RCBKI/JPR/F.1/K.26/DrAAO(2021)/2023-24

REGIONAL CAPACITY BUILDING & KNOWLEDGE INSTITUTE, JAIPUR
"Induction Training Programme for DRAAOs"

	SESSION TIMINGS	NON-SESSION TIMINGS	
	I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM	11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM	
Day	**Session**	**Topics**	**FACULTY**
18.12.2023 **Monday**	I &II	**PC-13 Accountancy** Group discussion on Misc. issues and Revision of previous sessions and Exercise.	Shri P.K. Jain, Sr.AO Core Faculty, RCB&KI, Jaipur
	III & IV	**PC-3: Information Technology (Theory)** **1.3 Governance and Management of Information System in India** 1.3.1. IT Act 2000 (and subsequent amendments) 1.3.2. IT (reasonable security practices and procedures and sensitive personal data and information rules-2011) 1.3.3. Guidelines for Indian government websites (GIGW)	Shri Puneet Kr. Sharma, AAO EDP Faculty, RCB&KI, Jaipur
19.12.2023 **Tuesday**	I & II	**PC-13 Accountancy** Group discussion on Misc. issues and Revision of previous sessions and Exercise.	Shri P.K. Jain, Sr.AO Core Faculty, RCB&KI, Jaipur
	III	**PC-3: Information Technology (Theory)** **1.3 Governance and Management of Information System in India** 1.3.4. National e-Governance Plan (NeGP) and associated MMPs (Mission Mode Projects) 1.3.5. Digital India Programme, e-Kranti mission	Shri Puneet Kr. Sharma, AAO EDP Faculty, RCB&KI, Jaipur
	IV	**PC-3: Information Technology (Theory)** **1.4. Protection of Information Assets** 1.4.1. Basic criteria lor information protection - Confidentiality, lntegrity and non-repudiability, Availability of data 1.4.2. Privacy principles, principles ofpersonally identifiable information (PII) 1.4.3. Physical access and environment control 1.4.4 lnlormation system attack methods and OWASP Top l0 vulnerabilities	Shri Vinod Kr. Sencha, AAO Faculty EDP, RCB&KI, Jaipur
20.12.2023 **Wednesday**	I & II	**PC-3: Information Technology (Theory)** **1.1 Software and hardware components** 1.1.1. Introduction to Computers and their components-Hardware, CPU, Memory devices etc 1.1.2. Operating System, its key functions 1.1.3. Basic network concepts-LAN/ WAN/ Internet, server infrastructure, endpoint devices. 1.1.4. Cloud computing-basic concepts (IAAS, PAAS, SAAS) 1.1.5. ERP Systems- basic concepts **1.2 Database system** 1.2. l. Data and database - basic concepts 1.2.2. Relational database (Integrity constraints- primary, foreign keys, Relationships) 1.2 3 Concept of Joins, views, data manipulation etc.	Shri Vinod Kr. Sencha, AAO Faculty EDP, RCB&KI, Jaipur

	III & IV	**PC-21: Government Accounts** 1. Accounting Rules for Treasuries 1992.	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur
21.12.2023 **Thursday**	I & II	**PC-3: Information Technology (Theory)** **1.5 Information System Auditing Process** 1.5. l. CAG's Standing order on auditing in an IT environment (August 2020) 1.5.2. Type of controls (Control objective and measures, General and IS specific controls) 1.5.3. CAATs, continuous auditing techniques **1.6 Information systems acquisition, development, and implementation** 1.6.1 System Development Life Cycle (SDLC) phases	Shri Puneet Kr Sharma, AAO, EDP Faculty, RCB&KI, Jaipur
	III & IV	**PC-21: Government Accounts** 1. Accounting Rules for Treasuries 1992.	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur
22.12.2023 **Friday**	I & II	**PC-I: Language Skill** **A. Verbal and Reading Abilities Basics** ii. Verbal Reasoning iii. Sentence Correction iv. Idioms and phrases v. Grammar Applications vi. Antonyms vii. Synonyms viii. Vocabulary Skills ix. Writing Styles x. Arranging sentences in order xi. Comprehension of passages: (Science passage, socio-economic passage, Business passage, Entertainment passage etc.)	Shri Rajeev Maheshwari, AAO O/o A&E, Rajasthan, Jaipur
	III & IV	**PC-2: Logical, Analytical and Quantitative Abilities** **(A) Data Interpretation** i. Data Tables ii. Pie Charts iii. 2 Dimensional Graphs iv. Bar Charts v. Venn Diagram vi. Geometrical Diagram vii. Pert Charts **(B)Data Sufficiency**	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur
26.12.2023 **Tuesday**	I & II	**PC-I: Language Skill** **B. Drafting and Writing Abilities Basics** i Précis writing of any topic	Shri Vinod Kr. Sharma, Sr.AO, Faculty, RTI, Jaipur
	III & IV	**PC-2: Logical, Analytical and Quantitative Abilities** **(C) REASONING** i. Deduction ii. Logical connectives. iii. Selections iv. Distribution v. Circular arrangement **(D) QUANTITATIVE ABILITY** i. Probability and chance	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur

		ii. Simple Equation iii. Ratio-Proportion-Variation iv. Percentages v. Profit & Loss vi. Simple Interest and Compound Interest vii. Weighted Averages	
27.12.2023 **Wednesday**	I & II	**PC-I: Language Skill** **B. Drafting and Writing Abilities Basics** ii Drafting of an official letter, giving the facts, as directed	Shri Vinod Kr. Sharma, Sr.AO (Retd.)
	III & IV	**PC-2: Logical, Analytical and Quantitative Abilities** **(E) Statistics & Statistical Sampling** i. Introduction to statistics.: Variable as attribute of an entity, Primary Data and Secondary Data, Descriptive and Numerical Data, Concept of Discrete and continuous data, Basic concepts of Data Analysis, Box plotting of Data ii. Statistical concepts of classification of Data, Geographical Classification, Chronological classification, conditional classification, qualitative classification, quantitative classification. iii. Class interval, Frequency Distribution and Histograms iv. Arithmetic Mean and Geometric Mean, Median, Mode-Concepts and inter se comparison and their interpretation v. Range, Variance, Standard Deviation, Quartile Deviation and Coefficient on Variance – Concepts & inter se comparison and their interpretation vi. Concepts of Skewness& Kurtosis and their interpretation	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur
28.12.2023 **Thursday**	I & II	**PC-I: Language Skill** **B. Drafting and Writing Abilities Basics** iii Draft Para to be drafted from material provided	Shri S.K. Jain, Sr.AO Core Faculty, RCB&KI, Jaipur
	III & IV	**PC-2: Logical, Analytical and Quantitative Abilities** **(E) Statistics & Statistical Sampling** vii. Sampling: What is Statistical Sampling? Statistical Sampling vs. Non- Statistical Sampling Advantage of Statistical Sampling Random Number Table & Sampling Sampling Error vs. Non-Sampling Error Simple Random Sampling (with and without replacement)Systematic Random Sampling Systematic Random Sampling Stratified Random Sampling Cluster Sampling Probability Proportional to Size Sampling Multi-Stage Sampling Attribute & Variable Sampling Step-by-step Sampling Discovery Sampling Monetary Unit Sampling Audit Hypothesis Testing Normalisation – meaning and objective Estimation: (i) Sample size and estimation of Single Mean for un-stratified (Simple Random) Sampling (ii) Sample size and estimation of Single Proportion for un-stratified (Simple Random) Sampling Scatter Diagram in Statistics and interpreting, Scatter Diagrams, correlation and regression.	Dr. Praveen Mathur, AAO O/o The AG (A&E) Jaipur
29.12.2023 **Friday**	I & II	**Evaluation and feedback**	