	Staff Development Program	

Title : SDP on Google Calendar - Basic Level Batch 3

Date : 2025-06-11 - 2025-06-11
Time : 16:00 - 17:30
Venue : MB 111

Event Outcome

- Participants will be able to effectively use Google Workspace tools for communication

Resource Person 1 - Details
Name : Anuradha J
Designation : Professor Grade 1, School of Computer Science and Engineering
University/ Company : VIT, Vellore
Address : India, 632014.

Resource Person's Profile :

1. Profile of Anuradha J

Dr. J. Anuradha is working as a Professor at the School of Computer Science and Engineering at Vellore Institute of Technology for more twenty years. She has thirteen years of research experience with more than forty research papers in the field of Machine Learning and Soft Computing. She has published a book titled Soft Computing: Advances and applications for Cengage publishers, published an edited volume book on Internet of Things Technologies, Applications, Challenges and Solutions for CRC

The programme aims to equip faculty and staff with essential digital skills using Google Workspace tools. The course covers the fundamental features of Gmail, Google Drive, Docs, Sheets, Slides, and Calendar, focusing on effective communication, collaboration, and cloud-based file management. Through hands-on training, participants will learn to create, edit, organize, and share documents efficiently. This program enhances digital literacy among staff, enabling smoother administrative workflows, improved productivity, and better integration of technology in academic and professional environments at VIT.

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Coordinator: **Teaching Learning Centre of Excellence, VIT, Vellore**