



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Cum Professional Course for Probationary Deputy Tahsildars
27th June, 2011 to 6th 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)	RLR - 35 (Khaja Moinuddin)	RLR- 39 & 40 (Krishna Bharathi)	SM & OP - 14 (KS)	RLR - 48 & 49 (SRS)
10.50 am to 12.00noon	RLR - 31 & 32 (Mohd. Ali Rafat)	L & LM - 9 & 10 (K.Kuppuswamy)	RLR - 36 (Khaja Moinuddin)	RLR- 39 & 40 (Krishna Bharathi)	RLR - 44 (N.Geeta)	RLR - 48 & 49 (SRS)
TEA BREAK (12.00noon-12.20pm)						
12.20 pm to 1.30 pm	RLR - 31 & 32 (Mohd. Ali Rafat)	PAGE M&ES-21 (K.Chandramouli, IAS)	PAGE M&ES-23 (Dr.OVS)	RLR - 41 (SRS)	RLR - 45 (PV.Ramana)	RLR - 50 (MVS)
LUNCH BREAK (1.30pm - 2.30pm)						
2.30pm to 3.40pm	RLR - 33 (Suresh Poddar)	PAGE M&ES-22 (GCS)	RLR - 37 & 38 (Ambarish, IAS)	RLR - 42 & 43 (N. Geeta)	RLR - 46 (Khaja Moinuddin)	RLR - 51 (M. Veerabhadraiah, IAS)
TEA BREAK (3.40pm - 4.00pm)						
4.00pm to 5.10pm	RLR - 34 (Suresh Poddar)	Computer - 18	RLR - 37 & 38 (Ambarish, IAS)	RLR - 42 & 43 (N. Geeta)	RLR - 47 (Khaja Moinuddin)	Computer - 20
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	
RLR - 31 & 32	Executive Magistracy - Law & Order	Dr. Mohd. Ali Rafat, Secretary, Minorities Welfare Department, A.P.Secretariat.	
RLR - 33	Land Reforms - A.P.Land Ceiling Act	Sri Suresh Poddar, Spl. Grade Deputy Collector & Joint Director (Admn), Women Development and Child Welfare Department.	
RLR -34	Registration & Stamps Act	Sri Suresh Poddar, Spl. Grade Deputy Collector & Joint Director (Admn), Women Development and Child Welfare Department.	
RLR -35	Implementation of KRC Recommendations	Sri Khaja Mounuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Wakf and Urdu Academy.	
RLR -36	Revenue Summons Act	Sri Khaja Mounuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Wakf and Urdu Academy.	
RLR -37& 38	AP LR Act & Hyderabad (Telangana) Land Revenue Act (1317 Fasli)	Sri Ambarish, IAS (Rtd), Senior Consultant & Centre Head, Land Cell, APARD	
RLR -39 & 40	Intregated Land Information System (ILIS) -Bhu Bharathi	Smt. Krishna Bharathi, Spl. Grade Deputy Collector & Joint Director (Bhubharathi), O/o the Commissioner, Survey, Settlements and Land Records.	
RLR -41	Cinematography & Explosives Act (SRS)		
RLR -42	Essential Commodities Act	Smt. N. Geeta, Tahsildar, Land Cell, Endowments Department.	
RLR -43	Public Distribution System	Smt. N. Geeta, Tahsildar, Land Cell, Endowments Department.	
RLR -44	Issue of Integrated Community Certificate	Smt. N. Geeta, Tahsildar, Land Cell, Endowments Department.	
RLR -45	Irrigation Cess, Joint Azmoish & Jamabandhi	Sri P.V. Ramana, Spl Dy.Collector (Rtd)	
RLR -46	AP WALTA ACT	Sri Khaja Mounuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Wakf and Urdu Academy.	
RLR - 47	Revenue Recovery Act	Sri Khaja Mounuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Wakf and Urdu Academy.	
RLR - 48 & 49	Board Standing Orders (SRS)		
RLR -50	Inquest / Exhumation of dead body , Panchanama & Dying declaration and FSL Reports (MVS)		
RLR - 51	Mines & Minerals Act	Sri M. Veerabhadraiah, IAS (R)	
PAGE M & ES- 21	Rural Development Programmes	Sri K. Chandramouli, IAS, Commissioner, AMR APARD	
PAGE M & ES- 22	Motivation at Work Place (GCS)		
PAGE M & ES- 23	Team Building & Leadership (Dr. OVS)		
L & LM - 9 & 10	Drafting of Affidavits & Parawise remarks	Sri K. Kuppuswamy, Addl. Secretary (R) , Law Department, A.P.Secretariat	
L & LM - 11	Right to Information Act (YIP)		
SM & OP - 13	APGPF, APGLI & GIS Rules	Sri T. Sambasiva Rao, Asst. Finance Controller , NIMS	
SM & OP - 14	AP Leave Rules (KS)		
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
		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
Venue:	Vivekananda Center of Human Excellence	SkMP	Shri Shaik Mehboob Peera
		SRS	Shri S. Rajasekhar
Dress code:	MEN: Kurtha Pyjama (White)	DSP	Shri D.Siva Prasad
	WOMEN: Salwar Kameez (White)	MVS	Ms. M.V. Surya Kala
ATTENDANCE IS COMPULSORY FOR YOGA		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