



Report

on

“Two-Day Online Workshop on Prompt Engineering”

Vikrant University, Gwalior organized a Two-Day Online Workshop on “Prompt Engineering” to enhance the understanding and practical knowledge of Artificial Intelligence tools among faculty members and academic administrators. The workshop aimed to introduce participants to the concept of prompt engineering and demonstrate how AI-based platforms can be effectively utilized in teaching, research, academic documentation, and professional productivity. The workshop was conducted with the objective of familiarizing participants with the evolving landscape of Artificial Intelligence-driven academic practices and equipping them with the skills required to interact efficiently with modern AI systems. The sessions focused on practical exposure to prompt design, AI-assisted research support, academic report preparation, and the use of advanced AI tools to improve teaching-learning processes. The program was delivered by Dr. Tejpal Singh Batra, an internationally recognized expert in Artificial Intelligence, Digital Transformation, and Innovation, with more than 30 years of global experience across 72+ countries. The workshop provided a platform for participants to explore emerging AI tools and understand their application in Outcome-Based Education (OBE), research development, curriculum planning, and academic administration. Through interactive discussions and hands-on demonstrations, the workshop highlighted how prompt engineering can act as a bridge between human intelligence and AI capabilities, enabling educators and researchers to leverage AI technologies responsibly and effectively.

Academic Year	2025-2026
Activity Driven By	Department of Computer Science & Engineering, Vikrant University, Gwalior
Quarter	3rd
Activity Name	Two-Day Online Workshop on Prompt Engineering
Program Theme	Effective use of Prompt Engineering and AI tools for enhancing teaching, research, academic documentation, and professional productivity.
Program Starts Date	07/03/2026
Program Ending Date	08/03/2026
Number of participants	70+ participants including Honourable Pro Vice Chancellor sir, Deans, Director, HoDs, and Faculty members of Vikrant University
Mode of Delivery	Online (Google Meet)
Objectives	<ul style="list-style-type: none">• To introduce the concept and importance of Prompt Engineering in Artificial Intelligence-driven environments.• To provide hands-on training on designing effective prompts for AI-based tools and chatbots.



	<ul style="list-style-type: none">• To explore the application of AI tools in teaching, research, academic documentation, and assessment design.• To enhance faculty awareness regarding ethical and responsible use of Artificial Intelligence in academic practices.• To demonstrate the use of AI tools for Outcome-Based Education (OBE), curriculum design, and question bank preparation.
Benefits in terms of learning/skill/knowledge development	<ul style="list-style-type: none">• Enhanced understanding of AI chatbots and prompt engineering techniques.• Practical exposure to advanced AI tools such as NotebookLM, Perplexity AI, ChatGPT, Gemini, and Claude.• Improved skills in research gap identification, literature analysis, and citation support using AI tools.• Better understanding of AI-assisted academic documentation such as IQAC reports and institutional reports.• Development of knowledge for generating MCQs, academic content, and CO-PO matrices using AI tools.
Program Coordinator	Dr. Atul Kumar, Pro Vice Chancellor, VU, Gwalior Dr. Anand Singh Bisen, Director, VU, Gwalior

Overall Report of the Workshop

Date: 07th-08 March, 2026

Subject: Two-Day Online Workshop on Prompt Engineering

Introduction:

With the rapid advancement of Artificial Intelligence technologies and their increasing influence across education, research, and professional environments, it has become essential for educators to understand how to effectively interact with AI systems. Recognizing this need, Vikrant University organized a Two-Day Online Workshop on Prompt Engineering to equip faculty members with practical knowledge of AI tools and prompt design techniques. The workshop served as an academic platform where participants could learn how structured prompts can help generate meaningful and accurate outputs from AI systems. The sessions emphasized the importance of human intelligence in guiding AI systems, highlighting that prompt engineering is essentially the art of communicating with AI using clear and structured instructions. The workshop also focused on exploring AI tools that can assist faculty members in research activities, academic report generation, teaching support, and curriculum development.

Participants:

The workshop witnessed enthusiastic participation from faculty members, Deans, Heads of Departments, and academic administrators from various Schools of Vikrant University. The



presence of the Honourable Pro Vice Chancellor Sir and senior academic leaders added significant value to the discussions and knowledge exchange during the sessions.

Description:

The workshop was conducted over two days, covering both conceptual understanding and practical demonstrations of prompt engineering and AI tools.

On Day 1, the session focused on introducing participants to Prompt Engineering and AI chatbots. The resource person explained that prompt engineering can be understood as “Your Intelligence with AI”, where users guide AI systems through well-structured instructions. Participants were introduced to key prompt components including context, instruction, task, clarity, and refinement. A hands-on training session was conducted where participants practiced writing prompts using AI chatbot platforms such as ChatGPT. Various real-world applications of AI chatbots were discussed in areas such as teaching, research, coding, and content generation. The resource person also shared practical experiences from industry, including examples of complex prompt design processes used to generate advanced AI-driven solutions. The discussion also included the ethical use of AI tools and their importance in improving students’ employability and placement opportunities.

On Day 2, the session focused primarily on hands-on training on NotebookLM, where participants explored various tools available in the NotebookLM Studio, including Mind Map, Infographic, Audio Overview, Video Overview, Reports, Flashcards, Quiz, Slide Deck, and Data Table generation tools. Participants actively practiced these features during the session. The resource person demonstrated how NotebookLM can support academic research activities such as identifying research gaps, exploring investigative approaches, and assisting with citations and literature reviews. The session also highlighted how academic administrators such as Deans and Heads of Departments can utilize AI tools for generating IQAC reports, departmental reports, and other institutional documentation in a structured and efficient manner. Further demonstrations included the use of AI tools for generating MCQs for question bank preparation, refining AI-generated content ethically, and generating CO-PO matrices aligned with NBA, NAAC, and NEP 2020 guidelines using structured prompts. Participants were also introduced to additional AI platforms including Perplexity AI, Google Gemini, ChatGPT, Claude, Lazy Prompt, and PDF Breaker, along with their potential applications in academic and research environments. At the end of the workshop, participant feedback was collected through a Google Form to assess the effectiveness of the training and gather suggestions for future academic development programs.

Outcome of the Workshop:

- Enhanced awareness among faculty members regarding Prompt Engineering and AI tool utilization.
- Practical understanding of AI-based research assistance and academic documentation tools.
- Improved capability of faculty members to use AI tools for question bank preparation and curriculum alignment.
- Exposure to advanced AI tools supporting Outcome-Based Education and academic planning.

- Strengthened institutional readiness for AI-enabled teaching, research, and academic administration.

Conclusion:

The Two-Day Online Workshop on Prompt Engineering proved to be a highly informative and engaging academic initiative. The sessions provided faculty members with valuable insights into the evolving role of Artificial Intelligence in education and demonstrated practical ways of integrating AI tools into teaching, research, and academic administration. The workshop successfully enhanced participants' understanding of prompt engineering techniques and highlighted the importance of ethical, responsible, and innovative use of AI technologies within higher education. The discussions and demonstrations during the workshop reinforced Vikrant University's commitment to promoting technology-driven education and preparing educators and students for the future AI-powered academic ecosystem.

Posters:



Dr. Tejpal Singh Batra



Global Leader in AI, Digital Transformation & Innovation

Professional background

- **Expertise:** AI, Digital Transformation, Process excellence, Analytics, Leadership, Coaching, Design Thinking
- **Experience:** 30+ years leading global teams across 72+ countries in IT, Operations, Human resources, and Talent Development.
- **Founder, SSO Consultants :** Delivering people, process, and technology transformation for organizations since 2015. **DataOwl** – Edtech into AI, Data and Analytics. **IGiftLife** - NGO
- **Education:** Ph.D., MBA, B.Com – Certifications in Predictive Index, ITIL, Prince2
- **Academic:** Member of BOS, PRC and Advisory boards. Visiting Faculty at top B-Schools, teaching AI, Analytics, Operations, HR, Technology, Sports Tech and Digital Transformation for over 10 years.
- **Facilitation / Training Impact:** Certified 2000+ students & 350+ corporate participants in AI, Data and Analytics
- **Specialization:** Blending AI, analytics, and processes in organizations strategy to drive business growth and customer engagement



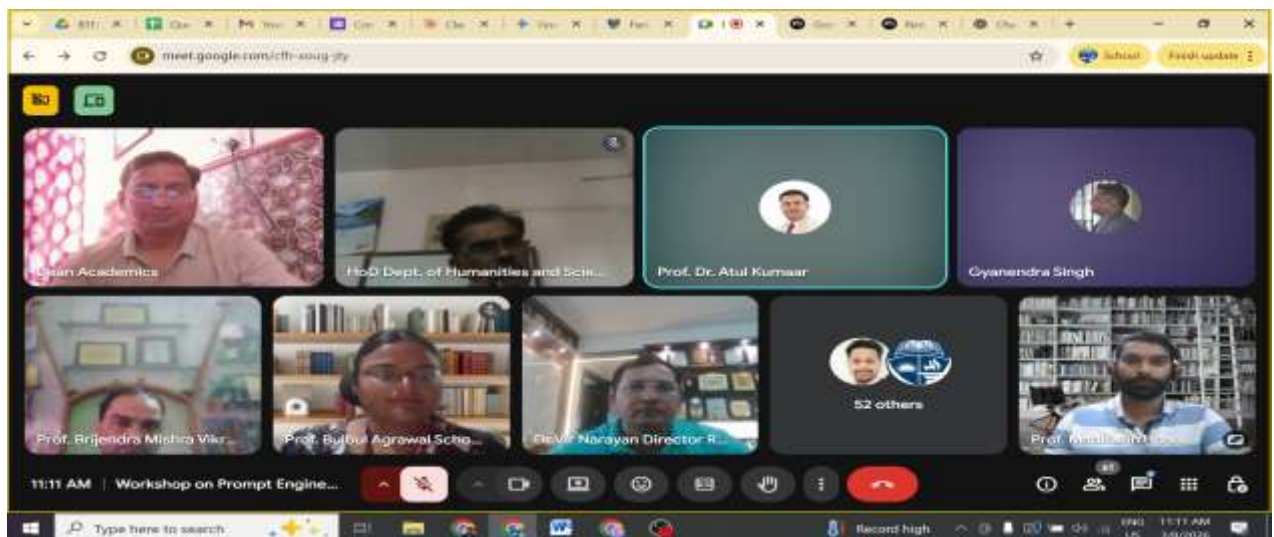
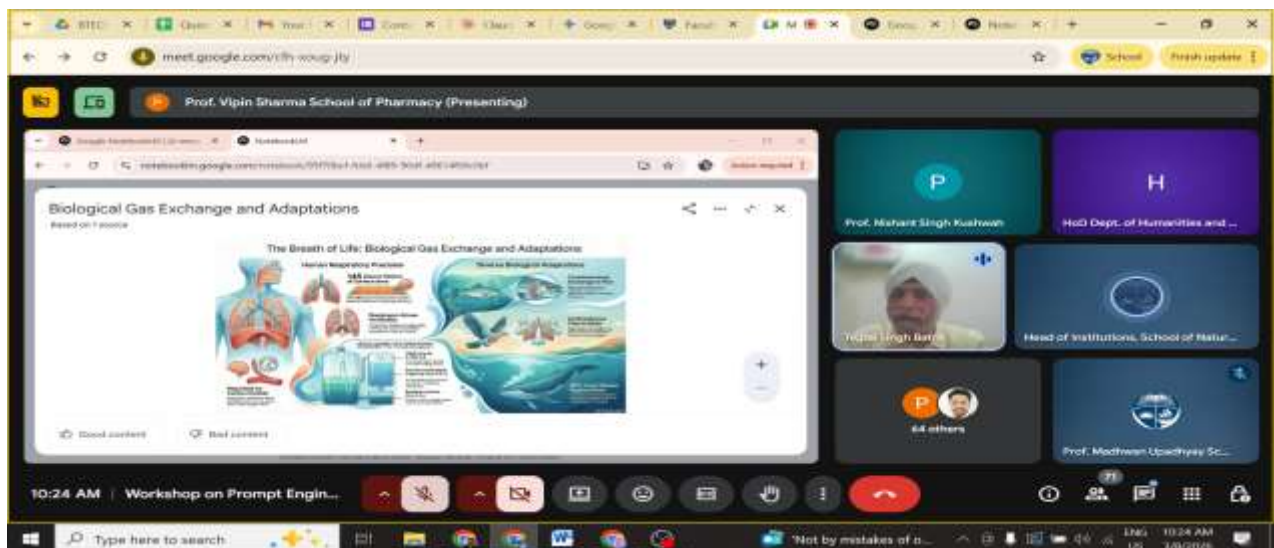
Glimpses: Day-1





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University
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Glimpses: Day-2





Certificate Format:



List of Participants: Day-1

1. Dr. Anand Singh Bisen
2. Dr. Atul Kumar
3. Mr. Abhinav Kumar Bhaskar
4. Mr. Aditya Pathak
5. Ms. Suman Rahul Ahirwar
6. Ms. Aishwarya Singh
7. Mr. Amit Ojha
8. Mr. Arun Singh
9. Mr. Ashish shrivas
10. Mr. Ashutosh Bansal
11. Dr. Sachin Kumar Singh
12. Mr. Dhramandra Sharma
13. Mr. Dileep S Kushwah
14. Mr. Dileep Singh Rajput
15. Dr. Anand Kumar Pandey
16. Dr. Rahul Kushwah
17. Dr. Vir Narayan
18. Dr. Chandan Singh
19. Dr. Pratibha Jadon
20. Dr. Sandeep Kumar Tiwari
21. Mr. Gurucharan Singh Saini
22. Mr. Promod Kumar Dubey
23. Dr. Hirdesh Kumar
24. Mr. Jitendra Sharma



25. Mr. Kartik Kushwah
26. Ms. Komal Kulshrestha
27. Mr. Manoj Yadav
28. Ms. Pratigya Darpe
29. Mr. Amit Atroliya
30. Mr. Gaurav Saxena
31. Mr. Nagendra Singh Yadav
32. Dr. Nischay Kumar Upamannyu
33. Mr. Nishesh singh
34. Mr. Prashant Garg
35. Ms. Abhilasha Dubey
36. Ms. Alka Yadav
37. Dr. Brijendra Mishra
38. Ms. Bulbul Agrawal
39. Ms. Gargi Singhal
40. Mr. Madhwan Upadhyay
41. Ms. Meena Sharma
42. Mr. Naveen Kumar
43. Ms. Neha Yadav
44. Mr. Pradeep Yadav
45. Mr. Prashant Rao Mulik
46. Mr. Prashant Shrivastava
47. Dr. Ramu Soni
48. Mr. Shashi Pratap Singh Tomar
49. Ms. Shivangi Sharma
50. Ms. Vaishnavi Mishra
51. Mr. Vipin Sharma
52. Mr. Vishal Taretiya
53. Mr. Vishal Tiwari
54. Mr. Vivek Chandra Sagar
55. Ms. Ritu Sharma
56. Mr. Santosh Singh Kushwaha
57. Dr. Shashank Swami
58. Mr. Suraj Jatav
59. Mr. Suraj Manjhi
60. Mr. Surjeet Singh Parihar
61. Mr. Uttam Singh Rathore
62. Dr. Zeba Siddiqui
63. Ms. Diksha Yadav
64. Mr. Gyan Chand Jain
65. Mr. Madhuraj Singh
66. Ms. Neelam Choubey
67. Dr. Nitin Agarwal
68. Mr. Shailendra Kumar Mathe
69. Mr. Shambhu Dayal Batham



70. Mr. Umesh Sharma

List of Participants: Day-2

1. Dr. Atul Kumar
2. Dr. Anand Singh Bisen
3. Prof. Bulbul Agrawal
4. Prof. Madhwan Upadhyay
5. Prof. Abhinav Pragati
6. Prof. Amit Atroliya
7. Dr. Anand Kumar Pandey
8. Prof. Arun Singh
9. Prof. Ashish Shrivastava
10. Prof. Ashutosh Bansal
11. Dean Academics
12. Dean, School of Agriculture
13. Deputy CoE, VU
14. Prof. Dharmendra Sharma
15. Prof. Dileep Singh Rajput
16. Dr. Rahul Kushwah
17. Dr. Rahul Kushwah HOD
18. Dr. Vir Narayan Director
19. Dr. Chandan Singh
20. Dr. Pratibha Jadon
21. Dr. Sandeep Tiwari
22. Prof. Gyan Jain
23. Head of Institutions
24. Prof. Hirdesh Kumar
25. HoD Dept. of Humanities
26. Prof. Jitendra Sharma
27. Mr. Kartik Kushwah
28. Prof. Komal Kulshrestha
29. Manoj Yadav Admin
30. Prof. Pratiksha Sharma
31. Mr. Nagendra Singh Yadav
32. Prof. Neelam Choubey
33. Prof. Nischay U
34. Prof. Nishesh Singh
35. Pharmacy School
36. Prof. Prashant Garg
37. Prof. Arun Sahu
38. Prof. Alka Yadav
39. Prof. Brijendra Mishra
40. Prof. Gargi Singhal



41. Prof. Harshita Sharma
42. Prof. Meena Sharma
43. Prof. Neha Yadav
44. Prof. Nishant Singh Kushwah
45. Prof. Pradeep Yadav
46. Prof. Pragati Sharma
47. Prof. Prashant Rao Mulik
48. Prof. Prashant Shrivastava
49. Prof. Ramu Soni
50. Prof. Vipin Sharma
51. Prof. Vishal Taretiya
52. Prof. Vivek Sagar
53. Prof. Ritu Sharma
54. Prof. Sanjay Sharma
55. Prof. Santosh Singh Kushwah
56. Prof. Shashank Swami
57. Dr. Shashi Tomar
58. Prof. Suneel Rathore
59. Prof. Aishwarya
60. Prof. Surjeet Singh
61. Dr. Tejpal Singh Batra
62. Mr. Umesh Sharma
63. Dr. Upendra Tomar
64. Ms. Varsha Thakkar
65. Prof. Zeba Siddiqui
66. Prof. Pramod Kumar Dubey
67. Dr. Sachin Kumar Singh
68. Prof. Vaishnavi Mishra
69. Prof. Dhruv Sharma
70. Dr. Nitin Agrawal
71. Prof. Abhilasha Dubey