



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Course for Group - I Service Officers
9th July, 2012 to 25th August, 2012

		WEEKLY SCHEDULE					WEEK-2	
		16.07.2012 to 21.07.2012						
		16.07.2012 Monday	17.07.2012 Tuesday	18.07.2012 Wednesday	19.07.2012 Thursday	20.07.2012 Friday	21.07.2012 Saturday	
9.30am to 10.30am	A	L&LM-5 (Dr.YPR)	PAGE-11 (Dr.VRS)	F I E L D V I S I T	SM&OP-5&6 (NKM)	L&LM-9 (Dr.GBR)	SM&OP-7 (DSP)	
	B				L&LM-9 (Dr.GBR)	SM&OP-5&6 (NKM)		
10.40 am to 11.40am	A	L&LM-6 (Dr.YPR)	PAGE-12 (Dr.VRS)		SM&OP-5&6 (NKM)	L&LM-10 (Dr.GBR)	SM&OP-8&9 (KSRP)	
	B				L&LM-9 (Dr.GBR)	SM&OP-5&6 (NKM)		
		TEA B R E A K			TEA B R E A K			
12.00Noon to 1.00 pm	A	SM&OP-2 (DSP)	SM&OP-3 (B.Ramaiah,IAS)		PAGE-13 (Dr.Ali Rafat,IAS)	IT &e-Gov.-4	SM&OP-8&9 (KSRP)	
	B					FMG&PA-3 (PB)		
		L U N C H B R E A K			L U N C H B R E A K			
2.00pm to 2.50pm	A	Essay Writing Competition (2pm - 4pm)	SM&OP-4 (B.Ramaiah,IAS)		F I E L D V I S I T	M&BS - 4&5 (Dr.PM)	IT&e-Gov-5&6 (Sanjay Jaju, IAS)	M&BS - 6&7 (Dr.PM)
	B							
3.00pm to 3.50pm	A							
	B							
		TEA B R E A K		TEA B R E A K				
4.10pm to 5.00pm	A	IT &e-Gov.-3	L&LM-7&8 (MSK)	FMG&PA-2 (PB)		FMG&PA-3 (PB)	Cultural Prgm preparat ion	
	B	FMG&PA-2 (PB)		IT &e-Gov.-3		IT &e-Gov.-4		
V E N U E	A Group H. No.: 228 B Group-H.No.: 422 Full Group: Auditorium / Tungabhadra Conference hall		Computer Labs : Lab No.304 Lab No.316	1) Essay Writing Competition on 16.7.2012 (Monday)- 2.00pm - 4.00 pm 2) Field Visit to MV Foundation - Old age home - State Orphanage - Dialogue in the dark 3) Cultural Programme on 21.7.2012 (Saturday) 4)Rangoli Competition - 22.7.2012 (Sunday)				

ACADEMIC INPUTS		GUEST SPEAKERS	
L&LM-5&6	Evidence Act - Dr.Y. Pratap Reddy	Professor, University College of Law, Osmania University, Hyderabad	
L&LM- 7&8	Tribal laws - Sri M. Suneel Kumar	State Director, Rural Development Institute in India	
L&LM- 9	Law of Contempt - Dr. G.B. Reddy	Professor, University College of Law, Osmania University, Hyderabad	
L&LM- 10	Admin.Tribunals - Dr. G.B. Reddy	Professor, University College of Law, Osmania University, Hyderabad	
SM&OP-2	Conduct Rules - DSP		
SM&OP-3&4	CCA Rules - Sri B. Ramaiah, IAS		
SM&OP-5&6	Fundamental Rules - Sri N. Kesava Murthy	Joint Director (Rtd), Treasuries and Accounts Department	
SM&OP-7	District Office Manual - Office Management - DSP		
SM&OP-8&9	State & Subordinate Service Rules - Sri K.Sree Ram Prasad	Greater Hyderabad Municipal Corporation	
FMG&PA-2	Micro Economics - PB		
FMG&PA-3	Trade Cycles - PB		
PAGE-11	Organisational structure - Dr. V. Ravindra Sastry	Professor and Coordinator of Centre for Advanced Study Phase1	
PAGE-12	Center State Relations - Dr. V. Ravindra Sastry	Professor and Coordinator of Centre for Advanced Study Phase1	
PAGE-13	Revenue Administration - Dr.Mohd.Ali Rafat,IAS	VC & Managing Director, A P Dairy Development Co-operative Federation	
IT&e-Gov-5&6	e-Governance and application - Sri Sanjay Jaju, IAS	Secretary to Government, Information Technology & Communications	
M&BS - 4&5	What do bosses do? - Dr.PM		
M&BS - 6&7	The Executive Function - Dr.PM		
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGE	: Public Administration, Governance & Ethics	MSZ	Shri Md.Shafiquz Zaman, IAS
FMG&PA	: Financial Management in Govt.&Public Accountability	Dr.PM	Dr. Prasanta Mahapatra, IAS
L&LM	: Law & Legal Matters	RRA	Smt. Ranjeev R. Acharya, IAS
M & BS	: Management & Behavioural Studies	MRP	Shri M.Rama Prasad, IFS
SM&OP	: Service Matters & Office Procedures	GCS	Shri G. Chandrashekar Reddy, IFS
IT & e-Gov.	: IT & e-Gov.	SRS	Shri S. Rajasekhar
		MVN	Sri M. Visweswara Naidu
		Dr.OVS	Dr.O.Vijayasree
PTClasses: Daily 6.00 - 7.00 am		Dr.CK	Dr. Chukka Kondaiah
		SSK	Ms. S. Sasikala
Venue:	OPEN AUDITORIUM LAWNS	SkMP	Sri Shaik Mehboob Peera
		YSR	Sri Y. Subba Rao
Dress Code:	MEN: Track Suit,Sports shoes,White Socks	NKB	Shri N. Kumar Babu
	WOMEN:White Salwar kameez,Sports shoes,White Socks	SR	Ms S. Rupa
		VUL	Ms. V.Udaya Lakshmi
		VLNG	Sri VLN. Gupta
Evening : Games & Yoga after the classes from 5.00pm onwards		PSR	Shri P. Srinivasa Rao
		DSP	Shri D.Siva Prasad
		YIP	Ms. Y. Indira Priyadarshini
		KAK	Sri K. Anil Kumar
		KS	Ms. K.Soumya Rani
		DVR	Sri D.V. Ramana
		MJ	Ms. Meena Jagirdhar
		KRG	Sri K. Rama Gopal
		BN	Ms. B. Navya
		MVS	Sri M.V. Sailesh
		JJ	Ms. J. Janani
		PA	Sri P. Anwesh
		BN	Ms. Bhagya Nakshatram
		Dr.JR	Dr. J. Rajeswar
ATTENDANCE IS COMPULSORY FOR PT		Dr.DN	Dr. Deepa Nair
		PB	Ms.P.Bharathi
		ND	Ms.Nivedita
Date: 13 .07.2012		Course Director	