



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

FOUNDATION TRAINING FOR ASSISTANT SECTION OFFICERS - WEEKLY SCHEDULE

		Dt:1.01.16 to 16.01.16				WEEK-2 - R1	
		11.1.2016 Monday	12.1.2016 Tuesday	13.1.2016 Wednesday	14.1.2016 Thursday	15.1.2016 Friday	16.1.2016 Saturday
9.15am to 10.30am	A	FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))	Seven Habits of Highly Effective People - Foundation (Dr.K.Tirupataiah IFS,Addl.DG)	Seven Habits of Highly Effective People - Habit-1 (Dr.K.Tirupataiah IFS,Addl.DG)	BHOGI (HOLIDAY)	SANKRANTHI (HOLIDAY)	Pay Fixations (Shri K.Venkata Ramana ,PAO,IT Dept)
	B	GFRs & Budget (shri K.Venkata Ramana ,PAO,IT Dept)					FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))
10.30 am- 10.45am	TEA B R E A K						
10.45 am to 12.00 noon	A	FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))	Right to Information Act 2005, (Shri K.Ramgopal, Faculty)	Attitude Building for Service Delivery (Sri MK.Gandhi)	BHOGI (HOLIDAY)	SANKRANTHI (HOLIDAY)	Pay Fixations (Shri K.Venkata Ramana ,PAO,IT Dept)
	B	GFRs & Budget (shri K.Venkata Ramana ,PAO,IT Dept)	Attitude Building for Service Delivery (Sri MK.Gandhi)	Personality Development and Etiquettes (Sri V.Jagdishwer,SFM,)			FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))
12.15 pm to 1.30 pm	A	FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))	Right to Information Act 2005, (Shri K.Ramgopal, Faculty)	Attitude Building for Service Delivery (Sri MK.Gandhi)	BHOGI (HOLIDAY)	SANKRANTHI (HOLIDAY)	Pay Fixations (Shri K.Venkata Ramana ,PAO,IT Dept)
	B	GFRs & Budget (shri K.Venkata Ramana ,PAO,IT Dept)	Attitude Building for Service Delivery (Sri MK.Gandhi)	Personality Development and Etiquettes (Sri V.Jagdishwer,SFM,)			FR&SR (Shri G.Rajeshwer Rao, Sr. A.O (R))
1.30pm to 2.30pm	LUNCH BREAK						
2.30pm to 3.30pm	A	Psychometric Test (Dr.O.Vijayasree)	CCS(Conduct Rules) (Shri N.Radhakrishnan, AAO, AG Office)	Communication Skills (Dr.O.Vijayasree, Professor & Head CMBS)	BHOGI (HOLIDAY)	SANKRANTHI (HOLIDAY)	English (Sri Nagaraju /Hindi (Sri Gangadhar) Languages
	B		Leadership skills (Sri NCV Rajesh)	CCS(Conduct Rules) (Shri N.Radhakrishnan, AAO, AG Office)			English (Sri Nagaraju /Hindi (Sri Gangadhar) Languages
3.30pm to 3.45pm	TEA B R E A K						
3.45pm to 4.45pm	A	Psychometric Test (Dr.O.Vijayasree)	CCS(Conduct Rules) (Shri N.Radhakrishnan, AAO, AG Office)	Communication Skills (Dr.O.Vijayasree, Professor & Head CMBS)	BHOGI (HOLIDAY)	SANKRANTHI (HOLIDAY)	English (Sri Nagaraju /Hindi (Sri Gangadhar) Languages
	B		Leadership skills (Sri NCV Rajesh)	CCS(Conduct Rules) (Shri N.Radhakrishnan, AAO, AG Office)			English (Sri Nagaraju /Hindi (Sri Gangadhar) Languages
V E N U E		Hall Nos.: Group A: 028 Group B: 215	Computer Labs : Lab No.116	Common Class in Tungabhadra Conference Hall			