



The Poona Gujarati Kelavani Mandal's
Haribhai. V. Desai College
of Arts, Science, and Commerce
596, Behind Shanivar Wada, Budhwar Peth,
Pune, Maharashtra 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 28th November, 2022. 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.

Mrs. Amruta Chavar
Activity Co-ordinator



The Poona Gujarati Kelavani Mandal's
Haribhai. V. Desai College
of Arts, Science, and Commerce
596, Behind Shanivar Wada, Budhwar Peth,
Pune, Maharashtra 411002.



Basic Computer Skills Workshop
Date: 28th November 2022

Event name: Basic Computer Skills Workshop

Event Date and Time: 28/11/2022

Co-ordinator: Mrs. Amruta Chavar.

Department Name: Department of Environmental Science

For whom: M.Sc. Students

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. Students gained proficiency in Microsoft Word, Excel, and Power-Point, enabling them to create documents, spreadsheets, and presentations. In this workshop students were introduced techniques for effective online research were explored, encompassing the use of search engines, databases, and academic resources. Students were introduced to reference management tools like Mendeley, facilitating efficient organization and citation of sources in academic 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 document creation and data analysis. Additionally, they enhanced their ability to conduct comprehensive online research and manage references systematically.

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

Number of attendees: Students from Department: 24
Faculties from Department: 1


Mrs. Amruta Chavan
Activity Co-ordinator


Dr. Rajashree Patwardhan
Vice-principal


Dr. Ganesh Raut
Principal



The Poona Gujarati Kelavani Mandal's
Haribhai. V. Desai College
of Arts, Science, and Commerce
596, Behind Shanivar Wada, Budhwar Peth,
Pune, Maharashtra 411002.



Department of Environmental Science
Academic Year 2022-23
Basic Computer Skills Workshop
Date: 28th November 2022
Attendance sheet

Sr.No	Name of Students
1.	Dabhade Vishakha Dattatray
2.	Dhobale Tukaram Appasaheb
3.	Dorkar Gangadhar Daji
4.	Kadam Ravindra Sanjay
5.	Musale Gaurav Somnath
6.	Pawar Kaushika
7.	Abdulrazzak Hasan Patel
8.	Chavan Sandip Satish
9.	Choudhary Shilpa Paramanand
10.	Dahikar Dhanashri Ganeshrao
11.	Gadekar Rupesh Rajendra
12.	Gadsing Reshma Rajendra
13.	Ghadage Sneha Pravin
14.	Jadhav Ankush Shankar
15.	Kad Preeti Vithal
16.	Khopade Aniket Pradip
17.	Raurale Shrushti Surendra
18.	Wagh Shubham Jagan
19.	Dahatonde Neha Digambar
20.	Gaikwad Kalyani Vijay
21.	Rangnekar Anish Girish
22.	Thakur Shivani Rajesh
23.	Uikey Nayana Suresh
24.	Vaidya Shubhangi Suryakant

Basic Computer Skills Workshop
Date: 28th November 2022

