



## Koneru Lakshmaiah Education Foundation

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

Accredited by NAAC as 'A++' ✦ Approved by AICTE ✦ ISO 21001:2018 Certified

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

Phone No. +91 8645 - 350 200; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in

Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 - 3500122, 2576129

Ref: KLEF/RO/ASC/2022-23

Date: 19-12-2022

Orders of the Vice-Chancellor dt.19-12-2022

### CIRCULAR

Sub: A one-day staff development program on “**Professional Ethics & Personal Excellence**” for Non-Teaching Staff by Academic Staff College, KLEF – Reg.

Ref: Letter dated 19.12.2022 from Principal, Academic Staff College. \*\*\*

This is to inform that Academic Staff College, KLEF, is organizing a one-day staff development program in association with IQAC, KLEF on “**Professional Ethics & Personal Excellence**” for all the Non-Teaching Staff of KLEF as per the details given below.

Resource Person: Dr. Siva Sankar Mandal Baidya, Asst. Professor  
Value Education Cell, KLEF.

Date : 24-12-2022 (Saturday)

Time : 2.00 p.m. to 04.30 p.m.

Venue : ERLT Lab, L-414, Library Block, KLEF.

All the HoDs/In-charges of Offices are requested to bring this information to the notice of non-teaching staff of their respective departments and encourage them to attend this program without fail.



**REGISTRAR**

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(Deemed to be University)  
Green Fields, VADDESARAM-522 302,  
Guntur District, Andhra Pradesh.



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**Date:** 24-12-2022

### STAFF DEVELOPMENT PROGRAM ON PROFESSIONAL ETHICS AND PERSONAL EXCELLENCE

**Date** : 24/12/2022  
**Time** : 2:00 P.M to 4:30 P.M  
**Venue** : KLEF  
**No. of Participants** : 89

#### OBJECTIVES

The objective of the Staff Development Program on Professional Ethics and Personal Excellence is to equip employees with the essential knowledge, skills, and ethical principles necessary to foster a workplace culture of integrity, professionalism, and personal growth. Through this program, participants will aim to enhance their understanding of ethical conduct, improve their interpersonal and communication skills, develop the ability to make ethical decisions, and cultivate a commitment to continuous personal and professional improvement. Ultimately, the program seeks to empower staff to exemplify ethical behavior, contribute positively to the organization, and excel in their roles, thereby promoting a harmonious and high-performing work environment.

#### DESCRIPTION

##### Topics Covered:

- The importance of professional ethics
- The code of conduct for employees
- How to maintain personal excellence?

**Resource Person:** Dr. Shiva Shankar Mandal Baidya, Head of the Department, Assistant Professor, Value Education Cell, KLEF

The staff development program on "Professional Ethics and Personal Excellence" was conducted to enhance the ethical standards and personal growth of our organization's employees. The program aimed to

Provide participants with a deeper understanding of professional ethics, promote a culture of integrity, and foster personal development, thereby contributing to the overall success of the organization.

The "Professional Ethics and Personal Excellence" program spanned over two days and consisted of various interactive sessions, workshops, and team-building activities. Subject matter experts and renowned trainers facilitated the program, ensuring that the content was engaging and impactful.

### **Program Details:**

#### **1. Opening Session:**

- a. Welcoming remarks and introduction to the program's objectives.
- b. Emphasizing the significance of professional ethics in maintaining the organization's reputation.

#### **2. Ethics in the Workplace:**

- a. Defining ethical principles and exploring their application in a professional context.
- b. Case studies and group discussions to analyze ethical dilemmas commonly faced in the workplace.

#### **3. Building Personal Integrity:**

- a. Understanding the link between personal values and professional conduct.
- b. Self-assessment exercise to reflect on individual strengths and areas for improvement.

#### **4. Workshop: Effective Communication:**

- a. Developing communication skills to promote open dialogue and understanding among colleagues.
- b. Role-playing exercises and communication games.

#### **5. Personal Excellence and Time Management:**

- a. Setting personal and professional goals for continuous improvement.
- b. Techniques for effective time management to achieve work-life balance.

#### **6. Emotional Intelligence and Conflict Resolution:**

- a. Understanding the role of emotional intelligence in handling conflicts.
- b. Strategies for resolving conflicts in a constructive manner.

#### **7. Team-Building Activities:**

- a. Engaging in team-building exercises to strengthen collaboration among participants.

#### **8. Closing Session:**

- a. Recapitulation of key learning's and take away's from the program.
- b. Encouraging participants to implement ethical practices and personal excellence in their daily work.

### **Conclusion:**

The staff development program on "Professional Ethics and Personal Excellence" successfully achieved its objectives of promoting ethical awareness and personal growth among the organization's employees. It provided participants with valuable insights and practical tools to make ethical decisions, build personal integrity, and excel both professionally and personally. The positive impact of this program is expected to contribute to a more cohesive and ethical work environment, enhancing the organization's overall success.

Overall, the "Professional Ethics and Personal Excellence" program serves as a strong foundation for fostering an ethical and high-performing organizational culture. By investing in the personal and professional development of employees, the organization is well-positioned

for long-term success and growth.

The staff development program on professional ethics and personal excellence was well-received by the staff members. They found the information to be helpful and informative. The program was also well-organized and the facilitator was knowledgeable and engaging.

## OUTCOMES

The outcomes of the Staff Development Program on Professional Ethics and Personal Excellence encompass a workforce that demonstrates heightened awareness and adherence to ethical standards, fostering a culture of integrity and professionalism within the organization. Employees will exhibit improved communication skills, ethical decision-making abilities, and a commitment to personal growth and excellence. This will lead to a positive work environment, enhanced employee morale, and increased overall organizational effectiveness. Furthermore, the program aims to contribute to reduced instances of ethical misconduct, improved stakeholder relations, and a workforce that is better equipped to navigate complex ethical challenges while upholding the organization's values and reputation.

## PHOTOS



Gathering of Staff for Professional Ethics and Personal Excellence program on 24/12/2022.



Active participation of participants in Professional Ethics and Personal Excellence program on 24/12/2022

S.No	Emp ID	Name of the staff	Designation	Department
1	4626	RAMA SAVITHRI PATNAIK	PROFESSOR	ACADEMIC STAFF COLLEGE
2	4413	MR.A.SUDHEER BABU	LAB TECHNICIAN	ARCHITECTURE
3	3217	MR.PVR.ANJANEYULU	OFFICE ASSISTANT	ASC
4	4560	JOHNPAL YADLURI	GRAPHIC DESIGNER/ LAB TECH.	ASSO. DEAN(PUBLISHING)
5	4524	BACHU JAGADEESH SAI	OFFICE ASSISTANT	B.H.M
6	3141	MR.I.LEELA SIVA KRISHNA	SUPERVISOR	B.H.M
7	2602	MS.K.MARI KAMALA	LAB TECHNICIAN	BE&SC-I
8	2755	MS.CH.SAI SILPA	LAB TECHNICIAN	BE&SC-I
9	2695	MS. K.VIJAYA LAKSHMI	COMPUTER PROGRAMER	BE&SC-I
10	3467	MS.B.POOJITHA	COMPUTER PROGRAMER	BE&SC-I
11	3473	MR.CH.RAJESH	COMPUTER PROGRAMER	BE&SC-I
12	3469	MR.G.DINESH	COMPUTER PROGRAMER	BE&SC-I
13	87	MR. G.S.MALLIKARJUNA RAO	JR. MECHANIC	BE&SC-II
14	1856	MR.K.S.R.MURTHY	LAB TECHNICIAN	BE&SC-II
15	1595	MR. P NARAYANA RAO	LAB TECHNICIAN	BE&SC-II
16	4398	MR.CH.SAI KUMAR	LAB TECHNICIAN	BE&SC-II
17	3591	MR.GURRAM RAMBABU	OFFICE ASSISTANT	BIO-TECH
18	1023	MS.U.VIJAYA LAKSHMI	LAB TECHNICIAN	BIO-TECH
19	1598	MR.T.SRIDHAR	LAB TECHNICIAN	BIO-TECH
20	2762	MS.Y.NAGA LAKSHMI	LAB TECHNICIAN	BIO-TECH
21	2844	MR.NAYAZ SHAIK	COMPUTER PROGRAMER	BIO-TECH
22	3479	MS.G.SWATHI	LAB TECHNICIAN	BIO-TECH
23	3472	MR.CH.KIRAN KUMAR	LAB TECHNICIAN	BIO-TECH
24	3204	MS.B.KANAKA DURGA DEVI	LAB TECHNICIAN	BIO-TECH
25	4070	MS.TALAGATHOTI SWATHI	LAB TECHNICIAN	BIO-TECH

26	4100	DR.SALLURI VENKATESWARLU	CO.ORDINATOR	C.E.A.
27	4099	MR.PITTU SURESH	CO.ORDINATOR	C.E.A.
28	4471	DR.A.L.MOORTHY	ADDITIONAL LIBRARIAN	C.LIBRARY
29	112	MS.Y.SRILAKSHMI	MANAGER	C.LIBRARY
30	572	MR. P.ADI NARAYANA	ASSISTANT LIBRARIAN	C.LIBRARY
31	781	MS.CH.V.RAMANA	ASSISTANT LIBRARIAN	C.LIBRARY
32	1224	MR. A.SAMBAIAH	ASSISTANT LIBRARIAN	C.LIBRARY
33	2577	MR.G.KOTESWARA RAO	ASSISTANT LIBRARIAN	C.LIBRARY
34	4418	MR.B.SUBBA RAO	ASSISTANT LIBRARIAN	C.LIBRARY
35	2578	MS.N.DANAMMA	LIBRARY ASSISTANT	C.LIBRARY
36	2576	MS.K.VIJAYA LAKSHMI	ASSISTANT LIBRARIAN	C.LIBRARY
37	2553	MR.SRIHARI	ASSISTANT LIBRARIAN	C.LIBRARY
38	3854	MR.VEEPURI MAHESH	ASSISTANT LIBRARIAN	C.LIBRARY
39	4043	MR.BODDU SURESH	LIBRARY ASSISTANT	C.LIBRARY
40	4042	MR.Y.RATNA RAJU	ASSISTANT LIBRARIAN	C.LIBRARY
41	4227	MS.P.SUDHA RANI	DIGITAL LIBRARY ASST.	C.LIBRARY
42	4349	MR.MD.SHOWKATH ALI	LIBRARY ASSISTANT	C.LIBRARY
43	4350	MS.T.SAI LAKSHMI	DIGITAL LIBRARY ASST.	C.LIBRARY
44	4361	MS.T.MANJUSHA	DIGITAL LIBRARY ASST.	C.LIBRARY
45	4362	MR.T.RAMU	LIBRARY ASSISTANT	C.LIBRARY
46	4371	MR.CH.ESWARA PRASAD	DIGITAL LIBRARY ASST.	C.LIBRARY
47	4395	MS.G.SRI LAKSHMI	DIGITAL LIBRARY ASST.	C.LIBRARY
48	4436	MR.R.RAMESH	LIBRARY ASSISTANT	C.LIBRARY
49	123	MR.K.CHITTIBABU	ATTENDER	C.LIBRARY
50	3500	MS.P.BHARGAVI	OFFICE ASSISTANT	CAMS/ ARCHITECTURE
51	2228	MR. M.SOLAMAN RAJU	LAB TECHNICIAN	CHEMISTRY
52	3441	MR. K.PULLAIAH	LAB TECHNICIAN	CHEMISTRY
53	3488	MR.T.SUVARNA RAJU	LAB TECHNICIAN	CHEMISTRY
54	3542	MS.DARA VANI	LAB TECHNICIAN	CHEMISTRY
55	72	MS.T.K.DURGA DEVI	INSTRUMENT MECHANIC	CIVIL
56	1621	MR.Y.KRISHNA KUMAR	LAB TECHNICIAN	CIVIL
57	1877	MR.T.BALAKRISHNA	OFFICE ASSISTANT	CIVIL

58	2563	MR.P.RAVI KUMAR	LAB TECHNICIAN	CIVIL
59	2572	MR.K.VENKATESWARA RAO	LAB TECHNICIAN	CIVIL
60	3187	MR.K.SAI KUMAR	LAB TECHNICIAN	CIVIL
61	3427	MR.B.SRINU	LAB TECHNICIAN	CIVIL
62	3544	MR.PASUMARTHY PHANI BHASKAR	ASSISTANT MANAGER	CIVIL
63	3758	MR.TAMMANA RAJA	LAB TECHNICIAN	CIVIL
64	4069	MR.NAMBURU SUDHEER KUMAR	LAB TECHNICIAN	CIVIL
65	4337	MR.D.SURYANARAYANA	CAD ENGINEERING	CIVIL
66	4399	MR.I.J.NARASIMHA RAO	LAB TECHNICIAN	CIVIL
67	110	MR.Y.POORNACHANDRA RAO	JR.MECH& HOSTEL IN CHARGE	CIVIL/HOSTEL
68	4336	MS.R.K.KOKILA	OFFICE ASSISTANT	COMMERCE
69	2286	MR.P.VIJAYA KUMAR	HOD/ASSOC.DEAN(PHYSICAL FACILITIES AND MANITANACE)	CONSTRUCTION
70	3829	MR.KOTA VEERA PRABHAKARA RAO	SR.ENGINEER	CONSTRUCTION
71	3489	MR.CH.VEERENDRA KUMAR	CONSTRUCTION ENGINEER	CONSTRUCTION
72	3823	MR.CH.JAYA HARSHAN BABU	ENGINEER	CONSTRUCTION
73	1836	MR.P.VENKATESWARA RAO	SUPERVISOR	CONSTRUCTION
74	4113	MR.BOLLINENI HANUMANTHA RAO	ENGINEER	CONSTRUCTION
75	4357	MR.CH.SEKHAR	CONSTRUCTION ENGINEER	CONSTRUCTION
76	1886	MS.K.LAKSHMI RAJYAM	OFFICE ASSISTANT	CONSTRUCTION
77	3072	MR.M.RAMESH	SUPERVISOR	CONSTRUCTION
78	4341	MR.R.KIRAN KUMAR	CONSTRUCTION SUPERVISOR	CONSTRUCTION
79	4497	MR.D.NARENDRA BABU	CONSTRUCTION SUPERVISOR	CONSTRUCTION
80	4526	GUTTIKONDA SITA RAMA PRASAD	CONSTRUCTION ENGINEER	CONSTRUCTION