

Dear Officer Trainee,

Welcome to Dr. MCR Human Resource Development Institute and to the “Crash Foundation Course” scheduled from 13<sup>th</sup> to 25<sup>th</sup> July 2015.

**Joining Formalities:**

LBSNAA informed us that there are no specific joining instructions. However, they advised us to take certain information which we would take from you during the registration. A copy of the registration form is attached which can be downloaded, filled and mailed to us or hand it over to us on 13<sup>th</sup>. You can also fill the form right here on 13<sup>th</sup>, in case you are not able to do so prior to your arrival here.

**Transport arrangements:**

Message has already been sent to your cadre controlling officers that common transport arrangements will be made to pick the trainees up from airport/railway station etc if they are arriving on 12<sup>th</sup> July. Otherwise, you have to plan your arrival on your own following the directions already given.

Please send us your travel plan at the earliest so that we can confirm you the pickup arrangements.

**Dress Code:**

1. Ceremonial Dress for Inaugural, Valedictory -Black or White Jodhpur suit/Sherwani with formal shoe for Gentlemen and Saree (preferably sobre colours) with formal shoes/sandals for Ladies.
2. Formal dress for special dinners, visits of dignitaries other than VVIPs - Black or White Jodhpur suit/two or three piece lounge suit (preferably in dark colours) with neck tie/cravat and formal shoes for Gentlemen and Saree or Salwar Kameez or Chudidaar Kurta or Western Business suit with shoes/sandals for Ladies.
3. Informal dress for other than above mentioned occasions - Full sleeved shirt, trousers with neck tie, formal shoes for Gentlemen and Salwar Kameez or Chudidaar Kurta or Western Business suit with shoes/sandals for Ladies.

Please note that no tea shirts, half pants/shorts, slippers are to be worn to classes, dining areas and other public places.

4. Casual dress for cultural evening, mess (other than formal lunch/dinner)- open collar shirt with trousers (not jeans) and shoes (other than sports shoe/sneakers) for Gentlemen and Saree or Shalwar, Kameez or Chudidaar Kurta or shirt and trousers with footwear (other than chappals, slip-ons/sneakers) for Ladies.

**Lapel Card-** shall always be worn on all formal/informal occasions and while attending classes.

**Accommodation and Boarding:** Accommodation is arranged in Vamsadhara Residency (Hostel) on single-occupancy basis. Dining is also arranged in the same hostel. Officer trainees have to pay for both accommodation and boarding charges as fixed by the institute.

**Facilities:** The Institute has fairly good range of facilities. These include: indoor shuttle badminton court, tennis courts, gymnasium, mini-swimming pool, volleyball court, billiards table.

**Physical Training:**

PT/Art of Living/Yoga will be compulsory. AoL and Yoga will be held in Vivekananda Centre for Human Excellence. PT will be held in the campus or outside it.

**Weather:**

This is rainy season in Hyderabad. The weather would be generally pleasant. Normal clothing would be adequate. Carrying an umbrella would be of use.

Looking forward to meeting you,

Course Team