HRD DIVISION
MINUTE SHEET

SUB : 5TH COURSE ON "IT APPLICATION IN HRD ADMINISTRATION AND INVENTORY MANAGEMENT" FOR GROUP-"A" & "B" OFFICERS / SR. SUPERVISORS

REF : VA/0103-IT   Jan 24

1. Weekly Schedule of 5th Course on "IT application in HRD administration and inventory management" for Group-"A"&"B" officers / Senior Supervisors to be held at MATI from 29 Jan 24 to 03 Feb 24 with the details and faculty is as follows:

Date	Time	Subject	Faculty (Smt./Shri/Km)
29.01.24	0900-1100	Inauguration	
	1100-1230	Fundamentals of computer software and hardware a) Definition of hardware and various I/O devices b) CPU & memory organisation c) Storage devices: primary/auxiliary memory.	
	1330-1500	a) Definition & types of software in day-to-day use. b) Types of operating systems.	
	1500-1630	Introduction of IT application a) What is an IT application b) Types of IT application	
30.01.24	0900-1230	MS Office MS office Basics of Word, Excel, Power-point, Access, Publisher	
	1330-1500	Printing of word document, spreadsheets, presentations etc.	
	1500-1630	MS office Practical	
31.01.24	0900-1100	IT based inventory management systems various inventory management systems used in Indian-Navy INAMS , ILMS, SLMS,SMLS, CIMS(URC).	
	1100-1230	DBMS Introduction to DBMS , Types of Data base	
	1330-1630	Practical on INAMS	
01.02.24	0900-1230	IT based HRD systems a) SAP-HR(CABS) b) SEIBEL-PEOPLE SOFT-HRMS	
	1330-1630	Cyber Security / Internet – precautions Spoofing, Fraudulent mails, Spywares Usage of legitimate software net banking precaution.	
02.02.24	0900-1100	Computer Communication And Internet a) basic of computer networks : LAN / WAN b) Web browsing software, search engines c) Understanding URL; Domain name; IPaddress d) Basics of electronic mail: getting an email account, sending & receiving emails, document collaboration, instant messaging; ms outlook. e) NET-Etiquettes.	
	1100-1230	Security of information systems a) Security level at hardware b) Windows Security c) Types of viruses – antivirus software d) Disabling ports /CD drives – reasons e) Access restriction	
03.02.24	0900-1230	Practical's for hands on experience (in IT section)	
	1330-1630	Conclusion, Feedback and valedictory function	

2. Faculty members are requested to deliver lecture to the trainee Officers on the topics allocated as above.

3. Faculty members unable to deliver lecture on unavoidable circumstances may make alternative arrangement of suitable faculty with prior permission of GM under intimation to AGM (HRD).

(Manoj Kumar)
Addl. General Manager (HRD&PW)