



**Rayat Shikshan Sanstha's  
Rajarshi Chhatrapati Shahu College, Kolhapur**

**Department of Economics  
Short Term Course On  
Secretarial Training 2023-2024**

**Report**

**Date: 28 -03-2024**

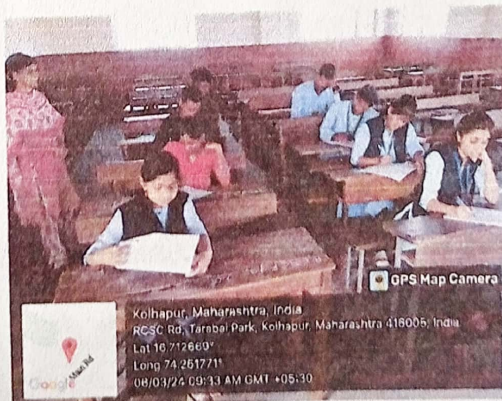
To develop professional skills among the students, Department of Economics organised Short Term Course on Secretarial Training for the academic year 2023-2024. 9 students from B. A. III and B. Com. III were enrolled for this course. The course duration was 3 months and its fee was Rupees 500/- per student. The examination covers 100 marks out of which first paper carried 50 marks and second paper carried 50 marks.

**Outcomes**

- Students learn various professional skills required for the Secretary.
- Course became helpful to the students to learn the nature and work of the secretary.

**Beneficiaries**

**09**



Course Co-ordinator  
Secretarial Training

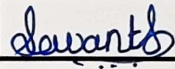
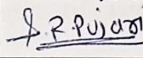
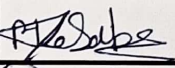
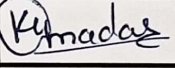

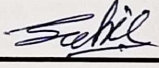
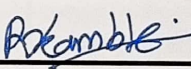
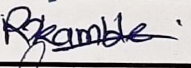
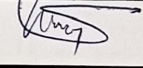


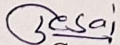
*[Signature]*  
Pr. Principal,  
Rajarshi Chhatrapati Shahu College,  
Kolhapur.

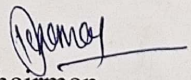




Rayat Shikshan Sanstha's  
Rajarshi Chhatrapati Shahu College, Kolhapur  
Short Term Course in Secretarial Training  
Student List (2023-24)

Sr. No.	Name of the student	Class	Sign
1	Siddhi Sandip Sawant	B.Com III	
2	Sunahari Ravindra Pujari	B.Com III	
3	Madhavi Mohan Kasabe	B.Com III	
4	Kaveri Yallappa Madar	B.Com III	
5	Vivek Santosh Saini	B.Com III	
6	Sahil Mahammad Shaikh	B.A. III	
7	Rutuja Dagadu Kamble	B.A. III	
8	Ritvik Dagadu Kamble	B.A. III	
9	Sudip Sadashiv Kamble	B.A. III	

  
Course Coordinator  
Prof. Dr. Smt. Desai M.B.

  
Chairman  
Rayat Skill Development Centre

