



Dr. MCR HRD INSTITUTE

Foundation Course for Assitants (DR)

1st June, 2015 to 24th July, 2015

FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE

Dt.22.06.2015 to 27.06.2015

WEEK-4 R1

		Dt.22.06.2015 Monday	Dt.23.06.2015 Tuesday	Dt.24.06.2015 Wednesday	Dt.25.06.2015 Thursday	Dt.26.06.2015 Friday	Dt.27.06.2015 Saturday
9.30am to 10.30am	A	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	e-Governance (Sri P.Srinivasa Rao, GM(IT), Dr.MCRHRDI)	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Drafting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Village Visit	Village Visit
	B	e-Governance (Sri P.Srinivasa Rao, GM(IT), Dr.MCRHRDI)	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Leadership (NCVR)			
10.40 am to 11.40am	A	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	e-Governance (Sri P.Srinivasa Rao, GM(IT), Dr.MCRHRDI)	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Drafting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)		
	B	e-Governance (Sri P.Srinivasa Rao, GM(IT), Dr.MCRHRDI)	Noting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Leadership (NCVR)			
TEA B R E A K							
12.00Noon to 1.00 pm	A	Rural Deveopment concepts and Approaches (Dr.KT)	Rural Deveopment Programmes (Dr.KT)	Introduction to concept and study of PRA &PLA tools	Drafting Skills (Sri K.VenkataKrishna, Dy.Secy., Telangana)	Village Visit	Village Visit
	B						
L U N C H B R E A K							
2.15pm to 3.15pm	A	PMES, RFD & Citizen Charter (Sri Sai Prasad, Jt. Secy., Telanga State)	NPS, Other Retirement Benefits (Sri Veerabhadram, Sr. Accounts Officer, AG)	Practial training on PRA &PLA Tools	Presentation by Faculty on VV	Village Visit	Village Visit
	B						
TEA B R E A K							
3.30pm to 4.30pm	A	PMES, RFD & Citizen Charter (Sri Sai Prasad, Jt. Secy., Telanga State)	NPS, Other Retirement Benefits (Sri Veerabhadram, Sr. Accounts Officer, AG)	Practial trainin gon PRA&PLA tools (Dr..KT)	Presentation by Faculty on VV	Village Visit	Village Visit
	B						
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	
	Noting Skills	Sri K.VenkataKrishna, Dy.Secy., Telangana)	
	e-Governance	Sri P.Srinivasa Rao	
	Rural Deveopment concepts and Approaches	Dr. K. Tirupataiah, IFS	
	PMES, RFD & Citizen Charter	Sri Sai Prasad,	
	NPS, Other Retirement Benefits	Sri Veerabhadram	
	Leadership	Sri NVC Rajesh	
	Introduction to concept and study of PRA &PLA tools	Dr. K. Tirupataiah, IFS	
	Inetraction	Sri Chandan Mukherjee,DD ISTM	
	Village Visist	Village Visist	
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
		Dr.WGP	Dr.W.G.Prasanna Kumar
Venue:	OPEN AUDITORIUM BEHIND ADMIN BLOCK	Dr.VDN	Dr.Deepa Nair
Dress Code:	MEN: Track Suit,Sports shoes,White	Dr.RM	Dr. R. Madhavi
	WOMEN: Track Suit, Sports shoes,White	DCR	Sri Dharma Chandra Reddy
		SR	Sri S. Raja Sekhar
		PSR	Sri P. Srinivasa Rao
		YS	Smt. Yasmeen Sultana
		JVNR	Sri Rajanikanth
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: 22.06.2015		COURSE COORDINATOR	