



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.31.08.15-05.09.15				WEEK-6	
		31.08.2015 Monday	1.09.2015 Tuesday	2.09.2015 Wednesday	3.9.2015 Thursday	4.09.2015 Friday	05.09.2015 Saturday
9.30am to 10.30am	A	Seven Habits of Highly Effective People-Habit-4 (Dr.K.Tiruptaiah IFS)			PMES,RFD (Sri Chandan Mukherjee, DD ISTM)	Exam on Rules Module	
	B						
10.40 am to 11.40am	A	Seven Habits of Highly Effective People-Habit-5 (Dr.K.Tiruptaiah IFS)	Seven Habits of Highly Effective People-Habit-6 (Dr.K.Tiruptaiah IFS)	e-Office Procedurs (Faculty from NIC)			
	B						
11.40am-12.00noon TEA B R E A K							
12.00Noon to 1.00 pm	A	will be announced later	will be announced later	e-Office Procedurs (Faculty from NIC)	Citizen Charter(Sri Chandan Mukherjee, DD ISTM)		Study Tour and NGO attachment
	B						
1.00pm to 2.15pm LUNCH BREAK							
2.15pm to 3.15pm	A	Debriefing on Village Visit (Sri Kishandas, and Dr. N. Sai Bhaskar Reddy)	LTC Rules (Sri N.Radhakrishnan AAO)	will be announced later	Team Building(Dr.I. Anand Pawar)		
	B		Team Building (Dr.I.Anand Pawar)	LTC Rules (Sri N.Radhakrishnan AAO)	will be announced later		
3.15pm to 3.30pm TEA B R E A K							
3.30pm to 4.30pm	A	Debriefing on Village Visit (Sri Kishandas, and Dr.N. Sai Bhaskar Reddy)	LTC Rules (Sri N.Radhakrishnan AAO)	will be announced later	Team Building(Dr.I. Anand Pawar)		
	B		Team Building (Dr.I.Anand Pawar)	LTC Rules (Sri N.Radhakrishnan AAO)	will be announced later		
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall Psychmetc Analysis (exit level Test from 4.30pm- 5.30pm)			