



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

		WEEKLY SCHEDULE				WEEK-2 R1
		08.06.2015 to 12.06.2015				
	08.06.2015 Monday	09.06.2015 Tuesday	10.06.2015 Wednesday	11.06.2015 Thursday	12.06.2015 Friday	
9.30am to 10.30am	Genral Principles of Law (Dr R. Madhavi)	Fundamental Rules (N. Kesava Murthy)	Pay Fixations - AAS - Exercises (Sri T.M. Basha)	Pension Rules (Sri Shankaraiah)	Pension Rules - Exercises (Sri Shankaraiah)	
10.40am to 11.40am	Principles of Natural Justice (Dr R. Madhavi)	Fundamental Rules (N. Kesava Murthy)	Pay Fixations - AAS - Exercises (Sri T.M. Basha)	Pension Rules (Sri Shankaraiah)	Contributory Pension Scheme (Sri Shankaraiah)	
<b>TEA B R E A K</b>						
12.00 Noon to 1.00 pm	APCS (CCA) Rules (Sri B. Ramaiaah, IAS ®)	Fundamental Rules (N. Kesava Murthy)	Pay Fixations - AAS - Exercises (Sri T.M. Basha)	Habit -2 (Dr KT)	IPC - Punishments (Dr RM)	
<b>L U N C H B R E A K</b>						
2.15pm to 3.15pm	APCS (CCA) Rules (Sri B. Ramaiaah, IAS ®)	Vigilance Procedures & Mock Enquiry (Sri G. Siva Kumar Reddy)	Calculation of Income Tax for salaried people (Sri BNN Laxmoji Rao)	Overview of IPC (Dr RM)	Criminal Procedure Code (CPC) - An overview (Dr RM)	
<b>TEA B R E A K</b>						
3.30pm to 4.30pm	APCS (CCA) Rules (Sri B. Ramaiaah, IAS ®)	Vigilance Procedures & Mock Enquiry (Sri G. Siva Kumar Reddy)	Calculation of Income Tax for salaried people (Sri BNN Laxmoji Rao)	IPC - General Exceptions (Dr RM)	Criminal Procedure Code (CPC) - An overview (Dr RM)	
<b>V E N U E</b>			Room No. 023			

ACADEMIC INPUTS		GUEST SPEAKERS	
General Principles of Law		Dr R. Madhavi (Escort Officer - B. Nagabhusanam, A 14)	
Principles of Natural Justice			
APCS (CCA) Rules		Sri B. Ramaiah, IAS @ (Escort Officer - G.P. Venkateswarlu, A13)	
Fundamental Rules		Sri N. Kesava Murthy (Escort Officer - Sri K. Bhagya Naga Raju, A15)	
Vigilance Procedures & Mock Enquiry		Sri G. Siva Kumar Reddy, Joint Director, Treasuries & Accounts Dept. (Escort Officer - Sri K. Rakesh, A 16)	
Pay Fixations - AAS		Sri T.M. Basha, AAO, Civil Supplies Dept. (Escort Officer - Ms N. Swathi, A 17)	
Calculations of Income Tax for salaried people		Sri BNN Laxmoji Rao, AAO (Escort Officer - Sri M. Mutta Reddy, A 18)	
Pension Rules		Sri Shankaraiah, AAO (retd.), MCRHRDI (Sri T. Raghupathi Reddy, A 19)	
Contributory Pension Scheme			
7 Habits of Highly effective people - Habit - 2		Dr K. Tirupataiah, IFS, Addl. Director General (Escort Officer - Sri L. Sridhar, A 20)	
Overview of IPC		Dr R. Madhavi (Escort Officer - Sri B. Rajendar, A 21)	
IPC - General Exceptions			
IPC - Punishments			
Criminal Procedure Code			
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
YOGA Classes: 6.30 am to 7.30am		Dr WGP	Dr W.G. Prasanna Kumar
		Dr.VDN	Dr. V. Deepa Nair
		PSR	Sri P. Srinivasa Rao
		SRS	Sri S. Rajasekhar
		Dr.RM	Dr. R.Madhavi
Venue: VEVEKANANDA BLOCK		PB	Smt P. Bharathi
		KRG	Sri K.Ram Gopal
		YS	Smt Yasmeen Sulthana
		JVNR	Sri JVN Rajanikanth
Dress Code: MEN: Kurtha, pyjama WOMEN: Salwar, Kameez		BhPS	Sri Bh. Panduranga Sarma
		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
		BNNLR	Sri B.N.N. Laxmoji Rao
		KGR	Sri K.G. Rama Kistappa
		MK	Sri Mohammad Khadeer