



Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade A' (CGPA Score 3.41 on a 4 Point Scale 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

REPORT

Title:	WORKSHOP ON “ONLINE AUTOMATED DATA PROCESSING”
Date:	18 TH September, 2021
Timing: From: -To:	12.00pm to 1.00pm
Venue:	Auditorium – Lower
No. of Participants	10
Organized for	Support Staff (Administrative and Accountants)
Resource person/s:	Abhiram Das, OIT, PCCAS
Organizing Committee:	College
Objective:	To enable the staff to be efficient and effective in their work and to enhance their work effectively and also improvise the software in taking their inputs.
Summary of the proceedings	<p>The “Online automated data processing” workshop started with Mr. Abhiram Das welcoming the non-teaching staff and the offg. Principal, Dr. Shaila Ghanti briefing the staff regarding the importance of the online data processing. It was followed by Mr. Abhiram explaining the interface with admin rights which will be enabled for the non-teaching staff, from where the admission cancellation of the students can be updated along with the student bank details. Many reports of the students can be downloaded like admission count program-wise.</p> <p>Mr. Abhiram also explained in detailed the rights enabled for account team especially regarding the refund after a student cancel his/her admission. The queries raised by the accounts and admin team were addressed by Mr. Abhiram .Many suggestions were given by the team and Mr. Abhiram noted the same which will be implemented.</p> <p>The Offg. Principal, Dr. Shaila Ghanti advised the team to have separate meetings after the end of the workshop with Mr. Abhiram with any modifications in the format that they like to suggest which has to be done to make it more efficient.</p> <p>The workshop ended with Mr. Abhiram thanking the attendees for their participation and suggestions and informed the team to contact him regarding any queries.</p> <p>The feedback from the team is as below:</p> <ol style="list-style-type: none">1) Ms.Greta Almeida, Admin dept. – Mr.Abhiram, from OIT, explained in detail, how to procure student’s data online, for various requirements by the office. The software program needs certain modifications which have been noted by Mr. Abhiram.2) Ms. Bhavana M. S, Admin dept. – Require more time for the workshop, need more inputs to be considered for the development of ERP. Overall presentation of workshop was good.3) Ms. Suveena Tamse, Admin dept. - Mr. Abhiram explained very well about the online data retrieval of students. It’s better to have one more session of training after the suggested things are done.4) Ms.Reena Fernandes, Admin dept. -In-depth session is required once the suggested modifications are done.5) Ms. Epifania Quadros, Admin dept. – The workshop was good. The resource person explained nicely. Wanted to know about the points mentioned in workshop

	<p>like concatenate, VLookup as it could not be completed due to lack of time.</p> <p>6) Ms. Kalpana Borkar, Admin dept. - Duration of workshop was less. Looking forward to concatenate, VLookup which was not completed in the workshop.</p> <p>7) Mr. Mahadev Sawant, Accounts dept. - Good Initiative, can be done on regular basis by giving staff some advance notice so that they are prepared for such workshops with the list of queries.</p> <p>8) Ms. Keziah Pereira, Accounts dept. –Mr. Abhiram was a great presenter and delivered it clearly. Looking forward with suggested modification as required.</p> <p>9) Ms. Anagha Parkar, Accounts dept. – Good explanation .we have given him suggestions related to accounts.</p> <p>10) Mr. Viraj Naik, Accounts dept. – great presentation with good solution against presented queries. Looking forward with suggested solution as required.</p>
--	--

Photographs



**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS) - GOGOL, MARGAO-GOA
Career and Personal Counseling Centre**

(Highlight the appropriate: Workshop/ Conference/Seminar/ Industry-Academia /Extension activity)

(Highlight the appropriate for Community outreach: Social service in terms of impact and sensitizing students to social issues of gender/hygiene/ nutrition/ domestic violence /environment/ community assistance etc)

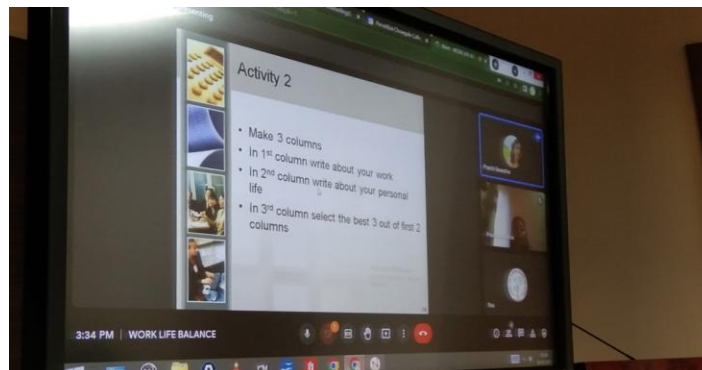
REPORT

Title:	Talk on Work Life Balance
Date and year:	30 th May, 2022
Venue:	AV Room
Resource person:	Ms. Prachi Nawathe (Manerikar)
Organising Committee:	Career and Personal Counseling Centre
No. of Participants:	28
Objective:	To encourage healthy work environment in the organization and provide certain tips on how to balance out work and life.
Summary of the proceedings:	<p>The Career and Personal Counseling Centre had organised a talk on WORK LIFE BALANCE on 30th May, 2022 for the non teaching staff of Parvatibai Chowgule College of Arts and Science (Autonomous). The resource person for the same was Ms. Prachi Manerikar (Cinical Psychologist).</p> <p>The talk was held in AV Room at 2.30-3.30pm. There were 28 participants attended the talk. The talk began by welcoming and introducing the resource person and the participants.</p> <p>The resource person began the talk with activities; she spoke about the causes and signs of imbalance, benefits of WLB audit for employees, strategies to deal with imbalance.</p> <p>The talk ended by giving vote of thanks by the college counsellor Mrs. Pooja Prabhudessai.</p>

Photograph



Staff listening to the talk on Work Life Balance



Online display at the talk on Work Life Balance

Report Prepared by: Mrs. Pooja Prabhudessai, College Counsellor
Edited by: Ms. Bhavana Sawardekar, Executive Assistant



Parvatibai Chowgule College of Arts and Science

Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale)

Best affiliated College-Goa University Silver Jubilee Year Award

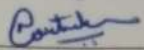
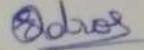
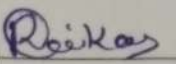
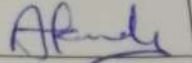
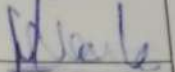
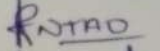
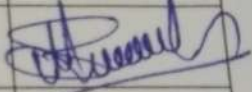
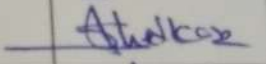
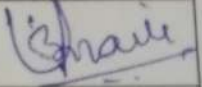
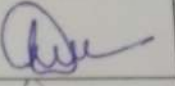
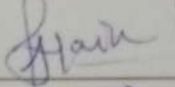
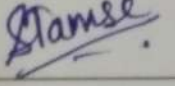
CAREER AND PERSONAL COUNSELING CENTRE

TALK: WORK LIFE BALANCE

DATE: 30th May, 2022

Speaker: Ms. Prachi Nawathe

Sr.No	Name	Department	Signature
1	Shalil N. Nank	Geology	
2	Puja Prabhu Gaontkar	Accounts	
3	Anagha Pawar	Accounts	
4	Keziah Pereira	Accounts	
5	Deepak Bhandari	Botany	
6	Prasad Parab	Botany	
7	Sandeep Velip	Botany	
8	Deepak K. Naik	Office	
9	Dattaprasad	Office	
10	Vedashree Pradip	Administration	
11	Siddhixmi B. Naik	Office	
12	Aditi Y. Malik	Library	
13	Yeshma D. Naik	Biochemistry & Biotech	
14	Regina V. Fernandes	HGRL	
15	Parvati Mesta	Biotechnology	

Sr No.	Name	Department	Signature
16	Nina Coutinho	Administration	
17	Epifania Quadros	Administration	
18	Ravina R. Raikar	Biochemistry	
19	Amrutha Kunde	Accounts	
20	Vinay Naik	Accounts	
21	Kozwin ANTAO	Accounts	
22	Mahadev Sawant	Accounts	
23	NILESH S. SHETKAR	Admin	
24	Uday B. Naik	PHY	
25	Doreen De Souza	Geology	
26	Leena Naik	Physics	
27	Suveena S. Tamse	Administration	
28	Shivprasad G. Salkar	Admin	