**National Institute of Labour Economics Research and Development Contents**

**Training Programme in Manpower Information System**

**(November 29-December 10, 2021)**

**IST 1300HRS – 1700HRS**

**Contents of the Programme**

1. **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

1. **II. Types of Information System**

* Management Information system
* Transaction processing system
* Decision support System
* Expert System
* Office Automation system
* Knowledge based system

1. **III. Project Management in the development of Manpower Information System**

* Project management approaches and tools
* General IT factors affecting project management success

1. **IV. System Analysis & Design**

* Feasibility study, system study and systems design
* Systems development

1. Prototyping approach
2. Life cycle approach

* System implementation, audit, operation, maintenance and modifications

1. **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

1. **VI. Enterprise Resource Planning (ERP) systems**

* Concepts, Sectoral application of ERP, ERP process mapping & Development- Case study

1. **VII. Information System Security**

* Access Control
* Communication security
* Risk management & business continuity planning
* Security policy, standards & organisation
* Physical security
* Cyber security

1. **VIII. Knowledge Management system**

* Concepts
* Organisational impact of knowledge management
* Factors influencing knowledge management system development
* Knowledge management performance assessment

1. **IX. Manpower Information Systems application for Training and Development - Case Studies**
2. **X. Issues and Performance management, compensation, benefits, payroll and the manpower information system – Case Studies**
3. **Use of Artificial Intelligence.**

**Programme Design and Schedule**

The training programme has been designed to have 3-4 hours of live sessions/classes (from 1 PM- 5 PM) everyday and another 1-2 hours for academic interaction. In addition participants would also be given group and individual assignments.

Sessions will be held from Monday to Friday.