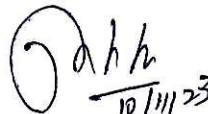
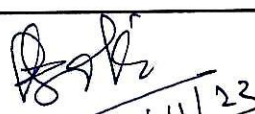




GOVERNMENT OF TELANGANA
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI
 (Sponsored by Institute of Secretarial Training & Management, New Delhi)
 Date: 03.10.2023 to 01.12.2023
 Week- 7(November 13th to 18th November, 2023)

SESSION PLAN FOR GROUPS A&B

TIME	Group	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17	Saturday 18
9.15 AM to 10.30 AM	A	<u>EM-18</u> <u>Disciplinary Proceedings</u> Prof.(Dr) AS Ramachandra					
	B						
10.30 AM to 10.45 AM		TEA BREAK					
10.45 AM to 12.00 Noon	A	<u>EM-19</u> <u>Disciplinary Proceedings</u> Prof.(Dr) AS Ramachandra					
	B						
12.00 Noon to 12.15 PM		BIO- BREAK					
12.15 PM to 1.30 PM	A	<u>NIP-</u> <u>Official Language Policy</u> Dr Anuradha Pandey Assistant Director,Rajbasha, DRDO,Hyd					
	B						
1.30 PM to 2.30 PM		LUNCH BREAK	<u>WCP - 3 to 8)</u> <u>Job Simulation</u> <u>Presentation</u> (9.30 Onwards -				
			(Separate Circular will be Issued)		LUNCH BREAK		Bharat Darshan
2.30 PM to 3.30 PM	A	<u>RR-8</u> <u>Essay Writing</u> <u>Competetion</u>					
	B						
3.30 PM to 3.45PM		TEA BREAK					
3.45 PM to 4.45 PM	A	<u>WCP-2</u> <u>Preparation of the Note on Exercise/Case & the PPTs for Job Simulation</u> <u>Presentation</u> (In the Computer Labs)					
	B						
4.45 PM to 6.00 PM	A	The ASOs may use the Computer Labs upto 6.00 pm					
	B						
Venue		Akshara Hall (Admn. Block, 2nd Floor) Computer Labs: 116 & 123 (Admn. Block, 1st Floor)				Tea Breaks: 10.30 AM to 10.45 AM & 3.30 PM to 3.45PM	

ACADEMIC INPUTS		SPEAKERS/RESOURCE PERSONS)
EM-18 &19	Disicplinary Proceedings	Prof.(Dr) AS Ramachandra,Head-CIS,Dr MCR HRDIT
NIP	Offical Language Policy	Dr Anuradha Pandey ,Assistant Director,Rajbasha, DRDO,Hyd,(2.30 pm to 3.45 pm)
RR-8	Essay Writing Competetion	Staff of the Institute
WCP-2	Preparation of the Note on Exercise/Case & the PPTs for Job Simulation Presentation	In the Computer Labs
WCP - 3 to 12	Job Simulation Presentation	Experts from different Organisations
NIP-	Bharat Darshan	
MODULES		MORNING ACTIVITY
DSSG	Decision Support System in Government	<p align="center"><u>Physical Training (PT)</u></p> <p align="center">Time: 6.30am to 7.30am Venue: Vivekananada Lawns & Ramadasu Rangasthali</p>
EM	Establishment Matters	
PF	Public Finance	
WC&P	Written Communication & Presentation	
NI&P	National Integration & Philanthropy	
L&CT	Leadership & Creative Thinking	
RR	Report Review	
VA	Village Attachment	
 Prof. Md. Abbas Ali Associate Director		 Dr. K. Tirupataiah, IFS(Retd.) Course Director