

## *HRD MISCELLANEOUS*

### Objective

To apprise the participants with HRMS and various IT tools for efficient and effective working in the bank.

Participation Level: HRD Officials (Scale-I to III)

### Programme Outline

- ❖ IT Resource Management
- ❖ CBS Desktop Familiarization
- ❖ HRMS
- ❖ Conducting DAC – the IT way
- ❖ SAC (Staff Accountability System)
- ❖ Using MS Outlook
- ❖ Industrial Relations
- ❖ Industrial Disputes
- ❖ IT Products Awareness
- ❖ Cyber Crime/ Cyber Fraud – Modus operandi and preventions
- ❖ IT Security- Threats & Countermeasures including Cyber Crimes & Forensics
- ❖ Digital Banking/E-Banking Products: Secure operations