



**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



## **Tenth Short Term Capacity Building Program on**

## **Smart Digital Practices for Non-Teaching Staff in Higher Education**

### **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

Tenth Short-Term Capacity Building Programme on

**‘ Smart Digital Practices for Non-Teaching Staff in Higher Education ’**

**19.12.2024 to 21.12.2024 ( 3 Days) - Online Mode**

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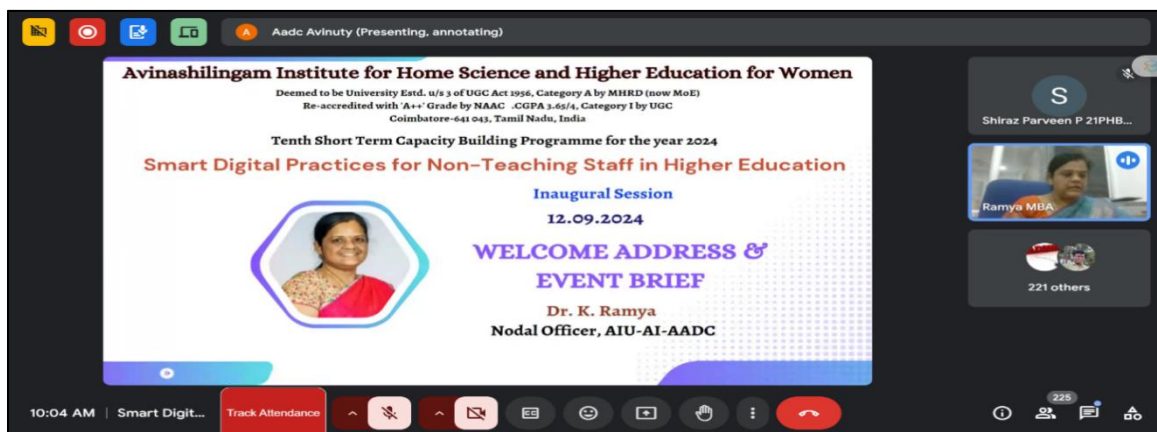
**10<sup>th</sup> Short-Term Capacity Building Programme for the year 2024 on  
‘Smart Digital Practices for Non-Teaching Staff in Higher Education’  
19<sup>th</sup> December 2024 – 21<sup>th</sup> December 2024**

**Online Mode**

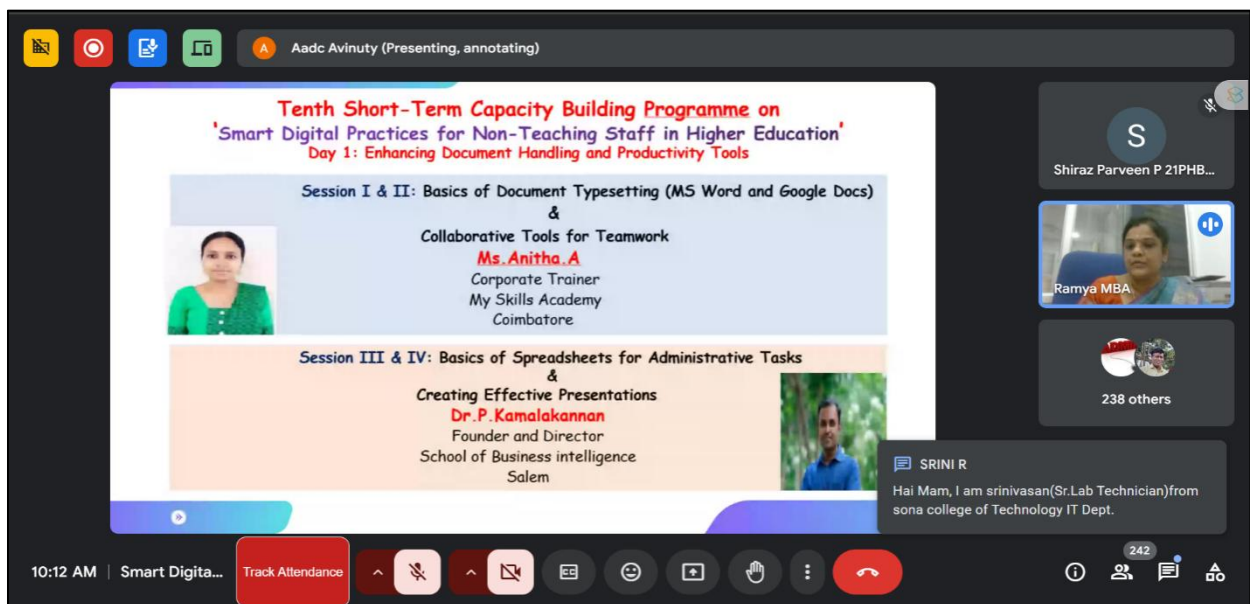
The AIU-AI-AADC (Association of Indian Universities -Avinashilingam Institute - Academic & Administrative Development Centre), organized its 10th Short-Term Capacity Building Program on Smart Digital Practices for Non-Teaching Staff in Higher Education for the year 2024 from 19th December 2024 – 21th December 2024. Higher education institutions are increasingly adopting technology in the digital age to enhance administrative efficiency and student support services. Non-teaching staff play a pivotal role in ensuring the smooth functioning of institutions, and equipping them with smart digital practices is essential for improving productivity, streamlining operations, and enhancing service delivery.

The Short-Term Capacity Building Programme on "Smart Digital Practices for Non-Teaching Staff in Higher Education" is designed to provide hands-on training and practical knowledge on digital tools, automation, cybersecurity, and data management. This program aims to strengthen digital competencies among non-teaching personnel, enabling them to efficiently manage tasks such as document processing, online communication, data handling, and institutional workflow automation.

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.



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 three-day program received 334 registrations from across India, highlighting strong interest in digital skill enhancement.

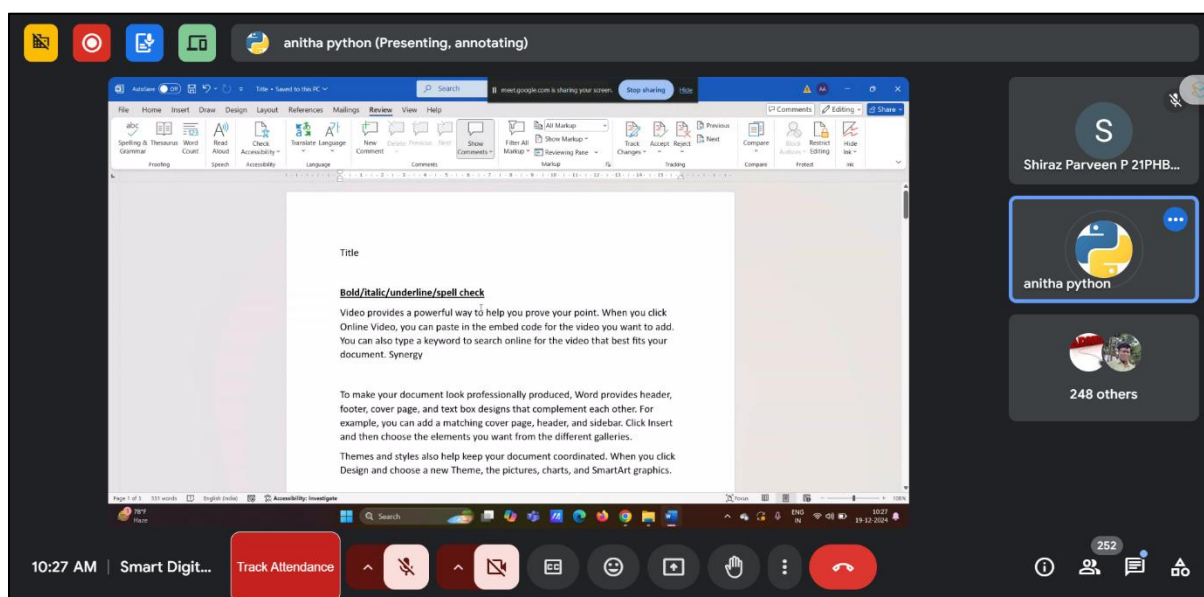
The program featured expert-led sessions on essential tools like MS Word, Google Docs, collaborative platforms, spreadsheets, cybersecurity, automation, social media for professional use, generative AI, email management, and time management. Distinguished speakers from academia and industry guided participants on leveraging digital innovations for administrative efficiency.



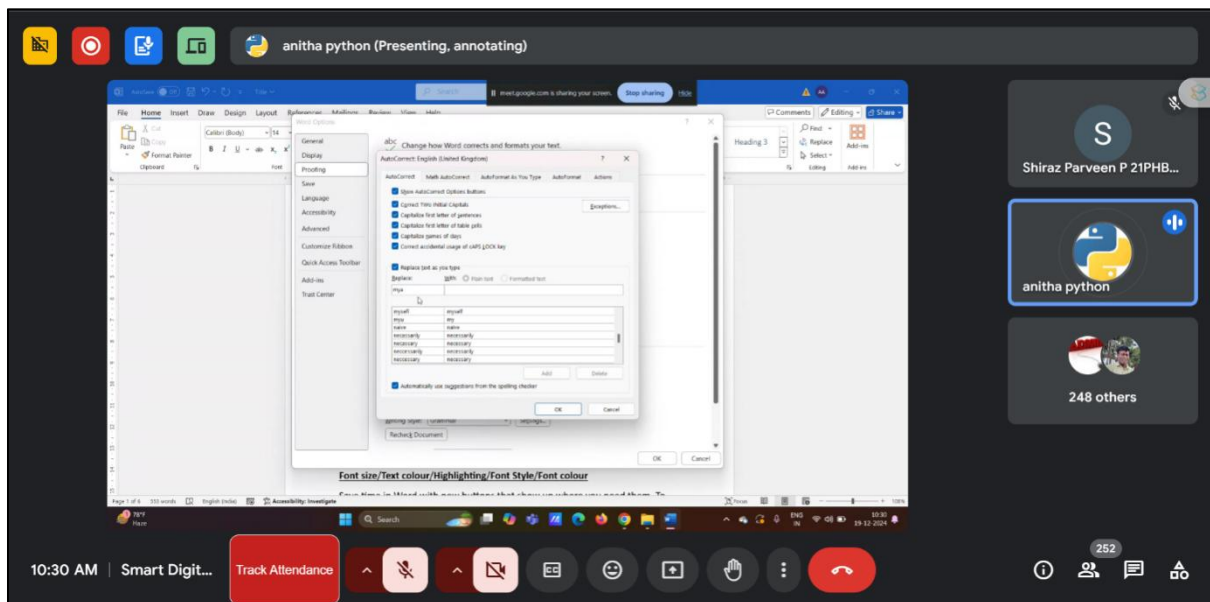
## Day 1 : Enhancing Document Handling and Productivity Tools

The session began with an introduction of Anitha, a corporate trainer, My Skills Academy, Coimbatore with expertise in business analytics, programming, and productivity tools. She has over six years of experience conducting training programs in advanced Excel, Tally Prime, Power BI, and data science at various institutions. She delivered session on the topic “Basics of Document Typesetting (MS Word or Google Docs) and Collaborative Tools for Teamwork”.

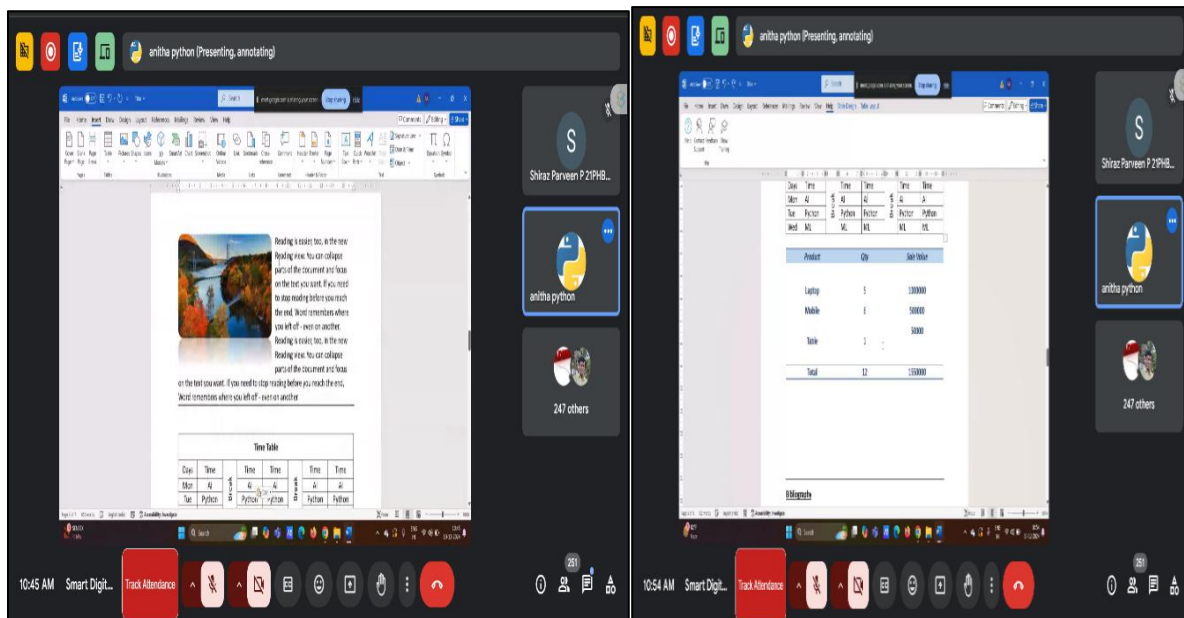
During the session, she covered essential Microsoft Word functionalities, including formatting options such as bold, italic, underline, font styles, spell check, and find-and-replace. She demonstrated how to use shortcuts for efficiency and explained alignment, line spacing, and format painter features. Additionally, she provided guidance on inserting and editing images, text wrapping, and background modifications. The session also covered table creation using different methods and shortcuts for adding lines and blank pages. Participants engaged actively, asking questions about formatting and document handling. The session aimed to enhance productivity by teaching key document-handling skills in Office 365 and Google Docs.



The session focused on various functionalities in Microsoft Word and Excel, particularly table design, formula execution, bibliography insertion, table of contents creation, removing unnecessary spaces, and inserting page numbers. She explained how to use Excel formulas within Word tables, emphasizing the use of the SUM function and shortcut keys like Ctrl + F9 and F9 for executing calculations. She then demonstrated table design options, including modifying header and total rows, changing font styles, colors, and alignments. Moving on, she guided the attendees through inserting bibliographies using the Manage Sources option, adding citations, and referencing books and journal articles.



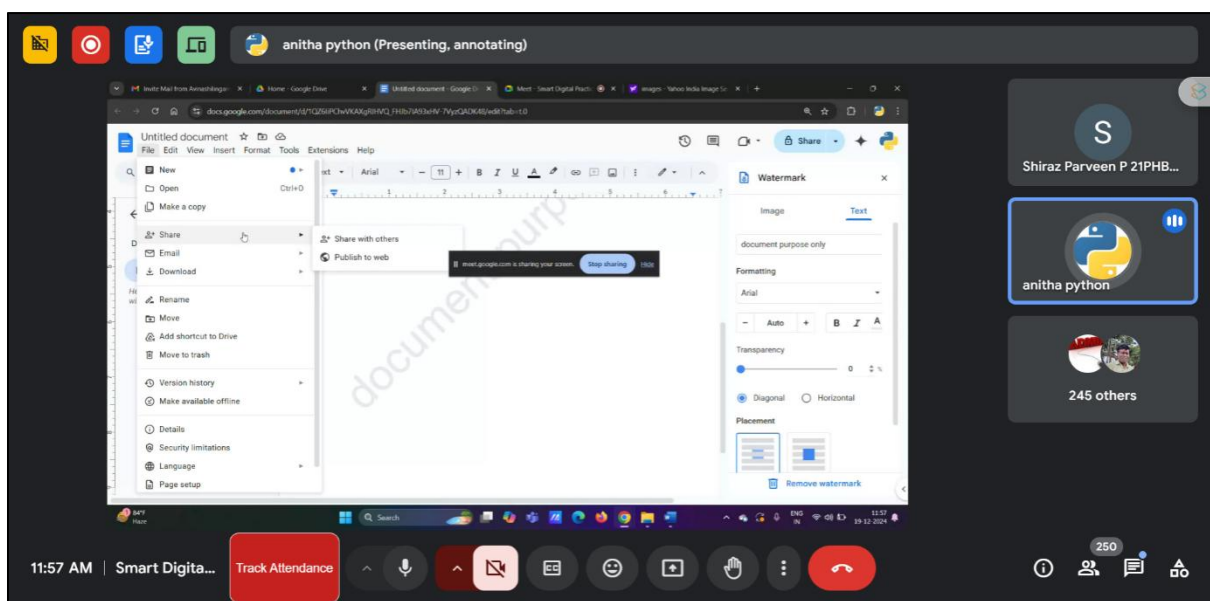
She further explained the process of creating a table of contents efficiently using tab stops instead of manually typing dots, setting appropriate spacing, and aligning entries properly. Additionally, she demonstrated how to remove unnecessary spaces in documents using the Ctrl + H shortcut and regular expressions. Finally, she covered inserting page numbers, particularly when needing to start numbering from a specific page rather than the first. She explained how to use section breaks, unlink previous sections, and format page numbers correctly. Throughout the session, Anitha addressed participants' queries and repeated key explanations to ensure clarity.



The session led by Anitha focused on key Microsoft Word and Excel functionalities, addressing participant queries in detail. She explained the use of Ctrl + H for removing unnecessary spaces and using special characters like the exponential P for formatting. Anitha demonstrated Excel table integration in Word, clarifying that changes in Excel do not auto-update in Word unless formulas are reapplied. She guided participants on creating a table of contents, setting tab stops, and formatting bibliographies using Manage Sources.

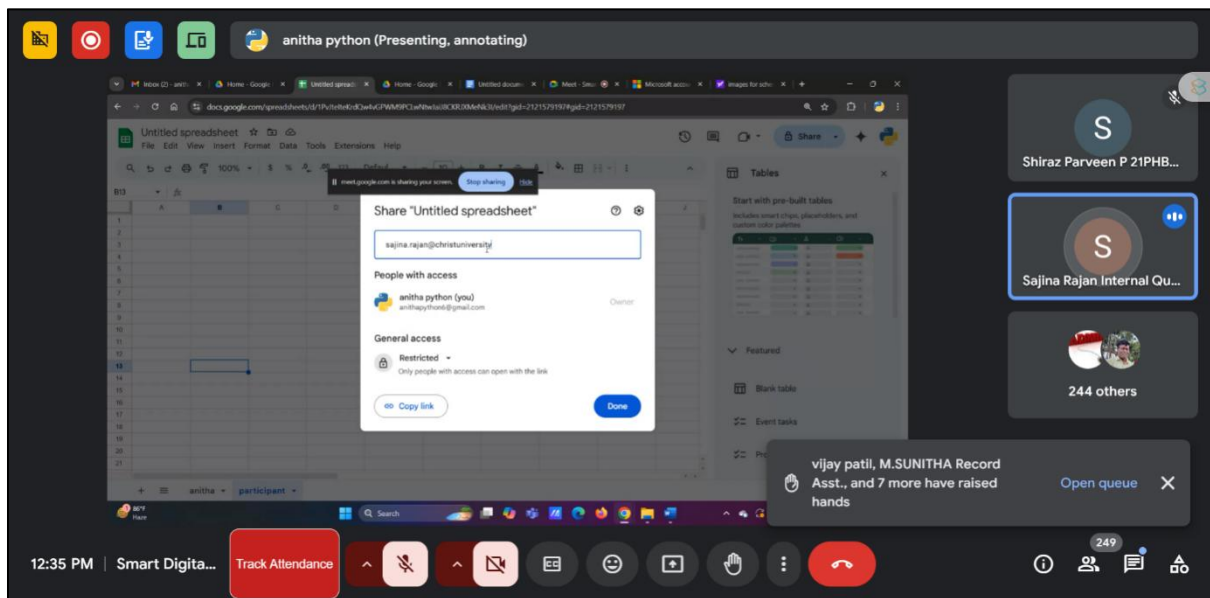
She also explained inserting page numbers on specific pages, though it must be done manually. Additionally, she covered the Format Painter tool, showing how to apply multiple font styles efficiently. Participants actively engaged with queries on citation management, formula recalculations, and text formatting. The session concluded with Anitha ensuring clarity on all topics and offering to continue with further discussions after a break.

The discussion continued on various collaborative tools such as Google Docs, Google Meet, and Microsoft Teams, highlighting their significance in enhancing teamwork and communication. The participants shared insights on how these tools facilitate real-time collaboration, allowing multiple users to work simultaneously on a document and communicate effectively through video conferencing and chat features.

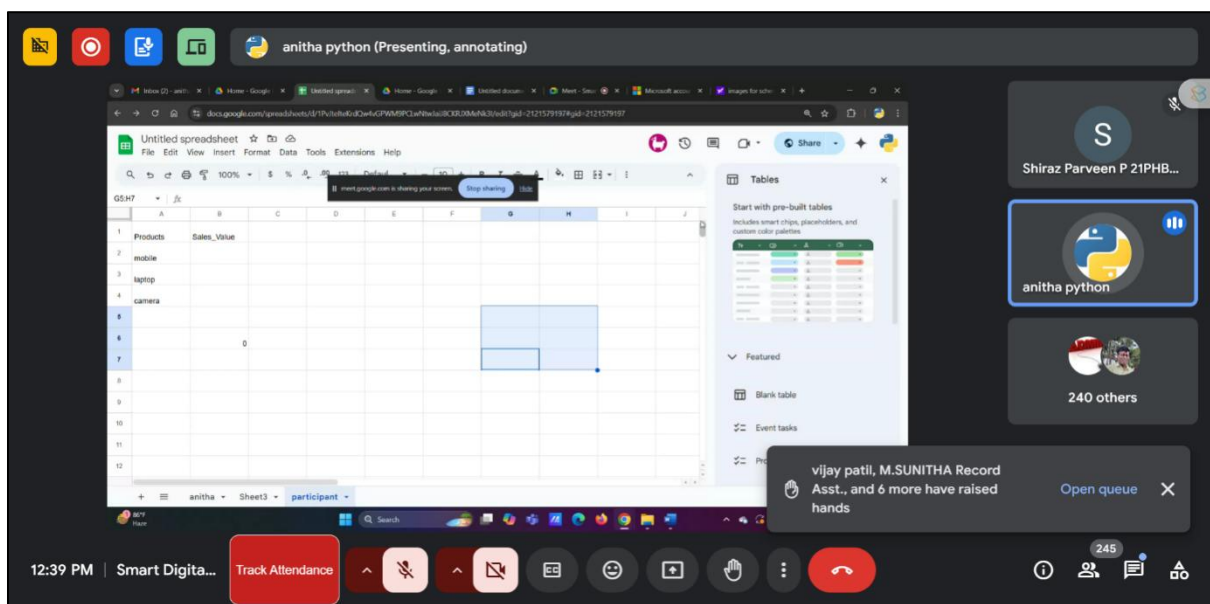


Google Docs was praised for its ability to support real-time editing and commenting, making document sharing seamless. Google Meet was recognized for its ease of use in hosting virtual meetings, while Microsoft Teams was acknowledged for its integration with other Microsoft applications, providing a comprehensive collaboration platform.

The conversation also covered security concerns and user accessibility, emphasizing the importance of choosing tools based on specific needs. Overall, the discussion underscored the role of these technologies in improving productivity and fostering efficient teamwork in both professional and academic settings.



The session continued with an explanation of Google Meet and Microsoft Teams, emphasizing their scheduling options and security features. Anitha highlighted the ability to send meeting links via email in Google Meet, while Microsoft Teams allows direct invitations within the application. The importance of granting access permissions to participants was discussed, ensuring that only authorized individuals could join.



Further, the recording options in different platforms were examined. Anitha elaborated on how Google Meet requires an extension for recording, whereas Zoom provides built-in recording functionality. She also demonstrated collaborative features in Google Sheets, showcasing real-time data entry and editing by multiple users. The ability to protect sheets and restrict editing access was also illustrated.

During the interactive session, participants actively engaged in a hands-on demonstration, where Anitha shared a Google Sheet with Sajina Rajan to showcase collaborative editing. She explained how

users can be assigned different levels of access and demonstrated the process of applying data protection.

The session concluded with a Q&A segment, where participants clarified their doubts. The event was well-received, with attendees appreciating the detailed explanations and practical demonstrations. The next session on spreadsheet management and presentation skills was announced, followed by a lunch break.

### **Key Takeaways :**

**Fundamentals of Document Typesetting:** Covered essential Microsoft Word and Google Docs functionalities, including formatting, table creation, citations, and bibliography management.

**Advanced Word Processing Techniques:** Explained table of contents creation using tab stops, removing unnecessary spaces using Ctrl + H, and inserting page numbers with section breaks.

**Excel Integration with Word:** Demonstrated how to execute formulas within Word tables, apply formatting tools, and use shortcut keys like Ctrl + F9 for calculations.

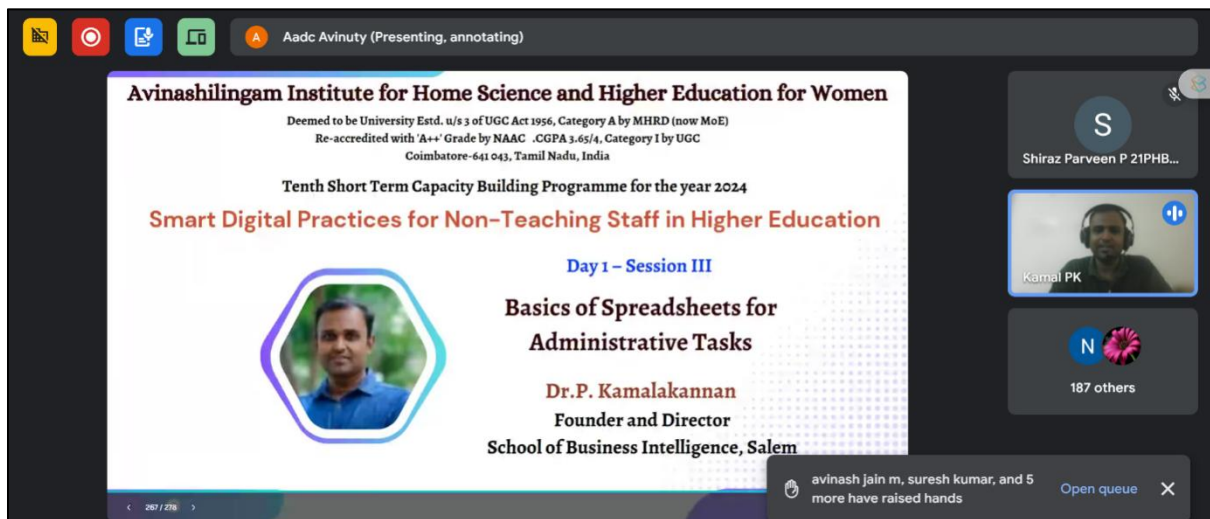
**Collaborative Tools for Teamwork:** Discussed Google Docs, Google Meet, and Microsoft Teams, emphasizing real-time editing, document sharing, and virtual communication.

**Virtual Meeting Platforms:** Explained scheduling, access permissions, and invitation methods in Google Meet and Microsoft Teams for seamless collaboration.

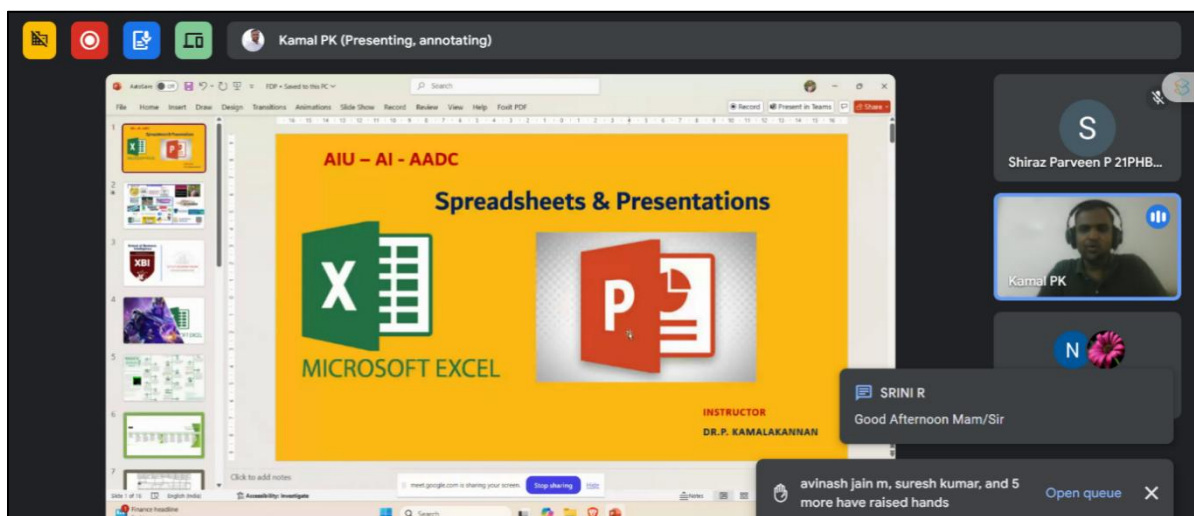
**Recording and Security Features:** Highlighted recording options in Google Meet (via extensions), Zoom (built-in), and Microsoft Teams, along with access control mechanisms for secure participation.

**Google Sheets for Real-Time Collaboration:** Demonstrated simultaneous data entry, editing, and sheet protection options for managing multi-user access effectively.

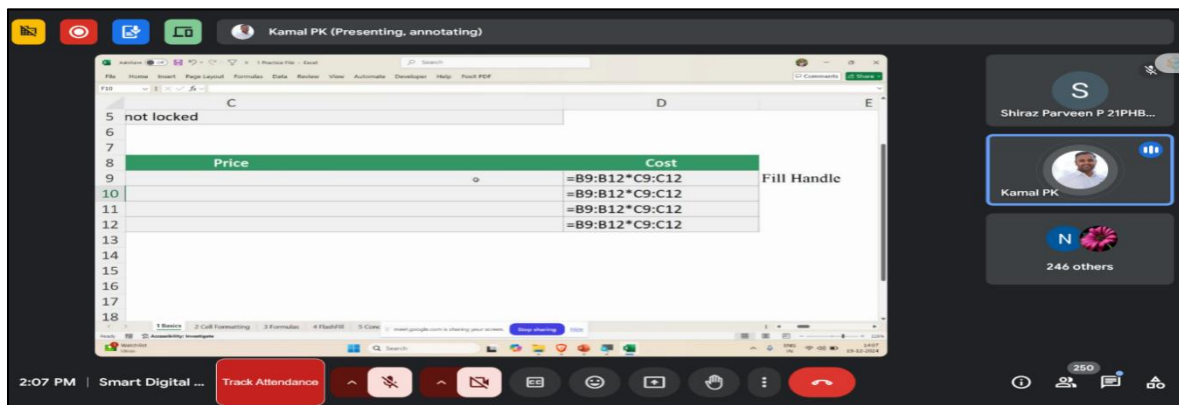
The next training session on Excel and PowerPoint began with welcoming the resource person, Dr.P. Kamalakannan, Founder and Director of the School of Business Intelligence, Salem, With over 21 years of experience in teaching, training, and consulting, Dr. Kamalakannan specializes in Microsoft Power BI, Tableau, Google Data Studio, and Qlik. His extensive expertise in data visualization and business intelligence set the stage for an insightful session.



The agenda covered two key topics: the basics of spreadsheets for administrative tasks and creating effective presentations using PowerPoint. The session commenced with a discussion on the history and importance of Excel, tracing its origins back to its initial development by Dan Bricklin in 1978 as an electronic blackboard, later evolving into VisiCalc before Microsoft commercialized it in 1985. Excel has since become a critical tool for financial modeling, data analysis, and business intelligence, with AI-powered features introduced from 2016 onwards to enhance its efficiency.



Participants were then introduced to fundamental aspects of Excel, including its various versions, the default number of sheets in older and newer versions, and its structural limits, such as 1,048,576 rows and 16,384 columns. The session also covered key considerations for efficient data management, emphasizing the importance of storing data vertically with proper headers, avoiding empty rows and columns, and relying on formulas instead of manual calculations. Attendees learned about different types of cell referencing—relative, absolute, mixed, and structured—and practiced basic calculations such as  $=B9*C9$ . The demonstration also included the use of the Fill Handle to copy formulas efficiently and shortcuts for auto-filling data.



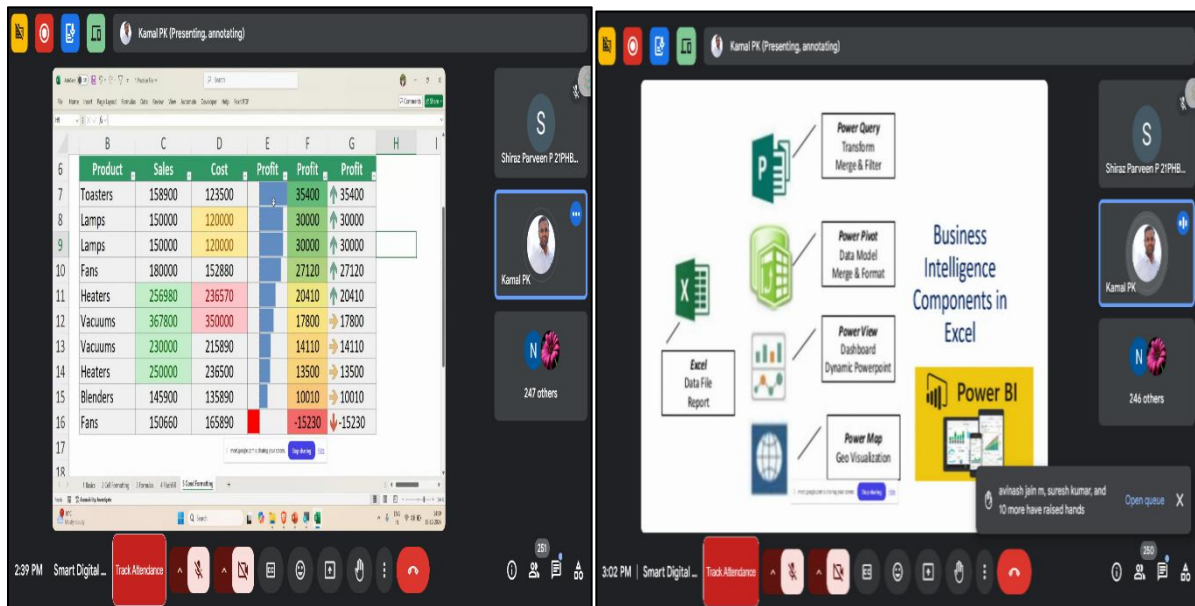
The training emphasized Data Entry Forms, which streamline the process of entering and managing large datasets. Flash Fill was introduced as a tool for automatically filling values based on recognized patterns, reducing manual effort. Additionally, the use of Pivot Tables was explained, allowing participants to summarize and analyze large datasets dynamically.

The session also covered Data Validation techniques to control user input and ensure data accuracy. Advanced charting options were discussed, enabling users to create visually appealing and informative graphs. Lastly, participants were introduced to macros and automation, which can significantly reduce repetitive tasks.

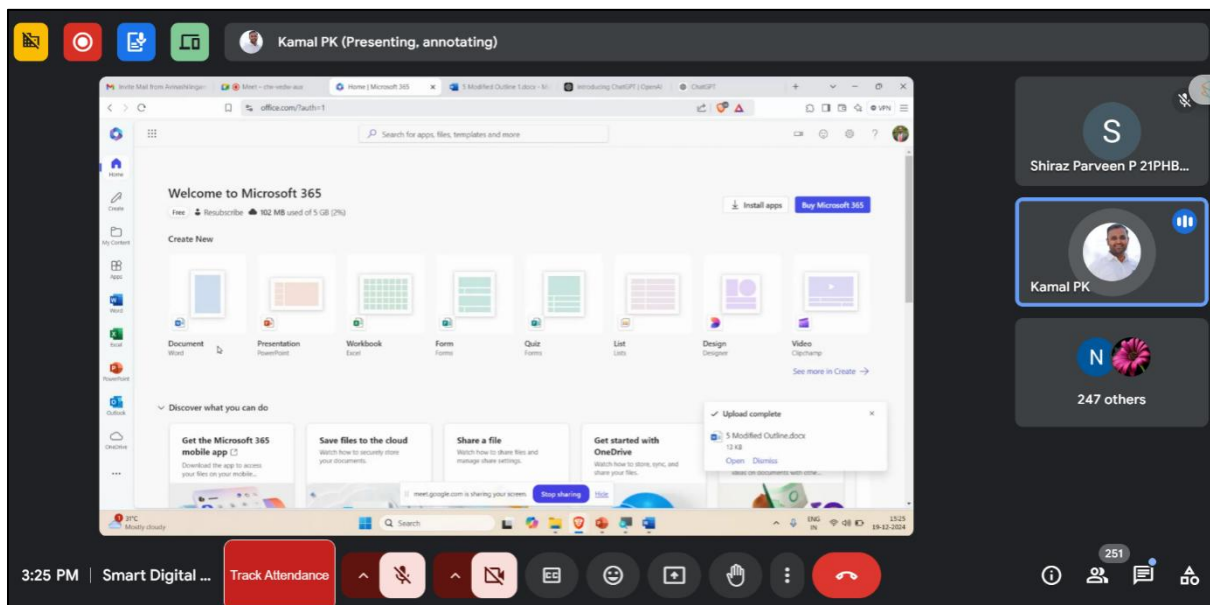
To illustrate Excel's capabilities in data visualization, an interactive dashboard example was showcased, highlighting how users can leverage Excel for insightful analysis.

The Excel training session covered a comprehensive range of topics aimed at enhancing productivity and efficiency while working with spreadsheets. Participants, including Leena Zaveri and Navindra Kumar, raised questions on segregating journal data and profit formulas using color-coded conditional formatting. Kamal illustrated how to apply and manage conditional formatting, including hiding and displaying data bars.

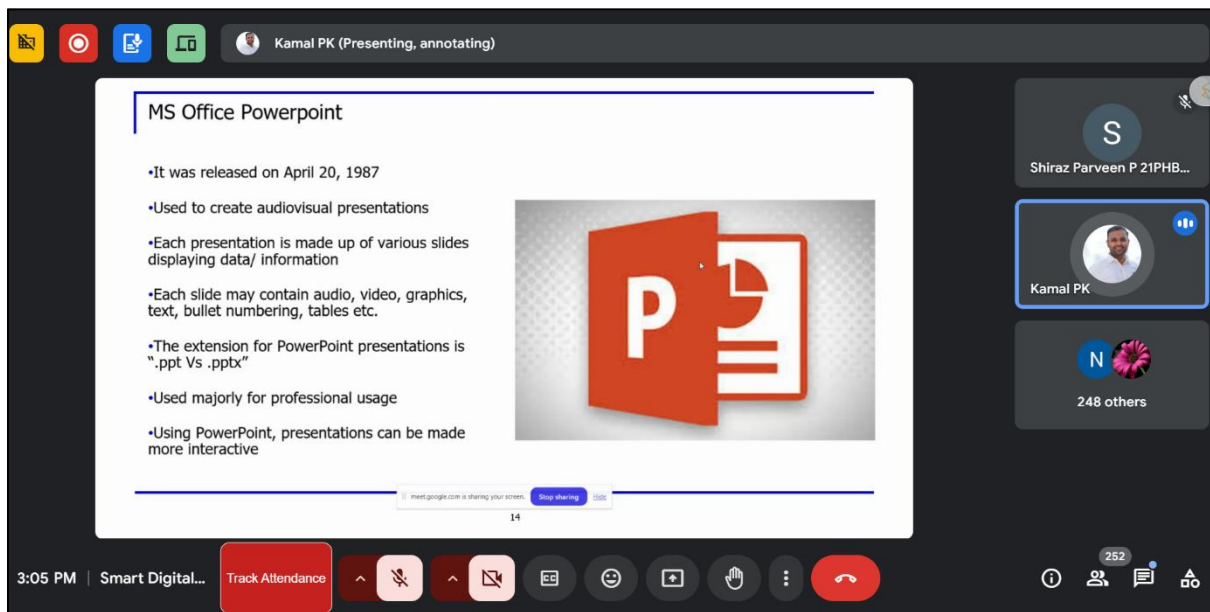
Overall, the training provided valuable insights into Excel's capabilities, equipping participants with practical skills to enhance their workflow and data management proficiency.



The session transitioned into PowerPoint training, focusing on best practices for designing visually engaging slides and effectively communicating with an audience. Kamal discussed fundamental concepts like slide layouts, themes, and professional presentation practices. He emphasized minimalistic design, avoiding excessive colors and animations. He introduced AI-powered features such as "Designer" in Microsoft 365, which automatically suggests slide designs. Shortcuts like Windows + R for opening Office applications were also shared for efficiency.



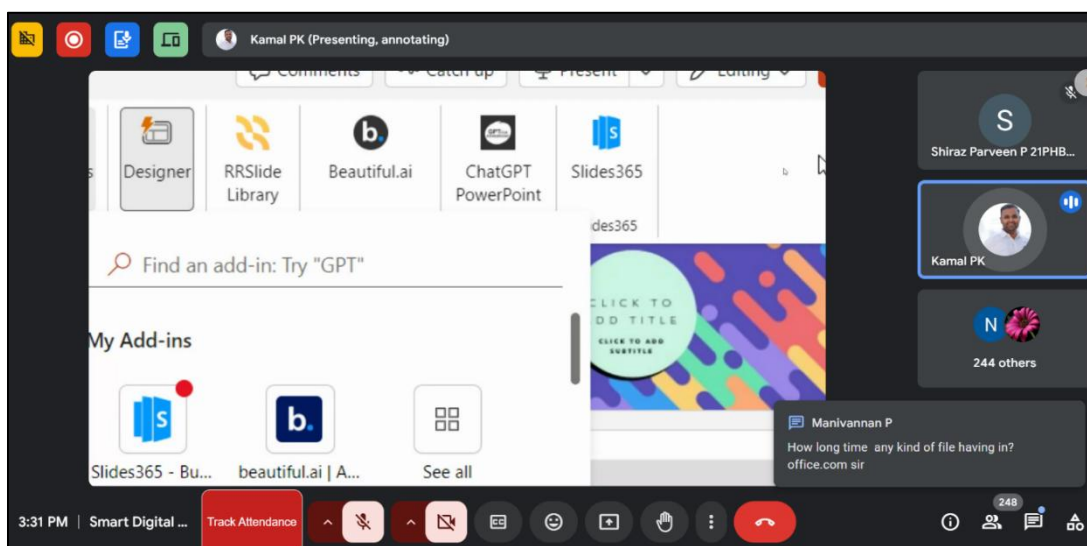
Participants gained insights into structuring presentations, optimizing slide layouts, and using visual elements to enhance clarity and engagement.



He demonstrated how ChatGPT can generate structured content for presentations. He explained the process of copying AI-generated content into a Word document and then inserting it into PowerPoint using the “Slides from Outline” feature. He emphasized the importance of using proper formatting, such as applying "Heading 1" for slide titles and "Heading 2" for content.

Dr. Kamal also discussed PowerPoint’s Designer feature, which enhances slides with professional layouts. He noted that this feature is available in Microsoft 365 but can also be accessed through Office.com for users without a subscription, albeit with limitations. Office.com offers 5GB of free cloud storage and provides access to online versions of Word, Excel, and PowerPoint.

Further, he explored AI-based tools such as Beautiful.ai, Slidebean, and ChatGPT for PowerPoint, which automate slide creation and design. He demonstrated the use of VBA (Visual Basic for Applications) to generate slides via coding, highlighting how Alt+F11 opens the VBA editor for scripting automation. He also introduced Copilot, an AI assistant similar to ChatGPT, which aids in slide generation.



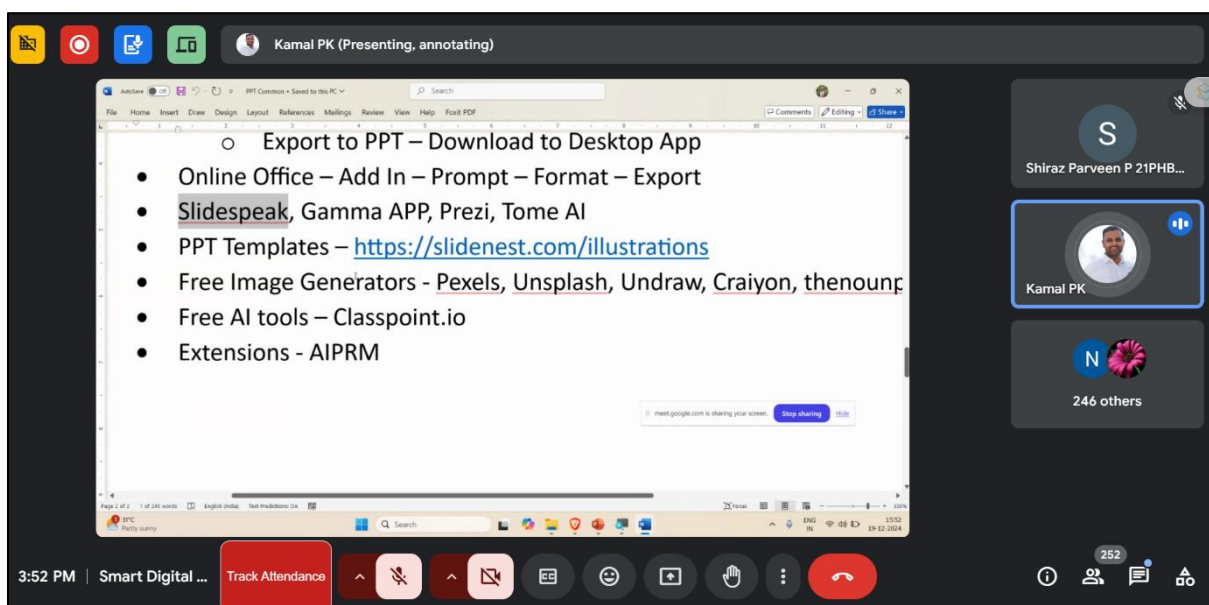
Dr. Kamal concluded by showcasing SlideSpeak, an advanced AI tool that creates high-quality presentations. He also shared sources for free PowerPoint templates and images. The session provided practical insights into AI-powered presentation design, making the process more efficient and visually appealing. Participants were encouraged to explore these tools for their professional needs.

Additionally, Dr. Kamal introduced other data analysis platforms such as Data Squirrel and Julius AI, which provide deeper insights and statistical significance tests. He also mentioned Claude AI, which is gaining popularity in the data analytics space. He advised participants to be cautious when sharing data online, as many platforms use user data for AI model training.



For skill enhancement, Dr. Kamal recommended "Skills for All," a Cisco networking website offering free courses in cybersecurity, IoT, data analytics, and digital transformation, with paid certification options. He also encouraged exploring YouTube for additional learning resources.

Towards the end, he shared tools for professional branding, such as About.me, which allows users to create a single-page online profile linking to their certifications and work. He showcased his visual CV using Tableau, integrating credentials and achievements.



The session concluded with a discussion on the practical application of these tools, encouraging participants to integrate them into their daily work for enhanced productivity. Participants expressed appreciation for the valuable insights shared.

Dr. Kamalakannan concluded the session by emphasizing the potential of AI in business and administrative tasks, encouraging participants to explore its advanced features for greater efficiency. The session wrapped up with a Q&A segment, where attendees had the opportunity to clarify doubts and discuss best practices for utilizing AI's capabilities to their fullest.

### **Key Takeaways :**

**Excel Fundamentals & Best Practices:** Covered the history, structure, and efficient data management techniques, including proper data organization, cell referencing, and formula applications.

**Advanced Excel Features:** Introduced Data Entry Forms, Flash Fill, Pivot Tables, Data Validation, macros, and automation to enhance productivity and streamline workflows.

**Data Visualization & Dashboards:** Demonstrated interactive dashboards, advanced charting techniques, and conditional formatting for effective data representation and analysis.

**PowerPoint Presentation Techniques:** Emphasized minimalistic design, effective slide layouts, and AI-powered tools like Microsoft Designer and ChatGPT for structured content generation.

**AI-Driven Automation in PowerPoint:** Explored AI-based platforms such as Beautiful.ai, Slidebean, and SlideSpeak for automated slide creation and design enhancement.

**VBA & AI Integration:** Showcased Visual Basic for Applications (VBA) scripting for PowerPoint automation and introduced AI assistants like Copilot for slide generation.

**Data Security Awareness:** Highlighted data privacy concerns when using AI-driven tools and discussed emerging data analysis platforms like Data Squirrel, Julius AI, and Claude AI.

## **Day 2 : Advanced Digital Skills for Administrative Efficiency**

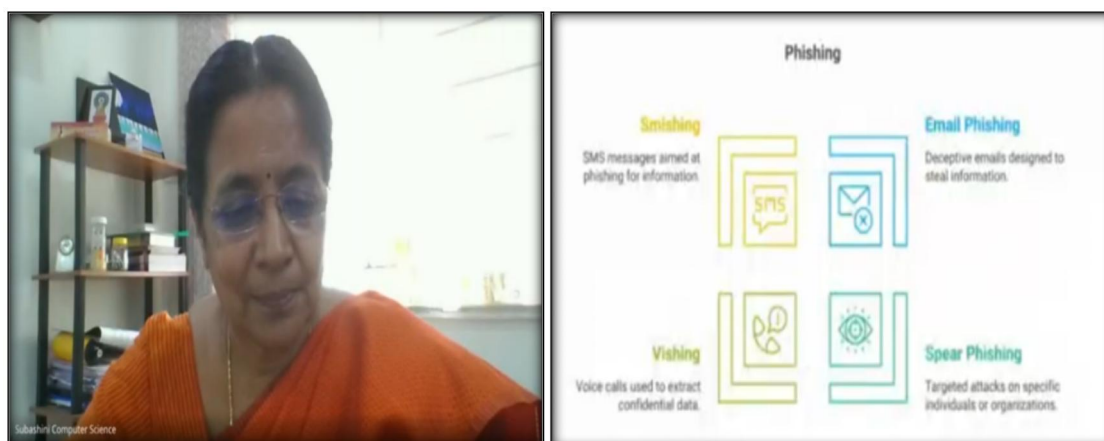
Session started vibrantly after the happy learning on the first day. Dr. K . Ramya, Nodal officer, AIU - Avinashilingam Institute- Academic & Administrative Development Centre (AIU-AI-AADC) gave a warm welcome to the participants and the chief guest.

Resource person for the programme was Dr. P. Subashini, Coordinator, Centre for Machine Learning and Intelligence, professor of Computer Science, Avinashilingam Institute for Home Science and Higher Education for Women. Chief guest started the session 1 on the topic Protecting from Cyber Threats.

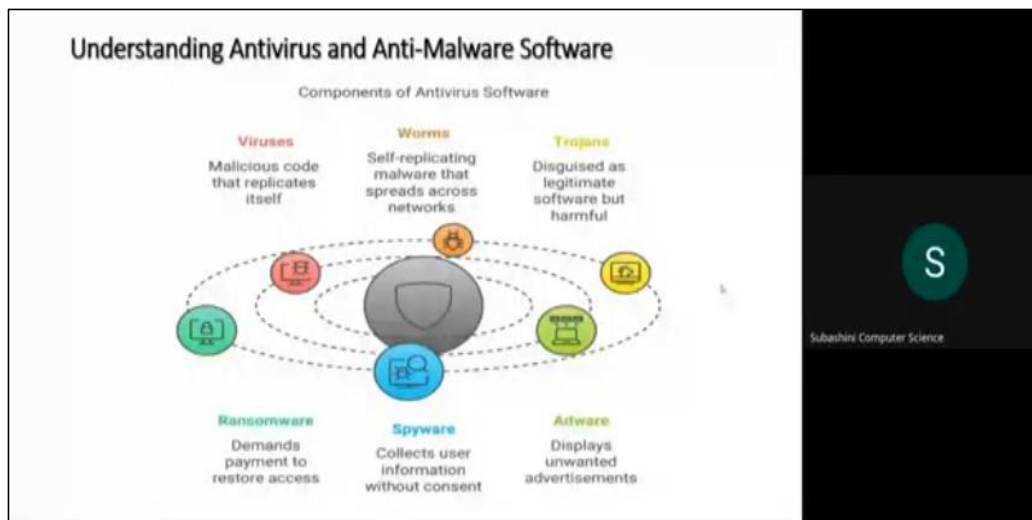


Chief Guest started the session enthusiastically. In today’s interconnected world, the rise of cybercrime poses a significant threat to individuals, organizations, and governments. Cybercriminals exploit vulnerabilities in systems and human behaviors to gain unauthorized access, steal sensitive information, and disrupt services. As technology advances, so do the tactics of cybercriminals, making it essential to adopt comprehensive measures to safeguard against these threats.

Chief guest explained about the some of the common types of cybercrimes are Phishing, Malware, Identity Theft, Denial-of-Service (DoS) and Distributed Denial-of-Service (DDoS) Attacks, Social Engineering. Some of the steps to identify the phishing are Check the sender’s email address, look for generic greetings, examine the content for spelling and grammar errors, be cautious of urgent language, etc.



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Resource person, Dr. P. Subashini shared about the strategies for prevention are Strong Password Practices, Regular Software Updates, Network Security, Employee Training and Awareness, Data Backup and Recovery, Use of Encryption.

### Key Take aways :

#### Importance of Cyber Hygiene:

- Cyber hygiene refers to the basic practices and steps to maintain security in online environments. Regularly updating software, using strong passwords, and employing multi-factor authentication (MFA) are fundamental.

#### Identifying Cyber Threats:

- Understanding different types of cyber threats (e.g., malware, phishing, ransomware) is crucial. Recognizing early warning signs can help prevent larger security breaches.

#### Risk Assessment:

- It's essential to assess the risks to your organization's data and infrastructure. This involves evaluating potential vulnerabilities and understanding where the greatest risks lie.

#### Incident Response Planning:

- Developing a clear and actionable incident response plan helps ensure quick and efficient action if a cyber attack occurs. This plan should include protocols for communication, containment, and recovery.

#### Employee Training:

- Employees must be trained on recognizing threats like phishing attacks, the importance of strong passwords, and general cybersecurity best practices. They are often the first line of defense.

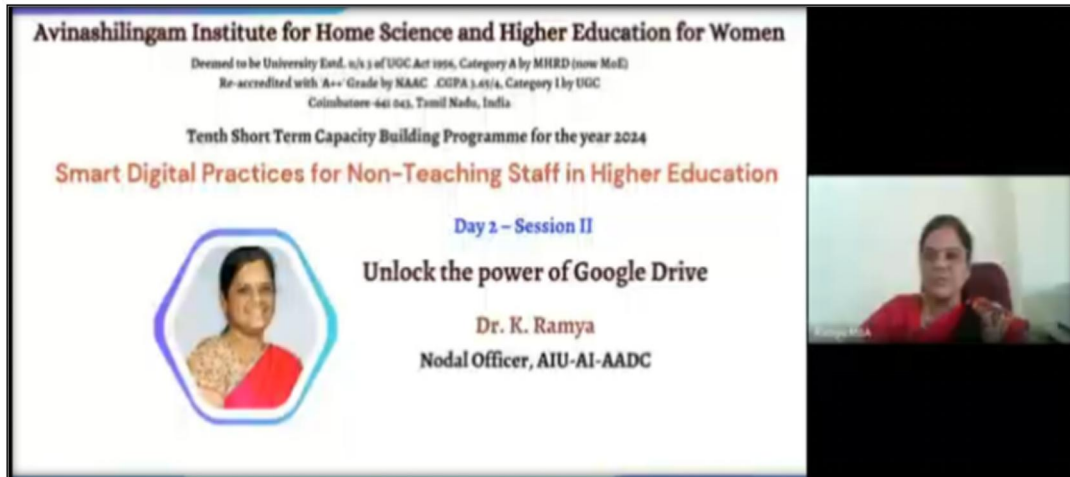
#### Access Controls:

- Limiting access to sensitive information based on roles within the organization reduces the potential damage of a breach. Principle of least privilege ensures that users only have access to the data they need to perform their duties.

#### Security Patches and Updates:

- Keeping software and systems updated is critical to closing security vulnerabilities that hackers could exploit. Regular patching helps prevent known vulnerabilities from being targeted.

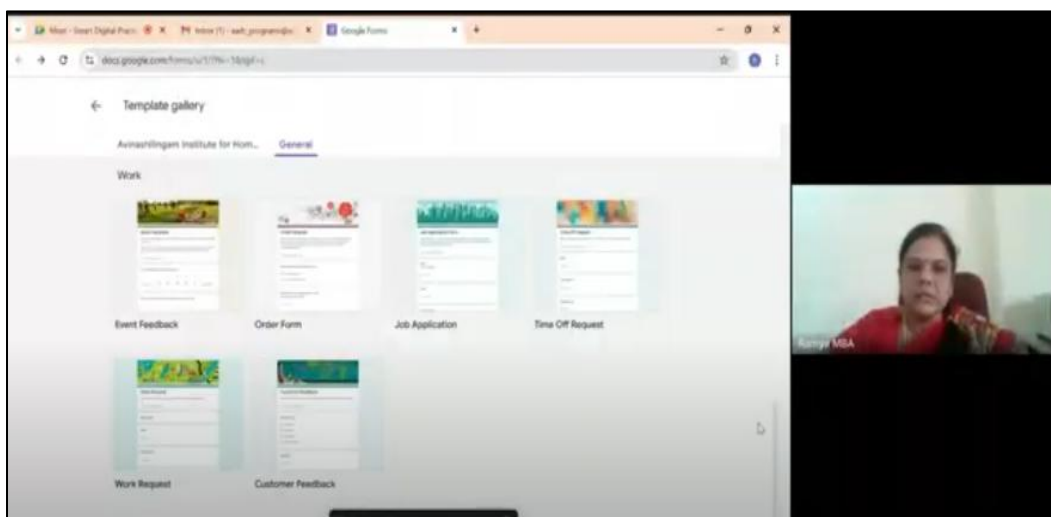
The second session started after a short break. Dr. K. Ramya, Nodal Officer, AIU-AI-AADC was the resource person for the session on the topic “Unlock the power of Google Drive”.



Resource person started the session energetically. Google Drive is a versatile cloud storage and collaboration tool with several powerful features. Its capabilities are Cloud Storage, Collaboration, Organization & Search, Integration with Other Tools, Security & Sharing, Offline Mode, Version History and Cost-Effective.

Google Drive offers a template gallery that contains pre-designed templates for various types of documents, spreadsheets, presentations, and more. One can access it easily to streamline your work and save time when creating documents from scratch. The overview of the types of templates available in the Google Drive template gallery that includes the following.

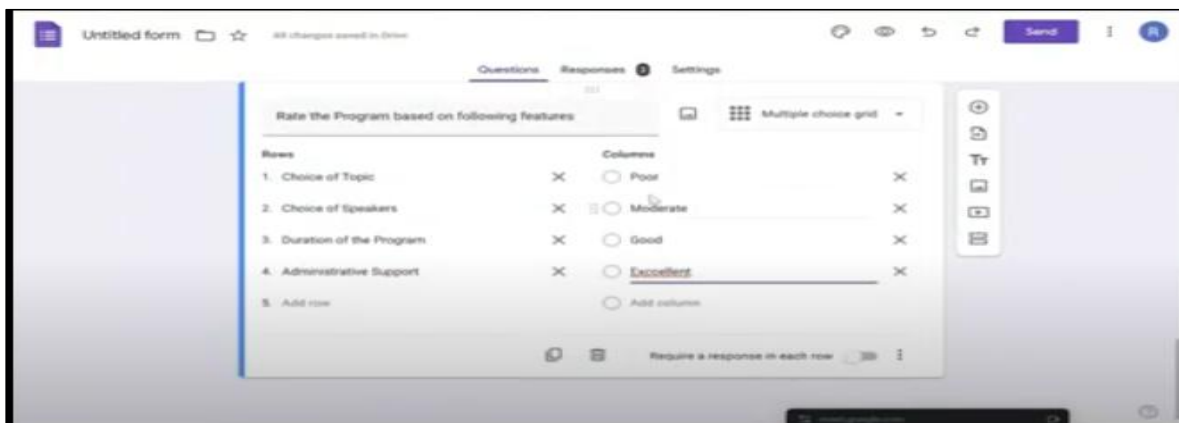
Google Docs Templates includes the Resumes: Various professional resume formats , Letters: Templates for formal letters, cover letters, and personal letters, Reports: Pre-designed templates for creating reports, project proposals, etc., Meeting Notes: Templates to help organize and take meeting notes effectively and Flyers: Ready-to-use templates for designing flyers and promotional material.



Google Sheets Templates: Budgets: Personal or business budget templates to track income and expenses, Invoices: Pre-made invoice templates for businesses or freelancers, Calendars: Customizable calendars for planning events, schedules, and deadlines, Project Management: Templates for managing tasks, timelines, and team projects, Expense Reports: Templates to help manage and track expenses.

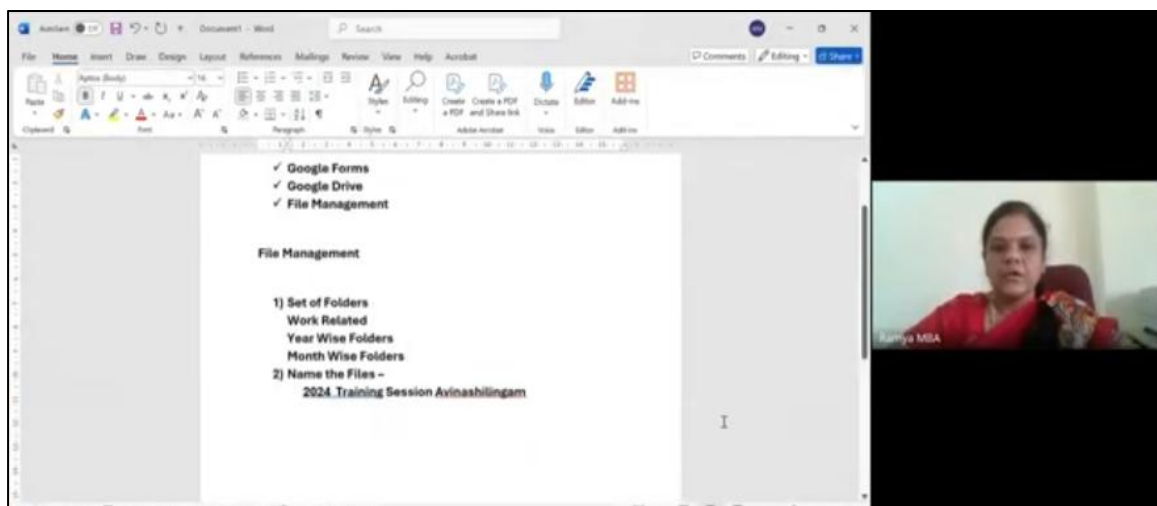
Google Slides Templates: Presentations: Pre-designed slides for business presentations, pitch decks, and classroom lectures, Marketing Presentations: Templates designed specifically for sales and marketing pitches, Event Flyers: Ready-to-use flyer templates for events or promotional purposes, Business Proposals: Templates for formal proposals, including agendas and financial breakdowns.

Google Forms Templates: Surveys: Pre-made survey forms for feedback, customer satisfaction, and more. Sign-Up Sheets: Templates for event registrations, volunteer sign-ups, etc. Quizzes: Templates for creating simple quizzes or assessments. Feedback Forms: Pre-designed forms for gathering feedback from participants or clients.



The session then highlighted the usage of google forms. The resource person explained how to create Google Forms. It is a straightforward way to collect and analyse data. Google Forms allows you to create surveys, quizzes, or feedback forms, and automatically generates reports based on the responses collected.

A detailed explanation given on the creating and using the google forms evidently by the resource person and concluded the session with a clear overview of all the points.



## **Key Takeaways:**

### **1. Cloud Storage and Accessibility**

- **Access Anywhere:** Google Drive allows you to store documents, spreadsheets, presentations, and other files in the cloud, which means you can access your files from anywhere, on any device (smartphones, tablets, or computers) with an internet connection.
- **Real-Time Syncing:** Your files are automatically synced across devices, meaning you always have the latest version available, whether you're on your desktop or mobile device.

### **2. Collaboration Made Easy**

- **Shared Folders and Files:** Google Drive allows you to share files and folders with colleagues, clients, or friends. You can assign different access levels (view, comment, or edit) to ensure collaboration is secure and effective.
- **Real-Time Collaboration:** With Google Docs, Sheets, and Slides, multiple users can edit the same document simultaneously. Changes are reflected in real-time, which eliminates the need for emailing file versions back and forth.
- **Commenting & Suggestions:** Users can leave comments, suggest edits, and reply to feedback directly within the document, which makes collaborating more efficient and transparent.

### **3. Advanced Search Capabilities**

- **Search Everything:** Google Drive has powerful search features. You can search for files by name, file type, or even by the content within the document. The system also uses machine learning to suggest files you might be looking for, making it faster to find specific documents.
- **Filter by File Type:** You can filter your search results by file type (e.g., documents, images, PDFs) to help you find exactly what you need quickly.

### **4. Free and Scalable Storage**

- **15GB of Free Storage:** Google Drive provides 15GB of free storage for every Google account, which is a substantial amount for documents, photos, and other files.
- **Scalable Options:** As your storage needs grow, Google offers affordable plans for additional storage through Google One, starting from 100GB up to 30TB. This makes it easy to scale without needing to invest in external hard drives.

### **5. Security and Backup**

- **Data Security:** Google Drive uses strong encryption (SSL/TLS) to protect your files while they're being uploaded, stored, or downloaded. You can also enable two-factor authentication for an added layer of security.
- **Automatic Backup:** Files stored in Google Drive are backed up automatically, which reduces the risk of losing important data. If you ever accidentally delete something, you can easily recover files from the Trash within 30 days.
- **Version History:** Google Drive keeps a history of changes made to documents, meaning you can roll back to earlier versions if necessary. This helps in situations where you want to retrieve previous edits or recover lost content.

## 6. File Sharing and Permissions

- Granular Sharing Controls: Google Drive allows you to control who can access your files, with options to allow view-only, comment, or full edit access. You can also set expiration dates on shared files for added security.
- Public Sharing: You can make files publicly accessible, which is useful for sharing resources like reports, presentations, or educational materials without needing to collect emails.
- Link Sharing: Instead of emailing large files, you can simply share a link to the file. You can set permissions for the link, ensuring that only specific people or anyone with the link can access the file.

Session 3 started discussed on the topic of Social media for professional use by resource person, Dr. D. Shanmugapriya, Assistant Professor and HoD, Department of Information Technology. Social media for professional use can be a powerful tool for building your personal or company brand, networking, and staying informed within your industry. By leveraging the right platforms, you can connect with potential clients, employers, partners, and peers in a meaningful way.



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**Tenth Short Term Capacity Building Programme for the year 2024**  
**Smart Digital Practices for Non-Teaching Staff in Higher Education**

**Day 2 – Session III**  
**Social Media for Professional Use**  
**Dr. D. Shanmugapriya**  
**Assistant Professor and HOD**  
**Department of Information Technology,**  
**Avinashilingam Institute for Home Science and**  
**Higher education for Women, Coimbatore**

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.



Dr. Priya shared about how to use social media in a professional way. Using social media professionally requires a thoughtful approach, especially since your online presence can directly impact your career or business.

The following platforms were introduced:

**LinkedIn:** The go-to for career-focused networking, sharing professional accomplishments, and looking for opportunities.

**Twitter:** Good for staying updated with industry news, following thought leaders, and sharing insights quickly.

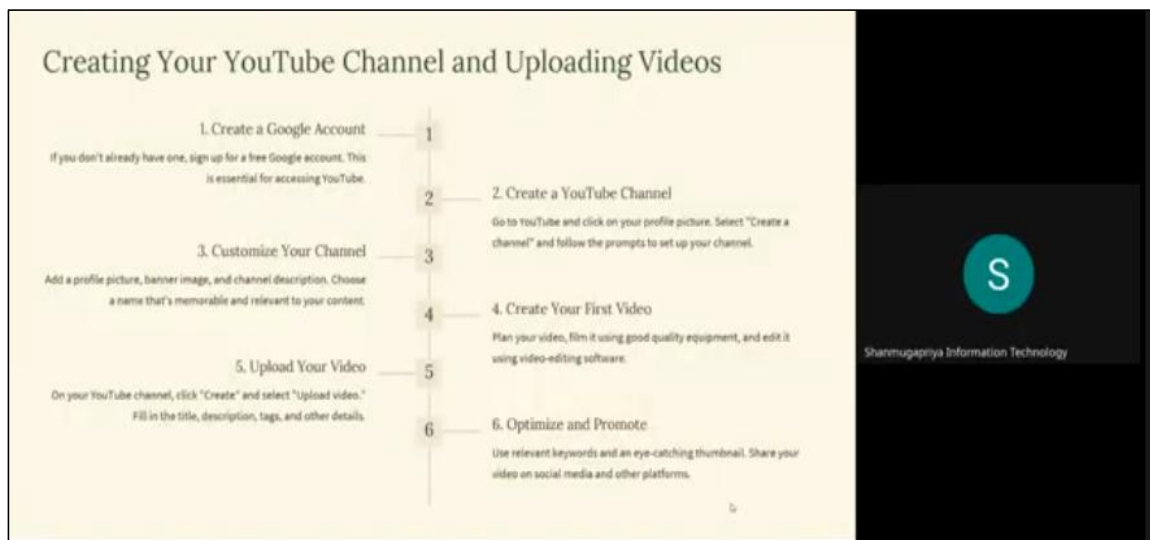
**Instagram:** For creative industries (design, photography, fashion, etc.) to visually showcase work and build a portfolio.

**YouTube:** Great for educational content, tutorials, and showcasing thought leadership.

Social media focuses on providing value, whether through content, insights, or feedback. It use social media to stay informed, learn, and grow within your profession.



Resource person added that LinkedIn is a powerful platform for professional use, and it's especially effective for networking, job searching, and building your personal or company brand. She explained all the uses of social media in detail. Finally, she informed about how to create and use the YouTube channel.



Using YouTube for professional purposes can be incredibly effective for building a personal brand, showcasing your expertise, or growing a business

**Key Take aways :**

1. Networking – Platforms like LinkedIn, Twitter, or even Instagram (for creatives) are great for building connections with industry leaders, peers, and potential clients.
2. Branding & Self-Promotion – Professionals can showcase their expertise, experience, and accomplishments, helping to boost their personal or business profile.
3. Industry Insights & Thought Leadership – Sharing insightful articles, research, or original content can establish you as a thought leader within your field.
4. Job Search & Career Development – LinkedIn and other platforms allow users to connect with recruiters, search for jobs, and learn new skills through tutorials and webinars.
5. Marketing & Business Growth – Businesses use social media to connect with customers, run advertisements, and grow their presence in their industry.
6. Building Relationships & Engagement – Responding to comments, participating in online discussions, and showing interest in others' work builds valuable relationships that can lead to collaborations or job opportunities.

The Last session was on the topic Introduction to Digital Security and the Resource person is Dr. P. Subashini, Coordinator, Centre for Machine Learning and Intelligence, Professor in Computer Science, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

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Tenth Short Term Capacity Building Programme for the year 2024

**Smart Digital Practices for Non-Teaching Staff in Higher Education**

Day 2 – Session IV

**Introduction to Digital Security**

**Dr. P. Subashini**  
 Coordinator, Centre for Machine Learning and  
 Intelligence, Professor of Computer Science,  
 Avinashilingam Institute for Home Science and  
 Higher Education for Women




Muthu Gayathri

In today's increasingly connected world, digital security has become a critical concern for individuals, businesses, and governments alike. With the proliferation of online services, cloud storage, e-commerce, and social media, the need to protect personal and sensitive information has never been more pressing.

Digital security, often referred to as cybersecurity, encompasses a wide range of strategies, technologies, and practices designed to safeguard data, networks, and systems from unauthorized access, theft, and damage.

**HOW TO AVOID MALWARE ATTACKS**

1. Keep Software Updated
2. Use Antivirus and Anti-Malware Tools
3. Be Cautious with Email Attachments
4. Use Strong Passwords
5. Avoid Suspicious Downloads
6. Enable Firewalls
7. Beware of Phishing Attempts
8. Regularly Back Up Data
9. Secure Your Network
10. Educate Yourself and Others

Phishing is one of the most common and deceptive forms of cybercrime, where attackers attempt to manipulate individuals into revealing sensitive information such as passwords, credit card numbers, or personal identification data. The attackers typically disguise themselves as legitimate institutions or individuals to trick the victim into providing these details.

## TYPES OF PHISHING

1. Email Phishing
2. Spear Phishing
3. Whaling
4. Smishing (SMS Phishing)
5. Vishing (Voice Phishing)

With the rise of digital communication and the growing dependence on online services, phishing has evolved into a significant threat to personal security, financial stability, and organizational integrity. Resource person explored the various types of phishing attacks, highlighting the techniques used by cybercriminals to deceive victims and the potential consequences of these attacks.

Further, the resource person explained about how to use the websites. In the digital age, the internet has become an indispensable tool for communication, entertainment, learning, and commerce.

However, as online activity continues to rise, so do the risks associated with browsing unsafe or malicious websites. These risks include identity theft, malware infections, and exposure to inappropriate content. Identifying trustworthy websites and using them in a secure manner is crucial for maintaining privacy and protecting sensitive information.

## IDENTIFYING SAFE AND UNSAFE WEBSITES

1. Check the URL

### Safe Websites:

- Start with "https://" (the "s" stands for secure).
- Have a padlock icon in the browser's address bar.
- Use correct spellings for known domains (e.g., "google.com").

### Unsafe Websites:

- Start with "http://" (without the "s").
- Contain misspellings or lookalike domains (e.g., "g00gle.com" or "amaz0n.net").
- Use unfamiliar domain extensions (e.g., ".xyz" or ".top") without credibility.

Janani R. CMLJ Avinuty

On the whole, all the sessions were highly useful.

### Key Takeaways :

#### 1. Importance of Digital Security:

- Digital security is crucial for protecting personal, financial, and business information from cyber threats. With increasing online activity, data breaches, and cyber-attacks are becoming more prevalent, making cybersecurity essential for individuals and organizations.

## **2. Common Types of Cyber Threats:**

- Phishing, ransomware, malware, and social engineering are some of the most common digital threats. Understanding these threats is key to preventing attacks. Cybercriminals use deceptive tactics to trick users into revealing sensitive data or installing harmful software.

## **3. Safe Browsing Practices:**

- Always look for HTTPS in the URL and a padlock symbol to ensure a website is secure.
- Avoid clicking on suspicious links, pop-ups, or attachments from unknown sources.
- Be cautious when using public Wi-Fi for sensitive transactions; consider using a VPN for added security.

## **4. Use Strong and Unique Passwords:**

- Using a combination of uppercase and lowercase letters, numbers, and special characters makes passwords stronger. Avoid using the same password across multiple sites and consider using a password manager to keep track of secure logins.

## **5. Two-Factor Authentication (2FA):**

- Enabling 2FA provides an additional layer of security for your accounts by requiring a second verification method, such as a code sent to your phone, along with your password. This helps protect your accounts even if your password is compromised.

## **6. Regular Software Updates:**

- Keeping software, browsers, and security programs up to date ensures that known vulnerabilities are patched and new threats are better defended against. Cybercriminals often exploit outdated systems to gain access to devices or networks.

## **7. Employee Training for Organizations:**

- For businesses, educating employees about the risks of digital threats and best security practices is essential. Human error remains one of the biggest vulnerabilities, and training staff to recognize phishing attacks and follow secure practices is a key defense.

## **8. Recognizing and Avoiding Phishing:**

- Phishing remains one of the most prevalent forms of cybercrime. Be wary of unsolicited emails, messages, or phone calls requesting personal or financial information. Always verify the source before clicking on links or opening attachments.

## **9. Data Encryption and Backup:**

- Encrypting sensitive data ensures that even if it is intercepted, it cannot be read without the encryption key. Regular backups of critical data can prevent loss in case of a cyber-attack, particularly with threats like ransomware.

## **10. Adopting a Proactive Security Mindset:**

Digital security is not a one-time task but a continuous effort. Maintaining a proactive

mindset by regularly evaluating security practices, staying informed about emerging threats, and using the latest security tools helps ensure ongoing protection.

By following these key principles and practices, individuals and organizations can significantly reduce the risk of digital security breaches and better safeguard their online presence. The entire day was highly informative and insightful, and the participants gave the positive feedback for the sessions.

### Day 3 : Leveraging Modern Technology Tools

Session 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 Dr. Vinay, Associate Professor, Christ University, Bangalore, started the first session on the topic Generative AI Basics.

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**Tenth Short Term Capacity Building Programme for the year 2024**  
**Smart Digital Practices for Non-Teaching Staff in Higher Education**

**Day 3 – Session I**  
**Generative AI Basics**  
**Dr. Vinay M**  
**Associate Professor**  
**Department of Computer Science**  
**Christ University, Bangalore.**

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

'Smart Digital Practices for Non-Teaching Staff in Higher Education'

**GenAI Basics & Applications**

**GENAI**

VINAY M, Ph.D.

Google for Education Champion

Google for Education Certified Trainer


21-12-2024

The speaker began the session on discussing Generative AI is revolutionizing the education sector, extending its benefits beyond classrooms to administrative and operational areas, specifically for non-teaching staff in higher education, is highly appreciable, understanding and leveraging Generative AI can lead to enhanced efficiency and makes the work more creative.

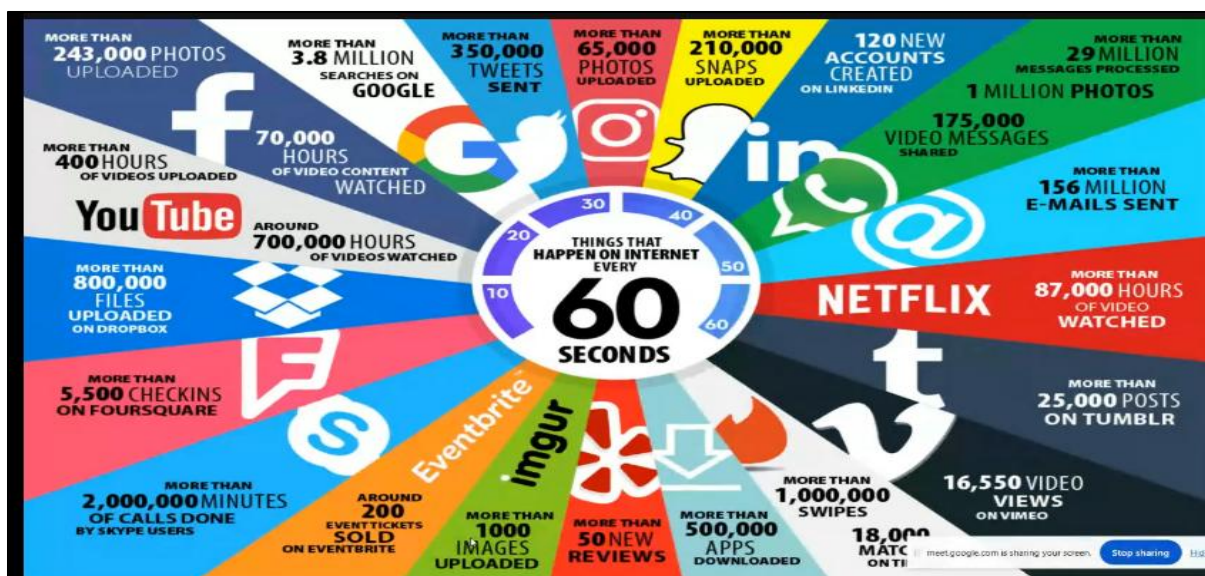
## GenAI Basics & Applications

- \* AI
- \* Generative AI
- \* Prompt Engineering
  - Google workspace
  - Communication , Organization , Extract Data
    - Email , Drive, Docs, Sheet, Slides, Vids
  - Summarizing long documents (e.g., reports, policies).
  - Basic language translation.
  - Budget and financing
  - Research information and gathering
  - Reports
- \* AI tools for all work
- \* Responsible AI
- \* Ethics of AI

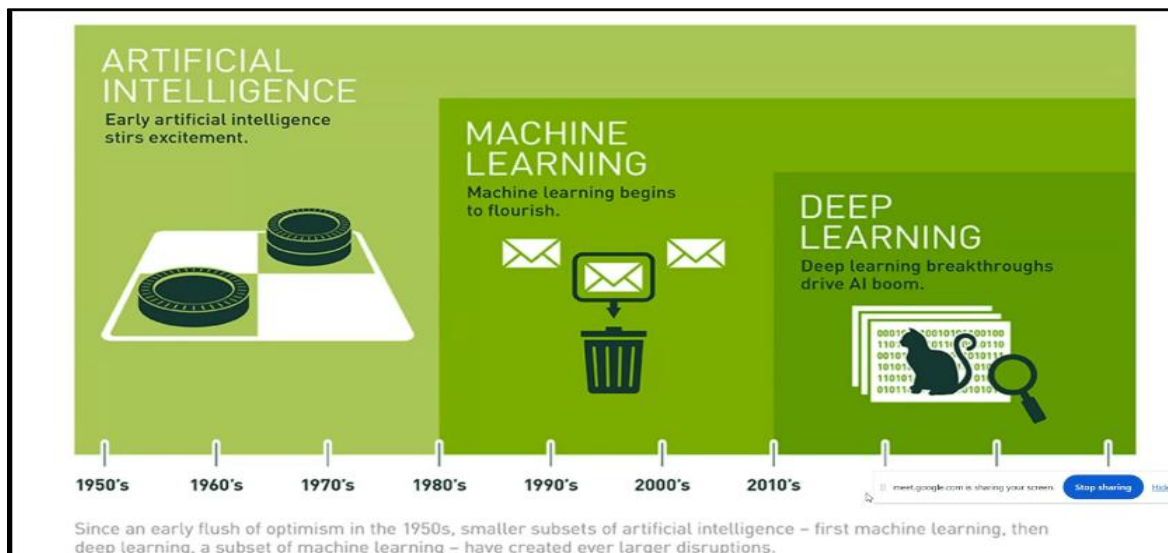
meet.google.com is sharing your screen Stop sharing



Speaker interestingly shared a slide which talks about how every minute in internet is getting trend also he added we should work for AI or work with an AI that's what is the present scenario. Expert insisted on its important you should understand the technology and how these technologies can minimize the work.



Speaker explained on how Gen AI refers to AI system which can create new content such as images, music and text based on the patterns learned from the existing data, how its application can assist in generating new and innovative ideas. Gen AI can be used in marketing and advertising to create personalized content for the customers; it can also be used in education and research.



The speaker also discussed on how various AI creative tools can be added to make the work simple such as Gemini, Chat GPT, Video editing tools, co-pilot and Google workspace how these tools can effectively implement was discussed. Prompt engineering was also discussed and how effectively prompt can be given was also explained.

Session 2 discussion began on various Applications of AI in Higher Education Administration

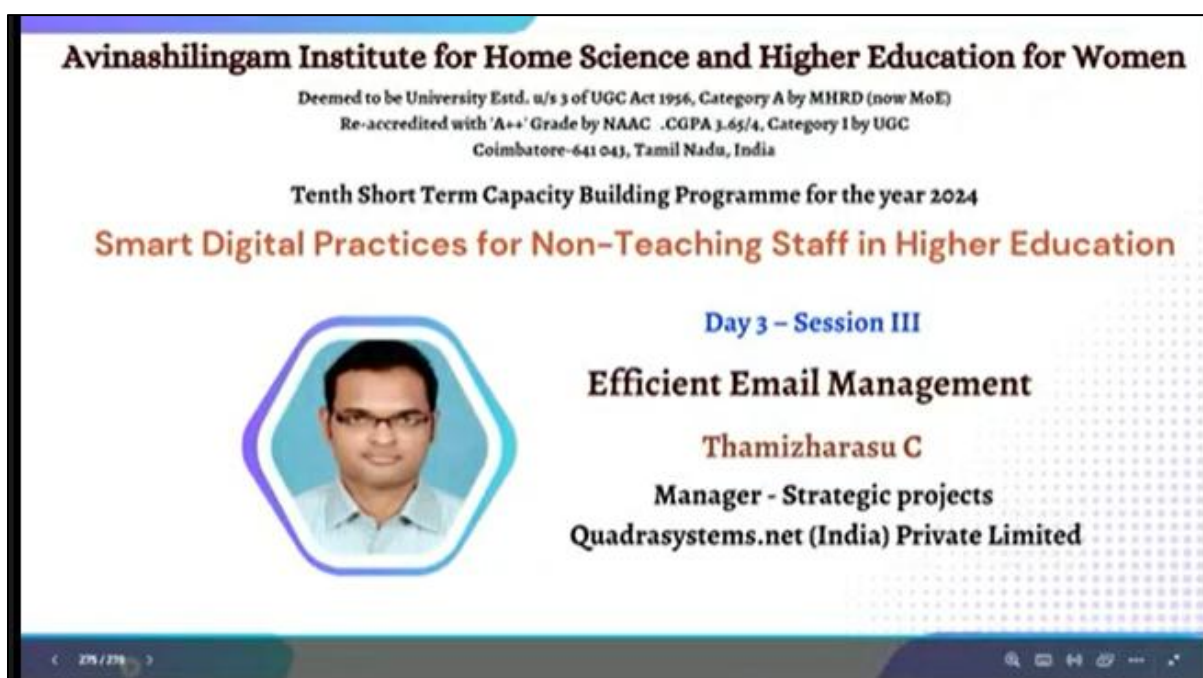
- Automating Routine Tasks – Generative AI can assist in drafting emails, generating reports, and managing schedules, reducing the manual workload of administrative staff.
- Enhanced Communication – Chatbots powered by AI can handle student inquiries, process admissions queries, and provide real-time responses, improving responsiveness.
- Data Analysis and Insights – AI tools can process large datasets to offer insights on student engagement, resource utilization, and institutional performance, aiding strategic decision-making.
- Content Creation – AI can generate newsletters, announcements, and documentation, maintaining consistency and professionalism in communications.
- Training and Support – AI-powered tools can assist in onboarding new staff by providing training materials and answering frequently asked questions.

The integration of Generative AI into higher education administration can lead to streamlined operations and better service delivery. Non-teaching staff should embrace AI as a tool to augment productivity, enhance decision-making, and support institutional goals. A noteworthy point shared during a presentation emphasized how rapidly internet trends evolve every minute. The key takeaway is that we should neither work for AI nor against it but rather work with AI, aligning with the present technological landscape.

## Key Takeaways:

- AI can automate routine administrative tasks, reducing manual effort and increasing efficiency.
- Chatbots and AI-driven tools enhance communication, providing instant responses to student and faculty inquiries.
- AI-powered data analysis helps institutions make informed decisions, optimizing student engagement and resource allocation.
- AI-generated content simplifies document creation, ensuring consistency in communication.
- Ethical AI usage and data privacy should be prioritized, ensuring responsible implementation in administrative process

Resource person Mr. Thamizharasu, Manager, Quadrasystems.net, Coimbatore, led the third session on Efficient Email Management.



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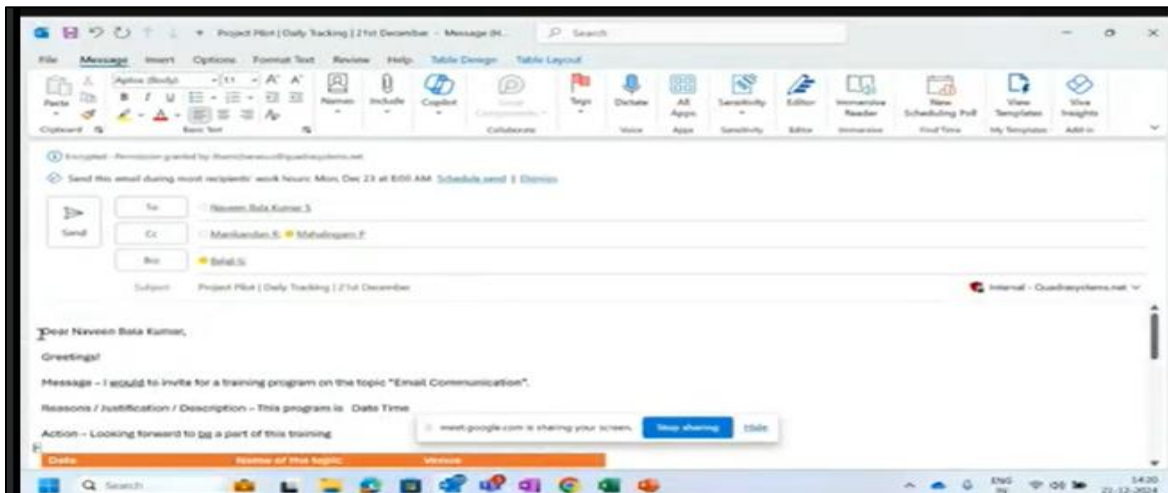
**Smart Digital Practices for Non-Teaching Staff in Higher Education**

**Day 3 - Session III**

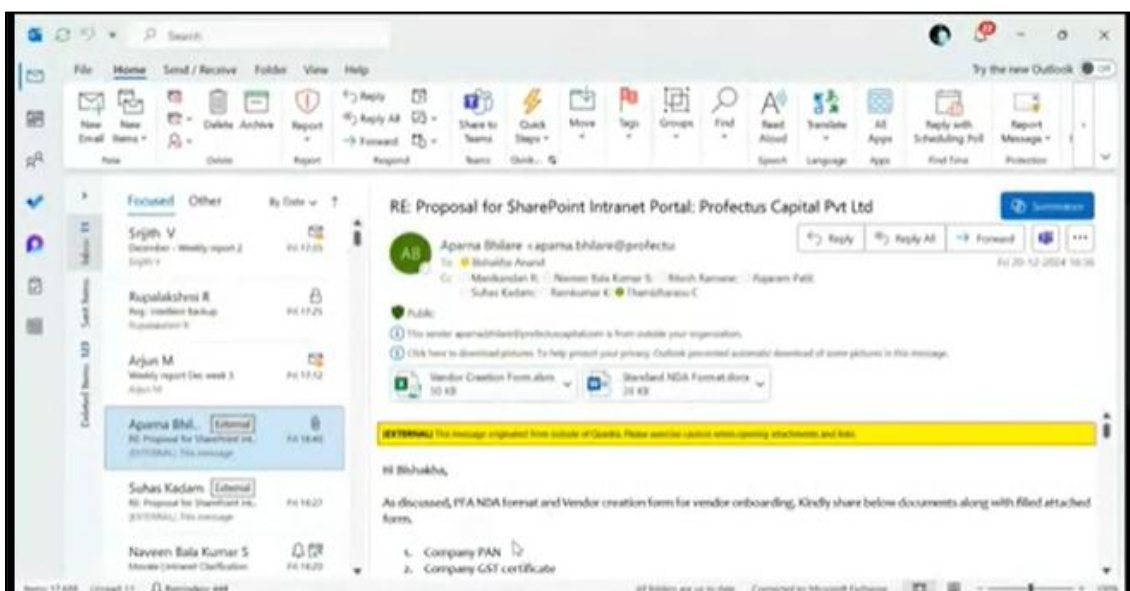
**Efficient Email Management**

**Thamizharasu C**  
Manager - Strategic projects  
Quadrasystems.net (India) Private Limited

The focus was on efficient email management. 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. Expert 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.



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

### Key Takeaways:

- **Effective Inbox Management:** Organizing emails using filters, folders, and labels helps maintain a clutter-free inbox, improving efficiency and productivity.
- **Email Security Best Practices:** Recognizing phishing emails, verifying senders, and utilizing Gmail’s security tools prevent data breaches and enhance cybersecurity.

- **Automation and Prioritization:** Using starred emails, third-party add-ons, and Google Workspace tools streamlines communication, ensuring timely responses and workflow efficiency.

Resource person Mr. Ashok Kumar, Managing Director Salem Gopi Hospital, Salem, led the final session on Effective time management tools and techniques.



Expert began discussing on the importance of Effective time management and techniques how it is crucial for productivity and success in both personal and professional life. It involves planning, organizing, and prioritizing tasks to maximize efficiency and minimize wasted time. Effective time management is a skill that can be learned and improved with practice. By implementing these tools and techniques, you can take control of your time, increase your productivity, and achieve your goals.



**Time Tracking:** Understanding where your time goes is the first step. Tools like time logs or apps can help you track how much time you spend on various activities. This allows you to identify time-wasting habits and areas for improvement.

**Prioritization:** Not all tasks are created equal. Prioritization techniques help you focus on the most important tasks first.

- Eisenhower Matrix: This method categorizes tasks based on urgency and importance, helping you decide which tasks to do immediately, defer, delegate, or eliminate.
- Pareto Principle (80/20 Rule): This principle suggests that 80% of your results come from 20% of your efforts. Identify the 20% of tasks that have the biggest impact and focus on those.

**Planning and Scheduling:** Planning your day or week in advance can help you stay organized and on track.

- To-Do Lists: Creating a list of tasks helps you visualize what needs to be done and provides a sense of accomplishment as you check things off.
- Calendars and Planners: These tools help you schedule appointments, deadlines, and tasks, ensuring you don't miss important events.

**Time Blocking:** This technique involves allocating specific time slots for particular tasks or activities. This helps you focus on one task at a time and avoid distractions.

S	Japanese Term	English Equivalent	Respect
1	SEIRI	Sort / Tidiness	Space
2	SEITON	Set / Orderliness	Time
3	SEISO	Shine / Cleanliness	Workplace
4	SEIKETSU	Standardize	Safety
5	SHITSUKE	Sustain / Discipline	Society

### Japanese Techniques:

- Kaizen: This principle focuses on continuous improvement through small, incremental changes. Apply it to time management by regularly reviewing your methods and making adjustments for better efficiency.
- Pomodoro Technique: This technique involves working in focused bursts of 25 minutes, followed by short breaks. This can help improve concentration and prevent burnout.

**Other Techniques:**

- Getting Things Done (GTD): This methodology focuses on capturing, organizing, and prioritizing tasks to clear your mind and improve productivity.
- Eat the Frog: This technique involves tackling the most challenging task first thing in the morning, leaving you with a sense of accomplishment and momentum for the rest of the day.

**Tools and Apps:** Numerous digital tools and apps can help with time management, including:

- Project Management Software: Tools like Asana or Trello can help you manage projects and collaborate with teams.
- Note-Taking Apps: Apps like Evernote or OneNote can help you capture ideas, tasks, and information.
- Calendar and Scheduling Apps: Google Calendar or Outlook Calendar can help you manage your schedule and set reminders.

**Key Takeaways:**

- Identify and Prioritize
- Structure and Plan
- Continuous improvement.

The 10th Short-Term Capacity Building Program on "Smart Digital Practices for Non-Teaching Staff in Higher Education" was a resounding success. Over the course of three days, participants acquired valuable expertise in document handling, digital tools, cyber security, automation, and AI applications. These competencies are indispensable for enhancing professional efficiency, security, and overall productivity in today's digital landscape.

The program concluded with a formal vote of thanks by Dr. K. Ramya, Nodal Officer, AIU-AI-AADC, who acknowledged the contributions of all resource persons, participants, and support staff. The event effectively achieved its objective of empowering non-teaching staff with essential digital skills, equipping them to meet the evolving demands of higher education institutions.

## Participants List

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Institution/ Organisation Name</b>
1	V.Velu	Lab Technician	ECE	Sona college of technology
2	K.Gowri	Data Entry Operator	Mechatronics Engineering	Kongu Engineering College
3	C. kumaresan	Lab technician	ECE	Sona college of technology
4	Navindra Kumar	Officer	Humanities & Social Sciences	KIET Group of Institutions- Delhi-NCR, Ghaziabad
5	Radhika P D	Lab Instructor	Electronics and communication	St Joseph engineering college
6	Anbuselvi A	Junionr Assistant	EEE	Sona College of Technology
7	Prem Kumar	Lab Technician	Mechatronics engineering department	Hindusthan College of engineering and technology
8	Gokulanathan P	Lab Technician	MBA	Sona College of Technology
9	Mohamed Abdullah.S	Lab Technician	Agricultural Engineering	Hindusthan College of Engineering and Technology
10	Shriprasad Kadam	Laboratory Assistant	Electrical engineering	Rajarambapu Institute of Technology, Islampur Maharashtra
11	P. Krishnamoorthi	Lab technician	ECE	Sona college of technology
12	Krishnan	Aernautical Lab Technician	Aeronautical	Hindusthan college of engineering and Technology
13	Dhanalakshmi	Lab technician	ECE	Sona college of technology
14	P. Selvakumar	Lab technician	ECE	Sona college of technology
15	P.J. Jesuraj	Secretarial Assistant	MBA	Sona College of Technology
16	N.P.Kumar	Lab Technician	Fashion Technology	Sona College of Technology
17	Divya D	Foreman	Electronics and communication Engineering	St Joseph Engineering College, Mangaluru
18	Ramesh S	Lab Technician	Computer Science and Engineering	Sona College of Technology
19	Gokulkumar.S	Technical Assistant	Computer Science and Engineering	Kongu Engineering College (autonomous) perundurai
20	Swathi S Narayan	IQAC Secretary	IQAC (Internal Quality Assurance Cell)	St. Joseph's University
21	Nikhitha Shetty	Programmer	Computer Science and Engineering	St Joseph Engineering College, Mangaluru
22	Aarthi	Technical Assistant	Information Technology	Avinashilingam Institute for Home Science and Higher Education for Women
23	Abraham Daniel M	Data Entry Operator (iqac)	IQAC	St. Joseph's University
24	Yuvanya S	DEO	CP-PG	Kongu Engineering Collage Prundurai.
25	Sunita Dinesh Tikekar	Technical Assistant	Electronics and Telecommunication Engineering	KJSIT, Sion-Mumbai
26	S.Ranjithkumar	Lab Asst	CSE	Kongu Engineering college

27	Nithiybal V	Assistant Administration	Administratio	Sona College of Technology
28	Sherly P J	Administrative Assistant	Internal Quality Assurance Cell	CHRIST (Deemed to be University)
29	Karthikeyan G	Lab Technician	Mechatronics Engineering	Sona College of Technology
30	Shivamallu	Instructor	Electronics and Communication Engineering	Bms Institute of Technology and Management
31	Sajina Rajan	Administrative Officer	IQAC	Christ University
32	Priya A	Lab instructor	EEE	st.joseph engineering college
33	K Veeresh kumar	Junior Assistant - cum- Computer Operator	Academic and Examinations Section (aes)	Mahatma Gandhi Institute of Technology
34	A.Priyadharshini	Laboratory Assistant	Physics	Avinashilingam Institute for Home Science and Higher Education for Women
35	Prem M	Coordinator	Centre for Social Responsibly Initiatives	Sona College of Technology
36	Vaidhyanathan R	Assistant	Music Nss	Sona College of Technology
37	Edlina Thereza Salema	Lower Division Clerk	Administration	Don Bosco College Of Engineering
38	Menisha A	Lab Technician	Fashion Technology	Sona College of Technology
39	Dhabhasum A	Secretarial Assistant	Biomedical Engineering	Sona College of Technology
40	J Soundappan	Lab technician	ECE	Sona college of technology
41	Yuvaraj R	Lab technician	Fashion Technology	Sona College of Technology
42	T.Chitra	Lab Instructor	Mech	K S R College of Engineering
43	Kathirvel E	Lab Technician	Biomedical Engineering	Sona college of technology
44	Ravi Shet V	Instructor (Sr. Sc.)	Electronics and Communication Engineering	J.N.N. College of Engineering, Shivamogga
45	P. Vasavi Viswanathan	Administrative Assistant	Department of Information Technology	Sona College of Technology
46	Badrish K P	Instructor	ECE	JNN College Of Engineering Shimoga
47	Balaji B	Lab Technician	ECE	Sona college of technology, salem.
48	A. Shahul Hameed	Sr. Graphic Designer	Sonaversity	Sona College of Technology
49	S.Vimala	AP	EEE	Panimalar Engineering college
50	A.Divya Jyothi	Office Assistant	CE's Office	University of Hyderabad
51	T.Anitha	Administrative assistant	Administration	Sona college of technology
52	R.yuvaraj	Lab Technician	ECE	Sona College of Technology

53	Veepuru Surendra	Assistant Programmer	Information technology	Mahatma Gandhi institute of technology
54	Meena M	Programmer	Information Technology	KSR College of Engineering
55	sagar vilas patil	Lab Assistant	Computer Center	Rajarambapu Institute of technology Rajaramnager
56	Lokesh RA	Lab Instructor	Chemistry	Nagarjuna College of Engineering and technology
57	Pasula Chandrashekar	Computer operator	Academic and Examination Section	Mahatma Gandhi institute of Technology
58	Sharath S	Placement Coordinator	Dept.of Training & Placement	Jawaharlal Nehru New College of Engineering
59	Katakam Srinu	Librarian	Library	Sasi Institute Of Technology & Engineering
60	Shakthivel V	System manager	CSE	Kongu Engineering college
61	Kulbhushan Ashokrao Pawar	Lab Assistant	Civil Engineering	Rajarambapu Institute of Technology Rajaramnagar
62	Praveenkumar M	Technical assistant	Mechanical engineering	Kongu engineering college
63	Avinash Jain M	Assistant Instructor	Civil Engineering	Jawaharlal Nehru New College of Engineering
64	Kavitha D	Lab Instructor	CSE	Panimalar Engineering College
65	Muthukumar K	Lab Instructor	Mechanical Engineering	Ksr Institute For Engineering And Technology
66	Kavita Amar Pashte	Technical Assistant	AI-DS	K. J. Somaiya Institute of Technology, Sion, Mumbai
67	Kokilavani V	Technical assistant	Computer Science and Design	Kongu engineering college
68	G Yamunadevi	Technical Assistant	Computer Science and Design	Kongu Engineering College
69	kiruthika. S	Office Assistant	Computer Science and Design	Kongu Engineering College
70	R Bharathi	Sr assistant	COE	Sona college of technology
71	K.T. Arun	Technical Assistant	Department of Information Technology	Kongu Engineering College Perundurai
72	Naik Preeti Suraj	Library Clerk	Commerce	MES Garware College of Commerce
73	Sivasamy.U	Technical Assistance	CSE	Kongu Engineering college
74	Shailaja B	Lab Instructor	Electrical and Electronics Engineering	St Joseph Engineering College
75	M Jothi Basu	Controller of Examinations	O/o CoE	Alagappa University
76	D. Aswini	Labtechnician	Chemical	Hindhusthan Collage of Engineering And Technology
77	Arati Tikare	Computer Lab Instructor	Computer Science & Engineering	JNNCE, Shivamogga
78	Soundarya P	Programmer	ECE	KSR institute for Engineering and Technology
79	G Vasanthkumar	Junior Assistant	Office	Ksr College of engineering

80	A.Premmanayagam	Technical Assistant	Commerce	Sri paramakalyani college
81	R.Srinivasan	Sr.Lab Technician	Information Technology	Sona College of Technology
82	Rushikesh Shivaji Patil	lab assistant	Mechanical	rajarambapu patil institute of technology rajaramnagar
83	Mr.rahul Ramrao Patil	Lab Assistant	Sciences and Humanities	Rajarambapu institute of Technology, Rajaramnagr islampur
84	R. S. VishalAanand	Technical assistant	IT	Kongu engineering college
85	R.Manickasundaram	Sr.Technical Assistant	CSE	Kongu Engineering College
86	Ganesh Galugade	Laboratory Assistant	Information Technology	Rajarambapu Institute of Technology, Rajaramnagar
87	S.Renupriya	Lab Assistant	ECE	KSRIET
88	Sivasakthi Arasu G	DEO	CSD	Kongu engineering college perundurai
89	S.Llingeshwaran	TECHNICAL ASSISTANT	MATHEMATICS	KONGU ENGINEERING COLLEGE
90	sushil	LAB A.	computer engineering	thakur college of engineering and technology
91	Mrs. Kanchan Nilesh Honale	Office Cum Lab Assitant	Computer Science	SSGMCE,Shegoan
92	Gunvant Chavan	Laboratory Assistant	Information Technology	Rajarambapu Institute of Technology, Rajaramnagar
93	B. Govindarajan	SYSTEMS ENGINEER	CSE	SONA COLLEGE OF TECHNOLOGY
94	Brunda N	HR	HR	Nagarjuna College of Engineering and Technology
95	Pramod V Potedar	Lab Assistant	ELECTRONICS AND COMMUNICATION	JNN COLLEGE OF ENGINEERING
96	Vimaladevi M	DEO	ELECTRICAL AND ELECTRONICS ENGINEERING	KONGU ENGINEERING COLLEGE
97	R.Kiruthigainathan	LAB Technician	ECE	SONA COLLEGE OF TECHNOLOGY, SALEM - 5
98	Anandrao Narayan Jadhav	Sr.insructor	Electrical	Rajarambapu institute of technology, rajaramnagar
99	ABIVIRUTHI S	Technical Assistant	COPUTER SCIENCE DESIGN	K S R College of Engineering
100	P.BANUPRIYA	Data Entry Operator	CT- UG	Kongu Engineering College
101	G S C V PADMAKAR	DEGREE	ECE	SRI VASAVI ENGINEERING COLLEGE
102	R. Ashrafunisha	Personal Secretary to Principal	Administration	Sona College of Technology
103	P Lakshmi Padmaja	Senior Assistant	Examinations Branch	University of Hyderabad
104	M D Usha	Programmer	Mathematics	K S R College of Engineering
105	Anil Jagannath Kate	Laboratory Assistant	Computer Science & Engineering	Rajarambapu Institute of Technology,
106	PANNEERSELVAM J	System administrator	Computer science and engineering	Sona College of Technology

107	N.Karthik	Technician	EEE	Sona College of Technology
108	MOHAMMED ALI JINNAH	System admin	Cse	Hindusthan college of engineering and technology
109	Neel Kamal Shajahan	Admin	ECE	Sona College of Technology
110	B.P.NAVEEN	Lab Instructor	Electrical and communication engineering	Nandha Engineering college
111	R. Dhivya	Lab Assistant	ECE	KSR Institute for Engineering and Technology
112	T.KARTHIK	Lab Technician	Electronics and Communication Engineering	Sona College of Technology
113	M V Anjalidevi	Office Assistant	Examinations Branch	University of Hyderabad
114	T kandasamy	Maintenance engineer	Electronics and Communication Engineering	Sona College technology
115	Ganesh Shamrao Madale	Laboratory Assistant	Information Technology	Rajarambapu Institute of Technology, Rajaramnagar
116	Sathiyaraj M	Senior Assistant	Principal Office	KPR Institute of Engineering and Technology
117	Shrikant Sharma	Senior Executive	CSIT	KIET Group of Institution, Ghaziabad
118	Sumamma B N	Lab instructor	ECE	Sambhram institute of technology
119	Sandya B M	Instructor	Physics	PES college of engineering
120	S.Anandan	Lab technician	ECE	KSR educational institution
121	Thangavel P	Office Assistant	Civil Engineering	kongu engineering college
122	Manikandan P	CISCO Instructor	Department of Information Technology	Sona College of Technology
123	Swapna	Programmer	Computer Science and Engineering	St Joseph Engineering College
124	Sameer Dnyandev Sadakale	Lab assistant	Civil engineering	Rajarambapu Institute of Technology, Rajaramnagar
125	GOVINDARAJU P	Lab Technician	Electronics and Communication Engineering	Knowledge Institute of Technology
126	A.S.Geetha	programmer	IQAC	KSR Institute for Engineering and Technology
127	Venkata Mahesh Kumar Kundurthy	Technician grade-II	ECE	MGIT
128	Shri Ram Kumawat	Technical Assistant	Electronics and Communication Engineering	National Institute of Technology Goa
129	Jesmy Babu	Library Assistant	Library	KSR Institute for Engineering and Technology
130	P.Ragupathy	Project Director	Centre for Social Responsibility Initiatives	Sona College of Technology
131	M.R.Hemalatha	Secretarial Assistant	Mathematics	Sona College of Technology
132	S. Bhuvaneswari	Library Assistan	Library	KSR Institute for Engineering and Technology

133	Ramasamy M	Systems Engineer	Information Technology	Sona College of Technology
134	Govindharaj O K	Data Entry Operator	Civil Engineering	Kongu Engineering College
135	Saravanakumar V	Net admin	IT	Sona College of Technology
136	C.m.Parthasarathi	Lab assistant	Mechatronics	Hindusthan college
137	Pushpavalli N	Superintendent	O/o.Controller of Examinations, Alagappa University	Alagappa University
138	R.Thangavel	Lab Instructor	ECE	Nandha Engineering
139	Mohammad Yakub Pasha	Lab Assistant	CSE	Symbiosis institute of technology Hyderabad, Deemed University
140	redam venkatanarsi reddy	Lab assistant	CSE	Symbiosis institute of technology
141	K.Kuppusamy	Lab Technician	Cse	Sona college of Technology
142	Vijay Akaram Patil	Lab Assistant	Electronics & Telecommunication Engineering	Rajarambapu Institute of Technology, Rajaramnagar
143	A. Bhuvaneswari	Lab Technician	Fashion Technology	Sona College of Technology
144	M.R.HEMALATHA	Secretarial Assistant	Mathematics	Sona College of Technology
145	P Ravishankar	Technician GrII	ECE	MGIT
146	s suganya	administrative assistant	computer science and engineering	sona college of technology
147	Dupati venkatesh	Coordinator	CSE	Symbiosis institute of technology
148	v c priyatharsini	data entry operator	computer science and engineering	kongu engineering college
149	Ketaki Mistry	Asst. Director	CHRD	Parul University
150	Ashish Prasad Gupta	HR Executive	Centre for Human Resource Development	Parul University
151	Deepak Ashok Khokade	Lab Assistant	E&TC	Rajarambapu Institute of Technology
152	A.Krishnamurthi	System Administrator	CSE	Kongu Engineering College
153	R. Thanagmuthu	system administrator	Computer Science and Engineering	kongu engineering college
154	Madan Kumar H	tutor	Electronics and communication Engineering	P E S College of Engineering
155	Vanitha H K	Instructor	Electronics and communication Engineering	P E S College of Engineering
156	B Satyanarayana	Technician	ECE	Mahata Gandhi Institute of Technology
157	Md Azim Ansari	Computer Operater	Education	Millat Teachers Training College Madhubani
158	Ravindranath Avaduta	Assistant Programmer	ET	MGIT

159	Shravan Kumar	Programmer	Computer Science and Engineering	St. Joseph Engineering College
160	Preetham	Programmer	Computer Science and Engineering	St Joseph Engineering College
161	S. Jothilakshmi	Secretarial Assistant	Department of Mechanical Engineering	Sona College of Technology
162	Ch.VigneshWara Rao	Sr. Assistant	Academic Section, CE' Office	University of Hyderabad
163	Penmetsa Jahnvi	Admin assistant	Principal Office	Vishnu Institute of Pharmaceutical Education & Research
164	Prathibha A	SDA	Electronics & Communication Engineering	P E S College of Engineering, Mandya
165	Rakshitha B S	Programmer	Computer Science & Engineering	St Joseph Engineering College
166	Muthulakshmi	Lab assistant	Human Development	Avinashilingam Institute for Home Science and Higher Education for Women
167	Gopal Yadav	Office Assistant Cum Computer Operator	Education	Millat Teachers Training College, Madhubani
168	Thanga Subha P	Lab Assistant	Visual communication	Avinashilingam Institute for Home Science and Higher Education for Women
169	Jothi Murugan Chellamuthu	Technical Instructor	EEE	Knowledge Institute of Technology
170	Dattatray Madhukar Kale	Lab assistant	Mechanical engineering	Shree Santkrupa institute of engineering and technology Ghogaon
171	Harisankar C	Administrative assistant	EEE	Sona College of Technology
172	Ramani P	Technical assistant	Cse	Kongu engineering college
173	Kavitha.T	Receptionist	Administration	Sona college of technology
174	Mariyappan D	Secretarial Asst	Mechatronics Engineering	Sona College of Technology
175	Maheswaran S	Technical Assistant	EIE	Kongu Engineering College
176	K.Kokila	Technical Assistant	Computer Science and Design	Kongu Engineering College
177	M.Santhakumari	Programmer	Department of Physics	KSR COLLEGE OF ENGINEERING (AUTONOMOUS ) Tiruchengode 637215
178	Harshala patil	Technical Assistant	Electronics & Telecommunication	K J Somaiya Institute of technology
179	Muthurani N	Account Executive	Accounts department	Sona College of Technology
180	M Kannan	Lab Technician	Computer Science and Engineering	Sona College of Technology
181	Sushil Kumar Singh	Accountant	Education	Millat Teachers Training College
182	Sarika D. Patil	Registrar	Administrative Office	Rajarambapu Institute of Technology
183	A. Sai kumar	Assistant coordinator	Exam	SIT-HYD
184	Yogendra d	Foreman	Electrical and electronics engineering	PESCE MANDYA

185	K.Dhiviyasaran	Lab assistant	Physics	KSR institute of college and technology
186	Kalai selvi K	Office Admin	Education department	SRI KAILASAM MEMORIAL HIGH SCHOOL THIRUMALAIAPPAPURAM
187	Balamurugan J	Technical Assistant	Automobile Engineering	Kongu Engineering College
188	S. Santhosh	Office Assistant	Mechanical	K.S.R.college of Engineering
189	Antony Amaladoss A	Senior Lab Technician	Mechanical Engineering	Sona College of Technology
190	Aniruddha Ashok Patil	Laboratory Assistant	Mechanical Engineering	RIT, Rajaramnagar
191	Aniket Tanaji Patil	Aniket	Science and Humanity's	Rajarambapu Institute of Technology RIT Rajaramnagar
192	Hemantkumar Hanmantrao Patil	Lab. Assistant	Mechanical Engineering	Rajarambapu Institute of Technology, Rajaramnagar.
193	Nivedha. K. N	Technical Assistant	Computer Technology- PG	Kongu Engineering College
194	Abdul Salam J	Senior technician	Mechanicaio	Sona college of Technology
195	Shahina	Lab instructor	ECE	Sambhram institute of technology
196	Prakash R	Technician	Information Technology	Sona college of technology
197	T.Kandasamy	Maintenance engineer	Electrical communication engineering	Sona College technology
198	Chandra Venkat Nikesh	Lab Assistant	Chemistry	Madanapalle institute of technology & Science, Angallu- Madanapalle
199	Chitra J	Laboratory Assistant	Food Science and Nutrition	Avinashilingam Institute for Home Science and Higher Education for Women
200	L.pavan Kumar Reddy	Lab assistant	ECE	Symbiosis institute of technology
201	P Rajini	AAO	CSE-Artificial Intelligence	Madanapalli institute of technology and science
202	Swapnil Shashikant Patil	Lab Assistant	Computer Engineering	Rajarambapu Institute of Technology, Rajaramnagar
203	Amita Janardan Mane	Lab assistant	CSE	Shree Santkrupa Engineering College, Ghogaon
204	K. keerthana	Programmer	CSE(cyber security)	KSRCE
205	J Bharath Kumar	Office Assistant	Administration	Madanapalle Institute of Technology & Science
206	Dr. JasperJemima	Assistant professor	Economics	Vels University
207	D.Senthil Kumar	Lab instructor	Mechanical	KSR College of engineering
208	Priyajit Ray	Assistant Professor	Department of Commerce	University of Calcutta
209	Sandip Dilip Patil	Lab Assistant	Mechanical	Shree Santkrupa Institute Of Engineering &Technology Ghogaon
210	M.Sunitha	Record Asst	English	Chaitanya Bharathi institute of technology
211	Suvarna Mahadev Patil	Lab-Assistant	Basic science & Humanities	Shree Santkrupa Institute of Engineering and technology Ghogaon

212	P Mohammad Akram	System administrator	Computer science	Madanapalle institute of technology and science
213	Dhanasekar. M	Lab technician	Mechanical	Sona college of technology
214	Subhas Nagesh Thorat	Lab Assistant	Civil	Shree Santkrupa Institute Of Engineering & Technology B. Tech Ghogaon Tal - Karad Dist- Satara
215	Bharati Tilottam Sansare	Lab Assistant	AI-DS	K J Somaiya Institute of Technology.sion
216	Senthilkumar S	DATA ENTRY OPERATOR	IT	KONGU ENGINEERING COLLEGE
217	Vikas Tukaram Kumbhar	Workshop Instructor	Mechanical	Shree Santkrupa Institute of Engineering and Technology, Ghogaon
218	Indushree S	Laboratory Assistant	Human Development	Avinashilingam Institute for Home Science and Higher Education for Women
219	Vasugi M	Senior Assistant	Student Section	KPR Institute of Engineering and Technology
220	Nandhasri G	Lab Technician	Biomedical engineering	Sona college of Technology
221	Sowmiyadevi V M	Programmer	Infrastructure & IT	KSRCE
222	Mallela Kishore	Computer Operator	IT	Chaitanya Bharathi Institute of Technology
223	Deepali Prashant Salunkhe	Librarian	Library	Shree Santkrupa Institute of Engineering and Technology, Ghogaon
224	Chitra T	Lab Assistant	CSE(IOT)	KSR College of Engineering
225	Venkateshkumar	Technician	ECE	Sona college of technology
226	Y. Chandra Sekhar	Assistant Programmer	Information Technology	Chaitanya Bharathi Institute of Technology (Autonomous)
227	K. Rafia Begum	Secretarial Assistance	English	Sona College of Technology
228	Rajani.M V N	Librarian	library	Vishnu Institute of Pharmaceutical Education & Research
229	R.Ramya	Technical Assistant	Cse	Kongu engineering college
230	M. Amalorpavamari	programmer	Director - Administration Office	k.S.R.Educational Institutions
231	LathaaRR	Lab Assistant	FSND	Avinashilingam Institute for Home Science and Higher Education for Women
232	Anithaa. K	Physical directress	Physical education	Sona college of technology
233	Kiran Balu Pawar	Lab Assistant	Computer Science and Engineering	Rajarambapu Institute of Technology Rajaramnagar
234	Mamitha U	Programmer	CSE	St Joseph Engineering College
235	Pavithra	Programmer	CSE	St Joseph Engineering College Vamanjoor
236	B.Balaji	Lab Technician	ECE	Sona College of Technology,salem
237	Kanishka Shree J	student	Textile Technology	Bannariamman Institute of Technology
238	S.Karishma	Multi task Assistant - Laboratory Assistant	CSE	Avinashilingam Institute for Home Science and Higher Education for

				Women
239	Sathishkumar D	Computer Lab Assistant	Computer Technology - pg	kongu engineering college
240	L.Prasath	Lab Technician	MCA	Sona College of Technology
241	Narayana Murthy C M	Office Assistant	Civil Engineering	Nagarjuna College of Engineering and Technology
242	Deepashree	programmer	computer science and engineering	St. Joseph Engineering College, Vamanjoor, Mangaluru
243	Santhosh Kumar S	Photographer	Sonaversity	Sona College of Technology
244	Vasim Shafik Jamadar	Jr. Clerk	Management Studies (MBA)	Rajarambapu Institute of Technology, Rajaramnagar
245	Komathi V	Lab Assistant	Safety and Fire Engineering	KSRCE
246	K. Karthika	Clerical Assistant	Department of Fisheries Science	Alagappa University
247	M. Andal	Programmer	Mechanical	K S R College of Engineering
248	Suma	Programmer	Computer Science and Engineering	St Joseph Engineering College
249	Jotiram S. Jadhav	Lab Assistant	E&TC Engineering	Rajarambapu Institute of Technology, Rajaramnagar
250	Amol Chandrakant Awalkar	Lab Assistant	Civil	Shri Santkrupa Engineering College
251	E. Tamarasi	Library Asst	Library	Sona College of Technology
252	Mathesh R	Lab Instructor	EEE	KSR Institute for Engineering and Technology
253	Divya K V	Lab Instructor	ECE	St Joseph Engineering College Mangalore
254	S.Arun	Deputy Controller of Examinations	Office of the Controller of Examinations	Alagappa University
255	V.Kavitha	Multitask Assistant	Computer Science and Engineering	Avinashilingam Institute for Home Science and Higher Education for Women
256	Vinitha. S	Lab Technician	Mechanical Engineering	M.P Nachimuthu M.Jaganathan Engineering College
257	Gopinath v	System Admin-Assistant	MCA	M.P Nachimuthu M.Jaganathan Engineering College
258	Sri Pallavi Vinjamuri	Trainee Secretarial Assistance	MCA	Sona College of Technology
259	Revathy K	Junior assistant cum typist	Exam section	Alagappa University
260	B. Revathi	Accountant	Administrative Office	M.P.Nachimuthu M.Jaganathan Engineering College
261	K Madhavi	SPP IA Programmer	IT	CBIT
262	A Abdul Kareem	Administrative Assistant	Dean(R&D)Office	Sona College of Technology
263	Saritha	Lab Instructor	ECE	SJEC
264	S Murali	Sr Assistant	COE Office	Sona college of technology

265	G. Bhuvaneswari	Secretarial Assistant	Physical Education	Sona College of Technology
266	R.Venkata Rathnamma	Office Assistant	Admin office	Madanapalle Institute of Technology & Science
267	Santhiya.s	Admin assistant	Administrative	Sona college of technology
268	Anandhakumar K N	Technical assistant	Mechanical engineering	Kongu engineering college
269	Kokila. R	CCE Office Assistant	Centre for Competitive Exams	KSR College of Engineering
270	Dnyaneshwar Baldev Thakare	Clerk	Information Technology	Shri Sant Gajanan Maharaj College of Engineering
271	Lina Javerilal	R&D Coordinator	R&D	Sona college of technology salem
272	Devaki N	Sr. Graphics Designer	Sonaversity	Sona College of Technology
273	Prakash Namdeorao Nikhade	Technical Assistant	Information Technology	Shri Sant Gajanan Maharaj College of Engineering
274	Maheswari S	System Analyst	Exam section	Alagappa University
275	P. Bala Kiran Chowdary	Lab Assistant	IT	Madanapalle Institute Of Technology & Science
276	Parameswaran.M	Technical Assistant	CSE	Kongu Engineering College
277	Prameela. N	Secretarial Assistant	SCIENCE	Sona College of Technology
278	S. Kannan	Ups Incharge	CSE	Sona College of Technology
279	karpagavalli A	Staff nurse	Medical centre	Sona College of Technology
280	Manik Yadav	Hardware Assistant	Computer Center	Rajarambapu Institute of technology, Rajaram nagar
281	Mahamadazim Shoukat Momin	Web Developer	Computer Center	Rajarmbapu Institite of Technology
282	M Naga Jyothi	Programmer	CSE	CBIT(A)
283	Chinmaya R suvarna	Lab instructor	ECE	St Joseph's engineering college vamanjoor
284	Vijay Pandurang Kathane	lab assistant	Computer Science and Engineering	Shri Sant Gajanan Maharaj College Of Engineering,Shegaon
285	Sethukarasu R	Lab technician	Civil engineering	Sona college of technology
286	P Manivannan	Lab instructor	EEE	Panimalar Engineering College
287	P.Sankar	Technical Assistant	CSE	Kongu Engineering College
288	Anuj Srivastava	Assistant Grade-1	Chemical & Biochemical Engineering	Rajiv Gandhi Institute of Petroleum Technology
289	R. Mythileeswaran	Senior Graphic Designer	Sonaversity	Sona College of Technology
290	Alaguraja M	Superintendent	Examination section	Alagappa University
291	Ajay Ganesh A	Office Assistant	Principal office	K.S.R College of Engineering

292	Abhilash Gowda K V	Instructor	Electronics and communication Engg	PESCE
293	Chidananda K Y	Mechanic	Electronics and Communication	P E S College of Engineering Mandya
294	Swapna	Programmer	Computer Science & Engineering	St Joseph Engineering Collage Mangalore
295	S.M.Fathima Thabassum	Multitask Assistant	Dean office	Avinashilingam Institute for Home Science and Higher Education for Women
296	Amulya T P	Instructor	E&C	PES Engineering college
297	Royena Belinda Barbosa	LDC	Administration	Don Bosco College of Engineering
298	Kishor Baburao Mugale	Technical Assistant	Electronic and Telecommunication	KJ Somaiya Institute of Technogy,sion-022
299	Tanaji Pandurang Patil	Lab-Assistant	Electrical Engineering	Rajarambapu Institute of Technology, Rajaramnagar
300	M. GEETHA	Secretarial Assistant	Civil Engineering	Sona College of Technology
301	Raja Rajeswari	Technical Assistant	Mechatronics	Kongu Engineering College
302	Karthikeyan	Lab instructor	Mech	Karthikeyan.m
303	T. S. Praveena	Programmer	MCA	CBIT
304	M. Andal	Programmer	Mechanical	College of Engineering
305	Salini S	Lab Assistant	Information Technology	Ksr Institute of Engineering and Technology
306	Manohara K S	Office Assistant	Basic Science	Nagarjuna College of Engineering and Technology
307	S.Shanmugam	Lab Technician	IT	Sona College of Technology
308	Vangara Venkatesh	Technician Grade - iii	Mechanical engineering	Chaitanya Bharathi Institute of Technology
309	R.Manikandan	Technical Assistant	Mechatronics Engineering	Kongu engineering college
310	M.V.Balakumar	Technical Assistant	Mechatronics Engineering	Kongu Engineering College
311	Anbarasan C	Lab Technician / Physics	Science	Sona College of Technology
312	Ramachandran A	Lab Technician	Science	Sona college of technology
313	Sekar P	System Administrator	MBA	Knowledge Institute of Technology
314	Muralikrishnan S	Lab Technician	Science/Physics	Sona college of technology
315	Rajkumar P	Technical assistance	Mechatronics	Kongu engineering College
316	V. Suresh kumar	Chemist	Science	Sona college of technology
317	Karthikeyan K	Lab Technician	EEE	Erode Sengunthar Engineering college
318	Mrs.P.Jeevani	Administrative Executive	IT,ERP	Chaitanya Bharathi Institute of Technology

319	A.PRABU	Technician	Civil	Sona College of Technology
320	M DEEPA	Secretarial Assistant	Administration	Sona college of technology
321	R. Anand Raj	Assistant Programmer	CSE-AIML	Chaitanya Bharathi Institute of Technology
322	Sunil Vilasrao Shelke	Clerk	Applied Sciences and Humanities	Shri Sant Gajanan Maharaj College of Engineering shegaon
323	I.Poongodi Sekar	Lab technician	ECE	Knowledge Institute of Technology
324	M. Laxmaiah	Technician grade - II	Mechanical Engineering	Chaitanya Bharathi Institute of Technology
325	Tadikonda Sadasivarao	Skilled Assistant	Mechanical Engineering	Chaitanya Bharathi Institute of Technology
326	Sangeev Kumar Banala	Programmer	CSE	Chaitanya Bharathi Institute of Technology
327	Shaik Ahmad	System Administrator	CSE	Madanapalle Institute of Technology and Science
328	J Ramesh Babu	Asst. Programmer	CSE	Chaitanya Bharathi Institute of Technology
329	Nasiya S	Trainee Administrative Assistant	Department of Training	Sona College of Technology
330	Karthi J	Technical Assistant	Mechatronics Engineering	Kongu Engineering College
331	Kandula Devi	Lab Technician	Pharmacology	Vishnu Institute of Pharmaceutical Education and Research
332	Mrs. J Gayathiri	Laboratory Assistant	Department of Textiles and Clothing	Avinashilingam Institute for Home Science and Higher Education for Women
333	Mrs. R. Chandrika	Multi Task Assistant	Dean'	Avinashilingam Institute for Home Science and Higher Education for Women
334	M. Nithya	Library Assistant	Library	KSR Institute for Engineering and Technology
335	Mr. Pravin A Khot	Lab Assistant	Dept. of Mgt. Studies (MBA)	Rajaramprabu Institute of Technology

### Sample Certificate



**AIU-AI-AADC  
organizes**

**Tenth Short-Term Capacity Building Program on ‘Smart Digital Practices for Non-Teaching Staff in Higher Education’**

<b>Date/Day</b>	<b>Session I 10.00 am to 11.15 am</b>	<b>Session II 11.30 am to 12.45 pm</b>	<b>Session III 1.30 pm to 02.45 pm</b>	<b>Session IV 3.00 pm to 4.15 pm</b>
Day 1 <b>19.12.2024</b> Thursday <b>Enhancing Document Handling and Productivity Tools</b>	<b>Basics of Document Typesetting (MS Word or Google Docs)</b> Ms. Anitha. A Corporate Trainer My Skills Academy Coimbatore	<b>Collaborative Tools for Teamwork</b> Ms. Anitha. A Corporate Trainer My Skills Academy Coimbatore	<b>Basics of Spreadsheets for Administrative Tasks</b> Dr.P. Kamalakannan Founder and Director School of Business intelligence Salem	<b>Creating Effective Presentations</b> Dr.P. Kamalakannan Founder and Director School of Business intelligence Salem
Day 2 <b>20.12.2024</b> Friday <b>Leveraging Modern Technology Tools</b>	<b>Using Package Managers for Software Installation Management</b> Mr. Arulprakash G Manager - Business & Operations, CloudReign Technologies Coimbatore	<b>Automating Routine Tasks</b> Mr. Arulprakash G Manager - Business & Operations, CloudReign Technologies Coimbatore	<b>Social Media for Professional Use</b> Dr. D. Shanmugapriya Assistant Professor and HOD Department of Information Technology, Avinashilingam Institute for Home Science and Higher education for Women, Coimbatore	<b>Introduction to Digital Security</b> Dr. P. Subashini Coordinator, Centre for Machine Learning and Intelligence, Professor of Computer Science, Avinashilingam Institute for Home Science and Higher Education for Women
Day 3 <b>21.12.2024</b> Saturday <b>Advanced Digital Skills for Administrative Efficiency</b>	<b>Generative AI Basics</b> Dr Vinay M Associate Professor, Department of Computer Science, Christ University, Bangalore.	<b>Application of Generative AI</b> Dr Vinay M Associate Professor, Department of Computer Science, Christ University, Bangalore.	<b>Protecting from Cyber Threats</b> Dr. P. Subashini Coordinator, Centre for Machine Learning and Intelligence, Professor of Computer Science, Avinashilingam Institute for Home Science and Higher Education for Women	<b>Effective Time Management Tools and Techniques</b> Mr. Ashok Kumar J Managing Director Salem Gopi Hospital Salem

# Avinashilingam Institute for Home Science and Higher Education for Women



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

**organizes**

**Tenth Short Term Capacity Building Programme for the year 2024  
on**

**Smart Digital Practices for Non-Teaching Staff in  
Higher Education**

**Mode : Online**

**19.12.2024 to 21.12.2024**



**Via Google Meet**

**Registration  
FREE**

**Demonstrations  
Hands -on Sessions  
Activities**



## 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 the 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, 98th 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. Meenakshisundaram, 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

**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 to :**

- **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

- The rapid digital transformation in higher education has significantly impacted the way institutions operate, communicate, and manage their processes. While faculty and students are often the primary focus of digital literacy initiatives, non-teaching staff form the administrative backbone of colleges and universities.



- Their responsibilities, including managing data, coordinating communications, organizing events, and ensuring institutional compliance, demand a robust understanding of modern digital tools. However, support staff lack adequate training to leverage these tools effectively, leading to inefficiencies and missed opportunities to enhance their productivity. Recognizing this gap, the "Smart Digital Practices for Non-Teaching Staff in Higher Education" training program has been designed to equip participants with essential and advanced digital skills that are directly applicable to their roles.

- This three-day program focuses on practical, hands-on learning that addresses the unique needs of non-teaching staff. It covers foundational skills like document handling, spreadsheet management, and creating effective presentations, along with more advanced topics such as generative AI, automation, cybersecurity, and social media management



- By the end of the program, participants will have the tools and confidence to automate routine tasks, collaborate effectively using modern platforms, enhance professional networking on social media, and protect sensitive data from cybersecurity threats. These skills will empower non-teaching staff to adapt to the rapidly changing digital landscape, enabling them to contribute more effectively to their institutions' operational goals and strategic vision. This initiative not only builds individual capacity but also strengthens the overall administrative efficiency and institutional competitiveness in the higher education sector.

## OBJECTIVES

- Equip non-teaching staff with essential digital skills to enhance their productivity.
- Provide hands-on experience with tools for document handling, data management, and collaboration.
- Foster awareness of cybersecurity threats and preventive measures.
- Introduce emerging technologies like Generative AI and package managers for advanced task management.
- Promote the use of social media for professional networking and communication.

## TARGET PARTICIPANTS

Non-teaching staff from higher education institutions, including colleges and universities, who are responsible for administrative tasks, data management, and institutional operations.

**Duration : 19.12.24 to 21.12.24**

**( 3 Days Programme )**

**Time : 10:00 am to 4:00 pm**

# PROGRAMME SCHEDULE

**Day 1: Date: 19.12.2024**

## Enhancing Document Handling and Productivity Tools

### Session 1: Basics of Document Typesetting (MS Word or Google Docs)

- Understanding the difference between visual and semantic markup to separate content from formatting.
- Using document styles for formatting: Title, Heading 1, Heading 2, etc.
- Using Word templates (online resources).
- Automatic Table of Contents (TOC) creation, referencing tables and images, and bibliography.
- Understanding pagination and controlling text flow; using tables, page and section breaks, showing non-printable whitespace characters.

### Session 2: Collaborative Tools for Teamwork

- Overview of popular tools: Google Workspace, Microsoft Teams, Slack.
- Sharing and managing files securely in a team environment.
- Scheduling and conducting online meetings.
- Managing shared calendars and task lists.

### Session 3: Basics of Spreadsheets for Administrative Tasks

- Introduction to Excel and Google Sheets.
- Basic formulae and functions (SUM, AVERAGE, IF, etc.).
- Data organization and sorting/filtering tools.
- Conditional formatting for better visualization.
- Data validation and protection for error prevention.

### Session 4: Creating Effective Presentations

- Principles of creating visually appealing slides.
- Using templates effectively in PowerPoint/Google Slides.
- Incorporating multimedia elements like images, videos, and graphs.
- Animations and transitions: Dos and Don'ts.
- Presentation rehearsal tools and feedback mechanisms.

**Day 2: Date: 20.12.2024**

## Leveraging Modern Technology Tools

### Session 1: Generative AI Basics

- Overview of popular tools: Google Workspace, Microsoft Teams, Slack.
- Sharing and managing files securely in a team environment.
- Scheduling and conducting online meetings.
- Managing shared calendars and task lists.

### Session 2: Application of Generative AI

- Creating text and image content: documents, syllabus outlines, programming, etc.
- How to write good prompts and iteratively improve the output.
- Ethical considerations: hallucination and misinformation, copyright issues, responsible use.

## Session 3: Social Media for Professional Use

- Importance of social media in building a professional identity.
- Optimizing profiles on platforms like LinkedIn and Twitter for career growth.
- Best practices for sharing achievements, updates, and professional insights.
- Networking effectively by connecting with industry peers and joining relevant groups.
- Managing privacy settings and maintaining an ethical online presence.

## Session 4: Introduction to Digital Security

- Understanding common digital threats: phishing, ransomware, and malware.
- Basics of secure passwords and two-factor authentication.
- Identifying safe and unsafe websites or emails.
- Tools for secure file sharing and encryption.

**Day 3: Date: 21.12.2024**

## Advanced Digital Skills for Administrative Efficiency

### Session 1: Using Package Managers for Software Installation Management

- Definition and importance of package managers.
- Available package managers for Windows and Linux.
- Chocolatey overview: CLI and GUI usage.

## Session 2: Automating Routine Tasks

- Basics of automation using tools like Zapier and IFTTT.
- Setting up automated workflows for email management, scheduling, and backups.
- Automating repetitive data entry tasks using macros or scripts.

## Session 3: Protecting from Cyber Threats

- Recognizing phishing attempts and other scams.
- Best practices for secure internet browsing.
- Backup and disaster recovery plans.
- Role of antivirus and anti-malware software.

## Session 4: Effective Time Management Tools and Techniques

- Understanding time management principles: Prioritization, scheduling, and avoiding procrastination.
- Exploring digital tools for time management: Trello, Asana, and Google Calendar.
- Setting up personal productivity systems: To-do lists, reminders, and task categories.
- Strategies for balancing workloads: Delegating tasks and managing deadlines.
- Using digital dashboards for task tracking: Monitoring progress and performance metrics.





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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

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

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Nodal Officer

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## Special thanks to:

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- **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**

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