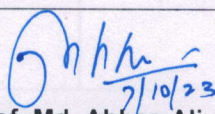
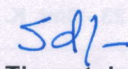




GOVERNMENT OF TELANGANA
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI
(Sponsored by Institute of Secretarial Training & Management, New Delhi)
Date: 03.10.2023 to 01.12.2023
Week- 2(October 9th to 13th, 2023)

SESSION PLAN FOR GROUPS A&B

TIME	Group	Monday 09	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
9.15 AM to 10.30 AM	A	<u>Establishment Matters</u> 3 & 4 Dr. Madhavi Ravulapati	<u>Decision Support System in Government</u> 6&7 Sri T.P.N. Moorthy	<u>Decision Support System in Government</u> 8&9 Sri T.P.N. Moorthy	<u>Establishment Matters</u> 6&7 Sri T.P.N. Moorthy	<u>Establishment Matters</u> 8&9 Sri T.P.N. Moorthy	S e p a r a t e C i r c u l a w i l l b e i s s u e d
	B						
10.30 AM to 10.45 AM							
10.45 AM to 12.00 Noon	A						
	B						
12.00 Noon to 12.15 PM	BIO- BREAK						
12.15 PM to 1.30 PM	A	<u>Leadership & Creative Thinking</u> 4	<u>Leadership & Creative Thinking</u> 1	<u>Public Finance</u> 7	<u>Leadership & Creative Thinking</u> 6	<u>Public Finance</u> 9	
	B	Dr. A.S. Ramachandra	Dr. K. Tirupataiah, IFS(Retd.)	Sri N.V. Ramana Rao	Smt. Nirmala Sambamoorthy	Sri P. Rama Mohana Rao	
1.30 PM to 2.30 PM	LUNCH BREAK						
2.30 PM to 3.30 PM	A	<u>Leadership & Creative Thinking</u> 4	<u>Leadership & Creative Thinking</u> 2	<u>Public Finance</u> 8	<u>Leadership & Creative Thinking</u> 6	<u>Public Finance</u> 9	
	B	Dr. A.S. Ramachandra	Dr. K. Tirupataiah, IFS(Retd.)	Sri N.V. Ramana Rao	Smt. Nirmala Sambamoorthy	Sri P. Rama Mohana Rao	
3.30 PM to 3.45PM	TEA BREAK						
3.45 PM to 4.45 PM	A	<u>Leadership & Creative Thinking</u> 3	<u>Establishment Matters</u> 6	<u>Establishment Matters</u> 5	<u>Village Attachment</u> Dr. K. Tirupataiah, IFS(Retd.)	<u>Village Attachment</u> Dr. K. Tirupataiah, IFS(Retd.) & Smt. G. Jhansi Rani	
	B	Sri Ravinder Reddy	Dr. Amir Ullah Khan	Sri Srinivas Madhav	Combined Session Venue: Akshara Hall 4.15pm to 5.30pm		
4.45 PM to 6.00 PM	A	LIBRARY HOUR	LAB HOUR 116 - Sri Md. Khadeer 123 - Smt. K. Jyoti	LIBRARY HOUR			
	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
EM 3&4	Prevention of Sexual Harassment at Workplace	Dr. Madhavi Ravulapati, Sr. Faculty & Head-CLP, Dr. MCR HRD IT
L&CT 4&5	Stress Management	Dr. A.S. Ramachandra, Professor& Head - Centre for International Relations & Security (CIS), Dr. MCR HRD IT
L&CT 3	Creative Thinking	Sri Ravinder Reddy, Soft Skills Trainer, Hyderabad
DSSG 6&7	Office Procedures	Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi
L&CT 1&2	Leadership and Taking Initiative	Dr.K.Tirupataiah, IFS(Retd.), Chief Consultant (Training), Dr. MCR HRD IT
NI&P 1	Minorities Issues	Dr. Amir Ullah Khan, Adjunct Professor, Centre for Finance and Economics (CFE), Dr. MCR HRD IT
DSSG 8&9	Principles of Noting / Functional Approach to Noting	Sri T.P.N. Moorthy
PF 7&8	Pension Rules	Sri N.V. Ramana Rao, Sr. Accounts Officer (Retd.)
EM 5	Gender Issues	Sri Srinivas Madhav, Sr. Faculty, CLP, Dr. MCR HRD IT
EM 6&7	General Conditions of Service and Maintenance of Service Book	Sri T.P.N. Moorthy
L&CT 6&7	Team Building	Smt. Nirmala Sambamoorthy, Director, Ascent Leadership and Management Consultants Pvt. Ltd.
VA	Flagship Development and Welfare Programmes in Telangana	Dr.K.Tirupataiah, IFS(Retd.)
EM 8&9	Promotion and DPC Procedures	Sri T.P.N. Moorthy
PF 9&10	Controller of Expenditure	Sri P. Rama Mohana Rao, Sr, Accounts Officer(Retd.)
VA	Concepts - Principles and Tools of PRA Exercise - General Briefing	1. Dr. K. Tirupataiah, IFS(Retd.) 2. Smt. G. Jhansi Rani, Faculty, CLP, Dr. MCR HRD IT
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