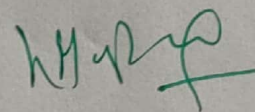# GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

DIST: MANCHERIAL

TELANGANA

CAIMS TRAINING PROGRAM (2019-2020)

The main objective of college management system is to automate all functionalities of college or university. Using this system all college management work like admission, fees declaration can be managed. Using this college management system, viewing or updating of data and information about students and staff can easily be done. We can manage The information of all aspects of college, its students, faculty, departments, marks and other curricular activities. College management system can store and manage all data of the various departments of a college like Administration, Attendance, staff details etc. Admin can check leave, salary and other details of teacher any time.

Admin can also generate following reports from this system i.e.

- Student Report
- Employee Report
- Course Detail Report
- Fee Detail Report

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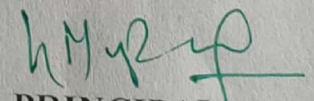Govt. Degree College
Bellampalli-504 25⁵
Dist: Mancherial (T.S.)

CAIMS TRAINING PROGRAM REPORT (2019-2020)

The circular was issued by the Commissionerate of Collegiate Education, Telangana, dated 18-07-2019 to implement CA&IMS in all Government Degree Colleges.

CAIMS Training Report:

As per the circular issued by the Commissioner of Collegiate Education to implement CAIMS, The Government Degree College, Bellampally conducted training program on CA&IMS.

With response to the above mentioned circular, Government Degree College conducted CA&IMS training to the Teaching and Non-Teaching staff. All the elected committee members were participated. This program was conducted based on the CAIMS Training Program conducted to Non-Teaching staff in Karimnagar. The CAIMS training program was conducted on 26/09/2019 in our college, under the Chairmanship of Principal Sri.M.Gopal. The teaching and non-teaching staff attended this Programme. Principal constituted 6 Committees and setup 6 Modules as part of the CAIMS training program. These 6 committees were formed as conveners, members, from teaching and non teaching staff. The training imparts knowledge regarding Students Information Management System (SIMS), Accounts Management System (AMS), Marks Management System (MMS), Certificates Management System (CMS), and Academic Audit.

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GOVERNMENT DEGREE COLLEGE, BELLAMPALLY, DISTRIT: MANCHERIAL

Date: 25.9.2019.

Constitution of Committees

As per the Commissioner of Collegiate Education, Telangana state, Hyderabad Proceedings dated: 23.9.2019 the following committees have been constituted in view of College Administration and Information Management System.

A. Students Information Management System(SIMS):
1. Sri Md.Zakiulla Khan, Store Keeper   :   Convener
2. Sri M.Sreedhar Babu, Mechanic   :   Member

B. Accounts Management System (AMS):
1. Sri M.Venkateshwarlu, Sr.Assistant   :   Convener
2. Sri S.Kistaiah, Jr.Assistant   :   Member

C. Marks Management System   (MMS) :
1. Sri Md.Zakiulla Khan, Store Keeper   :   Convener
2. Sri M.Sreedhar Babu, Mechanic   :   Member
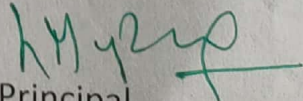
D. Certificates Management System (CMS):
1. Sri Md.Zakiulla Khan, Store Keeper   :   Convener
2. Sri M.Sreedhar Babu, Mechanic   :   Member

E. Academic Audit System (AAS) :
1. Dr.D.Radhika, Librarian   :   Convener
2. Smt P.Sreelatha, Asst.Prof.of Zoology   :   Member

The above committee members are requested to upload the information pertaining to the modules in the CAIMS Website on or before 28.9.2019.

Principal

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Dist: Mancherial (T.S.)

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY, DISTRIT: MANCHERIAL

Date: 01.10.2019.

To
The Commissioner of Collegiate Education,
Government of Telangana,
H Y D R A B A D.

Sub:- Government Degree College, Bellampally, District:Mancherial –
Implementation of CA&IMS - Constitute of Module wise committees –
Request – Regarding.

Ref:- CCE, TS, Hyderabad Proceedings File No. CCE-AC/ICT/CIMS/1/2018-ACADEMIC
CELL, Dated:23.9.2019.

oOo

With reference to the subject cited, I am herewith submitting the module wise
committee members with contact number as below.

Sl. No.	Name of the Module	Name of the Committee Member	Designation	Mobile Number	Remarks	
1.	Students Information Management System (SIMS)	Dr.N.Ekambram	Contract Lecturer in History	9640279766	Convener	N. ٤
		Md.Zakiulla Khan	Keeper STORE KEEPER	9490051076	Member	mfaz
		M.Sreedhar Babu	Mechanic	9704581449	Member	Mesg
2.	Accounts Management System (AMS)	M.Thirupathi	Contract Lecturer in Commerce	9948075400	Convener	O2D
		M.Venkateshwarlu	Senior Asst.	9849251321	Member	Nly
		S.Kistaiah	Junior Asst.	9701867606	Member	cafwob
3.	Marks Management System (MMS)	D.Thirupathi	Contract Lecturer in Botany	9848557570	Convener	Qlyp.
		Md.Zakiulla Khan	Store Keeper	9490051076	Member	
		M.Sreedhar Babu	Mechanic	9704581449	Member	my
4.	Certificates Management System(CMS)	M.Rajitha	Contract Lecturer in English	9701809374	Convener	M. Rajitha
		Md.Zakiulla Khan	Store Keeper	9490051076	Member	mfaz
		M.Sreedhar Babu	Mechanic	9704581449	Member	whel6
5.	Academic Audit System(AAS)	Dr.D.Radhika	Llibrarian	9440204580	Convener	D- Radhika
		P.Sreelatha	Asst.Prof.of Zoology	9490679812	Member	Plcell
		G.Mohan	Contract Lecturer in Public Administration	9441256201	Member	essfu

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GOVERNMENT DEGREE COLLEGE, BELLAMPALLY, DIST: MANCHERIAL,TELANGANA

E-OFFICE TRAINING PROGRAMME REPORT (2019-2020)

E-office is an office automation system designed for the government departments and autonomous bodies to enable a paperless office by scanning, registering and routing the inward correspondences along with creation of file, noting, referencing, correspondence attachment, and draft for approvals and finally movement of files as well as receipts.

Objectives of e-office:

- e- Office has been designed with an objective to help reduce the movement of hard copy papers within an organisation and integrate various seemingly unrelated activities within an organisation.
- To improve productivity, quality, research management, turnaround time and increase transparency by replacing manual processing.

As per the circular of the Commissionerate of Collegiate Education, Telangana, dated 06-11-2018, all the government degree colleges were instructed to implement e-office from 01-12-2018, for quick and transparent disposal of files at all levels.

E-OFFICE TRAINING REPORTS (2019-2020)

Training Programme-1

A one day Regional workshop on **"IMPLEMENTATION OF E-Office at Government Degree Colleges"** was conducted by **IQAC**, Giriraj Government College (A), Nizamabad at Nizamabad, on 17/04/2019. Some of our Bellampalli College teaching and non teaching staff members participated in this work shop.

Staff attended:

1. Smt. P. SREE LATHA, Asst. Prof. of Zoology

2. M. Venkanna, Senior Assistant

Training Programme-2

E-OFFICE training program was conducted on 22/04/2019 under the chairmanship of Principal in our college to create awareness on e-office implementation to non teaching.

Key points trained:

Creation of receipt of Do letter.
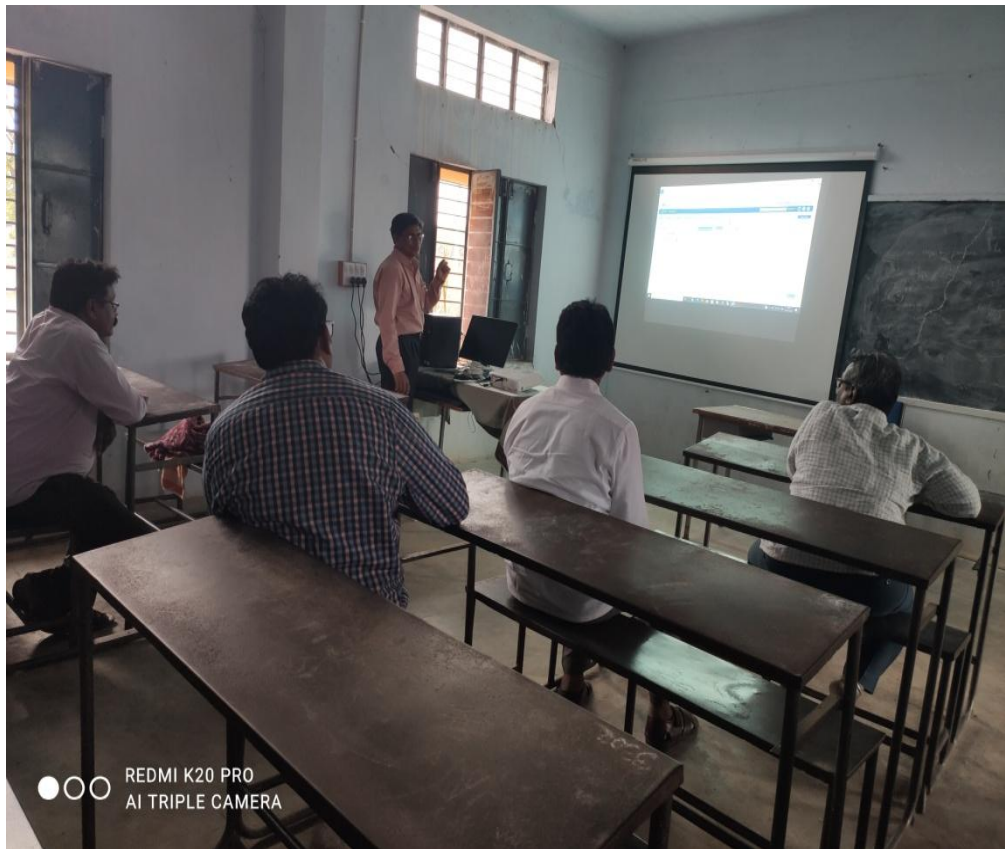
Sending receipt to concerned officer.

Forwarding of receipt by concerned officer along with comments to the next level as required.

Closing the receipt after taking decision by concerned authority/ officer.

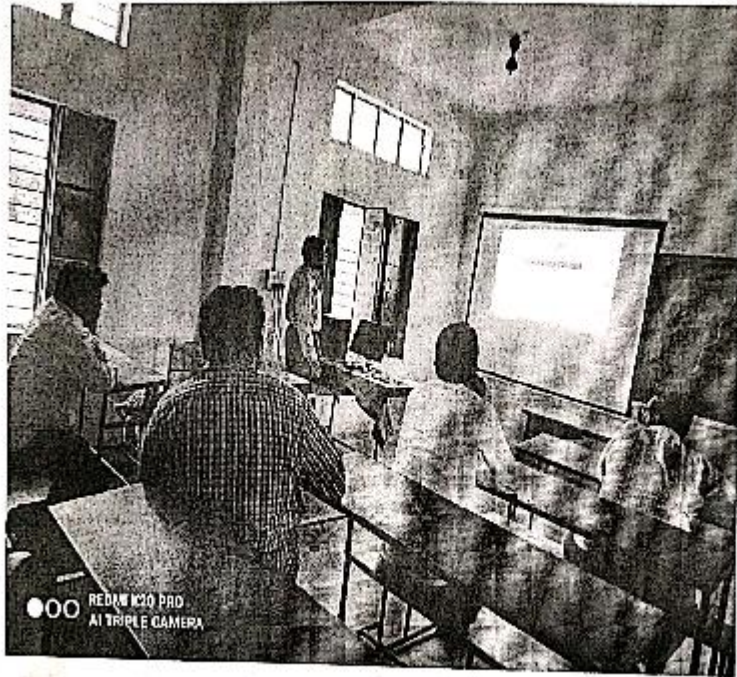Taking reports of receipt movements and receipt status

Staff attended:

1. M. Venkanna, Senior Assistant
2. S. Kistaiah, Junior Assistant
3. Md. Zakiulla Khan, Store Keeper

REDMI K20 PRO
AI TRIPLE CAMERA

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E-OFFICE IMPLEMENTATION