



The Poona Gujarati Kelawani Mandal's
Haribhai V Desai College (Arts, Science and Commerce), Pune 411002

NOTICE

All the students of M.Sc. Part I and Part II Environmental Science are hereby informed that, the Department of Environmental Science has organized **Basic Computer Skills Workshop** on 20th January, 2019. This workshop aims to equip you with the fundamental knowledge and expertise required to excel in various fields.

Main objectives of workshop are:

Learn to use Microsoft Office applications (Word, Excel, PowerPoint) effectively.

Develop research skills for comprehensive online searches.

Gain hands-on experience with reference management tools like Mendeley.

Enhance your overall digital literacy.

Date: 20th January, 2019

Time: 10.00 am to 12 pm

Mrs. Amruta Chavan
Activity Co-ordinator



The Poona Gujarati Kelawani Mandal's
Haribhai V Desai College (Arts, Science and Commerce), Pune 411002

Basic Computer Skills Workshop

Date: 20th January 2019

Event name: Basic Computer Skills Workshop

Event Date and Time: 20/01/2019

Co-ordinator: Mrs. Amruta Chavan

Department Name: Department of Environmental Science

For whom: M.Sc. Students

Platform: College level

Following are the details of the workshop;

Venue: Department of Environmental Science

Objective of the Workshop: Main aim of this workshop is to provide basic knowledge of computer skills to the students. This workshop helps students to introduces core functionality of the Microsoft office software including Microsoft Word, Microsoft Excel and Microsoft Power point. This workshop was the best opportunity to expand students' knowledge about basic computing skills. In this workshop students were introduced to Mendeley software, this is a vital tool for academics, researchers and students, which help them to collect references, organise citations and create bibliographies during their project work. Students were also introduced to different freely available search engines such as Google Scholar, BASE, CORE, Semantic, Research Gate, mdpi, etc.

Outcome: The students were successfully trained in Basic computing skills applicable for skill building, reference searching and reference management.

Conclusion: The workshop helped in skill development and increasing their scientific research communication, presentation and writing ability.

Number of attendees: Students from Department: 20

Faculties from Department: 1

Mrs. Amruta Chavan
Activity Coordinator

Dr. Girish Pathade
Principal



Basic Computer Skills Workshop
Attendance Sheet

Sr.no	Students Name
1	Bargaje Ritu Ashok
2	Borawake Shraddha Rajendra
3	Chavan Mahendra Sanjay
4	Deshpande Tejas Mukund
5	Gadekar Ramrao Annasaheb
6	Gawali Megha Manoj
7	Goel Apurva Pradip
8	Jadhav Santosh Manshing
9	Jagdale Manali Sambhaji
10	Kadam Anurag Ajit
11	Kasar Vaibhaskumar Prakash
12	Kurkute Avinash Balkrishna
13	Mokashi Sanket Dadasaheb
14	Nikam Shivcharan Padmakar
15	Nimbalkar Santosh Dhansing
16	Prema Kumari
17	Rathod Chakshudnya Vikas
18	Shinde Digvijay Shahajirao
19	Shinde Prashant Raosaheb
20	Mahajan Dipa Nilesh
21	Karale Ajinkya Raju
22	Rohokale Shubham Sanjay
13	Pandhare Jidnyasa Vaijnath
14	Patil Shivanand Jetingappa



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15	Pawar Smita Mahesh
16	Rajguru Yogita Charandas
17	Redkar Aditya
18	Shaikh Aqsa Ilyas
20	Suste Dhanraj Pandurang

Basic Computer Skills Workshop
Date: 20th January 2019

