



GOVERNMENT DEGREE COLLEGE, RAYACHOTY,



Date: 22-11-2021

CIRCULAR

Subject: Six-Day Training Program on e-Office for Non-Teaching Staff

The Internal Quality Assurance Cell (IQAC) of Government Degree College, Rayachoti, is pleased to announce a Six-Day Training Program on e-Office for non-teaching staff, aimed at enhancing their skills in managing office operations digitally. The training will focus on file management, communication, document processing, and workflow automation using the e-Office system.

The program is scheduled from 01-12-2021 to 07-12-2021, and it will cover important topics such as digital file creation, file tracking, collaboration, task management, and the use of digital signatures.

The Resource Person for this training program is Mr. S. A. ^{ee}Jilani Basha, Lecturer in Computer Science, who will conduct interactive sessions and hands-on practice to ensure participants gain practical knowledge of the e-Office system.

Program Details:

Program Title: Six-Day Training Program on e-Office for Non-Teaching Staff

Dates: 01-12-2021 to 07-12-2021

Time: 10:00 AM to 4:00 PM

Venue: Computer Lab, Government Degree College, Rayachoti


Resource Person: Mr. S. A. Jeelani Basha, Lecturer in Computer Science

Target Audience: Non-teaching staff involved in administrative and file management tasks

All non-teaching staff members are required to attend this training and take full advantage of the opportunity to enhance their digital office management skills.

For further details, kindly contact the IQAC Coordinator.

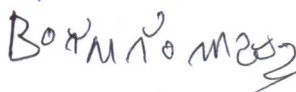
IQAC Coordinator


IQAC Co-Ordinator
GOVT. DEGREE COLLEGE
RAYACHOTY - 516269
Annamayya Dist., A.P.


Principal

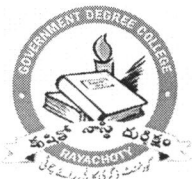
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Govt. Degree College
Rayachoty.



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C. Venkatesh ^{Case}
T. Janshi
R. Balaraman

G. V. Rama
C. Venkatesh
K. Chinnabalarao



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6-Days Schedule

e-Office Training Program for Non-Teaching Staff

Objective:

To train non-teaching staff in the efficient use of the e-Office system for managing official documents, file tracking, and communication, with the goal of streamlining office operations and ensuring a paperless work environment.

Program Schedule: Six Days

Day 1: Introduction to e-Office and System Access

Topics:

Overview of the e-Office System

Importance of e-Office in achieving a paperless office

Key components of e-Office: File Management System (FMS), Knowledge Management System (KMS), Collaboration and Messaging

User Roles in e-Office

Maker, Checker, and Approver roles explained

Accessing e-Office

User registration and login

Navigating the dashboard

Practical:

Hands-on session on logging in and navigating through the dashboard

User role assignment practice

Outcome:

Participants will become familiar with the e-Office system interface and user roles.

Day 2: File Management System (FMS) - File Creation and Processing

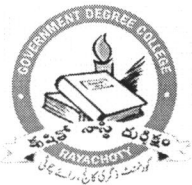
Topics:

Introduction to File Management System (FMS)

Overview of digital file creation, movement, and processing

File number generation and categorization

Creating and submitting files digitally



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Uploading documents and attaching correspondence

Submitting files for review by a higher authority (Checker/Approver)

File tracking and monitoring

Practical:

Creating and submitting a sample digital file through the FMS

Tracking a file's status in the system

Outcome:

Participants will learn how to create and submit files digitally and track their progress.

Day 3: Collaboration and Messaging System (CMS)

Topics:

Introduction to the Collaboration and Messaging System

Sending internal communications

Creating notes and sharing documents with colleagues

Workflow management and task assignment

Assigning tasks to staff members

Tracking the status of assigned tasks

Practical:

Sending a message or note through the CMS

Assigning tasks to other users

Outcome:

Participants will understand how to use e-Office's messaging system for internal communication and task management.

Day 4: Knowledge Management System (KMS)

Topics:

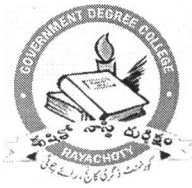
Introduction to the Knowledge Management System (KMS)

Accessing important documents, guidelines, and manuals

Uploading and organizing documents within the knowledge repository

Search functionality in KMS

Efficient retrieval of files and documents



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Organizing information for future reference

Practical:

Uploading and categorizing a document in KMS

Searching for relevant documents and using filters

Outcome:

Participants will learn how to store, retrieve, and manage important documents using KMS.

Day 5: Approvals, Digital Signatures, and Workflow Automation

Topics:

Approver's Role in e-Office

Reviewing and approving files and correspondence

Use of digital signatures for approval

Automation of workflows

Setting up workflows for file movement and task completion

Notifications and alerts for pending approvals

Practical:

Approving a sample file and adding a digital signature

Setting up an automated workflow for file processing

Outcome:

Participants will become proficient in approving files and managing automated workflows using e-Office.

Day 6: Report Generation, Monitoring, and Troubleshooting

Topics:

Generating reports and monitoring file movement

Creating reports for file status, workflow completion, and task tracking

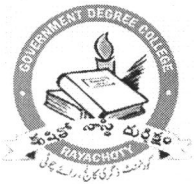
Monitoring file timelines and identifying bottlenecks

Troubleshooting common issues in e-Office

Addressing login issues, file processing delays, and system errors

Accessing the helpdesk for e-Office support

Practical:



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Generating a sample file movement report

Simulating common troubleshooting scenarios

Outcome:

Participants will be equipped to generate reports and handle troubleshooting in e-Office.

Program Details:

Duration: Six Days

Time: 10:00 AM to 4:00 PM

Venue: Computer Lab, Government Degree College, Rayachoti

Participants: Non-teaching staff involved in administrative and file management tasks

Trainer: Experienced e-Office user or certified e-Office trainer

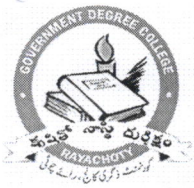
Training Materials:

e-Office User Guide (Printed/Soft Copy)

Sample digital files and correspondence for practice

Access to demo e-Office accounts for hands-on experience

This six-day program will ensure that non-teaching staff are trained to manage office operations effectively using e-Office, enabling them to contribute to a more efficient and paperless office environment.

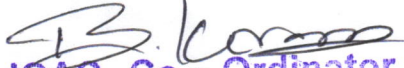



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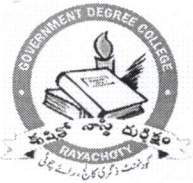


PARTICIPENTS AND ATTENDANCE SHEET

ADMINISTRATIVE TRAINING PROGRAM							
ACADEMIC YEAR 2021-2022							
PROGRAMME NAME : Six-Day Training Program on e-Office for Non-Teaching Staff from 01-12-2021 to 07-12-2021		DAY 1 01-12-2021	DAY 2 02-12-2021	DAY 3 03-12-2021	DAY 4 04-12-2021	DAY 5 06-12-2021	DAY 6 07-12-2021
SNO	PARTICIPANTS	DAILY ATTENDANCE					
1	B PRASAD	P	P	P	P	P	P
2	M HUMAYUN BAIG	A	P	P	P	P	P
3	P DEVA RAJULU	P	P	P	A	P	P
4	T V VIJAY KUMAR	P	P	P	P	P	P
5	W RAMACHANDRA REDDY	P	P	P	P	P	P
6	G VENKATA RAMANA	P	P	P	P	A	A
7	K CHINNA OBULAMMA	P	P	P	P	P	P
8	S RAJAMMA	P	P	P	P	P	P
9	T JANAKI	P	P	P	P	P	P
10	B N GANGOJAMMA	A	P	P	P	P	P
11	C VENKATA RAMANA	P	P	P	P	P	P
12	K RAVANAMMA	A	P	P	P	A	P
13	B V LAKSHUMMA	P	P	P	P	A	A


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LECTURER
DEPT. Of Computer
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BRIEF REPORT

Report on e-Office Training Program for Non-Teaching Staff

An e-Office Training Program was conducted over 01-12-2021 TO 07-12-2021 for non-teaching staff, with 13 participants actively engaged. The primary objective of the program was to familiarize staff with the digital tools and platforms necessary for efficient office management in a paperless environment. Topics covered included document management, file tracking, digital correspondence, and secure data handling using e-Office software. The training included hands-on sessions to help participants gain practical experience in using these tools for routine administrative tasks. By the end of the program, participants were equipped with the necessary skills to streamline workflows, enhance transparency, and improve document security. Feedback indicated increased confidence in using e-Office applications for day-to-day operations.

Department of Computer Sci/Appl

LECTURER

**DEPT. Of Computer
Science /Application
Govt .Degree College
Rayachoty**

**IQAC Co-ordinator
GOVT. DEGREE COLLEGE
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Principal

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CERTIFICATE OF PARTICIPATION

This certifies that

B. PRASAD

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

Department of Computer Science / Applications,
Government Degree College, Rayachoty

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Principal,
Government Degree College, Rayachoty



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This certifies that

M. HUMAYUN BAIG

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

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Government Degree College, Rayachoty

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Government Degree College, Rayachoty



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This certifies that

P. DEVARAJULU

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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Principal,
Government Degree College, Rayachoty



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CERTIFICATE OF PARTICIPATION

This certifies that

T.V. VIJAY KUMAR

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

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Government Degree College, Rayachoty



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CERTIFICATE OF PARTICIPATION

This certifies that

W. RAMACHANDRA REDDY

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

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Government Degree College, Rayachoty



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CERTIFICATE OF PARTICIPATION

This certifies that

G. VENKATA RAMANA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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This certifies that

K. SURYUDU

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

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CERTIFICATE OF PARTICIPATION

This certifies that

K. CHINNA OBULAMMA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

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This certifies that

S. RAJAMMA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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This certifies that

T. JANAKI

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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This certifies that

B.N. GANGOJAMMA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

S. A. Subhi Basha

Department of Computer Science / Applications,
Government Degree College, Rayachoty

[Signature]

Principal,
Government Degree College, Rayachoty



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This certifies that

C. VENKATA RAMANA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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Principal,
Government Degree College, Rayachoty



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This certifies that

K. RAVANAMMA

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This certifies that

B.V. LAKSHUMMA

has successfully completed **Six-Days Training Program on e-Office for Non-Teaching Staff** conducted by the IQAC and Department of Computer Science / Applications, GDC, RAYACHOTY from **01-12-2021 to 07-12-2021**.

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