



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

WEEKLY SCHEDULE
23.06.2014 to 28.06.2014

WEEK-4

	23.06.2014 Monday	24.06.2014 Tuesday	25.06.2014 Wednesday	26.06.2014 Thursday	27.06.2014 Friday	28.06.2014 Saturday
9.30am to 10.30am	Consolidation Exercise	L&LM-23 (Smt.Y.Indira Priyadarshini)	SM&OP-25 (SriKSR)	PAGE-10 (SriLS)	SM&OP-26 (Smt.SVN Kalyani)	M&BS-14 (Dr.KT)
10.40 am to 11.40am	Computer Training - 1	Computer Training - 3	Computer Training - 5	Computer Training - 7	Computer Training - 9	M&BS-15 (Dr.KT)
TEA B R E A K						
12.00Noon to 1.00 pm	Computer Training - 2	Computer Training - 4	Computer Training - 6	Computer Training - 8	Computer Training -10	SM&OP-27 (Sri PVN. Srinivasa Rao)
L U N C H B R E A K						
2.15pm to 3.15pm	L&LM-21&22 (Dr.KT)	SM&OP-23&24 (Sri A.Venu Gopal Rao)	L&LM-24&25 (Dr.G.Hara Gopal)	PAGE-11&12 (SriS.Umapathi,I PS (Rtd))	M&BS-14&15 (Dr.OVS)	PAGE-13&14 (Dr.EV. Swaminathan)
TEA B R E A K						
3.30pm to 4.30pm	L&LM-21&22 (Dr.KT)	SM&OP-23&24 (Sri A.Venu Gopal Rao)	L&LM-24&25 (Dr.G.Hara Gopal)	PAGE-11&12 (SriS.Umapathi,I PS (Rtd))	M&BS-14&15 (Dr.OVS)	PAGE-13&14 (Dr.EV. Swaminathan)
VENUE		HALL No.: 222	Computer Labs :		Lab No.104 Lab No.116	
Date: 21.06.2014				COURSE DIRECTOR		

ACADEMIC INPUTS		GUEST SPEAKERS	
PAGE- 10	Effective Grievance Redressal - Sri LS	(Escort Officer - A53)	
PAGE-11&12	Ethics in Public Service Delivery	Sri S. Umapathi, IPS (Rtd) (Escort Officer -A54)	
PAGE-13&14	Inner Power for facing Challenges	Dr.E.V.Swaminathan, Corporate Trainer (Escort Officer - A59)	
M & BS-14&15	Motivation - Dr.OVS	(Escort Officer - A56)	
M & BS-16	7 habits of Highly Effective People-3-Dr.KT	(Escort Officer - A57)	
M & BS-17	7 habits of Highly Effective People-4-Dr.KT	(Escort Officer - A57)	
L&LM-21&22	RTI Act-Introduction - Dr.KT	(Escort Officer - A49)	
L&LM-23	Right to Information Act	Smt.Y.Indira Priyadarshini, MPDO, Panchayat Raj Department (Escort Officer - A50)	
L&LM-24&25	Human Rights & Laws protecting weaker sections	Dr.G.Hara Gopal, Professor (Rtd), University of Hyderabad (Escort Officer - A53)	
SM&OP-23 &24	AP Ministerial Service Rules & AP LGS Rules	Sri A. Venugopala Rao, AAO (Rtd), State Audit Department (Escort Officer - A 51)	
SM&OP-25	Records Management - Sri KSR	(Escort Officer - A52)	
SM&OP-26	Contributory Pension Scheme, 2004	Smt. SVN.Kalyani, Asst.Director, Treasuries & Accounts Department (Escort Officer -A55)	
SM&OP-27	Online Submission of Pension Papers	Sri PVN. Srinivasa Rao, AAO, AG's Office (Escort Officer - A58)	
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	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
PT Classes: Daily 6.00 - 7.00 am		KBS	Sri K. Bhavani Shankar
		PSR	Sri P. Srinivasa Rao
		RK	Sri Rajanikanth
Venue:	OPEN AUDITORIUM	BhPS	Sri B. Panduranga Sarma
		DVR	Sri D.V.Ramana
		KRG	Sri K.Ram Gopal
Dress Code:	MEN: Track Suit,Sports shoes,White Socks	KS	Ms. K.Soumya Rani
	WOMEN: Track Suit, Sports shoes,White Socks	Dr.OVS	Dr.O.Vijayasree
ATTENDANCE IS COMPULSORY FOR PT		Dr.KS	Dr.K.Swamy
		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