



GOVERNMENT OF TELANGANA
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI
(Sponsored by Institute of Secretariat Training & Management, New Delhi)

Date: 08.04.2024 to 07.06.2024

Week- 5 (May 6th to 11th, 2024)

SESSION PLAN FOR SECTION - I

TIME	Monday 06	Tuesday 07	Wednesday 08	Thursday 09	Friday 10	Saturday 11
6.30 AM to 7.30 AM	YOGA & PT					
7.30 AM to 9.30 AM	Break					
9.30 AM to 10.45 AM	Sri Narasimha Rao, Cyber Security Trainer - <u>Topic:</u> Cyber Hygiene & Cyber Security	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Noting Skills	Sri K.N.Deepak Raj, Asst. Accounts Officer, Regional Capacity Building & Knowledge Institute - <u>Topic:</u> Drafting & Forms of Communication	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Delegation of Financial Powers Rules 2024	Dr.Kandukuri Usha Rani, Sr.Faculty & Head-CDS, Dr. MCR HRDIT - <u>Topic:</u> Stress Management	Separate Circular will be issued
11.00 AM to 12.15 PM					Sri Srinivas Madhav, Sr.Faculty, Dr.MCR HRD IT- <u>Topic:</u> Gender Issues & POSH Act	
12.15 PM to 1.30 PM					LUNCH BREAK	
1.30 PM to 2.30 PM	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> General Financial Rules	Dr.Madhavi Ravulapati Sr.Faculty & Head-CLP,Dr. MCR HRD IT- <u>Topic:</u> Litigation Management	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> General Financial Rules	Dr.Ketan Deshmukh, Research Advisor, (FAIR-E), & Design Manager-Emeritus, Ed Tech - <u>Topic :</u> Digital Dashboard-	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Noting and Drafting - Practice Sessions	
2.30 PM to 3.30 PM	Computer Lab	Library	Computer Lab	Library	Computer Lab	
3.45 PM to 4.45 PM						
4.45 PM to 5.30 PM						
Venue	PVRK Prasad Hall, Room No.028, Admin Block (Ground Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45PM		

Topic	Speakers
Cyber Hygiene & Cyber Security	Sri Narasimha Rao, Cyber Security Trainer, Hyderabad
General Financial Rules	Sri Samrendranath, former Director, Ministry of Steel
Noting Skills	Sri Samrendranath, former Director, Ministry of Steel
Litigation Management	Dr.Madhavi Ravulapati, Sr.Faculty & Head - CLP,Dr.MCR HRDIT
Drafting Skills	Sri K.N.Deepak Raj, Asst. Accouts Officer, Regional Capacity Building & Knowledge Institute
Delegation of Financial Powers Rules - 2024	Sri Samrendranath, former Director, Ministry of Steel, GoI
Digital Dashboard	Dr.Ketan Deshmukh, Research Advisor, Foundation for Augmenting Innovation and Research in Education (FAIR-E) & Design Manager, Emeritus Ed Tech,Hyderabad
Stress Management	Dr.Kandukuri Usha Rani Sr. Faculty & Head-CDS, Dr. MCR HRD IT
Gender Issues & POSH Act	Sri Srinivas Madhav, Sr. Faculty,CLP, Dr. MCR HRD IT
Noting and Drafting - Practice Sessions	Sri Samrendranath, former Director, Ministry of Steel, GoI

MORNING ACTIVITY

Yoga and Physical Training (PT) Venue & Timings

Yoga:06.30am to 07.00am

PT:07.00am to 07.30am

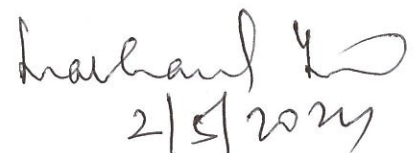
Venue:Ramadasu Rangasthali


21/5/24

Dr. Mohammed Abbas Ali,
Sr. Academic Advisor


21/5/24

Dr.Kandukuri Usha Rani
Sr. Faculty & Centre Head- CDS
Course Director


21/5/2024

Dr.Shashank Goel, IAS
Director General &
Spl.C.S. to Government