



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Foundation Course for Assitant Section Officers
From 01.06.2015 to 22.08.2015

		WEEKLY SCHEDULE					WEEK-1 - R1	
		01.06.2015 to 06.06.2015						
		01.06.2015 Monday	02.06.2015 Tuesday	03.06.2015 Wednesday	04.06.2015 Thursday	05.06.2015 Friday	06.06.2015 Saturday	
9.30am to 10.30am	A	& I N A U G U R A T I O N & O V E R V I E W	Motivation at Work (Dr.O. Vijayasree)	Constitutional Provisions - Service Matters (Sri A.Venu Gopal Rao)	SOM - overview (Sri K. Venkata Krishna)	Foundation - 7 Habits of Highly effective people (Dr KT)	Overview of Business Rules (Sri K. Venkata Krishna)	
	B							
10.40am to 11.40am	A		Motivation at Work (Dr.O. Vijayasree)	Constitutional Provisions - Service Matters (Sri A.Venu Gopal Rao)	SOM - overview (Sri K. Venkata Krishna)	7 Habits of Highly effective people - Habit - 1 (Dr KT)	Overview of Business Rules (Sri K. Venkata Krishna)	
	B							
TEA B R E A K								
12.00 Noon to 1.00 pm	A		Expectations	IT - e-gov. Introductory Session (Sri K. Ramakistappa)	SOM - overview (Sri K. Venkata Krishna)	Conduct Rules (Sri K. Anil Kumar)	Overview of Business Rules (Sri K. Venkata Krishna)	
	B							
L U N C H B R E A K								
2.15pm to 3.15pm	A		Organs of the Govt. (Sri V.Ravindra Sastry)	Center State relations - 73rd & 74th Amendments (Sri V.Ravindra Sastry)	Conduct Rules (Sri K. Anil Kumar)	AP Travelling Allowance Rules (Sri N. Laxmoji Rao)	Fundamental Rules (N. Kesava Murthy)	
	B							
TEA B R E A K								
3.30pm to 4.30pm	A		Ice Breaking (Sri Kalluri Nageswara Rao)	Organs of the Govt. (Sri V.Ravindra Sastry)	73rd & 74th Amendments (Sri V.Ravindra Sastry)	Conduct Rules (Sri K. Anil Kumar)	AP Travelling Allowance Rules (Sri N. Laxmoji Rao)	Fundamental Rules (N. Kesava Murthy)
	B							
V E N U E			Hall No.: 023		1) Registrations will be held on 1.6.2015 from 10.00am to 11.15am in Room No. 023 2) Course Overview will be held from 11.30am to 1.00 pm 3) Inauguration of the Course will be held on 1.6.2015 at 3.00pm 4) Yoga classes will be commenced from 3.6.2015			

ACADEMIC INPUTS		GUEST SPEAKERS	
Course Overview & Shistachar - Smt. K. Soumya Rani			
Ice Breaking - Sri K. Nageswara Rao			
Motivation at Work - Dr OVS		Escort Officer - Mr. Murali Mohan Reddy, A01	
General Principles of Law - Dr RM		Escort Officer: Mr A. Tirupathi, A02	
Organs of the Government		Prof. V. Ravindra Sastry (Rtd), Osmania University, Hyderabad (Escort Officer - Mr Ch. Leela Madhav, A03)	
Centre State relations - 73rd & 74th Amendments			
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Constitutional Provisions - Service Matters		Sri A.Venu Gopal Rao, Assistant Audit Officer (Rtd), State Audit Department (Escort Officer -Mr M. Madhu Babu, A04)	
Online Feed Back - Sri Rama Kistappa		Escort Officer: Mr P. Mani, A05	
Secretariat Office Manual - Overview		Sri K. Venkata Krishna, Dy. Secretary, PR&RD Dept. (Escort Officer: Mr A. Siva Sankara Rao, A 06)	
Conduct Rules - Sri KAK		Escort Officer: Mr N. Subba Rao, A 07	
Foundation - 7 Habits of Highly effective people - Dr.KT		Escort Officer: Mrs P. Prasanna Lakshmi, A 08	
Communications Skills - Dr OVS		Escort Officer : Mr T. Narayana, A09	
Fundamental Rules		Sri N. Kesava Murthy, Senior Faculty (Retd.), MCRHRDI (Escort Officer - Mr G. Dasharatham, A10)	
Overview of Business Rules		Sri K. Venkata Krishna, Dy. Secretary, PR&RD Dept. (Escort Officer: Mrs M. Manikyam, A11)	
Computer Basics - Sri Rama Kistappa		Escort Officer : Sri M. Manideepa Valli, A 12	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGE	: Public Administration, Governance & Ethics	VKA	Shri Vinod K. Agrawal, IAS
SOM&BR	: Secretariat Office Manual & Business Rules	Dr.KT	Dr. K. Tirupataiah, IFS
L&LM	: Law & Legal Matters	LS	Shri. L. Shashidhar, IAS
M & ES	: Management and Environmental Studies	KNR	Shir K. Nageswara Rao
SM&OP	: Service Matters & Office Procedures	Dr.KS	Dr.K.Swamy
IT & e-Gov.	: Information Technology & e-Governance	Dr.OVS	Dr.O.Vijayasree
		Dr WGP	Dr W.G. Prasanna Kumar
		Dr.VDN	Dr. V. Deepa Nair
		PSR	Sri P. Srinivasa Rao
		SRS	Sri S. Rajasekhar
YOGA Classes:		Dr.RM	Dr. R.Madhavi
		PB	Smt P. Bharathi
		KRG	Sri K.Ram Gopal
		YS	Smt Yasmeen Sulthana
Venue:	VEVEKANANDA BLOCK	JVNR	Sri JVN Rajanikanth
Dress	MEN: Kurtha, pyjama	BhPS	Sri Bh. Panduranga Sarma
Code:	WOMEN: Salwar, Kameez	VLNG	Sri VLN. Gupta
ATTENDANCE IS COMPULSORY FOR YOGA ALSO		KSR	Sri K. Srinivasa Rao
		KAK	Sri K. Anil Kumar
		KSR	Smt K. Soumya Rani
		DVR	Sri D.V. Ramana
		NVCR	Sri NVC Rajesh
		KGR	Sri K.G. Rama Kistappa
		MK	Sri Mohammad Khadeer