

Course No 201
Announcement of training programme

Course Title: Advanced MS Access

Date: 01.04.2024 to 05.04.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of the User offices of RCB&KI, Mumbai.

Learning Objectives

This programme intends to introduce participants to the concept of MS Access.

Programme Content and Structure

Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants

DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): Previously the MS Access was taken up with MS Excel, from this year onwards the MS Access (Advance) is taken up as a separate course. The course (MS Access with MS Excel) received a rating of over 92.85 % from the participants.

Course No 202

Announcement of training programme

Course Title: IDEA

Date: 29.04.2024 to 03.05.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RCB&KI, Mumbai.

Learning Objectives

To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

Programme Content and Structure

Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc., Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 94.37% from the participants.

Course No 203

Announcement of training programme

Course Title: e-office

Date: 20.05.2024 to 22.05.2024

Duration: 03 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RCB&KI, Mumbai.

Learning Objectives

To enable participants to have an understanding of the software and use them in their daily official work through system

Programme Content and Structure

Introduction to e-office and File management system : About e-Office , Brief description of Modules/links available at homepage Receipts - Diarization of receipt, Forwarding of receipt, Pull back/Pull Up, Searching, Put up in a file /Attach, Creation of File, Attaching correspondence, Noting, Making Reference of correspondence, Approval of drafts, Dispatch, Closing a receipt/Filing, E_sign, File Forwarding, Functions related to files, Searching of Files/Receipt/Dispatch, General Settings, Q&A session, Creating drafts, attaching drafts, correcting and finalising drafts, attaching external files, Creating receipts; creating files, putting up drafts etc.,

Administrative Module : Employee Master Details module; Adding posts/designations to the office, Posting ;Transfer, Q&A session,

Methodology: Lectures, presentations hands on with exercises

Target Participants – all cadres

Additional Information

Faculty: The faculty will be drawn from Headquarters office e-office implementers besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 93.33% from the participants.

Course No 204

Announcement of training programme

Course Title: Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS (all cadres)

Date: 03.06.2024 to 04.06.2024

Duration: 2 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted as per HQ directives and RAC decision.

Learning Objectives

Participants will be able to get an over view of Budgetary process in the Government, usage of iBEMS in IA & AD and integration with PFMS relevant to administration and establishment functions.

Programme Content and Structure

- Preparation of Budget (RE/BE) of the office and its reconciliation
- iBEMS software – its use and functions, hands-on on iBEMS software
- Introduction to PFMS software - its use in the department, functions of PFMS with hands-on
- Demonstration of different modules available in PFMS software
- Useful reports

Methodology: Lectures, Presentations, Interactive sessions (Group Discussion), Exercises and Case Studies

Target Participants

Personnel engaged in administration and establishment functions may be nominated for the course.

Additional Information

Faculty: The faculty will be drawn from Group B officers and experts.

Feedback on previous Course (2023-24): The course received a rating of over 88.75% from the participants.

Course No 205
Announcement of training programme

Course Title: IDEA

Date: 18.06.2024 to 22.06.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RCB&KI, Mumbai.

Learning Objectives

To familiarize participants of the latest features added to IDEA, Computer Assisted Audit Techniques, widely used in the department for data analysis and IT Audits.

Programme Content and Structure

Overview of IDEA, Importing of data from various data sources - Excel, Access, Text, PDF etc, Record Extraction, Properties, Summarisation, Stratification, Sampling, Pivot table, IDEA Functions, Duplicate Key Detection, Gap Detection, Exporting Data to other formats, Creating Reports

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 96% from the participants.

Course No 206

Announcement of training programme

Course Title: Data Analytics - Tableau

Date: 24.06.2024 to 26.06.2024

Duration: 3 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RCB&KI, Mumbai.

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as TABLEAU for data analysis.

Programme Content and Structure

Descriptive Analytics, Statistical Approaches in Analytics, Predictive Analytics, Introduction to Data Analytics, Overview of TABLEAU and Big data concepts

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants -Supervisor to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI, Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 92% from the participants.

Course No 207

Announcement of training programme

Course Title: Audit in IT Environment

Date: 01.07.2024 to 06.07.2024

Duration: 6 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of by User offices of RCB&KI, Mumbai.

Learning Objectives

To enable participants to have an understanding of the Challenges and Opportunities of auditing in IT Environment and also to use IT tools such as MS Excel & IDEA for data analysis.

Programme Content and Structure

Overview of Audit in IT Environment, Database concepts, important features of MS Excel - Conditional Formatting, Subtotals, Pivot Table, Functions, Important features of IDEA - Data import, Properties, Summarisation, Stratification, Duplicate/Gap detection, functions, Extraction, Export, Creating Reports, Overview of Qlikview.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants –All cadres

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department, retired audit personnel besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 93% from the participants.

Course No 208

Announcement of training programme

Course Title: Introduction to e-procurement (GeM and CPPP) and e-tendering (CPPP)
(Group “C” to Group “A”)

Date: 09.07.2024 to 10.07.2024

Duration: 2 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training is being conducted as per the decision of Regional Advisory Committee and training requirements of User offices of RCB&KI, Mumbai.

Learning Objectives

Participants will be able to get an overview of the provisions in GFR 2017 relating to GeM and CPPP and e-tendering (CPPP)

Programme Content and Structure

- Salient features of GFR 2017 regarding procurement through GeM
- Salient features of GeM in its latest version
- Creation of users – Primary, Secondary, requirements for creation of users, user roles, action on transfer of primary/secondary users
- The GeM Dashboard, searching for products in GeM
- Options for buying available on GeM – Direct Purchase, Bidding, Reverse Auction, Monetary limits for deciding upon the mode of buying
- Procedures and timelines for procurement in GeM using the Direct Purchase, Bidding and Reverse Auction modes, timelines for various stages viz. generation of PO, delivery, issue of CRAC and payment
- CPPP (Procurement & e-tendering)
- Other important points covering practical aspects on GeM & CPPP, including experience sharing by users of GeM
- Prospective audit issues in GeM

Methodology: Lectures, Presentations, Interactive session (Group Discussion), Case Studies

Target Participants

Auditors/Accountants to Sr. AOs engaged in or proposed to be deputed for work relating to procurement

Additional Information

Faculty: The faculty will be from the subject matter expert persons.

Feedback on previous Course (2023-24): The course received a rating of over 87.50% from the participants.

Course No 209

Announcement of training programme

Course Title: Oracle SQL- Backend

SQL Date: 05.08.2024 to 09.08.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requisition by User offices of RCB&KI, Mumbai.

Learning Objectives

The training programme aims at fine tuning the skills of the paRCB&KIcipants in writing backend sql queries that will help them download and analyse data in Oracle

Programme Content and Structure

Introduction to Oracle, Basic Database Concepts, Data types, Command Categories - DDL, DML, TCL, DCL, Constraints, Operators and functions, Set Operators, Joins, Views, Synonyms, Sequence, Index, Queries and Subqueries.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers from the department and retired audit personnel besides Core Faculty of RCB&KI Mumbai

Feedback on previous Course (2023-24): The course received a rating of over 96.42 % from the participants.

Course No 210

Announcement of training programme

Course Title: MS Excel (Advanced)

Date: 19.08.2024 to 24.08.2024

Duration: 6 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices

Learning Objectives

This programme intends to introduce participants to the concept of advanced features in MS Excel.

Programme Content and Structure

Introduction to MS Excel, Formulae and functions- lookup functions, analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

Methodology: Lectures, presentations hands on with exercises.

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24):

The course received a rating of over 92.91% from the participants.

Course No 211

Announcement of training programme

Course Title: Advanced MS Access

Date: 14.10.2024 to 18.10.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices of RCB&KI, Mumbai.

Learning Objectives

This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access and MS Excel.

Programme Content and Structure

Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions, analysing data by creating pivot Tables, Charts.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants

DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 92.85% from the participants.

Course No 212
Announcement of training programme

Course Title: Advanced MS Access with MS Excel and VB

Date: 02.12.2024 to 06.12.2024

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices in Gujarat Region

Learning Objectives

This programme intends to introduce participants to the concept of Relational Database Management Systems, MS Access, MS Excel alongwith VB.

Programme Content and Structure

Database concepts, Features of MS Access - Tables, Queries, Forms and Reports, Query wizards, Reports Generation. Features of MS Excel- Formulae and functions- lookup functions, analysing data by creating pivot Tables, Charts.

Methodology: Lectures, presentations hands on with exercises and case studies

Target Participants

DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A & B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 92.85 % from the participants.

Course No 213
Announcement of training programme

Course Title: Hardware / Software Troubleshooting

Date: 06.01.2025 to 10.01.2025

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices of RCB&KI, Mumbai.

Learning Objectives

To help participants gain knowledge to troubleshoot routine problems regarding IT Hardware and operating system software.

Programme Content and Structure

Introduction to computers, Hardware maintenance, Operating Systems, Drivers, Installation of OS and drivers, Networking concepts and devices, TCPIP fundamentals, PC assembling and troubleshooting.

Methodology: Lectures, presentations, hands on.

Target Participants -DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department/ retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 96.25 % from the participants.

Course No. 214

Announcement of training programme

Course Title: MS Excel (Advanced) with Pivot Table

Date: 20.01.2025 to 25.01.2025

Duration: 6 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requirement of User offices

Learning Objectives

This programme intends to introduce participants to the concept of advanced features in MS Excel.

Programme Content and Structure

Introduction to MS Excel, Formulae and functions- lookup functions, analysing data by creating pivot Tables, Charts, Dashboards, Recording Macros.

Methodology: Lectures, presentations hands on with exercises.

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group B officers of the department and retired audit personnel/external experts, besides Core Faculty of RCB&KI Mumbai.

Feedback on previous Course (2023-24): The course received a rating of over 92.92% from the participants

Course 215
Announcement of training programme

Course Title: IT Audit (including INTOSAI IT Audit Guidelines, Manuals)

Date: 17.03.2025 to 21.03.2025

Duration: 5 days

Location: Regional Capacity Building and Knowledge Institute, Mumbai

Programme Background: The training programme is being conducted based on requisition by User offices of RCB&KI, Mumbai.

Learning Objectives

Trainees will be able to understand IT Audit as per INTOSAI IT Audit guidelines. They will learn to evaluate IT Controls and use of IT Audit.

Programme Content and Structure

Introduction, Audit Matrix, IT Controls, IT Audit, IT Security, Audit of BCP/DRP,

Methodology: Lectures, presentations and case studies

Target Participants - DEO to Sr.AO

Additional Information

Faculty: The faculty will be drawn from Group A/B officers from the department/ retired audit personnel/external experts besides Core Faculty of RCB&KI Mumbai

Feedback on previous Course (2023-24): The course received a rating of over 93% from the participants.