

# Avinashilingam Institute for Home Science and Higher Education for Women



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

organizes

Third Short Term Capacity Building Programme for the year 2026  
on

# Digital Skills and AI for Administrative Professionals

Mode : Online



Via Google Meet

18.06.2026 to 20.06.2026



Demonstrations  
Hands -on Sessions  
Activities

## ABOUT THE INSTITUTE

The Institute had its humble beginning in the year 1957 as Sri Avinashilingam Home Science College for Women and has been conferred the Deemed to be University by MHRD in 1988. Few of the recent accolades of the Institute includes: A++ with CGPA of 3.65/4 by NAAC; 81st Rank in NIRF, 5th Rank under the category of 'University & Deemed to be University (Govt. & Govt. Aided Technical)' in ARIIA – 2021.

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.

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





## ABOUT THE ASSOCIATION OF INDIAN UNIVERSITIES

- Association of Indian Universities (AIU) is an apex inter university representative body of universities and other higher education institutions in the country. Established in 1925 as the Inter University Board (IUB) of India, it acquired its legal status as a registered society in 1967 under the Societies Registration Act 1860 and was rechristened as Association of Indian Universities (AIU) in 1973. AIU is the second oldest university association in the world next to the Association of Commonwealth Universities which was established in 1913.
- It has the distinct feature of having the largest network of universities and other higher education institutions under its ambit, with 1,088 institutions, including 16 foreign associate members from other countries. The membership of AIU includes all types of universities, such as 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.





## 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 CENTRE

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

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



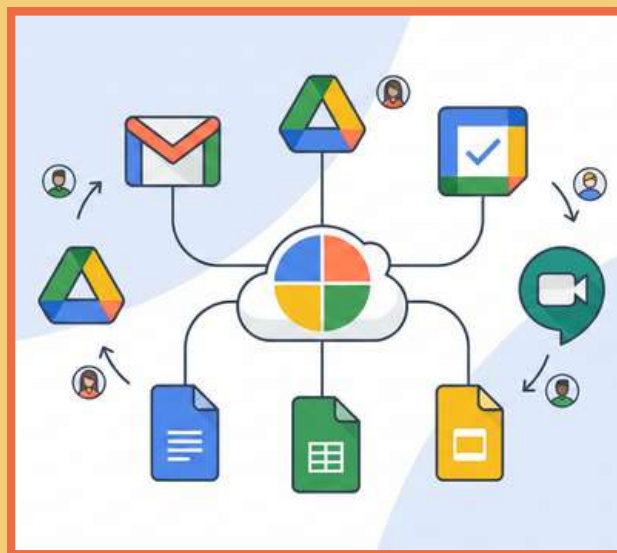
## ABOUT THE PROGRAMME

- The administrative environment of Higher Education Institutions is rapidly evolving with the adoption of digital technologies and paperless workflows.
- Administrative personnel are increasingly required to manage information, prepare documents, coordinate institutional activities, and support academic and administrative functions efficiently using digital tools.



- Modern workplaces rely heavily on digital platforms for communication, collaboration, data management, scheduling, and record keeping.
- The effective use of tools such as email platforms, cloud storage, spreadsheets, online forms, and collaborative applications can significantly improve productivity, accuracy, and service delivery within institutions.

- Recent advancements in Artificial Intelligence (AI) and cloud-based technologies have further enhanced workplace efficiency. Tools such as ChatGPT, Google Workspace, Microsoft 365, and digital productivity applications support document drafting, data analysis, communication, workflow management, and informed decision-making in administrative settings.



- This three-day capacity building programme is designed to equip non-teaching staff with essential digital workplace competencies through practical, hands-on training. The programme will enable participants to enhance productivity, strengthen collaboration, improve digital communication, and contribute effectively to technology-enabled administration in Higher Education Institutions.

## OBJECTIVES

- Enhance digital competency among non-teaching staff for efficient workplace administration.
- Develop practical skills in email management, information search, document creation, and reporting.
- Enable effective use of AI tools and collaborative platforms for workplace productivity.

## TARGET PARTICIPANTS

**Non-teaching staff of Higher Education Institutions, including administrative officers, office superintendents, personal assistants, clerical staff, examination and admission personnel, student support staff, and technical support personnel.**

**Duration : 18.06.26 to 20.06.26**

**( 3 Days Programme )**

**Time : 10:30 am to 03:30pm**

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

# PROGRAMME SCHEDULE



DATES

DAY 1  
18.06.2026

DAY 2  
19.06.2026

DAY 3  
20.06.2026



SESSION  
TIMINGS

10.30 AM TO 3.30 PM  
(Each Session: 45 Minutes)

DAY  
1

DIGITAL COMMUNICATION  
AND INFORMATION  
MANAGEMENT



SESSION I

🕒 10.30 AM – 12.00 PM  
(45 min each)

- **Professional Email Management:** Organizing, Prioritizing and Responding Efficiently
- **Smart Google Search Techniques:** Finding Accurate Information Faster



SESSION II

🕒 12.15 PM – 3.30 PM  
(45 min each)

- **ChatGPT for Everyday Office Tasks:** Drafting, Summarizing and Problem Solving
- **AI-Powered Productivity:** Prompt Writing and Practical Applications for Administrative Staff



DAY  
2

DOCUMENTS, DATA  
AND REPORTING



SESSION I

🕒 10.30 AM – 12.00 PM  
(45 min each)

- **Creating Professional Documents** using Microsoft Word
- **Excel for Office Administration:** Functions, Data Analysis and Reporting



SESSION II

🕒 12.15 PM – 3.30 PM  
(45 min each)

- **Google Forms and Microsoft Forms** for Data Collection and Feedback Management
- **Preparing Reports, Minutes, Notices and Presentations** using Digital Tools



DAY  
3

COLLABORATION,  
PRODUCTIVITY AND  
DIGITAL WORKSPACES



SESSION I

🕒 10.30 AM – 12.00 PM  
(45 min each)

- **Collaborative Platforms for Teamwork:** Google Workspace and Microsoft 365
- **Digital File Management and Paperless Office Practices**



SESSION II

🕒 12.15 PM – 3.30 PM  
(45 min each)

- **Digital Scheduling, Calendar Management and Meeting Coordination**
- **Cybersecurity, Data Privacy and Safe Digital Practices in the Workplace**



PRACTICAL  
LEARNING



REAL-WORLD  
APPLICATIONS



BOOST  
PRODUCTIVITY



BUILD DIGITAL  
CONFIDENCE

## EXPECTED OUTCOMES

Participants will be able to:

- Manage emails and workplace communication effectively.
- Retrieve information efficiently using advanced search techniques.
- Utilize ChatGPT and AI tools for routine administrative tasks.
- Create professional documents, spreadsheets, forms, reports, and presentations.
- Implement digital file management and paperless office practices.
- Follow cybersecurity and data privacy best practices.



### Benefits of Going Digital



Increased Productivity



Enhanced Collaboration



Improved Work-Life Balance

## REGISTRATION

### REGISTRATION LINK :

<https://forms.gle/AkGacFyPqv8TxSEV7>

## REGISTRATION FEE

- Indian Participants  
₹ 118 (Inclusive of GST)
- International Participants  
USD 15 (Inclusive of GST)

## PAYMENT DETAILS

Account Name : **Avinashilingam  
Institute for Home Science and  
Higher Education for Women**

Name of the Bank : **Indian Bank**

Bank Account Number : **6010310202**

IFSC Code : **IDIB000A005**

SWIFT Code : **IDIBINBBCBE**

[Scan here to register yourself](#)



## AI ADVISORS

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



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



**Dr. H. Indu**, Registrar i/c



## AIU ADVISORS

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



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



## PROGRAMME COORDINATOR

**Dr. K. RAMYA**  
Nodal Officer



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