



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

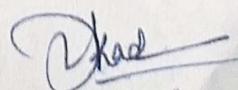
- Students learn various professional skills required for the Secretary.
- Course became helpful to the students to learn the nature and work of the secretary.

Beneficiaries

09



Course Co-ordinator
Secretarial Training

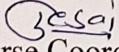

Pr. Principal,
Rajarshi Ch. Shahu College
Kolhapur.

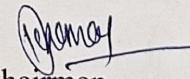


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Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
Short Term Course in Secretarial Training
Student List (2023-24)

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


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


 Chairman
 Rayat Skill Development Centre

