



Dr. MCR HRD INSTITUTE OF ANDHRA PRADESH
Foundation Cum Professional Course for Probationary Deputy Tahsildars
27th June, 2011 to 6th August, 2011

WEEKLY SCHEDULE

01.08.2011 to 06.08.2011

WEEK-6

	01.08.2011 Monday	02.08.2011 Tuesday	03.08.2011 Wednesday	04.08.2011 Thursday	05.08.2011 Friday	06.08.2011 Saturday
9.30am to 10.40am	E X A M I N A T I O N S	E X A M I N A T I O N S	J o i n t C o l l e c t o r s C o n f e r e n c e	J o i n t C o l l e c t o r s C o n f e r e n c e	PAGE M & ES- 24 & 25 (DRK.Sarma, IAS (Rtd))	RLR - 55 (Syed Khaja Mohiuddin)
10.50 am to 12.00noon					PAGE M & ES- 24 & 25 (DRK.Sarma, IAS (Rtd))	RLR - 56 (Syed Khaja Mohiuddin)
					T E A B R E A K (12.00noon-12.20pm)	
12.20 pm to 1.30 pm					RLR - 52 (MVS)	SM & OP - 17 (T.Sambasiva Rao)
					L U N C H B R E A K (1.30pm - 2.30pm)	
2.30pm to 3.40pm					RLR - 53 (N.Geeta)	PAGEM & ES- 26 (Dr.OVS)
					T E A B R E A K (3.40pm - 4.00pm)	
4.00pm to 5.10pm					RLR - 54 (N.Geeta)	Computer-21
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 - 52	Inquest/ Exhumation of dead body, panchanama /Dying declaration & FSL reports. (MVS)		
RLR - 53	Registration of Births & Deaths	Smt. N. Geeta, Tahsildar, Land Protection Cell, Endowments Department.	
RLR - 54	Elections - Role of Revenue Department	Smt. N. Geeta, Tahsildar, Land Protection Cell, Endowments Department.	
RLR - 55	Escheats and Bonavacantia Act & Homestead Act	Sri Syed Khaja Moinuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Welfare and Hindu Academics	
RLR - 56	Treasure Trove Act – Money Lenders and Pawn Brokers Act	Sri Syed Khaja Moinuddin, Special Grade Deputy Collector & OSD to the Hon'ble Minister for Minorities Welfare, Welfare and Hindu Academics	
PAGE M & ES- 24 & 25	Ethics in Administration	Sri D.R.K. Sarma, IAS (Rtd)., Consultant, RIDF, Panchayat Raj Department.	
PAGE M & ES- 26	Team Building (Dr. OVS)		
SM & OP - 15 & 16	Pay Fixations	Sri J. Premanand, Accounts Officer (Rtd), Treasuries & Accounts Department	
SM & OP -17	Medical Attendance Rules	Sri T. Sambasiva Rao, Asst. Finance Controller , NIMS	
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
Yoga Classes: Daily 6.00 - 7.00 am Venue: Vivekananda Center of Human Excellence Dress code: MEN: Kurtha Pyjama (White) WOMEN: Salwar Kameez (White) ATTENDANCE IS COMPULSORY FOR YOGA		Dr.OVS	Dr.O.Vijayasree
		SSK	Ms. S. Sasikala
		LS	Shri L.Subuddhi
		SkMP	Shri Shaik Mehboob Peera
		SRS	Shri S. Rajasekhar
		DSP	Shri D.Siva Prasad
		MVS	Ms.M.V.Suryakala
		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: 01.08.2011		Course Coordinator	