

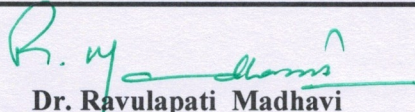


Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA
Foundation Training For Assistant Section Officers in Central Secretarial Service
30th April 2018 to 13th July 2018
Week - 1

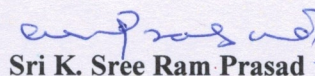
TIME TABLE

30.04.18 to 04.05.18

TIME	Monday 30	Tuesday 01	Wednesday 02	Thursday 03	Friday 04
9.30AM to 10.45AM	B u d d h a P u r n i m a	Registration	About the Institute/ Course Over view	Office Procedures (Sri Moly Sanyal, DD, ISTM) Escort Officer: OT Code: 002	Noting Skills (Sri Moly Sanyal, DD, ISTM) Escort Officer: OT Code: 003
10.45AM to 11.00AM			TEA BREAK		
11.00AM to 12.15PM			Ice Breaking & Micro-Lab (Sri Muthu & Sri Siva, Facilitators-KCG)		
12.15PM to 1.30PM					
1.30PM to 2.30PM		LUNCH BREAK			
2.30PM to 3.45PM		Registration	English Language (Prof. S. Jayaraju, Professor, EFLU, Hyderabad) Escort Officer: OT Code: 001	English Activity (Sri Moly Sanyal, DD, ISTM)	Case Review- Presentations (Sri Moly Sanyal, DD, ISTM)
3.45PM to 4.00PM		TEA BREAK			
4.00PM to 5.00PM		Inauguration (Separate Schedule will be issued) Venue: Dasarathi Auditorium	English Language (Prof. S. Jayaraju, Professor, EFLU, Hyderabad)	English Activity (Sri Moly Sanyal, DD, ISTM)	Case Review- Presentations (Sri Moly Sanyal, DD, ISTM)
5.00PM to 6.00PM		Group Formation & Case Distribution	Essay Writing in English	Psychometric Test	Elections for clubs
Venue		Madanna Hall, Room No. 222		1. All the OTs are required to be in their seats in the Auditorium before 3.45pm for the Inaugural Function on Tuesday (01.05.18) Dress code: Ceremonial 2. Friday (04.05.18) : Elections for clubs from 5.00 - 7.00pm (Venue: Dasarathi Auditorium) 3. Saturday (05.05.2018): Hyderabad Darshan	
	Morning Activity: Yoga : 6.30 - 8.00am Venue: Vivekananda Hall				


Dr. Ravulapati Madhavi

Asso. Prof. of Law & Course Coordinator (Academics)


Sri K. Sree Ram Prasad

Consultant (Training) & Course Director