



**Report on
Academic & Administrative Development Centre (AADC),
NGB(DU), Prayagraj -221505 (U.P.)**

**“Capacity Building Programme on Digital Governance, Data-Driven Administration, and
AI-Integrated Office Systems for HEIs”**

For Non-Teaching Staff

June 11-13, 2026

(Offline Mode)

Venue: Vivekanand Hall, Shashi Campus

The Academic & Administrative Development Centre (AADC), at Nehru Gram Bharati (Deemed to be University) Prayagraj offered a Three day Immersive “Capacity Building Programme on Digital Governance, Data-Driven Administration, and AI-Integrated Office Systems for HEIs” for Non-Teaching Staff of Universities from June 11-13, 2026 in the Shashi campus of the University. This programme was offered in the offline/physical mode.

The programme was inaugurated in the presence of Mr S.S. Mishra, Registrar of NGB(DU) and the Other Administrative Officers of the University. The Programme was offered with the support of the Dept of Computer Application of the University.



The Programme was designed with the idea that the Non-Teaching Staff should be kept at par with latest developments in the field of administration specially related to the technology related intervention in the admin. Domain. The talks were designed with experts who could offer both conceptual and practical inputs, to the participants. The sessions were designed with both conceptual and practical inputs being shared.

The first session on – ‘Introduction to Digital Governance in Higher Education’ was handled by Dr H.Tandon, HoD(Management) who traced the changes in the administration field. His talk focused on the job descriptions of some of the participants, and how that has changed over the years, and is likely to get affected in the near future. He talked about the need for accountability and transparency that is aided by the newer tools in 2026. He used the examples of various HEIs in both India and abroad, which have experimented with greater tech infusion in university admin side. The session saw many questions being raised by the participants, as to how the issues would translate to a small rural university or to similar institutions.



The next session was taken by Dr Sandeep Anand, HoD(Comp. App.) - and was titled as – ‘Data-Informed Decision Making for Academic & Administrative Functions’. He focused on the increasing importance of data led administration in the current settings, esp in HEIs. He used examples from various subdomains to establish the central idea and shared various methods on handling data. The key issues related to data management were also discussed. The session was highly interactive and was well received by the audience.



The next session was on – ‘Introduction to Artificial Intelligence in Office Administration’ and was taken by Dr Himanshu Tandon, who took the participants through a gamut of examples of AI applications in various HEIs. The talk was interspread with queries being raised,- esp. related to the applications in specific settings ; and to scalability related concerned . The talk was supplemented with a specific advantage that was achieved through the application of AI tools. The impacts on productivity, the reduction of biases; etc were the other issued discussed at length in this session. The participants were exposed to specific tools, with supportive demonstration to supplement the thought behind the session.



The next session was focused on - Digital Tools for Coordination, Documentation and Record Management'. It was handled by Mr Devendra Yadav, a Computing Expert – who gave a hands-on demonstration on multiple tools on how to enhance the productivity in administration side. His session was focused on giving specific inputs on enhancing coordination and records management, through common tools. He taught the participants how to use the tools, with the benefits being clearly articulated. He showed multiple tools, which could be used in both Windows and Linux environments to achieved better coordination and in modern offices. He also shared information on open-source tools which can be used by all office staff in their daily lives.



The next session on 'Effective Communication and Collaborative Working in Digital Environment' was taken by Dr Arvind Kr Shukla, an Comp. App. Expert who shared his professional experience of handling large amount of data within a specific admin assignment, and how the communication challenges were being handled within this setting. His session was full of examples of communication challenges and collaboration opportunities and the increase in them – in his professional settings. He was mindful of the mixed group of participants and made sure to tailor his talk to appeal to such an audience. The session was highly interactive.



The valedictory session was chaired by Dr S.C. Tiwari, Pro Vice Chancellor of the University. He complemented the AADC on organizing such an event, and also encouraged the participants to join in more such programme whether inhouse or outside, to continue to enhance their skillset. He was of the opinion that the AADC should offer more programmes for the non-teaching cadre. He made specific suggestion on certain theme and assured the full support of the University administration towards the rollout of such training programme. He also handed out the certificates to the participants



In all 45 participants joined in this programme and they were from different cadres-like Asst. Registrar(s); RGCs; Data entry operators; Estate Officer; and Accounting professionals. The staff from the Library also. attended.

In this programme Dr Aprajita Pandey, Sign Language Interpreter in Special Education Dept. offered to translate the proceedings in a live form—for the benefit of hearing impaired staff members. Her contribution deserves a special mention. There was no fees charged for this programme.



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