



**Dr. MCR Human Resource Development Institute
Foundation Course for Assitants (DR)
27th July to 18th September,2015.**

FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE

		Dt.03.08.15-08.08.15				WEEK-2 R1	
		03.08.2015 Monday	04.08.2015 Tuesday	05.08.2015 Wednesday	06.8.2015 Thursday	07.08.2015 Friday	08.08.2015 Saturday
9.30am to 10.30am	A	Ethics and Values (Prof. Viswanadham)	Seven Habits of Highly Effective People-Habit 1 (Dr.K.Tirupataiah IFS)	Practice on Common Office Software	Leadership (Sri NCV Rajesh)	Stress Management (Smt.P.Bharathi,SFM)	
	B	Right to Information Act (Sri K.Ramgopal)		Pay Fixations (Sri K.Venkata Ramana, PAO)	Practice on Common Office Software		
10.40 am to 11.40am	A	Ethics and Values (Prof. Viswanadham)	Writs- (Dr.Madhavi,Associate Prof.)	Practice on Common Office Software	Leadership (Sri NCV Rajesh)	Seven Habits of Highly Effective People-Habit 2 (Dr.K.Tirupataiah IFS)	Heritage Walk
	B	Right to Information Act (SriK.Ramgopal)		Pay Fixations (Sri K.Venkata Ramana,PAO)	Practice on Common Office Software		
11.40am-12.00noon TEA B R E A K							
12.00Noon to 1.00 pm	A	Ethics and Values (Prof. Viswanadham)	Right to Information Act (SriK.Ramgopal)	Practice on Common Office Software	Leadership (Sri NCV Rajesh)	Stress Management (Smt.P.Bharathi,SFM)	Heritage Walk
	B	Right to Information Act (SriK.Ramgopal)	Will Be announced later	Pay Fixations (Sri K.Venkata Ramana,PAO)	Practice on Common Office Software		
1.00pm to 2.15pm LUNCH BREAK							
2.15pm to 3.15pm	A	Psychometric Analysis (Dr.O.Vijayasree)	Right to Information Act (SriK.Ramgopal)	Gender Sensitisation(Dr. V.Deepa Nair, Asst.Professor)	Conduct Rules (Sri N.Radhakrishnan, AAO)	New Pension Scheme and Other Retirement benefits(Sri Veerabhadra rao, AAO)	Heritage Walk
	B		Gender Sensitisation(Dr. V.Deepa Nair, Asst.Professor)	Conduct Rules (Sri N.Radhakrishnan,A AO)	DFPRs(Sri K.Venkataramana PAO)		
TEA B R E A K							
3.30pm to 4.30pm	A	Psychometric Analysis (Dr.O.Vijayasree)	Right to Information Act (Sri K.Ramgopal)	Gender Sensitisation(Dr. V.Deepa Nair, Asst.professor)	Conduct Rules (Sri N.Radhakrishnan, AAO)	New Pension Scheme and Other Retirement benefits(Sri Veerabhadra rao, AAO)	Heritage Walk
	B		Gender Sensitisation(Dr. V.Deepa Nair, Asst.Professor)	Conduct Rules (Sri N.Radhakrishnan,A AO)	DFPRs(Sri K.Venkataramana PAO)		
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall Heritage Walk: Charminar,Chowmohallah Palace and Salarjung Museum (6.00am-2.00pm)			

ACADEMIC INPUTS			GUEST SPEAKERS		Escort Officer
	Ethics and Values		Prof. Vishwanadham		A7
	Right to Information Act		Sri. K. Ram Gopal		B7
	Psychometric Analysis		Dr. O. Vijayasree		B8
	Seven Habits of Highly Effective People - 1		Dr. K. Tirupataiah, IFS		A8
	Writs		Dr. A. Madhavi		B9
	Right to Information Act		Sri. K. Ram Gopal		A9
	Gender Sensitization		Dr. V. Deepa Nair		B10
	Practice on Common Office Software		Sri. Mohd. Khadeer		A10
	Pay Fixations		Sri. K. Venkataramana		B11
	Gender Sensitization		Dr. V. Deepa Nair		A11
	Conduct Rules		Sri. N. Radhakrishna		B12
	Leadership		Sri. N.C.V. Rajesh		A12
	Practice on Common Office Software		Sri. Mohd. Khadeer		A13
	Conduct Rules		Sri. N. Radhakrishna		A14
	Delegation of Financial Powers & Rules		Sri. K. Venkataramana		B13
	Stress Management		Smt. P. Bharathi		B14
	Seven Habits of Highly Effective People - 2		Dr. K. Tirupataiah, IFS		A15
	New Pension Scheme & Other Pensionary Benefits		Sri. Veerabhadra Rao		A16
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	
YOGA/PT Classes: Daily 6.00 - 7.00 am			Dr.KS	Dr.K.Swamy	
			Dr.OVS	Dr.O.Vijayasree	
Venue:	OPEN AUDITORIUM BEHIND ADMIN BLOCK		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 YOGA			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: 03.08.2015			COURSE COORDINATOR		