

**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)**

**VII Short Term Capacity Building Programme  
on  
Enhancing Office Productivity:  
Microsoft Office and G-Suite Training  
for Non-Teaching Staff**

**30.09.2023 to 02.10.2023**

**Mode : Online**

**Hands-on Sessions  
Activities  
Demonstrations**

**Registration  
FREE**

## **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; 84<sup>th</sup> Rank in NIRF, 5<sup>th</sup> 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 964 Members which includes 16 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 the modern higher education landscape, non-teaching staff play a crucial but often overlooked role in ensuring the efficient operation of universities and colleges. They manage administrative tasks, provide vital student support, and facilitate communication between departments. Proficiency in productivity suites like Microsoft Office and G Suite has become essential for these unsung heroes. A three-day capacity-building program titled "Enhancing Office Productivity: Microsoft Office and G-Suite Training for Non-Teaching Staff" has been designed to cater to their specific needs. This program equips non-teaching staff with essential skills to maximize the potential of Microsoft Office and G-Suite tools, enhancing proficiency in Word, Excel, PowerPoint, Google Workspace, and Google Drive. Participants gain practical insights and techniques to streamline tasks, encourage collaboration, and boost overall productivity. These skills enable them to excel in their roles, contributing significantly to the success of academic institutions.

### OBJECTIVES

- **Comprehensive Skill Development:** Ensure participants acquire a comprehensive understanding of Microsoft Office and G Suite, including core applications such as Word, Excel, PowerPoint, Google Docs, Sheets, and Slides.
- **Efficiency and Collaboration:** Enable participants to use these productivity suites efficiently to create, edit, and share documents collaboratively, fostering effective communication and teamwork within higher education institutions.
- **Advanced Proficiency:** Equip participants with advanced features and techniques within these suites, allowing them to streamline complex tasks, data management, and presentation design.
- **Productivity Enhancement:** Provide participants with productivity tips and strategies to optimize their work processes, manage time effectively, and prioritize tasks efficiently within the university or college setting.
- **Problem-Solving Skills:** Enhance the participants' problem-solving abilities by addressing common challenges and errors related to Microsoft Office and G-Suite applications, ensuring smooth and error-free operations.

# PROGRAMME SCHEDULE

## Day 1: Microsoft Word and Powerpoint

### Session 1: Introduction to Microsoft Word

- Overview of Microsoft Word and its significance in document creation.
- Navigating the Word interface: Ribbons, Tabs, Quick Access Toolbar.
- Creating, saving, and opening documents.
- Document organization: Headers, footers, page numbers, and section breaks.

### Session 2: Document Formatting and Efficiency

- Basic and advanced text formatting: fonts, styles, themes, and formatting painter.
- Working with paragraphs: line spacing, indentation, bullet points.
- Page layout options: margins, orientation, page breaks.
- Efficient use of tables and lists.

### Session 3: Advanced Word

- Exploring advanced features in Word, such as styles, mail merge, and forms.
- Advanced formatting options: columns, text boxes, and drop caps.
- Collaboration tools: Comments and track changes.

### Session 4: Introduction to PowerPoint

- Introduction to Microsoft PowerPoint and its role in creating presentations.
- Navigating the PowerPoint interface: Ribbons, Tabs, Slides, Slide Master, Slide Sorter.
- Creating engaging presentations, adding slides, content, and multimedia, Slide transitions and animations
- Using speaker notes and rehearsing presentations.

## Day 2: Microsoft Excel and PowerPoint

### Session 1: Introduction to Microsoft Excel

- Microsoft Excel and its applications in data management and analysis.
- Navigating the Excel interface: Ribbons, Tabs, Quick Access Toolbar.

## **Session 2: Data Management and Analysis using Excel**

- Formulas and functions: Understanding basic and advanced functions.
- Data entry and organization: Sorting, filtering, and conditional formatting.
- Tips for efficient data management and analysis.

## **Session 3: Advanced Excel**

- Exploring advanced features in Word, such as styles, mail merge, and forms.
- Advanced formatting options: columns, text boxes, and drop caps.
- Collaboration tools: Comments and track changes.

## **Session 4: Outlook and OneDrive**

- Introduction to Microsoft Outlook: Managing emails, calendars, and tasks efficiently.
- Leveraging OneDrive for cloud-based document storage, sharing, and collaboration.
- Integration and synchronization between Outlook and OneDrive for seamless workflow.

## **Day 3: G-Suite Applications**

### **Session 1: Introduction to G Suite**

- Overview of Google Workspace and its significance.
- Navigating the G Suite interface: Gmail, Google Drive, Calendar
- Setting up and managing your G Suite account.

### **Session 2: Efficient Email Management with Gmail**

- Mastering Gmail for effective email communication
- Organizing and managing emails with labels, filters, and categories.
- E-Mail Etiquettes
- Utilizing advanced features like Google Chat and Meet for real-time communication.

### **Session 3: Collaborative Document Creation with Google Docs**

- Creating, editing, and formatting documents in Google Docs.
- Version control and revision history.
- Real-time collaboration and commenting features.

### **Session 4: Data Management and Collaboration with Google Sheets**

- Data entry, organization, and analysis using Google Sheets.
- Collaborative data editing and sharing.
- Creating charts and graphs for data visualization.

# TARGET PARTICIPANTS

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

**Mode of delivery : Online**

**Duration : 30.09.2023 to 02.10.2023 (3 Days Programme)**

## REGISTRATION

**REGISTRATION LINK : <https://forms.gle/imzqa91rAPafRLBY6>**

**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

**Dr. K. RAMYA,**

Nodal Officer

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(AIU-AI-AADC)

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