



**Shri Shivaji Education Society's,
MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE,
ULGA, KARWAR**

DEPARTMENT OF POLITICAL SCIENCE

ADD ON CERTIFICATE COURSE IN DEVELOPMENT OF ADMINISTRATIVE SKILLS



12/14/2022

Leadership: Administration requires the ability to guide teams, set a clear vision, and inspire others to achieve shared objectives. Decision-Making: Administrators must analyze data, evaluate options, and make informed choices to ensure the smooth operation of projects and tasks. Communication: Clear, concise communication is essential for conveying information, building relationships, and ensuring collaboration between different stakeholders. Problem-Solving: Administrators need to anticipate challenges, develop solutions, and implement strategies to overcome obstacles effectively. Time Management: Prioritizing tasks and managing time efficiently ensures that deadlines are met and resources are used optimally. Delegation: Knowing how to assign tasks based on team members' strengths and capabilities is crucial for maximizing productivity.

ಶ್ರೀ ಶಿವಾಜಿ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ

ಮಹಾಸತಿ ಕಲಾ,ವಾಣಿಜ್ಯ ಹಾಗೂ ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ ಉಳಗಾ,ಕಾರವಾರ-581328

ನ್ಯಾಕನಿಂದ "ಬಿ" ಮಾನ್ಯತೆ ಪಡೆದಿದೆ

ShriShivaji Education Society's,

MAHASATEE ARTS,COMMERCE& SCIENCE COLLEGE,ULGA,KARWAR,

Uttar Kannada,Karnataka-581328

Accredited by NAAC with "B" Grade

Phone:08382-257033 E-mail:sesmahasateek@gmail.com Website:www.sesmacsuk.co.in

STUDENT NOTICE

This is to inform all the students of B.A. that Department of Political Science is conducting an Add-on Certificate course on "Development of Administrative Skills" from 15-12-2022.

Interested students should immediately contact Dr.I.R.Kajagar, HOD Political Science on or before 12-12-2022 for details regarding Syllabus and course details.


(Dr. I.R. Kajagar)


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Date: 12-12-2022

STUDENT NOTICE

This is to inform all the students who have registered their name for the Add-on Certificate course on "Development of Administrative Skills" from 15-12-2022.

Add-on Certificate course on "Development of Administrative Skills" classes will be engaged at 3.00pm to 4.00 pm on working days.

Department of Pol-Science

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List of students enrolled for "**Development of Administrative Skills**" Add-on
Certificate course-2022-23

Sl.No.	Name of the students	CLASS	Signature of the students
1	Sri. Ismail A. Shaikh	B.A.H	
2	Miss.Maya Venkatraman	B.A.H	
3	Sri.Ritik R.Talekar	B.A.H	
4	Sri.Suraj L.Anashikar	B.A.H	
5	Sri.Anjaneya R.Wadder	B.A.H	
6	Sri.Manjunath A.Gouda	B.A.H	
7	Jesika Simav Fernandies	B.A.H	
8	Ankita Santosh Naik	B.A.H	
9	Sri. Prabhakar P. Savarkar	B.A.H	
10	Miss. Prasheela C. Kajugar	B.A.H	
11	Miss. Rekha N. Kharvi	B.A.H	
12	Sri. Guruprasad J. Naik	B.A.H	
13	Miss. Sanchan S. Gaonkar	B.A.H	
14	Miss. Sanjana C. Naik	B.A.H	
15	Miss. Santhoshi M. Maratha	B.A.H	
16	Miss. Chandrika R. Anashikar	B.A.H	
17	Miss. Gayatri A. Naik	B.A.H	
18	Miss.Amita G. Anashikar	B.A.H	
19	Miss.Arantha A. Fernandes	B.A.H	
20	Miss.Amita G. Anashikar	B.A.H	

Dr. I.R. Kajugar
Dept of Arts

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Add-on Certificate Course

Syllabus for Development of Administrative Skills

Unit I: Development of Administrative Skills: (06 Hrs)

- A. Meaning, Definitions, Nature, Types of Administrative Skills
- B. How to improve Administrative Skills

Unit II: Development of Communication Ability: (08 Hrs)


- A. Meaning, Definitions, Importance of Communication Process, Types of Communication
- B. Communication Network and Barriers in Communication

Unit III: Development of Decision Making Behavior: (08 Hrs)

- A. Nature of Decision Making, Types of Decision Making, Decision Making Process
- B. Principle of Decision Making and Models of Decision Making.

Unit IV: Development of Leadership Quality: (08 Hrs)

- A. Meaning, Qualities, Types and Functions of Leadership
- B. Field Activities: Meeting the Revenue Authorities, Police Officers, GOs, NGOs, District and Taluk Public Information Officers. The basic Purpose shall be to know how they are managing their Offices.


Dr. R. K. Kajagar
Dept of PatSC


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ADD-ON COURSE
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DEVALOPMENT OF ADMINISTRATIVE SKILLS

This is to certify that Mr./Ms Santoshi. M. Marathe.
Class B.A-IInd satisfactorily completed the course during the year 2022-2023


HOD. POLITICAL SCIENCE


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ADD-ON COURSE

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DEVALOPMENT OF ADMINISTRATIVE SKILLS

This is to certify that Mr./Ms Ankita S. Naik

Class B.A- IInd satisfactorily completed the course during the year 2022-2023


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