



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Cum Professional Course for Probationary Deputy Tahsildars
27th June, 2011 to 6th 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
9.30 am to 10.40am	RLR -2 & 3 (SRS)	PAGE M&ES-10 (N.Upender Reddy)	RLR -4&5 (Suresh Poddar)	RLR - 6&7 (B.Venkateswara Rao)	RLR- 9 & 10 (B.Venkateswara Rao)	S E C O N D S A T U R D A Y
10.50 am to 12.00noon	RLR -2 & 3 (SRS)	E& FM - 3&4 (N.Kesava Murthy)	RLR -4&5 (Suresh Poddar)	RLR - 6&7 (B.Venkateswara Rao)	RLR- 9 & 10 (B.Venkateswara Rao)	
T E A B R E A K (12.00noon-12.20pm)						
12.20noon to 1.30pm	Computer -4	E& FM - 3&4 (N.Kesava Murthy)	E& FM-7 & 8 (SR)	RLR-8 (SRS)	PAGE M&ES- 11 (SRS)	
L U N C H (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.: 323 PDTs: H. No.: 312 Full Group: Hall No.: 323		Computer Labs : Lab No.304 Lab No.316			

ACADEMIC INPUTS			GUEST SPEAKERS	
RLR - 2 &3	Assignment of Land - Procedure (SRS)			
RLR-4&5	Tenancy Act		Sri Suresh Poddar, Spl. Grade Deputy Collector & Joint Director (Admn), Women Development and Child Welfare Department.	
RLR - 6&7	Village Accounts		Sri B.Venkateswara Rao, District Revenue Officer (R) & Consultant, APARD	
RLR -8	Record of Rights (SRS)			
RLR - 9&10	Provisions of Land Acquisition Act-1894		Sri B.Venkateswara Rao, District Revenue Officer (R) & Consultant, APARD	
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 &	
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 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	
PAGE	:	Public Administration, Governance & Ethics	MSZ	Shri Md.Shafiquz Zaman, IAS
RLR	:	Revenue Laws & Regulations	AP	Shri Ajoyendra Pyal, IAS
PE & FM	:	Political Economy and Financial	DCP	Shri D.Chakrapani, IAS
L&LM	:	Law & Legal Matters	MRP	Shri M.Rama Prasad, IFS
M&ES	:	Management & Environmental Studies	GCS	Shri G. Chandra Sekhar Reddy, IFS
SM&OP	:	Service Matters & Office Procedures	KNR	Shri K.Nageswara Rao
IT&e-Gov	:	IT & e-Governance	Dr.OVS	Dr.O.Vijayasree
			SSK	Ms. S. Sasikala
Yoga Classes: Daily 6.00 - 7.00 am			LS	Shri L.Subuddhi
			SkMP	Shri Shaik Mehboob Peera
			SRS	Shri S. Rajasekhar
Venue:	Vivekananda Center of Human Excellence		DSP	Shri D.Siva Prasad
Dress code:	MEN: Kurtha Pyjama		RVR	Shri R.Venkata Ramana
	WOMEN: Salwar Kameez		PSR	Shri P. Srinivasa Rao
			Dr.JR	Dr. J. Rajeswar
ATTENDANCE IS COMPULSORY FOR YOGA			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: 01.07.2011	Course Coordinator
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