



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Course (FC) for
Newly recruited Group - II Service Officers of Telangana
28.09.2026 to 17.10.2026 (Batch-II-B)



Week - 2 (R)
(05.10.2026 to 11.10.2026)

TIME	Monday 05	Tuesday 06	Wednesday 07	Thursday 08	Friday 09	Saturday 10	Sunday 11	
09.30AM to 10.00AM	Office Management (Sri D. Shiva Prasad, Faculty (Retd.), Dr. MCRHRDI)	Recap	Recap	Recap	Recap	Trek @ Kadthal reserve forest area, RR District	Blood Donation Camp	
10.00AM to 11.00AM		Leave Rules (Smt. Y.Rajeswari Senior Lecturer Dr. MCRHRDI)	Mental Health & Wellbeing (Sri Vanga Laxmi Krishna Prasad, Yoga Instructor)	Pension Rules (Sri M. Shankaraiah, A/c Officer (Retd.), Dr. MCR HRDI)	TG State & Subordinate Service Rules (Sri K. Srinivasa Rao, Audit Officer, State Audit Dept.)			
11.00AM to 11.15 AM	Tea Break							
11.15 AM to 12.15 PM	Drafting Skills (Sri D. Shiva Prasad, Faculty (Retd.), Dr. MCRHRDI)		Emotional Intelligence (Dr. Kalanjeri Venkatesh Satya, Faculty, CMB)					
12.15PM to 01.15PM		Lunch Break						
01:15PM to 02:30PM		National Pension System (NPS) (Sri K.Nagaraju, Sr. Lecturer, CFE Dr. MCR HRD IT)	Ethics in Administration (Lt. Dr. K.Sukumar, Senior Faculty, CLP, Dr. MCRHRDIT)	e-office Management (Sri SN Murthy, NIC)	Essay Writing competition on "Elimination of Single Use Plastic"			
02.30 PM to 03.30 PM	Tea Break							
03.30 PM to 03.45 PM	Tea Break		Ethics in Administration (Lt. Dr. K.Sukumar)	e-office Management (Sri SN Murthy, NIC)	Gender Sensitisation (Prof. (Dr.) Madhavi Ravulapati, Professor & Head-CLP, Course Director)			
03.45PM to 04.45 PM	Right to Information (RTI) Act, 2005 (Sri Srinivas Madhav, Consultant, TMU, Dr. MCR HRDIT)							
04.45 PM to 05.45 PM								
Venues	Dress Code: Formal Class Room : Dasarathi Auditorium, Ground Floor Admin Building Lunch Break : Trupti Dinning Hall, Ground Floor, Tungabhadra Block			1) Morning Activity (PT): From 06.30am to 07.30am Venue: New Football Ground 2) Mini Marathon on 11.10.2026 3) Essay Writing competition on "Elimination of Single Use Plastic" on 09.10.2026 from 02:30pm to 03:30pm				
Sd/- Prof. (Dr.) Madhavi Ravulapati Professor & Head-CLP, Course Director				Sd/- Santhi Kumari, IAS Vice Chairperson & Director General				