



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

WEEKLY SCHEDULE

13.08.2012 to 18.08.2012

WEEK-6

		13.08.2012 Monday	14.08.2012 Tuesday	15.08.2012 Wednesday	16.08.2012 Thursday	17.08.2012 Friday	18.08.2012 Saturday		
9.30am to 10.30am	A	L&LM-18&19 (DSP)	SM&OP-18 (VLNG)	I N D E P E N D E N C E M E E T D A Y -	L&LM-20&21 (AVGR)	FMG&PA-17&18 (NKB)	E X A M I N A T I O N S		
	B	L&LM-20&21 (AVGR)	PAGE-20 (SRS)		FMG&PA-17&18 (NKB)	SM&OP-19 (MJ)			
10.40 am to 11.40am	A	L&LM-18&19 (DSP)	FMG&PA-19&20 (NPR)		L&LM-20&21 (AVGR)	FMG&PA-17&18 (NKB)			
	B	L&LM-20&21 (AVGR)	M&BS-18&19 (Dr.OVS)		FMG&PA-17&18 (NKB)	IT &e-Gov.--20			
		TEA BREAK			TEA BREAK				
12.00Noon to 1.00 pm	A	IT &e-Gov.--19	FMG&PA-19&20 (NPR)		SM&OP-19 (MJ)	FMG&PA-20&21 (PSK) (Till 1.30pm)			
	B	SM&OP-18 (VLNG)	M&BS-18&19 (Dr.OVS)		IT &e-Gov.--19				
		LUNCH BREAK			LUNCH BREAK				
2.00pm to 2.50pm	A	M&BS-18&19 (Dr.OVS)	PAGE-20 (SRS)		P R E P A R A T I O N S	E X A M I N A T I O N S			
	B	IT &e-Gov.--17	FMG&PA-19&20 (NPR)						
3.00pm to 3.50pm	A	M&BS-18&19 (Dr.OVS)	L&LM-20&21 (Dr.S.R.)						
	B	L&LM-20&21 (Dr.S.R.)	FMG&PA-19&20 (NPR)						
		TEA BREAK						TEA BREAK	
4.10pm to 5.00pm	A	IT &e-Gov.--20	L&LM-20&21 (Dr.S.R.)					M&BS-20-22 (MRP)	P R E P A R A T I O N S
	B	L&LM-20&21 (Dr.S.R.)	IT &e-Gov.--18						
V E N U E	A Group H. No.: 228 B Group-H.No.: 422 Full Group: 288		Computer Labs : Lab No.304 Lab No.316	1) Independence day Celebrations- 15.8.2012 (Wednesday) 2) Sports Meet on 15.8.2012 (Wednesday) 3) Examinations - 18.8.2012 (Saturday)					

ACADEMIC INPUTS		GUEST SPEAKERS		
PAGE-20	Protocol etiquette - SRS			
M & BS-18&19	Styles of Leadership - Dr.OVS			
M & BS-20-22	Emotional intelligence - MRP			
FMG&PA-17&18	Audit Purpose- Audit Objections, preparation of replies for audit paras-NKB			
FMG&PA-19&20	Cash Accounting-Stores, Purchase Procedures and Disposal- Sri Naga Phani Raju	Pay and Accounts Officer, Treasuries and Accounts Department		
FMG&PA-20&21	Personal Financial Management and Annual Property Return - P. Sharat Kumar	Former Civil Servant, Chartered Accountant		
L&LM-18&19	Right to Information Act - DSP	Sri D. Siva Prasad, Faculty Member (Rtd), Dr.MCR HRD Institute of AP		
L&LM-20&21	Drafting Affidavits and Parawise Remarks - Sri A. Venu Gopala Rao	Assistant Audit Officer (Rtd), Audit & Accounts Department		
L&LM-22&23	Protection of Civil Rights Act, SC & ST (Prevention of Atrocities) Act - Dr. S. Ramudu	Associate Professor in the Centre for the Study of Social Exclusion and Inclusive Policy (CSSEIP), University of Hyderabad		
SM&OP-18	Pension Rules - VLNG			
SM&OP-19	AP Medical Attendance Rules - MJ			
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	
Dress Code:	MEN: Track Suit,Sports shoes,White Socks	YSR	Sri Y. Subba Rao	
	WOMEN:White Salwar kameez,Sports shoes,White Socks	NKB	Shri N. Kumar Babu	
		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	
PT & GAMES WILL BE FROM 10.07.2012		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: .08.2012		Course Director		