

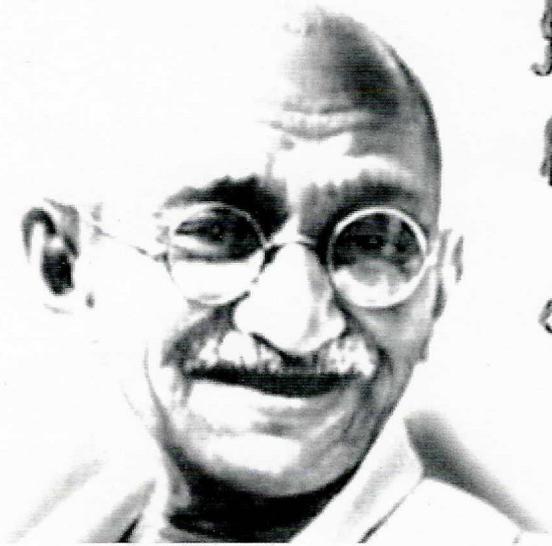


**Dr. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA**

Course Manual

**8th Foundation Course
for
Military Engineer Services Officers**

15-12-25 to 21-03-26



*“The best way to
find yourself is to
lose yourself in the
service of others.”*

~ Mahatma Gandhi

From the Vice Chairman & Director General's Desk



Dear Officer Trainees,

It is with great joy and heartfelt warmth that I welcome you to the 8th Foundation Course for Military Engineer Services Officers, scheduled from 15th December 2025 to 21st March 2026 at Dr. MCR HRD Institute, Hyderabad, Telangana.

You are stepping into a noble journey of public service—a journey that calls for courage, commitment, and compassion. In choosing this path, you have aligned yourselves with a purpose larger than individual ambition: the service of our nation and its people. India's rich cultural heritage, vibrant democratic ethos, and unwavering dedication to justice and equality remind us that every public servant carries both a privilege and a profound responsibility.

This Foundation Course is designed not only to prepare you for the challenges that lie ahead, but also to inspire you to reach your fullest potential. Over the next fourteen weeks, you will gain knowledge, develop new skills, and cultivate the values that form the bedrock of exemplary service. Just as importantly, you will build friendships, share experiences, and create memories that will stay with you throughout your career.

As you begin this transformative journey, I encourage you to approach each day with curiosity, openness, and a spirit of learning. Embrace the opportunities before you—each session, each interaction, and each field visit will help shape the leader you are destined to become.

Wishing you an enriching, meaningful, and truly memorable experience.

Welcome to the 8th Foundation Course—may this be the beginning of an inspiring and impactful journey ahead.

A handwritten signature in blue ink, reading "Santhi Kumari".

Santhi Kumari, IAS

Vice Chairman & Director General
Dr MCR HRD Institute of Telangana

December 15th, 2025

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Course Director, Dr. Kandukuri Usha Rani, Head -Centre for Disaster Management Sustainable Development (CDS) has 28 years of teaching experience. She obtained Ph.D. & M.Sc. (Organic Chemistry) from Osmania University, Hyderabad, M.Ed. from Himachal Pradesh University, Shimla, and Post Graduate Diploma in Mass Communication and Translation Techniques in Telugu from University of Hyderabad. She Visited Cambridge University, Amsterdam University, & Frankfurt University regarding Research topics in Ecology & Chemistry. Received “Senior Scientist Award” for best paper presentation at International Conference Harmony -2013, D.D.U, Gorakhpur University, Gorakhpur, India.

Currently She is Course Director for IAS Probationers of 2024 Batch of Telangana Cadre. She was the Course Director for IAS Probationers of 2023 Batch TG Cadre and for 7th FC-MES-2025 & Foundation Training Program (FTP) for Assistant Section Officers (ASOs) Direct Recruit (DR) of Central Secretariat Service (CSS) of CGLE-2023.

She had conducted the Foundation Courses for Newly Recruited Horticulture and Agriculture Officers of Telangana during 2024. She has conducted training programs for various Administrative Academies and Organizations as Course Director Viz. Deputy Collectors of Bhopal, M.P., Class_I & II Officer of Gujarat State, and also conducted the Exposure Visit for Odisha State IAS Probationers -2023 batch.

She worked as Educational Psychology Lecturer at District Institute of Education and Training, Karimnagar, Asst. Professor in Education and Research Training Wing of Board of Intermediate Education, AP and also Asst. Professor of Chemistry in various Degree and PG colleges under Collegiate Education, TG

Dr. Kandukuri Usha Rani, worked as Associate Course Coordinator for 93rd, 94th & Spl. Foundation Courses, ASO (DR) Central Services Foundation Course She also worked as Course Coordinator for All India Study tour of Nagaland Civil Services Probationers, Haryana and Odisha State Civil Services Officers.

About Dr. MCR HRD Institute of Telangana

1. Training programs at MCR HRD IT

Founded in 1976 by the Government (United Andhra Pradesh), Dr. MCR HRD Institute has been supporting the Government's initiatives in capacity building for reforms, good governance, change management, and revamping delivery systems.

In addition to training programs for Government employees, both from Telangana State and from across the country, the Institute has been offering Foundation Courses for All India Services Officers, Central Civil Services Officers, Military Engineer Services Probationers, etc.

As a part of "Training for All" program, sponsored by DoPT, Govt. of India the Institute has trained 5479 employees of Tribal Welfare Department. Under the same initiative, the Institute has imparted training to 6864 employees of Women Development & Child Welfare Department. On account of this, the Institute has emerged as a role model not only in Telangana State but also in the entire country.

The Institute regularly conducts training programs for Central Secretariat Officers sponsored by ISTM, Lok Sabha Secretariat, Civil Service Officers from Bihar, Gujarat, Madhya Pradesh, Odisha, Mizoram, Nagaland, Jharkhand, National Capital Territory of Delhi and other States. The Institute also conducts training programs for Defence Establishments, NHRC, Khadi Village Industries Board etc.

During the period of Covid-19 Pandemic, the Institute successfully rolled out more than 100 online training programs and covered over 15,000 Officers, right from the top to the lowest rungs of administrative hierarchy. In addition, the Institute trained over 1,00,000 field staff from different districts of the Telangana State, in a Blended

Learning Format, during the last three years, in 15 soft skills and domain-specific modules (COMMIT), sponsored by DoPT, Government of India. The Institute has also been mentoring a number of States, from across the country, to train the trainers for the COMMIT program and, as a result, the Telangana State now ranks number 1 in imparting online training in the country.

The Institute has recently conducted Ministry of External Affairs, GoI Sponsored ITEC training programs on "Journalism & Public Relations" for the Officers, Journalists & Media Professionals from South Africa, Vietnam & Sri Lanka and Capacity Development Course on Foreign Trade & Investment for Commercial Diplomats from Egypt.

2. Faculty Resources and Centres:

The Institute's faculty resources include senior All India Service Officers and also eminent faculty from various Institutes of higher learning like Indian School of Business, University of Hyderabad, Administrative Staff College of India, NALSAR University of Law, TISS, Northeastern University of Illinois, IMF, National University of Singapore etc. The Institute's training activity is being organized through the following Faculty Centres:

- i) Training Management Unit (TMU)
- ii) Centre for Law & Public Administration (CLP)
- iii) Centre for International Relations & Security (CIS)
- iv) Centre for Finance and Economics (CFE)
- v) Centre for Disaster Management & Sustainable Development (CDS)
- vi) Centre for Management & Behavioural Studies (CMB)
- vii) Centre for Telangana Studies (CTS)
- viii) Centre for Information Technology (CIT)

The Institute believes in decentralized training and, towards this, it has established a network of Regional Centers for Training to provide training to field level functionaries.

3. Accreditation:

The Institute has been accredited as उत्कृष्ट (Excellent), under the Capacity Building Commission's National Standards as assessed by National Accreditation Boards of Education and Training.



The Institute got the prestigious SKOCH Governance Silver Award at the 68th SKOCH Summit held on November 30th, 2020, for offering Virtual Training Programs, especially the Foundation Course, which was one of its kind.

The SKOCH Group, which is India's leading Think Tank dealing with socio-economic issues, has instituted India's highest independent civilian honors and awards in the fields of Governance, Finance, Technology, Economics and Social Sector.

4. Samridhi Journal:



The Institute publishes a Bi-annual online journal Samridhi by inviting articles on issues related to governance, public policy, public administration, good governance practices and so forth from

interested civil servants, academicians, civil society members etc. The Institute has published four issues over the past two year.

5. Vision

To emerge as a World Class Institution of learning in the art and practice of Citizen Centric Governance.

6. Mission:

To strive towards sustainable excellence in sharing constantly updated knowledge and skills with the personnel serving the Government and to promote capacity building and competencies among them.

7. Our Commitment:

- To be responsive to the Officer Trainees' (OTs) needs and aspirations.
- To be impartial, principles-centered and value-driven.
- To provide exposure to the best possible teaching material and Resource Persons to
- Facilitate the Officer Trainees' professional, intellectual, and emotional growth.
- To provide the OTs with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and an all-round development.

Facilities at the Institute

The Institute offers excellent training facilities and comfortable stay on its sprawling Campus spread over 33 acres of picturesque land in the heart of Hyderabad city. It is a lush green area which is fully WiFi-enabled and buildings have solar panels on their roof tops. The Institute has well-furnished, fully equipped, and air-conditioned class rooms, conference halls, auditoriums, etc. The ambiance of the Institute helps the OTs to unwind, rejuvenate, and make the mind more open to absorb new ideas, share experiences, indulge in critical reflection, and benefit from the entire experience. And, above all, the thick greenery makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.



Services & Timings:

| | |
|---------------------------|--------------------------|
| Breakfast | 7.30 a.m. to 9.00 a.m. |
| Tea / Coffee Break | 11.20 a.m. to 11.40 a.m. |
| Lunch | 1.30 p.m. to 2.30 p.m. |
| Afternoon Tea / Coffee | 4.20 p.m. to 4.35 p.m. |
| Dinner | 8.00 p.m. to 9.00 p.m. |

I. Accommodation

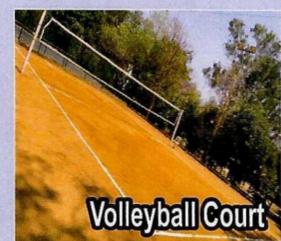
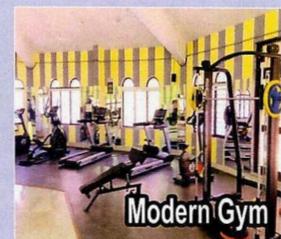
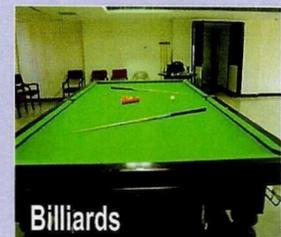
The Officer Trainees will be staying at Godavari Hostel, which is a fully air-conditioned facility.



II. Catering & Mess Services

Catering at the Institute is organized on contract basis. One OT from the Foundation Course shall supervise the Mess every day as Mess Duty Officer and guide the caterer on quality of food & cleanliness.

The dining arrangements for OTs have been made at Ruchi Dining Hall, Godavari Hostel, Ground Floor.





Swimming Pool

III. Recreation

The Institute has judiciously created an array of the following avenues for recreation: Swimming Pool, Tennis Courts, Indoor & Outdoor Shuttle Court, Yoga & Meditation Centre, 3 Gymnasiums, Volleyball Court, Billiards, Badminton, Jogging Tracks, Recreation Lounge, T.T, Caroms, Chess etc.

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machines, Purified Drinking Water, Malfunctioning of Geyser / TV / Telephone, etc., the OTs may contact the reception at Godavari Hostel. The staff at the reception is available round-the-clock.

IV. Free Shuttle Service



The Institute's shuttle leaves from Vijaya Dairy Parlor to Jubilee Check Post (Adjacent to Chiranjeevi Blood Bank). Timings are displayed at the starting point. If required, the OTs may book OLA-UBER from their mobile App.



V. Library

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is available in the library, besides various newspapers and journals. The timings are from 9.00 a.m. to 9.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the OTs will extensively utilize the library facility during their stay on the campus.

VI. Computer Facilities

The OTs can use computer facilities available at Room Numbers 104 & 105, Admin Block (First Floor) during office hours. All computers at the Institute are network connected. For any help, they



may contact System / Network Administrators in Room No.106 (Extn. No.: 119/220), or contact Mr. Y Jatin Swaroop, (Mobile: 8125721733) or Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515).

Computer Care: Do's and Don'ts

- Don't spill anything like tea, coffee, water, etc. over the computers.
- Don't keep any eatables near the computers.
- Don't delete files of which you are not aware of as these files could be system files.
- Don't use external storage device (pen drive, CD, etc.) from an external source without checking for viruses.
- Always scan the computer for viruses.
- Remove temporary files from Internet periodically (weekly).
- Don't open unsolicited e-mails or e-mails from an unknown person, which could carry viruses and corrupt the data.
- Don't click on unknown links as they might result in cyber fraud.

VII. Group e-Mail Address

A group e-mail address for the Officer Trainees, namely, 08mesfc@gmail.com, has been created. The individual e-mail address would be added to the group for accessing and sharing of information.

VIII. Website

The Officer Trainees can access Foundation Course Webpage for Course – related information, including Course Manual, Syllabus, Course Planner, etc by using URL <https://mcrhrdi.gov.in/2026/mes2025/index.htm>

IX. WhatsApp Group

An exclusive WhatsApp Group, namely, 8th FC MES 2025, has been created for disseminating information relating to Foundation Course among the Officer Trainees.

X. Internet Access

To access free Wi-Fi in Godavari Hostel, select MCRHRD-Wi-Fi in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free Wi-Fi access. For any help, the OTs may contact the IT Support Team. (Details provided at point no. VI)

XI. Health Care

The Officer Trainees may contact the Medical / Para-Medical Staff at Room No. G-39 (Godavari Hostel). They can also avail OP consultation / advice, from the Wellness Centers of CGHS at Hyderabad, by producing their Identity Cards.

Comprehensive Medical Support Ayush Wellness center available near tungabadra block.

Unani, Ayurveda, Homeopathy & Naturopathy In case of emergency candidates taken to nearby hospital.

Medical Emergency vehicle available

For emergency health care, the Officer Trainees may contact the following officers:

- i. Smt. N. Nirmala, Admn. Officer (Mobile No. 8977784568)
- ii. Sri V. Srinivas, Jr.Faculty, TMC (Mobile: 8008001937)
- iii. Sri B. Bharath Kumar, FE (Mobile No.9966064441)

XII. Vijaya Dairy Parlour, Indira Mahila Shakti Canteen & ATM

The Vijaya Dairy Parlour and Chai Kahani remain open from 08.30am to 09.30pm and 8.00am to 10.00pm, respectively. The ATM Facility is available adjacent to the Godavari Hostel (Ground Floor) and also at Vijaya Dairy Parlour.



8th Foundation Course for Military Engineering Services Officers (15th December 2025 to 21st March 2026)

I. Course Aim

The aim of the Foundation Course is to cultivate the essence of professionalism, dedication, and a well-rounded personality by instilling deep-rooted principles and human values to the Officer Trainees.

2. Course Objectives

Orientation to the Nation: The course aims to familiarize Officer Trainees with the administrative, social, economic, and political dynamics of our country, equipping them with a comprehensive understanding of the environment they will operate in.

Awareness and Opportunity: Officer Trainees will gain insight into the challenges and opportunities that lie within the Military Engineer Services, enabling them to make informed decisions and excel in their service. **Holistic Personality Development:** The course is designed to foster the holistic development of Officer Trainees, encompassing intellectual, moral, physical, and aesthetic dimensions, resulting in well-rounded individuals capable of meeting diverse challenges.

Building Esprit de Corps: We strive to promote a sense of unity and camaraderie among Officer Trainees from different Services, fostering greater coordination and team spirit.

3. Learning Outcomes

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

- Exhibit appropriate values, ethical standards, norms of behavior, and personal conduct, befitting of a Civil Servant.

- Have an appreciation of the principles of good governance and their application to meet the needs of the citizens of India.
- Display basic administrative skills, knowledge, and competencies required for his / her job.
- Apply concepts from the fields of Economics, Law, Management, Public Administration, Political & Constitutional Theory, and Information and Communication Technology (ICT) to administrative situations.
- Use ICT as an office productivity tool and learn the application of computer software packages.
- Have a greater appreciation of the interrelationships among the administrative, political, economic, and social environment, and implications of governmental action on the nation's socio-economic system.
- Work in coordination with others and imbibe the esprit de corps of the Services.
- Appreciate the country's rich traditions, history, culture, and diversity and develop an all-India perspective.
- Develop a well-rounded personality through participation in extra-curricular activities. Imbibe the spirit of physical fitness to maintain a healthy body and mind.

4. Course Design

The Foundation Course is designed in a manner so as to achieve its cherished objectives through a fusion of academic, outdoor, extra-curricular, and co-curricular activities. The Institute intends to equip each of the OTs with a core set of values, skills, and knowledge that help them in their

respective careers. They will be provided training inputs useful in understanding the basic concepts of governance and rules and regulations, necessary for effective performance in government. Along with this, the OTs will be assisted in the acquisition and development of personality and requisite attitudes necessary for effective functioning, empathy, and sensitivity, being most important of all.

5. Academic Inputs

Academic inputs in the Foundation Course would largely be covered under eight (8) broad heads.

| | |
|------------------------------------|----------------------------------------------|
| Public Administration | Political Concepts and Constitution of India |
| Basic Economics for Administrators | Indian History & Culture |
| Law | Information and Communication Technology |
| Management and Behavioral Sciences | English Language |

a) Public Administration

The Course will introduce the Officer Trainees to key concepts and ideas in public administration, structure, and role of government at various levels, important rules and regulations that govern public administration, the challenges of public service delivery issues of national and global security, climate change, impact of globalization on public administration, etc.

b) Basic Economics for Administrators

The symbiotic link between most tasks associated with administration and economics is very deep and multipronged. At a very basic level, public economic policy starts from the idea of State

intervention to correct market failure in resource allocation. Additionally, there are stability and distribution considerations which argue for State interventions. All these are firmly rooted in economics. A good foundational understanding of these principles is, therefore, a sine qua non for any civil servant. In addition, civil servants have to take key decisions each day where basic understanding of economic concepts is extremely beneficial and enhances efficiency.

As the Officer Trainees are drawn from diverse educational backgrounds, the subject is designed to get the participants to recognize and understand the basic concepts in Microeconomics, Macroeconomics & International Trade. At the end of the Foundation Course, the Officer Trainees will be able to describe and explain the fundamental economic principles of functioning of an economy. They would further be able to define and apply the analytical tools that can help them analyze the issues they would face as an Administrator through the lens of economic principles to arrive at better decisions.

c) Law

The purpose behind learning law is to be equipped with its basic understanding. The Officer Trainees would need broad legal knowledge about the various legislations that they would directly implement. However, the Foundation Course is not the occasion to go into the nitty gritty of the specific legislations that one would require. Hence, the endeavor is to set the context by describing the basic tenets of the major legislations whereby the Officer Trainees are in a position to appreciate and describe the foundational principles of the Indian legal system. The objective is that the Officer Trainees should be able to apply the basic principles of law, understand the structure and hierarchy of courts, alternative dispute redressal mechanisms, principles of contract, discuss some important social legislations and get introduced to procedural practices under civil and criminal codes in India.

The realization of the objectives of the Course will depend on the involvement of the Officer Trainees – inside the class and outside. Inside the class, lectures, discussions, case studies and other pedagogical tools would be used to achieve the objectives of the Course. Outside, in going through the major suggested readings.

d) Management & Behavioral Sciences

The subject of Management & Behavioral Sciences has many parts to it which will be covered through the Organizational Behavioral Module, Financial Management Module, and Public Procurement and

Contract Management Module. Aspects of leadership, understanding self, and decision making will be covered under the behavioral components. Financial Management will focus on understanding the basic principles of Public Financial Management and how they apply to the functioning of Government Offices through exposure to financial apparatus for implementing the financial rules, basics of municipal, commercial and local bodies finance, etc. Public Procurement and Contract Management will also include project management for government, basic introduction to internal controls, audit, vigilance mechanism, etc.

e) Political Concepts and Constitution of India

This Course introduces the OTs to the fundamental concepts of political science and the Indian Constitution and how they relate to the working of an administrator and evolution of and current status of Indian Politics.

f) Indian History and Culture

The Course on Indian History and Culture focuses on paradigm of India and the Indian State and through this the OTs are to be introduced to the discipline and the growth and evolution of the Indian State, the society, and culture, in all its diversity and oneness.

g) Information & Communication Technology (ICT)

The Officer Trainees will be exposed to the latest in computer technology applications. We shall try to ensure that by the end of the Course, the Officer Trainees would develop adequate skills to handle computers, including typing skills and selected software, with familiarity and ease.

h) Language

The Language class is a valuable addition to an officer's training program as it enhances their proficiency in communication and enables them to engage in conversations with ease and comfort. This course is specifically designed to optimize the trainee's communication skills and develop their confidence in public speaking.

6. Modules, Sessions & Timings

The approximate number of sessions for different modules is given below:

| S.No. | Subject | No.of Sessions |
|-------|--------------------------------------------------|----------------|
| 1 | Public Administration | 75 |
| 2 | Basic Economics for Administrators | 50 |
| 3 | Law | 50 |
| 4 | Management & Behavioral Sciences | 75 |
| 5 | Political Concepts and the Constitution of India | 25 |
| 6 | Indian History and Culture | 25 |
| 7 | Information & Communication Technology | 50 |
| 8 | Languages (for each language) | 25 |
| Total | | 375 |

These sessions are indicative and are subject to minor changes, based upon the exigencies of the Course or the preference of the Course Team. Teaching is normally not done on national holidays and weekends. However, in case of a string of holidays in any week, Saturdays can be made working by the Course Team.

The session plan for each day will be as follows:

| | |
|-----------------------|-------------------------|
| 0 Session (PT) | 06.30 a.m. - 07.30 a.m. |
| I Session | 09.30 a.m. - 10:20 a.m. |
| II Session | 10.30 a.m. - 11.20 a.m. |
| Tea Break | 11.20 a.m. - 11.40 a.m. |
| III Session | 11.40 a.m. - 12.30 p.m. |
| IV Session | 12.35 p.m. - 01.30 p.m. |
| Lunch Break | 01:30 p.m. - 02:30 p.m. |
| V Session | 02:30 p.m. - 03:25 p.m. |
| VI Session | 03:25 p.m. - 04:20 p.m. |
| Tea | 04.20 p.m. |

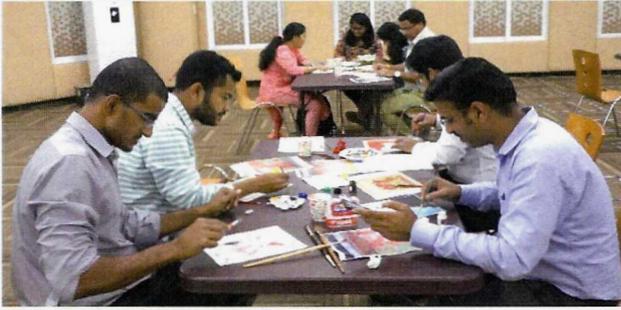
7. Reading Material

Background reading material for all the subjects will be available for reference at Prof. Jayashankar Library (Cellar of the Admin Block). These are designed to reinforce the class inputs. Some of the modules / lectures may also be supplemented by hand-outs. The presentations made by the speakers will be available on the Institute's website. The OTs are advised to maintain subject-wise files and catalogue the material properly.

8. Session Moderators for the classroom sessions

The OTs will be appointed as Session Moderators to Guest speakers with the following responsibilities:-

- To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker.
 - To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.
 - To ensure that the reception has complete details of arrival and stay of the Guest Speaker. To keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.
 - To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.
 - To collect the profile of the Guest Speaker, well in advance.
 - To acquaint the Guest Speaker with the course design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his / her scheduled session.
 - To inform the Guest Speaker about the duration, number and nature of his / her lecture (s), participation, etc.
- To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of projector, flip charts, etc.
 - To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same. To ensure that the Guest Speaker's name plates are ready and placed on the table prior to the lecture.
 - To ensure that the Guest Speaker is invited to all the functions of the various Societies / Clubs, which are scheduled during his / her stay.
 - To ensure that the arrangement for the car for his / her return journey has been made by the FC Secretariat. To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the FC Secretariat.
 - To act as Rapporteur for the sessions by recording and summarizing the session details in the given format and submitting the same to the Guest Speaker.
 - To organize the following, in consultation with the Guest Speaker:
 - a. To introduce the Guest to the audience based on the bio-data already collected for the purpose. Long-winding introductory speeches as well as any flippancy must be avoided. The introduction of the Guest Speaker should not exceed 02 minutes in any case.
 - b. After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless the Guest Speaker has any objection to this which should be ascertained well in advance.
 - c. At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself and present the memento.
 - d. To ensure that the PPTs / Reading Material used by the Guest Speakers are uploaded on the Institute's website.



9. Feedback

All Officer Trainees are required to post their feedback for every session, on online feedback system. The URL to access the feedback system is as follows: user-id is the OT Code and default password is "MCR123#". It is advisable to change the default password after the first log-in. It is mandatory to fill-in the evaluation of the academic sessions, on a daily basis. We request the Officer Trainees to fill-in the online form in a responsible and constructive manner. Providing regular feedback is an index of your commitment to the Foundation Course and goes a long way in enriching its quality. The regularity and sincerity in giving feedback will form an integral part of the Director General's Assessment.

10. Skill Enrichment Component

Apart from the academics, outdoor activities like Local Treks, Sports, Swimming, Yoga, Zumba, Salsa, Running and PT are an integral component of course designs. The Course features an extracurricular module which affords the opportunity to learn new skills outside of the academic framework. Further, cultural events like the India Day, Sports Meet / Athletic Meet, Fete and One Act Play bring in the vibrancy of diversity and vigor to life at the Institute.

11. Extra-Curricular Module (ECM)

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The OTs have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for an OTs to opt for one of the following

ECM activities: 1. Salsa, 2. Zumba, 3. Flute, 4. Gardening, 5. Guitar, 6. Key Board, 7. Hindustani Vocal, 8. Painting. Once an activity under ECM is allotted, attendance will be compulsory for the same. The ECM classes will be conducted for Three days in a week from 5.00 pm- 6.00 pm & 6.00 pm to 7.00 pm.

12. Essays

The Officer Trainees will be required to write two essays during the Foundation Course. The first one would be on the topic: "Joining the Military Engineer Services: Expectations and Realities", which will be common for every Officer Trainee. This essay would serve as a beacon to every Officer Trainee during the Course of his / her entire service career.

The second essay would be from out of the 3 topics given below:

1. National Integration & Communal Harmony
2. L.M. Singhvi Essay on Human Rights
3. Sir Homi J. Bhabha Essay on Science and Human Development

a. National Integration and Communal Harmony: The essay will be evaluated by the National Foundation for Communal Harmony / Faculty of the Institute.

The essay carries the First, Second & Third prizes

b. L.M. Singhvi Essay on Human Rights: The essay will be evaluated by Faculty of the Institute / Guest Faculty.

The essay carries the First, Second & Third prizes.

c. Sir Homi J. Bhabha Essay on Science and Human Development will be organized on issues of Science, Technology, and the Environment.

The Essays have to be written in 1500 to 2000 words. Essay writing aids in critical reading and a spirit of logical inquiry as also an ability to identify significant aspects of any topic. It allows the Officer Trainees to construct arguments supported by evidence. It also helps in developing written communication skills. The essay should have four distinct parts, namely, introduction, main body / discussion, conclusion, and finally references. The

Officer Trainees are advised to follow the Harvard Style for referencing.

13. Book Review

The Officer Trainees will be required to critically review a book and present a write up in about

1000 – 1250 words. The book review will aid in developing an analytical, comparative and critical mindset. The write-up should be structured as follows:

One paragraph to give all essential information about the book, author, date of publication, etc.

One or two paragraphs summarizing the book

One paragraph on the structure of the book, including style, diction, and tone

The conclusion can include a final assessment of the book and the Officer Trainees' recommendation on its readability, if they consider it appropriate.

Detailed instructions about the essays and book review will be issued separately.

14. Physical Training / Morning Activity

The Institute strives to provide an encouraging atmosphere to all the Officer Trainees wherein physical fitness is an inseparable and crucial component of the training and holistic personality development.



The day will begin at 06.30 am for all Officer Trainees with mandatory morning activity which i.e., Physical Training. No Officer Trainee will be allowed to stay in his / her hostel room after 06.30 am.

The prescribed dress for PT is:

- a) Lady Officer Trainees - Institute T-Shirt, White Socks and Sports Shoes
- b) Gentlemen Officer Trainees - Institute T- Shirt , White Socks and Sports Shoes

15. Games & Sports

The Officer Trainees are encouraged to participate actively in games and sports and also avail the facilities of well-equipped gymnasiums, separately for male and female Officer Trainees. The Institute will organize coaching for the Officer Trainees for this purpose. The Officer Trainees are expected to make use of this opportunity to pick up new games /



sports. They are encouraged to select a sport of their choice and practice it every day for at least one hour. Besides, the various Clubs & Societies will be organizing competitive events in many sports / games. The Officer Trainees will be required to participate in the Sports Meet.

16. Trek and Study Tour

The Trek is the high point of the Foundation Course, both literally and metaphorically. It exposes the Officer Trainees to the natural grandeur and beauty of the Forests & Mountains. It provides one of the



most exhilarating experiences. It is a significant learning experience in group dynamics and brings out leadership qualities. The mighty forest evokes a sense of respect for nature as well as humility in any



person who attempts to know them. It is also a test of endurance and courage.

The Officer Trainees will proceed for Trek & study Tour in 2 batches by which time it is expected that they would have developed stronger bonds with each other and honed sense of adventure.

17. Village & Urban Local Bodies (ULB) Visit

The Village Visit has the following objectives: The Village Visit component has been revamped into a



more comprehensive "Field Immersion Program" within the Foundation Course. It is significant not only because it exposes Officer Trainees to the grassroots realities of India through structured study but also because it offers them the opportunity to engage extensively with the citizens, gaining insights into their concerns and priorities. In addition to rural exposure, the program has been revamped to emphasise the importance of urbanisation and the needs of urban areas. An urban component has been introduced, where trainees will first visit the

district headquarters and associated urban local bodies, followed by visits to larger panchayats and eventually smaller villages. The objective of this revamped program is to assess and understand daily life in villages as well as urban areas across the country.

The Officer Trainees will be given inputs on Data Collection & Analysis, Rural development programs, Social sector, Role of NGOs, PRA techniques, etc. to equip them adequately for the visit. Officer Trainees are expected to conduct a survey in the field as per the guidelines provided to them. In return, they will submit individual as well as group reports of the activities, executive summary, findings and recommendations and make group presentations, which will be graded on both the data collected and the quality of analysis.

Assess the dynamics of the socio-economic-political situation existing in villages and urban areas.

Understand and analyse the problems faced by people, especially the marginalized sections such as Scheduled Castes, Scheduled Tribes, Physically Challenged, etc.

Evaluate the spatial and temporal changes that have occurred in villages and urban areas in terms of quality of life as a result of Government and non-government interventions or with time. Evaluate the working of various institutions, both formal and informal.

Recognize the importance of the need to learn from the people in evolving people-based solutions to their problems.

Study the physical environment of villages and urban areas in relation to ecological imbalances and vulnerability to disasters.



Recognize the importance of the need to learn from the people in evolving solutions to problems.

Organize a cleanliness drive under “Swachh Bharat Mission” with the help of people and the district administration.

The Officer Trainees are expected to conduct a survey in the villages and urban areas as per the guidelines provided to them.

The Officer Trainees will be given inputs on Data Collection & Analysis, Rural Development Programs, Social Sector, Role of NGOs, PRA Techniques, etc. to equip them adequately for the visit. Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during Village and ULB Visits.

A separate manual on Village and ULB Visits will be given for further guidance.



18. FETE

The Officer Trainees will organize and participate in a FETE, in which they will put up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen, besides being an enjoyable experience. The profits from the FETE will be donated to a charitable organization of the choice of the Officer Trainees.

19. Cultural Activities and One Act Play

There will be a number of cultural activities during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the OTs will be required to present cultural programs to showcase their talents. The cultural activities help to nurture an appreciation for the richness and

diversity of Indian culture. The OTs will participate in One Act Play Competition

The high point of the cultural activities is the celebration of “India Day”. On this day, the culture,



customs, art & crafts, and cuisine of different regions of the country will be put up on display - both through outdoor and indoor activities by the OTs.

The event helps build pride in the country's rich heritage, besides sensitizing the OTs on the rich traditions of different States.



20. Shramdaan

Shramdaan will involve cleaning of the Institute's campus, picking up plastic bottles, etc. It is expected that every Officer Trainee must have respect for the dignity of labour and appreciate the hard work put in by the staff. The Officer Trainees will be asked to take part in Shramdaan activities



Clubs & Societies

I. Introduction

Each Club / Society will have an Executive Committee comprising a Secretary and four members, apart from the Director General's nominees. For running their activities, the Clubs and Societies will collect contributions from the fellow OTs. The Officers, Faculty Members and Staff, and their families, are invited to join the OTs in all the activities of the Clubs and Societies.



The Clubs and Societies take up various indoor and outdoor activities which are not only entertaining but also enrich the Institute's campus life. These activities will also provide an excellent medium to the OTs for self-expression and self-development.

The Institute places great emphasis on organizing and participating in these activities and they form an important basis for the Director General's Assessment at the end of the Course. All the OTs are, therefore, expected to participate actively and make optimal use of the facilities as per their tastes and disposition.

A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

A. Officers' Club

The objectives of the Club are as under:

- To serve the members of the Club and to cater to the social and recreational activities.

- To organize and provide sports and recreational pursuits for the members of the Club.
- To promote and provide facilities for indoor and outdoor games.
- To organize Sports Meet and tournaments.
- To organize quizzes, talks etc. relating to the Club's spheres.

B. Officers' Mess Committee

Mess is an institution where the OTs meet in an informal / formal atmosphere to dine and relax. The participation of the OTs in the working of the Committee helps in development of managerial and organizational skills amongst the office-bearers.

The Officers' Mess Committee organizes formal and informal get-togethers in association with other Clubs and Societies. Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee.

Following are the Objectives of the Committee.

- To contribute to the esprit de corps among the Officer Trainees.
- To ensure hygiene and cleanliness in the kitchen and dining hall
- To maintain a live rapport with caterer about the menu quality of food, service quality etc.

C. Film & Fine Arts Society

The main purpose of the Film & Fine Arts Society is two-fold, firstly, to introduce the Officer Trainees to cinema as an art form and secondly, to bring out and nurture the hidden talents among the OTs. Despite the many onslaughts from video and cable television, cinema still remains, in many ways, the paramount art form of the 21st century. Almost every OTs would be familiar with cinema as a

popular medium of entertainment. It is important that the OTs understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Society are:

- To promote study of films as an art and social force, and a powerful means of mass communication.
- To provide the members with technical advice on films and produce experimental films.
- To organize lectures and seminars on films.
- To exhibit films, both feature and documentaries.
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal.

The Film & Fine Arts Society engages with the OTs through a wide variety of cultural programs in which group participation is given priority. The Film & Fine Arts Society also co-ordinates plays as a part of One-Act Play Competition.

D. Social Service Club

As Civil Servants, the OTs contribute a lot in the social sector. The members of the Club visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the problems of specific disadvantaged sections of the society. The OTs will interact with NGOs to undertake meaningful social welfare activities.

The Club undertakes several initiatives to take care of the employees of the Institute as well as the residents of the local community.

In addition, the Club organizes Blood Donation Camps. The OTs are required to serve as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.

E. House Journal Society

The House Journal Society is established with the main idea of encouraging creative writing and other skills among the OTs.

The objectives of the Society are:

- To promote literary activities through creative writing.
- To provide a forum for free expression and interaction with one another.
- To develop an aptitude for editing and other aspects of journalism.
- To develop latent artistic talents and cartooning skills.

The Society publishes an in-house newsletter, as well as a House Journal, carrying articles on various subjects.



Shishtachar

I. Introduction

Good manners and etiquette lend confidence and charm to an officer's personality. They help smoothen the sharp edges of authority and ease the course of personal relations. The principles underlying the form and behavior suggested in the following pages are courtesy, politeness, and consideration for others.

The issues covered are important to an officer's life, both during his / her probation and in the later stages of his / her career. A major part of Shishtachar is of immediate relevance for life at the Institute.

It is expected that the OTs would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

II. Identity Cards

The OTs are issued identity cards for the duration of the Course. This identity card has to be carried by the OTs at all times, both within and outside the campus. The identity cards will also serve as lapel cards.

The identity cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, and on all formal occasions.

Entry into the campus shall be permitted by Security only after identity card is shown.

III. Punctuality

Punctuality forms the basic fulcrum around which discipline revolves. It is expected that OTs 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. Attendance will be noted according to seating arrangements. Arrival after 15

minutes for the class will be considered as absent for the duration of the session.

Late arrivals are not permitted to enter the classroom and must view the telecast in a different hall. It is expected that the OTs will not give any occasion to remind them of it during the Foundation Course.

IV. Behavior

The Institute expects the highest standards of behavior and decorum befitting of an OT, both inside and outside the Institute. We expect the OTs to be courteous and well-mannered towards each other, with the Institute staff and with the Faculty. The Officer Trainees are expected to ensure that their behavior towards the OTs of the opposite gender is beyond reproach. The OTs are expected to respect cultural dimensions and religious customs.

V. Participation, Leave and Absence

All Course activities, including Classes, Morning Activity, Fitness, Sports and extracurricular activities are compulsory and constitute official duty for the OTs. No OT shall absent himself / herself from any of these activities. Any unauthorised absence from these activities would be treated as dereliction of duty and will be dealt as per disciplinary rules.

No OT shall absent himself / herself from morning activities on grounds of ill health without permission of the Course Director, and without recommendation of the doctor. Those unable to do physical activities due to medical reasons, will come to the venue of the morning activities. and lend their moral support to their batch mates. Absence or irregularity in morning activities will be treated on par with absence from classroom activities and will invite disciplinary action.

All OTs are required to reside on the Campus during the entire duration of the Foundation Course. Course activities have been designed in a seamless manner. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained. OTs shall not send any request over WhatsApp / SMS. Permission shall not be granted via WhatsApp / SMS. No OTs shall remain in the hostel rooms during class hours.

VI. Meetings with Faculty

The OTs are expected to call on their Faculty members and meet them informally as well. These meetings are considered an important part of the community life at the Institute. The OTs are advised to seek prior appointment from the Faculty member to be called upon. Kindly be punctual on such engagements. In the event of the trainee not being able to keep up the engagement, concerned OTs must express regrets to the Faculty member. Not turning up on a fixed engagement without any intimation to the host is a gesture of rudeness which is not expected from an Officer Trainee..

VII. Dress Regulations

A. Ceremonial occasions:



Republic Day and Independence Day Functions, Course Inauguration / Valediction Ceremonies, Visit of VVIPs such as President / Vice-President / Prime Minister / Governor Any other occasion designated so specifically by the Course Team.

Dress Regulation

Gentlemen: Black Bandhgala Suit with formal shoes (Oxfords/ Brogues)

Ladies: Saree with formal shoes / sandals

B. Formal occasions:

Formal Lunch / Dinner (other than those where a VVIP is present)

Visits of dignitaries other than VVIPs

Dress Regulation

Gentlemen: Black or white Jodhpur Suit / 2 or

3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes

Ladies: Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes / sandals. Short kurtis / leggings/tights jeans shall not be permitted.

C. Informal occasions

Class / Office hours

Dress Regulation

Gentlemen: Full sleeved formal shirt and formal trousers and necktie (summer) and jacket (not sports jacket/pullover/ cardigan) and trousers with necktie(winter) with shoes (other than sports shoes and sneakers) Shoes (other than casuals).

Ladies: Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals. Short kurtis/ leggings/tights jeans shall not be permitted.

D. Casual occasion:

Officers' Mess (apart from meals that are categorized as formal)

Any other occasion such as cultural evenings.

Dress Regulation

Gentlemen: Open collar shirt with trousers (not jeans or lower of any description other than trousers) and shoes (other than sports shoes / sneakers)

Ladies: Salwar kameez, churidar kurta or shirt and trousers with footwear (other than slippers / slip ons / sports shoes / sneakers).

OTs must wear their name tags on all formal and informal occasions and while attending class.

Please note that:

Shorts, Jeans, Slippers / Chappals, however, are not allowed at any time on campus or outside hostel rooms.

E. Sports

Requirements for PT / Games / Sports etc.

The Institutes' T-shirts are to be worn for PT / Yoga and compulsory sports/games activities and other

track-suits and T-shirts will not be allowed for these activities.

The Institute has an all-weather swimming pool on campus. You are advised to get swimming costume of your size for swimming.

A pair of good quality jogging / running shoes with adequate cushioning is recommended.

VIII. Conduct in Class

The OTs are expected to be attentive and conduct themselves with due regard towards the Faculty and the fellow Officer Trainees. Questions addressed to Faculty Members / Guest Speakers should be clear, precise, and polite.

Mobile phones should not be used during the sessions.

Talking or whispering during a lecture not only disturbs the speakers but other OTs also.

The OTs are required to keep their mobile phones in their respective rooms.

Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class. The posture adopted while sitting in the classroom is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. Thumping on table is not acceptable while applauding Guest Speakers.

The OTs are expected to remain standing after the lecture concludes till the Speaker leaves the class.

No eatables and beverages shall be allowed inside classrooms.

IX. Conduct in Hostels

The Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry, etc. must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostel, music after 10.00 pm is to be heard only through ear-phones.

All the electrical appliances shall be switched off before exiting the hostel rooms.

X. Mess Etiquette

Dress code for Mess is Casual attire unless otherwise indicated by the Course Team. During formal occasions in the mess, the Officer Trainees are expected to be present 05 minutes before the guests arrive to receive them and to see that no guest is left unattended. Move around freely and look after the guests. Do not leave the mess until after all the guests have left.

Unless on the Mess Committee, the Officer Trainees have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee are not to use intemperate language or conduct themselves in a manner not befitting of an Officer. They can report matters needing attention to the Secretary or a member of the Mess Committee. Please do not use intemperate language while making a complaint.

XI. Conduct in the Lounge

When the OTs enter the lounge, and there is a lady or a staff member present, they should greet them appropriately. When any lady or a staff member or a guest enters the lounge, the OTs should stand up and greet him / her.

The OTs should not sit in the lounge with their legs up on a table or a chair.

Do not fail to wish staff members, their spouses or senior guests.

The OTs should not form their own exclusive sections.

Avoid controversial subjects which may lead to a heated discussion.

While in conversation, do not interrupt a person who is talking.

Do not gossip about other people. It is said: "Cultured people talk about ideas, whereas, uncultured people talk about persons".

Do not disturb the lounge arrangement. In case it has been necessary to move the furniture, please rearrange it before leaving.

XII. General Conduct

Consideration for the feelings of others should be a dominant concern. This becomes even more important during outdoor programs like the Trek and

the Village & ULB Visit. Conduct on these occasions should be such so as to instil confidence and trust amongst each other.

When dealing with Mess Staff, special care should be taken to ensure politeness.

Officer-like behaviour should be maintained outside the Institute as well, in dealing with shopkeepers, etc. and the public at large.

Spouses, friends or relatives of the OTs are not permitted to stay on Campus under any circumstances. Any violation of this will be considered as an act of gross indiscipline. However, the OTs can invite their families, after taking permission, for the Valedictory Program and they may be provided accommodation, subject to availability.

Keeping or consuming alcoholic drinks is strictly prohibited. Misconduct in an inebriated state will result in expulsion from the Course and severe action under Conduct Rules.

Smoking is prohibited on the Institute Campus.

The OTs are not permitted to keep private vehicles in the Institute.

Possession of personal firearms is strictly prohibited on the Campus.

The Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes, and written assignments will have serious consequences. Plagiarism will not be tolerated.

Redressal of grievances, if any, should be sought within the Institute. The Course team shall be the first level for grievance redressal. A direct representation to the Ministries of the Government of India or any authority outside the Institute, or venting out grievances on social media, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.

Sharing any information, photos, or videos related to the Foundation Course or the Institute on social media platforms is strictly prohibited. This includes any content about the course curriculum, faculty, guest speakers, fellow trainees, or Institute facilities.

Violation of this policy will be considered a breach of confidentiality and may result in disciplinary action.

The OTs will stand up when they are introduced. Shaking hands on being introduced is quite normal but not with ladies unless the lady makes the first move. Otherwise, a 'Namaste' or an equivalent word in any other Indian language is the proper form.

Do not sit aloof but conduct a conversation with others. As educated young officers, the OTs would have sufficiently wide interests to start and sustain a conversation on many subjects.

Attention to personal hygiene and especially mouth odor is essential.

It is only natural that intelligent men and women have an opinion of their own. However, courtesy demands that if one has to disagree, do so politely and in an urbane manner. Remember, dissent is best expressed in a controlled and dignified manner, which is not insulting to the opposite party.

XIII. Do's and Don'ts

1. Do's

- Maintain dress code in the class rooms and dining hall. The OTs should maintain the identity cards on their person in the academic areas.
- We are an eco-responsible Institute working on the reduce-reuse-recycle model for water, energy and waste management. The OTs are requested to contribute to these initiatives during their stay on the campus.
- Use the resources of the Institute, namely, water, electricity, etc., judiciously. Switch off lights and fans, close windows and lock the rooms when you go out.
- Help in keeping the entire campus, including the hostels, clean and green.
- Leave the room keys at the reception before going to classes so that the rooms can be cleaned.
- Pay for availing laundry services.
- The main gate of the Institute will be closed by 11:00 PM. Hence, return well before time if you happen to go out.

2. Don'ts

- Do not throw waste anywhere, except in dust-bins.
- Do not use plastic disposables, as far as possible.

- Do not keep cash or valuables in the room.

The OTs are advised not to approach the Institute to arrange cars for their personal use.

In adherence to promoting a healthy and focused



learning environment, the consumption of alcohol and smoking are strictly prohibited within the Institute premises. This policy extends to all areas of the campus, including hostels, classrooms, and recreational spaces. Any violation of this rule will be met with strict disciplinary action, potentially leading to expulsion from the course. We urge all

OTs to prioritize their well-being and refrain from engaging in these activities during their time at the Institute.

XIV. Disciplinary Policy

Minor Infraction:

1. Late arrival in the morning activity.
2. Late arrival in the classroom
3. Disturbance in the classroom
4. Improper turnouts
5. Minor deviation reported (with mess, classroom, hostel, attendants etc).
6. Any action or occurrence that the Discipline In-charge/Course Coordinator deemed to be inappropriate of an OT in terms of violation of civil service conduct

Major Infraction:

1. Unauthorized absence from the morning activity.
2. Unauthorized absence from the classroom.
3. Unauthorized use of any gadgets in academic premises.
4. Gross misconduct including social media, conduct violation, and misbehavior with staff/supervisors.
5. More than two minor infractions will be outlined

as Major.

6. Any action or occurrence that the Proctor / Course Director deemed to be inappropriate of an OT in terms of violation of civil service conduct.

Penalties For Minor Infraction:

Deduction of 1 mark.

Counselling session by the tutor counsellor.

Any minor infractions beyond 2 will be treated as major infraction.

Penalties for Major Infraction

Deduction of 3 marks and memo to be issued.

Hearing in front of discipline committee and a counseling session by the tutor counselor.

Penal action in form of extra PT, reformative social service, reflection, etc.

Memo at 4th time leads to issue of show cause notice followed by reflection on Sunday.

Absent in less than 4 sessions on each occasion, one half pay leave will be considered and more than 4, full day leave will be considered

SOP's for imposing penalties:

If the aforementioned infractions come to light on the day, the OTs will get a memo or show cause notice on the T+1 day before 10:00 am.

By 4:30 p.m., OTs must submit a self-written explanation on the memo.

OTs will be required to appear before the Proctor for a hearing at 4:45 p.m. The OTs will be considered to have nothing to explain, and as a result, ex-parte proceedings will be taken against them if they do not show up in a timely manner for the hearing before the Proctor.

Replies to memos via WhatsApp/text/email shall not be entertained.

The Proctor of the Course will assess the reply / response received from the OT and decide:

To drop the memo if the explanation is found valid.

To mandate that the OTs be subject to the penalties outlined in the major and minor infraction SOP.

Evaluation & Assessment

I. Breakup of Academic Evaluation & DG's Assessment

The overall breakup of academic evaluation and DG's assessment for 622.50 marks is as follows:

| | |
|---------------------------------------------------|------------|
| Academic Inputs | 375 |
| Director General's Assessment across 8 Parameters | 125 |
| Total | 500 |

The following table provides details about the subjects covered by the Foundation Course and the marks that they carry.

| Sl. No | SUBJECT | MARKS |
|--------|------------------------------------------------|------------|
| 1 | Public Administration | 75 |
| 2 | Law | 50 |
| 3 | Basic Economics for Administrators | 50 |
| 4 | Management & Behavioral Sciences | 75 |
| 5 | Indian History & Culture (IH&C) | 25 |
| 6 | Political Concepts & the Constitution of India | 25 |
| 7 | ICT | 50 |
| 8 | Language | 25 |
| | Total | 375 |

Proficiency of the Officer Trainees in the above subjects will be evaluated through concurrent evaluation, as they go along the Course, as well as an End - Course Examination. The following table presents details of the assessment, separately for concurrent evaluation and End -Course Examination.

Marks for Continuous Assessment & End- Course Examination

| Sl. No. | Assessment | Subjects | | |
|---------|-----------------|--------------------------|---------------------------|--------------------------------------------------|
| | | PA, M&BS (75 Marks each) | L, E, ICT (50 Marks Each) | Indian History & PCCI & Language (25 Marks Each) |
| | Assessment 1 | 10 | 8 | 4 |
| | Assessment 2 | 10 | 8 | 4 |
| | Assessment 3 | 10 | 8 | 4 |
| | End Course Exam | 45 | 26 | 13 |
| | Total | 75 | 50 | 25 |

Marks for Continues Assessment & End-Course Examinationm

The Officer Trainees will have to secure at least

50% marks to pass the examinations. An Officer Trainee who fails in any of the subjects, as mentioned above, he/she shall not be entitled to any credit for the Foundation Course Examination carrying 375 marks.

II. Director General's Assessment For 125 Marks

The Director General's Assessment for 125 marks will be calculated on the following basis.

Criteria for the Director General's Assessment

| Sl.No. | Subject /item for Assessment | Marks |
|--------|-------------------------------------|-------|
| 1 | Book Riview 10 | |
| 2 | Trek Report & Presentation | 15 |
| 3 | Village Visit Report & Presentation | 15 |
| 4 | Essay | 10 |
| 5 | Physical Fitness & Sports (5, 10) | 15 |
| 6 | Clubs and Societies (Organizing) | 05 |

| | | |
|----|---------------------------------------|----|
| 7 | Participation in ECM | 10 |
| 8 | Peer Evaluation | 10 |
| 9 | Discipline | 15 |
| 10 | Director General's Overall Assessment | 20 |

III. Medals and Awards

1. Director General's Award for- Best Group Presentation on Village Visit & ULBs
2. Director General's Award for- Best Group Presentation on Trek & Study Tour
3. Best Stall-FETE
4. Director General's Medal for Sports Champion

5. Director General's Medal for best - Athlete (Men)
6. Director General's Medal for best- Athlete (Women)
7. Director General's Medal for -Highest Marks in Written Exams
8. Director General's Medal for -Highest Marks in Director General's Assessment-
9. President of India Medal for the Best All-Round Performance
10. Award for Best contribution to Esprit De Corps



Tentative Course Planner

| Week | Date | Day | Activity | Remarks | Day |
|------|------------|-----------|---------------------------------------------------------------|---------|-----|
| 1 | 15.12.2025 | Monday | Joining Formalities Inaugural Session Course Briefing | | 1 |
| | 16.12.2025 | Tuesday | | | 2 |
| | 17.12.2025 | Wednesday | | | 3 |
| | 18.12.2025 | Thursday | | | 4 |
| | 19.12.2025 | Friday | Cultural Program (Qawwali) DG's Welcome Dinner | | 5 |
| | 20.12.2025 | Saturday | Selection of Secretaries and Members for Clubs & Societies | | 6 |
| | 21.12.2025 | Sunday | Holiday | | 7 |
| 2 | 22.12.2025 | Monday | | | 8 |
| | 23.12.2025 | Tuesday | | | 9 |
| | 24.12.2025 | Wednesday | | | 10 |
| | 25.12.2025 | Thursday | Holiday | | 11 |
| | 26.12.2025 | Friday | Holiday | | 12 |
| | 27.12.2025 | Saturday | Hyderabad Darshan | | 13 |
| | 28.12.2025 | Sunday | | Holiday | 14 |
| 3 | 29.12.2025 | Monday | | | 15 |
| | 30.12.2025 | Tuesday | | | 16 |
| | 31.12.2025 | Wednesday | | | 17 |
| | 01.01.2026 | Thursday | Holiday | | 18 |
| | 02.01.2026 | Friday | | | 19 |
| | 03.01.2026 | Saturday | Short Trek | | 20 |
| | 04.01.2026 | Sunday | | Holiday | 21 |
| 4 | 05.01.2026 | Monday | | | 22 |
| | 06.01.2026 | Tuesday | | | 23 |
| | 07.01.2026 | Wednesday | | | 24 |
| | 08.01.2026 | Thursday | | | 25 |
| | 09.01.2026 | Friday | Briefing on Village Visit | | 26 |
| | 10.01.2026 | Saturday | Departure for Village Visit | | 27 |
| | 11.01.2026 | Sunday | Departure for Village Visit | Holiday | 28 |
| 5 | 12.01.2026 | Monday | Village Visit | | 29 |
| | 13.01.2026 | Tuesday | Village Visit | | 30 |
| | 14.01.2026 | Wednesday | Village Visit | | 31 |
| | 15.01.2026 | Thursday | Village Visit | | 32 |
| | 16.01.2026 | Friday | Village Visit | | 33 |
| | 17.01.2026 | Saturday | Village Visit | | 34 |

| | | | | | |
|------------|------------|------------|-----------------------------|--------------|----|
| | 18.01.2026 | Sunday | | Holiday | 35 |
| 6 | 19.01.2026 | Monday | | | 36 |
| | 20.01.2026 | Tuesday | | | 37 |
| | 21.01.2026 | Wednesday | Village Visit Presentations | | 38 |
| | 22.01.2026 | Thursday | | | 39 |
| | 23.01.2026 | Friday | | | 40 |
| | 24.01.2026 | Saturday | Club Activity | | 41 |
| | 25.01.2026 | Sunday | | Holiday | 42 |
| | 7 | 26.01.2026 | Monday | Republic Day | |
| 27.01.2026 | | Tuesday | | | 44 |
| 28.01.2026 | | Wednesday | Book Review | | 45 |
| 29.01.2026 | | Thursday | | | 46 |
| 30.01.2026 | | Friday | | | 47 |
| 31.01.2026 | | Saturday | Club Activity | | 48 |
| 01.02.2026 | | Sunday | | Holiday | 49 |
| 8 | | 02.02.2026 | Monday | | |
| | 03.02.2026 | Tuesday | | | 51 |
| | 04.02.2026 | Wednesday | | | 52 |
| | 05.02.2026 | Thursday | | | 53 |
| | 06.02.2026 | Friday | Briefing on Trek | | 54 |
| | 07.02.2026 | Saturday | Departure for Trek | | 55 |
| | 08.02.2026 | Sunday | Departure for Trek | Holiday | 56 |
| | 9 | 09.02.2026 | Monday | Trek | |
| 10.02.2026 | | Tuesday | Trek | | 58 |
| 11.02.2026 | | Wednesday | Trek | | 59 |
| 12.02.2026 | | Thursday | Trek | | 60 |
| 13.02.2026 | | Friday | Trek | | 61 |
| 14.02.2026 | | Saturday | Trek | | 62 |
| 15.02.2026 | | Sunday | Maha Shivratri | Holiday | 63 |
| 10 | | 16.02.2026 | Monday | | |
| | 17.02.2026 | Tuesday | | | 65 |
| | 18.02.2026 | Wednesday | Trek Presentations | | 66 |
| | 19.02.2026 | Thursday | | | 67 |
| | 20.02.2026 | Friday | | | 68 |
| | 21.02.2026 | Saturday | Club Activity | | 69 |
| | 22.02.2026 | Sunday | | Holiday | 70 |
| | 11 | 23.02.2026 | Monday | | |
| 24.02.2026 | | Tuesday | | | 72 |
| 25.02.2026 | | Wednesday | | | 73 |

| | | | | | |
|----|------------|-----------|--------------------------------------|---------|----|
| | 26.02.2026 | Thursday | | | 74 |
| | 27.02.2026 | Friday | | | 75 |
| | 28.02.2026 | Saturday | Sports Meet | | 76 |
| | 01.03.2026 | Sunday | Sports Meet | Holiday | 77 |
| 12 | 02.03.2026 | Monday | | | 78 |
| | 03.03.2026 | Tuesday | | | 79 |
| | 04.03.2026 | Wednesday | Holi | Holiday | 80 |
| | 05.03.2026 | Thursday | | | 81 |
| | 06.03.2026 | Friday | | | 82 |
| | 07.03.2026 | Saturday | FETE , One Act Play & Cultural Event | | 83 |
| | 08.03.2026 | Sunday | | Holiday | 84 |
| 13 | 09.03.2026 | Monday | | | 85 |
| | 10.03.2026 | Tuesday | | | 86 |
| | 11.03.2026 | Wednesday | | | 87 |
| | 12.03.2026 | Thursday | | | 88 |
| | 13.03.2026 | Friday | | | 89 |
| | 14.03.2026 | Saturday | Club Activity | | 90 |
| | 15.03.2026 | Sunday | Holiday | | 91 |
| 14 | 16.03.2026 | Monday | End Course Examinations | | 92 |
| | 17.03.2026 | Tuesday | End Course Examinations | | 93 |
| | 18.03.2026 | Wednesday | India Day Celebrations | | 94 |
| | 19.03.2026 | Thursday | Ugadi Festival | Holiday | 95 |
| | 20.03.2026 | Friday | Valedictory Session | | 96 |
| | 21.03.2026 | Saturday | Ramadan | Holiday | 97 |



Course Team

| Sl.No. | Name of the Officer | Intercom Number | Mobile Number/ Landline Number | Room Number |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-------------|
| 1. | Dr. Kandukuri Usha Rani, Course Director & Centre Head - Centre for Disaster Management & Sustainable Development | 270 | 9948921557 | 227 |
| 2. | Shri K. Jagan Mohan Goud, Consultant & JD Rtd, - Proctor | 167 | 8008422262 | 226 |
| 3. | Shri Abbas Ali, Consultant – Academic Coordinator | -- | 7093377801 | 225 |
| 4 | Dr.Thiruvengala Chary Sr Faculty & Head CMB, - Trek in charge and DG Nominee for Officers' Club and Controller of Examination | 415 | 9849610028 | 131 |
| 5 | Smt. N. Nirmala, Administrative Officer- Medical Facilities | 196 | 8977784568 | 11 |
| 6 | Smt. K. Chandra Jyothi, Faculty – CDS & Addl. Course Director (Non-Academics) | 181 | 9553433305 | 231 |
| 7 | Sri M. Madhava Charya Accounts Officer | 271 | 9121218349 | 014 |
| 8 | Smt. V. Jyothi GM (Facilities) – DG Nominee for Officer's Mess Committee | 127 | 9248032098 | 103 |
| 9 | Shri. P. Kiran Goud Head - CIT & General Manager(IT) | 189 | 9912507781 | 106 |
| 10 | Smt. Y. Rajeshwari, Senior Lecturer, CFE - DG Nominee for Film & Fine Arts Society (Non-Academic Coordinator) | 180 | 8977000327 | |
| 11 | Sri K. Nagaraju, Sr Lecturer , CFE Trek coordinator | 118 | 9441237867 | |
| 12 | Sri Srinivas Madhav, Consultant, TMU DG Nominee for House Journal Society | 162 | 9247159343 | 221 |
| 13 | Smt. G.Jhansi Rani Faculty, CIS DG Nominee for Social Service Club | 124 | 8008885064 | 130 |
| 14 | Sri G.V. Radha Krishna Rao Asst. .Lecturer, CFE & Classroom Incharge | 185 | 9440170976 | |

| | | | | |
|-----|------------------------------------------------------------------------------------------------|-----|------------|-------------------------|
| 15 | Sri. Peddaboina Shreenivas, Faculty, CTS & Classroom in charge & Morning Activity | 216 | 9705539957 | |
| 16 | Sri. V. Srinivas, Faculty, TMU – Village Visit Coordinator & Nodal Officer -I | 360 | 8008001937 | 228 |
| 17 | Sri. G. Shankar, TPC, TMU - Nodal Officer-II & Sports In charge | 472 | 9030005772 | 231 |
| 18 | Sri G. Madhukar Reddy, TPC, & Transport Incharge | 133 | 9885988079 | 036 |
| 19 | Sri G.Venkat Reddy Manager-IT (Infra) & Trek coordinator | 119 | 9949392515 | 106 |
| 20 | Sri B. Srinivas Asst. Librarian-Grade II | 116 | 9948160832 | Cellar (Admin Block) |
| 21 | Sri Y.Jatin Swaroop, Network Administrator | 119 | 8125721733 | 106 |
| 22. | Sri R. Nagaraj Facilities Executive & Overall in-charge of Officers' Mess | 198 | 9677757539 | 107 |
| 23 | Sri. V. Shyam Lal Trg Asst. – FC Secretariat | 472 | 9652528865 | 227 |
| 24 | Sri. K. Nataraj, Trg. Asst. – FC Secretariat | 472 | 9908815114 | 231 |
| 25 | Sri K. Nanda Kishore, Sr. Steno., - FC Secretariat | 472 | 6305302043 | 231 |
| 26 | Smt. Nirmala, Steno., Classroom Support | | 9618398141 | 227 |
| 27 | Sri. K. Lakshman Singh, Jr.Asst. FC-Secretariat & Non-Academic | 345 | 9177117309 | 231 |
| 28 | Sri. Basanth, Jr. Asst. Support for Sports and Morning Activity | 216 | 9652042940 | |
| 29 | Smt. Rajani, Jr. Asst. Academic & Non-Academic Support | 119 | | 106 |
| 30 | Sri. V. Praveen Kumar Office Support | | 8497913722 | 227 |
| 31 | Sri. G. Rakesh, Office Support and Class Room support | | 8142312900 | |
| 32 | Sri B.Bharath Kuma Facilities Executive | 338 | 9966064441 | 055 (Godavari) |
| 33 | Godavari Hostel - Reception | 353 | 9248005306 | -- |

NOTES

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40 Years
Celebrations
Commemorative Sculpture - 2016

