



ST. STEPHEN'S COLLEGE, DELHI

INVITES YOU TO A **FREE WORKSHOP**

AI FOR ADMINISTRATIVE STAFF

Don't use AI.
Use Agentic AI.

₹ 0 · FREE WORKSHOP · SATURDAY 19 SEPTEMBER 2026 · 2:00 PM – 5:00 PM

★ SHOWCASING THE POWER OF THESE AGENTIC AI TOOLS ★



HERMES AGENT

Open-source always-on agentic AI



GOOGLE ANTIGRAVITY

Agentic IDE — plans, browses, acts



Prof. Dr. Susan Elias

PRINCIPAL · ST. STEPHEN'S COLLEGE, DELHI

RESOURCE PERSON

Academic Lead (AI & Research) · Course Patron



Dr. Rajendra Kumar

COURSE DESIGNER · AI & PROFESSIONAL PRODUCTIVITY

RESOURCE PERSON

Academic Advisor, MyEIROS (AI Startup, Tucson, Arizona, U.S.A) · Researcher in AI & Law · Assistant Professor, School of Legal Studies, BBD University, Lucknow

Dr. Greetta Pinheiro

WORKSHOP ORGANISER

Assistant Professor, Computer Science, St. Stephen's College, Delhi

Dr. Nimish Joseph

WORKSHOP ORGANISER

Professor of Practice, Centre for Advanced Learning (SCAL), St. Stephen's College, Delhi

SIGNIFICANCE — HOW IT WILL HELP IN YOUR PROFESSION

1

Your 24/7 AI Agent

Hermes drafts **office notes, circulars, notices, reminders & replies** on command via email, Telegram & WhatsApp — an AI employee working even while you sleep.

2

Work faster

Cut **letter drafting, report compilation & data entry** from hours to minutes — **circulars, agendas, minutes & duty rosters** ready before office hours.

3

Documents in YOUR format

SKILL.md reproduces your own formats — **official letters, notifications, minutes of meetings, reports & forms** — office-ready and consistent, every single time.

4

Verify before you rely

Check every citation against **office registers, government circulars & original records** — before despatch or filing.

5

Zero subscription costs

Digitisation, drafting & OCR of **old files, scanned registers & legacy records** — all on free, open-source tools, zero subscription costs.

6

Keep data private

Run tools locally so **staff records, confidential files & personal data** stay on your computer — never on the servers of AI companies.

WHO SHOULD ATTEND

Administrative Officers · Section Staff · Office Assistants · Executive Assistants · Records & Registry Staff · Accounts & HR Staff · Front Office · Librarians · Support Staff

LIVE DEMOS — AGENTIC AI & OPEN-SOURCE TOOLS



Hermes Agent

Always-on AI agent



Antigravity

Agentic IDE



LibreOffice

Free office docs



Gemini

AI assistant



NotebookLM

Cited answers

DATE

Sat, 19 Sept 2026

TIME

2:00 PM – 5:00 PM

DURATION

3 Hours

MODE

Onsite / Offline

VENUE

IRC Lab, St.
Stephen's
College, Delhi



SCAN TO REGISTER

FREE REGISTRATION · SEATS LIMITED

Register: <https://forms.gle/TZmtmNxp6Y2fp1Zb9>

Phone / WhatsApp: [+91 95606 15504](tel:+919560615504) | tap to chat | Email: adcoscal@ststephens.edu

Venue: **St. Stephen's College, Delhi** | Sat, 19 Sep 2026 · 2:00 PM – 5:00 PM



LAST DATE TO REGISTER: SUNDAY, 13 SEPTEMBER 2026 · CONFIRMATION EMAILS BY MONDAY, 14 SEPTEMBER 2026