

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-‘A’ WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064



Course Title: **GPMS and IFMS**
 Course Duration: **04.12.2017 to 08.12.2017 (05 days)**

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
04.12.17	Introduction to IFMS Software, A brief history. Department’s objective/Goal to Introduce This System. Expectation from the Participants. Discussion on Classification of Users	Discussion on Accounts Section - Hands on Voucher Entries, How to Search a particular voucher, Check the voucher, whether verified or not, Bank Reconciliation Statement, Cheque Registers etc.
	Shri Shuvayu Chowdhury & Shri Avijit Das, P&RD Department	
05.12.17	Review of Previous Session. A questionnaire Session. Reconciliation with Treasury. Deduction related entries.	How to check user log detail report. Introduction To wbrd.gov.in Website. Available Online Reports. Concerned support personnel in respective District. Feedback / Suggestion From the Trainees.
	Shri Shuvayu Chowdhury & Shri Avijit Das, P&RD Department	
06.12.17	Introduction to GPMS Software. A brief history. Department’s Objective/Goal to introduce this system. Discussion on Classification of Users. Selection of Financial Year	Discussion on Accounts Section - Hands on Voucher Entries, How to Search a particular voucher, Check the voucher, whether verified or not, Bank Reconciliation Statement, Cheque Registers etc.
	Shri Swarup Basu Shri Sanjeet Kumar Thakur, P&RD Department	
07.12.17	Public Services – Birth Certificate, Death Certificate, Caste Certificate, Trade Certificate, Residence Certificate, Tax Assessment Register.	How to check user log detail report. Introduction to GPMS Website. Available Online Reports. Concerned support personnel in respective District. Feedback / Suggestion From the Trainees.
	Shri Swarup Basu Shri Sanjeet Kumar Thakur, P&RD Department	
08.12.17	Audit of IFMS Environment	Audit of GPMS Environment Valediction.
	Shri Soumen Mukherjee, Sr. AO, O/o the Pr. AG (G&SSA), West Bengal, Kolkata	

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs.
Lunch Break : 13:15 hrs to 14:15 hrs

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata’s website (rtikolkata.cag.gov.in)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-'A' WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064



Course Title: **Internet, Intranet, E-mail & LAN**
 Course Duration: **04.12.2017 to 08.12.2017 (05 days)**
 Faculty Support : **Shri Manas Bandyopadhyay (Guest Faculty)**

Date	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs. – 15.45 hrs. to 17.00 hrs.
04.12.17	Introduction to Internet : Concept of Internet. Hardware/Software requirement. Configuration of Client and Server.	Finding Service Provider. Creating own Account. Configuration Internet Account. Internet Addressing : IP addresses and DNS.
05.12.17	Understand the WEB, Link URLs, Web Browsers, Internet Explorer, Search Engines and Strategies.	File types used on Internet. Introduction to Usenet : Basic terminology, Reading and Posting Usenet Articles, Falk Facilities : Chat Rooms, Direct Talk Connection, internet Relay Chat (IRC).
06.12.17	Creating simple Home Page. Understanding HTML, Editing HTML document. Inserting Pictures and Links into the page.	Using E-mail and News with Outlook Express. Attaching Files to E-mail.
07.12.17	Sending E-mail and files, Reading E-mail, Opening the Newsreader, Finding Newsgroups and Configuring Outlook Express.	Using Local Area Networks. Finding Computers on Network, Adding Network Place, Sharing Files, Managing Shares, Finding Files on Network.
08.12.17	Sharing a Printer, Creating Network and Dial-up connections. Adding an Internet Connection, Sharing an Internet Connection, Allowing outside access, personal workbook	Test and Valediction

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs.
Lunch Break : 13:15 hrs to 14:15.hrs

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-‘A’ WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064
 Course Title : **MS Access with VB**



Course Duration : **11.12.2017 to 22.12.2017 (10 days)**

Faculty Support : **Shri A. Roy, Asstt. Audit Officer, O/o the Pr. DA, RPU & M. Rly., Kolkata**

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs – 15.45 hrs. to 17.00 hrs.
11.12.17	Access Essentials Your First Access Database, Creating an Access Database, Tables and Fields	Access Essentials Relationships, Forms, Common Controls
12.12.17	Access Essentials (Contd...) Hungarian Notation, Bound Controls	Access Essentials (Contd...) Startup Forms and Dashboards, Queries
13.12.17	Introduction to Access VBA The Event-Driven Paradigm, Object-Based Programming, The VBA IDE, Introduction to Event Procedures, Introduction to VBA Statements	Introduction to Access VBA Accessing Objects and Their Properties, The Forms Collection, The Me Keyword, Assignment Statements
14.12.17	Introduction to Access VBA (Contd...) Command and Label Objects, Getting User Input with Text Boxes, Variables and Beginning Data Types, Variable Naming Conventions	Introduction to Access VBA (Contd...) Variable Scope, Option Statements, VBA Arithmetic and Order of Operations, Chapter Program: Fruit Stand
15.12.17	Conditions If Blocks, Nested If Blocks, Compound If Blocks, Select Case Structures, Dialog Boxes, Message Box, Input Box	Conditions Common Controls Continued, Option Group Option Buttons, Check Boxes, Toggle Buttons, Chapter Program: Hangman
18.12.17	Looping Structures Introduction to Looping Structures, Do While, Do Until, Loop While, Loop Until, For	Looping Structures List and Combo Boxes, Adding Items, Removing Items, Managing Columns, Random Numbers, Chapter Program: Math Quiz
19.12.17	Functions String-Based Functions, UCase, LCase, Len, StrComp, Right, Left, Mid, InStr, Date and Time Functions, Date, Day, WeekDay, Month, Year, Time	Functions Second, Minute, Hour, Now, Conversion Functions, Val, Str, Chr, Asc, Formatting, Formatting Strings, Formatting Numbers, Formatting Date and Time, Chapter Program: Secret Message



20.12.17	<p>Code Reuse and Data Structures</p> <p>Code Reuse, Introduction to User-Defined Procedures, Subprocedures, Function Procedures, Arguments and Parameters, Standard Modules, Arrays, Single-Dimension Arrays, Two-Dimensional Arrays, Dynamic Arrays</p>	<p>Code Reuse and Data Structures</p> <p>Passing Arrays as Arguments, User-Defined Types, Type and End Type Statements, Declaring Variables of User-Defined Type, Managing Elements, Chapter Program: Dice</p>
21.12.17	<p>Microsoft Jet SQL</p> <p>Introduction to Jet SQL, Data Manipulation Language, Simple SELECT Statements, Conditions, Computed Fields, Built-In Functions, Sorting, Grouping, Joins</p>	<p>Microsoft Jet SQL</p> <p>INSERT INTO Statement, UPDATE Statement, DELETE Statement, Data Definition Language, Creating Tables, Altering Tables, DROP Statement</p>
22.12.17	<p>Database Programming with ADO</p> <p>ADO Overview, Connecting to a Database, Working with Recordsets, Introduction to Database Locks, Introduction to Cursors, Retrieving and Browsing Data, Updating Records, Adding Records, Deleting Records, Chapter Program: Choose My Adventure</p>	<p>Test & Valediction</p>

Tea Break-11:45 to 12:00 hrs & 15:30 hrs to 15:45 hrs.

Lunch Break : 13:15 hrs to 14:15.hrs

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-'A' WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064

Course Title: **IT Audit (Practical)**
 Course Duration: **18.12.2017 to 30.12.2017 (10 days)**
 Faculty Support : **Core Faculty**

Day	Forenoon Session 10.30 hrs. to 11.45 hrs – 12.00 hrs. to 13.15 hrs.	Afternoon Session 14.15 hrs. to 15.30 hrs – 15.45 hrs. to 17.00 hrs.
18.12.17	Concept of Database and SQL engine.	SQL the language of RDBMS.
19.12.17	Create, Alter, Drop commands.	Practical session.
20.12.17	Insert, Update, Delete, Retrieve Data using Order by, Group by commands.	Practical session.
21.12.17	Joining Database. Oracle Function. Sub-query	Practical session.
22.12.17	Introduction to PL-SQL : PL-SQL Blocks, Variables and Constants, Conditional Controls.	Practical session.
26.12.17	Cursor : Implicit and Explicit. Exception handling	Practical session.
27.12.17	Cursor continue... Import and Export utility.	Practical session.
28.12.17	Introduction to IDEA, knowing IDEA, Application Windows and Toolbars, File Interrogation concept, Importing data into IDEA.	Analysis, Indexing, Field Stratification, Key field Summarization, Field Statics and Aging.
29.12.17	Virtual Field, Join Database, Duplicate Key detection, Gap detection, Extraction and Statistical Sampling.	Practical session.
30.12.17	Importing ODBC File and Print Report file into IDEA.	Test and Valediction

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-'A' WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064



Course Title : **Data Analytics (Hqtr Course)**
 Course Duration **11.12.2017 to 15.12.2017 (05 days)**

Day	Forenoon Session		Afternoon Session	
	Session – I 10.30 hrs. 11.45 hrs.	Session – II 12.00 hrs. to 13.15 hrs.	Session – III 14.15 hrs. 15.30 hrs	Session – IV 15.45 hrs. to 17.00 hrs.
11.12.17	Introduction to Data Analytics Shri Nilesh Patil Pandurangrao, Dy. Director	Descriptive Analytics: Statistical Approaches in Analytics: Central Tendencies (Mean, Median , Mode)	KNIME: A Broad overview; Build a basic workflow	Data downloading sorting errors; Property tax data
	Basic Concepts: Data, types of data: String, numeric, date; types of analytics			
	Prof. J. Maiti, IIT, Kharagpur		Shri Sambhuji Basu, AAO	
12.12.17	Statistical Approaches in Analytics: Spread and Shape of Distribution: Range, Skewness, Kurtosis, Standard Deviation, Variance, Interquartile range, Box plots	Exposure to and Application of multivariate Statistical concepts: Correlation; Regression Analysis	Application of Statistical concepts in Knime using Property Tax Data; Deriving insights from Property Tax data	
	Prof. J. Maiti, IIT, Kharagpur			
13.12.17	Exercise/Case study using KNIME: Defence Pension Case study: Data import, Manipulating, Data type conversion (Data preparation), Treating Missing values, Statistical Analysis and deriving insights about the dataset			Text Processing and Other features in KNIME: Report Generation; Repeatability; Database connectivity; Distribution of workflows; Text Processing in KNIME
	Shri Sambhuji Basu, AAO			

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
REGIONAL TRAINING INSTITUTE, CGO COMPLEX,
 3RD MSO BUILDING (5TH FLOOR-'A' WING),
 DF BLOCK, SALT LAKE, KOLKATA-700 064



14.12.17	Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards	Other features in Tableau: Story, Distribution of workbooks	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards	
Shri K. Murali Krishna, AAO				
15.12.17	Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards	Principles of Visualisation	Consolidation of Concepts; Data Analytic Principles and Approaches	Test
Shri K. Murali Krishna, AAO			Shri Nilesh Patil Pandurangrao, Dy. Director	

Training Methodology:

1. Focus on holistic learning
2. Customized training module
3. Talk, Tell & Show
4. Practice sessions
5. Personal Counselling and Guidance

NB : Training Materials for this training programme are available at RTI/Kolkata's website (rtikolkata.cag.gov.in)