

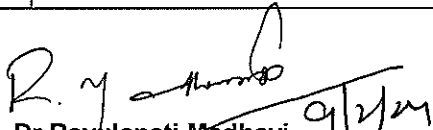
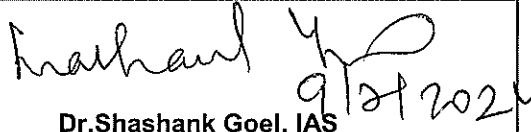


Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA  
6th Foundation Course for Military Engineer Services  
26th December, 2023 to 30th March, 2024  
Week - 8

TIME TABLE

12-02-2024 to 18-02-2024

TIME	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17	Sunday 18
9.30 AM to 10.20 AM	M Effective Communication Smt.Mera Vempati	Languages- (Sanskrit,Tamil, English)	ICT Artificial Intelligence & Generative AI Sri.Sudheer Agarwal wadhvani foundation	PA Office Procedure- Management of Office Records-Custody Sri T.P. Narayana Moorthy	PA FR SR- Traveling Allowance etc., Leave Travel Concession (LTC) Sri T.P. Narayana Moorthy	Activities by Clubs and Societies	Holiday
10.30 AM to 11.20 AM							
11.20 AM to 11.40 AM	Tea Break						
11.40 AM to 12.30 PM	L Law of Torts Prof(Dr.) A.S.Ramachandra	ICT Shielding your Digital Assets Sri.Prasanna Guntur	ICT Artificial Intelligence & Generative AI Sri.Sudheer Agarwal wadhvani foundation	PA Fundamental Rules, Establishment Rules and Leave Rules Sri T.P. Narayana Moorthy	PA RIS-Direct Recruitment & Applicability of reservation in promotion Sri T.P. Narayana Moorthy		
12.40 PM to 1.30 PM							
1.30 PM to 2.30 PM	Break						
2.30 PM to 3.20 PM	PA Qualities of an Effective Civil Servant Dr.Anil Swaroop, IAS(R)	Interaction with ICICI Bank officials	PA Office Procedure- Checks on delay, Inspections Deptl. Security Instructions Sri T.P. Narayana Moorthy	PA General Financial Rules & CS(Medical Attendance) Rules Sri T.P. Narayana Moorthy	PA Pension & Retirement/ Terminal Benefits—An overview and National Pension Scheme- Salient features Sri T.P. Narayana Moorthy		
3.30 PM to 4.20 PM		Essay Writing on Human Rights					
4.20 PM	Tea Break						
Venues	Room no 215, Rudrama Hall		ECM Activity: Every Tuesday and Friday from 5.00 pm to 6.00pm and 6.00 pm to 7.00pm				

ACADEMIC INPUTS		SPEAKERS
M 35&36	Effective Communication	Smt.Mera Vempati, Founder, CEO, Mirya Solution
L 19&20	Law of Torts	Dr(Prof). Ramachandra, Professor & Head CIS, Dr.MCR HRDIT
PA 31&32	Qualities of an Effective Civil Servant	Dr.Anil Swaroop, IAS(R)
Language-11&12	Languages (Sanskrit, Tamil, English)	Sanskrit: Sri Laxmikanth Rajeeva Gajre (Room no.216) English: Dr. C Sarada (Room no.215) Tamil: Prof.Krupanandan(Room no.217)
ICT 21&22	Shielding your Digital Assets	Sri.Prasanna Guntur,
Interaction with ICICI Bank officials		
Essay Writing on Human Rights		
ICT 23&24	Artificial Intelligence & Generative AI	Sri.Sudheer Agarwal, wadhvani foundation
PA 33&34	Office Procedure- Checks on delay, Inspections Deptl. Security Instructions	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 35&36	Office Procedure- Management of Office Records- Custody	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 37&38	Fundamental Rules, Establishment Rules and Leave Rules	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 39&40	General Financial Rules& CS(Medical Attendance) Rules	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 41&42	FR SR- Traveling Allowance etc., Leave Travel Concession (LTC)	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 43&44	RIS-Direct Recruitment & Applicability of reservation in promotion	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
PA 45&46	Pension & Retirement/ Terminal Benefits—An overview and National Pension Scheme- Salient features	Sri T.P. Narayana Moorthy, Deputy Director & Faculty, ISTM, Gol
SUBJECT ABBREVIATIONS		MORNING ACTIVITY
M	:	Management & Behavioural Sciences
L	:	Law
PA	:	Public Administration
ICT	:	Information & Communication Technology
Language	:	Language
		<u>PT</u>
		Date: 12.02.2024 to 16.02.2024 (Every Monday to Friday)
		Time: 6.30am to 7.30am
		Venue: Ramadasu Rangasthali Lawns
 Dr.Ravulapati Madhavi Course Director		 Dr.Shashank Goel, IAS Director General