

Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA
Road No. 25, Jubilee Hills, Hyderabad – 500 033

Special Foundation Course for AIS & CCS Officers -2021
18.01.2021 to 30.04.2021

Public Administration

Sl. No.	Topic
Concept of Modern State, Public Administration and its Tools	
1	Introduction to Public Administration
Government and Governance	
2	What is expected from a young Civil Servant
3	Qualities of an Effective Civil Servant
4	Governance from the lenses of Political Economy
5	My take on What governance should be
6	Social Entrepreneurship In India – Challenges and Potential
Tools of Public Administration	
Human Resource Management	
7	Leave Rules, TA/DA Rules, APAR and Returns
8	Discipline and Appeal Rules
9	Status of Probationer under Law
Financial Management	
10	GFR and Government Audit
11	Procurement in Government – Case Studies
12	Government E Market Place
13	Contract Management – case studies
Skills for Administration	
14	Noting and Drafting
15	Office Management
16	E- Office
17	Media – Future of social Media
18	Collaboration with Non Government Actors
19	Failures as Learning Tool
20	Mindfulness at Work
Transparency	
21	Right to Information and Administration
22	E Governance
23	UIDAI and Privacy Issues
24	Artificial Intelligence and Future of the World
Major and Aspirational Projects of the Government	
25	Swachha Bharat Mission
26	Rural Development Schemes
27	GST Implementation and its Challenges

Sl. No.	Topic
28	National Water Mission
29	Urbanization in India
30	DMIC (Delhi Mumbai Industrial Corridor)
31	CCTV in Cities for Safe Cities
32	Bullet Train
Perspective Building	
Environment and Climate Change	
33	Environment and Climate Change and India
34	Mumbai Beach Clean Up
35	Planting Forests -
36	Home Project – Movie and Discussion (Documentary)
National Security	
37	National Security Scenario
38	LWE and North East – Panel Discussion
39	JnK – Issues and Challenges
40	In the Firing Line (Documentary)
Sensitive Administration	
41	Visit to NIVH and RAPHAEL
Understanding Gender	
42	Understanding Gender - Concept
43	Sexual Harassment at Workplace
44	Human trafficking
45	Predinner Talk with Gautam Bhan and Anjali Gopalan
46	Documentary on Nirbhaya
47	Period – End of Silence
Understanding Child Rights	
48	Child Rights – Concepts and Cases
49	Child Rights- India and the World
50	Survivor of Abuse
Innovation	
51	Garden Everywhere (Documentary)
52	Innovation at the Grass Root
Words of Inspiration	
53	Working for the Needy