



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
 (An Institution included in Scheduled-X of the A.P.Reorganisation Act, 2014)
Foundation Course for Group II Service Officers **Week-1(R-2)**
 17th June to 31st July, 2014



TIME TABLE 17.6.14 to 22.6.14

"Enduring & Ever Lasting Foundation"

TIME		Tuesday 17	Wednesday 18	Thursday 19	Friday 20	Saturday 21	
9:30AM to 10.30AM	A	Joining Formalities	Ice Breaking (Dr.OVS)	SM&OP-2 (N.Kesava Murthy)	FM&AP-1 (N.Kumar Babu)	PA&M-2 (Dr.VDN)	
	B			FM&AP-1 (N.Kumar Babu)	FM&AP-3 (Dr.KS)	PA&M-2 (Dr.VDN)	SM&OP-2 (N.Kesava Murthy)
	C						
	D						
10.40AM to 11.40AM	A		Ice Breaking (Dr.OVS)	SM&OP-3 (N.Kesava Murthy)	FM&AP-2 (N.Kumar Babu)	PA&M-3 (Dr.VDN)	
	B			FM&AP-2 (N.Kumar Babu)	FM&AP-4 (Dr.KS)	PA&M-3 (Dr.VDN)	SM&OP-3 (N.Kesava Murthy)
	C						
	D						
11.40-12.00		TEA BREAK					
12.00Noon to 1.00PM	A	Course Overview & Shistachar (Auditorium) (Course Team)	SM&OP-1 (BA)	PA&M-1 (Dr.KT)	CF-1	FM&AP-4 (Dr.KS)	
	B			Ice Breaking (Dr.OVS)	PA&M-4 (Dr.KT)	CF-1	
	C						
	D						
1:00 - 2:15		LUNCH BREAK					
2:15PM to 3.15PM	A	Inauguration (Auditorium) (3.00pm-4.00pm)	L&LM-1 (Dr.G.B.Reddy)	SM&OP-4 (BA)	FM&AP-3 (Dr.KS)	SM&OP-6 (BA)	
	B			Ice Breaking (Dr.OVS)	SM &OP-4 (BA)		
	C						
	D						
3.15 - 3.30		TEA BREAK					
3.30PM to 4.30PM	A	Expectations of the participants (Dr.KT) (4.30pm-5.30pm)	L&LM-2 (Dr.G.B.Reddy)	SM&OP-5 (BA)	PA&M-4 (Dr.KT)	SM&OP-7 (BA)	
	B						
	C	Expectations of the participants (Dr.OVS) (4.30pm-5.30pm)	L&LM-2 (Dr.G.B.Reddy) (4.30pm-5.30pm)	PA&M-1 (Dr.KT)	SM&OP-5 (BA)		
	D						
V E N U E S	Full Group: Auditorium A&B Groups: Room No. 123 C&D Groups: Room No. 028	Computer Labs: Lab.No. 104 Lab.No. 116	1. Inauguration of the course will be held at 3.00pm in the Auditorium on Tuesday 17.6.2014. All the OTs are expected to occupy their seats by 2.45pm 2. High Tea 4.00pm - 4.30pm in cafeteria on Tuesday 17.6.2014 3. Yoga / PT session will start on Wednesday 18.6.2014 from 6.00am onwards in the Open Auditorium lawns behind the Administrative Block				

ACADEMIC INPUTS			GUEST SPEAKERS	
FM&AP-1&2	Budget Matters (N.Kumar Babu)		1. Shri.N.Kumar Babu, District Audit Officer, Senior Lecturer (Retd.), Dr.MCR HRD IAP, Hyderabad Escort Officer: OT code: C 01; Escort Officer: OT code: A 01)	
	Ice Breaking (Dr.OVS)		2. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 01; Escort Officer: OT code: D 01)	
SM&OP-1	District Office Manual (BA)		3. Smt.B.Aruna Kumari, Joint Director, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 02)	
L&LM-1	General Principles of Law (Dr.G.B.Reddy)		4. Dr.G.B.Reddy, Professor, University College of Law, Osmania University, Hyderabad (Escort Officer: OT code: B02)	
L&LM-2	Civil Procedure Code (CPC) (Dr.G.B.Reddy)			
SM&OP-2&3	Fundamental Rules (N.Kesava Murthy)		5. Shri.N.Kesava Murthy, JD (Rtd), T&A Department (Escort Officer: OT code: A 03 ; Escort Officer: OT code: C 02)	
FM&AP-3&4	Financial Administration – Structure & Control (Dr.KS)		6. Dr.K.Swamy, Professor, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 02; Escort Officer: OT code: B 03)	
PA&M-1	Personal Effectiveness: The seven habits of highly effective people: Introduction (Dr.KT)		7. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 06; Escort Officer: OT code: C 03)	
SM&OP-4&5	AP CS (Conduct) Rules (BA)		8. Smt.B.Aruna Kumari, Joint Director, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 04; Escort Officer: OT code: D 03)	
PA&M-2&3	Gender Issues 1: Sexual Harassment of Women at Workplace (Act, 2013) (Dr.VDN)		9. Dr.V.Deepa Nair, Associate Professor, Urban Development Studies, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 04; Escort Officer: OT code: B 04)	
CF-1	Introduction to Computers (RK, MK)		10. Shri.K.G.Rama Kistappa, Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 05; Escort Officer: OT code: D 04)	
PA&M-4	Personal Effectiveness: The seven habits of highly effective people: Habit-1 (Dr.KT)		11. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 05; Escort Officer: OT code: B 05)	
SM&OP-6&7	AP CS (CCA) Rules (BA)		12. Smt.B.Aruna Kumari, Joint Director, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 05)	
SUBJECTS ABBREVIATIONS			FACULTY ABBREVIATIONS	
PA&M	:	Public Administration & Management	DLP	Smt.D.Lakshmi Parthasarathy, IAS
L&LM	:	Law & Legal Matters	Dr.KT	Dr.K.Tirupataiah, IFS
SM&OP	:	Service Matters & Office Procedures	LS	Shri.L.Shashidhar, IAS
FM&AP	:	Financial Mgt & Accounts Procedures	SA	Ms.Sumitha Ayodhya, IPoS
CF	:	Computer Fundamentals	PDCR	Shri.P.Dharma Chandra Reddy
			Dr.OVS	Dr.O.Vijayasree
			BA	Smt.B.Aruna Kumari
			KBS	Shri.K.Bhavani Sankar
YOGA / PT Classes: Daily 6.00 - 7.00 am			PSR	Shri.P.Srinivasa Rao
ATTENDANCE IS COMPULSORY FOR PT/YOGA			JVNR	Shri.JVN.Rajanikanth
			BPS	Shri.B.Panduranga Sharma
			DVR	Shri.D.Venkata Ramana
			KRG	Shri.K.Ram Gopal
			KS	Smt.K.Soumya Rani
			Dr.KS	Dr.K.Swamy
			Dr.VDN	Dr.V.Deepa Nair
			Dr.JR	Dr.J.Rajeswar
			Col.VK	Col (Rtd) Vijay Kumar
			MVS	Shri.MV.Sailesh
			KAK	Shri.K.Anil Kumar
			VLNG	Shri.VLN Gupta
			KSR	Shri.K.Srinivasa Rao
			PB	Smt.P.Bharathi
RK	Shri.K.G.Rama Kistappa			
MK	Mohammad Khadeer			
Date:16.6.2014			Dr.O.Vijayasree Course Coordinator	