



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 16<sup>th</sup> January, 2020. This workshop aims to equip you with the fundamental knowledge and expertise required to excel in various fields. Main objectives of workshop are:

- 1) Learn to use Microsoft Office applications (Word, Excel, PowerPoint) effectively.
- 2) Gain hands-on experience with reference management tools like Mendeley.
- 3) Enhance your overall digital literacy.

Date: 16<sup>th</sup> January, 2020

Time: 02.00 pm to 4.00 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: 16<sup>th</sup> January 2020**

**Event name:** Basic Computer Skills Workshop  
**Event Date and Time:** 16/01/2020  
**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;

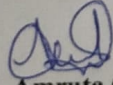
**Venue:** Department of Environmental Science

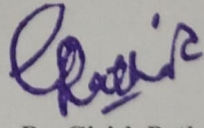
**Objective of the Workshop:** Main aim of this workshop is to provide basic knowledge of computer skills to the students. This workshop helps students to introduces core functionality of the Microsoft office software including Microsoft Word, Microsoft Excel and Microsoft Power point. This workshop 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: Total**  
**Students from Department: 26**  
**Faculties from Department: 1**

  
Mrs. Amruta Chavan  
Activity Co-ordinator

  
Dr. Girish Pathade  
Principal

**P.G.K. Mandal's**  
**Haribhai V. Desai College of Arts, Science and Commerce**  
**Department of Environmental Science**  
**Student's Attendance Sheet**

Activity: Basic Computer Skill

Date: **16** Jan 2020

Sr. No	Name of Student
1.	Mr. Sandeep Keshav Sapkal
2.	Ms. Anjali Lingmeshwar Tilekar
3.	Ms. Anisha Vishnu Parab
4.	Mr. Vinit Sitaram Mali
5.	Ms. Diksha Dinesh Shirke
6.	Ms. Apurva Surendra Acharya
7.	Ms. Rutuja D.Tiwari
8.	Ms. Anvita Daskhedkar
9.	Ms. Riya Rajan Raul
10.	Mr. Kishor Ramchandra Bhoite
11.	Mr. Santosh K.Khalate
12.	Ms. Vidya Ganesh Nimbalkar
13.	Mr. Kiran H.Gawali
14.	Ms. Shubhada Nandkishor Jadhav
15.	Ms. Meghana Mistary
16.	Sangram Subhash Mane
17.	Chougule Sujit Chandrakant
18.	Gondhalekar Neha Bhalchandra
19.	Gore Parimal Santosh
20.	Joshi Aditya Nandkumar
21.	Kashid Amol Vilas
22.	Khan Sadaf Abdul Qadeer
23.	Kulkarni Samruddhi Rajesh
24.	Lanke Apeksha Dilip
25.	Limaye Girish Shridhar
26.	Sawant Komal Manik

**Basic Computer Skills Workshop**  
**Date: 16<sup>th</sup> January 2020**

