



SYMBIOSIS
INTERNATIONAL (DEEMED UNIVERSITY)



3-Day Online Capacity Building Programme **AI for Smart and Efficient Higher Education Institute Administration**

jointly organised by

AIU-SIU-AADC

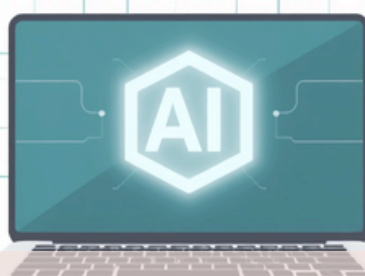
Symbiosis International (Deemed University)

Association of Indian Universities (AIU) initiative

Academic and Administrative Development Centre (AADC) at

Symbiosis Teaching Learning Resource Centre (STLRC)

28th - 30th September 2026



Focus

A practical Capacity Building Programme on using Generative AI to enhance administrative efficiency, productivity and decision-making. Participants will explore AI-assisted communication, documentation, information and data management, workflow optimisation, prompting and responsible AI practices through demonstrations, and workplace-oriented activities.

Who should attend?

- Academic and Institutional Administration Personnel
- All staff involved in administrative and support functions

Key Takeaways

- Identify and select appropriate AI tools for common HEI administrative tasks.
- Develop effective prompts for relevant and useful AI-generated outputs.
- Create, refine and validate administrative documents with AI.
- Analyse administrative data to identify patterns, trends and meaningful insights.
- Design AI-assisted workflows for automation and process improvement.
- Apply responsible AI practices in data handling, verification, privacy, cybersecurity and human oversight.

Registration Details



Registration fee

₹ 1,200

(Including GST)



Registration Link

https://forms.easebuzz.in/register/STLRC/FDP_on_AI_for_Smart_and_Efficient_Higher_Education_Institute_Administration



Mode - ONLINE



Time - 1:00 - 4:15 PM



Contact Details

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