Title : SDP on Google Calendar - Advanced Level Batch 3

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

Event Outcome

- Participants will be able to efficiently utilize advanced Google Apps features to streamline academic and administrative tasks.

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 Staff Development Programme on Google Apps Advanced Level aims to empower faculty and staff with enhanced digital skills to optimize productivity and collaboration. This advanced-level training explores in-depth features of Google Workspace tools such as Docs, Sheets, Slides, Forms, and Drive, with a special focus on integration, automation, and data management. Participants will gain hands-on experience in using advanced functions, add-ons, conditional logic, collaboration features, and workflow optimization techniques. By the end of the programme, attendees will be equipped to implement smarter digital solutions in administrative and academic tasks, fostering a more efficient and tech-savvy work environment at VIT.

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Coordinator's: **Prof. THENMOZHI M 13314 - Assistant Professor Sr. Grade 2 - SSL**
Prof. THUNDIL KARUPPA RAJ R 12449 - Professor Higher Academic Grade - SMEC