
Five-Day Hands-on Training Programme on “Microsoft Excel” for Administrative Staff from 27th June to 1st July 2026 by Academic Staff College – Reg.

From Registrar Office <officeofregistrar@kluniversity.in>

Date Thu 2026-06-25 11:37 AM

To PRESIDENT <president@kluniversity.in>; Raja Harin koneru <krh@kluniversity.in>; PRO-CHANCELLOR <prochancellor@kluniversity.in>; Vice Chancellor - KLU <vc@kluniversity.in>; Dr.G.P.S. Varma, Vice- Chancellor <gpsvarma@kluniversity.in>; N Venkat Ram <venkatram@kluniversity.in>; ProVC-KRR <provc-krr@kluniversity.in>; Registrar <registrar@kluniversity.in>; Dr Jagadeesh Anne <drjagadeesh@kluniversity.in>; Dr. A Vani <drvani@kluniversity.in>; Dr. JKR Sastry <drsastri@kluniversity.in>; Advisor Student Affairs <habibulla@kluniversity.in>; Dean Academics <dean.academics@kluniversity.in>; Dean (R & D) <deanrnd@kluniversity.in>; K R S Prasad <krsprasad_fed@kluniversity.in>; Dean Student Affairs <deansa@kluniversity.in>; Dean Quality <deanquality@kluniversity.in>; Dean Faculty & Staff Affairs <deanfsa@kluniversity.in>; Dean - Skill Development <deanskill@kluniversity.in>; Dean Skill Development <deansdnsp@kluniversity.in>

Ref: KLEF/RO/ASC/2025-26

Date: 25-06-2026

Orders of the Hon'ble Vice Chancellor dt.25-06-2026

CIRCULAR

Sub: Five-Day Hands-on Training Programme on “**Microsoft Excel**” for Administrative Staff from 27th June to 1st July 2026 by Academic Staff College – Reg.

Ref: Letter received from Dr. Ch. Radhika Rani, Principal-ASC.

This is to inform that Academic Staff College is organizing a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division from 27th June to 1st July 2026.

The programme is designed to enhance the participants’ proficiency in Microsoft Excel and equip them with practical skills for effective data management, analysis, reporting, and office automation. The sessions will focus on hands-on learning covering essential and advanced Excel features relevant to administrative and office functions.

Dates : 27.06.2026 to 01.07.2026
Time : 10:00 AM to 5:00 PM
Venue : L214, Digital Library, L Block

Resource Persons: 1. Dr. Radhika Rani Chintala, Principal, ASC, KLEF
2. Mrs. Chinta Manjusha, Coordinator, ASC, KLEF

All the staff members of KLEF Central Library and Placement Division are instructed to attend the training programme without fail. In addition, interested staff members from other departments are also welcome to participate in 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.

REGISTRAR

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 Additional Deans / Controller of Examinations / All Sr.Directors / All Directors /

All Principals / All Vice-Principals

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

Mail to: All HoDs of Vaddeswaram campus

Mail to: All HoDs of Off-campus Centres-Aziz Nagar & Bowrampet , Hyderabad

Mail to: Dr. Ch. Radhika Rani, Principal-ASC

Through ERP: All Associate Deans / Deputy Deans / PR Head

Through ERP: Joint Registrar / Deputy Registrar / AR-Dr.MVAL Narasimha Rao

Through ERP: All Alternate HoDs / All Dy. HoDs of Vadeswaram campus

Through ERP: KL H Associate Deans of Off-campus Centres-Aziz Nagar / Bowrampet / GBS

Through ERP: Librarian

Through ERP: Webmaster-Mr.LV

Through ERP: Chief Technical Officer (CTO)-Mr.A.Satya Kalyan

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

Through ERP: Professor In-charge, EduTech, Animation-Dr. M. Siva Kumar, Assoc. Professor, ECE

Thanks & Regards



O/o REGISTRAR

C-006, EXTN. NO. 1200

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❖ Approved by AICTE ❖ ISO 21001:2018 Certified

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

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FRAMEWORK
2025

RANKED 26
AMONG ALL
UNIVERSITIES

Five-Day Hands-on Training Programme on “**Microsoft Excel**” for Administrative Staff of KLEF



Date : 27.06.2026 to 01.07.2026



Time : 10:00 AM to 5:00 PM



Venue : L214, Digital Library, L Block

Resource Persons:

Dr. Radhika Rani Chintala,
Principal, ASC, KLEF

Mrs. Chinta Manjusha,
Coordinator, ASC, KLEF

Organized by
Academic Staff College, KLEF



Report on Five-Day Hands-on Training Programme on “Microsoft Excel” (for Administrative Staff)

Organized by: Academic Staff College, KLEF

Date: 27-06-2026 to 01-07-2026.

Venue: L-214, Digital Library, L-Block

Resource Persons:

- Dr. Radhika Rani, Chintala, Principal, Academic Staff College
- Mrs. Ch. Manjusha, Coordinator, Academic Staff College

Introduction

The Academic Staff College (ASC), KLEF, Vaddeswaram Campus, organized a Five-Day Hands-on Training Programme on “**Microsoft Excel**” for Administrative Staff from 27-06-2026 to 01-07-2026. The programme was designed to strengthen the digital competency of administrative personnel and enhance their proficiency in Microsoft Excel for effective data management, record maintenance, reporting, and office administration.

In the evolving administrative ecosystem of higher education institutions, digital competence is essential for efficient handling of institutional records, documentation, data processing, and reporting. The training was therefore structured as a practical capacity-building initiative to improve workplace efficiency by enabling participants to perform routine administrative tasks with greater accuracy, speed, and confidence.

The programme was conducted by Dr. Ch. Radhika Rani, Principal, Academic Staff College, and Ms. Chinta Manjusha, Coordinator, Academic Staff College. Around **14** administrative staff members from the KL-Central Library participated in the programme.

The training followed a highly practical and interactive approach, with participants receiving hands-on exposure to both fundamental and advanced Microsoft Excel features. The programme structure and emphasis on practical digital competency were aligned with the approach followed in the reference training report.

Objectives of the Programme

The programme was designed with the following objectives:

- To enhance the digital proficiency of administrative staff.
- To improve efficiency in handling institutional data and records.
- To develop competency in Excel-based data management and reporting.
- To improve accuracy in data entry, calculations, and administrative documentation.
- To familiarize participants with essential and advanced Microsoft Excel features.
- To enable staff members to organize and analyze large datasets effectively.
- To develop confidence in preparing structured reports and data summaries.
- To encourage independent use of digital tools for day-to-day administrative responsibilities.

Programme Details and Session Coverage

Day 1 – Excel Fundamentals and Data Management

The programme commenced with an orientation to the importance of Microsoft Excel in administrative work. The resource persons introduced participants to the Excel interface, worksheets, rows, columns, cells, and basic methods of organizing data.

The participants received hands-on practice in:

- Data entry and editing
- Cell formatting

- Formatting rows and columns
- Organizing structured datasets
- Basic calculations
- Creating and maintaining administrative data sheets

The session emphasized the importance of systematic data organization and accuracy while entering and maintaining institutional records.

Day 2 – Formulas, Functions and Data Processing

The second day focused on strengthening participants' ability to perform calculations and process administrative data using Excel formulas and functions.

Participants were introduced to commonly used functions such as SUM, AVERAGE, and COUNT, along with basic arithmetic operations. Practical exercises helped them understand how formulas can reduce manual calculations and improve accuracy.

The training also included exposure to logical and conditional operations. Participants practiced applying functions to data and using conditional formatting to highlight relevant information.

The hands-on exercises enabled staff members to apply these features to practical administrative datasets and understand how Excel can simplify routine calculations and data-processing activities.

Day 3 – Data Sorting, Filtering and Structured Data

The third day focused on techniques for managing larger datasets efficiently. Participants were trained in sorting and filtering data, enabling them to retrieve and organize relevant information quickly.

The sessions also covered:

- Creating structured Excel tables
- Sorting records based on specific fields
- Filtering required information

- Organizing large datasets
- Identifying and correcting data inconsistencies
- Basic data-cleaning practices

These exercises were particularly useful for administrative staff who regularly handle records and datasets requiring systematic organization and retrieval.

Day 4 – Data Analysis, Charts and Report Preparation

The fourth day focused on using Excel for data analysis and report preparation. Participants were introduced to techniques for converting raw administrative data into meaningful summaries.

The resource persons demonstrated how charts and graphical representations can improve the presentation of data and make reports easier to understand. Participants practiced creating simple charts and preparing summary reports from available datasets.

The session also highlighted the importance of presenting administrative information in a clear and structured manner for institutional reviews, meetings, and decision-making.

Day 5 – Advanced Features, Reporting and Practical Application

The final day emphasized the practical application of the skills acquired throughout the training programme. Participants worked with Excel features for improving the clarity, accuracy, and usability of administrative reports.

The training covered practical areas including:

- Conditional formatting
- Data validation
- Charts and graphical representations
- Report generation
- Organizing large datasets

- Preparing meaningful data summaries

Participants were encouraged to apply the concepts learned during the previous sessions to routine administrative situations. This approach helped reinforce their understanding and improved their confidence in independently using Excel for workplace requirements.

Hands-on Learning and Practical Exercises

A major strength of the programme was its hands-on orientation. Rather than limiting the sessions to theoretical explanations, the resource persons demonstrated Excel features and provided participants with opportunities to practice them in real time.

The participants worked with datasets and performed activities related to data entry, formatting, formulas, sorting, filtering, conditional formatting, chart preparation, Pivot Tables, and report generation.

Throughout the five-day programme, the training maintained an interactive and supportive learning environment. Participants were encouraged to practice each concept, clarify their doubts, and apply the demonstrated features to their administrative requirements.

The participants actively engaged in the practical exercises and gained confidence through repeated application of Excel functions and tools. The training approach helped bridge the gap between basic familiarity with Excel and its effective use as a professional administrative productivity tool.

The emphasis on real-time practice was particularly beneficial in enabling staff members to understand the practical application of Excel in their day-to-day responsibilities.

Key Outcomes of the Programme

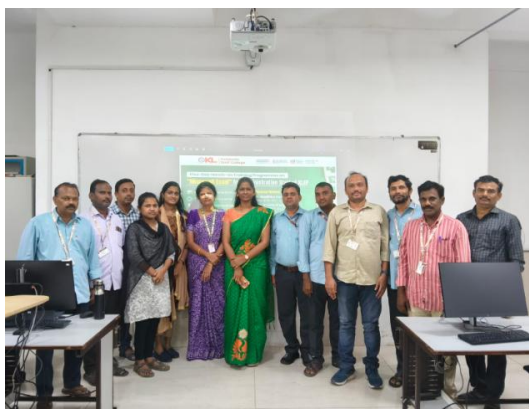
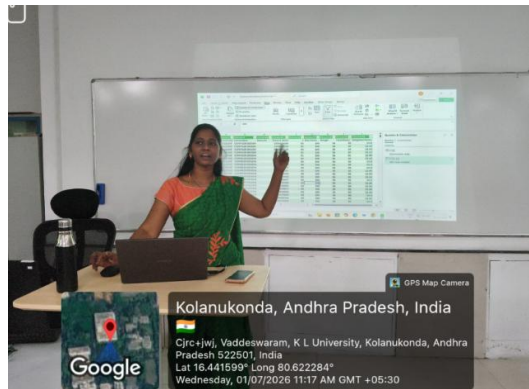
The five-day training programme resulted in the following key outcomes:

- Improved digital competency among administrative staff.
- Enhanced proficiency in Microsoft Excel for routine office work.
- Improved accuracy and efficiency in data entry and record maintenance.
- Better understanding of formulas and commonly used Excel functions.

- Enhanced ability to sort, filter, organize, and manage large datasets.
- Practical exposure to conditional formatting, charts, Pivot Tables, and report generation.
- Improved ability to convert raw data into meaningful summaries and reports.
- Increased confidence in using Excel independently for administrative tasks.
- Greater awareness of techniques for reducing repetitive manual work.
- Strengthened capacity to use digital tools for effective administrative decision-making and reporting.

Photos





Conclusion

The Five-Day Hands-on Training Programme on “**Microsoft Excel**” successfully contributed to enhancing the digital competency and workplace efficiency of the administrative staff of the KL-Central Library.

Conducted by Dr. Ch. Radhika Rani, Principal, Academic Staff College, and Ms. Chinta Manjusha, Coordinator, Academic Staff College, the programme provided participants with systematic and practical exposure to Microsoft Excel, ranging from fundamental data-handling techniques to advanced features for data analysis and reporting.

The extensive hands-on practice enabled the **14** participating administrative staff members to strengthen their ability to manage data, prepare reports, perform calculations, organize records, and present information effectively. The programme therefore served as a valuable capacity-building initiative supporting improved accuracy, productivity, and confidence in day-to-day administrative operations.

The initiative also reinforces the Academic Staff College’s commitment to continuous professional development and digital capacity building among the administrative workforce of KLEF.



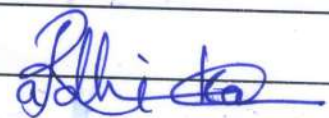
Dr. Radhika Rani Chintala
Principal-Academic Staff College

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Green Fields, VADDESWARAM-522 302

Five-day Hands-on Training on "Microsoft Excel" for the administrative staff of KLEF from
27.06.2026 to 01.07.2026.

Day-1 :27-06-2026.

Sl No	Emp ID	Employee Name	Department	Signature
1	2577	G. Koteswara Rao	Asst. Library	G. Koteswara Rao
2	7691	Y. Lakshmi	(Library) / Comp - Programmer	Y. Lakshmi
3	6191	S. SRINIVASA RAO	School of Architecture	S. Srinivasa Rao
4	8831	A. Ravi Kumar	Library Asst	A. Ravi Kumar
5	5314	K. Anil Kumar	Library	K. Anil Kumar
6	9508	D. madhava Rao	Library	D. madhava Rao
7	9104	Dr. M. Pandu	Asst. Library	M. Pandu
8	9126	D. phakim	Central Library	D. phakim
9	4227	P. Sudha Rani	central library	P. Sudha Rani
10	7723	Dr. Jit Ku. Digwal	central lib.	Dr. Jit Ku. Digwal
11	4349	Md. Shaukath Ali	Central Library	Md. Shaukath Ali
12	781	Ch. Venkata Ramana	central library	Ch. Venkata Ramana
13	9463	Aswathy Krishna. P.p	club	Aswathy Krishna. P.p
14	8576	K. Vidya Lakshmi	C. Lib	K. Vidya Lakshmi
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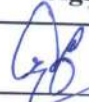


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**Five-day Hands-on Training on "Microsoft Excel" for the administrative staff of KLEF from
27.06.2026 to 01.07.2026.**

Day-1: 27-06-2026.

Afternoon

Sl No	Emp ID	Employee Name	Department	Designation	Signature
1	2577	G. Koteswararao	C. Library	Asst Librarian	
2	781	Ch. Venkata Ramana	C. Library	Asst. Librarian	
3	2576	K. Vidyaiah breshani	C. Library	Asst Librarian	
4	4349	MD. SHOWKATH ALI	Central Library	Library Asst	
5	9471	Ch. Bhagyaa Rao	C. Library	Library Asst	
6	8831	A. RAVI KUMAR	C. Library	Library Asst	
7	4735	T. Jayaramu	Central Lib	Dig. Lib Asst	
8	7691	Y. Lakshmi	Cent. Library	Comp. Prog.	
9	9104	D. M. Pandu	Library	Asst Librarian	
10	9508	D. madhava Rao	Library	Library Asst	
11	9126	D. Phakiru	Central Lib	Libr Asst	
12	7723	Panjit Digeval	cent. Lib	Asst Librarian	
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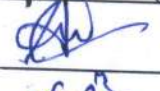
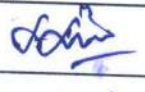
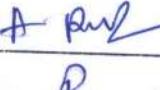
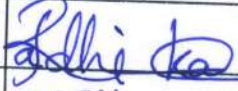
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**Five-day Hands-on Training on "Microsoft Excel" for the administrative staff of KLEF from
27.06.2026 to 01.07.2026.**

29-06-2026.

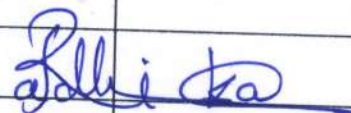
Afternoon

Sl No	Emp ID	Employee Name	Department	Designation	Signature
1	4735	T Jayaraju	Central library	Dig library Asst	
2	7691	Y. Lakshmi	Central Library	Computer Programmer	
3	5314	K. Anil Kumar	Low Library	Lib. Asst	
4	6191	S. SRINIVASA RAO.	Lib. Asst. School of Architecture	Lib Asst	
5	8831	A RAVI KUMAR	Central Library	Lib. Asst.	
6	9104	Dr M. Pandu	Central Lib	Asst Librarian	
7	9126	D Phaluru	Centre Lib	Libr Asst	
8	7723	Ranjit Dily	C. Lib	Asst Lib.	
9	9508	D. madhava Rao	C. Lib	Lib Asst	
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13					PRINCIPAL
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Five-day Hands-on Training on "Microsoft Excel" for the administrative staff of KLEF from
27.06.2026 to 01.07.2026.

30-06-2026.

Sl No	Emp ID	Employee Name	Department	Designation	Signature
1	2577	G. K. Keeravath	C. Library	Asst Librarian	
2	7691	Y. Lakshmi	C. Library	Computer Programmer	
3	4349	M.D. Showkathali	Chob	Lib. Asst	
4	6191	S. SRINIVASA RAO	School Archivist	Lib Asst	
5	9471	Ch. Bhagyee Reddy	C. Lib	Lib. Asst	
6	9104	Dr M. Pandey	C. Library	Asst Librarian	
7	9126	D. Phalgun	C. Lib	Lib. Asst	
8	5314	K. Anil Kumar	Law. Lib	Lib. Asst	
9	7723	Dwijet Mishra	C. Lib	Asst Lib	
10	1508	D. Madhava Rao	C. Lib	Lib Asst	
11	8831	A. Ravi Kumar	C. Lib	Lib. Asst	
12	2526	K. Vithal Krishna	C. Lib	Lib Asst	
13	9463	Aswathy Krishna. I.P	C. Lib	Lib Assistant	
14	781	Ch. V. Ramana	C. Lib	Asst. Librarian	
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Five-Day Hands-on Training Programme on "Microsoft Excel" for Administrative Staff from 27.06.2026 to 01.07.2026

1/7/2026

Sl No	Emp ID	Employee Name	Department	Signature
1	2577	G. Koteswara Rao	Co Library	G. Koteswara Rao
2	7723	Ranjit Ku. Dargach	Asst. Lib.	Ranjit
3	9463	Aswathy Krishna P	Lib Assistant	Aswathy
4	9126	D. Phalena	Genl. Libr	D. Phalena
5	9104	D.M. Pandey	Central Lib	D.M. Pandey
6	4349	Md. Shoukath Ali	Central Lib	Md. Shoukath Ali
7	5314	K. Anikun	Law Lib	K. Anikun
8	8831	A. Ravi Kumar	Lib. Asst	A. Ravi Kumar
9	9471	Ch. Bhagya Rao	Lib. Asst	Ch. Bhagya Rao
10	6191	S. SRINIVASA RAO	Lib. Asst	S. SRINIVASA RAO
11	7691	Y. Lakshmi	Comp. programmer	Y. Lakshmi
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[Signature]
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FRAMEWORK

**RANKED 26
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CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Venkata Ramana Ch from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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This is to certify that Mr.Koteswara Rao Kotigudepu from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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This is to certify that Ms.Sudha Rani Pendurthi from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
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This is to certify that Mr. Jayaraju Tananki from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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This is to certify that Mr. Katari Anil Kumar from Law department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Srungarapati Srinivasa Rao from Architecture department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Yadala Lakshmi from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Ranjit Kumar Biswal from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Ravi Kumar Aluri from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Phakiru Duvvarapu from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

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CERTIFICATE OF PARTICIPATION

This is to certify that Ms.Aswathy Krishna I P from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Bhagya Rao Chiluvuru from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

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CERTIFICATE OF PARTICIPATION

This is to certify that Mr.Dumpa Madhava Rao from Central Library department has actively participated in a Five-day Hands-on Training on “**Microsoft Excel**” for the administrative staff of KLEF Central Library and Placement Division, organized by Academic Staff College, KLEF, Vaddeswaram campus, from 27.06.2026 to 01.07.2026.

Dr. Radhika Rani Chintala
Principal, Academic Staff College

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