

## Koneru Lakshmaiah Education Foundation

Professional development / administrative training programmes organized by the University / ME department for Non Teaching staff during the year 2020-21			
S.NO	Title of the Training programme	Dates (from-to)	Organizing Institution
1	Office 365phase I	1st December 2020 to 3rd December 2020	Academic staff college,KLEF
2	Office 365phase II	15th December 2020 to 18th December 2020	Academic staff college,KLEF
3	Personality development	18 <sup>th</sup> November 2020 to 22nd Novemberr 2020	Academic staff college,KLEF
professional development / administrative training programmes organized by the University / ME department for Non Teaching staff during the year 2019-2020			
SNO	Title of the Training programme	Dates (from-to)	Organizing Institution
1	"Spoken English",	May 25 th to June 6th,2019	ME Dept,KLEF
2	Machine Drawing using AUTO CAD Mechanical Engineering "	18th May to 23 May,2019	ME Dept,KLEF

**Head of the Department**