



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

		WEEKLY SCHEDULE				WEEK - 3	
		15.06.2015 to 20.06.2015					
	15.06.2015 Monday	16.06.2015 Tuesday	17.06.2015 Wednesday	18.06.2015 Thursday	19.06.2015 Friday	20.06.2015 Saturday	
9.30am to 10.30am	Accounts Code (Sri G. Rajeswara Rao)	A.P. State & Subordinate Service Rules (Sri K. Sreeram Prasad)	Introduction to State Budget (Sri Sudhakar Rao)	AP Ministerial Service Rules (Sri A. Venugopal Rao)	A.P. Secretariat Sub-ordinate Service Rules (Sri P.Sambasiva Rao)	Positive Pschycology (Sri NVCR)	
10.40am to 11.40am	Accounts Code (Sri G. Rajeswara Rao)	A.P. State & Subordinate Service Rules (Sri K. Sreeram Prasad)	Introduction to State Budget (Sri Sudhakar Rao)	Last Grade Service Rules (Sri A. Venugopal Rao)	A.P. Secretariat Sub-ordinate Service Rules (Sri P.Sambasiva Rao)	Habit 3 (Dr KT)	
TEA B R E A K							
12.00 Noon to 1.00 pm	Accounts Code (Sri G. Rajeswara Rao)	A.P. State & Subordinate Service Rules (Sri K. Sreeram Prasad)	Habit-2 (Dr KT)	Ethics & Social Responsibility (Sri SRS)	RTI (Smt KSR)	Business Rules (Sri Alexandar)	
L U N C H B R E A K							
2.15pm to 3.15pm	Indian Evidence Act (Dr RM)	Integrated Medical Attendance Rules (Sri JVNR)	Human Rights (Dr RM)	Business Rules (Sri Alexandar)	Business Rules (Sri Alexandar)	Business Rules (Sri Alexandar)	
TEA B R E A K							
3.30pm to 4.30pm	Indian Evidence Act (Dr RM)	Integrated Medical Attendance Rules (Sri JVNR)	Human Rights (Dr RM)	Business Rules (Sri Alexandar)	Business Rules (Sri Alexandar)	Business Rules (Sri Alexandar)	
VENUE- Room 023 Art of Living classes are scheduled from 16.6.2015 to 20.6.2015 Timings: from 5.45am to 8.00am Venue: Vivekananda Block							

ACADEMIC INPUTS		GUEST SPEAKERS	
Accounts Code		Sri G. Rajeswara Rao, Sr AO (Retd.), AG's Office (Escort Officer - Sri S. Chiranjeevi A 22)	
Indian Evidence Act (Dr RM)		Escort Officer - Sri A. Siriyaala, A 23	
Human Rights (Dr RM)			
A.P. State & Subordinate Service Rules		Sri K. Sreeram Prasad, Director, State Audit Dept. (Escort Officer - Smt L. Saritha, A 24)	
Integrated Medical Attendant Rules (Sri JVNR)		Escort Officer - Sri T. Srinivasa Rao, A 25	
Introduction to State Budget		Sri Sudhakar Rao, Section Officer, Finance Dept. (Escort Officer - Sri K. Mahender, A 26)	
7 Habits of Highly effective people - Habit - 2 (Dr KT)		Escort Officer - Sri D. Nagi Reddy, A 27	
7 Habits of Highly effective people - Habit - 3 (Dr KT)			
Positive Psychology (Sri NVCR)		Escort Officer - Sri V. Karuna, A 28	
AP Ministerial Service Rules		Sri A. Venugopal Rao, AAO (Retd.) (Escort Officer - Sri A. Sandeep, A 29)	
Last Grade Service Rules			
Business Rules - Introduction to Secretariat Business Rules and Secretariat Instructions - Consultation of Finance and Law Departments		Sri R. Alexander, S.O.(retd.) (Escort Officer - Sri N. Srinivas, A 30)	
before council - Cases to be brought before Chief Minister and Governor			
Business Rules - Powers of Governor, Council and Chief Minister Functions of Ministers and Functions of Secretaries			
A.P. Secretariat Sub-ordinate Service Rules		Sri P. Sambasiva Rao, Deputy Secretary (retd.), GAD (Services) (Escort Officer - Sri T. Panduranga Reddy, A 31)	
Loans & Advances (Sri VLNG)		Escort Officer - Sri Y. Venkanna Goud, A 32	
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
ART OF LIVING CLASSES : 5.45 AM TO 8.00AM		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 ART OF LIVING CLASSES		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		