

Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Law & Public Administration (CLP)
Foundation Course for Junior Assistants
From 02.04.25 to 03.05.25
Week-2 (07.04.2025 to 13.04.2025)

Tentative Session Plan
for Week-2

TIME	Day-4 (07.04.25) Monday	Day-5 (08.04.25) Tuesday	Day-6 (09.04.25) Wednesday	Day-7 (10.04.25) Thursday	Day-8(11.04.25) Friday	(12.04.25) Saturday	(13.04.25) Sunday
10.30am to 11.30am	DOM - Note File (Continued) Exercises - Sri Saka V Rao, Faculty, CLP	Fundamental Rules - Dr. K. Sukumar, Sr. Faculty, CLP <i>Dr. K. Sukumar</i>	National Pension Scheme - Sri K Srinivas Rao, Comptroller of Finance, Agriculture University	Leave Rules - Sri Bh. Panduranga Sharma, Secretary (I/c)	TS - CCA Rules Sri K Nagaraju, Sr. Lecturer, CFE, Dr. MCRHRDIT	Holiday	Holiday
11:30am to 11:45am	TEA BREAK						
11:45am to 01:30pm	DOM - Note File (Continued) Exercises - Sri Saka V Rao, Faculty, CLP	Fundamental Rules - Dr. K. Sukumar, Sr. Faculty, CLP <i>Dr. K. Sukumar</i>	National Pension Scheme - Sri K Srinivas Rao, Comptroller of Finance, Agriculture University	Leave Rules - Sri Bh. Panduranga Sharma, Secretary (I/c)	TS - CCA Rules Sri K Nagaraju, Sr. Lecturer, CFE, Dr. MCRHRDIT	Holiday	Holiday
01:30pm to 02:30pm	LUNCH BREAK						
2.30pm- 3.30pm	DOM - Drafting - Sri Saka V Rao, Faculty, CLP	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	Holiday	Holiday
03:30pm to 03:45pm	TEA BREAK						
03:45pm to 05:30pm	Time Management - Dr. K. Suresh Kumar, Faculty, CLP	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	ICT - Sri Md. Khadeer/ Ch. Sirisha, Faculty-IT	Holiday	Holiday

CC

Head-CLP

DO

Dr. K. Sukumar
4.4.25

R. Y. Suresh
4/4/25

Dr. K. Suresh Kumar
4/4/2025