



Rayat Shikshan Sanstha's

Rajarshi Chhatrapati Shahu College, Kolhapur

Department of Economics

Short – Term Course

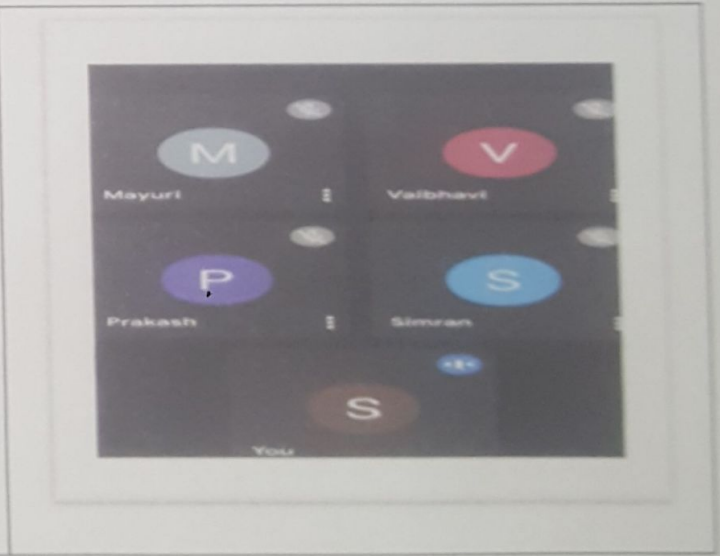
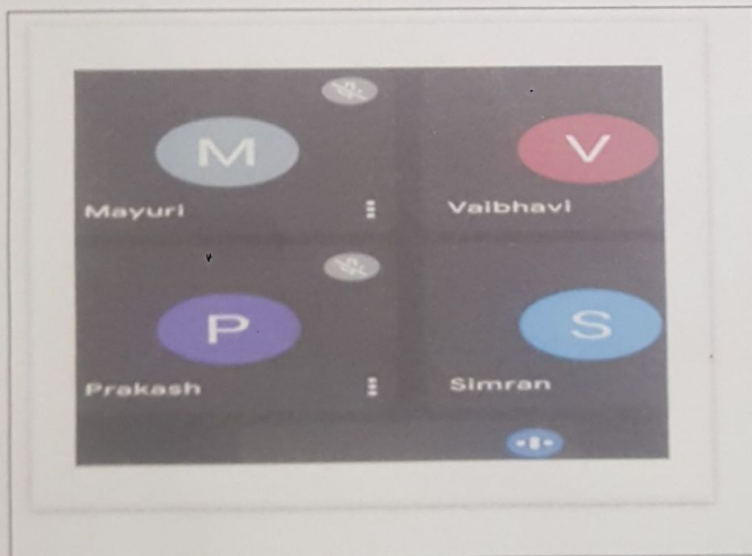
Secretarial Training Report

2021-22



To develop professional skill among the student, Department of Economics had organized 'secretarial Training 'short term course for the year 2021-22. Ten student from B.Com-III, B.A-III and B.A-I were enrolled for this course. The course duration was three months and its fee was Rs.300/- per student. The training had an annual examination of 200 Marks out of which first paper carried 100 Marks and second paper carried 100 Marks (50 Marks for oral and 50 Marks for written exam)

Outcome	Beneficiaries
<ul style="list-style-type: none"> ❖ Students learned various professional skill required for a secretary ❖ Course become helpful to the students to learn the nature and work of a secretary 	10



M. Basai

Course Coordinator
Secretarial Training