



Dr. MCR HRD
Institute of AP



Course Manual

88th Foundation Course

(2nd September 2013 to 13th December 2013)





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.



88th FOUNDATION COURSE

02.09.2013 to 13.12.2013

COURSE MANUAL



**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, Economic Service Officers, Statistical 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 to join the coveted bureaucracy. The ups, the downs and the plateaus of bureaucracy are too well known to everyone. '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 Civil Service. We are sure that you will enjoy the training rigor 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 kinship 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 this Institute and we hope that you will reminisce to your days in the Foundation Course as the most joyful and the most memorable.

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

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, transparency, excellence 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.

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INTRODUCTION

COURSE OBJECTIVES

- Instill right attitude and values such as self - discipline, propriety and integrity, dignity of labour, commitment to the Constitution, and sensitivity to the rights of citizens, particularly the disadvantaged and differently-abled.
- Build a spirit of public service and set norms of behaviour and standards of performance.
- Impart an understanding of the “machinery of the government” and of the political, social, economic and administrative environment.
- To promote all round development of the personality of Officer Trainees and to develop their Leadership capabilities.
- Build esprit de corps in order to foster greater coordination among different public services.
- To acquaint the Officer Trainees with the Seven Principles of Public Life: Leadership, Honesty, Selflessness, Integrity, Openness, Accountability and Objectivity.
- 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 & Analyze 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 (prejudices).
- To provide you with an environment of inquiry and freedom, but yet imbued with discipline, to foster your intellectual growth and all-round development.



***"A small body of determined spirits
fired by an unquenchable faith in
their mission can alter the course
of history."***

- Mohandas Karamchand Gandhi

COURSE DESIGN

The Foundation Course is a transition from the academic world of the college and universities to the structured system of government and administration. 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 and discharge of their duties.

(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, Cr.PC, 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 WTO 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 the Officer Trainees with no prior exposure in this area develop adequate skills to handle computers and selected software 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.

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:
 - Telugu ○ French
 - Urdu ○ German
 - English
- 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.
- The approximate number of sessions in different subjects will approximately follow the pattern given below:

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

(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.

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 wellbeing 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.

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 PT 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 P.T is:

- Men-Track Suit, Institute T-Shirt; white socks and sports shoes.
- Women-Track Suit, Institute T-Shirt, White socks and sports shoes or White SalwarKameez.



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 something new. Besides, the various Clubs & Societies 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
 - Shuttle Badminton
 - Gym &Swimming -
5.00pm – 6.00pm for Lady OTs(Exclusively);
6.00pm – 7.00pm for Gentlemen OTs (Exclusively).



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 Galli 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 QutubShahi 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 OTs of 88th Foundation Course of the DR MCR Human Resource Development Institute of Andhra Pradesh, in collaboration with State Tourism Department is an Interesting Programme. Participants would walk down the pages of history, feel the Nizam era and get to know about the rich culture the city boasts of.

Route:From Charminar to Chowmahalla Palace.

Date :7th September 2013 (Saturday)



All walking is discovery. On foot we take the time to see things whole

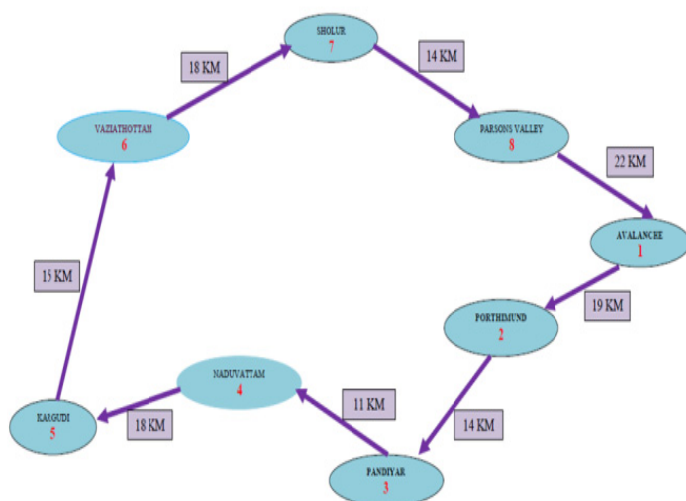
TREKKING

The trek is the high point of the Foundation Course, both literally and metaphorically. The trek exposes 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 **28th September to 5th October 2013**. There will be a presentation by each trek group on a specified date. (A separate Trek Manual is given for further information)

TREK ROUTE



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.

The village visit is a major component of the Foundation Course. It exposes the OTs not only to the realities of rural India through a structured study of a village, but also because it provides them an opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities.

The Officer Trainees, during Village Visit, will be staying in groups of four or five in different villages. They will stay in villages to understand and be sensitized to the realities of rural India. To equip the OTs adequately for the visit, they will be trained in PRA techniques and will be exposed to data collection and analysis; sampling, rural development schemes etc. before the visit. Officer Trainees are expected to conduct a survey in the village as per the guidelines provided to them. In addition to this, they will help villagers prepare an action plan on their villages.



On return OTs will submit individual as well as group reports about the activities, findings and recommendations and make group presentations, which will be graded for factuality and depth of analysis. Further, individual reports on selected subjects are also expected. The findings of the group will be subjected to the scrutiny of their peers and faculty. The group will also be required to defend its presentations from questions posed by the faculty and other Officer Trainees.

"It is better to light a candle than curse the darkness." - Chinese proverb

The Officer Trainees will go on the Village Visit from **3rd November to 11th November 2013**. 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. Recognize 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. (A separate Village Visit Manual is given for further information)



ESSAY COMPETITIONS

It shall be mandatory for every Officer Trainee to write at least one out of 3 essays :

1. Army Trophy Essay on National security
2. National Integration & Communal Harmony
3. L.M. Singhvi Essay on Human Rights

The topics for each essay will be announced in advance. Officer Trainees would write the essay on the prescribed date. Each essay should be around 2500 words in length.

1. L.M. Singhvi Essay: The essay shall be evaluated by Officers / Faculty of the Institute / Guest 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

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 casualty in this computer age. Secondly, it will provide them an opportunity to study a particular subject in depth and thus enable them to reflect, assimilate and articulate ideas.

All the OTs will be divided into small groups. Each group will be given a book to read. Each OT in the group will get a copy of the same book. The OTs 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 **25th October, 2013**.

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 by Power Point Presentation. Best Three Presentations will be awarded with Gold, Silver and Bronze Medals.

FETE

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

BLOOD DONATION CAMP

A Blood Donation Camp will be organized during the Course on **30th November, 2013**. All Officer Trainees are exhorted to donate blood and contribute to the humanitarian cause of voluntary blood donation.

CULTURAL ACTIVITIES

There will be a number of cultural activities during the course. Eminent artistes would be invited by the Institute to give performances. Besides, the Officer Trainees will also organise a number of cultural programs to provide them an opportunity to showcase their talents. The Officer Trainees will be given some exposure in dramatics and will participate in the 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 build pride in the country's rich national heritage.

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

Clubs and Societies in the Course, which are run by the Officer Trainees, also organize a large number of activities like debates, quizzes etc. which enrich the campus life.

SHRAMDAAN

It is expected that every educated person must have respect for the dignity of labour and appreciate hard work put in by staff. Periodically, Officer Trainees will be asked to take part in regular shramdaan activities like garbage collection, working and cleaning of Institute premises, etc

CLUBS AND SOCIETIES

A range of indoor and outdoor activities are available to Officer Trainees that are organized through various Clubs/ Societies. The elected representatives of the Officer Trainees under the over-all guidance of the Director General's Nominees would run the Clubs and Societies. The activities of the Clubs and Societies 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 organizing and participating in these activities and they form an important basis for the end-of-the-Course Director General's Assessment. You will be briefed separately about the activities of the Clubs and Societies.

Club Day will be organized on **12th December, 2013** where Prizes will be distributed to the Winners of all the competitions conducted by various Clubs & Societies.

A detailed information about the Clubs & Societies and the list of DG's nominees is given in Annexure - I

EXTRA CURRICULAR MODULE (ECM)

The endeavour of the Course Team is not merely to provide academic inputs, but also to ensure that the Course provides adequate scope for enrichment of overall personality and inculcating officer-like qualities. Towards this end great care has been taken to provide a variety of cultural activities 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 (ECM).

The tentative list of ECM activities is given below and the OTs may choose one from the list:

1. Gardening
2. Culinary Art
3. Motor Mechanics
4. Computer Networking
5. Photography

Classes for extracurricular activities will be on following dates from 5:00pm to 6:00pm

SEPTEMBER	OCTOBER	NOVEMBER
11.09.2013	9.10.2013	12.11.2013
12.09.2013	10.10.2013	13.11.2013
13.09.2013	17.10.2013	18.11.2013
17.09.2013	18.10.2013	19.11.2013
18.09.2013	22.10.2013	26.11.2013
24.09.2013	23.10.2013	27.11.2013
25.09.2013	24.10.2013	28.11.2013
26.09.2013	29.10.2013	
	30.10.2013	
	31.10.2013	

OUR EXPECTATIONS

- **Punctuality:** We believe that punctuality forms the basic fulcrum around which discipline revolves. It is expected that you will reach the venue of any scheduled event, academic or otherwise, ten minutes ahead of time and will be seated in your allotted place-position at least five 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.

- **Behaviour:** The Institute expects the highest standards of behaviour and decorum befitting an officer from each Officer Trainee - both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, with Institute staff and with the faculty. Officer Trainees must ensure that their behaviour towards Officer Trainees of the opposite sex is beyond reproach.
- **Participation:** This is your Course. What you get out of it depends a good deal on what you put into it. The Course Team would like you to participate fully in all the activities that make-up the Course. We would be happy to know of bottlenecks, if any, 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.
- **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 these accepted norms in letter and spirit and set the highest standards for yourselves. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behavior, violation of Course guidelines and inappropriate conduct will be most severe, which you may kindly note.
- **Attire:** We expect you to be appropriately attired for every occasion. The details about what constitutes proper attire is given at Annexure II (Shishtachar).
- **Maturity, Creativity and Endeavour:** Above all, we expect Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. He does not burn up in anxiety. He either resents authority nor does he become overbearing when he is himself in a position of power. In short, mature 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.

GUIDELINES FOR CONDUCT

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 gross 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 Hostel rooms is not permitted. Misconduct in inebriated state will invite expulsion from the Course and action under Conduct rules.
- Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes and written assignments will attract consequence.
- Smoking is prohibited in the Institute premises.
- 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 or any authority outside the Institute, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.
- Personal firearms are strictly prohibited on campus.
- Mobile phones are not allowed in the Academic area. Any mobile found in possession will be confiscated and penalties imposed by the disciplinary authority.

Conduct In Class

- Officer Trainees will be assigned specific seats in the respective lecture halls. Each Officer Trainee is expected to occupy only 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.

Identity Cards

- Officer Trainees are issued identity cards for the duration of the Course they attend. This identity card has to be carried by the Officer Trainees at all times, both within and outside the campus. The ID cards will also serve as lapel cards.
- ID cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess and on all formal occasions in the Institute.

Leave & Absence

- All Course activities, including classes, PT and extra-curricular activities deemed compulsory by the Course Team constitute official duty for the Course participants. No Officer Trainee shall absent himself/ herself from any of these activities.
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained.
- All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No Officer Trainee shall leave the Institutewithout obtaining prior written permission from the Course authorities, even on holidays orweekends.

Penalties

- We are confident of full participation by the Trainees in all activities of the Course. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the Conduct 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 Ministry will be sent to that effect.
- 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 monetary fine.
- 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/-.
- Apart from penalties mentioned above any damage to Government property resulting from negligence will be recovered from your salary.
- Using or carrying mobile phone in Academic area will result in confiscation of mobile.

Informal Meetings with Faculty

- Officer Trainees are expected to call on their counselors and other faculty members and meet them informally in their residences. These informal meetings are considered an important part of the community life at the Institute. Officer Trainees are advised to seek prior appointment from the Faculty member to be called upon. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Officer Trainee must express regrets to the Faculty member. Not turning up on a fixed engagement without any intimation to the host would be construed as an act of indiscipline.

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:
- 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.
 - 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.)
 - At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself.

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:

o Session	::	PT	6.00 to 7.00 am
I Session	:	09.30 am	- 10.20 am
II Session	:	10.30 am	- 11.20 am
Tea Break	:	11.20 am	- 11.40 am
III Session	:	11.40 am	- 12.30 pm
IV Session	:	12.40 pm	- 01.30 pm
Lunch Break	:	01.30 pm	- 02.40 pm
V Session	:	02.40 pm	- 03.30 pm
VI Session	:	03.40 pm	- 04.30 pm

A gem is not polished without rubbing, nor a man perfected without trials. - Chinese Proverb

FEEDBACK

It is our endeavor to provide you with the best possible academic inputs. We also value your opinions on the sessions, which help us to continuously improve our 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 Counselling 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 counsellor are also welcome. The trainees are expected to be in close association with their counsellor 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.

"To put the world in order, we must first put the nation in order; to put the nation in order, we must first put the family in order; to put the family in order, we must first cultivate our personal life; we must first set our hearts right."
—Confucius

List of Counsellors is given in Annexure - 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, quizzes and other methods, as outlined below:

SUBJECT	MARKS
Public Administration	90
Law	90
Basic Economics for Administrators	90
Management & Behavioural Sciences	60
Indian History & Culture	60
Political Concepts & the Constitution of India	60
TOTAL	450
Hindi (qualifying)	50
Computer (Qualifying)	
(Marks to be added in DGs assessment with weightage of 15 marks)	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, 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.

Criteria for Director General's Assessment

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

- There will be an exam in Information and Communication Technology for 50 Marks. Marks obtained in ICT Exam 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 be a Hindi test for 50 marks at the end of the Course. Marks obtained in Hindi 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 (Hindi and Computers) shall not be entitled to any credit for the Foundation Course Examination carrying 450 marks. In other words, in such event, he / she shall get '0' out of 450.

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. 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.

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.

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 Presentation
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. SanjeevaRai 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 HomiBhabha 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.



“It is hard to fail, but it is worse never to have tried to succeed.”

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.

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. Any kind of remarks can be reported to the General Manager, Facilities.

Catering in the Institute is organised on contract basis and presently undertaken by M/s PRISM caterers.

Services offered & timings

Bed Tea	06 am to 06.30 am
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:

Tea /Coffee	Rs.9.60
Spl. Break Fast	Rs.65.65
Lunch Veg	Rs. 60.00
Dinner non-veg	Rs. 110.00
Tea Break refreshments	Rs. 18.60
Tea & Snacks	Rs. 26.40

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.

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 2.00 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

Wi-Fi facility is provided in the Hostels and Academic areas. However, Computer facilities are made available to the Officer Trainees after office hours upto 8 pm everyday. On Sunday they will be kept open from 10.00 am to 5.00 pm. The details of labs are as follows:

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

For other details 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 network connected. Common facility for use of computers will be available after office hours i.e., 5.30 PM to 08.00 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/Wi-Fi.

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.

Group e-mail Address

The group email address for the Officer Trainees of 88th Foundation Course will be provided on hrdiap.gov.in mail server. (88fc@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 88th 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 (Group-wise)
- Course material (PDF format)
- Course Guests
- Weekly Schedule
- Photo Gallery
- Trek Gallery (Group-wise)
- Link to on-line feedback

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.

88th FC SECRETARIAT

The Institute has created a secretariat exclusively for the 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 Administrative Block. The Officer Trainees can contact the following persons for any information required.

- 1.Smt. K. Soumya Rani, Nodal Officer
Room No. 234 (G. Floor), Administrative Block
2. Smt. G. Savithri, in-charge, FC Secretariat,
Room No. 235 (G. Floor), Administrative Block

DISPENSARY TIMINGS:

All days – 8.00 am to 8.00 pm

**Location : Medical Dispensary
(Opp.Vamsadhara Residency)**

"For every ailment under the sun, there is a remedy, or there is none, If there be one, try to find it; If there be none, never mind it."

OFFICERS & FACULTY ASSOCIATED WITH FOUNDATION COURSE



Dr. Prasanta Mahapatra, 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 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.

Dr. R.V.Chandravadan, Joint Director General (Training)



& Course Coordinator, completed his M.B.A & LLB and Masters in Development Management from Asian Institute of Management, Manila and lately was awarded Ph.D in Public Administration. After a brief stint in the private sector as a Management

Trainee and Regional Sales Manager in a Multi National Company and State Enterprises, he joined the Civil service in 1990 and allotted to Andhra Pradesh Cadre in the Indian Administration Services. He has worked as Collector, Hyderabad, Commissioner for Employment and Training, State Project Director for Rajiv Vidya Mission, State Project Director for Aids Control Society, Executive Director for APIIC and Commissioner for Information and Public Relations.

He believes in achieving better results through Community participation, stakeholder involvement

and inclusive team approach. He is popular both with his supporting staff, Colleagues as well as political functionaries. He is widely known for his easy approachability, affability and immense concern for the problems of the poor and the discriminated. Dr. R.V.Chandravadan had also worked on some of the successful assignments which brought him a good name and appreciation. As Project Director for AP Aids Control Society, he had initiated several measures in making HIV/AIDS as an important agenda of the government involving the civil society and strengthening multi sector. He was solely responsible for reversing HIV infection in Andhra Pradesh. Dr. R.V. Chandravadan had privilege of addressing a number of National seminars, conferences and regional meetings organized by various Government and Non Governmental organizations. He is one of the popular invitee in many of the Lions, Rotary, Round Table and other multi-faith spiritual organizations.

Ms. Sumitha Ayodhya belongs to the 2002 batch of



Indian Postal Service. She is presently posted as Deputy Director General at the Institute and heads the Centre for Disaster Management, Centre for Climate Change & Environment Advisory and the Vivekananda Centre for Human Excellence. She has done her graduation in English Literature and Post graduation in Management.

Dr.O.Vijayasree is currently the director – Centre for



Change and Delivery Management and also Additional Course Co-ordinator for the 88th Foundation Course, Dr.MCR HRD IAP, Hyderabad.

She has a Master's degree in Psychology from Udaipur University and Ph.D. in Psychology from Gujarat University. She has more than 30 years of Teaching/Research experience in various organizations. Prior to joining this Institute she worked in Indian Institute of Management (IIM), Ahmedabad, Gujarat, National Institute for Small Industries Extension Training (NISIET), Hyderabad and Institute for Higher Education, Kano, Nigeria. She is a Life member of Hyderabad Management Association (HMA), National Human Resource Development (NHRD) network.

She has extensive experience in designing and conducting General Management Programs and Workshops for senior and middle level officials from private sector and Government departments. Her areas of interest include Change Management, Conflict Management, Team Building, Communication and

Presentation Skills, Interpersonal Skills, Motivating Self and Others, Stress Management, Work-Life Balance, Emotional Intelligence and Enhancing Personal Effectiveness. She has several successfully completed projects to her credit sponsored by UNDP, DfID and Government of India.

Ms S. Sasikala, a post graduate in History, Public Administration with bachelors degree in Law. She is Director and Center Head 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 etc.

Col M S Prakash is an ex-Army Officer Commissioned into the Indian Army in the rank of 2nd



Lieutenant on 03 Sep 1977. During the course of his service the Officer held several appointments in Operational areas such as Ladakh on the Chinese Border, Jammu & Kashmir in the Baramulla –Uri sector having participated in various Operations such OP-BLUE STAR, OP-RAKSHAK, OP-VIJAY and OP-PARAKRAM. In addition to the various Command & Staff assignments the Officer also served in Army Headquarters (MoD) New Delhi as Joint Director Armoured Fighting Vehicles and on deputation in DRDO at the Institute of Nuclear Medicine & Allied Sciences as Head Materials Management Group. Col M S Prakash retired from the Indian Army in the rank of Colonel after completing 32 years of distinguished service. After retirement Col M S Prakash initially served with Tecumseh Products India Pvt Ltd as Dy General Manager Supply Chain heading the logistics division of the company at Balanagar, Hyderabad and Ballabgarh, Harayana. Subsequently joined Dr MCR HRD Institute of AP as GM (Facilities & Security Management) in 2009.

Sri K. Anil Kumar has done his Masters in Physics. He has a Bachelors degree in Education and Law. He is a direct recruit MandalParishad Development Officer recruited in 1999. He has joined this Institute as Faculty in 2009.



Sri. Syed Khaja Mohiuddin, Special Grade Deputy Collector is presently working on deputation as Centre Head, Centre for Regulatory Administration (CRA) in this Institute. He did his M.Sc., from Sri Venkateswara University, Tirupati.



He also did B.L., Post Graduate Diploma in Public Relations and Post graduate diploma in intellectual property rights. He has worked in various assignments in APSRTC, Ministry of Information and Broadcasting, Labour Department, Minorities Welfare Department, Horticulture Department and Revenue Department. He is a good resource person in various Revenue Laws/Matters, Conduct Rules and WALTA Act.

Sri P. Srinivasa Rao, presently working as General Manager, Information Technology(IT) in the Institute. He is a post graduate in Mechanical Engineering from Osmania University.



He has experience (23+ 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.

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. She is presently working as Senior Faculty



Member in this Institute.

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 MandalParishad 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 nine years. She is an appreciated resource person in areas such as Right to Information Act and Disciplinary procedures.

Mrs K. Soumya Rani is a Post Graduate in Geology from Osmania University. She is presently working as Junior Faculty. She is a trained resource person in the subject areas on 'Right to Information Act' and 'Incident Response System in Disaster Management'. She is the Nodal Officer for the 88th Foundation Course.



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.

Mrs. J. Meena 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 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 Faculty on deputation in the Institute.

Mrs. V. Bhagya Nakshatramis 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.



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 to Lady Officer Trainees.



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.



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 M.V.Sailesh has done his MBA



(Marketing&PersonnelMgt). He has done Certificate Course in “Rural Development and Decentralized Planning” from TISS (Tata Institute of Social Sciences) Mumbai (2010).

He is a directly recruited MandalParishad Development Officer (MPDO) selected by the APPSC (Group-1services) 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 JanmaBhoomi, 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.

Dr. Rajeswar Jonnalagadda, Working as Director (Training)at Centre for Climate Change & Environmental Advisory (CCCEA) of the Institute, he has been closely monitoring various environmental guidelines and “Action Plans on Climate Change” at regional, national and global levels for sustainable development. Prior to joining the institute, he worked as Academic Editor for 12 years for a UNESCO Project on Science & Policy research for Sustainable Development. He pursued his Masters and M.Phil degrees in Life Sciences form University of Hyderabad, Hyderabad, and his Ph.D. in Life Sciences from Jawaharlal Nehru University, Delhi. He did his Post-Doctoral research on *Community Management of Forests* at the Center for Ecological Sciences (CES), Indian Institute of Science (I.I.Sc.), Bangalore. He has publications in European Journals and visited seven countries



Mrs S. Rupa, has done her Masters in Economics and Diploma in Hindi from Andhra University, Waltair. She has a Bachelor’s degree in Education. She has worked as a Lecturer prior to joining the Government Service and then joined as Senior Auditor in State Audit Department. As an Auditor, she worked in Andhra University. Subsequently, joined in Revenue Disaster Management Department, A.P. Secretariat. As an Assistant Audit Officer and in charge of Accounts

Officer, she has maintained the Accounts in Disaster Management Department. Presently she is working in the Institute as an Asst. Lecturer in Audit wing of the Institute for the last Three and half years.

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. G. 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, she is in-charge of the Secretariat for the 88th 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 from 2 years.



Sri.Bharath Kumar has done his Masters in Management with Operations Management specialization from GITAM University, Visakhapatnam. His Diploma in Hotel & Tourism Management is from I.I.H.M, Visakhapatnam. He has an exposure in the field of Hotel management as well as hospitality management. He worked as aHousekeeping Trainee Supervisor in Hotel Le’ MERIDEAN, Bangalore and as a Supervisor in Housekeeping Department at RAJIVGANDHI INTERNATIONAL AIRPORT (Hyderabad). Presently, he is working as Facilities Executive in the Institute from 2009.



CLUBS & SOCIETIES

INTRODUCTION

Various indoor and outdoor activities are organized by Officer Trainees 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.

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 Nature Lovers Society and Social Services Club and the Management Club 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.

- Officers' Club
- Officers' Mess Committee
- Computer Society
- House Journal Society
- Social Services Club
- Adventure Sports Club
- Film & Fine Arts Association
- Management Club

- Hobbies Society
- Nature Lovers Club
- Fun Club
- Alumni

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 Cater 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 to enable them to participate in sport meet.
- 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.

The activities of the club may include publishing of an in-house magazine, carrying articles on various subjects and creative writing.

SOCIAL SERVICE CLUB:

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. The Social Service club consists of one Secretary and six Members elected or selected by the OTs.

ADVENTURE SPORTS CLUB:

The Club proposes to conduct simple, enjoyable and refreshing adventure activities for the Officer Trainees especially on weekends. Some of the adventure activities proposed are rock climbing, rappelling, bouldering, scaling hillocks etc. The adventure activities are planned to be 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. Secondly, to bring out and nurture the hidden talents in the Officer Trainees. Despite the many onslaughts from video and cable television, cinema 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 library connected with films.
- To provide the members with technical advice on films and produce experimental films.
- To organize lectures and seminars on films
- To exhibit films, both feature and documentary.
- 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.

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 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 often to discuss and plan the activities. The time and place may be decided by the Secretary in consultation with the Director General's Nominee.

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. The objectives of the Hobbies Society are:

- To develop, promote and popularize interest in various hobbies such as Music, Painting, Dance and Quizzes based on films and songs etc.
- To arrange talks, discussions, exhibitions etc. to inculcate interests in the hobbies and encourage the OTs to learn and be proficient in them.
- To serve as a forum for exchange of views.

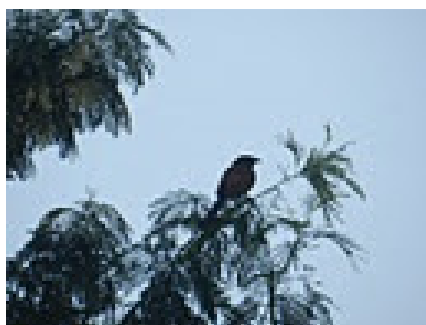
OT's have to choose one of the hobbies listed below. Classes will be arranged if sufficient number of OT's have chosen the activity.

Classes on the following hobbies are scheduled as detailed in table from 6.30pm to 7.30pm.

- Classical Music (Carnatic Vocal)
- Flute
- Guitar
- Key Board
- Painting
- Salsa
- Classical Dance (Kuchipudi)
- Thai-Chi
- Tabla
- Mridangam
- Violin

SEPTEMBER	OCTOBER	NOVEMBER
11.09.2013	9.10.2013	12.11.2013
12.09.2013	10.10.2013	13.11.2013
13.09.2013	17.10.2013	18.11.2013
17.09.2013	18.10.2013	19.11.2013
18.09.2013	22.10.2013	26.11.2013
24.09.2013	23.10.2013	27.11.2013
25.09.2013	24.10.2013	28.11.2013
26.09.2013	29.10.2013	
	30.10.2013	
	31.10.2013	

NATURE LOVERS CLUB:



The Nature Lovers Club runs various activities for creating awareness of environment and also contributes to the natural

richness. In addition, the following activities are also conducted:

- Conducting seminars on environmental issues.
- Trekking for appreciation of nature.
- Conducting Quiz.
- Conducting Photography exhibition etc.
- The activities like study of environmental issues, photography and collecting art or exhibitions could also be the part of the Nature Lover's Club.
- 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.

FUN CLUB:

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

- The Fun Club activities can include :
 - Camping activities
 - Personality Development workshop.
 - 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.

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

ALUMNI:

Recognizing that civil servants have a crucial and historic role to play in the present context of our society and the need to develop a common professional code of ethics, competence and esprit-de-corps among members of the civil services, it was decided to form 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.

Don't wait for extraordinary opportunities. Seize common occasions and make them great. Weak men wait for opportunities; strong men make them.

LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl.No.	Club / Society	DG's Nominee	Contact No.
1	Officer's Club	Sri KhajaMohiuddin	9248032075 Extn No.: 270
2	Officer's Mess Committee	Col.M.Surya Prakash	9492430700 Extn.No.: 103
3	Computer Society	Sri P. SrinivasaRao, General Manager, IT	9248011173 Ext. No.: 265 / 189
4	House Journal Society	Dr. V. Deepa Nair Deputy Director, CUDS	9391049802 Ext.No.: 217
5	Social Services Club	Sri M.V.Sailesh Faculty Member	9248005306 Extn. No.: 369
6	Adventure Club	Dr. J. Rajeswar General Manager (Technical)	9490381992 Extn. No.: 436
7	Film and Fine Arts Club	Smt. P. Bharathi Senior Faculty Member	9248032081 Ext.No. 175
8	Management Club	Smt. S. Rupa Asst.Audit Officer	9248005307 Extn. No.: 266
9	Hobbies Society	Smt. Y. Indira Priyadarshini, Faculty Member&Sr.Director (TC)	9248032089 Extn.No.: 360
10	Nature Lovers Club	Smt. V. BhagyaNakshatram Faculty Member	9248032107 Extn.No.: 433
11	Fun Club and Extra Curricular Activities	Smt.J. Janani, Faculty Member	9248032083 Extn. No.: 449
12	Alumni	Smt. Anila, Faculty Member	9248011174 Extn.No.: 229

SHISHTACHAR

INTRODUCTION

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

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

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

Keeping the importance of business lunches and dinners in mind, we have added a chapter on Formal Dining Etiquettes. We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines/ tips for displaying dignified, courteous and civilized behaviour on all occasions.

ETIQUETTE IN THE INSTITUTE

Dress Regulations

Ceremonial

- Black or White Jodhpur Suit/ Sherwani with formal Shoes (Oxfords/ Brogues) for Gentlemen
- Sari (preferably in sober colors) with formal Shoes / Sandals for Ladies

Formal

- Black or White Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with Necktie / cravat and formal Shoes for Gentlemen
- Sari or SalwarKameez or ChuridarKurta or Western Business Suit with Shoes/ Sandals for Ladies

Informal

- Full Sleeve Shirt and Trousers with Necktie or Jacket and Trousers with Necktie with Shoes (other than casuals) for Gentlemen
- SalwarKameez or ChuridarKurta or Western Business Suit with Shoes/ Sandals for Ladies

Casual

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/ sneakers) for Gentlemen
- SalwarKameez or ChuridarKurta or Shirt and Trousers with footwear (other than chappals/ slippers/ sneakers) for Ladies

OCCASION

Ceremonial

- Republic Day and Independence Day Function
- Course Valediction Ceremony
- Visit of VVIPs such as President/ Vice-President/ Prime Minister
- Any other occasion specifically so designated

Formal

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

Casual

- Cultural Evenings
- Mess (other than for Formal Lunch/ Dinner)
- Lapel cards shall always be worn on all formal, informal functions and while attending classes.

“The weak can never forgive. Forgiveness is the attribute of the strong.”

— Mahatma Gandhi

GENERAL BEHAVIOUR

- At no time or occasion should an Officer Trainee conduct herself / himself in a manner not befitting an officer.
- Officer Trainees are expected to treat each other politely and with due regard to decency and courtesy. Consideration for the feelings of others should be a dominant concern. This becomes even more important during outdoor programmes like the trek and the village visits. Conduct on these occasions should be such so as to instill confidence and trust.
- It is only natural that intelligent men and women have an opinion of their own. However, courtesy demands that if you have to disagree, do so politely and in an urbane manner. Remember, dissent is best expressed in a controlled and dignified manner which is not insulting to the opposite party.
- When dealing with subordinates special care should be taken to ensure politeness. This is especially true in your dealings with Mess staff, room bearers and non-teaching staff of the Institute.
- Officer-like behaviour should be maintained outside the Institute as well, in dealing with shopkeepers, etc and the public at large.

CONDUCT IN CLASS

- Punctuality and decorum is to be maintained for all sessions / event academic or non-academic.
- Officer Trainees should enter the classroom and take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture. Attendance will be noted according to the seating arrangement.
- Officer Trainees will not be admitted after the doors have been closed.
- Smoking is not permitted in the Institute.
- Officer Trainees are expected to be attentive and conduct themselves with due regard for the feelings of the lecturer and fellow Officer Trainees. Questions addressed to faculty members / guest speakers should be clear, precise and polite. Please stand up when asking a question. Officer Trainees must remember that guest faculty is invited by the Institute. As such, they are honoured guests; and their dignity should be upheld under any circumstances.

- Talking or whispering during a lecture not only disturbs the speakers but other Officer Trainees also. Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class.
- The posture adopted while sitting in the classroom is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. This is considered extremely impolite and uncivilized.
- While applauding guest speakers, thumping on the table should not be done as this is not becoming of a civil servant. One should clap with hands only.
- When a lecturer takes classes, Officer Trainees are expected to remain standing after the lecture concludes till the speaker leaves the class.

CONDUCT IN HOSTELS

- Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 2200 hrs. is to be heard only through earphones.
- Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct would invite automatic disciplinary action.

MESS ETIQUETTE

Dining in the Mess

- Every Officer Trainee is a host. You are expected to be present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended to. Move around freely and look after the guests. Do not leave the mess until after all the guests have left.
- Officer Trainees appointed as Escort Officers to guests or Faculty Members and their spouses should receive their guests at the entrance and remain in attendance throughout. Escort Officers are expected to look after their guests and should introduce them to other Officer Trainees and faculty members if the guests have not met them earlier. On conclusion of the meal, Escort Officers are expected to see their guests off. During formal dining, the Escort must make polite conversation

with his/ her guest.

- Do not monopolize the senior guest or leave him/her abruptly. Request to be excused when you leave him/her.
- Unless on the Mess Committee, Officer Trainees have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee are not to use intemperate language or conduct themselves in a manner not befitting an officer. They can report matters needing attention to the President, Secretary or a member of the Mess Committee. While making any complaint (e.g., about the quality of food), do not use intemperate language.
- Courtesy and consideration is to be shown to all the colleagues during meals. Due consideration is to be paid to correct table manners.

Conduct in the Lounge

- When you enter the lounge, if there is a lady or a senior staff member present, please greet them appropriately. When any lady or a senior staff member or a guest enters the lounge, you should stand up and greet him/her.
- You need not be rigid in your movements inside the lounge, but should avoid being sloppy or slovenly.
- Do not sit in the lounge with your legs up on a table or chair.
- Do not fail to wish staff members, their spouses or senior guests.
- Do not form your own exclusive groups.
- Do not play music too loudly. It may disturb others.
- If you are sitting near a fan when a senior staff member or a lady arrives, and if there is no other comfortable seat available, offer your seat to him or her.
- Avoid controversial subjects, which may lead to a heated discussion.
- While in conversation, do not interrupt a person who is talking.
- Do not gossip about other people. It is said: "Cultured people talk about ideas, where uncultured people talk about persons".
- Do not disturb the lounge arrangement. In case, it has been necessary to move the furniture, please rearrange it before leaving.
- Please do not be loud or brash in your behaviour, and show consideration to others present in the lounge.

SOCIAL CALLS AND VISITS

- Calls are both a social and an official obligation. They may be made alone or in a group. Besides being part

of the etiquette expected of an officer, they are functional in building inter-personal relations and creating a better work environment.

- Social calls are to be made after checking the convenience of the officer.
- Calls should never be made before 9.00 a.m. or after 7.30 p.m. except on the suggestion of the officer called on. Usually calls are best made between 6.00 p.m. and 7.00 p.m. depending upon the season.
- The first call may be brief and should not last more than 30 minutes. Later, when friendly calls are made, they may last as long as desired and appropriate, always taking care not to keep the hosts from their meals and other engagements.
- The question often arises whether a senior officer or a junior officer should make a social call first. This depends upon circumstances. Senior officers newly posted to a station should, unless there is great disparity in rank, call socially on a junior, after the junior has paid an official call. Where their ranks differ greatly, the junior should make the first social call.
- Do not go away if you find other visitors already present. Knock or ring the bell if the door is closed and send in your card if a servant or a minor child opens the door. If the door is opened by the host/ hostess or an adult member of the family, you should introduce yourself and offer your card only if it is asked for.
- Calls should be returned in person as early as possible. If there is great disparity in rank or if the call is at a Mess, the return call will usually take the form of an invitation to a meal.

OFFICIAL CALLS

- In the Institute, Officer Trainees are expected to call on the Course Coordinator, Counsellors and other faculty members within 2 weeks of joining. They must also call on the Director General and the other Officers. One should call on members of the faculty only after ascertaining their convenience. All such cases should preferably be made counselor group-wise.
- Please note that having met an officer at some party or function is no substitute for a regular call.

CONVERSATION

- Never talk with your hands in your pockets or on your hips or crossed in front of the chest.
- If you have to withdraw from company politely say, "Excuse me" while doing so.

DRAWING ROOM MANNERS

- Gentlemen will stand when ladies enter a room, and officers will stand when seniors enter.
- Officers' wives normally rise only when the President, the Vice-President, the Prime Minister, the Governor or the Chief Minister enters. Officers will stand up when they are introduced. Shaking hands on being introduced is quite normal but not with ladies unless the lady makes the first move. Otherwise, a 'Namaste' or an equivalent word in any other Indian language is the proper form. Never shake hands with gloves on, though ladies can exercise this privilege.
- **Introductions are made as follows:**
- Gentlemen are introduced to ladies, juniors to seniors and young persons to old, with the exception of VIPs, to whom others are always introduced. The person making the introduction should say, "May I introduce..." or "Let me introduce Mr/ Ms.....". Add a few words of description to help them make contact e.g. "Mr. & Mrs. Alpha have just returned from Utopia wherein they were researching beta radioactivity of unicorns. Mr. Gamma is the Counsellor of the Star Ship Enterprise". The reply to "How do you do" is "How do you do" and never "Quite well, thank you" or "Fine".
- If you wish to smoke in company, especially in the presence of ladies or elders, always seek permission. Also offer your companion a cigarette. Deposit ash only in ashtrays and when stubbing a cigarette do so completely to prevent it from giving out smoke.
- Do not sit aloof but conduct a conversation with your neighbours. As far as possible, avoid talking shop. As educated young officers you would have sufficiently wide interests to start and sustain a conversation on many subjects.

RECEIVING VISITORS

- Receive your visitors at the door or, if they are senior officers or old people, on the driveway as they alight from their cars. Open the door for them and see them into the house. Offer them a seat and, after a while, a drink (soft drinks, tea, coffee, etc.)
- On conclusion of the visit, see your visitors off to their car or to the gate. Do not shut the door on them.

AS GUEST AT A PARTY

- When invited to a party, make it a point to inform the host/hostess of your acceptance or inability well in advance. Remember that without knowing the exact number of their guests, it is rive on time. Punctuality is politeness and should be cultivated as a habit.
- Search out your host and hostess, if it is a big party, and greet them.
- A good host will usually name the drinks available. Make your choice and politely state your preference. Do not ask for something that has not been mentioned. Do not mutter or say something vague like "I don't mind". Never omit "Please" and "Thank you".
- After adding sugar and milk to your coffee /tea do not keep the bearer waiting while you stir it in the tray. Remove your cup at once and let him move on.
- Do not start on your drink straightaway. Put it down on a side table and sip it from time to time. If snacks are served, the bearer will usually offer you a small plate and a serviette. Hold the latter under the plate while helping yourself. Place the plate on the side table when done with.
- Do not sip your drink with a slurp. When eating a sandwich, cake or other snacks, hold it between the thumb and the first two fingers.
- On leaving, never fail to thank your host and hostess. It is a good idea to phone your host/hostess the following day expressing your thanks for an enjoyable party.
- At large parties, it is not necessary to take leave of everyone present individually. It is enough to take leave of the person with whom you may be sitting or talking and of the host and the hostess.
- Leave taking should be brief and unobtrusive. Officers must neither depart ostentatiously as some VIPs like to do, nor should they slink away.
- Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential to familiarize yourself with government instructions and the conduct rules. If you are a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol you may decline politely. If anyone wishes to abstain from drinking alcohol do not urge him or her to reconsider.

CIVIC MANNERS

Road Manners

- If walking, keep well to the side of the road, especially in a group. Do not edge others off the road. Do not stop to talk in the middle of a road or footpath.
- If accompanying a lady, always keep between her and the traffic. You may offer to carry her coat, but not her handbag.
- Greetings on the road may be made by just wishing the time of day or by saying "Namaste" or any appropriate greeting in a regional language. If you have a friend with you and you stop to talk, you should normally introduce him. If for some reason you do not wish to do so, say, "Excuse me a moment". He will walk on slowly, in which case you should get through your conversation as soon as possible. Always be properly dressed on the street even if you have gone out only for a short errand.
- As a junior officer, be observant, try to catch the eye of your senior officer and greet him. Never be seen avoiding a greeting and never permit your juniors or subordinates to do so to you.
- Make it a point to always greet faculty members, guest speakers and visitors to the Academy whenever you cross them. Greetings should not be restricted only to the Course Team members but must extend to all faculty members and guests.

PLACES OF ENTERTAINMENT (In the Auditorium, etc.)

- Always be punctual lest you cause inconvenience to others during the performance while finding your seat. If late, wait a while and take your seat with the least disturbance to others.
- If with a lady, lead the way to your seats. Do not leave her alone to go out during intervals and if it is necessary, ask her permission.
- During the show avoid loud comments or predictions about the course of the play and do not hiss, murmur or get excited at embarrassing moments, others would like to follow the show and, if it is live, the performers should be shown the courtesy of silence. Even if the performance does not appeal to us we must respect the dignity of the artiste and the right of others to enjoy the show. Dignified behaviour befitting an officer is expected in all public places.

- Under no circumstances you shall shout, whistle or act in a manner which is unbecoming of an officer in the Auditorium. Most of the activities in the Auditorium are scheduled sessions and hence should be treated with same degree of seriousness as a regular academic session.

GENERAL BEHAVIOUR

- Attention to personal hygiene and especially mouth odour is essential. Noses should be cleared, finger nails cut, and ears cleaned at home and not in company. Natural functions like belching, yawning, sneezing and coughing, clearing of throats, noses, etc., should be done as silently as possible with an "excuse me" if in company.
- If possible, use a handkerchief to sneeze or cough into.
- Sharing a room and bathroom with others imposes social obligations.
- Leave bathrooms as clean as you would like to find them. Bathroom floors should be left clean, basins emptied of soapy water, commodes properly flushed or covered after use.
- Litter must be thrown into waste-paper baskets; ashtrays must be used for ash or for stubbing out a cigarette. Cigarette stubs, etc., should not be disposed of in wash basins and water closets.

FORMAL DINING ETIQUETTES

Before the Meal:

- **Prepare to be conversational:** Read national and local newspapers ahead of time so that news and events can be discussed.
- **Punctuality:** It is important to be on time. Always allow extra time as no one wants to be kept waiting. If a delay is unavoidable, try to contact the host.
- **Greeting and introductions:** A good handshake is important. It should be firm and should continue for three to four seconds. Introduce a younger person to an older person; introduce a non-official person to an official person; and in business, introduce the junior to the senior. Use full names unless you are told to use a first name.
- **Seating:** In most cases, wait as a group to be seated. Women go first, followed by men. Purses / briefcases should be placed on the floor as the bottom of these items may be dirty and should not be placed on the table.

- **Ordering:** Hold the menu so that it does not hide you from everyone else at the table. Skim the menu quickly and when a decision is made, place the menu off to the side signaling to the server that you are ready to order. Unsure of what to order? Ask the host what he or she would recommend. The recommended meal may give a clue as to the price range the host has in mind. Or, let the host take the lead when ordering. Always talk softly to the server and do not hesitate to ask for advice. Order food that does not distract from the ability to converse.
- **Napkin:** Sometimes locating the napkin can be tricky. It can often be placed in a coffee cup, wine glass, or other clever location. Traditionally, it is placed at the left of the dinner plate. As liquids are always to your right, once you determine your place setting territory, you can easily decide that the napkin in the cup to the right is yours. The meal begins when the host unfolds his or her napkin. Immediately place the napkin on your lap after everyone at the table has been seated. If you must leave the table, place the napkin on your chair.
- **'Reading' the table setting:** Begin using utensils from the outside and work your way in. If the place setting has two forks that are the same size; begin with the fork on the outside. Food is generally served from the left and beverages are poured from the right.

During the Meal

- Begin eating when everyone has received his or her food. Eat at the same pace as your host.
- **Conversation:** Relax and keep the conversation focused on business-related or casual topics. Avoid dominating the conversation.
- **Napkin:** Your napkin should not get dirty during the dining process. It is meant to catch food that falls in your lap and is used to gently blot your mouth or dust the crumbs from your lips.
- **Soup:** Make a circle: spoon away from you, bring around to your mouth and back to the bowl. Soup is eaten from the side of the soup spoon, not inserted into your mouth.
- **Bread:** Bread/ rolls should be broken into smaller, more manageable pieces, buttering only a few bites at a time. Toast and garlic bread, however, may be eaten whole as they are usually already buttered. Avoid making a sandwich.

After the Meal

- **Napkin:** The host will signal the end of the meal by placing his / her napkin on the table. Place the napkin (loosely folded) to the left of your plate (never on the plate).
- **Place Setting:** Leave plates in the same position that they were presented. Do not push them away or stack them. Any unused silverware is simply left on the table.
- **Used Utensils:** Do not leave a fork or spoon in a bowl or cup. Place used utensils on a flat dish. That is why a flat dish is usually under the soup bowl. When finished, place the knife (blade edge toward you) and fork diagonally across the centre of the plate so they do not slide off when the plate is removed by the server.
- **Thank the host:** Shake hands and thank the host for providing the meal. Remember to maintain good eye contact.

Unusual Situations

If a piece of silverware falls on the floor, pick it up and let the server know that you need a clean one. If you cannot reach it, tell the server you dropped a piece of silverware and that a clean one is needed.

If someone you are dining with is left-handed, it is best for the left-handed person to sit at the left end of the table or at the head of the table. If the host is not aware that you are left-handed, do not mention it.

Never spit a piece of bad food into your napkin. Attract the least amount of attention by removing the food using the same utensil used to place the food in your mouth. Place the food on the edge of your plate and, if possible, cover with some other food from your plate.

Remember to take dining etiquette seriously. Regardless of whether you are having a meal with a senior or junior colleague, manners can speak volumes about you as a professional.

ANNEXURE - III

LIST OF COUNSELLORS

Sl. No.	Name of the Counsellor	Designation	Phone No.	E-mail ID
1.	Smt. Usha Chandrasekar, IPoS (Batch : 1983)	CVO, NMDC	040-23538758 9849905484	cvo_nmdc@nmdc.co.in
2.	Sri P.N.Rao, IC&CES (Batch: 1985)	ADG, NACEN (Regional Training Institute)	040-23244810 9490120287	pulleanrao@hotmail.com nacenhyd1@gmail.com
3.	Sri Y.Madhusudhan Reddy, IFS (Batch: 1990)	MD, APUFIDC	040-23435500 8008888733	apufidc@yahoo.com
4.	Sri K.Ramakrishna Rao, IAS (Batch : 1991)	DG, CGG	040-23541952 9959334560	dg@cgg.gov.in
5.	Smt. C. Suvarna, IFS (Batch: 1991)	Spl. Commissioner RD, (Watershed)	040-27650041 9440816295	suvarnac@yahoo.com
6.	Dr.H.Srinivas, IRPS (Batch: 1991)	Dy.CPO (Gazetted)	040-27830436 9701370604	dycpogaz@scr.railnet.gov.in amber11@rediffmail.com
7.	Dr. G.Chandrashekar Reddy, IFS (Batch : 1991)	CCF(Establishment)	040-23234171 9948919666	shekarwcm@rediffmail.com
8.	Sri Jitender, IPS (Batch: 1992)	IG, SPF	040-27538062 9440627796	jitenderips@gmail.com
9.	Smt. S. Padmaja, IRS (Batch: 1992)	Addl CIT	8008333440	spadmaja.rohyd@uidai.gov.in
10.	Sri M.Srinivas, IDAS (Batch : 1994)	ADG, UIDAI	040-23119269 9676343336	yemseenu@yahoo.com
11.	Sri M. Ravichandra, IAS (Batch: 1996)	Managing Director APMSIDC	040-24658702 8978680701	mdaphmhidc@gmail.com
12.	Sri Devendra Singh Chauhan, IPS (Batch : 1997)	Director, Enforcement&Prohibition&Excise	040-24602782 9440902660	dir.enft@gmail.com director.enf@gmail.com
13.	Sri S.A.M. Rizvi, IAS (Batch: 1999)	Chairman & Managing Director, APCPDCL	040-23454884 9491044500	cmd@apcentralpower.com
14.	Smt. Roli Malge, IA&AS (Batch: 2002)	Director, Direct Taxes	040-23234497 8332805483	malgers@cag.gov.in

IMPORTANT TELEPHONE NUMBERS & ROOM NUMBERS					
Sl. No.	Name of the Officer	Intercom Number	Office Number	Mobile Number	Room Number
1	Dr. R. V. Chandravadan, IAS Joint Director General	202	23540837	9246542888	
2	Ms. Sumitha Ayodhya, IPoS Deputy Director General	101	23540857		301
3	Dr. O. Vijayasree, Additional Course Coordinator	415		9248032101	331
4	Ms. K. Soumya Rani, Nodal Officer	138		9248032079	234
5	Ms. S. Sasikala Controller of Examinations	271/503		9248032076	327/VCHE
6	Sri K. Anil Kumar Trekking in-charge	182		9248005303	421
7	Ms. Y. Indira Priyadarshini Sr. Director (Trg)	360/127		9248032089	330/303
8	Sri Khaja Mohiuddin, Village Visit Programme In-charge	270		9248032075	427
9	Sri P. Srinivasa Rao, General Manager, IT wing	265 / 189		9248011173	305
10	Dr. V. Deepa Nair, Essays, Book Review, Army Symposium, P. Srinivas Memorial Lecture	217		9391049802	326
11	Ms. J. Meena Counsellor Group Meetings Coordinator	482		9248032112	CDM
12	Ms. G. Savithri FC Secretariat	166		9248032091	235
13	Sri M. Srinivasa Rao, FC Secretariat	280		9441301034	235
14	Reception	9			
15	Main Gate	115			
16	Library	116			Cellar
17	Canteen (Manager)	203			
18	Swimming Pool	177			
19	Sri B. Bharath Kumar, FE Vamsadhara Residency	370	23142059	9966064441	
20	Ms. J. Janani, AFM Tungabhadra Hostel	204 / 449		9963011022	
21	Medical Dispensary	187			Medical Center Opp. Vamsadhara



GOVERNMENT OF ANDHRA PRADESH

Dr.MCR HRD INSTITUTE OF AP

88th FOUNDATION COURSE



COURSE PLANNER

September, 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2	3	4	5	6	7	8
JOINING FORMALITIES	Inauguration, Course briefing, Hindi exam & Official Language Policy	Shistachar, Introduction to Clubs and Societies, Election Nominations		Withdrawal of Nominations	Heritage Visit	Cycling
9	10	11	12	13	14	15
GANESH CHATHURDHI Holiday	Election to Clubs	Leadership Module	P.Srinivas Memorial Lecture		Snake Show & First Aid	Short trek to APPA
16	17	18	19	20	21	22
			Visit to State Home & Dialogue in the Dark	Cultural Programme by OTs	Trek Briefing & Shopping for Trek	Cross-Country Run
23	24	25	26	27	28	29
				Homi J Baba Debate	Trekking	Trekking

September - October, 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	1	2	3	4	5	6
Trekking	Trekking	Gandhi Jayanthi Trekking	Trekking	Trekking	Return to HRD	
7	8	9	10	11	12	13
				Cultural Programme by OTs	DURGASTAMI Holiday	
14	15	16	17	18	19	20
VIJAYADASAMI Holiday	Trek Presentations	BAKRID Holiday		Essay Writing Competition-1	Fete	
21	22	23	24	25	26	27
Mid Course Exam		Essay Writing Competition-2		Book Review Presentations	India Day (BF-South & Dinner-East)	
28	29	30	31			
VV Briefing & Essay Writing Competition-3						



GOVERNMENT OF ANDHRA PRADESH

Dr.MCR HRD INSTITUTE OF AP

88th FOUNDATION COURSE



COURSE PLANNER

November, 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
					DIWALI - Holiday	Leaving for VV
4	5	6	7	8	9	10
Village Visit	Village Visit	Village Visit	Village Visit	Village Visit	Village Visit	Village Visit
11	12	13	14	15	16	17
Return to HRD			MOHARRUM Holiday	Village Visit Presentations	Atheletic Meet	
18	19	20	21	22	23	24
				Army Symposium	India Day (Lunch-West & Dinner-North)	
25	26	27	28	29	30	
	AK Sinha One Act Play	AK Sinha One Act Play	Group Photo			

December, 2013

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
Examination (Language)	Examination (Main Subjects)	Examination (Main Subjects)	Examination (Main Subjects)	Computer Examination	Blood Donation	
9	10	11	12	13		
ECM Demonstration			Relieving Formalities & Club Day & Cultural Programme	VALEDICTORY FUNCTION		

ACADEMY SONG

*HaoDharmeteDheer, HaoKarometeBir
HaoUnnatShir - NaahiBhay.
BhuliBhedabhedGyan, HaoSabeAaguaan
SatheAacheBhagwan - Habe Jai
RahoDharam Mein Dheer, RahoKaram Mein Bir
RakhoUnnatShir - Daro Na
Nana Bhasha, Nana mat, Nana Paridhan
BibidherMajheDekho Milan Mahaan
DekhiyaBharteMahajatirUthan,
Jag JaanManibeBishshai
Jag MaanMaanibeBishshai
UllittalUrudiyailSaililVirmudan
TalleNirminduNiripai Ni
BhuliBhedbhedgyan, HaoSabeAaguaan
SatheAacheBhagwan - Habe Jai
WahaDharmateDhir, WhaKarneetVir,
WahaUnnatShir - NaahiBhai
Nana Bhasha, Nana mat, Nana Paridhan
BibidherMajheDekho Milan Mahaan
DekhiyaBharteMahajatirUthan,
Jag JaanManibeBishshai
Jag MaanMaanibeBishshai
HaoDharmeteDhir, HaoKarometeBir,
HaoUnnatShir - NahiBhai
HaoUnnatShir - NaahiBhay*

This is a Bengali song, composed by ShriAtul 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"*

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata.
Punjab-Sindh - Gujarat-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga.
Tavashubha name jage,
Tavashubhaasisa mage,
Gahetavajayagatha,
Jana-gana-mangala-dayakajaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jayajaya, jaya he!

MEANING :

Thou art the ruler of the minds of all people,
dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sind,
Gujarat and Maratha,
Of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindyas and Himalayas,
mingles in the music of Jamuna and Ganges and is
chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
thou dispenser of India's destiny.
Victory, victory, victory to thee.

OATH

I, _____ (Name of the Officer Trainee) do swear that
I will be faithful and bear true allegiance to India and to the Constitution of India
as by law established, that I will uphold the sovereignty and integrity of India, and
that I will carry out the duties of my office loyally , honestly and with impartiality.

Our Motto

Duty performed with Knowledge, Faith and Devotion
becomes really effective



Dr. MCR HRD Institute of AP

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