



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

Accredited by NAAC with 'A' Grade & NBA (Under Tier - I)
An ISO 21001:2018, 14001:2015, 50001:2018 Certified Institution
Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada
L.B. REDDY NAGAR, MYLAVARAM, NTR DIST., A.P.-521 230.

<http://lbrce.ac.in/it/index.php>, hodit@lbrce.ac.in, Phone: 08659-222933, Fax: 08659-222931

DEPARTMENT OF INFORMATION TECHNOLOGY

Report on “A Six Day Administrative Training Program for Non-Teaching Staff on Microsoft Power BI and Canva”

Type of Event: Training

Date/ Duration: 04-05-2026 to 09-05-2026 / 6 Days

Resource Person(s): Mrs. M. Hemalatha, Sr. Assistant Professor, Dept. of IT, LBRCE
Mr. M. Rajesh Reddy, Sr. Assistant Professor, Dept. of IT, LBRCE

Name of the Coordinator(s): Mrs. M. Hemalatha, Sr. Assistant Professor, Dept. of IT, LBRCE
Mr. M. Rajesh Reddy, Sr. Assistant Professor, Dept. of IT, LBRCE

Target Audience: All Non-Teaching Staff of LBRCE.

Total no of Participants: 36

Objectives of the event:

- To develop skills in data visualization, dashboard creation, and report publishing using Power BI.
- To develop creativity in designing presentations, posters, social media posts, certificates, and marketing materials using Canva.

Outcomes of the event:

At the end of the program, participants are able to:

- Understand of Power BI interface and tools
- Learn Data Analysis, publishing Reports and Monitoring Dashboards
- Learn Applications of Power BI
- Design using Templates in Canva
- Learn Tools and Applications of Canva

Brochure

Resource Persons:

- Mrs. M. Hemalatha, Sr. Assistant Professor, Dept. of IT, LBRCE
- Mr. M. Rajesh Reddy, Sr. Assistant Professor, Dept. of IT, LBRCE

Eligibility:

- All Non-Teaching Staff of LBRCE

Registration Particulars:

- Registration Fee: Nil
- All the interested Staff must fill and submit the below Google Form

Google Form Link:

<https://forms.gle/8RXBAj27tKecSah77>

Important Dates:

Last Date for Registration:
02/05/2026 (Saturday)

Contact:

Mr. M. Rajesh Reddy,
Sr. Asst. Prof., Dept. of IT, LBRCE
Cell: +91-9885790601
Email: rajeshreddi.m@lbrce.ac.in

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(ASE, CIVIL, CSE, IT, ECE, EEE, MECH)
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L.B. REDDY NAGAR, MYLAVARAM.

COMMITTEE MEMBERS

Chief Patrons:

1. Sri L. Jaya Prakash Reddy, Honorary Chairman
2. Sri L. R. N. K. Prasad Reddy, Chairman
3. Sri L. Vijay Kumar Reddy, Vice- Chairman

Patrons:

1. Sri G. Srinivasa Reddy, President
2. Dr. K. Appa Rao, Principal
3. Dr. B. Ramesh Reddy, Vice-Principal
4. Dr. M. Srinivasa Rao, Dean Academics

Conveners:

1. Dr. D. Ratna Kishore, Professor & HoD, IT
2. Dr. K. R. L. Prasad, Professor of EEE & IQAC Coordinator

Coordinators:

1. Mrs. M. Hemalatha, Sr. Asst. Prof. Dept of IT
2. Mr. M. Rajesh Reddy, Sr. Asst. Prof. Dept of IT

Organizing Committee:

All the Faculty of the Dept. of IT



A Six Day Administrative Training Program for Non-Teaching Staff

On

Microsoft Power BI and Canva



(04th May – 09th May 2026)



Organized by

Department of



INFORMATION TECHNOLOGY

In Association with

IQAC

LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

Accredited by NAAC with 'A' Grade
Accredited by NBA under Tier-I
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L.B. REDDY NAGAR, MYLAVARAM, N.T.R. DIST., A.P.-521 230.



LBRCE was founded through Lakireddy Bali Reddy charitable trust in 1998 which stands for quality technical education which is exemplified by the continuous strides it has taken towards excellence in the last two decades. Started with an intake of 180 and now our intake is of 1164 Students. It has got Autonomous Status in the Year 2010 from UGC, which is extended for a period of 06 years in 2016. We were accredited with NAAC and NBA (ASE, CIVIL, CSE, IT, ECE, EEE & MECH) under Tier-I valid up to 2027-28. The College has also been awarded 2(f) and 12(B) statuses, apart from the recognition as a 'College with Potential for Excellence (CPE)' from the UGC. We take pride to have large pool of well-qualified and experienced faculty.

About the Department:

The department of Information Technology was established in the year 1999 with an intake of 40 seats in UG program. Student intake is increased from 40 to 60 in the year of 2001, 120 students in the year 2019. It is the one of the most emerging programmes in LBRCE. Our department is intended to train the students in elementary courses and cutting-edge technologies like Cloud Computing, Android application, Big data, Digital marketing, Social networking and Digital communication for solving many social and business problems.

Vision of the Department:

To emerge as one of the most preferred department for the budding engineers, aspiring to be successful IT professionals.

Mission of the Department:

- To impart quality education with a well-designed curriculum, consistent with industry requirements, that equips the student to face the career challenges.
- To extend the student's learning beyond the curriculum, through workshops on cutting edge technologies.
- To strengthen creativity and team spirit of the students by providing a conducive environment, preparing them to face the challenges posed by the IT industry.
- To develop life-long learning, ethics, moral values and spirit of service so as to contribute to society through technology.

Program Educational Objectives (PEOs):

- PEO1:** Pursue a successful career in the area of Information Technology or its allied fields.
- PEO2:** Exhibit sound knowledge in the fundamentals of Information Technology and apply practical experience with programming techniques to solve real world problems.
- PEO3:** Able to demonstrate self-learning, life-long learning and work in teams on multidisciplinary projects.
- PEO4:** Able to understand the professional code of ethics and demonstrate ethical behaviour, effective communication, team work and leadership skills in their job.

Program Specific Outcomes (PSOs):

- PSO1:** Organize, Analyse and Interpret the data to extract meaningful conclusions.
- PSO2:** Design, Implement and Evaluate a computer-based system to meet desired needs.
- PSO3:** Develop IT application services with the help of different current engineering tools.

Key Takeaways:

- Understanding of Power BI interface and tools
- Data Analysis, publishing Reports and Monitoring Dashboards
- Applications of Power BI
- Introduction to Canva Environment
- Designing using Templates in Canva
- Tools and Applications of Canva

About The Training Program:

- This program will empower the participants to gain basic understanding and working of Power BI Tool
- It will prepare the participants to pursue their Career towards Data Analytics.
- This program will empower the participants to gain basic knowledge and applications of Canva Tool
- It will prepare the participants to perform the tasks like presentations, graphic design, branding etc.

Objectives:

- To develop skills in data visualization, dashboard creation, and report publishing using Power BI.
- To develop creativity in designing presentations, posters, social media posts, certificates, and marketing materials using Canva.

Topics to be covered:

Day-1-04-05-2026 (Monday)-Power BI

- Introduction to Power BI
- Power BI Desktop Interface
- Data Loading Tools
- Power Query Interface

Day-2-05-05-2026 (Tuesday)-Power BI

- Introduction to Data Analysis in Power BI
- Preparing Data for Analysis
- Creating Analytical Visualizations
- Interactive Analysis Features
- Dashboard Creation
- Publishing Reports to Power BI Service

Day-3-06-05-2026 (Wednesday)-Power BI

- Applications of Power BI
- Education Sector Applications
 - Financial Analysis
 - Human Resource Analytics

Day-4-07-05-2026 (Thursday)-Canva

- Overview of Canva
- Understanding the Canva Dashboard
- Canva Workspace Interface
- Templates in Canva

Day-5-08-05-2026 (Friday)-Canva

- Image & Video Editing Tools
- Design Element Tools
- Color & Branding Tools etc.

Day-6-09-05-2026 (Saturday)-Canva

- Applications of Canva in
- Education
 - Business
 - Digital Marketing
 - Personal Use

Description of the Training Program

The Training Program was inaugurated on 04th May, 2026, by the Principal Dr. K. Appa Rao, LBRCE, and HOD Dr. D. Ratna Kishore, Department of IT. All the IT department faculty members, resource persons, and participants attended. The day started with the welcome speech given by Principal Sir & HOD Sir, followed by the Training Session.

Day-1-04-05-2026 (Monday)-Power BI

- Introduction to Power BI
- Power BI Desktop Interface
- Data Loading Tools
- Power Query Interface

Day-2-05-05-2026 (Tuesday)-Power BI

- Introduction to Data Analysis in Power BI
- Preparing Data for Analysis
- Creating Analytical Visualizations
- Interactive Analysis Features
- Dashboard Creation
- Publishing Reports to Power BI Service

Day-3-06-05-2026 (Wednesday)-Power BI

Applications of Power BI

- Education Sector Applications
- Financial Analysis
- Human Resource Analytics

Day-4-07-05-2026 (Thursday)-Canva

- Overview of Canva
- Understanding the Canva Dashboard
- Canva Workspace Interface
- Templates in Canva

Day-5-08-05-2026 (Friday)-Canva

- Image & Video Editing Tools
- Design Element Tools
- Color & Branding Tools etc.

Day-6-09-05-2026 (Saturday)-Canva

Applications of Canva in

- Education
- Business
- Digital Marketing
- Personal Use

In the last Session, an assessment was conducted on Power BI and Canva and winners were rewarded with a surprise gift.

Collected feedback from participants, followed by the Valedictory and distribution of Participation Certificates.

Vote of thanks presented by Mrs. M. Hemalatha, Sr. Assistant Professor, Department of IT, LBRCE.

List of Participants

S.no	Name of the Participant	Designation	Employee Id	Department	Email id	Mobile No (Whatsapp only)
1.	B SYAM PRASAD	LAB TECHNICIAN	NT063	FED	syamhandsome11@gmail.com	9705400306
2.	BEZAWADA SUDEESHNA	Jr.Programmer	NT328	CSE	sudeebewawada@gmail.com	9951342145
3.	Sreedhar Rangu	H/W Engineer	NT125	CSE	rangu.sreedhar@gmail.com	9908505353
4.	Karem Samyuktha	Programmer	NT326	CSE	karemsamyuktha536@gmail.com	7993983597
5.	k.chinna babu	programmer	NT309	IT	chinababu1515@gmail.com	9494110281
6.	V.V.Rajeswara rao	Lab.Asst	NT164	FED	vvrajesh59@gmail.com	9640828859
7.	Mrs. L. SANDHYA RANI	Lab. Asst.	NT - 215	FED	sandhyag961@gmail.com	7989739428
8.	P.Anusha	Lab.Asst	NT307	FED	pasupuletianusha77@gmail.com	9951706090
9.	AVULURI JYOTHSNA	Programmer	NT-350	IT	jyothsnaseelam86@gmail.com	7670869676
10.	S.V.Ramana	Junior Assistant	NT043	ECE	ramanasreenu78@gmail.com	9553099147
11.	Polukonda Naga Srinivasa Vittal	Foreman	NT020	ECE	nsvittalpolukonda@gmail.com	8985347398
12.	NIMMANAPUDI RAJESWARI	LAB ASSISTANT	NT 245	ECE	rajeswarinimmanapudi@gmail.com	7893872254
13.	B. Bhargavi	Lab. Technician	NT174	ECE	Bhargavidjh@gmail.com	7799429912
14.	M.Anjireddy	TECHNICIAN	NT212	ECE	nishalchandana@gmail.com	9666206201
15.	Naresh Dondapati	Technician	NT186	ECE	naresh0475@gmail.com	09494651491
16.	Meka Ravi	Technician	NT 167	ECE	ravilbrce@gmail.com	7981415581
17.	KOTAGIRI RAMESH	JUNIOR ASSISTANT	NT112	ASE	kotagiriramesh19@gmail.com	9848359521
18.	DEVARAKONDASHOK KUMAR	TECHNICIAN	NT135	ASE	ashok.d7011@gmail.com	9490367011
19.	Kudumula srinivasa Reddy	Technician	NT049	ECE	Kudumula.lasya@gmail.com	9948819199
20.	Y srinivas Reddy	Lab technician	NT 181	ECE	yennamsrinivasreddy116@gmail.com	7799030011
21.	ch uma devi	programmer	301	AI & DS	challaumadevi9912@gmail.com	6281910262
22.	Prattipati vajraiah	Technician	NT199	EEE	vajram1234@gmail.com	9908023896
23.	S.Lokesh Kumar	Record Assistant	NT362	CSE	lokeshlokesh1048@gmail.com	8374970998
24.	Janga Pradeep Kumar Reddy	Programmer	NT254	CSE	Pradeepkumarreddy387@gmail.com	8185936192
25.	CHERUKURI MOUNIKA	Jr.programmer	NT368	IT	cherukurimounika23@gmail.com	6303174759
26.	D Siva Suneetha	Jr.Programmer	NT363	CSE (AI&ML)	sunithamym1@gmail.com	9948390191
27.	Kolahalam Sai Babu	Assistant Professor	T822	MECH	kolahalamsaibabu332@gmail.com	7207793995

Sno	Emp ID	Name of the Participant	Dept	Mobile No	Signature of the Participant					
					04-05-2026	05-05-2026	06-05-2026	07-05-2026	08-05-2026	09-05-2026
12.	NT186	NARESH DONDAPATI	ECE	9494651491	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13.	NT 167	MEKA RAVI	ECE	7981415581	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14.	NT049	KUDUMULA SRINIVASA REDDY	ECE	9948819199	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15.	NT 181	Y SRINIVAS REDDY	ECE	7799030011	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
16.	NT199	PRATTIPATI VAJRAIAH	EEE	9908023896	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17.	NT063	B SYAM PRASAD	FED	9705400306	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18.	NT164	V.V. RAJESWARA RAO	FED	9640828859	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19.	NT215	MRS. L. SANDHYA RANI	FED	7989739428	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
20.	NT307	P. ANUSHA	FED	9951706090	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
21.	NT309	K.CHINNA BABU	IT	9494110281	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
22.	NT350	AVULURI JYOTHSNA	IT	7670869676	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
23.	NT207	G Venkateswara Reddy	CSE	9676980354	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
24.	NT349	M. Pavankatapan	AIDS	756732529	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
25.	NT368	cherukuri Mounika	IT	6303174759	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
26.	NT385	B. karakamahalakshmi	CSE (A28M)	9347093197	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
27.	NT362	S. Lakshmi Kumari	CSE	8374720933	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
28.	NT-092	NAGA REDDY NARENDRA	EEE	9491958697	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
29.	NT266	K. JayaSri	Civil	8186940905	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
30.	NT363	D. Siva Suneetha	A20ML	9948390191	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Sno	Emp ID	Name of the Participant	Dept	Mobile No	Signature of the Participant					
					04-05-2026	05-05-2026	06-05-2026	07-05-2026	08-05-2026	09-05-2026
31.	NT305	K. Janala Reddy	MECH	8317683158	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
32.	NT359	P. Venkata Rathan	mech	9705051194	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
33.	NT254	J-pradeep Kumar Reddy	CSE	8185926172	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
34.	NT085	*. Suresh	AEC	9493320406	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
35.	NT1286	D. SITHA SANTI REDDY	AEC	9603552651	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
36.	T822	K. Sai Babu	Mech	7207798295	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
37.										
38.										
39.										
40.										

[Signature]
11/05/26

Coordinators

[Signature]
HOD: IT
Head of the Department
Department of Information Technology
Lakireddy Bali Reddy College of Engg.
MYLAVARAM-521230, NTR Dt. A.P, India

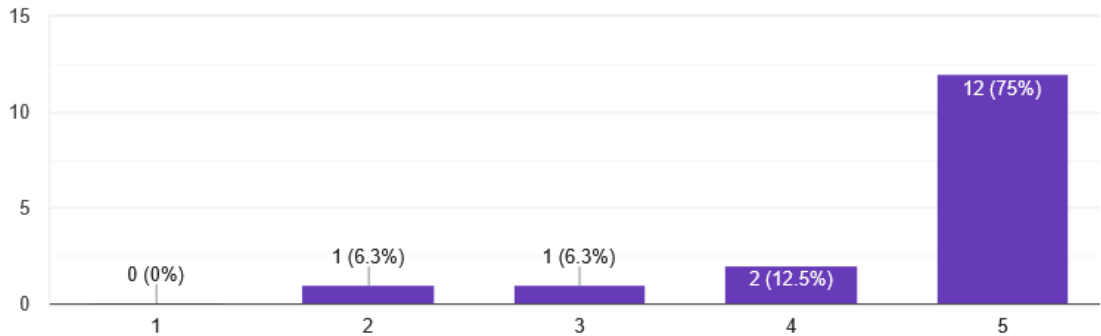
Participant's Feedback

The feedback survey (completed through Google Sheets) was completed by participants. Below are the findings on outcomes, satisfaction, overall feedback, and suggestions for improvement

[Copy chart](#)

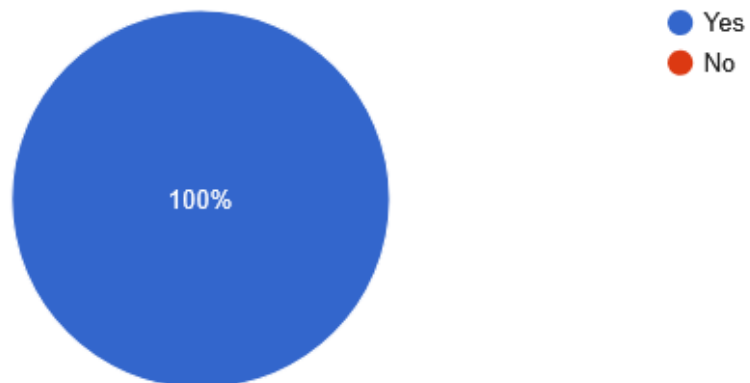
What is your overall assessment of the Training Program?

16 responses



Did the Training achieve the program objectives?

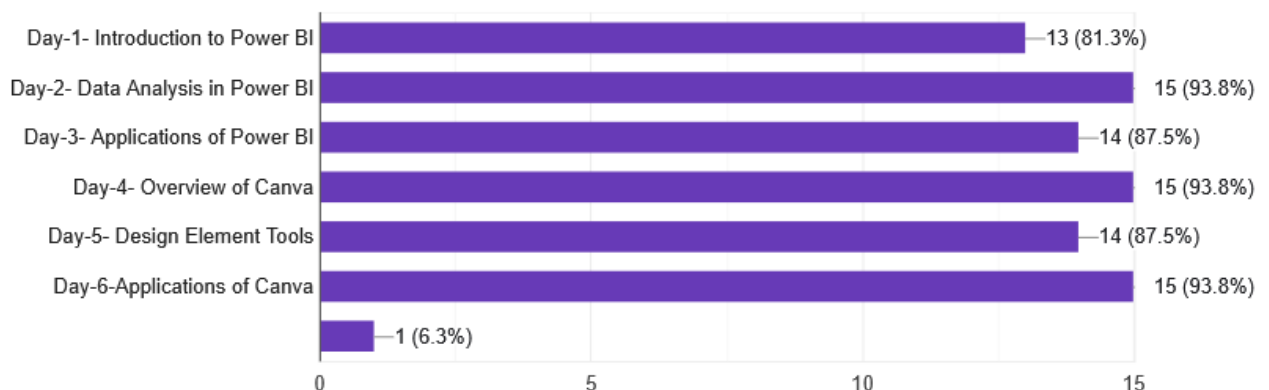
16 responses



Which topics or aspects of the Training did you find most interesting or useful?
(You can select more than one)

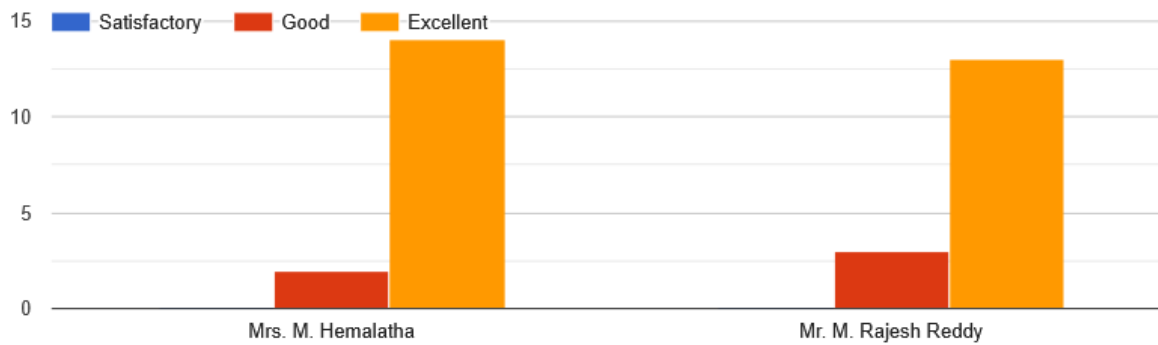
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16 responses



Rate the resource persons

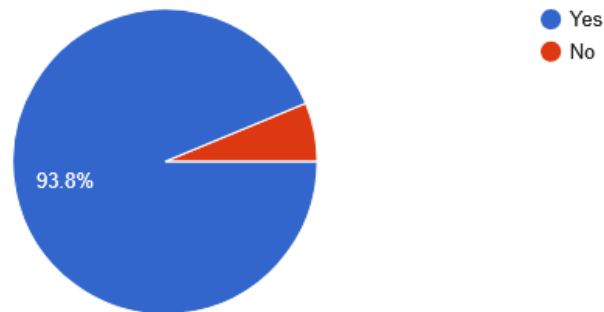
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Would you recommend this Training Program to others?

[Copy chart](#)

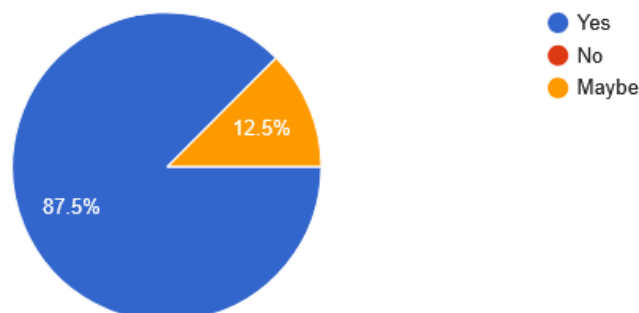
16 responses



Would you like to attend our Department's Training Programs/Workshops in future?

[Copy chart](#)

16 responses



Suggestions from the Participants

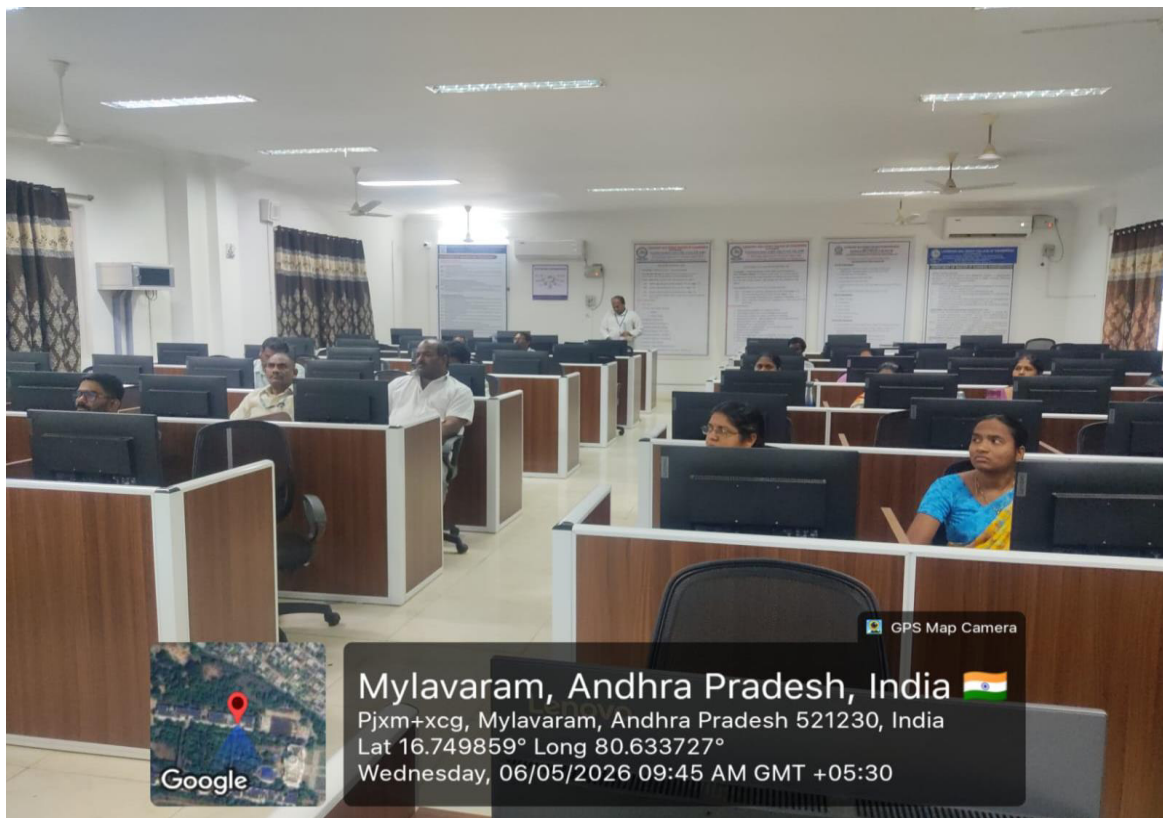
- Please conduct more workshops in Power Bi
- Every year conduct advance tool program
- Very good opportunity for improve our skills. Thanks to all coordinators for giving this opportunity for us.
- We want more trainings like this

Photographs of the Training Program

Inauguration Session



Photographs of the Training Program



Valedictory Session



Press Note

లకిరెడ్డి బాలిరెడ్డి ఇంజనీరింగ్ కళాశాల, మైలవరం - ఇన్నోవేషన్ టెక్నాలజీ విభాగం , ఐక్యూపీసీ సహకారంతో నాన్-టీచింగ్ సిబ్బందికి “మైక్రోసాఫ్ట్ పవర్ BI మరియు కాన్వా” అంశాలపై ఆరు రోజుల శిక్షణ కార్యక్రమాన్ని మే 04 నుండి మే 09, 2026 వరకు విజయవంతంగా నిర్వహించింది.


ఈ కార్యక్రమంలో పవర్ BI ద్వారా డేటా విశ్లేషణ, డాష్ బోర్డ్ తయారీ, రిపోర్ట్ పబ్లిషింగ్ వంటి అంశాలతో పాటు కాన్వా ద్వారా ప్రజెంటేషన్లు, పోస్టర్లు, సర్టిఫికెట్లు, సోషల్ మీడియా డిజైన్ల తయారీపై ప్రాయోగిక శిక్షణ అందించారు

ఈ కార్యక్రమానికి ఐటీ విభాగం సీనియర్ అసిస్టెంట్ ప్రొఫెసర్లు, శ్రీమతి ఎం. హేమలత మరియు శ్రీ ఎం. రాజేష్ రెడ్డి శిక్షకులుగా మరియు సమన్వయకర్తలుగా వ్యవహరించారు.

ఈ శిక్షణ ద్వారా నాన్-టీచింగ్ సిబ్బంది ఆధునిక డిజిటల్ సాధనాల వినియోగంపై అవగాహన పెంపొందించుకుని, తమ పరిపాలనా పనితీరును మరింత సమర్థవంతంగా నిర్వహించగలరని నిర్వాహకులు తెలిపారు. ఈ సందర్భంగా శిక్షణలో పాల్గొన్న సిబ్బందికి ధృవపత్రాలు అందజేశారు.

ఈ ముగింపు కార్యక్రమంలో కళాశాల ప్రిన్సిపాల్ డా. కె. అప్పారావు, వైస్ చైర్మన్ ప్రిన్సిపాల్ డా. బి. రమేష్ రెడ్డి, అకడమిక్స్ డీన్ డా. ఎం. శ్రీనివాస రావు, ఐటీ విభాగాధిపతి డా. డి. రత్నకిషోర్, ఐక్యూపీసీ కోఆర్డినేటర్ డా. కె.ఆర్.ఎల్. ప్రసాద్ పాల్గొన్నారు.

Sample Participation Certificates



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This certificate is awarded to


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for active participation in "A Six Day Administrative Training Program for Non-Teaching Staff" on "Microsoft Power BI & Canva" organized by the Department of Information Technology in association with IQAC during


04th - 09th May, 2026




Dr. D. Ratna Kishore
HoD, Dept. of IT



Dr. K. R. L. Prasad
Coordinator, IQAC



Dr. K. Appa Rao
Principal





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A. Jyothsna (Programmer)

of IT Department

for active participation in "A Six Day Administrative Training Program for
Non-Teaching Staff" on "Microsoft Power BI & Canva" organized by the
Department of Information Technology in association with IQAC during

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Dr. D. Ratna Kishore
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Dr. K. R. L. Prasad
Coordinator, IQAC

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