



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Public Administration
Induction Training Programme/ Foundation Course for Junior Assistants
From 12.07.2021 to 10.08.2021
Week-1-ACTUAL SCHEDULE

TIME TABLE

12.07.2021 to 18.07.2021

TIME	Batch No	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17				
09.30am - 10.30am	1	Rapid Antigen Test (10:00am to 12:30pm)	Inauguration at Dasarathi Auditorium, Admin Block, (Ground Floor) 9.00 AM to 10.00 AM	DOM - 1,2&3 Office Procedures, General Discipline, Tappals, Inward & Outward, Distribution Register	DOM-6 Maintenance of Stock File	DOM-10 & 11 Meetings, preparation of agenda notes meeting procedures, writing of minutes of a meeting	B & GM-5&6 Developmental Schemes of Telangana State and achievements				
	2										
10.30am - 11.30am	1		Overview of the Course (Course Coordinator)		DOM-7 File maintenance, Current file, Note file, para/page numbering, Link files, reference files, flagging, referencing						
	2										
11.30am - 11:45am			TEA BREAK								
11:45am to 12:45pm	1		B & G M -1 History of Land Taxation in Telangana		DOM - 4 Common Office Functions, Maintenance of Personal Register,			DOM- 8 & 9 Noting - Fundamentals of Noting, Guidelines for writing a Note	DOM-12&13 Drafting: Types of Official Communication, endorsement, Office Order, exchange remainders, Salient points in drafting of official communications - UO Note, Memo, Circular, Office Order, Letter, DO Letter, Proceedings etc	DOM-14&15 Drafting: Types of Official Communication, endorsement, Office Order, exchange remainders, Salient points in drafting of official communications - UO Note, Memo, Circular, Office Order, Letter, DO Letter, Proceedings etc	
	2										
12.45pm to 01:45pm	1		B & G M -2 Towards Modernization	DOM-5 Filling of the columns in Personal Register & Maintenance of Stock File							
	2										
01.45pm- 02.45pm			LUNCH BREAK								
02.45pm- 03.45pm	1		Entry level test- English (02:00pm to 03:00pm)	ICT-1	E -1 English - Precis writing; Writing simple words preparation of a Note	ICT-3	B&GM -3 Human Relations, Ethics in Administration and values				ICT-5
	2										
03.45pm- 04.00pm		TEA BREAK									
04.00pm - 05.00pm	1	Entry level test- Computer (03:00pm to 04:00pm)	ICT-2	E-2 English - Precis writing; Writing simple words preparation of a Note	ICT-4	B&GM -4 Human Relations, Ethics in Administration and values	ICT-6				
	2										
05.00 pm to 06.00 pm	1	Expectations (04:00pm to 05:30pm)			E 3 English - Precis writing; Writing simple words preparation of a Note	E5 English - Precis writing; Writing simple words preparation of a Note					
	2										
	1				E 4	E6					

6.00pm to 7.00pm	2				English - Precis writing; Writing simple words preparation of a Note	English - Precis writing; Writing simple words preparation of a Note	
Venues		Batch-01:- Room No. 215 (Rudramma Hall) Batch-02 Room No.222 (Madanna Hall) Full Group : Akshara Hall				Yoga: From 6:30 - 7:30 am, Venue: Vivekananda Hall / Ramadas Rangastali	
		Computer Labs : Batch:01 :- Room No.116 Batch: 02 :- Room No.123				Games:' 06.00 pm to 07.00 pm	

ACADEMIC INPUTS		SPEAKERS
	Expectations of the OTs from the FC	Dr. K.Tirupataiah, IFS(Retd.), Chief Consultant (Trg), Dr.MCRHRDIT
	Inauguration of the ITP- 1st & 2nd Batches	Sri Harpreet Singh, IAS, Director General (FAC) & Prl. Secretary, Dr. MCR HRD IT
	Course Overview	Course Coordinator
B & G M -1	History of Land Taxation in Telangana	Dr.Gowtham Pingle, Dean of Studies & Head- CTS , Dr.MCRHRDIT
B & G M -2	Towards Modernization	Sri Harpreet Singh, IAS, Director General (FAC) & Prl. Secretary, Dr. MCR HRD IT
DOM - 1,2&3	Office Procedures, General Discipline, Tappals, Inward & Outward, Distribution Register	Sri Saka Venkateswara Rao, JFM, CPA, Dr.MCRHRDIT Sri D.Siva Prasad, Faculty (Retd), Dr.MCR HRD I
DOM - 4	Common Office Functions, Maintenance of Personal Register	Sri Saka Venkateswara Rao Sri D.Siva Prasad
DOM-5	Filling of the columns in Personal Register & Maintenance of Stock File	Sri Saka Venkateswara Rao Sri D.Siva Prasad
DOM-6	Maintenance of Stock File	Sri Saka Venkateswara Rao Sri D.Siva Prasad
DOM-7	File maintenance, Current file, Note file, para/page numbering, Link files, reference files, flagging, referencing	Sri Saka Venkateswara Rao Sri D.Siva Prasad
DOM-8&9	Noting - Fundamentals of Noting, Guidelines for writing a Note	Sri Saka Venkateswara Rao Sri D.Siva Prasad
DOM- 10&11	Meetings, preparation of agenda notes meeting procedures, writing of minutes of a meeting	Sri. V.Jagadishwar, Commerce Lecturer (Retd) Dr. K.Suresh Kumar, JFM,CPA, Dr.MCRHRDIT
DOM-12,13, 14 & 15	Drafting: Types of Official Communication, endorsement, Office Order, exchange remainders, Salient points in drafting of official communications - UO Note, Memo, Circular, Office Order, Letter, DO Letter, Proceedings etc and exercise	Sri Saka Venkateswara Rao Sri D.Siva Prasad
B&GM - 3&4	Human Relations, Ethics in Administration and values	Sri.V.L.N Gupta, Accounts Officer, (Retd) T&A Dept Sri k Ram Gopal, Sr. Faculty, CPA
B & GM- 5&6	Developmental Schemes of Telangana State and achievements	Sri Vinod Kumar, Chairman, Planning Board & Sri. K. Ramakrishna Rao, IAS Principal Secretary to Government (Finance)
SUBJECT ABBREVIATIONS		
DOM	: District Office Manual	
SR	: Service Rules	
SM	: Service Matters	
FR	: Fundamental Rules	
FM & A	: Financial Management & Accounts Procedures	
B&GM	: Behavioural & General Management	
ICT	: Information & Communication Technology	Faculty, CIT, Dr. MCRHRDIT
E	: English Language -Batch-1	Sri A. Laxman Rao, English Teacher (Retd.), Govt. School
	: English Language -Batch-2	Smt.K. Nirmala, Faculty, Gowtham Schools, Hyderabad
Dr. Madhavi Ravulapati Assoc. Prof. of Law & Head-CPA		Dr.K.Tirupataiah, IFS (Retd.) Chief Consultant (Trg.)