



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH

Foundation Course for Assistant Section Officers

1st February - 2nd April, 2011

Week 7

WEEKLY SCHEDULE

14.03.2011 to 19.03.2011

TIME		Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19
9.30 am to 10:40am	A	Computer- 17	SOM & BR - 16 (K.Venkata Krishna)	Computer- 19	PAGEM&ES- 31 (S.Balasubrahmanyam, IAS)	Computer- 20	T O B E A N N O U N C E D L A T E R
	B	PAGEMES-22 (MJ)	L&LM- 16 & 17 (K.Kuppuswamy)	SOM & BR - 27 (Dr.C.Bhavani Devi)		SOM & BR - 10 (K.Venkata Krishna)	
	C	E&FM-20 (PB)	SOM & BR - 27 (Dr.C.Bhavani Devi)	SM&OP-15 (MJ)		SM & OP-19 (YIP)	
	D	SOM & BR - 27 (Dr.C.Bhavani Devi)	Computer- 17	E&FM -21 (TSR)		SM & OP-18 (KS)	
10.50am to 12.00noon	A	PAGEM&ES- 29 (Dr.S.Chellappa, IAS)	SOM & BR - 17 (K.Venkata Krishna)	Interactive Session (E.A.S.Sarma, IAS)	PAGEM&ES- 32 (S.P.Tucker, IAS)	SM&OP-15 (MJ)	B E A N N O U N C E D L A T E R
	B		L&LM- 16 & 17 (K.Kuppuswamy)			SOM & BR - 11 (K.Venkata Krishna)	
	C		SOM & BR - 28 & 29 (PBK Sastry)			Computer-20	
	D		Computer-18			E&FM -14 (NKB)	
12:00 -12:20pm		TEA BREAK					
12.20 pm to 1.30 pm	A	Computer- 18	SM&OP-10 (YIP)	E&FM -22 (SR)	SM&OP-16 & 17 (VUL)	PAGEM&ES- 30 (KCSR)	B E A N N O U N C E D L A T E R
	B	PAGEM&ES- 30 (KCSR)	Computer- 20	SM&OP-15 (MJ)	SM & OP-19 (YIP)	Computer-24	
	C	SM&OP-10 (YIP)	SOM & BR - 28 & 29 (PBK Sastry)	E&FM -21 (TSR)	Computer- 19	E&FM -22 (SR)	
	D	E&FM -21 (TSR)	SM&OP-15 (MJ)	PAGEM&ES- 30 (KCSR)	SOM & BR - 28 & 29 (PBK Sastry)	E&FM -14 (NKB)	
1:30pm-2:50pm		LUNCH BREAK					
2.50 pm to 04.00 pm	A	SOM & BR - 14 (K.Venkata Krishna)	SM&OP-13 & 14 (M.Edukondalu)	SOM & BR - 28 & 29 (PBK Sastry)	SM&OP-16 & 17 (VUL)	SM&OP-11&12 (J.Premanand)	B E A N N O U N C E D L A T E R
	B	SOM & BR - 28 & 29 (PBK Sastry)	Computer- 21	SM&OP-13 & 14 (M.Edukondalu)	Computer- 23	SM&OP-16 & 17 (VUL)	
	C	Computer- 17	SM&OP-16 & 17 (VUL)	E&FM -14 (NKB)	PAGEM&ES- 30 (KCSR)	SM&OP-13 & 14 (M.Edukondalu)	
	D	SM&OP-13 & 14 (M.Edukondalu)	SM&OP- 8 & 9 (A.Venu Gopal Rao)	SM & OP-19 (YIP)	SOM & BR - 28 & 29 (PBK Sastry)	Computer- 19	
4.00 pm- 04.20 pm		TEA BREAK					
04.20pm to 05.30 pm	A	SOM & BR - 15 (K.Venkata Krishna)	SM&OP-13 & 14 (M.Edukondalu)	SOM & BR - 28 & 29 (PBK Sastry)	To be announced later	SM&OP-11&12 (J.Premanand)	B E A N N O U N C E D L A T E R
	B	SOM & BR - 28 & 29 (PBK Sastry)	Computer- 22	SM&OP-13 & 14 (M.Edukondalu)		SM&OP-16 & 17 (VUL)	
	C	Computer- 18	SM&OP-16 & 17 (VUL)	E&FM -14 (NKB)		SM&OP-13 & 14 (M.Edukondalu)	
	D	SM&OP-13 & 14 (M.Edukondalu)	SM&OP- 8 & 9 (A.Venu Gopal Rao)	L&LM-15 (DSP)		Computer- 20	

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	
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ACADEMIC INPUTS		GUEST SPEAKERS		
PAGEM&ES-22	Disaster Management (MJ)			
PAGEM&ES-29	Human Rights and Culture	Dr.S. Chellappa, IAS, Principal Secretary, Department of Youth Advancement, Tourism and Culture		
PAGEM&ES- 30	Social Audit & Social Accountability (KCSR)			
PAGEM&ES- 31	Ethics in Administration	Sri S. Balasubrahmanyam, IAS (Rtd)		
PAGEM&ES- 32	Decesion making and team work	Sri Satya Prakash Tucker, IAS, Principal Secretary, Planning Department		
SOM & BR - 10-17	Noting & Drafting	Sri K. Venkata Krishna, Asst. Secretary, Department of Panchayat Raj & Rural Development, AP Secretariat		
SOM & BR - 27	A.P.Secretariat Subordinate Service Rules	Dr.C.Bhavani Devi, Deputy Secretary, GAD (Services) Department, A.P.Secretariat.		
SOM & BR - 28 &29	Procedure in dealing with proposals for Legislation Questions - Resolutions - Call Attention motion under 304 & 72- Budget Demands in the legislature - Cut Motion	Sri P.B.K.Sastry, Additional Secretary (Rtd), GAD (Services) , A.P.Secretariat.		
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.		
SM&OP- 13 &14	Disciplinary & Vigilance Procedures	Sri Edukondalu, Section Officer, School Education Department		
SM&OP- 15	Medical Attendance Rules (MJ)			
SM&OP- 16 &17	Pension Rules (VUL)			
SM&OP -18	AP Leave Rules (KS)			
SM&OP -19	AP TA Rules (YIP)			
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		
E&FM- 7 & 8	Budget Manual - (SR)			
E&FM - 14	Scope of Audit, Audit Objections & Reply to Audit Paras (NKB)			
E&FM - 20	Public Private Partnership - (PB)			
E&FM - 21	Duties and responsibilities of drawing and disbursing officers - (TSR)			
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:	MEN :	Track suit & Jogging shoes	RVR	Shri R.Venkata Ramana
	WOMEN:	Track suit & Jogging shoes	Dr.JR	Dr. J. Rajeswar
		KCSR	Shri Chandrasekhar Rao	
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: 17.03.2011	Sd/- G.CHANDRASEKHAR REDDY, IFS JOINT DIRECTOR GENERAL & COURSE DIRECTOR			