



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
17th June to 31st July, 2014

Week 3(R-2)



TIME TABLE 30.6.14 to 6.7.14

"Enduring & Ever Lasting Foundation"

TIME		Monday 30	Tuesday 1	Wednesday 2	Thursday 3	Friday 4	Saturday 5
9:30AM to 10.30AM	A	SM&OP-14 (BPS)	L&LM-5 (Dr.Y.Pratap Reddy)	PA&M-14 (LS)	L&LM-9&10 (Dr.G.Hara Gopal)	SM&OP-18 (J.Premanand)	PA&M-17 (Dr.OVS)
	B						
	C	FM&AP-12 (Dr.KS)	PA&M-14 (LS)	SM&OP-18 (J.Premanand)		PA&M-17 (Dr.OVS)	SM&OP-14 (BPS)
	D						
10.40AM to 11.40AM	A	SM&OP-15 (BPS)	L&LM-6 (Dr.Y.Pratap Reddy)	PA&M-15 (LS)	L&LM-9&10 (Dr.G.Hara Gopal)	SM&OP-19 (J.Premanand)	PA&M-18 (Dr.OVS)
	B						
	C	FM&AP-13 (Dr.KS)	PA&M-15 (LS)	SM&OP-19 (J.Premanand)		PA&M-18 (Dr.OVS)	SM&OP-15 (BPS)
	D						
11.40-12.00		TEA BREAK					
12.00Noon to 1.00PM	A	Consolidation Exercise-Recap of Last week	PA&M-13 (Dr.KT)	PA&M-16 (DLP)	FM&AP-15 (Dr.KS)	SM&OP-20 (BPS)	PA&M-19 (Dr.KT)
	B						
	C	PA&M-13 (Dr.KT)	FM&AP-14 (JVNR)				
	D						
1:00 - 2:15		LUNCH BREAK					
2:15PM to 3.15PM	A	FM&AP-14 (JVNR)	SM&OP-16 (L.Subbuddi)	L&LM-7 (K.Kuppuswamy)	CF-8	L&LM-11 (Dr.G.B.Reddy)	SM&OP-21 (L.Subbuddi)
	B						
	C	CF-7	CF-8	SM&OP-16 (L.Subbuddi)	L&LM-7 (K.Kuppuswamy)		SM&OP-22 (J.Premanand)
	D						
3.15 -3.30		TEA BREAK					
3.30PM to 4.30PM	A	CF-7	SM&OP-17 (L.Subbuddi)	L&LM-8 (K.Kuppuswamy)	CF-9	L&LM-12 (Dr.G.B.Reddy)	SM&OP-22 (J.Premanand)
	B						
	C	Consolidation Exercise-Recap of Last week	CF-9	SM&OP-17 (L.Subbuddi)	L&LM-8 (K.Kuppuswamy)		SM&OP-21 (L.Subbuddi)
	D						
V E N U E S		Full Group: Auditorium	Computer Labs:				
		A&B Groups: Room No. 123	Lab.No. 104 Lab.No. 105				
		C&D Groups: Room No. 028	Lab.No. 116				

ACADEMIC INPUTS		GUEST SPEAKERS		
SM&OP-14&15	APGPF / GLI / GIS Rules (BPS)	1. Shri.B.Panduranga Sharma, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 15; Escort Officer: OT code: D 14)		
FM&AP-12&13	Accounts Procedures (Dr.KS)	2. Dr.K.Swamy, Professor, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 15)		
PA&M-13	Personal Effectiveness: The seven habits of highly effective people: Habit-4 (Dr.KT)	3. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 16; Escort Officer: OT code: C 16)		
FM&AP-14	AP Treasury Code - Preparation of Bills & Scrutiny of Bills (JVNR)	4. Shri.JVN.Rajanikanth, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 15; Escort Officer: OT code: B 15)		
CF-7	MS-Powerpoint 2010 (RK,MK&KSS)			
L&LM-5	Indian Evidence Act (Dr.Y.Pratap Reddy)	5. Dr.Y.Pratap Reddy, Associate Professor and Chairman BOS in Law, University College of Law, Osmania University, Hyderabad (Escort Officer: OT code: B 16)		
L&LM-6	Anti-Corruption Laws – Prevention of Corruption Act (Dr.Y.Pratap Reddy)			
PA&M-14&15	Economic Restructuring Project (ERP) (LS)	6. Shri.L.Shashidhar, IAS, Joint Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 16; Escort Officer: OT code: A 17)		
CF-8&9	MS-Powerpoint 2010 (RK,MK&KSS)			
SM&OP-16&17	Noting and Drafting Skills (L.Subbuddi)	7. Shri.L.Subbuddi, Joint Director(Rtd.), Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 17; Escort Officer: OT code: C 17)		
SM&OP-18&19	Pay Fixations – Theory & Practises (J.Premanand)	8. Shri.J.Premanand, Faculty (Rtd), Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 17; Escort Officer: OT code: A 18)		
PA&M-16	Role of & Relationship between Civil Servants and Elected representatives (DLP)	9. Smt.D.Lakshmi Parthasarathy, IAS, Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 18)		
L&LM-7&8	Drafting of Affidavits & Para Wise Remarks (K.Kuppuswamy)	10. Shri.K.Kuppuswamy, Additional Secretary, Law Department, Hyderabad (Escort Officer: OT code: A 19; Escort Officer: OT code: C 18)		
L&LM-9&10	Human Rights & Laws protecting weaker sections (Dr.G.Haragopal)	11. Dr.G.Hara Gopal, Professor (Rtd), University of Hyderabad (Escort Officer: OT code: D 18)		
FM&AP-15	Accounts Procedures (Dr.KS)	12. Dr.K.Swamy, Professor, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 19)		
PA&M-17&18	Communication Skills (Dr.OVS)	13. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 20; Escort Officer: OT code: B 20)		
SM&OP-20	Useful Websites for Employees (BPS)	14. Shri.B.Panduranga Sharma, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 19)		
L&LM-11	Law of Contempt & Limitation Act (Dr.G.B.Reddy)	15. Dr.G.B.Reddy, Professor, University College of Law, Osmania University, Hyderabad (Escort Officer: OT code: D 20)		
L&LM-12	Protection of children from sexual offences Act 2012 (Dr.G.B.Reddy)			
PA&M-19	Personal Effectiveness: The seven habits of highly effective people: Habit-5 (Dr.KT)	16. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 21)		
SM&OP-21	Noting and Drafting Skills (L.Subbuddi)	17. Shri.L.Subbuddi, Joint Director (Rtd.), Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 21; Escort Officer: OT code: D 21)		
SM&OP-22	Pay Fixations – Practises (J.Premanand)	18. Shri.J.Premanand, Faculty (Rtd), Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 21; Escort Officer: OT code: A 22)		
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
YOGA / PT Classes: Daily 6.00 - 7.00 am			KBS	Shri.K.Bhavani Sankar
			PSR	Shri.P.Srinivasa Rao
Venue : VIVEKANANDA BLOCK			JVNR	Shri.JVN.Rajanikanth
			BPS	Shri.B.Panduranga Sharma
Dress code: MEN: Kurtha Pyjama WOMEN: Salwar Kameez			DVR	Shri.D.Venkata Ramana
			KRG	Shri.K.Ram Gopal
ATTENDANCE IS COMPULSORY FOR PT/YOGA			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			
Date:4.7.2014		Dr.O.Vijayasree Course Coordinator		