



e-Initiatives for Office Managers and FDAs

Batch-01

Date: 1st to 2nd June 2018

Venue: Nethravathi Hostel, SIUD, Mysuru

Smt. Sridevi G R

Course Coordinator

Smt. Suma

Course Assistant

Timings

Fore Noon I	: 09.30 am to 11.30 am
Fore Noon II	: 11.45 am to 01.45 pm
After Noon I	: 02.30 pm to 04.30 pm
Evening	: 04.45 pm to 05.45 pm

Break

Coffee/Tea	: 11.30 am to 11.45 am
	04.45 pm to 05.45 pm

Lunch

: 01.45 pm to 02.30 pm



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Schedule

Days	Time	Topics/Sessions	Faculty
Day 1 01.06.2018	Session-I 09.30am to 10.30am	Registration, Introduction, Expectation, Briefing about the course	Smt. Sridevi G.R. Course Coordinator
		Inauguration	Sri. Venkatesh Kadagadakai , KMAS Director, SIUD Smt. M.V.Sudha , KMAS Deputy Director, SIUD Mysuru
	Session -II 10.30am to 11.30am	Computer Fundamentals Internet and its Usage	Sri. B S Krishna Murthy System Administrator, Defence Accounts Department Bangalore, M. 9986235800
	Session -III & IV 11.45am to 01.45pm	MS-Office, ✓ Advanced MS-Word features ✓ Advanced MS-Excel features ✓ Advanced MS-PowerPoint features	
	Session -V & VI 02.30pm to 04.30pm	Role Based Accounting System:- Section-wise • Financial of ULBs, Budget making and Financial Management	Sri. Nagendra Accounts Superintendent, KMDS, Bangalore, M. 9845778883
	Session - VII 04.45pm to 05.45pm	Improvement in governance of urban local bodies in Karnataka	
DAY 2 02.06.2018	Session -I & II 09.30am to 11.30am	HRMS & NPS • Understanding the HRMS systems • Service detail updations • Salary bill creations • Promotion and transfer detail updations Report generation • Understanding National pension scheme	Sri. Madhu Consultant, ZP, Mysuru. M. 9986027571
	Session - III 11.45am to 01.45pm	Citizen Online Services • Birth and Death Registration • Janahitha • Vyapar • Niman/LBPAS • Jananidhi • e-Aasthi • e-sweekruthi	Sri. Lokesh S Sr. Programmer, Mysuru M.
	Session- V & VI 02.30pm to 04.30pm	e-Office	Sri. Lakshmeesha S Technical Director, NIC, Bangalore M. 9449803802
	04.30pm to 05.30pm	Valedictory	Sri. Venkatesh Kadagadakai , KMAS Director Smt. M.V.Sudha , KMAS Deputy Director Course Coordinator


Course Coordinator