Dr.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Centre for Public Administration
Induction Training Programme(ITP) for Junior Assistants of Telangana State
From 27.09.2021 to 23.10.2021
Week 1: TENTATIVE SCHEDULE(Batch 8)
Course Coordinator: Prof. A S Ramachandra

	TIME TABLE				27.09.2021 to 02.09.2021		
TIME	**MONDAY 27**	**TUESDAY 28**	**WEDNESDAY 29**	**THURSDAY 30**	**FRIDAY 01**	**SATURDAY 02**	**SUNDAY 03**
09.30am - 10.25am	Rapid Antigen Test(RAT) From 09:30am to 12:30pm @ Vivekananda Hall	**Inauguration** @Akshara Hall, 2nd Floor, Admn. Block	**Meetings, Meeting Procedures, Agenda Notes, Minutes** -Smt. G.Jhansi Rani, Faculty, Dr.MCR HRD IT	**TS Conduct &CCA Rules** -Sri K. Prabhakar, Dy. Dir.(Retd.) Social Welfare	**Service Rules: TS State & Subordinate Service Rules - Scope, Method of appointment, DR, Eligibility, Rule of Reservation and Maintenance of Roaster Register etc.** -Sri K. Srinivasa Rao, Audit Officer State Audit Dept.	**Tips on improving Spoken English** -Prof. A S Ramachandra, Sr. Faculty-CPA, Dr.MCR HRD IT	**Right to Information (RTI) Act, 2005 An Introduction** -Sri Srinivas Madhav, Sr. Faculty-CPA, Dr. MCR HRD IT
10.25am - 11.20am		**Shistachar & Elections to clubs and societies** @Akshara Hall, 2nd Floor, Admn. Block				**Stress Management** -Prof. A S Ramachandra, Sr. Faculty-CPA, Dr.MCR HRD IT	
11.20am - 11.35am		TEA BREAK				TEA BREAK	
11.35am - 12.30pm	**Registrations & Collection of Training Kit** From 12:00pm to 01:30pm Room No.25, Ground Floor Admn. Block	**Introduction of Participants** @Class room no.222 Admn. Block	**Land & People of Telangana** -Sri A.K.Goel Advisor to Govt. of Telangana(Planning & Energy)			**Goal Setting** -Prof. A S Ramachandra, Sr. Faculty-CPA, Dr.MCR HRD IT	
12.30pm - 01.25pm							
01.25pm - 02.30pm	LUNCH						
02.30pm - 03.25pm	**Introduction of Faculty** From 2:30pm to 2:45pm & **Expectations** -Dr. K.Tirupataiah, IFS(Retd.) Chief Consultant (Training) or **ICT**	**Introduction of Faculty** From 2:30pm to 2:45pm & **Expectations** -Dr. K.Tirupataiah, IFS(Retd.) Chief Consultant (Training) or **ICT**	**ENGLISH 1** Sri K. Akram, Faculty, University of Hyderabad	**ENGLISH 4** Sri K. Akram, Faculty, University of Hyderabad	**ICT-1** Smt.K.Jyoti, Faculty, Dr. MCR HRD IT		
03.25pm - 03.40pm			TEA BREAK				
03.40pm - 04.35pm			**ENGLISH 2** Sri K. Akram, Faculty, University of Hyderabad	**ENGLISH 5** Sri K. Akram, Faculty, University of Hyderabad	**ICT-2** Smt.K.Jyoti, Faculty, Dr. MCR HRD IT		
04.35pm - 05.30pm			**ENGLISH 3** Sri K. Akram, Faculty, University of Hyderabad	**ENGLISH 6** Sri K. Akram, Faculty, University of Hyderabad	**ICT-3** Smt.K.Jyoti, Faculty, Dr. MCR HRD IT		
VENUES	**Batch-08: Room No.222 (Madanna Hall)** **Full Group: Akshara Hall**			**Yoga: From 06.30am-07.30am** **Vivekananda Hall/ Ramadas Rangastali**			
	Computer Labs: Room No.123			**Games: 06.00pm to 07.00pm**			