



**Indian Institute of Space Science and Technology**

**Valiamala, Thiruvananthapuram - 695 547, Kerala**

## **ENHANCING PRODUCTIVITY WITH MS OFFICE TOOLS**

An Initiative of the Internal Quality Assurance Cell (IQAC)



### **Two-Day Hands-on Training Programme**

**For:** Administrative & Departmental Office Staff

**Mode:** Hands-on | Practical Learning

### **Programme Details**

**Dates:** 01 & 02 January 2026

**Time:** 09:30 AM – 12:30 PM

**Venue:** CADD Lab, Aerospace Block



### **Training Coverage**

**MS Word | MS Excel**

**For further details, please contact the IQAC office**

 **0471-2568730** |  **iqac@iist.ac.in**