



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE

Foundation Course for Assitant Section Officers

From 01.06.2015 to 22.08.2015

		WEEKLY SCHEDULE			WEEK - 5 R2	
		29.6.2015 to 4.7.2016				
	29.6.2015 Monday	30.6.2015 Tuesday	1.7.2015 Wednesday	2.7.2015 Thursday	3.7.2015 Friday	4.7.2015 Saturday
9.30am to 10.30am	Computers	Computers	Noting & Drafting (Sri K. Venkata Krishna)	Noting & Drafting (Sri K. Venkata Krishna)	Noting & Drafting (Sri K. Venkata Krishna)	Anti Corruption Laws (Dr RM)
10.40am to 11.40am	Computers	Computers	Noting & Drafting (Sri K. Venkata Krishna)	Noting & Drafting (Sri K. Venkata Krishna)	Noting & Drafting (Sri K. Venkata Krishna)	Anti Corruption Laws (Dr RM)
TEA B R E A K						
12.00 Noon to 1.00 pm	Computers	Computers	Elections and role of Govt. (Sri SRS)	Women Empowerment - SHGs (Dr VDN)	Habit 4 (Dr KT)	Good Governance (Sri KRG)
L U N C H B R E A K						
2.15pm to 3.15pm	Computers	Computers	Civil Procedure Code (Dr RM)	Loans & Advnaces (Sri VLNG)	Drafting of affidavits and Parawise remarks (Sri K. Kuppuswamy)	Noting & Drafting (Sri K. Venkata Krishna)
TEA B R E A K						
3.30pm to 4.30pm	Computers	Computers	Civil Procedure Code (Dr RM)	Loans & Advnaces (Sri VLNG)	Drafting of affidavits and Parawise remarks (Sri K. Kuppuswamy)	Noting & Drafting (Sri K. Venkata Krishna)
Venue : 023		Basics of Computers sessions will be held in Computer Lab 116, First Floor				

ACADEMIC INPUTS			GUEST SPEAKERS	
Noting & Drafting - Referencing, current file, note file, flagging and linking of files - Methods of noting, Section notes , Spl. kind of notes etc.			Sri K. Venkata Krishna, Dy Secretary to Govt., PR & RD Dept. (Escort Officer - Sri M. Murali Mohan Reddy, A 01)	
Noting & Drafting - Form and arrangement - prefacing and order - unofficial references to offices outside the Secretariat				
Noting & Drafting - Forms & Rules of correspondence				
Noting & Drafting - Drafting a G.O.				
7 Habits of Highly effective people - Habit 4 (Dr KT)			Escort Officer - Sri A. Tirupathi, A 02	
Women Empowerment - SHGs (Dr VDN)			Escort Officer - Sri Ch. Leela Madhav, A 03	
Civil Procedure Code (Dr (RM)			Escort Officer - Sri M. Madhu Babu, A 04	
Loans & Advances (Sri VLNG)			Escort Officer - Sri P. Mani, A 05	
Elections & Role of Government (Sri SRS)			Excort Officer - Sri A. Siva Sankara Rao, A 06	
Drafting of Affidavits & Parawise Remarks			Sri K. Kuppuswamy, Dy Secretary (retd.), Law Department (Escort Officer - Sri N. Subba Rao - A 07)	
Good Governance - Essentials at workplace (Sri KRG)				
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS	
PAGE	:	Public Administration, Governance & Ethics	VKA	Shri Vinod K. Agrawal, IAS
SOM&BR	:	Secretariat Office Manual & Business Rules	Dr.KT	Dr. K. Tirupataiah, IFS
L&LM	:	Law & Legal Matters	LS	Shri. L. Shashidhar, IAS
M & ES	:	Management and Environmental Studies	KNR	Shir K. Nageswara Rao
SM&OP	:	Service Matters & Office Procedures	Dr.KS	Dr.K.Swamy
IT & e-Gov.	:	Information Technology & e-Governance	Dr.OVS	Dr.O.Vijayasree
			Dr WGP	Dr W.G. Prasanna Kumar
			Dr.VDN	Dr. V. Deepa Nair
			PSR	Sri P. Srinivasa Rao
			SRS	Sri S. Rajasekhar
Art of Living Followup & Yoga Classes: From 6.00AM to 7.00AM			Dr.RM	Dr. R.Madhavi
			PB	Smt P. Bharathi
			KRG	Sri K.Ram Gopal
			YS	Smt Yasmeen Sulthana
Venue:	VEVEKANANDA BLOCK		JVNR	Sri JVN Rajanikanth
			BhPS	Sri Bh. Panduranga Sarma
Dress Code:	MEN: Kurtha, pyjama		VLNG	Sri VLN. Gupta
	WOMEN: Salwar, Kameez		KSR	Sri K. Srinivasa Rao
			KAK	Sri K. Anil Kumar
ATTENDANCE IS COMPULSORY			KSR	Smt K. Soumya Rani
			DVR	Sri D.V. Ramana
			NVCR	Sri NVC Rajesh
			BNNLR	Sri B.N.N. Laxmoji Rao
			KGR	Sri K.G. Rama Kistappa
			MK	Sri Mohammad Khadeer