



**UNIVERSITY GRANTS COMMISSION
HUMAN RESOURCE DEVELOPMENT CENTRE
GOA UNIVERSITY**

**Programme for
Group B & C Staff**

From 14.09.2022 to 16.09.2022

**For Group B & C Staff members of
College / University that are included under
Section 2(f)/12 (B) of the UGC Act**

Click on the following link to apply

https://www.unigoa.ac.in/uploads/config_docs/20210722.102713~HRDC_Application_Form.pdf

**Dr. Ingrid Anne P. Nazareth, Asst. Professor
Contact: hrdcoffice@unigoa.ac.in / 08669609017**

UGC-Human Resource Development Centre

Goa University

**Programme Group B & C Staff (Online Mode)
from 14-09-2022 to 16-09-2022**

REPORT

1. UGC-HRDC, Goa University conducted its Programme for Group B & C Staff. Twenty One participants registered for the course. Participants were from the state Goa. The Course was conducted under the leadership of Director-in-Charge, Prof. Ms. Purva Hegde Desai and coordinated by Dr. Ingrid Anne P. Nazareth, Assistant Professor, HRDC, Goa University.
2. Prof. Purva welcomed the participants for the inaugural function of the Programme which was inaugurated by Prof. Vishnu S. Nadkarni, Registrar, Goa University. Dr. Ingrid Anne P. Nazareth gave a brief overview of the course and gave the vote of thanks.
3. 4 lecture sessions were delivered daily between 10:00 a.m. and 5:15 p.m. with a lunch-break of 45 minutes at 1:15 p.m. The Course was enriched with well experienced resource persons from across the State of Goa.
4. The topics during the programme were as follows: (1) Academic Administrator as facilitators of Higher Education in Goa (2) Right to information act & its implementation (3) Noting and Drafting + Practical's, Importance of Record Management (4) Presentation on e office (5) Balanced diet a Healthy awareness (6) Focus on Sports (7) Fundamental Rules and Supplementary Rules.
5. Prof. Purva welcomed the participants for the valedictory function of the Programme for Group B & C Staff Shri Vinayak A. Naik, former Jt. Dir. of Accts, Govt. of Goa also Empanelled with GIPARD, Ela Old Goa delivered the valedictory speech to the participants. Some of the participants gave their feedback about the course. Dr. Ingrid Anne P. Nazareth read the course report and gave the vote of thanks.

We are enclosing herewith:

- a. Time-table
- b. List of Resource persons and topics.
- c. Participants details
- d. Evaluation Participants Summary
- e. Participants Evaluation Sheet

Purva
(Prof. Ms. Purva G. Hegde Desai)
Director-In-Charge-UGC-HRDC

DIRECTOR
HUMAN RESOURCE DEVELOPMENT CENTRE
GOA UNIVERSITY
GOA - 403 206



UGC-Human Resource Development Centre

Goa University

Programme for Group B & C Staff (Online Mode)

from 14-09-2022 to 16-09-2022

Participants Details

Sr. No	Name of the Participants	College Address	Phone No.	E mail ID of Participants
1	Shri. Aditya Satish Keulekar	Goa University	8390012363	keulekaraditya@gmail.com
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21	Mrs. Myra Ribeiro	Nirmala Institute of Education, Panaji Goa	9423889230	ribeiromyra@gmail.com