



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Foundation Course for Assistant Section Officers
From 01.06.2015 to 22.08.2015

		WEEKLY SCHEDULE			WEEK - 12	
		17.08.2015 to 22.08.2015				
	17.08.2015 Monday	18.08.2015 Tuesday	19.08.2015 Wednesday	20.08.2015 Thursday	21.08.2015 Friday	22.08.2015 Saturday
10.30am to 12.30pm	Examinations preparation	Exam in SOM & BR	Exam in SM & OP (10.30am to 12.00noon)	Exam in ICT (10.30am to 11.15am)	Visit to State Home	Relieving Formalities
		LUNCH BREAK				
2.15pm to 3.45pm	Exam in L & LM	Exam in M & ES	Exam in PAGE	Visit to Dailouge in the Dark	Relieving Formalities	Valedictory (3.00pm to 4.00pm)
Exams Venue: Room No. 123		1) Examinations schedule will be issued separately 2) Timings etc. For the visit to State Home and Dailouge in the Dark will be issued separately.				

SUBJECTS ABBREVIATIONS				
PAGE	:	Public Administration, Governance & Ethics		
SOM&BR	:	Secretariat Office Manual & Business Rules		
L&LM	:	Law & Legal Matters		
M & ES	:	Management and Environmental Studies		
SM&OP	:	Service Matters & Office Procedures		
IT & e-Gov.	:	Information Technology & e-Governance		