

FACULTY/STAFF DEVELOPMENT PROGRAM *by*

ACADEMIC AND ADMINISTRATIVE DEVELOPMENT CENTRE,
ADAMAS UNIVERSITY *on*

ENHANCING EFFICIENCY WITH MS OFFICE

(Guide to AI-Powered MS tools)

Chief Patron: Prof. (Dr.) Samit Ray | **Co-Chief Patron:** Professor Suranjan Das

Conveners:


Prof. Moumita Mukherjee
Dean - Research & Development)
and Director - AADC

Dr. Kausheyee Banerjee
Associate Dean - Student Affairs
and Joint Director - AADC

Dr. Gouranga Patra
Deputy Director -
School of Business

Coordinators:

Dr. Swati Pal (Associate Professor) | **Dr. Sudipta Majumdar** (Associate Professor)



Date: 21st April – 3rd May, 2025
Venue: Adamas University, Kolkata

Organised By: Academic Administrative
Development Centre - a Joint initiative of
Association of Indian Universities (AIU)
and Adamas University, Kolkata



ABOUT THE FDP:

The objective of this Staff Development Program(SDP) is to enhance participants' efficiency using MS-Office. The program aims to Increase Productivity, Improve Data Handling & Analysis, Enhance Document Creation & Management, Optimize Communication & Scheduling, Enhance Presentation & Reporting Skills to cultivate a growth-oriented mindset, and drive organizational success. By mastering the practical aspects of MS Office, users can significantly improve their productivity, streamline workflows, and enhance collaboration.

KEY TOPICS COVERED:

Sl. No.	Day	Dates	Topics	Time
1	1	05.05.2025	<ul style="list-style-type: none"> Welcome Introduction to MS - Office 	3.30 PM – 4.30 PM
2	2	06.05.2025	Basics of MS - Word	3.30 PM – 4.30 PM
3	3	07.05.2025	Basics of MS - Excel	3.30 PM – 4.30 PM
4	4	08.05.2025	Data Analysis using MS Excel	3.30 PM – 4.30 PM
5	5	09.05.2025	Advanced Excel using AI	3.30 PM – 4.30 PM
6	6	10.05.2025	Data Visualization	3.30 PM – 4.30 PM
7	7	12.05.2025	MS - PowerPoint	3.30 PM – 4.30 PM
8	8	13.05.2025	MS - PowerPoint using AI	3.30 PM – 4.30 PM
9	9	14.05.2025	Office Etiquette	3.30 PM – 4.30 PM
10	10	15.05.2025	Exercise and Interaction	3.30 PM – 4.30 PM
11	11	16.05.2025	Valedictory Session	3.30 PM – 4.30 PM

WHO SHOULD ATTEND:

This SDP is ideal for:

- Faculty Members and Academicians
- Administrative Staff and Clerical Staff of Universities/Higher Education Institutions /Schools
- Non-teaching staffs of Universities/Higher Education Institutions /Schools
- Any other professionals who are associated with administrative work

BENEFITS OF ATTENDING:

- Better Data Management & Analysis
- Enhanced Communication & Collaboration
- Professional Document & Presentation Skills
- Receive a certificate of participation from Adamas University and AIU
- **Career Advancement Scheme (CAS) benefit**

REGISTRATION DETAILS:

- Registration Deadline: April 25th, 2025
- Registration Fee: INR 1000
- Mode: Online (Zoom)
- Registration Link: <https://forms.gle/Nh2BLYtbrpabPUpM8>

Scan to Register



ACCOUNT INFORMATION:

Adamas University
A/C no: 415610210000004
Bank of India, Adamas Institute of Technology Branch
IFSC Code: BKID0004156

CONTACT DETAILS:

For more information and registration, please contact:

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