



**Dr. MCR HRD INSTITUTE**  
**Foundation Course for Assitants (DR)**  
**1st June, 2015 to 24th July, 2015**

**FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE**

|                            |   | <b>Dt.06.07.2015 to 11.07.2015</b>  |   |   |                           | <b>WEEK-6</b>            |                                      |
|----------------------------|---|---|---|---|---------------------------|--------------------------|--------------------------------------|
|                            |   | Dt.06.07.2015<br>Monday   | Dt.07.07.2015<br>Tuesday                    | Dt.08.07.2015<br>Wednesday  | Dt.09.07.2015<br>Thursday | Dt.10.07.2015<br>Friday  | Dt.11.07.2015<br>Saturday            |
| 9.30am<br>to<br>10.30am    | A | Seven habits of<br>Highly Effective<br>People Habit 5<br>(Dr.K.T.)                            |   |   | Preparation fo r<br>Exams | Exams                    | Study Tour                           |
|                            | B |   |   |   |                           |                          |                                      |
| 10.40 am<br>to<br>11.40am  | A | Overview of<br>Reservations in<br>Service<br>(Sri S.K.Dasgupta,<br>Director (Retd.),<br>DoPT) | Presentations by<br>ADRs on W2FW            | Presentations by ADRs<br>on W2FW  | Preparation fo r<br>Exams | Exams                    |                                      |
|                            | B |   |   |   |                           |                          |                                      |
| <b>TEA B R E A K</b>       |   |   |   |   |                           |                          |                                      |
| 12.00Noon<br>to<br>1.00 pm | A | Overview of<br>Reservations in<br>Service<br>(Sri S.K.Dasgupta,<br>Director (Retd.),<br>DoPT) | Presentations by<br>ADRs on W2FW            | Presentations by ADRs<br>on W2FW  | Exams                     | Exams                    | Study Tour                           |
|                            | B |   |   |   |                           |                          |                                      |
| <b>L U N C H B R E A K</b> |   |   |   |   |                           |                          |                                      |
| 2.15pm<br>to<br>3.15pm     | A | Records<br>Management (Sri<br>S.K.Dasgupta,<br>Director (Retd.),<br>DoPT)                     | Presentations by<br>ADRs on W2FW            | Presentations by ADRs<br>on W2FW  | Exams                     | psychometric<br>Analysis | Second Saturday<br>(General Holiday) |
|                            | B |   |   |   |                           |                          |                                      |
| <b>TEA B R E A K</b>       |   |   |   |   |                           |                          |                                      |
| 3.30pm<br>to<br>4.30pm     | A | Records<br>Management (Sri<br>S.K.Dasgupta,<br>Director (Retd.),<br>DoPT)                     | Presentations by<br>ADRs on W2FW            | Presentations by ADRs<br>on W2FW  | Exams                     | psychometric<br>Analysis | Study Tour                           |
|                            | B |   |   |   |                           |                          |                                      |
| V<br>E<br>N<br>U<br>E      |   | Hall Nos.:<br>Group A: 215<br>Group B: 028  | Computer Labs :<br>Lab No.104<br>Lab No.116 | Common Class in Tungabhadra Conference Hall<br>Dt.10.07.15 to Dt.15.05.15 : Study Tour<br>Dt.10.07.15 Evening 9.00 pm Proceed to Study Tour |                           |                          |                                      |

| ACADEMIC INPUTS                              |   |                          | GUEST SPEAKERS                       |                           |
|--|---|--------------------------|--------------------------------------|---------------------------|
|  | Seven habits of Highly Effective People Habit 5 |                          | Dr. K. Tirupataiah, IFS              |                           |
|  | Overview of Reservations in Service             |                          | S.K.Dasgupta, Director (Retd.), DoPT |                           |
|  | Records Management                              |                          | S.K.Dasgupta, Director (Retd.) DoPT  |                           |
| 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              |                          | 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: 06 .07.2014</b>                     |   |                          | <b>COURSE COORDINATOR</b>            |                           |

