



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
4th Foundation Course for Military Engineer Services
26th September to 31st December, 2022
Week - 3 (R3)

TIME TABLE								10-16 October 2022	
TIME	Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14	Saturday 15	Sunday 16		
9.30 AM to 10.20 AM	PA 13&14 Noting Dr. K Samarendra Nath	PA 17-20 How to conduct a meeting; and prepare minutes Dr. K Samarendra Nath	(Combined Session FCs for AIS, CCS & MES) Economics (5&6) Prof. Amir Ullah Khan & Sri Anshu Gupta (Venue: Dasarathi Auditorium)	M 5&6 Principles of Management Col Saurab Gupt	PA 27&28 Ms. Sunitha Krishnan *Combined Session*	E V E N T S B Y C L U B S A N D S O C I E T I E S	Holiday		
10.30 AM to 11.20 AM									
11.20 AM to 11.40 AM	Tea Break								
11.40 AM to 12.30 PM	PA 15&16 Drafting Dr. K Samarendra Nath	How to conduct a meeting; and prepare minutes : Contd.	PA 23&24 Briefing on Policy Paper Analysis Assignment & Leave Rules Dr. K Samarendra Nath	M 7&8 Decision Making Col Saurab Gupt	M 11&12 Time Management Col Saurab Gupt				
12.40 PM to 1.30 PM									
1.30 PM to 2.30 PM -Lunch Break									
2.30 PM to 3.20 PM	E 3&4 Prof. Krishnamurthy Subramaniam *Combined Session*	PA 21&22 Conduct rules including Dos and DON'Ts for a Government servant Dr. K Samarendra Nath	ICT (3&4) Sri Md. Khadeer	M-9&10 Evaluating Effectiveness of Managerial Decisions Smt. Mubeen Rafat	M 13&14 Communication Skills Col Saurab Gupt				
3.30PM to 4.20PM									
4.20 PM	Tea Break								
Venues	Class Room: 215, Second Floor Admin Building Combined Class (Spl FC & FC) : Dasharathi Auditorium								

ACADEMIC INPUTS		SPEAKERS
PA-13&14	Noting	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
PA-15&16	Drafting	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
E 3&4	Economics	Prof. Krishnamurthy Subramaniam, Executive Director (India), International Monetary Fund, Washington DC, Former Chief Economic Advisor, GOI
PA 17&18	How to conduct a meeting; and prepare minutes	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
PA 19 &20	How to conduct a meeting; and prepare minutes	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
E 5&6	Growth, Market Fluctuations, and Development	Prof. Amir Ullah Khan, Professor, MDC, Dr. MCR HRD Institute of Telangana & Mr Anshu Gupta, Founder Director, Goonj & Ramon Magsaysay Awardi, 2015
PA 21-22	Conduct rules including Dos and DON'Ts for a Government servant	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
PA 23-24	Briefing on Policy Paper Analysis Assignment & Leave Rules	Sri K.S.Samarendra Nath Former Director, Ministry of Steel & JD (FM/FTP), ISTM, DoPT
ICT 3&4	Information and Communication Technology	Sri M D Khadheer, MCRHRDI
M 5-6	Principles of Management	Col Saurab Gupt, Indian Army.
M 7-8	Principles of Management	Col Saurab Gupt, Indian Army.
M-9&10	Evaluating Effectiveness of Managerial Decisions	Dr. Mubeen Rafat, Adjunct Professor, ISB
PA 27&28	Public Administration	Ms. Sunitha Krishnan, a social activist, chief functionary and co-founder of an NGO, Prajwala
M 11-12	Time Management	Col Saurab Gupt, Indian Army.
M 13-14	Communication Skills	Col Saurab Gupt, Indian Army.
SUBJECT ABBREVIATIONS		MORNING ACTIVITY
PCCI	:	Political Concepts & Constitution of India
L	:	Law
PA	:	Public Administration
M	:	Management & Behavioural Sciences
E	:	Economics
IH&C	:	Indian History and Culture
ICT	:	Information & Communication Technology
Language	:	Language
Sd/- Smt. Sridevi Ayaluri, Course Director		Sd/- Sri Benhur Mahesh Dutt Ekka, IAS Director General (FAC)