

**GOVERNMENT OF ANDHRA PRADESH**  
**Dr.MARRI CHANNA REDDY HUMAN RESOURCES DEVELOPMENT**  
**INSTITUTE OF ANDHRAPRADESH**

**FOUNDATION COURSE FOR NEWLY RECRUITED GROUP-II OFFICERS**  
**(17<sup>th</sup> June 2014 to 31<sup>st</sup> July 2014)**

**JOINING INSTRUCTIONS**

**1. GENERAL INFORMATION**

- (a) POSTAL ADDRESS : Dr.MCR HRD INSTITUTE OF AP  
Road No.25, Jubilee Hills,  
Hyderabad. Pin: 500169
- (b) TELEGRAPHIC ADDRESS : INSTADAP, Hyderabad
- (c) FAX : 040-23548984
- (d) E-mail : [vijayasree@yahoo.com](mailto:vijayasree@yahoo.com) &  
[soumyajonna@gmail.com](mailto:soumyajonna@gmail.com)
- (e) EPABX Junction Lines (24 hrs) : STD Code (040)  
23557580; 23557582; 23543453
- (f) HOME PAGE : <http://www.hrdiap.gov.in>
- (g) COURSE TEAM :  
Course Director : Dr.O.Vijayasree, Professor, CMBS  
(Mobile No.9248032101)
- Nodal Officer : Ms.K.Soumya Rani, JFM / Asst. Registrar  
(CPU); (Mobile No: 9248032079)
- Additional Course Directors : Shri.B.Panduranga Sharma, Accounts Officer  
(Mobile No: 9248032109)
- Shri.K.SrinivasaRao, AAO  
(Mobile No: 9248032075)
- Facility Support : Shri.Bharat Reddy  
(Mobile No: 9248032104)
- (h) DURATION OF COURSE : 7 Weeks:  
From 17<sup>th</sup> June 2014 to 31<sup>st</sup> July 2014
- (i) DATE OF REPORTING : 17<sup>th</sup> June 2014 – 10.00AM

## 2. TRANSPORT

APSRTC dedicated bus service is available daily from BRKR Complex Tank Bund Road, to MCR HRD Institute. One bus starts at 8.50am from MGBS to the Institute via BRKR Bhavan; another bus starts at 8.50am from JBS to the Institute via BRKR Bhavan. The return journey is also arranged from 5.30pm in campus via BRK complex to the respective destination that is MGBS & JBS separately.

## 3. REPORTING

- Officer Trainees (OTs) are advised to reach the Institute latest by 10.00am on 17.6.2014 and report at Room No.228 at the Institute (Main Building) to complete the joining formalities.
- The Officer Trainees have to fill a Registration Form with full personal and official details.
- The Officer Trainees have to submit 2 recent passport size photographs (colour) for issuing of Identity Card which is compulsory. Hence, they are advised to bring a minimum of two passport size photographs with them.

## 4. ACCOMMODATION

The Foundation Course is a compulsory residential programme. All the Trainees shall stay in the Institute's Hostel. Twin sharing accommodation will be provided. The rooms are provided with basic furniture, mattresses, blankets, bed sheets and pillows with covers. No accommodation will be provided for spouse or family members. Hence, the Officer Trainees are advised not to bring any companions with them. However, exemption will be given in case of Differentially Abled officer trainees who require a companion. Similar exemption would be given to OTs who are lactating mothers.

## 5. ATTIRE

Throughout the Foundation Course the Officer Trainees are expected to be properly attired and should not appear in an unkempt or slovenly appearance including at dining hall. Specified Dress Code should be followed during the course period including field visits.

FOR MEN : Full hands shirt & Trousers with a neck tie and shoes (Black leather shoes and socks)

FOR WOMEN : Saree/SalwarKameez/Churidar

### FOR YOGA

FOR MEN : KurthaPyzama (White)

FOR WOMEN : SalwarKameez (White)

## **FOR ALL FORMAL OCCASSIONS**

FOR MEN : (i) Full hands shirt & Trousers with neck tie  
(ii) Black Leather shoes and socks

FOR WOMEN : Saree

## **SPORTS & FITNESS ACTIVITIES:**

The Institute encourages active by officer trainees participation in sports during the stay at the Institute. They are advised to bring track suits with sports shoes for availing gym, and other indoor and outdoor games. A swim suit is essential for utilizing the swimming pool in the Institute. Early morning Yoga / Exercise is compulsory.

## **6. DISCIPLINE**

All the Officer Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall be allowed during academic hours or in the dining hall. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwarkameez/ churidars in classroom, however, they should wear saree for formal occasions.

Formal leather shoe or sandals are preferred in case of women in the Main Institute square, dining hall, Lounge and Library. Sneakers, sports shoe and tennis shoe may be worn only as a part of sports and games. Use of bathroom slippers is restricted to the hostel rooms only.

### **• MOBILE PHONES**

Mobile phones are strictly prohibited in the Academic block. If carried, the instrument will be seized. However, it can be used in the hostel rooms.

### **• ALCOHOL & INTOXICANTS**

Officer Trainees either found in possession of alcoholic drinks/ drugs or found to have consumed alcoholic drinks will be relieved from the training course with immediate effect. This will also lead to disciplinary action against the Officer Trainee under the relevant rules.

## **7. DINING FACILITIES**

Dining facilities are provided in the campus. Cooking in the hostel rooms is strictly prohibited.

## **8. EXTRA-CURRICULAR ACTIVITIES**

Extensive facilities exist in the Institute for extra-curricular activities. The Officer Trainees may bring their personal equipment for games, music, iPods photography or any other hobbies etc.

## **9. COMPUTER & LIBRARY FACILITIES:**

The Officer Trainees (OTs) can avail the library facilities in the campus from 9.30am to 10.15am and 5.30pm to 6.30pm on all working days.

The trainees can bring their own laptops and avail wi-fi facilities in Vamsadhara Hostel.

## **10. SPECIAL INSTRUCTIONS**

- No leave shall be granted during the period of training. Officer Trainees are advised to settle/ dispose of matters requiring personal presence before joining the Foundation Course. No permission will be given to leave the campus for festivals/ other celebrations during the Foundation Course.
- The Officer Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.

For further details on the Foundation Course of Group-II officers visit [www.hrdiap.gov.in](http://www.hrdiap.gov.in)

You are advised to visit the Institute's website frequently for further instructions, if any.

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