



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Department of B.A. (Competitive Examinations Programme - CEP)

A) A Summary Report of the Activity

1) Title of Programme:	Visit to Administrative Offices			
2) Name of Organizing Department/Unit:	B.A. (Competitive Examinations Programme-CEP)			
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Programme	Prof. Madhav Shelke			
4) Date(s) of the Programme	07-02-2020 to 10-02-2020			
5) Venue / Mode	Administrative Offices (Offline)			
6) Target Group	B.A. S.Y.			
7) Number of Participants	Male	Female	Total	
A separate list with signatures be maintained in the department/Unit)	Teaching	3	0	3
	Students	42	56	98
				101
8) Name(s) and details of Resource Person(s), if any:	Prof. Madhav Shelke			
9) Total Expenditure for the Programme:	Rs. 800/-			
10) Source of Funding:	Rajarshi Shahu Mahavidyalaya (Autonomous), Latur			

(B) Report

i) Title :

Visit to Administrative Offices

ii) Introduction:

B.A. CEP department organised a field visit for second year students of CEP department. It was a visit to various administrative offices of Latur, such as GST Office, Collector Office, S.P. Office, Zilla Parishad, Panchayat Samiti, Tahsil Office, Municipal Corporation etc. Students not only visited the offices but also look nice experiences working as officers. This field visit was planned during 07-02-2020 to 10-02-2020.

iii) Objectives of the Programme / issues addressed:

- To know more about administrative system.
- To discuss on various topics and doubts with administrative authorities.
- To acknowledge the responsibilities, duties and position of an officer.

iv) Details of the Participation of the Students:

A total of 98 students (Male 42 and Female 56) and 3 teachers attended the programme

v) Brief Summary of Events/ Sessions:

Under B.A. CEP department, students of B.A. S.Y. came to know about the working of various administrative offices of government offices for this field work, department had included second year students.

It was an group activity, so 6 groups were made and each group was having 16 students. Each group had given a separate administrative office to look into their working as well as to take work experience over there for 8 hours.


vi) Conclusion, with Feedback on the Programme:

This field visit was proved successful, as students visited different administrative offices and observed their works and got a new experience as if they are the officers.


vii) Any appendix if necessary:

List of participants attached

Date: 12-02-2020


Convener / HoD
Chief Co-Ordinator
B.A. (CEP)
Competitive Examinations Programme




Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

C) photographs/Screenshots:



Students after visiting MNP Latur



Students after visiting ZP Latur



Officials accepting greetings from students.



Shyam Godbharle (BDO) while giving information to student




After students receiving information from authorities.



Students after visiting Tahsil Office Latur

E) Any other Publicity Material:

**राजर्षी शाहू महाविद्यालय, लातूर** ४२३५१२ (महाराष्ट्र)
(ग्रामपंचायत) (सर्वोच्च शिक्षण व शैक्षणिक विकास विभाग, महाराष्ट्र)
(कला, वाणिज्य, विज्ञान, कौशल, सामाजिक कार्य व महिला विभाग)
NAAC Reaccredited - "A" Grade with 3.38 CGPA
CPE Status (Phase III) Granted by UGC & FIST Scheme by DST, Govt. of India
Best College Award (Urban) by SRIE University
(SI 1900) - 2008 (DVS) & Certification

डॉ. गोपाळराव पाटील
अध्यक्ष

अनिन्द नाथ
सचिव

डॉ. महादेव गव्हाणे
प्राचार्य

ला.क्र. रा.शा.म.2019-20/17-14/5 दि. 07-02-2020

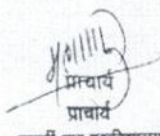
प्रति,
मा. आयुक्त
GST ऑफिस, लातूर

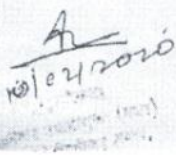
विषय - Skill Enhancement Course (Soft Skill Advanced) या विषयाच्या प्राजेक्टसाठी
विद्यार्थ्यांना सहकार्य करणे बाबत

महोदय,
वरील विषयास अनुसरून विनंतूपत्रेक अर्ज करण्यात येत आहे. आपल्या महाविद्यालयाच्या
से.ए. (Competitive Examinations Programme- CEP) विभागाच्या द्वितीय वर्गाच्या (SEM-IV)
विद्यार्थ्यांसाठी Skill Enhancement Course (Soft Skill Advanced) हा विषय आहे. या
विषयाअंतर्गत आपल्या कार्यालयाच्या कामकाजाची माहिती संघटित करणे व कार्यालय कार्यपध्दती
जाणून घेण्यासाठी दि.13-02-2020 रोजी सकाळी 11.00 ते सायं. 5.00 पर्यंत आपल्या कार्यालयामध्ये
विद्यार्थी भेट देतील.

तसेच यावेळी सदरील विद्यार्थ्यांना आपल्या कार्यालयातील विविध विभागांच्या कामकाजाची
माहिती देऊन सहकार्य करावे ही विनंती.

सोबत :-
1) विद्यार्थी यादी.


प्राचार्य
प्राचार्य
राजर्षी शाहू महाविद्यालय
लातूर


10/02/2020

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

B.A. (Competitive Examinations Programme - CEP)

Year : 2019-20

Visit to Administrative Offices

List of Participants (Date : 07-02-2020 to 10-02-2020)

Group - 1 (Zilla Parishad Office, Latur) Teacher Name : Mr.Madhav Shelke

Sr. No.	Name of the participant	Gender	Designation
1	Ade Manisha Namdev	Female	Student
2	Atnure Shivani Shivraj	Female	Student
3	Autte Shubhangi Navanath	Female	Student
4	Bankar Kshitija Tryambak	Female	Student
5	Bansode Manisha Ashok	Female	Student
6	Bhadake Vaishnavi Kishanrao	Female	Student
7	Bhise Geeta Ramdas	Female	Student
8	Birajdar Nikita Gurunath	Female	Student
9	Boyane Bhagyashree Sugriv	Female	Student
10	Boyane Sneha Parmeshwar	Female	Student
11	Chavan Priyanka Shastri	Female	Student
12	Chitte Priyanka Rohidas	Female	Student
13	Deshmukh Kshitija Pradeep	Female	Student
14	Deshmukh Nahush Ashutosh	Male	Student
15	Dongare Vaishnavi Vishwas	Female	Student
16	Dudhabhate Vaishnavi Navnath	Female	Student
17	Dukare Laxmikant Janardhan	Male	Student
18	Gadekar Ambika Baliram	Female	Student
19	Gaikwad Mansi Balaji	Female	Student
20	Gaikwad Pavan Kumar	Male	Student

Group - 2 (Mahanagar Palika Office, Latur) Teacher Name : Mr. Nitin Panchal

1	Gavle Balaji Rajkumar	Male	Student
2	Ghanwadkar Ashwini Sopan	Female	Student
3	Ghobale Neha Subhash	Female	Student
4	Gore Vaishnavi Laxman	Female	Student
5	Hulgunde Sudha Suryakant	Female	Student
6	Indrale Vidhya Ratan	Female	Student
7	Itewad Pravin Tukaram	Male	Student
8	Jadhav Yogesh Rajabhau	Male	Student
9	Jadhavar Ashish Laxmanrao	Male	Student
10	Jagtap Vishal Satish	Male	Student
11	Jaishete Kapileshwari Somnath	Female	Student
12	Jatal Kranti Baliram	Female	Student
13	Junedi Fahad Abdulwahab	Male	Student
14	Kale Rushikesh Santosh	Male	Student
15	Kale Suraj Bapusaheb	Male	Student
16	Kamble Bhairavi Netaji	Female	Student
17	Kamble Pallavi Gyanoba	Female	Student
18	Kedare Mohini Sudam	Female	Student
19	Kuchekar Pooja Gopinath	Female	Student
20	Kuravalkar Anjali Chandrashekhar	Female	Student

