

# **Administrative Development Program**

## **Administrative Effectiveness by using Office Tools and Technique**

The Academic and Administrative Development Centre (AADC) of Shri Vaishnav Vidyapeeth Vishwavidyalaya (SVVV) and the Association of Indian Universities, Indore jointly organized an Administrative Development Program on “Administrative Effectiveness by using Office Tools and Techniques”, from May 29 – June 02, 2023. In this ADP, 33 participants were registered.

It was 5 days online Administrative Development Program wherein eminent experts across the nation deliberated on Microsoft office tools & online Google tools & techniques in online mode in 10 sessions. All the experts shared their perspectives and knowledge with the faculty members.

The inaugural session began with the worship of Goddess Saraswati, followed by the welcome of the guests. Dr. Anand Rajavat, Dean Academic, SVVV, and Nodal Officer AIU-SVVV-AADC, introduced about the ADP, organized under the aegis of AIU-SVVV-AADC, and its objectives. He informed about the different organizations and cities, where the participants have registered from. He introduced the speakers who are from industries and renowned academic institutions across the nation for this ADP. Dr. Rajavat also explained the role of non-teaching staff in academics and discussed the importance of office tools such as MS Word, Excel, Power Point, online Google tools and email. Where email is one of the most popular tools for official communication.

Dr. Upinder Dhar, Hon'ble Vice Chancellor, stated in his welcome address about importance of office tools in academics. Dr. Dhar said about the SVVV, which is one of the University amongst 10 Universities in India, selected by AIU for organizing such Administrative Development Programs. He said that the students have studied at their homes by using online tools and technical staff played crucial role in conduction of online classes during covid-19. With the help of online tools, faculties were able to deliver their lectures and actively participated in teaching.

The guest on the occasion was Dr. Akhilesh Kumar Pandey, Vice Chancellor, Vikram University, Ujjain (MP). Dr. Pandey said that the peoples in rural area are taking the admission as well as upload the documents from their home through remote access or without visiting the institute. He said that the students can attend the classes and training programs from anywhere and can communicate with the faculties. Also, the faculties can take the exams and analyse their results effectively by using Google tools. He said about the major elements of academics and three tier system, where one of the tiers is administrative staff.

The inaugural session concluded with words of thanks by Dr. Shweta Agrawal, Associate Professor, SVIS, SVVV, Indore.

The first session was conducted by Dr. K. Thiyagu, Central University of Kerala on “Advanced Gmail tools and functions” on May 29, 2023. He covered the basic features of Gmail such as Advanced search, Background, Themes, Signature, Labels & filters, Snooze etc. He discussed

the importance of Gmail features to organize mail in a better way to save time and increase the office productivity. He also demonstrated the use of Chat GPT plugin for writing a mail.

Next session was conducted by Dr. Muthupandi, Madurai Kamarajar University, Madurai, Tamil Nadu on “Power Point tips and tricks” on May 30, 2023. Dr. Muthupandi discussed the guidelines for effective digital presentation such as Fonts, Colors, Background, Logo, and Layout of slides. He discussed the important features of LibreOffice Impress (Open-source tool) for creating a good presentation. His overall presentation was focused on Uniformity, Clarity, and Readability of content to be presented.

Next three sessions were conducted by Mr. Sumit Zokarkar, Prestige Institute of Management and Research, Indore (MP) on “Microsoft Excel – Fundamentals, Advanced features and Analysis using pivot table” on May 30-31, 2023. He covered the fundamentals of Microsoft Excel such as various paste functions, Number format, Formulae, Filter, Conditional formatting etc. He demonstrated the different page views and types of charts to visualize the data in presentable manner. Also, demonstrated the analysis of bulk data using Look Up functions & Pivot table feature.

Next session was conducted by Dr. M K Sharma, Co-founder & CEO, Amstech Incorporation Pvt. Ltd., Indore (MP) on “Power Point tips and tricks” on June 01, 2023. Dr. M K Sharma explained the role of cloud computing behind shared documents and discussed reduction of operational cost by sharing the space. He explained the features of Google docs and Google sheets to work remotely from anywhere. Also, discussed the utility of Google forms to collect the registration data in organizing events such as webinars or workshops.

Next two sessions were conducted by Mr. Amlesh Mendhekar, Information Technology Consultant on “Unexplored features of MS Word” on June 01-02, 2023. He discussed the history and versions of MS Word over the time and licensing of MS Office. He covered the different features of MS Word such as Customize ribbon interface, Bullets, Autocorrect, Autoformat, Find & replace etc. He explained the importance of keyboard shortcuts while preparing any document.

The ADP ended with the valedictory session on June 02, 2023. After welcoming guests, Mr. Nilesh Patidar, Coordinator, ADP, AIU-SVVV-AADC, presented the ADP report. The welcome address was delivered by Dr. Upinder Dhar, Hon’ble Vice Chancellor, SVVV. Feedback of the ADP was given by participants of the ADP. Dr. Anand Rajavat proposed the words of thanks. The session concluded with the National Anthem