International Training Programme on Manpower Information System
(duration 8 weeks)

Aim: To provide comprehensive knowledge about tools and techniques used in developing MIS and its management skills which will include planning, controlling, problem solving and communication pertaining to MIS.

Objectives:
- To familiarize the participants with the need and issues related to MIS
- To develop a structure of MIS
- To sensitize the participants with the utilization of MIS for policy formulation
- To enhance the management skills for handling MIS

Contents:
I.   Introduction to MIS
- System, Data, Information & Knowledge
- Evolution and Characteristics of Information System
- Components of Information System
- Need of MIS in govt, business & Industry

II.   Types of Information System
- Management Information system
- Transaction processing system
- Decision support System
- Expert System
- Office Automation system
- Knowledge based system

III.   Project Management in the development of Manpower Information System
- Project management approaches and tools
- General IT factors affecting project management success

IV.   System Analysis & Design
- Feasibility study, system study and systems design
- Systems development life cycle
  a) Prototyping approach
  b) SDLC
- System implementation, audit, operation, maintenance and modifications

V.   Managing Data through Databases
- Introduction to Database Management System
- Advantages of Database Management System
- Types of Data Model and Database Architecture
- Database Concepts (Primary Key, Normalization, Foreign Key)
- Developing Conceptual Design of MIS Information System

VI.   Enterprise Resource Planning (ERP) systems
- Concepts

- Sectoral application of ERP
- ERP process mapping & Development- Case study

VII.   Information System Security
- Access Control
- Communication security
- Risk management & business continuity planning
- Security policy, standards & organisation
- Physical security
- Cyber security

VIII.   Knowledge Management system
- Concepts
- Organisational impact of knowledge management
- Factors influencing knowledge management system development
- Knowledge management performance assessment

IX.   Manpower Information Systems application for Training and Development - Case Studies

X.   Issues and Performance management, compensation, benefits, payroll and the manpower information system ó Case Studies