

e-Initiatives for Office Managers and FDAs

ಕಛೇರಿ ವ್ಯವಸ್ಥಾಪಕರು ಮತ್ತು ಪ್ರಥಮ ದರ್ಜೆ ಸಹಾಯಕರುಗಳಿಗೆ- ಇ-ಉಪಕ್ರಮಗಳು

ತಂಡ-03 Batch-03

ದಿನಾಂಕ: 20-21 ಆಗಸ್ಟ್ 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



ರಾಜ್ಯ ನಗರಾಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆ

ಆಡಳಿತ ತರಬೇತಿ ಸಂಸ್ಥೆ, ಮೈಸೂರು-570 011

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ಪರಿಷ್ಕೃತ ವೇಳಾಪಟ್ಟಿ

Days	Time	Topics/Sessions	Faculty
ದಿನ 1 20.08.2018	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, Mysuru Smt. M.V.Sudha , KMAS Deputy Director, SIUD Mysuru
	Session -II 10.30am to 11.30am	Computer Fundamentals Internet and its Usage	Sri. Nagendra System Analyst, CILL, Mysuru M. 9019266369
	Session -III & IV 11.45am to 01.45pm	MS-Office, ✓ MS-Word features ✓ MS-Excel features ✓ MS-PowerPoint features	
	Session -V & VI 02.30pm to 04.30pm	e-Office	Sri. Suresh N Principal System Analyst, NIC, Bangalore M.
ದಿನ 2 21.08.2018	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 Account Superintendent, DDPI Office Panchayath Bhavan Ramanagar M. 9986027571 ddpi.edu.karrmn@nic.in
	Session - III 11.45am to 01.45pm	Citizen Online Services • Birth and Death Registration • Janahitha • Vyapar • Niman2 • Jalanidhi • e-Aasthi • e-sweekruthi	Sri. Lokesh Sr. Programmer, DUDC, Mysuru M. 9901989901
	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
		Improvement in governance of urban local bodies in Karnataka	
04.30pm to 05.30pm	Valedictory	Sri. Venkatesh Kadagadakai , KMAS Director Smt. M.V.Sudha , KMAS Deputy Director Course Coordinator	


Course Coordinator