



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH

Foundation Course for Assistant Section Officers

1st February - 2nd April, 2011

Week 5

WEEKLY SCHEDULE

28.02.2011 to 05.03.2011

TIME		Monday 28	Tuesday 01	Wednesday 02	Thursday03	Friday 04	Saturday05
9.30 am	A						
	B						
to	C						
10:40am	D						
10.50am	A	V	V	V	V	V	V
	B	I	I	I	I	I	I
to	C	L	L	L	L	L	L
	D	L	L	L	L	L	L
12.00noon		A	A	A	A	A	A
12:00 -12:20pm							
12.20 pm	A	G	G	G	G	G	G
	B	E	E	E	E	E	E
to	C						
1.30 pm	D	V	V	V	V	V	V
1:30pm-2:50pm							
2.50 pm	A	I	I	I	I	I	I
	B	S	S	S	S	S	S
to	C	I	I	I	I	I	I
	D	T	T	T	T	T	T
04.00 pm							
4.00 pm-04.20 pm							
04.20pm	A						
	B						
to	C						
05.30 pm	D						

V E N U E	Computer Labs : Lab.No.304 Lab.No.316	A Group-H.No.228 B Group-H.No.225 C Group-H.No.415 D Group-H.No.422 Full Group:Auditorium Half Groups: Auditorium & Thungabhadra Conference Hall
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ACADEMIC INPUTS				GUEST SPEAKERS	
SM&OP-1	A.P.G.P.F. Rules - (TSR)				
SM&OP-4 & 5	A.P. State and Subordinate Rules - (KSRP)				
L&LM -16	Environmental Governance and Forest Conservation Act (GCS)				
PAGEM&ES-27	Team building (Dr.OVS)				
SOM &BR-21	Papers to be referred to Law Department, GAD & Finance Department			Sri K. Kuppuswamy, Additional Secretary (Rtd), Law Department	
SOM &BR-22	Preparation of aBill, Statement of Objects and Financial Memorandum			Sri K. Kuppuswamy, Additional Secretary (Rtd), Law Department	
SUBJECTS ABBREVIATIONS				FACULTY ABBREVIATIONS	
PAGEM&ES	:	Public Administration, Governance, Ethics, Management and Environmental Studies		MSZ	Shri Md.Shafiquz Zaman, IAS
SOM&BR	:	Secretariat Office Manual and Business Rules		AP	Shri Ajoyendra Pyal, IAS
E & FM	:	Economics and Financial Management		DCP	Shri D.Chakrapani, IAS
L&LM	:	Law & Legal Matters		MRP	Shri M.Rama Prasad, IFS
SM&OP	:	Service Matters & Office Procedures		GCS	Shri G. Chandra Sekhar Reddy, IFS
Computer	:	Computer Training		KNR	Shri K.Nageswara Rao
				Dr.OVS	Dr.O.Vijayasree
PT Sessions: Daily 6.15 - 7.00am				SRS	Shri S. Rajasekhar
				SSK	Ms. S. Sasikala
				LS	Shri L.Subuddhi
PT VENUE	:	MEN	Lawn behind administrative block	SkMP	Shri Shaik Mehboob Peera
	:	WOMEN	Lawns behind DG Bungalow	KSRP	Shri K. Sree Ram Prasad
				DSP	Shri D.Siva Prasad
Dress code:	MEN	:	Track suit & Jogging shoes	RVR	Shri R.Venkata Ramana
	WOMEN:		Track suit & Jogging shoes	Dr.JR	Dr. J. Rajeswar
ATTENDANCE IS COMPULSORY FOR PT				NKB	Shri N. Kumar Babu
				VUL	Smt V.Udaya Lakshmi
				SR	Smt S. Rupa
				PB	Ms.P.Bharathi
				YIP	Ms. Y. Indira Priyadarshini
				TSR	Shri T.Sambasiva Rao
				RH	Ms.R.Hiranmayi
				MJ	Ms. Meena Jagirdhar
				ND	Ms.Nivedita
				KS	K.Soumya Rani
				Date: 26.02.2011	