

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 SCHEDULE Week-5 (28.04.2025 to 03.05.2025)

TIME	Day-19 (28.04.25) Monday	Day-20 (29.04.25) Tuesday	Day-21 (30.05.25) Wednesday	Day-22 (01.05.25) Thursday	Day-23 (02.05.25) Friday	Day-24 (03.05.25) Saturday
09.30am to 11.30am	Gender Related Laws, workplace Harrasment of women - Dr. Ravulapati Madhavi, Head-CLP	IFMS - Sri Bharath Kumar, Sr. Asst., Accounts Section, Dr.MCRHRDIT	Common Errors in File Preparation & Precautions & Tips - Sri Vadla Srinivas, Jr. Faculty, TMU	Time Management - Dr. K. Suresh Kumar, Faculty, CLP	End Course Examinations	Personal & Organizational values & Success tips for Office staff - Sri Saka V Rao, Faculty, CLP
11:30am to 11:45am	TEA BREAK					
11:45am to 12:30pm	Gender Related Laws, workplace Harrasment of women - Dr. Ravulapati Madhavi, Head-CLP	Income Tax Calculation (IT) - Sri BNN Laxaji Rao, Accounts Officer, Sarvasiksha Abhiyan, Hyd.	Handling Court Cases - Dr. Madhavi Ravulapati, Head-CLP	Disposal of files & Records - Sri Saka V Rao, Faculty, CLP	End Course Examinations	Personal & Organizational values & Success tips for Office staff - Sri Saka V Rao, Faculty, CLP
12:30pm to 01:30pm						
01:30pm to 02:30pm	LUNCH BREAK					
2.30pm-3.30pm	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ACB/ Vigilance procedures - Sri GMS Sastry, Manager, ACB, Hyd.	Leadership & Team Building - Dr.DT Chary, Sr. Faculty/ Dr. KV Satya, Faculty, CMB	Online Feedback & End Course Evaluation
03:30pm to 03:45pm	TEA BREAK					
03:45pm to 05:30pm	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ICT- Ch. Shirisha/ Md. Khadeer, Faculty, CIT	ACB/ Vigilance procedures - Sri GMS Sastry, Manager, ACB, Hyd.	Leadership & Team Building - Dr.DT Chary, Sr. Faculty/ Dr. KV Satya, Faculty, CMB	Valedictory

CC
Saka V Rao
Faculty
CLP

R. Madhavi
Head-CLP

DG