

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



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

**Enhancing Office Productivity:  
Microsoft Office and G-Suite Training  
for Non-Teaching Staff**

**Organised  
by**

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

**30.09.2023 to 02.10.2023**

**Mode : Online**



**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



## AIU-AI-AADC

Seventh Short-Term Capacity Building Programme on

**‘Enhancing Office Productivity: Microsoft Office and G-Suite Training  
for Non-Teaching Staff ’**

**30.09.2023 to 02.10.2023 ( 3 Days) - Online Mode**

## CONTENTS

<b>S.No</b>	<b>Particulars</b>	<b>Page. No</b>
1	Report	1 - 12
2	Participants List	12 - 17
3	Sample Certificate	18
4	Working Schedule	19
5	Brochure	20 - 28



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with A++ Grade by NAAC. Recognised by UGC Under Section 12 B  
**Coimbatore - 641 043, Tamil Nadu, India**

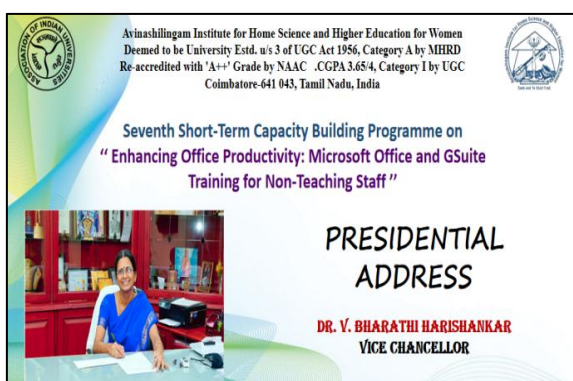


**AIU-AI-AADC**

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

**30<sup>th</sup> September to 2<sup>nd</sup> October 2023 (3 Days) - Online Mode**

The Academic and Administrative Centre of the Institute floated the seventh program on September 30, 2023 at 9.30 a.m. invoking the blessings of Divine Almighty with a prayer song. The program was targeted at non-teaching of the higher education institutions across the country with the objective of enhancing their office productivity through capacity training on Microsoft Office and G-Suite training. Dr. K. Ramya, the Programme Coordinator and Nodal Officer of AIU-AI-AADC, warmly welcomed attendees and offered a comprehensive overview of the three-day event.



Dr. V. Bharathi Harishankar, the Vice Chancellor of Avinashilingam Institute for Home Science and Higher Education for Women in Coimbatore, delivered the presidential address on the importance of embracing technology and transitioning to a paperless office. She emphasized that technology, much like computers today, is a powerful tool but not more powerful than human potential.

Dr. Harishankar underscored the significance of technology as an assistant that can efficiently process and present data, enhancing productivity and reducing the chances of data manipulation. She stressed the need for academic institutions to adapt to technological advancements, not only among teaching staff but also administrative personnel.

Dr. Harishankar highlighted that a paperless office fosters efficient workflows, reducing the temptation to overrule regulations. Furthermore, she discussed the importance of building tech-savvy capabilities among administrators to cope with the increasing trend of online and blended learning in educational institutions.

Dr. Harishankar encouraged participants to actively engage with technology, constantly improving their skills, and offering input to enhance processes. She concluded with the message that technology is a useful tool, but individuals are the ultimate decision-makers in effectively utilizing it.

### Day 1

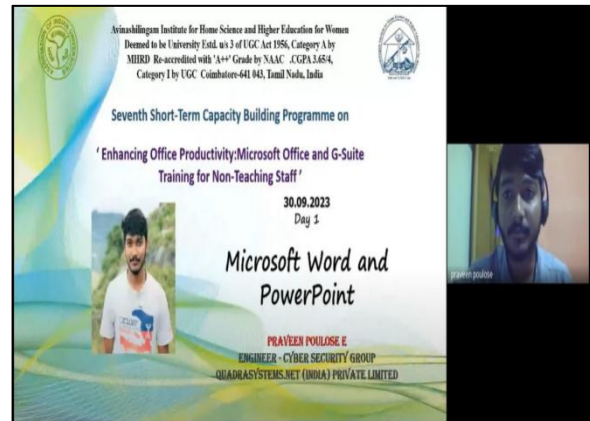
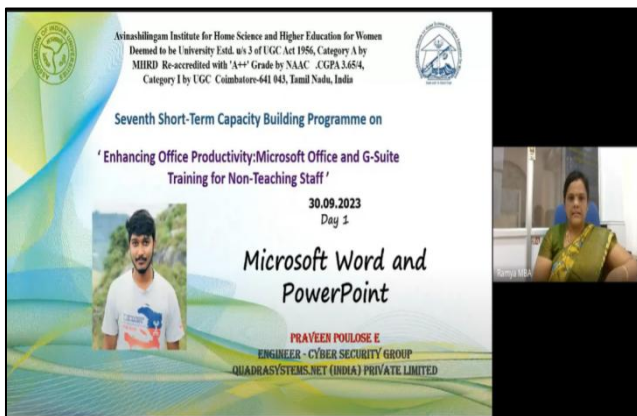
30/09/2023 @ 11.00 am – 04:30 pm

Microsoft Word and PowerPoint

**Praveen Poulose E**

Engineer - Cyber Security Group

Quadrasystems.net (India) Private Limited



The informative and hands-on session on Microsoft Word and PowerPoint was skillfully handled by Mr. Praveen Poulose E, an Engineer from the Cyber Security Group at Quadrasystems.net (India) Private Limited, Coimbatore.

Mr. Praveen initiated the session by introducing the fundamentals of Microsoft Office and went on to explain the significance of Microsoft 365. He described it as a cloud-based platform designed to enhance productivity, offering a subscription service that includes popular applications like Word, Excel, PowerPoint, and Microsoft Teams. What sets Microsoft 365 apart is its accessibility – it can be used on a variety of devices, from computers to mobile devices, both online and through installations on PCs, Macs, tablets, and phones

He provided a brief historical context, noting that Microsoft first introduced Office 365 in October 2010. In 2020, it was rebranded as Microsoft 365. This transition was complemented by Mr. Praveen's explanation of previous versions, including Office 2013, 2016, 2019, and 2021, and the key differences between Microsoft 365 and Office 2021. He also highlighted six core applications: Word, Excel, PowerPoint, Outlook, OneDrive, and Teams, each with its unique uses and benefits.

key difference between Microsoft 365 & Office 2021

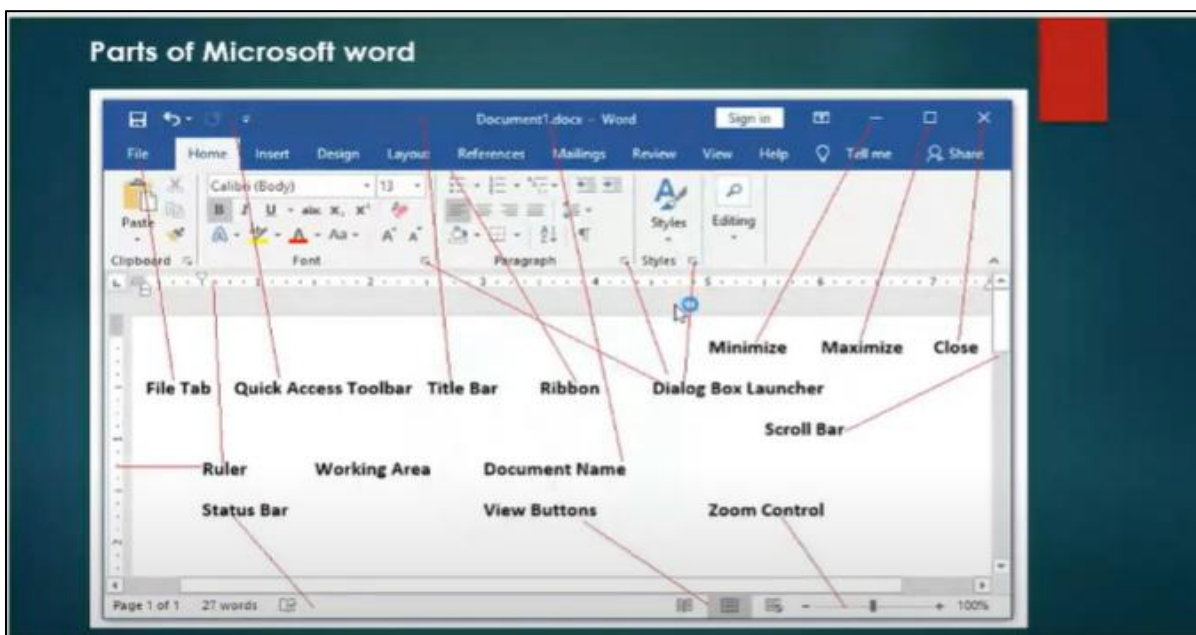
Microsoft 365	Office 2021
Subscription based	One time purchase
Always get latest version	No upgrade
Cloud based	Device based
Pay per user	Pay per device
Free one drive cloud storage 5GB.	No external online storage.

Mostly using Microsoft 365 apps

Apps	App Type
Word	Word processing software.
Excel	Spreadsheet software.
PowerPoint	Presentation software.
Outlook	Secure email app.
OneDrive	File Hosting Service(Cloud Storage).
Teams	Business Communication Platform.

Mr. Praveen emphasized Word's pivotal role as a powerful word processing software that allows the creation, saving, and printing of documents while facilitating collaboration with others. He provided valuable insights into the various practical applications of Microsoft Word such as creation of resumes, notes, assignments, books, articles, email newsletters, reports, audits, legal documents and many more.

Participants were then led through the Word interface, with each element explained in detail. From the File tab to the Quick Access Toolbar, from the Ribbon to the ruler, participants gained a comprehensive understanding of Word's layout and functionality. They explored elements like the status bar, view buttons, minimize, maximize, close, scroll bar, zoom control, document name, and dialogue box launcher, with hands-on training being an integral part of the experience.



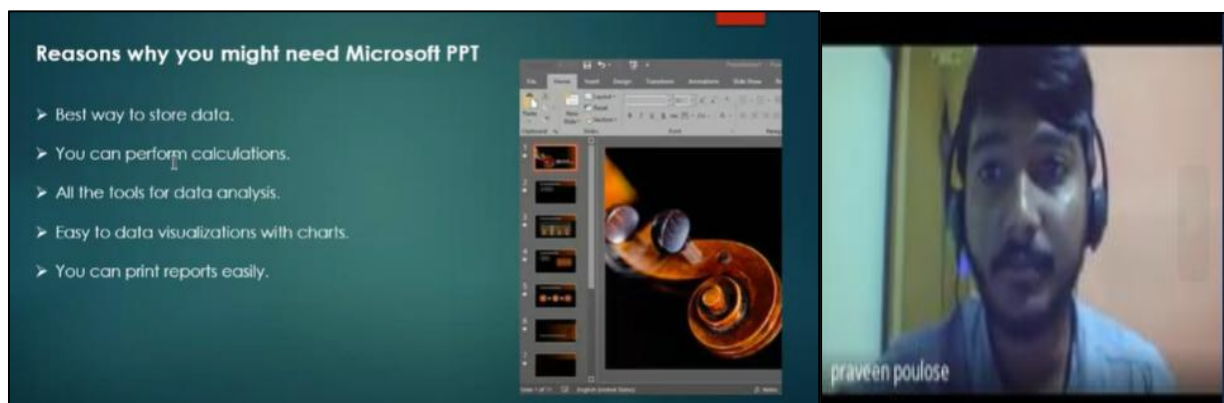
Mr. Praveen covered all the tabs within Microsoft Word, including File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. He created example documents to showcase the practical application of each feature, ensuring that participants could apply their newfound knowledge effectively.

In the Home tab, participants learned about essential functions such as cut, copy, paste, format painter, font type, font size, font color change, font alignment, find and replace options. Layout tab functions, including margin settings, page orientation, size, column, page setup, indent, and spacing, were also elucidated. Advanced options, such as spell and grammar checks, were demonstrated in-depth.

Mailing options were also discussed, covering envelopes, labels, and mail merge processes. Mr. Praveen explained how to select recipients and edit recipients' lists, offering a comprehensive understanding of these important features. Step-by-step procedures for mail merges were clearly explained and demonstrated with practical examples.

The Insert tab was the next area of focus, where participants learned to create cover pages, blank pages, tables, insert pictures and shapes, and manage hyperlinks and bookmarks. The session also covered how to utilize page headers, footers, and page numbers, along with creating text boxes for enhanced document structure.

The latter part of the session shifted its focus to Microsoft PowerPoint. Mr. Praveen explained PowerPoint as a powerful presentation software that allows users to create impactful and engaging presentations and slideshows.



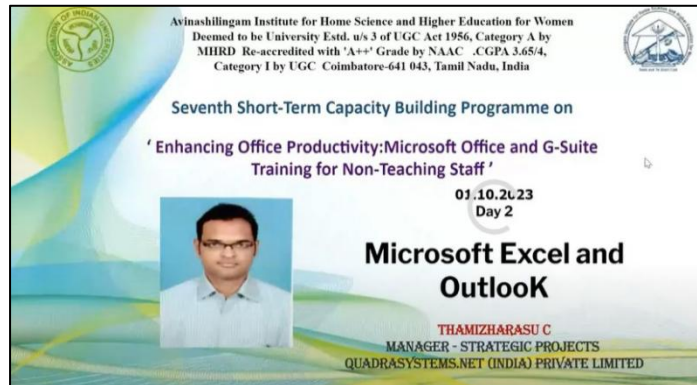
The PowerPoint segment was divided into five key topics: navigating the PowerPoint interface, creating engaging presentations, managing slide transitions and animations, creating charts, adding comments, and rehearsing timings. A live example PowerPoint presentation was created and used to showcase all the available options, from file management to word art, inserting images, using slide transitions, and designing slides.

Mr. Praveen also took a moment to reflect on how technology has evolved over time, emphasizing how PowerPoint presentations have become increasingly influential in conveying information. He highlighted the numerous advantages of using PowerPoint presentations, such as their visual appeal and the ability to present complex ideas with clarity.

In conclusion, Mr. Praveen shared a Word tutorial link (<https://edu.gcfglobal.org/en/word/#>) with participants and strongly encouraged them to practice and apply the skills they had acquired. The session offered a thorough and practical introduction to Microsoft Word and PowerPoint, equipping participants with the essential knowledge and skills to excel in their professional and academic endeavors.

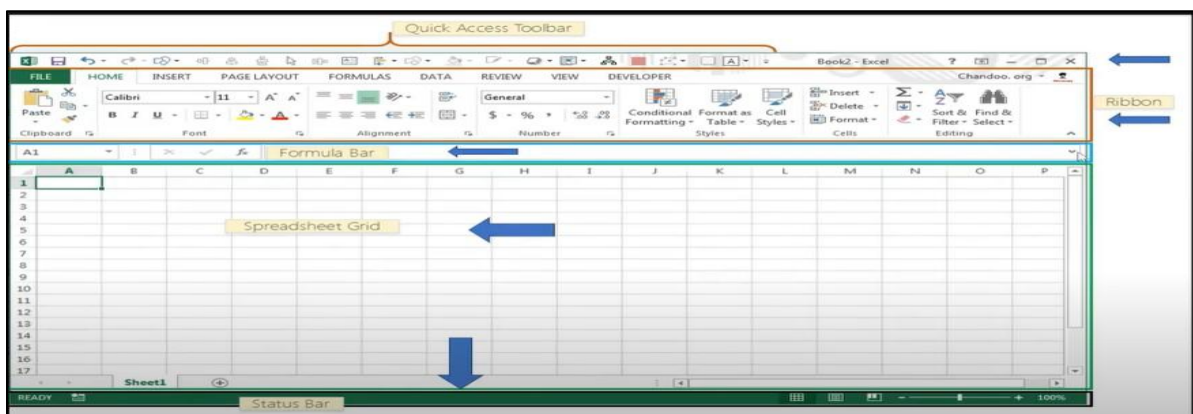
**Day 2**  
**01/10/2023 @ 09.30 am – 04.40 pm**  
**Microsoft Excel and Outlook**

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



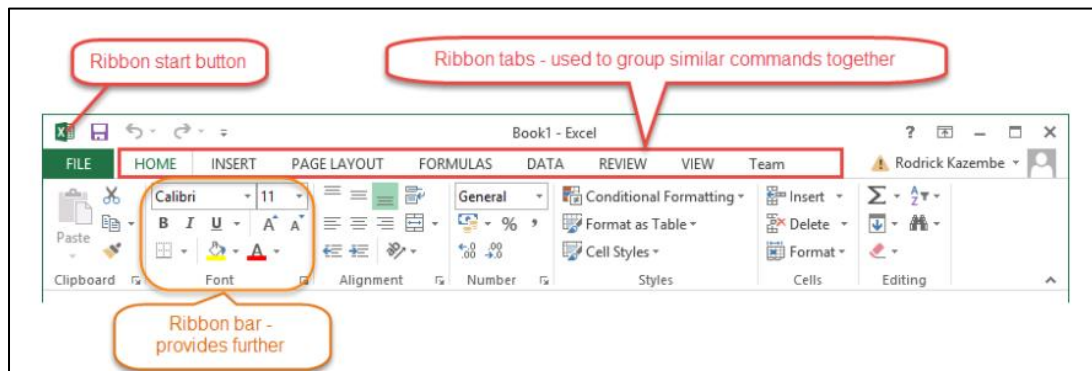
Mr. Thamizharasu C, Manager of Strategic Projects at Quadrasystems.Net (India) Private Ltd, Coimbatore served as the resource person for Day 2. The session commenced with a comprehensive introduction to Microsoft Excel, emphasizing its pivotal role as a versatile spreadsheet program used for recording, manipulating, and storing numeric data. He emphasized on Excel's adaptability, allowing users to customize it to match their preferences, making it an indispensable tool across diverse industries.

Mr. Thamizharasu began the session with a detailed overview of the Microsoft Excel interface. He highlighted the significance of the Ribbon, a central component that grants quick access to a wide array of Excel commands. He further elucidated the Options dialogue window, a feature that empowers users to customize various elements, including the Ribbon, formulas, proofing, and saving preferences.



The speaker underlined the omnipresence of Microsoft Excel across industries and reiterated its versatility and relevance in the professional world. To ensure a firm grasp of the basics, he meticulously covered key elements of the Excel interface, including the Quick Access Toolbar, Formula Bar, Ribbon, Spreadsheet Grid, and Status Bar. Each tab within the Excel interface, including File, Home, Insert, Page Layout, Formulas, Data, Review, and View, was explored and demonstrated in detail.

Mr. Thamizharasu explained that a command is essentially an action that a user performs in Excel, such as creating a new document or printing. Participants were also advised on font selection, with Calibri being the default choice, while the professional font Times New Roman was suggested as an alternative for specific use cases.



Participants were exposed to various components of the Ribbon, a brief of which is presented below:

- ✓ **Ribbon Start Button** : This serves as the gateway to various commands, including creating new documents, saving existing work, printing, and customizing Excel options.
- ✓ **Ribbon Tabs**: These tabs categorize similar commands together. For instance, the "Home" tab is dedicated to basic commands related to formatting data, sorting, and finding specific information within spreadsheets.
- ✓ **Ribbon Bars**: Bars are used to group related commands together. For example, the Alignment ribbon bar groups commands used for aligning data effectively.

Mr. Thamizharasu presented a comprehensive outlook of the Home tab, providing participants with insights into each available option. This included font formatting options such as bold, italic, underline, font size, text color, and alignment. The hands-on approach allowed participants to gain practical knowledge of the fundamental formatting tools available in Excel.

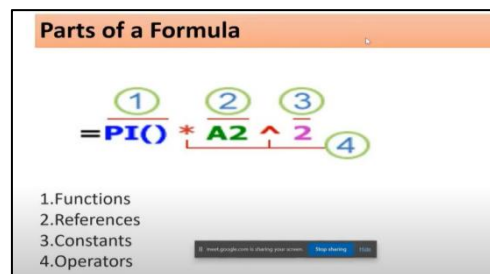
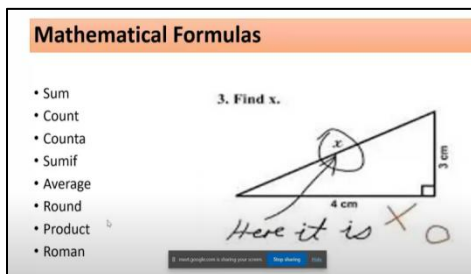
The concept of worksheets was introduced, with Mr. Thamizharasu explaining that they are composed of rows and columns. The intersection of a row and a column forms a cell, which is used to record data. Each cell is uniquely identified using a cell address. Columns are typically labeled with letters, while rows are numbered. Workbooks, which contain multiple worksheets, were also discussed. Participants learned that workbooks typically have three default sheets named Sheet1, Sheet2, and so on, but these can be renamed to better suit the content, such as "Daily Expenses" or "Monthly Budget."

Mr. Thamizharasu shared a selection of vital keyboard shortcuts that can significantly enhance efficiency when working in Excel.

Important Excel shortcuts	
Ctrl + P	used to open the print dialogue window
Ctrl + N	creates a new workbook
Ctrl + S	saves the current workbook
Ctrl + C	copy contents of current select
Ctrl + V	paste data from the clipboard
SHIFT + F3	displays the function insert dialog window
SHIFT + F11	Creates a new worksheet
F2	Check formula and cell range covered

The session further delved into various features within Excel, including formatting data as a table, utilizing cell styles, inserting and deleting cells, rows, and columns. Participants also learned about formatting cell size, row height, column width, and visibility options, including the ability to hide and unhide content. Additionally, attendees were educated on organizing sheets, renaming them for clarity, moving or copying sheets, applying tab colors for better organization, and exploring sheet protection. Sorting, working with pivot tables, and creating charts, including line charts and pie charts, were also demonstrated.

Mr. Thamizharasu highlighted Excel's enduring status as the industry benchmark for financial analysis and modeling across corporate finance functions. He emphasized that mastering these fundamentals serves as the foundation for building confidence in Excel and for progressing to more complex functions and formulas.



Two fundamental approaches to calculations in Excel were presented:

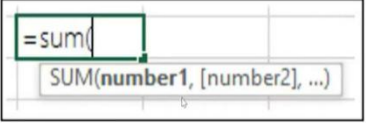
**1. Formulas:** In Excel, a formula is an expression that operates on values within a cell or a cell range. Mr. Thamizharasu elucidated various mathematical formulas, including SUM, COUNT, COUNTA, SUMIF, AVERAGE, ROUND, PRODUCT, and ROMAN, providing clear explanations and real-time examples for each.

**2. Functions:** Functions, which are predefined formulas in Excel, simplify complex calculations by providing them with user-friendly names. The SUM function, a crucial example, was explained in detail to illustrate its utility in aggregating values from selected columns or rows.

Mr. Thamizharasu provided comprehensive explanations and real-time examples for essential Excel formulas:

**1. SUM:** The SUM function, a fundamental Excel formula, aggregates values from selected columns or rows within a specified range. Examples were provided to illustrate various use cases.

**Formula Example ~ Single Argument**



The screenshot shows an Excel formula bar with the text `=SUM(` in a green box. Below it, a tooltip displays the syntax `SUM(number1, [number2], ...)`. At the bottom, a caption reads: `=SUM(A1:A10)` is an example of a single argument.

**AVERAGE**

What it does?  
*averages a group of numbers*

Syntax:  
*average(of this number range)*

Example:

<code>=average(2,4,6)</code>	4	5	10
<code>=average(c9:d11)</code>	12.4166667	3.5	20
		6	30

**2. AVERAGE:** The AVERAGE formula calculates the average of data in a given range. Real-world examples showcased its practical application.

**3. COUNT:** The COUNT formula was explained, highlighting its role in counting cells containing only numeric values within a given range. Participants learned to adjust the formula range to count rows effectively.

**4. TRIM:** The TRIM function was introduced as a tool to ensure that functions do not return errors due to extra spaces in data. The example demonstrated how TRIM can eliminate extra spaces within a cell.

A significant portion of the session was dedicated to creating hyperlinks in Excel and linking one sheet to another. Real-time examples were showcased to effectively address participants' queries and ensure a thorough understanding of this valuable feature.

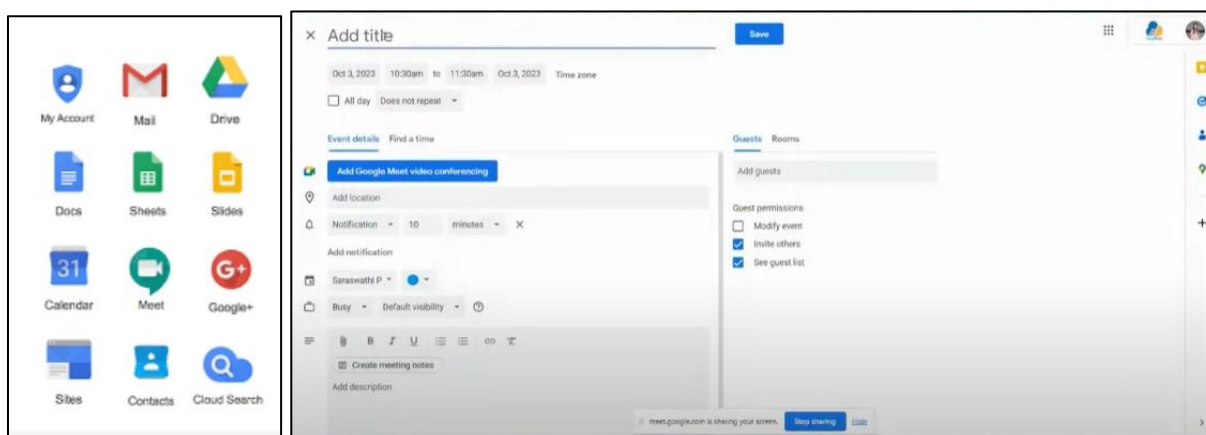
In the session's concluding segment, Mr. Thamizharasu passionately encouraged all participants to practice the various formulas and functions they had learned. He compared Excel to an ocean, emphasizing the importance of continuous learning and improvement. In a professional and motivational closing remark, he underscored the value of ongoing education and practice, leaving participants inspired to explore the vast capabilities of Excel further.

**Day 3**  
**02/10/2023 @ 09.30 am – 04.40 pm**  
**G-Suite Applications**

**Ms. Saraswathi. P**  
Trainer, Cloud Reign Technologies



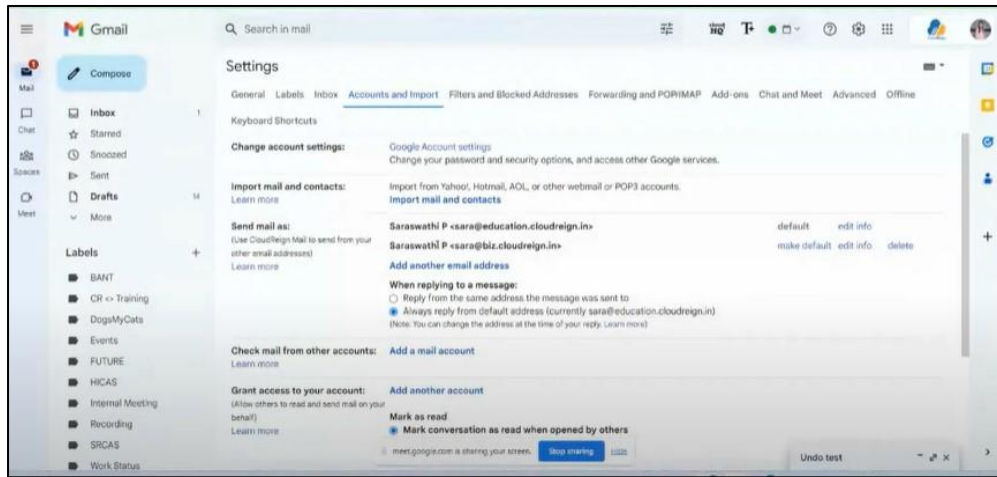
On the third and final day of the training program led by Ms. Saraswathi P of Cloud Reign Technologies, Coimbatore, participants were exposed to various Google Workspace applications and their extensive functionalities. The training was thoughtfully divided into two distinct parts, with the first session focusing on Google Meet, Gmail, and Google Calendar, and the second session covering Google Drive, Google Docs, Google Sheets, Google Slides, and Google Forms.



In the initial session, Ms. Saraswathi illuminated the path to effectively engage in online events through Google Meet. The participants were guided through the extra capabilities of Google Meet, both in the desktop and mobile versions. This hands-on demonstration was instrumental in ensuring that attendees were well-prepared to maximize their use of Google Meet for virtual meetings and events.

Transitioning to Gmail, Ms. Saraswathi explored a wide range of topics. She initiated the session by delving into the fundamentals of email. Then, the participants were provided with practical, hands-on training to showcase the basic and advanced capabilities of Gmail. Key areas of focus included:

- ✓ **Creating Teams in Gmail:** Participants learned how to set up teams within Gmail, streamlining communication within organizations.



- ✓ **Utilizing Google Snippets:** This feature was demonstrated as a time-saving tool, allowing users to create emails more efficiently by utilizing symbols and shortcuts.
- ✓ **Scheduling Messages:** Participants were guided on how to schedule messages for future delivery, allowing for timely communication even when they couldn't be present to send messages in real-time.

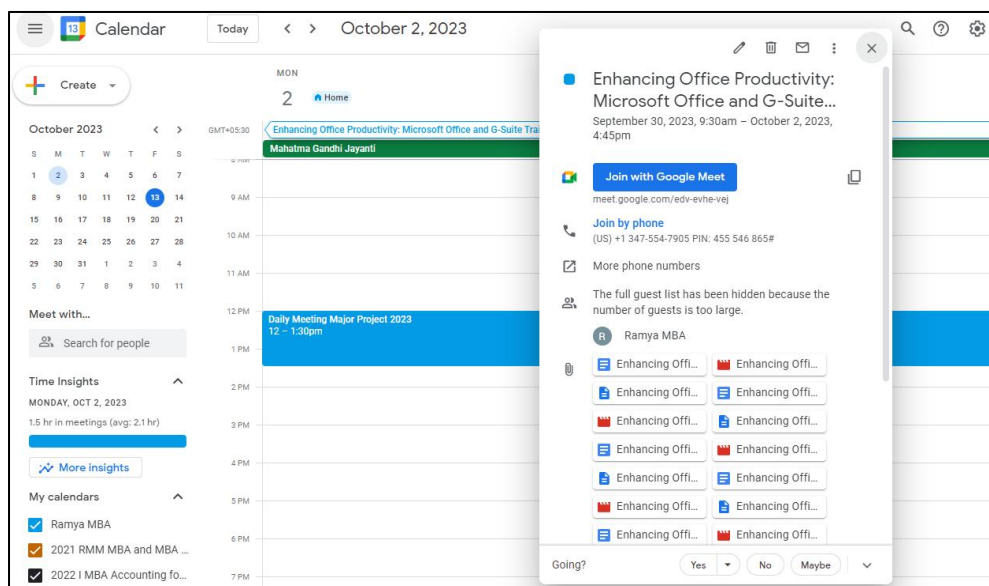
Ms. Saraswathi also took time to elucidate the various settings options available within Gmail, including:

- ◆ **Language Preferences:** She showcased the ease with which users can customize the language settings to better suit their needs.
- ◆ **Undo Option:** Participants were shown how to increase the visibility of the Undo option after sending a message, providing a valuable safety net for those last-minute changes.
- ◆ **Font Size Adjustments:** The session covered how to modify font sizes to cater to individual preferences.
- ◆ **Signature Creation:** Participants learned how to craft unique email signatures that leave a professional mark.
- ◆ **Managing Multiple Email IDs:** Ms. Saraswathi explained how to set up and manage multiple email IDs with distinct signatures, eliminating the need for repetitive customization.

Moreover, the Label option was highlighted for its potential to filter emails based on sender and recipient, simplifying email organization. Various other configuration options, including accounts and import, filters, prohibited addresses, chat, and meet, were explored in detail.

Google Calendar was another essential aspect of the first session. Ms. Saraswathi shared insights into the default calendar and demonstrated how to create additional calendars tailored to individual needs. Key takeaways from this segment included:

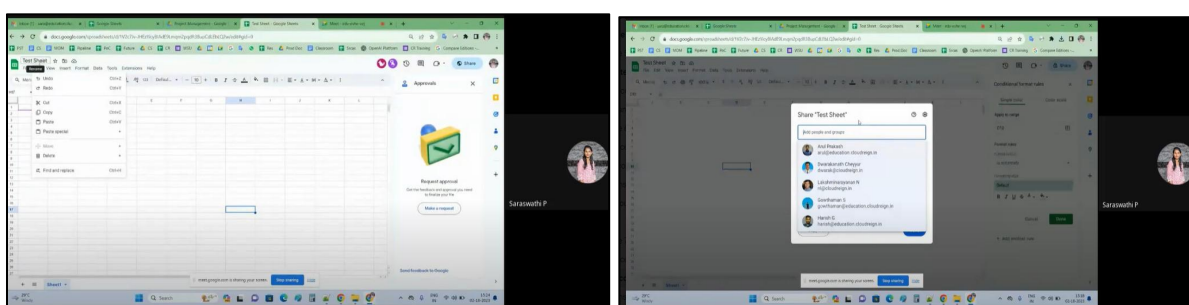
- ✓ **Color-Coding Events:** Participants discovered how to assign different colors to various types of events for easy visual differentiation.
- ✓ **Scheduling Google Meet Links:** The practical demonstration showed how to seamlessly schedule Google Meet links for virtual gatherings.
- ✓ **Pop-Up Notifications:** The session explained how to enable and manage pop-up notifications during video calls.



- ✓ **Scheduling Meetings with a Code:** Participants were shown how to schedule meetings in Google Calendar using a unique meeting code, illustrated through the example of the code "CBP."
- ✓ **Customized Appointment Schedules:** Attendees learned how to create appointment schedules tailored to their specific preferences and set focus times for notifications when selected slots were unavailable.

The significance of Google Drive in managing data access was also emphasized. Participants gained insight into shared drives, a feature that enables multiple users to access data folders or files while receiving automatic updates, streamlining collaboration and eliminating the need for frequent file sharing.

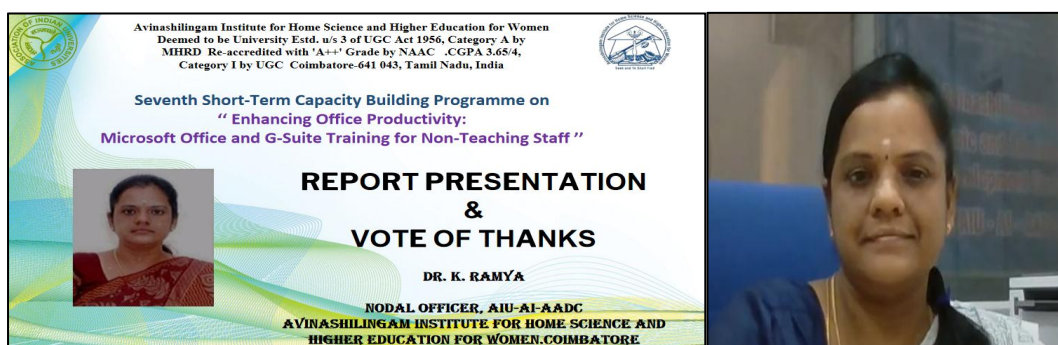
The second session delved into content management using a suite of Google's productivity tools. Notable highlights included:



- ✓ **Automatic Saving in Google Docs:** Participants learned that data is saved automatically in Google Docs, obviating the need for manual saves after each modification.
- ✓ **Sharing Documents in PDF Format:** Attendees discovered how to share documents as PDFs via email, a convenient way to distribute and collaborate on documents.
- ✓ **Obtaining Approval for Document Edits:** The session emphasized the importance of approval for document edits, with options for allowing or restricting further changes.
- ✓ **Timer Button for Editing History:** The Timer button was demonstrated as a valuable tool for tracking team members' editing history, even if the system goes offline.

- ✓ **Explore Options:** Ms. Saraswathi explored the Explore feature, which allows users to directly insert images from their web browser and translate entire documents into different languages.
- ✓ **Activity Dashboard:** The activity dashboard was introduced as a tool to monitor document views and trends among team members.
- ✓ **Instant Meeting Start:** A unique feature was mentioned, enabling participants to initiate an instant meeting from Google Docs without manually creating a Google Meet link.
- ✓ **Google Sheets Capabilities:** The session highlighted Google Sheets' ability to track edits and send email notifications for changes.

In summary, Ms. Saraswathi P's training sessions offered a comprehensive understanding of Google Workspace applications, enabling participants to effectively use these tools for enhanced productivity and collaboration in their professional endeavors.



Dr. K. Ramya, the Programme Coordinator and Nodal Officer of AIU-AI-AADC, presented a comprehensive report on the Seventh Short-Term Capacity Building Programme, themed 'Enhancing Office Productivity: Microsoft Office and G-Suite Training for Non-Teaching Staff.' Dr. Ramya lauded the effectiveness of the session speakers, whose thoughtful deliberations rendered the program productive, immensely useful, and perfectly timed. She also extended her sincere gratitude to the session speakers for generously sharing their valuable experiences with the participants, enriching the program's impact and contributing to professional growth.

### Participants List

S.No	Name	Designation	Institution/ Organization Name
1	Prakash	Technician	Sona College Of Technology
2	Mrs d Kavitha	Computer Lab Instructor	Panimalar Engineering College
3	Yogendra d	Foreman	Pes College Of Engineering Mandya
4	D.Dhanalakshmi	Lab Technician	Sona College Of Technology
5	Shaik Subhan	Jr. Assistant	Sasi Institute Of Technology And Engineering
6	Kurella Rekha Rajeswari	Jr Assistant	Sasi Institute Of Technology And Engineering
7	M. Sagaya Ponni	Data Entry Operator	Kongu Engineering College
8	P. Vasavi Viswanathan	Administrative Assistant	Sona College Of Technology
9	N.p.Kumar	Lab Technician	Sona College Of Technology
10	Edlina Thereza Salema	Lower Division Clerk	Don Bosco College Of Engineering

11	Velu.v	Lab Technician	Sona College Of Technology
12	Veronica Maria Colaco E Fernandes	Assistant Registrar	Don Bosco College Of Engineering
13	Nithiyambal.v	Assistant Administration	Sona College Of Technology
14	Sushil Suresh Vichare	Laboratory Assistant	Thakur College Off Engg. & Tech.
15	R.Srinivasan	Lab Technician	Sona College Of Technology
16	Thangavel p	Office Assistant	Kongu Engineering College
17	M.Ephsiba	Lab Assistant	Vel Tech Multi Tech Dr Rangarajan Dr Shakuntala Engineering College
18	Shakthivel v	System Manager	Kongu Engineering College
19	Rajalakshmi c	Lab Technician	Sona College Of Technology
20	P. Ranjitha	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
21	A. Krishnamurthi	System Administrator	Kongu Engineering College
28	Kadiyala Mahesh	Programmer	Sasi Institute Of Technology And Engineering
29	R. Yuvaraj	Lab Technician	Sona College Of Technology
30	Saranya.s	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
31	Amit Ajit Naik	Superintendent	National Institute Of Technology Goa
32	Elackiya. P	Multi Task Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
33	Kalaiselvan s	Technical Assistant	Kongu Engineering College
34	Md Azim Ansari	Accountant	Millat Teacher's Training College Madhubani
35	S.Ranjithkumar	Lab Asst	Kongu Engineering College
36	Sunila g d	Mechnic	J n n College Of Engineering
37	Saramekala Karun Kumar	Lab Assistant	Sasi Institute Of Technology And Engineering
22	Ms.s.Soundariya	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
23	M.r.Hemalatha	Secretarial Assistant	Sona College Of Technology
24	Shahina	Lab Instructor	Sambhram Institute Of Technology
25	V. S. Sakthimurugan	Laboratory Assistantt	Kongu Engineering College
26	S.Maheswaran	Technical Assistant	Kongu Engineering College
27	Esakkiammal p	Technical Assistant	Sri Paramakalyani College
38	Ms. Teena Mascarenhas e Braganza	UDC	Don Bosco College Of Engineering
39	Sunita Tikekar	Technical Assistant	KJ Somaiya Institute Of Technology, Mumbai
40	P.Sankar	Technical Assistant	Kongu Engineering College
41	Gopal Yadav	Computer Operator	Millat Teacher's Training College Madhubani
42	Yerroju s b Surya Prakash	Lab Assistant	Sasi Institute Of Technology And Engineering
43	S.Kavinkumar	Technical Assistant	Kongu Engineering College
44	K.N Ananadhakumar	Technical Assistant	Kongu Engineering College

45	Sumamma b n	Lab Instructor	Sambhram Institute Of Technology
46	Ramesh s	Lab Technician	Sona College Of Technology
47	Anbuselvi a	Junior Assistant	Sona College Of Technology
48	Hema Bridjet Roseline Fernandes	Secretary-Administrative	St Joseph Engineering College
49	Manickasundaram	Sr.Technical Assistant	Kongu Engineering College
50	Panneerselvam J	System Administrator	Sona College Of Technology
51	K.Kuppusamy	Network Admin	Sona College Of Technology
52	Avinash Jain m	Assistant Instructor	Jnnce,Shivamogga
53	Kishor b Mugale	Technical Assistant	Kjsit Sion Mumbai
54	G Karthikeyan	Lab Technician	Sona College Of Technology
55	Gomathi.m	Technical Assistant	Kongu Engineering College
56	P.j. Jesuraj	Secretarial Assistant	Sona College Of Technology
57	Kavitha	Office Staff	Nandha Engineering College
58	Kariyappa k m	Office Assistant	Don Bosco Institute Of Technology
59	G.Girija Kumari	Data Entry Operator	Sri Vasavi Engineering College
60	G s c v Padmakar	Data Entry Operator	Sri Vasavi Engineering College
61	Vijay Kumar	Office Superintendent	IHM, Lucknow
62	U.Sivasamy	Technical Assistant	Kongu Engineering College
63	Raghavendra s	Lab Assistant	Jnnce Shimoga
64	Muthulakshmi m	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
65	Indushree s	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
66	Mariyappan d	Secretarial Asst	Sona College Of Technology
67	Natarajan	Instructor	Panimalar Engineering College
68	P Manivannan	Lab Instructor	Panimalar Engineering College
69	Ramani p	Technical Assistant	Kongu Engineering College
70	Bandrevu Shirisha	Lab Instructor	Sambhram Institute Of Technology
71	K.T Arun	Technical Assistant	Kongu Engineering College
72	Mr.t.Karthik	Lab Technician	Sona College Of Technology
73	S.Senthil Kumar	Data Entry Operator	Kongu Engineering College
74	Gokulkumar S	Technical Assistant	Kongu Engineering College
75	Selvakumar.P	Lab Technician	Sona College Of Technology
76	Mythili R	OA	Kongu Engineering College
77	Abdul Salam J	Sr. Technician	Sona College Of Technology
78	Savitha S	Data Entry Operator	Kongu Engineering College
79	Ramasamy	Systems Engineer	Sona College Of Technology

80	Karthick S	Technical Assistant	Kongu Engineering College
81	R. Thanagmuthu	System Administrator	Kongu Engineering College
82	Anil Jagannath Kate	Laboratory Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
83	K.Kokila	Technical Assistant	Kongu Engineering College
84	R.Thangavel	Lab Instructor	Nandha Engineering College
85	M Nalinipriya	Technical Assistant	Kongu Engineering College
86	K.Gowri	Data Entry Operator	Kongu Engineering College
87	P.Krishnamoorthi	Lab Technician	Sona College Of Technology
88	Biraj Rajendrabhai Desai	Office Assistant	International Relations Cell
89	Kannammal T A	Lab Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
90	Yamunadevi G	Technical Assistant	Kongu Engineering College
91	Parameswaran	Technical Assistant	Kongu Engineering College
92	S P Pavan Kumar	Senior Assistant	University of Hyderabad
93	Rajesh O.Bedre	Technical Lab. Assistant	Shri Sant Gajanan Maharaj College Of Engineering, Shegaon
94	Ramachandran.T	Technical Assistant	Kongu Engineering College
95	Sherly p j	Administrative Assistant	Christ (Deemed To Be University)
96	Gayathiri j	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
97	Vinjamuri Sri Pallavi	Tr. Secretarial Assistant	Sona College Of Technology
98	Varun Dubey	Assistant Grade-i	Rajiv Gandhi Institute Of Petroleum Technology
99	S.Dylin Raja Sheribha	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
100	Sasikala p	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
101	M.Priyanka	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
102	Sivasakthi.r	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
103	Durgadevi.v	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
104	Mr. Manik a. Yadav	Hardware Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
105	Nitin Nandkumar Jagtap	Computer Programmer	Rit, Rajaramnagar
106	Kaviyadharshini.v	Multi Task Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
107	Kumar d n	Technical Helper	J n n College Of Engineering
108	Kokilavani v	Technical Assistant	Kongu Engineering College

109	Saravanakumar v	Net Admin	Sona College Of Technology
110	Gaurav Chauhan	Library Assistant	Shri Shankaracharya Mahavidyalaya, Bhilai
111	Devidraju Galimotu	Lab Assistant	Shri Shankaracharya Mahavidyalaya, Bhilai
112	Ravichandran Vishnu	Data Entry Operator	Shri Shankaracharya Mahavidyalaya, Bhilai
113	Sachin Dhagat	Office Assistant	Shri Shankaracharya Mahavidyalaya, Bhilai
114	Usha b	Instructor	J n n College Of Engineering
115	Heema Verma	Assistant Accountant	Shri Shankaracharya Mahavidyalaya, Bhilai
116	Soniya Verma	Accountant	Shri Shankaracharya Mahavidyalaya, Bhilai
117	Shweta Khobragade	Office Assistant	Sri Shankaracharya Mahavidyalay Jinvani Bhilai
118	S.Jenifer	Multi Task Assistant (Temporary)	Avinashilingam Institute For Home Science And Higher Education For Women
119	Aniruddha Ashok Patil	Laboratory Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
120	Pallavi Baliga j p	Instructor	Jnnce
121	Sunil Vilasrao Shelke	Clerk	Shri Sant Gajanan Maharaj College Of Engineering, Shegaon
122	Rushikesh Shivaji Patil	Lab Assistant (Workshop)	Rajarambapu Institute Of Technology, Rajaramnagar
123	Shri Lokesh Bhatnagar	System Superintendent - Grade 2	Rajiv Gandhi Institute Of Petroleum Technology
124	Sameer d. Sadakale	Lab Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
125	Amit Kumar Bajpai	Assistant-Iii	Rajiv Gandhi Institute Of Petroleum Technology
126	Anil Kumar Jena	Superintendent System i	Rajiv Gandhi Institute Of Petroleum Technology
127	Suresh Kunar	Office Attendant	Rajiv Gandhi Institute Of Petroleum Technology
128	Raghavendra k	Instructor	Jawaharlal Nehru National College of Engineering
129	V d Pavan	Instructor	Jawaharlal Nehru National College of Engineering
130	Hanumanthappa s	Peon	Jawaharlal Nehru National College of Engineering
131	Anupriya	Senior Assistant	Aryabhata College
132	Kiruthika . S	Office Assistant	Kongu Engineering College
133	Nandhini l	Data	Kongu Engineering College
134	Jayakumar m	Senior Technician	Sona College Of Technology
135	Chitra j	Lab Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
136	Banupriya m	Multitask Asssistant	Avinashilingam Institute For Home Science And Higher Education For Women
137	Gunvant Dattu Chavan	Laboratory Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
138	S. Sudha	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
139	Famina Nazianzeno Fernandes	Lower Division Clerk	Don Bosco College Of Engineering
140	Vishal Vishnu Khandekar	Laboratory Assistant	K j Somaiya Institute Of Technology, Sion ,Mumbai
141	Nandhasri.g	Lab Technician	Sona College Of Technology

142	Sivaranjani s	Lower Division Clerk(LDC)	Avinashilingam Institute For Home Science And Higher Education For Women
143	Ganesh Ramrao Galugade	Laboratory Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
144	Ganesh Shamrao Madale	Laboratory Assistant	Rajarambapu Institute Of Technology, Rajaramnagar
145	Bharati Tilottam Sansare	Lab Assistant	KJ Somaiya Institute Of Technology, Sion ,Mumbai
146	Kavita Amar Pashte	Technical Asst.	Kjsit,Sion
147	Durga d	Lab Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
148	Royena Belinda Barbosa	LDC	Don Bosco College Of Engineering
149	S.Renu Priya	Lab Assistant	Ksr Institute Of Engineering Technology
150	S.Abiviruthi	Lab Assistant	Ksr Institute Of Engineering Technology
151	Yuvraj Prabhakar Chavan	Technical Assistant	K. J. Somaiya. Institute of Engineering and Information Technology
152	Menisha a	Lab Technician	Sona College Of Technology
153	Bhavin Shah	Asst.Director- Industry Academia Partnership Cell	Parul University
154	A.S.Geetha	Programmer	Ksr Institute Of Engineering Technology
155	Tamilarasi	Library Assistant	Sona College Of Technology
156	Suryaa R S	Office Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
157	A.Sanathi	Office Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
158	Priyadharshini A	Laboratory Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
159	G. Uma	Multi Task Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
160	A. Sivaranchini	Stenographer	Avinashilingam Institute For Home Science And Higher Education For Women
161	Kumar K	Office Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
162	Shobika G	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
163	P Jegatheswari	Multi Task Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
164	Dhanabagyam k	Multitask Assistant	Avinashilingam Institute For Home Science And Higher Education For Women
165	Kumaresan C	Tr.Lab Technician	Sona College Of Technology
166	A. Prabu	Technician	Sona College Of Technology

## Sample Certificate

	<b>Avinashilingam Institute for Home Science and Higher Education for Women</b> Deemed to be University Estd.u/s 3 of UGC Act 1956, Category A by MHRD Re-accredited with 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC Coimbatore-641043, TamilNadu, India			
<b>AIU - Avinashilingam Institute - Academic &amp; Administrative Development Centre (AIU-AI-AADC)</b>				
<b>Certificate No: AIU - AI - AADC/ 2023 - 2024 / 07/ 095</b>				
<b>CERTIFICATE OF PARTICIPATION</b>				
This is to certify that				
<b>Mrs. Sherly P J</b> Administrative Assistant, Internal Quality Assurance Cell Christ (Deemed to be University)				
has participated in the Seventh Short-Term Capacity Building Programme on <b>Enhancing Office Productivity: Microsoft Office and G-Suite Training for Non-Teaching Staff</b> conducted by AIU - Avinashilingam Institute – Academic & Administrative Development Centre (AIU - AI- AAD from 30/09/2023 to 02/10/2023 and her performance was Excellent.				
 <b>Dr. K. Ramya</b> Nodal Officer, AIU-AI-AADC & Programme Coordinator	 <b>Dr. Amarendra Pani</b> Joint Director & Head Research Division, AIU	 <b>Dr. Pankaj Mittal</b> Secretary General AIU	 <b>Dr. S. Kowsalya</b> Registrar Avinashilingam Institute	 <b>Dr. V. Bharathi Harishankar</b> Vice Chancellor Avinashilingam Institute

Avinashilingam Institute for Home Science and Higher Education for Women

AIU-AI-AADC

7<sup>th</sup> Capacity Building-Program on  
**‘Enhancing Office Productivity:  
Microsoft Office and G-Suite Training for Non-Teaching Staff’**

**30.09.2023 - 02.10.2023**

Day/Date	Sessions	Trainer/Resource Person
<b>Day 1</b> <b>30.09.2023</b> <b>Saturday</b>	Microsoft Word and PowerPoint	<b>Praveen Poulose E</b> Engineer - Cyber Security Group Quadrasystems.net (India) Private Limited  Email : <a href="mailto:praveen.p@quadrasystems.net">praveen.p@quadrasystems.net</a> Mobile : 7812025576
<b>Day 2</b> <b>01.10.2023</b> <b>Sunday</b>	Microsoft Excel and Outlook	<b>Thamizharasu C</b> Manager - Strategic projects Quadrasystems.net (India) Private Limited  Email : <a href="mailto:thamizharasu.c@quadrasystems.net">thamizharasu.c@quadrasystems.net</a> Mobile : 96772 09627
<b>Day 3</b> <b>02.10.2023</b> <b>Monday</b>	G-Suite Applications	<b>Arulprakash G</b> Manager - Business & Operations Cloud Reign Technologies  Email : <a href="mailto:arul@education.cloudreign.in">arul@education.cloudreign.in</a> Mobile : 9865176677  <b>Saraswathi. P</b> Trainer, Cloud Reign Technologies  Email : <a href="mailto:sara@biz.cloudreign.in">sara@biz.cloudreign.in</a> Mobile : 89258 35494

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



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

**VII Short Term Capacity Building Programme  
on**

**Enhancing Office Productivity:  
Microsoft Office and G-Suite Training  
for Non-Teaching Staff**

**30.09.2023 to 02.10.2023**

**Mode : Online**

**Hands-on Sessions  
Activities  
Demonstrations**

**Registration  
FREE**

## ABOUT THE INSTITUTE

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

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

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

## ABOUT ASSOCIATION OF INDIAN UNIVERSITIES

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

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 964 Members which includes 16 Associate Members of Foreign Countries. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

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

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

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

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

## ABOUT THE CENTRE

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

- Facilitate learning through Performance Improvement Programmes for different groups (Administrators/Teaching Faculty/Non-Teaching Research Scholars/Technical Personnel) towards progression based on their career stages.
- Enable continuous learning through rigorous need-based training sessions
- Sensitize stakeholders on recent developments in higher education system in the country and across the world.
- Equip academic / administrative / technical / information personnel with the requisite skills on ICT to handle their work effectively.
- Develop integrity and professional ethics among higher education personnel.
- Strengthen the human capital of the country with right attitude, skills, and knowledge

### VISION

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

### MISSION

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

## ABOUT THE PROGRAMME

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

### OBJECTIVES

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

# PROGRAMME SCHEDULE

## Day 1: Microsoft Word and Powerpoint

### Session 1: Introduction to Microsoft Word

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

### Session 2: Document Formatting and Efficiency

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

### Session 3: Advanced Word

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

### Session 4: Introduction to PowerPoint

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

## Day 2: Microsoft Excel and PowerPoint

### Session 1: Introduction to Microsoft Excel

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

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

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

## **Session 3: Advanced Excel**

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

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

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

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

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

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

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

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

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

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

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

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

## **LIST OF RESOURCE PERSONS**

- ❖ **PRAVEEN POULOSE E**, Engineer- Cyber Security  
Group Quadrasystems.net (India) Private Limited
- ❖ **THAMIZHARASU C**, Manager – Strategic projects  
Quadrasystems.net (India) Private Limited
- ❖ **ARULPRAKASH G**, Manager- Business & operations  
Cloud Reign Technologies
- ❖ **SARASWATHI P**, Trainer, Cloud Reign Technologies

# TARGET PARTICIPANTS

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

**Mode of delivery : Online**

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

## REGISTRATION

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

**FEE : FREE**

## AI ADVISORS

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

**Dr. V. BHARATHI HARISHANKAR, Vice Chancellor**

**Dr. S. KOWSALYA, Registrar**

## AIU ADVISORS

**Dr. PANKAJ MITTAL, Secretary General, AIU**

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

## PROGRAMME COORDINATOR

**Dr. K. RAMYA,**

Nodal Officer

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

Avinashilingam Institute for Home Science and Higher Education for Women

**e-mail ID: [aadc@avinuty.ac.in](mailto:aadc@avinuty.ac.in)**

**Mobile : 8072202927**

Special thanks to:

**AI Advisors**

- **Dr. T. S. K. Meenakshisundaram, Managing Trustee & Chancellor**
- **Dr. V. Bharathi Harishankar, Vice Chancellor**
- **Dr. S. Kowsalya, Registrar**

**AIU Advisors**

- **Dr. Pankaj Mittal, Secretary General, AIU**
- **Dr. Amarendra Pani, Joint Director & Head, Research Division, 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!



**Dr. K. Ramya**

**Nodal Officer, AIU-AI-AADC**

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

**e-mail ID : [aadc@avinuty.ac.in](mailto:aadc@avinuty.ac.in)**

**Mobile : 8072202927**