



Ministry of Urban Development
Government of India



Directorate of Municipal Administration
Government of Karnataka



E-Governance and Record Management

Training Programme for FDAs

Capsule 3

Batch – 01

Date: 2nd March to 4th March 2017

Venue: Hall No. 03, Netravati Hostel, SIUD, Mysuru

Dr. Shashikala Sitaram

Course Director
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Aim:

- To equip FDAs of AMRUT Cities on e- governance and record management.

Objectives:**At the end of the training the participants will be able to:**

- Explain the importance of using e-governance initiatives in ULBs
- Describe the various e-governance practices adopted at the ULBs
- Identify processes involved in Record Management
- List steps in using Nudi software
- Apply e-governance at ULBs

Training Methods:

1. Presentation through PPTs
2. Hands on application
3. Field visit
5. Discussion

Target Group:

First Division Assistance handling administration of Urban Local Bodies of AMRUT Cities/Towns who have attended Capsule 1 and Capsule 2

Capsule 3
E- Governance and Record Management Training Programme for FDAs

Schedule

Day 1: 2nd March 2017

Time	Topics / Sessions	Resource Persons
09.30 am to 10.00 am	Registration Eliciting Expectations	Course Assistant Course Director
10.00 am to 10.30 am	Inauguration Filling of Self Assessment Form	Shri. Venkatesh Kadagadkai KMAS Director, SIUD, Mysuru.
Theme: Administrative Efficiency and Reforms Citizen Centric Governance: Online Application of Services		
10.30 am to 11.30 am	e- Reforms, Concepts and Importance	Shri K. Rangaswamy KMAS Deputy Director KMDS Bengaluru Mob: 9945541467
11.30 am to 11:45 am Tea Break		
11.45 am to 1.45 pm	JANAHIHA - Public Grievance Redressal Mechanism	Shri K. Rangaswamy KMAS Deputy Director KMDS Bengaluru Mob: 9945541467
01.45 pm to 02.30 pm Lunch Break		
02.30 pm to 04.45 pm	VYAPAR- Trade License	Shri Shivakumar KH IT Staff KMDS Bengaluru Mob: 9448025509
03.30 pm to 03:45 pm Tea Break		
Theme: Computer Skills		
04.45 pm To 06.45 pm	Computer Skills: Application of NUDI	Shri . Palaksha FDA Department of Health and Family Welfare Mysuru Mob: 9986101454 palakshabs@gmail.com

Day 2: 3rd March 2017

Time	Topics / Sessions	Resource Persons
Theme: Administrative Efficiency and Reforms Citizen Centric Governance: Online Application of Services		
09.15 am to 09.30 am	Recap	Course Coordinator
09.30 am to 11.30 am	NIRMAN -Building License	Shri K. Rangaswamy KMAS Deputy Director Municipal Reforms Cell Bengaluru Mob: 9945541467
11.30 am to 11:45 am Tea Break		
11.45 am to 01.45 pm	E-Aasthi- GIS-based property tax information	Shri K. Rangaswamy KMAS Deputy Director KMDS Bengaluru Mob: 9945541467
01.45 pm to 02.30 pm Lunch Break		
02.30 pm to 04.45 pm	JALANIDHI- New Water Tap Connection and UGD Connection	Shri Shivakumar KH IT Staff KMDS Bengaluru Mob: 9448025509
03.30 pm to 03:45 pm Tea Break		
04.45 pm to 06.45 pm	Spoken English	Shri Pinto Kumar Jain Soft Skill Trainer Mysuru Mob: 8123059523

Day 3: 4th March 2017

Time	Topics / Sessions	Resource Persons
03.00 am onwards	Field Visit to Hassan CMC, best practice of Record Management e-Record Room (Nagara e-Abhilekhalaya)	Smt Kavitha IT Staff City Municipal Council, Hassan Mob: 94493194336 and Sri Rangegowda Case Worker, Record Room
05.00 pm To 07.30 pm	Way Forward Evaluation, Valedictory	Shri. Venkatesh Kadagadkai K.M.A.S., Dr. Shashikala Sitaram

Shashikala Sitaram
Course Director
(Dr. Shashikala Sitaram)

