



Dr. MCR HRD INSTITUTE

**Foundation Course for Assistants (DR) of CSS  
1st June, 2015 to 24th July, 2015**

**WEEKLY SCHEDULE**

01.06.2015 to 06.06.2015

**WEEK-1R1**

		01.06.2014 Monday	02.06.2014 Tuesday	03.06.2014 Wednesday	04.06.2014 Thursday	05.06.2014 Friday	06.06.2014 Saturday		
9.30am to 10.30am	A	<b>I N A U G U R A T I O N</b>	<b>Organisational Structure</b> (Sri Rambabu, Dy. Director, ISTM)	Office Procedures (Sri Ch.V.Sai Prasad, IA&AS)	Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Conduct Rules (SriT. Satyamurthy, A.C (Retd))	Right To Information Act (Sri KRG)		
	B			Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Right To Information Act (Sri KRG)	Pay Fixations (K.Venkataramana Sr.A.O)	Conduct Rules (SriT. Satyamurthy, A.C (Retd))		
10.40 am to 11.40am	A			Office Procedures (Sri Ch.V.Sai Prasad, IA&AS)	Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Conduct Rules (SriT. Satyamurthy, A.C (Retd))	Right To Information Act (Sri KRG)		
	B			Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Right To Information Act (Sri KRG)	Pay Fixations (K.Venkataramana Sr.A.O)	Conduct Rules (SriT. Satyamurthy A.C(Retd))		
<b>TEA B R E A K</b>									
12.00Noon to 1.00 pm	A			<b>Introduction to e-office procedure</b> (Sri Rambabu, Dy. Director, ISTM)	Office Procedures (Sri Ch.V.Sai Prasad, IA&AS)	Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Conduct Rules (SriT. Satyamurthy, A.C (Retd))	Right To Information Act (Sri KRG)	
	B				Fundamental Rules & Supplementary Rules (Sri G. Rajeswar Rao)	Right To Information Act (Sri KRG)	Pay Fixations (K.Venkataramana Sr.A.O)	Conduct Rules (SriT. Satyamurthy A.C(Retd))	
<b>LUNCH BREAK</b>									
2.15pm to 3.15pm	A	<b>Ice Breaking</b> (Dr.OVS)	<b>Introduction to e-office procedure</b> (Sri Rambabu, Dy. Director, ISTM)	<b>Constitution of India</b> (Dr.RM)	Team Building ( Sri NVCR)	Gender Sensitisation (Dr.VDN)	<b>Seven Habits of Highly Effective People- Foundation</b> (Dr.KT)		
	B				Gender Sensitisation (Dr.VDN)	Team Building ( Sri NVCR)			
<b>TEA B R E A K</b>									
3.30pm to 4.30pm	A	<b>Role of Assistants</b> (Sri Rambabu, Dy. Director, ISTM)	<b>Inputs on Online Feedback</b> (Sri.KGR)	<b>Constitution of India</b> (Dr.RM)	Team Building ( Sri NVCR)	Gender Sensitisation (Dr.VDN)	<b>Seven Habits of Highly Effective People- Foundation</b> (Dr.KT)		
	B				Gender Sensitisation (Dr.VDN)	Team Building ( Sri NVCR)			
V E N U E		Hall Nos.: Group A: 215 Group B: 028	Computer Labs : Lab No.104 Lab No.116	1) Inauguration of the Course will be held at 11.00am in the Thungabhadra Conference Hall on 01.06.2015 (Monday). All the OTs are to occupy their seats by 10.45am					

ACADEMIC INPUTS		GUEST SPEAKERS	
	Course Overview & Shistachar	Smt P. Bharthi	
	Ice Breaking - Dr.OVS	Dr O. Vijaya Sree	
	Role of Assistants	Sri V. Rambabu, Dy.Director, ISTM, New Delhi	
	Organisational Structure	Sri V. Rambabu, Dy.Director, ISTM, New Delhi	
	Introduction to e-office procedure	Sri V. Rambabu, Dy.Director, ISTM, New Delhi	
	Inputs on Online Feedback - Sri.KGR	Sri K. Ram Gopal	
	Fundamental Rules & Supplementary Rules	Sri G. Rajeswar Rao, AAO, AG Office, Hyderabad	
	Office Procedures	Ch.V.Sai Prasad, IA&AS	
	Constitution of India	Dr R. Madhavi	
	Fundamental Rules & Supplementary Rules	Sri G. Rajeswar Rao, AAO, AG Office, Hyderabad	
	Right to Information Act	Sri K. Ram Gopal	
	Team Building	Sri N.V.C Rajesh	
	Gender Sensitisation	Dr V. Deepa Nair	
	Conduct Rules	Dr T. Stya Murthy, Asst. Commissioner (Retd)	
	Pay Fixations	Sri K. Venkata Ramana, Sr. Accounts Officer	
	Gender Sensitisation	Dr V. Deepa Nair	
	Team Building	Sri N.V.C Rajesh	
	Right to Information Act	Sri K. Ram Gopal	
	Conduct Rules	Sri T. Satyamurthy, Asst. Commissioner (Retd)	
	Seven Habits of Highly Effective People- Foundation -	Dr K. Tirupataiah, IFS, Addl. DG	
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
<b>YOGA/PT Classes: Daily 6.00 - 7.00 am</b>		Dr.KS	Dr.K.Swamy
		Dr.OVS	Dr.O.Vijayasree
<b>Venue:</b>	OPEN AUDITORIUM BEHIND ADMIN BLOCK	Dr.WGP	Dr.W.G.Prasanna Kumar
		Dr.VDN	Dr.Deepa Nair
<b>Dress Code:</b>	<b>MEN: Track Suit, Sports shoes, White</b>	Dr.RM	Dr. R. Madhavi
	<b>WOMEN: Track Suit, Sports shoes, White Socks</b>	DCR	Sri Dharma Chandra Reddy
		SR	Sri S. Raja Sekhar
		PSR	Sri P. Srinivasa Rao
		YS	Smt. Yasmeen Sultana
		JVNR	Sri Rajanikanth
		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
<b>ATTENDANCE IS COMPULSORY FOR YOGA</b>			
Date: 01.06.2014		COURSE COORDINATOR	