



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH

Foundation Course for Assistant Section Officers

1st February - 2nd April, 2011

Week 4

WEEKLY SCHEDULE

21.02.2011 to 26.02.2011

TIME		Monday 21	Tuesday 22	Wednesday 23	Thursday24	Friday 25	Saturday 26
9.30 am to 10:40am	A	E&FM -15&16 (SVSJP Subramanyam)		L&LM-15 (DSP)	E&FM -17 &18 (SVSJP Subramanyam)	SOM & BR - 21 (K.Kuppuswamy)	Computer- 14
	B	SM&OP- 2 & 3 (J. Premanand)		E&FM -17 &18 (SVSJP Subramanyam)	Computer- 13	Computer-14	SOM & BR - 21 (K.Kuppuswamy)
	C	Computer-8		E&FM- 11 & 12 (G.Siva Kumar Reddy)	English Grammar	E&FM -15 &16 (SVSJP Subramanyam)	L&LM-15 (DSP)
	D	SOM & BR - 10 (K.Venkata Krishna)		SOM & BR - 14 (K.Venkata Krishna)		SOM & BR - 12 (K.Venkata Krishna)	SOM & BR - 16 (K.Venkata Krishna)
10.50am to 12.00noon	A	E&FM -15&16 (SVSJP Subramanyam)		SM&OP-4 & 5 (KSRP)	E&FM -17 &18 (SVSJP Subramanyam)	SOM & BR - 22 (K.Kuppuswamy)	SM&OP- 2 & 3 (J. Premanand)
	B	SM&OP- 2 & 3 (J. Premanand)		E&FM -17 &18 (SVSJP Subramanyam)	E & FM- 5&6 (N.Kesava Murthy)	SM&OP-4 & 5 (KSRP)	SOM & BR - 22 (K.Kuppuswamy)
	C	SM&OP-4 & 5 (KSRP)		E&FM- 11 & 12 (G. Siva Kumar Reddy)	SOM & BR - 19&20 (Dr.Nagaraju)	E&FM -15 &16 (SVSJP Subramanyam)	SOM & BR -23 (PBK Sastry)
	D	SOM & BR - 11 (K.Venkata Krishna)		SOM & BR - 15 (K.Venkata Krishna)		SOM & BR - 13 (K.Venkata Krishna)	SOM & BR - 16 (K.Venkata Krishna)
12:00 -12:20pm		TEA BREAK					
12.20 pm to 1.30 pm	A	E & FM- 7&8 (SR)		SM&OP-4 & 5 (KSRP)	Computer- 13	E&FM -13 (RH)	SM&OP- 2 & 3 (J. Premanand)
	B	Computer-9		Computer-11	E & FM- 5&6 (N.Kesava Murthy)	SM&OP-4 & 5 (KSRP)	PAGEM&ES-27 (Dr.OVS)
	C	SM&OP- 4 & 5 (KSRP)		PAGEM&ES -24 (M.Prasada Rao, IAS (R))	SOM & BR - 19&20 (Dr.Nagaraju)	PAGEM&ES-27 (Dr.OVS)	SOM & BR -23 (PBK Sastry)
	D	SM&OP-1 (TSR)				Computer-12	Computer-13
1:30pm-2:50pm		LUNCH BREAK					
2.50 pm to 04.00 pm	A	Computer-12		SOM&BR-18 (Edukondalu)	SM&OP- 4 (R.S.Goel, IAS)	English Grammar	SM&OP- 3 (R.S.Goel, IAS)
	B	PAGEM&ES-25 (Gowri Sankara Sastry)		Computer-12			
	C	E&FM- 17 (GCS)		L&LM-6 (Dr.Vijaya Lakshmi)		English Grammar	
	D	SOM&BR-18 (Edukondalu)		SM&OP- 2 & 3 (J. Premanand)			
4.00 pm- 04.20 pm		TEA BREAK					
04.20pm to 05.30 pm	A	PAGEM&ES-25 (Gowri Sankara Sastry)		L&LM-6 (Dr.Vijaya Lakshmi)	PAGEM&ES- 26 (Dr. P.V.Ramesh, IAS)	English Grammar	Briefing on Village Visit Programme.
	B	Computer-10		SOM&BR-18 (Edukondalu)		English Grammar	
	C	SOM&BR-18 (Edukondalu)		Computer-9			
	D	L & LM- 7 (T.Vivek)		SM&OP- 2 & 3 (J. Premanand)		English Grammar	

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	
-----------------------	---	--	--

ACADEMIC INPUTS			GUEST SPEAKERS	
PAGEM&ES-24	Municipal Administration		Sri M.Prasada Rao, IAS(R), Lead Consultant, MA & UD Department.	
PAGEM&ES-25	Ethics in Administration		Sri Gowri Shankara Sastry,Secretary (Rtd), Lokayuktha	
PAGEM&ES-26	Health Activities in A.P		Dr.P.V.Ramesh, IAS., Principal Secretary, Medical , Health & Family Welfare Department	
PAGEM&ES-27	Team building (Dr.OVS)			
SOM & BR - 10-17	Noting & Drafting		Sri K. Venkata Krishna, Asst. Secretary, Department of Panchayat Raj & Rural Development, AP Secretariat	
SOM&BR-18	Proceedure of receipt to disposal of a paper		Sri Edukondalu, Section Officer, School Education Department	
SOM &BR-19&20	Legislative Procedures, LAQs, LCQs & Assurances		Dr.Nagaraju, OSD to the Chief Whip to Govt. , Govt. of A.P.	
SOM &BR-21	Papers to be referred to Law Department, GAD & Finance Department		Sri K. Kuppuswamy, Additional Secretary (Rtd), Law Department	
SOM &BR-22	Preparation of aBill, Statement of Objects and Financial Memorandum		Sri K. Kuppuswamy, Additional Secretary (Rtd), Law Department	
SOM &BR-23	Cases to be brought before the Council of Ministres - Circulation to Ministers - CM & Governor - Second Schedule		Sri P.B.K.Sastry, Additional Secretary (Rtd), GAD (Services) , A.P.Secretariat.	
SM&OP-1	A.P.G.P.F. Rules - (TSR)			
SM&OP- 2 & 3	Fundamental Rules		Sri J.Premanand, Accounts Officer (Rtd), T & A Dept.	
SM&OP-4 & 5	A.P. State and Subordinate Rules - (KSRP)			
SM&OP-3&4	A.P.C.S (Conduct) Rules – Constitutional provisions with reference to service matters		Sri R.S.Goel, IAS (Rtd)	
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 -15	Vigilance Procedures(DSP)			
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- 13	Loans & Advances - (RH)			
E&FM -15&16	Work Accounts		Sri SVSJP Subrahmanyam, Senior Pay & Accounts Officer (Rtd), AG Office.	
E&FM- 17	Planning in India - (GCS)			
English Grammar			Sri G.Krishna Murthy, Principal (Rtd) & Sri Ambati Srinivas, Lecturer, Nizam College	
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
PT Sessions: Daily 6.15 - 7.00am			Dr.OVS	Dr.O.Vijayasree
			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: 24.02.2011		Sd/- M. RAMA PRASAD, IFS ADDL DIRECTOR GENERAL & COURSE DIRECTOR		