

# FOUNDATION CUM PROFESSIONAL COURSE FOR DRUGS INSPECTORS

## COURSE MANUAL



**DR.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF A.P.  
ROAD NO.25, JUBILEE HILLS, HYDERABAD-500169. INDIA  
PHONE:040-23548487; FAX:040-23548489**

**THE CONSTITUTION OF INDIA**

**PREAMBLE**

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity;

and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.



# WELCOME TO THE FOUNDATION COURSE



Dear friends,

The Course Team of the Foundation Course for Drug Inspectors welcomes you to the Course and to the Institute.

It is indeed a proud and joyous moment as you are finally chosen your careers in the Government Department. The ups, the downs and the plateaus of bureaucracy are well known to everyone. You are going to play a crucial role in the Department and work for the welfare of the people in the State. Foundation Course, being the first step, is important in this regard. This will determine the direction of your life and professional career. A long career in the 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 the State with diverse backgrounds. You are expected to leave the portals of this Institute, as well knit members of the 2013 batch of Drug Control Administration Department. We are sure you will enjoy 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 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.

We would urge you to develop strong bonds of friendship with fellow Officer 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 the Eight week 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. 'The Foundation Course at the Institute shall lay a lasting foundation for your future endeavours'.

As the Rig Veda proclaims:

*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**

## ABOUT THE COURSE

### 1. COURSE AIMS & OBJECTIVES

- To promote all round development of the personality of Officer Trainees - intellectual, moral, social, physical and aesthetic.
- To equip them with the basic administrative skills, knowledge and competencies required for their jobs.
- To help them to improve their physical fitness and possess sound health.

#### At the end of the Foundation Course the Officer Trainees will be able to:

- (a) Display the right values, ethical standards, norms of behavior and personal conduct expected of officers.
- (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 and Management, Law & Legal Matters, Financial Management, Service Matters and Departmental Rules.
- (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 and co-curricular activities. During this transition we shall endeavor to provide appropriate training inputs which would be useful to officers in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in Government in general and Department in particular. Officer 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 and Management (PA&M)	16
2	Law & Legal Matters (L&LM)	16
3	Financial Management (FM)	12
4	Service Matters & Office Procedures (SM&OP)	10
5	Departmental Rules (DR)	13
6	Computers	06
	Non Academic and Other Activities	15

#### SESSION TIMINGS:

Classes will generally be of 130 to 150 minutes duration. There will be one session in the morning and one session in the afternoon. The session plan for each day will be as follows:

**Forenoon:** 10.30 am to 01.30 pm

**Afternoon:** 02.30 pm to 05.00 pm

**Tea Break :** 11.45 am to 12.00 noon; 3.45 pm to 4.00 pm

**Lunch :** 1.30 pm to 2.30 pm

#### B) NON-ACADEMIC INPUTS

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

Each morning shall begin with Yoga. The Officer 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 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 your overall personality.

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

**FIELD VISITS:** As a part of Training, the Officer Trainees will be visiting various Hospitals, Medical Shops, Manufacturing units, Blood banks etc., on a scheduled day. The Officer Trainees are to study and make Power Point Presentations. Guidelines for Power Point Presentations will be given as and when required.

**PROJECT WORK:** As a part of Training, the Officer Trainees will be visiting to various Hospitals, Medical Shops on a given day, study and make presentations. Guidelines for the project work will be given as and when required.

**ESSAY COMPETITION:** It shall be mandatory for every Officer Trainee to write an essay on the topic "Good Manufacturing Practices" (GMP) on the day earmarked for it. The essay should be around 2000 words in length. The competition will be conducted during the class room sessions.

**REVIEW OF ACTS:** The OTs will undertake review of Drugs and Cosmetics Act, 1940, Rules under the Act, Environmental Protection Act, Manufacture, Import and Storage of Hazardous Chemical Rules, Bio Medical Waste (Management and Handling) Rules. A detailed circular will be issued for information.

**AUSHADHA PARIVAAR - SOCIETY FOR SPORTS & CULTURAL AFFAIRS (A CO-ORDINATION TEAM):** This Team is responsible for organizing sports, social and cultural activities for the Officer Trainees during the Course. Eight Officer Trainees from will be nominated to coordinate different the activities.(However, the number of members may vary according to the need.)

**A Blood donation Camp** will be organized at the end of the Course which is purely voluntary. The Coordination Team will coordinate this activity.

Officer Trainees are expected to participate actively in the activities conducted during the Course.

## ESCORT DUTIES

Officer Trainees designated as Escort Officers shall have the following responsibilities:-

1. To ensure that the Car is sent to receive the Guest Speakers in the Lobby of the Institute. It however does not mean that the Officer Trainees shall unnecessarily waste time hanging around and miss the classes or other activities.
2. To receive the Guest Speaker on arrival. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s). To brief about the profile of the participants.
3. To collect the **BIO-DATA** of the Guest Speaker on his/her arrival. The **BIO-DATA** should be handed over to the Training Secretariat after the session on the same day.
4. To ascertain any special arrangements the Guest Speaker would like to be made in the lecture hall, like provision of Slide Projector, OHP etc.
5. To ensure that the arrangement for the Institute Staff Car for his/her return journey has been made by the Training Secretariat..
6. To escort the Guest Speaker to the class room. To introduce the Guest to the audience based on the BIO-DATA already collected for the purpose.
7. He/she has to look after him/her during his/her stay in the Institute.
8. To ensure that the reception has all the details of arrival and stay and 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 Officer Trainees, the Institute and himself/herself.**

## 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 an officer - both inside and outside the Institute. We expect you to be courteous and well mannered towards each other, with staff and with the faculty. Officer Trainees must



ensure that their behaviour towards Officer 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 Government servants, a strict code of conduct and norms of behaviour bind each of us. 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. Officer Trainees should not attend classes in T-shirts, jeans and sneakers. It is compulsory for all the gentlemen Officer Trainees to wear necktie and shoes during class hours. Gentlemen Officer Trainees are not to wear slippers or sandals. Lady Officer Trainees are expected to attend classes in sarees, *salwar kameez* or *churidar-kurta*. This dress code will also apply to other premises like the main Institute building, mess, lounge, library etc.

**On formal occasions, the Officer Trainees shall be in the prescribed formal wear.**

- vi) **MATURITY, CREATIVITY AND ENDEAVOUR:** Above all we expect Officer Trainees to behave like matured individuals. A matured person does not indulge in deviant or self destructive behavior. He does not burn up in anxiety. He neither resents authority nor does he become overbearing when he himself 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, an officer 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**

### **a) GENERAL CONDUCT:**

- Residence in the Campus is compulsory; spouses, friends or relatives of the Officer Trainees will not be permitted to stay on Campus under any circumstances. Violation of this will be considered as an act of indiscipline.
- Officer 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 conduct will invite expulsion from the Course and also result in disciplinary action**
- Smoking is not permitted in class-rooms, in the library, in the auditorium and any other public place within the Institute premises.
- Officer 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 Officer 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.**

**b) CONDUCT IN CLASS:**

- Punctuality and decorum are to be maintained both within the class as well as during Yoga and other scheduled activities.
- Officer Trainees are assigned specific seats in the lecture halls. Each Officer Trainee is expected to take the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.
- Officer Trainees are strictly prohibited from bringing 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 an officer. 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. Officer 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.

**c) IDENTITY CARDS:**

- Officer Trainees are issued identity cards for the duration of the Course they attend. It is compulsory to wear the identity card during working hours, in classes, in the mess and on all formal and informal occasions in the Institute and during the field visits.

**d) LEAVE & ABSENCE:**

- All Course activities, both academic and non-academic, deemed compulsory for the Officer Trainees. No Officer Trainee shall absent himself/herself from any of these activities.
- Course activities have been designed in a manner in which Officer 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 Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No Officer-Trainee shall leave the Institute without obtaining prior written permission from the Course authorities, even on holidays or weekends.

**e. 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.
- Officer 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. 500 every time.**

- **Water is a scarce resource. Officer 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 Officer 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.

## **EXAMINATIONS**

### **ASSESSMENT AND EXAMINATIONS**

The Foundation Course aims at enhancing professional knowledge, providing job oriented skills, inculcating spirit 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 Officer 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 overall breakup of evaluation is as follows:

<b>Director General's Assessment</b>	<b>:</b>	<b>75 marks</b>
Academic inputs	:	275 marks
<b>TOTAL</b>	<b>:</b>	<b>350 Marks</b>

Proficiency in various subjects will be evaluated through concurrent examinations, end of course examinations and other methods as outlined below:

<b>Sl. No.</b>	<b>Subject</b>	<b>Marks</b>
1	Public Administration and Management (PA&M)	50
2	Law & Legal Matters (L&LM)	50
3	Financial Management (FM)	50
4	Service Matters & Office Procedures(SM&OP)	50

5	Departmental Rules (DR)	75
6	Director General's Assessment	75

Officer 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.

- Officer 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.

### **MEDALS AND AWARDS**

A number of medals, trophies and prizes will be awarded to the Officer-Trainees who distinguish themselves in Academic and non-academic activities in the Institute in the Foundation Course.

### **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 empathise 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, humour and wit.
- (10) Passion to strive toward excellence in all spheres of collective activity.

## **FACILITIES AT THE INSTITUTE**

- Fully air-conditioned training halls, equipped with LCD-DVD-OHP-Electronic board, to accommodate 150 delegates at a time
- Soundproof state-of-the art auditorium with 250 seating capacity
- 16 fully equipped training halls
- 7 lecture halls each with 30-40 seating capacity
- 4 seminar rooms each with 20-40 seating capacity
- 2 conference halls each with 100-130 seating capacity
- One video conference room with 65 seating capacity
- One special conference-cum-seminar hall with 100 seating capacity
- Well equipped library
- 5 Computer Labs with latest facilities.

### **ACCOMMODATION**

- Hostel facility with air-conditioned single and double occupancy for 250 persons
- Guest house with 15 air-conditioned, double bed suites and 2 VVIP suites
- New hostel with international standards, multi-cuisine and hygienic kitchens and dining halls

### **RECREATION**

- Swimming pool
- 2 tennis courts
- Indoor shuttle court
- Yoga & meditation centre
- A state-of-the-art gymnasium
- Volley Ball court
- Recreation Lounge T.T, Caroms and Chess facilities
- Cinema screening facility at Auditorium

## 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. It is expected that the Officer Trainees will extensively utilize the library facility during their stay in the Institute.

## DISPENSARY

**Timings:** 4.00 pm to 5.00 pm on all working days



***“YOGAHA KARMA SUKOUSALAM”***

**EXCELLENT PERFORMANCE OF DUTY LEADS TO DIVINITY**

## IMPORTANT TELEPHONE NUMBERS & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number	Room Number
1	Ms. P. Bharathi, Course Coordinator	175	9885762721	431
2	Sri D.V. Ramana Course Coordinator	179	9248032106	429
3	Dr.B. Navya Sr. Director (TC)	127	9848568724	303
4	Sri P. Srinivasa Rao, General Manager, IT wing	265	9248011173	305
5	Ms. M. Srinivas, TPC FC Secretariat	280	9441301034	235
6	Reception	146 / 9		
7	Main Gate	115		
8	Library	116		Cellar
9	Canteen ( Manager)	203		
10	Swimming Pool	177		
11	Vamsadhara Facilities Sri Bharath Reddy	370	9966064441	
12	Tungabhadra Hostel Facilities Ms. J.Janani,AFM	204 / 449	9963011022	
13	Sri Alexander Francis Sports in charge		9348005302	
14	Dr. M. Venkateswara Rao, Visiting Doctor	310	9948711188	Room. No. 101, Krishna Hostel





## OUR MOTTO

**Duty performed with Knowledge, Faith and Devotion  
becomes really effective**

