



Dr. MCR Human Resource Development Institute
Foundation Training for Assitant Section Officers in Central Secretariat Service
31st December 2015 to 5th March,2016.

FOUNDATION TRAINING FOR ASSISTANT SECTION OFFICERS - WEEKLY SCHEDULE

		Dt:04.01.16 to 09.01.16				WEEK-R1	
		4.1.2016 Monday	5.1.2016 Tuesday	6.1.2016 Wednesday	7.1.2016 Thursday	8.1.2016 Friday	9.1.2016 Saturday
9.15am to 10.30am	A	Combined class,Introduction etc.	Office Procedure(Shri TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Noting Skills(Shri TPN Moorthy)	Noting Skills(Shri K.S.Kumar)	Forms of Communication and Drafting skills(Shri S.K.Dasgupta)
	B		Parliamentary Procedure(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Reservation in services(Shri S.K.Dasgupta)	Records Management(Shri S.K.Dasgupta)	Noting & Drafting Skills(Shri K.S.Kumar)
10.45 am to 12.00am	A	Constitution of India(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Noting Skills(Shri TPN Moorthy)	Forms of Communication and Drafting skills(Shri K.S.Kumar)	Forms of Communication and Drafting skills(Shri S.K.Dasgupta).
	B	Machinery Government(TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Reservation in services(Shri S.K.Dasgupta)	Records Management(Shri S.K.Dasgupta)	Noting & Drafting Skills(Shri K.S.Kumar)
12.00 Noon to 12.15 PM	TEA B R E A K						
12.15 pm to 1.30 pm	A	Constitution of India(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Noting Skills(Shri TPN Moorthy)	Reservation in services(Shri S.K.Dasgupta)	Forms of Communication and Drafting skills(Shri S.K.Dasgupta)
	B	Machinery Government(TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Role and functions of assistants(Shri TPN Moorthy)	Reservation in services(Shri S.K.Dasgupta)	Noting Skills(Shri K.S.Kumar)	Noting & Drafting Skills(Shri K.S.Kumar)
1.30pm to 2.30pm	LUNCH BREAK						
2.30pm to 3.30pm	A	Machinery Government(TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Records Management(Shri S.K.Dasgupta)	Reservation in services(Shri S.K.Dasgupta)	Forms of Communication and Drafting skills(Shri S.K.Dasgupta)
	B	Constitution of India(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Noting Skills(Shri TPN Moorthy)	Noting Skills(Shri K.S.Kumar)	Noting & Drafting Skills(Shri K.S.Kumar)
3.30pm to 3.45pm	TEA B R E A K						
3.45pm to 4.45pm	A	Machinery Government(TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Role and functions of assistants(Shri TPN Moorthy)	Records Management(Shri S.K.Dasgupta)	Reservation in services(Shri S.K.Dasgupta)	Forms of Communication and Drafting skills(Shri S.K.Dasgupta)
	B	Constitution of India(Shri S.K.Dasgupta)	Office Procedure(Shri TPN Moorthy)	Parliamentary Procedure(Shri S.K.Dasgupta)	Noting Skills(Shri TPN Moorthy)	Noting Skills(Shri K.S.Kumar)	Noting & Drafting Skills(Shri K.S.Kumar)
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall			