



Shri Shivaji Education Society's,  
**MAHASATEE ARTS, COMMERCE & SCIENCE  
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### **Program Outcomes (POs): Development of Administrative Skills Add-On Course**

- 1. Understanding Administrative Processes**  
Develop a thorough understanding of administrative processes, including planning, organizing, coordinating, and controlling within various organizational frameworks.
- 2. Time Management and Prioritization**  
Acquire skills in effective time management, setting priorities, and handling multiple tasks efficiently, ensuring productivity and goal achievement.
- 3. Leadership and Decision-Making Skills**  
Foster leadership capabilities with a focus on decision-making, conflict resolution, and motivation techniques that inspire teams and improve organizational performance.
- 4. Communication and Interpersonal Skills**  
Enhance written, verbal, and non-verbal communication skills, crucial for effective correspondence, report writing, and public relations in administrative settings.
- 5. Organizational Structure and Dynamics**  
Understand the organizational structure, hierarchy, and dynamics that influence administrative operations, including cross-departmental collaboration and teamwork.
- 6. Human Resource Management**  
Learn the basics of human resource management, including recruitment, employee relations, performance appraisal, and maintaining a productive work environment.
- 7. Technology in Administration**  
Develop proficiency in using administrative software, databases, and digital tools that streamline operations, improve communication, and enhance overall efficiency.

## 8. **Problem-Solving and Critical Thinking**

Strengthen problem-solving abilities by applying critical thinking techniques to identify challenges, develop innovative solutions, and implement effective strategies.

## 9. **Financial and Resource Management**

Gain basic financial management skills, including budgeting, resource allocation, cost control, and financial reporting, to support administrative decision-making.

## 10. **Ethical and Legal Compliance**

Learn about the ethical responsibilities of administrators and understand the legal aspects of administrative roles, including compliance with policies, regulations, and labor laws.

## 11. **Crisis Management and Adaptability**

Develop the ability to manage crises effectively, including planning for contingencies, crisis communication, and maintaining operations during unexpected events or disruptions.

## 12. **Project Management and Planning**


Learn essential project management skills, including project initiation, planning, execution, monitoring, and completion, with an emphasis on meeting deadlines and goals.

## 13. **Customer and Stakeholder Relations**

Develop skills in managing customer and stakeholder relationships, handling complaints, and ensuring satisfaction to enhance the reputation and functioning of an organization.

## 14. **Global Administrative Practices**

Understand the evolving role of administrators in a globalized world, including exposure to international administrative practices, cross-cultural communication, and global organizational management.

  
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