

SYLLABUS OF 30 HOURS CERTIFICATE COURSE
"LIFE SKILL COURSE IN MS OFFICE MANAGEMENT"

Sr. No.	TOPIC	DURATION
1	Word Processing: Text Editing, Find & Replace Text, Spell Check, AutoCorrect, Bullets & Numbering, Paragraph Formatting, Page Formatting, Header, Footer, Section Break	3HOURS
2	Tables: Inserting, Formatting tables, Inserting Videos and Pictures	3HOURS
3	Managing Mail Merger, Printing Documents	3HOURS
4	Power Point Presentation: Slides, Fonts, Drawing, Editing, Inserting tables, Images	3HOURS
5	Inserting texts, symbol, Media, Design, Transition, Animation and Slide Show	3HOURS
6	MS Excel: Entering Data, Data Entry cell by cell, deleting data, moving data, copying data, using Autofill, Sum, Average, Percentage	3HOURS
7	Saving a Workbook, Editing Data, Inserting or Deleting Cells, Worksheet, Renaming a worksheet, Formatting Data	3HOURS
8	Charts and Graphs: Creating, Modifying, Multiple Worksheets	3HOURS
9	Internet: Search, using Email, Local Language, Search Engines, Google Calendar and Google Forms	3HOURS
10	Introduction to MS Office OneNote & MS Office Groove	3HOURS
11	Digi-Locker, UPI Payments, Scanning Apps	1HOURS
12	WhatsApp, Twitter, Facebook	1HOURS
13	Devanagari Typing	1HOURS
14	File Conversion	1HOURS



Principal

Dnyan Prakashini Mondoli
SHRI. CHETAN MANJU DASAI COLLEGE

&
 Shri. Chetan Manju Dasai College
 Beleri-Goacondra, Goa 403702

Date: 16/01/2020

NOTICE

DEPARTMENT OF INFORMATION TECHNOLOGY & MATHEMATICS

As a part of Administrative Training Program for Non-Teaching Staff, Information Technology and Mathematics Department is conducting "LIFE SKILL COURSE IN MS OFFICE MANAGEMENT" a Certificate Course of 30 Hours starting from 21st January, 2020. This course is open for Alumni, PTA, outside Public and Schools and Higher Secondary Schools located in Canacona Taluka.

The Course will be held as per the following Time-Table in the Computer Laboratory.

Date	Time	Faculty
21 st Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
22 nd Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
23 rd Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
24 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
25 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
27 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
28 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
29 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
30 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
3 rd Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
4 th Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
5 th Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar

Note: Certificates will be issued after the successful completion of the Course.

Tanuja Fal Desai
Mrs. Tanuja Fal Desai
HOD (IT & Mathematics)



Manoj S. Kamat
Dr. Manoj S. Kamat
(Principal)

IT & Computing Skills

As a part of Administrative Training Program for Non-Teaching Staff, Information Technology & Mathematics Department conducted an "IT & Computing Skillst" a Certificate Course starting from 21st January 2020 to 4th February 2020. This Course was open for Alumni, PTA, outside Public and Schools and Higher Secondary Schools located in Canacona Taluka.

Course was conducted for 30 Hours per day of which the session was of 1 Hour and the practice or practical Hour was of 2 Hours during the working days of the College from 12noon to 3pm daily. Syllabus of the course included topics such as Word Processing, Power Point Presentations, MS Excel, Internet, Google Forms, Google Calendar, Google Drive, Office OneNote, Office Groove, Digi-Locker, UPI Payments, Scanning Apps, WhatsApp, Twitter, Facebook, Devanagari Typing, File Conversion, etc.

The courses were specifically designed to promote Digital India Initiative so that all the Non-Teaching staff learns basic computing skills and also were made aware of the latest technologies available. All the Non-Teaching Staff of our college actively attended the Course. Certificates were also provided to the participants on successful completion of the course.





DNYAN PRABODHINI MANDAL'S
SHREE MALLIKARJUN
&
SHRI. CHETAN MANJU DESAI COLLEGE
Delem-Canacona, Goa



CERTIFICATE

This is to certify that Mr./Ms./Mrs. _____

has successfully completed a 30-Hour Capacity Building Certificate Course on
"IT & Computing Skills" for College Non-Teaching Staff, organized by
Department of Information Technology & Mathematics from 21/01/2020 to
05/02/2020.

Date: _____



DR. MANOJ S. KAMAT
Principal

MRS. PRAJYOTI SAWANT DESSAI
Coordinator

MRS. TANUJA FALDESAI
HOD IT & Mathematics



DNYAN PRABODHINI MANDAL'S
SHREE MALLIKARJUN
&

SHRI. CHETAN MANJU DESAI COLLEGE

Delem-Canacona, Goa



CERTIFICATE

This is to certify that Mrs. _____ has acted
as a Resource Person for successfully completing 30-Hour Capacity Building
Certificate Course on "IT & Computing Skills" for College Non-Teaching Staff,
organized by Department of Information Technology & Mathematics from
21/01/2020 to 05/02/2020.

Date: _____

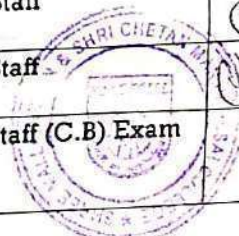
DR. MANOJ S. KAMAT
Principal



MRS. TANUJA FALDESAI
HOD IT & Mathematics

Sr. No	Name	Designation	Signature
1.	Mr. Ramdas Sawant	Head Clerk	
2.	Mr. Sandesh Faldesai	Accountant	
3.	Mr. Bhalchandra Desai	U.D.C.	
4.	^{Hemant} Mrs. Manuja Gaonkar	U.D.C.	
5.	Mrs. Jyoti K. Naik Gaunkar	Jr. Stenographer	
6.	Mr. Agraj Desai	Storekeeper	
7.	Ms. Shruti Faldesai	Lab Assistant	
8.	Mrs. Sneha Desai	Lab Assistant	
9.	Ms. Sanija Desai	Lab Assistant	
10.	Mr. Krishna Desai	Lab Assistant	
11.	Ms. Sargam Bhikar	Lab Assistant	
12.	Mr. Rajesh Gaunkar	L.D.C	
13.	Mr. Gaurish Desai	L.D.C.	
14.	Mr. Ravi Komarpant	Multi-Tasking Staff L.D.C.	
15.	Mr. Suraj Kamat	L.D.C. (C.B) Exam	
16.	Mr. Pradhyumn Bhairali	Field and Plant Collector	
17.	Mr. Krishna Vagonkar	Multi-Tasking Staff	
18.	Mr. Vithoba Gaonkar	Multi-Tasking Staff	
19.	Mr. Manjunath Bhairali	Multi-Tasking Staff	
20.	Mr. Dilip Naik Gaunkar	Multi-Tasking Staff	
21.	Mr. Anup Sawant	Multi-Tasking Staff	
22.	Mr. Shivraja Naik Deshmukh	Multi-Tasking Staff	
23.	Mr. Prakash Gaunkar	Multi-Tasking Staff	
24.	Mr. Premanand Bhagat	Multi-Tasking Staff	
25.	Mr. Paresh Dhuri	Multi-Tasking Staff	
26.	Mr. Pankaj Velip	Multi-Tasking Staff	
27.	Mrs. Ankita Naik Gaonkar	Multi-Tasking Staff (C.B) Exam	

Manoj
 Principal
 Dnyan Prabodhini M.
 SHREE MALLIKARJUN
 &
 Sri. Chetan Manju Desai
 403702
 Cansacona, Goa



28.	Mrs. Anusha Wadav	Sweeper	Arundis NO
29.	Mrs. Mayuri Chari	Sweeper	Chari NO
30.	Mrs. Anita Sawant	Sweeper	NO
31.	Mrs. Sukanti Velip	Sweeper	
32.	Mr. Kusta Velip	Watchman	
33.	Mr. Kamlakar Velip	Watchman	NO
34.	Mr. Rajendra Velip	Gardener	

35: Rohan wadar watchmen
36: Saish Dessai watchmen.

NO

Shree



Manj

PRINCIPAL
Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702

Attendance

Department of Information Technology & Mathematics

LIFE SKILL COURSE IN MS OFFICE MANAGEMENT

2

Sr. No.	Name	Date											
		21/1/2020 (12-20-2)	22/1/2020 (12-20-2)	23/1/2020 (12-20-2)	24/1/2020 (12-2)	25/1/2020 (12-2-15)	27/1/2020 (12-2-15)	28/1/2020	29/1/2020	30/1/2020	3/2/2020	4/2/2020	5/2/2020
1.	Shri Ramdas Sawant												
2.	Shri Sandesh Faldesai												
3.	Shri Bhalechandra Desai												
4.	Mrs. Jyoti K. Naik Gaonkar												
5.	Mr. Agraj Desai												
6.	Ms. Shruti Faldesai												
7.	Mrs. Sneha Desai												
8.	Ms. Sanuja Desai												
9.	Mr. Krishna Desai												
10.	Mrs. Manuja Gaonkar												
11.	Mr. Rajesh Gaonkar												
12.	Mr. Gaurish Desai												
13.	Mr. Ravi Komarpant												
14.	Mr. Pradyumn Bhaireli												
15.	Mr. Krishna Vagonkar												



SHREE MALLI
8 JUN
Shri. Chetan Manju Desai College

FEEDBACK FORM

CERTIFICATE COURSE : "LIFE SKILLS COURSE IN MENTAL ABILITY"

Organized by Dept. of Mathematics & IT

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The objectives of the course were clear to me					
2.	The course content met with my expectations					
3.	The level of the course was up to the mark					
4.	The course exposed me to new knowledge and practices.					
5.	The Instructor encouraged interaction and was helpful					
6.	The course improved computing and IT skills					
7.	The course was helpful to improve my quantitative aptitude					
8..	How likely will you recommend this course to others.					

General Observation / Suggestion / Recommendations: _____

13



Principal
Shree Hallikarjun
Shri Chetan Manju Desai College
Dahanu, Gao 403702

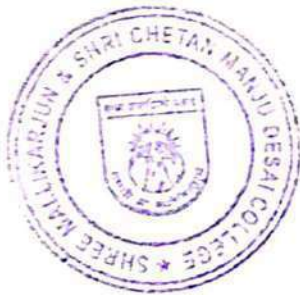
FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized				✓	
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



Permy

(M. K. Bheirali)

(Manj)

PRINCIPAL

Dr. Van Prabodhini Mandal's
SHREE MALLIKARJUN

&

Shri. Chetan Manju Desai College
Dellem-Canacona, Goa-403702

14

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized			✓		
2.	The course content met with my expectations			✓		
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.			✓		
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive			✓		
8.	How likely will you recommend this course to others?		✓			

General Observation / Suggestion / Recommendations: _____



Principal
(Manj)
PRINCIPAL
 Dnyanesh Prashasti Mandali
SHREE MALLIKARJUN

Shri. Chetan Manju Desai College
 B-10, Gandhinagar, G-3 403702

(B K. Desai)
 15

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



Handwritten signature

Handwritten signature of Manj

PRINCIPAL
Dayan Prabodhini Mendal's
SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.	1.	2.	3.	4.	5.	6.	7.	8.
	The workshop was well organized	The course content met with my expectations	The level of the course was up to the mark	The course exposed me to new knowledge and practices.	The instructors interaction was helpful	The course improved computing and IT skills	The overall experience of the workshop is positive	I am likely to recommend this course to others?
Strongly Disagree (1)								
Disagree (2)								
Satisfactory (3)							✓	
Agree (4)	✓	✓	✓	✓		✓		✓
Strongly Agree (5)					✓			

General Observation / Suggestion / Recommendations:



RECEIVED
DEPT. OF IT & MATHEMATICS
UNIVERSITY OF KERALA
KANNUR CAMPUS
KANNUR
14/07/2023

FEEDBACK FORM **CERTIFICATE COURSE: "IT & Computing Skills"** Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.			✓		
5.	The Instructors interaction was helpful			✓		
6.	The course improved computing and IT skills			✓		
7.	The overall experience of the workshop is positive			✓		
8.	How likely will you recommend this course to others?				✓	
					✓	

General Observation / Suggestion / Recommendations: She overall skill enhancement training was satisfactory.



[Signature]

PRINCIPAL
Dnyan Prabodhini Mendal's
SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College
Delum, Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?				✓	

General Observation / Suggestion / Recommendations: _____



Manjamma

PRINCIPAL
Dnyan Prabodhini Mondal's
SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?				✓	✓

General Observation / Suggestion / Recommendations: _____



(Mary Parth)

PRINCIPAL

Chetana Mahavidyalaya
SHREE MALLIKARJUN

&

Dist. Chetana Mahavidyalaya College
Dahanu, Dahanu, Dist. Thane, Maharashtra - 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓
						✓

General Observation / Suggestion / Recommendations: _____



(Manjushree)

PRINCIPAL
Dnyan Prabhutini Mandal's
SHREE MALLIKARJUN

Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					✓
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



(Signature)

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized			✓		
2.	The course content met with my expectations			✓		
3.	The level of the course was up to the mark			✓		
4.	The course exposed me to new knowledge and practices.			✓		
5.	The Instructors interaction was helpful			✓		
6.	The course improved computing and IT skills			✓		
7.	The overall experience of the workshop is positive			✓		
8.	How likely will you recommend this course to others?			✓		

General Observation / Suggestion / Recommendations: well organised



(Mang)

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations:



Manj
Patel

Dr. Chetan Mahavidyalaya, Delhi
Delhi-110001, India

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations:



Manj
Desai

25

PRINCIPAL
Dr. P. B. Desai
SHREE MALLIKARJUN

&
Shri. Chetan Manju Desai College
Dolem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?				✓	
						✓

General Observation / Suggestion / Recommendations: _____



Manjamma

PRINCIPAL
Dnyan Prasadhini Mendal
SHREE MALLIKARJUN

Shri. Chetan Manju Dasai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?				✓	✓

General Observation / Suggestion / Recommendations: _____



Manj
Desai

PRINCIPAL
Dayanidhi Desai Memorial
SHREE NALLIKARJUN

&
Shri. Chetan Manju Desai College
Deleni-Canacona, Goa-403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



Manj
Kumar

DRYAN PRABODHAI MATHS
SHREE MALLIKARJUN

Shri. Cholan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					✓
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



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PRINCIPAL
 Shree Mallikarjun & Shree Manikarjun
 Shri. Chetan Manju Desai College
 Delam-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"
Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



31

Manj
Desai

Shree Mallikarjun & Shree Chetan Manju Desai College
Delem, Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized				✓	
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



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 TRICHAAL
 Shri Chetan Marpu Desai College
 Dolem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized				✓	
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.				✓	
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: Make this Course available to our college students.



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am
SHREE CHETAN MANJU DESAI COLLEGE

Shri. Chetan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations				✓	
3.	The level of the course was up to the mark					✓
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful				✓	
6.	The course improved computing and IT skills					✓
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?				✓	
						✓

General Observation / Suggestion / Recommendations: _____



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Manj
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Shree Mallikarjun & Shree Chetan Manju Desai College
Delem-Canacona, Goa 403702

FEEDBACK FORM
CERTIFICATE COURSE "IT & Computing Skills"
 Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized					
2.	The course content met with my expectations					✓
3.	The level of the course was up to the mark				✓	
4.	The course exposed me to new knowledge and practices.					✓
5.	The Instructors interaction was helpful					✓
6.	The course improved computing and IT skills				✓	
7.	The overall experience of the workshop is positive					✓
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: _____



(Signature)

FEEDBACK FORM

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
1.	The workshop was well organized	✓				
2.	The course content met with my expectations			✓		
3.	The level of the course was up to the mark		✓			
4.	The course exposed me to new knowledge and practices.		✓			
5.	The Instructors interaction was helpful			✓		
6.	The course improved computing and IT skills			✓		
7.	The overall experience of the workshop is positive				✓	
8.	How likely will you recommend this course to others?					✓

General Observation / Suggestion / Recommendations: for non-teaching staff
make it start with basics of computer explaining parts
and features of computer.
Make course available for students.



Manj
Amal

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Dr. N. Prabodh W. M. S.
 SHREE MALLIKARJUN

Shri. Chetan Manju Desai College
 Delem-Canacona, Goa 403702

Department of Information Technology & Mathematics
LIFE SKILL COURSE IN IT & MS OFFICE MANAGEMENT

Sr. No.	Name	Date													
		21/1/2020 (12-30-2)	22/1/2020 (12-30-2)	23/1/2020 (12-30-2)	24/1/2020 (12-2)	25/1/2020 (12-2-15)	27/1/2020 (12-2-15)	04/2/2020	29/1/2020	30/1/2020	3/2/2020	4/2/2020	5/2/2020	3/2/2020	
1.	Shri Ramdas Sawant														
2.	Shri Sandesh Faldesai														
3.	Shri Bhalchandra Desai														
4.	Mrs. Jyoti K. Naik Gaonkar														
5.	Mr. Agraj Desai														
6.	Ms. Shruti Faldesai														
7.	Mrs. Sucha Desai														
8.	Ms. Sanija Desai														
9.	Mr. Krishna Desai														
10.	Mrs. Manuja Gaonkar														
11.	Mr. Rajesh Gaonkar														
12.	Mr. Gaurish Desai														
13.	Mr. Ravi Komarpant														
14.	Mr. Pradhyumn Bhareli														
15.	Mr. Krishna Vagonkar														



Dr. Chetan Manju Desai
Principal
Shree Mallikarjun & Shree Chetan Manju Desai College

