



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

Dept. of Economics

Short Term Course in Secretarial Training 2024-25

Report

Date: 02/04/2025

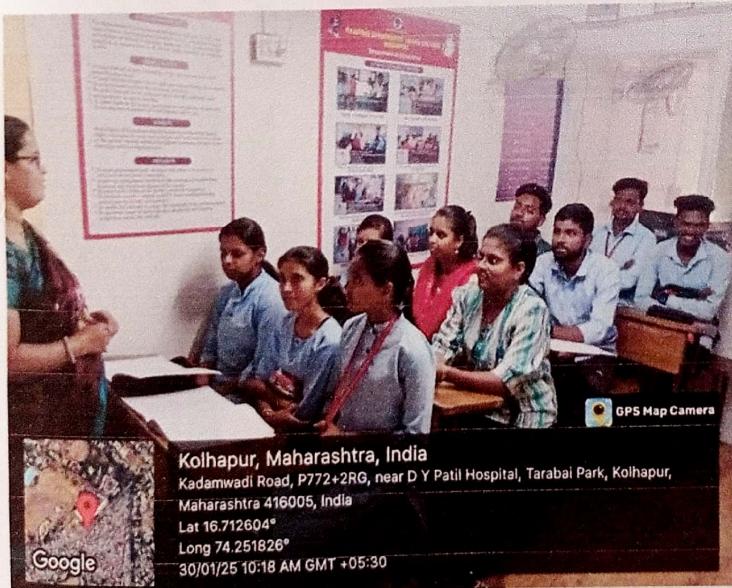
To develop professional skills among the students, Dept. of Economics organized short term course on Secretarial Training for the academic year 2024-25. The students from B.A. III and B.Com III were enrolled for this course. The course duration was 3 months with a fee of Rs. 300/- per student. The examination covers 100 marks out of which first paper carried 50 marks and second paper carried 50 marks.

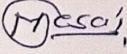
Outcomes:

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

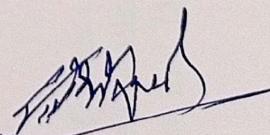
Beneficiaries

10




Course Co-ordinator
Secretarial Training




I/C PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR



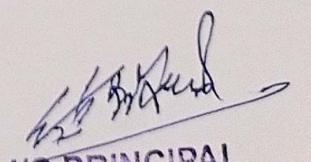
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Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
Short Term Course in Secretarial Training
Student List (2024-25)

Sr. No.	Name of the student	Class	Fee
1	Kamble Rahul	B.Com III	Rs. 300/-
2	Katrat Ganesh	B.Com III	Rs. 300/-
3	Bvane Aditya	B.Com III	Rs. 300/-
4	Aalatekar Umesh	B.Com III	Rs. 300/-
5	Ranage Deepa	B. A. III	Rs. 300/-
6	Manade Shravani	B. A. III	Rs. 300/-
7	Kamble Rushikesh	B. A. III	Rs. 300/-
8	Sahani Prince	B. A. III	Rs. 300/-
9	Dudhale Sudip	B. A. III	Rs. 300/-
10	Koravi Monika	B. A. III	Rs. 300/-
	Total		Rs. 3000/-

M. B. Desai

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


HC PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR