Das, Associate Professor, Dept of ECE, CUPGS, BPUT, Odisha

MINUTES OF THE INAUGURAL SESSION

The **Inaugural Session** of the *Capacity Building Programme on Digital and AI Skills for Administrative Efficiency (DASAE)*, organized by **BPUT Odisha** in collaboration with **AIU-AADC**, commenced on **7th April 2025 at 9:15 AM**.

- The event began with a cordial welcome and the **introduction of dignitaries** by **Dr. Subhendu Kumar Rath**, Deputy Registrar, BPUT, Odisha, who acknowledged the presence of esteemed speakers, guests, and participants from diverse institutions across the country.
- The **BPUT Anthem** was played at 9:17 AM, creating a moment of pride and institutional identity.
- The **Welcome Address** was delivered by **Dr. D. Chandrasekhar Rao**, Secretary, AIU-AADC-BPUT, who outlined the vision behind the programme. He emphasized the need to integrate digital tools and AI into administrative systems for efficient governance and institutional transformation.

- **Prof. Sujit Kumar Khuntia**, Director, Curriculum Development, BPUT, shared insights into the conceptual framework of the programme. He highlighted how DASAE is designed to empower administrative professionals and academic leaders with digital skills aligned with NEP 2020 and the Viksit Bharat vision.
- The first **Guest of Honor**, **Ms. Ranjana Parihar**, Joint Secretary, Association of Indian Universities, praised the initiative and stressed the role of AI and data-driven decision-making in modern higher education administration. She encouraged participants to actively engage with the tools and insights offered through this programme.
- The second **Guest of Honor**, **Ms. Sumitra Pattanaik**, Additional Secretary, Mission Shakti Department, Government of Odisha, highlighted the transformative role of technology in public institutions. She drew parallels between administrative efficiency and social empowerment, urging institutions to adopt inclusive digital practices.
- The **Chief Guest**, **Prof. Amiya Kumar Rath**, Vice Chancellor, BPUT, delivered a visionary keynote address. He emphasized that smart administration is the backbone of any forward-looking academic institution. He called for a mindset shift—where administrative staff are seen as change agents in a digitally evolving ecosystem.
- The session concluded with a **Vote of Thanks** by **Dr. Bikramaditya Das**, who expressed heartfelt appreciation to all dignitaries, resource persons, AIU, the organizing team, and the participants for their presence, energy, and commitment to institutional development.

The inaugural session set a purposeful tone for the week-long capacity-building programme aimed at promoting digital fluency and administrative innovation.

MINUTES OF THE SESSION

SESSION: 1

Topic: Introduction to Digital Tools for Administration

Speaker/Expert: Dr. Santosh Kumar Majhi, Associate Professor, Department of Computer Science & Information Technology, Guru Ghasidas Vishwavidyalaya (GGV), Bilaspur

Minutes of the Session:

- The session was initiated with a warm welcome and formal introduction of the speaker by the moderator.
 - Dr. Majhi highlighted the growing relevance of digital tools in modern academic and administrative ecosystems.
 - He introduced MS Office, Google Suite, and ERP tools as core digital resources for institutional operations.
 - The importance of digital literacy among administrative professionals was emphasized with real-life examples.
 - Demonstrations included scheduling using Google Calendar, professional email formats, and virtual meeting coordination.
 - Challenges related to digital transition and adoption at institutional level were discussed.
 - Emphasis was placed on effective use of cloud storage, shared drives, and collaborative documentation.
 - Strategies to promote tech-readiness and digital confidence among staff were shared.
 - Practical administrative workflows like document sharing, approval tracking, and meeting management were presented.
 - Participants engaged in interactive queries on compatibility and tool integration.
 - Recommendations were made on adopting low-cost, high-efficiency digital solutions.
 - The session concluded with a formal vote of thanks, acknowledging Dr. Majhi's structured and insightful presentation.
-

SESSION: 2

Topic: Data Management and Security

Speaker/Expert: Dr. Bharati Mishra, Assistant Professor, Department of Computer Science & Engineering, IIT, Bhubaneswar

Minutes of the Session:

- The session commenced with the moderator introducing Dr. Mishra and outlining the importance of secure digital practices in administration.
 - Dr. Mishra introduced the principles of structured digital data storage and management in higher education.
 - A comparison between cloud-based and local data storage systems was discussed in detail.
 - Best practices in file naming conventions, version control, and folder hierarchy were emphasized.
 - She covered topics on digital hygiene, such as regular backups and secured sharing environments.
 - The basics of cybersecurity—phishing awareness, password hygiene, and access management—were discussed.
 - Case references were made to real-life data breaches and the importance of institutional policies.
 - Participants explored secure platforms like Google Drive, OneDrive, and encrypted archives.
 - Cybersecurity tools and browser safety settings were introduced briefly for daily use.
 - Queries on institutional data protection compliance were discussed.
 - Suggestions were provided for regular security audits and staff sensitization.
 - The session concluded with a vote of thanks, expressing appreciation for Dr. Mishra's pragmatic and security-focused talk.
-

SESSION: 3

Topic: Document Preparation and Digitization

Speaker/Expert: Prof. Shakti Ranjan Mohapatra, Former Dean, Management, BPUT, Odisha

Minutes of the Session:

- The moderator formally introduced Prof. Mohapatra, acknowledging his extensive contribution to academic governance.
 - The session emphasized the importance of well-structured and professionally formatted documentation in administration.
 - Prof. Mohapatra guided participants through creating official memos, letters, reports, and circulars using MS Word.
 - Participants were introduced to style consistency, formatting standards, and document templates.
 - He demonstrated the use of features like mail merge, macros, and headers/footers for recurring communications.
 - The digitization workflow from scanning to archiving using PDF and OCR tools was explained.
 - The session also included a walkthrough of using digital signatures and e-filing systems.
 - Emphasis was laid on the transition from manual paperwork to e-governance compliance.
 - Best practices for managing digital repositories and document retrieval were outlined.
 - Participants explored scenarios involving departmental file management and internal communication protocols.
 - Several useful tips were shared on minimizing formatting errors and maximizing document clarity.
 - The session concluded with a formal vote of thanks, appreciating Prof. Mohapatra's detailed and solution-oriented presentation.
-

SESSION: 4

Topic: Workflow Automation for Administrative Tasks

Speaker/Expert: Dr. Ashok Kumar Panda, IT Promotion Cell, Odisha Computer Application Centre (OCAC), Bhubaneswar

Minutes of the Session:

- The session commenced with a formal welcome and brief introduction of Dr. Panda by the session moderator.
 - Dr. Panda opened the session by contextualizing the role of automation in simplifying administrative burdens.
 - Participants were introduced to automation tools such as Google Forms, Microsoft Power Automate, and Zapier.
 - He demonstrated how approvals, leave requests, and report submissions can be automated using workflow templates.
 - Real-life administrative use cases were discussed, showcasing increased efficiency and error reduction.
 - Importance of low-code/no-code platforms for non-technical staff was emphasized.
 - A live demonstration was provided on automating internal processes such as faculty onboarding and asset tracking.
 - Dr. Panda explained the benefits of integration between cloud platforms and ERP systems.
 - Institutional success stories on workflow automation were cited from Odisha government offices.
 - Participants engaged in a walkthrough of a sample form-driven workflow using Google Sheets and email triggers.
 - Concerns regarding technical support, scalability, and user adoption were addressed.
 - The session concluded with a note of gratitude to Dr. Panda for his highly practical and action-oriented presentation.
-

SESSION: 5

Topic: Effective Digital Communication and Collaboration

Speaker/Expert: Dr. Santosh Kumar Majhi, Associate Professor, Department of CS & IT, Guru Ghasidas Vishwavidyalaya (GGV), Bilaspur

Minutes of the Session:

- Dr. Majhi was introduced by the moderator, followed by a recap of key communication challenges in administration.
 - The session began by establishing the need for efficient digital communication in administrative hierarchies.
 - Tools like Microsoft Teams, Zoom, and Google Meet were compared for internal and external communications.
 - The speaker illustrated best practices in scheduling meetings, sharing recordings, and maintaining etiquette.
 - Collaborative tools like Google Docs, Google Sheets, and Trello were introduced for real-time document handling.
 - Emphasis was laid on tracking version history and managing permissions to avoid data loss or confusion.
 - He discussed the psychological aspect of professional tone, clarity, and concise messaging in emails and chats.
 - Participants were shown how to use tagging, task assignment, and file versioning effectively.
 - The concept of digital empathy and communication overload was touched upon.
 - Examples of poor communication practices and their impact on workflow were discussed.
 - A hands-on activity involved creating a shared document and assigning collaborative roles in real-time.
 - The session concluded with a vote of thanks, acknowledging Dr. Majhi's informative and engaging delivery.
-

SESSION: 6

Topic: Record Management and Compliance

Speaker/Expert: Dr. Ajay Kumar Nayak, Pro Vice Chancellor, Centurion University of Technology and Management (CUTM), Odisha

Minutes of the Session:

- The session opened with a formal introduction of Dr. Nayak by the moderator, highlighting his leadership in academic administration.
 - Dr. Nayak began by defining the essentials of institutional record-keeping and why compliance matters.
 - Categories of administrative records were outlined, including HR, finance, student services, and correspondence.
 - Key tools and strategies for digital archiving, document versioning, and retention timelines were shared.
 - Legal aspects of compliance with RTI, data protection norms, and government audit guidelines were explained.
 - Emphasis was placed on metadata tagging and document indexing for quick retrieval.
 - Participants learned about audit-readiness and maintaining logs for accountability.
 - Challenges of digitizing legacy records and managing hybrid documentation systems were addressed.
 - Techniques for implementing access control and document expiry policies were discussed.
 - Institutional frameworks from successful e-Governance implementations were cited.
 - A sample policy template for digital record management was shared with participants.
 - The session concluded with a formal vote of thanks, commending Dr. Nayak for his insightful and compliance-focused session.
-

SESSION: 7

Topic: Basics of Financial Planning and Budgeting

Speaker/Expert: Shri Bibhu P. Behura, Chief Financial Officer (CFO), World Skill Center, Bhubaneswar

Minutes of the Session:

- The session began with a formal introduction of Shri Behura by the moderator, highlighting his rich experience in financial strategy and planning.
 - Shri Behura introduced the fundamentals of financial planning in the context of academic institutions.
 - He outlined the importance of aligning annual budgets with institutional objectives and resource optimization.
 - Participants were guided through the components of a departmental budget including income, expenditure, and contingencies.
 - Tools such as MS Excel and basic financial software were demonstrated for budgeting templates and calculations.
 - Emphasis was laid on predictive planning and historical data analysis for budget forecasting.
 - He explained budget cycles, fund allocation policies, and variance tracking mechanisms.
 - Participants were encouraged to standardize budget request formats for internal approvals.
 - A case-based exercise illustrated preparation of a department-wise budget.
 - Challenges such as underutilization of funds and delayed disbursement were discussed.
 - Financial discipline and transparent documentation were emphasized as pillars of accountability.
 - The session concluded with a vote of thanks, acknowledging Shri Behura for demystifying financial planning in a clear and practical manner.
-

SESSION: 8

Topic: Maintaining Accounts and Audits

Speaker/Expert: Mr. Khirod Prasad Swain, Partner, SRB and Associates, Chartered Accountants

Minutes of the Session:

- The moderator introduced Mr. Swain, appreciating his expertise in academic finance and audit compliance.
 - Mr. Swain began by presenting the accounting cycle and its relevance to university operations.
 - An overview of commonly used accounting software like Tally, QuickBooks, and ERP finance modules was provided.
 - Participants were introduced to day-to-day bookkeeping practices, including income and expenditure tracking.
 - He highlighted the significance of cash flow statements, ledgers, and reconciliation methods.
 - Key differences between internal and external audits were explained, along with required documentation.
 - The importance of audit preparedness and timely financial reporting was underlined.
 - Mr. Swain illustrated common pitfalls in administrative accounting and how to avoid them.
 - Real audit case studies from educational institutions were shared to provide practical insights.
 - Participants learned how to interpret audit observations and prepare compliance reports.
 - Queries related to fund utilization and audit scheduling were addressed.
 - The session concluded with a vote of thanks, commending Mr. Swain's structured approach and real-world examples.
-

SESSION: 9

Topic: Digital Payment Systems and Taxation

Speaker/Expert: Mr. Khirod Prasad Swain, Partner, SRB and Associates, Chartered Accountants

Minutes of the Session:

- The session began with a recap by the moderator and re-introduction of Mr. Swain to continue the finance-focused discourse.
 - Mr. Swain opened with the evolution of digital payment infrastructure in government and higher education.
 - Key platforms such as NEFT, RTGS, UPI, BHIM, and payment gateways were explained.
 - He outlined standard operating procedures for processing vendor payments, fee collections, and reimbursements.
 - Security protocols in digital transactions were discussed to mitigate fraud and data loss.
 - Basics of GST, TDS, and applicable tax compliance for institutional accounts were covered.
 - Mr. Swain explained invoice validation, tax filings, and quarterly returns submission.
 - Participants learned how to monitor digital payment logs and reconcile statements using accounting tools.
 - Use of dashboards and alerts for tracking transactions and deadlines was encouraged.
 - The session featured interactive queries on digital receipts, deductions, and statutory compliance.
 - Tax audit preparation and its linkage to payment systems were briefly introduced.
 - The session concluded with a formal thank you to Mr. Swain for effectively bridging financial operations with digital systems.
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SESSION: 10

Topic: Understanding and Implementing Policies

Speaker/Expert: Prof. Shakti Ranjan Mohapatra, Former Dean, Management, BPUT, Odisha

Minutes of the Session:

- The session began with a brief introduction of Prof. Mohapatra by the moderator, emphasizing his administrative acumen and leadership in institutional governance.
 - Prof. Mohapatra opened the session by highlighting the role of well-documented policies in ensuring accountability and consistency in institutions.
 - He outlined the categories of key institutional policies: Human Resources, Finance, Academics, and IT.
 - Participants were guided through the policy lifecycle — from drafting to approval, implementation, and review.
 - The speaker emphasized the importance of policy harmonization with national frameworks like NEP 2020 and UGC/AICTE guidelines.
 - Tools and templates for structured policy documentation were shared.
 - He discussed the common gaps found in policy implementation at HEIs and mitigation strategies.
 - Techniques for communicating policies effectively across departments were demonstrated.
 - Prof. Mohapatra illustrated how digital tools can be leveraged for policy dissemination and monitoring.
 - Case studies were shared to highlight successful institutional transformations through robust policy enforcement.
 - Participants explored examples of HR leave policies, procurement rules, and data usage guidelines.
 - The session concluded with a formal vote of thanks to Prof. Mohapatra for his strategic insights and practical tools for institutional policy management.
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SESSION: 11

Topic: Preparation of Documents and Note Sheets

Speaker/Expert: Dr. Ajay Kumar Nayak, Pro Vice Chancellor, Centurion University of Technology and Management, Odisha

Minutes of the Session:

- The session commenced with a welcome and introduction of Dr. Nayak, emphasizing his role in administrative modernization and digital initiatives.
 - Dr. Nayak began by explaining the importance of standardized administrative documentation in supporting decision-making.
 - He covered structural formats of note sheets, office orders, circulars, meeting minutes, and internal memos.
 - Participants were introduced to the format and flow of note sheet writing used in government and university setups.
 - Common drafting errors and language inconsistencies were discussed with illustrative examples.
 - Dr. Nayak provided step-by-step guidance on preparing a concise and logical note sheet with clarity of purpose.
 - Templates were shared for day-to-day administrative documents used for approvals and inter-departmental communication.
 - Techniques to maintain professionalism, neutrality, and tone in official writing were discussed.
 - Emphasis was laid on record traceability, reference linking, and archival practices.
 - Participants engaged in a hands-on document drafting activity.
 - The speaker encouraged adopting digital templates and e-note systems for paperless documentation.
 - The session concluded with a vote of thanks, appreciating Dr. Nayak for his detailed walkthrough and real-time application-focused session.
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SESSION: 12

Topic: E-Governance and Digital Initiatives in Administration

Speaker/Expert: Shri Satrughna Kar, Additional Chief Electoral Officer cum Additional Secretary to Government, Government of Odisha

Minutes of the Session:

- The moderator welcomed Shri Kar and highlighted his leadership in public digital governance and e-service transformation.
 - Shri Kar introduced the concept of e-Governance as a pillar of administrative transparency, efficiency, and citizen-centricity.
 - He explained the evolution and impact of digital governance frameworks in the Indian administrative ecosystem.
 - Participants were walked through national portals like e-Tendering, PFMS, e-Locker, and their applicability in HEIs.
 - Key benefits such as paperless approvals, real-time monitoring, and inter-departmental collaboration were emphasized.
 - Case studies from state departments and government bodies were cited to demonstrate successful implementation.
 - Issues around system interoperability, user training, and change resistance were addressed.
 - Participants were introduced to KPI dashboards, digital audit trails, and feedback loops integrated in e-systems.
 - Shri Kar discussed future initiatives like AI-driven dashboards and predictive governance modules.
 - Importance of legal compliance, digital ethics, and data sovereignty was also covered.
 - Participants raised questions on adoption timelines, customization, and infrastructure requirements.
 - The session concluded with a formal thank you to Shri Kar for his visionary perspective and policy-level insights into digital governance.
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SESSION: 13

Topic: Hands-on Training on Administrative Software

Speaker/Expert: Dr. Ashok Kumar Panda, IT Promotion Cell, Odisha Computer Application Centre (OCAC), Bhubaneswar

Minutes of the Session:

- The session began with a welcome and brief re-introduction of Dr. Panda, highlighting his prior engagement and technical expertise.
 - Dr. Panda commenced the hands-on session by reinforcing the need for practical exposure to software in administrative operations.
 - The training focused on core modules within ERP systems used in finance, HR, and academic management.
 - Live demonstrations were provided on managing student records, staff databases, payroll processing, and document workflows.
 - Participants explored attendance logs, leave tracking, recruitment processing, and salary modules.
 - Dr. Panda highlighted system roles, permission settings, and data confidentiality practices.
 - Emphasis was placed on minimizing manual entry errors through automation and validation logic.
 - A guided tour of real administrative dashboards illustrated how to generate custom reports and alerts.
 - Error-handling tips and system backup protocols were discussed in the context of institutional IT policy.
 - Participants practiced navigating through mock ERP environments using demo credentials.
 - Use of open-source and commercial platforms was compared with respect to scalability, cost, and ease of use.
 - The session concluded with a vote of thanks, recognizing Dr. Panda for delivering a high-value, interactive session that bridged theory with real-world systems.
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SESSION: 14

Topic: Case Studies and Best Practices

Speaker/Expert: Shri Satrughna Kar, Additional Chief Electoral Officer cum Additional Secretary to Government, Government of Odisha

Minutes of the Session:

- The session began with a welcome and re-introduction of Shri Kar, underlining his experience in statewide implementation of digital systems.
 - Shri Kar opened the session by sharing success stories of digital transformation from various government departments.
 - Emphasis was laid on process innovation, stakeholder engagement, and phased implementation as critical success factors.
 - Case studies included automation of grievance redressal systems, digitization of file movement, and workflow optimization.
 - Best practices in change management, user training, and post-implementation support were discussed.
 - Role-playing exercises engaged participants in addressing practical administrative challenges using digital tools.
 - Comparative insights were provided on top-down versus bottom-up implementation models in government and education.
 - Metrics such as turnaround time, service accuracy, and user satisfaction were explored as impact indicators.
 - Discussion on challenges such as digital resistance, technical glitches, and legacy migration offered deep practical relevance.
 - Participants were encouraged to document and share their institutional experiences for peer learning.
 - Actionable takeaways included forming digital task forces, conducting need assessments, and mapping workflows before tech adoption.
 - The session concluded with a vote of thanks to Shri Kar for his immersive, experience-based session that effectively connected administrative reforms with technology integration.
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VALEDICTORY SESSION

AGENDA

Time	Event	Speaker/Facilitator
04:00 PM	Start of the Valedictory	Introduction of Guests by Dr. Subhendu Kumar Rath, Deputy Registrar, BPUT, Odisha
4:05 – 04:07 PM	Address by Coordinator	Dr. D. Chandrasekhar Rao, Secretary, AIU-AADC-BPUT
4:07 – 4:10 PM	Address by Director CD	Prof. Sujit Kumar Khuntia, Director, Curriculum Development, BPUT, Odisha
4:07 – 4:10 PM	Address By Guest of Honor	Mrs. Ranjana Parihar, Joint Secretary, Association of Indian Universities
4:10 – 4:13 PM	Address by Chief Guest	Prof. Amiya Kumar Rath, Vice Chancellor, BPUT, Odisha
4:13 – 4:15 PM	Vote of Thanks by Co-Coordinator	Dr. Bikramaditya Das, Associate Prof. Dept. of ECE, CUPGS, BPUT, Odisha

Minutes of the Valedictory Session:

The **Valedictory Session** of the *One-Week Capacity Building Programme on Digital and AI Skills for Administrative Efficiency*, organized by **Biju Patnaik University of Technology (BPUT), Odisha**, in collaboration with **AIU-AADC**, commenced at **4:00 PM** on **11th April 2025**.

- The session began with the **introduction of dignitaries** by **Dr. Subhendu Kumar Rath**, Deputy Registrar, BPUT, who extended a warm welcome to all speakers, coordinators, participants, and guests. He acknowledged the collective efforts that led to the successful execution of the week-long programme.
- The **Coordinator’s Address** was delivered by **Dr. D. Chandrasekhar Rao**, Secretary, AIU-AADC-BPUT, who provided a brief summary of the programme outcomes. He emphasized how the sessions had addressed current challenges in administrative functioning and showcased scalable solutions using digital and AI tools. He appreciated the active engagement of participants and the support from AIU.
- This was followed by an **address by the Director, Curriculum Development, Prof. Sujit Kumar Khuntia**, who praised the quality of content and delivery across sessions. He highlighted the programme’s practical value in building institutional efficiency

through automation, smart documentation, and digital resource planning. He encouraged the participants to implement their learnings in their respective institutions.

- **Mrs. Ranjana Parihar**, Joint Secretary, Association of Indian Universities, addressed the gathering as the **Guest of Honor**. She commended BPUT for prioritizing digital administrative empowerment and creating space for administrative professionals to upskill. She remarked that such programmes are key enablers in achieving the goals of NEP 2020 and building a digitally mature education ecosystem.
- The **Chief Guest, Prof. Amiya Kumar Rath**, Vice Chancellor, BPUT, Odisha, delivered the concluding keynote. He congratulated the organizers and participants for their dedication and expressed his satisfaction at the way the programme bridged institutional needs with futuristic technology. He urged all stakeholders to adopt digital-first mindsets, remain adaptable, and work collaboratively towards administrative innovation.
- The session concluded with a **Vote of Thanks** by **Dr. Bikramaditya Das**, Associate Professor, Dept. of ECE, CUPGS, BPUT. He sincerely thanked all dignitaries, expert speakers, participants, and support staff for making the programme a grand success. He acknowledged the contributions of AIU-AADC and BPUT leadership in enabling the initiative.

The session formally marked the end of the programme, leaving participants with renewed enthusiasm, practical insights, and a forward-looking perspective on administrative efficiency in higher education.

SUMMARY

The Capacity Building Programme (CBP) on Digital & AI Skills for Administrative Efficiency, conducted from 7th to 11th April 2025, was a strategically designed initiative aimed at enhancing the digital competencies of administrative professionals in the higher education ecosystem. Organized by Biju Patnaik University of Technology (BPUT), Odisha in association with the Association of Indian Universities – Academic and Administrative Development Centre (AIU-AADC), the program witnessed strong participation from university officials, administrative staff, and academic managers across institutions.

In an era where digital transformation is no longer optional but essential, the CBP focused on developing practical, scalable, and impactful administrative capabilities through the integration of digital tools, workflow automation, financial systems, and e-governance platforms. The week-long program included 15 expert-led sessions that combined conceptual frameworks with hands-on demonstrations and institutional case studies.

Resource persons from nationally reputed institutions and organizations such as GGV Bilaspur, IIT Bhubaneswar, Centurion University, World Skill Center Bhubaneswar, OCAC, and SRB & Associates enriched the sessions with their domain expertise and practical insights.

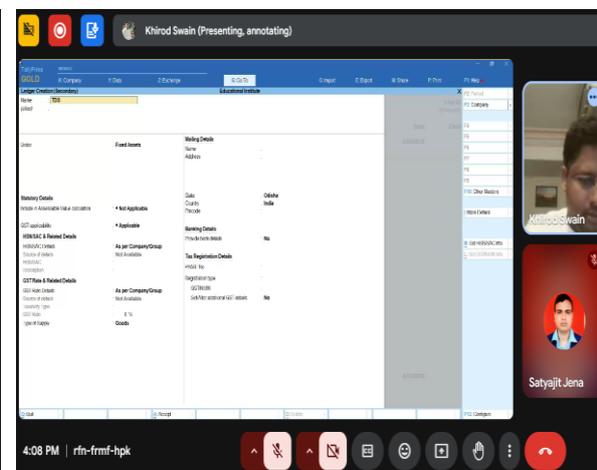
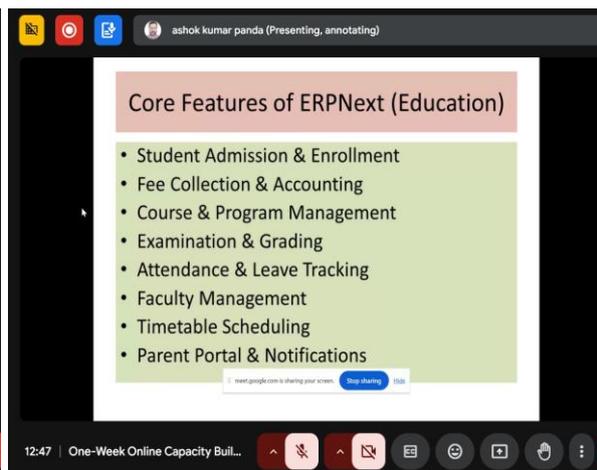
Each day of the CBP was structured to build upon the previous one, moving from foundational knowledge to specific applications, and finally to strategic implementation. Participants gained not only exposure to various tools and techniques but also clarity on the challenges and best practices in integrating digital systems into academic governance.

A distinctive feature of the program was its focus on hands-on ERP demonstrations, workflow design exercises, and role-playing simulations, ensuring participants could translate learning into workplace action. Sessions on e-Governance and digital policy implementation brought in critical perspectives from state-level leadership, linking institutional needs with broader administrative reform goals.

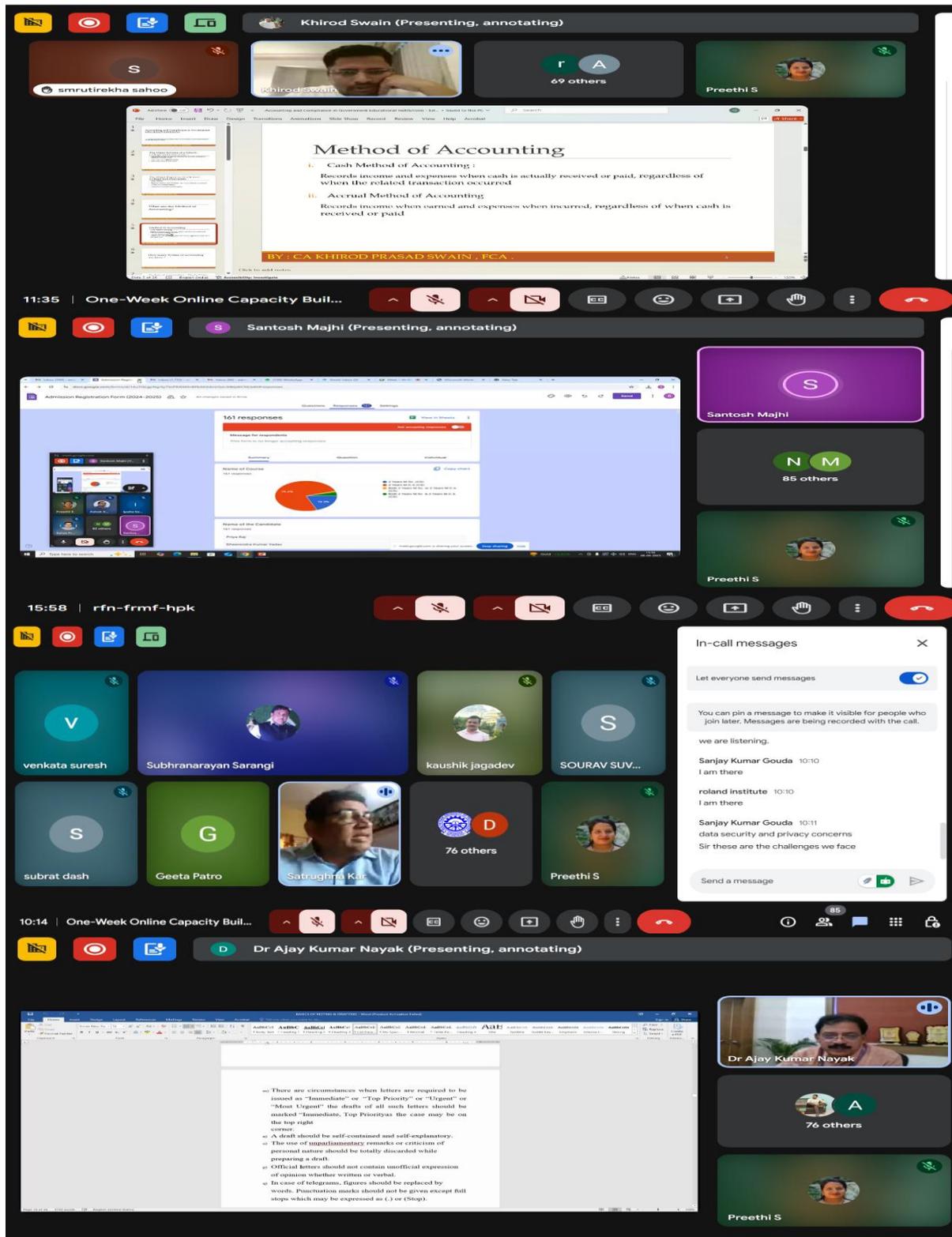
The valedictory session featured participant feedback, reflection on key takeaways, and discussions on sustaining digital practices beyond the program. The event concluded with the distribution of e-certificates and an acknowledgment of the shared commitment to innovation and administrative excellence.

Overall, the CBP-DASAE 2025 served as a transformative platform for enabling smarter, faster, and more transparent administration through the lens of digital innovation. It reinforced the vision of AIU-AADC and BPUT to foster institutional capacity that aligns with the demands of a digitally empowered higher education system.

PICTURE GALLERY



PICTURE GALLERY



ABOUT US

The Biju Patnaik University of Technology (BPUT), located in Rourkela, Odisha, was established in November 2002 by an Act of the Government of Odisha. Its primary objective is to ensure high-quality technical education across the state through a common curriculum and uniform evaluation standards.

The foundation stone for BPUT was laid in 2003 by Dr. A.P.J. Abdul Kalam, then Hon'ble President of India. Since then, the university has expanded significantly, now including 137 affiliated and constituent colleges and serving a student population exceeding 100,000. BPUT offers a wide range of undergraduate and postgraduate programs in fields such as Engineering, Architecture, Business Management, and Computer Applications. It is also a leading institution for Ph.D. programs across various disciplines.

BPUT boasts a vast alumni network, with over 100,000 graduates contributing globally to industries, academia, and research. The university actively fosters innovation and collaboration through events like the BPUT Research Conclave, BPUT Hackathon, BPUT Tech Carnival, and BPUT Industry-Academia Conclave. Annually, BPUT also hosts several Faculty Development Programs (FDPs) to enhance educators' skills and knowledge.

BPUT is committed to academic excellence, research, and industry partnerships, aiming to prepare future engineers, architects, and managers for success. The university operates on the philosophy of "Think Good, Do Good, Be Good," viewing education as a service rather than a business. Its dynamic model, coupled with qualified faculty, skilled staff, and excellent infrastructure, makes it a highly sought-after institution for technical education.



<https://www.bput.ac.in/>

