



Dr Marri Channa Reddy Human Resource Development Institute

Government of Telangana
Road No 25, Jubilee Hills, Hyderabad- 500 033



91st Foundation Course
(29th August 2016 to 9th December 2016)

JOINING INSTRUCTIONS

1. Registration for the Foundation Course

All officer trainees allotted to Dr MCR HRDI are required to fill in the online registration form available on the institute's website.

2. Reporting at the Institute

The Officer Trainees have to report at the institute before 16:00 hrs. on 28th August 2016 positively. The joining formalities of the Officer Trainees (OTs) will be completed on August 28th, 2016, Sunday from 09:00 hrs to 17:00 hrs. The mess will be operational from the morning of August 28th, 2016.

3. Course Details

i. The Course team

- **Course Coordinator**

Ms. Anitha Balakrishna
Jt. Director General

- **Additional Course Coordinators**

Dr. R. Madhavi, Associate Professor
Mr. V. Jagadeeshwar, Sr. Faculty
Mr. Rajaram, Sr. Faculty

ii. Contact details

e-mail: 91fc@mcrhrdi.gov.in

Home Page: <http://www.mcrhrdi.gov.in>

STD Code: 040

EPABX Lines : 23548487,23557580,23557582, FC Extn-165

Fax: 23557584/ 23543459

4. Reaching the Institute

i. By Air

Rajiv Gandhi International Airport (RGIA) at Shamshabad, is located 30 kms away from the Institute. Direct flights to Hyderabad are available from all Major Cities in India.

RGIA Aero Express Buses are available from Shamshabad to Hi-Tech City (Cost: Rs 250/-). Autos are available from Hi- Tech City to Dr MCR HRD Institute (4Kms) (Cost: Rs 100/- approx.).

Alternately, a cab to the Institute from RGI Airport will cost Rs 1000/- (approx.)

ii. By Train

Hyderabad is well connected with all main cities in India. It has three railway stations namely: Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) Stations.

From Secunderabad Railway Station: By Cab Rs 400/- By City Bus: Rs 30/-(Bus No: 10H from Secunderabad Station to Kondapur/Hi Tech-City) get down at Peddamma Temple and then by Autorikshaw (Rs50/-)

iii. By Bus

Direct Bus services to Hyderabad [IMLIBAN -Mahatma Gandhi Bus Station - MGBS) Bus Terminal or JUBILEE BUS STATION (JBS), Secunderabad] are available from Major Cities like Bangalore, Mumbai, Chennai, Pune etc.,

From MGBS, Hyderabad to the Institute: By Taxi/Cab: Rs 400/- (approx.); By City Bus (Route No.127K, 127H, 127Z, 127P & 222): Rs 30/- to get down at Peddamma Temple and then by Autorikshaw to the Institute (Rs 50/- (approx.)

From JBS, Secunderabad: By Taxi Rs 300/-; By City Bus: Rs 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hitech-City) to get down at Peddamma Temple and then by Autorikshaw to the Institute (Rs 50/- (approx.)

Note:

1. The above mentioned rates are indicative only
2. The Route Map to the Institute is available on our website

5. Reception

Accommodation for all OTs is arranged at Vamshadhara Residency. The OTs, on arrival, are required to report at the Vamshadhara Reception and produce their photo identity proof for collecting the room keys.

The Facilities Executives to be contacted should any assistance is necessary regarding accommodation are:

- Sri Bharat Kumar Reddy (Mobile: 9248032104)
- Sri Ajay Shinde (Mobile: 9248005307)

6. Joining formalities

Officer Trainees have to report at the Tungabhadra Conference hall (3rd floor of Tungabhadra Building) for the joining formalities on 28th August 2016 between 9am and 5 pm.

During the registration, the OTs have to

- Submit a copy of the allotment letter issued by DoP&T/respective Department
- Pay a sum of Rs 3,750/- towards Membership Fee for various Clubs and Societies (Details at Annexure – I)
- Submit 4 Passport Size Photographs. Name and Service are to be mentioned in block capital letters on the reverse of each photo.

7. Accommodation

- During the Foundation Course, OTs are required to compulsorily reside in the accommodation provided by the Institute.
- The room keys will be available at the Vamshadhara Reception which will be handed over after furnishing the ID proof.
- Accommodation will be provided on a twin sharing basis during the Foundation Course. NO request for change or choice would be entertained.
- The rooms are provided with following basic furniture/items (bed, mattress, two single bed sheets, blanket, pillow with cover and towel).
- OTs may bring any other linen items as per their personal requirements.
- All OTs (except those from the IES and ISS, for whom the respective departments would arrange for the payment) are required to pay

accommodation charges for their stay at the Institute. They can get reimbursement of these charges from their respective departments (SR 51 and GIO(1)).

- vii. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain Guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.
- viii. In case of differently abled OTs, assistance will be provided as per the Institute's policy on this matter.

8. Dining Facilities

Dining for the OTs is arranged at the Pushti dining hall of Tungabhadra. Both vegetarian and non-vegetarian food will be served in the Mess and the monthly mess charges will be around Rs 10,000 to 11,000/- approximately.

Cooking in the hostel rooms is strictly prohibited

9. Clothing

Generally, the weather in Hyderabad is pleasant through the year. The weather changes from pleasant in September to mildly cold in December. The Lowest temperature in December may be around 15 Degree Celsius. Therefore it is advised to bring adequate warm clothing along.

Detailed instructions regarding clothing are given in Annexure-II.

10. Extra-curricular activities

The Institute has excellent facilities for various sports like Tennis, Badminton, Table Tennis besides a swimming pool and a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities.

OTs may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs, OTs are encouraged to wear traditional dresses of their respective states

11. Computers

OTs are encouraged to bring along their laptops. However, those who do not have laptops can use the computers in the Computer Labs during office hours and in the work stations at Vamshadhara Residency up to 11 pm.

The OTs bringing their personal laptops should pre-load their laptops with the following software:

Operating System: Windows XP/Windows 7/Windows 8

MS-Office: MS-Office 2010 or Higher Version

The Institute hostels are Wi-Fi enabled.

12. Course inauguration

The 91st Foundation Course will be formally inaugurated on August 29, 2016. The programme details will be circulated separately.

You are requested to be dressed in the **CEREMONIAL ATTIRE** for the inaugural ceremony and be seated at the venue as per the seating plan, which will be communicated to you in due course of time. **Photography by OTs is strictly prohibited during the programme.**

13. General Instructions

- i. The Foundation Course is a 'No Leave' course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. OTs are advised to settle/dispose of matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.
- ii. OTs suffering from any serious health problems are requested to inform the same to the Course team on the day of reporting itself. They are requested to bring along their medical records and prescriptions, if any.
- iii. As the Institute is located in a residential area, there are no shops in the vicinity from where items such as tooth brush, paste, soap, comb, etc. can be procured immediately on arrival. OTs may come with adequate supplies of essential items for immediate use on arrival.

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ANNEXURE – I

List of Clubs & Societies

#	Name of the Club/ Society	Scope of Activity	Fee (in Rs)
1	Alumni Activities Club	Alumni Registration Communications to Members Plan for Action for Long Term Contact and Activities	300
2	Film & Fine Arts Club	Film Screenings Cultural Programmes Art Appreciation Camps	400
3	House Journal Society	FC Magazine Pictorial Directory	600
4	Officers' Mess Committee	Decide Menu Monitor Food Quality Assistance in organising Food for Special Occasions	200
5	Officers' Club	Overall Activities Sports & Games Organise Fun Activities FETE India Day Celebrations	1100
6	Social Service Club	Blood Donation Camp Service to Poor/School Children Swatch Bharath/Haritha Haram	500
7	Management, Hobbies and ECM Society	Organise Teachers Ensure Attendance Organise Events	250
8	Adventure & Nature Lovers' Club	Bird Watching Promote Eco-Responsible Activities Adventure Activities	400
Total			3,750

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ANNEXURE – II

Clothing

At all times, Officer Trainees are expected to be properly attired and should not present an unkempt or slovenly appearance. Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed. For stay in Hyderabad and also on various official tours, OTs are advised to have adequate clothing both for formal and informal occasions.

1. Dress Regulations

a. CEREMONIAL

- Black or White Jodhpur Suit / Sherwani with formal shoes (Oxfords / Brogues) for Gentlemen
- Sari with formal shoes / sandals for Ladies

b. 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 Salwar Kameez or Churidar Kurta or Western Business Suit with formal shoes / sandals for Ladies. Short Kurtis and Tight leggings shall not be considered as formal

c. INFORMAL

- Full Sleeves Shirt and Trousers with necktie (summer) and Jacket and Trousers with necktie (winter) with shoes (other than casuals) for Gentlemen
- Sari, Salwar Kameez or Churidar Kurta (not short kurtis /tight leggings) or Western Business Suit with shoes / sandals for Ladies

d. CASUAL

- Open Collar Shirt With Trousers (not jeans) and shoes (other than sports shoes / sneakers) for Gentlemen
- Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers) for Ladies

e. TRADITIONAL/ ETHNIC

- Dhoti/ Kurta-Pajama / Veshti / Mundu etc. for Gentlemen
- Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador/ kasavu set etc. for Ladies

OCCASION

a. CEREMONIAL

- Republic Day and Independence Day Function
- Course Inauguration / Valediction Ceremony
- Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/Chief Minister
- Any other occasion designated by the Course Coordinator

b. FORMAL

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

c. INFORMAL

- For Officer Trainees and In-Service Officers during Class Hours

d. CASUAL

- Cultural Evenings
- Mess (other than for Formal Lunch / Dinner)
- OT Lounge

e. TRADITIONAL/ ETHNIC

- Cultural Performances
- India Day

Lapel cards/ID cards shall always be worn- on all formal and informal functions and during classes.

All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**

Only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games. Use of slip-ons/chappals by Gentlemen and Lady OTs is strictly proscribed. **Use of bathroom slippers should be restricted to the hostel rooms only.**

2. For PT/Yoga/Games & Sports

- a. Morning Activity is compulsory
- b. Every OT must undergo Basic Course on Art of Living. Afterwards the OTs have a choice between PT or Art of Living combined with Yoga
- c. For PT, compulsory Sports/Games Activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed
- d. For Art of Living and Yoga dress code will be as per the instructions of the teachers. However, White kurta and pyjama would be ideal.
- e. Two Institute T-shirts, one Institute track suit (along with one extra track-pants) have to be purchased by all OTs at the time of joining. The approximate cost will be Rs 3000/- per set.
- f. For other sporting activities, OTs may like to bring their own sports clothing
- g. One pair of good quality jogging/running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries
- h. Lady OTs may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.

3. Trekking

A mandatory trek in the Nilgiri Hills is an integral part of the Foundation Course. The equipment required for the Trek is listed below

Items provided by the Institute

- 1 Sleeping Bag (Feather Type)
- 2 Rucksack (Nylon Everest Type)

Items to be brought by OTs (can also be purchased at Hyderabad)

- 1 Wind Proof Jacket
 - 2 Woollen Gloves
 - 3 Woollen Cap
 - 4 Plain Cap/Hat
 - 5 Long Sleeved Vest
 - 6 Woollen Stockings and Socks
 - 7 Trekking Shoes (Non-Slippery with good grip) with High Heel Cover
 - 8 Torch
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