



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Course for Group - I Service Officers
2nd June, 2014 to 17th July, 2014

WEEKLY SCHEDULE

02.06.2014 to 07.06.2014

WEEK-1-R2

	02.06.2014 Monday	03.06.2014 Tuesday	04.06.2014 Wednesday	05.06.2014 Thursday	06.06.2014 Friday	07.06.2014 Saturday
9.30am to 10.30am	& I N A U G U R A T I O N & C O U R S E O V E R V I E W	SM&OP-1 (Sri D.Sivaprasad)	FMG&PA-1 (PB)	SM&OP-4 (Sri Venugoapal Rao)	SM&OP-6&7 (Sri Venugoapal Rao)	M&BS-5 (Dr.KT)
10.40 am to 11.40am		SM&OP-2&3 (Sri D.Sivaprasad)	PAGE-1&2 (Dr.C.Vijaya Raghavacharyulu)	SM&OP-5 (Sri.T. Sambasiva Rao)	SM&OP-6&7 (Sri Venugoapal Rao)	M&BS-6 (Dr.KT)
		TEA B R E A K				
12.00Noon to 1.00 pm		SM&OP-2&3 (Sri D.Sivaprasad)	PAGE-1&2 (Dr.C.Vijaya Raghavacharyulu)	L&LM-1 (Dr.GB.Reddy)	FMG&PA-2 (PB)	FMG&PA-4&5 (Dr.K.S)
		L U N C H B R E A K				
2.15pm to 3.15pm		Ice Breaking (Dr.OVS)	M&BS-1&2 (SA)	L&LM-2&3 (Dr.GB.Reddy)	M&BS-3&4 (Dr.OVS)	FMG&PA-4&5 (Dr.K.S)
		TEA B R E A K				
3.30pm to 4.30pm		Ice Breaking (Dr.OVS)	M&BS-1&2 (SA)	L&LM-2&3 (Dr.GB.Reddy)	M&BS-3&4 (Dr.OVS)	IT&e-Gov (PSR)
V E N U E	Hall No.: 222	Computer Labs : Lab No.104 Lab No.116	1) Inauguration of the Course will be held at 3.00pm in the Thungabhadra Conference Hall on 02.06.2014 (Monday) All the OTs are to occupy their seats by 2.45pm 2) Yoga session will start from 03.06.2014 (Tuesday) from 6.00 am onwards in the Vivekananda Block 3)PT Session will start from 5.6.2014 (Thursday)			
Date: 04 .06.2014				COURSE DIRECTOR		

ACADEMIC INPUTS		GUEST SPEAKERS	
	Course Overview & Shistachar		
	Ice Breaking - Dr.OVS	(Escort Officer - A02)	
PAGE-1&2	Basic Structure of the Constitution	Dr.C.Vijaya Raghavacharyulu, Principal (Rtd), APRDC, Nagarjunasagar (Escort Officer - A04)	
FMG&PA-1	Introduction to Economics - PB	(Escort Officer - A03)	
FMG&PA-2	Trade Cycles - Concepts - PB	(Escort Officer - A11)	
FMG&PA-4&5	Overview of Financial Administration - Dr.KS	(Escort Officer - A14)	
L&LM-1	General Principles of Law -Principles of Natural Justice	Sri GB. Reddy ,Professor, University College of Law, Osmania University, Hyderabad (Escort Officer - A08)	
L&LM-2&3	Civil Procedure Code	Sri GB. Reddy ,Professor, University College of Law, Osmania University, Hyderabad (Escort Officer - A09)	
M & BS-1&2	Communication Skills - SA	(Escort Officer - A05)	
M & BS- 3&4	Inter personal relations - Dr.OVS	(Escort Officer - A12)	
M & BS- 5	7 Habits of Highly Effective People-Foundation - Dr.KT	(Escort Officer - A13)	
M & BS- 6	Habit-1:The Habit of Choice - Dr.KT	(Escort Officer - A13)	
SM&OP - 1	Conduct Rules	Sri D.Siva Prasad, Faculty(Rtd),Dr.MCR HRD IAP,Hyderabad (Escort Officer - A01)	
SM&OP -2&3	CCA Rules	Sri D.Siva Prasad, Faculty(Rtd),Dr.MCR HRD IAP,Hyderabad (Escort Officer - A01)	
SM&OP-4	Constitutional provisions with reference to Service matters	Sri A. Venugopala Rao, AAO (Rtd), State Audit Department (Escort Officer - A06)	
SM&OP-5	District Office Manual	Sri T.Sambasiva Rao, Accounts Officer, Medical & Health Department (Escort Officer - A07)	
SM&OP-6&7	Probation and Seniority	Sri A. Venugopala Rao, AAO (Rtd), State Audit Department (Escort Officer - A10)	
IT&e-Gov	ICT for Development (PSR)	(Escort Officer - A15)	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGE	: Public Administration, Governance & Ethics	DLPB	Smt. D. Lakshmi Parthasarathy Bhaskar, IAS
FMG&PA	: Financial Management in the Government and Public Accountability	Dr.KT	Dr. K. Tirupataiah, IFS
L&LM	: Law & Legal Matters	LS	Shri. L. Shashidhar, IAS
M & BS	: Management and Behavioural Studies	SA	Ms. Sumitha Ayodhya, IPoS
SM&OP	: Service Matters & Office Procedures	DCR	Sri Dharma Chandra Reddy
IT & e-Gov.	: Information Technology & e-Governance	AK	Smt Aruna Kumari
		KBS	Sri K. Bhavani Shankar
		PSR	Sri P. Srinivasa Rao
		RK	Sri Rajanikanth
		BhPS	Sri B. Panduranga Sarma
YOGA/PT Classes: Daily 6.00 - 7.00 am		DVR	Sri D.V.Ramana
Venue: OPEN AUDITORIUM BEHIND ADMIN BLOCK		KRG	Sri K.Ram Gopal
		KS	Ms. K.Soumya Rani
		Dr.OVS	Dr.O.Vijayasree
Dress Code:	MEN: Track Suit,Sports shoes,White WOMEN: Track Suit, Sports shoes,White Socks	Dr.KS	Dr.K.Swamy
ATTENDANCE IS COMPULSORY FOR PT/YOGA		Dr.VDN	Dr.Deepa Nair
		Dr.JR	Dr. J. Rajeswar
		Col.VK	Col(Rtd) Vijay Kumar
		MVS	Sri MV.Sailesh
		KAK	Sri K.Anil Kumar
		VLNG	Sri VLN. Gupta
		KSR	Sri K. Srinivasa Rao
		PB	Ms.P.Bharathi
		KGR	Sri K.G. Rama Kistappa
		MK	Sri Mohammad Khadeer