



**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 5(R-2)**



**TIME TABLE 14.7.14 to 20.7.14**

"Enduring & Ever Lasting Foundation"

TIME		Monday 14	Tuesday 15	Wednesday 16	Thursday 17	Friday 18	Saturday 19
9:30AM to 10.30AM	A	Test-2	FM&AP-18 (VLNG)	L&LM-17 (KS)	SM&OP-26 (A.Venugopal Rao)	SM&OP-27 (JVNR)	FM&AP-20 (KSR)
	B						
	C	Test-2	L&LM-16 (KS)	FM&AP-18 (VLNG)	Review of Expectations & Feedback by Course Director	FM&AP-20 (KSR)	SM&OP-27 (JVNR)
	D						
10.40AM to 11.40AM	A	Consolidation Exercise-Recap of Last week	FM&AP-19 (VLNG)	L&LM-18 (KS)	CF-18	SM&OP-28 (JVNR)	FM&AP-21 (KSR)
	B						
	C	PA&M-25 (Dr.OVS)	L&LM-17 (KS)	FM&AP-19 (VLNG)	SM&OP-26 (A.Venugopal Rao)	FM&AP-21 (KSR)	SM&OP-28 (JVNR)
	D						
11.40-12.00		<b>TEA BREAK</b>					
12.00Noon to 1.00PM	A	PA&M-26 (Dr.KT)	L&LM-16 (KS)	PA&M-27 (Dr.KT)	PA&M-29 (R.Subba Rao)	PA&M-31 (PB)	PA&M-32 (PB)
	B		L&LM-19 (LS)			CF-19	FM&AP-22 (VLNG)
	C						
	D						
1:00 - 2:15		<b>LUNCH BREAK</b>					
2:15PM to 3.15PM	A	CF-15	L&LM-19 (LS)	CF-17	PA&M-30 (Malladi Krishnanand)	FM&AP-22 (VLNG)	CF-19
	B						
	C	Consolidation Exercise-Recap of Last week	CF-16	PA&M-28 (Dr.OVS)		PA&M-31 (PB)	PA&M-32 (PB)
	D						
3.15 -3.30		<b>TEA BREAK</b>					
3.30PM to 4.30PM	A	SM&OP-25 (BPS)	CF-16	PA&M-28 (Dr.OVS)	Review of Expectations & Feedback by Course Director	FM&AP-23 (VLNG)	CF-20
	B						
	C	CF-15	L&LM-18 (KS)	CF-17	CF-18	CF-20	FM&AP-23 (VLNG)
	D						
<b>V E N U E S</b>	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-25	Stress Management & Work-Life Balance (Dr.OVS)	1. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 25)	
PA&M-26	Personal Effectiveness: The seven habits of highly effective people: Habit-7 (Dr.KT)	2. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 26)	
CF-15	MS-Excel 2010 (RK,MK&KSS)		
SM&OP-25	Pay Fixations - Automatic Advancement Scheme (AAS) (BPS)	3. Shri.B.Panduranga Sharma, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 26; Escort Officer: OT code: C 26)	
FM&AP-18&19	AP Travelling Allowance (AP TA) & Leave Travel Concession (LTC) Rules (VLNG)	4. Shri.VLN.Gupta, Asst.Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 27; Escort Officer: OT code: D 26)	
L&LM-16&17	Right to Information Act (along with Film) (KS)	5. Smt.K.Soumya Rani, Junior Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 27; Escort Officer: OT code: B 27)	
L&LM-18	Right to Information Act (along with Film) (KS)	6. Smt.K.Soumya Rani, Junior Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 29; Escort Officer: OT code: B 30)	
L&LM-19	Civil Rights & Human Rights (LS)	7. Shri.L.Shashidhar, IAS, Joint Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 28; Escort Officer: OT code: A 28)	
CF-16	MS-Excel 2010 (RK,MK&KSS)		
PA&M-27	Role of Civil Society Organizations / NGOs (Dr.KT)	8. Dr.K.Tirupataiah, IFS, Additional Director General, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 28)	
CF-17	MS-Excel 2010 (RK,MK&KSS)		
PA&M-28	Stress Management & Work-Life Balance (Dr.OVS)	9. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 28; Escort Officer: OT code: A 29)	
SM&OP-26	AP Ministerial Service Rules (A.Venugopal Rao)	10. Shri.A.Venugopal Rao, AAO (Rtd), State Audit Department, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 29; Escort Officer: OT code: A 30)	
	Review of Expectations & Feedback by Course Director (Dr.OVS)	11. Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: D 27; Escort Officer: OT code: A 32)	
CF-18&19	Internet (RK,MK&KSS)		
PA&M-29	Prevention of SC/ST atrocities PCR & POA act (R.Subba Rao)	12. Shri.R.Subba Rao, Retired as Secretary SC/ST Commission (Escort Officer: OT code: B 29)	
PA&M-30	Media Relations (Malladi Krishnanand)	13. Shri.Malladi Krishnanand, Joint Director, Information and Public Relations (I&PR) Department (Escort Officer: OT code: C 30)	
SM&OP-27&28	Medical Attendance Rules (JVNR)	14. Shri.JVN.Rajanikanth, Senior Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 31; Escort Officer: OT code: D 30)	
FM&AP-20&21	Audit Objections – What is Audit Objects; How to do it, Reply to Audit objection & Types of Audit (KSR)	15. Shri.K.Srinivasa Rao, Assistant Ausit Officer, ADTW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: C 31; Escort Officer: OT code: B 31)	
PA&M-31	Ethics in Administration (PB)	16. Smt.P.Bharathi, Senior Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 32; Escort Officer: OT code: C 32)	
FM&AP-22&23	Loans and Advances – Different Types, Eligibility & Scrutiny of advances (VLNG)	17. Shri.VLN.Gupta, Asst.Lecturer, ATW, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: A 33; Escort Officer: OT code: D 32)	
PA&M-32	Ethics in Administration (PB)	18. Smt.P.Bharathi, Senior Faculty, Dr.MCR HRD IAP, Hyderabad (Escort Officer: OT code: B 33; Escort Officer: OT code: D 31)	
CF-20	Hands on Practice & Review (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
		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
ATTENDANCE IS COMPULSORY FOR PT/YOGA			
Venue :	VIVEKANANDA BLOCK		
Dress code:	MEN: Kurtha Pyjama WOMEN: Salwar Kameez		
Date:		Dr.O.Vijayasree Course Coordinator	