



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

		WEEKLY SCHEDULE				WEEK - 4	
		22.06.2015 to 27.06.2015					
	22.06.2015 Monday	23.06.2015 Tuesday	24.06.2015 Wednesday	25.06.2015 Thursday	26.06.2015 Friday	27.06.2015 Saturday	
9.30am to 10.30am	Law of Contempt (Sri G.B.Reddy)	APGPF Rules, GIS Rules and APGLI Rules (Sri J. Premanand)	A.P. Financial Code (Sri G. Sivakumar Reddy)	Computers	Computers	Computers	
10.40am to 11.40am	Limitations Act (Sri G.B.Reddy)	APGPF Rules, GIS Rules and APGLI Rules (Sri J. Premanand)	A.P. Financial Code (Sri G. Sivakumar Reddy)	Computers	Computers	Computers	
<b>TEA B R E A K</b>							
12.00 Noon to 1.00 pm	Child Labour Act (Sri KRG)	A.P. Leave Rules (Sri Bh.PS)	A.P. Financial Code (Sri G. Sivakumar Reddy)	Computers	Computers	Computers	
<b>L U N C H B R E A K</b>							
2.15pm to 3.15pm	A.P. Secretariat Service Rules (Sri P.Sambasiva Rao)	A.P. Leave Rules (Sri Bh.PS)	Right to Education Act (Sri N. Upender Reddy)	Computers	Computers	Computers	
<b>TEA B R E A K</b>							
3.30pm to 4.30pm	A.P. Secretariat Service Rules (Sri P.Sambasiva Rao)	A.P. Leave Rules (Sri Bh.PS)	Right to Education Act (Sri N. Upender Reddy)	Computers	Computers	Computers	
Venue : 023		Basics of Computers sessions will be held in Computer Lab 116, First Floor					

ACADEMIC INPUTS		GUEST SPEAKERS	
Law of Contempt and Limitations Act		Sri G.B. Reddy, Professor, University College of Law, OU (Escort Officer - Sri Y. Venkanna Goud, A 32)	
The Child Labour (Prohibition & Regulation) Act (Sri KRG)		Escort Officer - Ms V. Sumalatha, A 33	
A.P. Secretariat Service Rules		Sri P. Sambasiva Rao, Deputy Secretary (retd.), GAD (Services) (Escort Officer - Sri T. Raju, A 34 )	
APGPF Rules, GIS Rules and APGLI Rules		Sri J. Premanand, Faculty (retd.), MCRHRDI (Escort Officer - Sri Sunil Kumar Ravi, A35 )	
A.P. Leave Rules (Sri Bh.PS)		Escort Officer - Sri B. Srinivas, A 36	
A.P. Financial Code		Sri G. Sivakumar Reddy, Joint Director, Treasuries & Accounts Dept. (Escort Officer - Sri TVK Rangacharyulu, A 37)	
Right to Education Act		Sri N. Upender Reddy, Professor, SCERT (Escort Officer - Sri K. Srinivas, A 38)	
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
<b>YOGA CLASSES FROM 6.30AM TO 7.30AM</b>		Dr.RM	Dr. R.Madhavi
		PB	Smt P. Bharathi
		KRG	Sri K.Ram Gopal
		YS	Smt Yasmeen Sulthana
<b>Venue:</b>	VEVEKANANDA BLOCK	JVNR	Sri JVN Rajanikanth
		BhPS	Sri Bh. Panduranga Sarma
<b>Dress Code:</b>	MEN: Kurtha, pyjama	VLNG	Sri VLN. Gupta
	WOMEN: Salwar, Kameez	KSR	Sri K. Srinivasa Rao
<b>ATTENDANCE IS COMPULSORY FOR YOGA CLASSES ALSO</b>		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