

MAHATMA GANDHI INSTITUTE

CENTRE FOR TECHNOLOGY ENABLED LEARNING

Workshop on the Use of Artificial Intelligence (AI) in Administrative Work

“Artificial Intelligence in Administration: Enhancing Efficiency, Productivity and Administrative Excellence”.

in Panini Language Resource Centre, MGI

Course Overview

This 6-hour professional training course is designed to provide participants with a strong foundation in Artificial Intelligence (AI), including hands-on experience with modern AI tools used in content creation, scheduling, automated reporting, and data analytics.

Target Audience

Mid- to senior-level professionals in technical, managerial, and analytical roles.

Course Objectives

- Understand the foundational principles of AI and prompt engineering
- Gain familiarity with AI tools used for communication, content creation and data analysis.
- Identify impactful AI use cases for your profession and apply ethical best practices.
- Turn raw data into insights and automate repetitive work tasks

Programme Duration : 6 hrs

Date : 22 June-30 June 2026

Time: 09.00 hrs to 16.00 hrs

09.00 hrs to 12.00 hrs (Morning session) and 13.00hrs to 16.00hrs (Afternoon Session)

Course Content Outline

SN	Module	Learning Outcomes	Duration	Trainer
1	AI Foundations & Prompting Skills AI for Communication	Understand AI principles, terminology, evolution, types of AI, Generative AI Understand AI's capabilities and learn how to communicate effectively with AI tools. Use AI to speed up and enhance writing, presentation, and creative work	2 hours	Dr Maleika Heenaye- Mamode Khan <i>(Associate Professor and Dean at the Faculty of Information, Communication and Digital Technologies, UOM)</i>
2	Content Creation	Use AI for Administrative writing and presentations	2 hours	Dr Nuzhah Gooda Sahib- Kaudeer <i>(Associate Professor at the Faculty of Information, Communication and Digital Technologies, UOM)</i>
3	AI for Scheduling AI for Data Analysis & Workflow Automation	Turn raw data into insights Automate repetitive work tasks.	2 hours	Dr Maleika Heenaye- Mamode Khan Dr Nuzhah Gooda Sahib- Kaudeer

Delivery Format

Interactive lectures, hands-on labs, group work, real-case exercises, and tool demonstrations.

RESOURCE PERSONS' PROFILE



Dr. Maleika Heenaye- Mamode Khan is currently an Associate Professor at the Department of Software and Information Systems, University of Mauritius. She is actually the Dean at the Faculty of Information, Communication and Digital Technologies. She received her BSc (Hons) in Computer Science and Engineering in 2006. In 2007, she obtained a scholarship from Tertiary Education Commission (TEC), Mauritius to pursue her PhD. She was awarded her PhD in the field of Computer Science and Engineering, University of Mauritius in 2015. She has many years of experience in academia and research. Her area of research includes Computer Vision, Medical Image Processing, Artificial Intelligence, Biometrics and Data Analytics. She is a senior IEEE member. She is active reviewer of various reputed International Journals in her research areas. Dr Heenaye- Mamode khan has secured various research funds at national and international level. She has also initiated the setting up of a specialized Artificial Intelligence and Data Analytics (AIDA) Lab at the University of Mauritius. She recently conducted an AI workshop for the University of Mauritius Administrative staff.

Dr Nuzhah Gooda Sahib is an Associate Professor in Information Technology with extensive experience in teaching, training, and curriculum development in the fields of Artificial Intelligence, Data Science and Human Computer Interaction. She has delivered numerous workshops and professional development sessions on the practical use of emerging technologies in education and the workplace.

Her areas of expertise include Generative AI, Large Language Models (LLMs), Natural Language Processing, and AI-powered productivity tools. Through her work, she helps professionals leverage AI technologies to improve efficiency, automate routine tasks, enhance communication, and support decision-making processes.

In this workshop, Dr. Gooda Sahib will introduce participants to a range of AI tools that can assist administrative staff with scheduling, document preparation, meeting management, content creation, and everyday office productivity.



Dr. Zahra Mungloo-Dilmohamud is an Associate Professor and researcher at the University of Mauritius. Her research focuses on health informatics, bioinformatics, computational biology, and the application of artificial intelligence to address real-world challenges. She has contributed to interdisciplinary research at the intersection of AI, healthcare, and life sciences, with interests spanning genomics, biodiversity informatics, and data-driven decision-making. Dr. Zahra is actively involved in research, teaching, postgraduate supervision, and the development of innovative AI solutions to support scientific discovery and improve everyday life.