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| IS Course No | 5 (2021-22) |
| Course Title | Data Analytics – Knime |
| Duration | 06.12.2021 to 08.12.2021 (03 working days) |
| Entry Behaviour | All cadres except MTS |
| Offices involved | 09 |
| Slots allotted | 19 |

| Session | Time |
|---------|----------------------|
| I | 10:15 AM to 11:15 AM |
| II | 11:30 AM to 12:45 PM |
| III | 02:00 PM to 03:15 PM |
| IV | 03:30 PM to 04:45 PM |

| Day | Session | Topic |
|-------------------------|----------------------|---|
| 06.12.2021 Monday | 10:00 AM to 10:15 AM | Inauguration of the course and Ice breaking |
| | I | Entry behaviour test |
| | II | Introduction to Data Analytics Basic Concepts: Data, types of data: String, numeric, date; types of analytics; KNIME: A Broad overview; Build a basic workflow; |
| | III | Manipulating, Data type conversion (Data preparation) Data downloading and sorting error |
| | IV | Hands on session |
| 07.12.2021 Tuesday | I | Treating Missing values Duplicate, Top/bottom record, Box Plot, Scatter Plot, Correlation |
| | II | Hands on session |
| | III & IV | Statistical Analysis and deriving insights about the dataset |
| 08.12.2021 Wednesday | I & II | Reading data of different file-types (XML, CSV, text) in Knime Using write node to export data (Export data workflow) |
| | III | Hands on session (Case Study) |
| | 03:30 PM to 04:00 PM | Exit test |
| | 04:15 PM to 04:45 PM | Summing up and valediction |

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| IS Course No | 4 (2021-22) |
| Course Title | Data Analytics - Tableau |
| Duration | 09.12.2021 to 10.12.2021 (02 working days) |
| Entry Behaviour | All cadres except MTS |
| Offices involved | 12 |
| Slots allotted | 19 |

| Session | Time |
|---------|----------------------|
| I | 10:15 AM to 11:15 AM |
| II | 11:30 AM to 12:45 PM |
| III | 02:00 PM to 03:15 PM |
| IV | 03:30 PM to 04:45 PM |

| Day | Session | Topic |
|------------------------|----------------------|--|
| 09.12.2021 Thursday | 10:00 AM to 10:15 AM | Inauguration of the course and Ice breaking |
| | I | Tableau: Data downloading; Database Connectivity; Manipulation; Visualisation, Calculated fields; Filters; Hierarchy, Dashboards |
| | II | |
| | III | Other features in Tableau: Story, Distribution of workbooks |
| | IV | |
| 10.12.2021 Friday | I & II | Tableau Exercise/ Case Study: Analysing data, Deriving Insights; Identifying risk areas, building dashboards. |
| | III | Principles of Visualisation- Consolidation of Concepts; Data Analytic Principles and Approaches |
| | 03:30 PM to 04:00 PM | Exit Test |
| | 04:15 PM to 04:45 PM | Summing up and valediction |

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|-------------------------------------|--|
| Gen. Course Number | 09 (2021-22) |
| Course on | PFMS and Issues and challenges in implementation of IFMS |
| Working Days | 05 |
| Duration | 20.12.2021 to 24.12.2021 |
| Entry criteria | Sr. AOs and Group B officers |
| No. of slots allotted | 27 |
| No. of user offices involved | 7 |
| Session | Timings |
| I | 10:15 AM to 11:30 AM |
| II | 11:45 AM to 01:00 PM |
| III | 02:00 to 03:15 PM |
| IV | 03:30 PM to 04:45 PM |

| Day | Session | Topics |
|-------------------------|---------------------|---|
| 20.12.2021 Monday | 10:00AM to 10:15 AM | Inauguration of the course and Ice Breaking Session |
| | I & II | Introduction to IFMS, A brief history. Department's objective/Goal to Introduce IFMS. Expectation of the Stakeholders. Challenges & benefits of IFMS Integrated work flow of the project |
| | III & IV | Modules and Growth, Integrated Work Flow, Extents and Outreach, Integration with other e-Gov. projects, Cost effectiveness, Outcomes and Impacts, Usages of emerging Technologies, Cyber Security Measures & IT Infrastructure |
| 21.12.2021 Tuesday | I & II | Challenges in Integration with VLC Software - integrated financial functions, Planning, Budgeting, Expenditure management, Revenue management, Pensions, MIS & other functions. Integration across Government Departments & other Stakeholders (employees, pensioners, RBI, Banks, AG & others) |
| | III & IV | Fundamental of PFMS with practical demonstration |
| 22.12.2021 Wednesday | I & II | BEAMS - Budget Estimation, Allocation, Monitoring System (VITRAN) Treasury Net – Computerisation and linking of all the State treasuries with central server Treasury Module (RAJKOSH) |
| | III & IV | GRAS- Vision and strategy-Government Receipt Accounting System, Virtual Treasury including e-Challan module with Department's objective/Goal to Introduce it. GRIPS (Government Receipt Portal System) Pay Manager & other Modules of IFMS-Implementation process |

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| 23.12.2021 Thursday | I & II | Utilisation of IFMS data by Audit & Audit of IFMS Environment Checks and validation exercised, revised procedures adopted IFMS data on implementation of IFMS i.e. secondary compilation process integration case study |
| | III & IV | Impact Analysis on Budgets, Receipts, Expenditure, Payroll, Employee Claims Pensions, Accounts, Fund Management, Audit, Reporting Introduction to available On line Reports |
| 24.12.2021 Friday | I & II | IFMS Data downloading with practical demonstration Sampling, Key Value Extraction, Duplicate Key Summarisation, Stratification, Aging & analysis with case study |
| | III | Code of Ethics in IA&AD and Gender sensitisation |
| | 3:30 PM to 4:00 PM | Exit Test |
| | 4:15 PM to 4:45 PM | Summing up and Valediction |