



# SSR INSTITUTE OF MANAGEMENT & RESEARCH, SILVASSA

*Empower Yourself @ IMR*

NAAC Accreditation with Grade "B+"

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Approved by AICTE & Permanently Affiliated to Savitribai Phule Pune University, Pune

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## “Support Staff Training” Jigyasa – Curiosity to Learn Skills 6<sup>th</sup> April 2022

SSR IMR, Silvassa under the aegis of IQAC conducted a Session **Jigyasa – Curiosity to Learn Skills** with the Support staff at the Institute on 6<sup>th</sup> April 2022. The session was conducted by IMR Faculty Mr. Amar Vangad and the aim was to inculcate basic office / admin skills among the support staffs especially the Peons at the Office. The session included imparting hands-on skills on File Management at Office, Basic Computer operating, Opening & Saving MS office files and basic data entry on MS Excel. A Task of creating a sheet with Name of Staff, DOB, Gender, Designation etc. was assigned as part of the exercise during the session. The participants were happy to get engaged in skill development activity.



*Session in Progress*

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