



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

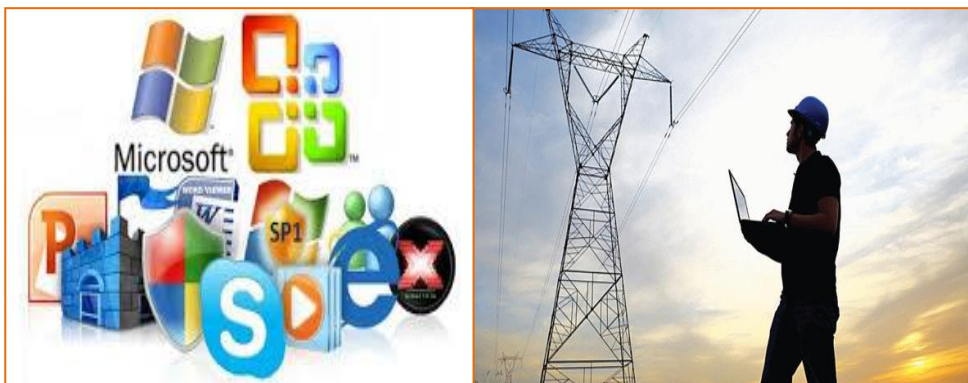
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. TS, India



INFORMATION TECHNOLOGY DIVISION

Integrated Power Development Scheme (IPDS)
Capacity Building Programme on
IT General
for Discom Officials of A&B Level
(Sponsored by PFC)

04 - 06 Oct 2017



“To Enhance your technical skills in Windows 10, Office 2013, Advanced MS Excel, Computerized Accounting System and Information Security.”



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

INTRODUCTION

Ministry of power, Govt. of India has launched Integrated Power Development Scheme (IPDS) as its priority program for the urban power distribution sector. PFC has been nominated as nodal agency for implementation of the scheme by ministry of Power. ESCI, Hyderabad is empanelled as a Partner Training Institute (PTI) for imparting training to utility personnel of state power distribution utilities under IPDS(subsumed RAPDRP) scheme of GOI.

Integrated Power Development Scheme (IPDS), Ministry of Power, Govt. of India plays a critical role in improving the health of distribution utilities and has following components:

- (i) Strengthening of Sub-transmission and Distribution network in urban areas.
- (ii) Metering of distribution transformers / feeders / consumers in urban areas.
- (iii) Continuing IT enablement of distribution sector and distribution network strengthening as per the norms of the ongoing scheme of RAPDRP by subsuming the same in IPDS.

Capacity Building of Distribution Utility personnel at various levels has been identified as an essential part of this scheme .On behalf of MoP, PFC is acting as a Nodal Agency in getting trainings conducted under IPDS through empanelled Partner Training Institutes (PTIs) to help various Power Distribution Utilities in the Country in enhancing the skills of utility personnel at various levels for efficient management and operation.

OBJECTIVE

The objective of the program is to provide in-depth knowledge in the field of Information Technology related to Power Distribution sector.

The instructor-led course will provide knowledge and skills in **Win 10, Office 2013, Data Analysis using MS Excel, Computerized Accounting System** and **Information Security** to protect your information assets.

COURSE COVERAGE

- **Overview of IT in Power Distribution**
- **Introduction to Information Technology**
 - Introduction to IT Infrastructure
- Working with Win10
- **Working with MS Office 2013**
 - New Features of MS Office 2013
 - Working with MS word 2013
 - Working with MS Excel 2013
 - Advanced tool of MS Excel 2013 for Data Analysis
 - Preparing Effective presentations using Power point 2013
- **Information Security**
 - Other Office tools & Add-ons
 - Securing Operating Systems
 - Protecting Systems Using Antiviruses
 - Internet Security
 - Securing Online Transactions
 - Securing Email Communications
 - Securing Mobile Devices
- **Data Centre & Disaster Recovery**
- **Computerised Accounting System**
- **Customer care Services**

METHODOLOGY

Methodology of the programme includes class room sessions with Hand-on Practical, Lecture / Discussion with audio visual aid, bench marked video shows, chalk & talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

FACULTY

Apart from Core Internal Faculty and Trainers developed in this area by M/s PFC, Experts from Industry, Consulting Firms, Government Organizations, Academic and Research Institutions etc. will share the sessions.

TARGET PARTICIPANTS

Engineers / Executives (A&B Level) of State Distribution Power Utilities.

Please send Nominations as per **Appendix A** duly completed in all respect before 26th Sept 2017.

PROGRAMME VENUE, DATES & TIMINGS

Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad - 500032, TS, India.

DATES

04 - 06 Oct, 2017

TIMINGS

On the first day registration will commence at 0900 Hrs. On all other days the programme timings will be from 0945 to 1715 hrs with breaks in between for tea and lunch.

COURSE DIRECTOR

Syed Azgar

Faculty & Manager IT - IT Division, ESCI

COURSE FEE

The course is provided **free to all the participants nominated by the Distribution utilities**. The course material, course kit, twin-sharing accommodation, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks will also be provided **free to the participants**, whose nominations are accepted by ESCI.

The sponsoring organizations are requested to send nominations for this programme in advance and get the nominations confirmed as a maximum of 20 candidates will be admitted for each programme.

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobile number, telephone and fax number of the participant addressed to:

The Head

Information Technology Division
Engineering Staff College of India
Gachi Bowli, Hyderabad – 500 032
Phone: 66304100 (EPABX) / 040 – 66304123/24/25
Fax: 040 - 23000336
Email: it@escihyd.org, Portal: www.escihyd.org

Contact:

Mr. S Basha, Programme Officer
040-66304125 / 9440372792 for
nomination.

CERTIFICATE: A certificate of participation will be awarded to each participant on conclusion of the programme.

GENERAL INSTRUCTIONS

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of the outstation participants ESCI will facilitate pickup and drop from Airport / Railway Station / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participants directly to the cab driver.
- ESCI provides complimentary accommodation to participants a day prior to the commencement and after the conclusion of the programme. (Check in at 12:00 hrs a day prior to the commencement & check out at 12:00 hrs a day after completion of the programme).
- Overstay charges of @ Rs.990/- per day / per head including hospitality (Bed Tea / Coffee to Dinner) will be charged.
- Well developed Information Centre and Internet facilities are available to the participants free of cost.