



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

FOUNDATION TRAINING FOR ASSISTANT SECTION OFFICERS - WEEKLY SCHEDULE

		Dt01.02.16 to 06.02.16				WEEK-5(Revised)	
		01.2.2016 Monday	02.2.2016 Tuesday	03.2.2016 Wednesday	04.2.2016 Thursday	05.2.2016 Friday	06.2.2016 Saturday
9.15am to 10.30am	A	Village study programme	Village study programme	PMES &RFD(Sri Ch.V.Sai Prasad, IAAS, Jt.Secretary (Finance Dept.)	Ethics and Values (Prof. V.Vishwanadh am)	Presnetation Skills (Dr. Virender,)	7Habbits of Highly Effective People - Habit 4 (Dr.K.Tirupataiah IFS,Addl.DG)
	B				Presnetation Skills (Dr. Virender,)	Ethics and Values (Prof. Vishwanadham)	
10.30 am- 10.45am	TEA B R E A K						
	A	Village study programme	Village study programme	PMES &RFD(Sri Ch.V.Sai Prasad, IAAS, Jt.Secretary (Finance Dept.)	Ethics and Values (Prof. Vishwanadha m)	Presnetation Skills (Dr. Virender,)	e-Office Procedures (3 Faculty from NIC
	B				Presnetation Skills (Dr. Virender,)	Ethics and Values (Prof. Vishwanadham)	
12.00 noon - 12.15	BREAK						
12.15 pm to 1.30 pm	A	Village study programme	Village study programme	PMES &RFD(Sri Ch.V.Sai Prasad, IAAS, Jt.Secretary (Finance Dept.)	Ethics and Values (Prof. Vishwanadha m)	Presnetation Skills (Dr. Virender,)	e-Office Procedures (3 Faculty from NIC
	B				Presnetation Skills (Dr. Virender,)	Ethics and Values (Prof. Vishwanadham)	
1.30pm to 2.30pm	LUNCH BREAK						
	A	Village study programme	Village study programme	Sensitisation towards Elderly People(Dr.G.Shankar)	Leave Rules(Sri N.Radhakrish nan, AAO)	Senitisation towards differentially abled people(Dr.G.Shankar)	Presentations on Village Study programme
	B				Senitisation towards differentially abled people(Dr.G.Shankar)	Leave Rules(Sri N.Radhakrishna n, AAO)	
3.30pm to 3.45pm	TEA B R E A K						
3.45pm to 4.45pm	A	Village study programme	Village study programme	Sensitisation towards Elderly People(Dr.G.Shankar)	Leave Rules(Sri N.Radhakrish nan, AAO)	Senitisation towards differentially abled people(Dr.G.Shankar)	Presentations on Village Study programme
	B				Senitisation towards differentially abled people(Dr.G.Shankar)	Leave Rules(Sri N.Radhakrishna n, AAO)	
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall			