



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH
(An Institution included in Schedule-X of the A.P.Reorganisation Act, 2014)



Foundation Course for Group II Service Officers Week 2(R-1)
17th June to 31st July, 2014

TIME TABLE 23.6.14 to 29.6.14

"Enduring & Ever Lasting Foundation"

TIME		Monday 23	Tuesday 24	Wednesday 25	Thursday 26	Friday 27	Saturday 28
9:30AM to 10.30AM	A	L&LM-3 (Dr.D.Radhika Yadav)	SM&OP-8 (BPS)	FM&AP-6 (N.Kesava Murthy)	PA&M-8 (Dr.OVS)	SM&OP-11 (KSR)	FM&AP-12 (Dr.KS)
	B						
	C	SM&OP-8 (BPS)	L&LM-3 (Dr.D.Radhika Yadav)	PA&M-8 (Dr.OVS)	FM&AP-6 (N.Kesava Murthy)	L&LM-5 (Dr.Y.Pratap Reddy)	SM&OP-11 (KSR)
	D						
10.40AM to 11.40AM	A	L&LM-4 (Dr.D.Radhika Yadav)	SM&OP-9 (BPS)	FM&AP-7 (N.Kesava Murthy)	PA&M-9 (Dr.OVS)	SM&OP-12 (KSR)	FM&AP-13 (Dr.KS)
	B						
	C	SM&OP-9 (BPS)	L&LM-4 (Dr.D.Radhika Yadav)	PA&M-9 (Dr.OVS)	FM&AP-7 (N.Kesava Murthy)	L&LM-6 (Dr.Y.Pratap Reddy)	SM&OP-12 (KSR)
	D						
11.40-12.00		TEA BREAK					
12.00Noon to 1.00PM	A	PA&M-5 (Dr.KT)	FM&AP-5 (N.Kesava Murthy)	PA&M-10 (Dr.KT)	FM&AP-8 (JVNR)	SM&OP-13 (BPS)	FM&AP-11 (N.Kumar Babu)
	B						
	C	FM&AP-5 (N.Kesava Murthy)	PA&M-5 (Dr.KT)	FM&AP-8 (JVNR)	PA&M-10 (Dr.KT)	FM&AP-11 (N.Kumar Babu)	SM&OP-13 (BPS)
	D						
1:00 - 2:15		LUNCH BREAK					
2:15PM to 3.15PM	A	Consolidation Exercise-Recap of Last week	PA&M-6 (LS)	CF-3	FM&AP-9 (KBS)	CF-5	PA-11&12 (Dr.E.V.Swaminathan) (2.00-4.00pm)
	B						
	C	CF-2	CF-3	PA&M-6 (LS)	CF-5	FM&AP-9 (KBS)	
	D						
3.15 -3.30		TEA BREAK					
3.30PM to 4.30PM	A	CF-2	PA&M-7 (LS)	CF-4	FM&AP-10 (KBS)	CF-6	PA-11&12 (Dr.E.V.Swaminathan) (2.00-4.00pm)
	B						
	C	Consolidation Exercise-Recap of Last week	CF-4	PA&M-7 (LS)	CF-6	FM&AP-10 (KBS)	
	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. 105 Lab.No. 116	1. Visit to Global Peace Auditorium one day from 10.00am on Sunday 29.6.2014				

ACADEMIC INPUTS		GUEST SPEAKERS		
L&LM-3	Indian Penal Code (IPC) (Dr.D.Radhika Yadav)	1. Dr.D.Radhika Yadhav, Assistant Professor, University College of Law, Osmania University, Hyderabad (Escort Officer: OT code: A 06; Escort Officer: OT code: C 06)		
L&LM-4	Criminal Procedure Code (CrPC) (Dr.D.Radhika Yadav)	2. Shri.B.Panduranga Sharma, Accounts Officer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 06 ; Escort Officer: OT code: B 06)		
SM&OP-8&9	AP Leave Rules (BPS)	3. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 07; Escort Officer: OT code: C 07)		
PA&M-5	Personal Effectiveness: The seven habits of highly effective people: Habit-2 (Dr.KT)	4. Shri.N.Kesava Murthy, Joint Director (Rtd), T&A Department (Escort Officer: OT code: B 07; Escort Officer: OT code: D 07)		
FM&AP-5	Financial Code (N.Kesava Murthy)	5. Shri.K.G.Rama Kistappa & Shri.Mohammad Khadeer, Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 08; Escort Officer: OT code: A 08)		
CF-2	Windows 7 (RK,MK&KSS)	6. Shri.L.Shashidhar, IAS, Joint Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 08; Escort Officer: OT code: D 08)		
PA&M-6&7	State & District Administration (LS)	7. Shri.K.G.Rama Kistappa & Shri.Mohammad Khadeer, Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 09; Escort Officer: OT code: C 09)		
CF-3&4	MS-Word 2010 (RK,MK&KSS)	8. Shri.N.Kesava Murthy, Joint Director (Rtd), T&A Department (Escort Officer: OT code: B 09; Escort Officer: OT code: D 09)		
FM&AP-6&7	Financial Code (N.Kesava Murthy)	9. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 10; Escort Officer: OT code: A 10)		
PA&M-8&9	Motivation (Dr.OVS)	10. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 10; Escort Officer: OT code: D 10)		
PA&M-10	Personal Effectiveness: The seven habits of highly effective people: Habit-3 (Dr.KT)	11. Shri.JVN.Rajanikanth, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 11; Escort Officer: OT code: B 11)		
FM&AP-8	AP Treasury Code - Preparation of Bills & Scrutiny of Bills (JVNR)	12. Shri.K.Bhavani Sankar, Deputy Director, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 11; Escort Officer: OT code: D 11)		
FM&AP-9&10	Brief Note about Second ARC (KBS)	13. Shri.K.G.Rama Kistappa & Shri.Mohammad Khadeer, Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 12; Escort Officer: OT code: C 12)		
CF-5&6	MS-Word 2010 (RK,MK&KSS)	14. Shri.K.Srinivasa Rao, Assistant Ausit Officer, ADTW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 12; Escort Officer: OT code: D 12)		
SM&OP-11&12	AP State & Subordinate Service Rules (KSR)	15. Dr.Y.Pratap Reddy, Associate Professor and Chairman BOS in Law, University College of Law, Osmania University, Hyderabad (Escort Officer: OT code: C 13)		
L&LM-5	Indian Evidence Act (Dr.Y.Pratap Reddy)			
L&LM-6	Anti-Corruption Laws – Prevention of Corruption Act (Dr.Y.Pratap Reddy)			
SM&OP-13	AP Leave Rules (BPS)	16. Shri.B.Panduranga Sharma, Accounts Officer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 13; Escort Officer: OT code: D 13)		
FM&AP-11	Budget Manual (N.Kumarbabu)	17. Shri.N.Kumar Babu, District Audit Officer, Senior Lecturer (Retd.), Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 14; Escort Officer: OT code: A 14)		
FM&AP-12&13	Accounts Procedures (Dr.KS)	18. Dr.K.Swamy, Professor, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 13)		
PA&M-11&12	Innerpowers for facing Challenges (Dr.E.V.Swaminathan)	19. Dr.E.V.Swaminathan, Management Faculty, ITM, Kharghar (Escort Officer: OT code: B 14)		
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
			PSR	Shri.P.Srinivasa Rao
			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
			KSS	Smt.K.Sree Sravanthi
		<p style="text-align: center;">ATTENDANCE IS COMPULSORY FOR PT/YOGA</p>		
Date:		Dr.O.Vijayasree Course Coordinator		