

**INTERNAL QUALITY ASSURANCE CELL
M E S ASMABI COLLEGE, P. VEMBALLUR -680671**



**REPORT OF
FACULTY DEVELOPMENT PROGRAM
ON
HANDS ON TRAINING ON ARTIFICIAL
INTELLIGENCE (AI) ENHANCED
TEACHING AND LEARNING**

2023 - 2024

MES ASMABI COLLEGE, P. VEMBALLUR



HANDS ON TRAINING ON ARTIFICIAL INTELLIGENCE (AI) ENHANCED TEACHING AND LEARNING

Our Speakers :



Amjad Ali E M
Product Owner
Madhyamam Digital Solution



Jabin T H
Assistant Professor
Department of Computer Applications



Nasiya P M
Assistant Professor
Department of Computer Applications



Anu S
Assistant Professor
Department of Computer Applications



Athira V B
Assistant Professor
Department of Computer Applications

Day 1: 27-10-2023
Introduction to Artificial Intelligence

Day 2: 04-11-2023
AI in Education

Day 3: 18-11-2023
AI Technologies and Tools

Day 4: 2-12-2023
Ethical and Practical Considerations

Day 5: 09-12-2023
Future of AI in Education

27 October to 9 December 2023
Computer Lab, MES Asmabi College

Dr. Shafeer P S
Coordinator, IQAC

Prof. A Biju
Principal

Dr. Dhanya P R
Coordinator,
Research Promotion Council

INTRODUCTION TO ARTIFICIAL INTELLIGENCE: "AI FUNDAMENTALS: UNDERSTANDING THE BASICS"

Day 1: 27-10-2023

Resource Person: Ms. Athira V.B (Assistant Professor, Department of Computer Application)

Dr. Shafer P S(IQAC Coordinator) initiated the program with a warm welcome to all attendees. He expressed his delight at the presence of the participants and the resource persons and emphasized the importance of the program.

The inaugural session focused on establishing a foundational understanding of artificial intelligence. Ms. Athira V.B provided a comprehensive introduction to the essential elements of AI, discussing its history, primary concepts, and various types. She covered the definition and scope of AI, tracing its historical development and evolution, and delving into core concepts such as Machine Learning, Neural Networks, and Deep Learning. Additionally, she illustrated practical examples of AI applications in everyday life. Key takeaways from this session included gaining a clear understanding of basic AI concepts and terminology, learning to distinguish between different types of AI and their applications, and recognizing the diverse impacts of AI across various sectors.

AI IN EDUCATION: TRANSFORMING EDUCATION WITH AI: OPPORTUNITIES AND CHALLENGES"

Day 2: 04-11-2023

Resource person: Ms. Nasiya P.M (Assistant Professor, Department of Computer Application)

On November 4, 2023, the second day of the Hands-On Training on Artificial Intelligence (AI) Enhanced Teaching and Learning focused on "Transforming Education with AI: Opportunities and Challenges." Ms. Nasiya P.M, Assistant Professor from the Department of Computer Application, led the session. She discussed the significant potential AI has to revolutionize educational practices by personalizing learning experiences, automating administrative tasks, and enhancing accessibility. Ms. Nasiya also addressed the challenges associated with AI integration, such as data privacy concerns, the risk of perpetuating biases, and the need for proper training for educators. The session provided a comprehensive overview of both the promising opportunities and the critical challenges in utilizing AI in education.

AI TECHNOLOGIES AND TOOLS: "EXPLORING AI TECHNOLOGIES: FROM MACHINE LEARNING TO NATURAL LANGUAGE PROCESSING"

Day 3: 18-11-2023

Resource person: Ms. Jabin T.H (Assistant Professor, Department of Computer Application)

On November 18, 2023, the third day of the Hands-On Training on Artificial Intelligence (AI) Enhanced Teaching and Learning covered "Exploring AI Technologies: From Machine Learning to Natural Language Processing." Ms. Jabin T.H, an Assistant Professor in the Department of Computer Application, conducted the session. She provided an in-depth exploration of various AI technologies, including the fundamentals of machine learning algorithms and the applications of natural language processing in educational contexts. Ms. Jabin demonstrated practical tools and techniques, showcasing how these technologies can be implemented to enhance teaching and learning experiences. The session equipped participants with a solid understanding of AI tools and their potential applications in education.

ETHICAL AND PRACTICAL CONSIDERATIONS: "ETHICS IN AI: NAVIGATING PRIVACY, BIAS, AND FAIRNESS IN EDUCATION"

Day 4: 02-12-2023

Resource person: Ms. Anu S (Assistant Professor, Department of Computer Application)

On December 2, 2023, the fourth day of the Hands-On Training on Artificial Intelligence (AI) Enhanced Teaching and Learning addressed "Ethics in AI: Navigating Privacy, Bias, and Fairness in Education." Ms. Anu S, Assistant Professor from the Department of Computer Application, led this critical session. She emphasized the importance of ethical considerations in AI, particularly focusing on issues related to privacy, bias, and fairness. Ms. Anu discussed the potential risks of AI systems perpetuating biases and the necessity of developing fair and transparent algorithms. The session also covered strategies for ensuring data privacy and protecting student information, highlighting the need for responsible AI practices in educational settings.

FUTURE OF AI IN EDUCATION AND HANDS-ON PROJECT: "THE FUTURE OF AI IN EDUCATION: TRENDS AND INNOVATIONS"

Day 5: 09-12-2023

Resource person: Mr. Amjad Ali E.M, (Product Owner, Madhyamam Digital Solution)

On December 9, 2023, the final day of the Hands-On Training on Artificial Intelligence (AI) Enhanced Teaching and Learning focused on "The Future of AI in Education: Trends and Innovations." Mr. Amjad Ali E.M, Product Owner at Madhyamam Digital Solution, led this forward-looking session. He discussed emerging trends and innovations in AI that are poised to transform the educational landscape, such as adaptive learning systems, AI-driven analytics, and virtual teaching assistants. Mr. Amjad highlighted the potential of these technologies to enhance educational outcomes and foster more personalized learning experiences. The session concluded with a hands-on project, allowing participants to apply their newly acquired knowledge and skills in a practical setting, solidifying their understanding of AI's future in education.

The five day training programme ended with vote of the thanks by Dr. Dhanya P. R (Joint Coordinator, Assistant Professor, Department of Aquaculture) to each and everyone for their participation and heartfelt thanks to the resource person for his valuable contribution.

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**REPORT OF ADMINISTRATIVE TRAINING
PROGRAMME FOR NON-TEACHING STAFF
ON
"DIGITAL MASTERY FOR ENHANCED OFFICE
PRODUCTIVITY**

2023 - 2024



Resource Person
Dr. Shafeer P S
Assistant Professor
Department of Commerce



Resource Person
Thanzeela Ebrahim K
Assistant Professor
Department of Commerce

MES ASMABI COLLEGE

P.Vemballur, Kodungallur

DIGITAL MASTERY FOR ENHANCED OFFICE PRODUCTIVITY A 2024 WORKSHOP

Day 1: May 22,2023

"Mastering Modern Office Tools:
A 2024 Workshop"



Day 2: May 23,2023

"Navigating Digital Workflows:
Enhancing Office Productivity"



Day 3: May 24,2023

"2024 Office Productivity Tools:
Hands-on Training"



Day 4: May 25,2023

"Digital Solutions for Efficient
Office Management"



Day 5: May 26, 2023

"Strategies for Maximizing
Productivity with Latest Digital
Tools"



Dr. Shafeer P S
Coordinator, IQAC

Prof. A Biju
Principal



**Day 1:
22nd May 2023**

Resource Person : Ms. Thanzeela Ebrahim K

**Assistant Professor, PG & Research Department of Commerce,
MES Asmabi College**

"MASTERING MODERN OFFICE TOOLS

"Mastering Modern Office Tools" conducted by IQAC and lead by Ms. Thanzeela Ebrahim K, Assistant Professor at MES Asmabi College, focused on enhancing participants' proficiency in contemporary office applications. Attendees gained practical insights into leveraging software such as Microsoft Office Suite and Google Workspace for efficient document management, data analysis, and collaborative work environments. Ms. Thanzeela Ebrahim K's expertise in the field enriched the workshop with industry-relevant examples and hands-on exercises, empowering participants with valuable skills for professional advancement in today's digital workplace. The event received positive feedback for its interactive sessions and relevance to current business practices.

Day 2 : 23rd May 2023

NAVIGATING DIGITAL WORKFLOWS: ENHANCING OFFICE PRODUCTIVITY"

**Resource person: Dr. Shafeer P. S
Assistant Professor, PG & Research Department of Commerce, MES Asmabi
College**

The workshop "Navigating Digital Workflows: Enhancing Office Productivity," organized by IQAC at MES Asmabi College, featured Dr. Shafeer P. S as the resource person. Dr. Shafeer, an Assistant Professor in the PG & Research Department of Commerce, provided valuable insights into optimizing digital workflows to boost office productivity. Participants learned practical strategies and tools for streamlining tasks, improving communication, and managing digital documents effectively. Dr. Shafeer's expertise and interactive approach ensured that attendees gained actionable knowledge applicable to their professional environments. The workshop was well-received for its relevance in today's increasingly digital workplace.

Day 3 : 24th May 2023

"2024 OFFICE PRODUCTIVITY TOOLS: HANDS-ON TRAINING"

Resource person: Ms. Thanzeela Ebrahim K
Assistant Professor, PG & Research Department of Commerce, MES Asmabi College

Organized by IQAC at MES Asmabi College, the workshop titled "Navigating Digital Workflows: Enhancing Office Productivity" featured Ms. Thanzeela Ebrahim K as the resource person. Ms. Thanzeela, an Assistant Professor in the PG & Research Department of Commerce, shared advanced strategies and tools for optimizing digital workflows to maximize office efficiency. Participants gained insights into leveraging modern office technologies for improved collaboration, document management, and task automation. Ms. Thanzeela's interactive sessions and practical examples provided attendees with actionable skills applicable in their professional settings. The workshop was praised for its relevance and effectiveness in enhancing productivity in the digital age.

Day 4 : 25th May 2023

"DIGITAL SOLUTIONS FOR EFFICIENT OFFICE MANAGEMENT"

Resource person: Dr. Shafeer P. S
Assistant Professor, PG & Research Department of Commerce, MES Asmabi College

Organized by IQAC at MES Asmabi College, the workshop titled "Digital Solutions for Efficient Office Management" was conducted by Dr. Shafeer P. S, Assistant Professor in the PG & Research Department of Commerce. Dr. Shafeer elucidated innovative digital tools and strategies aimed at enhancing office management efficiency. Participants were equipped with practical knowledge on utilizing technology for streamlining administrative tasks, improving communication, and enhancing overall productivity. Dr. Shafeer's expertise and engaging presentation style ensured that attendees gained valuable insights and actionable steps to implement in their respective workplaces. The workshop received positive feedback for its relevance in addressing contemporary challenges in office management through digital solutions.

Day 5 : 26th May 2023

"STRATEGIES FOR MAXIMIZING PRODUCTIVITY WITH LATEST DIGITAL TOOLS"

**Resource person: Ms. Thanzeela Ebrahim K
Assistant Professor, PG & Research Department of Commerce, MES Asmabi College**

Organized by IQAC at MES Asmabi College, the workshop titled "Strategies for Maximizing Productivity with Latest Digital Tools" featured Ms. Thanzeela Ebrahim K as the resource person. Ms. Thanzeela, an Assistant Professor in the PG & Research Department of Commerce, provided participants with comprehensive insights into leveraging cutting-edge digital tools to enhance productivity. Attendees learned practical strategies for optimizing workflow efficiency, improving time management, and leveraging collaborative platforms effectively. Ms. Thanzeela's expertise and interactive approach facilitated meaningful discussions and hands-on learning experiences, equipping participants with valuable skills applicable in today's digital-driven workplace. The workshop was well-received for its practical relevance and the depth of knowledge shared by the resource person.