



Andhra Pradesh Human Resource Development Institute

(Govt. of Andhra Pradesh)

3 Day Residential Training Programme on

“IT for effective Office Management”

(in association with DoPT, GoI)

Venue: AP HRDI, Bapatla, Guntur Dist.

19 - 21 February, 2019

Programme Schedule

Prog. Code: APHRDI/DoPT/34/19

Tuesday :: 19.02.2019		
Time (Hrs)	Speaker	Topic
09:30 - 09:45	Sri Prasad Babu Retd. Principal CSDG Manager, APHRDI Bapatla	Welcome Address Programme Over view
09:45 - 11:15	Dr. B Varalakshmi Reader (Retd) Government College for Women Guntur	Effective Communication & Interpersonal Skills
Coffee/Tea : 11:15 - 11:30		
11:30 - 13:00	Dr. D V Venu Madhav Associate Professor K L University Vijayawada	How to use IT - to plan & to solve problems
Lunch: 13:00 - 14:00		
14:00 - 15:30	Dr. M Ramesh Professor Department of IT RVR & JC college of Engineering Guntur	Management Information System
Coffee/Tea: 15:30 - 16:00		
16:00 - 17:30	Sri Ravi Kumar Consultant CSC e - Governance Services India Limited Vijayawada	Common Service Centers (CSCs) & Record room management
Wednesday :: 20.02.2019		
Time (Hrs)	Speaker	Topic
09:30 - 11:00	Smt. K Madhuri Latha Project Manager e Pragati authority Vijayawada	CM Dash Board

Coffee/Tea : 11:00 - 11:30		
11:30 – 13:00	Smt. Natasha Assistant Commissioner Commercial Tax Department Joint Commissioner Office Guntur District	GST
Lunch: 13:00 - 14:00		
14:00 – 15:30	Smt. Natasha Assistant Commissioner Commercial Tax Department Joint Commissioner Office Guntur District	TDS
Coffee/Tea : 15:30 - 16:00		
16:00 – 17:30	Sri M Venkata Naresh Assistant Professor Department of CSE KL University, Vaddeswaram	Microsoft Excel for Report Generating
Thursday :: 21.02.2019		
<i>Time (Hrs)</i>	<i>Speaker</i>	<i>Topic</i>
09:00 – 10:30	Sri K Ratna Kishore Project Leader APCRDA, AP Online Ltd. TATA Consultancy Services Vijayawada	UIDAI - Unique Identification Authority of India & APSWAN - AP State-wide Area Net Work
10:30 – 11:15	Sri D Chakrapani, IAS Retd. Director General APHRDI, Bapatla	Interactive session
Coffee/Tea : 11:15 - 11:30		
11:30– 13:00	Dr. Vani Scientist A P Space Application Centre Planning Department Vijayawada	GIS & GPS Applications
Lunch: 13:00 - 14:00		
14:00 – 15:30	Sri M Sudhir Consultant e Pragati Vijayawada	E governance, Digital Signature & Digital Key
Coffee/Tea :15:30 - 15:45		
15:45 – 17:15	Dr. B. S. Naga Kishore Associate Professor Department of IT ANU, Guntur	Exposure to modern IT
17:15 – 17:30	Feedback & Valedictory Address	