



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 4(R-1)
17th June to 31st July, 2014



TIME TABLE 7.7.14 to 13.7.14

"Enduring & Ever Lasting Foundation"

TIME		Monday 7	Tuesday8	Wednesday 9	Thursday 10	Friday 11	Saturday 12	
9:30AM to 10.30AM	A		Test-1	SM&OP-22 (VLNG)	FM&AP-16 (BA)	CF-13	Second Saturday (Holiday)	
	B			PA&M-20 (M.Prashanti)	SM&OP-22 (VLNG)	FM&AP-16 (BA)		CF-14
	C							
	D							
10.40AM to 11.40AM	A		PA&M-20 (M.Prashanti)	SM&OP-23 (VLNG)	FM&AP-17 (BA)	CF-14		
	B		Consolidation Exercise-Recap of Last week	PA&M-21 (M.Prashanti)	SM&OP-23 (VLNG)	FM&AP-17 (BA)		
	C							
	D							
11.40-12.00			TEA BREAK					
12.00Noon to 1.00PM	A		PA&M-21 (M.Prashanti)	SM&OP-24 (A.Venugopal Rao)	PA&M-22 (Dr.KT)	PA&M-25 (Dr.OVS)		
	B		CF-10	L&LM-15 (Dr.JR)	SM&OP-24 (A.Venugopal Rao)	PA&M-22 (Dr.KT)		
	C							
	D							
1:00 - 2:15			LUNCH BREAK					
2:15PM to 3.15PM	A		Consolidation Exercise-Recap of Last week	L&LM-13 (T.Vivek)	CF-11	PA&M-23 (Dr.VDN)		
	B		L&LM-13 (T.Vivek)	CF-11	PA&M-23 (Dr.VDN)	CF-13		
	C							
	D							
3.15 - 3.30		TEA BREAK						
3.30PM to 4.30PM	A	CF-10	L&LM-14 (T.Vivek)	CF-12	PA&M-24 (Dr.VDN)			
	B	L&LM-14 (T.Vivek)	CF-12	PA&M-24 (Dr.VDN)	CF-14			
	C							
	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						

ACADEMIC INPUTS		GUEST SPEAKERS	
PA&M-20&21	Overview of Welfare Schemes: Provisions, Scholarships – Operative Position (M.Prashanti)	1. Ms.M.Prashanti, IAS, Hyderabad (Escort Officer: OT code: A 20; Escort Officer: OT code: D 19)	
CF-10	MS-Powerpoint 2010 (RK,MK&KSS)		
L&LM-13&14	Organisations involved in Vigilance – Vigilance Procedure (T.Vivek)	2. Shri.T.Vivek, Addl Director, Revenue (Vigilance and Enforcement) (Escort Officer: OT code: C 22; Escort Officer: OT code: B 22)	
SM&OP-22&23	AP Revised Pension Rules (VLNG)	3. Shri.VLN.Gupta, Asst.Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 23; Escort Officer: OT code: D 22)	
SM&OP-24	LGS Rules (A.Venugopal Rao)	4. Shri.A.Venugopal Rao, AAO (Rtd), State Audit Department, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 23; Escort Officer: OT code: C 23)	
L&LM-15	Environmental Protection (Dr.JR)	5. Dr.J.Rajeswar, Director (Training & Research), CCC&EA, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 23)	
CF-11&12	MS-Excel 2010 (RK,MK&KSS)		
FM&AP-16&17	Duties and Responsibilities of DDOs (BA)	6. Smt.B.Aruna Kumari, Joint Director, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 24; Escort Officer: OT code: C 24)	
PA&M-22	Personal Effectiveness: The seven habits of highly effective people: Habit-6 (Dr.KT)	7. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 25; Escort Officer: OT code: D 24)	
PA&M-23&24	Gender Issues 2: Protection of Women from Domestic Violence (Act, 2005) (Dr.VDN)	8. Dr.V.Deepa Nair, Associate Professor, Urban Development Studies, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 25; Escort Officer: OT code: B 25)	
PA&M-25	Stress Management & Work-Life Balance (Dr.OVS)	9. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 24)	
CF-13&14	MS-Excel 2010 (RK,MK&KSS)		
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	PDCR	Shri.P.Dharma Chandra Reddy
CF	: Computer Fundamentals	Dr.OVS	Dr.O.Vijayasree
		BA	Smt.B.Aruna Kumari
		KBS	Shri.K.Bhavani Sankar
		PSR	Shri.P.Srinivasa Rao
YOGA / PT Classes: Daily 6.00 - 7.00 am		JVNR	Shri.JVN.Rajanikanth
		BPS	Shri.B.Panduranga Sharma
Venue :	VIVEKANANDA BLOCK	DVR	Shri.D.Venkata Ramana
Dress code:	MEN: Kurtha Pyjama	KRG	Shri.K.Ram Gopal
	WOMEN: Salwar Kameez	KS	Smt.K.Soumya Rani
ATTENDANCE IS COMPULSORY FOR PT/YOGA		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:	Dr.O.Vijayasree Course Coordinator		