NATIONAL PRODUCTIVITY COUNCIL

Training Programme

On

WORKING WITH MICRO-DATA ANALYSIS USING SPSS

Programme Code: T2526IEG05

Date: 17th to 21st November 2025

Venue: GOA

1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation of government schemes. NPC extends services from it's headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

Micro-data is the data on the characteristics of units of a population such as individuals, households, establishments etc. collected through survey, census or any other data generation source. Micro data analysis permits the policy makers, business analysts, research scholars to answer complex questions and provide valuable insights for drawing inferences and decision making.

This program aims to introduce participants to the fundamental practice of analysing micro-data using SPSS (Statistical Package for the Social Sciences), a statistical software widely used by social scientists, researchers, and business analysts. SPSS helps users efficiently manage and analyse critical micro-data through simple and quick steps. Participants will learn how to perform basic statistical analysis, enhancing their ability to process and interpret data effectively for research or business purposes.

3. LEARNING OBJECTIVES

This training programme will enrich the participant's ability to:

- Store Micro-data (available in any international standard formats like SPSS, XLS, ASCII, STATA, RDBMS data like MS ACCESS etc) using SPSS
- Organise the stored data (including Dictionary attaching, Transformation, Aggregation, Merging, Sorting etc)
- Generate Output in Custom tables
- Represent the Tabulated Output in suitable graphical formats
- Perform requisite Descriptive Statistics of interests (e.g. mean, median, mode, sd, correlation coefficient etc) & their interpretation
- Perform frequently used basic inferential statistical test & analysis (including t-test, chi-square test, regression analysis etc)
- Export the output / results in various international formats (e.g, XLs, PDF, MS-Word etc.)
- Export the final or intermediate SPSS data into various international standard formats (e.g. ASCII, XLs, RDBMS like MS-ACCESS etc.)
- Work with NSSO like critical micro-data using SPSS Menu driven system and/or using SPSS Syntax (without having programming knowledge / skill / experience) easily successfully.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- Introduction to SPSS
- Reading / storing Micro-data available in international standard formats
- Attachment of Micro-data dictionary (including Variable Labels / Value Labels etc)
- Data Transformation / Organisation (including computing new variables, recoding etc)
- Generation of Descriptive statistics
- Generation of Cross-tables / Custom-tables in prescribed formats
- Generation of Basic statistics for making Statistical hypothesis testing / interpretation / inference
- Graphical representation of Data for quick & clear understanding the underlying fact
- Aggregation of Micro-Data
- Merging of related Micro-data (cases / variables)
- Generation of NSSO like Official Statistics /Tables as in Published reports
- Project on Micro-data Processing & Statistical Analysis using SPSS
- Queries and Answers

5. METHODOLOGY

The programme shall be participative in nature.The training shall consist of detailed demonstration on using the SPSS for analysis of the micro-data. Every demonstration shall require to be self-performed by the participants on the published micro data set, therefore **it is advised to bring your laptop with SPSS installed**.

6. PARTICIPANTS' PROFILE

The programme is designed for the Middle and Junior Level Government and Private Employees, Students, Researchers, Statisticians, Business Analysts, Social Scientists requiring effective skill sets on Electronic Processing of Micro-Data while Generating Summarised output (tabulated/graphical), Descriptive/Official Statistics, Basic Inferential statistics and highly interested in performing Statistical Analysis & interpretation of Large scale Micro-data of any kind easily, quickly and effectively.

7. FACULTY

SPSS expert having Masters Degree in Statistics from Kolkata University, got the opportunity of performing intensive / extensive Electronic Data Processing and Statistical Analysis for more than three decades over the large-scale Micro-data regularly produced by the reputed Statistical / Research organizations including **Ministry of Statistics & Programme Implementation.**
Being expertise/experience developed in Micro–data processing mainly using SPSS, effectively supported and trained huge number of Statisticians (including Indian Statistical Service Probationers / Officers), Researchers and Social Scientists of India and Abroad.

8. PROGRAMME FEE & VENUE

Programme Code	T2526IEG05	
Programme Fees	**Residential Participants** ₹70,000/- + 18% GST (In Words: Rupees Seventy Thousand only) plus Eighteen percent GST per participant. *The fees include boarding/lodging charges and the cost of programme kit.*	**Non-Residential Participants** ₹55,000/- + 18% GST (In Words: Rupees Fifty Five Thousand only) plus Eighteen percent GST per participant *The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.*
For Residential Participants	**Check-in** at Hotel - **17th November 2025 (Afternoon)** (Check in time from afternoon onwards at Hotel/Resort) **Check-out** from Hotel – **21st November 2025(Forenoon)** (Check out time from forenoon onwards at Hotel/Resort)	

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

8.1 PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details**: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- In case of ECS payment, the payment details should be intimated accordingly along with UTR number.
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

9. HOW TO APPLY

➢ Nominations may be sent to the following address:

Sh. Sanjay Kumar Dwivedi,
Dy. Director, (I. E.)
National Productivity Council
5-6 Institutional Area, Lodhi Road,
New Delhi – 110003
Tel: +91-7982130165, +91-11-24607355
Email Id: sk.dwivedi@npcindia.gov.in

Sh. Devender Laul,
Sr. Executive, (I. E.)
Tel: +91-8800987806
E-mail- work.dlaul@gmail.com

➢ **Last date for receiving of nominations: 03-11-2025**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi–110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: WORKING WITH MICRO-DATA ANALYSIS USING SPSS

Programme Code: T2526IEG05

Programme Duration: 17ᵗʰ – 23ʳᵈ November 2025   **Venue/ Location: Goa**

Select Participation on Residential Basis ☐   **OR Non-Residential Basis** ☐

Details of Nominated Participants:

Sl. No.	Name of Delegate	Designation	MobileNo.	Email ID	Official Address for correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name: **Designation:**

Organization:

Address:

Contact Number: **Email ID:**

Signature

Details of Proof of payment of Programme fee *(RTGS / NEFT Details; Cheque, DD)*:

10. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.

- Participants are advised to bring their laptop with SPSS installed.

- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however,substitutions are allowed.

- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.

- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable,however, substitutions are allowed.

- NPC shall not bear any charges towards participants' to & fro travel from their residence/ place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.

- NPC will not provide any boarding and lodging before and after the dates of programme. Participants planning to stay longer than that scheduled duration should arrange the same at their own cost.

- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

- Attendance is mandatory for all participants.

- Participants are requested to assure their health and safety during the training period andNPC will not be liable for medical expenses incurred by the participants during the program.

- The participants shall be awarded Certificate of Participation on successful completionof programme.

- Any other terms and conditions apply as may be notified by NPC at any point of time.

- Referring to GST guidelines, you are requested to confirm the applicability of GSTpayment for your department.