

" An Online Program on Administrative Effectiveness on Office Tools and Techniques "

Organised By
**Association of Indian
Universities - Shri Vaishnav
Vidyapeeth Vishwavidyalaya -
Academic and Administrative
Development Centre
(AIU-SVVV-AADC)**

Dates: 29.05.2023-2.06.2023



**SHRI VAISHNAV VIDYAPEETH
VISHWAVIDYALAYA**

Indore - Ujjain State Highway

Indore (MP)

Website: <http://aiuaadc.svvv.edu.in/>

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About AIU

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 926 members in India including 15 foreign universities who are the Associated members. 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 Higher 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' organisation, AIU supports the Government as research-based policy advisory body with the wider mandate of taking up research projects on higher education policy, 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 such 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 Vaishnav Trust

1884 is the landmark year as the foundation stone was laid 139 years ago for Shri Vaishnav Group of Institutions by compassionate philanthropists of Indore, MP (India) which was later reconstituted as Shri Vaishnav Sahayak Kapada Market Committee in the year 1934. Shri Vaishnav Vidyapeeth Trust believes in taking the Nation forward by improving the quality of life of its citizens by continuously working in the sphere of education, health and environment. It has been established to promote education and research in various disciplines through academic Institutions for the benefit of all sections of the society, but not with the motive of profit.

About SVVV

Shri Vaishnav Vidyapeeth Vishwavidyalaya is a state private university established under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam in 2015 at Indore MP (India). The University has been established with a vision to be leader in shaping better future for mankind through quality education, training and research.

The University Commenced its first academic session from July 2016 with Undergraduate, Postgraduate, Integrated, Dual degree and Doctoral programs in various disciplines through the following constituent institutions:

- Shri Vaishnav Institute of Technology and Science
- Shri Vaishnav Institute of Information Technology
- Shri Vaishnav Institute of Textile Technology
- Shri Vaishnav Institute of Architecture
- Shri Vaishnav School of Management
- Shri Vaishnav Institute of Journalism and Mass Communication
- Shri Vaishnav Institute of Fine Arts
- Shri Vaishnav Institute of Science
- Shri Vaishnav Institute of Social Sciences, Humanities and Arts
- Shri Vaishnav Institute of Computer Applications
- Shri Vaishnav Institute of Commerce
- Shri Vaishnav School of Law
- Shri Vaishnav Institute of Agriculture
- Shri Vaishnav Institute of Home Sciences & Research
- Shri Vaishnav Institute of Paramedical Sciences

About AADC

AIU has established AIU Academic and Administrative Development Centre in 10 different Universities. The aim of establishing these Centres is to organize short-term professional development programmes for the faculty members and training programmes for the administrative functionaries of the member universities especially on the use of technology and adopting blended learning methods of teaching. AIU-AADC will offer short-term programs of varying duration aimed at continuous capacity building of the key stakeholders through online and in physical modes.

Objectives of AADC

- Provide Continuous knowledge and skill acquisition and enhancement for faculty in order to contribute effectively to the changing landscape of higher education.

- Train administrative staff in higher education institutions with appropriate skills to adapt to emerging information technologies.
- Prepare library professionals and other technical staff in HEIs to contribute to knowledge cum learning and research resources as per the global demands and the local needs.
- Introduce research scholars to the principles of academic integrity and professionals ethics.

About ADP

Office skills are basic administrative skills that help a person to function smoothly as well as & increase productivity and efficiency. Office administrators are responsible for many documents and assignments, often of a confidential nature. To this end, possessing basic organizational skills to file, store and source each item is crucial. Much of the office administrator's position therefore involves working on a computer. They will often need knowledge of either Microsoft Excel or Google Sheets, to input different data and information. This includes student or faculty information, institute performance data and office inventory. MS Excel is a Microsoft office component that serves as a powerful data organization and compilation tool. Additionally, pivot tables are tools that can help you summarize, sort, and analyze large amounts of data in Excel. They can create summary statistics, filters, and visualizations that can be used for exploratory analysis or dynamic reports. Microsoft Word or Google Docs can also be essential as they help in writing reports, drafting important notes and record the minutes of meetings. The advanced features of word such as Google docs, mail merge, formulas and equations further help in managing shared and collaborative tasks better. Similarly, appropriate use of PowerPoint can enhance the teaching and learning experience for both staff and students. Email management is an important part of a virtual assistant role because email is one of the most common communication tools in many businesses today.

It also offers a great platform for outsourcing various tasks that take up time from your day-to-day operations, such as bookkeeping and administrative tasks. Moreover, email management helps you keep your email organized and clutter-free. In this ADP, all major concepts of MS Word, Excel, e-mail, Google Forms and Sheets and power point will be covered by industry and academic experts.

Chief Patrons

- Shri Purushottamdas Pasari, Chancellor, SVVV
- Dr. Upinder Dhar, Vice Chancellor, SVVV

Patron

- Dr. Santosh Dhar, Rector & Dean, FDSR, SVVV

AIU Convener

- Dr. Amarendra Pani
Joint Director & Head, Research Division
Association of Indian Universities, New Delhi

Nodal officer AIU-SVVV-AADC

- Dr. Anand Rajavat
Dean Academic, SVVV- 9406661557

Course Coordinators

- Dr. Shweta Agarwal 9644788773
- Mr Nilesh Patidar 9993196888
- How to apply: Interested candidates can fill the registration form using the following link on or before 25 May, 2023 :
<https://forms.gle/deonSxcBCUnef61J6>
- Registration fee: Rs. 500/-



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SCHEDULE

Google Meet Link : <https://meet.google.com/skx-uirg-rtb>

Day	Date	Time	Topic	Expert
1	29.05.2023	11.30 A.M.- 1.00 P.M.	Inaugural Ceremony	Chief Guest and Keynote Speaker Dr. Akhilesh Pandey Hon'ble Vice Chancellor Vikram University,Ujjain
		01.00 P.M. - 02.30 P.M	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Advanced Gmail Tools and Functions	Dr K Thiyagu Central University of Kerala,
2	30.05.2023	11.30 A.M.- 1.00 P.M.	Powerpoint Tips and Tricks	Dr. Muthupandi Madurai Kamarajar University
		01.00 P.M. - 02.30 P.M	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Excel for Beginners	Mr. Sumit Zokarkar Prestige Institute of Management and Research, Indore
3	31.05.2023	11.30 A.M.- 1.00 P.M.	Advanced Excel	Mr. Sumit Zokarkar Prestige Institute of Management and Research, Indore
		01.00 P.M. - 02.30 P.M	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Data Analysis using Pivot Tables	Mr. Sumit Zokarkar Prestige Institute of Management and Research, Indore



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Day	Date	Time	Topic	Expert
4	01.06.2023	11.30 A.M.- 1.00 P.M.	Introduction to Shared Documents: Google form, Google Docs and Google Sheets	Dr. M K Sharma Founder, Amstech Incorporation Pvt. Ltd., Indore
		01.00 P.M. - 02.30 P.M	Lunch Break	
		02.30 P.M. - 04.00 P.M.	Unexplored features of MS Word	Mr Amlesh Mendhekar Information Technology Consultant
5	02.06.2023	11.30 A.M.- 01.00 P.M.	Unexplored features of MS Word-2	Mr Amlesh Mendhekar Information Technology Consultant
		01.00 P.M.- 02.30 P.M.	Lunch Break	
		02.30 P.M.- 04.00 P.M.	Valedictory Session	