



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

Week 6

WEEKLY SCHEDULE

07.03.2011 to 12.03.2011

TIME		Monday 07	Tuesday 08	Wednesday 09	Thursday10	Friday 11	Saturday 12
9.30 am to 10:40am	A	SM&OP-1 (TSR)	E&FM -21 (TSR)	SOM & BR - 10 (K.Venkata Krishna)	L&LM- 16 & 17 (K.Kuppuswamy)	SOM & BR - 12 (K.Venkata Krishna)	V I L L A G E V I S I T P R E S E N T A T I O N S
	B	Computer- 14	Computer- 16	SM&OP-10 (YIP)	SOM &BR-25&26 (M.Edukondalu)	Computer- 18	
	C	SOM & BR - 21 (K.Kuppuswamy)	E&FM-18 &19 (SVSJP Subramanyam)	L&LM- 16 & 17 (K.Kuppuswamy)	SM&OP- 8 & 9 (A.Venu Gopal Rao)	SM&OP-11&12 (J.Premanand)	
	D	E&FM -18 &19 (SVSJP Subramanyam)	SOM & BR - 21 (K.Kuppuswamy)	Computer- 16	SM&OP-11&12 (J.Premanard)	L&LM- 16 & 17 (K.Kuppuswamy)	
10.50am to 12.00noon	A	SOM & BR -23 & 24 (PBK Sastry)	Computer- 16	SOM & BR - 11 (K.Venkata Krishna)	L&LM- 16 & 17 (K.Kuppuswamy)	SOM & BR - 13 (K.Venkata Krishna)	
	B	Computer- 15	E&FM -21 (TSR)	Computer- 17	SOM &BR-25&26 (M.Edukondalu)	Computer- 19	
	C	SOM & BR - 22 (K.Kuppuswamy)	E&FM-18 &19 (SVSJP Subramanyam)	L&LM- 16 & 17 (K.Kuppuswamy)	SM&OP- 8 & 9 (A.Venu Gopal Rao)	SM&OP-11&12 (J.Premanand)	
	D	E&FM-18 &19 (SVSJP Subramanyam)	SOM & BR - 22 (K.Kuppuswamy)	SOM & BR -23 & 24 (PBK Sastry)	SM&OP-11&12 (J.Premanard)	L&LM- 16 & 17 (K.Kuppuswamy)	
12:00 -12:20pm		TEA BREAK					
12.20 pm to 1.30 pm	A	SOM & BR -23 & 24 (PBK Sastry)	PAGEMES-22 (MJ)	E & FM- 7&8 (SR)	PAGEM&ES-27 (Dr.OVS)	L&LM- 18 (GCS)	
	B	E&FM-20 (PB)	SOM & BR -23 & 24 (PBK Sastry)	PAGEM&ES-28 (Dr.OVS)	E&FM -22 (SR)		
	C	Computer- 10	E&FM-13 (RH)	Computer- 13	Computer- 16		
	D	SM&OP-4 & 5 (KSRP)	Computer- 15	SOM & BR -23 & 24 (PBK Sastry)	E&FM-20 (PB)		
1:30pm-2:50pm		LUNCH BREAK					
2.50 pm to 04.00 pm	A	Computer- 15	SOM &BR-25&26 (M.Edukondalu)	SM&OP- 8 & 9 (A.Venu Gopal Rao)	G E V I S I T R E P O R T P R E P A R A	L L A G E V I S I T P R E S E N T A T I O N	
	B	SM&OP- 8 & 9 (A.Venu Gopal Rao)	E&FM-14 (NKB)	SM&OP-11&12 (J.Premanand)			
	C	SOM &BR-25&26 (M.Edukondalu)	Computer- 11	Computer- 14			
	D	SM&OP-4 & 5 (KSRP)	E&FM -22 (SR)	SOM &BR-25&26 (M.Edukondalu)			
4.00 pm- 04.20 pm		TEA BREAK					
04.20pm to 05.30 pm	A	E&FM-20 (PB)	SOM &BR-25&26 (M.Edukondalu)	SM&OP- 8 & 9 (A.Venu Gopal Rao)			
	B	SM&OP- 8 & 9 (A.Venu Gopal Rao)	E&FM-14 (NKB)	SM&OP-11&12 (J.Premanand)			
	C	SOM &BR-25 & 26 (M.Edukondalu)	Computer- 12	Computer- 15			
	D	Computer- 14	SM&OP-10 (YIP)	SOM &BR-25&26 (M.Edukondalu)			

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 & H.No.422	
-----------------------	---	---	--

ACADEMIC INPUTS			GUEST SPEAKERS	
PAGEM&ES-27	Team building (Dr.OVS)			
PAGEM&ES-28	Work life balance (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-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 & 24	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.	
SOM &BR-25&26	Checks on delays and errors		Sri Edukondalu, Section Officer, School Education Department	
SM&OP-1	A.P.G.P.F. Rules - (TSR)			
SM&OP-4 & 5	A.P. State and Subordinate Rules - (KSRP)			
SM&OP- 8&9	A.P.Ministerial Service Rules & Last Grade Service Rules		Sri A. Venu Gopala Rao,AAO (Rtd), State Audit Department	
SM&OP- 10	A.P.C.S.(CCA) Rules - (YIP)			
SM&OP- 11&12	Pay fixations		Sri J.Premanand, Accounts Officer (Rtd), T & A Dept.	
L&LM -15	Vigilance Procedures - (DSP)			
L&LM - 16 & 17	Drafting of affidavits and para wise remarks		Sri K. Kuppuswamy, Additional Secretary (Rtd), Law Department	
L&LM -18	Environmental Govenance and Forest Conservation Act (GCS)			
E&FM- 7 & 8	Budget Manual - (SR)			
E&FM- 13	Loans & Advances - (RH)			
E&FM- 14	Scope of Audit, Audit Objections & Reply to Audit Paras (NKB)			
E&FM -18&19	Work Accounts		Sri SVSJP Subrahmanyam, Senior Pay & Accounts Officer (Rtd), AG Office.	
E&FM -21	Duties and responsibilities of drawing and disbursing officers - (TSR)			
E&FM -20	Public Private Partnership - (PB)			
E&FM -22	Performance Budget - (SR)			
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 6.15 - 7.00am			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:	ME :	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: 9.03.2011		Sd/- M. RAMA PRASAD, IFS ADDL DIRECTOR GENERAL & COURSE DIRECTOR		