



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



Dt: 05.12.2016 to 10.12.2016							WEEK-5
	05.12.2016 Monday	06.12.2016 Tuesday	07.12.2016 Wednesday	08.12.2016 Thursday	09.12.2016 Friday	10.12.2016 Saturday	
9.30am to 10.30am	e-searching-computer Lab Room No 116 and 104	7-Habits of Highly Effective People- Habit-3(Dr.K.Tirupataiah,IFS, Addl.DG)	7-Habits of Highly Effective People- Habit-4(Dr.K.Tirupataiah,IFS, Addl.DG)	7-Habits of Highly Effective People- Habit-5(Dr.K.Tirupataiah,IFS, Addl.DG)	Pension Rules_ Sri Ch.Veerabhadra Rao,AAO AG Office	Holiday(Second Saturday)	
10.30 am-10.40am	BREAK						
10.40 am-11.40 am	e-searching-computer Lab Room No 116 and 104	Swach Bharath Mission(MAUD)	e- Office Procedures(Faculty from NIC)	Personality Development and Etiquettes (Smt Sridevi, Principle, Pincacle institute of Management)	Pension Rules_ Sri Ch.Veerabhadra Rao,AAO AG Office		
11.40am-12.00noon	TEA BREAK						
12.00 pm to 1.15 pm	e-searching-computer Lab Room No 116 and 104	Swach Bharath Mission(MAUD)	e- Office Procedures(Faculty from NIC)	Personality Development and Etiquettes (Smt Sridevi, Principle, Pincacle institute of Management)	Sensitization towards differntially abled persons (Dr. V.Deepa Nair)		
1.15pm to 2.15pm	LUNCH BREAK						
2.15pm to 3.30pm	Hindi- (Dr. Rajasree P.More)	Hindi- (Dr. Rajasree P.More)	LTC Rules- Sri N.Radhakrishnan, AAO AG Office	Communication Skills (Dr. O.Vijayasree, Head for CMBS,Dr.MCR HRDI)	Presentation Skills (Dr. O.Vijayasree, Head for CMBS,Dr.MCR HRDI)		
3.30pm to 3.45pm	TEA BREAK						
3.45pm to 5.00pm	Hindi- (Dr. Rajasree P.More)	Hindi- (Dr. Rajasree P.More)	LTC Rules- Sri N.Radhakrishnan, AAO AG Office	Communication Skills (Dr. O.Vijayasree, Head for CMBS,Dr.MCR HRDI)	Presentation Skills (Dr. O.Vijayasree, Head for CMBS,Dr.MCR HRDI)		