

# Avinashilingam Institute for Home Science and Higher Education for Women



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

organizes

First Short Term Capacity Building Programme for the year 2025  
on

## Streamlining Administrative Processes with Technology

Mode : Online

**27.02.2025 to 01.03.2025**



Via Google Meet

Registration  
FREE



Demonstrations  
Hands -on Sessions  
Activities



## ABOUT THE INSTITUTE

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

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

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



## ABOUT THE ASSOCIATION OF INDIAN UNIVERSITIES

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

It has the distinct feature of having the largest network of universities and other HEIs under its ambit with 1002 Members which includes 16 Associate Members of Foreign Countries. The membership of AIU includes all types of universities e.g., Conventional Universities, Open Universities, Deemed to be Universities, State Universities, Central Universities, Private Universities and Institutes of National Importance.

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

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

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

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







## **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:

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



## ABOUT THE PROGRAMME

In today's fast-evolving digital landscape, higher education institutions are increasingly expected to deliver services efficiently while managing complex administrative operations.

Non-teaching staff members play a pivotal role in ensuring the smooth functioning of these institutions, handling diverse responsibilities such as data management, communication, coordination, and compliance.

However, traditional administrative methods often involve repetitive tasks, manual processes, and reliance on paper-based systems, which can lead to inefficiencies, errors, and increased workload.



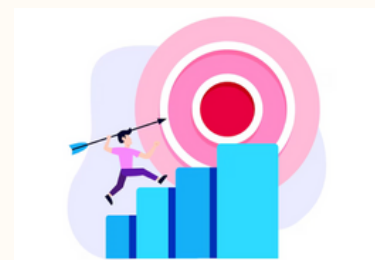
This three-day program equips non-teaching staff with essential digital skills for administrative excellence. Through hands-on training, participants will learn to streamline workflows, enhance productivity, and improve decision-making using cloud platforms, automation tools, and data visualization. The sessions focus on data organization, task management, communication, and reporting, fostering confidence in technology adoption. By embracing digital transformation, administrative teams can reduce redundancy, ensure accuracy, and drive collaboration, ultimately contributing to the efficiency and innovation of their institutions.

## OBJECTIVES

- To introduce participants to technologies that can streamline and automate administrative processes.
- To enhance proficiency in tools for data management, communication, and task coordination.
- To foster a culture of technological adoption for efficient administration.
- To enable participants to identify and implement solutions to common administrative challenges using technology.
- To build confidence in using technology for improved decision-making and process optimization.

## EXPECTED OUTCOMES

- Understand how technology enhances efficiency by automating tasks and optimizing workflows in administrative settings.
- Gain hands-on proficiency in essential tools for data management, communication, and workflow automation.
- Develop the ability to design and implement streamlined administrative workflows to improve operations.
- Enhance problem-solving skills by leveraging technology-driven solutions for administrative challenges.
- Lead digital transformation efforts by adopting modern tools and practices to enhance institutional growth and efficiency.



## TARGET PARTICIPANTS

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

**Duration :** 27.02.25 to 01.03.25

( 3 Days Programme )

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

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

## PROGRAMME SCHEDULE

**Day 1: Date: 27.02.2025**

### Session 1: Introduction to Cloud-Based Tools

- Overview of Google Workspace and Microsoft 365 for document management and collaboration.
- Demonstrate real-time editing, sharing, and storage capabilities.

### Session 2: Basics of Data Organization and Management

- Learn data entry, sorting, and basic analysis using MS Excel and Google Sheets.
- Discuss common data management challenges and solutions.

### Session 3: Digital Communication Tools

- Explore email management techniques and tools like Gmail and Outlook.
- Highlight the use of messaging platforms for team collaboration.

### Session 4: Advanced Features of Cloud Tools

- Explore add-ons and integrations in Google Workspace and Microsoft 365.
- Discuss practical use cases for enhancing efficiency.

**Day 2: Date: 28.02.2025**

### Session 1: Streamlining Workflow with Task Management Tools

- Introduction to task management tools like Trello, Asana, and Microsoft Planner.
- Demonstrate creating, assigning, and tracking tasks for better workflow.

### Session 2: Automating Routine Processes

- Use Google Forms, Add-ons, and automation scripts to reduce repetitive tasks.
- Explore examples of automation in daily administrative operations

### Session 3: Document Management and Sharing

- Best practices for organizing and sharing files using Google Drive, OneDrive, and Dropbox.
- Discuss version control and secure file sharing



## Session 4: Introduction to Advanced Features in Excel and Google Sheets

- Demonstrate pivot tables, conditional formatting, and data validation techniques.
- Explore advanced functions to simplify data analysis

**Day 3: Date: 01.03.2025**

## Session 1: Reporting and Visualization Tools

- Introduction to Power BI and Google Data Studio for-creating insightful reports.
- Demonstrate techniques for visualizing data effectively

## Session 2: Digital Collaboration Platforms

- Explore features of Zoom, Microsoft Teams, and Google Meet for virtual coordination.
- Share tips for managing meetings and collaborative projects

## Session 3: Workflow Integration

- Discuss strategies for combining multiple tools to create seamless workflows.
- Provide examples of integrated systems for administrative efficiency

## Session 4: Advanced Automation Techniques

- Use macros and scripts for automating complex administrative tasks.
- Demonstrate real-world applications to streamline operations





Click Here :

<https://forms.gle/8MQoeKyCaBkJGJp7>

**REGISTRATION FEE : FREE**



## AI ADVISORS

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

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

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

## AIU ADVISORS

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

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

## PROGRAMME COORDINATOR

**Dr. K. RAMYA**

Nodal Officer

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