
Conduction of Five-Day Hands-on Training Programme on “Microsoft Word & Excel” for Non-Teaching Staff from 10th to 14th February 2026 by Academic Staff College, KLEF, Vaddeswaram – Communication – Reg.

From Registrar Office <officeofregistrar@kluniversity.in>

Date Thu 2026-02-05 3:07 PM

To Ranakishor Pelluri <pranakishor@kluniversity.in>; Dr D Praveen Kumar <dikkalapraveenkumar@kluniversity.in>; Thota Chandra Sekhar Yadav <chandrasedharyadav@kluniversity.in>; Shaik Thaseentaj <thaseentaj@kluniversity.in>; Gali Suresh <sureshgali@kluniversity.in>; Dr. G B Ramesh <rameshgb@kluniversity.in>; Lingisetty Rajasekhar Babu <rajasekharlingisetty@kluniversity.in>; K Gopal Krishana <kgopalkrishna@kluniversity.in>; Bapatla Sesikala <bapatlasesikala@kluniversity.in>; Radhika Peeriga <radhikapeeriga@kluniversity.in>; Leela Santosh Varma. K <leelasantoshvarma@kluniversity.in>; Billa Manindhar <bmanindhar@kluniversity.in>; K Hari <kolliboyinahari@kluniversity.in>; Betam Suresh <bethamsuresh@kluniversity.in>; B Jonathan <jonathanbathula@kluniversity.in>; B Venkata Sriram Pavan Kumar <srirampavankumar@kluniversity.in>; T Chithrakumar <tchithrakumar@kluniversity.in>; Dr P Prabakaran <pprabakaran@kluniversity.in>; C Yerakamma <yerakamma@kluniversity.in>; Faizal Nujumudeen <faizalnr@kluniversity.in>

 1 attachment (13 KB)

List of staff for Word & Excel training.xlsx;

Ref: KLEF/RO/ASC/Workshop/2025-26

Date : 05-02-2026

Orders of the Hon'ble Vice-Chancellor dt. 05-02-2026

CIRCULAR

Sub: Conduction of Five-Day Hands-on Training Programme on “**Microsoft Word & Excel**” for Non-Teaching Staff from 10th to 14th February 2026 by Academic Staff College, KLEF, Vaddeswaram – Communication – Reg.

Ref: Letter dt. 04-02-2026 received from Dr. Radhika Rani Chintala, Principal, Academic Staff College, KLEF, Vaddeswaram campus.

This is to inform that the Academic Staff College is organizing a five-day hands-on training programme on “**Microsoft Word & Excel**” for non-teaching staff, with the objective of improving efficiency, accuracy, and confidence in preparing official documents, managing data, and handling administrative tasks through effective use of digital tools.

The training programme will focus on practical applications of Microsoft Word and Excel, including document preparation and formatting, tables, data entry, basic formulas, reports, and record maintenance.

Date(s): 10.02.2026 to 14.02.2026 (Tuesday to Saturday)
Time: 2.00 PM to 5.00 PM
Venue: Will be communicated later

Resource Person: Dr. Usha Devi Yalavarthi, Assoc. Professor, Dept. of EL&GE, KLEF.

Programme Schedule:

Day	Session 1	Session 2
Day-1 10.02.2026	Microsoft Word: • Introduction to MS Word • Text & Paragraph Formatting	Microsoft Word: • Page Layout & Document Setup • Insert Objects
Day-2 11.02.2026	Microsoft Word: • Working with Tables • Editing and Document Formatting	Microsoft Word: • Printing & Exporting • Document Security
Day-3 12.02.2026	Microsoft Excel: • Basic Excel Formulas • Lookup and Reference Formulas	Microsoft Excel: • Logical & Conditional Functions • Text and Data Cleaning
Day-4 13.02.2026	Microsoft Excel: • Date & time Functions • Tables and Productivity Tools	Microsoft Excel: • Data Analysis & Reporting • Mail Merge
Day-5 14.02.2026	Microsoft Excel: • Data Formatting & Validation • Charts & Visualization	• Assessment Test

All the Staff attached in the list are instructed to attend the training programme without fail.

In addition, interested staff members are also welcome to join the programme.

All the Deans, Directors, Principals, and HoDs are hereby directed to ensure that this information is communicated to all the staff members of respective departments and to ensure their active participation in the programme.

REGISTRAR

Encl: as above

Mail & Hard copy to: Hon'ble President, KLEF

Mail to: Hon'ble Vice-Presidents, KLEF

Mail & Hard copy to: Hon'ble Pro Chancellor

Mail & Hard copy to: Hon'ble Vice-Chancellor

Mail & Hard copy to: Pro Vice-Chancellors

Mail to: Chief Coordinating Officer-Dr.A. Jagadeesh

Mail to: Special Officer -Dr.A. Vani

Mail to: All Advisors / All Deans / All Principals / All Vice-Principals / All Sr.Directors / All Directors / All Additional Deans

Mail to: Controller of Examinations-Dr.A.S.C.S.Sastry

Mail to: Joint Registrar / Deputy Registrar / Sr.Manager (Alumni Relations) & AR-Sri A.Krishna Rao / AR-Dr.MVAL Narasimha Rao

Mail to: All HoDs / All Alternate HoDs / All Deputy HoDs

Mail to: KL H - Principal Off Campus Centre, Aziz Nagar Campus / KL H - Principal Off Campus Centre, Bowrampet

Vice-Principal / Director / Deputy Director

Mail to: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

Mr. Raja Sekhar, Emp. No. 2482, Jr. Network Administrator (E-mail: rajasekhar_syte@kluniversity.in)

Mail to: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar,Assoc. Professor,ECE

Mail to: Principal-Academic Staff College

All Deans, Directors, Principals and HoDs

All Faculty members of Vaddeswaram campus

Individuals concerned

Thanks & Regards



O/o REGISTRAR

C-006, EXTN. NO. 1200

KONERU LAKSHMAIAH EDUCATION FOUNDATION

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

❖ Approved by AICTE ❖ ISO 21001:2018 Certified

Campus: Green Fields, Vaddeswaram - 522 302, Guntur District, Andhra Pradesh, INDIA.

Phone No. 08645 - 350200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in



Five-Day Hands-on
Training Programme on
MICROSOFT WORD & EXCEL
for Non- Teaching Staff



10th-14th FEB 2026 2025 | Time: 2.00PM to 5.00PM
Venue: SDC block -Computer lab

Resource Person:

Dr. Usha Devi Yalavarthi,

Assoc. Professor, Dept. of EL&GE, KLEF.

Organized by

Academic Staff College (ASC), KLEF,

Report on

Five-Day Hands-on Training Programme on Microsoft Word & Excel

Organized by: Academic Staff College.

Date: 10-02-2026 to 14-02-2026

Time: 2:00 PM – 5:00 PM

Venue: S-602, SDC Block, KLEF

Resource Person:

Dr. Usha Devi Yalavarthi, Associate Professor, Department of EL&GE, KLEF.

Detailed Report:

In the evolving administrative ecosystem of higher education institutions, digital competence has become a fundamental requirement for efficient functioning. Non-teaching staff play a crucial role in managing documentation, records, correspondence, financial data, examination processes, and institutional reporting.

To enhance productivity, accuracy, and confidence in handling official documentation and data management tasks, the Academic Staff College (ASC) organized a structured five-day hands-on training programme on **Microsoft Word and Excel** for the non-teaching staff.



The programme aimed to bridge skill gaps, standardize documentation practices, and promote digital efficiency across administrative departments. This initiative aligns with institutional quality enhancement strategies and capacity-building efforts.

Objectives:

The programme was designed with the following objectives:

1. To enhance digital proficiency of non-teaching staff.
2. To improve efficiency in preparing official documents and reports.
3. To develop competency in data management and record maintenance.
4. To ensure accuracy in data entry and administrative reporting.
5. To familiarize participants with productivity tools in MS Word and Excel.
6. To encourage confidence in using digital tools independently.

Day 1 – Microsoft Word: Foundations of Professional Documentation

Date: 10.02.2026

The programme commenced with an introductory session by Dr. Usha Devi Yalavarthi, Associate Professor, Department of EL&GE, KLEF. The resource person began by addressing the importance of digital documentation in higher education administration. She emphasized that professionally formatted documents reflect institutional credibility and administrative efficiency.



Session 1: Introduction to MS Word & Text Formatting

Dr. Usha Devi provided an overview of the Microsoft Word interface, familiarizing participants with ribbons, toolbars, formatting options, and document views. She explained how effective document structuring improves readability and clarity in official communication.

The staff members were given hands-on training on:

Text formatting (fonts, size, styles, alignment)

Paragraph formatting (indentation, spacing, justification)

Line spacing and margins

Participants practiced drafting official letters and notices, applying formatting standards suitable for institutional communication.

Session 2: Page Layout & Insert Features

In the second session, the resource person addressed page layout settings and document setup procedures. She demonstrated how to configure margins, orientation, headers, footers, and page numbering for official reports.

Staff members were oriented on inserting and formatting:

Tables

Images

Shapes

Symbols and page breaks

The session concluded with practical exercises where participants created structured documents following institutional formatting guidelines.

Day 2 – Advanced Word Applications and Document Security

Date: 11.02.2026

On the second day, Dr. Usha Devi focused on enhancing document management skills and improving workflow efficiency.

Session 1: Working with Tables & Editing Tools

The resource person addressed the significance of tabular representation in administrative documentation such as attendance sheets, internal reports, and official data statements.

Participants were given hands-on training in:

Creating and formatting tables

Merging and splitting cells

Adjusting table properties

Using editing tools (Find & Replace, Styles)



Staff members practiced preparing formatted reports and structured tabular data relevant to their departmental tasks.

Session 2: Printing, Exporting & Document Security

In this session, the resource person emphasized secure document handling. She demonstrated how to:

Preview documents before printing

Export documents to PDF format

Apply password protection

Restrict editing permissions



Participants were trained to maintain confidentiality and accuracy while sharing official files. The session strengthened awareness regarding document security and proper file management practices.

Day 3 – Microsoft Excel: Fundamentals and Core Functions

Date: 12.02.2026

The third day marked the introduction to Microsoft Excel. Dr. Usha Devi explained how Excel serves as a powerful tool for data management, financial calculations, and record maintenance in institutional administration.

Session 1: Basic Formulas & Lookup Functions

The resource person provided a detailed explanation of Excel worksheets, rows, columns, and cell referencing. She demonstrated commonly used formulas such as:

SUM

AVERAGE

COUNT

Basic arithmetic operations

Staff members were trained to use lookup and reference functions to retrieve data efficiently. Practical exercises involved calculating totals, generating summaries, and organizing departmental data.



Session 2: Logical & Conditional Functions

In the afternoon session, participants were oriented on logical functions like IF statements and conditional operations. The resource person explained how these functions help automate decision-making processes in data sheets.

Hands-on training included:

Logical comparisons

Conditional formatting

Text functions

Data cleaning techniques

Participants practiced correcting data inconsistencies and organizing information systematically.

Day 4 – Advanced Excel Tools and Data Reporting

Date: 13.02.2026

The fourth day focused on advanced productivity tools and reporting mechanisms in Excel

Session 1: Date & Time Functions and Productivity Tools

Dr. Usha Devi addressed the importance of date and time functions in maintaining attendance records, leave registers, and scheduling data.



Staff members were trained on:

Date calculations

Sorting and filtering

Converting data into structured tables

Using built-in productivity tools

Participants practiced organizing departmental records using structured Excel tables.

Session 2: Data Analysis & Mail Merge

The resource person demonstrated basic data analysis techniques and report preparation methods. She explained how charts and summary reports can enhance data presentation for meetings and audits.

A special focus was given to integrating Excel data with Word using Mail Merge. Participants learned how to generate multiple official letters automatically using Excel data sheets.

The session greatly enhanced participants' understanding of automated documentation processes.

Day 5 – Data Visualization and Assessment

Date: 14.02.2026

The final day emphasized data formatting, visualization, and evaluation of learning outcomes.

Session 1: Data Formatting & Charts

Dr. Usha Devi provided hands-on training on:

Data validation

Formatting cells for clarity

Creating charts and graphical representations

Participants were guided to prepare simple visual reports and graphical summaries that can be used in presentations and administrative reviews.



Session 2: Assessment Test

An assessment test was conducted to evaluate participants' practical understanding of Microsoft Word and Excel tools.

The assessment included:

Formatting an official document

Applying Excel formulas

Generating a basic analytical report

Creating a chart

The evaluation helped measure skill enhancement and ensured learning objectives were achieved.

Throughout the five-day programme, the resource person maintained an interactive and supportive learning environment. She encouraged participants to clarify doubts, practice independently, and apply digital tools to real-time administrative tasks.

Participants expressed that the programme significantly improved their efficiency in preparing official documents and managing institutional data.



Dr. Radhika Rani Chintala
Principal, Academic Staff College

PRINCIPAL
ACADEMIC STAFF COLLEGE
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWAREM-522 302

**Five-Day Hands-on Training Programme on "Microsoft Word & Excel" for Non-Teaching Staff
from 10-02-2026 to 14-02-2026, Day-1, 10-02-2026.**

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
1	8473	Chintamalla Likhita	Admin Assistant	2:00 pm	Ch. Likhita	5:00 pm	Ch. Likhita
2	8480	Naga Pavani Soundarya Kolli	Admin Assistant				H.R. DePa.
3	8568	Girish Kumar Kancharla	Admin Assistant	01:55 pm	G. Kancharla	5:00 pm	G. Kancharla
4	8590	Venkateswarlu Venkat Savani	Admin Assistant				
	8610	Kiran Kumar Bhukya	Admin Assistant	01:50 pm	K. Bhukya	5:00 pm	K. Bhukya
6	8664	Doddi Prabhavathi	Admin Assistant	01:40 pm	D. Prabhavathi	5:00 pm	D. Prabhavathi
7	8713	Adapa Sowjanya	Admin Assistant	2:00 pm	A. Sowjanya	5:00 pm	A. Sowjanya
8	8940	Swetha Maraka	Office Assistant	2:00 pm	M. Swetha	5:00 pm	M. Swetha
9	9145	Aamani Kolavennu	Office Assistant	2:05 PM	K. Aamani	5:00 PM	K. Aamani
10	9163	Gonuguntla Divya Nagasri	Office Assistant	2:00 PM	G. Divya	5:00 PM	G. Divya
11	9220	MBVL Naga Indira	Office Assistant	2:00 PM	M. Indira	5:00 PM	M. Indira
12	9379	Veeraswami Vakadani	Admin Assistant				
13	9383	Badugu Revathi	Admin Assistant	2:00 pm	B. Revathi	5:00 pm	B. Revathi
14	9384	Ravulapati Balaji Baji	Admin Assistant	02:00	R. Balaji Baji	5:00	R. Balaji Baji
15	9404	N. Harini Sri	Office Assistant				
16	9418	Chinta Jitendra Varma	Admin Assistant	02:00	C. Jitendra	05:00	C. Jitendra
17	9432	Arepalli Siva Rama Krishna	Admin Assistant	2:00	A. Siva Rama	5:00	A. Siva Rama
18	9433	Golla Padma	Admin Assistant	2:00	G. Padma	5:00 pm	G. Padma
19	9434	Shaik Jilani	Admin Assistant	2:00	S. Jilani	5:00 pm	S. Jilani
20	9438	Shaik Abdul Razak	Office Assistant	2:00 pm	S. Abdul Razak	5:00 pm	S. Abdul Razak
21	9439	Koduru Kiran	Admin Assistant	2:00 PM	K. Kiran	5:00 PM	K. Kiran

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
22	9440	Patha Yedukondalu	Admin Assistant	2:00pm	P. Yedukondalu	5:00pm	P. Yedukondalu
23	9442	Lingam Monika	Office Assistant				
24	9446	Davu Nagamani	Admin Assistant	2:00pm	NM	5:00pm	NM
25	9454	Aradhyula Haritha Sai	Office Assistant	2:00pm	HS	5:00pm	HS
26	9618	V.Kiran Kumar	Admin Assistant	2:00PM	V.K.K	5:00PM	V.K.K
27	9625	Mallela Navya Spandana	Admin Assistant	2:00pm	MS	5:00pm	MS
28	9632	Vatram Komal Chandu	Admin Assistant	01:50PM	V.K.Chandu	5:00PM	V.K.Chandu
29	9635	A.Poornima	Admin Assistant	2:00pm	A.Poornima	5:00pm	A.Poornima
30	9638	Tupakula Nagababu	Admin Assistant	1:50pm	T.Nagababu	5:00pm	T.Nagababu
31	9640	Kunapareddy Yuva Sri Raghavendra	Admin Assistant	01:55PM	K.Raghavendra	5:00pm	K.Raghavendra
32	9646	Veerababu Pilli	Admin Assistant	01:50PM	V.Pilli	5:00pm	V.Pilli
33	9689	G.Yamini	Office Assistant	1:55 PM	G.Yamini	5:00 PM	G.Yamini
34	9801	J.Deepthi	Admin Assistant				
35	9802	K.Satish Kumar	Admin Assistant	K.Satish	K.Satish	K.Satish	K.Satish
36	9804	M.Ashok Kumar	Office Assistant				
37	9807	V.Satyam Babu	Admin Assistant	2:00PM	V.Satyam	5:00 PM	V.Satyam
38	9809	S.Padma Priya	Office Assistant	2:00pm	S.Padma Priya	5:00pm	S.Padma Priya
39	9811	P.Srinivasa Rao	Admin Assistant	2:00pm	P.Srinivasa Rao	5:00pm	P.Srinivasa Rao
40	9600	Ch.Mallikarjuna	office Assistant	2:00PM	Ch.Mallikarjuna	5:00pm	Ch.Mallikarjuna
41	5317	K.Krishna Rao	Lab Technician	2:00pm	K.Krishna	5:00pm	K.Krishna
42	1348	K.Balabhanuman Singh	Lab Technician	2:00 PM	K.Balabhanuman Singh	5:00pm	K.Balabhanuman Singh
43	5326	B.Sreedhar	Lab Technician	2:00pm	B.Sreedhar	5:00pm	B.Sreedhar
44	7866	M.A.Saleem	Manager	2:00pm	M.A.Saleem	5:00pm	M.A.Saleem
45	7524	G.Srinivasu	Office Asst	2:00pm	G.Srinivasu	5:00 PM	G.Srinivasu
46	7523	Y.Ambika Devi	Admin Asst	2:00pm	Y.Ambika Devi	5:00 PM	Y.Ambika Devi
47	2972	K.S.P. Kameswari	O.A	2:00PM	K.S.P. Kameswari	5:00 PM	K.S.P. Kameswari
48	7700	K.Bhannumata	Office Asst	2:00 PM	K.Bhannumata	5:00 PM	K.Bhannumata

49. 6434 Hari Babu Name HR Executive & mth

50. 2837 kolli. Lalitha Kumari Law Dep

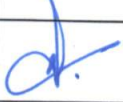
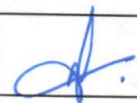
Lalitha



**Five-Day Hands-on Training Programme on "Microsoft Word & Excel" for Non-Teaching Staff
from 10-02-2026 to 14-02-2026, Day-2, 11-02-2026.**

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
1	8473	Chintamalla Likhita	Admin Assistant	2:00pm	Ch. Likhita	5:00pm	Ch. Likhita
2	8480	Naga Pavani Soundarya Kolli	Admin Assistant				H. R. Dept.
3	8568	Girish Kumar Kancharla	Admin Assistant	2:00pm	Kancharla	05:00pm	Kancharla
4	8590	Venkateswarlu Venkat Savani	Admin Assistant				
5	8610	Kiran Kumar Bhukya	Admin Assistant	2:45 PM	Kiran Kumar	5:00 PM	Kiran Kumar
6	8664	Doddi Prabhavathi	Admin Assistant	1:40 PM	D. Prabhavathi	5:00 PM	D. Prabhavathi
7	8713	Adapa Sowjanya	Admin Assistant	2:00 PM	A. Sowjanya	5:00 PM	A. Sowjanya
8	8940	Swetha Maraka	Office Assistant	2:00	M. Swetha	05:00 PM	M. Swetha
9	9145	Aamani Kolavennu	Office Assistant	2:00 PM	A. Kolavennu		
10	9163	Gonuguntla Divya Nagasri	Office Assistant	2:00 PM	G. Divya	5:00 PM	G. Divya
11	9220	MBVL Naga Indira	Office Assistant				
12	9379	Veeraswami Vakadani	Admin Assistant				
1	9383	Badugu Revathi	Admin Assistant	2:00	B. Revathi	5:00	B. Revathi
14	9384	Ravulapati Balaji Baji	Admin Assistant	2:00	R. Balaji Baji	5:00	R. Balaji Baji
15	9404	N. Harini Sri	Office Assistant				
16	9418	Chinta Jitendra Varma	Admin Assistant				
17	9432	Arepalli Siva Rama Krishna	Admin Assistant	13.50	A. Siva Rama	17.00	A. Siva Rama
18	9433	Golla Padma	Admin Assistant	1:50	G. Padma	5:00	G. Padma
19	9434	Shaik Jilani	Admin Assistant	2:00 PM	Shaik Jilani	5:00 PM	Shaik Jilani
20	9438	Shaik Abdul Razak	Office Assistant	2:10 PM	Shaik Abdul Razak	5:00 PM	Shaik Abdul Razak
21	9439	Koduru Kiran	Admin Assistant	2:00 PM	K. Kiran	5:00 PM	K. Kiran
22	9440	Patha Yedukondalu	Admin Assistant	2:00 PM	P. Yedukondalu	5:00 PM	P. Yedukondalu

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
23	9442	Lingam Monika	Office Assistant				
24	9446	Davu Nagamani	Admin Assistant	2PM	NM	5PM	NM
25	9454	Aradhyula Haritha Sai	Office Assistant	2pm	H.S.	5PM	H.S.
26	9618	V.Kiran Kumar	Admin Assistant	2:00	V./K/L	5:PM	V./K/L
27	9625	Mallela Navya Spandana	Admin Assistant	2:00	Navya Spandana	5:00	Navya
28	9632	Vatram Komal Chandu	Admin Assistant	1:50	v.chandru	5:00	v.Chandru
29	9635	A.Poornima	Admin Assistant	2:00	A.Poornima	5:00	A.Poornima
30	9638	Tupakula Nagababu	Admin Assistant				
	9640	Kunapareddy Yuva Sri Raghavendra	Admin Assistant	02:00	K.Raghavendra	05:00	K.Raghavendra
32	9646	Veerababu Pilli	Admin Assistant	2:00	Veera	05:00	Veera
33	9689	G.Yamini	Office Assistant	2:00	G.Yamini	5:00	G.Yamini
34	9801	J.Deepthi	Admin Assistant	2:00	J.Deepthi	5:00	J.Deepthi
35	9802	K.Satish Kumar	Admin Assistant	2:00	K.Satish	5:00	K.Satish
36	9804	M.Ashok Kumar	Office Assistant				
37	9807	V.Satyam Babu	Admin Assistant	2:00	V.Satyam	5:00	V.Satyam
38	9809	S.Padma Priya	Office Assistant	2:00pm	Padma Priya	5:00pm	Padma Priya
39	9811	P.Srinivasa Rao	Admin Assistant	2:00	P.Srinivasa	5:00	P.Srinivasa
40	9600	Ch.mallikarjuna	Office Assistant	2:00pm	Ch.mallikarjuna	5:00pm	Ch.mallikarjuna
41	5317	K.Krishna Rao	Lab technician	2:00	K.Krishna	5:00pm	K.Krishna
42	1348	K.Bala Hanumansingh	Lab technician	2:00	K.Bala	5:00pm	K.Bala
43	5326	B.Sreedhar	Lab technician	2:00	B.Sreedhar	5:00pm	B.Sreedhar
44	7866	M.A.Saleem	Manager	2:00pm	M.A.Saleem	5:00pm	M.A.Saleem
45	7524	R.Sri Gowri	Office Assistant	2:00pm	R.Sri Gowri	5:00pm	R.Sri Gowri
46	7523	Y.ambika Devi	Admin Assistant	2:00PM	Y.ambika	5:PM	Y.ambika
47	2972	KSP Kumari	Office Assistant	2:00PM	KSP Kumari	5:PM	KSP Kumari

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
48	7700	K.Bhanumathi	Office Assistant	2.00 PM	K. Bhanu	5.00 PM	K. Bhanumathi
49	6434	Hari Babu Manne	Hr Executive				
50	2837	Kolli .Lallitha Kumari	Office Assistant	2. Pm		5pm	
51	6885	M. RADHAKRISHNA MURTHY	MANAGER PRO-VC-Peshi C-401	2.00 PM		5.00 PM	
52	29						
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							


PRINCIPAL
 ACADEMIC STAFF COLLEGE
 Koneru Lakshmaiah Education Foundation
 (Deemed to be University)
 Green Fields, VADESWARAM-522 302



**Academic
Staff College**

CATEGORY I
UNIVERSITY
OF PUNJAB, INDIA

2024

45 YEARS OF
EDUCATIONAL
SERVICE

RANKED 22
AMONG ALL
UNIVERSITIES

**Five-Day Hands-on Training Programme on "Microsoft Word & Excel" for Non-Teaching Staff
from 10-02-2026 to 14-02-2026, Day-3, 12-02-2026.**

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
1	8473	Chintamalla Likhita	Admin Assistant	1:50 pm	Ch. Likhita	5:00 pm	Ch. Likhita
2	8480	Naga Pavani Soundarya Kolli	Admin Assistant	2:00	P. Naga		
3	8568	Girish Kumar Kancharla	Admin Assistant	1:55 pm	R. Girish	05:00 pm	R. Girish
4	8590	Venkateswarlu Venkat Savani	Admin Assistant				
5	8610	Kiran Kumar Bhukya	Admin Assistant	2:00	B. kiran		
6	8664	Doddi Prabhavathi	Admin Assistant	1:30 pm	D. Prabhavathi	5:00 pm	D. Prabhavathi
7	8713	Adapa Sowjanya	Admin Assistant	2:00 pm	A. Sowjanya	5:00 pm	A. Sowjanya
8	8940	Swetha Maraka	Office Assistant	1:50	M. Swetha	05:00 pm	M. Swetha
9	9145	Aamani Kolavennu	Office Assistant	2:00 pm	K. Aamani	5:00 pm	K. Aamani
10	9163	Gonuguntla Divya Nagasri	Office Assistant	2:00 pm	G. Divya	05:00 pm	G. Divya
11	9220	MBVL Naga Indira	Office Assistant				
12	9379	Veeraswami Vakadani	Admin Assistant				
	9383	Badugu Revathi	Admin Assistant	1:50 pm	B. Revathi	5:00 pm	B. Revathi
14	9384	Ravulapati Balaji Baji	Admin Assistant	2:00 pm	R. Balaji Baji	05:00 pm	R. Balaji Baji
15	9404	N. Harini Sri	Office Assistant				
16	9418	Chinta Jitendra Varma	Admin Assistant	02:00	Ch. Jitendra	05:00	Ch. Jitendra
17	9432	Arepalli Siva Rama Krishna	Admin Assistant	14:10	A. Siva Rama	17:00	A. Siva Rama
18	9433	Golla Padma	Admin Assistant	1:50	G. Padma	5:00	G. Padma
19	9434	Shaik Jilani	Admin Assistant	1:50	Sh. Jilani	5:00 pm	Sh. Jilani
20	9438	Shaik Abdul Razak	Office Assistant	2:00 pm	Sh. Abdul Razak	5:00 pm	Sh. Abdul Razak
21	9439	Koduru Kiran	Admin Assistant	2:00 pm	K. Kiran	5:00 pm	K. Kiran
22	9440	Patha Yedukondalu	Admin Assistant	2:00 pm	P. Yedukondalu	5:00 pm	P. Yedukondalu

ACADEMIC STAFF COLLEGE
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESWARAM-522 301

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
23	9442	Lingam Monika	Office Assistant				
24	9446	Davu Nagamani	Admin Assistant	2:00pm	NM	5PM	NM
25	9454	Aradhyula Haritha Sai	Office Assistant	2:00PM	HS	5PM	HS
26	9618	V.Kiran Kumar	Admin Assistant	2:00	Kel		
27	9625	Mallela Navya Spandana	Admin Assistant	2:00	Navya Spandana	5:0	Nel
28	9632	Vatram Komal Chandu	Admin Assistant	2:00	V.K.Chandu	5:00	V.Chandu
29	9635	A.Poornima	Admin Assistant	2:00	A.Poornima	5:00	A.Poornima
30	9638	Tupakula Nagababu	Admin Assistant	2:00	T.Nagababu		5:0
	9640	Kunapareddy Yuva Sri Raghavendra	Admin Assistant	01:55	K.Raghavendra	05:00	K.Raghavendra
32	9646	Veerababu Pilli	Admin Assistant	2:00	Nel	05:00	Nel
33	9689	G.Yamini	Office Assistant	2:00	G.Yamini	5:00	G.Yamini
34	9801	J.Deepthi	Admin Assistant	2:00	J.Deepthi	5:00	J.Deepthi
35	9802	K.Satish Kumar	Admin Assistant	2:00	K.Satish Kumar	5:00	K.Satish Kumar
36	9804	M.Ashok Kumar	Office Assistant				
37	9807	V.Satyam Babu	Admin Assistant	2:00pm	V.Satyam Babu	5:00	V.Satyam Babu
38	9809	S.Padma Priya	Office Assistant	2:00pm	S.Padma Priya	5:00pm	S.Padma Priya
39	9811	P.Srinivasa Rao	Admin Assistant	2:00pm	P.Srinivasa Rao	5:00	P.Srinivasa Rao
40	9600	Ch.mallikarjuna	Office Assistant	2:00pm	Ch.mallikarjuna	5:00pm	Ch.mallikarjuna
41	5317	K.Krishna Rao	Lab technician	2:00pm	K.Krishna Rao	5:00pm	K.Krishna Rao
42	1348	K.Bala Hanumansingh	Lab technician	2:30	K.Bala Hanumansingh	5:00	K.Bala Hanumansingh
43	5326	B.Sreedhar	Lab technician	2:00 pm	B.Sreedhar	5:00pm	B.Sreedhar
44	7866	M.A.Saleem	Manager	2:00pm	M.A.Saleem	5:00pm	M.A.Saleem
45	7524	R.Sri Gowri	Office Assistant	2:00PM	R.Sri Gowri	5:00PM	R.Sri Gowri
46	7523	Y.ambika Devi	Admin Assistant	2:00	Y.ambika Devi	5:00PM	Y.ambika Devi
47	2972	KSP Kumari	Office Assistant	2:00PM	KSP Kumari	5:00PM	KSP Kumari

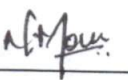
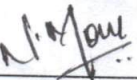
Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
48	7700	K.Bhanumathi	Office Assistant	2.00 PM	K. Bhanumathi	5.00 PM	K. Bhanumathi
49	6434	Hari Babu Manne	Hr Executive				
50	2837	Kolli .Lallitha Kumari	Office Assistant	2 PM	[Signature]	5 PM	[Signature]
51	6885	M. RADHA KRISHNA MURTHY	MANAGER PROVCPESH C-101	2 PM	M. Radha Krishna		
52	7805	M. UMA MAHESWARA RAO	H.R. Executive	2 pm	Uma/-	5 pm	Uma/-
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							

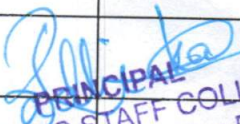

 PRINCIPAL
 ACADEMIC STAFF COLLEGE
 Koneru Lakshmaiah Education Foundation
 (Deemed to be University)
 Green Fields, VADDESWAREM-522 302

Five-Day Hands-on Training Programme on "Microsoft Word & Excel" for Non-Teaching Staff from 10-02-2026 to 14-02-2026, Day- 4, 13-02-2026.

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
1	8473	Chintamalla Likhita	Admin Assistant	2:00pm	<i>[Signature]</i>	5:pm	<i>[Signature]</i>
2	8480	Naga Pavani Soundarya Kolli	Admin Assistant	2:00pm	<i>[Signature]</i>	5pm	<i>[Signature]</i>
3	8568	Girish Kumar Kancharla	Admin Assistant	01:55pm	<i>[Signature]</i>	05:00pm	<i>[Signature]</i>
4	8590	Venkateswarlu Venkat Savani	Admin Assistant				
5	8610	Kiran Kumar Bhukya	Admin Assistant	2:00 pm	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
6	8664	Doddi Prabhavathi	Admin Assistant	1:25pm	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
7	8713	Adapa Sowjanya	Admin Assistant	2:00	<i>[Signature]</i>	5:00	<i>[Signature]</i>
8	8940	Swetha Maraka	Office Assistant	2:00pm	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
9	9145	Aamani Kolavennu	Office Assistant	2:03	<i>[Signature]</i>	5:00	<i>[Signature]</i>
10	9163	Gonuguntla Divya Nagasri	Office Assistant	2:00PM	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
11	9220	MBVL Naga Indira	Office Assistant				
12	9379	Veeraswami Vakadani	Admin Assistant				
	9383	Badugu Revathi	Admin Assistant	2:00pm	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
14	9384	Ravulapati Balaji Baji	Admin Assistant	2:00pm	<i>[Signature]</i>	5:00PM	<i>[Signature]</i>
15	9404	N.Harini Sri	Office Assistant				
16	9418	Chinta Jitendra Varma	Admin Assistant	02:00	<i>[Signature]</i>	05:00	<i>[Signature]</i>
17	9432	Arepalli Siva Rama Krishna	Admin Assistant	1:40	<i>[Signature]</i>	5:00	<i>[Signature]</i>
18	9433	Golla Padma	Admin Assistant	2:00pm	<i>[Signature]</i>	5:00	<i>[Signature]</i>
19	9434	Shaik Jilani	Admin Assistant	2:00pm	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
20	9438	Shaik Abdul Razak	Office Assistant	2:00PM	<i>[Signature]</i>	5:00 pm	<i>[Signature]</i>
21	9439	Koduru Kiran	Admin Assistant	2:00PM	<i>[Signature]</i>	5:00pm	<i>[Signature]</i>
22	9440	Patha Yedukondalu	Admin Assistant	2:00pm	<i>[Signature]</i>		

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
23	9442	Lingam Monika	Office Assistant				
24	9446	Davu Nagamani	Admin Assistant	2:00pm	NM	5:00pm	NM
25	9454	Aradhyula Haritha Sai	Office Assistant				
26	9618	V.Kiran Kumar	Admin Assistant	1:20	V.K. / 1:45		V.K. / 1:45
27	9625	Mallela Navya Spandana	Admin Assistant	1:50	NH	5:00	NH
28	9632	Vatram Komal Chandu	Admin Assistant	1:50	V.K. Chandu	5:00	V.K. Chandu
29	9635	A.Poornima	Admin Assistant	2:00	A. Poornima	5:00	A. Poornima
30	9638	Tupakula Nagababu	Admin Assistant	2:00	T. Nagababu	05:00	T. Nagababu
	9640	Kunapareddy Yuva Sri Raghavendra	Admin Assistant	1:50	K. Raghavendra	05:00	K. Raghavendra
32	9646	Veerababu Pilli	Admin Assistant	2:00	NH	5:00	NH
33	9689	G.Yamini	Office Assistant	2:00	G. Yamini	5:00	G. Yamini
34	9801	J.Deepthi	Admin Assistant	2:00pm	J. Deepthi	5:00pm	J. Deepthi
35	9802	K.Satish Kumar	Admin Assistant	2:00	K. Satish Kumar	5:00 pm	K. Satish Kumar
36	9804	M.Ashok Kumar	Office Assistant				
37	9807	V.Satyam Babu	Admin Assistant	2:00	V. Satyam Babu	5:00pm	V. Satyam Babu
38	9809	S.Padma Priya	Office Assistant	2:00pm	Padma Priya	5:00pm	Padma Priya
39	9811	P.Srinivasa Rao	Admin Assistant	2:00pm	P. Srinivasa Rao	5:00pm	P. Srinivasa Rao
40	9600	Ch.mallikarjuna	Office Assistant	2:00pm	Ch. mallikarjuna	5:00pm	Ch. mallikarjuna
41	5317	K.Krishna Rao	Lab technician	2:00pm	K. Krishna Rao	5:00pm	K. Krishna Rao
42	1348	K.Bala Hanumansingh	Lab technician	2:00	K. Bala Hanumansingh	5:00pm	K. Bala Hanumansingh
43	5326	B.Sreedhar	Lab technician	2:00	B. Sreedhar	5:00	B. Sreedhar
44	7866	M.A.Saleem	Manager	2:00pm	M.A. Saleem	5:00pm	M.A. Saleem
45	7524	R.Sri Gowri	Office Assistant	2:00pm	R. Sri Gowri	5:00pm	R. Sri Gowri
46	7523	Y.ambika Devi	Admin Assistant	2:00	Y. Ambika Devi	5:00	Y. Ambika Devi
47	2972	KSP Kumari	Office Assistant				

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
48	7700	K.Bhanumathi	Office Assistant	2PM		5PM	
49	6434	Hari Babu Manne	Hr Executive				
50	2837	Kolli .Lallitha Kumari	Office Assistant	2 PM		5PM	
51	6885	M.Radha Krishna Murthy	Manager,Pro Vc Peshi	2 PM			
52	7845	D. Meenakshi	HR Executive	2PM		5PM	
53	8719	S. chandana	HR executive	2pm		5pm	
54	8718	N. Mona	HR Executive	2pm		5pm	
55	7805	M. Uma Maheswararao	HR. Executive	2pm		5pm	
	980						
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							

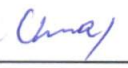
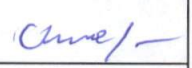

PRINCIPAL
 ACADEMIC STAFF COLLEGE
 Koneru Lakshmaiah Education Foundation
 (Deemed to be University)
 Green Fields, VADDESARAM-522 302

9646- Gate Exam at 14/2/2026.

Five-Day Hands-on Training Programme on "Microsoft Word & Excel" for Non-Teaching Staff from 10-02-2026 to 14-02-2026, Day- 5, 14-02-2026.

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
1	8473	Chintamalla Likhita	Admin Assistant	2:00pm	<i>Likhita</i>	2:00pm	<i>Likhita</i>
2	8480	Naga Pavani Soundarya Kolli	Admin Assistant				
3	8568	Girish Kumar Kancharla	Admin Assistant	2:00pm	<i>Girish Kumar</i>	05:00pm	<i>Girish Kumar</i>
4	8590	Venkateswarlu Venkat Savani	Admin Assistant				
5	8610	Kiran Kumar Bhukya	Admin Assistant	2:00pm	<i>Kiran Kumar B.</i>	5:00pm	<i>Kiran Kumar B.</i>
6	8664	Doddi Prabhavathi	Admin Assistant				
7	8713	Adapa Sowjanya	Admin Assistant	2:00	<i>A.S.</i>	5:00	<i>A.S.</i>
8	8940	Swetha Maraka	Office Assistant	2:00pm	<i>Swetha</i>		
9	9145	Aamani Kolavennu	Office Assistant	2:10pm	<i>Aamani</i>		
10	9163	Gonuguntla Divya Nagasri	Office Assistant	2:00pm	<i>G. Divya</i>	5:00pm	<i>G. Divya</i>
11	9220	MBVL Naga Indira	Office Assistant				
12	9379	Veeraswami Vakadani	Admin Assistant				
	9383	Badugu Revathi	Admin Assistant				
14	9384	Ravulapati Balaji Baji	Admin Assistant	2:00pm	<i>R. Balaji Baji</i>	5:00pm	<i>R. Balaji Baji</i>
15	9404	N. Harini Sri	Office Assistant				
16	9418	Chinta Jitendra Varma	Admin Assistant	02:00	<i>Chinta</i>	05:00	<i>Chinta</i>
17	9432	Arepalli Siva Rama Krishna	Admin Assistant	14:00	<i>Arepalli</i>	17:00	<i>Arepalli</i>
18	9433	Golla Padma	Admin Assistant	2:00	<i>G. Padma</i>	5:00	<i>G. Padma</i>
19	9434	Shaik Jilani	Admin Assistant				
20	9438	Shaik Abdul Razak	Office Assistant	2:00pm	<i>Shaik Abdul Razak</i>	5:00pm	<i>Shaik Abdul Razak</i>
21	9439	Koduru Kiran	Admin Assistant	2:00pm	<i>K. Kiran</i>	5:00pm	<i>K. Kiran</i>
22	9440	Patha Yedukondalu	Admin Assistant	2:00	<i>Patha Yedukondalu</i>		

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
23	9442	Lingam Monika	Office Assistant				
24	9446	Davu Nagamani	Admin Assistant	2:00PM	NM	5:00PM	NM
25	9454	Aradhyula Haritha Sai	Office Assistant	2:00	HSP	5:00	HSP
26	9618	V.Kiran Kumar	Admin Assistant	2:00	V.K.K	5:00	V.K.K
27	9625	Mallela Navya Spandana	Admin Assistant				
28	9632	Vatram Komal Chandu	Admin Assistant	2:00	V.K.Chandu	5:00	V.K.Chandu
29	9635	A.Poornima	Admin Assistant	2:00	A.Poornima	5:00	A.Poornima
30	9638	Tupakula Nagababu	Admin Assistant	2:00P	T.Nagababu	5:00	T.Nagababu
	9640	Kunapareddy Yuva Sri Raghavendra	Admin Assistant	2:10	K.Raghavendra	05:00	K.Raghavendra
32	9646	Veerababu Pilli	Admin Assistant				
33	9689	G.Yamini	Office Assistant	2:00	G.Yamini	5:00	G.Yamini
34	9801	J.Deepthi	Admin Assistant	2:00	J.Deepthi	5:00	J.Deepthi
35	9802	K.Satish Kumar	Admin Assistant	2:00	K.Satish Kumar	5:00	K.Satish Kumar
36	9804	M.Ashok Kumar	Office Assistant				
37	9807	V.Satyam Babu	Admin Assistant	2:00PM	V.Satyam Babu	5:00	V.Satyam Babu
38	9809	S.Padma Priya	Office Assistant	2:00PM	S.Padma Priya	5:00PM	S.Padma Priya
39	9811	P.Srinivasa Rao	Admin Assistant	2:00PM	P.Srinivasa Rao	5:00	P.Srinivasa Rao
40	9600	Ch.mallikarjuna	Office Assistant	2:00PM	Ch.mallikarjuna	5:00PM	Ch.mallikarjuna
41	5317	K.Krishna Rao	Lab technician	2:00PM	K.Krishna Rao	5:00PM	K.Krishna Rao
42	1348	K.Bala Hanumansingh	Lab technician	2:00PM	K.Bala Hanumansingh	5:00	K.Bala Hanumansingh
43	5326	B.Sreedhar	Lab technician	2:00PM	B.Sreedhar	5:00	B.Sreedhar
44	7866	M.A.Saleem	Manager	2:00PM	M.A.Saleem	5:00PM	M.A.Saleem
45	7524	R.Sri Gowri	Office Assistant	2:00PM	R.Sri Gowri	5:00PM	R.Sri Gowri
46	7523	Y.ambika Devi	Admin Assistant	2:00PM	Y.ambika Devi	5:00	Y.ambika Devi
47	2972	KSP Kumari	Office Assistant				

Sl No	Emp ID	Name of Faculty	Designation	Intime	Slot-1 Signature	Out time	Slot-2 Signature
48	7700	K.Bhanumathi	Office Assistant	2pm		5pm	
49	6434	Hari Babu Manne	Hr Executive				
50	2837	Kolli .Lallitha Kumari	Office Assistant	2pm		5pm	
51	6885	M.Radha Krishna Murthy	Manager,Pro Vc Peshi				
52	7805	M. Uma Maheswara Rao	HR. Executive	2pm		5pm	
53		mumamaheswara200@kluniversity.in					
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							

PRINCIPAL
KOTERU LAKSHMAIAH EDUCATION FOUNDATION
(Deemed to be University)
Green Fields, VADESWARAM-522 302



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that **Ms.Chintamalla Likhita**, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Girish Kumar Kancharla, Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on **“Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Kiran Kumar Bhukya ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on **“Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Doddi Prabhavathi, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms. Adapa Sowjanya, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



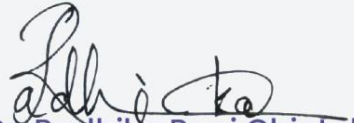
**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Swetha Maraka ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Aamani Kolavennu ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Gonuguntla Divya Nagasri ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “**Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Badugu Revathi ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Ravulapati Balaji Baji, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Chinta Jitendra Varma ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on **“Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26
AMONG ALL
UNIVERSITIES**

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Arepalli Siva Rama Krishna, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Golla Padma ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Shaik Jilani, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Shaik Abdul Razak, Office Assistant, has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf
2025
NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Koduru Kiran ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf
2025
NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Patha Yedukondalu, Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that **Ms.Davu Nagamani** ,Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India

**45 YEARS OF
EDUCATIONAL
LEADERSHIP**

nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**

**RANKED 26
AMONG ALL
UNIVERSITIES**

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Aradhyula Haritha Sai ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on **“Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.V.Kiran Kumar ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Mallela Navya Spandana ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “**Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK **2025**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Vatram Komal Chandu ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on **“Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.A.Poornima ,Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Tupakula Nagababu, Admin Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Kunapareddy Yuva Sri Raghavendra ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf
2025
NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Veerababu Pilli ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



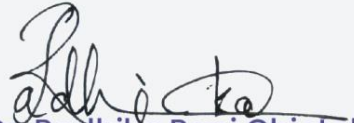
**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.G.Yamini ,Office Assistant has actively participated in a “**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.J.Deepthi ,Admin Assistant has actively participated in a “**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK **2025**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.K.Satish Kumar, Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.V.Satyam Babu ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.S.Padma Priya ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.P.Srinivasa Rao ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Ch.Mallikarjuna ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.K.Krishna Rao ,Lab technician has actively participated in a “**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.K.Bala Hanumansingh ,Lab technician has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK** **RANKED 26**
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.B.Sreedhar ,Lab technician has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India

**45 YEARS OF
EDUCATIONAL
LEADERSHIP**

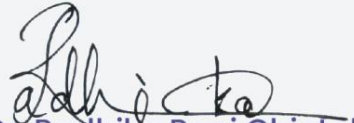
nirf
2025 **NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**

**RANKED 26
AMONG ALL
UNIVERSITIES**

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.M.A.Saleem ,Manager has actively participated in a
“**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for
non-teaching staff,” organized by the Academic Staff College, in association
with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to
14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.R.Sri Gowri ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Y.Ambika Devi ,Admin Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK **2025**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.KSP Kumari ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf
2025
**NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that **Ms.K.Bhanumathi** ,Office Assistant has actively participated in a **“Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,”** organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

CATEGORY 1
UNIVERSITY
BY MHRD, Govt. of India
45 YEARS OF
EDUCATIONAL
LEADERSHIP
nirf
2025
NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Kolli .Lallitha Kumari ,Office Assistant has actively participated in a “Five-Day Hands-on Training Programme on “Microsoft Word & Excel for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
INSTITUTIONAL
RANKING
FRAMEWORK **2025**
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.M.Radha Krishna Murthy ,Manager,Pro Vc Peshi has actively participated in a “**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College



**Academic
Staff College**

**CATEGORY 1
UNIVERSITY**
BY MHRD, Govt. of India
**45 YEARS OF
EDUCATIONAL
LEADERSHIP**
nirf NATIONAL
2025 INSTITUTIONAL
RANKING
FRAMEWORK
RANKED 26
AMONG ALL
UNIVERSITIES

CERTIFICATE OF PARTICIPATION

This is to certify that Mr.M.Uma Maheswra Rao ,Hr Executive has actively participated in a “**Five-Day Hands-on Training Programme on “Microsoft Word & Excel** for non-teaching staff,” organized by the Academic Staff College, in association with the Value Education Cell, KLEF, Vaddeswaram campus from 10.02.2026 to 14.02.2026.

Place : KLEF, Vaddeswaram,
Date : 25-02-2026.


Dr. Radhika Rani Chintala
Principal
Academic Staff College