



Academic
Staff College

One-day Workshop on
“Digital Filing: Methods and Approaches”
Organised by Academic Staff College, KLEF
On 17.03.2020

On initiation from IQAC, a one-day Workshop on “Digital Filing: Methods and Approaches” was organised by Academic Staff College, KLEF at CSE Lab (GF) on 17.03.2020. The workshop was conducted by Mr. M. VenkataNaresh, Asst. Professor, Dept. of CSE and target participants were all those who are working as the Office Assistants, Lab Technicians, Library Staff and others from non-teaching departments. Mr. VenkataNaresh dealt with various methods in digital filing so that the data will not be erased neither stolen. Further he explained how the data will be merged into the files and kept into a safe and uninterrupted database locking system so that the information will be kept permanently and be retrieved back as and when needed. He also stated that the digital filing is an easy task and anyone can do the task of e-filing with the basic knowledge of word and excel. In the afternoon session Mr. VenkataNaresh demonstrated the digital filing and made every participant to open the digital files and practice the techniques of storage and transfer of data from one to other.

Dr. Ch. HanumanthaRao, Principal of ASC and Dr. B. Siva Nagaiah Vice-Principal of ASC, KLEF thanked and appreciated Mr. VenkataNaresh for conducting the workshop to the utmost satisfaction of the participants.
