Faculty Training Programme Report

Topic: Microsoft Tools and Citation Software (Hands-on)

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Date	28 March 2025
Time	01:30 PM onwards
Venue	Class room, SNLPCP, Umrakh
Resource Person	Dr. Hemal Bhuva, Associate Professor (Pharmaceutical Chemistry)
Coordinators & Convener	Coordinator: Dr. Ashok Akabari Co-Coordinator: Mr. Yash Dudhwala Convener: Dr. Ketan Shah (Principal)

Introduction

A dedicated faculty training programme on "Microsoft Tools and Citation Software" was conducted to strengthen faculty competencies in academic writing, document structuring, and reference management. The session emphasized journal-compliant manuscript preparation, collaborative editing, and efficient citation workflows.

Objectives

- Enable faculty to create professionally formatted manuscripts using styles and templates.
- Demonstrate automated Table of Contents, captions, cross-references, and lists of tables/figures.
- Introduce effective review workflows using Track Changes and comments.
- Streamline literature citation and bibliography generation with a reference manager (Zotero).

Speakers and Their Contributions

Dr. Hemal Bhuva (Associate Professor, Pharmaceutical Chemistry) and Mr. Yash Dudhwala (Assistant Professor, Department of Pharmaceutics) delivered a comprehensive session on Microsoft PowerPoint and Microsoft Word. They covered essential features such as document formatting, inserting references, table of contents generation, track changes, and other advanced editing tools to assist in academic and research writing. The session was interactive, with live demonstrations and real-time problem-solving for the attendees.

Program Overview (Hands-on)

• Building journal/department templates: page setup, margins, headers/footers, section breaks.

• Using Styles for uniform formatting; multi-level headings; automatic Table of Contents.

• Inserting captions; generating List of Tables/Figures; cross-referencing figures, tables, and equations.

• Track Changes and Comments for guided review and supervised corrections.

• Working with long documents: navigation pane, master documents, and reusable building blocks.

• Reference workflow: inserting citations, switching styles, and generating bibliographies via Zotero.

• Time-savers: advanced Find/Replace (wildcards), keyboard shortcuts, and quick parts.

Outcomes

• Faculty generated journal-compliant drafts with automated ToC, captions, and references.

• Improved uniformity and readability using style-driven formatting across sections.

• Effective collaboration using Track Changes for review and approvals.

• Enhanced productivity in literature management and citation workflows.

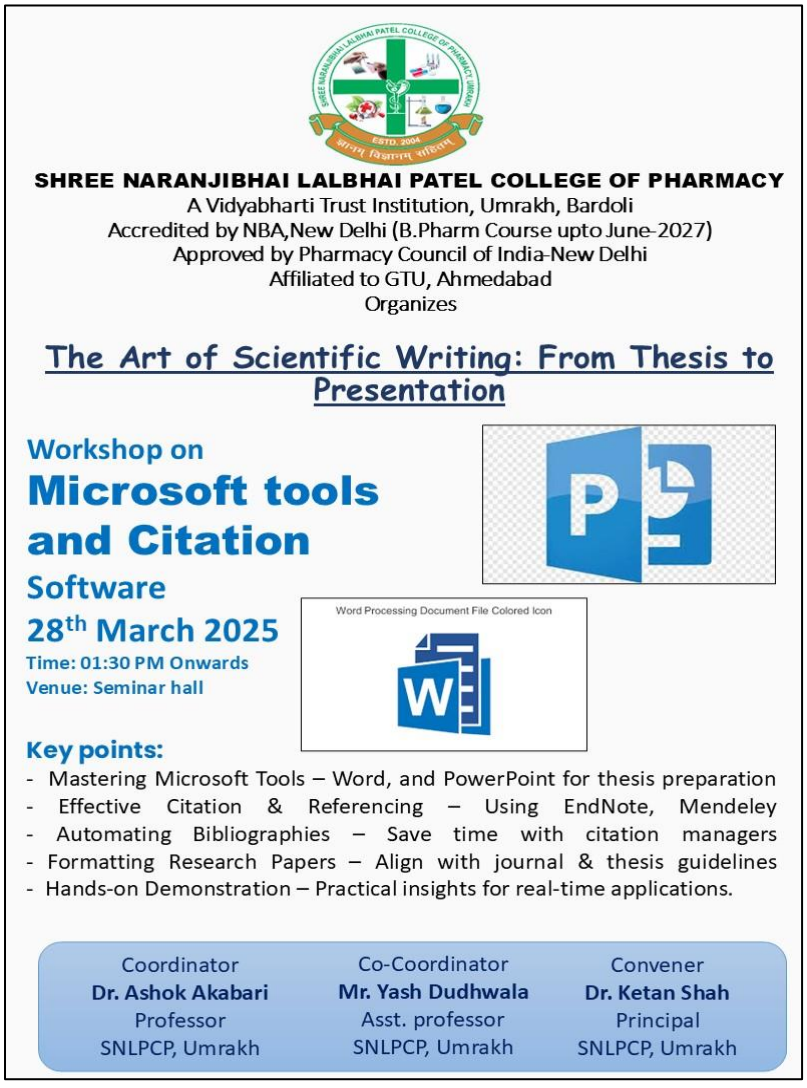
Participant Feedback (Summary)

Participants appreciated the clear, step-by-step demonstrations and the immediate applicability to thesis supervision, manuscript preparation, and departmental documentation. The session was rated highly for clarity, relevance, and hands-on engagement.

Acknowledgement

The college expresses gratitude to Dr. Ketan Shah (Principal) for guidance and support. We thank Coordinator Dr. Ashok Akabari and Co-Coordinator Mr. Yash Dudhwala for effective coordination, and extend sincere thanks to the Resource Person, Dr. Hemal Bhuva, for an insightful, practice-oriented training session tailored to faculty needs.

Brochure



Photos of Session






Diuretics
Drugs that increase the excretion of sodium and water from the body by an action on the kidney