



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Foundation Course for Assitant Section Officers
From 01.06.2015 to 22.08.2015

		WEEKLY SCHEDULE		
		11.8.2015 to 14.8.2015		Week 11
	11.08.2015 Tuesday	12.08.2015 Wednesday	13.08.2015 Thursday	14.08.2015 Friday
9.30am to 10.30am	Secretariat Attachment	Secretariat Attachment	Finalisation of Individual Reports	Group Presentations
10.40am to 11.40am			Habit - 7 (Dr KT)	Group Presentations
TEA B R E A K				
12.00 Noon to 1.00 pm	Secretariat Attachment	Secretariat Attachment	Consolidation of individual reports and preparation of Group presentations	Group Presentations
L U N C H B R E A K				
2.15pm to 3.15pm	Secretariat Attachment	Secretariat Attachment	Consolidation of individual reports and preparation of Group presentations	Group Presentations
TEA B R E A K				
3.30pm to 4.30pm	Secretariat Attachment	Secretariat Attachment	Consolidation of individual reports and preparation of Group presentations	Group Presentations
VENUE- Room 023	1) Submission of individual reports by 2.00pm on 13.8.2015 2) Group Presentations guidelines will be issued separately			

ACADEMIC INPUTS		GUEST SPEAKERS	
7 Habits of Highly effective people - Habit -7 (Dr KT)		Escort Officer - Sri M. Murali Mohan Reddy, A 01	
Practicing 7 Habits			
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGE	: Public Administration, Governance & Ethics	VKA	Shri Vinod K. Agrawal, IAS
SOM&BR	: Secretariat Office Manual & Business Rules	Dr.KT	Dr. K. Tirupataiah, IFS
L&LM	: Law & Legal Matters	LS	Shri. L. Shashidhar, IAS
M & ES	: Management and Environmental Studies	KNR	Shir K. Nageswara Rao
SM&OP	: Service Matters & Office Procedures	Dr.KS	Dr.K.Swamy
IT & e-Gov.	: Information Technology & e-Governance	Dr.OVS	Dr.O.Vijayasree
		Dr WGP	Dr W.G. Prasanna Kumar
		Dr.VDN	Dr. V. Deepa Nair
		PSR	Sri P. Srinivasa Rao
		SRS	Sri S. Rajasekhar
		Dr.RM	Dr. R.Madhavi
		PB	Smt P. Bharathi
		KRG	Sri K.Ram Gopal
		YS	Smt Yasmeen Sulthana
		JVNR	Sri JVN Rajanikanth
		BhPS	Sri Bh. Panduranga Sarma
		VLNG	Sri VLN. Gupta
		KSR	Sri K. Srinivasa Rao
		KAK	Sri K. Anil Kumar
		KSR	Smt K. Soumya Rani
		DVR	Sri D.V. Ramana
		NVCR	Sri NVC Rajesh
		BNNLR	Sri B.N.N. Laxmoji Rao
		KGR	Sri K.G. Rama Kistappa
		MK	Sri Mohammad Khadeer