



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH

Foundation Course for Assistant Section Officers

1st February - 2nd April, 2011
WEEKLY SCHEDULE

Week-1
01.02.2011 to 05.02.2011

TIME		Tuesday 1	Wednesday 2	Thursday 3	Friday 4	Saturday 5
09:30am	A	I N A U G U R A T I O N	PAGEM&ES-3 (DRK Sarma,IAS)	SOM&BR-1&2 (K. Venkata krishna)	PAGEM&ES-7 (C.Umamaheswara Rao,IAS)	E&FM-5&6 (NKM)
to	B		PAGEM&ES-4 (SRS)	PAGEM&ES-3 (DRK Sarma,IAS)		SOM&BR-1&2 (K. Venkata krishna)
	C		Computer-1	PAGEM&ES-7 (C.Umamaheswara Rao,IAS)	PAGEM&ES-3 (DRK Sarma,IAS)	
10:40am	D		SOM&BR-1&2 (K. Venkata krishna)	Computer-2	PAGEM&ES-3 (DRK Sarma,IAS)	PAGEM&ES-7 (C.Umamaheswara Rao,IAS)
10.50am	A		E&FM-1&2 (G.Rajeswara Rao)	SOM&BR-1&2 (K. Venkata krishna)	PAGEM&ES-5 (M. Narayanarao, IAS)	E&FM-5&6 (NKM)
to	B		Computer-1	PAGEM&ES-5 (M. Narayanarao, IAS)	SOM&BR-5&6 (DSP)	SOM&BR-1&2 (K. Venkata krishna)
	C		PAGEM&ES-5 (M. Narayanarao, IAS)	Computer-2	SOM&BR-1&2 (K. Venkata krishna)	Computer-4
12.00noon	D		SOM&BR-1&2 (K. Venkata krishna)	E&FM-1&2 (G.Rajeswara Rao)	Computer-3	PAGEM&ES-5 (M. Narayanarao, IAS)
12:00Noon -12:20pm			TEA BREAK			
12:20	A	Course Overview & Shistachar (KNR)	E&FM-1&2 (G.Rajeswara Rao)	PAGEM&ES-4 (SRS)	E&FM-3&4 (NKM)	PAGEM&ES-8 (Dr.JR)
to	B		L&LM-1 (YIP)	Computer-2	SOM&BR-5&6 (DSP)	
	C		L&LM-2 (Dr.GB. Reddy)	PAGEM&ES-6 (Dr. Ramakrishnaiah)	PAGEM&ES-8 (Dr.JR)	PAGEM&ES-4 (SRS)
01.30pm	D		Computer-1	E&FM-1&2 (G.Rajeswara Rao)		Computer-4
01:30pm-02:30pm			LUNCH BREAK			
02.30pm	A	PAGEM&ES-1&2 (RVR)	PAGEM&ES-6 (Dr. Ramakrishnaiah)	L&LM-2 (Dr.GB. Reddy)	E&FM-3&4 (NKM)	SOM&BR -3&4 (DSP)
to	B		L&LM-2 (Dr.GB. Reddy)	SOM&BR -3&4 (K.Kuppuswamy)	PAGEM&ES-9&10 (MRP)	Computer-3
	C		SOM&BR -3&4 (K.Kuppuswamy)	L&LM-3&4 (Dr.Dwarakanath)	SOM&BR -7 (P.Prakasa Rao)	PAGEM&ES-9&10 (MRP)
03.40pm	D		L&LM-3&4 (Dr.Dwarakanath)	PAGEM&ES-6 (Dr.Ramakrishnaiah)	SOM&BR -3&4 (K.Kuppuswamy)	SOM&BR -7 (P.Prakasa Rao)
03:40pm-04.00pm			TEA BREAK			
04.00pm	A	PAGEM&ES-1&2 (RVR)	Computer -1	Computer-2	SOM&BR -7 (P.Prakasa Rao)	SOM&BR -3&4 (DSP)
to	B		PAGEM&ES-6 (Dr. Ramakrishnaiah)	SOM&BR -3&4 (K.Kuppuswamy)	PAGEM&ES-9&10 (MRP)	SOM&BR -7 (P.Prakasa Rao)
	C		SOM&BR -3&4 (K.Kuppuswamy)	L&LM-3&4 (Dr.Dwarakanath)	Computer-3	PAGEM&ES-9&10 (MRP)
05.10pm	D		L&LM-3&4 (Dr.Dwarakanath)	L&LM-2 (Dr.GB. Reddy)	SOM&BR -3&4 (K.Kuppuswamy)	L&LM-1 (YIP)
V E N U E	A Group-H.No.228 B Group-H.No.323 C Group-H.No.415 D Group-H.No.422 Full Group:Auditorium A&B Groups:H.No.228 C&D Groups:H. No.422		Computer Labs : Lab No.304 Lab No.316	1) Inauguration of the Course will be held at 10.30am in the Auditorium on 01.02.2011 (Tuesday). All the OTs to occupy their seats by 10am. 2) PT session will start from 02.02.2011(Wednesday) from 6.00 am onwards		

ACADEMIC INPUTS				GUEST SPEAKERS	
		Course Over view & Shistachar - KNR			
PAGEM&ES-1&2		e-Governance (RVR)			
PAGEM&ES-3		Decentralisation and Local Self Government and 73rd Amendment		Sri D.Rama Krishna Sarma,IAS (Rtd), Project Consultant, Rural Development Programmes	
PAGEM&ES-4		Protocol (SRS)			
PAGEM&ES-5		Elections & Role of the Government		Sri M. Narayana Rao, IAS(Rtd), Former Director General, Dr. MCR HRD IAP	
SOM&BR-1&2		Secretariat Office Manual and General Discipline		Sri K. Venkata Krishna, Asst. Secretary, Department of Panchayat Raj, Hyd	
E&FM-1&2		A.P. Accounts Code		Sri G. Rajeswara Rao, Sr.A.O.(Rtd), AG Office, Hyd	
L&LM-1		Right to Information Act (YIP)			
L&LM-2		General principles of law – Hierarchy of Courts		Dr G. B. Reddy, Professor, University College of Law, Osmania University, Hyd	
PAGEM&ES-6		Organisational structure of the Government at State and Centre		Dr. M. Ramakrishnaiah,Professor, Department of Public Administration, Osmania University	
SOM&BR -3&4		Classification and Distribution of Business		Sri K. Kuppuswamy, Addl. Secretary (Rtd), Law Department	
L&LM-3&4		IPC-General exceptions , specific offences		Dr. Sripathi Dwarakanath, Principal, University College of Law, Osmania University	
PAGEM&ES-7		Rural Development Programmes		Sri C. Umamaheswara Rao, IAS (Rtd)	
E&FM-3,4,5&6		A.P. Financial Code-1,2,3&4		Sri N. Kesava Murthy, Joint Director (Rtd) , Treasuries & Accounts Department	
SOM&BR-5&6		Noting and Drafting (DSP)			
PAGEM&ES-8		Climate Change (Dr. JR)			
PAGEM&ES- 9&10		Inter Personal Relations (MRP)			
SOM&BR - 7		Duties and responsibilities of different functionaries		Sri P. Prakasa Rao, Dy Secretary (Rtd), Law Department, AP Secratariait	
SUBJECTS ABBREVIATIONS				FACULTY ABBREVIATIONS	
PAGEM&ES	:	Public Administration, Governance, Ethics, Management and Environmental Studies		MSZ	Shri Md.Shafiquz Zaman, IAS
SOM&BR	:	Secretariat Office Manual and Business Rules		AP	Shri Ajoyendra Pyal, IAS
E & FM	:	Economics and Financial Management		DCP	Shri D.Chakrapani, IAS
L&LM	:	Law & Legal Matters		MRP	Shri M.Rama Prasad, IFS
SM&OP	:	Service Matters & Office Procedures		GCS	Shri G. Chandra Sekhar Reddy, IFS
Computer	:	Computer Training		KNR	Shri K.Nageswara Rao
				Dr.OVS	Dr.O.Vijayasree
PT Sessions: Daily 6.00 - 8.00 am from 02.02.2011(Wednesday)				SRS	Shri S. Rajasekhar
				SSK	Ms. S. Sasikala
				LS	Shri L.Subuddhi
PT VENUE	:	MEN	Lawn behind administrative block	SkMP	Shri Shaik Mehboob Peera
	:	WOMEN	Lawns behind DG Bungalow	KSRP	Shri K. Sree Ram Prasad
				DSP	Shri D.Siva Prasad
Dress code:	MEN	:	Track suit & Jogging shoes	RVR	Shri R.Venkata Ramana
	WOMEN:		Track suit & Jogging shoes	Dr.JR	Dr. J. Rajeswar
ATTENDANCE IS COMPULSORY FOR PT				NKB	Shri N. Kumar Babu
				VUL	Smt V.Udaya Lakshmi
				SR	Smt S. Rupa
				PB	Ms.P.Bharathi
				YIP	Ms. Y. Indira Priyadarshini
				TSR	Shri T.Sambasiva Rao
				RH	Ms.R.Hiranmayi
				MJ	Ms. Meena Jagirdhar
				ND	Ms.Nivedita
				KS	K.Soumya Rani
Date: 30.01.2011		M. RAMA PRASAD, IFS ADDL. DIRECTOR GENERAL & COURSE DIRECTOR			