



Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Approved by AICTE and Affiliated to JNTUH)

Accredited by NAAC with A Grade, Recognized under section 2(f) of the UGC act, 1956

Vinaynagar, I S Sadan X Roads, Saidabad, Hyderabad - 500 059, Telangana

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Report on One-Day Workshop

“AI-Powered Administration, Office Automation & Institutional Productivity”

Bhoj Reddy Engineering College for Women (BRECW) organized a **One-day Workshop on “AI-Powered Administration, Office Automation & Institutional Productivity”** for the non-teaching staff of BRECW and SLV on **25 July 2026**. The workshop was conducted in the **CSM Lab (NB 303)** from **09:30 AM to 04:30 PM**.

The workshop was organized with the objective of enhancing the digital skills, productivity, and professional efficiency of non-teaching staff by introducing them to Artificial Intelligence (AI) tools and their practical applications in day-to-day administrative and office operations.

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Organizing One-Day Workshop
“AI Powered Administration, Office Automation & Institutional Productivity”
In Collaboration with Brain o Vision, Hyderabad

Schedule
Date: 25 July 2026 Time: 09.45 – 04.30 Hrs

Venue
CSM LAB-NB303, 304

Instagram (brecw_hyderabad)
https://www.instagram.com/brecw_hyderabad/
igsh=MWx6eGo5MnFhd3V6dQ==

Figure 1: Banner

Inaugural Session

The workshop commenced with an inaugural session. **Mr G Dayakar Reddy, Vice Principal, BRECW**, formally inaugurated the workshop and addressed the participants.

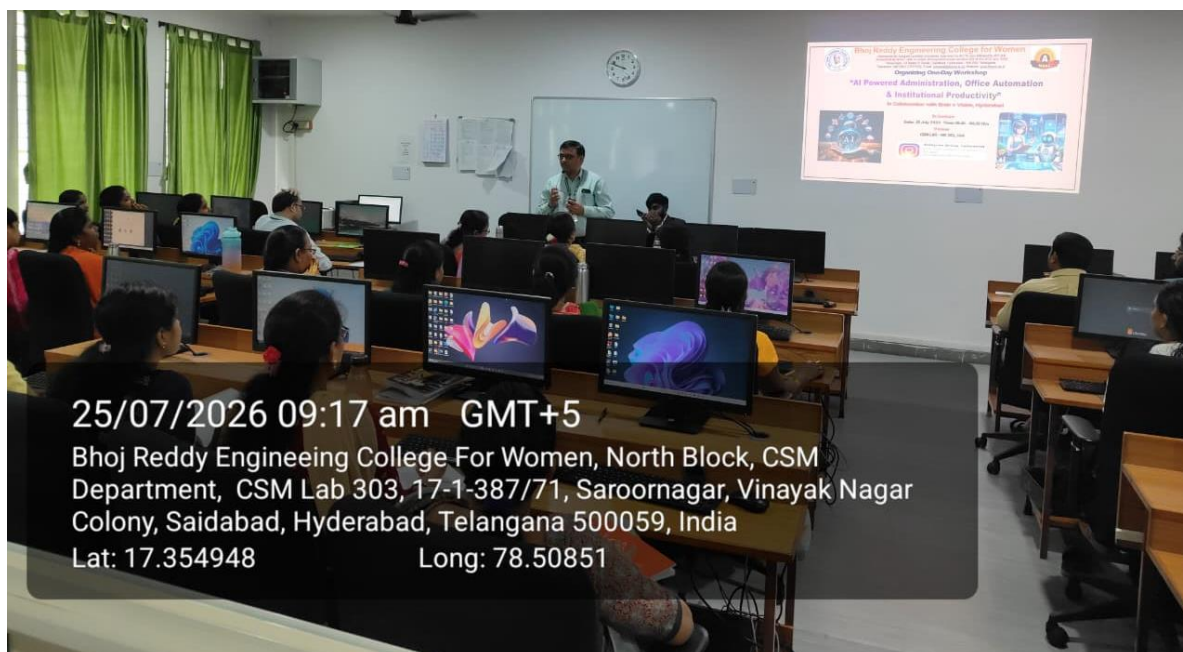


Figure 2: Mr G Dayakar Reddy, Vice Principal emphasized that AI-powered tools can support non-teaching staff

In his inaugural address, he highlighted the growing importance of Artificial Intelligence in educational institutions and administrative processes. He emphasized that AI-powered tools can support non-teaching staff in improving the efficiency, accuracy, and quality of routine office activities. He encouraged all the participants to actively engage in the hands-on sessions and make effective use of the knowledge gained during the workshop in their respective administrative and professional responsibilities.

He also emphasized the importance of adopting emerging digital technologies to simplify routine tasks, reduce repetitive work, improve institutional productivity, and support effective decision-making. The inaugural session set a positive and motivating tone for the workshop.

Workshop Objectives

The workshop aimed to:

- Introduce non-teaching staff to the fundamentals and practical applications of Artificial Intelligence.
- Enhance digital skills and productivity through the effective use of AI-powered tools.
- Demonstrate the use of Generative AI for administrative and office-related activities.
- Enable participants to prepare official letters, reports, emails, presentations, and other institutional documents efficiently.
- Provide practical exposure to AI tools for information retrieval, document organization, data analysis, and office automation.
- Create awareness regarding the responsible, ethical, and secure use of AI technologies.

- Encourage the adoption of AI-powered applications to improve efficiency, accuracy, and productivity in institutional administration.

Resource Person

The resource person for the workshop was **Mr N Narayana Swamy, Senior Technical Manager, Brainovision Solutions India Pvt. Ltd.**



Figure 3: Mr N Narayana Swamy focused on the use of AI tools for improving the quality and efficiency of office work.

Mr Narayana Swamy has extensive experience in Artificial Intelligence, Generative AI applications, office productivity tools, and digital transformation. He has conducted several faculty development programmes, workshops, and professional training sessions for educational institutions and industry professionals. His sessions primarily focus on the practical adoption of emerging technologies to improve productivity, efficiency, and organizational performance.

Workshop Proceedings

The workshop was designed as a hands-on training programme and provided participants with practical exposure to AI-powered tools and applications relevant to administrative and office operations.

The resource person introduced the participants to the concepts of Artificial Intelligence and Generative AI and explained how these technologies can be effectively integrated into routine institutional and administrative activities. The sessions focused on the use of AI tools for improving the quality and efficiency of office work.



Figure 4: Participant at the Session

The participants received practical training in the following areas:

- AI-powered chat assistants and their applications in administrative work
- Effective prompt writing and prompt engineering
- Drafting official letters, notices, circulars, emails, and reports using AI tools
- Creating presentations and institutional documents
- Summarizing and organizing information
- Managing and formatting office documents
- AI-assisted data analysis and information retrieval
- Organizing records and improving document management
- Automating repetitive administrative and office tasks
- Using AI tools for scheduling, planning, and productivity
- Responsible, ethical, and secure use of Artificial Intelligence

The resource person demonstrated how well-structured prompts can help generate accurate and relevant content for various office-related tasks. Participants were encouraged to provide clear instructions, relevant context, and expected outcomes while interacting with AI tools. The hands-on sessions enabled the participants to practice using AI-powered applications for preparing official communications, generating reports, creating presentations, retrieving information, and improving the overall quality of administrative documentation.

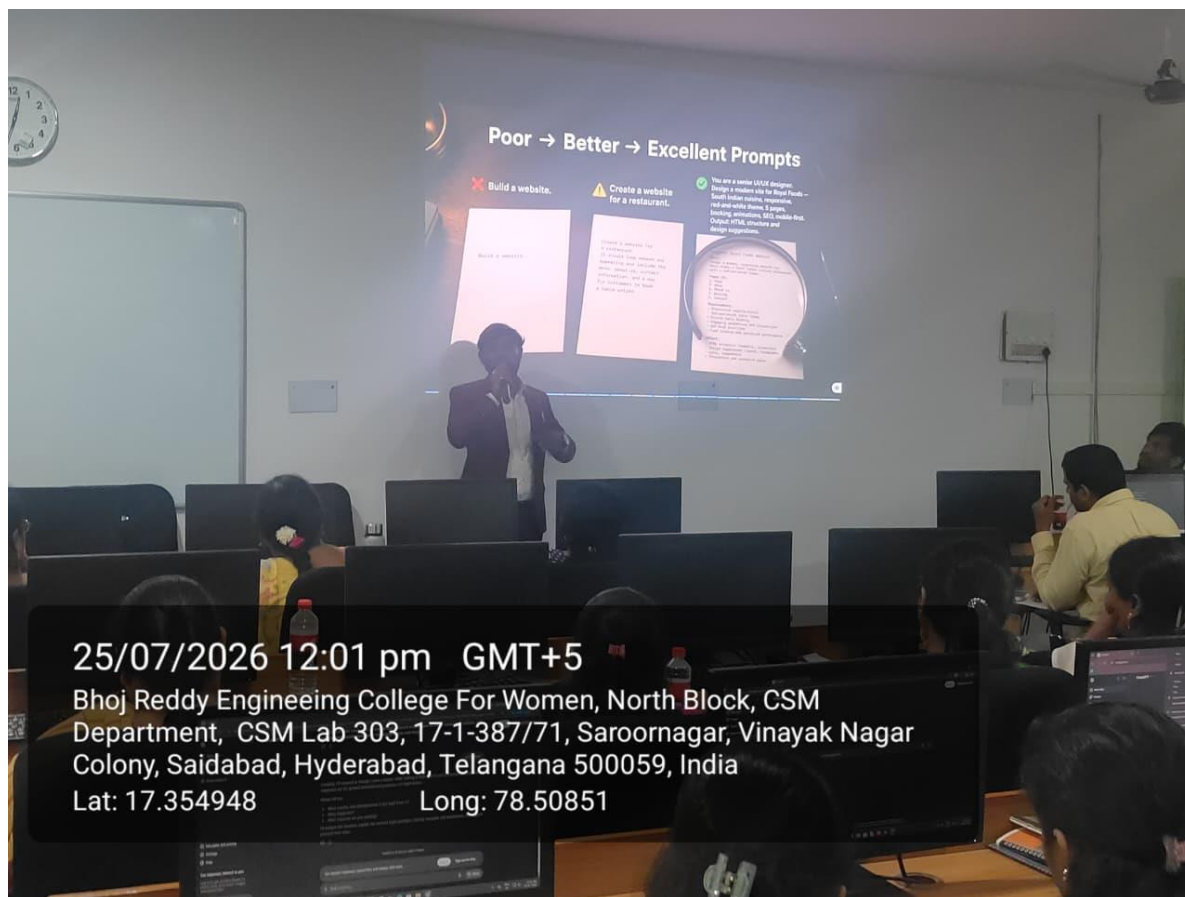


Figure 5: Resource Person emphasized responsible and secure use of AI platforms

The workshop also highlighted the importance of verifying AI-generated content before using it for official purposes. Participants were advised to avoid entering confidential institutional information or sensitive personal data into public AI platforms and to use AI tools responsibly and securely.

Participant Feedback

The participants expressed positive feedback regarding the workshop and appreciated the practical and hands-on approach adopted during the sessions.

The participants found the workshop informative, useful, and relevant to their day-to-day administrative and office responsibilities. They stated that the practical demonstrations helped them understand how AI-powered tools can simplify routine work, reduce the time required

for preparing official documents, and improve the quality and accuracy of administrative communication.

The participants particularly appreciated the sessions on drafting official letters and emails, preparing reports, creating presentations, organizing information, and automating repetitive office activities. They also found the guidance on effective prompt writing useful for obtaining better and more relevant outputs from Generative AI tools.

The participants expressed confidence that the knowledge and practical skills gained during the workshop would help them improve their productivity and efficiency in their respective roles. They also appreciated the opportunity to interact with the resource person and receive hands-on guidance during the practical sessions.

Overall, the feedback indicated that the workshop was highly beneficial and helped create awareness regarding the effective, responsible, and secure use of AI technologies in institutional administration.

Conclusion

The One-day Workshop on **“AI-Powered Administration, Office Automation & Institutional Productivity”** was successfully conducted and achieved its intended objectives. The workshop provided non-teaching staff with valuable knowledge and practical exposure to Artificial Intelligence and Generative AI tools. The hands-on sessions enabled the participants to understand the potential applications of AI in drafting official communications, preparing reports, creating presentations, managing documents, retrieving information, analysing data, organizing records, and automating routine office activities.

The programme encouraged the effective adoption of AI-powered applications to improve productivity, efficiency, accuracy, and decision-making in administrative processes. The workshop also created awareness regarding the responsible, ethical, and secure use of AI technologies.

The active participation and positive feedback from the non-teaching staff reflected the usefulness and relevance of the workshop. The programme served as an important step towards strengthening digital competency and promoting technology-enabled administrative practices at BRECW and SLV.



Figure 6: Participants along with the Resource Person at the Session

The institution expresses its sincere gratitude to **Dr V Sudha, Secretary – SLV; Dr Ch Sujatha Gangadhar, Chief Operating Officer – SLV; and Dr K Gracy Saila Sree, Director – HR & Academics – SLV**, for their constant encouragement, valuable guidance, and continued support in organizing the workshop.

The institution expresses its heartfelt gratitude to **Dr G Shyama Chandra Prasad Sir, Principal, BRECW**, for his inspiring guidance and for motivating and supporting the successful conduct of the workshop.

The institution also extends its sincere thanks to **Mr G Dayakar Reddy Sir, Vice Principal, BRECW**, for inaugurating the workshop and for his continuous support, encouragement, and motivation throughout the programme.

The institution expresses its sincere appreciation to **Mr N Narayana Swamy, Senior Technical Manager, Brainovision Solutions India Pvt. Ltd.**, for conducting the workshop and providing valuable practical insights into AI-powered administration, office automation, and institutional productivity.

The active participation and positive feedback from the non-teaching staff reflected the usefulness and relevance of the workshop. The workshop concluded successfully with an

enhanced understanding among the participants regarding the effective, responsible, and secure use of AI tools for improving institutional productivity, administrative efficiency, and the overall quality of office operations.