



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
25.07.2011 to 30.07.2011

WEEK-5

	25.07.2011 Monday	26.07.2011 Tuesday	27.07.2011 Wednesday	28.07.2011 Thursday	29.07.2011 Friday	30.07.2011 Saturday
9.30am to 10.40am	SM & OP -13 (T.Sambasiva Rao)	L & LM - 9 & 10 (K.Kuppuswamy)	V	V	V	V
10.50 am to 12.00noon	SOM & BR- 28 & 29 (K. Venkata Krishna)	L & LM - 9 & 10 (K.Kuppuswamy)	I	I	I	I
TEA BREAK (12.00noon-12.20pm)			L	L	L	L
12.20 pm to 1.30 pm	SOM & BR- 28 & 29 (K. Venkata Krishna)	PAGE M&ES-21 (K.Chandramouli, IAS)	A	A	A	A
LUNCH BREAK (1.30pm - 2.30pm)			G	G	G	G
2.30pm to 3.40pm	Village Visit Briefing	PAGE M&ES-22 (GCS)	E	E	E	E
TEA BREAK (3.40pm - 4.00pm)			V	V	V	V
4.00pm to 5.10pm	Computer	Computer	I	I	I	I
			S	S	S	S
			I	I	I	I
			T	T	T	T
VENUE	ASOs: H.No.: 415 PDTs: H. No.: 312 Full Group: Hall No.: 415		Computer Lab : Lab No.316			

ACADEMIC INPUTS			GUEST SPEAKERS	
SOM & BR - 28 & 29	Noting & Drafting		Sri K. Venkata Krishna, Assistant Secretary, PR & RD Dept. A.P.Secretariat	
PAGE M & ES- 21	Rural Development Programmes		Sri K. Chandramouli, IAS, Commissioner, AMR APARD	
PAGE M & ES- 22	Motivation at Work Place (GCS)			
L & LM - 9 & 10	Drafting of Affidavits & Parawise remarks		Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SM & OP - 13	APGPF, APGLI & GIS Rules		Sri T. Sambasiva Rao, Asst. Finance Controller , NIMS	
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
Yoga Classes: Daily 6.00 - 7.00 am			SSK	Ms. S. Sasikala
			LS	Shri L.Subuddhi
Venue:	Vivekananda Center of Human Excellence		SkMP	Shri Shaik Mehboob Peera
Dress code:	MEN: Kurtha Pyjama (White)		SRS	Shri S. Rajasekhar
	WOMEN: Salwar Kameez (White)		DSP	Shri D.Siva Prasad
ATTENDANCE IS COMPULSORY FOR YOGA			MVS	Ms.MV Suryakala
			PSR	Shri P. Srinivasa Rao
			Dr.JR	Dr. J. Rajeswar
			PB	Ms.P.Bharathi
			NKB	Shri N. Kumar Babu
			VUL	Ms. V.Udaya Lakshmi
			SR	Ms S. Rupa
			YIP	Ms. Y. Indira Priyadarshini
			KS	Ms. K.Soumya Rani
			RH	Ms.R.Hiranmayi
			MJ	Ms. Meena Jagirdhar
			ND	Ms.Nivedita
			KCSR	Sri K. Chandra Sekhar Rao
Date: 23.07.2011			Course Coordinator	