



COURSE MANUAL

4th Foundation Course for Military Engineer Services Officers

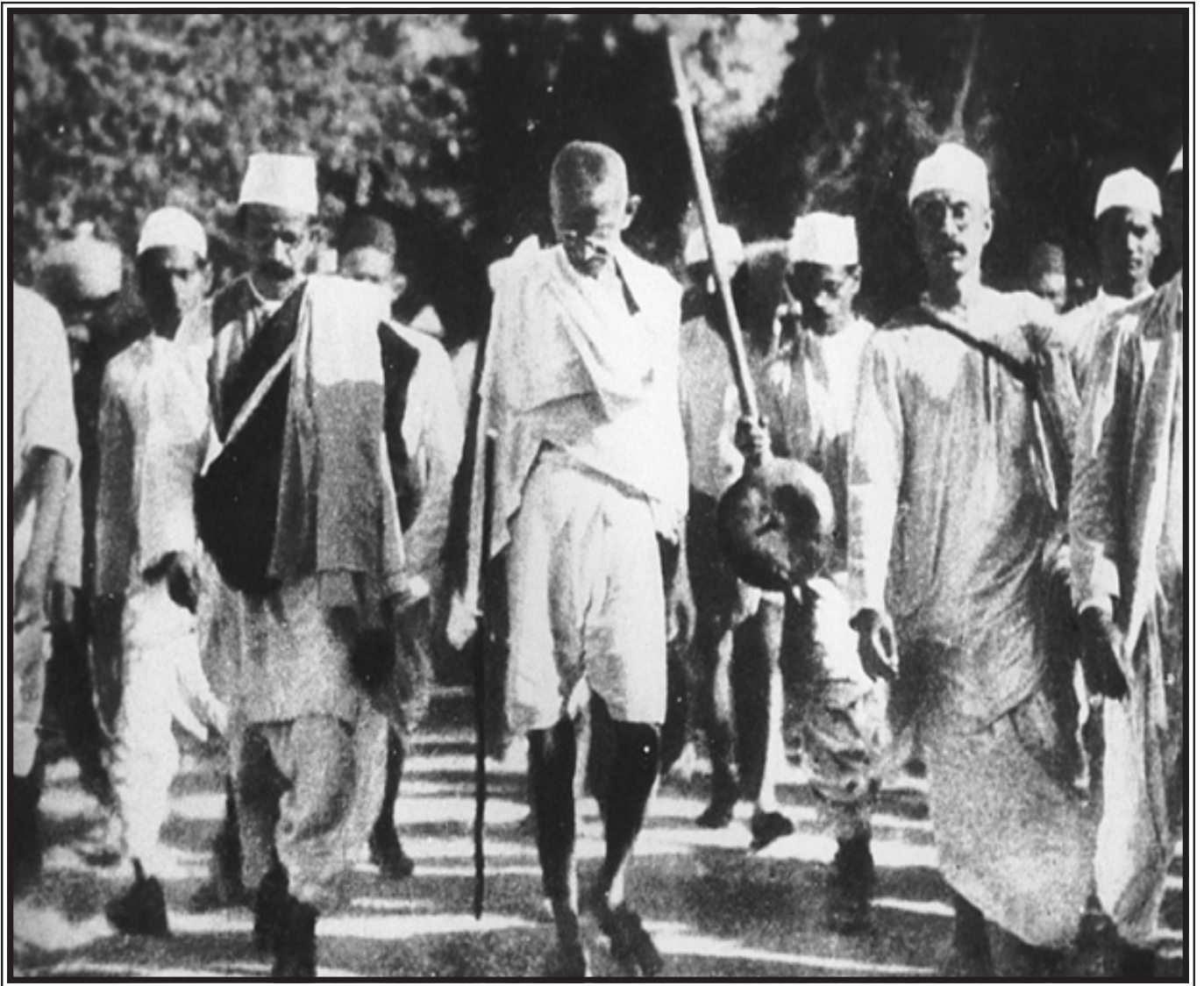
September 26th to December 31st, 2022



Dr. MCR HRD INSTITUTE OF TELANGANA

Dr. MCR HRD INSTITUTE OF TELANGANA

Azadi Ka Amrit Mahotsav



Azadi Ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of its people, culture, and achievements.

This ***Mahotsav*** is dedicated to the people of **India** who have not only been instrumental in bringing India thus far in its evolutionary journey but also hold within them the power and potential to enable Prime Minister Modi's vision of activating

India 2.0, fuelled by the spirit of *Atmanirbhar Bharat*.

"*Azadi ka Amrit Mahotsav*" is an embodiment of all that is progressive about India's socio-cultural, political, and economic identity. The official journey of "*Azadi ka Amrit Mahotsav*" commenced on 12th March, 2021 which started a 75-week countdown to our 75th anniversary of Independence and will end post a year on 15th August, 2023.

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4th Foundation Course for Military Engineer Services Officers

September 26th to December 31st, 2022



GODAVARI HOSTEL

DR. MCR HRD INSTITUTE OF TELANGANA

Welcome to Dr MCR HRD Institute of Telangana



40 Years Celebrations Commemorative Sculpture - 2016

IGNITE

“The two identical spirals resemble burning torch indicating victory. The four turns of the spirals signify four decades Journey of the Institute. Two fully blossomed lotuses at the core imply exchange of knowledge and wisdom.”

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From the Director General's Desk

Dear Officer Trainees,

It is a pleasure to welcome all of you to the 4th Foundation Course commencing on 26th September and concluding on 31st December 2022, at the Institute.

The Foundation Course is a profoundly enriching course for the officer trainees which is designed to enhance professional knowledge, provide job-oriented skills, inculcate esprit-de-corps, and build appropriate skills and values. It helps you to make a seamless transition from the academic world to the structured system of disciplined armed forces. The course is designed with a distinct focus on co-curricular and extracurricular activities that enables officers to learn how to balance work with overall personality development. We believe that this course is indeed one of the most memorable periods in the lives of officers.

The officers will get a unique opportunity to interact with other Services officers to bind them together and allow them to make fond memories of the time spent in the Institute with friends and colleagues, for life.

Discipline and punctuality are the most essential traits required in a professional to be successful. While there is an immense scope to experience and enjoy your stay here while participating in various co-curricular and extracurricular activities, it is also important to adhere to the decorum of the course.

The Institute and the Course Team would endeavour to make your Course experience stimulating, joyful, and memorable. We, in turn, expect you to be a keen learner and an active participant throughout. We are confident that you would imbibe the core values and set new benchmarks through your demeanour and conduct.

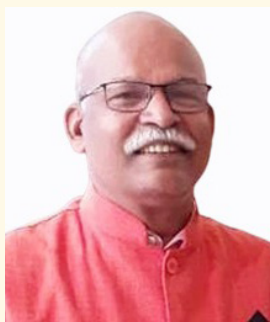
We hope you are able to make the most of this course and hope that you have a pleasant stay at MCRHRDIT.

Benhur Mahesh Dutt Ekka, IAS
Director General (FAC), Dr MCR HRD Institute
& Principal Secretary to Govt. of Telangana

September 26th, 2022



COURSE TEAM OF SPECIAL FC-2022(II)



Dr. Kota Tirupataiah, IFS (Retd.) is a Development Professional with over 35 years of Regulatory, Administrative and Development experience. He specializes in Organizational Development, Institution Building and Capacity Building. An alumnus of the prestigious Indian Agricultural Research Institute (IARI) New Delhi, he continues his academic passion in writing research papers, contributing to books and Guiding Research Scholars.

Though Dr. Tirupataiah belongs to the Indian Forest Service (1986 Batch AP/TS Cadre) he served not only in Forest Department but also in a number of Development as well as Welfare departments. He has over three decades of experience in Institution Building and Capacity Building as well as Training Management in various state level institutions, including Dr. MCR HRDIT.

His other significant contributions include: conserving the World's Largest Banyan Tree, drafting of Operational Guidelines for MGNREGS, Integrated Watershed Management Program Guidelines, etc. He is Member of INCID and Member, Asia Regional Work Group of the ICID. These days Dr. Tirupataiah devotes more time in Teaching on RTI, Climate Change, HRD and "The 7 Habits of Highly Effective People". He is a Grantee under the International Visitors Leadership Program of the USDS, USA and also travelled widely.

As the best all-rounder of his FC at LBSNAA, he won the Director's Gold Medal. He served as the Secretary, Fine Arts Society. He is a Quiz Master, Sports organizer and a decent singer. Dr. Tirupataiah superannuated in Jan 2019 and at present serves this institute as Chief Consultant (Training). Dr. K. Tirupataiah is associated with the 4th FC for MES in the capacity of Advisor



Dr. Gautam Pingle was born and raised in Hyderabad in a family that was closely connected with the state processes since the Nizam's period. After his early education he obtained his Bachelor's degree in Economics from University College, London and the PhD from Glasgow University. His 1976 thesis was a study of different types of irrigation in Telangana.

He worked at the Commonwealth Secretariat, London, Center for Policy Research, New Delhi and Uniloids Limited, Hyderabad. In 1999 he joined the Administrative Staff College of India as a policy analyst. As Director of the Centre for Public Policy, he was a consultant for and worked with the Government of India and its organizations, Asian Development Bank, Government of Andhra Pradesh, Orissa and Kerala. He was Dean of Research and Consultancy for two terms. He retired in November 2012.

His interest and association with the Telangana statehood movement began in mid December 2009. Since then his newspaper columns have largely been about Telangana and its issues. He is considered by many as an analyst and advocate of Telangana. He has assembled data and documentation to clarify, confirm and advocate for Telangana statehood.

His book "Fall and Rise of Telangana" was published in March 2014 and the Telugu version "*Padi Leshina Telangana*" in October 2015, both by Orient BlackSwan. In July 2021, his book "The Formation and History of Telangana: A Collection of Nine Critical Essays" was published by Orient BlackSwan. Dr. Gautam Pingle is associated with many academic activities of MES FC



Smt. Sridevi Ayaluri, Director IT & eL, Head, Center for Information Technology& Course Director for the 04th MES FC, has more than 24 years' of experience in the areas of e-Governance, ICT. She has worked in both Government and in Private sector. Her focus in the last 2 decades has been on developing appropriate strategies of high-value, high-impact, end-to-end Capacity Building programs and ICT solutions. She has done “Executive Programme in Business Management (EPBM)” from IIM Calcutta, M Sc –Computer Science from Kurukeshra University and she worked at National Institute for Smart Government (NISG) for 12 years and was involved in Capacity Building (CB) and Change Management (CM) plan for National level Projects like UIDAI, and Transportal of MoUD. She worked closely with NeGD on strategy to roll out CB across India under NeGP CB Scheme. She is associated with Dr.MCR HRDIT for the last 6 years in the capacity of Director IT & eL, Facilitated the conduct of e-Learning Module for over 1 lakh trainees, conducted various training programs in association with MeiTY and NSSTA, CME, MoD. She has also conducted training program for Civil Servants from ASEAN countries and conducted Higher Management Course for senior MES Officers, worked as Course Director for MES FC and IAS Officers (Telangana Cadre) orientation programs.



Sri.K.Jyothi, Manager IT –Training, Associate Course Director (Non Academics)

at the Centre for Information Technology in Dr.MCR HRDIT. She obtained her Bachelor's degree in Computer Science and Engineering in the year 1988. Later, she completed M.Tech in Software Engineering from JNTU in the year 2003. Since 1995, for eight years, she worked as Lecturer in Computer Engineering at various colleges of Department of Technical Education, Govt. of Telangana. Since 2003 she has been working as Head of Computer Engineering Section. Also, involved in Curriculum Development, Question Bank Framework and E-evaluation in the Department of Technical Education. She has around 27 years of teaching experience in teaching Computer subjects. She was also the Coordinating Officer for EAMCET and ICET counselling.



Smt. G. Madhavi Sarath, Nodal Officer 04th FC for MES

M.A.,L.L.B., Jr. Faculty,CSDG, Dr. MCRHRDIT. She has 23 years of teaching experience in various fields i.e. Intermediate, Degree Students and taught on Indian Polity for Compitative Exams. She has worked as Lecturer in State Institute of Vocational Education, Commissionerate of Intermediate Education. She has worked as Coordinator for 405 Training Programmes from 2012 to 2016 and worked as Incharge of the Intermediate Training Academy, Commissionerate of Intermediate Education. She has also worked as Principal, Government Junior College, Intermediate Education.



Sri.G.Venkat Reddy, Manager IT (Infra) is a Post graduate in Computer Applications from Osmania University. He has got 14 years of experience in System/Network Administrator. Presently he is working as Manager IT (Infra) for Centre for Information Technology of this Institute



Smt.Ch.Sirisha. Faculty IT, Class Room Incharge 04th FC for MES has more than 10 years of experience in the area of IT Sector, she has worked for JNTU and OU affiliated Engineering Colleges as Asst. Professor. She has done “Masters in Embedded systems” (M.TECH) from JNTU. She is International Software Testing Qualifications Board (ISTQB) Certified Test Engineer. Currently working as Faculty IT for Centre for Information Technology (CIT) at this Institute, She has earlier worked in Swathi Engineering College affiliated to Osmania University, as Head of the Department for Electronics and Commutations Engineering (ECE) Dept

Core Team Members

			
Dr. B. Vijayalaxmi, Joint Director & Controller of Examinations	Smt. Padmavathi, Administrative Officer	Sri P.A. Prakash Rao Director Facilities	Sri Vinod Kumar Ekbote Facility, CSDG & Trek & Village Visit Incharge
			
Sri Srinivas Madhav, Morning Activity incharge	Dr. Shreenivas Peddaboina Training & Research Associate, CTS & Sport In-charge	Sri P.V. Pathanjali Accounts Officer (FAC)	Sri BML Narasimha TPS / Superintendent & Transport incharge

ABOUT DR MCR HRD INSTITUTE OF TELANGANA

As India surges ahead on the path of rapid socio-economic growth, the demands upon public servants at all levels of Government are growing every day. The need for bridging the competency gaps in their current and future roles, through training, is at the heart of the Government's training policy.

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. The Institute has conducted training program for Civil Servants from ASEAN countries in the recent past.

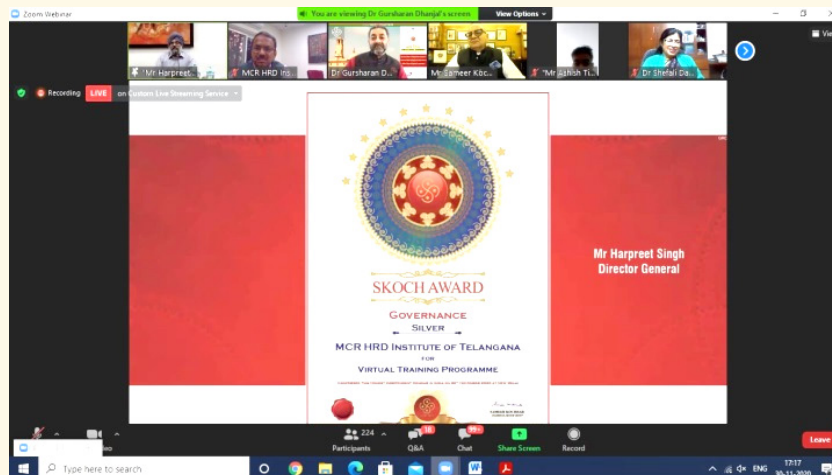
As a part of "Training for All" program, sponsored by DoPT, Govt. of India the Institute has trained 5479 employees of Tribal Welfare Department. Under the same initiative, the Institute is all set to train 6864 employees of Women Development & Child Welfare Department. On account of this, the Institute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

It is a matter of great pride that, 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 No.1 in online training in the country.

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



It is a matter of great honor that the Institute won 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.

COURSE AIM, OBJECTIVES & OUR COMMITMENT

“Literacy in itself is no education. Literacy is not the end of education or even the beginning. By education I mean an all-round drawing out of the best in the child and man-body, mind and spirit.”

Mahatma Gandhi

I. COURSE AIM

- The aim of the Course is to enhance overall personality, engrain deep-rooted principles and human values of professionalism and emerge as well trained and dedicated officer

II. COURSE OBJECTIVES

The objectives of the Foundation Course are:

- To orient the Officer Trainees to the administrative, social, economic, and political environment of the country.
- To make the Officer Trainees aware of the challenges and opportunities within the Service.
- To promote overall development of personality of the Officer Trainees, i.e., intellectual, moral, physical, and aesthetic.
- To foster greater coordination among the members of different Services by building *esprit de corps*.

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 an officer.
- 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.
- 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.

III. OUR COMMITMENT

- To be responsive to the Officer Trainees' needs and aspirations.
- To be impartial, principle-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 Officer Trainees with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and an all-round development.

COURSE DESIGN - ACADEMIC INPUTS

I. 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 Officer Trainees 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 Officer Trainees 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.

II. ACADEMIC INPUTS

A. SUBJECTS

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

1. 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.

2. Basic Economics

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 Govt. officer. In addition, Govt. officer 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 in the Foundation Course 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

3. Law

The purpose behind learning law at the Institute is to be equipped with the basic understanding of Law. 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 understand, interpret, and apply the basic principles of law, understand the structure and hierarchy of courts, alternate 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 – in the class and outside. Outside, in going through the major suggested readings. Inside the class, lectures, discussions, case studies and other pedagogical tools would be used to achieve the objective of the Course.

4. Management & Behavioural Sciences

The subject of Management & Behavioral Sciences has many parts to it which will be covered through the Organisational Behavioural Module, Financial Management Module, and Public Procurement and Contract Management Module. Aspects of leadership, understanding self, and decision making will be covered under the behavioural 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, public financial management, basics of municipal, commercial and local bodies finance, procurement and contract management, project management for government projects and basic introduction to internal controls, audit and vigilance mechanism.

5. Political Concepts and Constitution of India

This Course introduces the Officer Trainees 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.

6. Indian History and Culture

The Course focuses on Indian history and culture. The paradigm is of India and the Indian State and through this the Officer Trainees 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.

7. Information & Communication Technology (ICT)

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.

8. Language

The Language class will bring in proficiency and help the officer to communicate with ease and comfort.

B. MODULES, SESSIONS & TIMINGS

The approximate numbers of sessions for different modules are given below:

Sl. No.	Subject	No. of Sessions
1	Public Administration	75
2	Basic Economics	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	Language	25
Total		375

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.
Break	10.20 a.m. – 10.30 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.
Break	12.30 p.m. – 12.40 p.m.
IV Session	12.40 p.m. - 01.30 p.m.
Lunch Break	01:30 p.m. - 02:30 p.m.
V Session	02:30 p.m. - 03:20 p.m.
Break	03:20 p.m. - 03:30 p.m.
VI Session	03:30 p.m. - 04:20 p.m.
Tea	04.45 p.m. – 05.00 p.m.

Sessions can be extended or additional sessions can be held based on the Course requirement.

The classes will be conducted in Rudramadevi Hall (Room no.215), 2nd Floor, Administrative Building

C. READING MATERIAL

Some of the modules / lectures may be supplemented by hand-outs. The presentations made by the speakers will be available on the Institute's website. The Officer Trainees are advised to maintain subject-wise files and catalogue the material properly.

D. ESCORT DUTIES FOR THE OFFICER TRAINEES

The Officer Trainees are designated as Escort Officers to Speakers. They will have the following responsibilities:-

- To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker. In case of a VIP, arrangements regarding reception at Rajiv Gandhi International Airport / Railway Station may have to be worked out in consultation with the FC Secretariat.
- 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. 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.
- 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 Speakers' 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 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.

E. FEEDBACK

It is our constant endeavor to provide the Officer Trainees with the best possible academic inputs. We value the Officer Trainees' opinions and look forward to their feedback which will help us to improve our inputs.

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: <http://training.mcrhrdi.gov.in/auth/login.aspx>. The 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 preferably daily or latest by midnight on Sunday of that week. 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 Director General's Assessment.

COURSE DESIGN, CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

I. CO-CURRICULAR ACTIVITIES

A. 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 given below:

- I. National Integration & Communal Harmony
- II L.M. Singhvi Essay on Human Rights
- III. Sir Homi J. Bhabha Essay on Science and Human Development

1. 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 following prizes:

First Prize	Rs.10,000
Second Prize	Rs. 6,000
Third Prize	Rs. 4,000

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

/ Guest Faculty.

The essay carries the following prizes:

First Prize	Rs.1,000
Second Prize	Rs. 750
Third Prize	Rs. 500

3. 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.

B. BOOK REVIEW

The Officer Trainees will be required to critically review a book and present a write up in about 1000 – 1500 words. The book review will aid in developing an analytical, comparative and critical mindset. The write-up could 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 para 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.

C. MOVIE REVIEW

The Officer Trainees will be required to critically review a Movie and present a write up in about 1000 – 1500 words. The Movie review will aid in developing an analytical, comparative and critical mindset.

Parameters for review of film:

- Background information
- Main issues raised by the film
- How effectively were the issues presented
- Impact of the film
- Relevance of the film to India.- what action to be initiated

D. CHECKING ORIGINALITY OF SUBMISSIONS

Anti-plagiarism software will be used for checking the originality of the essays, reports, assignments, book review, study reports, etc., submitted by the Officer Trainees. Hence, it is advised that all reports submitted during the Foundation Course are “strictly original”.

E. PHYSICAL TRAINING

Physical fitness is not only one of the most crucial aspects to attain healthy body, it is the foundation of a healthy mind. 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.



Morning Activities: The day will begin at 06.30 am. for all Officer Trainees with mandatory morning activities which will include Physical Training, Yoga, Aerobics, Zumba and Un-Armed Combat. Punctuality, appropriate turn out, and utmost sincerity are expected in everything undertaken at the Institute, in particular for activities related to physical fitness. No Officer Trainee will be allowed to stay in his / her hostel room after 06.30 am. No Officer Trainee shall absent himself / herself from morning activities on grounds of ill health without permission of 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.

Following exemptions from outdoor activities, with the permission of the Course Director, are allowed during the course:

Lady Officer Trainees – 5 (No more than 2 exemptions in a month)

Gentlemen Officer Trainees – 3 (No more than 1 exemption in a month)

The prescribed dress for PT is:

- **Lady Officer Trainees-** Institute track Suit, White Socks and Sports Shoes
- **Gentlemen Officer Trainees -** Institute track pants and T-Shirt / Institute Track Suit, White Socks and Sports Shoes

The PT is mandatory till Trek. However, after the Trek, it is open to the Officer Trainees to choose one from among PT, Running, Yoga, etc.

There will be several outdoor activities as a part of the Course inputs. The Officer Trainees participate in adventure sports like rock climbing, para-sailing, visits to national parks, etc. There will be short Treks in and around Hyderabad both for the purpose of Trek-conditioning and also to familiarize the Officer Trainees with the surrounding environs.



F. GAMES & SPORTS

The Officer Trainees are expected 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 during October, 2022.



G. TREKKING

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 Nilgiris Hills. It provides one of the most exhilarating experiences. It is a significant learning experience in group dynamics and brings out leadership qualities. The majestic Nilgiris Hills evoke a sense of respect for nature as well as humility in any person who makes an attempt to know them. It is also a test of endurance and courage.



The Officer Trainees will proceed for Trek during the first fortnight of December 3rd to 11th, 2022 by which time it is expected that they would have developed stronger bonds with each other and honed sense of adventure.

A detailed Trek manual, including the Trek routes, will be issued before departure for the Trek.

H. VILLAGE VISIT

The Village Visit has the following objectives:

- Assess the dynamics of the socio-economic political situation existing in villages.
- Understand the problems faced by the rural people, especially the socially disadvantaged sections and women.
- Understand and analyse the problems faced by rural 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 in terms of quality of life as a result of Government and non-Governmental interventions or with the passage of time.
- Evaluate the working of various village level institutions, both formal and informal.
- Recognize the importance of the need to learn from the villagers in evolving people-based solutions to their problems.
- Study the physical environment of the village in relation to ecological imbalances and vulnerability to disasters.
- Recognize the importance of the need to learn from the villagers in evolving people-based solutions to local problems.
- Organize a cleanliness drive under “Swachh Bharat Mission” with the help of villagers and the district administration.
- The Village Visit is one of the major components of the Foundation Course, not only because it exposes the Officer Trainees to the realities of rural India through a structured study but also because it provides them an opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities.



The Officer Trainees are expected to conduct a survey in the village 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 Visit.

A separate Village Visit manual will be given for further guidance.

The Officer Trainees will proceed for the Village Visit during the first fortnight of 31st October to 4th November, 2022.

The Officer Trainees will present reports on the activities, findings and recommendations of the Village Visit and Trek, which will be graded on both the data collected and the quality of analysis. The findings of the groups will be subjected to the scrutiny of their peers and Faculty.

I. FETE-The Mela



The Officer Trainees will organize and participate in a FETE-The Mela during the second fortnight of December, 2022, 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-The Mela will be donated to a charitable organization of the choice of the Officer Trainees.



J. BLOOD DONATION CAMP

A Blood Donation Camp will be organized during the fourth week of December, 2022. All the Officer Trainees are advised to donate blood and contribute to this humanitarian cause.



K. CULTURAL ACTIVITIES



There will be a number of cultural activities during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the Officer Trainees 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 Officer Trainees will participate in A.K. Sinha Memorial One Act Play Competition.



The high point of the cultural activities is the celebration of “India Day”, which is scheduled during the last week of December, 2022. 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 Officer Trainees.



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

L. 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

M. EXTRA-CURRICULAR MODULE (ECM)

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The Officer Trainees have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for an Officer Trainees to opt for one of the following ECM activities: Music: (Vocal & Instrumental), Dancing, Photography, Gardening, Painting, etc.



The list is not exhaustive and a few more activities may be added. Once an activity under ECM is allotted, attendance will be compulsory for the same. The ECM classes will be conducted for two days in a week from 5.00pm- 6.00pm.



ASSESSMENT & EXAMINATIONS

I. BREAKUP OF ACADEMIC EVALUATION & ASSESSMENT

The overall breakup of academic evaluation and DG's assessment for 500 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 to be covered by the Foundation Course and the marks that they carry.

Sl. No	SUBJECT	MARKS
1	Public Administration(PA)	75
2	Law(L)	50
3	Basic Economics (E)	50
4	Management & Behavioral Sciences (M&BS)	75
5	Indian History & Culture(IH&C)	25
6	Political Concepts & 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 of Continuous Assessment & End Courses Examination

Sl. No	Assessment	Subjects					
		PA, M & BS (75 marks)		L, E, & ICT (50 marks)		Indian History, PCCI & Languages (25marks)	
		Mid Term (MT)	End course (EC)	MT	EC	MT	EC
		30 (M)	45(M)	20	30	10	15
1	MT	30		20			
	Assignment – 1	15 Marks		10 Marks		10 Marks	
	Assignment – 2	15 Marks		10 Marks			
2	EC	45 Marks					
	MCQs	25 Marks		30 Marks		15 Marks	
	Essays	20 Marks					

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	Assessment by
1.	Book Review	10	Dean of studies
2.	Movie/Film Review	10	Dean of Studies
3.	Trek Report & Presentation	10	Course Advisor & Trek In charge
4.	Village Visit Report & Presentation	10	Course Advisor & VV In charge
5.	Essay	10	Dean of studies
6.	Physical Fitness & Sports (5, 10)	15	Sports In charge
7.	Clubs and Societies (Organizing)	05	Peer evaluation & ACD (Non Academic)
8.	Participation in Extra Curricular Activities	10	ACD (Non Academic)
9.	Peer Evaluation	10	Peer Evaluation
10.	Discipline	15	Course Director / Course Team
11.	Director General's Overall Assessment	20	Director General / Inputs from Course Team
Total		125	

III. MEDALS AND AWARDS



A number of medals and trophies will be awarded to the Officer Trainees who excel in various activities at the Institute. Details of these medals and trophies are given below.

A. Academic Awards

1. Director General's Medal and Rolling Shield for the best all-round performance. (Individual Officer Trainee)
2. Director General's Medal and Rolling Shield for the highest aggregate marks in written examination
3. Director General's Medal for best performance in sports
4. Director General's Medal for the highest marks in Law
5. Director General's Medal for the highest marks in Public Administration
6. Director General's Medal for the highest marks in Indian History & Culture
7. Director General's Medal for the highest marks in Basic Economics for Administrators
8. Director General's Medal for the highest marks in Management & Behavioral Sciences
9. Director General's Medal for the highest marks in Political Concepts & Constitution of India
10. 10. Director General's Medal for the highest marks in Language
11. 11. Director General's Medal for the highest marks in ICT

B. Esprit De Corps Awards

Gold Medal will be given for contribution to esprit de corps. This medal is given to the Officer Trainee who makes maximum contribution to the esprit de corps in the batch.

We have identified the following special qualities as conducive to and reflective of this attribute.

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 cooperation for achievement of the common goal
4. Spirit of fellowship, fraternity, and common brotherhood
 5. Readiness to empathize as well as share difficulties faced by others
 6. Willingness to sacrifice for the common good/ group interest
 7. Sense of values, as enshrined in the Constitution of India
 8. Ability to transcend the narrow loyalties of service, caste, creed, region, and religion
 9. Liveliness, humor, and wit
 10. Passion to strive towards excellence in all spheres of collective activity
 11. A poll will be conducted towards the end of the Course. The Officer Trainees themselves will choose the Officer Trainee who possesses the above qualities and is perceived to have contributed toward building esprit de corps during the Course.
 12. Other Awards
 13. Director General's Gold, Silver, and Bronze Medals for the best essay on Communal Harmony
 14. LM Singhvi Gold, Silver, and Bronze Medals for the best essay on Human Rights
 15. Director General's Medal for the best performance in PT for Men
 16. Director General's Medal for the best performance in PT for Women
 17. Director General's Rolling Shield for the best Village Visit Group Presentation
 18. Director General's Gold, Silver, Medals for Village Visit Groups
 19. Director General's Rolling Shield for the best Trek Group
 20. Director General's Gold, Silver, Medals for Trek Groups
 21. Director General's Rolling Shield for the best performance amongst Clubs & Societies
 22. 1st, 2nd, and 3rd prizes in the Cross Country Run
 23. AK Sinha Memorial Trophy for the best One-Act Play
 24. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
 25. Vijay Niranjana Memorial Trophy and cash award of Rs.1000/- for the Officer Trainee who prepares the best script for the AK Sinha Memorial Play
 26. Director General's Gold Medal for the best Director
 27. Director General's Rolling Shield for the best Book Review Group
 28. Director General's Rolling Shield for the best Film Review Group

CLUBS & SOCIETIES

I. INRODUCTION

The office bearers of the Clubs and Societies are elected by the Officer Trainees themselves. Each Club / Society will have an Executive Committee with a Secretary and two members, apart from the Director General's nominees. For running their activities, the Clubs and Societies are provided with appropriate grants apart from the funds which they receive through membership fees. The Faculty Members and their families are invited to join the Officer Trainees 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 Officer Trainees 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 Officer Trainees 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 Athletics / Sports Meet and tournaments within the Institute
- To organize quizzes, talks, etc. relating to the Club's spheres

B. OFFICERS' MESS COMMITTEE

Mess is an institution where the Officer Trainees meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to esprit-de-corps among the trainees. The effectiveness of the Mess is measured in terms of quality of food, quality of service, and cost effectiveness.

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc. Frequent

visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.



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. On several occasions, the trainees are joined by the Director General, members of the faculty, staff, and dignitaries visiting the Institute.

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 Officer Trainees. 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 Officer Trainee would be familiar with cinema as a popular medium of entertainment. It is important that the Officer Trainees 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 serve as a forum for the members of the Society to exchange information and notes on films
- 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
- To maintain necessary laboratory, library, and equipment connected with films
- To establish and maintain liaison with national and international film societies
- The Film & Fine Arts Society takes up and coordinates activities related to music, theatre,

cultural programs, skits, dramas, etc. in order to explore and develop hidden talents of the Officer Trainees.

- The Film & Fine Arts Society engages with the Officer Trainees through a wide variety of cultural programs in which group participation is given priority. The programs organised by the Society generate 'esprit de corps' amongst the Officer Trainees and break the barriers of region and language.
- The Film & Fine Arts Society also co-ordinates plays as a part of AK Sinha Memorial One-Act Play Competition.

D. HOUSE JOURNAL SOCIETY

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

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 souvenir, carrying articles on various subjects.

E. SOCIETY FOR SOCIAL SERVICE

Charity begins at home. As Govt Officer, the Officer Trainees contribute a lot in the social sector. The members of the Society visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the problems of specific disadvantaged sections of the society. The Officer Trainees will interact with NGOs to undertake meaningful social welfare activities.

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

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

F. NATURE LOVERS & ADVENTURE SPORTS CLUB

The Club conducts simple, enjoyable, and refreshing adventure activities for the Officer Trainees, especially on weekends. Some of the adventure activities that could be taken up are rock climbing, rappelling, bouldering, scaling hillocks, etc. The adventure activities are organized by experienced and trained organizers for whom

safety is of utmost importance.

This Club runs various activities for creating awareness of environment and also contributes to the nature's richness. Studying environmental issues, photography, and collecting natural art or exhibits can also be a part of the Club's activities. In addition, the following activities are proposed.

- Conducting seminars on environmental issues
- Trekking for appreciation of nature
- Conducting quizzes
- Conducting photography exhibition, eco-friendly activities for creating awareness on Hyderabad's urban forests, etc.

LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl. No.	Club/Society	DG's Nominee	Photo
1.	Officers' Club	Dr. K. Tirupataiah, IFS (Retd.) Chief Consultant (Training)	
2.	Officers' Mess Committee	Sri P. Prakash Rao Director Facilities	
3.	Film & Fine Arts Society	Smt. K. Jyothi Junior Faculty, CIT	
4.	House Journal Society	Sri Vinod Kumar Ekbote Faculty, CSDG	
5.	Society for Social Service	Dr.K. Ramesh Babu, CHSS	
6.	Nature Lovers & Adventure Sports Club	Dr. Shreenivas Peddaboina Training & Research Associate, Center for Telangana Studies and Sports In-charge	

SHISHTACHAR (ETIQUETTE)

I. INRODUCTION

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.

Most of the prescriptions in this Manual may have their origin in Western cultural practices. However, it is important to remember that manners and etiquette are culture-specific. India, with its rich cultural heritage, offers a wide variety of cultural practices. It is, therefore, important to be sensitive to these variations and adapt one's responses according to the cultural traditions of the person or group of persons one is interacting with.

We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

II. EXPECTATIONS FROM THE OFFICER TRAINEES

A. PUNCTUALITY

We believe that punctuality forms the basic fulcrum around which discipline revolves. It is expected 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 foremost expectation from you and we hope that you will not give us any occasion to remind you of it during the Foundation Course.

B. BEHAVIOR

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

C. DISCIPLINE

As Govt. Officer, a strict code of conduct and norms of behavior bind each of us. We expect the Officer Trainees to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Indiscipline, lack of punctuality, discourteous behavior, violation of Course guidelines, and inappropriate conduct will invite disciplinary measures.

D. PARTICIPATION

This is your Course. What you get out of it depends a lot on what you put into it. The Course Team would like you to participate fully in all the activities that make the Foundation Course. When you participate in class room discussion, we expect you be polite and considerate to all others present.

E. ATTIRE

We expect you to be appropriately attired for every occasion.

F. MATURITY CREATIVITY & ENDEAVOUR

Above all, we expect Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. He / she does not burn up in anxiety. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark

which improves all human endeavors, 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.

III. CONDUCT IN CLASS

- Punctuality and decorum is to be maintained for all sessions / events, academic or non-academic.
- The Officer Trainees should take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture. Attendance will be noted according to the seating arrangement.
- The Officer Trainees are expected to be attentive and conduct themselves with due regard towards the lecturer 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 Officer Trainees also. 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 Officer Trainees are expected to remain standing after the lecture concludes till the Speaker leaves the class.
- No eatables and beverages shall be allowed inside classrooms.

IV. 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 10.00pm is to be heard only through ear-phones.
- All the electrical appliances shall be switched off before exiting the hostel rooms.

V. MESS ETIQUETTE

- Dress code for Mess is Casual attire unless otherwise indicated by the Course Team.
- Every Officer Trainee is a host. During formal occasions in the mess, the Officer Trainees are expected to be present 10 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.

VI. CONDUCT IN THE LOUNGE

- When the Officer Trainees 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 Officer Trainees should stand up and greet him / her.
- The Officer Trainees should not sit in the lounge with their legs up on a table or chair.

- Do not fail to wish staff members, their spouses or senior guests.
- The Officer Trainees should not form their own exclusive groups.
- If the Officer Trainees are sitting near a fan and a staff member or a lady arrives, and if there is no other comfortable seat available, they should offer their seat to him or her.
- 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.

VII. 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 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 Officer Trainees 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 Officer Trainees 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 Officer Trainees 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.
- Social calls are to be made after checking the convenience of others.
- If an Officer Trainee wants to meet someone, he should knock, or ring the bell if the door is closed. If the door is opened by the host / hostess or an adult member of the family, the Officer Trainee should introduce himself / herself and offer his / her card only if it is asked for.
- Gentlemen will stand when ladies enter a room, and officers will stand when seniors enter.
- The Officer Trainees 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 far as possible, avoid talking shop. As educated young officers, the Officer Trainees would have sufficiently wide interests

to start and sustain a conversation on many subjects.

- Receive visitors at the door or, if they are senior officers or old people, on the driveway as they alight from their cars. Open the door for them and see them into the house. Offer them a seat and, after a while, a drink (soft drinks, tea, coffee, etc.) .
- On conclusion of the visit, see the visitors off to their car or to the gate. Do not shut the door on them.
- Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential to familiarize yourself with government instructions and the conduct rules. If the Officer Trainee is a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol, he / she may decline politely. If anyone wishes to abstain from drinking alcohol, do not urge him or her to reconsider.
- 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.

VIII. RESPONSIBILITIES OF MESS DUTY OFFICERS (MDOs)

A. GENERAL

- All the Officer Trainees have to discharge the duties of MDO. No exemptions would be given, except in deserving cases.
- One Officer Trainee will have to perform duties of MDO for half a day, i.e., morning (covering breakfast & lunch) or afternoon (covering evening snacks & dinner).

- MDO duties will be assigned on a random basis and the Officer Trainees shall, ordinarily, not request for changes.
- List of Officer Trainees drafted for MDO duty will be displayed every week on the FC Notice Board.
- The Officer Trainees drafted as MDOs would be exempted from academic as well as non-academic activities for the period. The MDO on morning duty will be exempted from PT and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

B. SPECIFIC FUNCTIONS OF MDO

- Be present at stores while raw items for cooking the food are being issued.
- Check the quality and quantity of fresh and dry stores.
- Stick to the menu and ensure that all the items in the menu are cooked / prepared.
- Ensure that the cooks, workers, and others are properly dressed, and are neat and clean.
- Ensure that the material is properly cleaned / washed before cooking / preparation.
- Ensure cleanliness and hygienic conditions in the kitchen and dining hall.
- Monitor the process of cooking and watch when oil, salt, and other important ingredients are used.
- Check quality of food cooked / served.
- Ensure that the serving counters and the utensils are clean, the boys are properly dressed, and wear hand gloves.
- Ensure that the Guest Register is maintained and report any irregularity.
- Ensure that meals are ready in time and laid out properly.

- Mark attendance of mess employees.
- Report violation of dress code or indecent behavior on the part of any Officer Trainee.
- Ensure that room service is provided only to those who are sick, are on authorized medical leave, and cannot come down to the dining hall.
- MDO, who is assigned morning duty, should be in the kitchen by 6.00 a.m. and be on duty up to the completion of lunch, say up to 2.00 p.m. He / she can have a break of one hour after breakfast. The MDO, on afternoon duty, shall be on duty from 2.00 p.m. to 9.00 p.m. or until dinner is over.
- MDO should ensure and check the cleanliness of wash rooms, dining tables, mess and kitchen floor, changing of the wash towels, soap, etc.
- He / she shall record in a register all things that need to be repaired, changed, etc.
- The Facilities Executive, the Assistant Executive Engineer, and their support staff shall attend to the needed repairs / changes on a daily basis.
- In case of any serious issue to be addressed, the MDO can call the Secretary of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
- The MDO shall furnish feedback to the MAC on incidents / issues during his / her duty period, on the same day (for morning duty) and by next morning (for afternoon duty).
- All Officer Trainees will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists and hospitality and hygiene specialists so as to enable the Officer Trainees to discharge their duties properly.

IX. IDENTITY CARDS

- The Officer Trainees are issued identity cards for the duration of the Course. This identity

card has to be carried by the Officer Trainees 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.

X. LEAVE AND ABSENCE

- All Course activities, including classes, fitness, sports and extracurricular activities are compulsory and constitute official duty for the Course participants. No Officer Trainee shall absent himself / herself from any of these activities. Any unauthorised absence from these activities would be treated as dereliction of duty.
- All Officer Trainees are required to reside on 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.
- Application for station leave is to be submitted to the Course Director in person at least 24 hours in advance. Please note that it is rude and unacceptable behaviour to send such requests over WhatsApp / SMS. Permission shall not be granted via WhatsApp / SMS.
- No Officer Trainee shall remain in the hostel rooms during class hours. In case of any medical problem, the Officer Trainee shall obtain permission from Course Director and report at the dispensary and stay at the medical ward.

XI. PENALTIES

We expect full participation by the Trainees in all activities of the Course. 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 may be imposed will be in the form of negative marking and / or penalty prescribed under the Conduct Rules Relating to Conduct and Discipline, or all. We sincerely hope that no such occasion would arise, which would compel us to resort to such drastic measure.

At any point in time during the Course, if any Officer 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 Ministry will be sent to that effect.

- i. Absence from physical Training activities in the morning will have to be authorised by the Course Director on the recommendations of the medical centre. The sessions missed due to any medical issue will have to be compensated on either holidays or on early morning of working days.
- ii. In case of harm caused to government property due to negligence, damages will be recovered from concerned Officer Trainees.
- iii. Mobile phones will be kept on silent mode during the sessions at the designated place in the Class Room.
- iv. As a penalty, the Course Director may order such other penal actions as may be deemed necessary.

XII. INFORMAL MEETINGS WITH FACULTY

The Officer Trainees are expected to call on their Tutors and Faculty members and meet them informally as well. These informal meetings are considered an important part of the community life

at the Institute. The Officer Trainees are advised to seek prior appointment from the Faculty member to be called upon. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Officer Trainee 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.

XIII. COVID PRECAUTIONS

- All Officer Trainees must be fully vaccinated, unless medically excused.
- Masks will be mandatory, regardless of vaccination status.
- Those who are fully vaccinated and who came in contact with someone with COVID-19, should get tested 5-7 days after the date of last exposure, or immediately if symptoms develop.
- Officer Trainees will be tested after joining the FC and each time they return from the outdoor assignment like the Village Visit and the Trek.
- Any Officer Trainee who develops any symptom – fever, cough, headache, nausea, weakness, etc, must immediately report the same, get urgently isolated, and get tested.
- Each officer is expected to closely monitor herself / himself to ensure symptoms are not ignored, putting others to risk.
- The Officer Trainees should avoid touching or shaking hands with each other. They should always maintain physical distance with each other.
- The Officer Trainees should wash hands with soap frequently, and use a sanitizer as often as possible.

We have taken all precautions in sanitizing equipment, cutlery and linen. However, the Officer Trainees should immediately report to house keeping if they feel some of this needs to be changed or cleaned

XIV. DRESS REGULATIONS

a. Ceremonial

- **Gentlemen:** Black Bandhgala Suit with formal shoes (Oxfords/ Brogues)
- **Ladies:** Saree with formal shoes / sandals

b. Formal

- **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

- **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

- **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).

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

A. OCCASION

a. Ceremonial

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

b. Formal

- Formal Lunch/ Dinner (other than those where a VVIP is present)
- Visits of dignitaries other than VVIPs

c. Informal

- Class/ Office hours

d. Casual

- Officers' Mess (apart from meals that are categorised as formal)
- Any other occasion such as cultural evenings.

Please note that:

- i. Track suit is a sports dress and hence track suits are strictly not allowed in cultural/other Programs, in class room and/or in Officers' Mess.
- ii. Shorts, Jeans, Slippers/Chappals however are not allowed at any time on campus or outside hostel rooms.

B. SPORTS

The Institute's Track suits have to be worn for all sports and gym related activity.

Requirements for PT/Yoga/Games/ Sports etc. The Institute's track-suit and T-shirt 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.

- i. You are advised to get swimming costume of your size for swimming. The Institute has an all-weather swimming pool on campus.
- ii. A pair of good quality jogging / running shoes with adequate cushioning is recommended.

FACILITIES AT THE INSTITUTE

The Institute offers excellent training facilities and comfortable stay on its sprawling campus spread over 30 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 Institute has a capacity to accommodate about 950 trainees at any given point of time. The ambience of the Institute helps the Officer Trainees 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 lush green campus makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.

I. ACCOMMODATION

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

II. CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness.

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



Services & Timings:

Bed Tea	06.15 a.m to 06.30 a.m
Breakfast	07.30 a.m. to 09.00 a.m.
Tea/Coffee Break	11.20 a.m. to 11.40 a.m.
Lunch	01.30 p.m. to 02.30 p.m.
Afternoon Tea/ Coffee break	04.45 p.m. to 05.00 p.m.
Dinner	08.00 p.m. to 09.00 p.m.

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 and Chess facilities



For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machine, Purified Drinking Water, Malfunctioning of Geyser / TV / Telephone, etc., the Officer Trainees 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 Parlour to Jubilee Check Post (Adjacent to



Chiranjeevi Blood Bank). Timings are displayed at the starting point.

If required, the Officer Trainees 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 10.00 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 Officer Trainees will extensively utilize the library facility during their stay on the campus.



VI. COMPUTER FACILITIES

The Officer Trainees can use computer facilities available in the Admn. Block (First Floor) and Business Lounge, located in Godavari Hostel (Ground Floor) during office hours. All computers in 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 any unknown links as it might result in cyber fraud.

VII. GROUP E-MAIL ADDRESS & WHATAPP

A group e-mail address for the Officer Trainees, namely, 04mesfc@mcrhrdi.gov.in, 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://www.mcrhrdi.gov.in/4th_mesfc2022/index.html

IX. WHATSAPP GROUP

An exclusive WhatsApp Group, namely “4th FC for MES Officers”, 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 Officer Trainees 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.

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

- i. Smt. T. Padmavathi, Admn. Officer (Mobile No. 8977784568)
- ii. Sri Srinivas Madhav, Sr. Faculty (Mobile No. 9247159343)
- iii. Sri Saka Venkateswara Rao, Jr. Faculty (Mobile: 9248032073)

XII. DO’S AND DON’TS

1. DO’S

- Maintain dress code in the class rooms and dining halls. The Officer Trainee 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 Officer Trainees 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.
- Use the Security Locker available at Room No.G-59 of Godavari Hostel.
- 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.
- Smoking and alcohol consumption is strictly prohibited.
- Do not keep cash or valuables in the room.
- The Officer Trainees are advised not to approach the Institute to arrange cars for their personal use.

XIII. VIJAYA DAIRY PARLOUR, CHAI KAHANI, & ATM

The Vijaya Parlour and Chai Kahani remain open from 08.30 am to 09.30 pm and 8.00 am to 10.00 pm, respectively.



The ATM Facility is available adjacent to the Vijaya Parlour and also at Godavari hostel (Ground Floor).



TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1.	26-09-2022	Monday	<ul style="list-style-type: none"> Joining Formalities Inauguration of the Course Course Briefing Introduction to Clubs & Societies Election Briefing 		1
	27-09-2022	Tuesday	<ul style="list-style-type: none"> Ice Breaking Commencement of Academic Session		2
	28-09-2022	Wednesday	ICT Screening Test		3
	29-09-2022	Thursday			4
	30-09-2022	Friday			5
	01-10-2022	Saturday	Elections To Clubs and Societies		6
	02-10-2022	Sunday	Mini Marathon and visit to Bapu Ghat		7
2.	03-10-2022	Monday			8
	04-10-2022	Tuesday	Bathukamma / Vijya Dashami Celebrations (Evening)		9
	05-10-2022	Wednesday	Vijaya Dashami	Holiday	10
	06-10-2022	Thursday	Vijaya Dashami	Holiday	11
	07-10-2022	Friday			12
	08-10-2022	Saturday	Hyderabad Darshan		13
	09-10-2022	Sunday	Shramadaan		14
3.	10-10-2022	Monday			15
	11-10-2022	Tuesday			16
	12-10-2022	Wednesday			17
	13-10-2022	Thursday			18
	14-10-2022	Friday			19
	15-10-2022	Saturday	Events by Clubs and Societies		20
	16-10-2022	Sunday			21
4.	17-10-2022	Monday			22
	18-10-2022	Tuesday			23
	19-10-2022	Wednesday			24
	20-10-2022	Thursday			25
	21-10-2022	Friday			26
	22-10-2022	Saturday			27
	23-10-2022	Sunday			28
5.	24-10-2022	Monday	Diwali Celebrations (Evening)		29
	25-10-2022	Tuesday	Diwali	Holiday	30
	26-10-2022	Wednesday			31
	27-10-2022	Thursday			32
	28-10-2022	Friday	Village Visit Briefing		33
	29-10-2022	Saturday	Events by Clubs and Societies		34
	30-10-2022	Sunday			35

Week	Date	Day	Activity	Remarks	Day
6.	31-10-2022	Monday	Village Visit		36
	01-11-2022	Tuesday	Village Visit		37
	02-11-2022	Wednesday	Village Visit		38
	03-11-2022	Thursday	Village Visit		39
	04-11-2022	Friday	Village Visit		40
	05-11-2022	Saturday	Events by Clubs and Societies		41
	06-11-2022	Sunday			42
7.	07-11-2022	Monday	Village Visit Presentations		43
	08-11-2022	Tuesday	Kartika Purnima / Gurunanak Jayanthi	Holiday	44
	09-11-2022	Wednesday			45
	10-11-2022	Thursday			46
	11-11-2022	Friday			47
	12-11-2022	Saturday	Sports Meet		48
	13-11-2022	Sunday	Sports Meet		49
8.	14-11-2022	Monday			50
	15-11-2022	Tuesday			51
	16-11-2022	Wednesday			52
	17-11-2022	Thursday			53
	18-11-2022	Friday			54
	19-11-2022	Saturday	Cultural Programme to be Presented by the OTs		55
	20-11-2022	Sunday			56
9.	21-11-2022	Monday			57
	22-11-2022	Tuesday			58
	23-11-2022	Wednesday			59
	24-11-2022	Thursday			60
	25-11-2022	Friday			61
	26-11-2022	Saturday	Short Trek to TSPA		62
	27-11-2022	Sunday			63
10.	28-11-2022	Monday			64
	29-11-2022	Tuesday			65
	30-11-2022	Wednesday			66
	01-12-2022	Thursday			67
	02-12-2022	Friday	TREK Briefing		68
	03-12-2022	Saturday	Events by Clubs and Societies		69
	04-12-2022	Sunday			70
11.	05-12-2022	Monday	TREK		71
	06-12-2022	Tuesday	TREK		72
	07-12-2022	Wednesday	TREK		73
	08-12-2022	Thursday	TREK		74
	09-12-2022	Friday	TREK		75
	10-12-2022	Saturday	TREK		76
	11-12-2022	Sunday	TREK		77

Week	Date	Day	Activity	Remarks	Day
12.	12-12-2022	Monday			78
	13-12-2022	Tuesday			79
	14-12-2022	Wednesday			80
	15-12-2022	Thursday	Book Review		81
	16-12-2022	Friday	TREK Presentations		82
	17-12-2022	Saturday	FETE – The Mela		83
	18-12-2022	Sunday			84
13.	19-12-2022	Monday			85
	20-12-2022	Tuesday			86
	21-12-2022	Wednesday			87
	22-12-2022	Thursday			88
	23-12-2022	Friday	End-Course Examination – Forenoon & Afternoon (Public Administration, Law, Economics & Management)		89
	24-12-2022	Saturday	End-Course Examination - Forenoon & Afternoon (PCCI, Indian History & Culture, ICT & Hindi Language)		90
	25-12-2022	Sunday			91
14.	26-12-2022	Monday	Boxing Day	Holiday	92
	27-12-2022	Tuesday	AK Sinha Memorial One Act Play		93
	28-12-2022	Wednesday	India Day Celebrations		94
	29-12-2022	Thursday	Blood Donation Camp		95
	30-12-2022	Friday	VALEDICTORY FUNCTION		96
	31-12-2022	Saturday	Relieving Formalities		97

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
1.	Sri Benhur Mahesh Dutt Ekka, IAS Director General (FAC) & Principal Secretary to Govt. of Telangana	100	040-23557585	
2.	Smt. Anita Rajendra, IAS Joint Director General	433	040-23543462	01
3.	Smt. Divya Parmar, IES, Head CSDG	123	9989436330	Muchukunda Block (2 nd floor)
4.	Sri M.P Sethy Chief Consultant (Training/E-learning)	444	9958483963	211
5.	Dr. K. Tirupataiah, IFS (Retd), Chief Consultant (Training), Advisor for 4th MES FC	488	8885532022	101
6.	Dr. Gautam Pingle Dean of Studies, Head-CTS	222	9849639689	002
7.	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head- CIT, Course Director	189	9866248887	034
8.	Dr. Md. Abbas Ali Sr. Professor, Head- MDC &	415	9030005661	131
9.	Dr. Ravulapati Madhavi Head- CPA, Associate Professor of Law &	482	8977000328	031
10.	Dr. B. Vijayalaxmi, Joint Director, Controller Examinations - 4th MES FC	131	8977783458	129
11.	Sri P. Prakash Rao Director Facilities & DG's Nominee for Officer's Mess Committee	127	9676793928	103
12.	Prof. (Dr.) A.S. Ramachandra Sr. Faculty, CPA	167	9997310063	226
13.	Dr. Amir Ullah Khan Adjunct Professor, MDC	223	9871322477	231
14.	Sri K. Ram Gopal Sr. Faculty, CPA	169	9121218354	127
15.	Sri Srinivas Madhav, Sr. Faculty, Incharge Morning Activity	162	9247159343	221
16.	Sri Vinod Kumar Ekbote, Faculty, CSDG, Over all Incharge of Trek & Village Visit and DG's Nominee for House Journal Society	369	9248032072	CGG Block
17.	Smt. T. Padmavathi, Administrative Officer	196	8977784568	012
18.	Sri T.M. Basha, Sr. Faculty	185	9248032109	014

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
19	Sri G.V.V. Subba Rao, Sr. Faculty	180	8317671414	130
20	Sri P.V.S. Pathanjali Accounts Officer (FAC)	118	9121218349	014
21.	Sri Vinod Goud Jr. Faculty.	216	8341607459	Muchukunda Block (2 nd floor)
22.	Smt. G.Madhavi Sarath Jr. Faculty, Nodal Officer for 4th MES FC	270	9248005302	227
23.	Sri Saka Venkateswara Rao JFM, CPA	377	9248032073	230
24.	Smt. G. Jhansi Rani Junior Faculty	124	8008885064	132
25.	Dr. K. Suresh Kumar Jr. Faculty, CPA	484	9948119421	221
26.	Smt. R. Regina Superintendent, Admin.	165	9248032091	035
27.	Sri V. Srinivas, JFM, TMU	420	8008001937	035
28.	Smt. K. Jyothi Junior Faculty, CIT & Associate Course Director (Non Academics) and DG's Nominee for Film & Fine Arts Society	223	9866690163	032
29.	Sri Abhishek Kumar Technical Advisor, CIT	106	9966890950	033
30.	Sri G.Venkat Reddy Manager-IT (Infra)	119	9949392515	106
31.	Smt. Ch. Sirisha Faculty, CIT and Class Room Incharge for 4th MES FC	151	9573860066	106
32.	Dr. P. Srinivas, TRA, CTS, Sports Incharge and DG's Nominee for Nature Lovers and Adventure Sports Club	216	9705539957	Muchukunda Block (2 nd floor)
33.	Sri Kavi Bhushan Pandey Sr. Manager (Facilities)	338	9000114443	Godavari Hostel (G55- Ground floor)
34.	Sri K.Mahesh Facilities Executive	198	8106966617	107
35.	Sri R. Nagaraj Facilities Executive & Overall in-charge of Officers' Mess	198	9677757539	107

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
36.	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar (Admin Block)
37.	Sri B.L.M. Narasimha Superintendent, & Transport Incharge	133	9346956307	036
38.	Sri G. Shanker Superintendent Admn.	280	9030879784	112
39.	Gym/Swimming Pool	177	-	-
40	Godavari Hostel -Reception	353	9248005306	-
41.	Tungabhadra Hostel -Reception	345	-	-

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MCR HRD

Institute of Telangana

Campus Layout



* not to scale



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