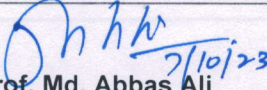
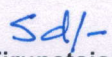




GOVERNMENT OF TELANGANA
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
Foundation Training Program for the Assistant Section Officers (DR) of Central Secretariat, GoI
 (Sponsored by Institute of Secretarial Training & Management, New Delhi)
 Date: 03.10.2023 to 01.12.2023
 Week- 2(October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

SESSION PLAN FOR GROUPS C&D

| TIME | Group | Monday 09 | Tuesday 10 | Wednesday 11 | Thursday 12 | Friday 13 | Saturday 14 |
|----------------------|--|--|---|---|---|--|---|
| 9.45 AM to 11.00 AM | C | <u>Leadership & Creative Thinking</u> 4&5 Dr. A.S. Ramachandra | <u>Public Finance</u> 7&8 Sri N.V. Ramana Rao | <u>Public Finance</u> 1&2 Sri Rakesh Sajjan, IA&AS | <u>Leadership & Creative Thinking</u> 6&7 Smt. Nirmala Sambamoorthy | <u>Public Finance</u> 9&10 Sri V. Sai Prasad, IA&AS | 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 |
| | D | | | | | | |
| 11.00 AM to 11.15 AM | | | | | | | |
| 11.15 AM to 12.30 PM | C | | | | | | |
| | D | | | | | | |
| 12.30 PM to 12.45 PM | BIO- BREAK | | | | | | |
| 12.45 PM to 2.00 PM | C | <u>Leadership & Creative Thinking</u> 1 Dr. K. Tirupataiah, IFS(Retd.) | <u>Decision Support System in Government</u> 6 Sri T.P.N. Moorthy | <u>Decision Support System in Government</u> 8 Sri T.P.N. Moorthy | <u>Establishment Matters</u> 6 Sri T.P.N. Moorthy | <u>Establishment Matters</u> 8 Sri T.P.N. Moorthy | |
| | D | | | | | | |
| 2.00 PM to 3.00 PM | LUNCH BREAK | | | | | | |
| 3.00 PM to 4.00 PM | C | <u>Leadership & Creative Thinking</u> 2 Dr. K. Tirupataiah, IFS(Retd.) | <u>Decision Support System in Government</u> 7 Sri T.P.N. Moorthy | <u>Decision Support System in Government</u> 9 Sri T.P.N. Moorthy | <u>Establishment Matters</u> 7 Sri T.P.N. Moorthy | <u>Establishment Matters</u> 9 Sri T.P.N. Moorthy | |
| | D | | | | | | |
| 4.00 PM to 4.15PM | TEA BREAK | | | | | | |
| 4.15 PM to 5.15 PM | C | <u>Leadership & Creative Thinking</u> 3 Sri Deepak Raj | <u>Decision Support System in Government</u> 4&5 Dr. Madhavi Ravulapati | <u>National Integration & Philanthropy</u> 1 Sri Ram Gopal | <u>Village Attachment</u> Dr. K. Tirupataiah, IFS(Retd.) | <u>Village Attachment</u> Dr. K. Tirupataiah, IFS(Retd.) & Smt. G. Jhansi Rani | |
| | D | | | | Combined Session Venue: Akshara Hall 4.15pm to 5.30pm | | |
| 5.15 PM to 6.30 PM | C | LAB HOUR 116 - Sri Md. Khadeer 123 - Smt. K. Jyoti | LIBRARY HOUR | LAB HOUR 116 - Sri Md. Khadeer 123 - Smt. K. Jyoti | | | |
| | D | | | | | | |
| Venue | Dasarathi Auditorium on October 9th, 2023 (Monday) PVRK Prasad Hall (Room No. 28, Admn. Block, Ground Floor) on October 10th, 2023 (Tuesday) SK Hall (Tungabadra Block) from October 11th onwards Computer Labs: 116 & 123 (Admn. Block, 1st Floor) | | | | Tea Breaks: 11.00 AM to 11.15 AM & 4.00 PM to 4.15PM | | |

| ACADEMIC INPUTS | | SPEAKERS |
|--|--|---|
| L&CT 4&5 | Stress Management | Dr. A.S. Ramachandra, Professor & Head - Centre for International Relations & Security (CIS), Dr. MCR HRD IT |
| L&CT 1&2 | Leadership and Taking Initiative | Dr. K. Tirupataiah, IFS(Retd.), Chief Consultant (Training), Dr. MCR HRD IT |
| L&CT 3 | File Management | Sri Deepak Raj, Accounts Officer, AG Office, Hyderabad |
| PF 7&8 | Pension Rules | Sri N.V. Ramana Rao, Sr. Accounts Officer (Retd.) |
| DSSG 6&7 | Office Procedures | Sri T.P.N. Moorthy, former Director, ISTM and Faculty, New Delhi |
| DSSG 4&5 | Litigation Management | Dr. Madhavi Ravulapati, Sr. Faculty & Head-Centre for Law & Public Administration (CLP), Dr. MCR HRD IT |
| PF 1&2 | General Financial Rules | Sri Rakesh Sajjan, IA&AS, Director - DT and Administration |
| DSSG 8&9 | Principles of Noting / Functional Approach to Noting | Sri T.P.N. Moorthy |
| NI&P 1 | Service Ethos | Sri Ram Gopal, Sr. Faculty, CLP, Dr. MCR HRD IT |
| L&CT 6&7 | Team Building | Smt. Nirmala Sambamoorthy, Director, Ascent Leadership and Management Consultants Pvt. Ltd. |
| EM 6&7 | General Conditions of Service and Maintenance of Service Book | Sri T.P.N. Moorthy |
| VA | Flagship Development and Welfare Programmes in Telangana | Dr. K. Tirupataiah, IFS(Retd.), Chief Consultant (Training), Dr. MCR HRD Institute of Telangana |
| PF 9&10 | Government Budget | Sri V. Sai Prasad, IA&AS, Director (INDT, O/o DGA ©, Hyderabad |
| EM 8&9 | Promotion and DPC Procedures | Sri T.P.N. Moorthy |
| 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 | Physical Training (PT) 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 |