



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.10.08.15-15.08.15

WEEK-3

		10.08.2015 Monday	11.08.2015 Tuesday	12.08.2015 Wednesday	13.8.2015 Thursday	14.08.2015 Friday	15.08.2015 Saturday
9.15am to 10.30am	A	Holiday (Bonalu)	Breifing on W2FW (Sri Chandan Mukherji DD ISTM)	Noting Skills- (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Overview of Reservations in Service (Sri S K Das Gupta, Director (Retd) ISTM)	Independence Day followed by Blood Donation Camp
	B			Notings Skills- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta, Director (Retd) ISTM)		
10.30am to 10.45am			TEA B R E A K				
10.45 am to 12.00 noon	A		Breifing on W2FW (Sri Chandan Mukherji DD ISTM)	Noting Skills- (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Overview of Reservations in Service (Sri S K Das Gupta,Director (Retd) ISTM)	
	B			Noting Skills- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta ,Director (Retd) ISTM)		
12.00noon to 12.15pm-			BREAK				
12.15Noon to 1.30 pm	A		Office Procedures -(Sri S K Das Gupta,Director (Retd) ISTM)	Noting Skills- (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Records Management (Sri S K Das Gupta,Director (Retd) ISTM)	
	B		Office Procedures- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Noting Skills- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta, Director (Retd) ISTM)		
1.30pm to 2.30pm			LUNCH BREAK				
2.30pm to 3.30pm	A		Office Procedures -(Sri S K Das Gupta,Director (Retd) ISTM)	Parliamentary Procedure (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Records Management (Sri S K Das Gupta,Director (Retd) ISTM)	
	B		Office Procedures- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Parliamentary Procedure (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta ,Director (Retd) ISTM)		
3.30pm to			TEA B R E A K				
3.45pm to 4.45pm	A		Noting Skills (Sri S K Das Gupta,Director (Retd) ISTM)	Parliamentary Procedure (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	7 Habits of Highly Effective People - Habit3 (Dr.K.Tirupataiah,IFS)	
	B		Noting Skills- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Parliamentary Procedure (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta, Director (Retd) ISTM)		
4.45pm to 5.00pm		BREAK					
5.00pm- 6.00pm	A	Noting Skills (Sri S K Das Gupta,Director (Retd) ISTM)	Parliamentary Procedure (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Drafting Skills (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)			
	B	Noting Skills- (Dr.. A.N.Chakravarty ,Director (Retd) ISTM)	Parliamentary Procedure (Sri S K Das Gupta, Director (Retd) ISTM)	Drafting Skills (Sri S K Das Gupta,Director (Retd) ISTM)			
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall Blood Donation on 15.08.15 after Flag Hoisting			