

# Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA

## Special Foundation Course for AIS & CCS Officers

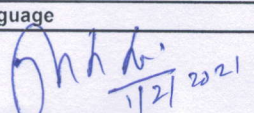
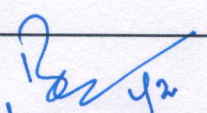
18th January to 30th April, 2021

Week - 3(R1)

### TIME TABLE

01.02.2021 to 07.02.2021

| TIME               | Group                                                                                                                                                                                                                                                                                                                                                                                     | Monday 1                                             | Tuesday 2                                                   | Wednesday 3                             | Thursday 4                                                                                                                                                | Friday 5                                                          | Saturday 6                                         | Sunday 7                    |                                                        |                                                 |                          |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------|-----------------------------|--------------------------------------------------------|-------------------------------------------------|--------------------------|
| 9.30AM to 10.20AM  | A                                                                                                                                                                                                                                                                                                                                                                                         | L-5<br>Prof(Dr.) AS Ramchandra                       | *PA-11&12<br>Sri K.S. Samarendar Nath (Via Virtual Mode)    | El for Leadeship & Workplace Excellence |                                                                                                                                                           | *PA-15&16<br>Sri K.S. Samarendar Nath (Via Virtual Mode)          | Mini Marathon<br>(on the Campus of the Institute.) | Hyderabad Darshan (Batch 2) |                                                        |                                                 |                          |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         | PCCI-7<br>Dr.Gautam Pingle                           |                                                             | M-6<br>Dr.K.Tirupathaiah                | M-11<br>Smt.Nirmala Sambamoorthy                                                                                                                          |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 10.30AM to 11.20AM | A                                                                                                                                                                                                                                                                                                                                                                                         | *PA-10<br>Sri K.S.Samarendar Nath (Via Virtual Mode) |                                                             | M-6<br>Smt.Nirmala Sambamoorthy         | M-7<br>Dr.K.Tirupathaiah                                                                                                                                  |                                                                   |                                                    |                             |                                                        |                                                 |                          |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                                             | M-7<br>Dr.K.Tirupathaiah                | M-12<br>Smt.Nirmala Sambamoorthy                                                                                                                          |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 11.20AM to 11.40AM | Tea Break                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |                                                             |                                         |                                                                                                                                                           |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 11.40AM to 12.30PM | A                                                                                                                                                                                                                                                                                                                                                                                         | PCCI-7<br>Dr.Gautam Pingle                           | *PA-13&14<br>Sri K.S. Samarendar Nath(Via Virtual Mode)     | M-8<br>Dr.K.Tirupathaiah                | M-13<br>Smt.Nirmala Sambamoorthy                                                                                                                          | *PA-17&18<br>Sri K.S. Samarendar Nath (Via Virtual Mode)          |                                                    |                             |                                                        |                                                 |                          |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         | L-5<br>Prof(Dr.) AS Ramchandra                       |                                                             | M-12<br>Smt.Nirmala Sambamoorthy        | M-9<br>Dr.K. Tirupathaiah                                                                                                                                 |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 12.40PM to 1.30PM  | A                                                                                                                                                                                                                                                                                                                                                                                         | M-5<br>Sri Harpreet Singh, IAS                       |                                                             | M-9<br>Dr.K. Tirupathaiah               | M-14<br>Smt.Nirmala Sambamoorthy                                                                                                                          |                                                                   |                                                    |                             |                                                        |                                                 |                          |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         | PCCI-8<br>Prof(Dr.) AS Ramchandra                    |                                                             | M-13<br>Smt.Nirmala Sambamoorthy        | M-10<br>Dr.K. Tirupathaiah                                                                                                                                |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 1.30PM to 2.30PM   |                                                                                                                                                                                                                                                                                                                                                                                           | LUNCH BREAK                                          |                                                             |                                         |                                                                                                                                                           |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 2.30PM to 3.20PM   | A                                                                                                                                                                                                                                                                                                                                                                                         | ICT-3<br>Sri Md.Khadeer                              | Panel Discussion on Union Budget - 2021 (2.30 PM to 4.20PM) | M-10<br>Dr.K. Tirupathaiah              | M-15<br>Panel Discussion (Sri Harpreet Singh, Dr. K. Tirupathaiah & Smt.Nirmala Sambamoorthy)                                                             | Languages 1&2(2.30pm to 4.20pm) (Separate schedule will be given) |                                                    |                             |                                                        |                                                 |                          |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         | ICT-3<br>Smt. S.Radhika                              |                                                             | M-14<br>Smt.Nirmala Sambamoorthy        |                                                                                                                                                           |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 3.30PM to 4.20PM   | A                                                                                                                                                                                                                                                                                                                                                                                         | Preparation time for the Assignment                  |                                                             | ECM** (5.00PM to 6.00PM)                |                                                                                                                                                           |                                                                   |                                                    |                             | Preparation time for the Assignment (3.30PM to 4.20PM) | CGM*** (5.00PM to 6.00PM)                       | ECM** (5.00PM to 6.00PM) |
|                    | B                                                                                                                                                                                                                                                                                                                                                                                         |                                                      |                                                             |                                         |                                                                                                                                                           |                                                                   |                                                    |                             |                                                        |                                                 |                          |
| 4.45PM to 5.00PM   |                                                                                                                                                                                                                                                                                                                                                                                           | Tea Break                                            |                                                             |                                         |                                                                                                                                                           |                                                                   |                                                    |                             |                                                        | 11:59 PM Submission of Assignment on Management |                          |
| Venues             | Plenary (A&B) : Dasarathi Auditorium (Admin Block, Ground Floor)<br>Group A : P.V.R.K.Prasad Hall - Room No. 028 (Admin Block, Ground Floor)<br>Group B: Madanna Hall-Room No.222 (Admin Block, Second Floor)<br>Computer Labs : Room Nos. 123 & 116<br><br>*The OTs are advised to attend the virtual classes on Febraury 1st,2nd & 5th from their respective rooms in Godavari Hostel . |                                                      |                                                             |                                         | ** ECM on Tuesday 02.02.2021 & Friday 05.02.2020 from 5.00PM to 6.00PM<br>*** Counsellor Group Meeting (CGM) on Thursday 04.02.2021 from 5.00PM to 6.00PM |                                                                   |                                                    |                             |                                                        |                                                 |                          |

| ACADEMIC INPUTS                                                                                                                          |                                                                        | SPEAKERS                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L-5                                                                                                                                      | Principles of Natural Justice                                          | Prof(Dr.) A.S.Ramachandra, Senior Faculty, CPA, Dr. MCR HRD Institute of Telangana                                                                                                                                                                                                      |
| PCCI-7                                                                                                                                   | Evolution of Modern State                                              | Dr.Gautam Pingle, Dean of Studies & Head, CTS, Dr. MCR HRD Institute of Telangana                                                                                                                                                                                                       |
| ICT-3                                                                                                                                    | MS Office - Tools                                                      | Sri Md.Khadeer,CIT,Faculty, Dr. MCR HRD Institute of Telangana                                                                                                                                                                                                                          |
| ICT-3                                                                                                                                    | MS Office - Tools                                                      | Smt. S.Radhika,CIT,Manager-IT(Co-ordination), Dr. MCR HRD Institute of Telangana                                                                                                                                                                                                        |
| PA-10                                                                                                                                    | Office Management- File Management                                     | Sri K. S. Samarendra Nath, Director, Ministry of Steel, Government of India(Retd.)                                                                                                                                                                                                      |
| M-5                                                                                                                                      | Principles of Management                                               | Sri Harpreet Singh, IAS, Director General (FAC) Dr. MCR HRD Institute of Telangana & Prl. Secretary to Govt. of Telangana                                                                                                                                                               |
| PCCI-8                                                                                                                                   | Judicial Review of Administrative Action                               | Prof(Dr.) A.S.Ramachandra                                                                                                                                                                                                                                                               |
| PA-11,12,13 &14                                                                                                                          | Noting & Drafting                                                      | Sri K. S. Samarendra Nath, Director, Ministry of Steel, Government of India (Retd.)                                                                                                                                                                                                     |
| E-5&6                                                                                                                                    | Panel Discussion on Union Budget - 2021                                | Panelists: 1) Dr. Mubeen Rafath, Professor, ASCI (Retd.) 2) Dr. J Manohar, Prof. of Economics, UoH(Retd.), 3) Sri Ganesh Balakrishnan, FCA, FCMA, CPA (USA) 5) Sri Shrivankumar Nemani, FCA, FCMA, CS & Lawyer 5) Sri Mohd. Irshad Ahmed, FCA, LLB, 6) Prof. Amir ullah Khan (Moderate) |
| M-6                                                                                                                                      | Introduction to EI (Context, Components and Relevance); Self Awareness | Dr. K.Tirupataiah, IFS(Retd.), Chief Consultant(Training),Dr. MCR HRD Institute of Telangana                                                                                                                                                                                            |
| M-7                                                                                                                                      | Self - Awareness                                                       | Dr. K.Tirupataiah                                                                                                                                                                                                                                                                       |
| M-8                                                                                                                                      | Self - Awareness(cont.); Self - control                                | Dr. K.Tirupataiah                                                                                                                                                                                                                                                                       |
| M-9                                                                                                                                      | Self - control (cont.)                                                 | Dr. K.Tirupataiah                                                                                                                                                                                                                                                                       |
| M-10                                                                                                                                     | Empathy                                                                | Dr. K.Tirupataiah                                                                                                                                                                                                                                                                       |
| M-6                                                                                                                                      | Introduction to EI (Context, Components and Relevance); Self Awareness | Smt. Nirmala Sambamoorthy, Director, Ascent Leadership and Management Consultants Pvt. Ltd.                                                                                                                                                                                             |
| M-11                                                                                                                                     | Social Awareness                                                       | Smt. Nirmala Sambamoorthy                                                                                                                                                                                                                                                               |
| M-12                                                                                                                                     | Social Awareness (cont.);Managing Relationships                        | Smt. Nirmala Sambamoorthy                                                                                                                                                                                                                                                               |
| M-13                                                                                                                                     | Managing Relationships(cont.)                                          | Smt. Nirmala Sambamoorthy                                                                                                                                                                                                                                                               |
| M-14                                                                                                                                     | Motivation                                                             | Smt. Nirmala Sambamoorthy                                                                                                                                                                                                                                                               |
| M-15                                                                                                                                     | Panel Discussion on Leadership Module                                  | Sri Harpreet Singh, IAS, Dr. K.Tirupataiah,Smt.Nirmala                                                                                                                                                                                                                                  |
| PA-15,16,17&18                                                                                                                           | GFR, Including Public Procurement                                      | Sri K. S. Samarendra Nath, Director, Ministry of Steel, Government of India(Retd.)                                                                                                                                                                                                      |
| Languages1 &2                                                                                                                            | Hindi                                                                  | Sri N.V. Parthasarathi, Retd. Hindi Lecturer                                                                                                                                                                                                                                            |
|                                                                                                                                          | Sanskrit                                                               | Dr. A. Sanjeev Kumar, Lecturer                                                                                                                                                                                                                                                          |
|                                                                                                                                          | Urdu                                                                   | Dr. Humera Sayeed, Assistant Professor, Government Degree College, Sangareddy                                                                                                                                                                                                           |
|                                                                                                                                          | English                                                                | Dr. Jasti Appa Swami, Assistant Professor, Centre for English Language Studies, University of Hyderabad & Sri Akram,Guest Faculty, Centre for English Language Studies, University of Hyderabad                                                                                         |
|                                                                                                                                          | Telugu                                                                 | Ms. Hima Bindu, Junior Lecturer,Sarath Junior College and IIT Academy                                                                                                                                                                                                                   |
|                                                                                                                                          | Marathi                                                                | Dr. Anupama, Associate Professor, Government Degree College, Seethaphalmandi, Hyderabad                                                                                                                                                                                                 |
|                                                                                                                                          | Tamil                                                                  | Smt.Pankaja Vijayaraghvan, Freelancer                                                                                                                                                                                                                                                   |
| SUBJECT ABBREVIATIONS                                                                                                                    |                                                                        |                                                                                                                                                                                                                                                                                         |
| PCCI                                                                                                                                     | : Political Concepts & Constitution of India                           | <p style="text-align: center;"><u>PT</u></p> <p>Date: 01.02.2021 to 05.02.2021</p> <p>Time: 6.30am to 7.30am</p> <p>Venue: 1) Lawns Infront of Ramadasu Mandapam (A01 to A30 &amp; B01 to B30) 2) Vivekananda Lawns (A31 to A61 &amp; B31 to B60 )</p>                                  |
| L                                                                                                                                        | : Law                                                                  |                                                                                                                                                                                                                                                                                         |
| PA                                                                                                                                       | : Public Administration                                                |                                                                                                                                                                                                                                                                                         |
| M                                                                                                                                        | : Management & Behavioural Sciences                                    |                                                                                                                                                                                                                                                                                         |
| E                                                                                                                                        | : Economics                                                            |                                                                                                                                                                                                                                                                                         |
| IH&C                                                                                                                                     | : Indian History and Culture                                           |                                                                                                                                                                                                                                                                                         |
| ICT                                                                                                                                      | : Information & Communication Technology                               |                                                                                                                                                                                                                                                                                         |
| Language                                                                                                                                 | : Language                                                             |                                                                                                                                                                                                                                                                                         |
| <br>Prof. Md. Abbas Ali<br>Additional Course Director |                                                                        | <br>Sri Benhur Mahesh Dutt Ekka, IAS<br>Course Director                                                                                                                                            |