

K D K College of Engineering, Nandanvan, Nagpur

**Department of Computer Science & Engineering
Organizes**

Administrative Training Programme

Activity Report

Dated- 23/02/2026 -28/02/2026

**Venue: Project Lab CSE Dept, KDKCE,
Nagpur**



**Submitted by-
Prof. A. M. Kuthe
Prof. V. R. Surjuse
Program Co-ordinator**

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Notice

K. D. K. College of Engineering, Nagpur
Department of Computer Science & Engineering

NOTICE

Date: 21/02/2026

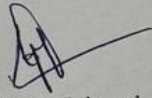
Department of Computer Science & Engineering, KDK College of Engineering, Nagpur is organizing **One Week Administrative Training Program** on **"Time Management and Workplace Efficiency"** from **23/02/2026 to 28/02/2026**. All the Non-Teaching Staff are hereby informed to actively participate in this program.

Venue of Workshop: CSE Seminar Hall (Room No.B-217) & Project Lab (Room No.B-218) Computer Science & Engineering Department.



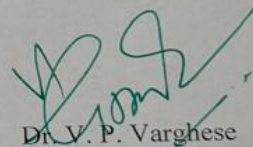
Prof. A. M. Kuthe
Prof. V R. Surjuse
Co-Ordinator

Assistant Professor
Computer Science & Engineering Department
K.D.K. College of Engineering, Nagpur



Dr. A. A. Jaiswal
HOD, CSE
KDKCE, Nagpur

H.O.D.
Computer Science & Engineering
K.D.K. College of Engineering, Nagpur



Dr. V. P. Varghese
Principal
KDKCE, Nagpur.

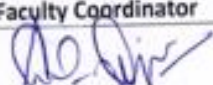
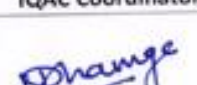
PRINCIPAL
K.D.K.COLLEGE OF ENGG
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Copy to

- 1) Vice Principal
- 2) All Heads
- 3) Office

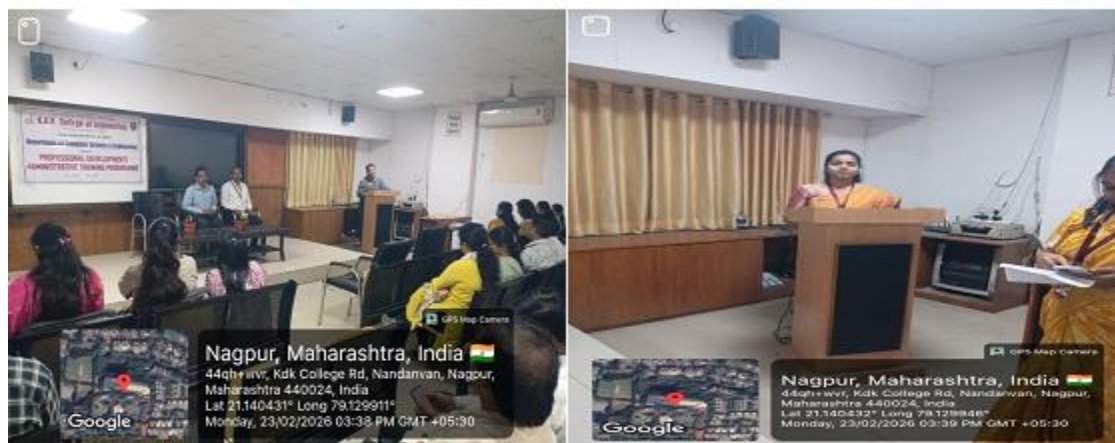
K D K College of Engineering, Nagpur
<Department Of Computer Science & Engineering>
Activity Report (Session: 2025-26)

Category of the Activity:	Administrative Training Program
Title of the Activity	Time Management & Workplace Efficiency
Coordinator	Prof. A. M. Kuthe, Prof. V. R. Surjuse
Date of Activity	23/02/2026 to 28/02/2026
No. of Students Involved:	Male: 19 Female: 20 Total: 39
Brief about an Activity	This Administrative Training Program is designed to enhance the time management skills and workplace efficiency of non-teaching staff. The session will focus on practical strategies to prioritize tasks, manage workloads effectively, reduce time wastage, and improve overall productivity in daily administrative operations. The program will include interactive discussions, real-life workplace scenarios, task-planning techniques, communication skills, and methods to maintain professional discipline and coordination within departments. Emphasis will be placed on improving organizational skills, teamwork, and efficient handling of responsibilities to ensure smooth institutional functioning. This training aims to build a more organized, proactive, and performance-oriented administrative workforce.
Objectives	- To improve time management skills and enhance workplace efficiency among non-teaching staff. - To develop better organizational, communication, and task-prioritization abilities for smooth and effective administrative functioning.
Outcomes	- Participants will demonstrate improved time management and task-prioritization skills in their daily administrative work. - They will enhance workplace efficiency, coordination, and professional effectiveness, contributing to smoother institutional operations.

Faculty Coordinator	HoD/ Committee Incharge	IQAC Coordinator	Principal
 Prof. A. M. Kuthe Prof. V. R. Surjuse Assistant Professor Computer Science & Engineering Department K.D.K. College of Engineering, Nagpur	 Dr. A. A. Jaiswal H.O.D. Computer Science & Engineering K.D.K. College of Engineering, Nagpur	 Dr. N. R. Dhange IQAC Coordinator KDK College of Engineering Nagpur	 Dr. Valisoon P. Varghese Principal K.D.K. College of Engineering, Nagpur

One Page Report

K D K College of Engineering, Nagpur
(An Autonomous Institute)
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
REPORT
ON
Administrative Training Program



Department of Computer Science & Engineering, KDK College of Engineering organized an **Administrative Training Program on Time Management & Workplace efficiency** from 23/02/2026 to 28/02/2026. Program was inaugurated by Dr. V. P. Varghese, principal, KDKCE, Nagpur, Dr. A. M. Badar, Vice-Principal, KDKCE, Nagpur. This Administrative Training Program is designed to enhance the time management skills and workplace efficiency of non-teaching staff. The session will focus on practical strategies to prioritize tasks, manage workloads effectively, reduce time wastage, and improve overall productivity in daily administrative operations. The program will include interactive discussions, real-life workplace scenarios, task-planning techniques, communication skills, and methods to maintain professional discipline and coordination within departments. Emphasis will be placed on improving organizational skills, teamwork, and efficient handling of responsibilities to ensure smooth institutional functioning. Departmental head Dr. A. A. Jaiswal support staff in applying the learned skills on the job.

Prof. A. M. Kuthe
Prof. V. R. Surjuse
Coordinator

Participants

K. D. K. COLLEGE OF ENGINEERING , NAGPUR

One Week Administrative Training Program On "Time Management and Workplace Efficiency"

Attendance Sheet (Non-Teaching Staff)

Sr. No	Name	Date and Signature					
		23-Feb-26	24-Feb-26	25-Feb-26	26-Feb-26	27-Feb-26	28-Feb-26
1	Mrunali N. Badwe						
2	Bhimeshwar Thakkar						
3	Pratibha Tijare						
4	Sangita Pande						
5	Pratibha S. Shahu	P.S.Shahu	P.S.Shahu	P.S.Shahu	P.S.Shahu	P.S.Shahu	P.S.Shahu
6	Vandana A. Rahagade						
7	Vanshu Dhote						
8	Rekha Pertode						
9	Usha Thosre						
10	Karpansh Bhanarkar						
11	प्रतिभा गोडसे						
12	Shraddha Redhi	Redhi	P	P	P	P	Redhi
13	Chhaya S. Nemade						
14	Pooja Iresh Bagmare	Bagmare	Bagmare	Bagmare	Bagmare	Bagmare	Bagmare
15	सदा येाकर						
16	जयश्री ठाकरे						
17	सुविता करमकर	सुविता	सुविता	सुविता	सुविता	सुविता	सुविता
18	मीना हिंगोकर	मीना	मीना	मीना	मीना	मीना	मीना
19	सीमा शिंगे	सीमा	सीमा	सीमा	सीमा	सीमा	सीमा
20	Rajni Khode						Rajni
21	Safal Jale						
22	Manoj Sathure						
23	Rajy Tanpure						
24	Pradip Zedam						

Event Co-Ordinator

Assistant Professor

Computer Science & Engineering Department
K.D.K. College of Engineering, Nagpur

K. D. K. COLLEGE OF ENGINEERING, NAGPUR
One Week Administrative Training Program On "Time Management and Workplace Efficiency"

Attendance Sheet (Non-Teaching Staff)

Sr. No	Name	Date and Signature					
		23-Feb-26	24-Feb-26	25-Feb-26	26-Feb-26	27-Feb-26	28-Feb-26
25	Sushakar S. Sengupta						
26	P. R. Upankar						
27	Amol Hood						
28	Shobha S. Rithe						
29	Kalpesh R. Kalambe						
30	Prashant Jadhav						
31	J. S. Narmade						
32	M. A. Khopkar						
33	K. N. Pawar						
34	Harish Raut						
35	Nareesh Morey						
36	M. R. Deshpande						
37	S. M. Malvi						
38	Sumit Yerne						
39	Ramesh Shastri						
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Event Co-Ordinator

Assistant Professor

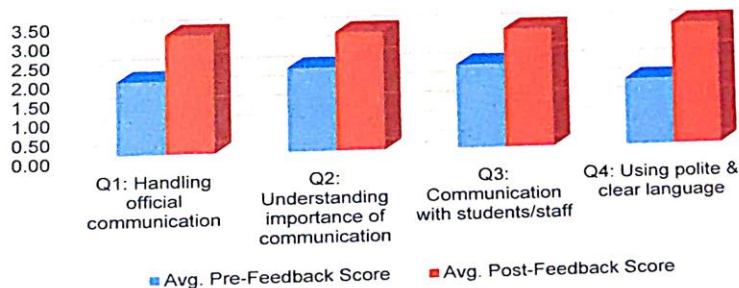
Computer Science & Engineering Department
K.D.K. College of Engineering, Nagpur

Feedback

K D K College of Engineering, Nagpur
(An Autonomous Institute)
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
Administrative Training Program
On
Communication Skill for Administrative Work
Feedback Analysis

Question	Avg. Pre-Feedback Score	Avg. Post-Feedback Score
Q1: Handling official communication	1.91	3.09
Q2: Understanding importance of communication	2.18	3.09
Q3: Communication with students/staff	2.18	3.09
Q4: Using polite & clear language	1.73	3.18

Feedback Analysis



Here's the Pre vs Post Feedback Analysis Graph for the Communication Skills Training. It clearly shows significant improvement in participants' confidence and understanding after the session.

Prof. A. M. Kuthe
Prof. V. R. Surjuse
Coordinator

Assistant Professor
Computer Science & Engineering Department
K.D.K. College of Engineering, Nagpur

Photographs

