



**Dr. MCR Human Resource Development Institute**  
**Foundation Training for Assitant Section Officers in Central Secretariat Service**  
**7th November 2016 to 20th January ,2017.**

**WEEKLY SCHEDULE**

Dt: 07.11.2016 to 12.11.2016							WEEK-1 R
	7.11.2016 Monday	8.11.2016 Tuesday	9.11.2016 Wednesday	10.11.2016 Thursday	11.11.2016 Friday	12.11.2016 Saturday	
9.30am to 10.30am	Inaguration	GFRs, Budget and Control of Expenditure, communication of financial sanctions(K.V enkat Ramana,PAO )	Ice Breaking (Dr.O.Vijayasree, Professor &Head, CMBS,Dr.MC R HRDI)	7 Habits of Highly Effective People- Habit-1 ( Dr.K.Tirupataiah,IFS, Addl.DG,Dr.MC R HRD I)	Constitution of India – , Fundamental Rights Vs Directive Principles ( Dr. R.Madhavi, Associate Professor)	Hands on -e- searching	
10.30 am-10.40am	BREAK						
10.40 am-11.40 am	About the Institute	GFRs, Budget and Control of Expenditure, communication of financial sanctions(K.V enkat Ramana,PAO )	7 Habits of Highly Effective People- Foundation ( Dr.K.Tirupataiah,IFS, Addl.DG,Dr.MC R HRD I)	Constitution of India – Preamble, ( Dr. R.Madhavi, Associate Professor)	Constitution of India – , Fundamental Rights Vs Directive Principles ( Dr. R.Madhavi, Associate Professor)	Hands on -e- searching	
11.40am-12.00noon	TEA BREAK						
12.00 pm to 1.15 pm	FRs & SRs( Sri G.Rajeswar Rao,Sr.Accts .Officer (Retd)	GFRs, Budget and Control of Expenditure, communication of financial sanctions(K.V enkat Ramana,PAO )	Introduction to online feedback ( Sri Rohit Srivastava.Manager (IT))	Constitution of India – , Fundamental Rights ( Dr. R.Madhavi, Associate Professor)	Practical on - How to log in - writing of daily dairy thourgh Skype from ISTM- sri Arun Bharthi,IT Manager	Hands on -e- searching	
1.15pm to 2.15pm	LUNCH BREAK						
2.15pm to 3.30pm	FRs & SRs( Sri G.Rajeswar Rao,Sr.Accts .Officer (Retd)	Attitude Building for service Delivery( Sri PMK Gandhi)	DFPRs( Sri K.Venkata Ramana,PAO)	Conduct rules,Fundamental Rights Vs Conduct Rules( Sri Radhakrishna, AAO, AG Office)	National e-governance plan( Dr. Sridevi, GM - IT))	Official Language Policy- Sri Parthasarathy, Lecturer(Retd)	
3.30pm to 3.45pm	TEA BREAK						
3.45pm to 5.00pm	FRs & SRs( Sri G.Rajeswar Rao,Sr.Accts .Officer (Retd)	Attitude Building for service Delivery( Sri PMK Gandhi)	DFPRs( Sri K.Venkata Ramana,PAO)	Conduct Rules,Do's and Don'ts in service.( Sri Radhakrishna, AAO, AG Office)	National e-governance plan( Dr. Sridevi, GM - IT))	Official Language Policy- Sri Parthasarathy, Lecturer(Retd)	