



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH

Foundation Course for Group-II Service Officers (2nd Batch)

Week 3 R4

28th June to 7th August, 2010

WEEKLY SCHEDULE

12.07.2010 to 17.07.2010

TIME		Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17
9.30	A	SM&OP-12 (J.Premanand)	L&LM-6 (K.Kuppuswamy)	Comp-13	Comp-14	M&ES-6 (MRP)	Comp-16
	B		PE&FM-8 (NKB)				
To	C	L&LM-10 (Dr. YF.Jaya Kumar)	Comp-11	M&ES-4 (PB)	L&LM-13 (Dr.Murali Sagar)		
	D						M&ES-7 (PMK.Gandhi)
11.00	E	Comp-9	L&LM-11 (Dr.N.Sudhakar Rao)	L&LM-13 (Dr.Murali Sagar)	PAGE-9 (K.Venkata Krishna)		
	F						
11.00-11.30	TEA BREAK						
11.30	A	L&LM-10 (Dr. YF.Jaya Kumar)	L&LM-6 (K.Kuppuswamy)	L&LM-13 (Dr.Murali Sagar)	L&LM-12 (C.P.Nandini)	M&ES-6 (MRP)	PAGE-9 (K.Venkata Krishna)
	B		M&ES-4 (PB)				
To	C	Comp-10	SM&OP-12 (J.Premanand)	Comp-12	L&LM-11 (Dr.N.Sudhakar Rao)		
	D						L&LM-12 (C.P.Nandini)
13.00	E	PE&FM-9 (AV.Rama Rao)	L&LM-12 (C.P.Nandini)	SM&OP-12 (J.Premanand)	Comp-12		
	F						SM&OP-12 (J.Premanand)
13.00-14.00	LUNCH BREAK						
14.00	A	Comp-11	Comp-12	PE&FM-10 (SV.Sankara Rao)	L&LM-11 (Dr.N.Sudhakar Rao)	Comp-15	M&ES-7 (PMK.Gandhi)
	B						
To	C	SM&OP-10 (MJ)	PE&FM-6 (Rajeswara Rao)	M&ES-5 (Dr.CV.Raghavac haryulu)	L&LM-6 (K.Kuppuswamy)	PE&FM-11 (V.J.Narasimha Rao)	Comp-15
	D						
15.30	E	PE&FM-9 (AV.Rama Rao)	PE&FM-10 (SV.Sankara Rao)	Comp-11	PE&FM-6 (Rajeswara Rao)	M&ES-5 (Dr.CV.Raghavac haryulu)	SM&OP-4 (KSRP)
	F						
15.30-15.45	TEA BREAK						
15.45	A	PE&FM-9 (AV.Rama Rao)	PAGE-8 (Gowri Sankara Sastry)	SM&OP-4 (KSRP)	PE&FM-11 (V.J.Narasimha Rao)	M&ES-5 (Dr.CV.Raghavac haryulu)	M&ES-4 (PB)
	B						
To	C	PE&FM-10 (SV.Sankara Rao)	PE&FM-6 (Rajeswara Rao)	Comp-13	L&LM-6 (K.Kuppuswamy)	Comp-14	Comp-16
	D						
17.15	E	L&LM-10 (Dr. YF.Jaya Kumar)	Comp-10	SM&OP-11 (RH)	PE&FM-6 (Rajeswara Rao)	PE&FM-11 (V.J.Narasimha Rao)	SM&OP-10 (MJ)
	F						

ACADEMIC INPUTS		GUEST SPEAKERS	
SM&OP-12	Fundamental Rules-3	Sri J. Premanand, Lecturer (Retd), Dr. MCR HRD IAP	
L&LM-10	Evidence Act – Relevance and Admissibility of Evidence	Dr.Y.F.Jaya Kumar, Asst.Professor, University College of Law, Osmania University	
PE&FM-9	Treasury Code	Sri A.V.Rama Rao, Treasury Officer (Rtd)	
PAGE-8	Ethics in Administration	Sri Gowri Sankara Sastry, Secretary (Rtd),Lokayukta	
SM&OP-10	Integrated Medical Service Rules (MJ)		
SM&OP-8	AP CS (CCA) Rules- (KVS & DSP)		
PE&FM-10	Bank Reconciliation / Treasury Reconciliation	Sri SV. Sankara Rao,Financial Consultant- DPEP	
PE&FM-8	Budget Manual (NKB)		
L&LM-6	Drafting Affidavits & Parawise Remarks	Sri K.Kuppuswamy,Addl.Secretary to Govt/ OSD, Law Department	
L&LM-11	Protection of Civil Rights Act & SC & ST (Prevention of Atrocities) Act	Dr. N. Sudhakar Rao, Professor, School of Social Sciences, University of Hyderabad	
L&LM-12	Criminal Procedure Code	Ms. C.P. Nandini, Faculty Member, ICAI University	
PE&FM-6	Accounts Code	Sri. G. Rajeswar Rao, Sr.A.O.(Rtd), AG Office	
L&LM-13	Minimum Wages Act, 1948 & AP Rules	Dr. P.V. Murali Sagar, Joint Commissioner , Labour Department	
SM&OP-11	Noting and Drafting-2 (RH)		
M&ES-4	Stress Management-1 (PB)		
M&ES-5	Personality Development	Dr.C. Vijaya Raghavacharyulu, Principal (Rtd), AP Residential Degree College, Nagarjuna Sagar.	
SM&OP-4	AP. State & Subordinate Rules (KSRP)		
PAGE-9	Social Accountability and Social Audit	Sri K.Venkata Krishna,Asst.Scry,to Govt. Panchayat Raj & Rural Development Department	
SM&OP-8	AP CS (CCA) Rules- (KVS & DSP)		
SM&OP-9	Noting and Drafting (RH)		
M&ES-6	Goal setting for excellence (MRP)		
M&ES-7	Team building & Leadership	Sri P.Mohan Kumar Gandhi, Managing Director, Happy Life Enterprises	
PE&FM-11	Public Private Partnetship	Sri V.Jwala Narasimha Rao,Director EMRI Services	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGE	: Public Administration, Governance & Ethics	Dr.VPJ	Dr.V.P.Jauhari, IAS (R)
PE & FM	: Political Economy and Financial Management	AP	Shri Ajoyendra Pyal, IAS
L&LM	: Law & Legal Matters	Dr.DC	Dr.D.Chakapani, IAS
M&ES	: Management & Environmental Studies	MRP	Shri M.Rama Prasad, IFS
SM&OP	: Service Matters & Office Procedures	KNR	Shri K.Nageswara Rao
IT&e-Gov	: IT & e-Governance	DSP	Shri D.Siva Prasad
		Dr.MBR	Dr.M.Bhasker Rao
Yoga Classes: Daily 6.00 - 8.00 am		Dr.OVS	Dr.O.Vijayasree
		KVS	Shri K.Vidyasagar
Dress code:	MEN: Kurtha Pyjama	RB	Shri R.Bhaskar
	WOMEN: Salwar Kameez	RVR	Shri R.Venkata Ramana
		PB	Ms.P.Bharathi
Venue for Class Room Sessions		MS	Shri M. Shankaraiah
		ND	Ms.Nivedita
A Group - Room No. - 228	A & B Room No. - 228	KSRP	Shri K. Sree Ram Prasad
B Group - Room No. - 222	C & D Room No. - 323	NKB	Shri N. Kumar Babu
C Group- Room No. - 415	E & F Room No. - 422	YIP	Ms. Y. Indira Priyadarsini
D Group- Room No. - 223	A, B&C Auditorium	RH	Ms. Hiranmayi
E Group- Room No. - 422	D,E&F Tungabhadra	MJ	Ms. Meena Jagirdhar
F Group - Room No. - 320	Full Group - Auditorium	KCR	Shri K. Chandra Sekhar
ATTENDANCE IS COMPULSORY			
		COURSE COORDINATOR	