



Maharaja Agrasen Institute of Management Studies

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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in



27th February, 2025

Department of Business Administration

Report on MS Office for Non-Teaching Staff Workshop

Academic Year 2024-25

The MS Office Workshop for non-teaching staff at Maharaja Agrasen Institute of Management Studies (MAIMS) was conducted from 20th February, 2025 to 27th February, 2025. The primary objective of the workshop was to enhance the productivity and efficiency of administrative, clerical, and support staff by equipping them with essential skills in MS Office applications. The five-day workshop, held in Computer Lab 934, provided hands-on training in MS Word, Excel, and PowerPoint, enabling participants to perform daily tasks more effectively and professionally. A total of **17** participants attended the workshop, making it a significant initiative in capacity building.

Event Details

- **Event Title:** MS Office for Non-Teaching Staff Workshop
- **Organizing Unit:** Department of Business Administration, (MAIMS)
- **Workshop Facilitators:** Ms. Rashi Aggarwal, Dr. Manish Sharma, Dr. Arpita Manchanda, Mr. Ayush Goel, and Ms. Neha Aggarwal
- **Faculty Convenors:** Ms. Anjali Goel and Dr. Anu Goyal
- **Date:** 20th February 2025 – 27th February 2025
- **Venue:** Computer Lab 934, Block 9, MAIMS
- **Participants:** Non-teaching staff of MAIMS

Objective: To enhance the productivity and efficiency of administrative, clerical, and support staff by providing hands-on training in MS Office applications, including MS Word, Excel, and PowerPoint.

Training Methodology: Interactive sessions with live demonstrations, hands-on practice, and Q&A discussions.

The workshop followed an interactive and practical methodology, combining live demonstrations, hands-on practice, and Q&A sessions. Key topics covered included document creation, formatting, and collaboration tools in MS Word; data organization, formulas, and pivot tables in MS Excel; and slide design, animations, and presentation tips in MS PowerPoint. Facilitators Ms. Rashi Aggarwal, Dr. Manish Sharma, Dr. Arpita Manchanda, Mr. Ayush Goel, and Ms. Neha Aggarwal ensured that the sessions were engaging and accessible for all participants.

The assigned tasks were successfully completed as per the following schedule:

Date	Faculty	Task Completed
20th February	Ms.Rashi Aggarwal	MS Word Document
21st February	Dr. Manish Sharma	MS Word Document
24th February	Mr. Ayush Goel	MS Excel
25th February	Ms. Neha Aggarwal	MS Excel
27th February	Dr. Arpita Manchanda	MS PowerPoint Presentation

All sessions were executed as per plan. The workshop witnessed enthusiastic participation from the non-teaching staff, who actively engaged in practice sessions and discussions. Participants appreciated the practical approach and the relevance of the skills learned to their daily responsibilities. The feedback received was overwhelmingly positive, with many expressing interest in attending more such training programs to further enhance their technical and administrative abilities.

Overall, the workshop successfully met its objectives of improving the staff's confidence and competency in using MS Office tools. The initiative contributed significantly to empowering the non-teaching staff to handle administrative and operational tasks with greater efficiency and professionalism. We extend our gratitude to the facilitators, coordinators, and participants for their dedication and enthusiasm. We extend our sincere gratitude to our **Directors and Head of Department (HOD) Sir** for their continuous support and guidance in making this event a success.

Faculty Convenor

Ms. Anjali Goel, Assistant Professor, BBA Department, MAIMS

Dr. Anu Goyal, Assistant Professor, BBA Department, MAIMS

Faculty Co-Convenor

Ms. Sakshi Anand, Assistant Professor, BBA Department, MAIMS

CERTIFICATE OF PARTICIPATION

This is to certify that

_____ has successfully participated in the

One Week Workshop on MS Office for Non-Teaching Staff

held from 20th February 2025 to 27th February 2025 at Maharaja Agrasen Institute of Management Studies.

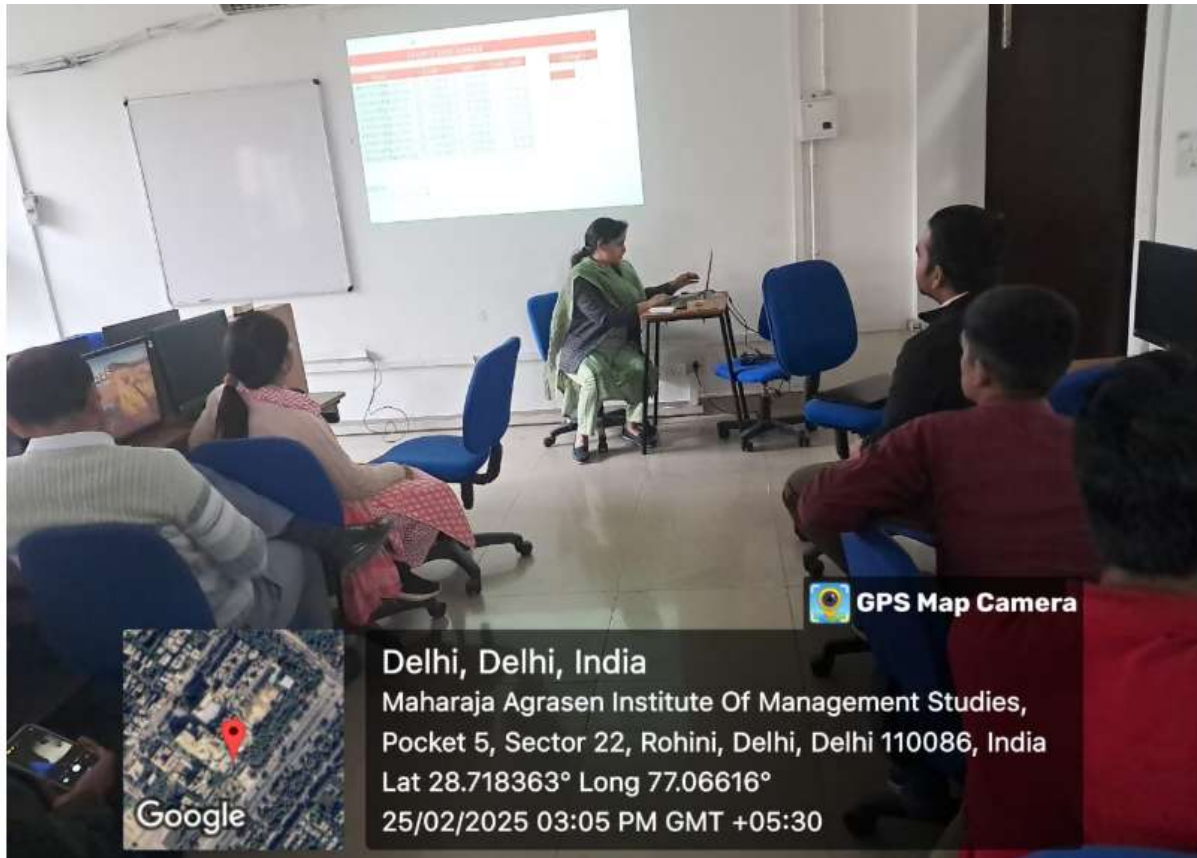
Prof. (Dr.) Rajni Malhotra Dhingra
Director, MAIMS



Prof. (Dr.) Manoj Verma
Head, Department of Business
Administration, MAIMS




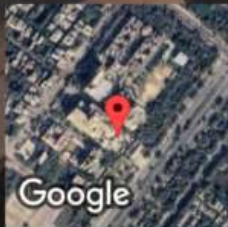








 **GPS Map Camera**



Delhi, Delhi, India

Boys Hostel, Maharaja Agrasen Institute Of Technology,

Pocket 5, Sector 22, Rohini, Delhi, Delhi 110086, India

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