



**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**  
**11.07.2011 to 16.07.2011**

**WEEK-3**

	<b>11.07.2011 Monday</b>	<b>12.07.2011 Tuesday</b>	<b>13.07.2011 Wednesday</b>	<b>14.07.2011 Thursday</b>	<b>15.07.2011 Friday</b>	<b>16.07.2011 Saturday</b>
<b>9.30am to 10.40am</b>	SOM&BR-11&12 (K.Kuppu swamy)	SOM&BR-14&15 (P.B.K.Sastry)	SOM&BR-16&17 (K.Kuppu swamy)	SOM&BR-18&19 (P.B.K.Sastry)	SOM&BR-20&21 (K.Kuppu swamy)	SOM&BR-22&23 (P.B.K.Sastry)
<b>10.50 am to 12.00noon</b>	SOM&BR-11&12 (K.Kuppu swamy)	SOM&BR-14&15 (P.B.K.Sastry)	SOM&BR-16&17 (K.Kuppu swamy)	SOM&BR-18&19 (P.B.K.Sastry)	SOM&BR-20&21 (K.Kuppu swamy)	SOM&BR-22&23 (P.B.K.Sastry)
<b>T E A B R E A K (12.00noon-12.20pm)</b>						
<b>12.20 pm to 1.30 pm</b>	E &FM- (E1) (GCS)	PAGE M&ES - 14 (GCS)	L&LM-8 (Isodor Philip)	PAGE M&ES-17 (Dr.OVS)	PAGE M&ES-18 (Dr.Prabhakar)	E &FM - 5&6 (Rajeswara Rao)
<b>L U N C H B R E A K (1.30pm - 2.30pm)</b>						
<b>2.30pm to 3.40pm</b>	SOM & BR-13 (SR)	L&LM-7 (Y.F.Jayakumar)	PAGE M&ES-15&16 (MRP)	E&FM -3&4 (N.Kesava Murthy)	PAGE M&ES-19 (Dr.JR)	E &FM - 5&6 (Rajeswara Rao)
<b>T E A B R E A K (3.40pm - 4.00pm)</b>						
<b>4.00pm to 5.10pm</b>	Computer-8	Computer -9	PAGE M&ES-15&16 (MRP)	E&FM -3&4 (N.Kesava Murthy)	Computer-10	Computer-11
<b>V E N U E</b>	ASOs: H.No.: 415 PDTs: H. No.: 312 Full Group: Hall No.: 415		Computer Lab : Lab No.316			

ACADEMIC INPUTS		GUEST SPEAKERS	
SOM & BR -11&12	Cases to be referred to Law department, GAD & Finance	Sri K. Kuppaswamy, Addl. Secretary ( R ) , Law Department, A.P.Secretariat	
SOM & BR -13	Performance Budget (SR)		
SOM & BR - 14&15	Legislative matters - LAQs , LCQs, Cut motion and other matters	Sri P.B.K. Sastry, Joint Secretary ( R ) , GA ( Services ) Department, A.P.Secretariat.	
SOM & BR - 16 &17	Cases to be brought before the Council of Ministers – Cases requiring circulation to Ministers – Chief Minister and Governor – Second schedule	Sri K. Kuppaswamy, Addl. Secretary ( R ) , Law Department, A.P.Secretariat	
SOM & BR - 18 & 19	Preparation of answers to LAQs & LCQs	Sri P.B.K. Sastry, Joint Secretary ( R ) , GA ( Services ) Department, A.P.Secretariat.	
SOM & BR - 20 & 21	Preparation of a Bill, statement of objects and reasons and financial memorandum	Sri K. Kuppaswamy, Addl. Secretary ( R ) , Law Department, A.P.Secretariat	
SOM & BR - 22 & 23	Note for circulation, Cabinet Note and Cabinet memorandum.	Sri P.B.K. Sastry, Joint Secretary ( R ) , GA ( Services ) Department, A.P.Secretariat.	
E & FM - 3 & 4	Financial Code	Sri N. Kesava Murthy, Joint Director @, Treasuries & Accounts Department	
E & FM - 5 &6	A.P.Accounts Code	Sri Rajeswara Rao, Senior Accounts Officer ( R ) , AG Office	
E & FM - E1	Planning in India (GCS)		
PAGE M & ES- 14	Effective Communication (GCS)		
PAGE M & ES- 15 & 16	Goal Setting (MRP)		
PAGE M & ES- 17	Inter Personal Relations (Dr.OVS)		
PAGE M & ES- 18	Disability Issues	Dr.B.Prabhakar, MEPMA	
PAGE M & ES- 19	Sustainable Development (Dr.JR)		
L & LM - 7	Indian Evidence Act	Sri Y.F.Jayakumar , Associate Professor, Department of Law, Osmania University	
L & LM -8	Child Labour Act	Sri Isodor Philip, Director, Divya Disa Organisation, Hyderabad.	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAG&ES	: Public Administration, Governance, Ethics, Management and Environmental Studies	MSZ	Shri Md.Shafiqz 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
		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
		SkMP	Shri Shaik Mehboob Peera
		SRS	Shri S. Rajasekhar
		DSP	Shri D.Siva Prasad
		RVR	Shri R.Venkata Ramana
		PSR	Shri P. Srinivasa Rao
		Dr.JR	Dr. J. Rajeswar
		PB	Ms.P.Bharathi
		NKB	Shri N. Kumar Babu
		VUL	Ms. V.Udaya Lakshmi
		SR	Ms S. Rupa
		YIP	Ms. Y. Indira Priyadarshini
		NSK	Ms. N. Surya Kala
		KS	Ms. K.Soumya Rani
		RH	Ms.R.Hiranmayi
		MJ	Ms. Meena Jagirdhar
		ND	Ms.Nivedita
		KCSR	Sri K. Chandra Sekhar Rao
<b>Yoga Classes: Daily 6.00 - 7.00 am</b>			
<b>Venue:</b>	Vivekananda Center of Human Excellence		
<b>Dress code:</b>	MEN: Kurtha Pyjama (White)		
	WOMEN: Salwar Kameez (White)		
<b>ATTENDANCE IS COMPULSORY FOR YOGA</b>			

Date: 07.07.2011

Course Coordinator