



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA

Foundation Course for Group-II Service Officers (Virtual mode)

From 01.09.2020-12.10.2020

Tentative Session Plan

Week-V (28.09.2020 to 04.10.2020) (R2)

Date&Time	Topic	Resource Person
28.09.2020 (Monday)		
02.30pm to 03.25pm	TA Rules & LTC Rules	Sri T.M.Basha Sr. Lecturer, AcTW Dr. MCR HRD IT
03.30pm to 04.25pm	Income Tax Rules	
04.30pm to 05.30pm	Employees Health Scheme and Medical Reimbursement Rules	Sri Md. Abdul Muneer Khan, Sr. Accounts Officer (Retd.), O/o the AG, TS
05.30pm to 06.30pm	ICT – MS Office	Sri Md. Khadeer Faculty (CIT), Dr.MCR HRD IT
29.09.2020 (Tuesday)		
02.30pm to 03.25pm	Accounts Code and Accounting Procedures	Sri Md. Abdul Muneer Khan, Sr. Accounts Officer (Retd.), O/o the AG, TS
03.30pm to 04.25pm	Interactive session on Leave Rules and Loans & Advances	Sri G.V.V.SubbaRao, Sr.Lecturer& Addl. CC., Gr.II FC., Dr. MCR HRD IT
04.30pm to 05.30pm	Ethics for Excellence	Dr. K.Usha Rani, Sr.Faculty, CTS., Dr. MCR HRD IT
05.30pm to 06.30pm	ICT – MS Office	Sri Md. Khadeer Faculty (CIT), Dr.MCR HRD IT
30.09.2020 (Wednesday)		
02.30pm to 03.25pm	Audit : Types of Auditing - Objectives- Replies to Audit objections - C&AG – PAC	Sri Md. Abdul Muneer Khan, Sr. Accounts Officer (Retd.), O/o the AG, TS
03.30pm to 04.25pm	Indian penal code	Dr. MadhaviRavulapati Assoc. Prof. Law & Head-CPA Dr. MCR HRD IT
04.30pm to 05.30pm	Sexual Harassment of Women at Work Place & Protection of Children from Sexual Offences Act	
05.30pm to 06.30pm	ICT – MS Office	Sri Md. Khadeer Faculty (CIT), Dr.MCR HRD IT
01.10.2020 (Thursday)		
02.30pm to 03.25pm	India Post – Risk cover and Role of Postal Life Insurance	Sri Venkatrami Reddy, Asst. Director, O/o the Post Master General, Telangana, Hyderabad
03.30pm to 04.25pm	Demo on Examinations and Practice Test	Sri Srinivas Madhav Sr. Faculty & Controller of Examinations -Gr.II FC, Dr.MCR HRD IT
04.30pm to 05.30pm		
02.10.2020 (Friday) GANDHI JAYANTI		
03.10.2020 (Saturday)		
05.30pm to 07.00pm	Ensuring COMMIT Modules Completion	Sri Md. Khadeer Faculty (CIT), Dr.MCR HRD IT
04.10.2020 (Sunday)		

Break time:

03.25pm to 03.30pm - 5 minutes

04.25pm to 04.30pm - 5 minutes

Sd/-

(G.V.V.SubbaRao)

Addl. Course Coordinator

Sd/-

(K. Ram Gopal)

Course Coordinator