



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
(An Institution included in Schedule-X of the A.P.Reorganisation Act, 2014)

89th Foundation Course
1st September to 12th December, 2014

Week 1(R-1)

TIME TABLE

1.9.14 to 7.9.14

TIME		Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	
9:30AM to 10.20AM	A	JOINING FORMALITIES (at FC Secretariat 10.00am - 3.00pm)	Hindi Test (Dr.M.Venkateshwar)	Shistachar/Sadgunas (Course Coordinator/ Addl.Course Coordinator)	PCCI-1&2 (Dr.G.Haragopal)	PA-3&4 (Dr.Jayaprakash Narayan)	
	B						
10.30AM to 11.20AM	A		Official Language Policy (Dr.M.Venkateshwar)	Introduction to Clubs & Socities (LS)			
	B		Expectations of the participants (Dr.KT) & (Dr.OVS)				
11.20-11.40			TEA BREAK				
11.40AM to 12.30PM	A		Expectations of the participants (Dr.KT) & (Dr.OVS)	Ice Breaking (Dr.OVS)	PA-1&2 (DLP)	PA-5&6 (Dr.B.Prasada Rao)	
	B		Official Language Policy (Dr.M.Venkateshwar)	Ice Breaking (KNR)			
12.40PM to 1.30PM	A		Course Briefing (Course Coordinator/ Addl.Course Coordinator)	Ice Breaking (Dr.OVS)			
	B			Ice Breaking (KNR)			
1:30 - 2:40			LUNCH BREAK				
2:40PM to 3.30PM	A		Inaugural Function (3.00pm) (Separate Schedule will be issued)	ICT-1	H-1 (Dr.A.Satyanarayana)	M-1 (Dr.KT)	
	B			M-1 (Dr.KT)	ICT-1	ICT-2	
3.40PM to 4.30PM	A			L-1 (Dr.RM)	H-2 (Dr.A.Satyanarayana)	M-2 (Dr.KT)	
	B			M-2 (Dr.KT)	L-1 (Dr.RM)	L-2 (Dr.RM)	
Venues				A Group-Room No. 028 B Group-Room No. 222 Full Group: Auditorium ----- Computer Lab (A Group) -105 & 116 Computer Lab (B Group) - 105 & 116		1. All the OTs are expected to be in their seats in Auditorium by 2.45pm for the Inaugural Function on Tuesday 2.9.14 2. DG's High Tea in Lawns opposite Open Air Theatre at 5.00pm on Thursday 4.9.14 3. Election Nominations at 4.40pm on Friday 5.9.14 4. Cycling on Saturday 6.9.14 5. Heritage Visit on Sunday 7.9.14	

ACADEMIC INPUTS			GUEST SPEAKERS	
	Shistachar/Sadgunas (Dr.KT) & (Dr.OVS)		1. Dr.K.Tirupataiah, IFS, Additional Director General & Course Coordinator, Dr.MCR HRD Institute, Hyderabad & Dr.O.Vijayasree, Professor & Addl.Course Coordinator, Dr.MCR HRD Institute, Hyderabad	
	Introduction to Clubs & Socities (LS)		2. Shri.L.Shashidhar, IAS, Joint Director General & Special Course Coordinator, Dr.MCR HRD Institute, Hyderabad	
	Ice Breaking (Dr.OVS) & (KNR)		3. Dr.O.Vijayasree, Professor & Addl.Course Coordinator, Dr.MCR HRD Institute, Hyderabad & Shri.K.Nageswara Rao, Senior Director, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: A 01; Escort Officer: OT code: B 01)	
M-1&2	Personal Effectiveness: The seven habits of highly effective people: Introduction (Dr.KT)		4. Dr.K.Tirupataiah, IFS, Additional Director General & Course Coordinator, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: B 02; Escort Officer: OT code: A 02)	
ICT-1	Introduction to Computers (RK, MK)		5. Shri.K.G.Rama Kristappa, Faculty, Dr.MCR HRD Institute, Hyderabad Md.Khadeer, Faculty, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: A 03; Escort Officer: OT code: B 03)	
L-1	General Principles of Law - Concept & Sources (Dr.RM)		6. Dr.R.Madhavi, Associate Professor of Law, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: A 04; Escort Officer: OT code: B 04)	
PCCI-1&2	Organs of Government (Dr.G.Haragopal)		7. Dr.G.Haragopal, National Civil Rights Activist and Professor in Political Science Department, University of Hyderabad (Escort Officer: OT code: A 05	
PA-1&2	Role of & Relationship between Civil Servants and Political Executives (DLP)		8. Smt.D.Lakshmi Parthasarathy, IAS, Director General, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: B 05)	
H-1&2	Overview of History (Dr.A.Satyanarayana)		9. Dr.A.Satyanarayana, Professor, Department of History, Osmania University, Hyderabad (Escort Officer: OT code: A 06)	
PA-3&4	Issues in Administration (Dr.Jayaprakash Narayan)		10. Dr. Jayaprakash Narayan, IAS(R)., President, Loksatta Party (Escort Officer: OT code: B 06)	
PA-5&6	Skills for Administrators: "Towards Better Word Power and Creativity" (Dr.B.Prasada Rao)		11. Dr.B.Prasada Rao, IPS, Principal Secretary to Government, Home Department, AP (Escort Officer: OT code: A 07)	
ICT-2	Introduction to MS-Word (RK, MK)			
L-2	Legal Concepts - Rights & Duties (Dr.RM)		12. Dr.R.Madhavi, Associate Professor, Law, Dr.MCR HRD Institute, Hyderabad (Escort Officer: OT code: B 07)	
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS	
E	:	Basic Economics	DLP	Smt.D.Lakshmi Parthasarathy, IAS
ICT	:	Information &Communication Technology	Dr.KT	Dr.K.Tirupataiah, IFS
H	:	Indian History and Culture	LS	Shri.L.Shashidhar, IAS
Languages	:	Languages	PDCR	Shri.P.Dharma Chandra Reddy
L	:	Law	Dr.OVS	Dr.O.Vijayasree
M	:	Management & Behavioural Sciences	PSR	Shri.P.Srinivasa Rao
PA	:	Public Administration	Col.VK	Col (Rtd) Vijay Kumar
PCCI	:	Political Concepts & Constitution of India	KS	Smt.K.Soumya Rani
			DVR	Shri.D.Venkata Ramana
			BR	Shri.B.Ramaiah
			Dr.KS	Dr.K.Swamy
PHYSICAL TRAINING: Daily 6.00 - 7.00 am from 3.9.14			KNR	Shri.K.Nageswara Rao
			SRS	Shri.S.Rajasekhar
Venue :	OPEN AUDITORIUM BEHIND ADMIN BLOCK		BA	Smt.B.Aruna Kumari
Dress code:	Institute Track Suit, White Socks, Sports Shoes		Dr.JR	Dr.J.Rajeswar
ATTENDANCE IS COMPULSORY FOR P.T.			PB	Smt.P.Bharathi
			Dr.VDN	Dr.V.Deepa Nair
			Dr.RM	Dr.R.Madhavi
			KBS	Shri.K.Bhavani Sankar
			JVNR	Shri.JVN.Rajanikanth
			BPS	Shri.B.Panduranga Sharma
			VLNG	Shri.VLN Gupta
			KSR	Shri.K.Srinivasa Rao
			VBN	Smt.V.Bhagya Nakshatram
			KAK	Shri.K.Anil Kumar
			RK	Shri.K.G.Rama Kristappa
			MK	Md.Khadeer
Date:		Dr.O.Vijayasree Addl. Course Coordinator Dr.K.Tirupataiah, IFS Course Coordinator		