



**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-3**  
**Tentative Session Plan(R2)**  
**Course Coordinator: Dr.P. Shreenivas**

Session Plan									
13.12.2021 to 19.12.2021									
TIME	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17	Saturday 18	Sunday 19		
09.30am - 10.25am	Meetings, preparation of agenda notes meeting procedures, writing of minutes of a meeting -Smt.G. Jhansi Rani, Faculty, Dr.MCR HRDIT	<b>Audit Objections &amp; Settlement of Audit Objections</b> -Sri N. Madhusudhan Reddy, Jt. Director (Retd.), State Audit Department.	<b>Leadership &amp; Team Building</b> -Dr.K.Ramesh Babu, Founder,Director-CHSS	<b>IFMS</b> Venkateswarlu, Jt. Director, NIMS & P. Navneeth Kumar, SA	<b>Personal &amp; Organisational Values</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>Maintenance of accounts related registers</b> -Sri B.N.N.Laxmajji Rao, A/C's Officer, Adult Education	<b>Overview on DOM</b> -Sri K.Srinivas Rao, Audit Officer, State Audit Dept.		
10.25am - 11.20am									<b>Success Tips for Office Staff</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT
11.20am - 11:35am									
11:35am - 12:30pm	<b>Treasury Code</b> --Sri M. Shankaralah, Accounts Officer (Retd.), T& A Department		<b>Record Management</b> -Dr.K. Suresh Kumar, Jr. Faculty, Dr.MCR HRDIT			<b>Role of Jr. Assts.</b> --Dr.K. Tirupataiah, IFS (Retd.), CC (Trg.), Dr.MCR HRD IT			
12.30pm - 01:25pm		<b>Right to Information(RTI) Act</b> Sri Srinivas Madhav, Sr. Faculty, Dr.MCR HRDIT	<b>Tips for improving Spoken English &amp; Stress Management</b> -Prof. A S Ramachandra, Sr. Faculty-CPA	<b>Compassionate Appointment Rules</b> -Sri PVS Pathanjali, Asst. Lecturer, AcTW	<b>Disposal of Files &amp; Records</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>Pro-activeness (Motivation)</b> -Sri PMK Gandhi, Free Lance Journalist	<b>English</b> Sri SK Akram, Faculty, UoH		
01.25pm-02.30pm	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK		
02.30pm-03.25pm	<b>DOM 1:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>Gender Sensitisation &amp; Sexual Harrasment of women at work place</b> --Dr. Madhavi Ravulapati, Assoc. Prof. of Law & Head-CPA, Dr.MCRHRDIT	<b>Court Cases (including Tribunal) Para wise remarks, counter affidavit</b> Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA, Dr.MCRHRDIT	<b>DOM 5:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>Pay Revision Commission(PRC)</b> -Sri T M Basha, Sr. Lecturer, AcTW	<b>Prioritisation of Work</b> --Dr.K. Tirupataiah, IFS (Retd.), CC (Trg.), Dr.MCR HRD IT	<b>English</b> Sri SK Akram, Faculty, UoH		
03.25pm-03.40pm	TEA BREAK								
03.40pm - 04.35pm	<b>DOM 2:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT					<b>DOM 6:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>ICT-1</b> -Sri Md.Khadeer, Faculty	<b>ICT-3</b> -Sri Md.Khadeer, Faculty	
04.35pm - 05.30pm	<b>DOM 3:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT					<b>DOM 7:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT	<b>ICT-2</b> -Sri Md.Khadeer, Faculty	<b>ICT-4</b> -Sri Md.Khadeer, Faculty	
05.30pm-06.30pm	<b>DOM 4:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT			<b>DOM 8:</b> -Sri Saka V Rao, Jr. Faculty,CPA, Dr.MCR HRDIT					
Venues	Class Room No: Room No.215/Room No.222, 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 6:30 - 07.30 am, Venue: Vivekananda Hall / Ramadas Rangastali					
	Computer Lab No: 104, 1st Floor, Admn. Block			Games: 06.30 pm to 07.00 pm					