



3-Days Residential Cybersecurity Training Programme on  
**Digital Defense: Cultivating Cyber Hygiene and Digital  
Wellness for Personal and Professional Safety**

(October 23 - 25, 2024)



**Cyber Awareness Month -  
October 2024**

**Administrative Staff College of India**

(accredited as उत्कृष्ट by Capacity Building Commission, GoI)



## PREFACE

As we mark Cyber Awareness Month, our Cyber Hygiene Programme underscores the critical importance of proactive cybersecurity practices in safeguarding our digital lives. As of July 2023, there are an estimated 16.7 billion active smart devices globally, a number projected to rise significantly by 2030. In India alone, with 692 million internet users, individuals are increasingly leaving digital traces throughout their lives. In the second quarter of 2023, India reported a staggering 971 million cyberattacks, highlighting the urgent need for effective cybersecurity measures.

Our cybersecurity awareness programme educates individuals and organizations in both public and private sectors on protecting their digital environments. Through practical demonstrations and interactive activities, participants will learn to recognize and mitigate online risks. As cybercrime evolves, our programme addresses essential topics like organizational data protection, privacy compliance, and secure data management. Government initiatives like CERT-in and NCCC, along with private sector innovations, support cybersecurity awareness. We aim to foster a culture of risk awareness and proactive measures, equipping users to navigate cyberspace confidently.

Cybersecurity goes beyond technology, requiring a focus on digital wellness. Our programme promotes a healthy balance between online engagement and well-being, addressing social media addiction and mental health impacts of excessive digital use. Both government and private sectors play key roles in promoting this culture through policies and resources for digital safety. By combining technical training with responsible online behaviour, we empower participants to maintain a secure digital footprint while supporting their mental well-being in today's fast-changing digital world.

## OBJECTIVES

- **Understand Cyber Hygiene:** Learn why cyber hygiene is essential for personal and organizational security.
- **Implement Data Protection:** Discover access control, encryption, and privacy regulations to protect sensitive information.
- **Identify Phishing Threats:** Recognize phishing attempts and social engineering tactics, and learn how to report them through practical simulations.
- **Manage Your Online Presence:** Understand how social media behaviour affects your reputation and learn to secure your accounts with privacy settings and two-factor authentication.
- **Combat Digital Payment Fraud:** Learn about digital payment scams and how to verify payment methods, with practical demonstrations on QR code safety.
- **Promote Digital Well-Being:** Explore the mental health impacts of social media and develop strategies for mindful online engagement.
- **Manage Your Digital Footprint:** Learn to control your digital footprint and practice safe online behaviours, including setting up parental controls.



## CYBER THEME PARK (CTMP)

Cyber Theme Park is an experience centre that transforms theoretical knowledge into practical wisdom. It is a dynamic environment where individuals come together to engage in meaningful interactions, exchange ideas, and challenge their existing perspectives. We believe that true learning occurs when theoretical knowledge is applied and tested in real-life scenarios & situations. Our aim is to bridge the gap between theory and practice by creating an immerse experience with 4 distinct mindsets Attacker, Protector, Defender and Overseer that transforms abstract concepts into tangible outcomes. The programme seamlessly blends theory with practical, immersing you in the world of attacker and defender techniques.

## CONTENT

### Day 1: From Awareness to Action

Topics
<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>▪ Importance of Cyber Hygiene in Today’s Digital World</li> <li>▪ Why Professional, Personal, and Digital Hygiene Matter</li> <li>▪ Evolution of Cyber Crimes</li> <li>▪ Risk Awareness Culture</li> </ul> <p><b>Organizational Data Protection, Privacy and Compliance</b></p> <ul style="list-style-type: none"> <li>▪ Access control and role-based permissions.</li> <li>▪ Encryption techniques and secure data storage, Backup strategies</li> <li>▪ Importance of data privacy for personal and organizational security.</li> <li>▪ Overview of relevant privacy regulations</li> <li>▪ How to ensure privacy in everyday work routines.</li> </ul>
<p><b>Stay Ahead of Scammers: Identifying and Reporting Phishing Threats</b></p> <ul style="list-style-type: none"> <li>▪ Identifying phishing emails, texts, and calls.</li> <li>▪ Understanding social engineering techniques.</li> <li>▪ Reporting and responding to phishing attempts.</li> </ul>
<p><b>Essential Security Measures for Remote and Hybrid Work</b></p> <ul style="list-style-type: none"> <li>▪ Device security (laptops, mobile phones, tablets) and Usage of WIFI</li> <li>▪ The role of antivirus software and security patches.</li> <li>▪ Remote work risks: unsecured networks, personal device usage.</li> <li>▪ Data protection strategies for hybrid work environments.</li> <li>▪ Best practices for securing online meetings and file sharing.</li> <li>▪ Physical System Security</li> </ul>
<p><b>CTmP:</b></p> <ul style="list-style-type: none"> <li>▪ Email Reputation Checking (BEC)</li> <li>▪ AI/ML Based Attack Demo</li> <li>▪ Enabling Security Controls: Email, Data and System</li> </ul>
<p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>▪ Phishing Simulation Activity</li> <li>▪ Cyber Incident Readiness</li> </ul>



## Day 2: Stay Smart Online

Topics
<b>Mobile Threats &amp; Safeguarding Your Devices</b> <ul style="list-style-type: none"><li>▪ Understanding Mobile Security Threats</li><li>▪ Effects of Mobile Security Breaches</li><li>▪ Real-Life Examples of Mobile Security Incidents</li><li>▪ Mobile Data Safety Measures</li></ul>
<b>Secure Your Social Accounts: Essential Tips for Privacy Settings</b> <ul style="list-style-type: none"><li>▪ Privacy settings for major platforms (Facebook, Instagram, LinkedIn, Twitter)</li><li>▪ Limiting data sharing and controlling post visibility</li><li>▪ Implementing two-factor authentication (2FA) and other security measures</li></ul>
<b>Balancing Professional and Personal Digital Presence</b> <ul style="list-style-type: none"><li>▪ Using LinkedIn and other platforms for professional networking</li><li>▪ Differentiating between personal and professional content</li><li>▪ Avoiding controversial or harmful posts</li><li>▪ Engaging with professional communities and sharing relevant content</li></ul>
<b>Social Media Risks and Protecting Your Privacy</b> <ul style="list-style-type: none"><li>▪ Common scams and Dangers of oversharing personal information</li><li>▪ Social engineering tactics attackers use</li><li>▪ Importance of fact-checking before sharing news or information</li><li>▪ Reporting scams and suspicious activities</li></ul>
<b>Digital Well-Being and Social Media Usage</b> <ul style="list-style-type: none"><li>▪ Social media addiction and its effect on mental health</li><li>▪ Setting boundaries (screen time, notification management)</li><li>▪ Mindful usage for a positive social media experience</li><li>▪ Finding Balance and Avoiding Digital Burnout</li><li>▪ Preventing Digital Burnout</li></ul>
<b>CTmP:</b> <ul style="list-style-type: none"><li>▪ Mobile Hacking Demo</li><li>▪ Social Engineering attack demo</li><li>▪ Enabling Security Controls for Social Media</li></ul>
<b>Activity:</b> <ul style="list-style-type: none"><li>▪ Group Activity on Social Media security Controls</li><li>▪ Image Sherlock</li></ul>



### Day 3: See Yourself in Cyber

Topics
<b>Digital Payment frauds</b> <ul style="list-style-type: none"><li>▪ How QR code scams operate (fake codes, redirected payments)</li><li>▪ Payment fraud (phishing, fake UPI requests, mobile wallet scams)</li><li>▪ How to verify QR codes and secure payment methods</li><li>▪ Reporting scams and securing personal devices</li></ul>
<b>Digital Identity: Aadhaar</b> <ul style="list-style-type: none"><li>▪ Risks related to Aadhaar card misuse (phishing, unauthorized access).</li><li>▪ Safe storage and sharing of Aadhaar and other sensitive personal information.</li><li>▪ Government tools to monitor Aadhaar usage and detect fraud.</li><li>▪ Steps to take if Aadhaar-related data is compromised.</li></ul>
<b>Digital Foot print and Enhancing Online Safety</b> <ul style="list-style-type: none"><li>▪ Setting up parental controls on devices, apps, and browsers.</li><li>▪ Monitoring children’s online activities.</li><li>▪ Educating children about online risks, such as scams and privacy concerns.</li><li>▪ Understanding and managing your digital footprint</li></ul>
<b>Digital wellness</b> <ul style="list-style-type: none"><li>▪ Ensuring Physical and Mental Wellbeing in Digital Spaces</li></ul>
<b>CTmP:</b> <ul style="list-style-type: none"><li>▪ Keylogger demo</li><li>▪ Session Hijacking</li></ul>
<b>Activity:</b> <ul style="list-style-type: none"><li>▪ Creation of Cyber Awareness Poster</li><li>▪ Cyber Checklist</li></ul>
<b>Valedictory &amp; Feedback</b>

### **FACULTY PROFILE**

Elevate your cybersecurity expertise with industry veterans. Our team boasts a unique blend of expertise from industry, government, and regulatory bodies, honed over 20 years. Go beyond theory and gain practical skills to excel at the intersection of governance and technology. Embark on a transformative journey led by seasoned professionals who have shaped the landscape of government and IT.

### **PARTICIPANT PROFILE**

- Open for All

*Organisational sponsorship is essential*



## VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

## DURATION

The programme duration is from **October 23-25, 2024**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

## PROGRAMME FEE

Residential Fee: **Rs. 43,700/-** (US \$683 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: **Rs. 37,700/-** plus GST as applicable (presently 18%) per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before **October 21, 2024**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the Programme Code (**Prg/24 - 25/1/93**) to [poffice@asci.org.in](mailto:poffice@asci.org.in) for confirmation.

Bank details are given below:

### For Indian Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

### For Foreign Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India





### **MEDICAL INSURANCE**

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalization

### **LAST DATE FOR NOMINATION**

Please use the prescribed/attached form. Last date for receiving nominations is **October 09, 2024**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

### **LAST DATE FOR WITHDRAWAL**

**October 16, 2024**. Any withdrawals after this date will entail forfeiture of fee paid, if any.

### **ASCI ALUMNI ASSOCIATION**

Participants of the College programmes will automatically become members of the ASCI alumni association.

### **CERTIFICATE OF PARTICIPATION**

The College issues a Certificate of Participation on conclusion of the programme.

**Programme Director**

**Dr Madhusoodanan PR**

**Email: [mpr@asci.org.in](mailto:mpr@asci.org.in)**

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



## ABOUT ASCI

*“I need not tell you how important I feel this institution is, not because it is the first in Asia or third in the world, but because obviously, it performs a task which is of high importance in the present state of our country, perhaps of other countries too.”*

*-- Pandit Jawaharlal Nehru, the First Prime Minister of India during his visit to the College on 23 Oct. 1958*

Established in 1956, it is the first and foremost institution of its kind in the country. Set up as an institution with a difference at the joint initiative of both the Government of India and the industry, it is an autonomous, self-supporting, public-purpose institution with the objectives of being a think- tank for policy inputs and to build the capacities of practicing professionals in the management of government and business enterprises.

ASCI is an institution of excellence and national importance, and a registered society by constitution. At the apex of its governance structure is a policy-setting, oversight body, the Court of Governors (CoG). It is a virtual who's who of eminent professionals, public figures and industry leaders who have distinguished themselves in their respective fields of specialization in education, enterprise, administration, management and governance spanning a wide variety of sectors like agriculture, banking, engineering, economics, judiciary, law, manufacturing, science and technology and public administration.

Capacity building and applied research assignments constitute the bedrock of the activities of ASCI. They have larger societal benefit and public good as the key cornerstones. ASCI integrates economic, social, cultural, financial, technological, regulatory, human, organizational, and environmental aspects into its management training and action-research initiatives for addressing issues of topical interest and current concern to the government and the industry. With its focus on policy, strategy, management, governance, regulation and socio-economic impact evaluation, ASCI brings knowledge inputs, informed advice, best practice and innovative ideas to bear on its training, policy advocacy, advisory and implementation-assistance services. In the process, it provides opportunities to State and Central Government Departments and Ministries in India and abroad as well as the industry, to develop sustainable policies, devise inclusive strategies and deploying robust plans towards improved economic performance, human development and social progress.

As a result, ASCI enjoys the trust and confidence of the government and industry and is relied upon and entrusted with assignments of varied scale, scope, sweep, spread and specialization.





## About ESF Labs Limited

*“ESF Labs Limited brings cyber resilience with innovation and excellence.”*

ESF Labs is a recognized Cyber Security and Digital Forensics Research Centre with over a decade of experience, focusing on delivering effective and innovative solutions and capacity building to clients. As a CERT-INDIA empanelled entity, ESF Labs, aims at assisting its customers to combat the various cyber threats they face through training/capacity building and solutioning. As a trusted partner, ESF Labs, works closely with corporations, law enforcement agencies, and governments to provide consultation services that enhance the client's cybersecurity and digital forensic capabilities. The solutions delivered are designed to minimize the risk exposure of organizations and also providing a strong foundation in cybersecurity and digital forensic posture.

## ABOUT CYBER THEME PARK (CTmP) AN EXPERIENCE CENTRE



Cyber Theme Park is an experience center that transforms theoretical knowledge into practical wisdom. It is a dynamic environment where individuals come together to engage in meaningful interactions, exchange ideas, and challenge their existing perspectives. We believe that true learning occurs when theoretical knowledge is applied and tested in real-life scenarios & situations. Our aim is to bridge the gap between theory and practice by creating an immersive experience with 4 distinct mindsets Attacker, Protector, Defender, and Overseer that transforms abstract concepts into tangible outcomes. The programme seamlessly blends theory with practical, immersing you in the world of attacker and defender techniques.



**Nomination Form**  
3-Days Residential Cybersecurity Training Programme on  
**Digital Defense: Cultivating Cyber Hygiene and Digital Wellness for**  
**Personal and Professional Safety**  
(October 23 - 25, 2024)

**Nominee's Contact Information**

Name (Mr/Ms)	:	_____	Date of Birth:	_____
Designation	:	_____	Qualification:	_____
Organisation	:	_____		
Address	:	_____		
Phone(s)	:	Office: _____	Mobile: _____	Home: _____
e-mail	:	_____ Fax: _____		

**Sponsors Details**

Name of the Sponsoring Authority:	:	_____	Designation:	_____
Organisation	:	_____		
GSTIN Number:	:	_____		
Address	:	_____		
	:	_____	Pincode:	_____
Phone(s)	:	Office: _____	Mobile: _____	_____
e-mail	:	_____ Fax: _____		

**Fee particulars**

Amount Payable	:	_____	Mode of Payment (DD/Ch/NEFT):	_____
Name of the Bank	:	_____	Date of Instrument/Transfer:	_____
Instrument Number:	:	_____	UTR Number for NEFT	_____

**Medical Insurance:**

Name of the Insurance Agency	Policy Number	Validity upto
Note: Coverage should be available in Hyderabad, India.		

**Signature and Official Seal of the Sponsoring Authority:**

**NOTE:** Forward nomination form to: **Mr. G. Sreenivasa Reddy, Programmes Officer,** Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: **poffice@asci.org.in**