

	Staff Development Program		
Title : SDP on Google Mail Merge - Batch 3 Date : 2025-06-25 - 2025-06-25 Time : 16:00 - 17:30 Venue : MB 111		<u>Event Outcome</u> - Participants will be able to automate and personalize bulk email communication using Google Mail Merge.	
		Resource Person 1 - Details Name : Srivani A Designation : Assistant Professor Sr. Grade 1, School of Computer Science and Engineering University/ Company : VIT, Vellore Address : India, 632014.	
Resource Person's Profile :			
1. Profile of Srivani A Dr. A.Srivani earned a B.Tech from University of Madras, an M.E CSE from Anna University and a Ph.D in Computer Science and Engineering from Vellore Institute of Technology, Vellore, India. She is an Assistant Professor (Senior) in SCOPE, VIT. She is specialized in Condition monitoring, Algorithms, Machine Learning, Image Processing. With over 16 years of teaching experience, she has published in reputed journals and conferences.			
The Staff Development Programme on Google Mail Merge is designed to enhance administrative and communication efficiency by introducing faculty and staff to the powerful integration of Google Sheets, Docs, and Gmail. This session focuses on automating personalized email communication, a vital skill for managing large-scale academic and institutional correspondence. Participants will learn how to create custom templates, manage datasets, and streamline workflows using add-ons such as Autocrat or Mail Merge with Gmail. Through hands-on practice, attendees will gain practical insights into real-time applications, boosting productivity and reducing manual workload in daily operations.			
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Coordinator: Teaching Learning Centre of Excellence, VIT, Vellore			