



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
01.08.2011 to 06.08.2011

WEEK-6R1

	01.08.2011 Monday	02.08.2011 Tuesday	03.08.2011 Wednesday	04.08.2011 Thursday	05.08.2011 Friday	06.08.2011 Saturday
9.30am to 10.40am	PAGE M & ES- 23 & 24 (Col.MSP)	SOM & BR - 30 & 31 (K.Kuppuswamy)	L & LM - 11 (DSP)	L & LM - 12 (Dr.NagaRaju)	PAGE M & ES- 29 & 30 (DRK.Sarma, IAS (Rtd))	SOM & BR -35& 36 (Sri PBK.Sastry)
10.50 am to 12.00noon	PAGE M & ES- 23 & 24 (Col.MSP)	SOM & BR - 30 & 31 (K.Kuppuswamy)	SM&OP - 14 & 15 (J.Premanand)	SOM & BR -32 (K.Kuppuswamy)	PAGE M & ES- 29 & 30 (DRK.Sarma, IAS (Rtd))	SOM & BR -35& 36 (Sri PBK.Sastry)
T E A B R E A K (12.00noon-12.20pm)						
12.20 pm to 1.30 pm	Computer -20	PAGE M & ES- 25 & 26 (PRR)	SM&OP - 14 & 15 (J.Premanand)	L & LM - 13 (MSZ)	PAGE M & ES- 31 (PB)	SM&OP - 16 (MJ)
L U N C H B R E A K (1.30pm - 2.30pm)						
2.30pm to 3.40pm	E & FM - 15 & 16 (NKB)	PAGE M & ES- 25 & 26 (PRR)	PAGE M & ES- 27 (Dr.OVS)	L & LM - 14 & 15 (Dr.GB.Reddy)	SOM & BR -33 & 34 (Sri PBK.Sastry)	Computer-22
T E A B R E A K (3.40pm - 4.00pm)						
4.00pm to 5.10pm	E & FM - 15 & 16 (NKB)	Computer -21	PAGE M & ES- 28 (NarayanaRao, IAS(Rtd))	L & LM - 14 & 15 (Dr.GB.Reddy)	SOM & BR -33 & 34 (Sri PBK.Sastry)	Preparation for VVPresentations
V E N U E	ASOs: H.No.: 415 PDTs: H. No.: 312 Full Group: Hall No.: 415		Computer Lab : Lab No.316			

ACADEMIC INPUTS		GUEST SPEAKERS	
SOM & BR - 30 & 31	Circulation Note- Preparation	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SOM & BR - 32	Procedue in dealing with proposals for legislation questions	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SOM & BR - 33 & 34	Preparation of Note-Practicals	Sri P.B.K. Sastry, Joint Secretary (R) , GA (Services) Department, A.P.Secretariat.	
SOM & BR - 35 & 36	Preparation of Note-Practicals	Sri P.B.K. Sastry, Joint Secretary (R) , GA (Services) Department, A.P.Secretariat.	
E & FM - 15 & 16	Scope of audit, purpose, audit objections, replying (NKB)		
SM&OP - 14 & 15	Pay Fixations	Sri J. Premanand, Accounts Officer (Rtd), T& A Dept	
SM&OP-16	Medical Attendance Rules(MJ)		
PAGE M & ES- 23&24	SWOT Analysis (Col.MSP)		
PAGE M & ES- 25 & 26	Municipal Administration (PRR)		
PAGE M & ES- 27	Team Building (Dr.OVS)		
PAGE M & ES- 28	Elections and Role of the Government	Sri M. Narayana Rao, IAS (R) , Former Director General, Dr. MCRHRD Institute	
PAGE M & ES- 29 & 30	Ethics in Administration	Sri D.R.K. Sarma, IAS(Rtd), Project Consultant, Rural Development Programmes	
PAGE M & ES- 31	Stress management (PB)		
L & LM - 11	Right to Information Act (DSP)		
L & LM - 12	LAQs, LCQs, Assurances	Dr.Nagaraju, OSD to the Chief Whip to Govt. , Govt. of A.P.	
L & LM - 13	Law of Contempt (MSZ)		
L & LM - 14 & 15	Anti Corruption Laws	Dr. GB.Reddy, Professor, University College of Law, Osmania University, Hyderabad	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGEM&ES	: Public Administration, Govemance, 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	Col.MSP	Col. M.Suryaprakash
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		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
		PRR	Shri P.Rajasekhar Reddy
		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
Date: 03.08.2011		Course Coordinator	