

Regional Training Institute, Nagpur

Course Title: - Preparatory Training for DRAAOs

Period: - 04-04-2022 to 11-05-2022 (30 Days)

Aim: - To give preparatory training to Direct Recruit Assistant Audit Officers for SAS Examination.

Day & Date	Sessions I & II (10:00AM to 11:15AM) & (11:30 AM to 12:45 PM)	Sessions III & IV (2:15 PM to 3:30PM) & (3:45PM to 5:00PM)
Day – 1 Monday 04-04-22	<i>Inaugural address Principal Director</i> C&AG's Duties, Powers and conditions of Service Act (PC-5) Shri S. R. Gaikwad Sr. Audit Officer/CF	Constitution on India (PC-5) Service regulations CCS (Conduct) Rules Shri P. V. Kale Sr. Audit Officer/CF
Day – 2 Tuesday 05-04-22	A Language Skills: verbal and reading abilities basics (PC-1) Shri S. R. Gaikwad Sr. Audit Officer/CF	Logical analytical and quantitative abilities (PC-2): Reasoning Deduction; Logical connectives; Selections; Distribution; Circular arrangement Quantitative Ability Probability and chance; Simple equations; Profit and loss; Ratio-proportion-variation; Percentages; Simple interest and compound interest; Weighted averages Faculty from Gurukul
Day – 3 Wednesday 06-04-22	Logical analytical and quantitative abilities (PC-2): Statistics and statistical sampling 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; Statistical concept of classification of data, Geographical classification, Chronological classification, Conditional classification, qualitative classification, quantitative classification; Class interval, Frequency distribution and Histograms; Arithmetic mean, Geometric mean, Median, Mode-concept and inter se comparison and their interpretation; Concept of skewness and kurtosis and their interpretation Faculty from Institute of Science	IT Theory (PC-3) – Software and Hardware Components- Introduction to Computers hardware, Memory, devices etc., Operating System, Basic Networking concepts, Cloud Computing and ERP System-basic concepts. Shri G. K. Omee AAO/CF(IS)

<p>Day – 4 Thursday 07-04-22</p>	<p>Logical analytical and quantitative abilities (PC-2): Statistics and statistical sampling Sampling: Statistical sampling vs. Non statistical sampling; Advantage of statistical sampling; Random number table and sampling; Sampling error vs. Non-sampling error; SRSWR/ SRSWOR, Systematic Random Sampling; Stratified Random Sampling; Cluster Sampling; PPS Sampling Multy-stage Sampling; Attribute and Variable Sampling; Step-by-step Sampling; Discovery Sampling; MUS; Audit hypothesis testing; Normalisation- meaning and objective; Estimation: Sample size and estimation of single mean for un-stratified sampling; Sample size and estimation of single proportion for un-stratified sampling; Scatter diagram in statistics and interpreting, scatter diagrams, correlation and regression</p> <p>Faculty from Institute of Science</p>		<p>IT Theory (PC-3) – Governance and Management of Information System in India- IT Act 2000, GIGW, NeGP and digital India programme, e-Kranti mission.</p> <p>Shri Y. Siril Paul Bob, SAO O/o AG(A&E)-II, Mah. Nagpur</p>	
<p>Day – 5 Friday 08-04-22</p>	<p>Regulations on Audit and Accounts 2007 (PC-5)</p> <p>Smt. V.S. Reddy Sr. Audit Officer/CF</p>		<p>IT Theory (PC-3) – Information System Auditing Process and Information System Acquisition, development and implementation (SDLC)</p> <p>Shri Y. Siril Paul Bob, SAO O/o AG(A&E)-II, Mah. Nagpur</p>	
<p>Day – 6 Saturday 09-04-22</p>	<p>Constitution provisions (PC-5) Part I, V, VI, VIII, IX, IX A, X, XI, XII, XIV, XVIII, XIX and XX</p> <p>Shri S. R. Gaikwad Sr. Audit Officer/CF</p>		<p>Constitution on India Service regulations (PC-5) Fundamental Rules and allied rules</p> <p>Smt. V.S. Reddy Sr. Audit Officer/CF</p>	
<p>Sunday 10-04-2022</p>	<p style="text-align: center;">Sunday</p>			
<p>Day – 7 Monday 11-04-22</p>	<p>Logical analytical and quantitative abilities(PC-2): Data interpretation Data tables; Pie charts; 2 D Graphs; Barr Charts; Venn Diagram; Geometrical Diagram; PERT charts; Data sufficiency</p> <p>Faculty from Gurukul</p>		<p>IT Theory (PC-3) – Protection of Information Assets Shri G. K. Omee, AAO/CF(IS)</p>	<p>IT Theory (PC-3) – Database System Shri G. K. Omee, AAO/CF(IS)</p>
<p>Day – 8 Tuesday 12-04-22</p>	<p>Regulations on Audit and Accounts 2007 (PC-5)</p> <p>Shri S. R. Gaikwad Sr. Audit Officer/CF</p>		<p>IT Practical (PC-4)- MS Word 2013</p> <p>Shri Vivek Yadav, AAO/(A), O/o AG(Audit)-II, Nagpur</p>	
<p>Day - 9 Wednesday 13-04-22</p>	<p>Constitution of India (PC-5) Service regulations: Joining time Rules</p> <p>Shri P. V. Kale Sr. Audit Officer/CF</p>	<p>Constitution of India (PC-5) Service regulations Pension Rules</p> <p>Shri P. V. Kale Sr. Audit Officer/CF</p>	<p>IT Practical (PC-4)- MS PowerPoint 2013</p> <p>Shri Vivek Yadav, AAO/(A), O/o AG(Audit)-II, Nagpur</p>	
<p>Thursday 14-04-22</p>	<p style="text-align: center;">Holiday on account of Mahavir Jayanti and Dr. Babasaheb Ambedkar Jayanti</p>			
<p>Friday 15-04-2022</p>	<p style="text-align: center;">Holiday on account of Good Friday</p>			