



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

		WEEKLY SCHEDULE			WEEK-5-R2	
		30.06.2014 to 05.07.2014				
	30.06.2014 Monday	01.07.2014 Tuesday	02.07.2014 Wednesday	03.07.2014 Thursday	04.07.2014 Friday	05.07.2014 Saturday
9.30am to 10.30am	Reflections	To be announced later	PAGE-15 (Sri KSR)	Computer Training -17	M&BS-18 (Dr.KT)	M&BS-19 (Dr.KT)
10.40 am to 11.40am	Computer Training -11	Computer Training - 13	Computer Training -15	Computer Training -18	PAGE-16 (Sri KSR)	M&BS-20 (Dr.KT)
TEA B R E A K						
12.00Noon to 1.00 pm	Computer Training -12	Computer Training - 14	Computer Training -16	Computer Training -19	Computer Training -20	FMG&PA-19 (Sri KSR)
L U N C H B R E A K						
2.15pm to 3.15pm	FMG&PA-11&12 (Sri N.Kesava Murthy)	L&LM- 26 (Sri KBS)	FMG&PA-13&14 (Sri G.Rajeswar Rao)	FMG&PA- 15&16 (Sri JRK)	FMG&PA-17&18 (Sri M.Sankaraiah)	Reflections
TEA B R E A K						
3.30pm to 4.30pm	FMG&PA-11&12 (Sri N.Kesava Murthy)	L&LM- 27 (Sri KBS)	FMG&PA-13&14 (Sri G.Rajeswar Rao)	FMG&PA- 15&16 (Sri JRK)	FMG&PA-17&18 (Sri M.Sankaraiah)	Reflections
VENUE		HALL No.: 222	Computer Labs :		Lab No.104 Lab No.116	
Date: 04.07.2014				COURSE DIRECTOR		

ACADEMIC INPUTS			GUEST SPEAKERS	
PAGE- 15	Social development in the State-SriKSR		(Escort Officer - A62)	
PAGE- 16	Local self Government - Sri KSR			
FMG&PA-11&12	Cash Accounting - Stores, Purchase Procedures and Disposal		Sri N.Kesava Murthy, JD (Rtd), Treasuries & Accounts Department (Escort Officer - A60)	
FMG&PA-13&14	Accounts Code		Sri G.Rajeswar Rao, AG Office (Escort Officer - A63)	
FMG&PA-15&16	Treasury Code - Sri JRK		(Escort Officer - A65)	
FMG&PA-17&18	Duties and Responsibilities of Drawing and Disbursing Officers		Sri K.Sankaraiah,AO (Rtd), Treasuries & Accounts Department (Escort Officer - A 67)	
FMG&PA-19	Audit Purpose- Audit Objections, preparation of replies for audit paras-SriKSR		(Escort Officer - A66)	
M & BS-18	7 habits of Highly Effective People-5-Dr.KT		(Escort Officer - A 64)	
M & BS-19	7 habits of Highly Effective People-6-Dr.KT		(Escort Officer - A 68)	
M & BS-20	7 habits of Highly Effective People-7-Dr.KT		(Escort Officer - A 69)	
L&LM-26	Whistle Blower Act - Sri KBS		(Escort Officer - A61)	
L&LM-27	Indian Privacy Law - Sri KBS		(Escort Officer - A61)	
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS	
PAGE	:	Public Administration, Governance & Ethics	DLP	Smt. D. Lakshmi Parthasarathy, IAS
FMG&PA	:	Financial Management in the Government	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
PT Classes: Daily 6.00 - 7.00 am			JRK	Sri J.Rajanikanth
			BhPS	Sri B. Panduranga Sarma
Venue:	OPEN AUDITORIUM		DVR	Sri D.V.Ramana
			KRG	Sri K.Ram Gopal
Dress Code:	MEN: Track Suit,Sports shoes,White		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