



## e-Initiatives for Office Managers and FDAs

ಇ-ಉಪಕ್ರಮಗಳು- ಕಛೇರಿ ವ್ಯವಸ್ಥಾಪಕರು ಮತ್ತು ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರುಗಳಿಗೆ

### ತಂಡ-02 Batch-02

ದಿನಾಂಕ: 12 ಮತ್ತು 13 ಜುಲೈ 2018

ಸ್ಥಳ: ನೇತ್ರಾವತಿ ವಸತಿ ನಿಲಯ, ರಾ.ನ.ಸಂ., ಮೈಸೂರು

ಶ್ರೀಮತಿ ಶ್ರೀದೇವಿ ಜಿ ಆರ್  
ತರಬೇತಿ ಸಂಯೋಜಕರು

ಶ್ರೀಮತಿ ಸುಮ  
ತರಬೇತಿ ಸಹಾಯಕರು

#### 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
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#### Lunch

: 01.45 pm to 02.30 pm
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ರಾಜ್ಯ ನಗರಾಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ

ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಮೈಸೂರು-570 011

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ಪರಿಷ್ಕೃತ ವೇಳಾಪಟ್ಟಿ

Days	Time	Topics/Sessions	Faculty
ದಿನ 1 12.07.2018	<b>Session-I</b> 09.30am to 10.30am	Registration, Introduction, Expectation, Briefing about the course	<b>Smt. Sridevi G.R.</b> Course Coordinator
		Inauguration	<b>Sri. Venkatesh Kadagadakai</b> , KMAS Director, SIUD  <b>Smt. M.V.Sudha</b> , KMAS Deputy Director, SIUD Mysuru
	<b>Session -II</b> 10.30am to 11.30am	Computer Fundamentals Internet and its Usage	<b>Sri. Nagendra</b> System Analyst, CILL, Mysuru M. 9019266369
	<b>Session -III &amp; IV</b> 11.45am to 01.45pm	<b>MS-Office,</b> ✓ MS-Word features ✓ MS-Excel features ✓ MS-PowerPoint features	
	<b>Session -V &amp; VI</b> 02.30pm to 04.30pm	<b>Role Based Accounting System:- Section-wise</b> • Financial of ULBs, Budget making and Financial Management	<b>Sri. Nagendra</b> Accounts Superintendent, KMDS, Bangalore, M. 9845778883
	<b>Session - VII</b> 04.45pm to 05.45pm	<b>Improvement in governance of urban local bodies in Karnataka</b>	
ದಿನ 2 13.07.2018	<b>Session -I &amp; II</b> 09.30am to 11.30am	<b>HRMS &amp; NPS</b> • Understanding the HRMS systems • Service detail updations • Salary bill creations • Promotion and transfer detail updations • Report generation • Understanding National pension scheme	<b>Sri. Madhu</b> Account Superintendent, DDPI office Ramnagar M. 9986027571
	<b>Session - III</b> 11.45am to 01.45pm	<b>Citizen Online Services</b> • Birth and Death Registration • Janahitha • Vyapar • Niman2 • Jalanidhi • e-Aasthi • e-sweekruthi	<b>Smt. Beena</b> Sr. Programmer, Mysuru City Corporation, Mysuru M. 9449148281
	<b>Session- V &amp; VI</b> 02.30pm to 04.30pm	<b>e-Office</b>	<b>Sri. Lakshmeesha S</b> Technical Director, NIC, Bangalore M. 9449803802
	04.30pm to 05.30pm	<b>Valedictory</b>	<b>Sri. Venkatesh Kadagadakai</b> , KMAS Director  <b>Smt. M.V.Sudha</b> , KMAS Deputy Director  <b>Course Coordinator</b>

  
Course Coordinator