GOVERNMENT DEGREE COLLEGE, BHUPALPALLY

(RUSA NEW MODEL DEGREE COLLEGE)

JAYASHANKAR BHUPALPALLY DIST., T.S - *506169*

(Affiliated to Kakatiya University)

Website : http://gdcts.cgg.gov.in/bhoopalpalli.edu

E-mail : gdcbhoopalpalli@gmail.com/

: prl-gdc-bhpl-ce@telangana.gov.in

Dr. Syam Prasad Sura

Principal (FAC)   Mobile: **9849944485**

NOTICE

Dt. 21-01-20'

All the teaching staff are informed that IQAC is going to conduct a meeting for organizing one day Faculty training Program on "e-Office" in Principal chamber. All are requested to attend by 2.00 pm on 23-01-20'.
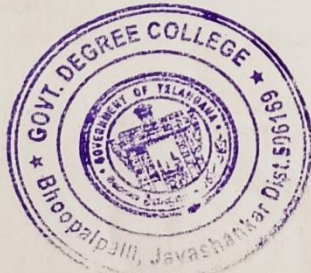
Resource Person: Dr. S. Syam Prasad

Principal (FAC)

Time : 2:00-4:00 p.m.

Date : 23-01-20'

Signature of IQAC Coordinator

Signature of Principal

PRINCIPAL
Govt. Degree College, Bhupalpally,
Dist: Jayashankar Bhupalpally-506169

MINUTES OF MEETING

Dt. 23-01-20'

One Day Faculty Training Program has been conducted by IQAC on "e-Office" in association with Computer Science Department. The Resource Person enlightened the faculty about efficiency of e-Office System to enable paperless office by corresponding through e-Office.

The Principal hosted the program and the following staff members participated in the program.

Signatures of Staff

PRINCIPAL
Govt. Degree College, Bhupalpal
Dist: Jayashankar Bhupalpally-50

Maneklen

T-Spandana

N. Sudhakar

BROCHURE

ONE DAY FACULTY TRAINING PROGRAM

ON

e-Office

BY

IQAC & ACADEMIC CELL

Resource Person : Dr. S. Syam Prasad

Principal (FAC)

Venue: Virtual Room

Date: 23-01-20

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Dr. Syam Prasad Sura

Principal (FAC)

Mobile: **9849944485**

Report

One Day Faculty Training Program on e-Office

Date: 23-01-2020

Resource person: Dr. S. Syam Prasad

Principal (FAC)

Objective: To create awareness about the e-Office system

Brief Description of the Program:

IQAC in association with Academic Coordinator has conducted one day Faculty Training Program for both Teaching and Non Teaching Staff. The Resource Person explained that to enable paperless office, e-office is designed for all government departments. E-Office enables users to create and manage electronic documents that can be viewed, searched and scanned. It also provides Data security and Integrity.

The program was closed with vote of thanks by Smt. Dr. D. Sandhya , Assistant Professor in Economics.

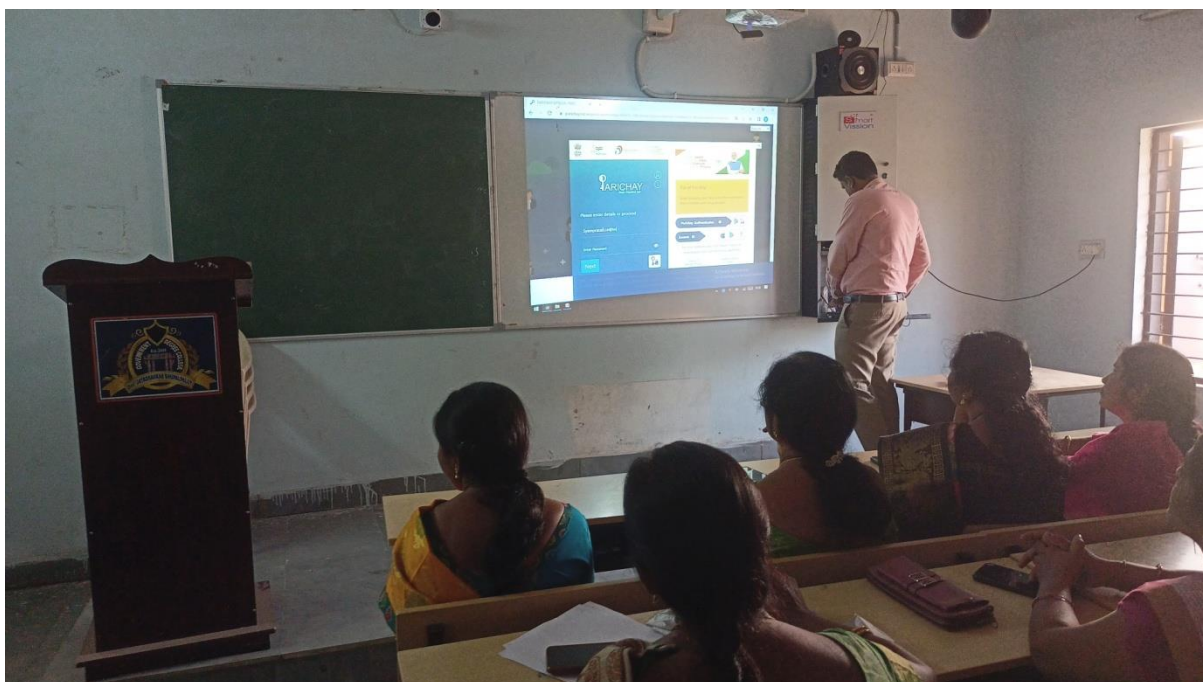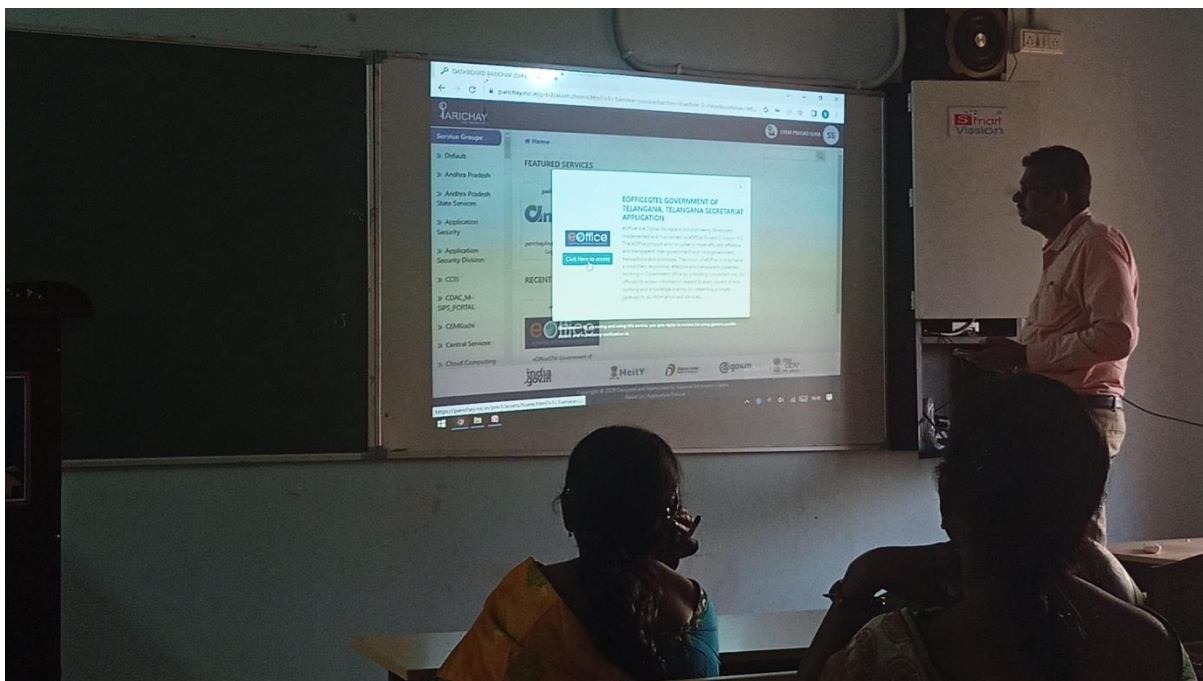**Number of Participants:** The number of participants in this program are 11.

(IQAC)

PRINCIPAL

Govt. Degree College, Bhupalpally,

Dist: Jayashankar Bhupalpally

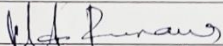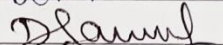One day Faculty Training Program on "e-Office"   Dt. 23-01-20'
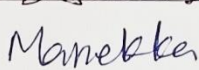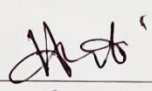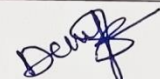
Attendance Sheet

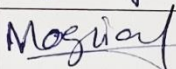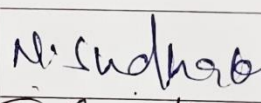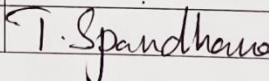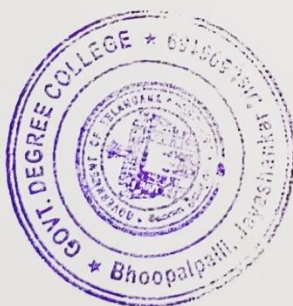Name of the Activity: One Day Faculty Training Program on e-Office

Date : 23-01-20

Time of Practice: 2.00to 4:00 P.M.

List of Participants:

S.No.	Name of the participant	Designation	Signature
1	Dr. P. Gowri	Asst. Prof. in Zoology	
2	Smt. E. Kavitha	Asst. Prof. in Physics	
3	Smt. Md. Ruxana	Asst. Prof. in Commerce	
4	Dr. D. Sandhya	Asst. Prof. in Economics	
5	Smt Manekka	Contract Lecturer in Chemistry	Manekka
6	Smt. M. Hymavathi	Contract Lecturer in History	
7	Sri. T. Sreedhar	Contract Lecturer in English	
8	Sri. A. Devendhar	Guest Lecturer in Computer Science	
9	Sri. Mogalaiah	Guest Lecturer in Political Science	
10	Sri. N. Sudhakar	Guest lecturer in Mathematics	N. Sudhar
11	T. Spandana	Record Assistant	T. Spandhana

PRINCIPAL
Govt. Degree College, Bhupalpally,
Dist: Jayashankar Bhupalpally-50616