



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Course for Assistant Section Officers of AP Secretariat
27th June, 2011 to 27th August, 2011

WEEKLY SCHEDULE
04.07.2011 to 09.07.2011

WEEK-2

	04.07.2011 Monday	05.07.2011 Tuesday	06.07.2011 Wednesday	07.07.2011 Thursday	08.07.2011 Friday	09.07.2011 Saturday
9.30am to 10.40am	SOM & BR-2&3 (K.V. Krishna)	PAGE M &ES-10 (N.Upender Reddy)	SOM & BR 4 &5 (P.B.K.Sastry)	SOM & BR - 6 & 7 (K.Kuppuswamy)	SOM & BR - 9 & 10 (K.Kuppuswamy)	S E C O N D S A T U R D A Y
10.50 am to 12.00noon	SOM & BR-2&3 (K.V. Krishna)	E&FM- 3&4 (N.Kesava Murthy)	SOM & BR 4 &5 (P.B.K.Sastry)	SOM & BR - 6 & 7 (K.Kuppuswamy)	SOM & BR - 9 & 10 (K.Kuppuswamy)	
T E A B R E A K (12.00noon-12.20pm)						
12.20 pm to 1.30 pm	Computer - 4	E&FM- 3&4 (N.Kesava Murthy)	E & FM - 7 & 8 (SR)	SOM & BR - 8 (P.B.K.Sastry)	PAGE M&ES- 11 (SR)	
L U N C H B R E A K (1.30pm - 2.30pm)						
2.30pm to 3.40pm	E&FM- 1&2 (N.Kesava Murthy)	E&FM- 5 & 6 (Rajeswara Rao)	E & FM - 7 & 8 (SR)	L & LM - 6 (Dr.P.Madhavi)	L & LM - 7 (Srinivas)	
T E A B R E A K (3.40pm - 4.00pm)						
4.00pm to 5.10pm	E&FM- 1&2 (N.Kesava Murthy)	E&FM- 5 & 6 (Rajeswara Rao)	Computer- 5	Computer -6	Computer -7	
V E N U E	ASOs: H.No.: 415 PDTs:H. No.: 312 Full Group: Hall No.: 415		Computer Labs : Lab No.304 Lab No.316			

ACADEMIC INPUTS		GUEST SPEAKERS	
SOM & BR - 2 & 3	Tappals & Registry of Papers	Sri K. Venkata Krishna, Assistant Secretary, PR & RD Dept. A.P.Secretariat	
SOM & BR - 4 & 5	Duties and Responsibilities of Different Functionaries	Sri P.B.K. Sastry, Joint Secretary (R) , GA (Services) Department, A.P.Secretariat.	
SOM & BR - 6 & 7	Classification of Business Rules	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SOM & BR - 8	Forms & Rules of Correspondence	Sri P.B.K. Sastry, Joint Secretary (R) , GA (Services) Department, A.P.Secretariat.	
SOM & BR - 9 & 10	Procedure in dealing with files	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
E & FM - 1 & 2	Financial Code	Sri N. Kesava Murthy, Joint Director @, Treasuries & Accounts Department	
E & FM - 3 & 4	Financial Code	Sri N. Kesava Murthy, Joint Director @, Treasuries & Accounts Department	
E & FM - 5 & 6	Accounts Code	Sri Rajeswara Rao, Senior Accounts Officer (R) , AG Office	
E & FM - 7 & 8	Budget Manual (SR)		
PAGE M & ES- 10	Right to Education Act	Sri N.Upender Reddy, Professor, SCERT	
PAGE M & ES- 11	Protocol (SRS)		
L & LM -6	Human Rights	Dr. P.Madhavi, Head of the Department, Kasturba College for Women	
L & LM - 7	Tribal Laws	Sri Srinivas, Assistant Professor, Central University	
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
Yoga Classes: Daily 6.00 - 7.00 am		Dr.OVS	Dr.O.Vijayasree
		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
		SkMP	Shri Shaik Mehboob Peera
		SRS	Shri S. Rajasekhar
		DSP	Shri D.Siva Prasad
		RVR	Shri R.Venkata Ramana
		PSR	Shri P. Srinivasa Rao
		Dr.JR	Dr. J. Rajeswar
		PB	Ms.P.Bharathi
ATTENDANCE IS COMPULSORY FOR YOGA	Venue: Vivekananda Center of Human Excellence Dress code: MEN: Kurtha Pyjama (White) WOMEN: Salwar Kameez (White)	NKB	Shri N. Kumar Babu
		VUL	Ms. V.Udaya Lakshmi
		SR	Ms S. Rupa
		YIP	Ms. Y. Indira Priyadarshini
		NSK	Ms. N. Surya Kala
		KS	Ms. K.Soumya Rani
		RH	Ms.R.Hiranmayi
		MJ	Ms. Meena Jagirdhar
		ND	Ms.Nivedita
		KCSR	Sri K. Chandra Sekhar Rao

Date: 01.07.2011

Course Coordinator