



Dr. MCR HRD INSTITUTE
Foundation Course for Assitants (DR)
1st June, 2015 to 24th July, 2015

FOUNDATION TRAINING FOR ASSISTANTS (DR)- WEEKLY SCHEDULE

| | | Dt: 29.06.15 - 04.07.15 | | | | WEEK-5 | |
|---------------------------|------------|--|---|---------------------------|---------------------------|-------------------------|--|
| | | Dt.29.06.2015 Monday | Dt.30.06.2015 Tuesday | Dt.01.7.2015 Wednesday | Dt.02.76.2015 Thursday | Dt.03.07.2015 Friday | Dt. 047.07.2015 Saturday |
| 9.00am to 10.00am | A | Village Visit | Village Visit | Village Visit | Village Visit | Village Visit | Drafting Skills(Sri Deepak Raj ,AAO) |
| | B | | | | | | |
| 10.10 am to 11.10am | A | | | | | | Drafting Skills(Sri Deepak Raj ,AAO) |
| | B | | | | | | |
| 11.10am- 11.30am | TEA BREAK | | | | | | TEA BREAK |
| 11.30am to 12.30 pm | A | | | | | | Drafting Skills(Sri Deepak Raj ,AAO) |
| | B | | | | | | |
| 12.40pm- 1.40pm | A | | | | | | Drafting Skills(Sri Deepak Raj ,AAO) |
| B | | | | | | | |
| 1.40pm-2.40pm | LunchBreak | | | | | | Lunch Break |
| 2.40pm-3.40pm | A | | | | | | e-Office Procedures(Sri .Firoz Khan, NIC) |
| | B | | | | | | |
| 3.40pm- 4.00pm | TEA BREAK | | | | | | TEA BREAK |
| 4.00pm- 5.00pm | A | | | | | | e-Office Procedures(Sri .Firoz Khan, NIC) |
| | B | | | | | | |
| V E N U E | | Hall Nos.: Group A: 215 Group B: 028 | Computer Labs : Lab No.104 Lab No.116 | | | | |

| ACADEMIC INPUTS | | | GUEST SPEAKERS | |
|--|---|--------------------------|-----------------------|---------------------------|
| | | | | |
| | Drafting Skills | | Sri Deepak Raj ,AAO | |
| | e-Office Procedures | | Sri .Firoz Khan, NIC | |
| | e-Office Procedures | | Sri B. Subba Reddy | |
| | e-Office Procedures | | Sri D. Siva Krishna | |
| SUBJECTS ABBREVIATIONS | | | FACULTY ABBREVIATIONS | |
| OM | : | Office Management | VKA | Shri Vinod K.Agrawal, IAS |
| ROM | : | Rules Orientation Module | Dr.KT | Dr. K. Tirupataiah, IFS |
| e-Office | : | e-Office | LS | Shri. L. Shashidhar, IAS |
| | | | KNR | Sri K. Nageswara Rao |
| YOGA/PT Classes: Daily 6.00 - 7.00 am | | | Dr.KS | Dr.K.Swamy |
| | | | Dr.OVS | Dr.O.Vijayasree |
| Venue: | OPEN AUDITORIUM BEHIND ADMIN BLOCK | | Dr.WGP | Dr.W.G.Prasanna Kumar |
| | | | Dr.VDN | Dr.Deepa Nair |
| Dress Code: | MEN: Track Suit,Sports shoes,White Socks WOMEN: Track Suit, Sports shoes,White Socks | | Dr.RM | Dr. R. Madhavi |
| | | | DCR | Sri Dharma Chandra Reddy |
| | | | SR | Sri S. Raja Sekhar |
| | | | PSR | Sri P. Srinivasa Rao |
| | | | YS | Smt. Yasmeen Sultana |
| | | | JVNR | Sri Rajanikanth |
| ATTENDANCE IS COMPULSORY FOR YOGA | | | BhPS | Sri B. Panduranga Sarma |
| | | | VBN | Smt.V.Bhagya Nakshatram |
| | | | KRG | Sri K.Ram Gopal |
| | | | VLNG | Sri VLN. Gupta |
| | | | KAK | Sri K.Anil Kumar |
| | | | DVR | Sri D.V.Ramana |
| | | | KSR | Sri K. Srinivasa Rao |
| | | | KS | Ms. K.Soumya Rani |
| | | | MJ | Smt. Meena Jagirdhar |
| | | | PB | Ms.P.Bharathi |
| | | | KGR | Sri K.G. Rama Kistappa |
| | | | NVCR | Sri NVC Rajesh |
| | | | MK | Sri Mohammad Khadeer |
| Date: 29 .06.2014 | | | | COURSE COORDINATOR |