

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-3 (14.04.2025 to 20.04.2025)

TIME	Day-8 (14.04.25) Monday	Day-9 (15.04.25) Tuesday	Day-10 (16.04.25) Wednesday	Day-11 (17.04.25) Thursday	(18.04.25) Friday	Day-12 (19.04.25) Saturday	(20.04.25) Sunday
09.30am to 11.30am	Holiday	CCA Rules - Sri K. Nagaraju, Sr. Lecturer, CFE	NPS- Sri Bh. Panduranga Sarma, Secretary (I/c), TG Information Commission	TS - Fundamental Rules - Sri. TM Basha, Asst. Director, T& Dept.,	Holiday	DOM - Drafting Letter, DO Letter - Sri Saka V Rao, Faculty, CLP	Holiday
11:30am to 11:45am	TEA BREAK						
11:45am to 12:30pm	Holiday	CCA Rules - Sri K. Nagaraju, Sr. Lecturer, CFE	NPS- Sri Bh. Panduranga Sarma, Secretary (I/c), TG Information Commission	TS - Fundamental Rules - Sri. TM Basha, Asst. Director, T& Dept.,	Holiday	GPF/TSGLI/ GIS Rules - Smt. JVS Laxmi, Jr. Faculty	Holiday
12:30pm to 01:30pm							
01:30pm to 02:30pm	LUNCH BREAK						
2.30pm-3.30pm	Holiday	Meetings, Preparation of Agenda Notes, Meeting procedures, writing of minutes of a meeting -Smt. G. Jhansi Rani, Faculty, CIS	Interpersonal Skills - Sri G. Ravinder Reddy, Corporate Trainer	Pay Fixations - Sri Mahaboob Peera, CAO Retd.. T&A Dept./Bh. Panduranga Sarma, Secretary (I/c), TG Information Commission	Holiday	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	Holiday
03:30pm to 03:45pm	TEA BREAK						
03:45pm to 05:30pm	Holiday	Meetings, Preparation of Agenda Notes, Meeting procedures, writing of minutes of a meeting -Smt. G. Jhansi Rani, Faculty, CIS	Interpersonal Skills - Sri G. Ravinder Reddy, Corporate Trainer	Pay Fixations - Sri Mahaboob Peera, CAO Retd.. T&A Dept./Bh. Panduranga Sarma, Secretary (I/c), TG Information Commission	Holiday	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	Holiday

Saka V Rao
CC 14.04.2025
Saka V Rao

R. Mahaboob
11/4/25

hashanul
11/4/2025