



Dr. MCR HRD INSTITUTE
FOUNDATION TRAINING FOR ASSISTANTS (DR) - WEEKLY SCHEDULE

08.06.2015 to 13.06.2015

WEEK-2 R1

		08.06.2014 Monday	09.06.2014 Tuesday	10.06.2014 Wednesday	11.06.2014 Thursday	12.06.2014 Friday	13.06.2014 Saturday	
9.30am to 10.30am	A	Pay Fixations (Sri K.Venkaramana Sr.A.O)	Seven Habits of Highly Effective People (Dr.KT)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	Ethics and Values in Public Service (Prof. V.Viswandham)	GFRs, Budget (Sri K.Venkataramana Sr.A.O)	Second Saturday (Holiday)	
	B	Office Procedures (Sri Ch.V. Sai Prasad IAAS)		Stress Management (Smt.PB)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	CCS (CCA) Rules (Sri T. Satyamurthy, Asst. Commr)		
10.40 am to 11.40am	A	Pay Fixations (Sri K.Venkaramana Sr.A.O)	Writs (Dr.RM)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	Ethics and Values in Public Service (Prof. V.Viswandham)	GFRs, Budget (Sri K.Venkataramana Sr.A.O)		
	B	Office Procedures (Sri Ch.V. Sai Prasad IAAS)		Stress Management (Smt.PB)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	CCS (CCA) Rules (Sri T. Satyamurthy, Asst. Commr)		
TEA B R E A K								
12.00Noon to 1.00 pm	A	Pay Fixations (Sri K.Venkaramana Sr.A.O)	W2FW (KAK)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	Ethics and Values in Public Service (Prof. V.Viswandham)	GFRs, Budget (Sri K.Venkataramana Sr.A.O)		
	B	Office Procedures (Sri Ch.V. Sai Prasad IAAS)		Stress Management (Smt.PB)	Handling of Government Litigation in CAT/Court (Sri Y. V. Ramakrishna, V.C. APAT (Retd)	CCS (CCA) Rules (Sri T. Satyamurthy, Asst. Commr)		
L U N C H B R E A K								
2.15pm to 3.15pm	A	Sensitization towards Differentially abled people (Dr. Shanker Consultant, RVM)	Personality Development and Etiquettes (Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Mangement	Attitude Building for Service Delivery (SriP.Mohan Kumar Gandhi, Consultant)	Leave Rules (Sri N. Radhakrishna AAO)	T.A. Rules (Ms. Subhadra , Asst. chief Accounts Officer)		
	B	Attitude Building for Service Delivery (SriP.Mohan Kumar Gandhi, Consultant)	Sensitization towards Differentially abled people (Dr. Shanker Consultant, RVM)	Personality Development and Etiquettes (Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Mangement	T.A. Rules (Ms. Subhadra , Asst. Chief Accounts Officer)	Leave Rules (Sri N. Radhakrishna AAO)		
TEA B R E A K								
3.30pm to 4.30pm	A	Sensitization towards Differentially abled people (Dr. Shanker Consultant, RVM)	Personality Development and Etiquettes (Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Mangement	Attitude Building for Service Delivery(SriP.Mohan Kumar Gandhi, Consultant)	Leave Rules (Sri N. Radhakrishna AAO)	T.A. Rules (Ms.Subhadra , Asst. chief Accounts Officer)		
	B	Attitude Building for Service Delivery (SriP.Mohan Kumar Gandhi, Consultant)	Sensitization towards Differentially abled people (Dr. Shanker Consultant, RVM)	Personality Development and Etiquettes (Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Mangement	T.A. Rules (Ms.Subhadra , Asst. chief Accounts Officer)	Leave Rules (Sri N. Radhakrishna AAO)		
V E N U E		Hall Nos.: Group A: 215 Group B: 028	Computer Labs : Lab No.104 Lab No.116					

ACADEMIC INPUTS			GUEST SPEAKERS	
	Pay Fixations		Sri K.Venkaramana Sr.A.O	
	Office Procedures		Sri Ch.V. Sai Prasad IAAS	
	Sensitization towards Differentially abled people		Dr. Shanker Consultant, RVM	
	Attitude Building for Service Delivery		SriP.Mohan Kumar Gandhi, Consultant)	
	Seven Habits of Highly Effective People		Dr. K. Tirupataiah, IFS - E.O A10	
	Writs		Dr. R. Madhavi E.O B10	
	W2FW		Sri K.Anil Kumar	
	Personality Development and Etiquettes		Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Management E.O A11	
	Sensitization towards Differentially abled people		Dr. Shanker Consultant, RVM E.O B11	
	Handling of Government Litigation in CAT/Court		Sri Y. V. Ramakrishna, V.C. APAT (Retd) A12	
	Stress Management		Ms.P.Bharathi E.O B12	
	Attitude Building for Service Delivery		SriP.Mohan Kumar Gandhi, Consultant E.O A12	
	Personality Development and Etiquettes		Mrs. Sridevei, Principal, Pinnacle Institute of Hotel Management E.O A13	
	Ethics and Values in Public Service		Prof. V.Viswandham	
	Handling of Government Litigation in CAT/Court		Sri Y. V. Ramakrishna, V.C. APAT (Retd) E.O B13	
	Leave Rules		Sri N. Radhakrishna AAO E.O A14	
	T.A. Rules		Ms. Subhadra , Asst. Chief Accounts Officer E.O B14	
	GFRs, Budget		Sri K.Venkataramana Sr.A.O E.O A15	
	CCS (CCA) Rules		Sri T. Satyamurthy, Asst. Commr E.O B15	
	T.A. Rules		Ms. Subhadra , Asst. chief Accounts Officer) E.O A15	
	Leave Rules		Sri N. Radhakrishna AAO E.O B16	
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 WOMEN: Track Suit, Sports shoes, White Socks		Dr.RM	Dr. R. Madhavi
			DCR	Sri Dharma Chandra Reddy
			SR	Sri S. Raja Sekhar
			PSR	Sri P. Srinivasa Rao
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: 0 .06.2014			COURSE COORDINATOR	