



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

**94<sup>th</sup> Foundation Course for AIS & CCS Officers**

**26<sup>th</sup> August to 6<sup>th</sup> December, 2019**

**Public Administration (PA) :**

<b>Sl. No.</b>	<b>Topics</b>
<b>Concept of Modern State, Public Administration and its Tools</b>	
1	Introduction to Public Administration
<b>Government and Governance</b>	
2	What is expected from a young Civil Servant
3	Qualities of an Effective Civil Servant
4	Governance from the lenses of Political Economy
5	My take on What governance should be
6	Social Entrepreneurship In India – Challenges and Potential
<b>Tools of Public Administration</b>	
<b>Human Resource Management</b>	
7	Leave Rules, TA/DA Rules, APAR and Returns
8	Discipline and Appeal Rules
9	Status of Probationer under Law
<b>Financial Management</b>	
10	GFR and Government Audit
11	Procurement in Government – Case Studies
12	Government E Market Place
13	Contract Management – case studies

Sl. No.	Topics
<b>Skills for Administration</b>	
14	Noting and Drafting
15	Office Management
16	E- Office
17	Media – Future of social Media
18	Collaboration with Non Government Actors
19	Failures as Learning Tool
20	Mindfulness at Work
<b>Transparency</b>	
21	Right to Information and Administration
22	E Governance
23	UIDAI and Privacy Issues
24	Artificial Intelligence and Future of the World
<b>Major and Aspirational Projects of the Government</b>	
25	Swachha Bharat Mission
26	Rural Development Schemes
27	GST Implementation and its Challenges
28	National Water Mission
29	Urbanization in India
30	DMIC
31	CCTV in Cities for Safe Cities
32	Bullet Train
<b>Perspective Building</b>	
<b>Environment and Climate Change</b>	
33	Environment and Climate Change and India

<b>Sl. No.</b>	<b>Topics</b>
34	Mumbai Beach Clean Up
35	Planting Forests -
36	Home Project – Movie and Discussion
<b>National Security</b>	
37	National Security Scenario
38	LWE and North East – Panel Discussion
39	JnK – Issues and Challenges
40	In the Firing Line
<b>Sensitive Administration</b>	
41	Visit to NIVH and RAPHAEL
<b>Understanding Gender</b>	
42	Understanding Gender - Concept
43	Sexual Harassment at Workplace
44	Human trafficking
45	Predinner Talk with Gautam Bhan and Anjali Gopalan
46	Documentary on Nirbhaya
47	Period – End of Silence
<b>Understanding Child Rights</b>	
48	Child Rights – Concepts and Cases
49	Child Rights- India and the World
50	Survivor of Abuse
51	Article 15
<b>Innovation</b>	
52	Garden Everywhere
53	Innovation at the Grass Root
<b>Words of Inspiration</b>	
54	Working for the Needy