



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

		WEEKLY SCHEDULE				WEEK - 7 R3
		13.07.2015 to 17.7.2015				
	13.7.2015 Monday	14.7.2015 Tuesday	15.7.2015 Wednesday	16.7.2015 Thursday	17.7.2015 Friday	
9.30am to 10.30am	Papers to be referred to Finance & Law Depts (Sri K. Kuppuswamy)	Contributory Pension Scheme (Sri KSR)	Social Accountability & Social Audit (Sri Ch. Yekambaram)	Noting & Drafting (Sri K. Venkata Krishna)	Local Governments - Operationalisation of Provisions of 73rd Amendment - Role of Line Departments (Sri K. Venkata Krishna)	
10.40am to 11.40am	Papers to be referred to Finance & Law Depts (Sri K. Kuppuswamy)	Legislative Procedure, Committees, LAQs & LCQs (Sri K. Kuppuswamy)	Social Accountability & Social Audit (Sri Ch. Yekambaram)	Noting & Drafting (Sri K. Venkata Krishna)	Project Briefing (Sri K. Venkata Krishna)	
TEA BREAK						
12.00 Noon to 1.00 pm	Interpersonal Relations (Smt PB)	Legislative Procedure, Committees, LAQs & LCQs (Sri K. Kuppuswamy)	Habit 6 (Dr KT)	Records Management System (Sri R. Alexander)	Project Briefing (Sri K. Venkata Krishna)	
LUNCH BREAK						
2.15pm to 3.15pm	Scope of audit, audit objections and replying (Sri Mallikarjuna Sarma)	Govt. Cash & Debt. Management (Sri S.S. Sudhakar)	Treasury Code (Sri JVNR)	Procedure in dealing with proposals for legislation questions - resolutions - Budget demands in legislature (Sri R. Alexander)	Disaster Management (Smt KSR)	
TEA BREAK						
3.30pm to 4.30pm	Scope of audit, audit objections and replying (Sri Mallikarjuna Sarma)	Govt. Cash & Debt. Management (Sri S.S. Sudhakar)	Treasury Code (Sri JVNR)	Open Session (doubts clarification on SOM & BR) (Sri R. Alexander)	Open Session	
Venue : 023						

ACADEMIC INPUTS		GUEST SPEAKERS	
Papers to be referred to Finance & Law Depts.		Sri K. Kuppuswamy, Dy Secretary (Retd.), Law Dept. (Escort Officer - Sri L. Sridhar, A20)	
Legislative Procedure, Committees, LAQs & LCQs			
Interpersonal Relations (Smt PB)		Escort Officer - Sri B. Rajender, A 21	
Scope of audit, audit objections and replying		Sri Mallikarjuna Sarma, Sr Audit Officer, AG's Office (Escort Officer - Sri S. Chiranjeevi, A 22)	
7 Habits of Highly effective people - Habit 6 (Dr KT)		Escort Officer - Sri A. Shiryala, A 23	
7 Habits of Highly effective people - Habit 7 (Dr KT)			
Practicing 7 Habits			
Contributory Pension Scheme (Sri KSR)		Escort Officer - Smt L. Saritha, A 24)	
Govt. Cash and Debt. Management		Sri S.S. Sudhakar, Section Officer, Finance Dept., TS	
Social Accountability & Social Audit		Sri Ch. Yekambaram, Programme Manager, Capacity Building, SSAAT (Escort Officer - Sri T. Sreenivasa Rao, A 25)	
Records Management System - Central Records Section -		Sri Alexandar, S.O. (retd.) (Escort Officer - Sri K. Mahender, A 26	
Procedure in dealing with proposals for legislation questions - resolutions - Budget demands in legislature			
Noting & Drafting: Circulation - Procedure on return from circulation - General instructions - Proecure relating to tour circulation		Sri K. Venkata Krishna, Dy Secretary, PR & RD Dept. (Escort Officer - Sri D. Nagi Reddy, A 27)	
Secretariat Attachment - Briefing			
Local Govts.- operationalism of provisions of 73rd Amendment - Role of Line Departments			
Treasury Code (Sri JVNR)		Escort Officer - (Sri V. Karuna, A 28)	
Disaster Management (Smt KSR)			
Climate Change (Smt VBN)		Escort Officer - (Sri A. Sandeep, A 29)	
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