



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.

***under the aegis of Ministry of Corporate Affairs
Government of India***



DETAILED OVERVIEW

Online Training Program on “Data Management & Analytics”

UNDER CDM

Intensive Webinar /Online Sessions

1-11 September, 2020

(2 Weeks – 8 Webinars)

OVERVIEW

Data is ubiquitous and is being constantly generated by various domains, whether it is corporates or governments, academics. Big data has been discussed at various forums and the focus has been on processing huge amounts of data. FAIR principles emphasize that it is not only important that data produced is used, but it is crucial for it to be stored, processed and hosted in such way as to make it easily Findable, Accessible, Interoperable and Reusable. The key to efficient data retrieval lies in efficient data representation and organization. Use of standards in data representation would ensure data Interoperability, reuse and long-term preservation.

TARGET GROUP

- Under Secretary to Deputy Secretary working with various offices of MCA
- Assistant Directors to Directors working with various divisions like Cost Audit Branch, Statistics Division, Principal Accounts Office of MCA.
- Professionals (with Law, CA, CS, ICWAI, Management and Commerce background) working with various offices of MCA
- Assistant Registrar/Deputy Registrar of Companies (ROC), Official Liquidators (OL)

PROGRAMM OUTLINE

WEBINAR 1 - (1 September, 2020 - Tuesday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Introduction Data and Data Management Issues <ul style="list-style-type: none">• Introduction to Data, Big Data and Open Data• Data Interoperability. FAIR Principles. File Formats, Licenses

WEBINAR 2 - (2 September, 2020 - Wednesday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Life Cycle <ul style="list-style-type: none">• Data Life Cycle: Overview• Data Management Plan

WEBINAR 3 - (3 September, 2020 - Thursday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Cleaning and transformation <ul style="list-style-type: none">• Messy Data: How to Clean the Data• Demonstration of Cleaning the Data using - Excel

WEBINAR 4 - (4 September, 2020 - Friday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Curation <ul style="list-style-type: none">• Introduction to Data Curation• Curing Data using OpenRefine

WEBINAR 5 - (8 September, 2020 - Tuesday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Analytics <ul style="list-style-type: none">• Introduction Data Analytics• Data Analytics using R

WEBINAR 6 - (9 September, 2020 - Wednesday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Storage and Management <ul style="list-style-type: none">• Introduction to Data Repositories, Registry of Data Repositories• Demonstration of CKAN

WEBINAR 7 - (10 September, 2020 - Thursday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Management Standards and Metadata <ul style="list-style-type: none">• MetaData for datasets, DCAT standard• Metadata Interoperability, harvesting

WEBINAR 8 - (11 September, 2020 - Friday)

Timings	Session
10:30 am - 1:00 pm (15 minutes break during the webinar)	Data Interoperability and Harvesting <ul style="list-style-type: none">• Data Harvesting• Wrap-up and Interactive session

For Programme Details & Queries, Please Feel Free To Contact Undersigned:

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