



GOVERNMENT OF TELANGANA



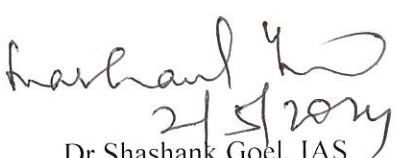
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI
(Sponsored by Institute of Secretariat Training & Management, New Delhi)

Date: 08.04.2024 to 07.06.2024

Week- 5 (May 06th to 11th May, 2024)

SESSION PLAN FOR SECTION - II

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 Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Noting Skills	Sri Narasimha Rao, Cyber Security Trainer - <u>Topic:</u> Cyber Hygiene & Cyber Security	Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Delegation of Financial Powers Rules 2024	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> Noting and Drafting - Practice Sessions	Separate Circular will be issued	
11.00 AM to 12.15 PM					Sri Samrendranath, former Director, Ministry of Steel - <u>Topic:</u> Service Ethos/Interaction with Senior Officers		
12.15 PM to 1.30 PM							
1.30 PM to 2.30 PM	LUNCH BREAK						
2.30 PM to 3.30 PM	Dr.Kandukuri Usha Rani, Sr.Faculty & Head CDS, Dr. MCR HRDIT - <u>Topic:</u> Stress Management	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-		
3.45 PM to 4.45 PM							
4.45 PM to 5.30 PM	Library	Computer Lab	Library	Computer Lab	Library		
Venue	Madanna Hall, Room No.222, Admin Block (Second Floor)			Tea Breaks: 10.45 AM to 11.00 AM & 3.30 PM to 3.45PM			

Topic	Speakers	
Noting Skills	Sri Samrendranath, former Director, Ministry of Steel, GoI	
Stress Management	Dr.Kandukuri Usha Rani, Sr. Faculty & Head-CDS, Dr. MCR HRD IT	
Cyber Hygiene & Cyber Security	Sri Narasimha Rao, Cyber Security Trainer, Hyderabad	
General Financial Rules	Sri Samrendranath, former Director, Ministry of Steel	
Delegation of Financial Powers Rules - 2024	Sri Samrendranath, former Director, Ministry of Steel, GoI	
Litigation Management	Dr.Madhavi Ravulapati, Sr.Faculty & Head - CLP,Dr.MCR HRDIT	
Drafting & Forms of Communication	Sri Samrendranath, former Director, Ministry of Steel, GoI	
Noting and Drafting - Practice Sessions	Sri Samrendranath, former Director, Ministry of Steel, GoI	
Service Ethos/Interaction with Senior Officers	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	
MORNING ACTIVITY <u>Yoga and Physical Training (PT) Venue & Timings</u> Yoga:06.30am to 07.00am PT:07.00am to 07.30am Venue:Vivekananda Lawns		
 2/5/24 Dr. Mohammed Abbas Ali, Sr. Academic Advisor	 2/5/24 Dr.Kandukuri Usha Rani Sr. Faculty & Centre Head- CDS Course Director	 2/5/2024 Dr.Shashank Goel, IAS Director General & Spl.C.S. to Government