



Dr. MCR Human Resource Development Institute
Foundation Training for Assistant Section Officers in Central Secretariat Service
31st December 2015 to 5th March, 2016.

FOUNDATION TRAINING PROGRAMME FOR ASSISTANT SECTION OFFICERS OF CSS - WEEKLY SCHEDULE

		Dt 18.01.16 to 23.01.16				WEEK-3 (Revised)	
		18.1.2016 Monday	19.1.2016 Tuesday	20.1.2016 Wednesday	21.1.2016 Thursday	22.1.2016 Friday	23.1.2016 Saturday
9.15am to 10.30am	A	Pay Fixations (Sri K.Venkata Ramana, PAO)	Seven Habits of Highly Effective People- Habit 2 (Dr.K.Tirupataiah, IFS, Addl.DG)	Seven Habits of Highly Effective People- Habit 3 (Dr.K.Tirupataiah, IFS, Addl.DG)	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Personality Development and Etiquettes (Sri V.Jagdishwer, SFM,)
	B	Right to Information Act (Sri K.Ramgopal,, Faculty)			CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	Pay Fixations (Sri K.Venkata Ramana, PAO)
10.30 am- 10.45am	TEA B R E A K						
10.45 am to 12.00 noon	A	Pay Fixations (Sri K.Venkata Ramana, PAO)	Guidelines on Book Review presentations & Gender Sensitisation (Dr.V.Deepa Nair)	National e- Governance plan (Sri R. Bhaskar, GM IT (Retd))	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Personality Development and Etiquettes (Sri V.Jagdishwer, SFM,)
	B	Right to Information Act (Sri K.Ramgopal,, Faculty)			CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	Pay Fixations (Sri K.Venkata Ramana, PAO)
12.15 pm to 1.30 pm	A	Pay Fixations (Sri K.Venkata Ramana, PAO)	Guidelines on Book Review presentations & Gender Sensitisation (Dr.V.Deepa Nair)	National e- Governance plan (Sri R. Bhaskar, GM IT (Retd))	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Personality Development and Etiquettes (Sri V.Jagdishwer, SFM,)
	B	Right to Information Act (Sri K.Ramgopal,, Faculty)			CCS(CCA) Rules (Sri N.Radhakrishnan, AAO)	Practice on common office software (MS Word, Excel, PPT) (Sri Md.Khadeer, Faculty)	Pay Fixations (Sri K.Venkata Ramana, PAO)
1.30pm to 2.30pm	LUNCH BREAK						
2.30pm to 3.30pm	A	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	Gender Sensitisation (Dr.V.Deepa Nair)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)
	B	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)		English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)
3.30pm to 3.45pm	TEA B R E A K						
3.45pm to 4.45pm	A	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	Gender Sensitisation (Dr.V.Deepa Nair)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)
	B	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)		English (Sri Nagaraju)/Hindi (Sri Gangadhar)	English (Sri Nagaraju)/Hindi (Sri Gangadhar)
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall			