



Symbiosis International (Deemed University)
Symbiosis Teaching Learning Resource Centre (STLRC)



3-day Online CBP on
AI for Smart and Efficient Higher Education Institute Administration
28th - 30th September 2026
Organized by
Association of Indian Universities (AIU) and
Academic and Administrative Development Centre,
Symbiosis International (Deemed University), Pune, Maharashtra

Schedule

Day 1 28-09-2026	Day 2 29-09-2026	Day 3 30-09-2026
1:00 pm to 1:30 pm Inaugural + 1:30 pm to 2:30 pm Introduction to AI Tools for HEI Administration	1:00 pm to 2:30 pm AI for Administrative Documentation	1:00 pm to 2:30 pm AI-Assisted Workflows and Automation
Tea Break		
2:45 pm to 4:15 pm The Art of Prompting	2:45 pm to 4:15 pm AI for Administrative Data Analysis	2:45 pm to 3:45 pm Ethical and Responsible use of AI in HEI administration 3:45 pm - 4:15 pm Valedictory and Programme Reflection