



Dr. MCR HRD  
Institute



LBSNAA

# 89<sup>th</sup> Foundation Course

(1<sup>st</sup> September 2014 to 12<sup>th</sup> December 2014)

## Course Manual





# 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.



**89<sup>th</sup> FOUNDATION COURSE**  
**For Central Civil Services, IES and ISS Officers**  
**01.09.2014 to 12.12.2014**

**COURSE MANUAL**



**Dr. M.C.R. HUMAN RESOURCE DEVELOPMENT INSTITUTE,  
ROAD NO.25, JUBILEE HILLS, HYDERABAD- 500 169.**



# WELCOME TO THE FOUNDATION COURSE

Dear friends,

The Course Team of the Foundation Course for Central Civil Service Officers, Indian Economic service Officers and Indian Statistical service Officers, welcomes you to the Course and to the Institute.

It is indeed a defining moment as you have finally chosen your careers in the good, bad and, at times, ugly world of bureaucracy. The ups, the downs and the plateaus of bureaucracy are too well known to 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 lay the foundation for your life and the 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 family members of the Civil Service. We are sure that you will enjoy the training fully, accept the people the way they are, learn to relate with them and leave behind a legacy for future batches to emulate. The challenge is now before you.

You will acquire the knowledge, skills, attitudes, values and wisdom necessary for effective functioning in the Government, in the class rooms and outside. You will learn to understand the social, political and economic milieu in which you would be required to function and we are sure that the inputs from 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 and 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.

“If two people have same opinion, one is unnecessary”  
Be aware of the uniqueness of each person, value the differences, and celebrate them.

- Stephen R. Covey

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

As the Rig Veda proclaims:

“āa no bhadraā kratavo yantu viśhvata ” - Rigveda, 1-89-1  
(Let noble thoughts come to us from every side)

**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 others. Self sacrifice is the only way to truly serve. Sacrifice means giving up focus to fulfill your needs and instead 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, considerate, 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. We achieve ‘public victory’ when we develop deep, lasting, highly effective relationships with other people.

### **V for Values**

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

### **E for Empowerment**

Empowerment means inspiring other people to realize that they are more than they think they are. Empowerment means giving others the power to be successful. It allows your 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 ability.
- 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) Explain the principles of good governance, and their application to meet the needs of the citizens of India
- (c) Demonstrate 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) Be a part of and demonstrate the country's rich traditions, history, culture and diversity and develop a nationalist perspective.
- (f) Apply to administrative situations, concepts from the field of economics, law, management, public administration, political & constitutional theory and ICT.
- (g) Explain 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) Show 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, physical, intellectual, emotional and spiritual growth.
- To be courteous, friendly and responsive to your needs and aspirations.
- To be impartial, principle-centered, value-driven and free from all affectations.
- To provide you with an environment of inquiry and freedom, but yet imbued with discipline, to foster your intellectual growth 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. 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 personality traits and attitudes necessary for effective functioning.

### (A) ACADEMIC INPUTS

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

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

In **Political Concepts and Constitution of India**, the trainees will be provided inputs on political concepts with a view to sensitize them 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

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.

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.

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

**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
  - Urdu
  - English
  - French
  - German
- 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 (CGM and Course related)	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. There will be an extra-curricular module, where trainees can pick up skills such as, **Painting, music (Vocal and Instrumental), sports and games.**

### PHYSICAL TRAINING

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

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: White Shorts and Institute T-Shirt/ Institute Track Suit, white socks and sports shoes.
- Women: Institute track Suit, White socks and sports shoes.



## 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 gali and mohalla of the walled-city, better known as the old city, where there exists a perfect symphony between the Hindu and Islam architecture, singing melodies of unity in diversity. No wonder then that the city is regarded as a perfect blend of traditionalism with modernity.

The QutubShahi dynasty wanted this city to be the replica of heaven, on earth. ‘Jannat’ is what they wanted it to be, Unparalleled in the world in terms of beauty and magnificence. It is designed on lines of ‘Isfahan’ of Iran.

The Heritage Walk, for OTs of 89<sup>th</sup> Foundation Course of the DR MCR Human Resource Development Institute, is in Collaboration with the State Tourism Department. It is an Interesting Programme. Participants who would want to walk down the pages of history, get a feel of the Nizam era and get to know the rich culture the city boasts of and can do so, one step at a time be enthralled.

**Route:** From Charminar to Chowmohalla Palace.

**Date :** 7<sup>th</sup> September 2014 (Sunday)



*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 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 **27<sup>th</sup> September to 4<sup>th</sup> October 2014**. There will be a presentation by each trek group on a specified date. (A separate Trek Manual is given for further information)

***"An unexamined life is not worth living."***  
- Socrates



## 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 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 priorities.



On return, OTs will submit individual as well as group reports about the activities, findings and recommendations. There will be 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 observations from questions posed by the faculty and other Officer Trainees.

The Officer Trainees will go on the Village Visit from **1<sup>st</sup> November to 7<sup>th</sup> November 2014**.

Village 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 exact topics for each essay will be announced in advance. Each essay should be around 2500 words in length.

**1. 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.

**2. 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

**3. 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

## BOOK REVIEW

Book Review is one of the innovative methods for self-learning. Book review will enable the Officer Trainees to strengthen the habit of reading books which has become a 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, duly discussing together and sharing the core ideas emanating from the book.

Book review Presentations are scheduled on **29<sup>th</sup> October, 2014.**

## **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 the 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 it 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 6<sup>th</sup> December, 2014. 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 and 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 shramdan activities like garbage collection, working and cleaning of Academy 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 **11<sup>th</sup> December, 2014** 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 your 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. Motor Mechanics
3. Computer Networking
4. Photography

The list is not exhaustive and some other activities may be added

### 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, from every Officer Trainee, the highest standards of behaviour and decorum befitting an officer - both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, the Institute staff and 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 detail 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/She does not burn up in anxiety. He/She neither resent authority nor does he/she become overbearing when he/she is 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 related to the 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 as 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 the expected 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 are deemed compulsory. No Officer Trainee shall be 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 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:
  - (a) To preside over the guest session, if called upon to do so, and ensure that the meeting is conducted in a manner which embarrasses neither the Guest Speaker nor the Institute in any way.
  - (b) After the talk is over, announce that the Guest Speaker would welcome questions from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance.)
  - (c) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself.

## SESSION TIMINGS

Each class will be of 50 minutes duration. The session plan for each day will be as follows:

o Session (PT)	: 6:00 am 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

## 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.

***"A gem is not polished without rubbing, nor a man perfected without trials."***

**- Chinese proverb**

## 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 set our hearts right."***

**- Confucius**



## 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 believe the Course will help the Officer Trainee not only to acquire 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 with 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
<b>Total</b>	<b>-</b>	<b>600</b>

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
<b>TOTAL</b>	<b>450</b>
Hindi (Qualifying)	50
Computer (Qualifying)	
(Marks to be added in DG's assessment with a 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	Language	10
2	ICT	15
3	Essay	10
4	Village Study Report & Presentation	10
5	Book Review	05
6	Espirit de Corps	10
7	Physical Training	10
8	Participation in Hobbies & other activities	05
9	Participation in extra-curricular activities / Module	10
10	Trek and Adventure Sports	10
11	Games	10
12	Discipline	15
13	Director General's overall assessment	30
<b>TOTAL</b>		<b>150</b>

- There will be an exam in Information and Communication Technology for 50 Marks. Marks obtained are **not** added to the aggregate. However, it is a **compulsory paper** and failure in this examination will mean failure in the Foundation Course Examination.
- There will 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 Espritde 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. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes in the Cross Country Run for Men
11. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes in the Cross Country Run for Women
12. AK Sinha Memorial Trophy for the best one – act Play
13. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
14. Vijay Niranjana Memorial Trophy and a cash award of Rs.1000/- for the Officer Trainee who prepares the best Script for the AK Sinha Memorial Play
15. Director General's Gold medal for the best Director
16. Director General's Rolling Shield for the best Book Review group
17. Sir Homi Bhabha Running Trophy for Science, Technology and Environment is for the best debater in a debating competition organized on issues of Science, Technology and the Environment.



## 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 double occupancy for 700 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 Advisory Committee shall decide the special menu in consultation with 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 Mess Duty Officer and guide the 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.

Mess Advisory Committee and responsibilities of Mess Duty Officer are given in **annexure - III**

**Services offered & timings:**

Bed Tea	06 am to 06.30 am
Break fast	08 am to 09.30 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 is 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
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. However, on special occasions, the menu will be different. About Rs. 9000/- to Rs.10,000/- would be per month cost towards mess charges.

**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 (1<sup>st</sup> Floor) for Gentlemen OTs
- Computer Lab in 1<sup>st</sup> Floor of Tungabhadra Hostel for Lady OTs
- Computers are available in Vamsadhara Residency in Room No.s 165 & 166 in the First floor and Room No.s 265 & 266 in the Second floor which can be used round the clock.

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 Don'ts

- 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, e-mails from an unknown person which could carry viruses and 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

A group e-mail address for the Officer Trainees of 89<sup>th</sup> Foundation Course will be provided on hrdiap.gov.in mail server. ([89fc@hrdiap.gov.in](mailto:89fc@hrdiap.gov.in)). The individual e-mail addresses 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](http://www.hrdiap.gov.in) . Separate page is provided for 89<sup>th</sup> 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)
- Village Visit 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.

### 89<sup>th</sup> 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 who will look after all the activities connected with the FC. The Officer Trainees may contact the Secretariat for any information in Room No. 035 (G. Floor) of the Administrative Block. The Officer Trainees can contact the following persons for any information required.

- 1.a. Smt. K. Soumya Rani,  
Nodal Officer  
Room No. 034 (G. Floor), Main Block
- b. Sri D.V. Ramana,  
Associate Nodal Officer (Transport)  
Room No.: 229, (2<sup>nd</sup> Floor), Main Block
2. Smt. G. Savithri,  
in-charge, FC Secretariat,  
Room No. 035 (G. Floor), Main Block



### DISPENSARY:

A medical Doctor would be available for consultation.

**DISPENSARY 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.”***



**Dr.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE**  
**(An Institution included in Schedule-X of the A.P. Reorganization Act, 2014)**  
**89th FOUNDATION COURSE**

**COURSE PLANNER**

(In Addition to classroom Sessions)

**September, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
JOINING FORMALITIES & Inauguration	Course briefing , Hindi exam & Official Language Policy	Shistachar, Introduction to Clubs and Societies,		Election Nominations	Cycling	Heritage Walk
8	9	10	11	12	13	14
Withdrawal of Nominations/ Canvassing for elections (Evening)		Election to Clubs & Societies	Visit to State Home & Dialogue in the Dark	P.Srinivas Memorial Lecture	Cultural Programme (Group-A)	Short trek to APPA
15	16	17	18	19	20	21
		Leadership Module	Leadership Module	Leadership Module/ Cultural Programme (Group-B)	Snake Show, Trek Briefing & Shopping for Trek	Cross-Country Run
22	23	24	25	26	27	28
CIPS programme	CIPS programme			Homi J Baba Debating Competition	Trekking	Trekking

**September - October, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	1	2	3	4	5
Trekking	Trekking	Trekking	Gandhi Jayanthi/ Trekking	Dasara/ Trekking	Trekking	Return to HRD
6	7	8	9	10	11	12
India Day-1 (BF&Lunch-North) Id-UI-Juha (Holiday)				Cultural Programme (Group-A)	India Day-2 (BF&Lunch-South)	
13	14	15	16	17	18	19
Trek Presentations (Afternoon)	Trek Presentations (Afternoon)			Essay Writing Competition-1	Fete	
20	21	22	23	24	25	26
Mid Course Exam		Essay Writing Competition-2	DIWALI (Holiday)		India Day-3 (BF&Lunch- East)	
27	28	29	30	31		
VV Briefing & Essay Writing Competition-3		Book Review Presentations		Cultural Programme (Group-B)		





**Dr.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE**  
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**89th FOUNDATION COURSE**

**COURSE PLANNER**  
**(In Addition to classroom Sessions)**

**November, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					<b>1</b>	<b>2</b>
					Leaving for Village Visit	Village Visit
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Village Visit	Village Visit/ Moharram (Holiday)	Village Visit	Village Visit/ Guru Nanak Birth Day (Holiday)	Village Visit	Return to HRD	
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
		Village Visit Presentations (Afternoon)	Village Visit Presentations (Afternoon)		Atheletic Meet	
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
				Army Symposium	India Day-4 (BF & Lunch- West)	
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
	AK Sinha One Act Play Competitions (Evening)	AK Sinha One Act Play Competitions (Evening)	Group Photo			

**December, 2014**

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

## OFFICERS & FACULTY ASSOCIATED WITH FOUNDATION COURSE

**Mrs.D.Lakshmi Parthasarathy, IAS**, Director General,



Joined the Indian Administrative Services in 1980. She did her Masters in Economics from Osmania University. She worked in several key positions like - Sub-Collector, Penugonda; Chief Rationing Officer, Hyderabad; Joint Collector-Khammam; Collector-Nellore, Khammam and Krishna; Managing Director-ESCOM & APCO; Joint Secretary-MA & UD Dept.; Commissioner- Sericulture; Vice-Chairperson-Hyderabad Urban Development Authority; Principal Secretary to Government-Youth Services, Industries & Commerce, Tourism & Culture and Transport, Roads & Buildings Govt. of Andhra Pradesh.

She pioneered the implementation of PPP Projects in Tourism, conceived and executed the unique Green Hyderabad Environment Programme. Her initiative in delineation, protection and conservation of urban lakes is taken as a benchmark. The urban lung spaces in Hyderabad like KBR Park, NTR Gardens, Necklace Road front etc., bear her passion. The cost effective Green Flyovers of Hyderabad mark her innovative urban infrastructure initiative.

She made significant contribution for the preparation of Hyderabad Master Plan, 2020. She is very compassionate and loves pets.

**Dr.K.Tirupataiah, IFS**, Additional Director General (Training) & Course Coordinator, has over 27 years of field and Administrative experience. He specializes in Organisational Development, Institution Building and Capacity Building.



He did his Masters and Doctorate in Agriculture Extension at IARI. He worked in Social welfare, Tribal welfare, and Rural Development besides Forest Department. He continues his passion in Academic work with 16 research papers, 3 Chapters in a Book and guiding Two Ph.D. students. Tirupataiah is a Member of the Asia Regional Work Group of ICID, member of Guidelines drafting team on IWMP & MGNREGP. He was instrumental in preserving the World's Largest Banyan Tree (Thimmamma Marrimaanu) in A.P. Selected to the Indian Forest Service in 1986, he was the Best-All Round Probationer at LBSNAA, Mussorie and also the Secretary of Fine Arts Society. He is an avid reader, professional quiz master, sports organizer and a singer.

**Sri L.Shashidhar, IAS**, Joint Director General and Spl.Course Coordinator, is a 1996 batch Officer having rich experience in Revenue & Welfare Administration. He has field experience in Adilabad, Warangal, Anantapur, Khammam, Karimnagar & Mahaboobnagar districts.



He is a Post Graduate in Chemistry from Osmania University and Post Graduate in Economics from Kakatiya University. He is also a Post-Graduate in Development Management from Asian Institute of Management, Manila (Philippines).

He worked in Hyderabad in various Cadres as Asst. Secretary (Planning) in Secretariat, Secretary to Commissioner Commercial Taxes. Chief Rationing Officer, Hyderabad, CGM, Infrastructure Corporation of AP, Director (PA&W) Singareni Collieries, headquarters at Kothagudem.

He was District Collector and District Magistrate of Medak district, worked as CEO Rythubazars, ED AP State Housing Corporation & MD Agro Industries, Hyderabad.

**Dr.O.Vijayasree** is currently the Director – Centre for Management & Behavioural Studies (CMBS), Dr. MCR HRD, Hyderabad. She is the Additional Course Coordinator for the 89<sup>th</sup> Foundation Course and has been the Additional Course coordinator for all the Foundation Courses ever since they are held at this Institute.



She is M.A.(Psychology), Udaipur University and Ph.D. (Psychology), Gujarat University. She has more than 30 years of Teaching/Research/Training experience in various organizations including IIM, Ahmedabad, NISIET, Hyderabad and Institute for Higher Education, Kano, Nigeria. She is a Life member of Hyderabad Management Association (HMA), and National Human Resource Development (NHRD) network.



**Sri B.Ramaiah, IAS(Rtd)**, is M.Sc., Chemistry, (Osmania University, Hyderabad) and M.Phil (Chemistry) from University of Hyderabad. After 12 years of service as Lecturer, he has entered in to State Civil Service. After serving the Revenue Department in various capacities, he was inducted in to All India Administrative Service. After serving different Departments in various cadres, he has retired as Secretary to Government. He has offered his services after retirement as Consultant in A.P.Vigilance Commission. He has rich experience in dealing with Natural Calamities and Re-settlement and Rehabilitation measures. He is also well-versed in all matters related to Revenue and Civil Supplies, besides having competency on all service matters, Disciplinary Procedures and Vigilance matters.



**Prof.K.Swamy**, is an MBA (Finance), M.Com and a Ph.D. holder in Management Science. He has served Dr. B.R. Ambedkar Open University as Professor of Business Management for 28 Years. He held different Academic Positions like Head of Department, Dean, Faculty of Commerce, Director, Senator etc., He has worked in Ethiopia as Dean and Senator. He has authored Seven Books, and guided Ten Ph.D. Scholars and Two M. Phil Scholars. At Present, he is working as Professor.



**Sri K.Nageswara Rao**, is M.Sc. (Statistics), started his career as Lecturer in Statistics, Sri Kakatiya University, Anantapur, A.P. he has entered into Government service in 1984. He has worked in Dr. MCR HRD Institute from 1995 to 2011. He worked as Addl. Course coordinator of 82<sup>nd</sup>, 83<sup>rd</sup> and 85<sup>th</sup> Foundation Courses. He is a certified Master Trainer for Design of Training (DoT). He is also Recognised Trainer for Direct Trainer Skills (DTS), Training Needs Analysis (TNA) and Evaluation of Training (EoT). After his retirement as Director in department of Economics & Statistics, he is serving the Institute as Senior Director (Trg).



**Sri S.Raja Sekhar**, is M.Sc. (Botany), M.Ed.,(Sri Venkateswara University). Prior to joining the government service, he has worked as a lecturer. He has joined the Government service as Tahsildar through APPSC recruitment and also served as Dy. Collector and Spl. Dy. Collector. He has undergone the Trainer Development Programmes like - DTS &



DOT(YASHADA, Pune); MOT (ISMT, Delhi); IRS (NIDM, Delhi). He has received training on Disaster Management in USA with the assistance of USAID. He is the National Awardee as the Best PIO of India in the implementation of RTI Act 2009 from Public cause Research Foundation and received a cash Award of Rs. One Lakh. Presently he is serving as Senior faculty in the Institute. He is the coordinator of the Village Visits in 89<sup>th</sup> Foundation Course.

**Smt.B.ArunaKumari** has done MA, B.Ed, B.L (M.Phil). She has joined the Government service in 1990 as Group-I Service Officer. She has experience in the field of Treasuries as well as Accounts Department. As Director of Procurement, she has implemented the E-Procurement Policy in the Department. She is a member of ASCI and also received training in Procurement Policy. As a Deputy CEO in Zilla Parishad, she is the first lady officer in Andhra Pradesh who implemented payment of Zilla Parishad Pensions through Banks. She is serving the Accounts Training Wing in the Institute as Joint Director. She will monitor the aspects of discipline during the 89<sup>th</sup> Foundation Course.



**Dr.J.Rajeswar**, is M.Sc. and M. Phil (University of Hyderabad) and Ph.D from JNU, Delhi, in Life Sciences. He has done Post-Doctoral research at the Center for Ecological Sciences (CES), I.I.Sc., Bangalore. He had overseas experience as an Academic Editor and Consultant to a UNESCO's project in Science & Policy Research. He has also work experience in a Research Fellow in a Research Institute in Abu Dhabi, UAE, in advocating fuel switch to solar energy for Cogeneration of Water and Electricity. Presently, he is Director (Training & Research), Centre for Climate & Disaster Management (CCDM).



**Mrs.P.Bharathi** is M.A.(Economics) from Andhra University. She has a Bachelors Degree in Education. Prior to joining the Institute she worked as a lecturer in Economics for two decades. She has participated in several seminars and workshops. She is presently working as Senior Faculty Member in this Institute in Center for Office Management and Secretariat Procedures (COM&SP). She is the Controller of exams for 89<sup>th</sup> Foundation Course.



**Dr.V.Deepa Nair**, has 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 and as Senior Consultant at the Centre for Urban Studies, Andhra Pradesh Academy of Rural Development (APARD). She is a law graduate and practiced as a lawyer before taking up Teaching. She is presently working as Associate Professor for Urban Development Studies in this Institute. She is also a National Level Trainer for Public Private Partnership (PPP) and has won the Best Trainer Award for PPP at the National Level in March, 2014 under the National Capacity Building Programme sponsored by Department of Economic Affairs, Ministry of Finance. Govt of India.

**Dr.R.Madhavi**, is a post-graduate in law from



Osmania University, and awarded Ph.D. from Acharya Nagarjuna University for her research on “Right to Mercy Killing” (euthanasia). Prior to joining the Institute, she has worked as

Assistant Professor of Law in K.V. Ranga Reddy Law College, Hyderabad and as Associate Dean and Assistant Professor of Law in Faculty of Law, I.F.H.E (a deemed University), Hyderabad. She has been Head, University College of Law, Telangana University, Nizamabad. She has authored Two Text books - “Interpretation of Statutes” and “Death with Dignity” and published 35 articles in various journals of National and International repute, presented research papers in many national & international seminars & conferences. Currently she is Associate Professor of Law.

**Sri P.Srinivasa Rao**, is a post graduate in Mechanical



Engineering from Osmania University, Hyderabad. He has more than 24 years of experience 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. Presently he is working as General Manager, Information Technology (IT) in the Institute.

**Sri J.V.N.Rajanikanth** is M.Sc., (Physics) from Andhra



University. He has joined the Government service in 2007 as Assistant Treasury Officer in Treasuries and Accounts

Department under Group-I Services.

He was the nodal officer for implementing IMPAcT, an audit and accounting software in Treasury Department in Rayalaseema Districts during 2008-2010. He is currently Senior lecturer in the Accounts Training Wing of the Institute, in the cadre of Assistant Director (Treasuries). He is in-charge of the Extra-curricular Module in the 89<sup>th</sup> Foundation Course.

**Sri Bh.Pandu Ranga Sarma**, is M.Sc., Geophysics



(Andhra University) and M.Ed., in Education (Osmania University). Prior to joining the Government service, he has served as a teacher in School Education Department.

He has joined the Government service in 2009 as Assistant Treasury Officer in Treasuries and Accounts Department under Group-I Services. After serving as ATO in Medak Dist., he has joined the Institute as Senior Lecturer in Accounts Training Wing, in the cadre of Asst. Director (Treasuries). He is in-charge of the Extra-curricular Module in the 89<sup>th</sup> Foundation Course.

**Mrs.V.Bhagya Nakshatram** is a Post Graduate in



Agriculture (Entomology). She joined the Government Service in the Department of Agriculture in 2003. She was instrumental in

designing and developing the calendar and content of agriculture programmes for broadcast through Doordarshan and All India Radio. She is presently working as Faculty Member, Centre for Climate and Disaster Management on deputation in this Institute. She is also a trained resource person on RTI and Records Management.

**Sri K.Anil Kumar** has done his Masters in Physics. He



has a Bachelors degree in Education and Law. He is a direct recruit Mandal Parishad Development Officer recruited in 1999. He has joined this Institute as Faculty in 2009.

**Mrs.K.Soumya Rani** has done her Masters 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 acted as Nodal Officer for 87<sup>th</sup> and 88<sup>th</sup> Foundation Courses. She is the Nodal Officer for the 89<sup>th</sup> Foundation Course.



**Sri K.Srinivasa Rao**, is M.A. (History) and B.Ed., from Osmania University. He has joined as Assistant Audit Officer under Group-I Services in 2009. He has work experience as a teacher and Mandal Parishad Development Officer. Currently, he is serving as Assistant Audit Officer in the Audit Training Wing of the Institute. He is in charge of the aspects of discipline during the 89<sup>th</sup> Foundation Course.



**Sri D.V.Ramana** is M.Com(Acharya Nagarjuna University) and has a Post Graduate Diploma in Human Rights. He has joined the Service in 1992 in Group-IV Cadre through APPSC. He has undergone training in Direct Trainer Skills (DTS) and Design of Training (DoT). Currently he is working as a Junior Faculty in this Institute. He is acting as Additional Registrar (CTU) and (DTC). He is in-charge of logistics in 89<sup>th</sup> Foundation Course.



**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 V.L.N.Gupta** is B.Com., from Andhra University. He has been serving the Treasury Department from the last 30 years. He has orientation for social service and has been conducting Personality Development Training Programmes for the last 25 years. He was an active blood donor and donated blood for more than 46 times. He has executed a WILL to donate his body to nearest Govt. Medical College after his death. He is currently Asst. Lecturer in Accounts Training Wing of this



Institute. He has been actively associated with Foundation Courses for the last three years.

### Administration & Facilities Team

**Sri P.Dharmachandra Reddy**, is M.A.(Economics), B.Ed. and pursuing Ph.D. He is a Deputy Tasildar of 1995 Batch. He has worked as Tasildar and Dy. Collector. He is a recipient of many laurels from the Revenue department as well as Non-Governmental organisations. He is the recipient of "The Vocational Excellency Award-2005", for his extraordinary performance in Revenue Department. He is the Administrative Officer in this Institute.



**Sri K.Siril Kumar**, is B.Com (Andhra University). He has done P.G. Dip. in German Language from CIEFL, Hyderabad. His service includes PS to Hon'ble CM and Ministers. He has retired as Asst. Director of Sericulture in 2010. He has worked as a Financial Consultant in the Climate Change Project taken up by the EPTRI, Hyderabad. Currently, he is Accounts Officer in this Institute.



**Col.G.Vijay Kumar** (Retd), is an Alumnus of the National Defence Academy (NDA). He has also done a Course in General Management at IIM, Indore. He has served the Indian Army for over 28 years in various assignments both in India and abroad. He was part of the Indian Peace Keeping Force (IPKF) deployed in Sri Lanka during 1997-2000. He has actively involved in combating insurgency in J&K and the North Eastern States. He was awarded the General Officer Commanding – in – Chief's Commendation Card as recognition of his services rendered beyond the call of duty. Currently, he is General Manager, Facilities in this Institute.



**Sri S.Pradeep Kumar**, is AMICE(Institute of Civil Engineers) and Diploma in Civil Engineering. He has joined in service 1985. He has implemented several cost-effective construction technologies. He has attended training programmes of the State, Gol & ODA of UK on Planning & Execution of the projects. His Thesis on Classroom designs of Rural Primary Schools and Comprehensive Civil Works Manual is well appreciated.





# **CLUBS & SOCIETIES**

## **INTRODUCTION**

Various indoor and outdoor activities are to be 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'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 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.

Each Club / Society will have an Executive Committee with a Secretary and Six members apart from Director General's Nominee. [See annexure-I(a)] The DG's Nominee provides necessary guidance and assistance in running of the Clubs and Societies and in organizing activities undertaken by them. The Faculty Members and even their families are invited to join the Officer Trainees in all such activities.

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

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

1. Officers' Club
2. Officers' Mess Committee
3. Computer Society
4. House Journal Society
5. Social Services Club
6. Adventure Sports Club
7. Film & Fine Arts Club
8. Management Club
9. Hobbies Society
10. Nature Lovers Club
11. Fun Club
12. Alumni Association

## **OFFICERS' CLUB:**

Every officer undergoing training at the Institute is a member of the Officers Club. 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 to cater the social and recreational activities.
- To organize and provide sports and recreational pursuits for the members of the club.
- To promote and provide facilities for indoor and outdoor games.
- To 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 sports 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 Committee.

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 in development of managerial and organizational skills amongst the office bearers. However, Mess Duty Officers (MDO) would also complement.

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

The objectives of the Society are:

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

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

### **SOCIAL SERVICE CLUB:**

Charity begins at home. As civil servants, we have to address and contribute a lot in the social sector. The Club members visits welfare institutions

like Orphanages, Slums, Old age homes etc to understand the problems of specific disadvantaged sections of the society. This Club members interacts with NGOs, Organization like Red Cross etc to undertake meaningful social service activities.

### **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 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, theatre and other related activities. During the Course, cultural programmes, skits, dramas will be organized for the Officer Trainees. Cultural events to be conducted by the Officer Trainees are organized during the Course. Avenues will be created 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. 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 its Secretary in consultation with the Director General's Nominee.

#### **HOBBIES SOCIETY**

The Officer Trainees are encouraged to develop and nurture their hobbies. The objectives of the Hobbies Society are :

1. To develop, promote and popularize interest in various hobbies such as music, painting, dance and quizzes based on films, songs etc...
2. To arrange talks, discussions, exhibitions to inculcate interest in the hobbies and encourage the OTs to learn and be proficient in them.
3. To serve as forum for exchange of views.

Classes in hobbies will be scheduled during the Course. The Club coordinates the activities and supplements in the smooth conduct of the learning sessions.

#### **NATURE LOVERS' CLUB:**

The Nature Lovers' Club runs various activities for creating awareness of environment and also contributes to the nature richness. The Officer Trainees will be going for trekking and also on village visit. Studying environmental issues, photography and collecting natural art or exhibits during their visits can also be a part of the Club activities. In addition, the following activities are also proposed.

- 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 Lovers' 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 nature richness of the region.

#### **FUN CLUB**

- The Executive Committee consists of one Secretary and is supported by Four members.
- Learning does not end up in air-conditioned conference halls droned in by a Power Point presentation. Fun Club believes in team building through participation in fun games in natural surroundings and simple outdoor camping which bring the best out of the Officer Trainee.
- The Fun Club activities can include :
  - Camping activities
  - Personality Development
  - Short documentaries on nature
  - Organizing games and food shops
- The Office-bearers of the Club may however design the activities of the Club in consultation with the members and the Director General's nominee.

## ALUMNI

Recognizing that Civil servants have a crucial and historic role to play in the 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.

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

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

## TENTATIVE SCHEDULE FOR HOBBIES AND EXTRA CURRICULAR MODULE

SEPTEMBER	OCTOBER	NOVEMBER
11 <sup>th</sup>	7 <sup>th</sup>	10 <sup>th</sup>
12 <sup>th</sup>	8 <sup>th</sup>	11 <sup>th</sup>
15 <sup>th</sup>	15 <sup>th</sup>	17 <sup>th</sup>
16 <sup>th</sup>	16 <sup>th</sup>	18 <sup>th</sup>
17 <sup>th</sup>	17 <sup>th</sup>	19 <sup>th</sup>
22 <sup>nd</sup>	20 <sup>th</sup>	20 <sup>th</sup>
23 <sup>rd</sup>	21 <sup>st</sup>	27 <sup>th</sup>
24 <sup>th</sup>	28 <sup>th</sup>	28 <sup>th</sup>
25 <sup>th</sup>	29 <sup>th</sup>	29 <sup>th</sup>

***“Don’t wait for extraordinary opportunities. Seize common occasions and make them great. Weak men wait for opportunities; strong men make them.”***

## ANNEXURE –I (a)

## LIST OF DG'S NOMINEES FOR CLUBS &amp; SOCIETIES

Sl.No.	Club / Society	DG's Nominee	Contact No.
1	Officer's Club	Sri S. Raja Sekhar Senior Faculty Member	8977000326 Extn No.: 270
2	Officer's Mess Committee	Col.G. Vijaya Kumar General Manager (Facilities)	9248032098 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 Associate Professor, Urban Development Studies	9391049802 Ext.No.: 217
5	Social Services Club	Dr. R. Madhavi Associate Professor, Law	9959614546 Extn. No.: 482
		Sri V.L.N. Gupta Assistant Lecturer, ATW	9248032093 Extn No.: 118
6	Adventure Club	Dr. J. Rajeswar Director (Training & Research), Centre for Climate & Disaster Management (CCDM)	9248032072 Extn. No.: 436
7	Film and Fine Arts Club	Sri K. Nageswara Rao Consultant	9248005300 Ext.No.: 161
8	Management Club	Dr. K. Swamy Professor	9985299716 Extn. No.:123
9	Hobbies Society	Smt. B. Aruna Kumari Joint Director, ATW	9248032090 Extn.No.: 131
10	Nature Lovers Club	Smt. V. BhagyaNakshatram Faculty Member	9248032107 Extn.No.: 431
11	Fun Club and Extra Curricular Activities	Sri Bh. Pandu Ranga Sarma Senior Lecturer, ATW	9248032109 Extn. No.: 181
		Sri J. V.N. Rajanikanth Senior Lecturer, ATW	9248032108 Extn. No.: 180
12	Alumni	Smt. Ch. Anila Manager, IT	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 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 ear-phones.
- 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.

**"We are what we repeatedly do. Excellence, then, is not an act, but a habit."**

**— -Aristotle**



## ANNEXURE – III

### **Responsibilities of Mess Duty Officers**

#### I. General

1. All the OTs have to discharge the duties of MDO. No Exemptions would be given except in deserving cases.
2. One OT will have to perform duties of MDO for half a day i.e. Morning (covering break fast & Lunch) or after noon (Covering evening snacks & Dinner)
3. MDO duties will be assigned, on a random basis and OTs shall, ordinarily not request for changes.
4. List of OTs drafted for MDO duty will be displayed every week on FC Notice Board.
5. The OTs drafted as MDOs, would be exempted for Academic as well as Non Academic activities for the period. The MDOs on Morning duty will be exempted from PT , Yoga and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

#### II. Specific functions of MDO

1. Be present at stores while material required for food is being issued
2. Check the quality and quantity of fresh and dry stores.
3. MDO should stick to the Menu and ensure that all the items in the Menu are cooked/ prepared.
4. Ensure that the Cook, workers and other are properly dressed, and are neat and clean.
5. Ensure that the material is properly cleaned/ washed before cooking/ preparation.
6. Ensure cleanliness and hygienic conditions in the kitchen and dining hall
7. Monitor the process of cooking and watch when oil, salt and other important ingredients are used.
8. Check quality of food cooked/ served.
9. Ensure the serving counters and the utensils are clean, the boys are properly dressed and wear hand gloves.
10. Ensure that the Guest Register is maintained and report any irregularity
11. Ensure that meals are ready in time and laid out properly.
12. Mark attendance of Mess Employees
13. Report violation of dress code or indecent behaviours on part of any OT.
14. Ensure that room service is provided only to those who are sick are on authorized medical Leave and cannot come down to the Dining Hall.
15. MDO who is assigned morning duty should be in the Kitchen by 6.00 AM and be on duty up to the completion of lunch, say up to 2 PM. He / She can have a break of one hour after breakfast. The MDO on afternoon duty shall be on duty from 2.00pm to 9.00pm or until the dinner is over.
16. MDO should ensure and check the cleanliness of Wash rooms, Dining tables, mess and Kitchen floor, changing of the wash towels, soap etc.
17. He/ she shall maintain a Register and record things that need to be repaired, changed etc.

18. The Facilities Executive, the Assistant Executive Engineer and their support staff shall attend to the needed repairs/ changes on daily basis.
19. In case of any serious issue to be addressed, the MDO can call the Chairman of the Mess Advisory Committee (MAC) and report the matter which shall be attended to immediately.
20. The MDO shall furnish a feed back to the MAC on incidents / issues during his / her duty period, on the same day (for morning duty) and by next morning (for after noon duty)
21. All OTs will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists, hospitality and hygiene specialists so as to enable the OTs to discharge their duties properly.

### **Mess Advisory Committee**

#### **I. Composition**

<b>Sl.No.</b>	<b>Designation</b>
1	Faculty , Chairperson
2	GM Facilities
3	GM Infrastructure
4	Nutritionist
5	OT (North)
6	OT(West)
7	OT(South)
8	OT (East)
9	OT(North East)

#### **II. Functions**

1. Finalize menu for regular days
2. Finalize menu for Special days
3. Go through reports of MDos & take action
4. Draw up list of MDOs every week
5. Report to Course Coordinator once a week.
6. Counsel OTs who violate dress code / Behaviour during dining
7. Any other function related to the Mess & Food.

IMPORTANT TELEPHONE NUMBERS & ROOM NUMBERS				
Sl. No.	Name of the Officer	Intercom Number	Mobile Number	Room Number
1	Dr. K. Tirupataiah, IFS Additional Director General & CC	444	8885532021	211
2	Sri L. Shashidhar, IAS Joint Director General & Spl. CC	102	9705895556	212
3	Dr. O. Vijayasree, Additional Course Coordinator	415	9248032101	131
4	Smt. K. Soumya Rani, Nodal Officer	138	9248032079	034
5	Sri D. V. Ramana, In-Charge, Logistics	179	9248032106	229
6	Smt. P. Bharathi, Controller of Examinations	175	9248032081	231
7	Sri B. Ramaiah, IAS (Rtd), Mentor, Village Visit	127	9701144463	103
8	Sri K. Nageswara Rao, Mentor, Trekking	161	9248005300	CGG Block
9	Sri S. Raja Sekhar, Coordinator, Village Visit	270	8977000326	227
10	Sri P. Dharmachandra Reddy Administrative Officer	196	9573396789	012
11	Sri K. Anil Kumar Coordinator, Trekking	182	9248005303	121
12	Col. G. Vijaya Kumar General Manager (Facilities)	103	9248032098	Facilities Block
13	Sri P. Srinivasa Rao, General Manager, IT wing	265/189	9248011173	105
14	Smt. V. Bhagya Nakshatram, Faculty Member, In-charge, Tungabhadra Hostel	204 / 449	9963011022	CGG Block
15	Dr. V. Deepa Nair, Essays, Book Review, Army Symposium, P. Srinivas Memorial Lecture	217	9391049802	026
16	Ms. G. Savithri FC Secretariat	166	9248032091	035
17	Sri B. Bharath Kumar, Facilities Executive, Vamsadhara Residency	370	9966064441	Facilities Block
18	Medical Dispensary	187		Medical Center Opp. Vamsadhara
19	Library	116		Cellar (Main Block)
20	Gym / Swimming Pool	177		

## ACADEMY SONG

HaoDharmeteDheer, HaoKarometeBir  
HaoUnnatoShir – 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  
UllittalUrudiyailSailiVirmudan  
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"





## Our Motto

Duty performed with Knowledge, Faith and Devotion  
becomes really effective



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