



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH**

**Foundation Cum Professional Course for Group-II Service Officers**

**Week 5**

**17th May - 26th June 2010**

**Weekly Schedule**

**14.06.2010 to 19.06.2010**

TIME		Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19
10:45 to 12:00	A	PAGE-11 (Dr. CS.Ramalakshmi IFS)	SM & OP-4 (KSRP)	M&ES- 6 (PB)	SM & OP-9 (RH)	SM & OP-12 (MJ)	SM & OP-14 (DSP)
	B		SM & OP-5 (N.Kesavamurthy)	SM & OP-2 (J.Premanand)		SM & OP-11 (KS)	
	C		SM & OP-2 (J.Premanand)	SM & OP-5 (N.Kesavamurthy)	SM& OP-7 (KSRP)	SM & OP-9 (RH)	L&LM-16 (V.Shyama sundara Murthy)
	D		SM & OP-3 (U L)	SM& OP-7 (KSRP)	SM & OP-8 (NKB)	SM& OP-4 (KSRP)	
12:00-12:15		TEA BREAK					
12:15 to 13:30	A	PAGE-11 (Dr. CS.Ramalakshmi, IFS)	SM & OP-5 (N.Kesavamurthy)	SM & OP-8 (NKB)	SM & OP- 15 (YIP)	SM & OP-13 (YIP)	L&LM-16 (V.Shyama sundara Murthy)
	B		SM & OP-4 (KSRP)	SM & OP-2 (J.Premanand)		SM & OP-12 (MJ)	
	C		SM & OP-2 (J.Premanand)	SM & OP-6 (MS)	SM & OP-8 (NKB)	SM& OP-4 (KSRP)	SM & OP-14 (DSP)
	D		SM& OP-6 (MS)	SM & OP-5 (N.Kesavamurthy)	SM & OP-11 (KS)	SM & OP-9 (RH)	
13:30-14:30		LUNCH BREAK					
14:30 to 15:45	A	PAGE -12 (M.Rama Prasad, IFS)	SM & OP-6 (MS)	SM & OP-2 (J.Premanand)	RLR-28 (SR)	SM & OP-11 (KS)	SM & OP-10 (KV)
	B		M & ES- 8 (Dr.OVS)	SM & OP-8 (NKB)		SM & OP-13 (YIP)	SM& OP-7 (KSRP)
	C	M & ES- 8 (Dr.OVS)	SM & OP-1 (TSR)	RLR-28 (SR)	M & ES- 9 (Dr.OVS)	RLR-23 (G.Venkateswarlu)	SM & OP-11 (KS)
	D	SM & OP-2 (J.Premanand)	SM & OP- 15 (YIP)		SM & OP-12 (MJ)		M & ES- 9 (Dr.OVS)
15:45-16:00		TEA BREAK					
16:00 to 17:15	A	PAGE -12 (M.Rama Prasad, IFS)	M & ES- 9 (Dr.OVS)	SM & OP-2 (J.Premanand)	RLR-28 (SR)	SM & OP-3 (U L)	SM& OP-7 (KSRP)
	B		M&ES- 6 (PB)	SM & OP-10 (KV)		SM& OP-6 (MS)	SM & OP-3 (U L)
	C	SM & OP-3 (U L)	SM & OP- 15 (YIP)	RLR-28 (SR)	SM & OP-10 (KV)	RLR-23 (G.Venkateswarlu)	SM & OP-12 (TSR)
	D	SM & OP-2 (J.Premanand)	SM & OP-1 (TSR)		M & ES- 8 (Dr.OVS)		SM & OP-10 (KV)

**1. C & D - SM & OP 13 - ( YIP) 16.6.2010(Thursday) 5.15-6.30 pm**

ACADEMIC INPUTS			GUEST SPEAKERS	
PAGE-11	Women Empowerment & Self Help Groups		Dr. C.S.Ramalakshmi, IFS, Additoinal Principal Chief Conservator of Forests	
PAGE-12	Ethics in Administration - Sri M. Rama Prasad, IFS			
M&ES - 8	Team Building- Dr.OVS			
SM& OP - 2	Fundamental Rules		Sri J. Premanand, Accounts Officer ( R ), Treasuries and Accounts Department	
SM& OP - 3	APGPF & GIS Rules - UL			
SM & OP- 4	A.P.State & Subordinate Service Rules - KSRP			
SM & OP- 5	Stores Purchase Procedures & Cash book		Sri N. Kesava Murthy, Joint Director ( R ), Treasuries and Accounts Department	
SM& OP-6	AP Revised Pension Rules&Contributory Pension Scheme- MS			
M&ES - 9	Time Management - Dr. OVS			
SM& OP-7	Ministerial& Last Grade Service Rules - KSRP			
SM& OP-8	Audit Objections & Preparation of Replies- NKB			
RLR -28	Land Acquisition Rules & Procedure - SR			
SM & OP-9	Loans & Advances for Govt. Employees - RH			
M&ES- 6	Stress Management- PB			
SM & OP- 10	APCS (Conduct) Rules - KV			
SM &OP-11	AP Leave Rules - KS			
SM & OP-12	Medical Attendance Rules- MJ			
SM & OP-13	APCS (CCA) Rules - YIP			
SM & OP-1	District Office Manual - TSR			
RLR -23	Land Encroachment & Land Grabbing Act		Sri G. Venkateswarlu, Mandal Revenue Officer, Rangareddy Dist.	
SM & OP-14	Noting & Drafting - DSP			
L&LM- 16	Anti Corruption Laws		V.Shyamasundara Murthy, Legal Advisor, Anti Corruption Bureau	
SM &OP-15	AP Travelling Allowance & LTC Rules - YIP			
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS	
PAGE	:	Public Administration, Governance & Ethics	Dr.VPJ	Dr.V.P.Jauhari, IAS ( R )
RLR	:	Revenue Laws & Regulations	AP	Shri Ajoyendra Pyal, IAS
PE & FM	:	Political Economy and Financial Management	Dr.DC	Dr.D.Chakrapani, IAS
L&LM	:	Law & Legal Matters	MRP	Shri M.Rama Prasad, IFS
			KNR	Shri K.Nageswara Rao
M&ES	:	Management & Environmental Studies	Dr.OVS	Dr.O.Vijayasree
SM&OP	:	Service Matters & Office Procedures	SR	Shri S. Rajasekhar
IT&e-Gov	:	IT & e-Governance	SSK	Ms. S. Sasikala
			Dr. MBR	Dr. M. Bhaskar Rao
			RB	Shri R.Bhaskar
			DSP	Shri D.Siva Prasad
			RVR	Shri R.Venkata Ramana
Venue:	1.Vivekananda Center of Human Excellence		KSRP	Shri K. Sree Ram Prasad
	2. Lawns behind Vivekananda Center of Human Excellence		PB	Ms.P.Bharathi
Dress code:	MEN: Kurtha Pyjama		DBN	Shri D.Brahma Naidu
	WOMEN: Salwar Kameez		YIP	Ms. Y. Indira Priyadarshini
VENUE	Computer Labs : CIOs Lab Lab.No.304 Lab.No.316	A Group-Room No.228 B Group-Room No.323 C Group-Room No.422 D Group-Room No.415 Full Group: Auditorium A&B Groups: Room No.228 C&D Groups: Room No.422	MS	Shri M. Sankaraiah
			NKB	Shri N. Kumar Babu
			KV	Shri K.Vidyasagar
			ISR	Shri I.Suvarna Raju
			TSR	Shri T.Sambasiva Rao
			UL	Ms. Udaya Lakshmi
			MJ	Ms. Meena Jagirdhar
			ND	Ms.Nivedita
			Dr.JR	Dr. J. Rajeswar
			KS	Ms.K.Soumya Rani
			<b>Course Coordinator</b>	