



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Centre for Public Administration**  
**Induction Training Programme(ITP) for Junior Assistants of Telangana State**  
**From 01.12.2021 to 24.12.2021 (Cycle-9: Batch -19)**  
**Week-1**  
**Tentative Session Plan (Revised)**  
**Course Coordinator: Dr.P. Shreenivas**

Session Plan							
01.12.2021 to 05.12.2021							
TIME	Wednesday 01	Thursday 02	Friday 03	Saturday 04	Sunday 05		
09.30am - 10.25am	Rapid Antigen Test (RAT) (9:30am to 12:00pm)	Shistachar & Grouping into Batches & Elections to Clubs, Societies  @Room No.28 (PVRK Prasad Hall), Ground Floor, Admn. Block	TSGLIS, GPF & GIS Rules Sri Bh. Panduranga Sarma, Secretary (i/c), TS Information Commission	Development Schemes of Telangana State and Achievements Sri B. Vinod Kumar, Vice Chairman, TS Planning Board. (Combined- Cycle 8&9)	Loans & Advances Sri VLN. Gupta, Accounts Officer (Retd.), T& A Dept.		
10.25am - 11.20am		Inauguration  @Room No.28 (PVRK Prasad Hall), Ground Floor, Admn. Block & Group Photo @ Ramdas Rangasatali					
11.20am - 11:35am		TEA BREAK				TEA BREAK	TEA BREAK
11:35am - 12:30pm		History of Land Taxation in Telangana -Dr Gautam Pingle, Dean of Studies & Head-CTS, Dr MCRHRDIT @Room No.28 (PVRK Prasad Hall), Ground Floor, Admn. Block				ENGLISH-4 -Smt. K.Nirmala, English Teacher	e-Office Management Sri KS Ramesh Patel Deputy General Manager HMWS&SB
12.30pm - 01:25pm	Registrations & Collection of Training Kit (12:00pm to 01:30pm) Room No.25, Ground Floor, Admn. Block	Towards Modernization -Sri Harpreet Singh, IAS, Director General, Dr MCRHRDIT @Room No.28 (PVRK Prasad Hall), Ground Floor, Admn. Block	ENGLISH-5 -Smt. K.Nirmala, English Teacher				
01.25pm-02.30pm	LUNCH BREAK						
02.30pm-03.25pm	Introduction of Faculty & Entry Level Test Service Matters & English	Human Relations, Ethics & Values in Administration Sri VLN. Gupta, accounts Officer (Retd.), T& A Dept.	ENGLISH-1 -Smt. K.Nirmala, English Teacher	Leave Rules Sri VLN. Gupta, Accounts Officer (Retd.), T& A Dept.	Pension Rules Sri.M.Shankaraiah, Accounts Officer (Retd.) Dr.MCR HRD IT		
03.25pm-03.40pm	TEA BREAK		TEA BREAK				
03.40pm - 04.35pm	Entry Level Test Computers		ENGLISH-2 -Smt. K.Nirmala, English Teacher				
04.35pm - 05.30pm	Expectations -Dr.P. Shreenivas, T & RA, CTS		ENGLISH-3 -Smt. K.Nirmala, English Teacher				
Venues	Class Room No:028, Ground Floor/ Room No.215, 2nd Floor, Admn. Block Tea Break : 11.20-11.35 AM& 3.25-3.40 PM Lunch Break :1.25-2.30 PM			Yoga: From 6:30am - 07.30 am, Venue: Vivekananda Hall / Ramadas Rangastali			
	Computer Lab No:			Games: 06.00 pm to 07.00 pm			