

Dr. MCR HRD INSTITUTE							
FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE							
15.06.2015 to 20.06.2015					WEEK-3		
		15.06.2015 Monday	16.06.2015 Tuesday	17.06.2015 Wednesday	18.06.2015 Thursday	19.06.2015 Friday	20.06.2015 Saturday
9.30am to 10.30am	A	M.S Office	Seven Habits of Highly Effective People-Habit-2 (Dr.KT)	Leadership (NCVR)	M.S Office	CCS (CCA) Rules (Sri T. Satyamurthy, Asst. Commr)	Seven Habits of Highly Effective People-Habit-5 (Dr.KT)
	B	GFRs, Budget, Control of Expenditure ( Sri Venkataram ana, Sr.A.O.,IT dept)		Ethics and Values in Public Service ( Prof. V.Viswandham)	Noting Skills (Sri K.Venkata Krishna, Dy.Secy., Telangana Secretariat)	M.S Office	
10.40 am to 11.40am	A	Stress Managem ent (Smt PB)	Seven Habits of Highly Effective People-Habit-3 (Dr.KT)	Leadership (NCVR)	DFPRs ( Sri Venkataraman, AO,IT dept)	CCS (CCA) Rules ( Sri T. Satyamurthy, Asst. Commr)	
	B	GFRs, Budget, Control of Expenditure ( Sri Venkataram ana, Sr.AO,IT dept)		Ethics and Values in Public Service ( Prof. V.Viswandham)	Noting Skills (Sri K.Venkata Krishna, Dy.Secy., A.P Secretariat)	Noting Skills (Sri K.Venkata Krishna, Dy.Secy., A.P Secretariat)	
<b>TEA B R E A K</b>							
12.00Noon to 1.00 pm	A	Stress Managem ent (Smt PB)	Disaster Management and Administration ( Dr.Prasanna Kumar)	Leadership (NCVR)	DFPRs ( Sri Venkataramana, AO,IT dept)	CCS (CCA) Rules (Sri T. Satyamurthy, Asst. Commr)	W2FW
	B	GFRs, Budget, Control of Expenditure ( Sri Venkataram ana, Sr.AO,IT dept)		Ethics and Values in Public Service (Prof. V.Viswandham)	Noting Skills (Sri K.Venkata Krishna, Dy.Secy., A.P Secretariat)	Noting Skills (Sri K.Venkata Krishna, Dy.Secy., A.P.Secretariat)	
<b>LUNCH BREAK</b>							
2.15pm to 3.15pm	A	Climate change and Administra tion (Dr.Prasann a Kumar)	NPS & Other Retirement Benefits (Sri Veerabhadram, AO, AG AP & TS)	Sensitization towards Elderly People (Dr. VDN)	LTC Rules Sri N. Radhakrishna AAO	Communication Skills (Prof. K. Swamy)	
	B		Communication Skills (Prof. K. Swamy)		DFPRs (Sri Venkataramana, Sr.AO,IT dept)	LTC Rules Sri N. Radhakrishna AAO	
<b>TEA B R E A K</b>							
3.30pm to 4.30pm	A	Seven Habits of Highly Effective People- Habit 1 ( Dr.KT)	NPS & Other Retirement Benefits (Sri Veerabhadram, AO, AG AP & TS)	Seven Habits of Highly Effective People- Habit-4 (Dr.KT)	LTC Rules Sri N. Radhakrishna AAO	Communication Skills (Prof. K. Swamy)	
	B		Communication Skills (Prof. K. Swamy)		DFPRs (Sri Venkataramana, Sr.AO,IT dept)	LTC 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	
	M.S Office		Sri Mohammad Khadeer	
	GFRs, Budget, Control of Expenditure		Sri K.Venkaramana Sr.A.O	
	Stress Management		Ms.P.Bharathi	
	Climate change and Administration		Dr.Prasanna Kumar	
	Seven Habits of Highly Effective People - 1		Dr. K. Tirupataiah, IFS	
	Seven Habits of Highly Effective People- Habit-2 &3		Dr. K. Tirupataiah, IFS	
	Disaster Management and Administration		Dr.Prasanna Kumar	
	NPS & Other Retirement Benefits		Sri Veerabhadram, AO, AG AP & TS	
	Communication Skills		Prof. K. Swamy	
	Leadership		Sri NVC Rajesh	
	Ethics and Values in Public Service		Prof. V.Viswandham	
	Sensitization towards Elderly People		Dr.Deepa Nair	
	Seven Habits of Highly Effective People- Habit-4		Dr. K. Tirupataiah, IFS	
	M.S Office		Sri Mohammad Khadeer	
	Noting Skills		Sri K.Venkata Krishna, Dy.Secy.,	
	DFPRs		Sri Venkataraman, AO,IT dept)	
	LTC Rules		Sri N. Radhakrishna AAO	
	DFPRs		Sri Venkataraman, AO,IT dept)	
	CCS (CCA) Rules		Sri T. Satyamurthy, Asst. Commr)	
	M.S Office		Sri Mohammad Khadeer	
	Noting Skills		Sri K.Venkata Krishna, Dy.Secy., Telangana Secretariat)	
	Communication Skills		Prof. K. Swamy	
	LTC Rules		Sri N. Radhakrishna AAO	
	Seven Habits of Highly Effective People- Habit-5		Dr. K. Tirupataiah, IFS	
	W2FW		Dr Samarendranath, Director Minst of Steel	
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>	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
<b>ATTENDANCE IS COMPULSORY FOR YOGA</b>			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>Date: 15.06.2015</b>			<b>COURSE COORDINATOR</b>	