

**SRIMCA- MBA organized an expert session on ‘Project ReportPreparation’ on  
27.06.2023**

**Name of the Resource Person:** Dr. Rajiv Shah

**Designation of Resource Person:** Sr. HR Manager, Reliance Industries Ltd. Surat

**Name of the Organizing Institution:** SRIMCA (MBA)

**Participants :** SYMBA, TYBBA, and TY B. Com

**Total No. of Male Participants:** 100

**Total No. of Female Participants:** 150

**Total No. of Faculty Participants:** 23

**Date:**27.06.2023

**Time & Duration:** 9.00 A.M to 10.30 A.M.

**Coordinator:** Dr. Divya Gadaria

**Venue:** Shrimad Hall

The MS Word Formatting Workshop was conducted on 27.06.2023 at SRIMCA – MBA Programme. The workshop aimed to enhance participants' knowledge and skills in effectively formatting documents using Microsoft Word. It provided attendees with valuable insights into various formatting techniques, best practices, and tips to improve the visual appeal and readability of their documents.

The workshop began with a brief introduction, highlighting the importance of document formatting and its impact on readability and professionalism.

The facilitator, Dr. Rajiv Shah, Senior HR Manager at Reliance Industries, provided an overview of the workshop agenda and discussed the key topics that would be covered. Participants were guided through the various formatting features available in MS Word, including font styles, sizes, colors, alignment, and line spacing. The expert demonstrated how to apply consistent formatting throughout a document using styles and themes. A dedicated question and answer session provided participants with an opportunity to seek clarification on specific formatting challenges they faced.

The facilitator addressed their queries and provided additional guidance. The positive feedback received indicates the workshop's effectiveness in meeting participants' expectations.



## FACULTY OF COMMERCE & MANAGEMENT SRIMCA-MBA



### Organises Sessions on MODERN MANAGEMENT

## Project Report Preparation

**Dr. Rajiv Shah**

Sr. HR Manager  
(Reliance Industries Ltd., Surat)



#### About Him

A practicing HR Professional having 16 years of work experience with requisite knowledge and skills in the areas of Human Resource Management – HR Operations, Talent Acquisition, Workforce Planning, Employee Engagement, Training & Development, Talent Management, Performance Management and Industrial Relation.

27th June 2023

09:00-10:30 am

Shrimad Hall, UTU



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