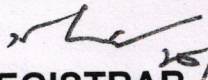


UNIVERSITY OF JAMMU

CIRCULAR

Sub: AI Tools Usage Training Program by NIELIT for Faculty & Officers of University of Jammu.

Pursuant to the letter No. 1(20)2025/34 dated 07.08.2025 issued by National Institute of Electronics & Information Technology, Srinagar/Jammu (copy enclosed). Permanent Faculty Members & Officers of the University of Jammu and its Offsite Campuses, who are willing to attend the above said training program may register their names with the NIELIT, New University Campus, Jammu as per the terms and conditions mentioned in the said letter.


REGISTRAR

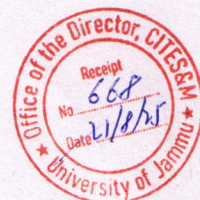
Encl : As above.

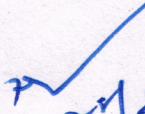
No: Estab./25/ 9938-10038

Dated: 20-08-2025

Copy to :-

1. Special Secretary to the Vice Chancellor for the kind information of the worthy Vice Chancellor
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. Sr. P.A. to the Registrar/Controller of Examinations
4. Director, CD&OE/CDC/DLL/DIQA//Physical Education/MMTTC/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/ SHTM/ ICcCR&HRM/School of Visual and Performing Arts, Design and Architecture/Centre for Women's Studies/ Centre for IT Enabled services & Management/NIELIT Jammu
5. Dean Students Welfare/Provost (Boy's/Girl's Hostel)/Dean Students Placement/Dean, Planning & Development
6. All Heads of the Teaching Departments of the University
7. Chief/Deputy Proctor of the University
8. I/C Librarian, Dhanvantri Library
9. I/c General Zorawar Singh Auditorium
10. I/c Director, Computer Centre
11. Incharge, E-Governance Initiative Cell
12. Programme Coordinator, NSS
13. Medical Officer, UHC
14. All Wardens of University Hostels
15. All Joint/Deputy /Assistant Registrars
16. Chief Accounts Officer
17. Executive Engineer, UWD
18. Manager Guest House
19. President, JUTA/JUOWA/JUNTEU/JUNGEU
20. Security Officer
21. All Sections
22. Guard File





J.R.(T.W-)/A.R.(Enlab.)



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर/जम्मू
National Institute of Electronics & Information Technology, Srinagar/Jammu
(Formerly DOEACC Centre Srinagar/Jammu)

संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक वैज्ञानिक स्वायत्त संस्था, भारत सरकार
Department of Electronics & Information Technology, Ministry of Communications and Information Technology, Govt. of India

जम्मू कार्यालय: नया परिसर, जम्मू विश्व विद्यालय, डा. अम्बेडकर रोड, जम्मू-180006

New Campus, University of Jammu, Dr. Ambedkar Road, Jammu-180 006
Phone No.0191-2456873, 2451849, 2432291; Fax : 0191-2433845; Web: jk.nielit.in

रजनीश रैना

संयुक्त निदेशक (तकनीकी)

संख्या 1(20)2025 / 34

दिनांक: 07/08/2025

The Registrar,
University of Jammu,
Jammu.

1977
07-08-2025

Subject: Proposal – AI Tools Usage Training Program for Faculty & Officers of University of Jammu.

Dear Sir,

In continuation of our discussions, we are pleased to submit herewith the formal proposal (attached as Annexure A) for the conduct of a specialized training program titled **"AI Tools Usage Training Program for Faculty & Officers"** for the University of Jammu. This initiative has been curated to empower faculty and officers with practical competencies in day to day office usage of Artificial Intelligence (AI) tools.

The program is designed to enhance professional productivity, streamline administrative workflows, and in content creation and communication.

The program is scheduled for four Saturdays from September 2025 onwards on mutually finalised dates, with sessions from 9:30 AM to 1:45 PM each day. Batch Size batch will be 20-22 participants. The fee for this comprehensive training is ₹2,250/- (GST @18% extra). The curriculum spans key domains including AI-powered text generation, content creation, visual design, image editing; and ppt generation—leveraging tools such as ChatGPT, Microsoft Copilot, Canva AI and Image Editor more.

By the program's conclusion, participants will be proficient in using AI assistants for administrative tasks, creating professional visual and multimedia content, integrating AI into their workflows, and understanding the ethical considerations of AI. All participants will receive a Certificate of Completion upon successful completion of training.

We are confident that this program will contribute meaningfully to the University's digital transformation journey and equip staff with future-ready skills. We look forward to your kind consideration and to facilitating this collaborative initiative.

Yours sincerely,

Warm regards,

Rajneesh Raina, Joint Director (Tech)

NIELIT-J&K Jammu

राजनीश रैना, संयुक्त निदेशक (तकनीकी)
राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, श्रीनगर/जम्मू
Department of Electronics & Information Technology, Srinagar/Jammu
जम्मू कार्यालय: नया परिसर, जम्मू विश्व विद्यालय, डा. अम्बेडकर रोड, जम्मू-180006
New Campus, University of Jammu, Dr. Ambedkar Road, Jammu-180 006
Phone No.0191-2456873, 2451849, 2432291; Fax : 0191-2433845; Web: jk.nielit.in

HA I/II/ & III

Annexure-A

AI Tools Training Program for Faculty & Officers - University of Jammu.

This program aims to enhance productivity and efficiency in daily office work for University of Jammu faculty and officers by familiarizing them with practical AI tools.

- **Duration:** 4 Saturdays
- **Venue:** NIELIT Jammu
- **Timing:** 9:30 AM - 1:45 PM (4 hours 15 minutes each day)
- **Tea Break:** 11:15 am-11:30 am
- **Batch Size:** 20 participants
- **Fee:** ₹2.250 + GST @18% = ₹2.655

Day-wise Schedule

Day	Date	Topic	Activities & Tools Covered
1	Saturday 1	Introduction to AI Assistants & Text Generation	Welcome & Program Overview: Introduction to AI, its role in office environments, benefits for UoJ staff. ChatGPT for Daily Office Tasks: Setup, prompt understanding, drafting emails, reports, policies, student communication, grievance responses. Hands-on practice. Tea Break Microsoft Copilot for Office Productivity: Document creation, data analysis, presentation design, calendar management, email composition, meeting summaries. Hands-on practice.


2	Saturday 2	Advanced Text AI & Content Creation	<p>Recap & Assignment Review Advanced ChatGPT/ Copilot Techniques: Prompt engineering (role-based, chain-of-thought), course content, admin workflows, student assessment creation. Hands-on.</p> <p>Tea Break</p> <p>Alternative AI Tools: Google Bard/Gemini, Claude AI, Grammarly AI. Hands-on comparison.</p> <p>Content Creation & Translation: AI for multilingual content (Hindi/Urdu/English), translation tools, content adaptation. Hands-on practice (translating & scanning documents).</p>
3	Saturday 3	Visual Design & Image Creation	<p>Recap & Q&A</p> <p>Microsoft Designer: Creating banners, posters, social media graphics, brochures, flyers. Hands-on practice (event poster, social media banner).</p> <p>Tea Break</p> <p>AI Image Generation Tools: Canva AI. Prompt techniques. Hands-on practice</p> <p>Photo Editing with AI: Windows Photos Editor, Adobe Express, Photo restoration/enhancement. Hands-on practice.</p>

Handwritten signature
21/8/25

4	Saturday 4	Video AI Tools & Integration	<p>Final Recap & Project Overview</p> <p>PPT & Video Creation using AI:</p> <p>Applications for ppts & promotional videos. course announcements. event documentation. Hands-on practice</p> <p>Tea Break</p> <p>Final Projects & Presentations:</p> <p>Participant presentations. peer feedback. best practices. troubleshooting.</p> <p>Certification & feedback: Certificate distribution & feedback</p>
---	------------	------------------------------	---

Deliverables:

- 1) Course Completion Certificate.
- 2) Writing Pad. Pen & Clear Bag.
- 3) Tea with Biscuits.

1

 07.8.25.