

**Fifth Short-Term Capacity Building Programme on
'Technology and Office Management'
Report**

The Association of Indian Universities supported Academic and Administrative Development Centre of Avinashilingam Institute for Home Science and Higher Education for Women conducted the Fifth Short-Term Capacity Building Programme titled 'Technology and Office Management' from 31st July 2023 to 4th August 2023 targeted at the non-teaching staff of Higher Education Institutions. 327 participants from all over India attended the program in online mode.

In her presiding remarks, Dr.V. Bharathi Harishankar, Vice Chancellor of Avinashilingam Institute for Home Science and Higher Education for Women highlighted the value of agile workforce at all levels of administration and mentioned that Flexibility and configurability are the two characteristics of an agile individual. Further, the speaker emphasized that technology will enable everyone to work in an open and transparent manner.

Prof. R. Srinivasan, Member of State Planning Commission, Government of Tamil Nadu delivered the inaugural address on 'Imperative Role of Technology in Office Management'. The speaker stated that Governance sets the parameters under which administration operates. Most of the times personal interest of the service provider and the recipient might not line up. The concluding remarks highlighted the growth of Fintech service in Tamil Nadu. To exploit the opportunities embracing technology becomes the need of the hour.

Dr.K.Ramya, Nodal officer welcomed the gathering, Dr.P.Santhi, Program Coordinator presented the event briefly and vote of thanks were delivered by Dr.K.Kanniammal, Program Co coordinator.

The second session on the topic 'Role and significance of ICT in HEIs and Exploring Hardware and Software Concepts' was handled by Mr. B. Meinathan, Technical Consultant, Nettel Solutions India Private Limited, Coimbatore. The session discussed about AOMEI, Pycharm, Django and Flask. ICT promotes higher order thinking skills, encourage collaboration and integration is a key part of the national curriculum.

Mr.K.Santhosh Kumar, Zonal Manager, Accent Techno Soft, Coimbatore lead the session on 'Computer Networks, Internet and Office Automation'. The speaker emphasised that computer networks supports online education, provides 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.

Prof. S.P.Thyagarajan, Distinguished Professor & Advisor to Chancellor, Vellore Institute of Technology, Chennai presented on the topic 'Professionalism in Workplace'. The resource person stated that professionalism should be shown by being alert, receptive, and proactive. Honesty/integrity is the unwavering adherence to the highest ethical standards.

Mrs. A. Moogambigai, , Senior Technical Trainer , CADD Centre Training Services, Coimbatore lead the session on 'Word Processing Applications'. Demonstrative session was provided by the resource person on creating, formatting and storing of document. Further, spreadsheet applications and usage was demonstrated with practical examples.

The session on 'MS Power point and File Management' was handled by Dr.Sathiyaseelan Shanmugam, Director, Primoris Systems India Pvt Ltd, Coimbatore. Various features and applications of Powerpoint , creating visually appealing presentation was demonstrated. File Management facilitates sharing, reduces the risk of losing important information, and can serve as a backup if something goes wrong.

Mr.G.Arulprakash, Manager, Business & Operations of Cloud Reign Technologies lead the session on 'Email and Calendar Management: E-mail Etiquettes and Collaboration platforms'. The speaker stated that Email etiquettes are essential to maintain professional image and it allows writers to maintain control over their messaging. Further, collaboration platforms helps in document management, idea sharing, and task administration.

Dr. Lalitha Balakrishnan, Former Principal, MOP Vaishnav College for Women, Chennai handled the session on 'Technology and Examination process'. The speaker presented various examination process that have been automated at their institute. Further, she mentioned that technology has enabled examination results to be produced on time and had reduced errors to a greater extent.

The session on 'Good Governance, Disciplinary procedures, RTI, ICC' was handled by Dr.S.Kowsalya, Registrar of Avinashilingam Institute for Home Science ad Higher Education for Women. The speaker insisted non-teaching staff should to handle disciplinary cases with sensitivity and professionalism. Governance needs to fair and impartial and RTI requests and the obligations of public authorities should be handled promptly.

Dr. Rahul Ratnakar Marathe, Professor, Dept. of Management Studies, IIT, Madras presented the Workflow Automation at IIT and demonstrated the certain operations and activities that could be handled without the need for human intervention. Workflow Automation makes work more efficient, simple, and consistent.

The session on 'Overview of Public Financial Management System (PFMS)' was handled by Mr.M.S.Nagaraj, Chartered Accountant. The resource person clearly explained about Direct benefit transfer, zero balanced accounting and digital signature certificate. Participants were oriented about the role of agency administrator, agency data operation and agency data approver.

T.R..Ramakrishnan, Retd. Deputy Registrar cum Additional COE of University of Madras lead the session on the topic 'Establishment Rules & Processes'. The resource person explained about the regulatory mechanisms to be strictly followed in Higher Education Institutions in order to ensure seamless flow of academic and administrative activities. He further insisted establishment section staff to developing and sustaining excellent relationships with students and faculty, as well as preserving dignity by treating them with care and love.

CA K.Jalapathi, Chartered Accountant, M/S Anbarasu & Jalapathi, Coimbatore presented on the topic 'Application of GST & IT to HEIs'.The comprehensive session began with a quick explanation of TDS and GST. 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.

Mr. S. Sardar Malik, Joint Director of L.F. Audit (Retd) initiated on the topic 'Auditing in HEIs'. Te speaker explained about categories of institutions namely central, state and deemed universities funded by MHRD. UGC regulates the functions of all Higher Educational Institutions that they serve student community. Any fund received is accounted for verification. Payment and receipt are to be audited differently.

The session on 'Automation in Examination' was lead by Dr.V.Viswanathan, Professor, School of Computer Science and Engineering and Deputy Controller of Examination, Vellore. The exam

automation aims to automate every step of the examination process, including the creation of exams, the uploading of question papers for various exam formats, and the reliable and rapid evaluation of results. Exam automation guarantees that the exam procedure is simple and requires little work from both the examinee and the examiner.

Mr.V.Balasubramanian, Internal Audit Officer of Avinashilingam Institute for Home Science and Higher Education for Women presented on the topic 'GFR Rules 2017'. The speaker explained about floating a Tender and e-Procurement. Further, the speaker stated that the new Manual on Procurement of Works has been extensively revised in keeping with GFR 2017 and in consonance with the fundamental principles of transparency, fairness, competition, economy, efficiency and accountability.

Mr.V.M.Prabhakaran, Founder & CEO, Visaithalam Solutions, Coimbatore stated that cyber security will take over all departments in the firm. The most serious issue that institutions confront is malware attack. Malware will affect all personal information, and the data will be shared with the third party attempting to access it. To overcome it one have to 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.

In the valedictory session, Dr.P.Santhi, Programme Coordinator, Dean, School of Commerce and Management mentioned about day-to-day examples of integration of technology. 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. Technology has automated/simplified most of the office administrative activities like 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, integrating information for distribution to employees and customers, basic bookkeeping and many more.

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 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 shared a case study of Microsoft 365 which developed 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 five-day program on 'Technology and Office Management' ended successfully with report presentation by Dr. K. Kanniammal, Program Co-ordinator and formal thank note by Nodal Officer.