

**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  
Fifth Short Term Capacity Building Program  
on**

**Technology and Office Management**

**Organised  
by**

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

**31.07.2023 to 04.08.2023**

**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**

Fifth Short-Term Capacity Building Programme on

**‘ Technology and Office Management ’**

**31.07.2023 to 04.08.2023 ( 5 Days) - Online Mode**

## **CONTENTS**

<b>S.No</b>	<b>Particulars</b>	<b>Page. No</b>
1	Report	1-25
2	Sample Certificate	26
3	Working Schedule	27
4	Brochure	28-35



# 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



## Fifth Short-Term Capacity Building Programme on 'Technology and Office Management' (31.07.2023 to 04.08.2023)

On 31<sup>st</sup> July 2023 at 9:45 a.m. – 10:45 a.m. inaugural session started with blessings of God Almighty, Dr.T.S.Avinahilingam Ayya Avargal and Dr. Rajaammal P.Devadas Amma Avargal with a prayer song. 325 participants attended the program.



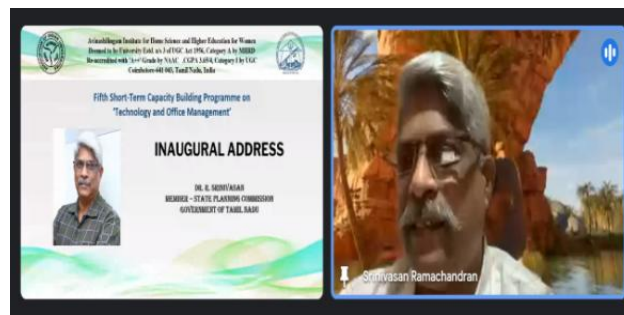
Dr.K.Ramya, Nodal Officer, AIU-AI-AADC, welcomed the gathering and briefed about the activities of the centre. with her Dr.P.Santhi, Programme Coordinator, Dean, School of Commerce and Management had depicted the event briefly.



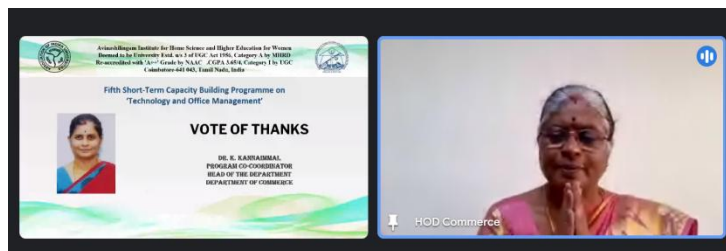
The presidential address was delivered by Dr.V, Bharathi Harishankar, Vice Chancellor, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore. In her address, she insisted that after Covid, technology use has become inevitable in education. Technology helps to make the job easier, so the attitude toward it needs to be modified in a positive way. Now a days the value of an agile workforce is recognized at all levels of administration. Agile translates as "ready". Flexibility and configurability are two characteristics of an agile individual. As stretching muscles is necessary for physical labor, good conversion is necessary for intellectual work, and rules must be observed for policy work. Despite abilities,

advancements in technology likely improve the individual position. In an office setup routine tasks are handled by technology and final decisions are to be made by the people. The presidential address concluded with a thought that technology will enable everyone to work in an open and transparent manner.

Inaugural and Special Address on Imperative Role of Technology in Office Management was delivered by Prof. R. Srinivasan, Member - State Planning Commission, Government of Tamil Nadu. Sir set the tone by stating that governance sets the parameters under which administration operates. The constitution governs public administration. Small organizations might not have many significant rules perhaps functions with unsaid rules. As institution grows, more regulations to render a good administration support. Organization collapses in the absence of proper norms. Rules ought to be transparent and documented. Most of the times personal interests of the service provider and the recipient might not line up. Many people, were reluctant to adopt technology during early years of introduction of computers in operations.

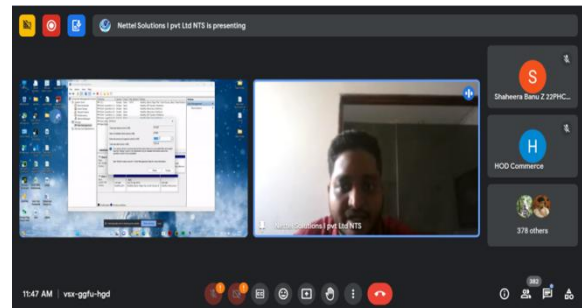


Technology makes it simpler for the administration to issue certificates globally, and it also streamlines the examination process at the testing center and the significant development is the introduction of Academic Bank of Credit which enables transfer of credit earned by student from one institution to another. The concluding remarks highlighted the growth of Fintech service in Tamil Nadu. Fintech service sector creates vast job opportunities to exploit the opportunities embracing technology becomes the need of this hour.



Dr.K.Kanniammal, Programme Co-coordinator, Professor, Department of Commerce, delivered the formal vote of thanks expressing her thanks to the chief guest and the dignitaries 'whole heartedly for spending their valuable time and sharing their experience with the participants.

**Day I Session II**  
**31/7/2023 @ 11.00 am – 12.00 pm**  
**Role and significance of ICT in HEIs and Exploring Hardware and Software Concepts**  
**Mr. B. Meinathan**  
Technical Consultant  
Nettel Solutions India Private Limited, Coimbatore



Mr.B.Meinathan initiated the session discussing about the fundamentals of ICT, hardware and application softwares. He enriched the knowledge of the participants by amplifying AOMEI software. It is a reliable centralized backup management solution that enables to create and manage backup tasks for all PCs, workstations, servers and virtual machines within LAN from a single central management computer. AOMEI Backupper is a free backup solution that can backup, recovery, clone, and sync data and files on both personal/businesses Windows PC and Windows Server. Users can automatically sync local files to USB/NAS devices or any cloud drive and set up automatic, full, incremental, and differential backup for any disaster scenario. Backup images can be created to restore disks, partitions, systems, and files. AOMEI Backupper also allows users to clone HDD to SSD or M.2 SSD to M.2 SSD for data migration and better disk performance.

Pycharm is one of the most well-liked Python IDEs. In terms of code completion and inspection, advanced debugging, support for web programming, frameworks like Django and Flask, Git Visualization in Editor, refactoring, and Pycharm editor user interface, it provides some of the best capabilities to its users and developers were expalined.

A program known as an interpreter, is one that runs high-level language commands directly without translating them into machine code. There are two ways to run a program in programming. Both through compilation and an interpreter, in turn. An interpreter operates in two different ways, the first of which is by directly executing source code and producing output. Second, convert the source code into a middle-level language.

**Take Away Message:**

- ICT promotes higher order thinking skills
- ICT use encourages collaboration
- ICT integration is a key part of the national curriculum

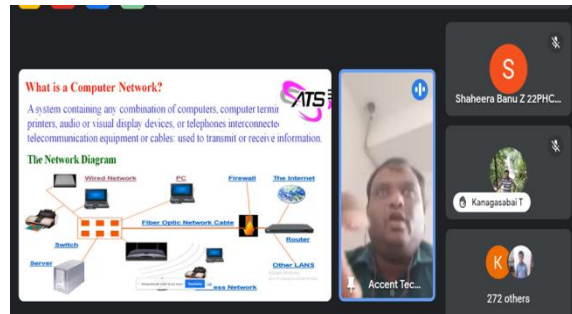
## Day I Session III & IV

31/7/2023 @ 2.00 pm – 3.00 pm

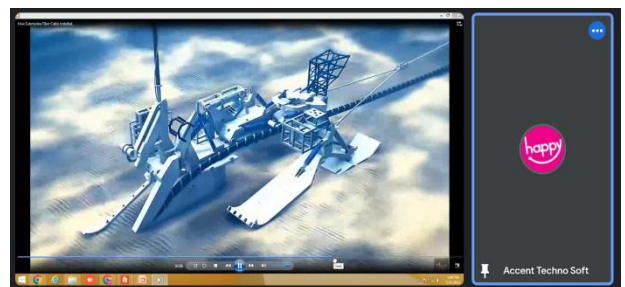
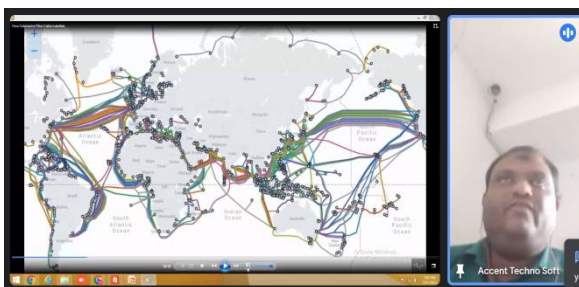
**Computer Networks, Internet and Office Automation, AI and Automation, Digital Transformation, Window Installation, Network Connection (LAN), Installation of Printer, Basic Troubleshooting etc**

**Mr.K.Santhosh Kumar**

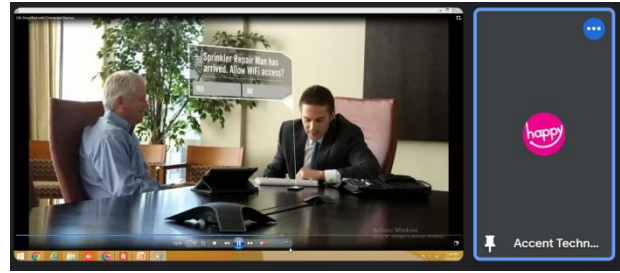
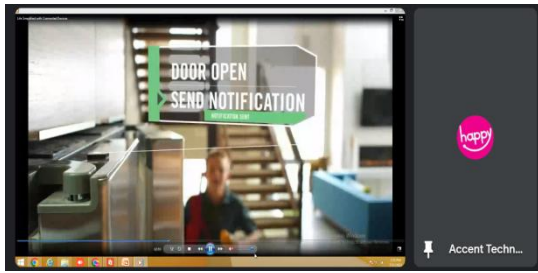
Zonal Manager, Accent Techno Soft  
Coimbatore



Mr. Santhosh Kumar, who gave a rudimentary explanation of computers and their networks. Computer networking is the activity of interconnecting computers to allow for data sharing and communication. The emphasis was given on the many forms of computer networking, including LAN, MAN, and WAN communication. A network comprising various hardware units, usually referred to as hosts, that are connected via various channels in order to send and receive data or media. Network devices, which include things like routers, switches, hubs, and bridges, are another type of device that can be used in computer networks to facilitate communication between two separate machines.



Through a live video presentation, the resources person explained hoe interent users and optic fiber cables have installed though out the globe and how they are maintained. The benefit of fiber optic cables laid underwater is that they enable rapid data transmission of big numbers. For instance, while streaming a film, the video is turned into light so that it can be sent via a fiber optic line. It is transformed back to video before it gets to its destination. Although that procedure seems straightforward, the technology that underpins it is incredibly intricate and took years to develop by optical component suppliers, network equipment producers, telecommunications carriers, and many other parties.



The concept of the internet of things (IoT), which was defined as a network of interconnected computing devices, mechanical and digital machines, objects, animals, or people that are given unique identifiers (UIDs) and the capacity to transfer data over a network without the need for human-to-human or human-to-computer interaction was emphasised. Sensor-equipped devices are used to start the process. These units are linked to Internet of Things systems, which collect and store data from all connected units. The necessary information is subsequently applied to tasks that meet people's demands.

Extensive information on ChatGPT, a type of generative AI. Currently, ChatGPT allows to communicate with two AI models were provided. These two LLM models were created by Open AI internally and are not open-source. GPT-3.5 can be used by everyone for free, however GPT-4 can only be accessed by paying users. Both models are extremely conversant and comprehend context, but GPT-4 is currently the most sophisticated and capable LLM in existence. The resource person used examples to address the participants' concerns about utilizing ChatGPT.

#### Take Away Message:

- Computer networks support online education, give users access to learning materials, and improve communication and information accessibility.
- The automation of the Internet and offices places a strong emphasis on the creation of cutting-edge educational techniques.
- AI can automate routine processes, increasing productivity and efficiency across a range of industries.
- The digital revolution higher output, more effective use of resources, and a cross-departmental culture of collaboration

**Day I Session V**  
**31/7/2023 @ 3.00 pm – 4.00 pm**  
**Professionalism in Workplace**  
**Prof. S.P.Thyagarajan**

**Distinguished Professor & Advisor to Chancellor, Vellore Institute of Technology, Chennai**  
**Former Chancellor at Avinashilingam Institute of Home Science and Higher Education for Women in Coimbatore**



The session on Professionalism in Workplace was delivered by Prof. S. P. Thyagarajan. The speaker insisted that the professionalism expectations, benchmarks, and standards for several departments inside the organization, such as finance and administration need to be formulated. The administrative personnel should be capable of multitasking and be prepared to handle several tasks at once and is possible through use of technology on using appropriate polite and professional words while speaking with stakeholders which would significantly constitute to the image of the institution.

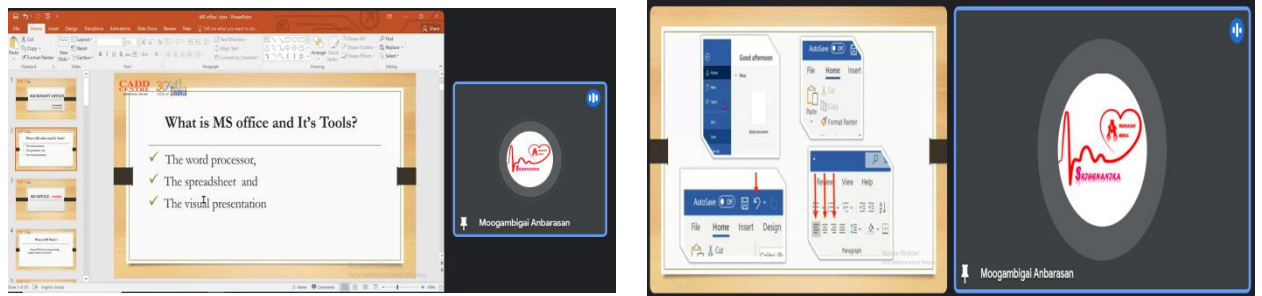
Numerous steps can be taken, such as counseling, training, and other measures, to address the day to day issues faced by supportive staff in the institution ease their troubles. The strategies for fostering professionalism at work, such as refraining from gossiping, covering up errors, exercising caution when disclosing too much, and abstaining from using bad language, spreading lies, rumors and creating an unfavorable image on social media. The common workplace unprofessional habits included emotional outbursts, wear untidy and cluttered email and office spaces.

The institutional level technical and soft skill training will aid in the faculty members' development in accordance with the changing requirements of office administration. The importance of upskilling the existing staff and the means of upskilling and the means of were outlined, and it includes evaluating the workforce, creating training plans, and making available the necessary resources. Reliability, humility, etiquette, neatness, consideration, dedication, organization, accountability, integrity, and expertise are list of the top ten qualities of professionals.

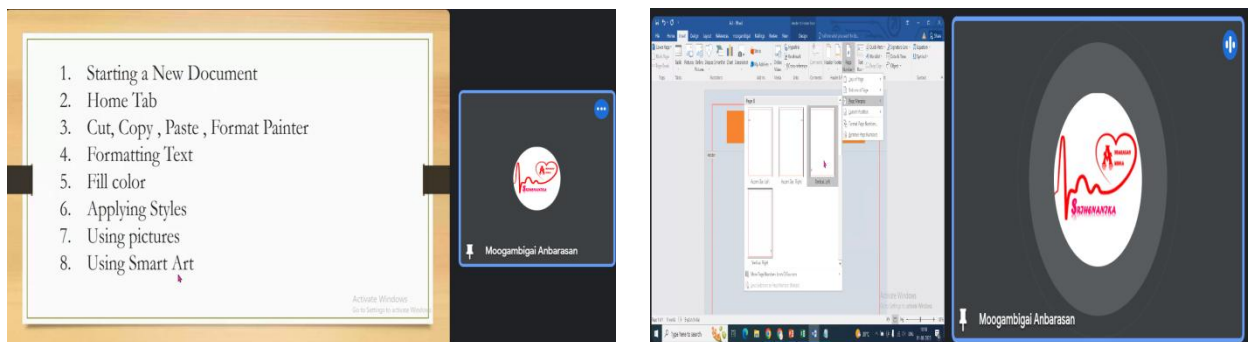
**Take Away Message:**

- Show professionalism by being alert, receptive, and proactive.
- Honesty/integrity is the unwavering adherence to the highest ethical standards.

**Day II Session: I**  
**01/08/2023 @ 9.45 am -10.45 am**  
**Word Processing Application**  
**Mrs. A. Moogambigai, , Senior Technical Trainer , CADD Centre Training Services,**  
**Coimbatore**



Mrs. Moogambigai initiated with an introduction to MS Office Tools called Microsoft Word. It enables the generation of both straightforward and intricate papers. It is accessible in both online and download versions of the application. It can be shared and work together in real-time files with others using the online version. The parts of the Word document were described and also how to add a new command to the Menu Tab was taught. How to add Page Borders, watermark a document, add a header and footer, insert images, change the font style and size, underline and thicken text using the bold option, and add bullets to a Word document.

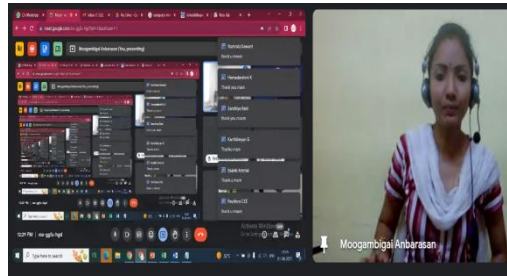


Options for changing the text alignment were also explained. Inserting page numbers, pictures and different patterns of wrapping the text around the picture was also described. An elaborate explanation on inserting tables, adding and modifying rows and columns were showcased. The session concluded by demonstrating the way of converting the word document into a PDF file using the Export option.

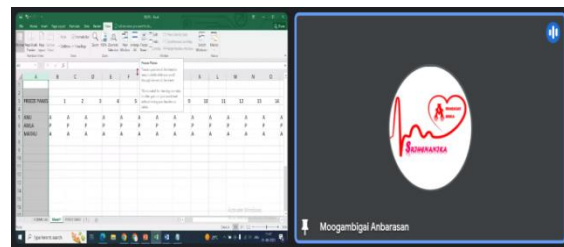
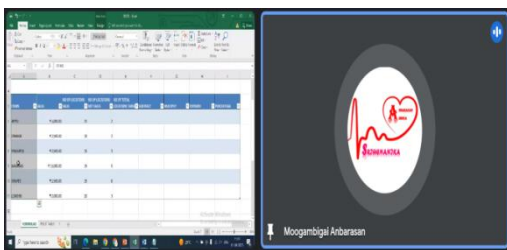
**Take Away Message:**

- MS Word Documents and Forms can be created
- Able to manipulate text within a document,
- It can be easily transferred into other format and shared

**Day II      Session: II**  
**01/08/2023 @ 11.00 am -12.00 pm**  
**Spreadsheet Applications**  
**Mrs. A. Moogambigai, , Senior Technical Trainer , CADD Centre Training Services,**  
**Coimbatore**



The resource person introduced Excel as a spreadsheet program from Microsoft and a part of its Office product family for business applications. Users of Microsoft Excel may format, arrange, and compute data in a spreadsheet. How to add new rows and columns to the spreadsheet and how the Format Painter option in the Menu bar works and how to use the Wrap text option to change how the text is aligned in the cells. She also used an Excel sheet to show how to use freeze pans were demonstrated.



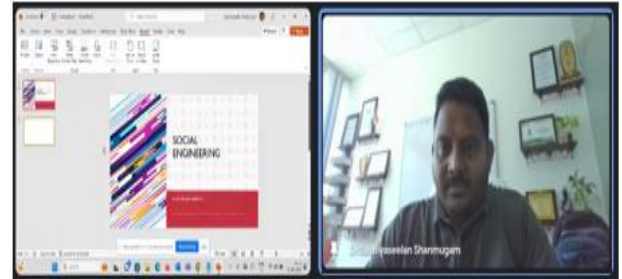
Further adding a new sheet and remove an old sheet from an Excel document. To switch a cell's content attribute from numbers to currency, a date, a time, a percentage, etc were prescribed. The various approaches for automatically inserting a string of dates and serial numbers into the cells. Using main sheet to display many sheets simultaneously, inserting charts and graphs into an Excel document as well as modifying the charts and graphs to fit the needs of the document.

With suitable illustration, replicating the Excel chart into a Word page, Excel sheet using Excel's formulas, perform calculations, the most frequently used formulas, including sum, multiplication, average, division, percentage, and count, were covered by the speaker. The use of pivot tables, which are employed in Excel when dealing with volumes of data and manipulate data for influence were also enhanced.

**Take Away Message:**

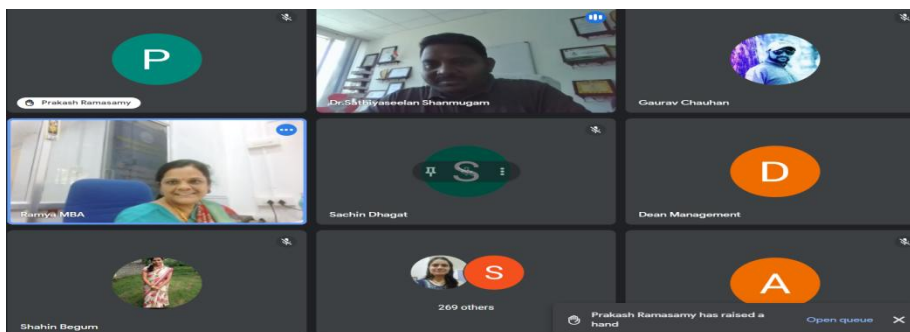
- Improves productivity by reducing the labor of everyday accounting tasks.
- Useful to create budgets, produce graphs and charts, and for storing and sorting data.
- Useful to organize and categorize data into a logical format.

**Day II Session III and IV**  
**01/08/2023 @ 2.00 pm – 4.00 pm**  
**MS - Powerpoint and File Management**  
**Dr.Sathiyaseelan Shanmugam**  
**Director, Primoris Systems India Pvt Ltd, Coimbatore**



The afternoon session was introduced by Dr. Sathiyaseelan Shanmugam, who spoke about and MS-PowerPoint and file management using Google Drive. The demonstration were made on creation of PowerPoint presentations using ChatGPT to create Power Point Presentations and the original ideas using ChatGPT to create presentations were discussed. The shortcut key to launch Visual Basic for Applications (VBA), which is used to transfer the module from ChatGPT and transform it into a presentation form, is Alt + F11 were showcased.

The AI preparation tools with video and audio backgrounds, such as tome, ASPOSE, etc were explained. Using AI techniques, streamlined the process of creating the slides were explained. In order to make the file smaller to send via email or any other sharing site, the use of Zip and rar were taught as well. The speaker cleared the misunderstanding on adding any kind of sound to a specific PowerPoint slide as well as how to add a link in particular.



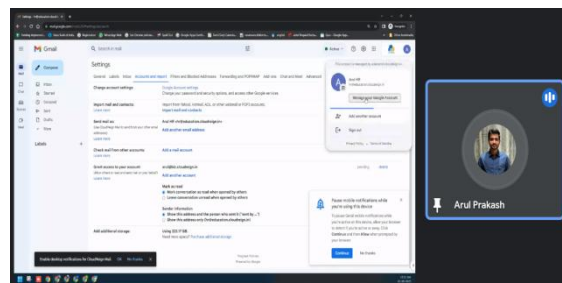
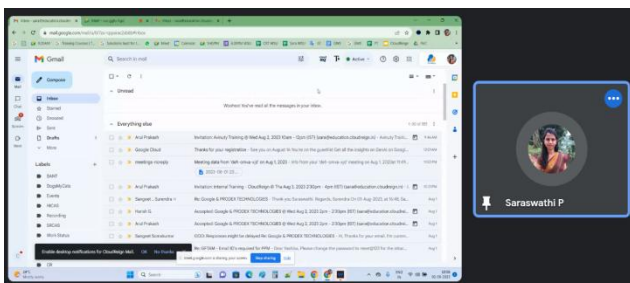
The resource person began the second session by discussing File Management. The basic format for handling files in the office is year, quarter, monthly, and date. The need of storing the files on Google Drive is to protect them from loss or harm. He indicated how to save the file in the drive, which will automatically store it in the cloud storage, and the files may be accessed at any time from anywhere. It also allows anyone to share folders and files within the office setup without having to share them manually every time. The launch of Docs, Slides, and Excel in Google Drive for sharing files with colleagues all across the world were demonstrated.

In addition, creation of folder in Google Drive, the concept of file management by using the example of preparing for an office event. In the event of accidental file deletion, he pointed out that Google provides the ability to restore the file from the Trash folder based on the request filed to Google was explained. Participants' queries about storage limits in Google Drive were answered very well by explaining that the standard folder can be transformed into a Zip folder to lower the file or folder size.

Take Away Message:

- MS PowerPoint is very accessible in all file formats.
- MS Power Point allows to use images, audio, and video to enhance visual impact.
- File Management makes sharing easier, minimizes the danger of losing crucial files, and can serve as a backup in the event that something goes wrong.

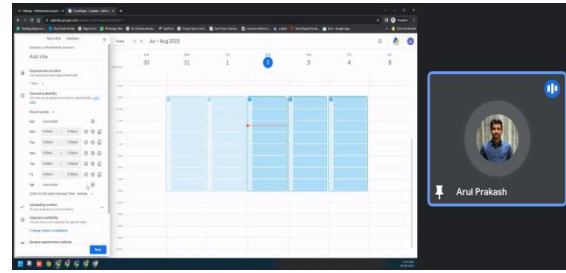
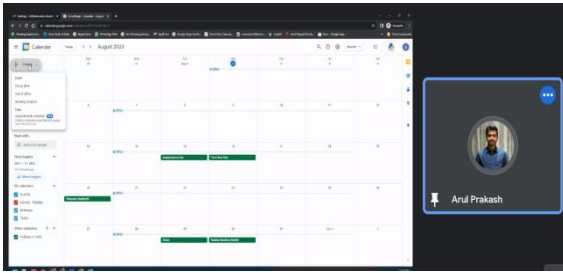
**Day III Session I & II**  
**02/08/2023 @ 10.00 am – 12.00 pm**  
**Email and Calendar Management: E-mail Etiquettes**  
**Mr.G.Arulprakash, Manager, Business & Operations**  
**Cloud Reign Technologies**  
**Collaboration platforms (Google Drive, Docs, Sheets, Forms)**  
**Ms. Saraswathi.P**  
**Trainer, Cloud Reign Technologies**



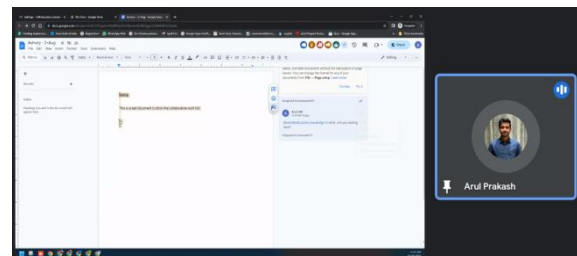
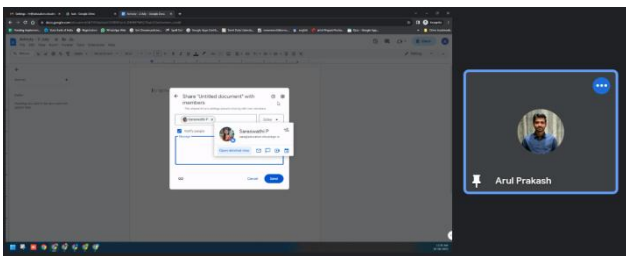
Mr.  
G.

Arul Prakash began the session by providing a brief overview on how to use Google Meet to attend and actively engage in online events. Extra capabilities available in Google Meet, both in Desktop view and Mobile Application view, which are similar in some ways were demonstrated as well.

Ms. Saraswathi. P took over the session and began with the fundamentals of email and shared the screen with the participants to demonstrate all of the basic and advanced capabilities of Gmail. Creating a Team in Gmail and communicating with the team, use Google Snippets to save time when writing emails, such as using symbols and shortcuts were described. Planning a message to be sent at a later date and time, in which case Google will automatically send the message to the receiver at the scheduled time and date were demonstrated with hands on training.



Mr. G. Arul Prakash discussed the significance of options accessible in Gmail's settings option, such as altering the language, increasing the visibility of the Undo option after sending a message, modifying font size, signature option, and vacation responder. Demonstrated how to set up multiple mail IDs with various signatures to prevent having to do it each time. The operation of the Label option, which can be used to filter emails based on the sender and recipient, was also explained. Other configuration options mentioned were accounts and import, filters and prohibited addresses, chat and meet.



Google Calendar, default calendar and creation of establish additional calendars to meet our needs were explained. With examples, further features of assigning colors for related category events scheduling Google Meet links and video calls were also illustrated. The options for enabling pop-up notifications and controlling the video call with the Host control or Open to all can be changed as needed. Scheduling a meeting in Google Calendar with a meeting code was also demonstrated, utilizing the meeting code of CBP as an example. Creating an appointment schedule in Google Calendar by customizing the time to the user's needs and specifying a focus time, which is used to send a notification if the chosen time is unavailable were vividly demonstrated.

Illustrated the benefits of utilizing Google Drive to avoid bringing a PC or hard drive about all the time to access data. Shared drives are used to provide access to a data folder or file to several users and to receive changes automatically without having to explicitly share the files each time.

The second session covered content management, Google Docs, Sheets, Slides, and Forms. Data entered in Google Docs will be saved automatically in the drive without the need for manual saving after each modification. Sharing the same in the form of a PDF through email, downloading the file as a pdf, saving a copy, etc were depicted. Obtaining authority

approval together with the option to alter the file, or locking the option to edit further for approval only without physically carrying it to the authorities were emphasized well.

Using the Timer button, one can view the timeline and history of the team members' editing efforts. Even if the system goes offline while altering the text, it will be automatically updated in the document. Other features available in the explore options were mentioned, such as putting an image directly into a file from the browser. Converting the whole file to some other language all together were explained well.

Voice typing option is also available in Google Docs based on the available standard languages were also demonstrated. Activity dashboard to see the number of views that a document received and the trend of the document between the team members. Special feature of starting an instant meeting from Google Docs without manually creating a Google Meet link. Google Sheets, the timing of editing done in each cell separately, option for getting notification through email. if any changes are made in the google sheet were illustrated. Link to the Handbook, which all participants can access for free to learn more about Gmail, Google Docs, Sheets and Slides were provided.

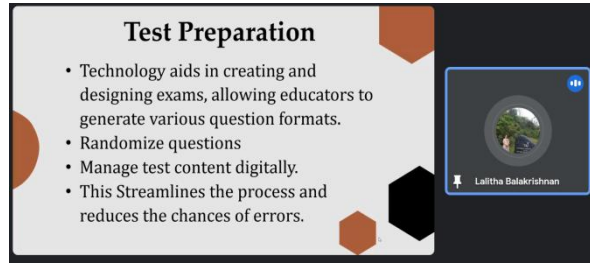
Take Away Message:

- Email etiquette is essential to maintain a professional image.
- Email etiquette allows writers to maintain control over their messaging.
- Collaboration platforms improves the way your team works together and problem solves.
- Collaboration platforms helps in document management, idea sharing, and task administration.

**Day III Session III**  
**02/08/2023 @ 2.00 pm – 3.00 pm**  
**Technology and Examination Process**  
**Dr. Lalitha Balakrishnan**

Former Principal, MOP Vaishnav College for Women, Chennai

Dr. Lalitha Balakrishnan began the session by emphasizing the necessity of technology in office management in order to improve automation and administration. The use of ICT in the educational system was highlighted. E-Governance is gaining popularity in India and around the world. It acts as a facilitator of equal access to information, providing information and services to



businesses and other government organizations.

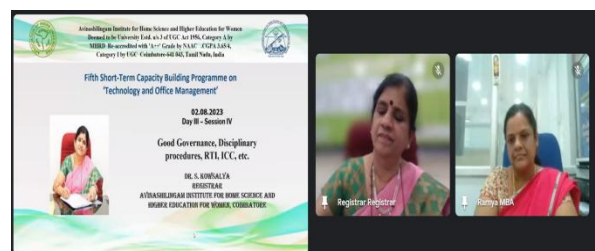
The examination procedure typically involves a series of processes such as Online Registration and Application, Test preparation, Test administration, Evaluation, and Result reporting were demonstrated. Applying and registering for academic purposes online eliminates paperwork and provides students with real-time information. Technology facilitates the creation and design of tests, allowing educators to develop a variety of question types. Make the questions random, managing test content digitally decreases the possibility of errors were explained.

Remote proctoring is enabled by technology, allowing tests to be taken from any place while maintaining integrity. Machine learning, artificial intelligence, big data, and analytics are used in AI-based behavior analysis to identify malicious activity by assessing variances in regular, everyday activities. Text detection, speech detection, gaze estimation, phone detection, and active window detection can be measured using Anti Cheating. Grading and evaluation technology improves accessibility and inclusivity for physically challenged students while also reinforcing security precautions were taught.

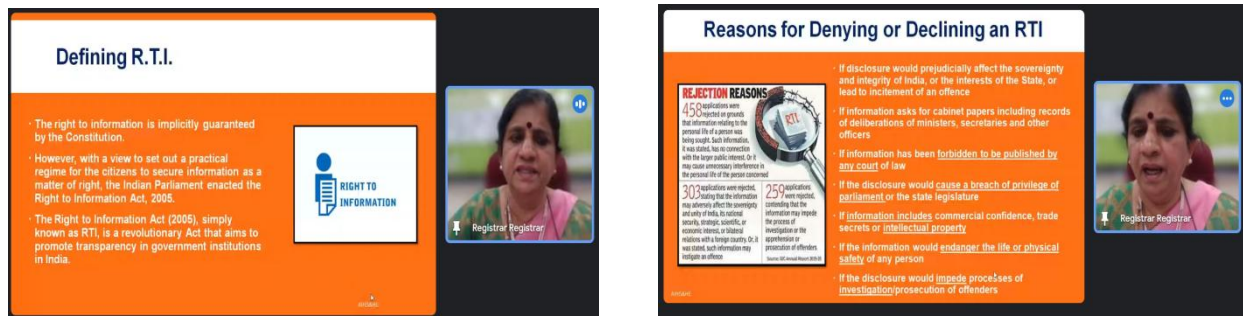
Take Away Message:

- Technology and Examination is a stress-free approach
- It produces results on time
- It successfully collects and stores data.

**Day III Session IV**  
**02/08/2023 @ 3.00 pm – 4.00 pm**  
**Good Governance, Disciplinary procedures, RTI, ICC etc.,**  
**Dr.S.Kowsalya**  
**Registrar,**  
**Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**



Dr. S Kowsalya began the discussion by emphasizing the necessity of good governance and providing a summary of governance in the UN, Indian, and UGC contexts. She claimed that the essence of good governance is openness, transparency, and integrity. Participation, Rule of Law, Transparency, Responsiveness, Consensus oriented, Equity and Inclusiveness, Effectiveness and efficiency, and Accountability are the eight Good Governance principles. Each of the principles was taught using examples from our own Institution's administrative processes.



A thriving nation is built on good governance. It is an accountability, transparency, and participation mechanism. It necessitates strong institutions, the rule of law, and a civil society. The problem in India is to guarantee that these ideas are upheld at all levels of government a snapshot of Indian governance was depicted.

Our Institute's organization was depicted as a hierarchical structure, with the Chancellor at the top, followed by the Vice Chancellor, and then by Statutory and Non-Statutory Bodies, the Registrar, and the Academic Council. Our institute's E-Governance policy is an integrated solution that simplifies the processing and maintenance of information related to registration, admission, student facilities, timetables, attendance, library, finance, scholarships, examinations, hostels, staff directories, computer centers, and website maintenance. Academic integrity and plagiarism, consultancy, Divyangjan plan, ethics, green campus, grievance redressal cell research promotion, internal audit, incentives policy, library handbook, and other policies were mentioned.

Disciplinary Proceedings as a reprimand or remedial action imposed in response to employee misconduct, rule infractions, or poor performance were defined. Some cases of misconduct, such as refusal to execute the job, sexual harassment or assault in the workplace, and discrimination, should always result in disciplinary action due to the heinous nature of the offense were stated. The UGC Employees Regulations (which have been revised since 1967) include a section on Penalties and Disciplinary Authorities (Part 5). Following a written communication to the personnel under investigation, the inquiry will be held, and relevant actions will be taken and recorded were mentioned.

RTI which was previously known as the Freedom of Information Act, 2002 and its history in India were discussed. The Central Information Commission and the State Information Commission are in charge of RTI in India. The reasons for denying or declining an RTI request are that revelation would jeopardize India's sovereignty and integrity, or the interests of the state, or would instigate an offense, or publication would result in a breach of privilege of parliament.

Take Away Message:

- Handling disciplinary cases with sensitivity and professionalism
- Conducting Enquiries to ensure that the inquiry is fair and impartial
- Handling RTI requests and the obligations of public authorities

**Day IV Session I**  
**03/08/2023 @ 10.00 am – 11.00 am**  
**Workflow Automation**  
**Dr. Rahul Ratnakar Marathe,**  
**Professor, Dept. of Management Studies, IIT, Madras**

The slide titled "Technical Details" illustrates a workflow process. It consists of several interconnected components:

- Database:** Includes "DB-Instances".
- Backup Policy:** Includes "User server", "Backup server", and "Host server".
- Platform (Proof):** Includes "Based on:", "Front end (ASP)", "DB: IITM", "Proof", and "Back End: PHP, MySQL, .NET/SQL".
- Customized Solution:** Includes "Addressed/After Directory Administration", "Open Lightweight Directory Service Protocol/Open LDAP", and "Proof is a platform on which IITM solution is customized".
- Authentication:** Includes "Change Request Process" and "Microsoft system".
- Support Services:** Includes "Change Request Process" and "Microsoft system".

The video feed on the right shows Dr. Rahul Marathe IITM, a man with glasses wearing a purple shirt, speaking from his office.

The resource person described the pattern of workflow at IIT Madras, its features which includes conceptualization and design in-house. He described that HR departments update the workflow system whenever a new employee is hired. Within the Administration department, the registration is approved by authorities such as the Registrar and Directors, and then the supervisor assigns the task and reports it to higher authorities. Parallely, on the other hand, will conduct the medical examination and fitness test, which will be handled by the corresponding department, and will update the system. Finally, it is routed to the finance department for payroll preparation and salary disbursement.

The Evaluation of Thesis Control is a technique for evaluating dissertations and thesis produced by scholars and students. The honorarium is paid to thesis examiner and proceeds through all relevant departments before being credited to the person were mentioned. Vehicles entering and exiting the campus are marked with a sticker that records their travels. All of the entry and exit points have been digitalized. Parents are also given a verification pass with a QR code to confirm their authenticity. Vendors PAN, TAN, and GST are registered, and all additional transaction details must be entered into the workflow system.



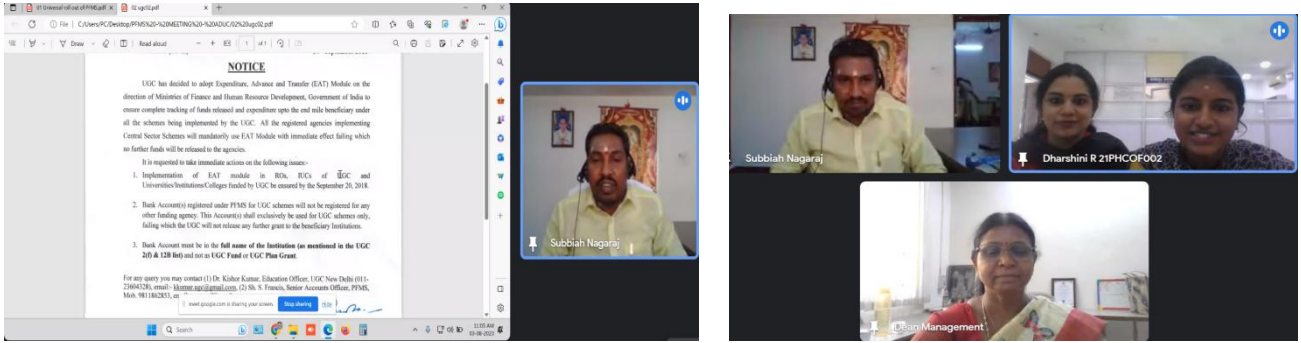
The use of the workflow system in the institute was demonstrated by the purchase of a few furniture's on an installment basis, as well as the pattern of partial payments, deliveries received, and payments made by bank transaction, including the processing of GST amount were taught.

User Help Document is used to create a Business Requirement Document and a Technical Requirement Document. The IITM workflow system is successful because it was begun by the Director and is a means of adapting to changing technological needs in order to eliminate physical mobility and documentation. IITM offer an excellent archiving policy, and no data or documents will be lost even in the event of an unanticipated contingency. "Continuous instability" which means constantly evolving and will never be stable with this session were concluded.

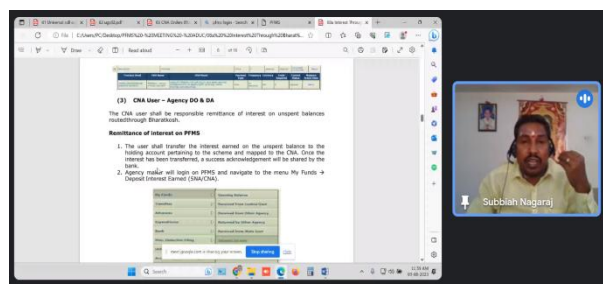
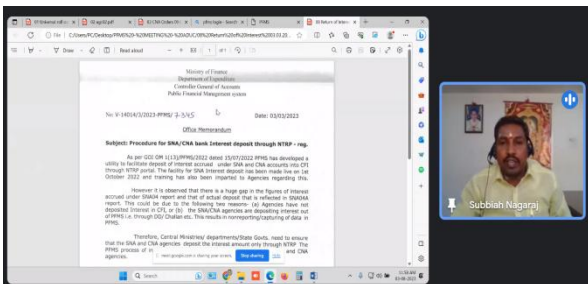
Take Away Message:

- Workflow automation execute certain operations and activities without the need for human intervention.
- It's a tool for making work more efficient, simple, and consistent.
- Continuous up gradation for changing requirements.

**Day IV Session II**  
**03/08/2023 @ 11.00 am – 12.00 pm**  
**Overview of Public Financial Management System (PFMS)**  
**Mr.M.S.Nagaraj**  
**M.S. Nagaraj & Co.,**  
**Chartered Accountants, Coimbatore**



Mr Nagaraj introduced the PFMS by stating that that PFMS began in 2009 with the goal of tracking money distributed under all Government of India Plan programs and real-time reporting of expenditure at all levels of Program execution and ETA model was explained. Following that, the scope was expanded to include direct payments to beneficiaries under all Schemes. The administrator's role was discussed. The administrator must add schemes and users, monitor users, and activate accounts for E-payment. The Agency Operator is responsible for adding the opening balances of all suppliers and submitting them for approval. To include interest earned, money from other sources must also be submitted for approval.



In the PFMS website, the Data Agency Operator is used to create expenditure details by entering scheme details, bank account details, expenditure done for, sanction letter, amount for transaction date, vendor details, and so forth. The same software is utilized by all suppliers in India. Before completing the payment, search for and verify the vendor registration. If the vendor has not yet been registered, a new ID should be issued for payment and payment is done using digital signature. An example is used to explain the methods for creating a vendor ID.

The administrator's role is to approve or reject the payment request. OTP will be produced via SMS or mail on the PFMS webpage, and information pertaining to transactions across India will be shown on a daily basis, or up to date in one fiscal year, etc. The steps involved in receiving funds, making a payment on the Barathghosh website and TSA accounts are a brand-new system were explained

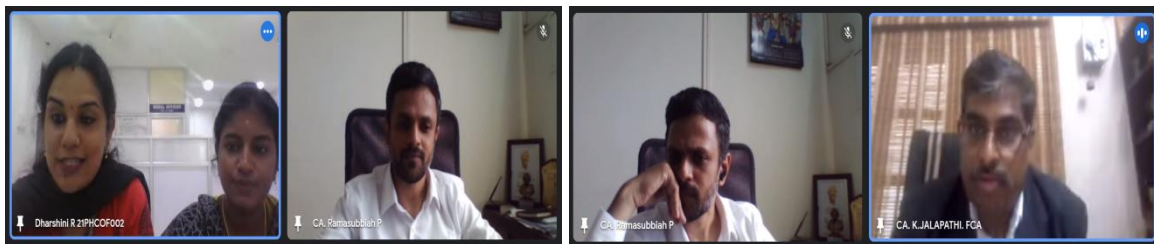
Removing incorrectly entered data option is unavailable. Only the approval login has the ability to reject the entry. The query about downloading the PFMS certificate for collecting funds was answered by describing the step-by-step procedure of logging in, printing the certificate, and lastly sending it to the appropriate authority.

Take Away Message:

- Steps followed for commencement of PFMS in institutions.
- Direct Benefit Transfer, Zero Balanced accounts and Digital signature certificate
- Role Agency Administration, Agency Data Operation and Agency Data Approver.
- PFMS provides an efficient fund flow system as well as a payment cum accounting network

#### **Day IV Session III**

**03/08/2023 @ 2.00 pm – 3.00 pm**  
**Application of GST & IT to HEIs**  
**CA K.Jalapathi**  
**Chartered Accountant**  
**M/S Anbarasu & Jalapathi, Coimbatore**



The comprehensive session began with a quick explanation of TDS and GST. TDS basic exemption of Rs 7 lakhs is available for educational institutions and trusts. Above Rs 7.5 lakhs in income, educational institutions or trusts must pay tax. TDS is levied on each cash transaction above Rs 30000 per month.

Before making the payment, double-check the TDS rate should be done. On the 7th of each month, TDS will be deducted before payment or before the invoice receiving date. The repercussions of non-compliance were explained, including late deduction interest of 1% per month, late payment interest of 1.5% per month, late charge of Rs. 200/day disallowance in IT, and prosecution and other penal measures. The return should be filed quarterly after payment were explained as well.

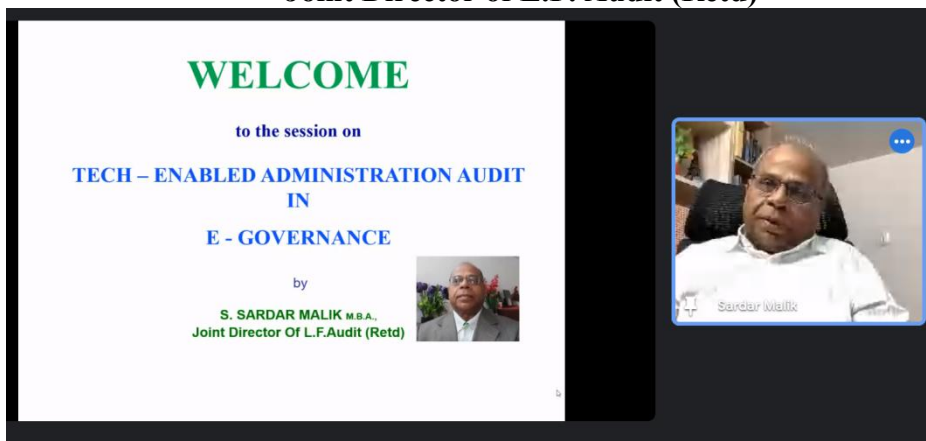
Any items offered to students by educational institutions are then taxable at the corresponding rate. Under Sections 12AA and AB, Charitable Institutions enjoys the tax exemption. There is no exception for services offered by educational institutions in the form of training or coaching in the arts and culture. The taxability of educational services was explained as follows: educational connected services are exempt, while others, such as renting of land or buildings and consultation fees obtained from third parties, are taxed at 18% were emphasized too.

The session was concluded by summarizing the 80G Renewals, Donation statement- form 10 BD, Timely filing of IT forms, TDS Compliance, GST Compliance and Exempt Inward Supplies.

Take Away Message:

- GST exemption for educational institutions notification helps to notify updates regarding GST exemptions.
- Activities promoting education, public health, sanitation, or any other service to the general public

**Day IV Session IV**  
**03/08/2023 @ 3.00 pm – 4.00 pm**  
**Auditing in HEIs**  
**Mr. S. Sardar Malik,**  
**Joint Director of L.F. Audit (Retd)**



Audits are important in maintaining openness, accountability, and proper resource allocation in higher education institutions, according to the resource person. The unique characteristics of audits in higher education, which include financial, operational, and regulatory issues, were highlighted. The role of auditing in sustaining educational quality and integrity, as well as boosting institutional reputation, was discussed.

This sector's particular audit issues, such as complicated revenue streams (tuitions, grants, contributions), diverse expenditure categories, and decentralized decision-making processes, were handled. The significance of substantive testing, internal control review, and fraud detection was

also covered, as was the influence of changing regulatory requirements and evolving accounting standards on audits.

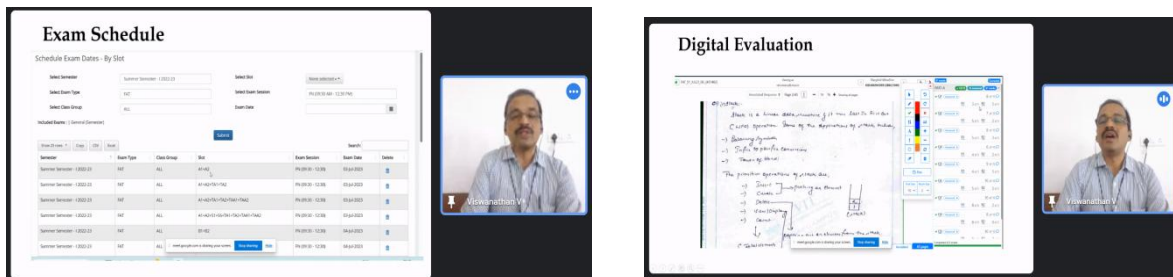
The digital transformation in higher education and how technology is revolutionizing the audit process, making it more efficient and accurate were deliberated. Insights into the audit processes and challenges specific to the higher education sector and audit is the prime identity of good governance in the institution were explained.

The internal audit function inside higher education institutions was highlighted, outlining their responsibilities in ensuring compliance and enhancing operational efficiency. The collaboration of external and internal auditors for comprehensive audits. and the transactions that occur at a university during academic and administrative activity were also demonstrated

Take Away Message:

- To ensure that financial information is represented fairly and accurately
- Audit provide planning, honesty, secrecy, audit evidence, internal control system, skill and competence to HEIs

**Day V Session I**  
**04/08/2023 @ 9.45 am – 10.45 pm**  
**Automation of Examination**  
**Dr.V.Viswanathan,**  
**Professor, School of Computer Science and Engineering and Deputy Controller of**  
**Examination, Vellore Institute of Technology, Chennai**



Automation of examination techniques and processes allows for a more speedy, accurate, time-saving, and secure process. IT configuration has also decreased the consumption of paper and allowed for convenient secure document storage.

The Institute's e-governance system, which was implemented using the e-Campus software, included an examination module that governed the functions of student registration for examinations, payment of examination fees, hall ticket generation, appointment of question paper setters and answer paper evaluators, attendance, appearing for tests and assignments, weight age settings for various courses for tests and examination, evaluation entry and mark entry. The IT implementation components of automation include an electronic method of mark verification, an absolute grading system, the generation of mark sheets, and provisional certificates.

The online issuance of Genuine-ness Certificates, Duplicate Certificates, and Academic Transcripts expedites the process regardless of the numbers used with the required time. The implementation of online tracking for Research Scholars aided in determining the state of their thesis valuation. Cloud storage has also aided in retrieval. Thus, automation and improvements in the examination management system emphasis institute with integrated technology into its examination system.

Take Away Message:

- It fully automates the previous manual process of taking written exams.
- This automated system could be integrated with cloud so that can be accessed from anywhere

### Day V Session II

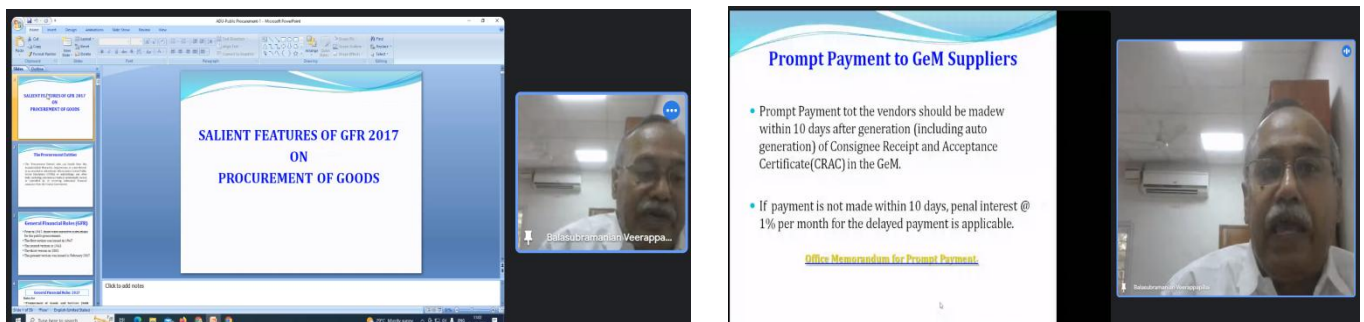
04/08/2023 @ 11.00 am – 12.00 pm

**GFR Rules 2017, Floating a Tender and e-Procurement**

**Mr.V.Balasubramanian**

**Internal Audit Officer**

**Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**



General Financial Rules (GFRs) are a collection of rules and orders issued by the Government of India that must be observed by all while dealing with public money. Except as otherwise stipulated in these Rules, these rules and orders are treated as executive instructions to be followed by all Departments and Organizations under the Government and specified Bodies. GFRs, 2017, were developed as a result of extensive consultations with Central Government Ministries and Departments, several State Governments, and other stakeholders during the Task Force stage and afterwards. The goal of any rule is to offer a framework within which an organization can operate its company in a financially responsible manner while remaining flexible in dealing with a variety of situations.

"E-Procurement" refers to the Procuring Entity's use of information and communication technology (particularly the internet) in conducting its procurement processes with bidders for the acquisition of goods (supplies), works, and services with the goal of open, non-discriminatory, and efficient procurement through transparent procedures.

A bid is an offer to deliver products, services, or the execution of works made in conformity with the terms and conditions specified in a document seeking such offers. A Bidder is any eligible person, firm, or company, including a consortium (that is an association of several persons, firms, or companies), who participates in a procurement process with a Procuring Entity. A Standard (Model) Bidding Document is a standardized template to be used for preparing Bidding Documents after making appropriate changes for specific procurement.

The open tender will be promoted within three weeks. It was previously published in the newspaper. The tender amount must be less than 2.5 lacs. EMD (Earnest Money Deposit) was collected from the organization by taking precautions to ensure that only serious bidders participate in the process. This is a refundable deposit requested in the form of a fixed deposit. A two-bid approach is used, the first of which includes both commercial and technical bids. When the bid is open, the entire agency will be notified. Late bids will be rejected without ever being opened.

Take Away Message:

- General Financial Rules (GFRs) are a compilation of rules and orders of Government of India to be followed by all while dealing with matters involving public finances
- Tender is a formal offer, or a bid, to ultimately secure a contract
- E- procurement allow purchases to collect and organize data about past purchases and vendor performance with ready-to-use visual reports

### Day V Session III

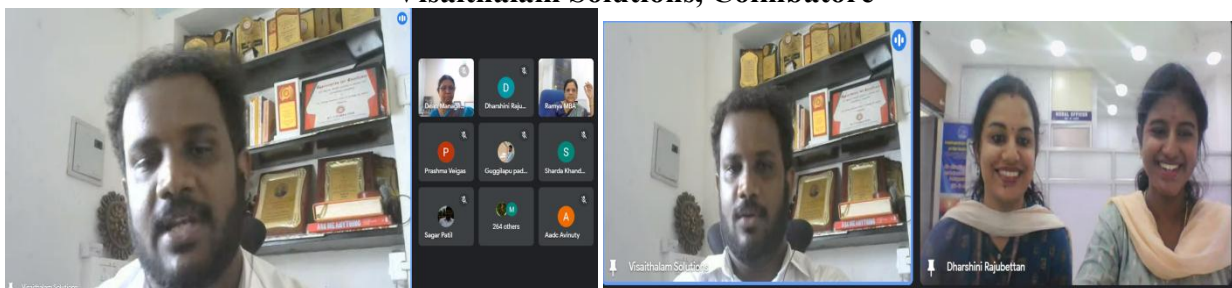
04/08/2023 @ 3.00 pm – 4.00 pm

Protecting Institutional Data and Cyber Security

Mr.V.M.Prabhakaran,

Founder & CEO

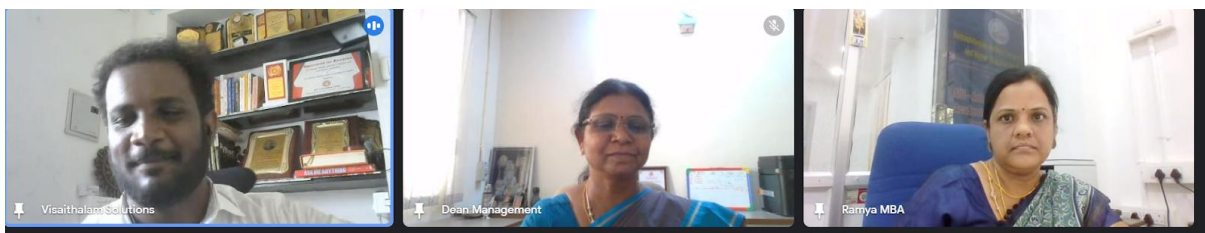
Visaithalam Solutions, Coimbatore



The lecturer began the discussion by stating that cyber security will take over all departments in the firm. The most serious issue that institutions confront is malware attack, specifically Trojan Horse, how it affects the system, and how to overcome it. Every malware has a basic background, and the evolution of trojan horses throughout history has been explained. When permission granted for advertisements and use the cracked version of software for a period of one month without purchasing the product there is high chance to get affect by virus. Adware is created when you watch or click on advertisements, and the program is automatically placed on

your system, making it tough to remove. It will affect all personal information, and the data will be shared with the third party attempting to access it. Once the trojan horse has deleted/backed up files, the virus must employ the safe mode approach. To get rid of the trojan horse malware, select the troubleshoot option.

The second major hazard is Ransom Ware, which has been the subject of controversy in recent years. If files downloaded from unprotected websites that begin with http, will be vulnerable to Ransom Ware. Without the user's awareness, any data acquired from the website will be saved as text with the http websites. It is not intended for individuals. It is aimed towards businesses. The message "Your files are encrypted" will appear on the screen. whenever the system is turned on. There will be no Ransomware problem if the firm uses the commercial edition of the Windows operating system.



Keylogger software is spyware, keyboard overlay, if we type on the keyboard overlay, everything is immediately saved. Keyloggers are USB devices that are used to store data, including sensitive information. There are certain recording settings that save the keyboard key noises, which the hacker will use. To avoid keylogger software, it is preferable to use a virtual keyboard. The keylogger will not be affected if antivirus is installed or if it is an unused anti-logger. Phishing is a serious problem that involves falling into the trap of bogus websites. For regularly visited websites, they employ a different URL or E-mail id as a phishing ruse. Spear phishing will target a specific individual, whereas whale phishing will target large amounts of data.

The session was concluded after emphasizing the measures must be updated in the system on a regular basis. The use of a firewall will prevent threats. Please do not click the links. In cognito mode, it will not save data or backup files, but it will be beneficial if data is lost or the machine is infected with a virus. Google Activity is a feature that saves all of your Google activities.

#### Take Away Message:

- Keep software up-to-date.
- Avoid opening suspicious emails.
- Use Antivirus and Antimalware software on the electronic devices.
- Use a security file-sharing solution to encrypt data.

## Day V Session IV

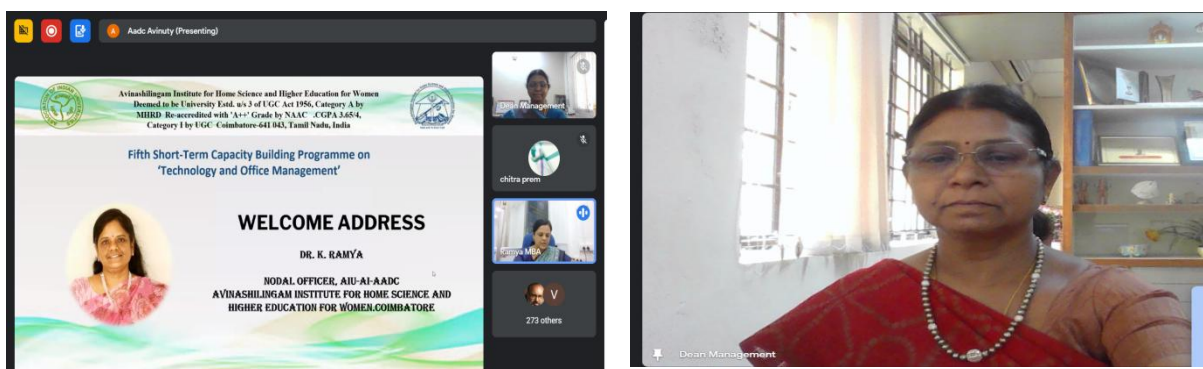
04/08/2023 @ 4.00 pm – 5.00 pm

Valedictory Address

Dr. P.P. Ajayakumar,

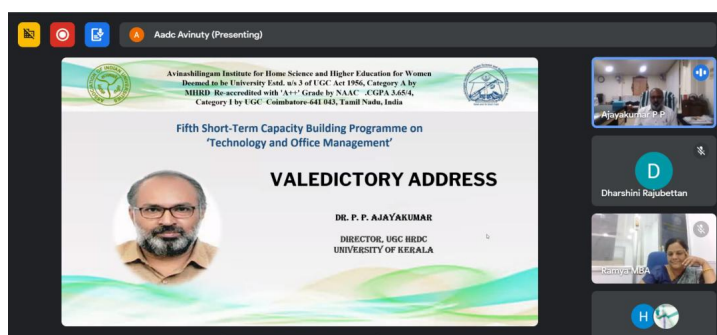
Director, UGC HRDC, University of Kerala

On 4<sup>th</sup> August 2023 at 4.00 p.m. valedictory session started with blessings of God Almighty, Dr.T.S.Avinahilingam Ayya Avargal and Dr. Rajaammal P.Devadas Amma Avargal with a prayer song.



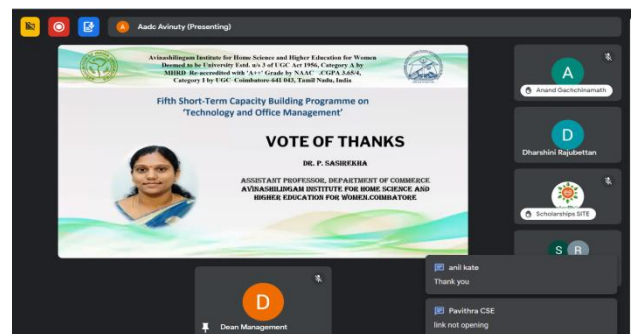
Dr.K.Ramya, Nodal Officer, AIU-AI-AADC, welcomed the gathering with insightful thought. Dr.P.Santhi, Programme Coordinator, Dean, School of Commerce and Management had presided the session with enlightening thought on“**Technology and Office Management**” exclusively for the Non –teaching support staffs of Higher Educational Institutions over the nation. With the integration of technology, the job of the administrative professional has swiftly advanced over the last decade, as office automation has infiltrated corporate lives. Despite these developments, the primary responsibilities of administrators and executive assistants have remained constant. Coordination of office administrative activities, answering phones, taking messages and transferring calls, scheduling events, meetings, appointments, and updating calendars, handling mail and faxes, enrolling memos, preparing reports, ensuring document accuracy, maintaining databases and filing systems, whether electronic or paper, integrating information for distribution to employees and customers, and performing basic bookkeeping are all responsibilities.

The session was concluded with a thought that new technological advancements in today's modern office, an administrative professional must multitask in order to fulfill multiple duties.



Dr. P.P. Ajayakumar, Director, UGC HRDC, University of Kerala delivered the valedictory address. Digital literacy is an individual's ability to find, evaluate, and communicate information by utilizing typing or digital media platforms. It is a combination of both technical and cognitive abilities in using information and communication technologies to create, evaluate, and share information. The resource person has also emphasized the internal knowledge of a large tech-enabled third-party administrator (TPA) for employee and health benefits was insufficient to meet their digital transformation goals on the Microsoft 365 platform. The company required a partner who understood the software development side of Microsoft 365 and could use an agile process to implement their focused initiatives, which included developing a new company intranet with SharePoint, creating automated document workflows to replace arduous manual processes, and using bot technology to collect data from multiple sources automatically.

The concluding session emphasized that Employee up skilling is the practice of assisting employees in expanding their knowledge by providing them with the necessary resources. Employers can help by giving them with access to a variety of courses and educational initiatives.



Dr.Kanniammal, Programme Co-coordinator, Professor, Department of Commerce, presented the Fifth Short-Term Capacity Building Programme on 'Technology and Office Management' report, stating that 532 non-teaching staff from across the country participated and that all session speakers effectively deliberated the theme, making it a productive, useful, and timely program. Dr.P.Sasirekha, Assistant Professor, Department of Commerce, has expressed her heartfelt gratitude to the chief guest and dignitaries for spending their important time and sharing their experiences with the participants.

## 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-641 043, Tamil Nadu, India					
<b>AIU - Avinashilingam Institute - Academic &amp; Administrative Development Centre (AIU-AI-AADC)</b>						
<b>Certificate No: AIU - AI - AADC/2023 - 2024/ 05/ 057</b>						
<b><u>Certificate of Participation</u></b>						
<b>This is to certify that</b>						
<b>Mr. R.YUVARAJ</b>						
<b>Lab Technician, Department of Fashion Technology, Sona College of Technology</b>						
has participated in the Fifth Short Term Capacity Building Programme on Technology and Office Management conducted by						
<b>AIU - Avinashilingam Institute - Academic &amp; Administrative Development Centre (AIU - AI- AADC) held from</b>						
<b>31/07/2023 to 04/08/2023 and his performance was Excellent.</b>						
 Dr.K.Ramya Nodal Officer AIU-AI-AADC Avinashilingam Institute	 Dr.K.Kanniamal Programme Co- Coordinator Avinashilingam Institute	 Dr. P.Santhi Programme Coordinator Avinashilingam Institute	 Dr. Amarendra Pani Joint Director & Head Research Division, AIU	 Dr. Pankaj Mittal Secretary General AIU	 Dr. S.Kowsalya Registrar Avinashilingam Institute	 Dr. V. Bharathi Harishankar Vice Chancellor Avinashilingam Institute

## Fifth Short-Term Capacity Building Program on 'Technology and Office Management'

Date/Day	Session I 9.45 am to 10.45 am	Session II 11.00 am to 12.00 pm	Session III 2.00 pm to 3.00 pm	Session IV 3.00 pm to 4.00 pm	Session V 4.00 pm to 5.00 pm
Day 1 31/07/2023 Monday	<b>Inauguration &amp; Special Address: Imperative Role of Technology in Office Management</b> <b>Prof. R. Srinivasan</b> Member - State Planning Commission Government of Tamil Nadu <a href="mailto:Seenu242@gmail.com">Seenu242@gmail.com</a> <b>Mobile: 9444939668</b>	<b>Role and Significance of ICT in HEIs and Exploring Hardware and Software Concepts</b> <b>Mr. B. Meinathan</b> Technical Consultant Nettel Solutions India Private Limited, Coimbatore <a href="mailto:nettlesolutions05@gmail.com">nettlesolutions05@gmail.com</a> <b>Mobile: 7402740298</b>	<b>Computer Networks, Internet and Office Automation, AI and Automation, Digital Transformation</b> <b>Mr.K.Santhosh Kumar</b> Zonal Manager Accent Techno Soft Coimbatore <a href="mailto:ats.ksanthosh@gmail.com">ats.ksanthosh@gmail.com</a> <b>Mobile: 7402740234</b>	<b>Window Installation, Network Connection (LAN), Installation of Printer, Basic Troubleshooting, etc.</b> <b>Mr. K.Santhosh Kumar</b> Zonal manager Accent Techno Soft, <a href="mailto:ats.ksanthosh@gmail.com">ats.ksanthosh@gmail.com</a> <b>Mobile: 7402740234</b>	<b>Professionalism in Workplace</b> <b>Prof. S.P.Thyagarajan</b> Distinguished Professor & Advisor to Chancellor, Vellore Institute of Technology, Chennai Former Chancellor, Avinashilingam Institute for Home Science ad Higher Education for Women, Coimbatore. <a href="mailto:profsp@gmail.com">profsp@gmail.com</a> <b>Mobile:8925836525</b>
Day 2 01/08/2023 Tuesday	<b>Word Processing Applications &amp; Spreadsheet Applications</b> <b>Mrs. A. Moogambikai</b> , Senior Technical Trainer CADD Centre Training Services, Coimbatore <a href="mailto:Moogambigaisynergy18@gmail.com">Moogambigaisynergy18@gmail.com</a> <b>Mobile: 7708750052</b>		<b>MS-PowerPoint</b> <b>Dr. Sathiyaseelan Shanmugam</b> Director, Primoris Systems India Pvt Ltd, Coimbatore <a href="mailto:drsathya@outlook.com">drsathya@outlook.com</a> <b>Mobile: 9578998989</b>	<b>File Management</b> <b>Dr. Sathiyaseelan Shanmugam</b> Director, Primoris Systems India Pvt Ltd, Coimbatore <a href="mailto:drsathya@outlook.com">drsathya@outlook.com</a> <b>Mobile: 9578998989</b>	
Day 3 02/08/2023 Wednesday	<b>Email and Calendar Management: E-mail Etiquettes</b> <b>Mr. G. Arulprakash</b> Manager, Business & Operations Cloud Reign Technologies <a href="mailto:arul@education.cloudreign.in">arul@education.cloudreign.in</a> <b>Mobile: 9865176677</b>	<b>Collaboration platforms (Google Drive, Docs, Sheets, Forms)</b> <b>Ms. Saraswathi. P</b> Trainer, Cloud Reign Technologies <a href="mailto:sara@education.cloudreign.in">sara@education.cloudreign.in</a> <b>Mobile: 9865176677</b>	<b>Technology and Examination Process</b> <b>Dr. Lalitha Balakrishnan</b> Former Principal, MOP Vaishnav College for Women, Chennai <a href="mailto:doctorlalitha@gmail.com">doctorlalitha@gmail.com</a> <b>Mobile: 9940557437</b>	<b>Good Governance, Disciplinary procedures, RTI, ICC etc.,</b> <b>Dr. S. Kowsalya</b> Registrar, Avinashilingam Institute for Home Science ad Higher Education for Women, Coimbatore <a href="mailto:registrar@avinuty.ac.in">registrar@avinuty.ac.in</a>	
Day 4 03/08/2023 Thursday	<b>Workflow Automation</b> <b>Dr. Rahul Ratnakar Marathe</b> , Professor, Dept. of Management Studies, IIT, Madras <a href="mailto:rrmarathe@iitm.ac.in">rrmarathe@iitm.ac.in</a> <b>Mobile: 9952092695</b>	<b>Overview of Public Financial Management System (PFMS)</b> <b>Mr. M. S. Nagaraj</b> M.S. Nagaraj & Co., Chartered Accountants, Coimbatore <a href="mailto:msnagaraj.ca@gmail.com">msnagaraj.ca@gmail.com</a> <b>Mobile: 8012640425</b>	<b>Establishment Rules &amp; Processes</b> <b>T.R . Ramakrishnan</b> Retd. Deputy Registrar cum Addition COE, University of Madras, Chennai <a href="mailto:thirumalai1957@gmail.com">thirumalai1957@gmail.com</a> <b>Mobile: 9840384039</b>	<b>Application of GST &amp; IT to HEIs</b> <b>CA K. Jalapathi</b> Chartered Accountant, M/S Anbarasu & Jalapathi,, Coimbatore <a href="mailto:anujalauupdate2@gmail.com">anujalauupdate2@gmail.com</a> <b>Mobile: 9842896673</b>	<b>Auditing in HEIs</b> <b>Mr. S. Sardar Malik, Joint</b> Director of L.F. Audit (Retd) <a href="mailto:ssardar.malik@gmail.com">ssardar.malik@gmail.com</a> <b>Mobile: 9843665343</b>
Day 5 04/08/2023 Friday	<b>Automation of Examination</b> <b>Dr. V. Viswanathan</b> , Professor, School of Computer Science and Engineering and Deputy Controller of Examination, Vellore Institute of Technology, Chennai <a href="mailto:chennai.dcoe@vit.ac.in">chennai.dcoe@vit.ac.in</a> <b>Mobile: 9443174417</b>	<b>GFR Rules 2017, Floating a Tender and e-Procurement</b> <b>Mr. V. Balasubramanian</b> Internal Audit Officer Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore <a href="mailto:vbaluadndu@gmail.com">vbaluadndu@gmail.com</a> <b>Mobile: 7708745970</b>	<b>Online Admission Management System</b> <b>Dr. M. Jayanthi</b> Head, Department of Commerce, Vice Principal, PSG College of Arts and Science, Coimbatore <a href="mailto:vpsa@psgcas.ac.in">vpsa@psgcas.ac.in</a> <b>Mobile: 9551251969</b> <b>Dr. V. Santhosh</b> , Assistant Professor, Department of Commerce (Foreign Trade) PSG College of Arts and Science, CBE <a href="mailto:santhoshveerapamy@gmail.com">santhoshveerapamy@gmail.com</a> <b>Mobile: 9843324425</b>	<b>Protecting Institutional Data and Cyber Security</b> <b>Mr. V. M. Prabhakaran</b> , Founder & CEO Visaithalam Solutions, Coimbatore <a href="mailto:info@visaithalam.com">info@visaithalam.com</a> <b>Mobile: 9566965363</b>	<b>Valedictory Address</b> <b>Dr. P.P. Ajayakumar</b> , Director, UGC HRDC, University of Kerala. <a href="mailto:ajaymorzha62@gmail.com">ajaymorzha62@gmail.com</a> <b>Mobile: 9400017065</b>

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



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

**Organises**

**V Short Term Capacity Building Programme  
on**

**Technology and Office Management**

**31.07.2023 to 04.08.2023**

**Case Studies  
Hands-on  
Sessions  
Activities**

**Mode : Online**

**FREE  
Registration**

## ABOUT THE INSTITUTE

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

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 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 921 members (907 Indian & 14 Associate Members of Foreign Countries). The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

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

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

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

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

## ABOUT THE CENTRE

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

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

## VISION

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

## MISSION

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

## ABOUT THE PROGRAMME

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

## OBJECTIVES

- Provide a comprehensive understanding of essential ICT concepts and tools.
- Enable participants to utilize ICT effectively in their day-to-day tasks.
- Demonstrate practical proficiency in the use and application of current computer hardware and Software
- Demonstrate ability to develop, organize, edit and publish a variety of office documents
- Foster collaboration, communication, and data management through ICT platforms.
- Promote a culture of continuous learning and adaptability in the rapidly evolving digital landscape.

## TARGET PARTICIPANTS

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

**Mode of delivery : Online**

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

## PROGRAMME SCHEDULE

**Day 1: Date: 31.07.2023**

**Introducion to ICT Fundamentals and Office Technologies**

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

**Day 2: Date: 01.08.2023**

**Office Automation Tools**

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

# PROGRAMME SCHEDULE

**Day 3: Date: 02.08.2023**

## **Effective Collaboration and Communication**

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

**Day 4: Date: 03.08.2023**

## **Tech-enabled Administration**

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

**Day 5: Date: 04.08.2023**

## **Tech -enabled Administration - continued**

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

## LIST OF RESOURCE PERSONS

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

# REGISTRATION

REGISTRATION LINK : <https://forms.gle/4MzxDRLJfCAMPd7>

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. P. Santhi**

Dean, School of Commerce and Management,

Professor, Department of Commerce,

Avinashilingam Institute for Home Science and Higher Education for Women

**Mobile : 9442019368**

## CO-COORDINATOR

**Dr. K. Kanniammal**

Professor and Head, Department of Commerce,

School of Commerce and Management,

Avinashilingam Institute for Home Science and Higher Education for Women

**Mobile : 9965520151**

## REACH US AT

**Dr. K. RAMYA**

Nodal Officer

AIU - Avinashilingam Institute- Academic &

Administrative Development Centre (AIU-AI-AADC)

Avinashilingam Institute for Home Science and Higher Education for Women

Coimbatore – 641 043, Tamil Nadu, INDIA

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