

**FOUNDATION COURSE FOR
ASSISTANT SECTION OFFICERS OF SECRETARIAT**
1st June 2015 to 22nd August 2015

COURSE MANUAL



Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Road No.25, Jubilee Hills, Hyderabad- 500 033.

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WELCOME TO THE FOUNDATION COURSE

Dear friends,

The Course Team of the Foundation Course for Assistant Section Officers welcomes you to the Course and to the Institute.

Foundation Course, being the first Step, is important as it will lay the foundation for your life and the professional career. A long career in public service, with enormous responsibilities and challenges, and opportunity to SERVE the people and the State awaits you.

You and your batch mates have come together in this Foundation Course, from all parts of both the States with diverse academic backgrounds. You are expected to leave the portals of this Institute, as well knit members of the Public Service. We are sure that you will enjoy the training fully, accept the people the way they are, learn to relate with them and leave behind a legacy for future batches to emulate. The challenge is now before you.

You will acquire the knowledge, skills, attitudes, values and wisdom necessary for effective functioning in the Government, in the class rooms and outside. You will learn to understand the social, political and economic milieu in which you would be required to function and we are sure that the inputs from the Institute's faculty and galaxy of distinguished speakers, who will address you, will prove useful in this regard. The Foundation Course aims to build esprit-de-corps amongst you. It provides a wide training canvas to develop administrative and technical skills, to understand the principles and practice of good governance and at the same time help in shaping behaviour patterns, most suited for an effective, transparent and responsible public servant.

You have freedom and a responsible choice. Real freedom is not freedom from something. It is a freedom to choose between doing or not doing something, to act one way or another, to hold one belief or the opposite. Freedom comes with a heavy burden to decide your own conduct in society and to be responsible for your decisions. Ability to exercise this freedom will bring you nearer to attainment of the Course Objectives and make your stay in the Institute meaningful and joyful.

“If two people have same opinion, one is unnecessary”

Be aware of the uniqueness of each person, value the differences, and celebrate them.

- Stephen R. Covey

We would urge you to develop strong bonds of friendship with fellow Trainees. This bond of friendship would endure right up to the end of your professional career and beyond. We would be with you at every step during your sojourn at the Institute and we hope that you will refer back to your days in the Foundation Course as the most joyful and the most memorable.

As the Rig Veda proclaims:

“āa no bhadraāḥ kratavo yantu viśhvataḥ” - Rigveda, 1-89-1
(Let noble thoughts come to us from every side)

Let all men meet and think as with one mind

Let all hearts unite in Love

Let the goal be common

May all live in happiness with a common purpose

- COURSE TEAM

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I. ABOUT THE COURSE

1. COURSE OBJECTIVES

- To promote all round development of the personality of the trainees – intellectual, moral, social and physical.
- To acquaint the trainees with the Seven Principles of Public Life: Leadership, Honesty, Selflessness, Integrity, Openness, Accountability and Objectivity.
- To familiarise trainees with the Political, Social, Economic and Administrative Environment in India today in general and the State in particular and to equip them with the basic administrative skills and knowledge required for their job.
- To foster greater co-ordination among the different public services by building esprit de corps and cultivating and recognising the spirit of co-operation and interdependence.
- To equip the trainees with the skills of noting, drafting, analysing Government Reports, Programmes and Projects.

At the end of the Foundation Course a trainee will be able to:

- (a) Display the right values, ethical standards, norms of behavior and personal conduct expected of public servants.
- (b) Have full appreciation of the principles of good governance, and their application to meet the needs of the citizens
- (c) Possess basic administrative skills, knowledge and competencies required for their job.
- (d) Work in coordination with others and imbibe the esprit-de-corps of the services.
- (e) To apply to administrative situations, concepts from the field of Public Administration, Governance, Ethics, Management and Environmental Studies (PAGEM&ES), Secretariat Office Manual and Business Rules (SOM&BR), Economics and Financial Management (E&FM), Law & Legal Matters (L&LM), Service Matters and Office Procedures (SM&OP) and Computer Training.
- (f) Have an all round personality by participation in co-curricular activities.
- (g) Imbibe the spirit of physical fitness and be in sound health.
- (h) Use the computer as an office productivity tool and learn the application of computer software packages.

2. OUR COMMITMENT

- *To provide exposure to the best reading material and resource persons to facilitate your **professional, intellectual and emotional growth.***
- *To be courteous, friendly and **responsive** to your needs and aspirations.*
- *To be impartial, principle centered value driven and free from all affectations.*
- *To provide you with an environment of **inquiry and freedom**, but yet imbued with **discipline**, to foster your intellectual growth.*

3. COURSE DESIGN

The Foundation Course is a transition from the academic world of the college and universities to the structured system of Government. The Course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor, field and co-curricular activities. During this transition we shall endeavor to provide appropriate training inputs which would be useful to the public servant in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in Government. Trainees shall also acquire the personality traits and attitudes necessary for effective functioning.

(A). ACADEMIC INPUTS

Academic inputs in the Foundation Course would largely be covered under 6 broad heads as detailed below:

Sl. No.	Subject	No. of sessions (approx.)
1	Public Administration, Governance and Ethics (PAG&E)	15
2	Secretariat Office Manual and Business Rules (SOM&BR)	60
3	Management and Environmental Studies (M&ES)	30
4	Law & Legal Matters (L&LM)	30
5	Service Matters and Office Procedures (SM&OP)	30
6	Computer Training (CT) (Hands on)	30
TOTAL		195
Special lectures		10
GRAND TOTAL		205

In **Public Administration, Governance and Ethics** we will introduce you to the organizational structure of Govt. at State and Centre, district Administration and provide exposure to different areas of governance such as Social Audit, Rural Development etc. The trainees will also be taught various aspects of governance and the need to have the ethical code of conduct for public servants would be stressed.

In **Secretariat Office Manual and Business Rules**, we will introduce you to the Secretariat Office Manual and General discipline. Noting and Drafting skills, maintenance of Registers and the cases referred to law department will be discussed at length. Skills regarding drafting of G.O.s , preparation of a Bill, Statement of objectives etc., will be imparted. Inputs on the procedure followed in the Legislature, Committees, LAQs, LCQs, Assurances and Passing of Bills will be provided.

Under the **Management and Environmental Studies**, the trainees will be provided inputs on Accounts Code, Financial Code, Treasury Code, Budget Manual and Audit Objections etc. For developing **Managerial** Skills among Government servants, we will

emphasis upon learning of management techniques and methodologies as are relevant in public administration. These will cover areas like team building, communication skills, '7 Habits of Highly effective People' etc. Under **Environment**, topics like natural calamities and disaster management, climate change etc will be covered.

In **Law and Legal Matters**, the trainees will be exposed to general principles of law, substantive and procedural laws of the land – IPC, CPC, Cr. PC, Indian Evidence Act, RTI Act, Contract Act, RTE Act, etc.. In addition topics such as Prevention of Corruption Act, Dowry Prohibition Act, The Protection of Children from Sexual Offences Act, Drafting of Affidavits are also proposed to be covered.

All the Government servants are governed by **Service Rules** and function according to the laid down **Office Procedures**. The trainees will be provided exposure to Fundamental Rules, Conduct Rules, CCA Rules, Leave Rules, TA Rules, Pension Rules, State and Subordinate Service Rules etc...

Information Technology is rapidly revolutionizing the world. Hands on experience on computers would be a major input. We endeavor to expose trainees to **Computer Training**, principles of e-governance, cyber crimes. We shall try to ensure that by the end of the Course every the trainee with no prior exposure in this area, develop adequate skills to handle computer with familiarity and ease. We propose to give considerable weightage to the acquisition of computer application skills during the Course. Our inputs will cover MS-Word, MS-Excel, MS-Power Point etc.

The approximate number of sessions in different subjects is given in the above table. Details of topics under each subject are as per the broad guidelines given above.

SESSION TIMINGS:

Classes will generally be of 60 minutes duration. There will be three sessions in the morning and two sessions in the afternoon. The session plan for each day will be as follows:

Forenoon: Session 1: 10.00 am to 11.00 am
Session 2: 11.20 am to 12.20 am
Session 3: 12.30 noon to 1.30 pm

Afternoon: Session 4: 2.40 pm to 3.40 pm
Session 5: 4.00 pm to 5.00 pm

Tea Break: 11.00 am to 11.20 am; 3.40 pm to 4.00 pm

Lunch : 1.00 pm to 2.15 pm

B) NON-ACADEMIC INPUTS

Attainment of physical fitness is a goal that is considered as an essential element of an individual's personality. A healthy mind in a healthy body is what we would like to strive for.

Each morning shall begin with **Yoga**. **The trainees shall report for Yoga classes at 6.00 am or at the specified time at the venue. Absence or irregularity in Yoga classes will be treated on par with absence from classroom activities. Those who are seriously incapacitated by any reason like injury, health etc. which prevents movement shall explain their problem and seek exemption in advance. Post facto medical leave shall not be allowed.**

The prescribed dress for Yoga classes is:

- a) Men: White Kurta – Pyzama
- b) Women: White Salwar - Kameez

The objective of the FC is not merely to provide academic inputs but also to ensure that there is enrichment of overall personality.

Facilities for playing various **indoor and outdoor games** such as Lawn Tennis, TT, Shuttle badminton, Volley Ball, Gym etc. are created in the Institute. Officer Trainees are expected to fully utilize these facilities in the evening hours.

FIELD VISITS

Visits to other institutes / departments / places are also included to expose the trainees to various activities taken up by them.

CO-ORDINATION TEAM

This Team is responsible for organizing some social and cultural activities for the trainees during the Course. The Coordination Team will coordinate the field visits also. Three to Four trainees will be nominated to coordinate the activities.

A Blood donation Camp will be organized during the Course. The Coordination Team will coordinate this activity.

All the trainees are expected to participate actively in the activities conducted during the Course.

ESCORT DUTIES

The trainee designated as Escort Officers shall have the following responsibilities:-

1. To ensure that the Institute Car is sent in time to receive the Guest Speaker in the Lobby of the Institute.
2. To receive the Guest Speaker on arrival, escort to the class room and to look after him/her during his/her stay in the Institute. It however does not mean that the trainees shall unnecessarily waste time hanging around and miss the classes or other activities.

3. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s).
4. To collect the **BIO-DATA** of the Guest Speaker on his/her arrival. The **BIO-DATA** should be handed over on the same day.
5. To ascertain any special arrangements the Guest Speaker would like to be made in the lecture hall, like provision of Slide Projector, OHP etc.
6. To ensure that the arrangement for the Institute Car for his/her return journey has been made.
7. To introduce the Guest to the audience based on the BIO-DATA already collected for the purpose.
8. Keep the reception informed of your whereabouts so that in the event of an unscheduled arrival of the guest, you can be located and informed.
9. At the end of the session, thank the Guest Speaker on behalf of the trainees, the Institute and himself/ herself.

II. CONDUCT

1. OUR EXPECTATIONS

- i) **PUNCTUALITY:** We believe that punctuality forms the basic fulcrum around which discipline revolves. We expect that you will reach the venue of any scheduled event, academic or otherwise, **five minutes ahead of time and will be seated in your allotted place/position at least two minutes before the event.** This is our **first** expectation from you and we hope that you will **not** give us any occasion to remind you of it during the Course.
- ii) **BEHAVIOUR:** We expect the highest standards of behaviour and decorum, befitting a gentleman both inside and outside the Institute. We expect you to be courteous and well mannered towards each other, with staff and with the faculty. Trainees must ensure that their behaviour towards trainees of the opposite sex is beyond reproach.
- iii) **PARTICIPATION:** This is your Course. What you get out of it will depend a good deal on what you put into it. We would like you to participate fully in all the activities that make-up the Course. Do let us know where the bottlenecks are or where you see a possibility for further improvement. When you participate in classroom discussions we expect you to be polite and considerate to all others present.
- iv) **DISCIPLINE: Discipline is non-negotiable.** As civil servants, a strict code of conduct and norms of behaviour bind everyone. We expect you to follow the code of conduct and these norms of behaviour in letter and spirit and set for yourselves the highest standards.
- v) **ATTIRE:** We expect you to be appropriately attired for every occasion. The details about proper attire are included in the joining instructions. The dress for classrooms is expected to be simple, sober and dignified. Trainees should not attend classes in T-shirts, jeans and sneakers. It is compulsory for all the gentlemen trainees to wear formal dress and shoes during class hours. Gentlemen trainees are not to wear slippers or sandals. Lady trainees are expected to attend classes in sarees, *salwar kameez* or *churidar-kurta*. They are not to wear slippers. This dress code will also apply to other premises like the main Institute building, mess, lounge, library etc.

On formal occasions, the trainees shall be in the prescribed formal wear.

- vi) **MATURITY, CREATIVITY AND ENDEAVOUR:** Above all we expect the trainees to behave like matured individuals. A matured person does not indulge in deviant or self destructive behavior. He/she does not burn up in anxiety. He/she neither resent authority nor does he/she become overbearing when he/she himself/herself is in power. In short, matured persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the Course. Above all, a trainee is expected to excel and constantly strive towards setting higher benchmarks. We expect from you these qualities of head and heart.

We have mentioned above only those aspects which we consider to be absolutely critical.

2. GUIDELINES FOR CONDUCT

i) GENERAL CONDUCT:

- Residence in the Campus hostel is compulsory; spouses, friends or relatives of the trainees will not be permitted to stay on campus under any circumstances. Violation of this will be considered as an act of indiscipline.
- Trainees should not play loud music in their rooms or speak loudly in lounges or corridors.
- **Keeping or consuming alcoholic drinks in the Institute is not permitted. Inebriated behavior will invite expulsion from the Course and also result in disciplinary action**
- Smoking is not permitted in class-rooms, in the library and any other place in the Institute premises.
- Trainees are not permitted to keep private vehicles in the Institute.
- The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are integral parts of the Course and trainees are required to take an active part in all of them.
- **Redressal of grievances, if any, should be sought within the Institute. A direct representation to the Government, without going through the proper channel, violates the Conduct Rules.**
- Personal firearms are strictly prohibited on campus.

ii) CONDUCT IN CLASS:

- Punctuality and decorum are to be maintained both within the class as well as during Yoga and other scheduled activities.
- Trainees are assigned specific seats in the lecture hall. Each trainee is expected to take the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.

- Trainees are strictly prohibited from using cell phones to the classroom. In the event of violation they will be asked to leave the class room.
- The Institute encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. Politeness in discussions is a hallmark of a gentleman. You are expected to listen carefully to the views of others and raise your hand to be called upon by the presiding officer, before making any points of your own. Trainees are also free to meet faculty members after the class, to seek any further clarification.
- Never leave the class till the guest speaker leaves. Courtesy demands that you rise from your chairs at the end of the session and wait till the guest speaker leaves the room.
- While we encourage you to ask questions to the Guest speakers, please learn to be careful in framing of the same and the need to be polite and dignified. Please remember that they are the guests of the Institute and have to be given due respect and regard. They also have the highest expectations from you.

iii) **LEAVE & ABSENCE:**

- **All Course activities, both academic and non-academic, deemed compulsory for the Course participants. No officer trainee shall absent himself/herself from any of these activities.**
- Course activities have been designed in a manner in which the trainees interact with one another more often. Therefore, it would not be possible to grant any leave during the Course.
- If any trainee is not in a position to attend a session due to medical reasons, he/she shall take prior permission and submit an application for Medical Leave to the Course Coordinator. In case of an extreme emergency requiring either bed rest or hospitalization, they should intimate it through a fellow trainee to the Course Coordinator. Remember that a file is being maintained about your state of health and all requests put in by you for medical leave will be fully recorded.
- All the trainees are required to reside on Campus during the entire duration of the Foundation Course. No trainee shall leave the Institute without obtaining prior written permission from the Course authorities, even on holidays or weekends.

iv. **PENALTIES:**

- We are confident of full participation in all activities by the trainees. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules. The range of penalties, (which you may be required to suffer), may be either in the form of negative marking as prescribed, or under the Rules relating to Conduct and Discipline or both. We sincerely hope that no such occasion would arise, which would compel us to resort to such drastic measures.
- **At any point of time during the Course, if any trainee indulges in any act of misconduct or indiscipline, the Course authorities may relieve him/her from the Course without any notice and a report to the Controlling Authority will be made.**

- Trainees may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a fine of Rs. 250 every time.
- Water is a scarce resource. Trainees are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine of Rs 500 every time.

3. FEEDBACK

It is our endeavor to provide you with the best possible academic inputs. The Institute has devised a computerized method of getting your feedback, on which much reliance is placed by us. For giving your evaluation of the academic sessions, an online feedback system has to be compulsorily filled in by the Trainees preferably daily or latest by 12:00 midnight on the succeeding Sunday. The feedback provided remains confidential and anonymous. We would request you to fill in the online feedback form diligently, responsibly and in a constructive manner. Giving feedback regularly is an index of your commitment to the Course and sense of responsibility.

III. EVALUATION

ASSESSMENT AND EXAMINATIONS

The Foundation Course aims at enhancing professional knowledge, providing job oriented skills, inculcating esprit de corps and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic inputs and non - academic activities. We expect the Course will help the trainee not only to acquire more knowledge and professional skills, but also to imbibe officer like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of our duties. We do not intend to burden you with heavy end of Course examinations, but would prefer to test you as you go along the Course through examinations and also observation and interaction.

The trainees would be divided into groups and would be sent for Secretariat attachment for 4 weeks. After the Secretariat attachment the trainees are expected to give Group Presentations about the learning points. The presentations would be assessed and marks would be given which is a part of the end Course evaluation. The details of the Group Presentations would be given during the Course.

The overall breakup of evaluation is as follows:

Director General's Assessment : 50 marks

(25 marks from the group presentations; 10 marks from academic score; 5 marks for participation in different events and 10 marks for discipline)

Academic inputs : 300 marks

TOTAL : 350 Marks

Proficiency in various subjects will be evaluated through end of Course examinations and other methods. The marks allotted for end of Course examinations are as outlined below:

Sl. No.	Subject	Marks
1	Public Administration, Governance and Ethics (PAG&E)	50
2	Secretariat Office Manual and Business Rules (SOM&BR)	50
3	Management and Environmental Studies (M&ES)	50
4	Law and Legal Matters (L&LM)	50
5	Service Matters and Office Procedures (SM&OP)	50
6	Computer Training (Practical)	50

Trainees will be assessed on a continuous basis on the participation and performance in the academic and non-academic activities, their general behaviour, punctuality and personal conduct. This assessment is a part of the Director General's Assessment.

- Trainees will have to secure at least 50% marks in each subject to pass the examination.
- There will be a test of yoga at the end of the Course.

IV. MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Trainees who distinguish themselves in Academic activities in the Institute in the Foundation Course.

V. ESPRIT DE CORPS

We have identified the following special qualities as conducive to and reflective of *esprit-de-corps*:

- (1) Commitment to public service
- (2) Belief in the unity and integrity of India and its pluralistic culture
- (3) Understanding the inter-dependence of various public services and appreciation of the need for harmonious relationship and mutual co-operation for achievement of the common goal.
- (4) Spirit of fellowship, fraternity and common brotherhood.
- (5) Readiness to empathize as well as share difficulties and dangers faced by others.
- (6) Willingness to sacrifice for the common good/group interest.
- (7) Sense of values, as enshrined in the Constitution of India.
- (8) Ability to transcend the narrow loyalties of service, caste, creed, region and religion.
- (9) Liveliness, humor and wit.
- (10) Passion to strive toward excellence in all spheres of collective activity.

LIBRARY

The Institute's library is located in the Cellar. A good collection of books on various subjects are available in the Library besides various News Papers and Journals. The trainees may avail the library facilities. It is expected that the trainees will be extensively utilizing the library facility during their stay in the Institute.

Library timings : On all working days
9.00 am to 7.00 pm

DISPENSARY TIMINGS: On all working days

05.30 pm to 06.30 pm: Dr. Mahipal Reddy.

“ YOGAHA KARMASU KOUSALAM ”
EXCELLENT PERFORMANCE OF DUTY LEADS TO DIVINITY

