

WORKSHOP DETAILS



DATES
20–24 JULY 2026
(MONDAY TO FRIDAY)



DURATION
5 DAYS



TARGET PARTICIPANTS
Faculty Members, Assistant Professors,
Administrative Officers, Clerical Staff,
Office Assistants, Accountants,
Bursars and Staff
from Various Colleges



MODE OF TRAINING
Expert Lectures
Demonstrations
Hands-on Practice
Interactive Discussions
Case Studies



GOVERNMENT COLLEGE FOR GIRLS

SECTOR-52, GURUGRAM (HARYANA)

Organized 5 Days

INTER DISTRICT WORKSHOP

on

ADMINISTRATIVE EXCELLENCE, MENTAL WELL-BEING & AI:

BUILDING SMARTER, HEALTHIER AND MORE EFFICIENT WORKPLACES

“
Empowering
Administrators
for a Smarter,
Efficient and
AI-Enabled
Tomorrow.”

IN COLLABORATION WITH



GC Rithoj,
Gurugram



GC Sidhrawali,
Gurugram



GC Sec 9,
Gurugram



GC Jatauli
Haily Mandi,
Gurugram



GC Sultanpur,
Gurugram



GC Pataudi,
Gurugram



GC Salaheri,
Nuh



GC Bissar
Akbarpur,
Nuh

DAY 1

Clerical Workshop –
Office Administration &
Clerical Procedures

DAY 2

Clerical Workshop –
Bills, Accounts &
Financial Procedures

DAY 3

Stress Management

DAY 4

AI for Teaching,
Non-Teaching Staff &
Bursars

DAY 5

AI for Teaching, Non-Teaching
Staff & Bursars – Advanced
Tools & Practical Applications



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