

Data Management Programme

Data and Statistics reflect the performance and achievements of all the government policies, programmes and schemes. The increasingly complex nature of business and government has focused attention on the use of data and statistics in solving operational problems. Efficient data management inculcates scientific and inductive thinking and it promotes the development of logical habits of thinking and organisation. Data management, as an aid to economic policy, has gained added importance, both for government and business. Keeping in view the need of data management in present scenario, the programme has been primarily designed for middle level officers/officials handling statistics in terms of their understanding to appropriately use statistical terms and concepts, understand various data collection techniques and data processing methods, design computer aided data, create and manipulate graphs and figures, convert data into various formats using appropriate software, basic data analysis tasks with SPSS with a view to keeping records of work, creating reproducible analyses and exporting the results of analyses.

OBJECTIVES

The programme is designed to meet the objective of developing the capacity of officers/officials on data management by imparting them appropriate knowledge, skills and aptitude. The specific objectives intend

- To help the officers to understand data management, different tools, techniques, presentation of data and writing of reports
- To build capacities on data and statistics management, its usage to indicate the performance of programmes and schemes implemented in respective departments.
- To develop the skills, knowledge and attitude of the officers on survey operations, questionnaire designing, data collection and analysis with SPSS, statistics for decision making and administration of results.

Participants

- Middle level officers/officials handling data in the development departments

Training Methods

- Participatory Training Techniques, Group activities, Exercises, Brain Storming etc.

Courses Scheduled

Sr. No.	Schedules dates
1.	29 th May – 3 rd June, 2017
2.	10 th July- 15 th July, 2017
3.	11 th September- 16 th September, 2017
4.	13 th November – 18 th November, 2017
5.	14 th February – 19 th February, 2018

Contents

- Data & Statistics: its collection and usage in organisation
- Survey operations and questionnaire designing
- Quantitative Data Analysis. GIS and Data Management
- Usage of Graphics, Effective presentation of statistical reports
- SPSS- hands on training
- Administration and analysis of FGD results
- Report Writing , Statistics for decision makers
- Project monitoring and evaluation using statistics

Fee

- There is no course fee for the participants sponsored by departments and other organizations of State Government.
- Nominal boarding and lodging charges will be paid by the participants as per the state course norms of the Institute.
- The cost of travel of the participants has to be borne by the sponsoring organization.

Instructions

- The officer nominated for training, desirous of hostel facility may be communicate to the Course Director immediately to ensure the reservation well in time.
- No wards or family members will be allowed during the training programme.
- **Heavy construction activity is going on in the campus area which has reduced parking space, therefore, the participants may be advised strictly NOT to bring vehicles, official or personal, to the Institute.**
- The Institute plies its two buses in local Shimla area in morning and evening which service can be availed of. The bus time table is attached at Annexure II.

Course Team

- 1. Direction & Guidance:** Ms. Madhu Bala Sharma, IAS, Director
- 2. Administration:** Mr. Ravinder Nath Sharma, HAS, Joint Director
- 3. Course Director:** Mr. Rajeev Bansal, Research Officer
- 4. Faculty:** Competent Guest Faculty/Resource Persons in the respective subjects.

Correspondence

Please send the nominations in the proforma enclosed to:

Course Director (Data Management Programme)
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