



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
08.08.2011 to 13.08.2011

WEEK-7

	08.08.2011 Monday	09.08.2011 Tuesday	10.08.2011 Wednesday	11.08.2011 Thursday	12.08.2011 Friday	13.08.2011 Saturday
9.30am to 10.40am	PAGE M & ES- 31 (SRS)	SOM & BR - 38 (Kuppuswamy)	SOM & BR - 41 & 42 (K.Venkata Krishna)	SOM & BR - 43 (K.Venkata Krishna)	SOM & BR - 46 & 47 (K.Venkata Krishna)	S E C O N D S A T U R D A Y
10.50 am to 12.00noon	SM&OP - 16 (MJ)	SOM & BR - 39 & 40 (Kuppuswamy)	SOM & BR - 41 & 42 (K.Venkata Krishna)	SOM & BR - 44 (K.Venkata Krishna)	SOM & BR - 46 & 47 (K.Venkata Krishna)	
T E A B R E A K (12.00noon-12.20pm)						
12.20 pm to 1.30 pm	L & LM - 16 (YIP)	SOM & BR - 39 & 40 (Kuppuswamy)	E & FM - 17 & 18 (SR)	SOM & BR - 45 (K.Venkata Krishna)	L & LM - 17 (Dr.Y.Pratap Reddy)	
L U N C H B R E A K (1.30pm - 2.30pm)						
2.30pm to 3.40pm	VV Presentations	PAGE M & ES- 32 (PB)	E & FM - 17 & 18 (SR)	SM & OP-17 & 18 (N.Kesava Murthy)	SM & OP-19 & 20 (N.Kesava Murthy)	
T E A B R E A K (3.40pm - 4.00pm)						
4.00pm to 5.10pm	VV Presentations	Computer - 24	Computer - 25	SM & OP-17 & 18 (N.Kesava Murthy)	SM & OP-19 & 20 (N.Kesava Murthy)	
V E N U E	ASOs: H.No.: 415 PDTs: H. No.: 312 Full Group: Hall No.: 415		Computer Lab : Lab No.316			

ACADEMIC INPUTS		GUEST SPEAKERS	
SOM & BR - 38	Forms of correspondance	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SOM & BR - 39 & 40	Drafting a G.O.	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
SOM & BR - 41 to 47	Noting and drafting	Sri K. Venkata Krishna, Assistant Secretary, PR & RD Dept. A.P.Secretariat	
E & FM - 17 & 18	Deamand for grants (SR)		
PAGE M & ES- 31	Public Distribution System (SRS)		
PAGE M & ES- 32	Stress Management (PB)		
SM & OP - 16	Medical Attendance Rules(MJ)		
SM & OP - 17 to 20	Fundamental Rights	Sri N. Kesava Murthy, Joint Director (R) , Treasuries & Accounts Department	
L & LM - 16	Right to Information Act (YIP)		
L & LM - 17	Law of Limitations	Dr. Y Pratap Reddy,Professor, Department of Law, Osmania University	
SUBJECTS ABBREVIATIONS		FACULTY ABBREVIATIONS	
PAGEM&ES	: Public Administration, Govemance, 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		RVR	Shri R.Venkata Ramana
		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
		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: 06.08.2011		Course Coordinator	