



**FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE**

		Dt.27.07.15 to 01.08.2015				WEEK-1R2	
		27.07.2015 Monday	28.07.2015 Tuesday	29.07.2015 Wednesday	30.07.2015 Thursday	31.07.2015 Friday	01.08.2015 Saturday
9.30am to 10.30am	A	<b>Inaugural Function</b> (10.00am-11.00am)	<b>Organisation Structure</b> (Sri V.Rambabu, DD, ISTM)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))	<b>GFRs,Budget</b> ( Sri K.Venkataramana ,PAO, IT Dept.)	<b>Concepts of Climate Change</b> ( Dr.W.G.Prasanna Kumar)	<b>Pay Fixations</b> ( Sri Venkataramana ,PAO, IT Dept.)
	B			<b>GFRs,Budget</b> ( Sri K.Venkataramana ,PAO, IT Dept.)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))		
10.40 am to 11.40am	A	<b>Eco - Responsible Institute</b> ( Dr. W.G.Prasanna Kumar) (11.20am-12.00noon)	<b>Organisation Structure</b> (Sri V.Rambabu, DD, ISTM)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))	<b>GFRs,Budget</b> ( Sri K.Venkataramana ,PAO, IT Dept.)	<b>Office Procedures</b> ( Sri Ch,Sai Prasad,IAAS,Jt.Secretary to Govt)	<b>Pay Fixations</b> ( Sri Venkataramana ,PAO, IT Dept.)
	B			<b>GFRs,Budget</b> ( Sri K.Venkataramana ,PAO, IT Dept.)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))		
<b>TEA B R E A K</b>							
12.00Noo n to 1.00 pm	A	<b>Ice-Breaking</b> (Dr. O.Vijayasree)	<b>On line logging</b> (Sri V.Rambabu, DD, ISTM)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))	<b>GFRs,Budget</b> ( Sri K.Venkataramana ,PAO, IT Dept.)	<b>Office Procedures</b> ( Sri Ch,Sai Prasad,IAAS,Jt.Secretary to Govt)	<b>Pay Fixations</b> ( Sri Venkataramana ,PAO, IT Dept.)
	B			<b>GFRs,Budget</b> ( Sri Venkataramana ,PAO, IT Dept.)	<b>FR&amp;SR</b> ( Sri G.Rajeswara Rao,Sr.AO (Retd))		
<b>L U N C H B R E A K</b>							
2.15pm to 3.15pm	A	<b>Role of Assistants</b> (Sri V.Rambabu, DD, ISTM)	<b>e-Governance</b> (Sri V.Rambabu, DD, ISTM)	<b>Constitution of India</b> ( Dr.Madhavi,Associate.Prof.)	<b>Leave Rules</b> ( Sri N.Radhakrishna, AAO)	<b>Online Feed back - Practical</b> ( Sri Md.Khadeer, Sri K. Ramakrishna)	<b>Attitude Building for service Delivery</b> ( Sri Mohan Kumar Gandhi)
	B			<b>Leave Rules</b> ( Sri N.Radhakrishnan, AAO)	<b>Constitution of India</b> ((Dr.Madhavi,Associate.Prof.)		
<b>TEA B R E A K</b>							
3.30pm to 4.30pm	A	<b>Role of Assistants</b> (Sri V.Rambabu, DD, ISTM)		<b>Constitution of India</b> ( Dr.Madhavi,Associate.Prof.)	<b>Leave Rules</b> ( Sri N.Radhakrishna, AAO)	<b>Seven Habit of Highly Effective People-Foundation</b> ( Dr.K.Tirupataiah, IFS,Addl.DG)	<b>Attitude Building for service Delivery</b> ( Sri P.Mohan Kumar Gandhi)
	B			<b>Leave Rules</b> ( Sri N.Radhakrishnan, AAO)	<b>Constitution of India</b> (Dr.Madhavi,Associate.Prof.)		
V E N U E		<b>Hall Nos.:</b> <b>Group A:</b> <b>215 Group B:</b> <b>028</b>	<b>Computer Labs :</b> <b>Lab No.104</b> <b>Lab No.116</b>	<b>Common Class in Tungabhadra Conference Hall</b>			

ACADEMIC INPUTS			GUEST SPEAKERS		Escort Officer
	Ice-Breaking		Dr. O. Vijayashree		
	Role of Assistants		Sri. V. Rambabu, DD, ISTM		
	Organization Structure		Sri. V. Rambabu, DD, ISTM		
	On-line logging		Sri. V. Rambabu, DD, ISTM		
	E-Governance		Sri. V. Rambabu, DD, ISTM		
	FR&SR		Sri. G. Rajeswara Rao, Sr. AO (Retd)		A1
	GFRs & Budget		Sri. K. Venkataramana, PAO, IT Dept.		B1
	Constitution of India		Dr. Madhavi, Associate Prof.		A2
	Leave Rules		Sri. N. Radhakrishnan, AAO		B2
	GFRs & Budget		Sri. K. Venkataramana, PAO, IT Dept.		A3
	FR&SR		Sri. G. Rajeswara Rao, Sr. AO (Retd)		B3
	Leave Rules		Sri. N. Radhakrishnan, AAO		A4
	Constitution of India		Dr. Madhavi, Associate Prof.		B4
	Concepts of Climate Change		Dr. W. G. Prasannakumar		
	Office Procedures		Sri. Ch. Sai Prasad, IAAS, JS to Govt.		A5
	Ethics & Values		Prof. Vishwanadham		B5
	Online Feed Back -Practical		Sri Md. Khadeer and Sri K.Ramakrishna		
	Seven Habits of Highly Effective People- Foundation		Dr. K. Tirupataiah, IFS, Addl. DG		
	Pay Fixations		Sri. K. Venkataramana, PAO, IT Dept.		
	Concepts of Climate Change		Smt V.Bhagyanakshatram ,Faculty Dr.MCR HRD I		
	Office Procedures		Sri. Ch. Sai Prasad, IAAS, JS to Govt.		B6
	Attitude Building for Service Delivery		Sri.P. Mohan Kumar Gandhi		A6
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS		
OM	:	Office Management	VKA	Shri Vinod K.Agrawal, IAS	
ROM	:	Rules Orientation Module	Dr.KT	Dr. K. Tirupataiah, IFS	
e-Office	:	e-Office	LS	Shri. L. Shashidhar, IAS	
			KNR	Sri K. Nageswara Rao	
Art of Living Classes: Daily 6.00 - 7.00 am			Dr.KS	Dr.K.Swamy	
			Dr.OVS	Dr.O.Vijayasree	
Venue:	Vivekananda Building		Dr.WGP	Dr.W.G.Prasanna Kumar	
			Dr.VDN	Dr.Deepa Nair	
Dress Code:	MEN: Track Suit,Sports shoes,White Socks		Dr.RM	Dr. R. Madhavi	
	WOMEN: Track Suit, Sports shoes,White Socks		DCR	Sri Dharma Chandra Reddy	
			SR	Sri S. Raja Sekhar	
			PSR	Sri P. Srinivasa Rao	
			YS	Smt. Yasmeen Sultana	
			JVNR	Sri Rajanikanth	
ATTENDANCE IS COMPULSORY FOR ART OF LIVING			BhPS	Sri B. Panduranga Sarma	
			VBN	Smt.V.Bhagya Nakshatram	
			KRG	Sri K.Ram Gopal	
			VLNG	Sri VLN. Gupta	
			KAK	Sri K.Anil Kumar	
			DVR	Sri D.V.Ramana	
			KSR	Sri K. Srinivasa Rao	
			KS	Ms. K.Soumya Rani	
			MJ	Smt. Meena Jagirdhar	
			PB	Ms.P.Bharathi	
			KGR	Sri K.G. Rama Kistappa	
			NVCR	Sri NVC Rajesh	
			MK	Sri Mohammad Khadeer	
Date: 27.07.2015			COURSE COORDINATOR		