

**भारतीय लेखापरीक्षा और लेखा विभाग**  
**क्षेत्रीय प्रशिक्षण संस्थान, राँची**

**“Audit in IT Environment” पर कोर्स**

अवधि 24-04-2023 से 29-04-2023 (06 दिन)

**पाठ्यक्रम समन्वयक:** श्री अरुण प्रकाश पाण्डेय (सहायक लेखापरीक्षा अधिकारी) संकाय

सत्र का समय

I: 10:15 AM to 11:30 AM  
III: 02:15 PM to 03:30 PM

II: 11:45 AM to 01:00 PM  
IV: 03:45 PM to 05:00 PM

दिनांक/दिन	सत्र	विषय वस्तु	संकाय/सर्वश्री
24/04/2023 (सोमवार)		Inauguration	Principal Director /RTI
	I & II	Ice Breaking Session Entry Knowledge Test (EKT), Understanding IT environment – Challenges and opportunities, Importance of controls with specific reference to Application Controls & Introduction to CAATs – IDEA and Excel.	Shri Krishna Murari Jaipurian, SAO, O/o the AG (Audit), Bihar Patna
	III & IV	Excel as data analytic tool – Features of Excel. (To cover the aspects relating to following underlining the purpose for which these are used as Audit Tool) • Conditional formatting; Filter including Advanced filter; Pivot table With Hands on Session	Shri Pravin Kumar, AAO/CF (IT)
25/04/2023 (मंगलवार)	I & II	Excel functions – User defined functions • Numeric; Text; Conditional; Date & Time; Financial; Aggregation With Hands on Session	Shri Arun Prakash Pandey, AAO/CF (IT)
	III & IV	Creating Projects – Managed and External, Import of data from diverse formats – Excel, Access, csv, text; understanding data using the field statistics, Checking validity of data through Control totals, creating current documentation of tasks performed using the history property, Project Overview. With Hands on Session	Shri Sanjeeva Kumar, SAO, O/o the PDA (Steel), Ranchi
26/04/2023 (बुधवार)	I & II	Importing of PDF/PRN Data, importing data using ODBC, Indexing of Data – Quick Index, Composite Index, Sorting Data. With Hands on Session	Shri Arun Prakash Pandey, AAO/CF (IT)
	III & IV	Field Manipulation in IDEA – Append, Remove, Modify columns – Data types – Virtual, Non Virtual, Editable/Disabling deletion of non-virtual fields <b>Analysis:</b> Basic data analysis in IDEA – Duplicate Key Detection/Exclusion, Gap Detection, Summarization. With Hands on Session	Shri Sanjeeva Kumar, SAO, O/o the PDA (Steel), Ranchi
27/04/2023 (गुरुवार)	I & II	Data Extraction – Direct Extraction, Key value extraction, Top/Bottom Records extraction, Indexed Extraction Working with multiple databases – Join, Visual Connector, Append, Compare With Hands on Session	Shri Pravin Kumar, AAO/CF (IT)
	III & IV	Commonly used @ functions in IDEA, introduction to # functions Stratification of Data, Aging analysis, Sampling	Shri Arun Prakash Pandey, AAO/CF (IT)
28/04/2023 (शुक्रवार)	I & II	Exporting data from IDEA to other formats, Creating and Printing Reports in IDEA. Revision & Queries; Hands on Session Case Study – Selection of vouchers	Shri Pravin Kumar, AAO/CF (IT)
	III & IV	Way forward – Overview of Qlikview ( Qlikview: Tutorial and Hands on Exercise)	Shri Arun Prakash Pandey, AAO/CF (IT)
29/04/2023 (शनिवार)	I & II	Way forward – Overview of Qlikview ( Qlikview: Tutorial and Hands on Exercise) Contd.	
	III & IV	Way forward – Overview of Tableau ( Tableau: Tutorial Self Learning Videos and Exercise)	
		Evaluation  Valediction	Principal Director /RTI, & Shri Arun Prakash Pandey, AAO/CF (IT) & Shri Pravin Kumar, AAO/CF (IT)