Avinashilingam Institute for Home Science and Higher Education for Women Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4, Category I by UGC Coimbatore-641 043, Tamil Nadu, India

AIU – Avinashilingam Institute – Academic and Administrative Development Centre (AIU-AI-AADC)

Organises

V Short Term Capacity Building Programme on

Technology and Office Management

31.07.2023 to 04.08.2023

Case Studies Hands-on Sessions Activities

Mode : Online

FREE Registration

ABOUT THE INSTITUTE

Avinashilingam Institute for Home Science and Higher Education for Women - the epitome of higher education is one of the premier institutions in India well known for its commitment towards the empowerment of women through value based and holistic education. The institute follows educational ideals of Sri Ramakrishna, Holy Mother Sri Saradamani Devi, Swami Vivekananda and Mahatma Gandhiji. The institute is one of the significant contributions of Padma Bhushan, Dr. T. S. Avinashilingam, an illustrious educationist, freedom-fighter and Gandhian and Dr. Rajammal P. Devadas, the world- renowned nutritionist.

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 84th Rank in NIRF, 5th Rank under the category of 'University & Deemed to be University (Govt. & Govt. Aided) Technical' in ARIIA – 2021.

Presently, the institution is progressing towards 'beyond-excellence' under the able guidance and leadership of Dr.T. S. K. Meenakshi Sundaram, Managing Trustee and Chancellor, Dr.V. Bharathi Harishankar,Vice Chancellor and Dr. S. Kowsalya, Registrar.

ABOUT ASSOCIATION OF INDIAN UNIVERSITIES

Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913.

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 921 members (907 Indian & 14 Associate Members of Foreign Countries). The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

In addition to Indian Universities, Universities / Institutes from Bangladesh, Bhutan, Republic of Kazakhstan, Malaysia, Mauritius, Nepal, Thailand, United Arab Emirates and United Kingdom are its Associate Members. Since its inception AIU has played a very significant role in the development of Education in the Country.

Some of the eminent scholars and visionary leaders like Dr Sarvepalli Radhakrishnan, Dr Shyama Prasad Mukherjee, Dr Zakir Hussain, Sir. A L. Mudaliar have given leadership to AIU. During such a long journey, AIU has carved a niche for itself by serving the Ministry of Education, Govt. of India as a research-based policy advisory body. Being an apex institution, it constitutes an integral part of all major decision-making committees and commissions in the country

As an academic 'think tank' organization, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy and capacity building. It also acts as a bureau of information on higher education; liaise with international bodies and universities for internationalization of Indian higher education among many others. The Vision of AIU is to emerge as a dynamic service and apex advisory organization in India by undertaking initiatives and programmes which could strengthen and popularize Indian higher education as leading-edge system in the world and promote greater national and international collaboration in Higher Education, Research, Extension, Sports, Youth and Cultural Activities.

It is bestowed with the mission of promoting and representing the Indian Universities and other higher education institutions through strong liaison with the government and National/International organizations, sister associations world over and establish liaison between/among universities through active support, cooperation and coordination among the member universities and all its stakeholders for quality education, research and other academics and extension activities.

ABOUT THE CENTRE

AIU–Avinashilingam Institute - Academic and Administrative Development Centre (AIU-AI-AADC) has been initiated by the institute in association with Association of Indian Universities (AIU) as a step towards training the human resources of higher education institutions. The specific objectives of the centre are:

- Facilitate learning through Performance Improvement Programmes for different groups (Administrators/Teaching Faculty/Non-Teaching Research Scholars/Technical Personnel) towards progression based on their career stages.

- Enable continuous learning through rigorous need-based training sessions

- Sensitize stakeholders on recent developments in higher

  education system in the country and across the world.

- Equip academic / administrative / technical / information personnel with the requisite skills on ICT to handle their work effectively.

- Develop integrity and professional ethics among higher

  education personnel.

- Strengthen the human capital of the country with right attitude, skills, and knowledge

VISION

To facilitate value-based transition towards changing higher education ecosystem through continuous capacity building.

MISSION

To impart ICT enabled training to human resources of higher education institutions thereby preparing themselves towards Education 5.0.

ABOUT THE PROGRAMME

In today's digital age, Information and Communication Technology (ICT) skills are essential for efficient functioning and professional growth in Higher Education Institutions (HEIs). Non-teaching support staff play a crucial role in various administrative and operational tasks. By providing ICT training to non-teaching staff in HEIs, institutions can foster a digitally competent workforce that is equipped to meet the challenges of the digital era. It leads to increased efficiency, improved communication, and better utilization of technology for administrative and operational functions, ultimately contributing to the overall success of the institution.This capacity building program aims to empower non-teaching support staff with ICT skills to enhance their productivity, effectiveness, and job satisfaction.

OBJECTIVES

➢ Provide a comprehensive understanding of essential ICT concepts and tools.

➢ Enable participants to utilize ICT effectively in their day-to-day tasks.

➢ Demonstrate practical proficiency in the use and application of current computer hardware and Software

➢ Demonstrate ability to develop, organize, edit and publish a variety of office documents

➢ Foster collaboration, communication, and data management through ICT platforms.

➢ Promote a culture of continuous learning and adaptability in the rapidly evolving digital landscape.

TARGET PARTICIPANTS

Support Staff (non-teaching staff) of Higher Education Institutions

Mode of delivery : **Online**

Duration : **31.07.2023 to 04.08.2023 (5 Days Programme)**

PROGRAMME SCHEDULE

Day 1: Date: 31.07.2023
Introducion to ICT Fundamentals and Office Technologies

➢ Understanding the role and significance of ICT in HEIs
➢ Exploring Basic Hardware and Software Concepts
➢ Introduction to Computer Networks and the Internet
➢ Office Automation, AI and Automation, Digital Transformation
➢ Window Installation, Network Connection (LAN), Installation of Printer, Basic Troubleshooting etc.

Day 2: Date: 01.08.2023
Office Automation Tools

➢ Word Processing Applications: MS-Word, Efficient Document Creation
➢ Spreadsheet Applications: MS-Excel, Presentation of Statistical Information, Data Analysis and Data Analytics Presentation Applications:
➢ MS-PowerPoint: Creating and delivering effective presentations
➢ File Management: Organizing and Accessing Digital Files Effectively
   (Google Drive)

PROGRAMME SCHEDULE

Day 3: Date: 02.08.2023
Effective Collaboration and Communication

- Email and Calendar Management: Effective communication and time Management, Email Etiquettes
- Cloud-based collaboration platforms (e.g., Google Workspace, Microsoft Teams)
- Comprehending UGC Notifications, Circulars, Regulations
- Work Flow Automation

Day 4: Date: 03.08.2023
Tech-enabled Administration

- GFR Rules 2017
- Floating a Tender
- Overview of PFMS
- E-Procurement
- Establishment Rules & Processes
- GST & IT
- Auditing

Day 5: Date: 04.08.2023
Tech -enabled Administration - continued

- Recruitment Procedures and Processes
- Admission Management
- Examination Processes and Technology
- Good Governance, Disciplinary procedures, RTI, ICC etc.
- Administrative Vigilance, Exhibiting professionalism in work place
- Protecting personal and Institutional data, Understanding common Cybersecurity threats, Ensuring online safety and privacy

LIST OF RESOURCE PERSONS

- **Prof. R. Srinivasan**, Member, State Planning Commission, Govt. of TamilNadu
- **Prof. S.P. Thyagarajan**, Advisor to Chancellor, Vellore Institute of Technology, Chennai
- **Dr. S. Kowsalya,** Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
- **Dr. P.P. Ajayakumar,** Director, UGC HRDC, University of Kerala
- **Dr. V. Viswanathan,** Deputy Controller of Examination, Vellore Institute of Technology, Chennai
- **Dr. Lalitha Balakrishnan**, Former Principal, MOP Vaishnav College for Women, Chennai
- **Dr. Rahul Ratnakar Marathe**, Professor, Dept. of Management Studies, IIT, Madras
- **Dr. M. Jayanthi**, Vice Principal, PSG College of Arts & Science, Coimbatore
- **Mr. Santhosh**, Admission Incharge, PSG College of Arts & Science, Coimbatore
- **Mr. T. R. Ramakrishnan**, Retired Deputy Registrar cum Additional CoE, University of Madras
- **Mr. S. Sardar Malik,** Joint Director of L.F. Audit (Retd)
- **Mr. V. M. Prabhakaran**, Project Head & CEO, Visaithalam Solutions
- **CA.K. Jalapathi**, Chartered Accountant, M/S Anbarasu & Jalapathi & Co
- **Ms. A. Moogambigai,** Senior Technical Trainer, CADD Centre
- **Mr. B. Meinathan,** Technical Consultant, Nettel Solutions India Private Limited
- **Mr. K. Santhosh Kumar**, Zonal Manager, Accent Techno Soft
- **Dr. Sathiyaseelan Shanmugam,** Director, Primoris Systems India Private Limited
- **CMA.V.Balasubramanian**, Internal Audit Officer, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
- **Mr.M.S.Nagaraj,** M.S. Nagaraj & Co, Chartered Accountant
- **Mr.Arulprakash G**, Manager - Business & Operations, Cloud Reign Technologies
- **Ms. P.Saraswathi,** Trainer, Cloud Reign Technologies

REGISTRATION

REGISTRATION LINK : https://forms.gle/4MzxDRLJFfCAMDPd7

FEE : **FREE**

AI ADVISORS

Dr. T. S. K. MEENAKSHISUNDARAM, Managing Trustee & Chancellor

Dr. V. BHARATHI HARISHANKAR, Vice Chancellor

Dr. S. KOWSALYA, Registrar

AIU ADVISORS

Dr. PANKAJ MITTAL, Secretary General, AIU

Dr. AMARENDRA PANI, Joint Director & Head, Research Division, AIU

PROGRAMME COORDINATOR

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CO-COORDINATOR

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REACH US AT

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Nodal Officer
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