

COMPREHENSIVE FRAMEWORK FOR CLUB ACTIVITIES
(To be submitted to the Dean of Student Welfare by the end of each month)

Part 1: Pre-Event Phase

1.1. Club Activity Proposal & Budget

(To be filled by Club Coordinator and approved by Faculty In-charge & DSW)

- **Club Name:** The Speak Tech Club
- **Date of Proposed Activity:** 28 February 2026
- **Activity Title:** Speak Tech Knowledge Sharing Series
- **Faculty In-charge:** Dr. Yesha Tomar
- **Club Coordinator (Student):** Silvi Agarwal & Mohit Singh
(MCOM-II Semester)
- **Primary Objective of the Activity:** It is an initiative designed to develop students' oratory, communication, and digital expression skills.
- **Aligned SDG Goal(s):** SDG 4 (Quality Education) and SDG 8 (Decent Work & Economic Growth), and SDG 9 (Industry, Innovation & Infrastructure) promoting skill development, confidence-building, and effective communication among young learners.
- **Detailed Description of the Activity:** As part of IQAC's quality enhancement initiatives, the core purpose of the club is to empower students to speak, express, and lead. The Students will share practical knowledge of digital tools and emerging technologies to enhance learning, productivity, and communication skills.
- **Budget Proposal: None**

Item	Quantity	Estimated Cost (₹)	Justification
Total			

- **Approvals:**
 - **Faculty In-charge Signature:** _____ Date: // _____
 - **DSW Office Signature:** _____ Date: // _____

Part 2: Event Execution Phase

2.1. Official Notification / Circular

(A formal circular to be sent to all Deans, HODs, and students)

Date: 20 February, 2026

Ref. No.: DSW/Club/SpeakTech/2026

Subject: Invitation to the “SPEAK TECH 2026” organised by the ‘Speak Tech Club’

Dear Deans, HODs, and Students,

This is to inform you that the **Speak Tech Club** will be organizing an event on "**Speak Tech Knowledge Sharing Series**

- **Date:** 28 february 2026
- **Time:** 1:00-2:00 pm
- **Venue:** Seminar Hall, SMCS, Patelnagar Campus

All Respected Deans,

The Speak Tech Club is organizing a “Speak Tech Knowledge Sharing Series” event on February 28, 2026. It is an initiative designed to develop students’ oratory, communication, and digital expression skills.

This event is aligned with the Sustainable Development Goal 4 (Quality Education) and SDG 8 (Decent Work & Economic Growth), promoting skill development, confidence-building, and effective communication among young learners. As part of IQAC’s quality enhancement initiatives, the event strengthens the core purpose of the club—empowering students to speak, express, and lead.

We request your kind support in nominating participants and encouraging faculty members to grace the occasion with their presence.

Event: Speak Tech Knowledge Sharing Series

Organised by: Speak Tech Club, under IQAC

Theme: Communication for a Sustainable Future

We look forward to your school’s enthusiastic participation. The activity flyer is attached.

Warm regards,

Dr. Yesha Tomar

Club Coordinator

The Speak Tech Club

Mob. 9997981728




SHRI GURU RAM RAI UNIVERSITY

SPEAK TECH CLUB

Speak Tech Knowledge Sharing Series

Learn • Share • Grow



Activity Highlights:

- 🗣️ 3-5 Minute Student Talks
- 💻 Demonstration of Useful Tech Tools
- 📄 Productivity & AI Applications
- 🗨️ Interactive Discussion with Audience

Awards:
Audience Choice Award
E-Certificates to all participants

Register Here:



Date: 28th February 2026
Time: 1:00 PM-2:00 PM
Venue: Seminar Hall, SMCS, Patel Nagar, SGRU
Coordinator: Dr. Yesha Tomar
📞 9997981728

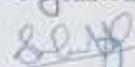
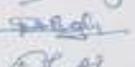
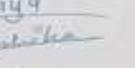
ChatGPT

2.2. Event Attendance Sheet

Activity Title: Speak Tech 2026

Date: 28 February 2026

Club: Speak Tech Club

SPEAK TECH CLUB				
Speak Tech Knowledge Sharing Series				
S.N.	Name	Course	Date	Signature
1	Silvi Agasnoal (C.Cord)	M.Com	28/2/26	
2	Mehit Singh (C.Cord)	M.Com	28/2/26	
3	Yesha Tomar	M.Com	28/2/26	
4	Zeba Naaz	M.Com	28/2/26	
5	Shivika Lakshya	BA	28/2/26	
6	Jiya Dharai	BBA	28/2/26	
7	Anshika Pundir	BBA	28/2/26	
8	Krish Cooolyal	BBA	28/2/26	
9	Amal Pandey	BBA	28/2/26	
10	Manan Bhatt	BBA	28/2/26	

Part 3: Post-Event Phase

3.1. Visual Documentation

- Geotagged Photos:





3.2. Participant Feedback Form

- **Activity:** Speak Tech Club
- **Date:** 26 November 2025
- On a scale of 1-5 (5 being highest), how would you rate this event?
 - 1 2 3 4 5
- What did you like most about the activity?
- Any suggestions for improvement?

Part 4: Reporting & Dissemination

4.1. Detailed Activity Report

(For internal DSW records)

- **Club Name:** The Speak Tech Club
- **Activity Title:** Speak Tech 2025
- **Date & Duration:** 28 February 2026, 60 Minutes
- **Number of Participants:** 10
- **Objectives Revisited:**
 - The primary objective of the Speak Tech Knowledge Sharing Series was to introduce students to the practical use of Artificial Intelligence tools through effective prompt writing. The session aimed to enhance students' digital literacy and AI tool usage skills.

The event aligned with the club's broader goal of strengthening communication, digital expression, and personality development. Student Co-coordinators led the session through structured 3–5-minute talks, demonstrating how thoughtfully crafted prompts can improve outputs from AI tools.

- **Description of Proceedings:** The event began with a warm welcome and an overview of the club's vision by the Faculty In-charge.
- Interactive ice-breaker activities helped students understand how the club would support their personal and professional growth through fun yet skill-focused experiences. The event also included demonstrations on using AI for summarisation, content creation, presentation development, and logo generation. The interactive discussion segment encouraged students to reflect on responsible AI usage and ethical considerations.
- **Outcomes & Learning:** The session enabled participants to discuss their basic understanding of AI-powered productivity tools. It increased awareness of responsible and ethical AI usage while enhancing students' digital confidence and reducing hesitation in adopting emerging

technologies. The peer-led format promoted collaborative learning effectively supporting the club's mission of fostering communication excellence and digital competence.

- **Challenges Faced (if any):** Some participants initially lacked clarity regarding prompt structure and AI tool capabilities. The lack of initial motivation also emerged as a barrier for some participants.
- **Recommendations for Future Events:** More confidence-building activities and mentorship from seniors may also help students overcome anxiety and foster a supportive speaking environment.

Submitted by : Dr. Yesha Tomar

Name & Signature of Club Coordinator

4.2. Website Report / Press Release

(A concise, public-friendly version for the university website and media)

Headline: Empowering Students Through AI Literacy and Prompt Engineering

Sub-headline: Speak Tech Knowledge Sharing Series – Learn • Share • Grow

Insert 1-2 best high-resolution photos here



Structure-

The Speak Tech Club organised an engaging Knowledge Sharing Series on 28 February 2026 to introduce students to the practical applications of Artificial Intelligence tools and techniques. The event brought together enthusiastic participants eager to enhance their digital literacy, productivity, and communication skills through emerging technologies.

Designed as a platform for students to learn, share, and grow, the session focused on developing essential 21st-century competencies such as AI literacy, structured thinking, and effective digital communication. Under the guidance of the Internal Quality Assurance Cell (IQAC), the activity aligned with quality enhancement initiatives, ensuring that students gain exposure to skill-based and technology-driven learning beyond the conventional classroom environment.

Through interactive 3–5-minute student talks and live demonstrations, participants explored how structured prompts can significantly improve AI outputs for research, content creation, presentations, and academic tasks. The session also emphasised responsible and ethical use of AI tools. “Our objective is to empower students to use technology intelligently and confidently while maintaining academic integrity,” said the Faculty In-charge of the club.

The event concluded on an inspiring note, motivating students to adopt innovative digital practices and actively participate in future Speak Tech initiatives aimed at strengthening communication and technological competence.