



THE CONSTITUTION OF INDIA

PREAMBLE

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

JUSTICE, social, economic and political;

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

EQUALITY of status and of opportunity;

and to promote among them all

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

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



87th FOUNDATION COURSE
03.09.2012 to 14.12.2012

COURSE MANUAL



“Enduring & Ever Lasting Foundation”



**Dr. M.C.R. HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH
ROAD NO.25, JUBILEE HILLS, HYDERABAD
ANDHRA PRADESH**

WELCOME TO THE FOUNDATION COURSE



Dear friends,

The Course Team of the Foundation Course for Civil Service Officers and Indian Forest Service Officers welcomes you to the Course and to the Institute.

It is indeed a proud and joyous moment as you have finally chosen your careers in the good, bad and, at times, ugly world of bureaucracy. The ups, the downs and the plateaus of bureaucracy are too well known to every one. 'You are going to occupy positions in the higher echelons of the bureaucracy and work for the welfare and development of the country. Foundation Course, being the first Step, is important in this regard. This will determine the direction of your life and professional career. A long career in the civil service, with enormous responsibilities and challenges, and opportunity to SERVE the people and the country awaits you.

You and your Batch mates have come together in this Foundation Course, from all parts of the country with diverse academic backgrounds. You are expected to leave the portals of this Institute, as well knit members of the 2012 batch of Civil Service. We are sure you will enjoy training fully, accept the people the way they are, learn to relate with them and leave behind a legacy for future batches to emulate. The challenge is now before you.

You will acquire the knowledge, skills, attitudes, values and wisdom necessary for effective functioning in the Government, in the class rooms and outside. You will learn to understand the social, political and economic milieu in which you would be required to function and we are sure that the institute's faculty and galaxy of distinguished speakers, who will address you, will prove useful in this regard. The Foundation Course aims to build esprit-de-corps amongst you. It provides a wide training canvas to develop administrative and technical skills, to understand the principles and practice of good governance and at the

same time help in shaping behaviour patterns, most suited for an effective, transparent and responsible civil servant.

You have freedom, a responsible choice. Real freedom is not freedom from something. It is a freedom to choose between doing or not doing something, to act one way or another, to hold one belief or the opposite. Freedom comes with a heavy burden to decide your own conduct in society and to be responsible for your decisions. Ability to exercise this freedom will bring you nearer to attainment of the Course Objectives and make your stay in the Institute meaningful and joyful.

We would urge you to develop strong bonds of friendship with fellow Officer Trainees. This bond of friendship would endure right up to the end of your professional career and beyond. We would be with you at every step during the fifteen week sojourn at the Institute and we hope that you will refer back to your days in the foundation course as the most joyful and the most memorable. 'The Foundation Course at the Institute shall lay an enduring and everlasting foundation for your career in Service'.

As the Rig Veda proclaims:

Let all men meet and think as with one mind

Let all hearts unite in Love

Let the goal be common

May all live in happiness with a common purpose

COURSE TEAM

Sri. G. Chandrashekar Reddy, IFS

JDG & Course Coordinator

Dr. O. Vijayasree

Sri K. Anil Kumar

Smt. Y. Indira Priyadarshini

Smt. J. Sowmya Rani

COURSE MOTTO

LEARN TO SERVE

The motto for the Foundation Course, “LEARN TO SERVE” will be the preamble for all the activities and will bind all of us. The qualities that need to be learnt, acquired and internalized are:

S for sacrifice

The word sacrifice is used to describe the selfless good deeds we do for other. Self sacrifice is the only way to truly serve. Sacrifice means giving up trying to fulfill your needs and focusing on the needs of other people.

Nothing useful occurs without sacrifice. There are no shortcuts to success. We fail to reach our potential when we fail to pay the price. There is a difference between want to “be” a leader and wanting to do leadership. Everyone wants to be a leader but not everyone has what it takes to “do” leadership. Leadership is hard work and requires sacrifice.

E for Empathy

The root for the word empathy is PATHOS-the Greek word for feeling. Leaders who have empathy are kind, loving and understanding. Empathy means to be attuned to emotional signals of other individuals. Empathy requires good listening skills, an understanding of cultural diversity, and an awareness of what is not obvious. True empathy requires thinking of yourself less and of others more.

R for Relationship

Developing Relationships is the key to building trust. There is no dichotomy between self interest and concern for others. One of the benefits of the relationships include moving from ‘me’ mode to ‘we’ mode. Another benefit of good relationships is that they keep you from being discouraged or losing focus.

V for Values

Our key values are accountability, flexibility and innovation. As a leader we need to hold ourselves and others accountable for their performance and behaviour. We often substitute accountability for popularity. However being popular does not guarantee success. To be successful, we need to be accountable for measurable outcomes.

E for Empowerment

Empowerment means inspiring other people to be more than they think they can be. Empowerment means giving others the power to be successful. It allows you circle of influence to increase and allows you to help more people than you could with your own limited resources.

CONTENTS

S.No.	Topic	Page No.
ABOUT THE COURSE		
1.	Course Objectives	9 - 10
2.	Course Design - Academic Inputs	11 - 13
3.	Non Academic Inputs - Outdoor Activities	14 - 15
4.	Trekking & Village Visit	16 - 17
5.	Book Review & Essay Competitions	18
6.	Fete, Blood Donation, Term paper, Public Policy Presentations	19
7.	Cultural Activities & Clubs and Societies	20 - 21
8.	Extra-Curricular Module	22
9.	Catering & Mess Services	22 - 23
10.	Conduct - Our Expectations	23 - 26
11.	Course Planner	27 - 28
12.	Session Timings & Feed Back	29
13.	Counselling	29
14.	List of Counsellors	30
15.	Assessment and Examinations	31 - 32
16.	Medals and Awards	33 - 35
17.	Esprit-de-corps	35
18.	Escort Duties	35 - 36
19.	The Seven Principles of Public Life	37
20.	Institute at a Glance	38 - 44
21.	Facilities at the Institute	44 - 46
22.	Guide lines for Use of Computers	46 - 47
CLUBS & SOCIETIES		
23.	Clubs & Societies	48
24.	Officers' Club	48
25.	Officers' Mess Committee	49
26.	Computer Society	49
27.	House Journal Society	50
27.	Social Service Club	50
28.	Adventure Sports Club	50
29.	Film and Fine Arts Association	50
30.	Management Club	51
31.	Hobbies Society	52
32.	Nature Lovers Club	52
33.	Fun Club	53
34.	Alumini	53
Anx.-1	Important Telephone Numbers & Room Numbers	54
Anx.-2	Academy Song	55

ABOUT THE COURSE



“Enduring & Ever Lasting Foundation”

COURSE OBJECTIVES

- To promote all round development of the personality of Officer Trainees - intellectual, moral, social, physical and aesthetic.
- To acquaint the Officer Trainees with the seven Principles of Public Life: Leadership, Honesty, Selflessness, Integrity, Openness, Accountability and Objectivity.
- To familiarise Officer Trainees with the Political, Social, Economic and Administrative Environment in India today and equip them with the basic administrative skills and knowledge required for their job.
- To foster greater co-ordination among the different public services by building esprit de corps and cultivating and *recognising* the spirit of co-operation and interdependence.
- To equip the trainees with the skills of drafting, analysing Government Reports, Programmes and Projects.

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

- (a) Display the right values, ethical standards, norms of behaviour and personal conduct expected of civil servants.
- (b) Have full appreciation of the principles of good governance, and their application to meet the needs of the citizens of India
- (c) Possess basic administrative skills, knowledge and competencies required for their job.
- (d) Work in coordination with others and imbibe the esprit-de-corps of the services.
- (e) To appreciate the country's rich traditions, history, culture and diversity and develop a nationalist perspective.

- (f) To apply to administrative situations, concepts from the field of economics, law, management, public administration, political & constitutional theory and ICT.
- (g) Have a greater appreciation of the interrelationship between the administrative and the political, economic and social environment and of the implications of governmental action on the nation's socio economic system.
- (h) Have an all round personality by participation in co-curricular activities.
- (i) Imbibe the spirit of physical fitness and be in sound health.
- (j) Use the computer as an office productivity tool and learn the application of computer software packages.
- (k) Draft & Analyse Government Reports, Programmes and Projects

OUR COMMITMENT

- *To provide exposure to the best teaching material and resource persons to facilitate your **professional, intellectual and emotional growth**.*
- *To be courteous, friendly and **responsive** to your needs and aspirations.*
- *To be impartial, principle centered value driven and free from all affectations.*
- *To provide you with an environment of **inquiry and freedom**, but yet imbued with **discipline**, to foster your intellectual growth.*



COURSE DESIGN

The Foundation Course is a transition from the academic world of the college and universities to the structured system of government. The course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor and co- curricular activities. During this transition we shall endeavor to provide appropriate training inputs which would be useful to officers in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in government. Officer Trainees shall also acquire the personality traits and attitudes necessary for effective functioning.

(A) ACADEMIC INPUTS

Academic inputs in the Foundation Course would largely be covered under 8 broad heads. They are:

- 1) Political Concepts and Constitution of India
- 2) Law
- 3) Public Administration
- 4) Management and Behavioural Sciences
- 5) Basic Economics for Administrators
- 6) Indian History & Culture
- 7) Information and Communication Technology
- 8) Languages



In **Political Concepts and Constitution of India**, the trainees will be provided inputs on political concepts with a view to sensitize the Trainees to political theories, basic structure of the Constitution, Federalism, role of Judiciary, Human Rights, Democratic values, Fundamental Rights, Foreign Policy and the like.

In **Law**, Officer Trainees will be exposed to the concepts of rule of Law, Principles of Natural Justice, Substantive and Procedural Laws of the land-IPC, CrPC, CPC, Indian Evidence Act, Legal structure etc which form the basis for all Governmental function. In addition topics such as IT Act, Cyber Crimes, Dowry Prohibition Act, Administrative Law, Prevention of Corruption Act etc are also proposed to be covered.

In **Public Administration** the trainees will be introduced to the structure of bureaucracy, the new challenges before it, basic administrative skills, Time Management, Delegation, Conduct of meetings, Presentation skills, Report writing, Noting, Office Procedure and provide exposure to different areas of governance such as Social Sector, Rural Development, Agriculture, Science and Technology, Biotechnology, PDS, Ethics, Role of Audit, Social Audit, Budgeting, Conduct Rules, Disciplinary Proceedings, Disaster/Crisis Management, Role of NGOs, People's Participation in Governance etc. Special emphasis will be given to experiments in innovations in Governance, e-Governance, BPR, PPP etc. It will be our endeavor to sensitize the OTs on issues relating to gender, weaker sections, differently abled people and human elements in administration etc.

For developing **Managerial** skills among Officer Trainees, we will emphasis upon learning of management techniques and methodologies as are relevant in public administration. These will cover areas like Leadership, Motivation, Team Building, Self Awareness, Communication, Quantitative Techniques, Data Analysis, Project Management, Financial Management, TQM, Introduction to Six Sigma etc.

The basic **Economics for Administrators** including basic tools of economic analysis, would be covered along with an exposure to some of the fundamental issues in different sectors of our economy and impact of liberalization. There will be special emphasis upon the new challenges and opportunities in the era of globalization, issues relating to W T O etc.

Information Technology is rapidly revolutionizing the World. Hands on experience on computers would be a major input and Officer Trainees would be exposed to the latest in computer technology applications. We shall try to ensure that by the end of the course even the Officer Trainees with no prior exposure in this area develop adequate skills to handle computers and selected softwares with familiarity and ease. We will also endeavour to expose trainees to e-governance initiatives of various government departments.

There will be inputs on the **Indian History & Culture** with the objective of providing an overview of Indian history emphasizing on those aspects which have administrative significance and promote understanding about various regional and cultural groups within the country, and also an appreciation of the various facets of Indian culture in a global perspective.

The approximate number of sessions in different subjects will approximately follow the pattern given below.

Sl.No	Subject	No. Of Sessions
1	Indian History & Culture	20
2	Political Concepts and Constitution of India	20
3	Public Administration	60
4	Information and Communication Technology	25
5	Law	40
6	Basic Economics for Administrators	30
7	Management and Behavioural Sciences	30
8	Language	20

TEACHING -LEARNING MATERIAL:

Background reading material for all the subjects is made available in the library. Attempt has been made to provide the reading material as per the topics to be covered during the Course. These are also supposed to reinforce the classroom inputs. We have tried to select standard articles on different topics. Some of the modules/lectures may also be supplemented by handouts. The presentations made by speakers will be available online and you can access them from your computers.

COMPUTER SKILLS

Use of computers is increasingly becoming critical to an administrator's effectiveness. We propose to give considerable weightage to the acquisition of computer application skills during the course. The inputs will cover MS-WORD, MS-EXCEL, MS-POWER POINT, MS-ACCESS (Version 2010), Data Analysis and Problem solving using MS- Excel's advanced features and other multimedia software for those who have basic knowledge of MS Office. This will also be supplemented by Web based instructions and officers are expected to devote time for self-learning. From this year, we also plan to arrange a module on GIS for giving hands on along with the theoretical inputs on the subject to clarify basic concepts and exposure on its practical applications in administration.

To put your IT skills in the right perspective, we shall also focus on the information technology revolution in India during some of the classroom sessions. You shall be exposed to leaders in the field both from the Government and the business sector. You will begin to appreciate the principles of e-governance, and the immense importance of computer applications in public service.

LANGUAGE TEACHING

Language Teaching is an important activity. It will be mandatory for all Officer Trainees to learn one language. It is compulsory for all Officer Trainees to pass the Hindi test at the end of the Course. The Officer Trainees will be split into two streams i.e. those who are exempted from attending Hindi classes and those who are not. This categorization will be done based on a test conducted at the time of joining the Course.

- The Officer Trainees (except those who have to compulsorily attend Hindi) will have to opt for one of the languages mentioned below.
- All India Service Officers will have to opt for the language of the state cadre they are allotted to (incase such allotment is made). Other Officer Trainees will have to opt for one of the languages on offer.
- The languages that will be offered in addition to Hindi are:
 - English
 - Spoken English
 - French
 - Telugu
 - Urdu
- The options of the Officer Trainees once exercised will be final and no request for change would be entertained.
- **Assessment of performance in Language will be a part of the overall Course assessment of trainees.**

(B) NON-ACADEMIC INPUTS

OUTDOOR ACTIVITIES

There will be a lot of outdoor activities as course inputs. The day will begin with **PT classes** in the morning. There will be **team games** scheduled in the time-table in the evening. The Officer Trainees will also participate in an **Athletic Meet** wherein they will get a chance to display their athletic prowess. The Officer Trainees will also get a chance to go for activities like visits to identified places etc. There will be an extra-curricular module, where trainees can pick up skills such as, **Painting, music (Vocal and Instrumental), sports and games.**

PHYSICAL TRAINING

Attainment of physical fitness is an essential element of an officer's personality. The Course will introduce you to the world of physical well being with a view to ensure that it becomes a part of your daily make-up for the rest of your life. A healthy mind in a healthy body is what we would like to strive for.

Dinaz's Fitness Studio would give expert Physical Training to the Officer Trainees during the 87th Foundation Course at Dr. MCR HRD Institute. It is expected that Dinaz's Fitness Studio would give value addition to Physical Training, besides covering regular components of PT such as Warm up, Endurance Exercises, Strengthening Exercises, Stretching Exercises and Cooling Down.

The day begins with **PT from 6.00am - 7.00am (on all working days)**. The Officer Trainees shall report for **PT classes at 5. 55 a.m.** in the P.T.area. Absence or irregularity in PT classes will be treated on par with absence from classroom activities. Those who are seriously incapacitated by reason of any injury/high fever etc. which prevents movement to the PT area, shall explain their problem and seek exemption in advance. Post facto medical leave shall not be allowed.

The prescribed dress for PT Classes is:

- a) Men - White Shorts and T-Shirt/ Institute Track Suit, white socks & white sports shoes
- b) Women - White Salwar Kurta/Institute track Suit, White socks & Shoes

YOGA:

Yoga classes will be held in the morning and evening at Vivekananda Center for Human Excellence.

GAMES & SPORTS

Officer Trainees are expected to participate actively in games /activities. Coaching in different games has been organized. Please make use of this opportunity to pick up some thing new. Besides, the Officers Club will be organizing competitive events in many sports/games during the course in which all Officer Trainees are encouraged to participate.



There will be a Cross Country Run and Athletic Meet as well as short treks during the week ends. Participation of all Officer Trainees is compulsory.

- Sports facilities offered to the Officer Trainees include :
 - Tennis
 - Volley Ball
 - Billiards
 - Table Tennis
 - Badminton - 5.00pm - 6.00pm for Lady OTs
6.00pm - 7.00pm for Gentlemen OTs
 - Swimming - 5.00pm - 6.00pm for Lady OTs
6.00pm - 7.00pm for Gentlemen OTs



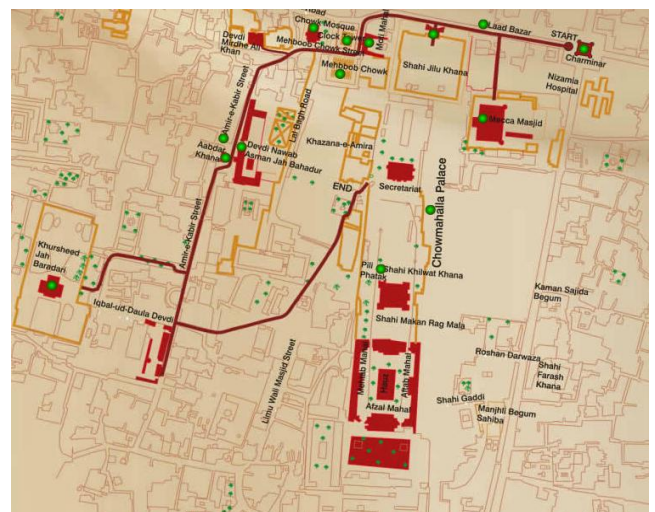
Emphasis will be less on games and sports when the hobbies classes are scheduled. During the days of hobbies classes sports facilities can be used between 7.00am to 8.00am and 7.30pm to 9.00pm.

HERITAGE WALK (A walk through Royal Hyderabad)

Hyderabad, which is known as the “City of Pearls” and the “City of Nizams” speaks volumes about the rich heritage that India is known for. The real essence of Hyderabad lies not in the multi-towered buildings and the broad roads which run through the new city, but in every gali and mohalla of the walled-city, better known as the old city, where there exists a perfect symphony between the Hindu and Islam architecture, singing melodies of unity in diversity. No wonder then that the city is regarded as a perfect blend of traditionalism with modernity.

The Qutub Shahi dynasty wanted this city to be the replica of heaven, on earth. ‘Jannat’ is what he wanted it to be, Unparalleled in the world in terms of beauty and magnificence.

The Heritage Walk, an Initiative programme for 87th Foundation Course of the DR MCR Human Resource Development Institute of Andhra Pradesh, in Collaboration with State Tourism Department is an Interesting Programme for (OTs) 87th Foundation Course Participants who would want to walk down the pages of history, feel of the Nizam era and get to know about the rich culture the city boasts of and as they say, to be enthralled one step at a time .

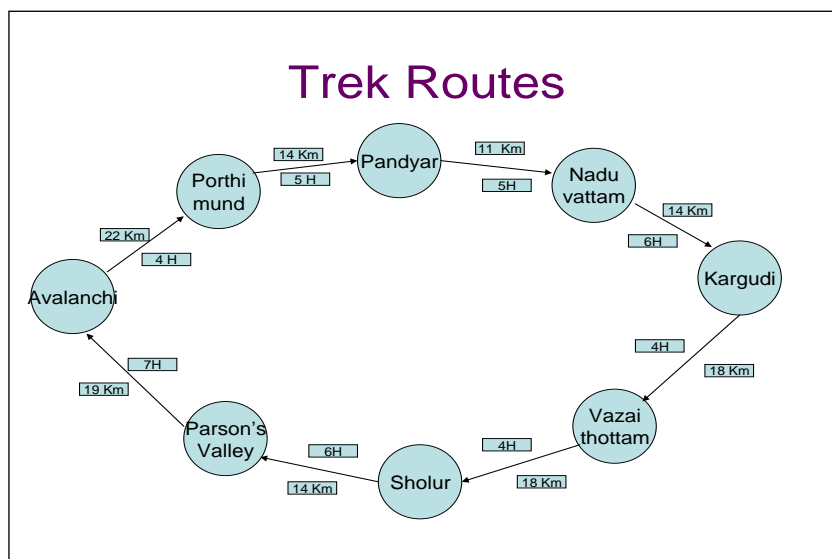


Route : From Charminar to Chowmahalla Palace.
Date : 16th September 2012 (Sunday)

TREKKING



The trek is perhaps one of the high points of the Foundation Course. (Here we are not being merely metaphorical). The treks expose the Officer Trainees to the natural grandeur and beauty of the hills and forests and it is one of the most important activities scheduled in the Course. It is also one of the most exhilarating experiences one can have. The trek is not a test of your physical strength. It is a significant learning experience in group dynamics and brings out leadership qualities. The Nilgiri Hills evoke a sense of respect for nature as well as humility in any person who makes the attempt to know them. It is also a test of endurance and courage. The Officer Trainees will go on Trekking from **29th September to 7th October 2012**. There will be a presentation by each trek group on a specified date.



VILLAGE VISIT

India lives in her villages. Mahatma Gandhi's words ring resoundingly true today also. But, it is also a fact that the majority of the poor also continue to reside in the rural areas. Therefore the village visit is an important component of the course, which aims at sensitizing the Officer Trainees to rural realities, through a structured study of a village.



The Officer Trainees will go on a Village Visit. They will be staying in groups of four to five in different villages. They will stay in villages to understand and be sensitised to the realities of rural India. They will be trained in the techniques of PRA and will be exposed to data collection and analysis; sampling, rural developmental schemes etc before the visit. On return they will submit individual as well as group reports and make group presentations.

The Officer Trainees will go on the village visit from **3rd November to 10th November 2012**. The visit has the following objectives:

1. Assess the dynamics of the socio-economic-political situation that exist in a village.
2. Describe the problems faced by the rural people especially the deprived sections and women.
3. Evaluate the spatial and temporal changes that have occurred in the village in terms of quality of life as a result of Government and non-Governmental interventions or through the sheer efflux of time.



4. Evaluate the working of various village level institutions, both formal and informal in terms of participation and effectiveness.
5. Recognise the importance of the need to learn from the villagers in evolving people based solutions to their problems.
6. Study the physical environment of the village in relation to ecological imbalances and vulnerability to disasters.

Do remember that the visit should not be reduced to a passive exercise, in data gathering and sight seeing. We expect you to apply your minds to the problems you see in the villages, think and suggest appropriate strategies for their solution.

BOOK REVIEW

Book Review is one of the innovative methods for self learning. Book review will enable the Officer Trainees to inculcate a habit of reading books which has become causality in this computer age. Secondly, it will provide them an opportunity to study a particular subject in depth and thus enable them to reflect and assimilate articulate ideas.

All the O.Ts will be divided into small groups. Each group will be given a book to read. Each O.T. in the group will get a copy of the same book. The O.Ts will read the book at leisure in their spare time. Each group will make a common Power Point Presentation. Book review Presentations are scheduled on **30th & 31st October, 2012.**

ESSAY COMPETITION

It shall be mandatory for every Officer Trainee to write an essay on any one of the following three areas:

1. Army Trophy on National Security
2. Human Rights
3. National Integration and Communal Harmony

The essay topic for each trainee will be informed in the Counselor Group meetings. The essays should be hand written and should be less than 3000 words in length. They have to submit the essay on the scheduled dates.

This essay is evaluated by senior officers and Gold, Silver and Bronze Medals are awarded to the best three essay writers.

1. L.M. Singhvi Essay : The essay shall be evaluated by Institute Faculty.

The essay carries the following prizes:

First position	: Rs. 1000
Second position	: Rs. 750
Third position	: Rs. 500

2. Army Essay : The essay is evaluated by senior army officers

Gold, silver and bronze medals are awarded to the best three essay writers. An Army trophy is also presented for the best essay.

3. National Integration and Communal Harmony Essay : The essay will be evaluated by the National Foundation for Communal Harmony.

The essay carries the following prizes:

First Prize	: Rs. 5000
Second Prize	: Rs. 3000
Third Prize	: Rs. 2000

FETE

The Officer Trainees will organize and participate in a FETE in which they will be putting up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen, besides being an enjoyable experience.



BLOOD DONATION CAMP

A Blood Donation Camp will be organized at the end of the Course to encourage the Officer Trainees to support the needy.



TERM PAPER

Term Paper writing is a skill which is seminal to the training of every Civil Servant. All Officer Trainees would be required to write a Term Paper of around 4000-5000 words on a topic of their choice, which shall be finalized in consultation with their respective counselors.

PUBLIC POLICY PRESENTATIONS

Public Policy Analysis assignment is proposed as a part of the Foundation Course to make the Officer Trainees understand the Policies of the Government and as such get insight into Policy making process. The Officer Trainees are organized into groups and each group is allotted a National Policy. The Groups are to present their analysis (PPT). Presentations will be judged and prizes will be awarded.

CULTURAL ACTIVITIES

There will be a number of **cultural activities** during the Course. Eminent Artists, both national and international would be coming to the Institute to give performances. Besides, the Officer Trainees will also be organizing a number of cultural programmes, wherein they will get a chance to showcase their talents. The Officer Trainees will be given some exposure in dramatics and will be participating in A K Sinha Memorial One Act Play Competition.



India day will be celebrated during the course. On this day, the culture, customs, art & crafts and cuisine of different regions of the country will be on display - both through outdoor and indoor activities. India Day celebrations help to build pride for the rich national heritage.



The cultural activities in general will also help in appreciation of the richness and diversity of Indian Culture.

CLUBS AND SOCIETIES

A variety of indoor and outdoor activities are available to Officer-Trainees and are organized through various Clubs / Societies. The Clubs / Societies are run by the elected representatives of the Officer-Trainees under the over-all guidance of the Director General's Nominees. The activities of the club provide an excellent medium to the Officer-Trainees for self-expression and self-development. These activities not only enrich the Institute's campus life but also activate every Officer-Trainee's desire for creative expression. All Officer-Trainees are expected to actively participate and make full use of the facilities according to their tastes and disposition. **The Institute places great emphasis on these activities and they form an important basis for the end-of-the-course assessment.** A briefing session about the activities of the Clubs and Societies is scheduled for clear understanding about the Clubs & Societies.

The Clubs & Societies will offer extra curricular activities ranging from Classical Music and Film appreciation to skills in the Fine Arts such as in Sketching, Painting, Photography etc. Clubs and Societies also organize a large number of activities like debates, quiz etc., which enrich the campus life. The extent and quality of participation in these activities will be reflected in the Director General's assessment.



Club Day will be organized on **13th December, 2012** where Prizes will be distributed to the Winners of all the competitions conducted by various Clubs & Societies.

LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl.No.	Club / Society	DG's Nominee	Contact No.
1	Computer Society	Sri P. Srinivasa Rao, General Manager, IT	9248011173 Ext.No.: 265
2	Film and Fine Arts Association	Smt. Y. Indira Priyadarshini Faculty Member	9248032089 Ext.No.360
3	House Journal Society	Dr. V. Deepa Nair Deputy Director, CUDS	9391049802 Ext.No.: 217
4	Management Club	Ms. S. Sasikala Director, VCHE	9248032076 Extn. No.:271
5	Officer's Club	Sri S. Raja Sekhar Senior Director (TC)	9248032075 Extn No.: 127
6	Officer's Mess Committee	Sri M. Visweswara Naidu Administrative Officer	8008097444 Extn.No.: 197
7	Social Services Club	Sri N. Kumar Babu Dist. Audit Officer & Senior Lecturer	9248032109 Extn. No.:134
8	Nature Lovers Club	Smt. V. Bhagya Nakshatram Faculty Member	9248032107 Extn.No.: 433
9	Fun Club and Extra Curricular Activities	Sri P. V. Bhoga Rao Senior Faculty Member	9848292340 Extn. No.: 192
10	Hobbies Society	Smt. P. Bharathi Senior Faculty Member	9885762721 Extn.No.: 175
11	Adventure Club	Dr.J.Rajeswar General Manager (Technical)	9490381992 Extn. No.: 436
12	Alumini	Smt. B. Navya Faculty Member	9848568724 Extn.No.: 270

(See Page Nos.: 48-53 for more details)

EXTRA CURRICULAR MODULE

The endeavour of the Course Team is not merely to provide academic inputs, but also ensure that there is enrichment of your overall personality and officer like qualities are inculcated. Towards this end great care has been taken to provide a verity of cultural actives and sports and games for the benefit of OTs. These activities will be scheduled in the evenings of working days and holidays. The Institute will provide you with the best of coaches and instructors for these activities. A number of activities are available as Extra- curricular modules. All Officer Trainees are expected to give their options for various activities in the extra curricular module. They may choose from the following:

1. Gardening
2. Cooking
3. Motor Mechanics
4. Documentation
5. Photography

SHRAMDAN

Every educated person must have respect for the dignity of labour and appreciate hard work put in by staff. OTs will take part in regular shramdan activities like garbage collection, painting of Institute Premises, working and cleaning of Institute premises, gardening etc.



CATERING & MESS SERVICES

Mess Committee shall decide the menu in consultation with fellow Officer Trainees. Officer Trainees offer suitable suggestions and every effort will be made to implement the same to the extent possible. Two Officer Trainees from Foundation Course batch shall be supervising the Mess every day as and when leisure time is available to them and guide Caterer on quality of food & cleanliness and can report to General Manager, Facilities.

Catering in the Institute is organised on contract basis and presently undertaken by M/s PRISM caterers w.e.f . May 2011. All meals ie breakfast, lunch, dinner, tea snacks are provided to the participants attending various courses and staying in the Institute hostels.

General Timings of Service

Bed Tea	06 am to 06.30 am (5.30am for OTs attending FC)
Break fast	08 am to 0930 am
Tea/ Coffee break	11.20 am to 11.40 am
Lunch	1.30 pm to 2.30 pm
Afternoon Tea/ Coffee break	4.30 pm
Dinner	8pm to 9.30 pm

Scale of items:

The general scale of items served are as follows:

Boiled eggs	Qty 2
Milk	Qty 200 ml
Non-Veg Dish	Qty 150 gms
Curd	Qty 100 ml(1 Cup)
Sweet Dish	One cup/2 nos
Ice cream	2 Scoops

Rates of Items served in the Institute

Tea /Coffee	Rs 6.95
Break Fast	Rs 31.85
Lunch Veg	Rs. 51.65
Dinner non-veg	Rs. 79.10
Tea Break refreshments	Rs. 13.15
Tea & Snakes	Rs. 19.75

Food is prepared in the central kitchen located at TRUPTI canteen (Ground Floor - Tungabhadra hostel). There are two major dining halls - One hall in TRUPTI canteen and another in Vamsadhara Hostel. Officer Trainees of Foundation Course staying in Vamsadhara Hostel are provided meals in Vamsadhara dining hall. However lady Officer Trainees are generally accommodated in Tungabhadra hostel and are therefore provided meals in TRUPTI canteen.

CONDUCT

OUR EXPECTATIONS

1. PUNCTUALITY: We believe that punctuality forms the basic fulcrum around which discipline revolves. We expect that you will reach the venue of any scheduled event, academic or otherwise, **five minutes ahead of time and will be seated in your allotted place at least two minutes before the event.** This is our first expectation from you and we hope that you will **not** give us any occasion to remind you of it during the Course.

2.BEHAVIOUR: We expect the highest standards of behaviour and decorum, befitting an officer - both inside and outside the Institute. We expect you to be courteous and well mannered towards each other, with staff and with the Faculty. Officer Trainees must ensure that their behaviour towards Officer Trainees of the opposite sex is beyond reproach.

3. PARTICIPATION: This is your Course. What you get out of it will depend a good deal on what you put into it. We would like you to participate fully in all the activities that make-up the Course. Do let us know where the bottlenecks are or where you see a possibility for further improvement. When you participate in classroom discussions we expect you to be polite and considerate to all others present.

4. DISCIPLINE: Discipline is non-negotiable. As Civil Servants, a strict Code of Conduct and norms of behaviour bind each of us. We expect you to follow the Code of Conduct and norms of behaviour in letter and spirit and set for yourselves the highest standards.

5. ATTIRE: We expect you to be appropriately attired for every occasion. The details about what constitutes proper attire were included in the joining instructions and the booklet on “*Shistachar*”; please read them once again. The dress for classrooms is expected to be simple, sober and dignified. Officer Trainees will not attend classes in T-shirts, jeans and sneakers. Gentlemen Officer Trainees are not to wear slippers or sandals. Lady Officer Trainees are expected to attend classes in sarees, *salwar kameez* or *churidar-kurta*. This dress code will also apply to other premises like the main Institute building, mess, lounge, library etc.

On formal occasions, the Officer Trainees shall be in the prescribed formal wear. Gentlemen Officer Trainees are advised to wear Black or White Jodhpuri coat and trousers or coat and trousers with necktie. Lady Officer Trainees should wear sarees of sober colours on such occasions.

6. MATURITY, CREATIVITY AND ENDEAVOUR: Above all we expect Officer Trainees to behave like matured individuals. A matured person does not indulge in deviant or self destructive behavior. He does not burn up in anxiety. He neither resents authority nor does he become overbearing when he is himself in a position of power. In short, matured persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour, and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the Course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks. We expect from you these qualities of head and heart.

We have mentioned above only those aspects which we consider to be absolutely critical. A detailed code of conduct is dealt with elsewhere in this manual. The booklet on “Shistachar” also gives you elaborate details of expected behavior. These are mandatory readings.

GUIDELINES FOR CONDUCT

1. GENERAL CONDUCT:

- Residence in the Campus is compulsory; spouses, friends or relatives of the Officer Trainees will not be permitted to stay on Campus under any circumstances. Violation of this will be considered an act of indiscipline.
- Officer Trainees should not play loud music in their rooms or speak loudly in lounges or the corridors.
- Keeping or consuming alcoholic drinks in the Institute is not permitted. Inebriated conduct will invite expulsion from the Course and action under Conduct Rules.

- Smoking is not permitted in class-rooms, or in the auditorium. Even in places where smoking is permitted, it is an expected courtesy to seek the permission of others before lighting up.
- Officer Trainees are not permitted to keep private vehicles in the Institute.
- The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are integral parts of the course and Officer Trainees are required to take an active part in all of them.
- Redressal of grievances, if any, should be sought within the Institute. A Direct representation to the Ministries of the Government of India, without going through the proper channel, violates the Conduct Rules.
- Personal firearms are strictly prohibited on campus.

➤ CONDUCT IN CLASS:

Officer Trainees are assigned specific seats in the lecture halls. Each Officer Trainee is expected to take the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.

The Institute encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. Politeness in discussions is a hallmark of an officer. You are expected to listen carefully to the views of others and raise your hand to be called upon by the presiding officer, before making any points of your own. Officer Trainees are also free to meet faculty members after the class, to seek any further clarification.

2. IDENTITY CARDS:

Officer Trainees will be issued Lapel cards for the duration of the course they attend. It is compulsory to wear Lapel card during working hours, in classes, in the Library, in the mess and on all formal occasions in the Institute. When they visit outside the campus the other side of lapel card will have identity details of the Officer Trainee.

3. LEAVE & ABSENCE:

All Course activities, including classes, PT and extra-curricular activities are deemed compulsory for the Course participants. No Officer Trainee shall absent himself/herself from any of these activities.

Course activities have been designed in a manner in which Officer Trainees interact with one another more often. Therefore, it would not be possible to grant any leave during the Course.

If any trainee is not in a position to attend a session due to medical reasons, he/she shall take prior permission and submit an application for Medical Leave to the CC or his representative. In case of an extreme emergency requiring either bed rest or hospitalization, they should intimate it through a fellow trainee to the Course Coordinator. Remember that a file is being maintained about your state of health and all requests put in by you for medical leave will be fully recorded.

All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No Officer Trainee shall leave the Institute without obtaining prior written permission from the Course authorities, even on holidays or weekends.

4. PENALTIES:

We are confident of full participation in all activities by the Trainees. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules. The range of penalties, (which you may be required to suffer), may be either in the form of negative marking, as prescribed, or under the Rules relating to Conduct and Discipline or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.

At any point of time during the Course, if any Trainee indulges in any act of misconduct or indiscipline, the course authorities may relieve him/her from the course without any notice and a report to the controlling authority will be made.

- Officer Trainees may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a fine of Rs 500 every time.
- Water is a scarce resource. Officer Trainees are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine of Rs 500 every time.
- Apart from penalties mentioned above any damage to the Government property resulting from negligence will be recovered from your salary.
- Using or carrying mobile phone will result in confiscation of mobile + Rs. 1000 fine towards Social Service Society.
- As a penalty, Discipline Authority may grant extra work, like, extra PT, Extra Assignments etc.

INFORMAL MEETINGS WITH THE FACULTY

Officer Trainees are expected to call on their counselors and other Faculty members and meet them informally in their office or residence. These informal meetings are considered an important part of the community life at the Institute. Kindly be punctual on such engagements, and inform the host/hostess in advance.

BEHAVIOUR DURING GUEST LECTURES

Never leave the class till the guest speaker leaves. Courtesy demands that you rise from your chairs at the end of the session and wait till the guest speaker leaves the room.




While we encourage you to ask questions to the Guest speakers, please learn to be careful in framing of the same and the need to be polite and dignified. Please remember that they are the guests of the Institute and have to be given due respect and regard. They also have the highest expectations from you.

COURSE PLANNER

September, 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3	4	5	6	7	8	9
JOINING FORMALITIES	Inauguration of the Course, Course briefing , Hindi exam. Official Language Policy	Shistachar, Introduction to Clubs and Societies, Election Nomination	High Tea	Withdrawal of Nominations	City Visit	Short trek to APPA
10	11	12	13	14	15	16
Elections to Clubs & Societies	Personality Development Lab	P.Srinivas Memorial Lecture	CGM	Sufi Night	Rappling, Rock climbing	Heritage Walk
17	18	19	20	21	22	23
Welfare Seminar Essay writing competition	Visit to State Home & Dialogue in Dark	Vinayaka Chaviti	CGM		Cross Country Race	Team games & First aid class
24	25	26	27	28	29	30
Trek briefing		Cultural Programme by OTs of group A& B	CGM		Trekking	Trekking

October, 2012


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
Trekking	Gandhi Jayanthi Trekking	Trekking	Trekking	Trekking	Trekking	Trekking
8	9	10	11	12	13	14
SPIC MACAY Programme	Mock Press conference	Assembly & High court visit	CGM	Trek presentations	Fun games tournament	T-20 Cricket
15	16	17	18	19	20	21
IT-Seminar	Mid Course exam		Cultural Program by OTs of Groups C&D	Services Day	FETE	Rangoli Competition & Millet Festival
22	23	24	25	26	27	28
Durgashtami Dandia Practice	Maharnavami Dandia and Festival Feast	Dussehra (Holiday) Kite Festival	CGM	Army Essay Submission	(Id-UL-Juha) Bakreed Theatre workshop	Theatre workshop
29	30	31				
Flagship Programs Day	Book Review	Book Review				

COURSE PLANNER

November, 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
			Village Visit Briefing	R D Seminar	Village Visit	Village Visit
5	6	7	8	9	10	11
Village Visit	Village Visit	Village Visit	Village Visit	Village Visit	Village Visit	
12	13	14	15	16	17	18
Diwali Fire works	Diwali (Holiday)	Essay Competition	CGM	Homi J Bhabha Debate	Athletic Meet	Geo Spirit
19	20	21	22	23	24	25
SPIC MACAY	Village Visit Presentations	Village Visit Presentations	Army Symposium	CGM and Group Photo	Sports and Games	MOHARRAM Sports and Games
26	27	28	29	30		
Green hour	Public Policy Seminar	Guru Nanak Jayanthi, Cycle rally	A.K.Sinha One Act Play Competition	A.K.Sinha One Act Play Competition		

December, 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
					Exam Preparation	Exam Preparation
3	4	5	6	7	8	9
Examination	Examination	Examination	Examination	Examination DG Dinner	Jungle Safari visit to Srisaillam Project Tiger Reserve	Shramdan
10	11	12	13	14		
Blood Donation camp	India Day Celebration	India day Celebration	Relieving Formalities & Club Day CD Dinner	VALEDICTORY FUNCTION		

SESSION TIMINGS

Classes will be of 50 minutes duration in the forenoon and in the afternoon. The session plan for each day will be as follows:

0 Session :: PT 6.00 to 7.00 am

Forenoon: This will consist of four sessions

I Session	:	09.30 am - 10.20 am
	:	
II Session	:	10.30 am - 11.20 am
	:	
III Session	:	11.40 am - 12.30 pm
	:	
IV Session	:	12.40 pm - 01.30 pm
	:	

Afternoon: There will be two sessions in the afternoon.

V Session	:	02.40 pm - 03.30 pm
	:	
VI Session	:	03.40 pm - 04.30 pm
	:	

Games & Sports : 5.00 pm to 6.00 pm

FEEDBACK

It is our endeavor to provide you with the best possible academic inputs. The Institute has devised a computerized method of getting your feedback, on which much reliance is placed by us. For giving your evaluation of the academic sessions, an online feedback system has to be compulsorily filled in by the Officer Trainees preferably daily or latest by 12:00 midnight on the succeeding Sunday. The feedback provided remains confidential and anonymous. We would request you to fill in the online feedback form diligently, responsibly and in a constructive manner. Giving feedback regularly is an index of your commitment to the course and sense of responsibility.

COUNSELLING

The Institute places a great deal of importance upon Counseling as a mode of interaction between the faculty and the respective counselees. The Counsellor is a friend, a guide and a person who is genuinely concerned about the individual needs of the officer trainees.

Each trainee is attached to a Counsellor for closer interaction, facilitation of training and advice on personal matters. Formal counsellor group meetings will be scheduled in the timetable. However, informal meetings with the counselor are also welcome. The trainees are expected to be in close association with their counselor and establish an effective rapport. This will enable the Counsellor to give individual attention to each of her /his counselee, besides crystallizing the learning points for the officer trainee.

Each officer trainee will be expected to write a weekly learning log and send to their counselor by e-mail every Monday. Learning Log provides an opportunity to reflect upon new learning and is also a record of continuing professional development.

LIST OF COUNCELLORS

Sl. No.	Name of the Counsellor	Designation	Phone No.	E-mail ID
1.	Shri. Chiranjeev Choudhary, IFS (Batch:1989)	Commissioner, Women Development & Child Welfare	040-23452630 9440814408	chiranjvc@gmail.com
2.	Shri.Y.Madhusudhan Reddy, IFS (Batch: 1990)	MD, APUFIDC	040-23435500 040-23435522 8008888733	apufidc@yahoo.com
3.	Shri. K. Bhaskar, IAS (Batch: 2004)	Project Director APMunicipal Development Project	040-23435585 9676697575	bhaskar.ias@gmail.com
4.	Smt. Padmasri, IC & CES (Batch: 1995)	Addl. Commissioner, O/o the Commissioner of Central Excise & Customs, Hyderabad 1 commissionerate	040-23240725 9908165566	padmasri.n@nic.in
5.	Smt. Vijayalaksmi, IRS (Batch:1992)	Addl. Commissioner of Income Tax, Range 16, Ayakar Bhavan	040- 23230327 8985970065	jai_766@yahoo.com
6.	Shri. Jitender, IPS (Batch: 1992)	Commissioner, Inquiries AP Secretariat	040-23452694 9440627796	jitenderips@gmail.com
7.	Smt. S. Padmaja, IRS (Batch: 1992)	Asst. DG, Unique Identification Authority of India	040-23119223 8008333440	spadmaja.rohyd@uidai.gov.in
8.	Smt. Chanda Pandit, IA&AS (Batch: 1997)	Sr. Dy. Accountant General	040-23231951 09177799011	panditcm@cag.gov.in
9.	Dr. H. Srinivas, IRPS (Batch: 1991)	Dy CPO, MPP, Secunderabad	040-27832645 9701370605	dycpomppnit@scr.railnet.gov.in
10.	Sri. Nagulapalli Srikanth, IAS (Batch: 1998)	CEO, Aarogyasri Health Care Trust, HYD	040-23148101 9866148811	nagulapa@ias.nic.in ceo@aarogyasri.gov.in
11.	Sri. Y.V.S.T.Sai, IRS (Batch: 1993)	Addl. Commissioner, IT	040-23425205 (D) 040-23425206 985970073	Fax: 040-23425206
12.	Smt. V. Sangeetha, IC & CES (Batch: 1993)	Addl. Director	040-23232322 9701300500	droptome@yahoo.com
13.	Dr. K. Ilambarithi, IAS (Batch: 2005)	Executive Asst. to CS & E.O. Dy Secty to Govt.	040-23453243 9490059524	eatocs@gmail.com
14.	Dr. Gaurav Uppal, IAS (Batch: 2005)	Executive Director, Housing Board	040-24732063 7702410002	uppalgaurav@gmail.com
15.	Sri. G. S. Panda Das, IAS (Batch: 2006)	Executive Director Metro Waterworks	040-23442822 9032000116	pandadas2000@gmail.com
16.	Sri.P. Ganeswar Rao, IRTS (Batch: 1984)	Chief Commercial Manager (C&PS) Rail Nilayam	040-27786248 040-27830736 9701370952	gunrao@rediffmail.com
17.	Sri. Mallikarjun, IRS (Batch: 1992)	Addl. Commissioner of Income Tax, Range 6, Ayakar Bhavan	040-23425433 8985970064	arjun6488@yahoo.com

III. ASSESSMENT AND EXAMINATIONS

The Foundation Course aims at enhancing professional knowledge, providing job oriented skills, inculcating esprit de corps, and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic and extra-curricular inputs. We expect the course will help the Officer Trainee not only to acquire more knowledge and professional skills, but also to imbibe officer like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of our duties. We do not intend to burden you with heavy end of course examinations, but would prefer to test you as you go along the course, through examinations and also observation and interaction.

The overall breakup of evaluation is as follows:

Director General's Assessment	- 150
Academic Inputs	- 450
Total	- 600

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

Subject	Marks	Remarks
Public Administration	90	Some marks may be kept for internal assessment or mid-term examination
Law	90	
Basic Economics	90	
Management and Behavioural Sciences	60	
Indian History & Culture	60	
Political Concepts & Constitution of India	60	
Total	450	
Hindi (Qualifying)	50	Marks to be added in Director General's Assessment
Computer (Qualifying)	50	

With respect to soft skills, values and attitudes, Officer-Trainees will be assessed on a continuous basis on their participation and performance during the trek, syndicate work, village visit, other extra-curricular activities, their general behaviour, punctuality and personal conduct. This evaluation forms part of the Director General's Assessment.

The Director General's Assessment will be based on various aspects like the participation in games and sports, Physical Training, Team spirit, attitude, overall participation in all activities of the Course and the activities of various Clubs. The Director General's Assessment is for 150 marks. The criteria for Director General's Assessment is given in a table.

Criteria for Director General's Assessment

S.No	TOPIC	MARKS
1	Village Study Report & Presentation	10
2	Espirit de Corps	10
3	Physical Training	15
4	Essay	10
5	Language	05
6	Term Paper	10
7	Games	10
8	ICT	15
9	Participation in extra- curricular activities / Modules	15
10	Book Review	05
11	Trek and Adventure Sports	05
12	Social Service	10
13	Director General's evaluation	30
TOTAL		150

- There will be an exam in Information and Communication Technology for 50 Marks. Marks obtained are **not** added to the aggregate. However, it is a **compulsory paper** and failure in this examination will mean failure in the Foundation Course Examination.
- There will also be Language tests for 50 marks at the end of the Course. Marks obtained in Languages are **not** added to the aggregate. However, it is a **compulsory paper** and failure in this examination will mean failure in the Foundation Course Examination.
- **Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.**
- An Officer Trainee, who fails in any of the six prescribed subjects as mentioned above or in any qualifying tests (Languages and Computers) shall not be entitled to any credit for the Foundation Course Examination carrying 450 marks. In other words, in such an event, he/ she shall get "0" out of 450.
- There will be a **test of physical fitness** at the end of the Course.

MEDALS AND AWARDS



A number of medals and trophies will be awarded to the Officer-Trainees who distinguish themselves in various activities in the Institute in the Foundation Course. Details of these medals and trophies are given below:-

ACADEMIC AWARDS

1. Director General's Medal and Rolling Shield for the best all-round performance (Individual OT)
2. Director General's Medal and Rolling Shield for the highest aggregate marks in written exam (excluding languages)
3. Director General's Medal for the highest marks in LAW
4. Director General's Medal for the highest marks in PUBLIC ADMINISTRATION
5. Director General's Medal for the highest marks in INDIAN HISTORY & CULTURE.
6. Director general's Medal for the highest marks in BASIC ECONOMICS FOR ADMINISTRATORS
7. Director General's Medal for the highest marks in MANAGEMENT & BEHAVIOURAL SCIENCES
8. Director General's Medal for the highest marks in POLITICAL CONCEPTS & CONSTITUTION OF INDIA
9. Director General's Medal for the highest marks in HINDI at the End Course Examination (only for those whose mother tongue is other than Hindi).
10. Director General's Medal for the highest marks in ICT.

ESPRIT DE CORPS AWARDS

Gold , Silver and Bronze Medals for contribution to Esprit de Corps. These medals are given to Officer Trainees making the maximum contribution to the Esprit de Corps in the batch.

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 most toward building esprit de corps during the Course.

OTHER AWARDS

1. Director General's Gold, Silver and Bronze Medals for the best essay in Communal Harmony
2. Sri. LM Singhvi Gold, Silver and Bronze medals for the best essay on Human Rights
3. Army Trophy and Gold, Silver and Bronze Medals for National Security Essay
4. Director General's Medal for the best performance in PT for Men
5. Director General's Medal for the best performance in PT for Women
6. Director General's Rolling shield for the best Village Visit Group
7. Director General's Gold, Silver and Bronze Medals for Village Visit Groups
8. Director General's Rolling shield for the best Trek Group



9. Director General's Rolling shield for the best performance amongst Clubs & Societies
10. 1st, 2nd and 3rd prizes in the Cross Country Run for Men
11. 1st, 2nd and 3rd prizes in the Cross Country Run for Women
12. AK Sinha Memorial Trophy for the best one - act Play
13. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
14. Vijay Niranjana Memorial Trophy and a cash award of Rs.1000/- for the Officer Trainee who prepares the best Script for the AK Sinha Memorial Play
15. Director General's Gold medal for the best Director
16. Director General's Rolling Shield for the best book review group
17. Sir Homi Bhabha Running Trophy for Science, Technology and Environment is for the best debater in a debating competition organized on issues of Science, Technology and the Environment.

ESPRIT DE CORPS

We have identified the following special qualities as conducive to and reflective of esprit-de-corps:

1. Commitment to public service
2. Belief in the unity and integrity of India and its pluralistic culture
3. Understanding the inter-dependence of various public services and appreciation of the need for harmonious relationship and mutual co-operation for achievement of the common goal.
4. Spirit of fellowship, fraternity and common brotherhood.
5. Readiness to empathise as well as share difficulties and dangers faced by others.
6. Willingness to sacrifice for the common good/group interest.
7. Sense of values, as enshrined in the Constitution of India.
8. Ability to transcend the narrow loyalties of service, caste, creed, region and religion.
9. Liveliness, humour and wit.
10. Passion to strive toward excellence in all spheres of collective activity.

ESCORT DUTIES

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

1. To ensure that the transport to the Guest Speaker is detailed by the FC Secretariat in time and to receive the Guest Speaker in the Lobby of the Institute.
2. To inspect in advance the room allotted to the Guest Speaker in the Institute's Guest House and to ensure that the room is well kept.
3. To receive the Guest Speaker on arrival, escort to the class room and to look after him during his/her stay in the Institute. It however does not mean that the Officer Trainees shall unnecessarily waste time hanging around and miss the classes or other activities.
4. To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities of the Institute, if he/she is not already familiar with the same, well before his/her scheduled session.
5. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s) / Participation.
6. To collect the bio-data of the Guest Speaker on his/her arrival. The Guest details may be submitted in the FC Secretariat immediately after the session.
7. To ascertain any special arrangements the Guest Speaker would like to be made in the lecture hall, like provision of Overhead Projector etc.

8. To ensure that the Guest Speaker is invited to all the functions of the various societies/ clubs, which are scheduled during his/her stay. A formal concurrence/ invitation should be obtained from the respective Director General's Nominees, for such purposes.
9. To ensure that the arrangement for the transport for his/her return journey has been made by the F.C Secretariat.
10. To ensure that the TA particulars are filled in by the guest in the printed form provided and deliver the same to F.C Secretariat.
11. To introduce the Guest to the audience based on the bio-data already collected for the purpose.
12. To ensure that the nameplates are ready in time and placed on the table before the lecture.
13. To ascertain from Course Co-ordinator whether the lecture is to be audio or video recorded and ensure arrangement for the same.
14. To ensure that the reception has all the details of arrival and stay and keep the reception informed of your whereabouts so that in the event of an unscheduled arrival of the guest, you can be located and informed.
15. To organize the following, in consultation with the internal faculty member concerned, in respect of guest lectures:
 - (a) To preside over the guest session, if called upon to do so, and ensure that the meeting is conducted in a manner which neither embarrasses the Guest Speaker nor the Institute in any way.
 - (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.

SEVEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

INSTITUTE AT A GLANCE

Officers & Faculty Associated with Foundation Course



Sri Md. Shafiquz Zaman: 1977 batch IAS officer presently working as Director General of the Institute in the rank of Special Chief Secretary to Government. He is a science graduate, he also did LLB from Magadh University, Bihar. He worked in all three regions of Andhra Pradesh ie., Coastal Andhra, Rayalaseema & Telangana. He has rich and varied experience in administration having worked as District Collector of Medak District and as Secretary / Principal Secretary to various departments like Minority Welfare Department, Health Department & Backward Classes Welfare Department.



Dr. Prasanta Mahapatra, Additional Director General is a medical doctor, a Takemi Fellow in International Health and a PhD in Health Policy & Economics from Harvard University. After practicing for a sometime as a Medical Officer in the Central Government Health Scheme, Dr. Mahapatra joined the Indian Administrative Service, in 1980. Dr. Mahapatra served in various capacities in East-West Godavari, Nellore, Nalgonda, Krishna and Guntur districts. Dr. Mahapatra is experienced in revenue, general administration, disaster management, rural development, tribal welfare, women welfare, medical, health, information technology, and irrigation sectors. He was faculty at the Administrative Staff College of India. Dr. Mahapatra, also worked on deputation in a non-government organisation focusing on health systems research. He has served as member of ICMR Scientific Advisory Group, and Core Group of the Department of Health Research. He was a member of the steering group of the National Nutrition Mission. Currently he is a member of the Scientific and Technical Advisory Group of the WHO - Alliance for Health Policy & Systems Research. Dr. Mahapatra has contributed to the Global Burden of Disease estimates published in the World Bank's World Development Report, 1993. He has published articles and books in the fields of general administration, rural development, and public health.



Sri M. Ramaprasad: A 1983 batch Indian Forest Service Officer, presently working as Additional Director General of the Institute. He did his Masters in varied subjects like Zoology, Astrology and Philosophy. He is a man of many abilities. He has worked in various assignments in the forestry sector like DFO, Conservator of Forests and as Chief Conservator of Forests in different districts of the State. He has also worked as Regional Manager of the A.P. Forest Development Corporation.



Sri G. Chandrashekar Reddy: A 1991 batch Indian Forest Officer, presently working as Joint Director General of the Institute. He heads the Centre for Climate Change and Centre for Disaster Management with about 20 years of rich experience in Natural Resources Management and worked in the areas of Forest Management, Watershed based Livelihoods Management, Drought and Flood Mitigation, Water Conservation and Water Use Efficiency, Participatory Irrigation Water Management, Eco-Friendly Coal Mining, Bio- Diesel, Environment Education etc. He worked as Project Director for DFID, JICA and World Bank Aided Livelihoods & Water Sector Projects in the State. He is a graduate in B.Sc. Forestry and Post Graduate in Life Sciences from JNU, New Delhi. He did his masters in Management and Public Policy from IIM, Bangalore and Syracuse University, USA. He also holds a PG Diploma in Environmental Education and Management from HCU, Hyderabad.



Dr. O. Vijayasree, did M.A., Psychology, from Udaipur University and Ph.D. in Psychology, from Gujarat University. She has 25 years of Teaching/Research experience in various organizations. Currently working as Director of Centre for Change & Delivery Management at this Institute. She has earlier Worked in National Institute for Small Industries Extension Training (NISJET), Institute for Higher Education, Kano, Nigeria and Indian Institute of Management (IIM), Ahmedabad, Gujarat. Life member of Hyderabad management association (HMA). Life member of HRD (Human Resource Development) network. She is the Additional Course Co-ordinator for the 87th Foundation Course.



Sri K. Anil Kumar is a postgraduate in Physics. He has a Bachelors degree in Education. He is a direct recruit Mandal Parishad Development Officer recruited in 1999. He has joined this Institute as Faculty in 2009. He is the Associate Course Co-ordinator for the 87th Foundation Course.



Mrs. Y. Indira Priyadarshini has done her Masters in Law, History and Telugu Literature from Osmania University. She has started her career as a Journalist before entering into Government Service. She is a direct recruit Mandal Parishad Development Officer in 1999. Presently she is on deputation in this Institute as Faculty member. She has a proven record of conducting Courses in many areas for the last six years. She is an appreciated resource person in areas such as Right to Information Act and Disciplinary procedures. She is the Associate Course Co-ordinator for the 87th Foundation Course.



Mrs K. Soumya Rani is a Post Graduate in Geology and did P.G. Diploma in Computer Applications. She is presently working as Junior Faculty. She is involved in teaching activity for the last 5 years. She developed as Resource Person in the areas on Right to Information Act and on Incident Response System in Disaster Management. She is the Nodal Officer for the 87th Foundation Course.



Sri S. Rajasekhar, is a Post Graduate in Botany from S.V. University. He has worked as Lecturer prior to joining the Government Service. He has entered the Revenue Department in 1985 as Dy.Tahsildar. He got promoted as Dy.Collector in 2002. Attained Spl.Grade in 2007. He has worked in Kurnool, Chittoor, Nellore, Mahaboobnagar Districts in Revenue & Development departments under various capacities. A national Awardee by CSO. Presently he is on deputation in this Institute as Senior Director (Trg. Coordination).

Sri M. Visweswara Naidu has done his Masters in Commerce. He has joined the Government Service in 1989 as statistician in the Planning and Statistics Department. In 1995 he entered into Revenue Administration as Deputy Tasildar and subsequently promoted as Tasildar and Deputy Collector. Besides the Departments to which he belong, he also served HMDA, Municipal Corporations of Visakhapatnam and Vijayawada. He is a recipient of many awards and rewards for his commitment. Presently he is on deputation in this Institute as Administrative Officer.



Sri P. Srinivasa Rao : Presently working as General Manager, Information Technology (IT) in the Institute. He is a post graduate Mechanical Engineering from Osmania University. He has experience (22+ Years) in implementation of Governance Reform Programs (GRP) in several business domains with focus on e-Governance and IT Project Management to enable Good Governance in various Government departments.



Sri . K. Narasimha Murthy entered into Government Service in 1977. He is a Graduate in Humanities. He is a qualified Stenographer. His technical qualification includes Type writing (English & Telugu). He has completed 35 years of service in this Institute. He has worked as the Director General's P.A. for 26 years. For the next 10 years, he worked as the Office Superintendent in the Administrative Wing. Presently he is acting as the Estate Officer of this Institute.



Mrs. J. Janani : Presently working as Faculty / Asst. Facilities Manager in the Institute. She is a Post graduate in Textiles and Clothing from Acharya N. G. Ranga Agricultural University. She has joined State Government Service in 2002 as Asst. Registrar in Cooperation Department. She is in-charge of Tungabhadra Hostel allotted for lady Officer Trainees.



Mrs. P. Bharathi has done her Masters in Economics from Andhra University. She has a Bachelors Degree in Education. She worked as a lecturer in Economics and had participated in several seminars and work shops. Political Economy, Child Labour, Rural Livelihood and Indian economy are her domain. As a Programme Officer of National Service Scheme, she had trained and moulded a band of youth for social service. Exposed to several capacity building initiatives related to soft skills and domain specifics of various Government Departments. She is presently working as Senior Faculty Member in the Institute. She is Controller of Examinations for the 87th Foundation Course.



Sri B. Srinivasa Kumar has done his M.Tech from IIT Rourkee with Hydrology as specialization. He has joined the I&CAD Department in 1992. Previously, he worked as in-charge engineer for State Water Data Storage Center, Hyderabad. He performed duties in the capacity of Dy. Executive Engineer in the State Government's prestigious project "Modernization Of The Somasila Project" under Jalayagnam. Presently, he is working as Manager (IT & Works) in the Institute.



Sri B.V.L.K.S. Sarma joined State Government Service as Sr. Steno in the Directorate of Treasuries and Accounts in 1981. He has worked as a Personal Assistant in the Chief Minister's Office. He served as a Project Secretary in UNDP assisted Poverty Alleviation Project. He worked in the Directorate of Tourism as in-charge of accounts matters. He worked as Asst. Accounts Officer in DPEP, Visakhapatnam. He headed the Accounts Wing in WALAMTARI. He is presently working as Accounts Officer / Senior Lecturer in the Institute.



Sri G. Alexander Francis is a Graduate in Commerce. He has done his Diploma in Sports (NIS, Gujarat). He has joined in Sports Authority of Andhra Pradesh in 1993 as Hand ball Coach. He acted as a National Coach for AP Men & Women Hand Ball Team - The team won Medals in National & South Zone and Inter Zone. He worked as Hand Ball Coach for AP Police Team and Hand Ball Coach for Army Central Team. He is National 'A' Grade Referee in Hand Ball and Referee Board Chairman, Hyderabad Hand Ball Association. He is presently working as a Chief Coach in Dr. MCR HRD Institute of AP from 2011.



Ms S. Sasikala, a post graduate in History, Public Administration with bachelors degree in law, is presently working as Senior Faculty in the Institute. She is in-charge of Vivekananda Centre for Human Excellence. She belongs to 1994 batch Group I service (Treasuries and Accounts Department). She has worked as Treasury Officer and Pension Payment Officer. She has to her credit more than a decade of experience in training. She is the first Master Trainer from the State in Direct Trainer

Skills accredited by Department of Personnel & Training, Govt. of India. She is a Recognized Trainer in Design of Training, Training Needs Analysis and Management of Training and in Distance Learning Methodology. She participated in training programme on Planning and Implementation of Information Systems for electronic governance for APCIOs.



Mrs. B. Navya has done her Bachelors degree in dental Surgery from Government Dental College & Hospital, Hyderabad. She is a Direct Recruit Deputy Collector (2009 Batch) selected through APPSC. Presently she is working as Faculty Member in the Institute.



Dr. Rajeswar Jonnalagadda, Director (Training & Ehas 12 years of overseas experience in Scientific & Policy research - as an Academic Editor and Consultant to UNESCO's global project, the Encyclopedia of Life Support Systems (EOLSS), Oxford. In India, as a Professor, he taught courses on Policy Implications of Climate-Change & Sustainable Development. Prior to joining this Institute, he also worked as a Senior Faculty at Engineering Staff College of India-Hyderabad. He obtained his Masters in Life Sciences form University of Hyderabad and PhD in Life Sciences from JNU, Delhi. He did his Post-Doctoral research at I.I.Sc.-Bangalore.



Dr. V. Deepa Nair is having a PhD in Public Administration. She worked as a Programme Officer at the National Institute for Mentally Handicapped (NIMH), Govt. of India on Disability Rehabilitation and was Head of Academic Administration. She has also worked as Senior Faculty at the Regional Centre for Urban and Environmental Studies (RCUES), Osmania University; and as Senior Consultant at the Centre for Urban Studies, Andhra Pradesh Academy of Rural Development (APARD). She conducted and served as a Facilitator for various capacity building programmes for elected representatives and municipal functionaries. She has also been associated with several research projects and has been instrumental in organizing National level conferences as well as workshops in the area of Social Sciences research and also participated and presented papers at various seminars and conferences. She has published several research papers and articles in reputed National Journals. She also a law graduate. She is presently working as Deputy Director and Associate Professor in the Centre for Urban Development Studies of this Institute.



Sri N. Kumar Babu has done his Masters in Economics from Andhra University. Joined Government Service in 1989 as Senior Auditor, in the State Audit Department. He has conducted audit on the accounts of Agricultural University, Housing Boards, Municipalities, Mandal Parishads in Districts. Presently he is District Audit Officer and is working in this Institute as Senior Lecturer in the Audit Training Wing for the last Three and half years. He has conducted many Induction Training Programmes.



Sri P.V. Bhoga Rao has done his graduation in Biological Sciences from Andhra University. He is presently working as Senior Faculty Member in Center for Urban Development Studies. He joined Government Service in 1981 in the Treasuries & Accounts Department selected through APPSC. He worked as Treasury Officer in Vizianagaram. As Accounts Officer he dealt with coordination of Public Private Partnership Projects in Tourism and Finance Departments in AP Secretariat. He has worked in Chief Minister's Office for several years and coordinated in disposing of the matters relating to Education, Youth Services & Sports and Animal Husbandry Departments. He underwent Training of Trainers Programme in PPPs conducted by the Department of Economic Affairs, GOI. He was a Trainer in DTC, Vizianagaram, Hyderabad and Ranga Reddy Districts. He has been trained in Direct Trainer Skills conducted by the DoPT Govt. of India. He is a resource person in the Institute in Treasury Rules, Financial Rules and Conduct Rules. A Merit Certificate Awardee from District Collector, Vizianagaram, for meritorious Services in 2007 and for effective support in running administration and implementation of Telugu as official language.



Mrs. V. Bhagya Nakshatram is a Post Graduate in Agriculture (Entomology). Joined in the Department of Agriculture in 2003. She had played different roles in department of Agriculture to disseminate latest technology and various schemes to farmers through extension, trainings and mass media. She has vast experience in designing and developing calendar and content of agriculture programmes for broadcast through Doordarshan and All India Radio. She is presently working as Faculty Member, Centre for Climate Change.



Sri K. Ram Gopal has done his Masters in English Literature and holds a Bachelor's degree in Education. He has done LLB and holds a diploma in Personnel Management, Industrial Relations, Labour Laws and HRD, and P.G. diploma in Personnel Management. He joined State Government Service as Asst. Labour Officer through Group II A in 1996. He served as Asst. Commissioner of Labour, Khammam. He is presently working as Junior Faculty on deputation in the Institute.



Sri M.V. Sailesh has done his MBA (Marketing & Personnel Mgt). He has done Certificate Course in "Rural Development and Decentralised Planning" from TISS (Tata Institute of Social Sciences) Mumbai, during the year 2010. He is a directly recruited Mandal Parishad Development Officer (MPDO) selected by the APPSC (Group-1 services) in 1999. He served as MPDO in the districts of Nalgonda and Ranga Reddy for a period of 6 years. He has experience in implementing various rural development programmes like Janma Bhoomi, Food for Work programme (FFWP) and Employment Guarantee Schemes like MGNREGS. He worked as Faculty in

Disaster Management at AMR-Andhra Pradesh Academy of Rural Development, Rajendranagar, Hyderabad for (5) years. He has the experience of conducting training to various sectors of Government Officials in Disaster management. He has attended various training Programmes /Conferences/ Workshops related to Disaster Management. He has done Trainer Development Courses like DTS & DOT, from Mysore, TNA at Bhopal and MOT & SAT at Dr MCR HRD IAP, Hyderabad. Presently he is working as Faculty in Disaster Management, in this Institute.



Sri V. L. N. Gupta has done his Graduation in Commerce from Andhra University. He has joined the Treasury Department in 1981. He served in various capacities in Visakhapatnam and Vizianagaram District. He is a qualified trainer of Indian Junior Chamber affiliated to Junior Chamber International, U. S. He has been conducting Personality Development Training Programmes for the last 20 years as part of his social service. He is an active blood donor and so far donated blood for 46 times and executed a WILL to donate his body after his death. He is presently serving as Asst. Lecturer (Asst. Accounts Officer) in Accounts Training Wing of the Institute.



Mrs. Meena. J. has done her Masters in Genetics from Osmania University with Cell Biology as her area of specialization and dissertation work on protein levels in myopics. She has joined the Government Service as Extension Officer (Panchayat Raj and Rural Development) and is currently on deputation in Dr. MCR HRD Institute of AP at the Centre for Disaster Management. She is a trained Resource Person in Incident Command System, Community Based Disaster Management, AP Medical Attendance Rules and AP Leave Rules.



Mrs. Ch. Anila, Manager (MIS) is a Graduate in Civil Engineering from Andhra University and Post-Graduate Diploma in Computer Applications. She has 18 Years of experience in formulation, development and implementation of IT applications/e-Governance solutions in various Government Departments.



Sri Anwesh Ponugumati is presently working as Assistant Director & Faculty in the Centre for Urban Development Studies of Institute. He is a qualified Urban and Regional Planner. He did his Bachelor's Degree in Urban and Regional Planning (B.Planning) from SPA - JNTU, Hyderabad, India. He did his post Graduation from United Kingdom specialization in Spatial Planning and Advanced Diploma in Information Technology and Msc in History, Evolution of Cities and Towns as main subject. Before joining the institute, he worked as Assistant Town planner in Cornerstone estates, Birmingham, United Kingdom and worked as Senior Resource Person in AMR APARD, India. He has handled Urban and GIS projects in India and policy orientated projects in UK.



Mrs. Savithri is a Graduate in Commerce. She is a qualified Stenographer. Her technical qualification includes Type writing (English & Telugu). She has been working since 2003 as P.A. to the Director General of this Institute. Later, she worked as Senior Assistant. Presently working as Superintendent in the Secretariat for the 87th Foundation Course.



Sri . M. Srinivas is a post-graduate in Zoology and Sociology. He has also done his DHPE from Dr MGR Health University, Chennai. He entered into Government Service in 1995 as a Health Educator in the Medical And Health Department. He received the Best Employee Award from Health Minister in the years 1999 and 2000. He has undergone many training programs in health education, health management and safe drinking water. He has considerable skills as a trainer in environmental sanitation. He is presently working as a Training Program Coordinator in this Institute.

FACILITIES AT THE INSTITUTE

- Fully air-conditioned training halls, equipped with LCD-DVD-OHP-Electronic board, to accommodate 150 delegates at a time
- Soundproof state-of-the art auditorium with 250 seating capacity
- 16 fully equipped training halls
- 7 lecture halls each with 30-40 seating capacity
- 4 seminar rooms each with 20-40 seating capacity





- 2 conference halls each with 100-130 seating capacity
- One video conference room with 65 seating capacity
- One special conference-cum-seminar hall with 100 seating capacity
- Well equipped library
- 5 Computer Labs with latest facilities.

ACCOMMODATION

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

RECREATION

- Swimming pool
- 2 Flood-lit tennis courts



- Indoor shuttle court
- Yoga & meditation centre
- A state-of-the-art gymnasium
- Volley Ball court
- Recreation Lounge T.T, Caroms and Chess facilities
- Cinema screening facility at Auditorium
- TV with cable network facility in all Hostel Rooms

LIBRARY



The Institute's library is located in the Cellar. A good collection of books on various subjects are available in the Library besides various News Papers and Journals. The Library is having a computerized catalogue. The timings are from 9.30 am to 8.00 pm on all working days and 10.00 am to 1.00 pm on Holidays. Officer Trainees may approach the Librarian to avail the library facilities. It is expected the OTs will be extensively utilizing the library facility during their stay in the Institute.

COMPUTER FACILITIES

Computer facilities are made available in the following computer labs to the Officer Trainees:

- Hall No.304 in the main building (1st Floor) for Gentlemen OTs
- Computer Lab in 1st Floor of Thungabadra Hostel for Lady OTs



Officer Trainees may utilize these labs after office hours up to 8.00 pm every day. On Sunday they will be kept open from 10.00 am to 5.00 pm. They may contact System/Network Administrators in Room No.306.(Extn.No.: 151/265)

Guidelines for Use of Computers

All computers in the Institute are networked. Common facility for use of computers will be available after office hours i.e., 5.30 PM to 10.00 PM. By the end of course, you should be thoroughly familiar with computer and their use. Besides typing your papers, preparing presentations and surfing the net. Officer Trainees are allowed to use their own laptops which can be configured in the LAN/ Internet.

Group E-mail Address

The group email address for the Officer Trainees of 86th Foundation Course will be provided on hrdiap.gov.in mail server. (87fc@hrdiap.gov.in). The individual email address would be added to the group for accessing and for effective sharing of information.

Dr.MCR HRD Website

All the OT's can access the MCR HRD Website at www.hrdiap.gov.in Separate page is provided for 87th Foundation Course training events which can be accessed by all Officer Trainees. The following information would be published on the Website. The content would be updated as the sessions progress for effective dissemination of information.

- Joining Instructions
- Descriptive Roll
- List of Participants
- List of OTs (groupwise)
- Course material (PDF format)
- Course Guests
- Weekly Schedule
- Photo Gallery
- Trek Gallery (Group wise)
- Link to on-line feedback
- Session Feedback (on-line)

All Officer Trainees are required to post their feedback for every session through on-line feedback system which can be accessed through internet. The login name for the Feedback system would be their respective OTCode and common password would be

given which must be changed later by the respective OTs. It is advisable to change the password immediately after the first login.

Printers

The Officer Trainees can avail the printing services through a dedicated printer installed in FC Secretariat established for FC program (Room no: 235, Ground floor) in the Institute.

Computer Care : Do's and Dont's

- Do not spill anything like tea, coffee, water etc over the computer.
- Do not keep any eatables near the computer.
- Always remove temporary files from windows/temp and windows/ temporary Internet files periodically (Weekly).
- Don't delete files of which you are not aware. Sometimes these files could be system files.
- Don't open unsolicited e-mails, emails from an unknown person could carry viruses which can corrupt the data.
- Don't use external storage device (pen-drive, CD etc) from an external source without checking for viruses.
- Always scan the computer for viruses.

87th FC SECRETARIAT

The Institute has created a secretariat exclusively for the 86th Foundation course with a Faculty Member as Nodal Officer assisted by a Superintendent and other support staff which will look after all the activities connected with the FC. The Officer Trainees may contact the Secretariat in case of any information in Room No. 235 (G. Floor) of the Academic building. The Officer Trainees can contact the following persons for any information required.

DISPENSARY TIMINGS: All days

Location : Medical Dispensary
1. Civil Assistant Surgeon for Men
2. Civil Assistant Surgeon for Women

EVENING

06.00 pm to 07.00 pm: Dr. M. Venkateswra Rao
Civil Assistant Surgeon

Location : Room. No. 101, Ground Floor, Krishna Hostel.



CLUBS & SOCIETIES

INTRODUCTION

In the Institute, Officer-Trainees engage themselves in various indoor and outdoor activities through Clubs and Societies. These Clubs and Societies are run by the Officer Trainees themselves under the overall guidance of Director General's Nominees.

Activities of the Clubs and Societies provide an excellent medium to the Officer Trainees for their self-expression and development. Officer trainees through their creative innovations, generate activities which are not only entertaining but also enrich the Institute's campus life. All the Officer-Trainees are expected to actively participate and make full use of the facilities according to their taste and disposition. At present the following Clubs and Societies are functioning in the institute:

- Officers' Club
- Officers' Mess Committee
- Computer Society
- House Journal Society
- Social Services Club
- Adventure Club
- Film & Fine Arts Association
- Management Club
- Hobbies Society
- Nature Lovers Club
- Fun Club
- Alumini

The Office bearers of all these Clubs and Societies are elected by the Officer-Trainees themselves. But the activities of Clubs and Societies are run with the cooperation and assistance of all the Officer-Trainees. Sometimes various Clubs and Societies organize a Computer based Quiz on Nature. The Society for Contemporary Affairs and Social Services and the Management Circle may join hands in organizing debate competitions on some contemporary management themes.

Each Club / Society will have a Secretary and six members apart from DG's Nominee. The Director General's Nominee provides necessary guidance and assistance in running of the Clubs and Societies and in organizing activities undertaken by them. The Faculty Members and even their families are invited to join the officer trainees in all such activities.

For running their activities the Clubs and Societies are provided with appropriate grants apart from the funds which they receive through membership fees.

The participation in the activities of the Clubs and Societies is evaluated at the end of the Course as part of the Director General's assessment. A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

OFFICERS' CLUB:

Every officer undergoing training at the Institute is a member of the Officers Club. The Executive Committee of the Club consists of a Secretary and six members. The Executive Committee organizes the activities of the Club. Director General's Nominee for this Club looks after the overall organization and the administrative arrangements of the club.

The objectives of the club are as under:

- To serve the members of the Club and a Centre for their social and recreational activities.
- To organize and provide for the members of the club sports and recreational pursuits.
- To promote and provide facilities for indoor and outdoor games.
- To select and coach the teams of the club in various games and Athletic meet on behalf of the institute and participate in meets in and outside the institute.
- To organize periodical sports meet and tournaments within the institute.
- To organize sports, quiz, talks, films etc. relating to the club's spheres, in cooperation with other clubs and societies in the Institute.

OFFICERS' MESS COMMITTEE

Mess is an institution where the OT's meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to esprit-de-corps among the trainees from different cadres and services. The effectiveness of the Mess is measured in terms of quality of food, quality of service and cost effectiveness. Every Officer-Trainee is a member of the Mess.

The committee is expected to discuss with the institutes official caterer about the menu, quality of food, service quality and the like. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps development of managerial and organizational skills amongst the office bearers

The Mess Committee organizes formal and informal get-togethers in association with other clubs and societies. Celebration of different festivals of the country and India Days, where an atmosphere of the several regional cultures is created, are among the more important functions organized. On several occasions the trainees are joined by the Director General and the members of the faculty and staff and dignitaries visiting the Institute.

COMPUTER SOCIETY

The Computer Society was established with the objective of promoting computer knowledge and skills in an informal and user friendly way. In this regard the efforts made by the Computer Society will be complementary to the training imparted by the computer centre.

The main activities of the computer society have been:

- Organizing computer tutorial sessions outside the regular classroom sessions to benefit Officer-Trainees who require extra assistance. Computer wizards amongst the Officer-Trainees can conduct lectures themselves.
- Providing multimedia facility for the Officer-Trainees.
- To bring to the notice of everybody in the institute campus the latest facilities/ services/ software available on the Internet or otherwise.
- To organize such competitions, presentations etc which generate and promote interest in computer and its areas of application.
- Preparing a CD on the course activities and a directory of the trainees.
- Group discussions on e-Governance aspects

HOUSE JOURNAL SOCIETY:

The House Journal Society consists of one Secretary and six Members elected or selected by the OTs.

The objectives of the Society are:

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

As part of the activities of the club, it publishes an in-house magazine carrying articles on various subjects and creative writing.

SOCIAL SERVICE CLUB:

The Social Service club consists of one Faculty Member nominated by the Director General. This apart, the Executive Committee will comprise of six Elected Members and a Secretary.

Charity begins at home. As civil servants, we have to address and contribute a lot in the social sector. The society visits welfare institutions like Orphanages, Slums, Old age homes etc to understand the problems of specific disadvantaged sections of the society. This society interacts with NGOs, Organization like Red Cross etc to undertake meaningful activities.

ADVENTURE SPORTS CLUB

It is proposed to introduce some simple adventure activities for the Officer Trainees especially on weekends which will be enjoyable and refreshing. Some of the adventure activities proposed are rock climbing, rappelling, bouldering, scaling hillocks etc. Efforts are on to seek the cooperation of Great

Hyderabad Adventure Club a voluntary and non-profit organisation to organise some adventure activities. The adventure activities are organised by experienced and trained organisers for whom safety is of utmost importance.



FILM & FINE ARTS ASSOCIATION

The main purpose of the Film & Fine Arts Association is two-fold, firstly, to introduce the Officer Trainees to cinema as an art form. Despite the many onslaughts from video and cable television, it still remains, in many ways, the paramount art form of the twenty-first century. Almost every Officer Trainee would be familiar with cinema as a popular medium of entertainment. It is important that Officer Trainees understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Association are:

- To promote study of films as an art and social force.
- To serve as a forum for the members of the Society to exchange information and notes on films.
- To maintain necessary laboratory, library and equipment connected with films.
- To provide the members with technical advice on films and produce experimental films.
- To organize lectures and seminars on films in and out of the institute.
- To exhibit films, both feature and documentary.
- To establish and maintain liaison with National and International Film Societies.
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal.

Secondly, the Film & Fine Arts Association takes up and coordinates activities related to music-vocal and instrumental, dramas, plays, skits and other related activities. Interested Officer Trainees can opt for it and can utilize the facilities. During the course, cultural programmes, skits, dramas will be organized for the Officer Trainees. Further, arrangements will also be made for learning/practice for music/instruments etc. for those Officer Trainees who are interested. All interested Officer Trainees should utilize the facilities made available during the course to the maximum extent to explore and develop their hidden talents.

MANAGEMENT CLUB:

The objectives of the Management Club are:

- To promote and study recent developments in major functional areas of management.
- To serve as a forum to exchange information and notes on managerial issues.
- To provide a forum for sensitization and self-awareness through experimental learning.
- To provide opportunities to undertake management exercises and to play management games.
- To organize lectures and seminars on managerial problems relating to organizations.
- To exhibit films on management concepts and techniques.
- To establish and maintain liaison with National and International Management Associations.

The Management Club has a tradition of bringing out a magazine called "Management Update". The magazine offers whatever is latest in the field of management in a capsule form. Every Officer Trainee and every Faculty Member at the Institute is a member of the Club.

With a view to carrying out the objectives of the society, the Club receives aid or grant from any source with the approval of the authority. The Executive Committee meets at least once a month at such time and place as may be decided by its Secretary and at such other time as the Director General's Nominee may direct.



The Executive Committee may invite guests to witness and participate in the functions sponsored by the Club.

HOBBIES SOCIETY

The Officer Trainees are encouraged to develop and nurture their hobbies. Classes on the following hobbies are scheduled in the Foundation Course.

- i. Instrumental Music (Flute & Key Board)
- ii. Music Vocal (Carnatic)
- iii. Dance (Kuchipudi)
- iv. Salsa
- v. Photography
- vi. Art & Painting
- vii. Digital Art

Hobbies classes will be conducted according to the schedule given below:

SEPTEMBER	OCTOBER	NOVEMBER
11 th (Tuesday)	8 th (Monday)	14 th (Wednesday)
12 th (Wednesday)	9 th (Tuesday)	15 th (Thursday)
13 th (Thursday)	25 th (Thursday)	22 nd (Thursday)
14 th (Friday)	26 th (Friday)	23 rd (Friday)
17 th (Monday)		
20 th (Thursday)		
21 st (Friday)		
24 th (Monday)		

NATURE LOVERS CLUB:

The objectives of the Hobbies & Nature Lovers Club include:

- To develop, promote and popularize interest in various hobbies such as Photography, Painting, Philately, Plant Collection and Quizzes based on films and songs etc.
- To arrange talks, discussions, exhibitions etc. to inculcate interests in the hobbies and encourage the Officer Trainees to learn and be proficient in them.
- To serve as a forum for exchange of views.
- To provide necessary facilities, including materials and equipment, to pursue hobbies.

The Club also runs various eco-friendly activities for creating awareness of Hyderabad's urban forests, unique rock formations, lakes etc. which contribute to the natural richness of the region. The following activities are also conducted in regard to eco-friendly activities:

- Conducting seminars on environmental issues.
- Trekking for appreciation of nature.
- Conducting quiz.
- Conducting photography exhibition etc.

The Officer Trainees will be going for trekking and also on village visit. Studying environmental issues, photography and collecting natural art or exhibits can also be a part of the Club activities.

Office bearers discharge their functions as per the byelaws of the Club. The Executive Committee consists of one Secretary and is supported by six members.

FUN CLUB

The Executive Committee consists of one Secretary and is supported by six members.

Learning does not end up in air-conditioned conference halls droned in by a Power Point presentation. Fun Club believes in team building through participation in fun games in natural surroundings and simple outdoor camping which bring the best out of the Officer Trainee.

The Fun Club activities can include

- Camping activities
- Personality Development
- Short documentaries on nature
- Organizing games and food shops



The Office-bearers of the Club may however design the activities of the Club in consultation with the members and the Director General's nominee.

ALUMNI

The Executive Committee consists of one Secretary and is supported by six members. The group's activities may consist of:

- Collect information regarding Officers from the previous batches (82nd Foundation Course onwards)
- Bring out a compendium on the memorable events of their respective Foundation Courses.
- Invite the alumni for any special celebrations
- Design a website for the alumni.
- Create a group mail.



IMPORTANT TELEPHONE NUMBERS & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Office Number	Mobile Number	Room Number
1	Shri M. Rama Prasad, IFS Additional Director General	444	23543596	9010904455	411
2	Shri G. Chandra Shekar Reddy, Course Coordinator	101	23540857	9948919666	301
3	Dr.O.Vijayasree, Additional Course Coordinator	415		9248032101	331
4	Sri K. Anil Kumar Associate Course Coordinator	198		9248005303	207
5	Ms. Y. Indira Priyadarshini Associate Course Coordinator	360		9248032089	330
6	Ms. K. Soumya Rani, Nodal Officer	138		9248032079	234
7	Sri S. Rajasekhar, Village Visit Programme Incharge	127		9248032075	303
8	Sri G.Alexander Francis, PT , Sports & Games	191		9248005302	322
9	Sri M. Visweswara Naidu Logistics for OTs	196		8008097444	212
10	Sri K.Narasimha Murthy, Logistics for OTs	137		9391145706	204
11	Sri P. Srinivasa Rao, General Manager, IT wing	265/189		9248011173	305
12	Sri M. Srinivas Kumar Trekking	480		9248032108	427
13	Smt. P. Bharathi, Controller of Examinations.	175		9885762721	431
14	Sri M. Srinivasa Rao, FC Secretariat	280		9441301034	235
15	Ms. G. Savithri FC Secretariat	166		9248032091	235
16	Dr. V. Deepa Nair, Essays, Book Review, Army Symposium	217		9391049802	326
17	Ms. J.Meena Counsellor Group Coordinator	482		9248032112	CDM
18	Reception	146 / 9			
19	Main Gate	115			
20	Library	116			Cellar
21	Canteen (Manager)	203			
22	Swimming Pool	177			
23	Bharath Reddy FE Vamsadhara Facilities	370	23142059	9966064441	
24	J.Janani,AFM Tungabhadra Hostel Facilities	204 / 449		9963011022	
25	Dr. M. Venkateswara Rao, Visiting Doctor	310		9948711188	Room. No. 101, Krishna Hostel
26	Medical Dispensary	187			Medical Center Opp. Vamsadhara

ACADEMY SONG

*Hao Dharmete Dheer, Hao Karomete Bir
Hao Unnato Shir - Naahi Bhay.
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan
Sathe Aache Bhagwan - Habe Jai
Raho Dharam Mein Dheer, Raho Karam Mein Bir
Rakho Unnat Shir - Daro Na
Nana Bhasha, Nana mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahaan
Dekhiya Bharte Mahajatir Uthan,
Jag Jaan Manibe Bishshai
Jag Maan Maanibe Bishshai
Ullittal Urudiyail Sailil Virmudan
Talle Nirmindu Niripai Ni
Bhuli Bhedbhed gyan, Hao Sabe Aaguaan
Sathe Aache Bhagwan - Habe Jai
Waha Dharmate Dhir, Wha Karneet Vir,
Waha Unnat Shir - Naahi Bhai
Nana Bhasha, Nana mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahaan
Dekhiya Bharte Mahajatir Uthan,
Jag Jaan Manibe Bishshai
Jag Maan Maanibe Bishshai
Hao Dharmete Dhir, Hao Karomete Bir,
Hao Unnat Shir - Nahi Bhai
Hao Unnat Shir - Naahi Bhay*

This is a Bengali song, composed by Shri Atul Prasad Sen, We have introduced translation of the first two lines, the refrain, in three languages - Hindi, Tamil and Marathi. The English translation of the song is given below :

*"Be firm in your faith, be courageous in action
Keep your head erect - fear not;
Forget all your differences, let all march onward,
God is with us - victory is assured;
Many languages, many creeds, many costumes,
Let there be unity in this diversity,
Watching the rise of the great Indian Nation,
The world will be filled with wonder
The world will be filled with wonder"*