



- **Title Of Event/ Programme (Seminar/ Webinar/ Workshop/ Extension Lecture/ Extension Activity/ Any Other Activity):** Artificial Intelligence in Microsoft Office.
- **Theme of The Event/ Programme:** The event focused on a clear theme: redefining the boundaries of what's possible with Microsoft's AI technology, Copilot. Microsoft showcased how AI technology transforms business processes, enhances customer experiences, and drives innovation across various domains, from Dynamics 365 to the Power Platform.
- **Academic Session:** 2024 - 2025
- **Date:** 25-04-2025
- **Venue:** Bangabasi Evening College (College Campus)
- **Objective/ Purpose:** The primary objective of incorporating artificial intelligence (AI) into Microsoft Office is to enhance user productivity, streamline workflows, and provide intelligent assistance across various applications. AI in Office aims to automate tasks, offer smart suggestions, and simplify complex processes, ultimately empowering users to achieve more with less effort.
- **Speaker/S / Resource Person/S:** Rishi Bhattacharjee, Faculty, Department of Software Development, B. Voc Studies, Asutosh College
- **Target Audience/ Participants:** Students of Department of Hospitality & Tourism, B.Voc Studies, Bangabasi Evening College – All Semesters
- **Attendance Sheet:** Yes

ASUTOSH COLLEGE 92, S.P. Mukherjee Road, Kolkata - 700026 www.asutoshcollege.in		BANGABASI EVENING COLLEGE 15, Rajendra Chakrabarty Street, Bachchan, Kolkata, West Bengal 700029	
FACULTY / STUDENT EXCHANGE PROGRAMME ACADEMIC SESSION 2024 - 2025			
Between ASUTOSH COLLEGE and BANGABASI EVENING COLLEGE Under Memorandum of Understanding (MoU), Dated: 05.05.2022			
STUDENT ATTENDANCE SHEET			
SL. NO.	NAME / SIGNATURE OF THE STUDENTS WITH DATE	SL. NO.	NAME / SIGNATURE OF THE STUDENTS WITH DATE
1	Subhadeep Sarker 25.4.25	16	Apurva Chakrabarty 25.04.25
2	Priyanka Chakrabarty 25.4.25	17	Shikha Ghosh 25.04.25
3	Rohan Das 25.4.25	18	Shikha Ghosh 25.4.25
4	Aditya Bhattacharya 25.4.25	19	Shikha Ghosh 25.4.25
5	Pratik Das 25.4.25	20	Shikha Ghosh 25.4.25
6	Mamoni Hossain 25.04.25	21	Shikha Ghosh 25.04.25
7	Apurva Das 25.04.25	22	Shikha Ghosh 25.04.25
8	Shikha Ghosh 25.04.25	23	Shikha Ghosh 25.04.25
9	Shikha Ghosh 25.04.25	24	Shikha Ghosh 25.04.25
10	Shikha Ghosh 25.04.25	25	Shikha Ghosh 25.04.25
11	Shikha Ghosh 25.04.25		
12	Shikha Ghosh 25.04.25		
13	Shikha Ghosh 25.04.25		
14	Shikha Ghosh 25.04.25		
15	Shikha Ghosh 25.04.25		

[Signature]
Signature of the Principal of the Host College

[Signature]
Signature of the Faculty Member participating in the Faculty Exchange Programme

[Signature]
Signature of the IQAC Coordinator/ IQAC member of Host College



- **Brief Report About the Event/ Programme:** The purpose of “Artificial Intelligence in Microsoft Office” successfully introduced participants to key concepts and its applications in real world. Microsoft has significantly integrated Artificial Intelligence into its Office suite, enhancing user experience and productivity through features like Copilot, an AI companion designed to assist with various tasks. AI is also being used to improve the reliability and transparency of AI systems and content creation within Office apps. The Power Platform has incorporated AI to empower developers with tools like express design in Power Apps, which can automatically convert drawings and images into app interfaces, according to India AI.

ASUTOSH COLLEGE 11, A.P. WERNECKE ROAD, BOLKATA - 700009 www.asutoshcollege.in		BANGABASI EVENING COLLEGE 19, Seem-in, near Bangabasi College, Bolbakkhona, Kolkata, West Bengal 700009	
STUDENT EXCHANGE PROGRAMME, ACADEMIC SESSION 2024 - 2025 Between ASUTOSH COLLEGE and BANGABASI EVENING COLLEGE Under Memorandum of Understanding (MoU), Dated: 05.05.2022			
1. NAME OF THE FACULTY MEMBER	Rishi Bhattacharjee		
2. NAME OF THE DEPARTMENT	B.Voc Studies (B)		
3. NAME OF THE COLLEGE OF THE FACULTY MEMBER	Asutosh College		
4. DATE OF STUDENT EXCHANGE PROGRAMME	25.4.25		
5. IS THE LECTURE DISCIPLINE-SPECIFIC OR INTER-DISCIPLINARY OR BOTH?	<input checked="" type="checkbox"/> DISCIPLINE-SPECIFIC <input type="checkbox"/> INTER-DISCIPLINARY <input type="checkbox"/> MULTI-DISCIPLINARY		
6. IF INTER-DISCIPLINARY OR MULTI-DISCIPLINARY MENTION THE NAMES OF THE CONCERNED DEPARTMENTS	1. Hospitality and Tourism 2. Banking and Finance 3. Statistics and Insurance 4. B.Voc., Bangabasi College 5.		
7. NAME OF THE TOPIC	Artificial Intelligence in Microsoft Office		
8. NUMBER OF STUDENTS WHO ATTENDED THE LECTURE	25		
9. FEEDBACK FROM FACULTY MEMBER ABOUT THE PROGRAMME ORGANISED AS PART OF STUDENT EXCHANGE PROGRAMME	A good and interactive session.		
Signature of the Principal of the Host College <i>[Signature]</i>		Signature of the Faculty Member participating in the Faculty Exchange Programme <i>[Signature]</i>	
		Signature of the QAC Coordinator <i>[Signature]</i>	

- **Expected Outcome:** AI enhances decision-making by analysing vast amounts of data quickly and accurately, identifying patterns and insights that might be missed by humans. This enables businesses to make more informed, data-driven decisions, improving efficiency, reducing errors, and ultimately leading to better outcomes.
- **Geo-Tagged Photographs:** Attached Below




➤ **Poster of the Program:** Attached Below



ARTIFICIAL INTELLIGENCE IN MICROSOFT OFFICE

SEMINAR TALK UNDER THE FACULTY EXCHANGE PROGRAM BETWEEN
ASUTOSH COLLEGE & BANGABASI EVENING COLLEGE



Prof. Rishi Bhattacharjee
Department of Software Development
B.Voc Studies
Asutosh College

Date - Bangabasi Evening College
Date - 25.04.2025
Time - 5:30 PM onwards

➤ **Certificate of the Program:** Attached Below

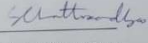
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(NAAC ACCREDITED)
(Affiliated with the University of Calcutta)
19, RAJKUMAR CHAKRABORTY SARANI • KOLKATA - 700 009
Website : www.bangabasievening.edu.in

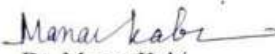
Ref. No. _____ Date 25.04.2025

TO WHOM IT MAY CONCERN

This is to certify that Sri Rishi Bhattacharjee SACT of Asutosh College, conducted classes for the students of the department of Bachelor of Vocational in Banking, Financial Services, and Insurance and Hospitality & Tourism, semester-I on 25.04.2025 at Bangabasi Evening College under the Faculty Exchange Programme of the Memorandum of Understanding (MOU), dated 05.05.2022.


Dr. Sanjib Chattopadhyay
Principal
Bangabasi Evening College


Principal
Bangabasi Evening College
Kolkata-700 009


Dr. Manas Kabi
Principal
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