

GOVERNMENT DEGREE COLLEGE-KHAIRATABAD

**Academic Year
2022-23**

**A
Workshop
On
e-Office Practicing Tools
For
Teaching and Non Teaching Staff**



**Department of Computer Science and Applications
And
Department of Mathematics**



GOVERNMENT DEGREE COLLEGE::KHAIRATABAD

Affiliated to Osmaniya University
Accredited by NAAC with B+ & ISO 9001 : 2015 Certified
(Kharatabad, Hyderabad District, Telangana State-500004)



A.Y.2022-23

Circular

Date: 31.12.2022

All the teaching and non teaching staff is directed to attend One day Workshop on **e-Office Practicing Tools for Teaching and Non Teaching Staff** on **03.01.2023 for paperless work in academic and administration.**

This workshop is organizing the Department of Mathematics and Computer Science and Applications.

PRINCIPAL

TITLE OF THE PROGRAM	One day Workshop on e-Office Practicing Tools for Teaching and Non Teaching Staff
DATE OF THE EVENT	03.01.2023
RESOURCE PERSONS	Sri.T.Naveen Chander Raju, Assistant Professor of Mathematics Dr.S.Srinivasu Assistant Professor in Computer Science, GDC- Khairatabad

OBJECTIVES OF THE PROGRAM:

The eOffice aims to support Governance by ushering in more effective and transparent inter and Intra-Government processes. The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all Government Offices.

As the part of college administration, to manage the Academic and administrative works between the staff and admin in the college. This workshop is to enhance the paper less work in working environment through eOffice tools to update the files in the concern departments in the college. This workshop is a One day Workshop on “e-Office Practicing Tools” for Teaching and Non Teaching Staff is going to organize by the Department of Mathematics and Department of Computer Science and Applications.

BRIEF DISCRPTION:

The eOffice tool aims to support governance in this institute with more effective and transparent like college academic and admin processes.

The vision of e-Office is to achieve a simplified, responsive, effective and transparent working of all government offices.

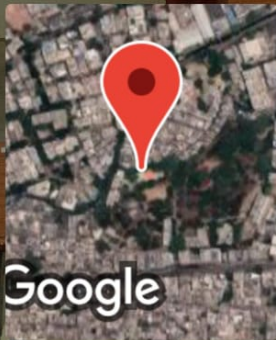
eOffice has been built, makes it a reusable framework, paperless work and a standard reusable product amenable to replication across the governments, at the central, state and district levels.

- Enhance transparency – files can be tracked and their status is known to all at all times
- Increase accountability – the responsibility of quality and speed of decision making is easier to monitor.
- Assure data security and data integrity.
- Provide a platform for re-inventing and re-engineering the government.
- Promote innovation by releasing staff energy and time from unproductive procedures.
- Transform the government work culture and ethics.
- Promote greater collaboration in the work place and effective knowledge management

The main purpose of an office environment is **to support its occupants in performing their jobs**. Work spaces in an office are typically used for conventional office activities such as reading, writing, and computer work.



GPS Map Camera



Hyderabad, Telangana, India

6-2-810, Tummala Basthi, Khairatabad, Hyderabad,

Telangana 500004, India

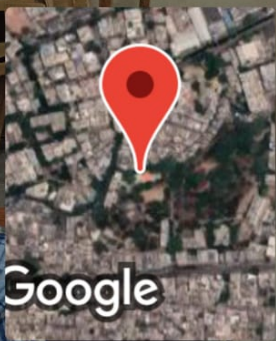
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GPS Map Camera



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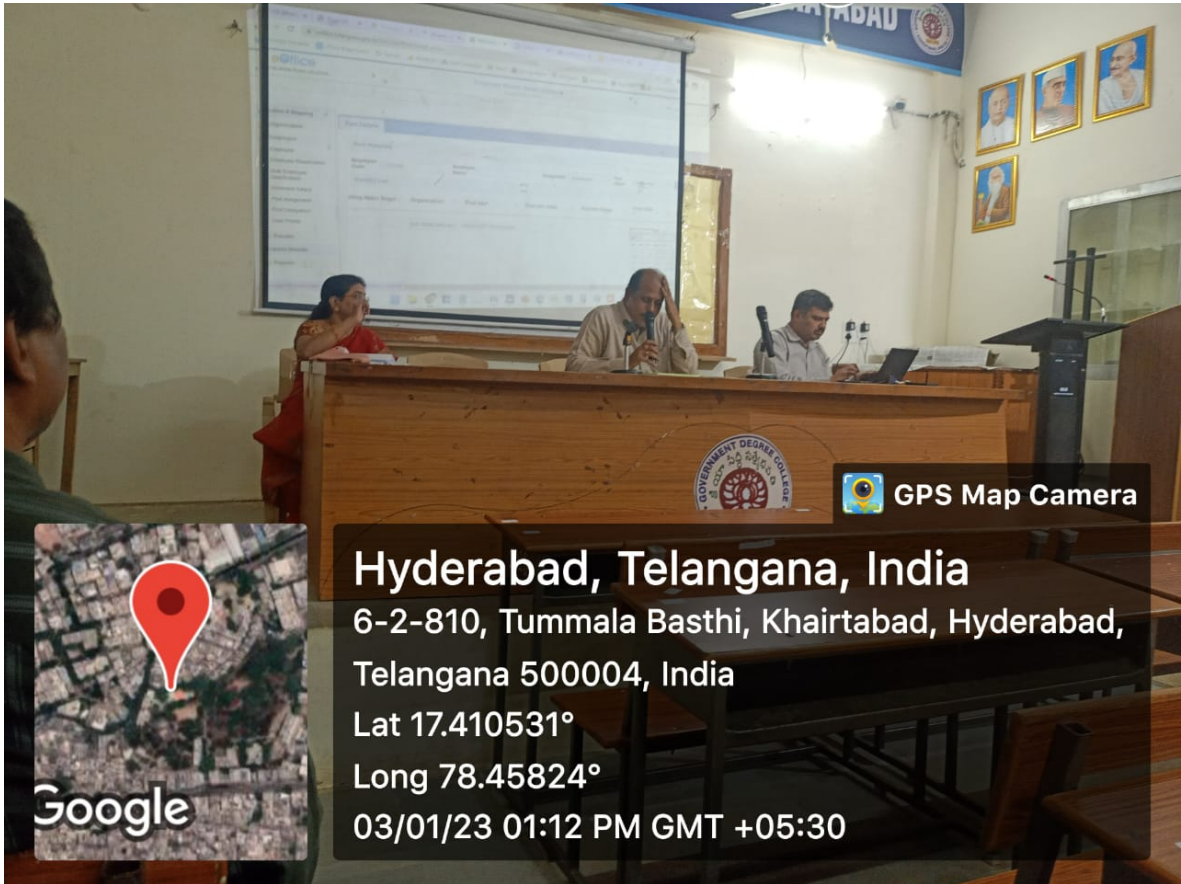
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 GPS Map Camera



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
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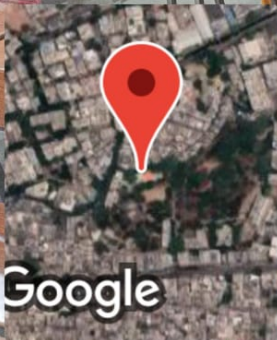
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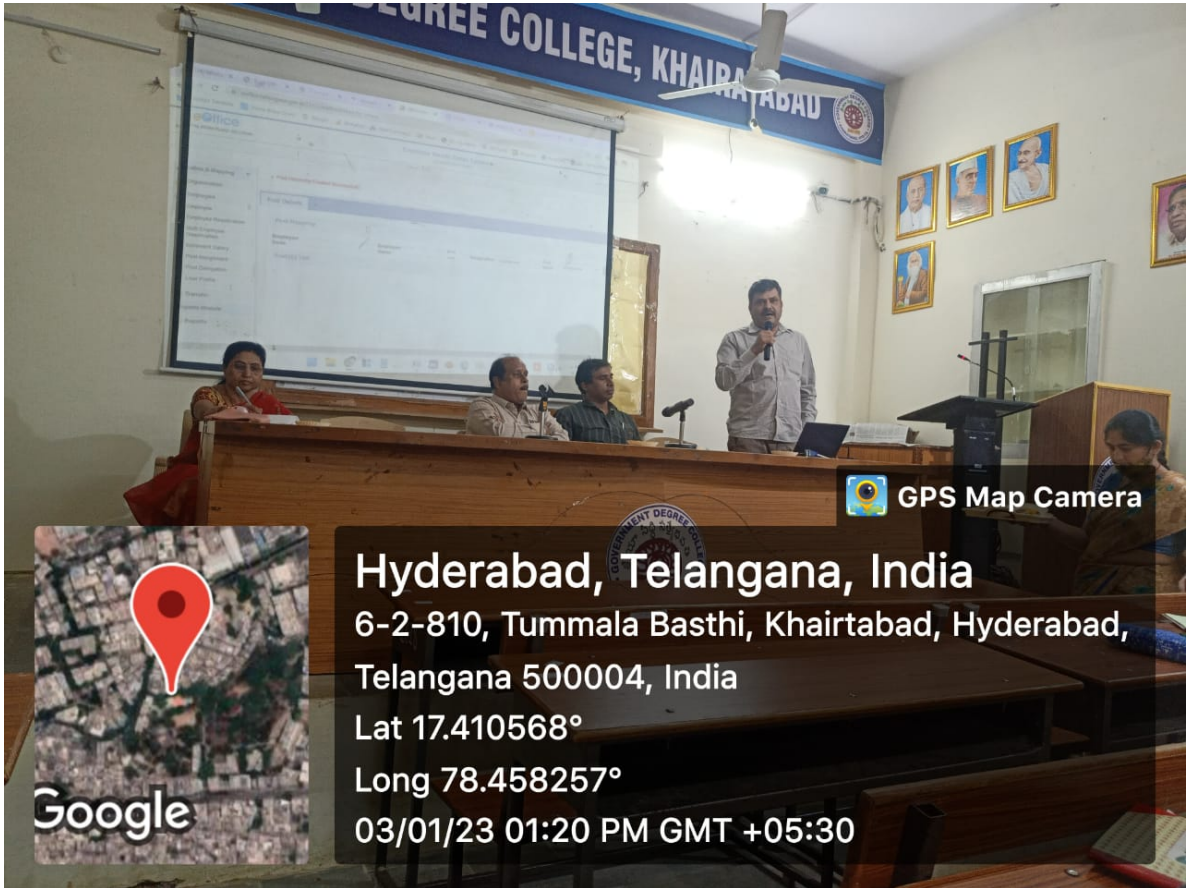
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GPS Map Camera



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Single, Simplified, Safe

Please enter details to proceed

Enter User Name eg. userid[at]domain[dot]in

Enter Password

Next

Forgot Password

Ministry of Electronics

**Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas**

Tip of the day

Keep changing your Password often and make them complex and not guessable.

Parichay Authenticator

Kavach

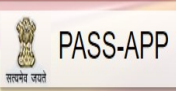
Parichay Authenticator and Kavach should be downloaded only from authentic platforms.

Extend ID (Retired Officers) Update Mobile & Profile

Due to security reasons '**OTP on Email option**' has been discontinued from Multi-factor Authentication page. Now, you may use OTP on mobile and login with remember the browser option. Also, you may use Backup Codes in case of Emergency. To know how to generate and download Backup Codes, kindly go to [Help](#) > [User Manual](#).

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passapp.email.gov.in/passapp/



PASS-APP


This site is best viewed in Firefox 3.5 and above, IE 9 and above, chrome 18 and above.

Enter your Nicemail Address and Captcha value to begin

Enter eMail Address

Enter last 4 digit of your registered mobile number

Enter the contents of the image below







Update Mobile Number

****Service is for authorised users only, any invalid/unauthorised attempt would be subjected to legal action****

*Mail Address is the email address assigned to you by NIC.

Electronic Transaction Aggregation & Analysis Layer

Share Experience Explore

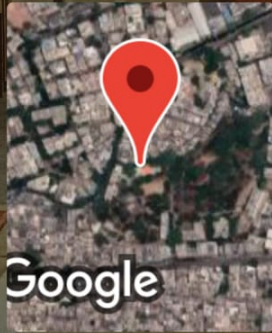
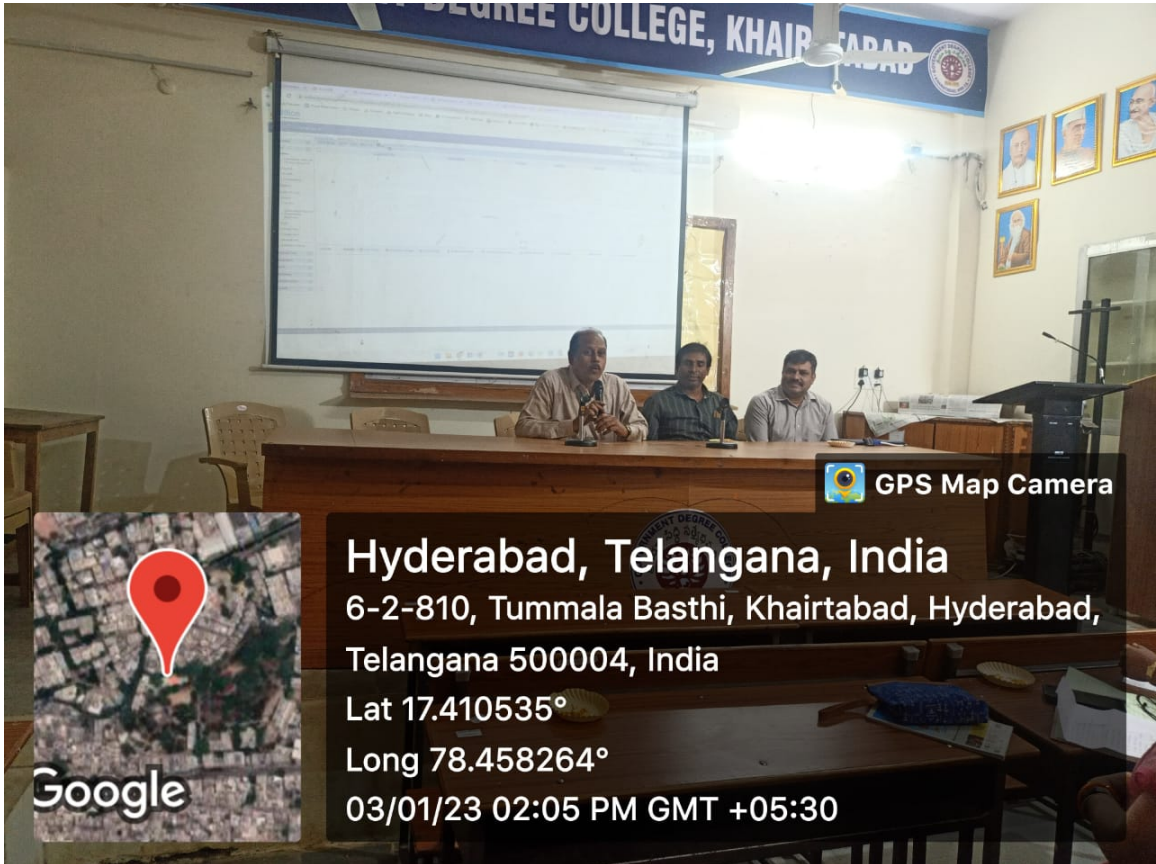
Government Of India
Ministry of Electronics & Information Technology
National Informatics Centre



GPS Map Camera



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Telangana 500004, India
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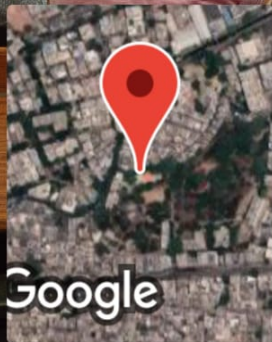
Hyderabad, Telangana, India

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Telangana 500004, India

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Hyderabad, Telangana, India

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Telangana 500004, India

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GPS Map Camera

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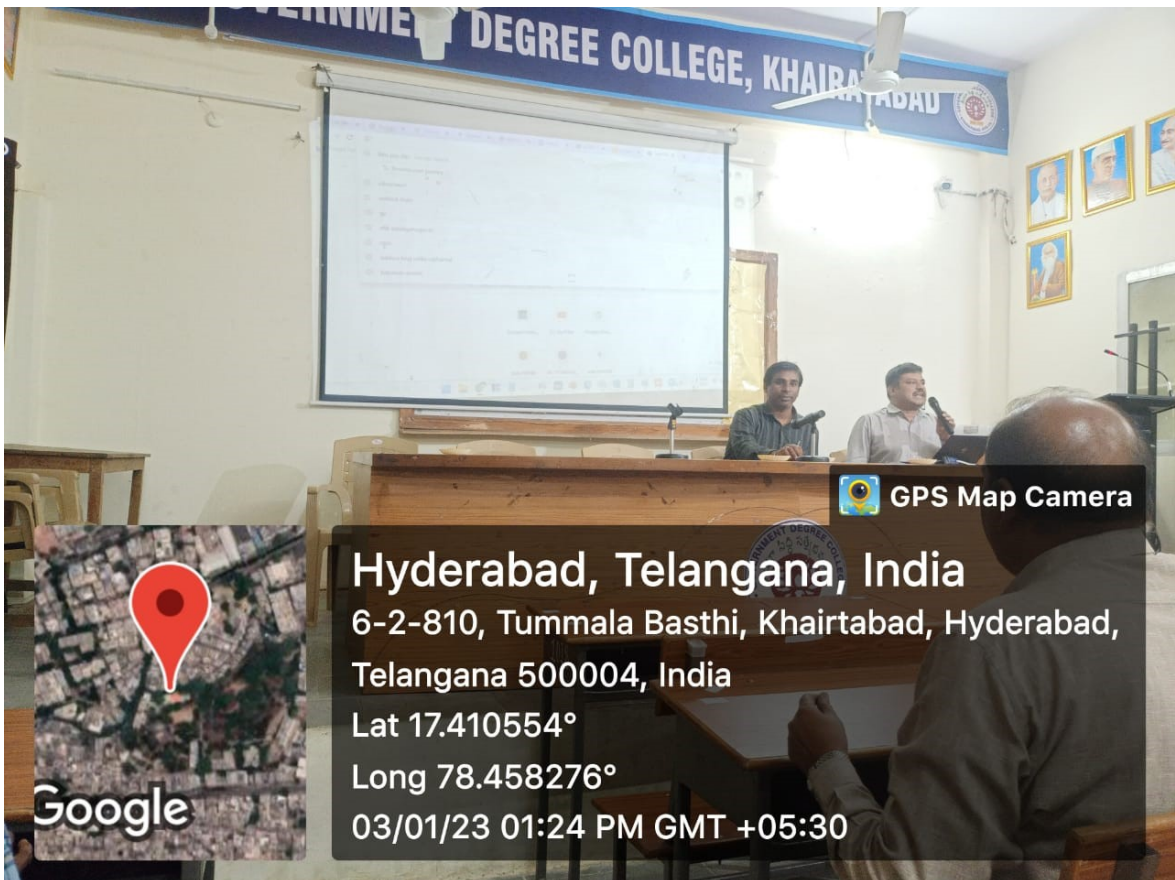
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Telangana 500004, India

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GPS Map Camera

Hyderabad, Telangana, India

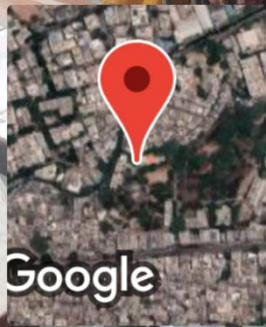
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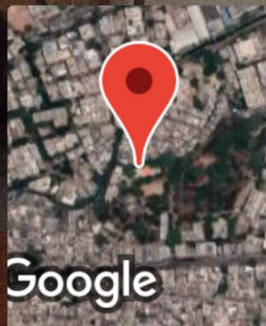
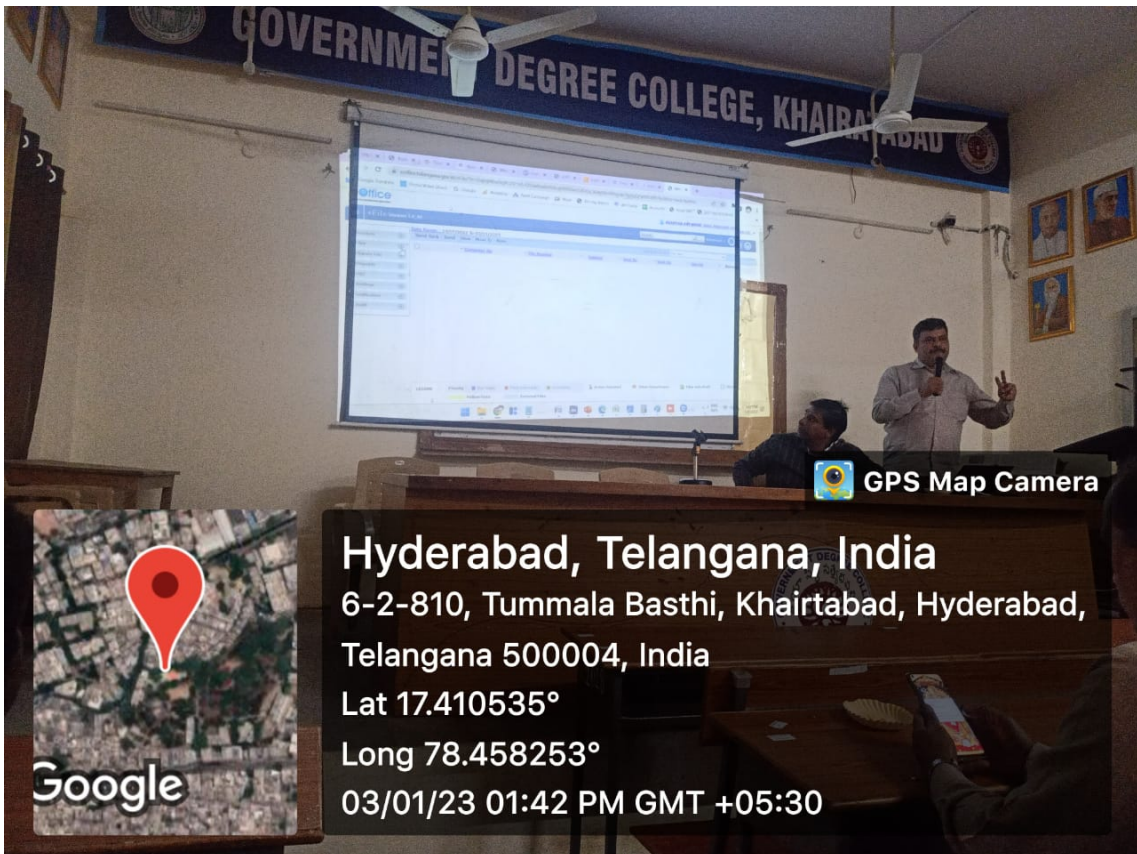
Hyderabad, Telangana, India

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Telangana 500004, India

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Hyderabad, Telangana, India

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Telangana 500004, India

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GOVERNMENT DEGREE COLLEGE-KHAIRATABAD

**Academic Year
2022-23**

**Professional Development/Training program
On
Academic Audit Management System in CAIMS
And
Website Maintenance
For
Teaching and Non Teaching Staff**



**Department of Computer Science and Applications
And
Department of Mathematics**



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(Kharatabad, Hyderabad District, Telangana State-500004)



A.Y.2022-23

Circular

Date: 11.10.2022

All the teaching and non teaching staff is directed to attend a Professional development /administrative training program on **Academic Audit Management System in CAIMS and Website Maintenance** on **12.10.2022** for academic audit and web content development.

This administrative workshop is organizing the Department of Mathematics and Computer Science and Applications.

PRINCIPAL

TITLE OF THE PROGRAM	Professional development /Administrative Training Program One day Workshop on Academic Audit Management System in CAIMS and Website Maintenance
DATE OF THE EVENT	12.10.2022
RESOURCE PERSONS	Sri.T.Naveen Chander Raju, Assistant Professor of Mathematics Dr.S.Srinivasu Assistant Professor in Computer Science, GDC- Khairatabad

OBJECTIVES OF THE PROGRAM:

As the part of professional development /administrative training program for college administrative works, to manage the **Academic Audit** files in CAIMs and to develop the WEB pages for activities in Department and college for NAAC. To enhance the web designing skills for all the staff members in the college for updating activity files in the concern departments. This workshop is a **One day Workshop on Academic Audit Management System in CAIMS and Website Maintenance** is going to organize by the Department of Mathematics and Department of Computer Science and Applications.

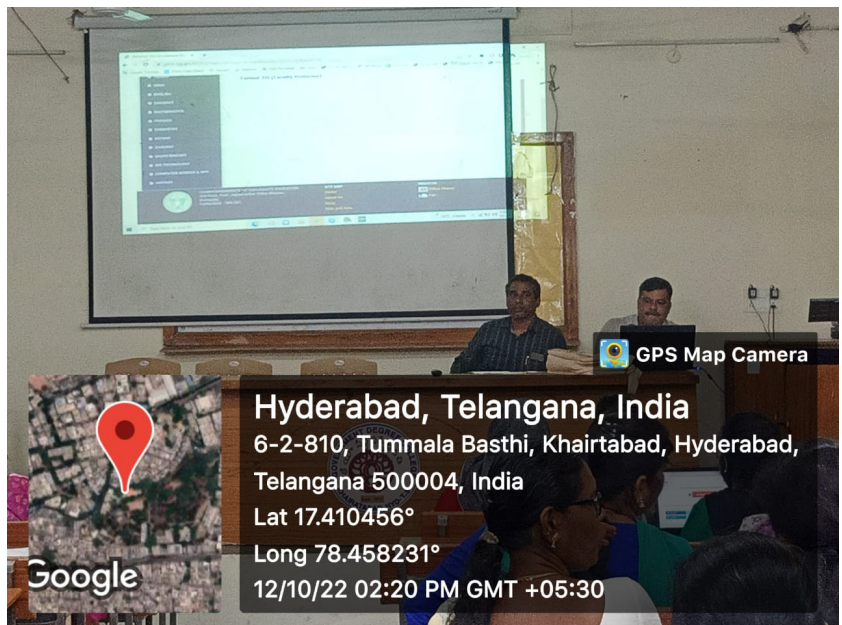
BRIEF DISCRPTION:

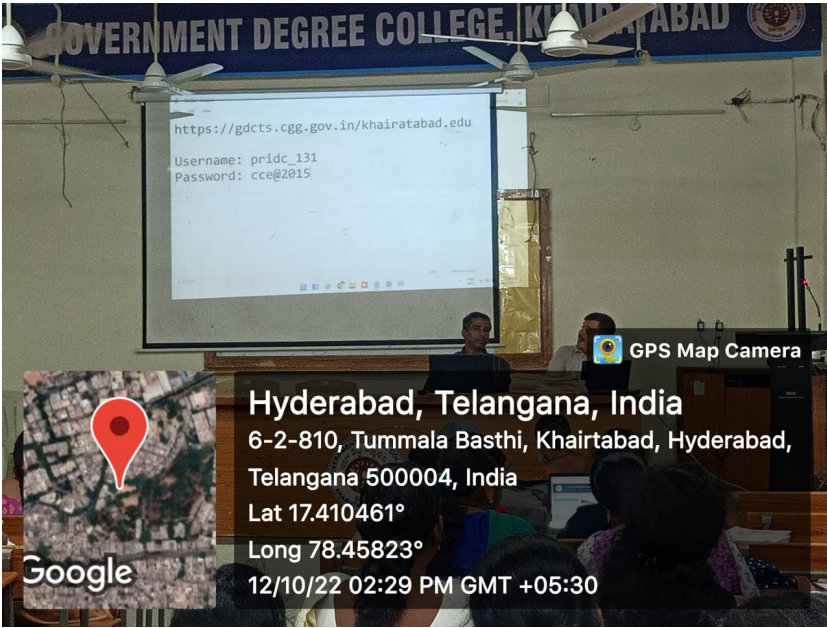
College Administration and Information Management System(CAIMS) and Website Maintenance are tools to express the activities in the college. The college activities are communicating with admin among all teaching and non teaching staff by using CAIMS.

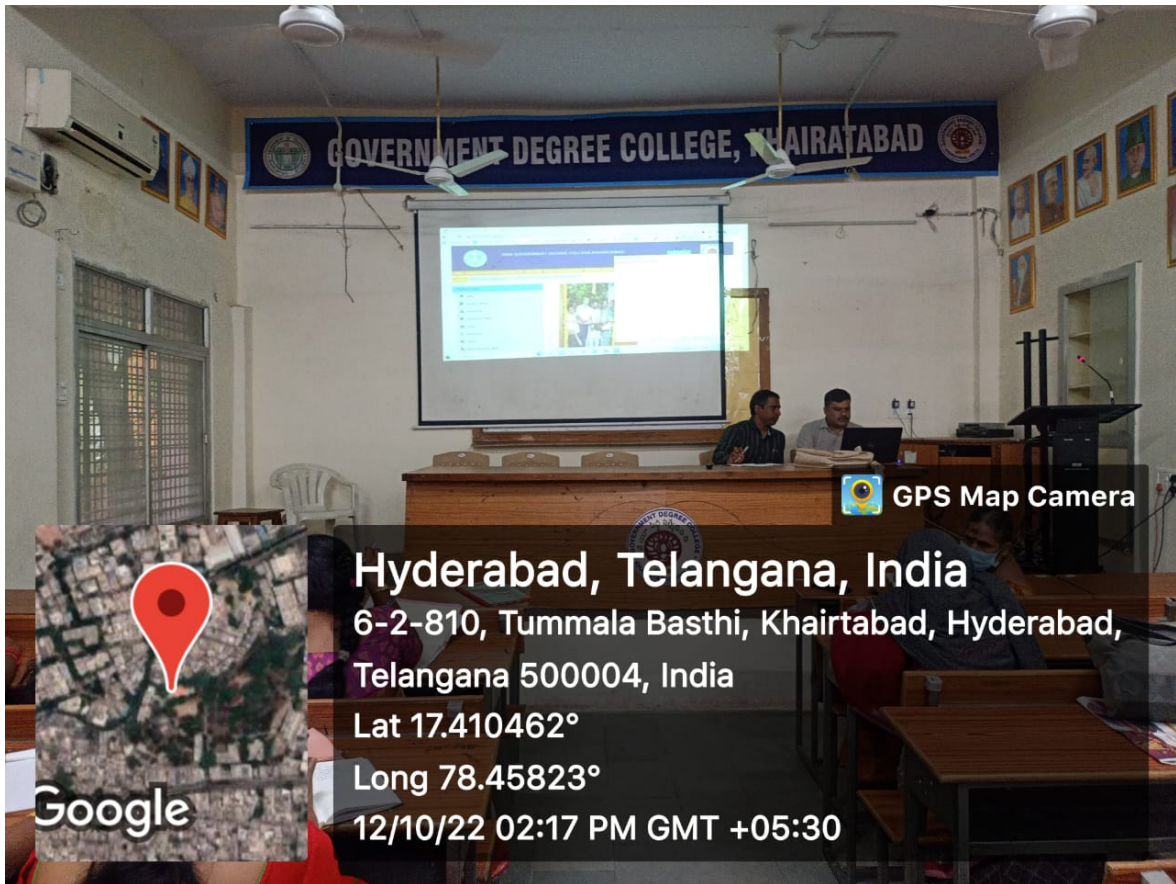
The college activities of all teaching and non teaching staff and admission process, results, notifications and NAAC related files are posting in the college website.


These two tools CAIMS and WEB site maintenance process are very use full to all teaching and non teaching staff.

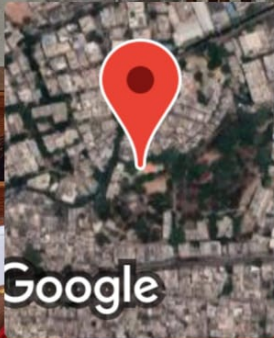








 GPS Map Camera



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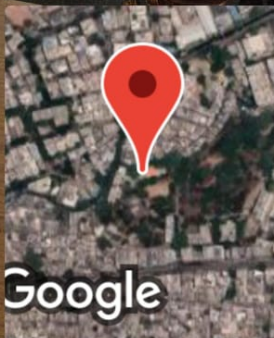
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Telangana 500004, India

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Student Information Management


Certificate Management



Account Management


Academic Audit Management



Faculty Digital Diary


Marks Management System

Note:1. Please Do Edit Promotions By Logging in to Student Information Management
Note:2. Please follow this Manual for issuing Original and Duplicate TC if Already issued TC once
 Please Feel Free to Contact Us For Technical Support:9705557049,9948197049
 Mail Id: caimstechnicalteam@gmail.com
 Office Timings 10:00 AM - 6:00 PM | Lunch Time 1:00 PM to 2:00 PM
[Academy Remote Software Download](#)

 **Commissionerate of Collegiate Education, T.S**
Government of Telangana
College Administration and Information Management System
Academic Audit Management System

Home Login



Login Form

UserName

Password

New Please Click here For new Registration for Faculty

- » **Templates for Academic Audit 2020-21** **NEW**
- » **User Manuals** **NEW**
- » **Instructions** **NEW**

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User Name : Dr.S.Srinivasu(111401644186)
Academic Year : [2021-2022]
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Welcome to Government Degree College, Khairatabad

Home Transactions Reports Utilities

Select Date for Dairy Filling Date

Date:

Day:



NEW GOVERNMENT DEGREE COLLEGE, KHAIRATABAD

Official Login



TSKC - Career Guidance & Placement Cell | Departmental Activities | About Us | STAFF | Academic Audit(2020-21) | Academic Audit(2021-22)

Events | Exams are commenced from 05/08/2021 | Student seminar | Welcome to Government Degree College, Khairatabad.

Quick Links

- Home
- Courses Offered
- Departments
- View Faculty Details
- Gallery
- Notifications
- Orders
- District Resource Centre



Notifications

- TimeTable for 1 sem Exams for all groups **NEW**
- B.Sc Time Table for the AY 2020-21 **NEW**

Student Corner

- FAQs

Home Page Description

Government Degree College, Khairathabad which started functioning as New Government Degree College, Hyderabad was established in 1973 by the then Government of the

Events Gallery

view all



NEW GOVERNMENT DEGREE COLLEGE, KHAIRATABAD

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TSKC - Career Guidance & Placement Cell | Departmental Activities | About Us | STAFF | Academic Audit(2020-21) | Academic Audit(2021-22)

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Quick Links

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Official Login

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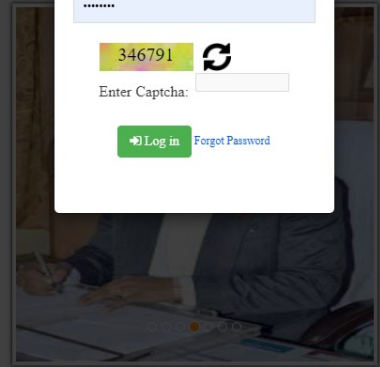
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Enter Captcha:

[Log in](#) [Forgot Password](#)



Notifications

- TimeTable for 1 sem Exams for all groups **NEW**
- B.Sc Time Table for the AY 2020-21 **NEW**

Student Corner

- FAQs

Home Page Description

Government Degree College, Khairathabad which started functioning as New Government Degree College, Hyderabad

Events Gallery

view all

gdcts.cgg.gov.in/postDynamicData.do?mode=newButtonForWebsite&optionId=22

New Government Degree College, KHAIRATABAD

[Edit Mobile](#) | [Post Website Content](#) | [Logout](#)

User : GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD
 Last Login Date/Time: 26/11/2022 16:43:34
 Type of User : GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD

Post Dynamic Data
Option: Add New Tab

NEW BUTTONS ADDED

Sl.No	Button Name	Button Description	Upload File	Action
1	certificate course-PA	certificate course	Upload File	Edit Delete
2	TELUGU	TELUGU	-	Edit Delete
3	certificate course-PA	certificate course	Upload File	Edit Delete
4	certificate course-PA	certificate course	Upload File	Edit Delete
5	certificate course-PA	certificate course	Upload File	Edit Delete
6	BT Student Study Projects	BT Student Study Projects	Upload File	Edit Delete
7	certificate course-PA	certificate course	Upload File	Edit Delete

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[https://gdcts.cgg.gov.in/postDynamicData.do?mode=newButtonDetails&actionToPerform=add&old=22](#) - Google Chrome

gdcts.cgg.gov.in/postDynamicData.do?mode=newButtonDetails&actionToPerform=add&old=22

Add New Button Details

Button Name :

Button Details:

select Menu Type : * Menu Sub-Menu Sub-Sub-Menu

Menu : *

Sub-Menu : *

Select Browse (or) Content : *

Priority :

- Select--
- TELUGU
- HINDI
- PUBLIC ADMINISTRATION
- EDC
- SANSKRIT
- TSKC, CG&PC
- MATHEMATICS
- PHYSICS
- CHEMISTRY
- COMPUTER SCIENCE & APP
- Data Science**
- BOTANY
- ZOOLOGY
- MICRO BIOLOGY
- HISTORY
- ECONOMICS
- EXAMINATION BRANCH
- LIBRARY SCIENCE
- COMMERCE

of User : GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD

NEW BUTTONS ADDED

Sl.No	Button Name	Button Description	Upload File	Action
1	certificate course-PA	certificate course	Upload File	Edit Delete
2	TELUGU	TELUGU	-	Edit Delete
3	certificate course-PA	certificate course	Upload File	Edit Delete
4	certificate course-PA	certificate course	Upload File	Edit Delete
5	certificate course-PA	certificate course	Upload File	Edit Delete
6	BT Student Study Projects	BT Student Study Projects	Upload File	Edit Delete
7	certificate course-PA	certificate course	Upload File	Edit Delete

gdcts.cgg.gov.in/postDynamicData.do

New Government Degree College, KHAIRATABAD

[Edit Mobile](#) | [Post Website Content](#) | [Logout](#)

User : GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD
 Last Login Date/Time: 26/11/2022 16:43:34
 Type of User : GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD

Post Dynamic Data
Option: About College

Source

B I U | **X₂ X²** | **Format** | **Font** | **Size** | **A₁ A**

Styles

GDC, Khairatabad is located in mid city of hyderabad

Save

gdcts.cgg.gov.in/OtherPages.edu?page=getSubMenus¢erId=131&id=34653

NEW GOVERNMENT DEGREE COLLEGE, KHAIRATABAD

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Home ← Back

MENUS-(Academic Audit(2020-21))

- TELUGU
- HINDI
- ENGLISH <
- SANSKRIT <
- MATHEMATICS <
- PHYSICS
- CHEMISTRY
- BOTANY
- ZOOLOGY
- MICRO BIOLOGY
- BIO TECHNOLOGY <
- COMPUTER SCIENCE & APP <
- HISTORY <

Academic Audit(2020-21)

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KHAIRATABAD

of User GOVERNMENT DEGREE COLLEGE KHAIRATABAD, HYDERABAD

Add New Button Details

Button Name : Certificate Course

Button Details: certificate

select Menu Type : * Menu Sub-Menu Sub-Sub-Menu

Menu : * Academic Audit(2020-21)

Sub-Menu : * --Select--

Select Browse (or) Content : * Browse Content

Priority :

Submit | Close

Add New Button

	Upload File	Action
	Upload File	Edit Delete
	-	Edit Delete
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	Upload File	Edit Delete
5	certificate course-PA	certificate course
6	BT Student Study Projects	BT Student Study Projects
7	certificate course-PA	certificate course

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GOVERNMENT DEGREE COLLEGE-KHAIRATABAD

Department of Computer Science and Applications Academic Year 2022-23

“Two week In-house Training Program
on Basic Computer Skills and MS-office for Teaching and Non Teaching”.
From **31.10.2022 to 13.11.2022**

SYLLABUS

Basics of computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, **Concepts of Hardware and Software**; Concept of Computing, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

MS Office

MS-Word : Opening Word Processing Package , Menu Bar, Opening and closing Documents, Save and Save as, Page Setup ,Print Preview, Printing of Documents, Text Creation and manipulation ,Document Creation ,Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus, Formatting the Text. Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading.

MS-Excel: Opening of Spread Sheet Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates .Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width Formulas and Function, Using Formulas,function.

MS-Power Point : Basics, Terminology, Getting started, Views Creating Presentations : Using auto content wizard, Using blank presentation option, Using design, template option, Adding slides, Deleting a slide, Importing Images from the outside world, Draining PowerPoint, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.

GOVERNMENTDEGREECOLLEGE-KHAIRATABAD

Department of Computer Science and Applications Academic Year 2022-23

Department Meeting

Date: 27.10.2022

All the faculty members of the department have attended a meeting on 27.10.2022 in the department staff room Dr.S.Srinivasu, in-charge, department of Computer Science and Applications has presided the meeting. All other faculty members were present the meeting and following are the minutes discussed in the meeting.

Agenda

1. To discuss on introduction of a certificate course in “**Two week In-house Training Program on Basic Computer Skills for Teaching and Non Teaching**”.
2. To prepare syllabus for the same course
3. To discuss any other matter, with the permission of the chair.

Discussions & Resolutions:

- All the participants of the meeting were thoroughly discussed the possibilities of introduction of the proposed certificate course in the department.
- Members also resolved unanimously resolved to start the course from 31.10.2022 to 13.11.2022.
- It was also resolved to circulate this information among all the teaching and non-teaching staff and encourage them for good enrollment.



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A.Y.2022-23

Circular

Date: 28.10.2022

Department of Computer Science and Applications is going to organize a certificate course as Two week In-house Training Program on Basic Computer Skills for Teaching and Non Teaching” from 31.10.2022 to 13.11.2022.

Interested staff members and students can enroll into this certificate course and further details contact the Department of Computer Science and Applications.

PRINCIPAL

GOVERNMENT DEGREE COLLEGE-KHAIRATABAD

Department of Computer Science and Applications Academic Year 2022-23

“Certificate course in Advanced tools in Excel”.

From **03.11.2022 to 17.11.2022**

SYLLABUS

Basics of computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, **Concepts of Hardware and Software**; Concept of Computing, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

MS Office

Basics of MS-Excel: Opening of Spread Sheet Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, Manipulation of Cells, Entering Text, Numbers and Dates .Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width Formulas and Function, Using Formulas, function.

Advanced tools in Excel

Filters, VLOOKUP, Sum Function, MAX MIN function, IF Function, IF(Criteria, True, False value), SUMIF Function, COUNTIF Function, AND Function, OR function, LEFT Function, RIGHT Function, CONCATENATION Function, ROUND Function, PROPER Function, NOW Function, Change the case, TRIM , Customized MAX MIN, Choose(), REPT(), TYPE(), Time functions like WEEKNUM(), WORKDAY(), NETWORKDAYS(), YEARFRAC(), EDATE() and some Mathematical functions

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Department of Computer Science and Applications Academic Year 2022-23

Department Meeting

Date: 27.10.2022

All the faculty members of the department have attended a meeting on 27.10.2022 in the department staff room Dr.S.Srinivasu, in-charge, department of Computer Science and Applications has presided the meeting. All other faculty members were present the meeting and following are the minutes discussed in the meeting.

Agenda

- To discuss on introduction of a certificate course in “**A Certificate course in Advanced tools in Excel**”.
- To prepare syllabus for the same course
- To discuss any other matter, with the permission of the chair.

Discussions & Resolutions:

- All the participants of the meeting were thoroughly discussed the possibilities of introduction of the proposed certificate course in the department.
- Members also resolved unanimously resolved to start the course from 03.11.2022 to 17.11.2022.
- It was also resolved to circulate this information among all the students of non-computer and encourage them for good enrollment.
- And also resolved that not to collect any fee from the students for attending the course.



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A.Y.2022-23

Circular

Date: 28.10.2022

Department of Computer Science and Applications is going to organize Certificate course in “Advanced tools in Excel” from **03.11.2022 to 17.11.2022**.

Interested staff members and students can enroll into this certificate course and further details contact the Department of Computer Science and Applications.

PRINCIPAL