



5th Foundation Course for Military Engineer Services Officers

July 10th to October 14th, 2023



<https://www.mcrhrdi.gov.in>

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.

COURSE MANUAL

5th Foundation Course for Military Engineer Services Officers 10th July – 14th October, 2023.



**GODAVARI HOSTEL
DR. MCR HRD INSTITUTE OF TELANGANA**

Welcome to Dr MCR HRD Institute of Telangana



Commemorative Sculpture - 2016 **IGNITE** (Depicting 40 Years Celebrations)

“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.”

From the Director General's Desk

Dear Officer Trainees,



On behalf of the institution, I extend my warmest welcome to each and every one of you as you embark on the journey of the 14-week foundation course at our esteemed Institution.

As the Head of this Institution, I recognize the invaluable contribution that the Military Engineer Services has made in ensuring the safety, security, and infrastructure development of our nation. Your dedication, skills, and unwavering commitment to service are truly commendable. It is an honour for us to have the opportunity to train and enhance the capabilities of such accomplished individuals.

The foundation course, you are about to embark on, is meticulously designed to provide you with a comprehensive and holistic learning experience. This course aims to equip you with the essential knowledge, skills, and values necessary for your overall development as officers in the Military Engineer Services. Throughout these 14 weeks, you will be exposed to a diverse range of subjects, practical exercises, and interactive sessions, all tailored to enhance your professional competence and personal growth.

I encourage you all to embrace this opportunity with enthusiasm, curiosity, and a thirst for knowledge. Make the most of the resources available to you, actively engage in discussions, and seek guidance from our experienced faculty members who are dedicated to your success.

In conclusion, let me once again extend my heartfelt welcome to each one of you. Together, let us strive to make the most of this foundation course, and in doing so, strengthen the Military Engineer Services as a whole. I am confident that the knowledge, skills, and networks you will develop here will have a lasting impact on your professional journeys and the services you render to our great nation.

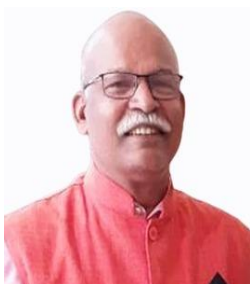
Wishing you a successful and enriching 14 weeks ahead!

Warm regards,

July 10th, 2023

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

COURSE TEAM OF 5th FOUNDATION COURSE for MES



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.

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 had been associated with the 4th FC for MES also 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 05th MES FC, is a highly experienced professional in the field of e-Governance and ICT, with over 24 years of expertise in both Government and Private sectors. With a focus on developing high-value, high-impact Capacity Building programs and innovative ICT solutions, she has successfully contributed to the strategic growth of organizations.

She has played a pivotal role in designing and implementing Capacity Building and Change Management plans for national-level projects in organisations, such as UIDAI and MoUD. Working closely with the National e-Governance Division (NeGD), played a key role in formulating and executing a nationwide Capacity Building strategy under the NeGP CB Scheme. Collaborating closely with the National e-Governance Division (NeGD), she has been instrumental in formulating and executing a nationwide Capacity Building strategy under the NeGP CB Scheme.

As the Director of IT & e-Learning at Dr. MCR HRD Institute, she has facilitated the successful development and implementation of e-Learning modules for a vast number of trainees. She has also conducted impactful training programs in partnership with MeITY, NSSTA, and MoD, broadening reach within the industry. With a passion for leveraging technology for societal empowerment, she continues to make significant contributions to the advancement of e-Governance and ICT on a national scale.



Dr. Kandukuri Usha Rani is a Faculty Member at the Centre for Sustainable development Goals. 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.

In the past, 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, Telangana State. She has 28 years of teaching experience.

She is associated with Dr.MCR HRDIT for the last 6 years and worked as Associate Course Coordinator for 93rd, 94th & Spl. Foundation Courses, ASO (DR) Central Services Foundation Course, Military Engineering Services (MES) FC. She also worked as Course Coordinator for All India Study tour of Nagaland Civil Services Probationers, Haryana State Civil Services Officers, Odisha Administrative Service Officers and ASO (DR) State Services Foundation Courses and also acted as Course Coordinator for One Week In-Service Training Programme for IAS Officers on Education Reforms & Challenges and Induction Training Programme for MPSOs of Telangana State.



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 05th FC for MES has more than 11 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



Smt. P. Leela Krupa Kumari, Superintendent & Nodal Officer 05th FC for MES Officers, she has done B.Sc (BZC) from Kakatiya University. She has joined in Panchayat Raj Department as Jr.Asst in 1995 and promoted as Superintendent in 2016. She has 28 years of working experience in Establishment, Accounts and Budget matters. she worked in O/o Commissioner, Rural Development, Hyderabad and O/o Commissioner, Panchayat Raj Department, Hyderabad. Now she is working on deputation in Dr.MCRHRD IT from 01.08.2022 onwards.

Core Team Members

		
Dr.B.Vijayalaxmi, Joint Director & Controller of Examinations	Smt.T.Padmavathi, Administrative Officer	Sri.P.Prakash Rao, Director Facilities
		
Sri Vinod Kumar Ekbote, Faculty, CSDG & Trek & Village Visit Incharge	Sri Srinivas Madhav, Sr.Faculty & Morning Activity Incharge	Dr.Shreenivas Peddaboina, Training & Research Associate CTS & Sports In-charge
		
Sri P.V.S Pathanjali, Accounts Officer (FAC)	Sri BML.Narsimha, TPC/Superintendent & Transport Incharge	

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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

"Leadership and learning are indispensable to each other." - John F. Kennedy

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.

II. 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.

Upon completion of the Foundation Course, Officer Trainees will:

Exhibit Exemplary Values: Officer Trainees will demonstrate values, ethical standards, and behavior that reflect the highest standards of officer conduct.

Embrace Good Governance: Officer Trainees will grasp the principles of good governance and their application to effectively serve the needs of the citizens of India.

Demonstrate Administrative Competence: Officer Trainees will acquire the essential administrative skills, knowledge, and competencies required to excel in their roles.

Apply Multidisciplinary Concepts: Officer Trainees will adeptly apply concepts from various disciplines such as Economics, Law, Management, Public Administration, Political & Constitutional Theory, and Information and Communication Technology (ICT) to real-world administrative situations.

Harness the Power of ICT: Officer Trainees will effectively utilize ICT tools as a means of enhancing office productivity

Foster Collaboration and Unity: Officer Trainees will work collaboratively with their peers, cultivating a sense of unity.

Embrace Diversity and National Perspective: Officer Trainees will appreciate the rich tapestry of India's traditions, history, culture, and diversity, developing a broad, all-encompassing perspective.

Cultivate Well-Roundedness: Officer Trainees will actively participate in extra-curricular activities, nurturing their creativity, physical fitness, and intellectual pursuits to develop a well-rounded personality.

Prioritize Physical and Mental Fitness: Officer Trainees will understand the significance of maintaining physical and mental well-being, recognizing the vital role they play in achieving optimal performance.

III. OUR COMMITMENT

Our unwavering commitment to Officer Trainees includes:

Responsive Support: We will be responsive to the individual needs and aspirations of Officer Trainees, providing guidance and support throughout their journey.

Impartiality and Values: Our actions will be guided by impartiality, strong principles, and unwavering values, ensuring fairness and integrity in all aspects of training.

Exceptional Resources: Officer Trainees will have access to the best teaching materials and renowned Resource Persons, facilitating their professional, intellectual, and emotional growth.

Enquiry and Freedom: We will create an environment that encourages intellectual curiosity, freedom of thought, and disciplined exploration, fostering intellectual growth and all-round development.

Together, we embark on this transformative journey, committed to shaping exceptional officers who will uphold the highest standards of service, leadership, and dedication.

COURSE DESIGN - ACADEMIC INPUTS

Prepare to embark on an extraordinary journey with the Foundation Course, where we have ingeniously blended academic prowess, thrilling outdoor adventures, captivating extra-curricular activities, and immersive co-curricular experiences. Our ultimate goal is to equip each Officer Trainee with an invaluable arsenal of values, skills, and knowledge that will propel them towards a successful career.

At our esteemed institute, we are committed to nurturing a comprehensive understanding of governance, rules, and regulations, laying the foundation for stellar performance in the realm of government service. However, we go beyond the realms of textbooks and exams. We are dedicated to fostering the development of Officer Trainees' personalities and cultivating the requisite attitudes for effective functioning, empathy, and sensitivity—a testament to our unwavering commitment to holistic growth.

Through an array of meticulously designed training inputs, we ensure that Officer Trainees grasp the fundamental concepts essential to governance, enabling them to navigate the complexities of their roles with confidence.

We understand that it is the amalgamation of knowledge, skills, and attitudes that sets apart exceptional officers, and we spare no effort in nurturing this unique blend within each and every individual.

security, climate change, impact of globalization on public administration, etc.

I. ACADEMIC INPUTS

A. SUBJECTS

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

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

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

Management & Behavioral Sciences is a multidisciplinary field that combines principles of management, psychology, sociology, and economics to understand and improve organizational behavior and decision-making processes. It encompasses various modules such as Organizational Behavior, Financial Management, Public Procurement and Contract Management, each addressing different aspects of the subject.

The Organizational Behavior module aims to enhance understanding of individual and group behavior, motivation, teamwork, and organizational culture.

The Financial Management module concentrates on the principles of Public Financial Management, which are essential for effective financial administration in government offices. The module also addresses the basics of procurement and contract management, project management for government projects, and introduces concepts of internal controls, audit, and vigilance mechanisms.

The Public Procurement and Contract Management module focuses on the processes involved in acquiring goods and services for the public sector.

5. Political Concepts and Constitution of India

This module explores the fundamentals of political science and its relevance to administrators in the context of Indian politics. Gain insights into the Indian Constitution's impact on government functioning and the evolution of Indian politics. This course covers political institutions, federalism, parties, elections, social factors, and contemporary issues. Engage in dynamic lectures, discussions, case studies, and interactive activities to develop critical thinking skills and a comprehensive understanding. Uncover the complexities of governance and become an effective administrator in the vibrant realm of Indian politics.

6. Indian History and Culture

Studying Indian history and culture is essential for understanding the growth and evolution of the Indian State, society, and culture. It allows Officer Trainees to gain insights into the rich and diverse heritage of India, which plays a significant role in shaping the country's identity.

Furthermore, the course can provide a deep understanding of Indian society, its structure, and the complex interactions among different social groups. Cultural aspects are also crucial in understanding the Indian State. Officer Trainees can explore diverse cultural traditions, including art, literature, music, dance, architecture, and religious practices. This knowledge can enhance their appreciation of Indian cultural heritage and help them better engage with the people they serve.

It aims to cultivate an understanding of India's historical roots, its diverse socio-cultural fabric, and the values that underpin the Indian State.

7. Information & Communication Technology (ICT)

In our comprehensive IT training module, the trainees are exposed to the captivating world of cutting-edge technologies.

The trainees will explore a wide range of practical and theoretical concepts to empower themselves with the skills needed to thrive in today's digital landscape. The syllabus broadly covers MS Office tools, networking, security, and data analytics, learning how to safeguard information and extract valuable insights.

Know more about emerging technologies that are reshaping industries worldwide. Artificial Intelligence (AI), Blockchain, Cloud computing, Augmented Reality (AR) and Virtual Reality (VR), Internet of Things (IoT) etc.,

8. 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.

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

Study material for each subject is available in the Library. Most of the PPTs and handouts will be made available on the Institutes website. Access to the presentations is from the Institute's website saved in the relevant subject folders.

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 any 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 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

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:

Introduction: Introduce the book, author, and provide a glimpse of its main theme or premise.

Engaging Narrative: Evaluate the author's storytelling abilities and their use of vivid descriptions to captivate readers.

Unique Perspective: Assess whether the book offers a fresh and innovative perspective on the subject matter.

Compelling Writing Style: Comment on the author's eloquence, memorable quotes, and their ability to provoke thought.

Evocative Themes: Explore the underlying themes and symbolism that resonate throughout the book.

Impactful Ideas: Identify the book's most powerful ideas or concepts and their potential influence on readers.

Emotional Resonance: Evaluate the book's ability to evoke strong emotions and connect with readers on a personal level.

Strengths and Weaknesses: Highlight the book's strengths, such as memorable passages, and any weaknesses, such as pacing issues.

Conclusion: Summarize the book's impact and recommend it to specific audiences who would benefit from its unique perspective.

C. MOVIE REVIEW

The Officer Trainee is 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:

Introduction: Briefly introduce the movie with its title, director, and release year.

Synopsis: Provide a concise summary of the plot without revealing major spoilers.

Themes: Analyze the underlying ideas, messages, and social issues addressed in the film.

Cinematography: Evaluate the visual elements, such as cinematography, set design, and visual effects.

Acting and Characterization: Assess the performances of the actors and their ability to portray their characters effectively.

Direction and Editing: Evaluate the director's execution of the film, including pacing, narrative structure, and editing techniques.

Sound and Music: Discuss the film's sound design, including sound effects and the quality of the soundtrack.

Cultural and Historical Context: Examine the film within its cultural and historical framework.

Comparison and Critique: Compare the film to others in its genre or by the same director, highlighting strengths and weaknesses.

Conclusion: Summarize your analysis and provide a concluding statement about the film's overall quality, impact, and recommendation.

D. CHECKING ORIGINALITY OF SUBMISSIONS

Plagiarism is considered a serious academic and ethical offense, as it undermines the principles of originality and intellectual integrity. By using anti-plagiarism software, institution aims to promote a culture of academic honesty and ensure that all submitted work is the genuine and independent effort of the author.

In the context of Officer Trainees submitting reports and assignments during the Foundation Course. It is advised to submit "strictly original" work means that the reports should be the result of their own research, analysis, and writing.

E. PHYSICAL TRAINING

Physical fitness is not only essential for maintaining a healthy body; it also serves as the foundation for a healthy mind. At our Institute, we are committed to creating and encouraging atmosphere for all Officer Trainees, where physical fitness is recognized as an inseparable and crucial component of their training and holistic personality development.

We understand that by nurturing their physical well-being, we are also nurturing their mental and emotional well-being, enabling them to perform at

their best and become well-rounded individuals.



Morning Activities: The day will begin at 06.30 am. for all Officer Trainees with mandatory morning activities which will include Physical Training. 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:

a. Lady Officer Trainees - Institute track Suit, White Socks and Sports Shoes

b. 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.

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 month of **September, 2023** 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 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 **October, 2023**, 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.



cultural activities help to nurture an appreciation for the richness and diversity of Indian culture.

A.K. Sinha Memorial One Act Play

The Officer Trainees will also participate in A.K. Sinha Memorial One Act Play Competition, in which the trainees would be developing original scripts. They will be working on all components involved in performing a drama (Written script, actors, stage management etc.,)

J. BLOOD DONATION CAMP

A Blood Donation Camp will be organized in during the foundation course. All the Officer Trainees are advised to donate blood and contribute to this humanitarian cause.



India Day

The high point of the cultural activities is the celebration of “India Day”, which is scheduled during the course. 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.

K. CULTURAL ACTIVITIES



Cultural activities are organised during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the Officer Trainees will be required to participate in cultural programs to showcase their talents. The



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, 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 & DG'S 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 for Continuous Assessment & End-Course Examination

S l. No	Assessment	Subjects					
		PA,M&BS (75 marks)		L, E, ICT		Indian History & PCCI &Language	
		Mid Term (MT)	End course (EC)	MT	EC	MT	EC
	MT	30	45	20	30	10	15
1	Assignment – 1	15 Marks		10 Marks		10 Marks	
	Assignment – 2	15 Marks		10 Marks			
2	<u>EC</u>	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	ACD (Non Academic)
8	Participation in ECM	10	ACD (Non Academic)
9	Counsellor Evaluation	10	Counsellors
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. Director General's Medal for the highest marks in Language
11. Director General's Medal for the highest marks in ICT

A. *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

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.

B. Other Awards

1. Director General's Gold, Silver, and Bronze Medals for the best essay on Communal Harmony
2. LM Singhvi Gold, Silver, and Bronze Medals for the best essay on Human Rights
3. Director General's Medal for the best performance in PT
4. Director General's Rolling Shield for the best Village Visit Group Presentation
- 5.
6. Director General's Gold, Silver, Medals for Village Visit Groups
7. Director General's Rolling Shield for the best Trek Group
8. Director General's Gold, Silver, Medals for Trek Groups
9. Director General's Rolling Shield for the best performance amongst Clubs & Societies
10. 1st, 2nd, and 3rd prizes in the Mini Marathon/ Cross Country Run
11. AK Sinha Memorial Trophy for the best One-Act Play
12. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
13. 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
14. Director General's Gold Medal for the best Director
15. Director General's Rolling Shield for the best Book Review Group
16. Director General's Rolling Shield for the best Film Review Group

CLUBS AND SOCIETIES

I. INTRODUCTION

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

Additionally, Officers Club shall take care of the activities identified under Social Services Club

SOCIAL SERVICES

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

In addition, Blood Donation Camp is also arranged. The Officer Trainees are required to serve as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.

B. OFFICER'S 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 team 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 office bearers.



The Officers' Club takes charge of the mess and 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. Additionally, this society shall take care of the activities organised under adventure sports.

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.

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.

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.	House Journal Society	Sri Vinod Kumar Ekbote Faculty, CSDG	
3.	Officers' Mess Committee	Sri.P.Prakash Rao	
4.	Film & Fine Arts Society	Sri.Abhishek Kumar Technical Advisor, CIT	

SHISHTACHAR (ETIQUETTE)

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.

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 in the room 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

- i. 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.
- ii. 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.

- iii. 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.
- iv. 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.
- 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.

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.

XIII. DRESS REGULATIONS

i. Ceremonial

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

ii. 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.

iii. 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.

iv. 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.

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.

A. OCCASION

i. Ceremonial

- Republic Day and Independence Day Functions
- Course Inauguration/ Valediction Ceremonies
- Visit of VVIPs
- Any other occasion designated so specifically by the Course Team

ii. Formal

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

iii. Informal

- Class/ Office hours

iv. Casual

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

Please note that:

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

- You are advised to get swimming costume of your size for swimming. The Institute has an all-weather swimming pool on campus.
- 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 ambiance 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	06.15am to 06.30am
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	04.20 p.m. to 04.35 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, Chess, etc.

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machines,



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 Dairy 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 at Room Numbers 104 & 105, Admin 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, mesfc-batch-5@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/5th_mesfc2023/index.html.

IX. WHATSAPP GROUP

An exclusive WhatsApp Group has been created for disseminating day to day information relating to 5th batch MES 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. Smt. Ch. Sirisha, Faculty (Mobile No. 9573860066)

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.

Indicative Course Planner

5th Batch MES Foundation course																									
10-07-2023 To 14-10-2023																									
Task ID	Week	Day	Activity	Start Date	End Date	Timing	Timing	10-07-2023	11-07-2023	14-07-2023	15-07-2023	16-07-2023	17-07-2023	22-07-2023	14-08-2023	19-08-2023	09-09-2023	19-09-2023	26-09-2023	07-10-2023	09-10-2023	10-10-2023	13-10-2023		
1.1	1	Mon	Joining Formalities	10-07-2023	10-07-2023	9:30 AM	11:00 AM																		
1.1a			Inaugural Ceremony	10-07-2023	10-07-2023	12:00 N	1:30 PM																		
1.1b			Course Briefing	10-07-2023	10-07-2023	2:30 PM	4:20 PM																		
1.2		Tue	Course Expectations	11-07-2023	11-07-2023	9:30 AM	11:20 AM																		
1.2a			Ice Breaking session	11-07-2023	11-07-2023	11:40 AM	4:20 AM																		
1.5		Fri	Elections Campaign	14-07-2023	14-07-2023	2:30 PM	4:20 PM																		
1.6		Sat	Elections to clubs and societies	15-07-2023	15-07-2023	11:00 AM	1:00 PM																		
1.7		Sun	Hyderabad Darshan	16-07-2023	16-07-2023	9:00 AM	6:00 PM																		
2.1	2	Mon	Movie Screening	17-07-2023	17-07-2023	11:00AM	1:00PM																		
2.6		Sat	Mini Marathon	22-07-2023	22-07-2023	6:00AM	7:00AM																		
6.1-6.7	6	Sun-Sat	Village Visit	14-08-2023	19-08-2023	6:00AM	5:00PM																		
9.6	9	Sat	Cultural	9-9-2023	09-09-2023	4:00PM	6:00PM																		
11.1-12.1	11	Tue-Tue	Trek	19-09-2023	26-09-2023																				
13.6	13	Sat	A K Sinha One Act Play	07-10-2023	07-10-2023	4:00PM	6:00PM																		
14.1,2	14	Mon-Tue	Examination	09-10-2023	10-10-2023																				
14.5	14	Fri	Valedictory Ceremony	13-10-2023	13-10-2023																				
			India Day (TBD)																						
			Fete (TBD)																						

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 & Principal Secretary to Govt. of Telangana	100	040-23557585	
2.	Dr. K. Tirupataiah, IFS (Retd), Chief Consultant (Training), Advisor for 5th MES FC	488	8885532023	101
3.	Dr. Gautam Pingle Dean of Studies, Head-CTS	222	9849639689	002
4.	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head- CIT, Course Director	189	9866248887	034
5.	Dr. Kandukuri Usha Rani, Faculty, CSDG & Associate Course Director (Non Academics)	434	9948921557	Muchukunda Block (2 nd floor)
6.	Dr. B. Vijayalaxmi Joint Director, Controller Examinations -	131	8977783458	129
7.	Smt. T. Padmavathi, Administrative Officer	196	8977784568	012
8.	Sri P.V.S. Pathanjali Accounts Officer (FAC)	118	9121218349	014
9.	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
10	Sri P. Prakash Rao Director Facilities & DG's Nominee for Officer's Mess Committee	127	9676793928	103
11	Dr. P. Srinivas, TRA, CTS, Sports Incharge and DG's Nominee for Nature Lovers and Adventure Sports Club	216	9705539957	Muchukunda
12	Sri Abhishek Kumar Technical Advisor, CIT DG's Nominee for Film & Fine Arts Society	106	9966890950	033
13	Smt. P. Leela Krupa Kumari, Superintendent, Nodal Officer for 5th MES FC	277	9440777569	277

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
14	Sri G.Venkat Reddy Manager-IT (Infra)	119	9949392515	106
15	Smt. Ch. Sirisha Faculty, CIT and Class Room Incharge for 5th MES FC	151	9573860066	106
16	Sri B.L.M. Narasimha Superintendent, & Transport Incharge	133	9346956307	036
17	Sri Srinivas Madhav, Sr. Faculty, Incharge Morning Activity	162	9247159343	221
18	Sri Md. Khadeer, Faculty	120	9908124626	106
19	Sri Jalal Uddin, Sytem Administrator	119	9989188032	106
20	Sri Y.Jatin Swaroop, Network Administrator	119	8125721733	106
21	Sri B.Bharath Kumar Facilities Executive	338	9966064441	55 (Godavari)
22	Sri K.Mahesh Facilities Executive	198	8106966617	107
23	Sri R. Nagaraj Facilities Executive & Overall in- charge of Officers' Mess	198	9677757539	107
24	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar (Admin Block)
25	Sri B.Naveen Training Assistant	220	9885553806	106
26	Sri.Syam Lal	119	9652528865	
27	Gym/Swimming Pool	177		
28	Godavari Hostel -Reception	353	9248005306	

NOTES

NOTES (Contd..)

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MCCR HRD Institute of Telangana Campus Layout



* not to scale



Dr. Marri Channa Reddy
Human Resource Development Institute of Telangana
 Road Number 25, Jubilee Hills, Hyderabad, Telangana – 500033
Phone: 040 23548487, **Fax:** 040 23557584, 23543459
Visit us @: www.mcrhrdi.gov.in