



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA**  
**Centre for Law & Public Administration (CLP)**  
**Foundation Course (FC) for**  
**newly recruited Group – II Service Officers (ASOs) of Telangana**  
**(05.01.2026 to 28.02.2026)**



**Week - VII**  
**(16.02.2026 to 22.02.2026)**

TIME	Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	Sunday 22		
10.30 AM to 11.30 AM	<b>Secretariat Instructions and Business Rules</b>  (Sri Ch. Seetha Ramulu (Retd.) Asst. Secretary to Vigilance Commissioner, Vigilance Commission, Telangana, Hyderabad)	<b>Record Management</b>  (Dr. K. Suresh Kumar, Faculty, CLP)	<b>Preparation of note for DCP</b>  (Sri Ch. Seetha Ramulu (Retd.) Asst. Secretary to Vigilance Commissioner, Vigilance Commission, Telangana, Hyderabad)	<b>Overview on Handloom &amp; Textiles</b>	<b>Overview on Planning Department</b>	Trek / Visit to Bhuddavanam, Nagarjuna Konda, Nagarjuna Sagar	S u n d a y  ( H o l i d a y )		
11.30 AM to 11.45 AM	<b>Tea Break</b>								
11.45 AM to 12.45 PM	<b>Secretariat Instructions and Business Rules</b>  (Sri Ch. Seetha Ramulu)	<b>Overview on Women Development &amp; Child Welfare Department</b>	<b>Overview on PR &amp; RD</b>	<b>Overview on Industries &amp; Commerce</b>	<b>e- Office Management</b>  (Faculty from NIC)				
12:45pm to 01:45pm				<b>Handling Litigation &amp; Drafting Parawise Remarks</b>  (Dr. Madhavi Ravulapati, CD)					
01:45pm to 02:45pm	<b>Lunch Break</b>								
02.45 PM to 03.45 PM	<b>Secretariat Instructions and Business Rules</b>  (Sri Ch. Seetha Ramulu)	<b>Handling Litigation &amp; Drafting Parawise Remarks</b>  (Dr. Madhavi Ravulapati, CD)	<b>Preparation of note for DPC</b>  (Sri Ch. Seetha Ramulu)	<b>Handling Litigation &amp; Drafting Parawise Remarks</b>  (Dr. Madhavi Ravulapati)	<b>e- Office Management</b>  (Faculty from NIC)				
03.45 PM to 04.00 PM		<b>Tea Break</b>							
04.00 PM to 05.00 PM		<b>Handling Litigation &amp; Drafting Parawise Remarks</b>  (Dr. Madhavi Ravulapati)	<b>Preparation of note for DPC</b>  (Sri Ch. Seetha Ramulu)	<b>Handling Litigation &amp; Drafting Parawise Remarks</b>  (Dr. Madhavi Ravulapati)	<b>e- Office Management</b>  (Faculty from NIC)				
<b>Venues</b>	<b>Dress Code:</b> Formal <b>Class Room :</b> Shravan Kumar Hall, 3rd Floor, Tungabhadra Hostel <b>Lunch Break :</b> Pushti Dinning Hall, 1st Floor, Tungabhadra Hostel								

*R. M. Ravulapati*  
**Dr. Madhavi Ravulapati**  
 Course Director

*Santhi Kumari*  
**Santhi Kumari, IAS**  
 Vice Chairperson & Director General

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