




Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Course for Assistant Section Officers of AP Secretariat
27th June, 2011 to 27th August, 2011

		WEEKLY SCHEDULE				
		27.06.2011 to 02.07.2011			WEEK-1	
	27.06.2011 Monday	28.06.2011 Tuesday	29.06.2011 Wednesday	30.06.2011 Thursday	01.07.2011 Friday	02.07.2011 Saturday
9.30am to 10.40am	I N A U G U R A T I O N F O R M L I T I	I N A U G U R A T I O N	SOM&BR-1 (K.Venkata Krishna)	PAGEM&ES-4 (Dr.Dayachari, IAS)	PAGEM&ES-5 (CS.Rama Lakshmi, IFS)	PAGEM&ES-7 (PSR)
10.50 am to 12.00am				L&LM-5 (Dr.GB.Reddy)		
12.20 pm to 1.30 pm			L&LM-1 (Dr.GB.Reddy)	L&LM-2 (Dr.B.Vijaya Lakshmi)	PAGEM&ES-6 (MJ)	PAGEM&ES-8 (Dr.JR)
LUNCH BREAK						
2.30pm to 3.40pm		PAGEM&ES-1 (Dr. M. RamaKrishnaiah)	PAGEM&ES-3 (KCSR)	L&LM-3 (Dr. S. Ramudu)	L&LM-4 (Dr.B.Vijaya Lakshmi)	PAGEM&ES-9 (Jayesh Ranjan, IAS)
4.00pm to 5.10pm	PAGEM&ES-2 (DRK.Sarma, IAS)	Computer		Computer	Computer	
V E N U E	ASOs: H.No.: 323 PDTs: H. No.: 312 Full Group: Hall No.: 323		Computer Labs : Lab No.304 Lab No.316	1) Inauguration of the Course will be held at 11.00am in Thungabhadra on 28.06.2011 (Tuesday). All the OTs to occupy their seats by 10.30am 2) Yoga session will start from 29.06.2011(Tuesday) from 6.00 am onwards		

ACADEMIC INPUTS		GUEST SPEAKERS	
	Course Overview & Shistachar - KNR		
PAGEM&ES-1	Organisational structure of the Government at State and Centre - Dr. M. Ramakrishnaiah	Dr. M. Ramakrishnaiah ,Professor, Department of Public Administration, Osmania University	
PAGEM&ES-2	Decentralisation and Local Self Government and 73rd Amendment- Sri D.R.K. Sarma	Sri D.R.K. Sarma, IAS (R),Project Consultant, Rural Development Programmes	
PAGEM&ES-	Social Accountability and Social Audit - KCSR		
PAGEM&ES-4	Good governance - Dr P. Dayachari, IAS (Rtd)	Dr P. Dayachari, IAS (Rtd), Former Director General, Dr. MCR HRD IAP, Hyd	
PAGEM&ES-5	Women Empowerment – SHGs-Smt. C. Rama Lakshmi, IFS	Smt. C. Rama Lakshmi, IFS,VC&DG, Center for Forest and Natural Resource Management Studies(CEFARNM)	
PAGEM&ES-	Disaster management - MJ		
PAGEM&ES-	Principles of e- Governance - PSR		
PAGEM&ES-	Climate change - Dr.JR		
PAGEM&ES-9	District Administration – Role of District Collector-Sri Jayesh Ranjan, IAS	Sri Jayesh Ranjan, IAS,Secretary, Tourism.	
SOM&BR - 1	Secretariat Office Manual and General Discipline - Sri K. Venkata Krishna	Sri K. Venkata Krishna,Asst. Secretary, Department of Panchayat Raj & Rural Development, AP Secretariat	
L&LM-1	General Principles of Law & Principles of Natural Justice	Dr. GB.Reddy,Professor, University College of Law, Osmania University,	
L&LM-2	IPC-General exceptions , specific offences - Dr. B. Vijaya Lakshmi	Dr. B. Vijaya Lakshmi, Assistant Professor University College of Law, Osmania University, Hyderabad	
L&LM-3	SC&ST (Prevention of Atrocities)Act - Dr. S. Ramudu	Dr.S. Ramudu, Associate Professor in the Centre for the Study of Social Exclusion and Inclusive Policy (CSSEIP), University of Hyderabad	
L&LM-4	Criminal Procedure Code - Dr. B. Vijaya Lakshmi	Dr. B. Vijaya Lakshmi, Assistant Professor University College of Law,	
L&LM-5	Civil Procedure Code - Dr. G.B. reddy	Dr. GB.Reddy,Professor, University College of Law, Osmania University, Hyderabad	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGEM&ES	: Public Administration, Governance, Ethics, Management and Environmental	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
		NSK	Ms. N. Surya Kala
		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
		SkMP	Shri Shaik Mehboob Peera
		KSRP	Shri K. Sree Ram Prasad
		SRS	Shri S. Rajasekhar
		DSP	Shri D.Siva Prasad
		RVR	Shri R.Venkata Ramana
		PSR	Shri P. Srinivasa Rao
		Dr.JR	Dr. J. Rajeswar
		NKB	Shri N. Kumar Babu
		VUL	Ms. V.Udaya Lakshmi
		SR	Ms S. Rupa
		YIP	Ms. Y. Indira Priyadarshini
		KS	Ms. K.Soumya Rani
		RH	Ms.R.Hiranmayi
		MJ	Ms. Meena Jagirdhar
		ND	Ms.Nivedita
		KCSR	Sri K. Chandra Sekhar Rao

Yoga Classes: Daily 6.00 - 7.00 am	
Venue:	Vivekananda Center of Human Excellence
Dress code:	MEN: Kurtha Pyjama (White) WOMEN: Salwar Kameez (White)
ATTENDANCE IS COMPULSORY FOR YOGA	

	PB	Ms.P.Bharathi
Date: 27.06.2011		Course Coordinator