INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Staff Training and Research Institute of Distance Education (STRIDE)

NAAC A++

CAPACITY BUILDING PROGRAMME (CBP)

"AI for Administrative Efficiency" for IGNOU Employees – Section Officers, STRIDE, IGNOU

01 December, 2026 (Through Online Mode)

1. **Foundational AI & Workplace Productivity**
   Develop a foundational and functional understanding of Artificial Intelligence (AI), its relevance to contemporary administrative work, and its potential to enhance efficiency and productivity in routine office functions.

2. **Drafting, Structuring & Document Analysis**
   Apply AI tools and techniques for drafting, editing, summarising, structuring and improving official documents and communications, as well as for information organisation, document analysis and report preparation.

3. **Human Judgement, Accountability & Quality**
   Identify suitable administrative tasks for responsible AI-assisted workflows while maintaining appropriate human judgement, accountability, accuracy and quality in official work.

4. **Data Security, Ethics & Responsible Transformation**
   Understand and address key considerations related to confidentiality, privacy, data security, bias and ethical use of AI, while promoting continuous learning and responsible digital transformation in administrative functioning at IGNOU.



Patron
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Who Can Participate ?

Section Officers of IGNOU HQs & Regional Centre's across India.

How to Participate?

- **Take NOC from your School/Division/RCs.**
- **After getting Approval, Click here to register yourself: https://forms.gle/GHwMWzqH6z3gDxRG6**
- **You will receive confirmation mail on your registered email.**

Last date of Registration 30 November, 2026



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