



94TH

FOUNDATION COURSE

AUGUST 26TH TO DECEMBER 6TH, 2019

COURSE MANUAL



Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana



Gandhiji's Talisman

“I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man / woman whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him / her. Will it restore him / her to a control over his / her own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions?

Then you will find your doubts and yourself melt away.”

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Welcome to

**Dr Marri Channa Reddy
Human Resource Development
Institute of Telangana**

40 Years
Celebrations

Commemorative Sculpture

IGNITE

“ The two identical spirals resemble
burning torch indicating victory.
The four turns of the spirals signify four
decades Journey of the Institute.
Two fully blossomed lotuses at the core
imply exchange of knowledge and wisdom.”





From the Director General's Desk

Dear Officer Trainees,

It is a pleasure to welcome all of you to the 94th Foundation Course commencing on 26th August and concluding on 06th December 2019, at the Institute.

The Foundation Course is designed to help the Officer Trainees to make a successful transition from the academic world to the structured world of Governance. The Foundation Course is one of the most memorable periods in the lives of officers. For one, it is a celebration of your life in the civil services in the company of other Officer Trainees from various backgrounds and different services who will be posted at various locations. It will be a unique opportunity to appreciate the common thread that binds the officers from across the country. Very importantly, officers remember with great nostalgia the time spent at the Institute in the company of a new group of officers from various parts of India who become their life-long friends.

The Foundation Course would combine formal classroom teaching on a variety of subjects and several co- and extra-curricular activities, details of which are available further ahead in this Manual. We would endeavour to make your Course experiences most stimulating, joyful, and memorable. We, in turn, expect you to be keen learners and active participants. We are confident that you would display the core values of an officer and set new benchmarks through your demeanour and conduct. We would urge you to go through the Course Manual in order to familiarize yourself with the broad outlines of the Course and the expectations of the Institute from you.

We hope you will have a wonderful time at MCRHRDIT.

With best wishes

B P Acharya, IAS

DG MCRHRDIT and Special Chief Secretary

August 26th, 2019



94th FOUNDATION COURSE - FORM OF OATH / AFFIRMATION



“I,

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

(SO HELP ME GOD)”

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COURSE OBJECTIVES & OUR COMMITMENT

COURSE OBJECTIVES

- ▶ To orient the Officer Trainees to the administrative, Social, Economic, and political environment in the country.
- ▶ To make the Officer Trainees aware of the challenges and opportunities within the Civil Services.
- ▶ To promote overall development of personality traits, i.e., Intellectual, Moral, Physical, and Aesthetic of the Officer Trainees.
- ▶ To foster greater coordination among members of different Civil Services by building esprit de corps.

At the end of the Foundation Course, the trainees will be able to:

- ▶ Have an appreciation of the principles of good governance and their application in meeting the needs of citizens of India.
- ▶ Have greater appreciation of the interrelationship between the administrative, political, economic, and social environment and the implications of governmental action on the nation's socio-economic system.
- ▶ Display basic administrative skills, knowledge, and competencies required for their job.
- ▶ Apply to administrative situations, concepts from the fields of economics, law, management, public administration, political & constitutional theory, and information and communication technology (ICT).
- ▶ Work in coordination with others and imbibe the *esprit de corps* of the Services.
- ▶ Exhibit appropriate values, ethical standards, norms of behavior, and personal conduct becoming of a Civil Servant.
- ▶ Appreciate the country's rich traditions, history, culture, and diversity and develop an all-India perspective.
- ▶ Develop a well-rounded personality by participation in extra- and co-curricular activities.
- ▶ Imbibe the spirit of physical fitness to maintain a healthy body and mind.

OUR COMMITMENT

- ▶ To provide exposure to the best possible teaching material and resource persons to facilitate the trainees' professional, intellectual and emotional growth.
- ▶ To be responsive to the trainees' needs and aspirations.
- ▶ To be impartial, principle-centred, and value-driven.

COURSE DESIGN - ACADEMIC INPUTS

COURSE DESIGN

The course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor, extra- and co-curricular activities. The Institute intends to equip each of the Officer Trainees with a core set of values, skills, and knowledge that help them in their respective careers. They will be provided training inputs useful in understanding the basic concepts of governance and rules and regulations, necessary for effective performance in government. Along with this, the Officer Trainees will be assisted to acquire and develop personality traits and requisite attitudes necessary for effective functioning.

ACADEMIC INPUTS A. SUBJECTS

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 Behavioral 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 sensitizing them to political theories, basic structure of the Constitution, federalism, role of judiciary, human rights, democratic values, fundamental rights and the like.

In **Law**, the 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 functions.

In **Public Administration**, the trainees will be introduced to the structure of bureaucracy, the new challenges before it, basic administrative skills, noting and drafting, office procedures, e-Governance initiatives of various Government departments, different areas of governance such as social sector, rural development, role of audit, budgeting, conduct rules, disciplinary proceedings, role of NGOs, etc. Special emphasis will be given to experiments in innovations in governance, e-Governance, etc. It will be our endeavor to sensitize the Officer Trainees on issues relating to gender, weaker sections, differently-abled people, human elements in administration, etc.,

For developing managerial skills among the Officer Trainees, in the **Management and Behavioral Sciences** module, emphasis would be upon learning of management techniques and methodologies as are relevant to public administration. These will cover areas like leadership, motivation, team building, self-awareness, quantitative techniques, data analysis, project management, financial management, etc.,

In **Basic Economics for Administrators**, basic tools of economic analysis would be covered along with an exposure to some of the fundamental issues in different sectors of our economy. There will be special emphasis upon the new challenges and opportunities in a globalized economy.

There will be inputs on **Indian History & Culture** with the objective of providing an overview of Indian History emphasizing on those aspects which have administrative significance and promote an appreciation of the various facets of Indian culture in a global perspective.

In **Information and Communication Technology**, the effort would be to ensure that by the end of the Course, all OTs have adequate skills in basic computers.

- ▶ It is compulsory for all the 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 screening 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 anyone of the following languages on offer: Sanskrit, Hindi, and Urdu.
- ▶ All India Service Officers will have to opt for the language of the State cadre they are allotted to (in case such allotment is made). Other Officer Trainees will have to opt for one of the above languages.
- ▶ The options of the Officer Trainees once exercised will be final and no request for change would be entertained.
- ▶ Assessment of performance in language will be a part of the overall Course assessment of trainees.

B. MODULES, SESSIONS & TIMINGS

The approximate numbers of sessions for different modules are given below:

Sl. No.	Subject	No. of Sessions
1	Public Administration	69
2	Management & Behavioral Sciences	34
3	Law	27
4	Basic Economics for Administrators	24
5	Political Concepts and the Constitution of India	14
6	Indian History and Culture	6
7	ICT	12
8	Language	16

Each class will be of 55 minutes duration. The session plan for each day will be as follows:

0 Session (PT)/AoL	06:30 am to 7:30 am
I Session	09:30 am - 10:25 am
II Session	10:30 am – 11:25 am
Tea Break	11:25am – 11:40 am
III Session	11:40 am – 12:35 pm
IV Session	12:40 pm – 01:35 pm
Lunch Break	01:35 pm – 02:30 pm
V Session	02:30 pm – 03:25 pm
VI Session	03:30 pm – 04:25 pm
Tea	04.25 pm – 04.40 pm

Apart from the above sessions, there will be pre-dinner sessions occasionally.

C. READING MATERIAL

Background reading material has been provided for all subjects. An attempt has been made to provide the reading material as per the topics to be covered during the course. These are also meant to reinforce the class inputs. Some of the modules / lectures may also be supplemented by handouts. The PPTs given by the speakers will be available online and you can access them on the Institute's website.

CO-CURRICULAR ACTIVITIES

A. ESSAYS

The Officer Trainees will be required to write two essays during the Foundation Course. The first one would be on the topic: "Why I Want to be a Civil Servant" which will be common for every Officer Trainee. This essay would serve as a beacon to every officer during the Course of his/her entire service career.

The second essay would be from out of the 4 given below:

1. Army Essay on National Security
2. National Integration & Communal Harmony
3. L.M. Singhvi Essay on Human Rights
4. Homi J. Bhabha Essay on Science and Human Development

1. Army Essay: The essay is evaluated by senior army officers. This essay should be around 1500 words in length. 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 on Human Rights: The essay shall be evaluated by Officers / Faculty of the Institute / Guest Faculty.

The essay carries the following prizes:

First Prize Rs.1000/-

Second Prize Rs.750/-

Third Prize Rs.500/-

4. Homi J. Bhabha Essay on Science and Human Development will be organized on issues of Science, Technology, and the Environment.

The essays have to be written in 1000 to 1500 words.

B. BOOK REVIEW

The Officer Trainees will be required to critically review a non-fiction book in about 1500-2000 words. A list of books will be made available to you, out of which you are required to select a book of your choice and review it. Detailed instructions in this regard will be issued separately.

C. PROJECT WORK

The Officer Trainees are required to take up project work. They will be organized into groups and each group will be allotted a topic. The groups are required to present their analysis by Power Point Presentation during classroom sessions. Best three presentations will be awarded Gold, Silver, and Bronze Medals.

The Officer Trainees are advised to upload the essays, book review, project reports, etc., as per the timelines indicated in the Course Planner.

D. CHECKING ORIGINALITY OF YOUR SUBMISSION

Anti-plagiarism software will be used for checking the originality of all the essays, reports/assignments, book review, study reports, etc., submitted by you. Hence, it is advised that all reports submitted during the course of the FC are “strictly original”.

E. FEEDBACK

It is our constant endeavor to provide you with the best possible academic inputs. We value your opinion and look forward to your feedback which will help us improve our inputs continually. All the Officer Trainees are expected to record their feedback for academic sessions in electronic format using the username and password provided for the purpose. Your evaluation of the academic sessions must be compulsorily filled-in by you by the end of the day. The feedback provided remains confidential and strictly anonymous. We request you to fill in the online form in a responsible and constructive manner. Providing regular feedback is an index of your commitment to the Course and goes a long way in enriching its quality. The regularity and sincerity in giving feedback will form an integral part of the Director General's Assessment.

COURSE DESIGN - NON ACADEMIC INPUTS

NON-ACADEMIC INPUTS A. 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 ensuring 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/Yoga from 6.30am – 7.30am (on all working days). The Officer Trainees shall report for PT classes at 6.25 am in the PT area. Absence or irregularity in PT/Yoga 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/Yoga area, shall explain their problem and seek exemption in advance. Post-facto medical leave shall not be allowed.



The Prescribed Dress for PT is:

- a. Men:** Institute track pants and T-Shirt/ Institute track suit, white socks and sports shoes
- b. Women:** Institute track suit, white socks, and sports shoes

PT is mandatory till trek. However, after the trek, it is open to the OTs to choose one from among AOL, PT, & Yoga.





B. GAMES & SPORTS

The Officer Trainees are expected to participate actively in games and sports. 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. Sports facilities available at the Institute include

- ▶ Tennis
- ▶ Volleyball
- ▶ Billiards
- ▶ Table Tennis
- ▶ Shuttle Badminton
- ▶ Gym & Swimming

C. TREKKING

Literally, the trek is the high point of the Foundation Course. It is a memorable and a joyful journey. The trek attempts to foster a spirit of adventure and love for flora and fauna, promote *esprit de corps* and

camaraderie among fellow Officer Trainees and improve self-esteem and understanding of each other making for lasting friendships.

The Officer Trainees belonging to ISS and IES will visit Nilgiris, the arrangements, including transport, boarding, lodging besides helpers and guides, etc. will be made by the Institute. The Officer Trainees belonging to AIS & CCS will visit Himalayas, the arrangements for which will be made by LBSNAA.

The Officer Trainees will be provided with lifesaving medicines, sleeping bags, rucksacks, GPS/Compass equipment, VHF handsets, etc. The concerned District administration will provide the necessary support through block level/tehsil level officials. The faculty and doctors will also visit the teams at various locations to guide and assist the Officer Trainees during the trek.

There will be a presentation by each trek group on a specified date. (A separate trek manual will be provided for further information).





D. VILLAGE VISIT

The Officer Trainees belonging to ISS and IES will visit select villages in Telangana State. The Institute will make the arrangements, including transport, boarding, lodging, etc. relating to the visit. LBSNAA will make the arrangements of the village visits for the Officer Trainees belonging to AIS & CCS.

The Village Visit Program is an important component of the Foundation Course. The Officer Trainees are taken to rural areas and exposed to the realities and complexities of rural life. The village visit aims at achieving the following:

1. Assess the socio-economic-political dynamics that exist in a village;
2. Recognize the importance of the need to learn from the villagers in evolving people-based solutions to local problems;



3. Evaluate the spatial and temporal changes that have occurred in the villages in terms of quality of life resulting from Governmental and non - Governmental interventions.
4. Evaluate the working of various village level institutions, formal and informal, in terms of participation and effectiveness;
5. Organize a cleanliness drive under “Swachh Bharat Mission” with the help of villagers and the district administration.
6. Understand and analyze the problems faced by rural people, especially the marginalized sections such as Scheduled Castes, Scheduled Tribes, Physically Challenged, etc.

On return, the Officer Trainees will submit reports on villages visited by them covering various aspects like poverty, inequality of opportunities, lack of access to various facilities in rural areas, their findings and recommendations, etc. The presentations will be graded for factuality and depth of analysis.

(A separate Village Visit Manual will be given for further guidance).



E. FETE-The Mela

The Officer Trainees will organize and participate in a FETE-The Mela in which they will put up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen, besides being an enjoyable experience. The profits from the FETE-The Mela will be donated to a charitable organization of the choice of the Officer Trainees.

F. BLOOD DONATION CAMP

A Blood Donation Camp will be organized during the Course. All Officer Trainees are exhorted to donate blood and contribute to the humanitarian cause of voluntary blood donation.

G. 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 organize a number of cultural programs to showcase their talents. The Officer Trainees will also be given exposure to dramatics. They will also participate in “A K Sinha Memorial One-Act-Play Competition”.

H. SHRAMDAAN

It is expected that every Officer Trainee must have respect for the dignity of labor and appreciate the hard work put in by the staff. Periodically, the Officer Trainees will be asked to take part in Shramdaan activities.

I. CLUBS AND SOCIETIES

A range of indoor and outdoor activities are available to the Officer Trainees that are organized through various Clubs/ Societies. The elected representatives of the Officer Trainees, under the overall 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 Director General's Assessment.

Prizes will be distributed to the winners of all the competitions conducted by various Clubs & Societies.

Detailed information about the Clubs & Societies and the list of DG's nominees is given in the Shishtachar portion of this Manual.

J. EXTRA-CURRICULAR MODULE (ECM)

The endeavor 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 the Officer Trainees. 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 a part of Extra-Curricular Module. All officer Trainees are expected to give their options for various activities.

The Officer Trainees may choose one of the ECM activities from out of the list given below:

1. Music (vocal & instrumental)
2. Dancing (Classical & Western)
3. Photography
4. Gardening
5. Painting

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

EXPECTATIONS FROM OFFICER TRAINEES

EXPECTATIONS FROM OFFICER TRAINEES

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, ahead of time and will be seated in your allotted place 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 again during the Course.

Behavior: The Institute expects from every Officer Trainee the highest standards of behavior 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. The Officer Trainees must ensure that their behavior towards the Officer Trainees of the opposite sex is beyond reproach.

Participation: This is your Course. What you get from 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. When you participate in classroom discussions, we expect you to be polite and considerate to all others present. The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are an integral part of the Course and the Officer Trainees are required to take an active part in all of them.

Discipline: Discipline is non-negotiable. As Civil Servants, a strict code of conduct and norms of behavior bind each of us. We expect you to follow the code of conduct and 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.

Attire: We expect you to be appropriately attired for every occasion. The details about what constitutes proper attire are given in the Shishtachar portion of this Manual.

Maturity, Creativity, and Endeavour: Above all, we expect the Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavor 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, the Officer Trainees are expected to excel and constantly strive towards setting higher benchmarks. We expect these qualities related to the head and heart from each and every Officers Trainee.

GUIDELINES OF CONDUCT & COUNSELLING / MENTORING

GUIDELINES OF CONDUCT & COUNSELLING/MENTORING

GENERAL CONDUCT

- ▶ Residence on the campus is compulsory. Spouses, friends or relatives of the Officer Trainees will not be permitted to stay on the campus under any circumstances. Violation of this will be considered as an act of gross indiscipline.
- ▶ The Officer Trainees should not play loud music in their rooms or speak loudly in lounges or corridors.
- ▶ Keeping or consuming alcoholic drinks in hostel rooms is not permitted. Misconduct in an inebriated state will invite expulsion from the Course and action under Conduct Rules.
- ▶ Smoking is prohibited in the Institute premises.
- ▶ The Officer Trainees are not permitted to keep private vehicles in the Institute.
- ▶ Personal firearms are strictly prohibited on the campus.
- ▶ Mobile phones are not allowed in the academic area. Any mobile phone found in possession of the trainees will be confiscated and penalties imposed.
- ▶ The Institute places great importance on integrity and ethical conduct. Any dereliction during examinations, quizzes, and written assignments will attract consequences.
- ▶ 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.

CONDUCT IN CLASS

- ▶ The Officer Trainees will be assigned specific seats in the 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 view-points. Alert and active participation in classroom 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 faculty, before making any points of your own. The Officer Trainees are also free to meet faculty after the class to seek any further clarification.



IDENTITY CARDS

- ▶ The Officer Trainees are issued identity cards for the duration of the Course. This identity card has to be carried by the Officer Trainees at all times on the campus as well as during outdoor visits.
- ▶ It is compulsory to display the cards during working hours, in classes, in the dining area, and on all formal occasions in the Institute.

LEAVE & ABSENCE

- ▶ All Course activities, including classes, PT and, extra-curricular activities are compulsory. No Officer Trainee shall absent himself/herself from any of these activities.
- ▶ The 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 the campus during the entire duration of the Course. No Officer Trainee shall leave the Institute without obtaining prior written permission from the Course authorities, even on holidays or weekends.

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 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.
- ▶ The Officer Trainees may note that in the interest 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. The Officer Trainees are expected to ensure that taps are properly closed, when not in use. 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 the salary of the trainees.

DUTIES OF THE ESCORT OFFICERS

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

1. To collect the bio-data of the Guest Speaker in advance. The guest details may be submitted in the FC Secretariat immediately after the session.
2. To inspect in advance the room allotted to the Guest Speaker in the Institute's Guest House and ensure that the room is well kept.
3. To ensure that transport for the Guest Speaker is arranged by the FC Secretariat (both onward and return journey).
4. 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.

5. 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.
6. To ensure that the nameplates are ready in time and placed on the table before the lecture.
7. To inform the Guest Speaker about the duration and number and nature of his/her lecture (s).
8. To receive the Guest Speaker on arrival, escort to the classroom and 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.
9. To introduce the Guest Speaker to the audience based on the bio-data already collected for the purpose.
10. To organize the following, in consultation with the internal faculty member concerned, in respect of Guest Speakers:
 - (a) To preside over the 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.
11. To ensure that the TA particulars are filled-in by the Guest Speaker in the printed form provided and deliver the same to FC Secretariat.

12. 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 should be obtained from the respective Director General's nominees for such purposes.

COUNSELLING/MENTORING

The Institute places a great deal of importance upon counselling/mentoring as a mode of interaction between the faculty and the respective Officer Trainees. The Counselor/Mentor 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 Counselor / Mentor for closer interaction, facilitation of training, and advice on personal matters. Formal Counselor Group / Mentoring Meetings will be scheduled in consultation with the Counselors / Mentors. However, informal meetings with the Counselors / Mentors are also welcome. The trainees are expected to be in close association with their respective Counselors/Mentors and establish an effective rapport. This will enable the Counselors/Mentors to give individual attention to each of her /his counselees / mentees, besides crystallizing the learning points for the Officer Trainees.

The Counselling / Mentoring will be provided by Civil Servants from various departments and Senior Faculty of the Institute.



ASSESSMENT & EXAMINATIONS

ASSESSMENT & 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- and co-curricular inputs.

We believe that the Course will help the Officer Trainees not only to acquire knowledge and professional skills, but also imbibe officer-like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of the Course. There will be two examinations scheduled. One Mid-Term and another will be End-Course Examination.

The overall breakup of evaluation is as follows:

Director General's Assessment	150
Academic Inputs	450
Total	600

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

SUBJECT	MARKS
Public Administration	90
Law	90
Basic Economics for Administrators	90
Management & Behavioral Sciences	60
Indian History & Culture	60
Political Concepts & India the Constitution of	60
TOTAL	450
Hindi (Qualifying)	50
Computer (Qualifying) (Marks to be added in DG's assessment)	50

- ▶ There will be examinations in Information and Communication Technology and Hindi language for 50 marks each. 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.
- ▶ The 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 an event, he/she shall get '0' out of 450.

CRITERIA FOR THE DIRECTOR GENERAL'S ASSESSMENT

With respect to soft skills, values, and attitudes, the Officer Trainees will be assessed on a continuous basis on their participation and performance during the trek, village visit, extra-curricular activities, general behavior, punctuality, and personal conduct.

The Director General's assessment will be based on various aspects like participation in games and sports, physical training, team spirit, attitude, overall participation in all activities of the Course and the activities of various Clubs and Societies. The Director General's assessment is for 150 marks.

Sl. No.	Subject	No. of Sessions
1	Village Study Report & Presentation	10
2	Book Review	10
3	Essay	10
4	Language	10
5	ICT	10
6	Physical Training	15
7	Clubs & Societies	05
8	Participation in Extra Curricular Activities	10
9	Peer Evaluation	15
10	Discipline	20
11	Director General's Overall Assessment	35
TOTAL		150

MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Officer Trainees who excel 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 examination (excluding languages).
3. Director General's Medal for best performance in sports
4. Director General's Medal for the highest marks in Law
5. Director General's Medal for the highest marks in Public Administration
6. Director General's Medal for the highest marks in Indian History & Culture
7. Director General's Medal for the highest marks in Basic Economics for Administrators
8. Director General's Medal for the highest marks in Management & Behavioral Sciences.
9. Director General's Medal for the highest marks in Political Concepts & Constitution of India
10. Director General's Medal for the highest marks in Hindi at the End-Course Examination (only for those whose mother tongue is other than Hindi)
11. Director General's Medal for the highest marks in ICT

Esprit De Corps Awards

Gold, Silver, and Bronze Medals will be given for contribution to esprit de corps. These medals are given to the Officer Trainees making the maximum contribution to the esprit de corps in the batch.

We have identified the following special qualities as conducive to and reflective of this attribute.

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

A poll will be conducted towards the end of the Course. The Officer Trainees themselves will choose the Officer Trainee who possesses the above qualities and is perceived to have contributed toward building esprit de corps during the Course.

Other Awards

1. Director General's Gold, Silver, and Bronze Medals for the best essay on Communal Harmony
2. LM Singhvi Gold, Silver, and Bronze Medals for the best essay on Human Rights
3. Army Trophy and Gold, Silver, and Bronze Medals for National Security Essay
4. Director General's Medal for the best performance in PT for Men
5. Director General's Medal for the best performance in PT for Women
6. Director General's Rolling Shield for the best Village Visit Group Presentation
7. Director General's Gold, Silver, and Bronze Medals for Village Visit Groups
8. Director General's Rolling Shield for the best Trek Group
9. Director General's Rolling Shield for the best performance amongst Clubs & Societies
10. 1st, 2nd, and 3rd prizes in the Cross Country Run for Men
11. 1st, 2nd, and 3rd prizes in the Cross Country Run for Women
12. AK Sinha Memorial Trophy for the best one-act Play
13. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
14. Vijay Niranjana Memorial Trophy and cash award of Rs.1000/- for the Officer Trainee who prepares the best script for the AK Sinha Memorial Play
15. Director General's Gold Medal for the best Director
16. Director General's Rolling Shield for the best Book Review Group
17. Homi J. Bhabha Running Trophy for Science, Technology, and Environment for the best debater in a debating competition organized on issues of Science, Technology, and Environment.

CLUBS & SOCIETIES

INTRODUCTION

Various indoor and outdoor activities will be organized by the Officer Trainees through Clubs and Societies. These Clubs and Societies are run by the Officer Trainees themselves under the overall guidance of Director General's Nominees. Activities of the Clubs and Societies provide an excellent medium to the Officer Trainees for their self-expression and development. The Officer Trainees, through their creative innovations, take up activities which are not only entertaining but also enrich the Institute's campus life. All the Officer Trainees are expected to actively participate in these activities according to their taste and disposition.

The office bearers of the Clubs and Societies are elected by the Officer Trainees themselves but the activities of the 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 four members apart from the Director General's Nominee. The DG's Nominees provide necessary guidance and assistance in running 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 a part of the Director General's assessment. A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

OFFICERS' CLUB

Every officer undergoing training at the Institute is a member of the Officers' Club. The Executive Committee organizes the activities of the Club. The 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 to the social and recreational activities.
- ▶ To organize and provide sports and recreational pursuits for the members of the Club.
- ▶ To promote and provide facilities for indoor and outdoor games.
- ▶ To 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 sports meet and tournaments within the Institute.
- ▶ To organize sports, quizzes, talks, screening of films, etc. relating to the Club's spheres, in cooperation with other Clubs and Societies in the Institute.

- ▶ 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 Association's disposal.

The Film & Fine Arts Association also takes up and coordinates activities related to music, theatre, and other related activities. The Association organizes cultural programs, skits, dramas, etc. in order to explore and develop hidden talents of the Officer Trainees.

NATURE LOVERS' & ADVENTURE CLUB

The Club conducts simple, enjoyable, and refreshing adventure activities for the Officer Trainees, especially on weekends. Some of the adventure activities that could be taken up are rock climbing, rappelling, bouldering, scaling hillocks, etc. The adventure activities are organized by experienced and trained organizers for whom safety is of utmost importance.

This Club runs various activities for creating awareness of environment and also contributes to the nature's richness. The Officer Trainees will be going for trek 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's activities. In addition, the following activities are also proposed.

- ▶ Conducting seminars on environmental issues
- ▶ Trekking for appreciation of nature
- ▶ Conducting quizzes
- ▶ Conducting photography exhibition, eco-friendly activities for creating awareness on Hyderabad's urban forests, etc.,
- ▶ The Office-bearers of the Club may design the activities in consultation with the members and the Director General's nominee.

LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl. No.	Club/Society	DG's Nominee
1.	Officers' Club	Sri P.K. Sharma, Chief Consultant (FC)
2.	Officers' Mess Committee	Smt. A.Sridevi, Director (IT&eLearning) & Head CIT
3.	House Journal Society	Sri Vinod Kumar Ekbote, Faculty
4.	Nature Lovers & Adventure Sports Club	Sri. Naveen Reddy, Senior Faculty
5.	Social Welfare Club	Dr. Kanneganti Ramesh Babu, CHSS
6.	Film & Fine Arts Society	Sri D. Manohar Sr. Manger (PC) & GM (Facilities)

OFFICERS' MESS COMMITTEE

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

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.

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

HOUSE JOURNAL SOCIETY

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

The objectives of the Society are:

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

As a part of the activities of the Society, it publishes an in-house magazine carrying a comprehensive description of the activities relating to the Foundation Course and articles on various subjects.

SOCIAL WELFARE CLUB

Charity begins at home. As Civil Servants, we have to address and contribute a lot in the social sector. The Club members visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the problems of specific disadvantaged sections of the society. The Club members interact with NGOs, organization like Red Cross, etc. to undertake meaningful social welfare activities.

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 and secondly, to bring out and nurture the hidden talents among the Officer Trainees. Despite the many onslaughts from video and cable television, cinema still remains, in many ways, the paramount art form of the 21st century. Almost every Officer Trainee would be familiar with cinema as a popular medium of entertainment. It is important that the Officer Trainees understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Association are:

- ▶ To promote study of films as an art and social force.
- ▶ To serve as a forum for the members of the Association 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.

SHISHTACHAR (ETIQUETTE)

SHISHTACHAR (ETIQUETTES)

INTRODUCTION

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

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

Most of the prescriptions in this Manual may have their 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 behavior on all occasions.

ETIQUETTE IN THE INSTITUTE

Dress Regulations - Ceremonial

- ▶ Black or White Jodhpuri Suit/ Sherwani with formal Shoes (Oxfords/ Brogues) for Gentlemen

- ▶ Sari (preferably in sober colors), Western Business Suit, with formal Shoes / Sandals for Ladies

Formal

- ▶ Black or White Jodhpuri 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 Shoes/ Sandals for Ladies

Informal

- ▶ Full Sleeve Shirt and Trousers with Necktie with Shoes (other than casuals) for Gentlemen
- ▶ Salwar Kameez or Churidar Kurta 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
- ▶ Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/ slip-ons/ 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)
- ▶ ID cards shall always be worn on all formal and informal occasions and while attending classes.

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 programs 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 behavior should be maintained outside the Institute as well.

CONDUCT IN CLASS

- ▶ Punctuality and decorum is to be maintained for all sessions/events, academic or non-academic.
- ▶ The 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.

- ▶ The Officer Trainees will not be admitted after the doors have been closed.
- ▶ Smoking is not permitted in the Institute.
- ▶ The 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. The Officer Trainees must remember that guest faculty is invited by the Institute. As such, they are our honored 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, the 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, and noisy parties / revelry must be avoided as these are sources of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 22:00 hours may be heard only through earphones.

- ▶ Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct would invite automatic disciplinary action.

MESS ETIQUETTE

- ▶ Dining in the Mess
- ▶ Every Officer Trainee is a host. You are expected to be present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended to. Move around freely and look after the guests. Do not leave the Mess until after all the guests have left.
- ▶ The 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. The Escort Officers are expected to look after their guests and introduce them to other Officer Trainees and faculty members if the guests have not met them earlier. On conclusion of the meal, the Escort Officers are expected to see their guests off. During formal dining, the Escort Officer 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, the Officer Trainees have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee are not to use intemperate language or conduct themselves in a manner not befitting an officer. They can report matters needing attention to the 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, and there is a lady or a staff member present, please greet them appropriately. When any lady or a 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 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 and a 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, whereas uncultured people talk about persons".
- ▶ Do not disturb the lounge arrangement. In case it has been necessary to move the furniture, please rearrange it before leaving.
- ▶ Please do not be loud or brash in your behavior. 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 interpersonal 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 am or after 7.30 pm, except on the suggestion of the officer called on. Usually, calls are best made between 6.00 pm and 7.00 pm, depending upon the season.
- ▶ The first call may be brief. 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.
- ▶ Officers' wives normally rise only when the President, the Vice-President, the Prime Minister, the Governor or the Chief Minister enters. The Officer Trainees will stand up when they are introduced. Shaking hands on being introduced is quite normal but not with ladies unless the lady makes the first move. Otherwise, a 'Namaste' or an equivalent word in any other Indian language is the proper form. 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, for example, "Mr. & Mrs. Alpha have just returned from Utopia wherein they were researching beta radioactivity of unicorns. Mr. Gamma is the Counselor 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 neighbors. 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.

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.

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. Arrive 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 the 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 Institute whenever you cross them. Greetings should not be restricted only to the Course Team 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 behavior 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 the same degree of seriousness as a regular academic session.

GENERAL BEHAVIOUR

- ▶ Attention to personal hygiene and especially mouth odor is essential. Noses should be cleared, finger nails cut, and ears cleaned at home and not in company. Natural functions like belching, yawning, sneezing, 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 off in wash basins and water closets.

FORMAL DINING ETIQUETTE

- ▶ **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 cutlery 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 cutlery 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.

Responsibilities of Mess Duty Officers

Responsibilities of Mess Duty Officers

I. General

1. All the Officer Trainees have to discharge the duties of MDO. No exemptions would be given, except in deserving cases.
2. One Officer Trainee will have to perform duties of MDO for half a day, i.e., morning (covering breakfast & lunch) or afternoon (covering evening snacks & dinner)
3. MDO duties will be assigned on a random basis and the Officer Trainees shall, ordinarily, not request for changes.
4. List of Officer Trainees drafted for MDO duty will be displayed every week on the FC Notice Board.
5. The Officer Trainees drafted as MDOs would be exempted from academic as well as non-academic activities for the period. The MDO on morning duty will be exempted from PT and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

II. Specific functions of MDO

1. Be present at stores while raw items for cooking the food are being issued.
2. Check the quality and quantity of fresh and dry stores.
3. Stick to the menu and ensure that all the items in the menu are cooked/ prepared.
4. Ensure that the cooks, workers, and others 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 that 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 behavior on the part of any Officer Trainees.
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 2.00 pm. He / she can have a break of one hour after breakfast. The MDO, on afternoon duty, shall be on duty from 2.00 pm to 9.00 pm or until 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 record in a register all 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 a daily basis.
19. In case of any serious issue to be addressed, the MDO can call the Secretary of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
20. The MDO shall furnish feedback to the MAC on incidents / issues during his / her duty period, on the same day (for morning duty) and by next morning (for afternoon duty).

21. All Officer Trainees will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists and hospitality and hygiene specialists so as to enable the Officer Trainees to discharge their duties properly.

III. 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 / behavior during dining
7. Any other function related to the mess & food.



FACILITIES AT THE INSTITUTE

TRAINING

The Institute has fully equipped air-conditioned lecture halls & conference halls to cater to the needs of various programs.

Your classes will be held in PVRK Hall (Room No. 028-first floor) and Madanna Hall (Room No. 222-second floor), Admin Block. The Plenary Sessions will be held at SK Hall, Tungabhadra Block.

ACCOMMODATION

You will be staying at Godavari Hostel, which is a fully air-conditioned facility. You will be sharing the room with one of your fellow Officer Trainees.



CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Officers' Mess Committee shall decide the menu in consultation with the Officer Trainees. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness. Any remarks can be reported to the General Manager, Facilities.

There are three major dining halls on the campus –Trupti & Pushti in Tungabhadra Block and Ruchi in Godavari Hostel. Your dining arrangements have been made in Pushti Canteen at Tungabhadra Block.



Services & Timings

Breakfast	07.45 am to 09.15 am
Tea/Coffee Break	11.25am to 11.40am
Lunch	01.35 pm to 02.30 pm
Afternoon Tea/ Coffee break	04.25 pm to 04.40 pm
Dinner	08.00 pm to 10.00 pm

RECREATION

- ▶ Swimming Pool
- ▶ Tennis Courts
- ▶ Indoor & Outdoor Shuttle Court
- ▶ Yoga & Meditation Centre
- ▶ Gymnasium (including an exclusive Ladies Gym)
- ▶ Volleyball Court
- ▶ Recreation Lounge, T.T, Carroms and Chess facilities



LIBRARY

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is available in the library, besides various newspapers and journals. The timings are from 9:00 am to 9:00 pm on all working days and 10:00 am to 2:00 pm on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus.

COMPUTER FACILITIES

Computers are available in the business lounge located on the Ground Floor of Godavari Hostel. The Officer Trainees can also avail these facilities in the Admin building (1st Floor) during office hours. All computers in the Institute are network connected. For any help, they may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220). They may also contact Mr Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515) and Mr Y Jatin Swarup, (Mobile: 8125721733) in the matter.



Computer Care: Do's and Don'ts

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

GROUP E-MAIL ADDRESS & WHATAPP:

A group e-mail address for the Officer Trainees of 94th Foundation Course will be provided on **mcrhrdi.gov.in** mail server (94fc@mcrhrdi.gov.in). The individual e-mail address would be added to the group for accessing and for effective sharing of information.

WEBSITE

The Officer Trainees can access the MCR HRD Website at www.mcrhrdi.gov.in; A separate page is provided for 94th Foundation Course training. 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 OT codes. It is advisable to change the default password immediately after the first login.

An exclusive WhasApp Group (94fc@mcrhrd) has been created for disseminating information on FC matters among the Officer Trainees.

HEALTH CARE

It is located in Room No 266, Godavari Hostel and doctors will be available throughout the day.

In addition, the Homeopathy, Ayurveda, and Unani Doctors will be available, on rotation basis, for consultation and medicines, in their clinics opposite the Godavari Hostel, from 9:00 AM to 1:00 PM & 3:00 PM to 5:00 PM.

For emergency health care, Miss A Pratibha, AEE (Mobile: 9248005303) or Sri R Nagraj, Facilities Executive (Mobile: 9677757539) may be contacted.

CORE TEAM OF THE FC

COURSE TEAM OF FC		
Sl. No.	Name of the Officer/ Faculty	Role Assigned
1	Sri Harpreet Singh, IAS Addl. Director General (Trg)	Course Director
2	Sri P.K. Sharma, IFS (Retd) Chief Consultant (FC)	Advisor (Coordination & Infrastructure)
3	Dr. Gautam Pingle Dean of Studies & Head CTS	Advisor (Academic)
4	Smt Divya Parmar, IES	Addl. Course Director (General)
5	Prof. Mohammed Abbas Ali, Head & Professor – MDC	Addl. Course Director (Academic)
6	Dr. Ravulapati Madhavi Assoc. Prof. of Law & Head - CPA	Addl. Course Director (Co-curricular and Extra curricular activities)

FC SECRETARIAT

The Institute has created a Secretariat exclusively for the 94th Foundation Course with faculty members as Nodal Officers assisted by other support staff who will look after all the activities connected with the Foundation Course. The Officer Trainees may contact the Secretariat for any information in Room No.035 (ground floor) of the Admin Block.

Smt. Meena Jagirdhar

Nodal Officer 1

Smt. G. Jhansi Rani

Nodal Officer 2

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	26-Aug-19	Monday	Joining Formalities Inauguration of the Course		
	27-Aug-19	Tuesday	Course Briefing: - Academic, Co-curricular & Extra-Curricular Activities - Facilities - Elections for Clubs & Societies Official Language Policy Hindi Test ICT Test Shishtachar & Expectations DG's Welcome Dinner		1 2
	28-Aug-19	Wednesday	Ice Breaking Commencement of Academic Session		3
	29-Aug-19	Thursday			4
	30-Aug-19	Friday			5
	31-Aug-19	Saturday	Elections to Clubs and Societies		6
	01-Sep-19	Sunday	Holiday		7
2	02-Sep-19	Monday	Mini Marathon (On the Campus of the Institute)	Vinayaka Chavithi	8
	03-Sep-19	Tuesday			9
	04-Sep-19	Wednesday			10
	05-Sep-19	Thursday			11
	06-Sep-19	Friday			12
	07-Sep-19	Saturday	Hyderabad Darshan		13
	08-Sep-19	Sunday	SPIC MACAY Folk Painting Workshop Uploading of General Essay "Why I want to be a Civil Servant"		14
3	09-Sep-19	Monday	SPIC MACAY Folk Painting Workshop		15
	10-Sep-19	Tuesday	SPIC MACAY Folk Painting Workshop	Moharrum	16
	11-Sep-19	Wednesday			17
	12-Sep-19	Thursday	P. Srinivas Memorial Lecture		18
	13-Sep-19	Friday			19
	14-Sep-19	Saturday	Short Trek - Dulapally	Second Saturday	20
	15-Sep-19	Sunday	Holiday		21
4	16-Sep-19	Monday			22
	17-Sep-19	Tuesday			23
	18-Sep-19	Wednesday			24
	19-Sep-19	Thursday			25
	20-Sep-19	Friday			26
	21-Sep-19	Saturday	Cultural Evening - Indian Classical Dance Forms		27
	22-Sep-19	Sunday	• Short Trek to Ananthagiri		28

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity		Remarks	Day
5	23-Sep-19	Monday				29
	24-Sep-19	Tuesday				30
	25-Sep-19	Wednesday				31
	26-Sep-19	Thursday				32
	27-Sep-19	Friday				33
	28-Sep-19	Saturday	Short Trek - TSPA Bathukamma Cultural Evening		Bathukamma Starting Day	34
	29-Sep-19	Sunday	Holiday			35
6	30-Sep-19	Monday	Mid Term Exam			36
			OTS belonging to ISS & IES at the Institute	OTS belonging to AIS & CCS at LBSNAA		
	01-Oct-19	Tuesday	Village Visit	Travel to Mussorie		37
	02-Oct-19	Wednesday	Village Visit		Mahatma Gandhi Jayanthi	38
	03-Oct-19	Thursday	Village Visit			39
	04-Oct-19	Friday	Village Visit			40
	05-Oct-19	Saturday	Village Visit	Trek		41
	06-Oct-19	Sunday		Trek	Durgashtami	42
7	07-Oct-19	Monday		Trek		43
	08-Oct-19	Tuesday		Trek	VijayaDasami	44
	09-Oct-19	Wednesday	Presentations on Village Visit	Trek		45
	10-Oct-19	Thursday		Trek		46
	11-Oct-19	Friday	Trek Briefing	Trek		47
	12-Oct-19	Saturday		Trek	Second Saturday	48
	13-Oct-19	Sunday	Trek	Trek		49
8	14-Oct-19	Monday	Trek			50
	15-Oct-19	Tuesday	Trek			51
	16-Oct-19	Wednesday	Trek			52
	17-Oct-19	Thursday	Trek	Village Visit		53
	18-Oct-19	Friday	Trek	Village Visit		54
	19-Oct-19	Saturday	Trek	Village Visit		55
	20-Oct-19	Sunday	Trek	Village Visit		56
9	21-Oct-19	Monday		Village Visit		57
	22-Oct-19	Tuesday	Presentations on Trek	Village Visit		58
	23-Oct-19	Wednesday		Village Visit		59
	24-Oct-19	Thursday		Village Visit		60
	25-Oct-19	Friday				61
	26-Oct-19	Saturday				62
	27-Oct-19	Sunday			Deepavali	63
10	28-Oct-19	Monday				64
	29-Oct-19	Tuesday				65
	30-Oct-19	Wednesday				66

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity		Remarks	Day
	31-Oct-19	Thursday		Address by Honourable Prime Minister		67
	01-Nov-19	Friday		Return from Kevadia, Gujarat		68
	02-Nov-19	Saturday				69
	03-Nov-19	Sunday				70
11	04-Nov-19	Monday				71
	05-Nov-19	Tuesday				72
	06-Nov-19	Wednesday				73
	07-Nov-19	Thursday				74
	08-Nov-19	Friday				75
	09-Nov-19	Saturday			Second Saturday	76
	10-Nov-19	Sunday	Uploading of 2nd Essay (Any of Four)		Eid Milad-Un-Nabi	77
12	11-Nov-19	Monday				78
	12-Nov-19	Tuesday			Karthika Purnima & Gurunanak's Birthday	79
	13-Nov-19	Wednesday				80
	14-Nov-19	Thursday				81
	15-Nov-19	Friday				82
	16-Nov-19	Saturday	FETE- The Mela			83
	17-Nov-19	Sunday	Holiday Uploading of Book Review			84
13	18-Nov-19	Monday				85
	19-Nov-19	Tuesday				86
	20-Nov-19	Wednesday				87
	21-Nov-19	Thursday				88
	22-Nov-19	Friday	Army Symposium (subject to Confirmation) Cultural Program			89
	23-Nov-19	Saturday	Athletic Meet			90
	24-Nov-19	Sunday	Athletic Meet			91
14	25-Nov-19	Monday				92
	26-Nov-19	Tuesday				93
	27-Nov-19	Wednesday	India Day Celebrations			94
	28-Nov-19	Thursday				95
	29-Nov-19	Friday	AK Sinha One Act Play Competition			96
	30-Nov-19	Saturday	Preparation for Exams			97
	01-Dec-19	Sunday	Holiday			98
15	02-Dec-19	Monday	Final Exam			99
	03-Dec-19	Tuesday	Final Exam			100
	04-Dec-19	Wednesday	Blood Donation Camp - Bada Khana			101
	05-Dec-19	Thursday	DG's Dinner – Farewell to the OTs			102
	06-Dec-19	Friday	Valedictory & Relieving Formalities			103

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number / Landline Number	Room Number
1.	Sri Harpreet Singh, IAS Additional Director General & Course Director	444	9440683720	211
2.	Sri BusaniVenkateswara Rao, IAS Additional Director General	102	040-23548887	213
3.	Sri P.K. Sharma, IFoS (Retd.) Chief Consultant (FC) & Proctor	322	6300030519	01
4.	Sri M.P Sethy Chief Consultant (Trg./e-Learnings)	488	09958483963	101
5.	Smt. DivyaParmar, IES Additional Course Director (General)	249	9989436330	Muchukunda Block
6.	Dr. GautamPingle Dean of Studies &Academic Advisor	222	9849639689	002
7.	Dr. Md.Abbas Ali Sr. Professor &Head, MDC Additional Course Director (Academic)	415	9030005661	131
8.	Sri S.P.Shorey Head & Professor, CUDS	217	9849909944	128
9.	Dr. Ravulapati.Madhavi Head, CPA,Associate Professor of Law & Additional Course Director (Extra &Co- Curricular Activities)	482	8977000328	031
10.	Dr. S.M.Nabi Director (Trg.)	270	9030005574	227
11.	Smt. SrideviAyaluri Director (IT & e-Learning) & Head, CIT	189	9866248887	034
12.	Sri K. Naveen Reddy Senior Faculty, MDC	169	9848080271	127
13.	Sri D. Manohar Sr. Manager (Prog. Coordinator)	480	9505053497	103
14.	Kum.A. Prathibha,AEE Manager (Physical Fitness)	229	9248005303	Muchukunda Block
15.	Sri K. Sree Ram Prasad Consultant, TMU	181	9000131480	126
16.	Smt. K. Usha Rani JFM, CTS	343	9948921557	Muchukunda Block
17.	Sri G.V.V. Subba Rao AAO	180	8317671414	130
18.	Sri K. Suresh Kumar JFM,CPA	484	9948119421	230
19.	Sri K. Jagan Mohan Goud, CH-CFM	175	9248005304	228
20.	Sri N. Madhusudan Reddy Director (Admin)	167	8885526716	226
21.	Sri Vinod Kumar Ekbote, Faculty Member, CSDG	134	9490481219	CGG Block
22.	Smt. Meena .J, Faculty & Nodal Officer -I	165	8977000327	035

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number / Landline Number	Room Number
23.	Smt. G.Jhansi Rani, Faculty & Nodal Officer -2	165	8008885064	035
24.	Sri C. Ram Babu Faculty, CUDS	191	8341079393	122
25.	Sri V. Srinivas TPC, TMU	335	8008001937	229
26.	Dr. P. Shreenivas TRA, CTS	216	9705539957	Muchukunda Block
27.	Sri M. Venkatesham Manager Horticulture	148	9493013581	1st Floor, Muchukunda Block
28.	Sri BML. Narsimha Supdt. Stores	133	9346956307	036
29.	Sri Seshatalpa Sai Stores in-charge	246	9885713226	231
30.	Sri Rohit Srivastav AEE	282	9248004275	Muchukunda Block
31.	Sri K. Nagraj Facilities Executive	198	9677757539	107
32.	Sri B. Srinivas Librarian	116	9948160832	Cellar (Main Block)
33.	Gym / Swimming Pool	177	-	-
34.	Godavari Hostel	353	9248005306	-
35.	Tungabhadra Hostel	345	-	-

ACADEMY SONG

Hao Dharmete Dheer, Hao karmete Bir,
Hao Unnato Shir- Naahi Bhoy.
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan
Sathe Aachhe Bhagwan - Habe Joy.

Raho Dharm mein Dheer, Raho Karm Mein Veer
Rakho Unnat Shir - Daro Na.
Nana Bhasha, Nana Mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahan.
Dekhiya Bharate Mahajatir Utthan
Jago Jaan Manibe Bishshay
Jago maan Manibe Bishshay.

Ullatthil Urudiyai Seyalil Virrudhan
Thalai Nimirndu Nirpai Nee.
Raho Dharm mein Dheer, Raho Karm Mein Veer
Rakho Unnat Shir - Daro Na.
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan
Sathe Aachhe Bhagwan - Habe Joy.

Wha Dharmat Dheer, Wha Karneet Veer
Wha Unnat Shir—Nahi Bhay
Nana Bhasha, Nana Mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahan.
Dekhiya Bharate Mahajatir Utthan
Jago Jaan Manibe Bishshay
Jago maan Manibe Bishshay.
Hao Dharmete Dheer, Hao Karmete Bir
Hao Unnato Shir— Nahi Bhoy
Hao Unnato Shir— Nahi Bhoy
Hao Unnato Shir— Nahi Bhoy

"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"

अर्थ

अकादमी का गीत क्षी अतुल प्रसाद सेन द्वारा बंगाली में लिखा गया है। पहली दो पंक्तियों का अनुवाद जिसे तीन भाषाओं हिंदी, तमिल तथा मराठी में कविता के भाग के रूप दोहराया गया है वह गीत में शामिल है। गीत का अंग्रेजी अनुवाद नीचे दिया गया है।

MEANING

The Academy song is composed by Shri Atul Prasad Sen in Bengali. The translation of the first two lines, the refrain in three languages - Hindi, Tamil and Marathi has been included in the song. The English translation of the song is given below:

भावार्थ

अपने कर्तव्य पर डटे रहें,
काम में आने वाली बाधाओं से विचलित न हों,
सिर ऊँचा उठाकर चलो-निडर बनो
आपसी मतभेद भुला दो,
सब मिलकर एक साथ हैं-सफलता सुनिश्चित है।
हमारी अनेक भाषाएँ, अनेक पंथ हैं, विविध वेशभूषाएँ हैं,
लेकिन इस विविधता में एकता गा सन्दर संगस है ।
महान भारत राष्ट्र को आगे बढ़ता देख
दुनिया चकित रह जाएगी,
हाँ दुनिया चकित रह जाएगी।

MCR HRD

Institute of Telangana
Campus Layout



- | | | |
|---|---|--|
| 1. ADMIN BLOCK | 7. CENTRE FOR SUSTAINABLE DEVELOPMENT GOALS | 18. ADG. QTRS |
| 2. GODAVARI HOSTEL | 8. KRISHNA BLOCK | 19. POND |
| 2a. LADIES GYM | 9. PROFESSOR QTRS | 20. RAMADASU RANGASTHALI (Open Air Auditorium) |
| 2b. DISPENSARY | 10. FACULTY QTRS | 21. CGG E-DEV. CENTRE |
| 2c. BARBER | 11. TENNIS COURT - 1 | 22. CGG STAFF QTRS |
| 2d. RUCHI DINING HALL | 12. VOLLEY BALL COURT | 23. HRD STAFF QTRS |
| 3. MANJEERA GUEST HOUSE | 13. TENNIS COURT - 2 | 24. CGG OFFICE |
| 4. ARJUNA ARCADE (PARKING) | 14. GYM AND SWIMMING POOL | 25. AYUSH CLINICS |
| 5. TUNGABHADRA BLOCK | 15. NURSERY | 26. ATM / CHAI KAHANI / VIJAYA DAIRY PARLOUR |
| 5a. PUSHTI & TRUPTI DINING HALLS | 16. VIVEKANANDA CENTRE | |
| 6. MUCHKUNDA BLOCK & CENTER FOR TELANGANA STUDIES | 17. D.G. QTRS | |



The Institute offers excellent training facilities and comfortable stay on its sprawling campus spread over 30 acres of picturesque land. It helps trainees to unwind, rejuvenate, and make the mind more open to absorb new ideas, share experiences, indulge in critical reflection, and benefit from the entire experience. And above all, the lush green campus makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.



Dr. Marri Channa Reddy Human Resource Development Institute of Telangana

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