



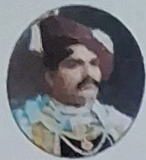
Rayat Shikshan Sanstha's

RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR

DEPARTMENT OF ECONOMICS

**Short Term Course on
"Secretarial Training"**

2022-2023



REPORT

To develop professional skills among the students, Department of Economics organized short term course on "Secretarial Training" for the academic year 2022-2023. 10 students from B. A. III and B. Com. III were enrolled for this course. The course duration was 3 months and its fee was Rs. 300/- per student. The examination covers 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 examination).

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



(Signature)
Course Co-ordinator
Secretarial Training

(Signature)
Principal,
Rajarshi Chh. Shahu College.
Kolhapur.

