

From:

Rudresh Uttam Mhamal

Assistant Professor Department of Commerce

Vidya Prabodhini College of Commerce, Education, Computer and Management

Parvari-Goa

14/11/2022

To

The Principal

Vidya Prabodhini College of Commerce,

Education, Computer and Management Parvari-Goa

Sub: Short-Term Certificate Course "Train Earn and Learn"

Respected Sir,

I the undersigned wish to organise a short term certificate course in "Train Earn and Learn Course in association with ICAI" The detail proposal for the course along with the list of suggested resource persons is attached herewith for your reference.

Kindly do the needful.

Thanking you,

Yours faithfully.



Rudresh U. Mhamal


(Assistant Professor Department of Commerce)

- IQAC - for scrutiny & remarks



14/11/2022

- May be conducted

  
IQAC-coordinator.

## EVENT PROPOSAL

### Event Details

**Name of the Event:** Train Earn and Learn Course by ICAI

**Academic Year:** 2022-23

**Type of the Event:** Course

**Reach of the Event:** Local

**Mode of Event:** Online

**Date of Event:** From 12-12-2022 To 24-12-2022

**No of Day(s):** Two-Weeks

**Objectives of the Event:** To provide Skill-based training programme with an internship for Commerce Students

**Outcomes of the Event:** The course provides opportunities for the students to earn while learning through part-time jobs and entrepreneurial projects, thus preparing them to shoulder professional assignments and academics.

**A brief write-up about your Event (in about 300 words):**

Career Guidance, Internship and Placement Cell of the College in association with WESTERN INDIA REGIONAL COUNCIL OF ICAI is organising a 36 hours course for the students, staff and alumni of the college. The course provides opportunities for the students to earn while learning through part-time jobs and entrepreneurial projects, thus preparing them to shoulder professional assignments and academics. The course will begin on 12th December 2022 and will conclude on 24th December 2022 3 hours per day ( 9.00 am to 12.00 noon ) Sunday off. The course fees is ₹ 413.

### Details about the external Collaborating/Associating agencies

**Name of the collaborating agency:** WESTERN INDIA REGIONAL COUNCIL OF ICAI

**Address:** Mumbai - Maharashtra India.

**Nature of the Collaboration:** Collaboration

**Details of Collaboration:** Lectures will be conducted by qualified and experienced Chartered Accountants from WESTERN INDIA REGIONAL COUNCIL OF ICAI





### Participants' Details

Expected number of Participants:

Local	State	National	International	Total Delegates
100	0	0	0	100

### Resource Persons' Details

Name of the Resource person: CA. Hrudyesh Natvarlal Nayna Pankhania

Institutional Affiliation: WESTERN INDIA REGIONAL COUNCIL OF ICAI

Area of expertise(in brief): CA

Any other details:

### Proposed registration fee to be collected from delegates

Sr. No.	Delegates	Amt. (₹) per person
1	Student and Research Scholar	413
2	Local Delegate	0
3	National Delegate	0
4	International Delegate	0
5	Institutional Delegate	0

### Proposed sources of Funds

Sr. No.	Particulars	Amount (₹)
1	Registration fee:	413
2	Sponsorship:	0
3	Support from funding agencies/ departments/ institutions:	0
	<b>TOTAL Funds in Rupees</b>	<b>413</b>

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### Proposed Expenditure

Sr. No.	Particulars	Amount (₹)
1	Hall/Venue Booking	413
2	Remuneration/Honorarium	0
3	Accommodation	0
4	Local Conveyance	0
5	Food and Refreshments	0
6	Travelling Expenses	0
7	Printing, Stationary, Seminar Kit, Stage decoration etc.	0
8	Miscellaneous	0
	<b>TOTAL Expenditure in Rupees</b>	<b>413</b>

### Event Coordinator Details

**Name of the Department/Committee:** Career Guidance, Internship and Placement Cell

**Name of the Event Co-ordinator:** Rudresh Uttam

**Mhamal Event Co-ordinator email address:**

mhamal88@gmail.com **Event Co-ordinator Mobile**

**Number:** 8788807952

**Name of the Co-coordinator:**

**Signature of the Coordinator:**

**Signature of the Co-coordinator:**

**Date:** 14-11-2022

**Place:** Porvorim - Goa

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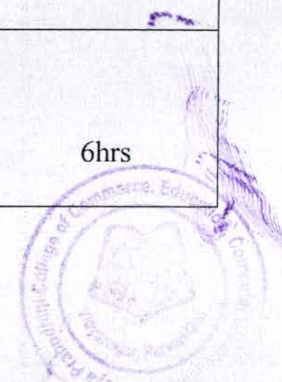
## SYLLABUS

### Skill development for Undergraduate Student of all Streams

### Train Earn & Learn

**Duration 36 hrs @ 3 hrs = 12 days**

Topic	Subject Description	No. of Session	Duration in hours
<b>Business Communications</b>	<ul style="list-style-type: none"> <li>• Effective Verbal Communication</li> <li>• Active Listening</li> <li>• Business Communication via skype, phone and email</li> <li>• Barriers to Effective Communication</li> <li>• Nonverbal Communication - Body language improving postures &amp; gestures</li> </ul>	1	3hrs
<b>Personality Development</b>	<ul style="list-style-type: none"> <li>• Social Technology – Personality Branding</li> <li>• Importance of Personality Development</li> <li>• Evaluate yourself</li> <li>• Networking</li> <li>• Body Language</li> </ul>	1	3hrs
<b>Social &amp; Business Etiquette</b>	<ul style="list-style-type: none"> <li>• Social Etiquette</li> <li>• Business &amp; Meeting Etiquette</li> <li>• Interview Etiquette</li> <li>• Telephone Etiquette</li> <li>• Email Etiquette</li> </ul>	1	3hrs
<b><u>Effective Office Management:</u></b>	Basics of Income Tax	2	6hrs
	Nature of Income and It's Taxability & Heads – Income from Salary, Profits and Gains of Business, Capital Gains, Income from Other Sources		
	Overview of Deductions & Eligible claims under Chapter VIA of the Income Tax Act		





a) E-filing under Income tax	Filing of ITRs based on nature of Income		
	ITR-1 to ITR-5, its selection. Registration on ITD Portal and Step by Step procedure to upload		
	Nature of payments and deductions related provisions under the Income Tax Act		
b) GST	<b>Introduction</b>	2	6hrs
	<b>Overview of GST</b>		
	a) What is GST		
	b) Features of GST		
	c) B2B and B2C Transactions		
	d) Destination based tax on consumptions		
	e) Different GST Acts		
	f) Classification of Goods and Services HSN/SAC Code		
	<b>Supply:</b>		
	a) Scope of Supply		
	b) Mixed Supply / Composition Supply		
	c) Forward Charge / Reverse Charge Mechanism		
	<b>Registration:</b>		
	a) Section 22 Persons liable for registration		
	b) Section 23 Persons not liable for registration		
	c) Compulsory Registration		
	d) Registration Procedure		
	<b>Input Tax Credit:</b>		
	a) Meaning of ITC		
	b) ITC Set off as per GST LAW		
	c) Eligible and Condition for ITC		
	d) Negative list for ITC		
	<b>GST Payments</b>		
	<b>Different Types of GST Returns</b>		
c) Tally accounting	<b>1. Introduction to tally:</b>		
	a. Tally as a company		

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	b. Tally Technology c. Tally Product d. Introduction to tally prime e. Basic Navigation & Commands f. Creating Masters g. Passing basic accounting entries	2	6hrs
	<b>2. Basic Inventory management in Tally</b>		
	<b>3. Advanced Inventory management in Tally</b>		
	<b>4. GST Compliance from tally</b>		
	<b>5. Auditing to tally - Audit features of tally</b>		
	<b>6. Financial &amp; MIS reporting from Tally</b>		
<b>d) Knowledge of Excel – Audit Tool &amp; Analysis</b>	<b><u>EXCEL BASICS:</u></b> 1. Getting Started with Excel 2. Data Entry, Data Editing, and Number Formatting 3. Data Formatting 4. Working with Cells and Ranges in Excel 5. Managing Worksheets  <b><u>EXCEL ESSENTIALS:</u></b> 1. Introduction to Excel Tables 2. Auto-fill, Custom Lists, and Flash Fill 3. Number Formatting in Excel  <b><u>EXCEL FORMULAS:</u></b> 1. Excel Formula Basics 2. Logical Formulas in Excel 3. Math Formulas in Excel 4. Lookup and Reference Formulas in Excel 5. Stats Formulas in Excel 6. Text Formulas in Excel 7. Date and Time Formulas in Excel	2	6hrs

*Signature*





	<b><u>DATA ANALYSIS:</u></b> <ol style="list-style-type: none"> <li>1. Named Ranges in Excel</li> <li>2. Data Validation in Excel</li> <li>3. Data Sorting and Filtering in Excel</li> <li>4. Using Conditional Formatting in Excel</li> </ol>		
e) TDS under IT	<ol style="list-style-type: none"> <li>1. What is TDS?</li> <li>2. When should TDS be deducted and by whom?</li> <li>3. What is the due date for depositing the TDS to the government?</li> <li>4. How to deposit TDS?</li> <li>5. How and When to file TDS returns?</li> <li>6. What is a TDS certificate?</li> <li>7. TDS credits in Form 26AS</li> <li>8. SMS Alerts for Higher Transparency</li> <li>9. Tax liability in a case where TDS is already deducted from Income</li> <li>10. Registration on Traces, Filling up of Form 24Q and Form 26Q and uploading</li> </ol>	1	3hrs

*Atank*





Prabodhan Education Society's  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management  
Vidyanagar, Alto-Porvorim-Goa

Department of Commerce in association with WESTERN INDIA REGIONAL COUNCIL OF ICAI

### Organises Certificate Course in Train Earn and Learn



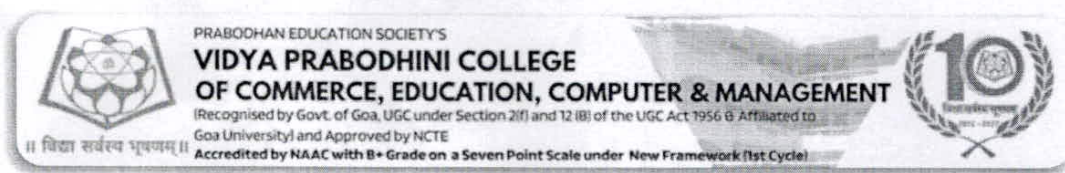
Registration Fees  
₹ 250

Date :  
12-12-2022 to 24-12-2022

Duration:36 hours

Shri. Rudresh Mhamal  
Co-ordinator

Dr. Bhushan Bhawe  
Principal



## **CAREER GUIDANCE, INTERNSHIP, AND PLACEMENT CELL**



### **Short-Term Certificate Course**

## **SKILL ENHANCEMENT PROGRAM FOR UNDERGRADUATES**

### **WESTERN INDIA REGIONAL COUNCIL OF ICAI**

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**TITLE OF THE COURSE: Train Earn and Learn [TEL]**

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**OBJECTIVE:** Skill-based Certificate Course with an internship for Commerce Students

**FACULTY:** Lectures will be conducted by qualified and experienced Chartered Accountants.

#### **OUTCOME / GAINS:**

The course provides opportunities for the students to earn while learning through part-time jobs and entrepreneurial projects, thus preparing them to shoulder professional assignments and academics.

#### **TABLE OF CONTENTS:**

- I. Business Communications**
  - a. Effective Verbal Communication
  - b. Active Listening
  - c. Business Communication via skype, phone, and email
  - d. Barriers to Effective Communication
  - e. Nonverbal Communication - Body language improving postures & gestures
- II. Personality Development**

Social Technology – Personality Branding
- III. Social & Business Etiquette**
  - a. Social Etiquette
  - b. Business & Meeting Etiquette





- c. Interview Etiquette
- d. Telephone Etiquette
- e. Email Etiquette

**IV. Effective Office Management**

- a. E-filing under Income tax
- b. GST
- c. Knowledge of Excel – Audit Tool & Analysis
- d. Tally accounting
- e. TDS under IT

**TEACHING TECHNIQUES:** Theory, Case studies, activities

**DURATION:** 36 Hours (12 sessions of approximately 3 hours each)

**CERTIFICATE:**

All the participants have to undergo an **EVALUATION** of 100 marks MCQ format test after completion of the course.

A certificate of participation will be issued by the Institute of Chartered Accountants of India (ICAI) to participants on successful completion of the course and clearing of the exam.

**INTERNSHIP:**

WIRC will organize placement for the participants for an internship of one year in a CA firm. Interested participants will fill in the placement form after successful completion of the course, which will be forwarded to the participating CA Firms.

The participant's placement depends on their performance in the Interview Process.

**ELIGIBILITY:** Undergraduate Commerce students (B. Com / BAF / BMS / BBI)

**REQUIREMENT:** Participants must have a laptop/desktop/mobile with a good internet connection.

**FEES:** Rs. 413 (all inclusive)

**COURSE COORDINATOR** Vidya Prabodhini College: Rudresh Mhamal (Assistant Professor in Commerce) [mhamal88@gmail.com](mailto:mhamal88@gmail.com) 8788807952

**COURSE COORDINATOR ICAI:** CA. Hrudyesh Natvarlal Nayna Pankhania (Regional Council Member) & Rupesh Mhadlekar

**Email:** [hrudyeshpankhania@gmail.com](mailto:hrudyeshpankhania@gmail.com) | [wirctel@gmail.com](mailto:wirctel@gmail.com)

**THE ENTIRE COURSE IS CONDUCTED IN A VIRTUAL MODE**



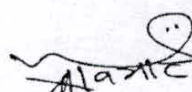
**NOTICE**  
**(2022-23)**  
**(STUDENTS)**

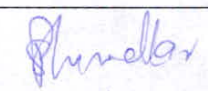

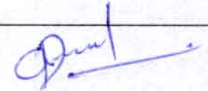

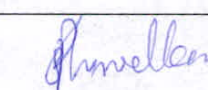









This is to inform all the students that a Certificate Course in 'Train Earn and Learn' will be organised by the Vidya Prabodhini College in association with ICAI. Interested students are requested to give their names to Assistant Professor Mr. Rudresh Mhamal on or before 30<sup>th</sup> November 2022.

The details of the course are displayed on the College notice board.

Date: 17<sup>th</sup> November, 2022



  
(Dr. Bhushan Bhawe)  
Principal

Class	Sign	Class	Sign
F.Y.B.Com. A		F.Y.B.A. B.Ed. A	
F.Y.B.Com. B		F.Y.B.A. B.Ed. B	
S.Y.B.Com. A		S.Y.B.A. B.Ed. A	
S.Y.B.Com. B		S.Y.B.A. B.Ed. B	
T.Y.B.Com. A		T.Y.B.A. B.Ed. A	
T.Y.B.Com. B		T.Y.B.A. B.Ed. B	
Fourth Year B.A.B.Ed. A		Fourth Year B.A.B.Ed.	





Prabodhan Education Society's  
Vidya Prabodhini College of Commerce, Education, Computer and Management,  
Parvari Goa

Enrollment List

Sr. No.	Email address	Full Name of the Student	Enter your Mobile No	College Name
1	avesh8188@gmail.com	Avesh Shakeel Khan	7387971293	Vidya prabodhini collage,Goa
2	shreeshamalvankar@gmail.com	Shrisha Rama Malvankar	9146180063	Vidya Prabodhini College of Commerce
3	ritakshaarolkar@gmail.com	Ritaksha Arolkar	9527980613	Vidya prabhodhini college
4	sanejshirodkar3711@gmail.com	Sanej Satish Shirodkar	7507837426	Vidya prabhodini college
5	neha03naik@gmail.com	Neha Gopal Naik	8698326871	Vidya Prabodhini College
6	gadkarrahul054@gmail.com	RAHUL GADKAR	8329509880	Vidya prabodhini collage
7	abhishek08706@gmail.com	Abhishek Ramvilas Kushwaha	7028605169	Vidya Prabodhini College of Commerce Education Computer and Management Porvorim Goa
8	suryakantvengurlekar1807@gmail.com	SURYAKANT RAMAKANT VENGURLEKAR	7387574391	Vidya Probhodini College
9	pranayvengurlekar20@gmail.com	Pranay Ramakant Vengurlekar	7559136077	Vidya Prabodhini College
10	inderjitchaudhary960@gmail.com	Indrajeet choudhary	79768 46871	Vidhya prabohldhini college
11	shreyagaonkar03@gmail.com	Sriya Dnyaneshwar Gaonkar	9011811428	Vidya Prabodhini College
12	suyeshchavan92845@gmail.com	Suyesh Chavan	9284518052	vidya Prabodhini College
13	nandinigawas02@gmail.com	Rajnandini Vithal Gawas	7588496430	Vidya Prabodhini College of Commerce, Education, Computer and Management, Porvorim Goa
14	khanjbushra05@gmail.com	Bushra Jamal Khan	7219263419	Vidya Pranbodhini College of commerce, education, computer and management
15	naikaachal9@gmail.com	AACHAL ASHOK NAIK	8806793819	Vidhya Prabhodini college of commerce, education, computer computer and management
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17	shrirampujaripujari@gmail.com	Shriram Pujari	09110692482	Vidya prabodini college ,Parvari-Goa







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20	dnaik7237@gmail.com	Divya Naik	9075067631	Vidya probhodini college
21	aartigawas0502@gmail.com	Aarti Ramakant Gawas	7757959709	Vidya Prabodhini college Porvorim Goa
22	karansavaji9@gmail.com	Karan Nilkant savoji	8411874963	Vidya prabodhini college
23	Bhav.kash2707@gmail.com	Bhavana Pradeep Kashyap	9309037332	Vidya pranidhini college
24	ommanjrekarmanjrekar@gmail.com	OM MANJREKAR	9689560908	Vidya Prabodhini college
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28	gayatrinarvekar22@gmail.com	Gayatri Narvekar	8080026779	Vidya prabodhini college Goa
29	rc775803@gmail.com	Roopram Sohanlal Choudhary	9850430687	Vidya Probodhini College
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33	vedantpogle44@gmail.com	Vedant vilas Pogle	7588444557	Vidya prabodhini college of Commerce
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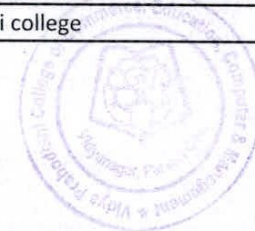
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59	asmipathan1@gmail.com	Asmi Firoj Pathan	7066315959	Vidyaprabodhini college
60	tannukumari1419@gmail.com	Tannu Kumari Mahato	9699644794	vidya prabhodhini college of commerce
61	maglanisamiran@gmail.com	Samiran Banu Ibrahim maglani	9767182628	Vidhiya probhodini college Goa
62	aditidiwadkar30may@gmail.com	Aditi Devidas Divadkar	7666770676	Vidya Prabodhini College of Commerce, Education, Computer & Management
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65	gorsana53@gmail.com	Sana Goragundagi	9665149886	Vidya probhodhini college parvari
66	sufiyashaikh5105@gmail.com	Sufiya nisar shaikh	8080435916	Vidya probodhini college
67	khandeparkarprajakta@gmail.com	Prajakta Pradeep Khandeparkar	9284976475	Vidya prabodhini college of commerce, education, computer and management
68	butterscientis47@gmail.com	Sagar Vishwas Thorat	8208113607	Vidya prabodhini college

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72	nadwin8547@gmail.com	Edwin Anthony Nadar	7385642276	Vidya prabodhini college
73	chogaledamini290@gmail.com	Damini Prakash Chogale	8805371365	Vidya prabodhini college of commerce education, computer & management
74	garimachand583@gmail.com	Garima ganesh chand	9325349400	Vidya prabodhini college
75	pinkygoud045@gmail.com	Pinky Govind Goud	8407977040	VPS
76	sawantshradha80@gmail.com	Shradha Govind Sawant	7517358794	Vidya prabodhani college of commerce, education, computer an management.
77	amitekshata@gmail.com	Akshata Umesh Amite	7058222178	Vidya prabodhini college
78	rashmikorgaokar0509@gmail.com	Rashmi Ramesh Korgaokar	08605223142	Vidhya prabodini college parvari goa
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80	sudhasavoji023@gmail.com	Sudha nilkant savoji	9923249927	Vidya probodhini
81	akankshavernekar1020@gmail.com	Akanksha Ghaneshyam Vernekar	7796205623	Vidya prabhodini college parvari Goa
82	deepapujar53@gmail.com	Deepa Basavaraj Pujar	9322721741	Vidhya prabodhini college
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86	priyanka.sutar2904@gmail.com	Priyanka Vijay Sutar	9322739304	Vidya prabodhini college, Goa
87	kerkarsonal25@gmail.com	Sonal Sushant Kerkar	9370971723	Vidya prabodhini college of Commerce, Education, Computer and management
88	nagrajrathod49@gmail.com	NAGRAJ RATHOD	8421618930	Vidya Prabodhini College of Commerce, Education, Computer & Management
89	siddhimandrekar20@gmail.com	SIDDHI UDAY MANDREKAR	9075139018	VIDYA PRABODHINI COLLEGE
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91	saheelkauthankar3125@gmail.com	Saheel Kauthankar	9657236869	Vidya Prabodhini College of Commerce, Education, Computer & Management College
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95	dhainjeakanksha23@gmail.com	Akanksha Vikas Dhainje	9130259389	Vidhya probodhini
96	halgekarpavan@gmail.com	Pavan Pandurang Halgekar	7709676657	Vidya prabodhini college
97	kashishcandolkar01@gmail.com	KASHISH VASSUDEV KANDOLKAR	8010329474	VPC
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*[Handwritten signature]*





Prabodhan Education Society's  
Vidya Prabodhini College of Commerce, Education, Computer and Management,  
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Result

Sr. No.	Email address	Full Name of the Student	Enter your Mobile No	College Name	Result	
1	avesh8188@gmail.com	Avesh Shakeel Khan	7387971293	Vidya prabodhini collage,Goa	37	Fail
2	shreeshamalvankar@gmail.com	Shrisha Rama Malvankar	9146180063	Vidya Prabodhini College of Commerce	50	Fail
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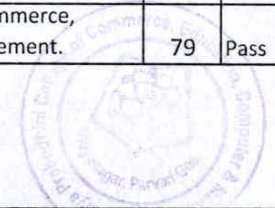
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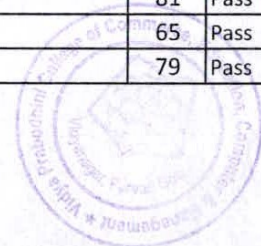
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Prabodhan Education Society's  
**VIDYA PRABODHINI COLLEGE**  
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Vidya Nagar, Alto-Parvari, Goa  
*Excellence... Everywhere... Everytime...*

# CERTIFICATE

This is to certify that

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has completed "A short-Term Certificate Course in "Train Earn and Learn" of 30 hours organised by the College from 12<sup>th</sup> December to 24<sup>th</sup> December 2022 at Vidya Prabodhini College, Parvari, Goa.

**Mr. Rudresh U. Mhamal**  
Coordinator

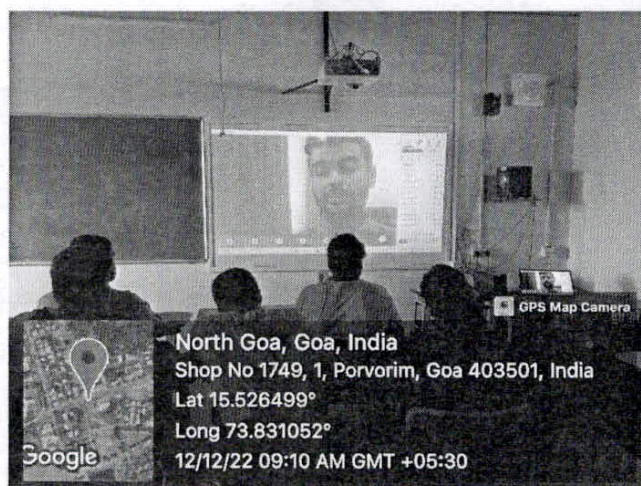


**Dr. Bhushan V. Bhawe**  
Principal



**Prabodhan Education Society's  
Vidya Prabodhini College of Commerce, Education, Computer and Management,  
Parvari Goa.**

**Activity Report**



**Name of the Event:** "Train Earn and Learn"

**Academic Year:** 2022-23

**Type of the Event:** Course

**Reach of the Event:** Local

**Mode of Event:** Online

**Date of Event:** 12-24/12/2022

**No of Day(s):** 12days

**Objectives of the event :** Skilled-based Certificate Course with an internship for Commerce Students

**Details about the external Collaborating/Associating agencies**

**Name of the collaborating agency:** WESTERN INDIA REGIONAL COUNCIL OF ICAI

**Address:** Mumbai - Maharashtra India.

**Nature of the Collaboration:** Collaboration

**Details of Collaboration:** Lectures will be conducted by qualified and experienced Chartered Accountants from WESTERN INDIA REGIONAL COUNCIL OF ICAI





### Resource Persons' Details

**Name of the Resource person:** CA. Hrudyesh Natvarlal Nayna Pankhania

**Institutional Affiliation:** WESTERN INDIA REGIONAL COUNCIL OF

ICAI Area of expertise (in brief): CA

**Any other details:**

### Participant Details

Number of Participants

Local	State	National	International	Total Delegation
135	Nil	Nil	Nil	135

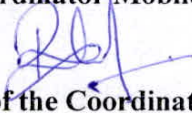
### Event Coordinator Details

**Name of the Department/Committee:** Department of Commerce & Career Guidance, Placement & Internship Cell

**Name of the Event Co-ordinator:** Rudresh Uttam Mhamal

**Event Co-ordinator email address:** mhamal88@gmail.com

**Event Co-ordinator Mobile Number:** 8788807952

  
**Signature of the Coordinator:**

**Date:** 05/01/2023

**Place:** Porvorim - Goa

