



**Shiv Chhatrapati Shikshan Sanstha's  
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur  
Department of Public Administration**

**A) SUMMARY REPORT**

1)Title of Programme:		Guest Lecture on Administrative Skills under Kautilya Lecture Series – Lecture 4		
2)Name of Organizing Department/Unit:		Public Administration		
3)Name of the Coordinator(s)/Convener(s)/ Organizer(s)of the Programme:		Prof. Priti Pohekar		
4)Date(s) ofthe Programme:		28/04/2021		
5)Venue/Mode:		Microsoft Teams		
6)Target Group:		Students of Public Administration		
7)Number of Participants:		<b>Male</b>	<b>Female</b>	<b>Total</b>
A separate list with signatures be maintained in the department/Unit)	Teaching	18	02	20
	Non-Teaching	02	--	02
	Students	72	132	204
8)Name(s)and details of Resource Person(s), If any:		Anjali Dhanorkar, Deputy Collector, Aurangabad		
9)Topic		Administrative Skills		
10)Total Expenditure for the Programme:		1000		
11)Source of Funding:		College		

## **B) Report**

**i. Title:** Guest Lecture on Administrative Skills under Kautilya Lecture Series – Lecture 4

**ii. Introduction:**

Administrative skills can help to be well organized, a strong communicator and enhance service skills. Administrative skills are important in administrative roles like office managers, peons' and at all levels.

**iii. Objectives of the Programme/issues addressed:**

- a. Giving a closer look at what administrative skills are.
- b. Knowing the importance of administrative skills.
- c. Improving the skills for administrative exams and services.
- d. Improving soft skills in day to day life.

**iv. Details of Participants:**

226 participants joined the guest lecture online. Students from the department and outside the department attended the guest lecture.

**v. Brief Summary of Events/Sessions:**

Any person who works in the office right from Head of the organization to Peon is the part of administrative. Administrators need to work as a team, said Anjali Dhanorkar. She categorized the skills as hard and soft, and stressed on the soft skills, how those are supportive in smooth working. She also focused on how the female administrator should manage at workplace as well as at home. In her speech, she thoroughly covered the skills, communication, time management, stress management.

**vi. Conclusion with Feedback on the Programme:**

Improving administrative skills can help to have a stronger work ethic by completing tasks in a punctual and quality manner while working well with others.

**vii. Any Appendix if necessary:**

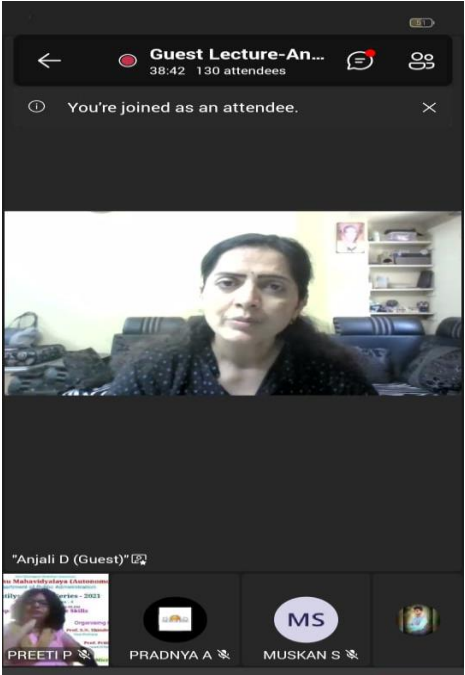
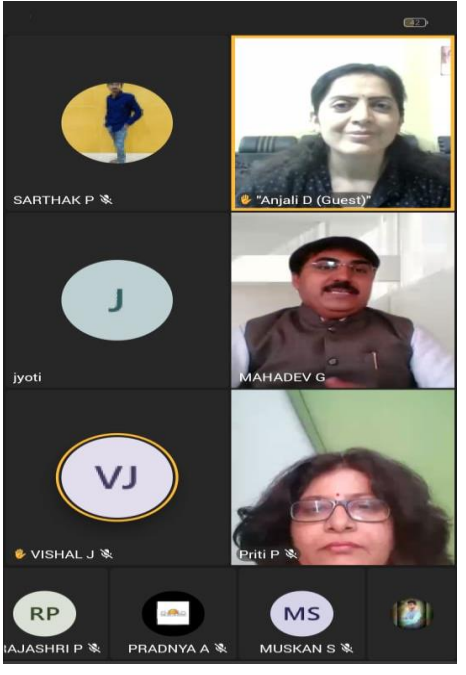
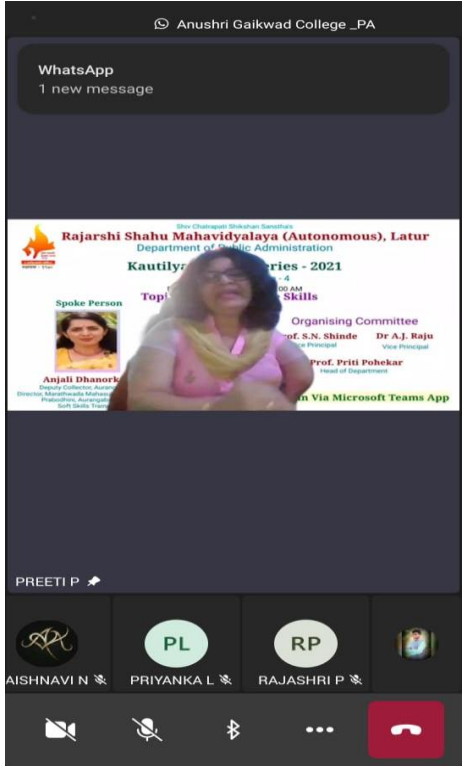
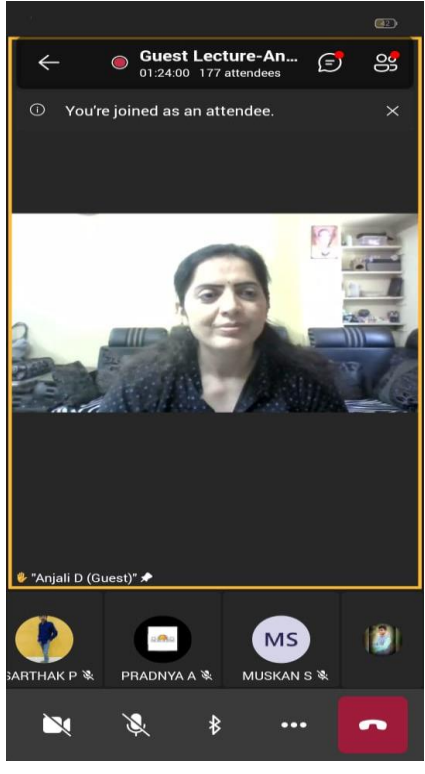
Date: 30/04/2021

  
HoD  
Head,  
Department of Public Administration  
Rajarshi Shahu College, Latur



  
Principal  
Rajarshi Shahu Mahavidyalaya  
(Autonomous), Latur

### C) Screenshots/Geotagged Photographs:

	
<p>Anjali Dhanorkar addressing the participants</p>	<p>Prin. Dr. Mahadev Gavhanegiving presidential address</p>
	
<p>Prof. Priti Pohekar, delivering concept note</p>	<p>Anjali Dhanorkar during question-answer session</p>



**D) Brochure of the guest lecture:**



Shiv Chatrapati Shikshan Sanstha's  
**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**

Department of Public Administration

Organises

**Kautilya Lecture Series - 2021**

Online Guest Lecture - 4

Date - 28-04-2021 Time : 10.00 AM

**Topic : Administrative Skills**

**Spoke Person**



**Anjali Dhanorkar**

Deputy Collector, Aurangabad  
Director, Marathwada Mahasul Prashikshan  
Prabodhini, Aurangabad and  
Soft Skills Trainer



**Dr Mahadev Gavhane**

Principal  
RSM, Latur

**Organising Committee**

**Prof. S.N. Shinde**

Vice Principal

**Dr A.J. Raju**

Vice Principal

**Prof. Priti Pohekar**

Head of Department

**Join Via Microsoft Teams App**

**E) Any Other Publicity Material: Notices**

राजर्षी शाहू महाविद्यालय (स्वायत्त), लातूर  
लोकप्रशासन विभाग

सूचना दि. 20/04/2021

लोकप्रशासन विभागाच्या सर्व विद्यार्थ्यांना सूचित करण्यात येते की, कोटिल्य व्याख्यामालेचे आयोजन करण्यात आलेले आहे. त्या अंतर्गत दि. 28 एप्रिल 2021 रोजी श्रीमती अंजली धानोरकर, उपजिल्हाधिकारी, औरंगाबाद. यांचे प्रशासकीय कौशल्य या विषयावर व्याख्यान आयोजित करण्यात आलेले आहे त्यासाठी विभागातील सर्व विद्यार्थ्यांनी उपस्थित राहणे बंधनकारक आहे.

सदर कार्यक्रमाची Link WhatsApp ग्रुपवर टाकली जाईल.

स्थळ / माध्यम : Microsoft Team

दिनांक : 28 एप्रिल 2021

वेळ : सकाळी 10.00 वाजता

*विभागप्रमुख*

*Principal*

Date: 30/04/2021

HoD

**Head,**  
Department of Public Administrative  
Rajarshi Shahu College, Latur



Principal

**Principal**  
Rajarshi Shahu Mahavidyalaya  
(Autonomous), Latur

**Rajarshi Shahu Mahavidyalaya (Autonomous), Latur**

**Department of Public Administration**

**Guest Lecture on Administrative Skills under Kautilya Lecture Series Lecture 3**

**List of participants**

<b>No.</b>	<b>Name</b>	<b>Male/Female</b>	<b>Student/ Professor</b>
1.	Dr. M.H. Gavhane	Male	Principal
2.	Prof. Priti Pohekar	Female	Professor
3.	C.D. Bansode	Male	Asst. Professor
4.	Madhav Shelke	Male	Asst. Professor
5.	Nitin Panchal	Male	Asst. Professor
6.	Pramod Jain	Male	Asst. Professor
7.	Mahesh Kumbhar	Male	Asst. Professor
8.	Mahesh More	Male	Asst. Professor
9.	Bhim Yadav	Male	Asst. Professor
10.	Dnyaneshwar Bansode	Male	Asst. Professor
11.	Vikas Waghmare	Male	Asst. Professor
12.	Chandrakant Walakate	Male	Asst. Professor
13.	Jeevan Gaikwad	Male	Asst. Professor
14.	Bhagwan Bokade	Male	Asst. Professor
15.	Chetna Ahale	Female	Asst. Professor
16.	Suryakant Chavan	Male	Asst. Professor
17.	Vijay Gawali	Male	Asst. Professor
18.	Vyankat Sampate	Male	Asst. Professor
19.	Somdev Shinde	Male	Asst. Professor
20.	Sudarshan Patil	Male	Asst. Professor
21.	Jagannath Kshirsagar	Male	O. S.
22.	Satish Chavaan	Male	Registrar
23.	Abhishek Lokhande	Male	Student
24.	Abhishek Shinde	Male	Student
25.	Aishwarya Chakrupe	Male	Student
26.	Amar Giri	Male	Student
27.	Ajay Javalge	Male	Student
28.	Amit Mule	Male	Student
29.	Ajay Gaikwad	Male	Student
30.	Akash Giri	Male	Student
31.	Altaf Shaikh	Male	Student
32.	Anil Kamble	Male	Student
33.	Bhaskar Chapte	Male	Student
34.	Ganesh Salunke	Male	Student
35.	Ganesh Kandangire	Male	Student
36.	Satish Suryawanshi	Male	Student
37.	Sagar Naikwade	Male	Student
38.	Tushar Malwade	Male	Student
39.	Jagadish Dhumal	Male	Student
40.	Rohit Tenkale	Male	Student
41.	Sarthak Parsalge	Male	Student
42.	Rohan Appleji	Male	Student

43.	Balaji Surawase	Male	Student
44.	Data Chavan	Male	Student
45.	Acharya Tushar Anil	Female	Student
46.	Adgale Karan Dhanraj	Female	Student
47.	Andhare Mahesh Vishal	Female	Student
48.	Awaskar Akash Ganesh	Female	Student
49.	Birajdar Abhishek Dayanand	Female	Student
50.	Chavan Pravin Vaman	Female	Student
51.	Deshmukh Vishal Purushottam	Female	Student
52.	Gaikwad Adity Nitin	Female	Student
53.	Gaikwad Manoj Rajabhau	Female	Student
54.	Gaikwad Parveen Fulchand	Female	Student
55.	Gaikwad Rohit Bhaskar	Female	Student
56.	Gaikwad Satyam Ram	Female	Student
57.	Jadhav Rahul Vasant	Female	Student
58.	Jadhav Rameshwar Shivaji	Female	Student
59.	Jadhav Suraj Raju	Female	Student
60.	Jare Pruthviraj Sharad	Female	Student
61.	Jogdand Ashok Balasaheb	Female	Student
62.	Jondhale Rohit Suresh	Female	Student
63.	Fulsundar Rohit Lahu	Female	Student
64.	Ashtake Shivam Suhas	Female	Student
65.	Bastapure Rushikesh Gopal	Female	Student
66.	Birajdar Vikas Hanmant	Female	Student
67.	Gandle Rohit Ramesh	Female	Student
68.	Gedam Rushikesh Ukandra	Female	Student
69.	Ghogare Avinash Prakash	Female	Student
70.	Parihar Ishwar Ankush	Female	Student
71.	Patil Anant Krishnakumar	Female	Student
72.	Patil Shivdas Dhanraj	Female	Student
73.	Salgar Jagdish Marutirao	Female	Student
74.	Shaikh Samir Kamalsab	Female	Student
75.	Shete Satyam Dhanraj	Female	Student
76.	Shinde Amit Khandu	Female	Student
77.	Shinde Ganesh Meghraj	Female	Student
78.	Sude Aditya Suresh	Female	Student
79.	Survase Dhiraj Rajaram	Female	Student
80.	Surwase Saurabh Balaji	Female	Student
81.	Suryawanshi Mahadev Ashok	Female	Student
82.	Waghamare Ajay Rajendra	Female	Student
83.	Waghmare Rajesh Prabhakar	Female	Student
84.	Yadav Dhananjay Sanjay	Female	Student
85.	Mundhe Omkar Suresh	Female	Student
86.	Shingare Sanket Gautam	Female	Student
87.	Vadtile Vinod Laxman	Female	Student
88.	Vyavhare Shubham Vishwambhar	Female	Student
89.	Waghmare Pritam Madhav	Female	Student
90.	Yedale Sandesh Digambar	Female	Student
91.	Zambre Rudrakshi Vishwanath	Female	Student

92.	Swami Dhiraj Basweshwar	Female	Student
93.	Swami Shivkumar Mahadev	Female	Student
94.	Suryawanshi Ankush Govind	Female	Student
95.	Dongare Aishwarya Ambadas	Female	Student
96.	Dudhale Monika Sudhakar	Female	Student
97.	Gaderao Diksha Balasaheb	Female	Student
98.	Gaikwad Aarti Shankar	Female	Student
99.	Ghadge Geetanjali Shriram	Female	Student
100.	Ghodke Prakruti Janardan	Female	Student
101.	Ghodke Pratiksha Sahebrao	Female	Student
102.	Ghodke Priti Ramakant	Female	Student
103.	Goswami Shweta Santoshrao	Female	Student
104.	Hajare Vaishnavi Yeshwant	Female	Student
105.	Halkude Shweta Anand	Female	Student
106.	Jadhav Nivedita Namdev	Female	Student
107.	Jadhav Priti Pratap	Female	Student
108.	Kale Pallavi Govind	Female	Student
109.	Kale Sadhana Bapusaheb	Female	Student
110.	Kamble Mansi Ramchandra	Female	Student
111.	Gaikwad Kiran Madhav	Female	Student
112.	Karape Vaishnavi Baban	Female	Student
113.	Kolhe Sarita Devidas	Female	Student
114.	Koli Shweta Balaji	Female	Student
115.	Landage Bhagyashri Dharmraj	Female	Student
116.	Maindad Vaishnavi Gopinath	Female	Student
117.	Malwade Rutuja Uttam	Female	Student
118.	Mane Shital Baliram	Female	Student
119.	Pange Lalit Gopal	Female	Student
120.	Patil Pratiksha Rajendra	Female	Student
121.	Patne Sakshi Mahadev	Female	Student
122.	Pawar Pratiksha Dattatraya	Female	Student
123.	Rathod Sushma Vinayak	Female	Student
124.	Sayyed Alfiya Moizuddin	Female	Student
125.	Sayyed Simran Hamid	Female	Student
126.	Shaikh Bushra Chandpasha	Female	Student
127.	Shaikh Zeenat Jilani	Female	Student
128.	Shelke Rutu Manohar	Female	Student
129.	Shikalgar Shifa Rabbani	Female	Student
130.	Sitape Nandini Lalasaheb	Female	Student
131.	Suryawanshi Vaishali Dyneswar	Female	Student
132.	Tenkale Sneha Satish	Female	Student
133.	Zunje Asmita Angad	Female	Student
134.	Kshirsagar Swati Suresh	Female	Student
135.	Gavkare Sanika Pralhad	Female	Student
136.	Adane Neha Kumar	Female	Student
137.	Agarkar Anisha Dayanand	Female	Student
138.	Ankulge Vaishnavi Balaji	Female	Student
139.	Aytanbone Pranjali Netajee	Female	Student
140.	Bhoibar Rutuja Netaji	Female	Student

141.	Bhuse Manisha Ankush	Female	Student
142.	Chikhalikar Rutuja Rajkumar	Female	Student
143.	Deshmukh Pranita Megharaj	Female	Student
144.	Deshmukh Sanika Gulab	Female	Student
145.	Devkate Pooja Ankush	Female	Student
146.	Dhavle Shraddha Rajendra	Female	Student
147.	Dhekle Bhagyashri Haribhau	Female	Student
148.	Divate Shubhangi Nivrutti	Female	Student
149.	Dixit Rajeshwari Santoshsingh	Female	Student
150.	Dushing Mosami Macchindra	Female	Student
151.	Gaikwad Shilpa Balasaheb	Female	Student
152.	Gambhire Vaishali Dattatraya	Female	Student
153.	Garad Pallavi Manik	Female	Student
154.	Harne Dipali Dattatrya	Female	Student
155.	Jadhav Ankita Sugriv	Female	Student
156.	Jadhav Tanuja Tanaji	Female	Student
157.	Jaybhaye Komal Balaji	Female	Student
158.	Kamble Apurva Vilas	Female	Student
159.	Kamble Saraswati Shivaji	Female	Student
160.	Karande Aarti Nagnath	Female	Student
161.	Kasgavade Manasi Mahadeo	Female	Student
162.	Katwate Gayatri Umesh	Female	Student
163.	Kendre Poonam Balaji	Female	Student
164.	Khandade Nikita Bharat	Female	Student
165.	Mahamuni Sakshi Sanjay	Female	Student
166.	Mahindrakar Shivani Digambar	Female	Student
167.	Motekar Savita Anteshwar	Female	Student
168.	Mule Sakshi Raosaheb	Female	Student
169.	Rasal Akshata Madhukar	Female	Student
170.	Rathod Tejaswini Prashant	Female	Student
171.	Salgar Jagdish Marutirao	Female	Student
172.	Sampate Vedika Prashant	Female	Student
173.	Sangave Nikita Prakashrao	Female	Student
174.	Sathe Bhagyashree Haridas	Female	Student
175.	Shinde Amarja Netaji	Female	Student
176.	Shinde Dipali Harishchandra	Female	Student
177.	Surwase Sonali Sugriv	Female	Student
178.	Swami Durga Ramling	Female	Student
179.	Swami Shruti Dattatraya	Female	Student
180.	Vanjare Sneha Kashinath	Female	Student
181.	Giri Shweta Vitthal	Female	Student
182.	Gurale Mohini Piraji	Female	Student
183.	Hale Vaishnavi Birudev	Female	Student
184.	Kamble Anuradha Kaka	Female	Student
185.	Kamble Gayatri Balaji	Female	Student
186.	Kamble Maheshwari Yuvraj	Female	Student
187.	Kamble Mamta Shivraj	Female	Student
188.	Kamble Monika Gautam	Female	Student
189.	Kamble Priya Mohan	Female	Student
190.	Kamble Rani Gautam	Female	Student



191.	Bhojane Gayatri Balaji	Female	Student
192.	Bhosale Sneha Sanjay	Female	Student
193.	Prerana Khune	Female	Student
194.	Priyanka Ladlapure	Female	Student
195.	Rutuja Gadkar	Female	Student
196.	Deepali Nirude	Female	Student
197.	Vaishnavi Nirude	Female	Student
198.	Anjali Bansode	Female	Student
199.	Pooja Mane	Female	Student
200.	Mayuri Patil	Female	Student
201.	Sandhya Hangarge	Female	Student
202.	Maheshwari Kamble	Female	Student
203.	Amita Shinde	Female	Student
204.	Anuhhka Bansode	Female	Student
205.	Anjali Suryawanshi	Female	Student
206.	Anushri Gaikwad	Female	Student
207.	Ashwini Pawar	Female	Student
208.	Vishakha Dharne	Female	Student
209.	Rutuja Kadam	Female	Student
210.	Shraddha Kadam	Female	Student
211.	Manasi Kadawade	Female	Student
212.	Mayuri Joshi	Female	Student
213.	Neha Hulgunde	Female	Student
214.	Pallavi Phule	Female	Student
215.	Pooja Jogi	Female	Student
216.	Prajakta Waghmare	Female	Student
217.	Priya Kmble	Female	Student
218.	Saroja Pawar	Female	Student
219.	Bansode Madhuri Banaji	Female	Student
220.	Shital Mane	Female	Student
221.	Chavan Vaibhavi Balaji	Female	Student
222.	Pooja Korke	Female	Student
223.	Igave Sonali Manik	Female	Student
224.	Sandhya Kamble	Female	Student
225.	Jadhav Sanjana Ankush	Male	Student
226.	Muskan Shaikh	Female	Student

Date: 30/04/2021

  
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**Principal**  
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