

Shri Shivaji Education Society's, MAHASATEE ARTS, COMMERCE & SCIENCECOLLEGE, ULGA. KARWAR

DEPARTMEN OF POLITICAL SCIENCE

ADD ON CERTIFICATE COURSE IN DEVELOPMENT OF ADMISTRATIVE 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.

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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:sesmahasateeuk@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.

PRINCIPAL MAHASATEE ARTS, COM. & SCI. COLLEGE COM. KARWAR - 581 3



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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

PRINCIPAL MAHASATEE ARTS, COM. & SCI. COLLEGE ULGA. KARWAR - 581 325



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

SI.No.	Name of the students	CLASS	Signature of the students
1	Sri. Ismail A. Shaikh	BAI	2cm
2	Miss.Maya Venkatraman	1749	Also.
3	Sri.Ritik R.Talekar	174.8	Ritik
4	Sri,Suraj L.Anashikar	BIAI	(B -
5	Sri.Anjaneya R.Wadder	BATT	Ar
6	Sri.Manjunath A.Gouda	IIA.B	1
7	Jesika Simav Fernandies	BAI	(MO)
8	Ankita Santosh Naik	ZAS	Araile
9	Sri. Prabhakar P. Savarkar	B-ATT	84
10	Miss. Prasheela C. Kajugar	W48	hip
11	Miss. Rekha N. Kharvi	MAS	Table.
12	Sri. Guruprasad J. Naik	243	(B)-
13	Miss. Sanchan S. Gaonkar	BATT	
14	Miss. Sanjana C. Naik	B-ATT	Nace
15	Miss. Santhoshi M. Maratha	B. A.A.	and the second
16	Miss. Chandrika R. Anashikar	B. A.M.	Jantoshin
17	Miss. Gayatri A. Naik	B.A.TI	Guyten
18	Miss.Amita G. Anashikar	B.A.D	Amile
19	Miss.Arantha A. Fernandes	BAIL	N.
20	Miss.Amita G. Anashikar	TIA.B	Aprila

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PRINCIPAL MAHASATEE ARTS, COM. & SCI. COLLEGE ULGA, KARWAR - 581 325 ShriShivaji Education Society's,

MAHASATEE ARTS, COMMERCE & SCIENCE COLLEGE, ULGA, KARWAR, Uttar Kannada, Karnataka-581328 Add-on Certificate Course

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 Offers, GOs, NGOs, District and Taluk Public Information Officers. The basic Purpose shall be to know how they are managing their Offices.

PRINCIPAL MAHASATEE ARTS, COM. & SCI. COLLEGE U.G. KARWAR - 581 325

MAHASATEE ARTS, COMMERCE AND SCIENCE COLLEGE, ULGA, KARWAR (U.K.)

Addon Course 202223ATTENDENCE REGISTER FOR THE ACADEMIC YEAR 20 -20

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Conducted by

DEPARTMENT OF POLITICAL SCIENCE 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 & a 2022-2023

HOD. POLITICAL SCIENCE

PRINCIPAL (
MAHASATEE ARTS, COMMERCE &
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DEPARTMENT OF POLITICAL SCIENCE DEVALOPMENT OF ADMINISTRATIVE SKILLS

This is	s to certify t	hat Mr. /Ms	Ankita.	8. Naik		
Class	B.A-Ind	satisfactori	ly completed	the course during t	he year	2022-2023

HOD POLITICAL SCIENCE

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