



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

		<b>WEEKLY SCHEDULE</b>				<b>WEEK - 6 R2</b>
		<b>6.7.2015 to 10.7.2015</b>				
	<b>6.7.2015 Monday</b>	<b>7.7.2015 Tuesday</b>	<b>8.7.2015 Wednesday</b>	<b>9.7.2015 Thursday</b>	<b>10.7.2015 Friday</b>	
<b>9.30am to 10.30am</b>	<b>Noting &amp; Drafting</b> (Sri K. Venkata Krishna)	<b>Duties &amp; Responsibilities of DDOs</b> (Sri T. Sambasiva Rao)	<b>Habit 5 (Dr KT)</b>	<b>RTI</b> (Smt KSR)	<b>RTI Cases</b> (Smt KSR)	
<b>10.40am to 11.40am</b>	<b>Noting &amp; Drafting</b> (Sri K. Venkata Krishna)	<b>Duties &amp; Responsibilities of DDOs</b> (Sri T. Sambasiva Rao)	<b>e- Governance &amp; ICT for development (Sri PSR)</b>	<b>RTI</b> (Smt KSR)	<b>Official Language &amp; Drafting in Telugu (Sri DSV Prasad)</b>	
<b>TEA BREAK</b>						
<b>12.00 Noon to 1.00 pm</b>	<b>Noting &amp; Drafting</b> (Sri K. Venkata Krishna)	<b>Effective Communcation &amp; Team Building</b> (Prof. K. Swamy)	<b>Contract Act</b> (Dr RM)	<b>Interpersonal Relations &amp; Stress Management</b> (Smt PB)	<b>Official Language &amp; Drafting in Telugu (Sri DSV Prasad)</b>	
<b>LUNCH BREAK</b>						
<b>2.15pm to 3.15pm</b>	<b>Practice for cultural programme</b>	<b>Civil Rights Act</b> (Sri B. Ramaiah, IAS®)	<b>Preparation of Bills</b> (Sri K. Kuppuswamy)	<b>Leave Rules</b> (Sri BPS)	<b>Sexual Harrassment of Women at Work Place (Prevention, Prohibition &amp; Redressal) Act 2013 (Dr VDN)</b>	
<b>TEA B R E A K</b>						
<b>3.30pm to 4.30pm</b>	<b>Practice for cultural programme</b>	<b>SC &amp; ST (Prevention of Attrocities) Act</b> (Sri B. Ramaiah, IAS ®)	<b>Preparation of Bills</b> (Sri K. Kuppuswamy)	<b>Leave Rules</b> (Sri BPS)	<b>Sexual Harrassment of Women at Work Place (Prevention, Prohibition &amp; Redressal) Act 2013 (Dr VDN)</b>	
<b>Venue : 023</b>						

ACADEMIC INPUTS		GUEST SPEAKERS	
Noting & Drafting - Procedure in dealing with files involving financial implications		Sri K. Venkata Krishna, Dy Secretary to Govt., PR & RD Dept. (Escort Officer - Sri Dasharatham, A10)	
Noting & Drafting - Circulation - Procedure on return from circulation - General instructions - Proecure relating to tour circulation			
Duties and Responsibilities of DDOs		Sri T. Sambasiva Rao, Accounts Officer, Medical & Health Dept. (Escort Officer - Smt M. Manikyam, A 11)	
Effective Communication & Team Building (Dr KS)		Escort Officer - Smt Manideepa Valli, A 12	
Civil Rights Act & SC ST (Prevention of Atrocities) Act		Sri B. Ramaiah, IAS® (Escort Officer - Sri G.P. Venkateswarlu, A13)	
7 Habits of Highly effective people - Habit 5 (Dr KT)		Escort Officer - Sri B. Nagabhushanam, A 14	
7 Habits of Highly effective people - Habit 6 (Dr KT)			
Official Language & Drafting in Telugu		Sri DSV Prasad, Addl. Secy (retd.), Law Dept. (Escort Officer - Sri K. Bhagya Nagaraju, A 15)	
Preparation of Bills		Sri K. Kuppuswamy, Dy Secretary (retd.), Law Dept. (Escort Officer - Sri K. Rakesh, A16)	
Legislative Procedure, Committees, LAQs & LCQs			
Papers to be referred to Finance & Law Depts.			
Interpersonal Relations & Stress Management (Smt PB)		Escort Officer - Smt N. Swathi, A17	
Contributory Pension Scheme (Sri KSR)		Escort Officer - Sri M. Mutta Reddy, A18	
Leave Rules (Sri Bh PS)		Escort Officer - Sri T. Raghupathi Reddy, A19	
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
Art of Living Followup & Yoga Classes: From 7.00AM to 8.00AM		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
		BhPS	Sri Bh. Panduranga Sarma
Dress Code:	MEN: Kurtha, pyjama	VLNG	Sri VLN. Gupta
	WOMEN: Salwar, Kameez	KSR	Sri K. Srinivasa Rao
ATTENDANCE IS COMPULSORY		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