

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 (now MoE)
Re-accredited with 'A++' Grade by NAAC.CGPA 3.65/4, Category I by UGC
Coimbatore-641 043, Tamil Nadu, India



**Report of the
Seventh Short Term Capacity Building Program
on**

Digital Skills Training for Non-Teaching Staff

**Organised
by**

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

12.09.2024 - 14.09.2024

Mode : Online

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Seventh Short Term Capacity Building Program on

Digital Skills Training for Non-Teaching Staff

PROGRAMME COORDINATOR

Dr. K. Ramya

Nodal Officer

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

Avinashilingam Institute for Home Science and Higher
Education for Women, Coimbatore – 641 043



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AIU-AI-AADC

Seventh Short-Term Capacity Building Programme for the year 2024 on

‘ Digital Skills Training for Non-Teaching Staff ’

12.09.2024 to 14.09.2024 (3 Days) - Online Mode

CONTENTS

S.No	Particulars	Page. No
1	Report	1-16
2	Participants List	16-25
3	Sample Certificate	25
4	Working Schedule	26
5	Brochure	27-34



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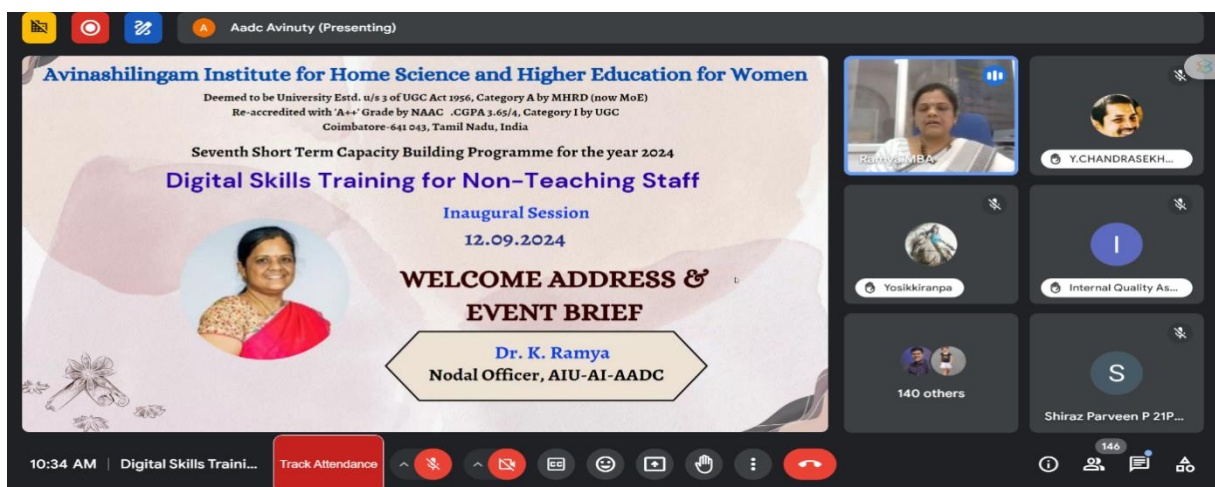


**7th Short-Term Capacity Building Programme for the year 2024 on
'Digital Skills Training for Non-Teaching Staff'
12th September 2024 – 14th September 2024**

Online Mode

The AIU-AI-AADC (Association of Indian Universities -Avinashilingam Institute - Academic & Administrative Development Centre), organized the 7th Short-Term Capacity Building Program on Digital Skills Training for Non-Teaching Staffs for the year 2024 from 12th September 2024 – 14th September 2024.

The three-day digital skills training program focused on enhancing participants' ability to effectively use digital tools for professional tasks. Through interactive sessions and practical exercises, attendees learned how to effectively navigate the internet, assess information credibility, and utilize browsers for efficient research. They gained hands-on experience with email communication, mastering email etiquette, and using tools like cloud storage and project management software for collaboration. Additionally, participants were trained on essential cybersecurity practices, troubleshooting common digital issues, and leveraging social media platforms for professional growth. These practical skills helped to improve participants' digital literacy and boost their confidence in using technology in their professional and everyday tasks.

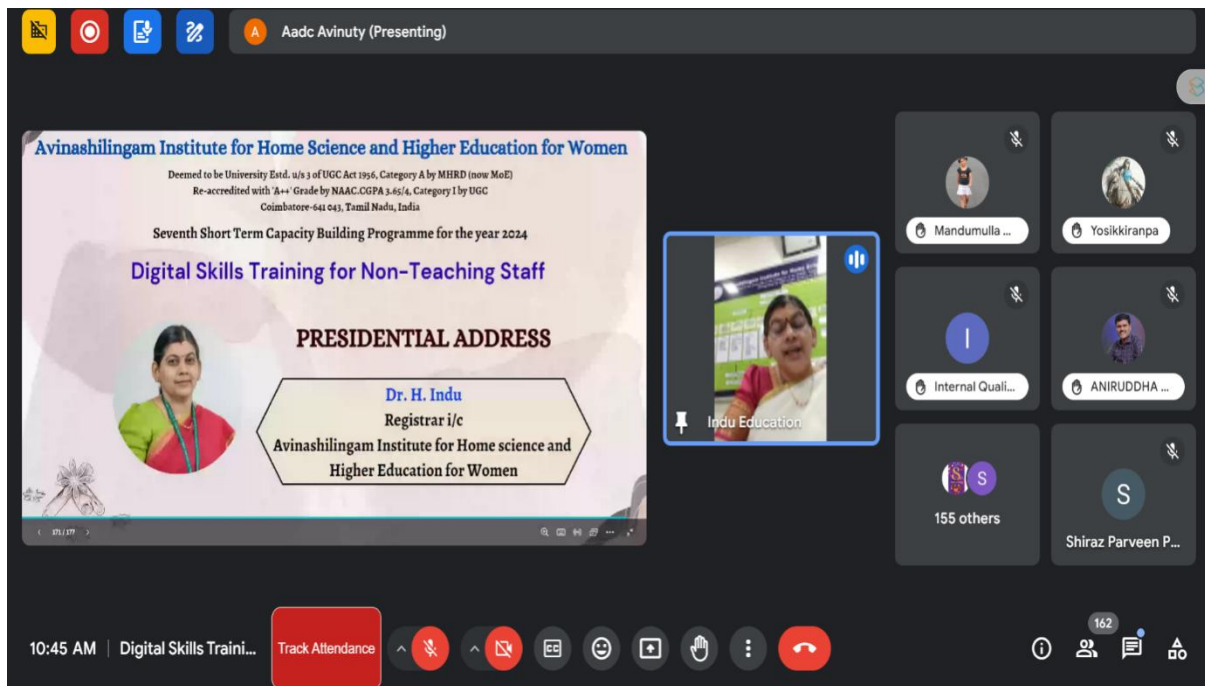


The program began with a prayer, followed by Dr. K. Ramya, Nodal Officer, AIU-AI-AADC,

welcoming the gathering and briefing about the event. She explained the plan of action for the upcoming 3 days programme.



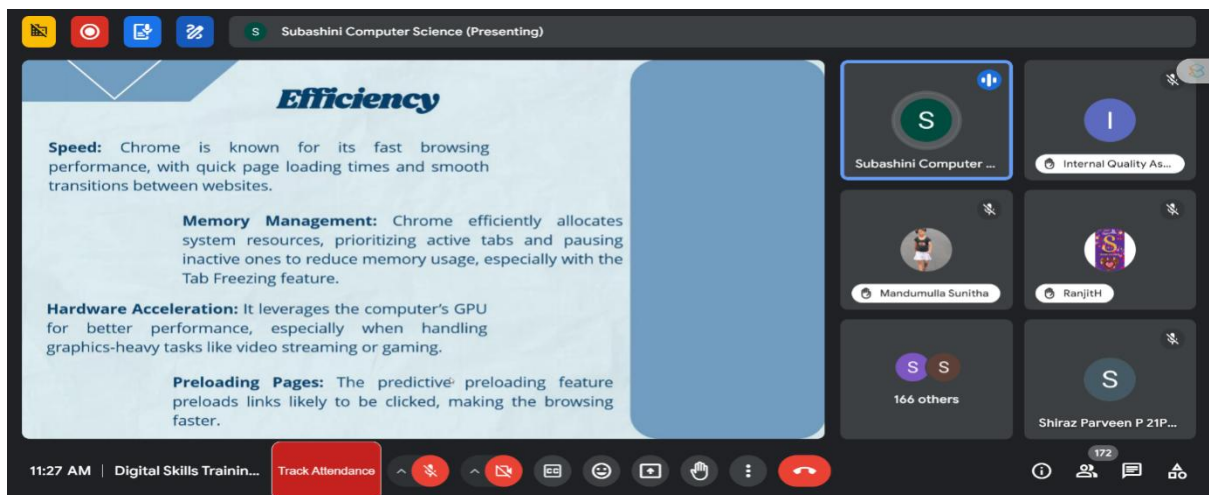
The presidential address was given by Dr. H. Indu, Registrar i/c of Avinashilingam Institute for Home Science and Higher Education for Women, who greeted the guest speakers and the participants. During her speech, she emphasized the importance of digital literacy, secure practices, and tools to help participants navigate modern digital workplaces efficiently and securely.



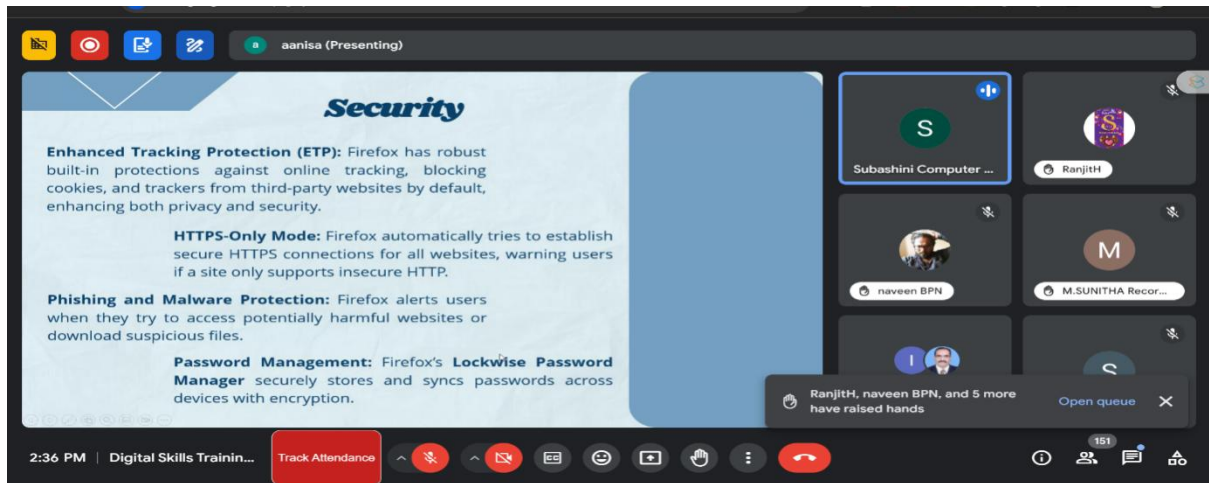
Day 1 Technical Sessions



The Technical Session of Day 1 was taken by Dr. Subashini Parthasarathy, Professor of Computer Science and Co-ordinator for the Centre for Machine Learning and Intelligence at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore on the topic 'Internet Surfing Skills training for non-teaching staffs', where she explored the three most widely used browsers: Google Chrome, Mozilla Firefox, and Microsoft Edge. The session aimed to raise awareness about how to optimize browser use for better productivity and security.



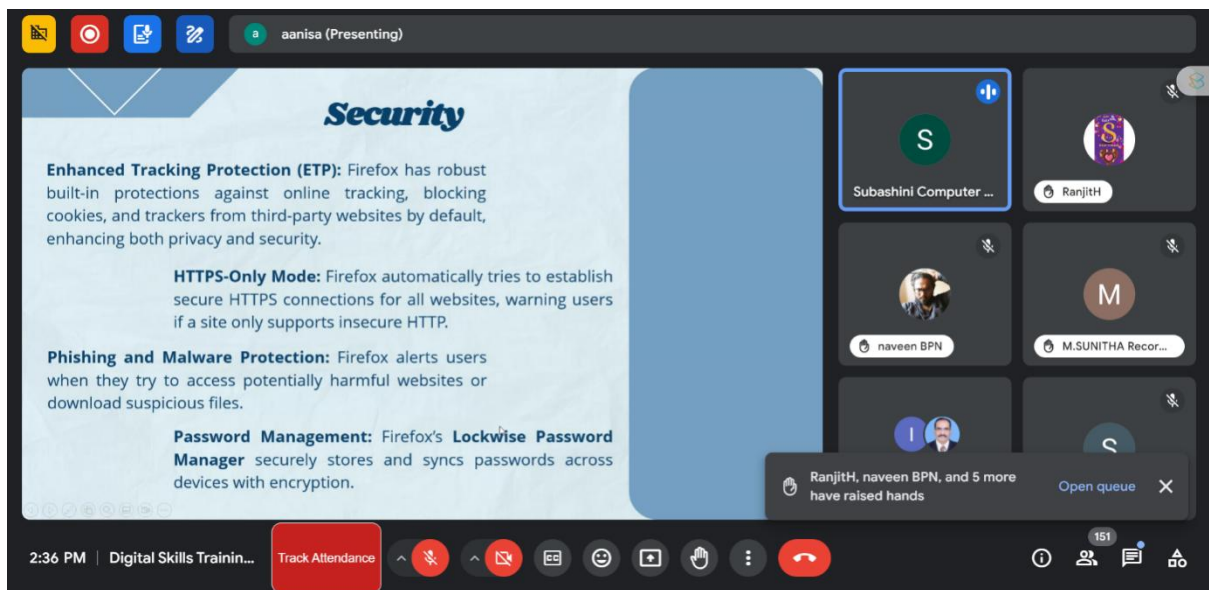
Google Chrome was highlighted for its speed, wide adoption, and integration with G Suite for education and collaboration. Mozilla Firefox, known for its strong privacy features and customizability, is a preferred choice for users concerned with data security. Microsoft Edge, built on the Chromium platform, offers compatibility with Microsoft services and is ideal for institutions using those ecosystems.



Dr. Subashini also addressed browser security, explaining features like Chrome’s sandboxing, automatic updates, and incognito mode for privacy. The session provided practical insights into secure browsing, managing cookies, and SSL certificates, empowering participants to enhance productivity and protect against online threats in their digital workspaces.

She also explained about customizing and enhancing browser productivity, focusing on Google Chrome. She highlighted Chrome’s ability to sync across devices, allowing users to customize themes, change font sizes, and manage tabs efficiently. The use of extensions, like ad blockers and productivity tools, was emphasized, particularly through the Chrome Web Store, which offers various extensions to enhance user experience and productivity.

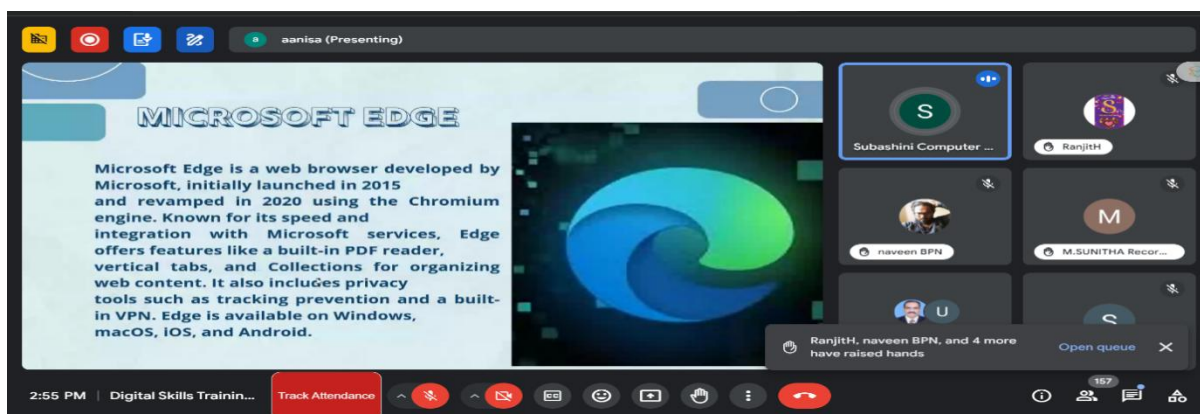
She demonstrated organizing tabs by grouping them, assigning color codes, and naming groups, helping manage multiple tasks. The importance of bookmarks for efficient navigation was also stressed. Dr. Subashini explained features like Omnibox, which serves as a search bar and calculator, tab search for multitasking, and the password manager for secure browsing. The session concluded with a discussion on Chrome’s integration with tools like Gmail, Google Drive, and Google Docs, making it a collaborative and efficient tool for both personal and professional use.



The afternoon session focused on the use of collaborative tools in Google and the security features of Firefox. Key points include managing multiple Google accounts and toggling between them, emphasizing the importance of keeping personal and official accounts separate. Additionally, Google's translation tools were discussed, which enable easy language translation for both documents and conversations.

Firefox was highlighted for its security and privacy features, including enhanced tracking protection, HTTPS-only mode, and phishing and malware alerts. Customization options in Firefox were also covered, such as themes, fonts, and browser layout adjustments, alongside tools like multi-account containers and screenshot capture. The session emphasized using these features to optimize productivity, ensuring a more secure and efficient browsing experience.

Dr. Subhashini also highlighted essential features such as the History tab in Firefox for easy navigation and the organization of bookmarks into containers. The discussion included Firefox's Reader Mode, which blocks distractions and allows text customization, enhancing focus on web content.



Dr. Subashini along with her assistant Ms. Anisha explained about Microsoft Edge, emphasizing its integration with Microsoft services, built-in PDF reader, and efficient memory usage. Security features like tracking prevention and Microsoft Defender SmartScreen were also covered.

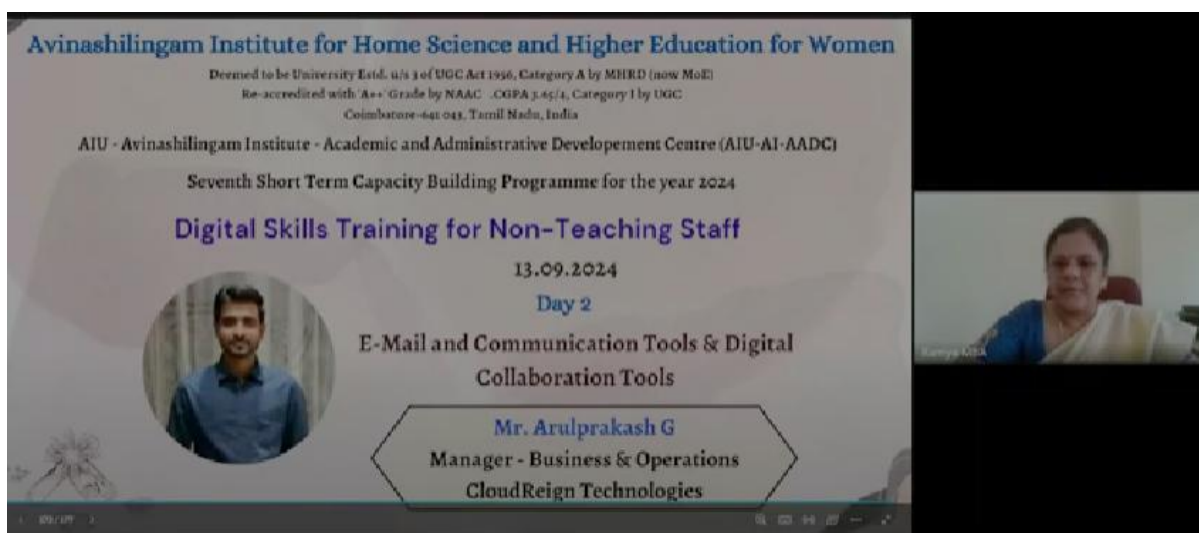
Both speakers demonstrated how to customize toolbars and themes across the browsers, manage bookmarks, and utilize productivity tools like web capturing and immersive reading in Edge. Overall, the session effectively showcased the capabilities and unique features of each browser, emphasizing their utility for secure and efficient web browsing.

Key Takeaways

- The session focused on enhancing Internet surfing skills for non-teaching staff using Google Chrome, Mozilla Firefox, and Microsoft Edge.
- Google Chrome was praised for its speed, integration with G Suite, and advanced features like tab grouping, Omnibox, and password management.
- Mozilla Firefox was recommended for its strong privacy features, including enhanced tracking protection, HTTPS-only mode, and phishing and malware alerts.
- Microsoft Edge was highlighted for its integration with Microsoft services, built-in PDF reader, and tools like immersive reading and web capture.
- The session emphasized browser security, covering Chrome's sandboxing and incognito mode, Firefox's security features, and Edge's tracking prevention and Microsoft Defender SmartScreen.
- Customization and productivity enhancements, such as using browser extensions, organizing bookmarks, and managing multiple accounts in all browsers, were explained.

Day 2 E-Mail Management and Organisation

The first session on Day 2, the first session, led by Arul Kumar Prakash (Manager – Business & Operation) from CloudReign Technologies, the focus was on improving email management and communication practices. The session emphasized that emails serve not only as communication tools but also as essential documentation and proof of identity. He explained how to use email protocols like POP and IMAP and the importance of organizing emails through filters, folders, and labels to maintain a clutter-free inbox and enhance efficiency. The resource person also stressed the need for prompt email responses and regular inbox checks to prevent workflow delays.



A significant part of the session was dedicated to identifying and managing spam and phishing emails. Resource person shared tips on recognizing suspicious emails by verifying sender information and using Gmail's features, like viewing the source message, to spot phishing attempts. He also highlighted the importance of email security, urging caution when dealing with unknown senders, particularly when handling sensitive information.

Email Management and organisation


Allocate specific times to check email. Don't check your email first thing in the morning or last thing at night. Instead, set aside specific times throughout the day to check and respond to emails.

Create folders to organize your email. This will help you find emails quickly and easily.

Respond to emails quickly. Don't let emails pile up in your inbox. Respond to them as soon as possible.

Follow the "touch it once" principle. When you open an email, deal with it immediately. Don't save it for later.

Use a collaborative inbox for group email accounts. This will help to ensure that all team members are on the same page and that no emails are missed.




Anil Prakash

The session concluded with practical advice on automating email organization, prioritizing emails using starred features, and customizing inboxes for better workflow. He encouraged the use of third-party add-ons and the integration of tools like calendars and tasks within Google Workspace to streamline communication further and improve productivity. Participants found the session informative and helpful for improving email security and efficiency.

The second session, led by Ms. Shalini M G from CloudReign Technologies, focused on enhancing productivity and professionalism in email communication, and the resource person discussed the importance of crafting clear, concise, and professional emails and emphasized the significance of structuring emails effectively, using proper greetings, maintaining a respectful tone, and paying attention to details like subject lines and signatures to leave a positive impression on recipients. The session also covered best practices for using CC and BCC in emails to manage information flow while ensuring privacy when needed.


Appropriate Use of CC and BCC: Managing Information Flow



CC (Carbon Copy)
Use CC to keep others informed of the email conversation. This is appropriate when you want to share information with individuals who may need to be aware of the content, but who are not directly involved in the conversation or required to take action. For example, you might CC your supervisor on an email to a client.

BCC (Blind Carbon Copy)
Use BCC to send a copy of the email to someone without the other recipients knowing. This is useful when you need to keep the recipient's identity confidential or if you're sending an email to a large group of people and don't want to expose their email addresses to each other. For example, you might BCC several colleagues on an email announcing a big event.

Best Practices
Use CC and BCC judiciously. Only include individuals who genuinely need to be aware of the email's content. Avoid using BCC to exclude someone from the conversation without their knowledge. Be transparent about your use of CC and BCC to maintain clear communication and avoid any confusion.



Shalini M G

Avoiding "Reply All" and Overuse of OOO Replies

Reply All: A Communication Pitfall
 Only use "Reply All" if everyone on the email thread needs to see your response. Using it too much can flood inboxes, create extra noise, and sometimes make problems worse.

Using OOO Replies Appropriately
 Set an OOO reply only when you're really unavailable. Don't use it for brief absences or if you can still respond to emails. Using OOO replies too often can make it seem like you're hard to reach.

Respectful Communication
 Always communicate politely and efficiently. Think about the recipient's time and point of view. Good email etiquette helps keep communication clear and builds positive relationships.

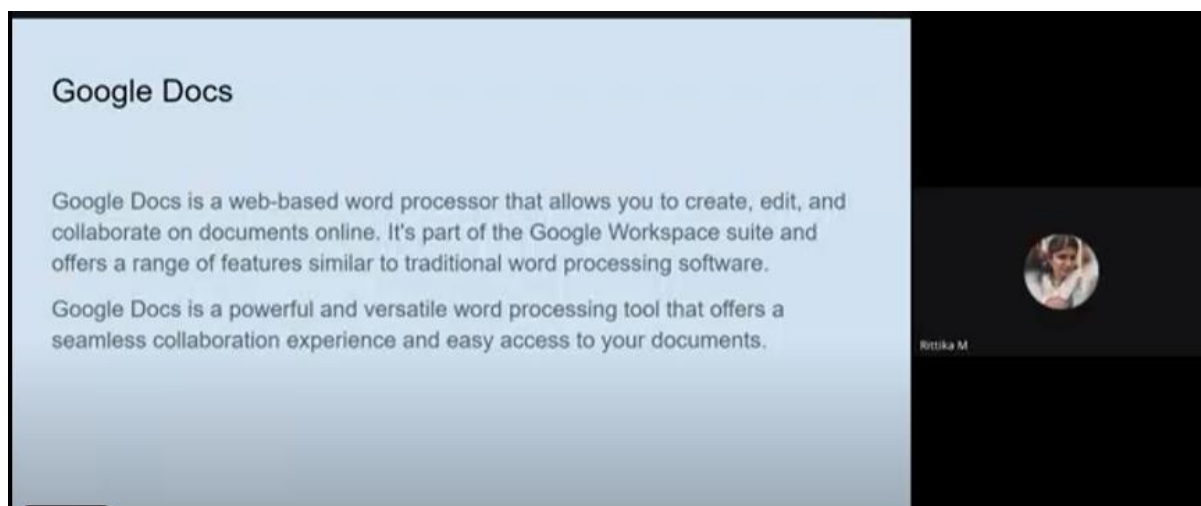
Shalinidevi M G

The session highlighted the importance of inbox management, encouraging participants to use folders, labels, and filters to stay organized. She also recommended scheduling emails for later delivery and using vacation responders when away from work. Additionally, she stressed the need to avoid unnecessary "Reply All" emails and advised participants to regularly clean up their inboxes by deleting promotional content and unsubscribing from irrelevant newsletters. Overall, the session provided practical tips for maintaining email productivity and ensuring clear, respectful communication in the workplace.

In the afternoon session, Ms. Rittika M from CloudReign Technologies delivered a comprehensive overview of Google's digital collaboration tools. The session was meticulously designed to showcase how Google's suite of applications, including Google Docs, Sheets, Slides, Forms, and Meet, can significantly enhance productivity and facilitate effective teamwork. Rittika's presentation highlighted the real-time collaboration features of these tools, demonstrating their ability to streamline work processes and improve communication across various professional and personal settings. The session began with an in-depth look at Google Docs, Sheets, and Slides. Resource Person demonstrated how these tools support simultaneous work on documents, spreadsheets, and presentations, enabling efficient teamwork and reducing the need for physical paperwork.



The capabilities of Google Keep were also highlighted during the session. Resource person introduced Keep as an effective note-taking app integrated with Google Workspace. Google Drive's functionality was another key focus of the session. The resource person explained its features for file sharing, cloud storage, and collaborative editing. She stressed the importance of managing permissions and version control to maintain security and organization. Practical tips on optimizing storage were provided, including methods for deleting unnecessary files and adjusting storage allocations based on user needs.



The session included practical demonstrations of Google Sheets and Docs, illustrating how to handle file sharing, document management, and the document approval process. It also showed how to request approvals, manage permissions, and use smart chips for automating tasks like meeting notes and email drafts. These demonstrations provided participants with hands-on experience in utilizing these tools effectively.

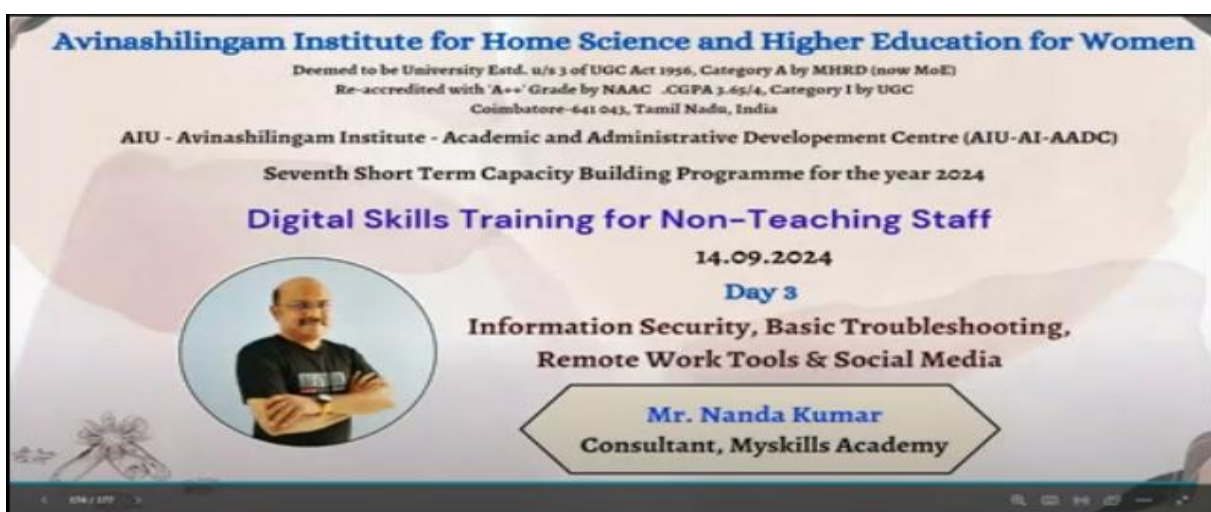
Overall, the sessions successfully illustrated how Google’s digital collaboration tools can enhance workflow efficiency, facilitate teamwork, and support effective communication, benefiting various professional and personal settings.

Key Takeaways

- Email Management was emphasized as crucial, with tips on using filters, folders, and labels to keep the inbox organized and clutter-free, ensuring better productivity.
- Email Security was highlighted, particularly recognizing phishing emails through sender verification, Gmail’s tools, and safe email practices to prevent data breaches.
- Prompt Responses and regular inbox checks were advised to prevent workflow delays, enhancing overall team efficiency.
- Spam and Phishing Identification techniques were discussed, focusing on using Gmail’s security features like source message viewing to detect suspicious emails.
- Automation and Prioritization of emails through tools like starred features, third-party add-ons, and integrated tools within Google Workspace were recommended to streamline communication and workflow management.

Day 3 Fundamentals of Information Security

The third day started vibrantly after two days of learning. Dr. K . Ramya, Nodal officer, AIU - Avinashilingam Institute- Academic & Administrative Development Centre (AIU-AI-AADC) gave a warm welcome to the participants and the chief guest. Resource person for the programme was Mr. Nanda Kumar, consultant, mySkills Academy. Chief guest started the session on the topic Fundamentals of Information Security. Guest informed that,

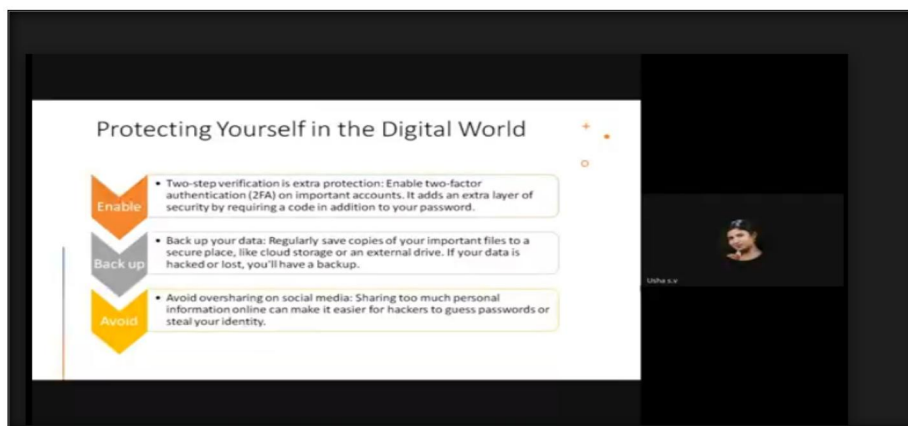


The speaker highlighted the significance of digital world in which safeguarding sensitive information has become a priority for individuals, businesses, and governments alike.



With cyber-attacks growing in frequency and sophistication, understanding the fundamentals of information security is crucial to protect personal data, corporate assets, and national security. He informed about **Malware, Phishing, Insider Threats, Denial-of-Service (DoS) Attacks to the participants.**

In the subsequent session on the topic **Data Privacy and Protection**, resource person **added that** data privacy refers to the rights and expectations individuals have regarding how their personal information is collected, used, and shared.



Resource person shared some personal steps to protect oneself from the digital world like Using Strong, Unique Passwords by avoiding simple or reused passwords can prevent unauthorized access to online accounts, being Cautious with Personal Information: Avoid sharing unnecessary information online or with unverified sources, Enabling Privacy Settings, Monitoring Data Access, Securing your devices and being cautious with downloads.

Protecting Yourself in the Digital World

- **Be cautious with downloads:** Only download apps, software, and files from trusted sources to avoid malware (bad software) that can harm your device or steal information.
- **Secure your devices:** Always use a PIN, fingerprint, or facial recognition to lock your devices. If they get lost or stolen, this prevents others from easily accessing your data.

Nanda Kumar

Post-lunch Session on the topic Basic Troubleshooting and IT Support was led by resource person, Mr. Nandakumar. Troubleshooting is an essential skill in IT support, allowing technicians to diagnose and resolve technical issues effectively.

Basic Troubleshooting and IT Support

- Common technical issues and basic troubleshooting techniques
- Diagnosing hardware and software problems
- Effective communication with IT support and escalation procedures

Nanda Kumar

Basic troubleshooting and IT support, covering common problems and strategies to resolve them were discussed. Effective troubleshooting requires a logical and methodical approach to diagnosing and resolving technical problems.

For troubleshooting common issues on personal laptops or desktops

System Performance and Software Issues

- **Issue: Slow Laptop/PC Performance**
- **Use Case:** The device runs slowly when opening multiple applications.
- **Solution:**
 - **Step 1:** Check the Task Manager (Windows) or Activity Monitor (macOS) to identify resource-heavy applications.
 - **Step 2:** Close unnecessary background programs.
 - **Step 3:** Run a system cleanup tool to remove temporary files and free up space.

Nanda Kumar

Resource person highlighted that IT troubleshooting involves diagnosing and solving hardware, software, and network problems in a systematic way.

Basic Troubleshooting Steps are Identify the problem, Recreate the issue, Check for simple solutions (restarting, checking connections), Use built-in diagnostic tools (like Task Manager or Event Viewer).

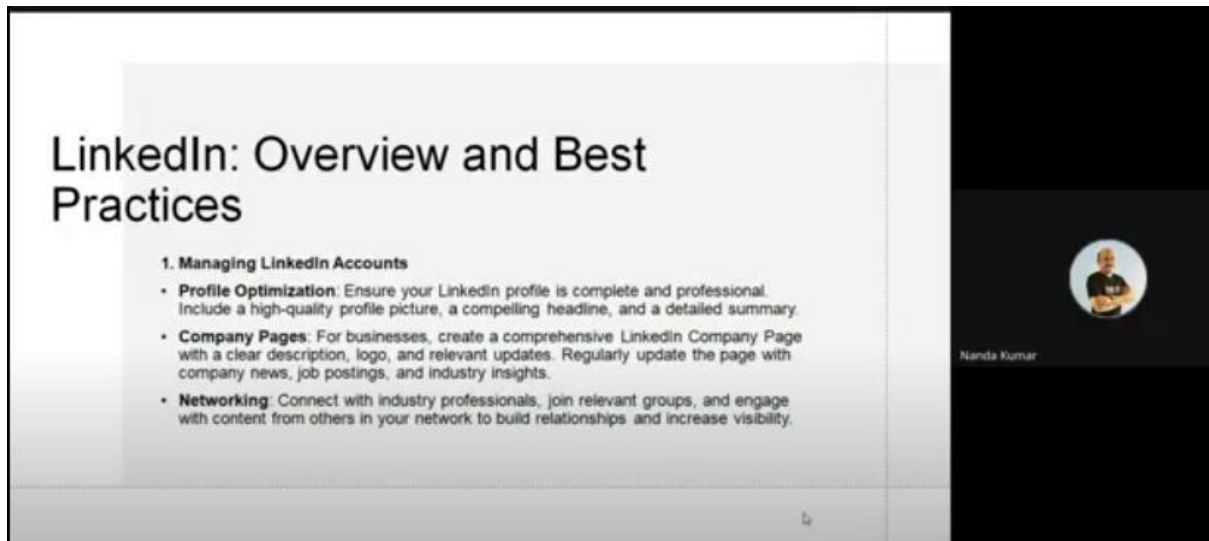
Device and Network Connectivity Issues

Google drive d4hys

- **Issue: Server Overheating**
- **Use Case:** The server room is too hot, and the server is displaying temperature warnings.
- **Solution:**
 - **Step 1:** Ensure the server room is adequately cooled, and vents are clear of obstructions.
 - **Step 2:** Inspect fans and internal components for dust buildup.
 - **Step 3:** Reduce server load or set up better airflow if overheating persists.

Nanda Kumar

The final session was on the topic Remote Work Tools and Social Media Management. Resource person Mr. Nandha Kumar explained how to use the work tools and explained clearly about how to manage the social media contents in an effective way.



LinkedIn: Overview and Best Practices

1. Managing LinkedIn Accounts

- **Profile Optimization:** Ensure your LinkedIn profile is complete and professional. Include a high-quality profile picture, a compelling headline, and a detailed summary.
- **Company Pages:** For businesses, create a comprehensive LinkedIn Company Page with a clear description, logo, and relevant updates. Regularly update the page with company news, job postings, and industry insights.
- **Networking:** Connect with industry professionals, join relevant groups, and engage with content from others in your network to build relationships and increase visibility.

Nanda Kumar

Social media management tools enable teams to schedule posts, track engagement, and analyze performance across platforms.



LinkedIn: Overview and Best Practices

Content Creation on LinkedIn

- **Types of Content:** Share a variety of content, including articles, blog posts, infographics, videos, and case studies. Each type of content can help engage your audience in different ways.
- **Quality and Relevance:** Ensure that your content is high-quality, relevant, and adds value to your audience. Focus on industry trends, insights, and practical tips.
- **Consistency:** Post regularly to maintain visibility and keep your audience engaged. Develop a content calendar to plan and schedule posts in advance.

Nanda Kumar

Social media management tools such as LinkedIn, X (Twitter), Instagram, Facebook are essential for businesses looking to maintain an active online presence and engage with their audience.

Key Takeaways

- Verify user identity and controlling access to systems or data based on privileges.
- Focus on safeguarding personal and organizational data from breaches and unauthorized access through encryption, firewalls, and secure access controls
- Fundamental troubleshooting steps involve identifying the problem, understanding the root cause, and applying a solution.
- Centralized tools make it easier to manage multiple social media accounts, saving time and ensuring consistency across platforms.

The event ended with a formal vote of thanks by the Nodal Officer of AADC to the resource persons, participants and all supporting staff for the conduct of the program. Overall, the program was successful in imparting digital skills required for the day-to-day activities of the non-teaching staff of higher education institutions.

Participants List

S.No	Name	Designation	Department	Institution/ Organisation Name
1	rajani mvn	Librarian	Library	Vishnu Institute of Pharmaceutical Education & Research
2	G KARTHIKEYAN	LAB TECHNICIAN	MECHATRONICS ENGINEERING	SONA COLLEGE OF TECHNOLOGY
3	Ekta Chaudhary	Staff	Administration	Rajiv Gandhi Institute of Petroleum Technology
4	P. Vasavi Viswanathan	Administrative Assistant	Department of Information Technology	Sona College of Technology
5	N.P.Kumar	Lab Technician	Fashion Technology	Sona College of Technology
6	Aniruddha Ashok Patil	Laboratory Assistant	Mechanical Engineering	Rajarambapu Institute of Technology, Rajaramnagar
7	PANNEERSELVA M J	SYSTEM ADMINISTRATOR	COMPUTER SCIENCE ENGINEERING	SONA COLLEGE OF TECHNOLOGY
8	AVINASH JAIN M	ASSISTANT INSTRUCTOR	CIVIL ENGINEERING	JNNCE,SHIVAMOGGA
9	MADHAN RAMKUMAR K	Record Clerk	Administration	Providence college for women
10	GOKULKUMAR S	TECHNICAL ASSISTANT	COMPUTER SCIENCE AND ENGINEERING	KONGU ENGINEERING COLLEGE (AUTONOMOUS)
11	M.KANNAN	Lab Tech	Cse	Sona College of Technology
12	M D Usha	Programmer	Mathematics	KSR College of Engineering
13	RAVINDRANATH AVADUTA	Assistant Programmer	Emerging Technologies	Mahatma Gandhi Institute of Technology
14	Sandeep Shettigar	Library Assistant	Central Library	St Joseph Engineering College
15	T Karthik	Lab Technician	Electronics and Communication Engineering	Sona College of Technology
16	S Suganya	Administration Assistant	Computer Science and Engineering	Sona College of Technology
17	P N V VARALAXMI	Programmer	Information Technology	G Narayanamma Institute of Technology and Science
18	SARAVANAKUMAR V	Net Admin	IT	Sona College of Technology

19	Vishal Kumar Singh	ADMIN	FITCS	FITCS PARUL UNIVERSITY
20	SHRIKANT SHARMA	SR. EXECUTIVE ASSISTANT	COMPUTER SCIENCE AND INFORMATION TECHNOLOGY	KIET GROUP OF INSTITUTIONS
21	Shahina	Lab instructor	ECE	Sambhram institute of technology
22	Vijay Akaram Patil	Lab Assistant	Electronics and Telecommunication Engineering	Rajarambapu Institute of Technology
23	Pradeep mishra	Superintendent	Audit	RGIPT
24	Kavitha	Office assistance	ECE	Nandha Engineering college
25	VEEPURU SURENDRA	Assistant Programmer	Information Technology	Mahatma Gandhi Institute of Technology
26	EDLINA THEREZA SALEMA	LOWER DIVISION CLERK	ADMINISTRATION	DON BOSCO COLLEGE OF ENGINEERING
27	Lokender Kumar	Lab Instructor	CSIT	KIET GROUP OF INSTITUTIONS
28	Thangavel P	Office Assistant	Civil Engineering	Kongu Engineering college
29	SOUNDARYA P	PROGRAMMER	ECE	KSR Institute For Engineering And technology
30	Preeti Bajpai	Adminstration Assistant	Dean, Faculty Affairs and Traning & Placement	RGIPT
31	Kavita Amar Pashte	Technical Assistant	Artificial intelligence & Data Science	K. J. Somaiya Institute of Technology, Sion Mumbai-22
32	Mohan v	Technical assistant	Electrical and Electronics Engineering	Kongu Engineering college
33	SANGEET PAL	Office assistant	Registrar office	Kanpur institute of technology
34	KV MAHESH KUMAR	Technician	ECE	Mahatmagandi Institute of technology
35	P Mohammad Akram	System administrator	CSE	MITS
36	B Satyanarayana	Technician	ECE	MGIT
37	P RAVISHANKAR	Technician grIII	ECE	MGIT
38	Mallela Kishore	Computer Operator	IT	Chaitanya Bharathi Institute of Technology
39	KOKILAVANI V	TECHNICAL ASSISTANT	COMPUTER SCIENCE AND DESIGN	KONGU ENGINEERING COLLEGE

40	K.Kokila	Technical Assistant	Computer Science and Design	Kongu Engineering College
41	G.Yamunadevi	Technical Assistant	Computer Science and Design	Kongu Engineering College
42	GOVINDHARAJ O K	DATA ENTRY OPERATOR	DEPARTMENT OF CIVIL ENGINEERING	KONGU ENGINEERING COLLEGE, PERUNDURAI
43	Nikhil Malhotra	Technical Assistant (Computer)	Computer Science	University of Delhi, Bharati College
44	Peddinti naga krishna chaitanya	Junior accountant	Sponsored research and industrial consultancy	INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
45	G.Sivasakthi Arasu	Data Entry Operator	Computer Science and Design	Kongu Engineering College
46	Priyajit Ray	Assistant Professor	Department of Commerce	Raja Peary Mohan College
47	KATHIRVEL E	LAB TECHNICIAN	BME	SONA COLLEGE OF TECHNOLOGY
48	TEEJUBI WALIKAR	JUNIOR ASSISTANT	ACADEMICS SECTION	NATIONAL INSTITUTE OF TECHNOLOGY GOA
49	Dipak Kumar Sharma	Junior Accountant	SRIC	IIT Bhubaneshwar
50	K S SUNIL KUMAR	System Administrator	Information Technology	Madanapalle Institute of Technology and Science
51	P BANU PRIYA	Data Entry Operator	CT - UG	Kongu Engineering College
52	Mrs. D Kavitha	Computer Lab Instructor	CSE	Panimalar Engineering College
53	Sonu kumar goyal	Laboratory assistant	Smmme	IIT BHUBANESWAR
54	Y Chandra Sekhar	Asst. Programmer	Information Technology	Chaitanya Bharathi Institute of Technology
55	Menisha A	Lab Technician	Fashion Technology	SONA COLLEGE OF TECHNOLOGY
56	HARJEET SINGH	Instructor (OMSP)	Administration	Aryabhata College, University of Delhi
57	B.P.NAVEEN	B.E Lab Institute	Ece	Nandha Engineering College
58	R.Thangavel	Lab Instructor	ECE	Nandha Engineering College
59	Anoosha J	Superintendent	Administration	NIT Puducherry
60	Vithyasahar U	Junior Assistant	Administration	NIT Puducherry
61	Deepak Ashok Khokade	Lab Assistant	E&TC	Rajarambapu Institute of Technology
62	Veronica Maria Colaco e Fernandes	Assistant Registrar	Administration	Don Bosco College of Engineering
63	Yogendra D	Foreman	Electrical and electronics	PESCE MANDYA 571401

			engineering	
64	GANESH SHAMRAO MADALE	Laboratory Assistant	Information Technology	Rajarambapu Institute of Technology, Rajaramnagar Islampur
65	Jotiram S Jadhav	Lab Assistant	Department of E & TC Engineering	Rajarambapu Institute of Technology, Rajaramnagar
66	veena A	Junior Assistant	Department of English and Foreign Languages	Alagappa University
67	Mamitha U	Programmer	Computer Science and Engineering	St Joseph Engineering Collage
68	Pavithra	Programmer	Computer Science and Engineering	St Joseph Engineering College Vamanjoor
69	RAKSHITHA B S	PROGRAMMER	CSE	ST JOSEPH ENGINEERING COLLEGE
70	RAVIKUMAR T	ASSISTANT REGISTRAR	ESTABLISHMENT SECTION	THE GANDHIGRAM RURAL INSTITUTE
71	kanchan Honale	Office cum Lab Assistant	Computer Science and Engineering	SSGMCE,Shegaon
72	ABRAHAM DANIEL M	IQAC - DATA ENTRY OPERATOR	IQAC (Internal Quality Assurance Cell)	ST JOSEPH'S UNIVERSITY
73	SWATHI S NARAYAN	IQAC - SECRETARY	IQAC (Internal Quality Assurance Cell)	ST JOSEPH'S UNIVERSITY
74	S.vimala	Assistant	EEE	Panimalar Engineering college
75	Shravan Kumar	Programmer	Computer Science and Engineering	ST.Joseph Engineering College Vamanjoor
76	Nikhitha Shetty	Programmer	Computer Science and Engineering	ST.Joseph Engineering College
77	ROYENA BELINDA BARBOSA	L.D.C.	ADMINISTRATIO N	DON BOSCO COLLEGE OF ENGINEERING
78	P.KRISHNAMOOR THI	LAB TECHNICIAN	ECE	SONA COLLEGE OF TECHNOLOGY
79	D.DHANALAKSH MI	LAB TECHNICIAN	ECE	SONA COLLEGE OF TECHNOLOGY
80	Shri Ram Kumawat	Technical Assistant	Electronics and Communication Engineering	National Institute of Technology Goa
81	BADRISH K P	Instructor	ECE	JNN College Of Engineering Navule Shimoga
82	ABIVIRUTHI S	TECHNICAL ASSISTANT	COMPUTER SCIENCE AND ENGINEERING	KSR COLLEGE OF ENGINEERING
83	Karunakaran.K	Assistant Registrar (Finance)I/c	Account Section	Puducherry Technological University

84	R. THANGAMUTHU	SYSTEM ADMINISTRAT OR	COMPUTER SCIENCE AND ENGINEERING	KONGU ENGINEERING COLLEGE
85	PRIYATHARSINI V C	DATA ENTRY OPERATOR	DEPARTMENT OF CSE	KONGU ENGINEERING COLLEGE
86	K.T.ARUN	TECHNICAL ASSISTANT	DEPARTMENT OF INFORMATION TECHNOLOGY	KONGU ENGINEERING COLLEGE PERUNDURAI
87	VISHALANAND R S	TECHNICAL ASSISTANT	INFORMATION TECHNOLOGY	KONGU ENGINEERING COLLEGE . PERUNDURAI
88	NANDHASRI	Lab technician	Biomedical engineering	Sona college of Technology
89	ESAKKI RAMKUMAR T	Instructor	Electrical and Electronics Engineering	Sri Ramakrishna Engineering College
90	P.SANKAR	TECHNICAL ASISTANT	COMPUTER SCIENCE ENGINEERING	KONGU ENGINEERING COLLEGE
91	Mrs. Kavita Amar Pashte	Technical Assistant	AI-DS	K.J.Somaiya Institute of Technology,
92	P Lakshmi Padmaja	Senior Assistant	Examinations Branch, CE's Office	University of Hyderabad
93	V Velu	Lab technician	ECE	Sona college of technology
94	M.V.Anjali Devi	Office Assistant	Examination Section, CE's Office	University of Hyderabad
95	RITU RAMESH MALI	JUNIOR CLERK	ADMINISTRATIO N	MES GARWARE COLLEGE OF COMMERCE(AUTONOMOUS) , PUNE
96	Naik Preeti Suraj	Library Clerk	Commerce	MES Garware College of Commerce
97	VASANTHKUMAR G	JUNIOR ASSISTANT	OFFICE	KSR COLLEGE OF ENGINEERING
98	Sonkamble Pratiksha Suryakant	Peon	Office	MES GARWARE COLLEGE OF COMMERCE (AUTONOMOUS)
99	NANDHINI G	PROGRAMMER	CSE	KSR COLLEGE OF ENGINEERING
100	R. Mythili	OA	CSE	KEC
101	A. Divya JYOTHI	Office Assistant	Controller of Examination' s Office	University of Hyderabad
102	Ganesh Galugade	Laboratory Assistant	Information Technology	Rajarambapu Institute of Technology
103	KANNAN S	UPS Incharge	CSE	SONA COLLEGE OF TECHNOLOGY
104	Mohalatha	Programmer	Computer Science and Engineering	St Joseph Engineering College Vamanjoor
105	Shreya	Programmer	Computer Science and Engineering	St Joseph Engineering College

106	Preetham	Programmer	Computer Science	St Joseph Engineering College Mangaluru
107	SANJEEV PRASANNA B	TECHNICIAN	EEE	SRI RAMAKRISHNA ENGINEERING COLLEGE
108	R.SRINIVASAN	Sr.LAB TECHNICIAN	INFORMATION TECHNOLOGY	SONA COLLEGE OF TECHNOLOGY
109	Komalavalli Ganeshan	Lab instructor	ECE	Nandha engineering college
110	Yarramaneni Aravinda	Senior system Analyst	Controller of Examination	University of Hyderabad
111	SELVAKUMAR.P	LABTECNICIA N	ECE	SONA COLLEGE OF TECHNOLOGY
112	S. Bhaskar Rao	Sr. Assistant	Controller of Examination	University of Hyderabad
113	Anshuman Gaikwad	Jr. Cleark	Office	Garware College Of Commerce
114	Vivekb Dada Buchade	Head clerk	Office	MES.Garware College of Commerce
115	Rajesh O. Bedre	Technical Lab. Assistant	Mechanical Engineering	Shri. Sant Gaganan Maharaj College of Engg.
116	S.Ranjithkumar	Lab Assistant	Computer Science and Engineering	Kongu Engineering College
117	M. Ramasamy	Proprietor	Textile	Sree vinayaga tex
118	M.PARAMESWAR AN	TECHNICAL ASSISTANT	CSE	KONGU ENGINEERING COLLEGE
119	Deepashree	Programmer	computer science and engineering	ST.Joseph Engineering College,Vamanjoor
120	Sandhya Rani	Asst System Admin	CSE	SJEC
121	Suma	Programmer	Computer Science and Engineering	St Joseph Engineering College
122	Nishmitha	Programmer	Computer science & engineering	St. Joseph Engineering College Mangaluru
123	BALASO DHAVJI BABAR	Electician	Electrical engineering	Rajarambapu Institute of Technology Rajaram Nagar, Islampur
124	Vasim Shafik Jamadar	Jr. Clerk	Deaprtment of Management Studies (MBA)	Rajarambapu Institute of Technology, Rajaramnagar
125	S KIRUTHIKA	OFFICE ASSISTANT	COMPUTER SCIENCE AND DESIGN	KONGU ENGINEERING COLLEGE
126	Ashwath A H	Instructor	CS&E	JNNCE
127	Sri Pallavi Vinjamuri	Tr. Secretarial Assistant	MCA	Sona College of Technology
128	L Prasath	Lab Technician	MCA	Sona College of Technology
129	Sudhir N	Instructor	MCA	JNNCE,Shivamogga

130	Sachin Balaso Gavali se	Electrician	Electrical Engineering	Rajarambapu institute of Technology Rajaramnagar Islampur
131	Anandrao Narayan jadhav	Sr. Instructor	Electrical	Rajarambapu Institute of technology, rajaramnagar
132	PRAVIN ASHOK KHOT	LAB ASSISTANT	MBA	RAJARAMBAPU INSTITUTE OF TECHNOLOGY
133	Prachi Samir Phand	Assistant Librarian	Library	M.E.S.Garware College of Commerce
134	Mrs.Sulbha kashid	Lab assistant	Electronic and computer science	Thakur college of engineering and technology
135	NITHIYAMBAL	ASSISTANT ADMINISTRATI ON	ADMINISTRATIO N	SONA COLLEGE OF TECHNOLOGY
136	Pramod v potedar	Lab Assistant	Electronics and communication	JNN college of Engineering
137	Usha s v	Lab Assistant	ECE	JNN College of Engineering
138	Maruti Santu Sonawane	Electrician	Electrical Engineering	Rajarambapu Institute of Technology, Rajaramnagar, Islampur
139	Shriprasad Shivaji Kadam	Laboratory Assistant	Electrical engineering	Rajarambapu Institute of Technology Rajaramnagar Islampur
140	Raghavendra k	Instructor	Information science and engineering	Jnnce
141	MALI RAMESH HIRARAMJI	Laboratory Technician	Electronics and telecommunication	Singhad college of Engineering
142	Swapna	Programmer	Computer science and engineering	Sjec
143	Mariyappan D	Secretarial Asst	Mechatronics Engineering	Sona College of Technology
144	HARINI S	PROGRAMMER	EXAM CELL	K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY
145	Teena Mascarenhas Braganza	UDC	Examinations	Don Bosco College of Engineering
146	NITHYA M	OFFICE ASSISTANT	EXAM CELL	K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY
147	SUGANYA M	PROGRAMMER	EEE	K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY
148	Pramod prakash patil	Wireman	Electrical	Rajarambapu institute of technology
149	SAKTHIPRIYADH ARSINI P	Project Associate	Sona Incubation Foundation	Sona College of Technology
150	Shakthivel V	System manager	CSE	Kongu Engineering College
151	Sunila G D	Mechnic	Civil Department	J N N college of engineering

152	R.YUVARAJ	Lab Technician	ECE	Sona college of technology
153	Saramekala karun kumar	Lab assistant	EEE	SASI
154	E. Tamilarasi	Library Asst	Library	Sona College of Technology
155	R.MANICKASUNDARAM	Sr. TECHNICAL ASSISTANT	CSE	Kongu Engineering College
156	SHAILAJA	Lab Instructor	Electrical and Electronics Engineering	St Joseph Engineering College
157	Anil Jagannath Kate	Laboratory Assistnat	Computer Science & Enginerring	Rajarambapu Institute of Technology,
158	P.J. JESURAJ	Secretarial Assitant	MBA	SONA COLLEGE OF TECHNOLOGY
159	Arati Tikare	Lab Instructor	CSE	JNNCE
160	MAHESWARAN S	Technical Assistant	EIE	KONGU ENGINEERING COLLEGE
161	R.THANGAMUTHU	SYSTEM ADMINISTRATOR	COMPUTER SCIENCE AND ENGINEERING	KONGU ENGINEERING COLLEGE
162	Mr. Sandip Shahaji Patil	Lab Assistant	Automobile	Rajarambapu Institute of Technology, Islampur
163	Raja Jayaraman	Network Engineer	Department of Computer Science and Engineering	Sona College of Technology
164	Rajani.MVN	Librarian	Library	Vishnu Institute of Pharmaceutical Education and Research
165	RAMACHANDRAN T	Technical assistant	Chemical engineering	Kongu Engineering college
166	V.S. SAKTHIMURUGAN	LAB ASSISTANT	EEE	KONGU ENGINEERING COLLEGE
167	Usha B	Instructor	ISE	JNNCE
168	EPHSIBA M	Lab Assistant	Electrical And Electronics Engineering	Vel Tech Multi Tech Dr RR Dr SR Engineering College
169	S.Nivas	Lab Technician	Civil	Sona College of technology
170	Kiran Kumar N	Lab instructor	ECE	Sambhram institute of technology
171	SUMAMMA BN	Lab instructor	ECE	Sambhram institute of technology
172	Kiran Kumar N	Lab instructor	ECE	Sambhram institute of technology
173	Sudha	Lab instructor	Electronics and communication engineering	Sambhram institute of technology
174	sushil suresh vichare	Lab A.	computer engineering	Thakur College of Engineering and Technology

175	Aniket Tanaji Patil	Lab Assistant	Science and Humanity's	Rajarambapu Institute of Technology
176	Rushikesh Shivaji Patil	Lab assistant	Mechanical	Rajarambapu Institute of technology RajaramNagar
177	Kalaiselvan S	Technical Assistant	EIE	Kongu Engineering College
178	B.PNaveen	Lab Instructor	Ece	Nandha Engineering College
179	R.Thangavel	Lab Instructor	ECE	NANDHA ENGINEERING COLLEGE
180	Swapnil Shashikant Patil	Lab Assistant	Computer Engineering	Rajarambapu Institute of Technology, Rajaramnagar
181	ANANDHAKUMAR K N	Technical assistant	Mechanical engineering	Kongu Engineering College
182	M.PRAVEENKUMAR	TECHNICAL ASSISTANT	MECHANICAL	KONGU ENGINEERING COLLEGE
183	Sriram	Technical assistance	Cse	Kongu engineering College perundurai
184	Priya A	Lab Instructor	Electrical and Electronics Engineering	st.joseph engineering college
185	Varsha S B	Lab instructor	CSE(cyber security)	Sambhram institute of technology
186	SOUNDARYA P	PROGRAMMER	ECE	KSR Institute For Engineering And Technology
187	Dhivya. R	Programmer	ECE	KSR Institute for Engineering And Technology
188	A.S.GEETHA	Programmer	IQAC	K S R COLLEGE OF ENGINEERING
189	Nandhasri	Lab technician	Biomedical engineering	Sona college of Technology
190	S Renupriya	Lab Assistant	ECE	KSR institute for Engineering and Technology
191	Geetha.N	Instructor	Electronics and Telecommunication	BMSIT
192	SUPRIYA K	LAB INSTRUCTOR	Electronics and Communication Engineering	BMSIT&M
193	Gunvant Dattu Chavan	Lab Assistant	Information Technology	Rajarambapu Institute of Technology, Rajaramnagar
194	CHINNEGOWDA H S	INSTRUCTOR	Mechanical Engineering	P E S College of Engineering Mandya
195	Murugesan .T	Instructor	EEE	Kongu Engineering college
196	M. Sunitha	Record Asst	English	Chaitanya Bharathi institute of technology
197	SENTHILKUMAR S	DATA ENTRY OPERATOR	IT	KONGU ENGINEERING COLLEGE
198	R.SRINIVASAN	Sr.LAB TECHNICIAN	INFORMATION TECHNOLOGY	Sona college of Technology

199	Dnyaneshwar Baldev Thakare	Clerk	Information Technology	Shri Sant Gajanan Maharaj College of Engineering Shegaon
200	SARATHY V	Lab Technician	ECE	Sona College of Technology
201	S.ANANDAN	Lab technician	Electronics communication engineering	KSR educational institutions
202	A.Krishnamurthi	System Administrator	CSE	Kongu Engineering College
203	Yerroju s b Surya Prakash	Lab assistant	EEE	Sasi institute of technology and engineering college
204	Padavala sri satya lavanya	Junior assistant(cop)	EEE	Sasi Institute of Technology&Engineering
205	D SATHISHKUMAR D	Computer Lab Assistant	COMPUTER TECHNOLOGY - PG	KONGU ENGINEERING COLLEGE - PERUNDURAI
206	Prakash N Nikhade	IT Dept Assistant Teacher.	Information Technology Department.	Shri Sant Gajanan Maharaja College of Engg Shegaon IT Dept.

Sample Certificate



Avinashilingam Institute for Home Science and Higher Education for Women

AIU-AI-AADC

Seventh Short Term Capacity Building-Programme for the year 2024 on

“ Digital Skills Training for Non-Teaching Staff ”

12.09.2024 - 14.09.2024

Mode : Online

	Session I (FN) 10.30 am to 12.00 pm	Session II (AN) 02.00 pm to 03.30 pm
Day 1	Internet Surfing Skills	
12.09.24 Thursday	<ul style="list-style-type: none"> ❖ Introduction to Internet Browsing ❖ Advanced Search Techniques 	<ul style="list-style-type: none"> ❖ Evaluating Information Sources ❖ Safe and Secure Browsing
	Prof. P.Subashini, Centre for Machine Learning and Intelligence, Avinashilingam University for Women, Coimbatore.	
Day 2	E-Mail and Communication Tools & Digital Collaboration Tools	
13.09.24 Friday	<ul style="list-style-type: none"> ❖ E-Mail Management and Organization ❖ Email Etiquette 	<ul style="list-style-type: none"> ❖ Introduction to Digital Collaboration Tools ❖ Project Management and Team Collaboration Tools
	Mr. Arulprakash G Manager - Business & Operations CloudReign Technologies Coimbatore.	Ms. Shalini M G Trainer, CloudReign Technologies Coimbatore & Ms. Rittika M Trainer, CloudReign Technologies Coimbatore.
Day 3	Information Security, Basic Troubleshooting, Remote Work Tools, and Social Media	
14.09.24 Saturday	<ul style="list-style-type: none"> ❖ Fundamentals of Information Security ❖ Data Privacy and Protection 	<ul style="list-style-type: none"> ❖ Basic Troubleshooting and IT Support ❖ Remote Work Tools and Social Media Management
	Mr. Nanda kumar Consultant, Myskills Academy Coimbatore.	

Avinashilingam Institute for Home Science and Higher Education for Women



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

organizes

Seventh Short Term Capacity Building Programme for the year 2024

on

Digital Skills Training for Non-Teaching Staff

12.09.2024 to 14.09.2024



**Demonstrations
Hands -on Sessions
Activities**



Via Google Meet



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; 81st 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. H. Indu, Registrar i/c.



ABOUT THE 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 1002 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



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.

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



ABOUT THE PROGRAMME

- In the rapidly evolving digital landscape, the role of non-teaching staff within educational institutions has expanded significantly. Traditionally focused on administrative and support functions, these roles now demand a high level of digital literacy to keep pace with the technological advancements that are reshaping the educational environment.
- The ability to navigate digital tools, manage online communications, collaborate effectively in virtual environments, and ensure the security of sensitive information has become indispensable.
- Recognizing these needs, the "Digital Skills Training for Non-Teaching Staff" program is a carefully designed initiative aimed at empowering non-teaching personnel with the digital competencies required to perform their duties more effectively.
- This three-day workshop will provide a deep dive into essential digital skills, covering areas such as advanced internet surfing techniques, proficient use of email and communication tools, digital collaboration, information security, basic troubleshooting, remote work tools, and social media management

This program is not just about improving technical skills; it is about transforming the work culture by integrating technology into daily operations. By doing so, the institution ensures that its non-teaching staff are not only more efficient in their current roles but are also better prepared for future challenges in a digital-first world.

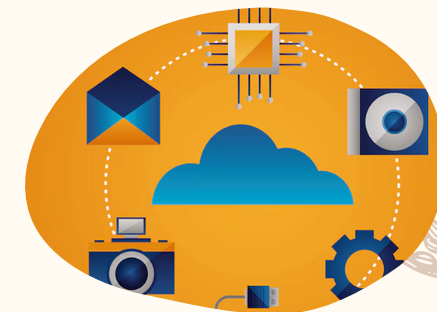


OBJECTIVES

- Equip Participants with Advanced internet Browsing Techniques for Efficient and Secure Information Retrieval.
- Improve email management skills to organize and prioritize communication effectively.
- Enhance the ability to use digital collaboration tools for better teamwork and project coordination.
- Provide basic knowledge of cyber security to protect sensitive information and avoid online threats.
- Teach troubleshooting skills to handle common technical issues independently.

EXPECTED OUTCOMES

- **Enhanced Internet Proficiency:** Participants will be able to surf the internet more efficiently, using advanced search techniques and safe browsing practices
- **Improved Email Management:** Staff will manage emails more effectively, leading to better organization and faster communication.
- **Better Collaboration:** Participants will confidently use digital tools to collaborate with colleagues, improving teamwork and project management.
- **Increased Security Awareness:** Staff will have a stronger understanding of cybersecurity, reducing the risk of data breaches and protecting institutional information.
- **Self-Sufficient Troubleshooting:** Participants will be able to troubleshoot and resolve basic technical issues on their own, reducing dependence on IT support.



TARGET PARTICIPANTS

Non-teaching staff from colleges and universities, including administrative personnel, clerical staff, and support staff.

Duration : 12.09.24 to 14.09.24

(3 Days Programme)

Time : 10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM

Note : E-certificates will be issued upon successful completion of programs, with attendance, feedback, and assessment submissions being mandatory.

PROGRAMME SCHEDULE

Day 1: Date: 12.09.2024

Internet Surfing Skills

Session 1: Introduction to Internet Browsing

- **Overview of web browsers: Chrome, Firefox, Edge, Safari.**
- **Basic browser features: address bar, tabs, bookmarks, and settings.**
- **Customizing browser settings for enhanced usability and security.**

Session 2: Advanced Search Techniques

- **Mastering search engines: Understanding how search engines work.**
- **Using advanced search operators and Boolean logic (e.g., site:, filetype:, "exact phrase").**
- **Practical exercises: Refining search queries to get more accurate results.**

Session 3 : Evaluating Information Sources

- **Identifying credible and authoritative sources: Understanding domain types (.edu, .gov, .org).**
- **Cross-referencing and verifying information from multiple sources.**
- **Recognizing outdated or biased content and checking publication dates.**

Session 4: Safe and Secure Browsing

- **Recognizing secure websites: HTTPS, padlock symbols, and SSL certificates.**
- **Avoiding online threats: Identifying phishing scams, malware, and unsafe downloads.**
- **Managing privacy settings: Using incognito mode, clearing cookies, and managing browser history.**

Day 2: Date: 13.09.2024

E-Mail Management and Organization

Session 1: E-Mail Management and Organization

- **Overview of email clients (Outlook, Gmail) and their features**
- **Organizing emails: using folders, labels, filters, and search functions.**
- **Managing high volumes of emails and prioritizing tasks.**

Session 2: Email Etiquette

- **Writing clear and professional emails: structure, tone, and etiquette.**
- **Appropriate use of CC, BCC, and managing email threads.**
- **Setting up automated responses and email signatures.**

Session 3: Introduction to Digital Collaboration Tools

- **Overview of cloud storage solutions (Google Drive, OneDrive).**
- **Sharing and collaborating on documents in real-time.**
- **Managing permissions and version control.**

Session 4: Project Management and Team Collaboration Tools

- Using project management tools (Trello, Asana) for task tracking and collaboration.
- Features for team communication: chat, file sharing, and task assignments.
- Practical exercises: Setting up a project, assigning tasks, and tracking progress.

Day 3: Date: 14.09.2024

Session 1: Fundamentals of Information Security

- Understanding cybersecurity basics: common threats and vulnerabilities.
- Identifying phishing attempts, malware, and other online threats.
- Best practices for password management and using two-factor authentication.

Session 2 : Data Privacy and Protection

- Ensuring data privacy and compliance with data protection regulations.
- Basics of data encryption and secure storage practices.
- Handling data breaches and reporting protocols.



Session 3: Basic Troubleshooting and IT Support

- Common technical issues and basic troubleshooting techniques.
- Diagnosing hardware and software problems.
- Effective communication with IT support and escalation procedures.

Session 4: Remote Work Tools and Social Media Management

- Using remote work tools: remote desktop applications (TeamViewer, AnyDesk) and VPNs.
- Best practices for remote work: maintaining productivity, managing time, and staying secure.
- Social media basics: managing accounts, content creation, and engagement.
- Using analytics tools to monitor social media performance and online presence.

RESOURCE PERSONS

- **Dr. P. Subashini**, Coordinator, Centre for Machine Learning and Intelligence, Professor, Department of Computer Science, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.
- **Mr. Arul Prakash.G**, Manager - Business & Operations, CloudReign Technologies, Chennai.
- **Ms. Shalini MG**, Lead Engineer Google workspace, CloudReign Technologies LLP, Chennai.
- **Ms.Rittika**, Lead Executive, CloudReign Technologies LLP, Chennai.
- **Mr. Nanda kumar**, Consultant, My skills Academy, Coimbatore.





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REGISTRATION FEE : FREE



AI ADVISORS

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

Dr. V. BHARATHI HARISHANKAR, Vice Chancellor

Dr. H. INDU, Registrar i/c

AIU ADVISORS

Dr. PANKAJ MITTAL, Secretary General, AIU

Mrs. RANJANA PARIHAR, Joint Secretary, Printing & Publications, AIU

PROGRAMME COORDINATOR

Dr. K. RAMYA

Nodal Officer

**AIU - Avinashilingam Institute- Academic & Administrative
Development Centre (AIU-AI-AADC)**

**Avinashilingam Institute for Home Science and Higher Education for
Women, Coimbatore - 641 043, Tamil Nadu, India.**

e-mail ID : aadc@avinuty.ac.in

Mobile : 8072202927

Special thanks to:

AI Advisors

- **Dr. T. S. K. Meenakshisundaram, Managing Trustee & Chancellor**
- **Dr. V. Bharathi Harishankar, Vice Chancellor**
- **Dr. H. Indu, Registrar i/c**

AIU Advisors

- **Dr. Pankaj Mittal, Secretary General, AIU**
- **Mrs. Ranjana Parihar, Joint Secretary, Printing & Publications, AIU**

We extend our heartfelt gratitude to all the Invited Guests, Resource Persons, HEI's, Coordinators, Committee Members, Technical staff for their unwavering support!

We sincerely thank each attendee for their participation and enthusiasm!

Welcoming you all again in the future!



Nodal Officer, AIU-AI-AADC

AIU - Avinashilingam Institute- Academic & Administrative Development Centre
Avinashilingam Institute for Home Science and Higher Education for Women
Coimbatore – 641 043, Tamil Nadu, India.

e-mail ID : aadc@avinuty.ac.in

Mobile : 8072202927