**Medical Education Unit**

**Report on Faculty Development Program: Using MS Word with Styles**

The Medical Education Unit organized a Faculty Development Program on the topic “Using MS Word with Styles” from 2nd to 4th September 2025 at Samvad Hall. The workshop was conducted daily between 2:00 pm to 4:00 pm and was attended by 26 faculty members from different departments.

The resource person for the program was Dr. Manish Sawane, Professor and Head, Department of Physiology, NKPSIMS and RC, Nagpur. The main objective of the workshop was to enhance faculty skills in preparing academic and research documents using MS Word with advanced formatting tools and style features.

During the three-day program, participants were introduced to practical applications of MS Word styles, including formatting academic reports, dissertations, and research manuscripts. Special emphasis was placed on consistency, automation of table of contents, reference formatting, and professional document presentation. Hands-on exercises enabled participants to gain confidence in applying the learned techniques to their academic work.

The participants appreciated the clarity of instruction, interactive demonstrations, and practical relevance of the sessions. Overall, the program was successful in strengthening digital academic skills among faculty, and the enthusiastic feedback highlighted the need for more such training workshops in the future.

The program was conducted under the guidance of Director MEU Dr. Madhur Gupta and Secretary MEU

Dr. Anne Wilkinson. Hon Dean Dr Sajal Mitra appreciated the efforts taken for the program.