COLLEGE OF DEFENCE MANAGEMENT

GENERAL INSTRUCTIONS
MANAGEMENT DEVELOPMENT PROGRAMME (MDP)
BIG DATA & VISUAL ANALYTICS
30 JUN 25 TO 05 JUL 25

PART I - TRG

General

1.   Management Development Programme – Big Data and Visual Analytics will be conducted at the **College of Defence Management** (CDM), Secunderabad from **30 Jun 25 to 05 Jul 25**.

Aim and Objectives

2.   **Aim**.   To enable the participants to understand the concept of Big Data and discovering insights from large datasets using Visual Analytics.

3.   **Objectives**.

   (a)   To introduce handling of large datasets.

   (b)   To introduce understanding of granularity of Big Data.

   (c)   To introduce Advanced Excel as a means to discover trends and patterns in large datasets.

   (d)   To introduce the power of Visual Analytics to discover insights from large datasets.

Qualification Requirement (QR)

4.   **QR**.   The QR for the course is Col/Lt Col, Gp Capt/Wg Cdr, Capt(IN)/Cdr from Armed Forces. **Officers must mandatorily have working knowledge of Microsoft Excel**.

Course Design

5.	**Course Capacity**.	**Refer HQ IDS Letter No IDS/40013/11/AFTI/CDM dated 10 Jan 22.** The course is designed for 40 participants.

6.	**Course Duration**. The duration of MDP Big Data is **six full days** wef **30 Jun 25 to 05 Jul 25**.

7.	**Working Hours**.	Working hours will be from **0830 hr to 1700 hr** with a lunch break from 1330-1430 hrs.

8.	**Programme**. The programme begins on the first day at **0815 hr**. All officers are requested **to be seated in Chanakya Hall by 0800 hr**. The course programme and material for the duration of the course will be issued to the participants on the first day.

9.	**Training Pedagogy**. The pedagogy of teaching at the College has been designed to be dynamic with focus on participative and interactive learning with a rich mix of case studies and hands-on sessions, for a productive and intellectually stimulating learning experience.

10.	**Syllabus**. Syllabus for the MDP is attached as **Appendix A**. It is therefore essential that the participants should be reasonably proficient in **Basic Excel** related skills.

11.	**Study Material**.

(a)	CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum incl day to day passage of instructions, class room teaching, submission of solutions (where required), issue of training programme are carried out online.

(b)	Reading material and General Instructions may be downloaded from CDM website at https://cdm.gov.in

(c)	Participants will also be issued with hard copies of a precis/ handouts considered essential.

(d)	**Library**. CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.

PART II - COORDINATION AND ADMINISTRATION

12.   **Arrival / Reception / Dispersal**.

(a)   **Arrival**.   Participant officers are to report between **28 Jun 25 (AN) / 29 Jun 22 (FN)**. All participant officers are requested to fill arrival details form using link at **Appendix B** by **20 Jun 2025** positively. **Any queries can be addressed to the Course Basic DS at ds3.ids@gov.in**

(b)   **Reception**.   A reception centre will be established at CDM Officers' Mess. Upon arrival at CDM, officers are requested to report to the reception for completion of arrival formalities.

(c)   **Dispersal**.   The **dispersal** from College on termination of the course may be planned only **after 1600 hour on 05 Jul 25**.

(d)   **Cab Services**.   Officers may use cab services from the airport to reach CDM and claim the cost of transportation from airport to CDM accordingly. Pre-paid cabs operated by the RTO, Meru Cab, Sky Cab apart from Ola and Uber are available at the airport. Alternately, services of Tushar Cabs (9849211941), a private cab service may also be availed if participants want a cab ready at the airport on landing. The distance from airport is approximately 45 km (1½ hr). Cab drivers may be routed towards Secunderabad – Trimulgherry - Sainikpuri route. Google Map showing route from Airport to CDM is placed at **Appendix C**.

13.   **Administration**.

(a)   **Documents**.   All service participants must be in possession of their **Course Nomination Letter**, **Movement Order** and **Identity Card**.

(b)   **Accommodation**. All participants of the MDP course will be accommodated in the **Single Officers Accommodation** of the College which is located inside the College premises. List of facilities provided in guest room is attached as **Appendix D**. Intimation of arrival with family be given in advance.

(c)   **Messing**.   Officers will be dining at CDM Officers Mess, **Kalpavriksha** and are requested **not to carry their LRC as flat rates will be charged for dining in the CDM Officers Mess.** Bills may also be paid by credit/debit cards.

(d) **Financial Arrangements**.   Service officers are requested to draw their TA/DA in advance before coming for the course. No TA/DA will be drawn by the College.

(e) **Dress**.   The dress is formal open collar with full sleeves shirts and name tab (issued at CDM). Summer uniform will be worn on first day and last day/or on specific occasions including course photograph, which will be specified. Officers are advised to be in possession of neck ties for formal occasions.

(f) **Banking Facilities**.   ICICI ATM is located within the College campus. SBI, No 1 EME Centre is located close to the College. In addition, ATMs of most of the major banks are available in the vicinity.

(g) **Medical Facilities**.   MI Room facilities are available in CDM premises. MI Room of No 1 EME Centre is also located very near to the College. Military Hospital, Secunderabad is located at a distance of five kms from CDM. Military Dental Centre, Bolarum is located three kms from CDM.

(h) **Leave**.   No leave is permitted during the course. Only specific cases may be considered on extreme compassionate grounds with approval of the Commandant.

14.   **Sports and Recreation**.   CDM offers the following sports and pastime activities :-

(a) **Tennis and Squash**.   Tennis and squash facilities are available at CDM.

(b) **Gymnasium**.   A well equipped gymnasium is available in the CDM Officers' Mess.

(c) **Golf**.   Two 18 hole golf courses, viz Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA) are in close vicinity. Participants may play by paying green fees.

(d) **Rajendra Singhji Institute (RSI)**.   RSI is located about 1.5 km from the College. Officers may use facilities on cash payment basis. CDM Mess Secretary will facilitate temporary membership.

Contact Persons.

15.   **Training Activities**. Training Branch at CDM will coordinate all the training activities with respect to the MDP. The undermentioned officers may be contacted

with respect to the training activities of the course:-

(a)	DS Coord	-	040-27115741 6624 (Army) dscoord.ids@gov.in
(b)	Trg Coord	-	040-27115741 6624 (Army) trgcoord.ids@gov.in
(c)	Basic DS	-	ds3.ids@gov.in

16.   **Administrative Activities**.   The undermentioned officers may be contacted with respect to the administrative activities of the course:-

(a)	Col Adm	-	040-27111731 Army – 6615 ssoadm.ids@gov.in
(b)	AAQMG	-	040-27111731 Army - 6617
(c)	CDM Duty Clerk	-	040-27111731

17.   **Address**.   The postal address of CDM is as follows:-

(a)	Postal	:	College of Defence Management Sainikpuri PO, Secunderabad – 500 094
(b)	Telegraphic	:	CDM Secunderabad – 500 094
(c)	Fax	:	040-27116451
(d)	e-mail	:	ssoadm.ids@gov.in
(e)	CDM Web site	:	https://cdm.gov.in
(f)	ASIGMA	:	CDM SECUNDERABAD

SYLLABUS

MANAGEMENT DEVELOPMENT PROGRAMME: BIG DATA ANALYTICS

1.   **Introduction to Big Data Analytics**.

    (a)   Introduction to Big Data

    (b)   Big Data Analytics

2.   **Introduction to Advance Excel**.

    (a)   Create flexible data aggregations using pivot tables

    (b)   Represent data visually using pivot charts

    (c)   Filter data using slicers in multiple pivot tables for displaying dynamic data

    (d)   Use of formulas to find values in Excel lists or tables

    (e)   Convert data and pivot tables into interactive dashboards display key data

    (f)   Use of Macros for automation

3.   **Hands-on sessions on Advance Excel**.   Practical on individual machines.

4.   **Introduction to Business Intelligence, Data Visualisation and Data Analytics**.

    (a)   Introduction to Microsoft Power BI

    (b)   Creating interactive reports

    (c)   Drilling down on large datasets

    (d)   Detecting patterns and insights in the large datasets

    (e)   Tools for Big Data Analytics

    (f)   Harnessing the power of open source data

    (g)   Introduction to Data Visualisation, Data Visualization techniques

5.   **Hands-on sessions on MS Power BI**. Practical on individual machines.

6.   **Exercise on Military Datasets**.

[Click on the link below to fill up the arrival details form]
https://docs.google.com/forms/d/e/1FAIpQLSfFrE3KyTxZsP-SFxLHGQqQxCBp_J18tiFrcvxJ5-G3HaGDAw/viewform?usp=dialog

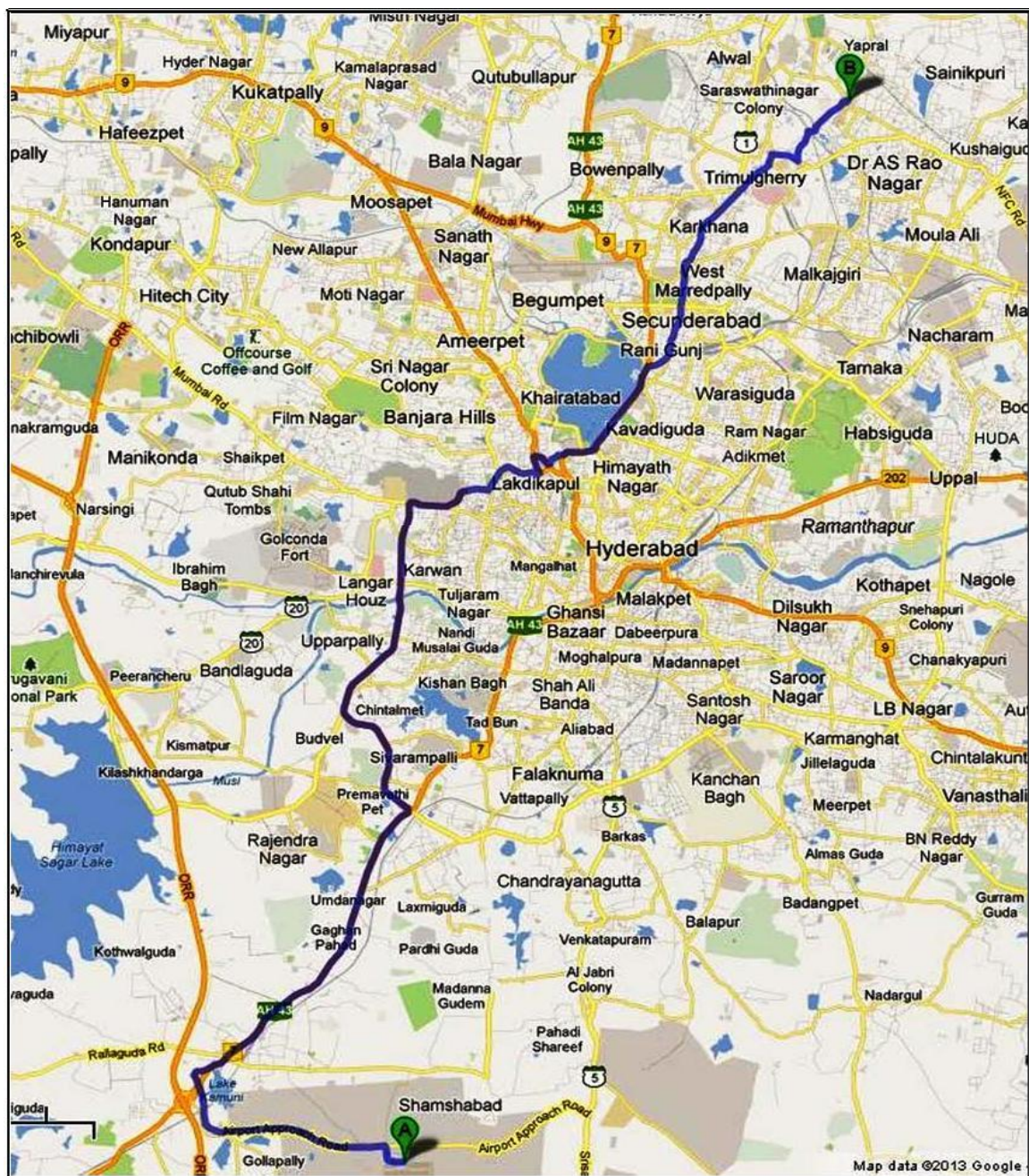**ARRIVAL INFORMATION SLIP : MDP (BIG DATA & VISUAL ANALYTICS)**

1.   Rank and name   :_____

2.   Mode of Travel   :_____

3.   Flight / Train Number :_____

4.   Date & Time of Arrival :_____

5.   Mobile Number   :_____

6.   e-mail ID   :_____

7.   Food Habits   : Vegetarian/Non-Vegetarian

8.   Arriving with family   : Yes/ No

MAP SHOWING ROUTE FROM RGIA, HYDERABAD TO CDM
[Google link]: https://maps.app.goo.gl/9gyXsdEZXgVLDtcu7

Appendix D
(Refers to Para 13(b) of
Joining Instructions)

LIST OF ITEMS AVAILABLE AT SINGLE OFFICERS ACCOMODATION, CDM OFFICERS' MESS

1.   Air conditioned bedrooms.

2.   Refrigerator.

3.   LCD TV with various channels.

4.   Electric kettle with items for making tea.

5.   Electric iron.

6.   Newspaper.

7.   Welcome hamper.

8.   Basic toiletries.

9.   Necessary Linen.

10.   Welcome card with important telephone numbers.