

Faculty Development Programme on MS Office Word Formatting

The Computer Science department recently organised a **3-hour Faculty Development Programme on 'Basic MS Office Word Formatting'** for all teachers on **March 14, 2026**. The session aimed to enhance teachers' skills in creating well-formatted question papers, documents, and other educational materials.

The programme included a comprehensive overview of MS Word formatting tools and techniques, followed by a hands-on session. This practical exposure enabled teachers to familiarise themselves with the platform, apply formatting techniques, and address their queries.

The session was designed to empower teachers to create professional-looking documents, ultimately contributing to improved academic materials and administrative efficiency.

