





**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 13<sup>th</sup> to 18<sup>th</sup> November, 2023)

**SESSION PLAN FOR GROUPS C&D**

TIME	Group	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17	Saturday 18		
9.45 AM to 11.00 AM	C	<u>EM-24</u> <u>Record Management</u> Smt Sridevi		WCP-9 to 12 Job Simulation Presentation (9.30 am to 1.30pm)					
	D								
11.00 AM to 11.15 AM		TEA BREAK							
11.15 AM to 12.30 PM	C	<u>EM-25</u> <u>Record Management</u> Smt Sridevi							
	D								
12.30 PM to 12.45 PM		BIO- BREAK							
12.45 PM to 2.00 PM	C	<u>WCP-2</u> <u>Preparation of the Note on</u> <u>Exercise/Case &amp; the PPTs</u> <u>for Job Simulation</u> <u>Presentation</u> (In the Computer Labs)						WCP - 2 to 8) Job Simulation Presentation (9.30 Onwards -	
	D								
2.00 PM to 3.00 PM		LUNCH BREAK						(Separate Circular will be issued)	LUNCH BREAK
3.00 PM to 4.00 PM	C	<u>NIP-</u> <u>Official Language Policy</u> Dr Anuradha Pandey Assistant Director,Rajbasha, DRDO,Hyd						NIP- Preparation for Bharat Darshan	
	D								
4.00 PM to 4.15PM		TEA BREAK							
4.15 PM to 5.15 PM	C	<u>RR-8</u> <u>Essay Writing Competetion</u>							
	D								
5.15 PM to 6.30 PM	C	The ASOs may use the Computer Labs upto 6.30 pm							
	D								
<b>Venue</b>		SK Hall (Tungabhadra Block) 3rd floor Computer Labs: 116 & 123 (Admin Block, 1st floor)			Tea Breaks: 11.00 AM to 11.15 AM & 4.00 PM to 4.15PM				

ACADEMIC INPUTS		SPEAKERS/RESOURCE PERSONS)
EM-24&25	Record Management	Smt Sridevi, Chief Accounts Officer, Nacen
WCP-2	Preparation of the Note on Exercise/Case & the PPTs for Job Simulation Presentation	In the Computer Labs
NIP-	Official Language Policy	Dr Anuradha Pandey, Assistant Director, Rajbasha, DRDO, Hyd.,
RR-8	Essay Writing Competetion	Staff of the Institute
WCP - 3 to 12	Job Simulation Presentation	Experts from different Organisations
NIP-	Bharat Darshan	
MODULES		MORNING ACTIVITY
DSSG	Decision Support System in Government	<u>Physical Training (PT)</u>  Time: 6.30am to 7.30am Venue: Vivekananda Lawns & Ramadasu Rangasthali
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