

**WELCOME TO  
Dr. MCR HRD IAP**



# **PRESENTATION OVERVIEW**

- ▶ **INSTITUTE AT A GLANCE**
- ▶ **COURSE OBJECTIVES**
- ▶ **METHODOLOGY**
- ▶ **ACADEMIC DOMAIN**
- ▶ **NON-ACADEMIC ACTIVITIES**
- ▶ **ESCORT DUTIES**
- ▶ **OTHER IMPORTANT ASPECTS**
- ▶ **SHISHTACHAR**

# ABOUT THE INSTITUTE

- **The erstwhile Institute of Administration**
- **Established in 1976**
- **Renamed as the Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh (Dr. MCRHRDIAP) in 1998**



[www.hrdiap.gov.in](http://www.hrdiap.gov.in)

DIRECTOR GENERAL

Addl. D.G.(Trg.)

JT. D.G.



# Training Wings

**In - Campus**

**Audit Training  
Wing**

**Accounts Training  
Wing**

**Computer Training**

**District Training  
Centers**

# What do we do?

- **Foundation Courses**
  - State Government
  - All India & Central Civil Service officers
- **Induction Courses**
  - New recruits & Promotees of some Depts.
- **Trainer Development Programmes (TDP)**
- **Self Finance Courses**
  - Customised
- **Special Trainings**
- **Workshops**

# **FACILITIES AT THE INSTITUTE**



**LECTURE HALLS**



**COMPUTER LABS**



**AUDITORIUM**



**LIBRARY**



# FACILITIES AT THE INSTITUTE

## HOSTELS



VAMSADHARA



KRISHNA



THUNGABHADRA



GODAVARI

## Games & Sports



Gym



Swimming Pool



Tennis



Shuttle



Volley Ball



Billiards

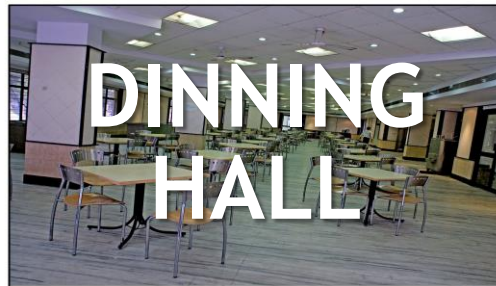


Carroms



Chess

# OTHERS



MCK HED EAP



MCK HED EAP



MCK HED EAP







# **COURSE OVERVIEW AND SHISHTACHAR**

# **COURSE OVERVIEW**



# COURSE OBJECTIVES

- ▶ To promote all round development of the personality of Officer Trainees – intellectual, moral, social, physical and aesthetic.
- ▶ To equip them with the basic administrative skills, knowledge and competencies required for their jobs.
- ▶ To help them to improve their physical fitness and possess sound positive health and mind .



# METHODOLOGY

- ▶ Compulsory Residential
- ▶ Attendance
- ▶ Individual participation
- ▶ Group Work
- ▶ Guest Faculty
- ▶ Escort Duties
- ▶ Study Material
- ▶ Physical Fitness
- ▶ Feed Back



# ACADEMIC DOMAIN

Academics includes...

- Office Procedures
- Fundamental Rules
- Service Rules
- Drafting of Affidavits
- .....





# SESSION TIMINGS

► Forenoon: **Session 1:** 9.30 am to 1.00 pm

► Afternoon: **Session 2:** 2.15 pm to 4.30 pm

► Tea Break:



11.40 am to 12.00 noon;  
3.15 pm to 3.30 pm

► Lunch :



1.00 pm to 2.15 pm

# NON-ACADEMIC & OTHER ACTIVITIES

- ▶ PHYSICAL FITNESS
- ▶ GAMES
- ▶ ANY OTHER ACTIVITIES





# ESCORT DUTIES



- ▶ Ensure Transport arrangements to Guest Faculty (GF)
- ▶ Receive the Guest Faculty on arrival
- ▶ Inform the GF about the course/session duration etc.
- ▶ Collect the BIO-DATA of the GF
- ▶ Escort the GF to the class room and introduce to the Trainees in the class room
- ▶ At the end of the session, thank the Guest Faculty.

# OTHER IMPORTANT ASPECTS

- ▶ FEED BACK
- ▶ INSTITUTE FACILITATES –  
ACCOMMODATION, GAMES & MESS
- ▶ LIBRARY
- ▶ DRESS CODE

CONDUCT AND DISCIPLINE



*"I hated every minute of training,  
but I said, 'Don't quit. Suffer now  
and live the rest of your life as a  
champion.'"*

*Muhammad Ali*

ALAME LEADERSHIP

Leadership • Empowerment • Transformation

[www.alameleadership.com](http://www.alameleadership.com)



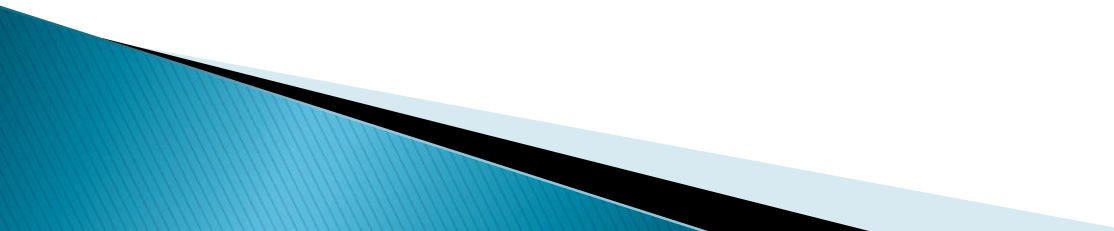
**SHISHTACHAR**

# ***Sheelam Param Bhushanam***

*"Nothing is ever lost by courtesy. It is the cheapest of the pleasures, costs nothing and conveys much. It pleases him who gives and him who receives, and thus, like mercy, it is twice blessed."*

*Erastus Wiman*

**Shishtachar is a Sanskrit word  
which means**

- Code of conduct**
  - Good Manners**
  - Discipline**
  - Etiquette**
  - Concern**
- 

# **BASIC PRINCIPLES**

- ▶ **Courtesy and politeness**
- ▶ **Consideration and commitment**
- ▶ **Gain confidence - personally and officially**
- ▶ **Character and integrity**
- ▶ **Sensitivity to different cultural settings, traditions and practices**
- ▶ **Team Work**
- ▶ **Success through excellence**

# **GENERAL CONDUCT**

## ▶ **PUNCTUALITY:**

- Very important
- Reach the venue well in time
- Be seated in your allotted place

## ▶ **PARTICIPATION:**

- Your Course
  - Expect your full participation
  - Academic and Non-academic
  - What you get depends on what you put in
- 



# **GENERAL CONDUCT**

## **▶ BEHAVIOUR:**

- Expect highest standards**
- Inside and Outside the Institute**
- Be courteous and well mannered**
  - towards each other**
  - with Faculty and Officers**
  - with staff**


# GENERAL CONDUCT

## ▶ ATTIRE:

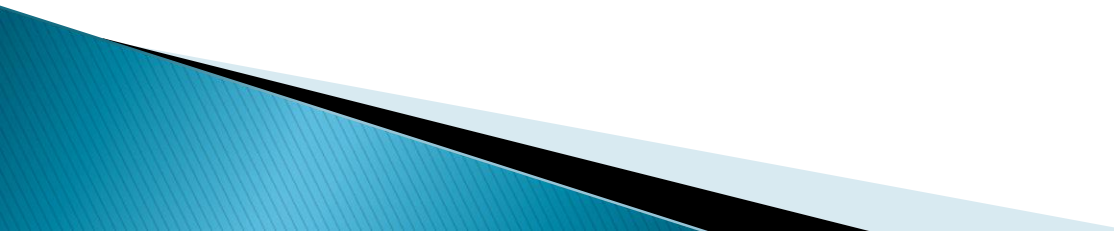
- Jeans, T-Shirts, Sneakers, Slippers- forbidden in classes, Mess, lounge, library, Official Functions etc.
- Gentlemen Trainees to wear : Full hands shirt, Trouser and socks & shoes during class hours.
- Lady Trainees can wear Sarees, Salwar-Kameez and Churidar-Kurta of Sober Colours
- Use Formal Dress whenever expected.

# **GENERAL CONDUCT**

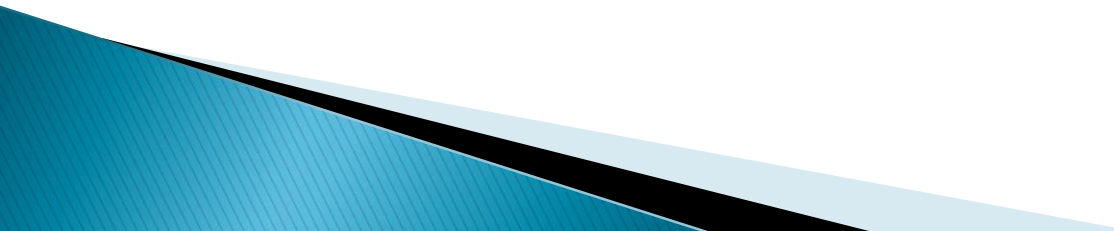
## **▶ MATURITY AND CREATIVITY:**

- Behave like a matured individual**
  - Do not burn up in anxiety**
  - Balance**
  - Asset to any organisation**
  - contribute creatively in all activities**
  - Excel and strive towards setting higher benchmarks**
- 

# GENERAL CONDUCT

- ▶ **Compulsory residential.** Spouses, friends etc. are not permitted to stay
  - ▶ **NO SMOKING** in the class room, library, Auditorium and any other public place in the campus
  - ▶ **Do not** speak loudly in the lounges or corridors
  - ▶ **Id Card** – compulsory to be worn in the campus
- 

# CONDUCT IN CLASS

- ▶ Take your allotted seat 5 mts **before** the session
  - ▶ **No** cross talk, whispering and other distractions
  - ▶ Questions addressed to Guest speakers / faculty members should be **precise and polite**
  - ▶ Adopt proper **posture** in Classroom
- 



# CONDUCT IN CLASS

- ▶ **No** thumping on the table to applaud, only appropriate clapping
- ▶ **Remain standing** after lecture concludes till the speaker leaves the class
- ▶ **NO MOBILE PHONES** – if it rings, it will be confiscated and auctioned in the class and proceeds will be donated to social cause

# CONDUCT IN HOSTELS

- ▶ **Avoid** shouting, loud music, noisy scenes
- ▶ Music **after** 21 hours should be heard through only ear phones
- ▶ **KEEPING OR CONSUMING ALCOHOL IS PROHIBITED**
- ▶ **Unconventional** conduct will result in Disciplinary Action

# LEAVE AND ABSENCE

- ▶ **All Course activities – compulsory**
- ▶ **No Leave during the Course except under special instances**
- ▶ **Do not leave the campus even on holidays / weekends**
- ▶ **Prior written permission is necessary from the Course authorities**
- ▶ **No Post facto sanction of leave**

# **CONDUCT**

- IN THE FORMAL DINNERS**
  - IN THE MESS**
  - IN THE LOUNGE**
- 

# PENALTIES

- ▶ **Unauthorised absence** from duty
- ▶ Any act of **misconduct** or indiscipline leads to relief from the Course without any notice
- ▶ **Conservation of Electricity** – switch off lights etc. when you leave your room. Any violation leads to penalty
- ▶ **Water** – a scarce resource. Do not waste. Violation of this norm attracts fine



# **DISCIPLINE**

## **– NON-NEGOTIABLE**

# PLEASE REMEMBER.....

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

*Thank  
you...*

