Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India

INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME ON

Data Management, Procurement and Inventory Procedures

(Hands on Practical Training on MS Office 2019)

21 - 23 August 2024

Introduction

This course provides the Office Administration & Documentation Techniques, Big Data Analytics tools, Procurement and Inventory Procedures needed to enhance the productivity of an individual. It enables the participant to work more efficiently and effectively through an understanding of the project based methodology. Helps in understanding the new trends in Smart Technologies, Document management, Data Analytics using MS Excel, It also helps in understanding procurement and Inventory procedures.

Objectives

Upon completion of the training programme, participants will be able to:

- To have a better understanding of the data Management cycle.
- To have enhanced skill and excel based data analysis and its use for managerial decisions.
- To have a better understanding on Procurement and Inventory Procedures

Course Coverage

- **Data Management Cycle**
  - Source of data
  - Flow of data
  - Cleaning of data
  - Analysis of data
  - Data to Information
  - Information to decision and planning.
- **Data Analysis & Report Generation**
  - Data Analysis in excel and word
  - Standard report development using analyzed data through graphical presentation.
  - Statistical presentation of excel based data through bar chart, Pie diagram, trend analysis and other graphical presentation.
- **Data Analysis using MS-Excel:**
  - Overview of Excel 2016
  - Customizing toolbars and menus
  - Processing Data with Formulae and Functions,
  - Conditional formatting of Cells
  - Working with LOOKUP Functions
  - Charts & Graphs

- Working with Macro's
- Formula Auditing
- Goal Seek
- Data Consolidation
- Scenario Manager
- Pivot Table
- **Documentation**
  - Importance of Documentation
  - Systematic documentation and filing (Hard & soft copy)
  - Process of documentation
  - Reference/ bibliography through Zotero
- **Financial Management**
  - Maintenance of Books of Accounts
  - Budgeting
  - Govt. Guidelines for Procurement
  - Basics of GST & TDS
  - Preparation of Financial Reports and
  - Outcome Analysis
  - GEM procurement procedure
- **Searching of old records**
- **Inventory Management**
- **Store Maintenance**
- **Service book maintains**

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands- on Practical, with tools, 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

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

Target Participants

- Mid-Level Officers/ Staff members of DGQA, DRDO & Defence organizations
- Mid-Level Data Managers, Programme Associate, Data Assistant & DEO's of **National Health Mission(NHM)** Organizations
- Officers working in Admin or Accounts Department
- Officers, Managers, professionals and anyone who is concerned about the Documentation Management, Procurement and Inventory Procedures.

Programme Dates & Timings

Venue: Engineering Staff College of India, Hyderabad

Dates: 21 - 23 August 2024

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break.

Course Director

Mr. Syed Azgar, MBA(IT), RHCE, MCSA
Sr Faculty & Head IT,
Information Technology Division,
Engineering Staff College of India, Hyderabad.

Course Fee for Offline Training

- ₹ **16,500/- (Residential Fee)** per participant. Fee includes Single AC accommodation as per availability, course material, course kit, Breakfast. Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program

- ₹ **10,500/- (Course Fee for Online)** per participant. Fee includes 24 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No: 36AAATT3439Q1ZV, HS No.: 999293** (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of **"THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA"** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank** A/c No. **912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on ESCI **web portal** : https://escihyd.org/division/it

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : **it@escihyd.org**

A Certificate of participation will be awarded to each participant on conclusion of the programme.