


Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH
Foundation Course for Assistant Section Officers
1st February - 2nd April, 2011
Week 2
WEEKLY SCHEDULE
07.02.2011 to 12.02.2011

TIME		Monday 7	Tuesday 8	Wednesday 9	Thursday 10	Friday 11	Saturday 12
9.30 am	A	PAGEM&ES-11 & 12 (C.Rama Lakshmi,IFS)	SOM&BR-3&4 (K.Kuppuswamy)	PAGEM&ES-14 (PB)	L&LM-8 (Dr.Hara Gopal)	PAGEM&ES-16 (C.Uma Maheswara Rao, IAS)	W I L L B E A N N O U N C E D L A T E R
to	B		Comp - 4	Comp- 6			
	C		PAGEM&ES-13 (Dr.Dayachari, IAS)	SOM&BR -9 (Venkata Krishna)			
10:40am	D		PAGEM&ES-14 (PB)	E&FM- 11 & 12 (Siva Kumar Reddy)			
10.50am	A	PAGEM&ES-11 & 12 (C.Rama Lakshmi,IFS)	SOM&BR-3&4 (K.Kuppuswamy)	SOM&BR -9 (Venkata Krishna)	Comp-6		
to	B		Computer - 5	L&LM-9 (Dr.S.Ramudu)	PAGEM&ES-14 (PB)		
	C		E&FM-1&2 (G.Rajeswara Rao)	E&FM-3 &4 (N.Kesavamurthy)	L&LM-9 (Dr.S.Ramudu)		
12.00noon	D		PAGEM&ES-13 (Dr.Dayachari, IAS)	E&FM- 11 & 12 (Siva Kumar Reddy)	SOM&BR -9 (Venkata Krishna)		
12:00 -12:20		TEA BREAK					
12.20 pm	A	SOM & BR - 8 (AP)	Comp-3	L&LM-9 (Dr.S.Ramudu)	Comp-7	L&LM-1 (YIP)	
to	B		E&FM- 7 & 8 (SR)	E&FM- 7 & 8 (SR)	SOM&BR -9 (Venkata Krishna)	Comp-7	
	C		E&FM-1&2 (G.Rajeswara Rao)	E&FM-3 &4 (N.Kesavamurthy)	PAGEM&ES-14 (PB)	E&FM- 7 & 8 (SR)	
1.30 pm	D		PAGEM&ES-4 (SRS)	Comp- 5	L&LM-9 (Dr.S.Ramudu)	SOM & BR- 7 (P.Prakasa Rao)	
1:30pm-2:30pm		LUNCH BREAK					
02.30pm	A	PAGEM&ES-9&10 (MRP)	L&LM-5 (Dr. Pratap Reddy)	Comp-5	E&FM- 9 & 10 (DCP)	Comp-8	
to	B	E&FM-1&2 (G.Rajeswara Rao)	E&FM- 9 & 10 (DCP)	L&LM-5 (Dr. Pratap Reddy)	PAGEM&ES-15 (Ramaiah, IAS)	E&FM- 11 & 12 (Siva Kumar Reddy)	
	C	Comp-5	Comp-6	PAGEM&ES-15 (Ramaiah, IAS)	E&FM-5 &6 (N.Kesavamurthy)	E&FM- 7 & 8 (SR)	
03.40 pm	D	E&FM-3 &4 (N.Kesavamurthy)	E&FM-5 &6 (N.Kesavamurthy)	L&LM-6 (Dr.Vijaya Lakshmi)	Computer -6	PAGEM&ES-9&10 (MRP)	
03:40 pm-04.00pm		TEA BREAK					
04.00pm	A	PAGEM&ES-9&10 (MRP)	Comp-4	PAGEM&ES-15 (Ramaiah, IAS)	E&FM- 9 & 10 (DCP)	Disaster Management (SAARC)	
to	B	E&FM-1&2 (G.Rajeswara Rao)	E&FM- 9 & 10 (DCP)	L&LM-6 (Dr.Vijaya Lakshmi)	L & LM- 7 (T.Vivek)	E&FM- 11 & 12 (Siva Kumar Reddy)	
	C	L&LM-1 (KS)	L&LM-5 (Dr. Pratap Reddy)	L & LM- 7 (T.Vivek)	E&FM-5 &6 (N.Kesavamurthy)	Computer- 7	
05.10 pm	D	E&FM-3 &4 (N.Kesavamurthy)	E&FM-5 &6 (N.Kesavamurthy)	L&LM-5 (Dr. Pratap Reddy)	PAGEM&ES-15 (Ramaiah, IAS)	PAGEM&ES-9&10 (MRP)	

V E N U E	Computer Labs : Lab.No.304 Lab.No.316	A Group-H.No.228 B Group-H.No.323 C Group-H.No.415 D Group-H.No.422 Full Group:Auditorium Half Groups: Auditorium & Thungabhadra Conference Hall
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ACADEMIC INPUTS				GUEST SPEAKERS	
PAGEM&ES-4	Protocol (SRS)				
PAGEM&ES- 9&10	Inter Personal Relations (MRP)				
PAGEM&ES-11&12	Women empowerment-SHG's			Smt.C. Rama Lakshmi, IFS, VC&DG,Center for Forest and Natural Resource Management Studies	
PAGEM&ES-13	Good Governance			Dr. P.Dayachari, IAS (R), Former Director General, Dr. MCR HRD IAP	
PAGEM&ES-14	Stress Management - (PB)				
PAGEM&ES-15	Public Distribution System			Sri B.Ramaiah, IAS., VC & MD, A.P.Backward Classes Co-operative Finance Corp.Ltd.	
PAGEM&ES-16	Challenges in Good Governance with special focus on Corruption			Sri C. Umamaheswara Rao, IAS (Rtd), Former Commissioner, APARD	
L&LM-1	Right to Information Act (YIP) / (KS)				
L&LM-3&4	IPC-General exceptions , specific offences			Dr. Sripathi Dwarakanath, Principal, University College of Law, Osmania University	
L&LM-5	Civil Procedure Code			Dr. Y. Pratap Reddy, Professor, OU	
L&LM-6	Criminal procedure Code			Dr. B. Vijaya Lakshmi, Professor, OU	
L & LM- 7	Vigilance Organisations			Sri T.Vivek, Addl.Director , Vigilance & Enforcement Department	
L & LM- 8	Human Rights			Dr.G.Hara Gopal, Professor, University of Hyderabad	
L&LM - 9	Civil Rights Act and SC&ST (Prevention of Atrocities)Act			Dr.Sripathi Ramudu, Associate Professor in the Centre for the Study of Social Exclusion and Inclusive Policy (CSSEIP), University of Hyderabad	
SOM&BR -3&4	Classification and Distribution of Business			Sri K. Kuppuswamy, Addl. Secretary (Rtd), Law Department	
SOM & BR - 7	Duties & Responsibilities of Different Functionaries			Sri P.Prakasa Rao, Dy.Secretary (Rtd.), Law Dept.	
SOM & BR - 8	Dealing with Secretariat Issues - Role of ASOs -(AP)				
SOM&BR -9	Registration of Tappals & Maintenance of PR			Sri K. Venkata Krishna, Asst. Secretary, Department of Panchayat Raj,AP Secretariat	
E&FM-1&2	A.P. Accounts Code			Sri G. Rajeswara Rao, Sr.A.O.(Rtd), AG Office, Hyd	
E&FM-3,4,5&6	A.P. Financial Code-1,2,3&4			Sri N. Kesava Murthy, Joint Director (Rtd) , Treasuries & Accounts Department	
E&FM- 7 & 8	Budget Manual - (SR)				
E&FM- 9 & 10	Trends in Indian Economy & AP Economy- DCP				
E&FM- 11& 12	AP Treasury Code			Sri G.Sivakumar Reddy, Joint Director, Treasuries & Accounts Department	
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: 10.02.2011

M. RAMA PRASAD, IFS
ADDL. DIRECTOR GENERAL &
COURSE DIRECTOR