



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 2: TENTATIVE SCHEDULE(R2)(Batch 8)
Course Coordinator: Prof. A S Ramachandra

TIME TABLE

04.10.2021 to 10.10.2021

TIME	MONDAY 04	TUESDAY 05	WEDNESDAY 06	THURSDAY 07	FRIDAY 08	SATURDAY 09	SUNDAY 10
09.30 am - 10.25 am	DOM: Office Procedures & Noting -Sri Saka V Rao, JFM-CPA, Dr. MCR HRD IT			LTC & TA Rules -Sri BNN Lakshmaji Rao, Adult Education Department, Hyderabad	Reservations & Seniority -Sri K. Srinivasa Rao, Audit Officer, State Audit Dept.		
10.25am-11.20am							
11.20am - 11.35am	TEA BREAK			TEA BREAK			
11.35am - 12.30pm	History of Land Taxation in Telangana -Dr Gautam Pingle, Dean of Studies & Head-CTS, Dr MCRHRDIT COMBINED CLASS FOR BATCHES 8&9 @AKSHARA HALL	Team Building -Sri Kanneganti Ramesh Babu, Foudrer-Director,CHSS COMBINED CLASS FOR BATCHES 8&9 @AKSHARA HALL	Communication & Presentation Skills -Sri D.Siva Prasad, Faculty(Retd.), Dr.MCR HRD IT COMBINED CLASS FOR BATCHES 8&9 @AKSHARA HALL	DOM: Office Procedures & Noting -Sri Saka V Rao, JFM-CPA, Dr. MCR HRD IT	Human Relations, Ethics in Administration & Values -Sri VLN Gupta, Accounts Officer(Retd.), I&A Dept.	SPORTS MEET at 1st Bn., TSSP Parade Grounds, Yousufguda	SPORTS MEET at 1st Bn., TSSP Parade Grounds, Yousufguda
12.30pm - 01.25pm	Towards Modernization Sri Harpreet Singh, IAS, Director General, Dr MCRHRDIT COMBINED CLASS FOR BATCHES 8&9 @AKSHARA HALL						
01.25pm - 02.30pm	LUNCH						
02.30pm - 03.25pm	ELOCUTION COMPETITION -Smt.G. Jhansi Rani, Faculty & -Dr.K. Suresh Kumar, Jr. Faculty, Dr.MCR HRD IT	ENGLISH 7 Sri K. Akram, Faculty, University of Hyderabad		ENGLISH 10 Sri K. Akram, Faculty, University of Hyderabad	ICT-4 -Smt. K. Jyoti, Faculty, Dr.MCR HRD IT		
03.25pm - 03.40pm		TEA BREAK					
03.40pm - 04.35pm		ENGLISH 8 Sri K. Akram, Faculty, University of Hyderabad	Games & Sports Dr. P.Shreenivas, TRA-CTS	ENGLISH 11 Sri K. Akram, Faculty, University of Hyderabad	ICT-5 -Smt. K. Jyoti, Faculty, Dr.MCR HRD IT		
04.35pm - 05.30pm	COMBINED CLASS FOR BATCHES 8&9 @AKSHARA HALL	ENGLISH 9 Sri K. Akram, Faculty, University of Hyderabad		ENGLISH 12 Sri K. Akram, Faculty, University of Hyderabad	ICT-6 -Smt. K. Jyoti, Faculty, Dr.MCR HRD IT		
VENUES	Batch-08: Room No.222 (Madanna Hall) Full Group: Akshara Hall Computer Labs: Room No.116			Yoga: From 06.30am-07.30am Vivekananda Hall/ Ramadas Rangastali Games: 06.00pm to 07.00pm			