



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

FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE

		Dt.13.07.2015 to 17.07.2015				WEEK-7
		13.07.2015 Monday	14.07.2015 Tuesday	15.07.2015 Wednesday	16.07.2015 Thursday	17.07.2015 Friday
9.30am to 10.30am	A	Study Tour	Study Tour	Study Tour	Presentations by ADRs on Book Review	Seven habits of Highly Effective People Habit 6 (Dr.K.T.)
	B					
10.40 am to 11.40am	A	Study Tour	Study Tour	Study Tour	Presentations by ADRs on Book Review	Seven habits of Highly Effective People Habit 7 (Dr.K.T.)
	B					
TEA B R E A K						
12.00Noo n to 1.00 pm	A	Study Tour	Study Tour	Study Tour	Presentations by ADRs on Book Review	Course End Evaluation
	B					
L U N C H B R E A K						
2.00pm to 3.15pm	A	Study Tour	Study Tour	Study Tour	Presentations by ADRs on Book Review	Valedictory Function (Tungabhadra Conference Hall)
	B					
TEA B R E A K						
3.30pm to 4.30pm	A	Study Tour	Study Tour	Study Tour	Presentations by ADRs on Book Review	
	B					
V E N U E		Hall Nos.: Group A: 215 Group B: 028	Computer Labs : Lab No.104 Lab No.116	Common Class in Auditorium (Admn. Block)		

ACADEMIC INPUTS			GUEST SPEAKERS	
		Seven habits of Highly Effective People Habit 6	Dr. K. Tirupataiah, IFS	
		Seven habits of Highly Effective People Habit 7	Dr. K. Tirupataiah, IFS	
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 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
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	