



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA

Induction Training Program for Central Silk Board Scientists-2025

(Ministry of Textiles, Government of India)

(06th October 2025 to 15th November, 2025)

Date : 10.10.2025

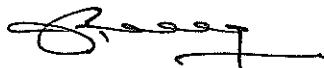
CIRCULAR ON SESSION MODERATOR FOR THE CLASSROOM SESSIONS

All Officer Trainees are required to serve as Session Moderator (SM), to Guest Speaker / faculty, on one or more occasions during the course of the Induction Training Program. This is an important practice, which provides the Officer Trainees an opportunity to take responsibility for the visit as well as to interact with the Guest Speaker/faculty, which in turn aids in personal development. Hence, all Officer Trainees are instructed to take their SM duties seriously and ensure that the expectations on this count are met. Duties of Session Moderator are listed in the Course Manual. Following is a reiteration:

The OTs will be appointed as Session Moderators to Guest speakers with the following responsibilities: -

1. To ensure that the Institute's car is arranged by the ITP Secretariat to pick up and drop the Guest Speaker.
2. To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.
3. To ensure that the reception has complete details of arrival and stay of the Guest Speaker.
4. To keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.
5. To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.
6. To collect the profile of the Guest Speaker, well in advance.
7. To acquaint the Guest Speaker with the course design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his / her scheduled session.

8. To inform the Guest Speaker about the duration, number and nature of his / her lecture (s), participation, etc.
9. To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of projector, flip charts, etc.
10. To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.
11. To ensure that the Guest Speaker's name plates are ready and placed on the table prior to the lecture.
12. To ensure that the Guest Speaker is invited to all the functions of the various Societies / Clubs, which are scheduled during his / her stay.
13. To ensure that the arrangement for the car for his / her return journey has been made by the ITP Secretariat Room No.132, 1st Floor, Admin Block, Dr. MCR HRD IT.
14. To act as Rapporteur for the sessions by recording and summarizing the session details in the given format and submitting the same to the Guest Speaker.
15. To organize the following, in consultation with the Guest Speaker:
 - a. To introduce the Guest to the audience based on the bio-data already collected for the purpose. Long-winding introductory speeches as well as any flippancy must be avoided. The introduction of the Guest Speaker should not exceed 02 minutes in any case.
 - b. After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless the Guest Speaker has any objection to this which should be ascertained well in advance.
 - c. At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself and present the memento.
 - d. To ensure that the PPTs / Reading Material used by the Guest Speakers are uploaded on the Institute's website.


Course Director
ITP for Central Silk Board
Scientists-2025

To

All the Officer Trainees

Copy to Addl. Course Director & Nodal Officer,

Copy to Class Room In charge.