



1st Foundation Course for

**GROUP - A OFFICERS OF
MILITARY ENGINEER
SERVICE**

TRAINING BOOKLET

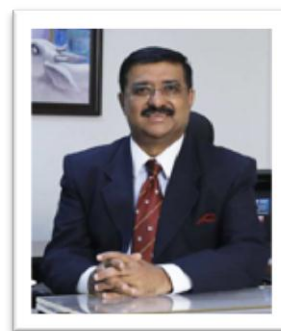


**Dr. MCR Human Resource Development
Institute of Telangana**

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From the Director General and the Course Team...



Dear Probationer,

The Director General and the Course Team extend a very warm welcome to all the Probationers.

It is significant to note that this is the first batch of Military Engineer Services Probationers and, therefore, the need to sensitise them on various issues and initiatives becomes important.

The Foundation Course is designed to help the Probationer to stably transit to the structured system of the disciplined Armed Forces. Some of you in the Foundation Course have already completed this transition, as you have already been in the field for sometime. However, nothing takes away the fact that the Foundation Course is one of the most memorable periods in the lives of Government Servants. For one, it is a celebration of your life in the Services in the company of Probationers from across the country and a unique opportunity to appreciate the common thread that binds all of you. Very importantly, officers reminisce with great nostalgia the cherished memories at the Institute, in the company of a new group of people who would become their life-long friends.

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

Wishing all the very best to all the Probationers and hoping that they will enjoy their stay at MCR HRDIT during the Foundation Course.

With best wishes,
Director General & Course Team

CHAPTER -1: INTRODUCTION

We are happy to welcome you to the first FC for Group A Officers (Probationers) of Military Engineer Services at Dr MCR HRD Institute of Telangana, Hyderabad. This is a significant moment in your life, as you have now become a part of the colossal executive of the world's largest democracy. The Service provides enormous responsibilities, challenges and opportunities to prove oneself useful to the society at large. It also, in the process, provides opportunities for self-satisfaction, self-development and self-discovery.

The FC has been designed keeping in view the fact that the Defence Service is essentially a disciplined service. It calls upon the Government servants to display absolute integrity, moral courage, empathy, compassion, leadership, justice, impartiality, freedom from prejudice commitment to the goals of development, equality and social justice.

A Government servant should have professional competence to work in a swift changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various Rules & Regulations governing the functioning of the Government, organisational environment and culture and a wide range of skills such as analytical abilities and skills to deal with people.

The FC would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation and orient you to the administrative, social, economic, political and legal environment in the country. The FC would also endeavour to instil quality of humanism and develop a multi-faceted personality of the Probationers.

This 'Training Booklet' gives you aims, objectives and an overview of the programme. It also lists the Do's and Dont's to be observed during the training.

We are confident that with your commitment, enthusiasm and willingness to learn, we could collectively spend the time productively and add value to each other's life.

CHAPTER-2: ABOUT THE INSTITUTE & FACILITIES

Established in the year 1976 to cater to the training needs of Government officials, the MCRHRDIT is included in Schedule-X of the Andhra Pradesh Re-organisation Act 2014. At present, the MCRHRDIT is serving the training needs of Government of Telangana.

Vision

To emerge as a World Class Institution of learning in the art and practice of Citizen-Centric Governance

Mission

To strive towards sustainable excellence in sharing constantly updated knowledge and skills with the personnel serving the Government and to promote capacity building and competencies among them

Objectives

- Mould young Government Officials into active, knowledgeable and skilled professionals
- Serve as a Nodal Institute for identification of training needs, facilitation and coordination of the State's training initiatives
- Continuously review, design and deliver training programmes, modules and learning material consistent with the changing environment of governance
- Facilitate various departments in decentralised design and development of training programmes to meet their respective objectives of training and development
- Coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning, products and services
- To strengthen the existing infrastructure and facilities, prepare distance learning training modules and build trainer capacities

Activities

Majority of the activities of the Institute relate to conduct of trainings. A few conferences/seminars are held in a year based on requests by indenting departments.

The Campus training activity is being conducted by the following 7 centres:

1. Centre for Financial Management
2. Centre for Information Technology

3. Centre for Public Administration
4. Centre for Sustainable Development Goals
5. Centre for Telangana Studies
6. Centre for Urban Development Studies
7. Management Development Centre

Networking and Association with other Organisations

By virtue of being located in the city of Hyderabad, the Institute has strong networking with various premier and reputed State level training institutes, National level organisations and Universities. The Institute draws best resource personnel for the benefit of the Probationers from these organisations to enrich the Probationers' knowledge on various subjects.

FACILITIES AT THE INSTITUTE

The Institute has state-of-the-art facilities for both teaching-learning as well as for boarding, lodging and recreation. For an overview of Library, Sports & Yoga facilities, please browse through Institute's website, 'www.mcrhrdi.gov.in'.

Training: The Institute has fully equipped air-conditioned lecture halls & conference halls to cater to the needs of various programmes. **Your classes will be held in RUDRAMA HALL, Room No. 215 (Admin Block second floor)**

ACCOMMODATION



You will be staying in Godavari Hostel, which is a fully air-conditioned facility.

CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Officers' Mess Committee shall advise on the menu in consultation with the Probationers. Two Probationers from the FC 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.

Services & timings:

Bed Tea	06.00 a.m.
Breakfast	08.00 a.m. to 09.15 a.m.
Tea/Coffee Break	11:25 a.m. to 11:40 a.m.
Lunch	01.35 p.m. to 02.30 p.m.
Afternoon Tea/Coffee break	04.25 p.m. to 04.40 p.m.
Dinner	08.00 p.m. to 09.30 p.m.

There are three major dining halls on the campus – Trupti & Pushti in Thungabhadra Block and Ruchi in Godavari Hostel. **The dining arrangements for breakfast, lunch and dinner for the Probationers have been made in Pusti canteen in Thungabhadra Block (First Floor).**

RECREATION

- Swimming pool
- Tennis courts
- Indoor shuttle court
- Yoga & meditation centre
- Gymnasium
- Volleyball court
- Recreation Lounge, T.T, Caroms 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 are available in the library besides various newspapers and journals. The timings are from 8.30 a.m. to 8.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays. The Probationers may approach the librarian to avail the library facilities. It is expected that the Probationers 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 Block.

Computer Care: Do's and Don'ts

- Don't spill anything like tea, coffee, water, etc. over the computers.
- Don't keep any eatables near the computers.
- 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 and e-mails from an unknown person, which could carry viruses and corrupt the data.

GROUP E-MAIL ADDRESS:

A group e-mail address for the Probationers of 1st MES FC will be provided on mcrhrdi.gov.in mail server (**01mesfc@mcrhrdi.gov.in**). The individual e-mail address would be added to the group for accessing and for effective sharing of information.

WhatsApp Group:

A WhatsApp Group for the Probationers of 1st MES FC will be created with group name MES FC Batch 1. The mobile numbers of the Probationers would be added to the group for accessing information. **The FC Course team and Secretaries of Clubs & Societies will be able to post the messages in the WhatsApp Group.**

WEBSITE

The Probationers can access the MCR HRD Website at www.mcrhrdi.gov.in. A separate page is provided for 1st MES FC training. All the Probationers are required to post their feedback for every session through online feedback system which can be accessed through internet. The login name for

the feedback system would be their respective Probationer ID codes. It is advisable to change the default password immediately after the first login.

DISPENSARY:

It is located in Room **No G-39**, Godavari Hostel and doctors will be available as per following timings.

Doctor: (Sri Dr. Bala Subhramanyam) : 8.30 a.m. - 10.00 a.m.

Nurse/Pharmacist: (Sri Pradeep Kumar Tiwari): 10.30 a.m. - 4.30 p.m.

Ayush Dispensaries: Treatments under Homeopathy, Ayurveda and Unani will be available. Probationers may take treatment for their illness in any field they choose. The Clinic timings will be 9.00 A.M. to 1.00 P.M. & 3.00 P.M. to 5.00 P.M.

Location: At hill top building opposite to Godavari Block

FC SECRETARIAT

The Institute has created a Secretariat exclusively for the FC with a faculty member, Smt.Meena Jagirdar, as Nodal Officer assisted by other support staff who will look after all the activities connected with the FC. **The Probationers may contact the Secretariat for any information in Room No. 035 (Ground Floor) of the Admin Block.**

CHAPTER- 3: AIMS & OBJECTIVES OF THE PROGRAMME

The salient features of the design of MES-FC are as under

(A) Aim: -

The aim of the FC is to augment overall personality of the Probationers through knowledge and skill sessions, extra- and co-curricular activities to empower them to effectively lead and perform in future endeavours.

COURSE OBJECTIVES

On completion of the Training Programme, the Probationers will be able to:-

1. Orient the Probationers to the administrative, social, economic, political and legal environment in the country.
2. Make them aware of the challenges and opportunities in their career.
3. Promote an overall development of personality of the Probationers, i.e., intellectual, moral, physical and aesthetic.
4. Foster greater coordination among members of different regions by building *esprit de corps*.
5. Have an appreciation of the principles of good governance and their application to meet the needs of citizens of India.
6. Have greater appreciation of the interrelationship among the administrative, political, economic and social environment and the implications of governmental action on the nation's socio- economic system.
7. Display basic administrative skills, knowledge and competencies required for their job.
8. Apply the concepts from the fields of economics, law, management, public administration, political & constitutional theory and ICT to the administrative systems.
9. Apply Project Management principles, tools and methodologies in their work.
10. Exhibit leadership qualities and team building spirit.
11. Work in coordination with others and imbibe the *esprit de corps* among the service.
12. Exhibit appropriate values, ethical standards, norms of behaviour and personal conduct expected of an officer, who works in defence environment.
13. Appreciate the country's rich traditions, history, culture, diversity and develop an all-India perspective.
14. Develop a well-rounded personality by participation in extra-curricular activities.
15. Imbibe the spirit of physical fitness to maintain a healthy body and mind.

OUR COMMITMENT

1. To use various learning methodologies like knowledge sessions, case studies and exercises to facilitate learning.
2. To develop knowledge and skills to foster professional, intellectual and emotional growth.
3. To be responsive to the trainees' needs and aspirations.
4. To be impartial, principle-centred and value-driven.

COURSE DESIGN

The FC aims at achieving its objectives through a creative combination of academic, outdoor, extra-curricular and co-curricular activities. The Institute intends to equip each of the Probationers with a core set of values, skills and knowledge that help them in their professional 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 Probationers will be assisted to acquire and develop personality traits and requisite attitudes necessary for effective functioning.

ACADEMIC INPUTS

Academic inputs in the FC would largely be covered under the following Eight Modules:

- Module I- Political Concepts and the Constitution of India
- Module II- Law
- Module III - Indian History and Culture
- Module IV- Public Administration, Office Procedures and Rules
- Module V- Management, Behavioural Sciences and Project Management
- Module VI – Economics & Statistics
- Module VII -Information & Communication Technology (ICT)
- Module VIII- Language (Sanskrit, Urdu, & English-written & spoken)

ILLUSTRATIVE TOPICS COVERAGE IN EACH MODULE

In **Political Concepts and Constitution of India**, the Probationers will be provided inputs on the following themes: Role of Armed Forces in Civil Administration, Emergency Provisions in the Constitution, Division of Powers: Executive Legislative and Judiciary, Concept of Public liability under Indian Constitution and Special Powers for Armed Forces.

In **Law**, the Probationers will be exposed to the concepts of General Principles of Law, Principles of Natural Justice, Court Procedure in Civil Cases, Procedure in Criminal Cases, Indian Evidence Act, Law of Contracts, Dowry Prohibition Act, Maintenance and Welfare of Parents and Senior Citizens Act 2007 and Domestic Violence Act.

In **Public Administration, Office Procedures and Rules**, the Probationers will be introduced to the structure of administration, the new challenges before it, basic administrative skills, delegation, conduct of meetings, presentation skills, report writing, noting & drafting, office procedures, rules governing decision making process in government, etc.

In **Management, Behavioural Sciences and Project Management**, emphasis would be given to learning tools, techniques and methodologies in different functional areas of management. These will cover areas like leadership, motivation, team building, self-awareness and communication. As a part of this module, inputs in Project Management will be offered to enable the Probationers to use the appropriate tools and methodologies of Project Management in their day-to-day working.

In **Economics & Statistics**, an attempt would be made to understand the following types: Indicators Measuring Development and Growth, Understanding the Union Budget, Quantitative Techniques, How Does the Government Earn Revenue and Allocate Funds, Defense Expenditure and Foundations of a Welfare State, etc.

In **Indian History & Culture**, the emphasis will be on those aspects which have administrative significance and promote an appreciation of the various facets of Indian culture in a global perspective.

In **Information & Communication Technology**, the effort will be to ensure that by the end of the course, all the Probationers have adequate skills in working with computers. We will also endeavour to expose them to e-Governance initiatives of various Government departments and the emerging technologies in IT for Government.

Following Languages are offered as a part of the training. The Probationers may opt for any one of the following:

1. Sanskrit
2. Urdu
3. English-Written & Spoken

DAY SCHEDULE

Session PT/Meditation/ Yoga/Martial Arts	:	06:30 a.m. to 7:30 a.m.
I Session	:	09:30 a.m. - 10:25 a.m.
II Session	:	10:30 a.m. – 11:25a.m.
Tea Break	:	11:25 a.m. – 11:40a.m.
III Session	:	11:40 a.m. – 12.35 p.m.
IV Session	:	12.40 p.m. – 1.35p.m.
Lunch Break	:	1 :35 p.m. – 02:30 p.m.
V Session	:	02:30 p.m. – 03:25 p.m.
VI Session	:	03:30 p.m. – 04:25 p.m.
Tea	:	04:25 p.m. – 04.40 p.m.

READING MATERIAL

The Resource Persons will make the presentations by using the PPTs. Some of them, in addition to the PPTs, will provide brief reading material. In addition, the reading material provided to the All India Services (AIS) & Central Civil Services (CCS) Officers may be of great help to the Probationers. This material is available in the library.

ESSAY / DEBATING COMPETITIONS

Essay/ Debating Competitions will be held during the training period. Participation is mandatory and would carry marks. The details about these events will be provided during the course of the FC.

BOOK REVIEW

The Probationers will be required to critically review a non-fiction book and submit a write-up in about 1500-2000 words. A list of books will be made available, out of which they may select the books for review. Detailed instructions in this regard will be issued separately.

SYNDICATE PRESENTATIONS AND REPORT WRITING

Syndicate Presentations are proposed as a part of the Foundation Course to provide insights to the Probationers on various subjects. The Probationers are organized into groups and each group is allotted a topic. The Groups are required to present their analysis by Power Point Presentation for about 55 minutes during classroom sessions.

Writing skill is one of the core competencies to be developed by you for effective discharge of duties. . To enable you to develop this skill, ample opportunities are provided for preparing various reports, during various stages of the training.

FEEDBACK

It is our constant endeavour to provide the best possible academic inputs. We value trainees' opinion and look forward to the feedback which will help us improve our inputs continually. **All the Probationers 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.

BIO-METRIC ATTENDANCE:

1. All the Probationers are instructed to mark their Biometric attendance without fail. The Biometric attendance will be taken during morning activity. In-punch and out-punch will be captured.
2. During the academics sessions, biometric attendance will be captured 4 times. Morning session (in punch), pre-lunch (out punch), post lunch (in-punch) and last session (out-punch)
3. Biometric attendance will be taken during co/extra-curricular activities also.
4. All the Probationers are instructed to mark their biometric attendance on time. Disciplinary action will be taken for late comers.

CHAPTER – 4: SYLLABUS AND MARKS SCHEME

Module – I: Political Concepts & Constitution of India

Sl. No.	Topics	Course Leaving Outcomes
1	Role of Army in Civil Administration	<ul style="list-style-type: none">• Appreciate the importance of policy and policy making in a democracy• Understand constitutional issues and the framework of the idea of India• Comprehend the division of powers under the Constitution• Examine the powers given to Armed forces by the Indian Constitution
2	Emergency Provisions in the Constitution	
3	Division of Powers: Executive Legislative and Judiciary	
4	Concept of Public Liability under Indian Constitution	
5	Special Powers for Armed Forces	

Module – II: Law

Sl.No.	Topics	Course Leaving Outcomes
1	General Principles of Law	<ul style="list-style-type: none">• The Probationers will be able to define general principles of Law, and understand the relevance of different legislations in their true and total frame of reference
2	Administration of Justice	
3	Legal Remedies	
4	Court Procedure in Civil Cases	
	(a) Procedure in Criminal Cases	
5	Law of Evidence	
6	Law of Contracts	
7	OTHER LEGISLATIONS	
a	Forest and Environmental Management related Acts Global Warming & Climate Change Exercise on Online Application under FCA An Inconvenient Truth –A Film	
b	Sexual Harassment of Women Atrocities against SCs & STs Act	
c	Dowry Prohibition Act	
d	Maintenance and Welfare of Parents and Senior Citizens Act 2007	

e	Domestic Violence Act	
f	The Protection of Children from Sexual Offences Act (POCSO)	
8	Cyber Laws	
9	RTI ACT	
10	Labour Laws Related to Project- Factories Act, Workmen Compensation Act, etc.	
11	Industrial Disputes Act: Labour Laws Related to Outsourcing of Maintenance and operation of Installation (Electrical & Mechanical)	
	(a) Arbitration and Conciliation Amendment Act-2015 & Amendments as on date	
13	Handling of Government Litigation & CAT/Court Cases	

Module III: Indian History and Culture

Sl. No.	Topics	Course Leaving Outcomes
1	Uses & Abuses of History	<ul style="list-style-type: none"> The Probationers will be able to comprehend socio-economic history and cultural heritage of India.
2	Relevance of Ancient History in the Present Day	
3	Economic History of India	
4	Social History of India	
5	Lesser Known Aspects of Indian History	
6	Evolution of India from a 'Geographical expression' to a Modern Nation State	
7	Indian Nationalism, Freedom Movement, Gandhi	
8	Indian Heritage and Culture	

Module – IV: Public Administration, Officer Procedures and Rules

Sl.No	Topics	Course Leaving Outcomes
Sub module (a): Public Administration		<ul style="list-style-type: none"> The Probationers will be able to understand and get an insight into the nature of the administrative process and Governance
I	Introduction to Public Administration	
II	Governance	
Sub module (b) : Office Procedures & Rules		<ul style="list-style-type: none"> The Probationers will be able to write notes, draft letters, make para-wise remarks and apply rules for various scenarios.
1	Noting & Drafting	
2	Handling of Government Litigation (CAT/Court cases)	
3	Administrative Law	
4	Vigilance- CCS, CCA, Conduct Rules	
5	Do's and Dont's of Government Servants	
6	Ethics in Administration	
7	Eradication of Corruption: Anti-Corruption Act	
8	Fundamental Rules & Supplementary Rules (FR & SR)	
9	Role of CVC: CVC Guidelines for Control of Government Employees/Projects	
10	Personnel Administration in Government Establishment Rules- HRM & HRD	
11	Disaster Management and Mitigation of Risks	<ul style="list-style-type: none"> The Probationers will be able to explain how to manage disasters and proactively plan for mitigation of risks
12	Sustainable Development	<ul style="list-style-type: none"> The Probationers will be able to explain various options to ensure sustainable development
13	Role of IT-Enabled Services in Eradication of Corruption	<ul style="list-style-type: none"> The Probationers will be able to explain how IT helps in eradication of corruption
14	Role of IT in bringing Transparency in Administration	
15	Civil-Military Relations	

Module-V: Management, Behavioural Sciences and Project Management

Sl.No.	Topics	Course Leaving Outcomes
Sub module (a) : Management & Behavioural Sciences		
1	Principles of Management	<ul style="list-style-type: none">The Probationers will be able to explain management principles and behaviour sciences.Apply the learning to be a good leader, team player and manage time and stress.
2	Organization Behaviour	
3	Soft Skills	
4	Human Resources in Government	
Sub module (b): Project & Construction Management		
a.	Understanding Basics of Project Management	<ul style="list-style-type: none">Explain 10 Knowledge areas; use the tools like Gantt Chart, PERT Chart, and other tools which help in managing projects.Apply the knowledge on the modern construction techniquesPrepare a model contract for Engineering Works
b.	Critical Paths, Crashing and Cost of Crashing	
c.	Project Management through a Case	
d.	Case studies in Runway, Hospitals, STPs and Mega Projects	
e.	Safety in Construction	
f.	Building Information Modelling	
g.	Topics related to Modern Construction Techniques	
h.	FIDIC Conditions for Construction Contracts	
i.	EPC (Engineering, Procurement and Construction) Model of Contracting	
j.	Decision Making	

Module VI: Economics & Statistics

Sl. No.	Topics	Course Leaving Outcomes
1	Socio economic indicators Measuring Development and Growth	<ul style="list-style-type: none">• Understand the socio economic indicators that measure growth and development• Appreciate the importance of inclusion in economic growth• Examine the various challenges faced by the Indian economy and its policy solutions• Explain the importance of the armed forces in budgeting and in maintaining economic growth
2	Understanding Fiscal and Monetary Policy	
3	Understanding the Union Budget: How does the Government Earn revenue and Allocate funds	
4	Defense Expenditure: Capital and Revenue Costs	
5	Foundations of a welfare State: The Education and Health Sectors	
6	Quantitative Techniques	

Module VII: Information & Communication Technology

Sl. No.	Topics	Course Leaving Outcomes
1	ENTRY TEST	<ul style="list-style-type: none">• Probationers will apply ICT knowledge in their day-to-day working.• Explain the role of Social Media in governance.• Explain the usage of Emerging Technologies.• Explain how Government of India and state Governments implemented e-governance projects.• Explain the relevance of ISM in Governance.
2	MS-WORD	
3	MS-POWER POINT	
4	MS-EXCEL	
5	Cyber Security	
6	Cloud Computing	
7	Space Technology & ICT	
8	Social Media in e-Governance	
9	Emerging Technologies <ul style="list-style-type: none">• Big Data & Data Analytics• Artificial Intelligence(AI)• Block Chain• IOT	
10	e-Governance <ul style="list-style-type: none">• Civil Works related Projects	
11	Information Security Management	

ACADEMIC SESSIONS & EXAMINATIONS/ASSESSMENTS

Module	Marks
Module -1 Political Concepts and the Constitution of India	25
Module -2 LAW	50
Module -3 Public Administration , Office Procedures & Rules	75
Module -4 Management, Behavioural Science & Project Management	75
Module -5 Economics & Statistics	25
Module -6 Indian History And Culture	25
Module -7 Information & Communication Technology (ICT)	75
Module -8 Languages	Nil
DG's Assessment	150
Total	500

The overall breakup of evaluation is as follows:

Director General's Assessment	150
Marks for Final Examinations	350
Total	500

While the DG's assessment for 150 marks is an on-going process, an end course examination (objective type) will be conducted in seven modules for 350 marks.

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

The Probationers will have to secure at least 40% marks in each subject to pass the examination. The probationers should pass the examination in one attempt.

CRITERIA FOR DIRECTOR GENERAL'S ASSESSMENT

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. The Probationers will also be assessed on a continuous basis in terms of their participation and performance during the trek, village visit, other extra-curricular activities, their general behaviour, punctuality and personal conduct.

The Director General's assessment is for 150 marks which is as follows:

S.No	Topic	Marks
1	Village Study Report & Presentation	15
2	Book Review	10
3	Essays	15
4	Language	10
5	Physical Training & Trek Presentation	15
6	Extra-curricular Module	10
7	Clubs & Societies	10
8	Participation in Co- Curricular Activities	10
9	<i>Esprit De Corps</i>	15
10	Discipline	15
11	Overall Assessment	25
TOTAL		150

MEDALS AND AWARDS

- **Academic Awards**

1. Director General's Medal for the best all-round performance. (Individual Probationer)
2. Director General's Medal for the highest aggregate marks in written exam (excluding languages).
3. Director General's Medal for the highest marks in Law.
4. Director General's Medal for the highest marks in Public Administration.
5. Director General's Medal for the highest marks in Management & Behavioural Sciences.
6. Director General's Medal for the highest marks in ICT.

- ***Esprit De Corps Awards***

7 & 8. Gold, and Silver Medals for contribution to *Esprit de Corps*. These medals are given to Probationers making the maximum contribution to the *esprit de corps* in the batch.

- **Other Awards**

9& 10. Director General's Gold and Silver Medals for the best essay

11 & 12. Director General's Gold and Silver Medals for best Village Visit Group

13 &14. Director General's Gold and Silver medals for the best performance amongst Clubs & Societies

15 & 16. Director General's Gold and Silver medals for the best Book Review Group.

17 & 18. Dr.Abdul Kalam memorial gold and silver medals for Science, Technology and Environment are for the best debater in a debating competition organized on issues of Science, Technology and the Environment.

Commemorating the Pokhran Blast where Dr.Kalam played a major role

19 & 20. Director General's Gold and Silver Medals for best trek Group

Chapter 5: SHISHTACHAR

INTRODUCTION

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

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

Most of the prescriptions in this brochure 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 Etiquette. We hope that the Probationers would go through this set of instructions and liberally use the guidelines/ tips for displaying dignified, courteous and civilized behaviour on all occasions.

ETIQUETTE IN THE INSTITUTE

Dress Regulations

At all times, Probationers are expected to be properly attired and should not present an unkempt appearance. For stay in Hyderabad and also on various official tours, Probationers are advised to have adequate clothing both for formal and informal occasions. Following are the dress regulations:

Ceremonial

Gentlemen: Black, White or Light coloured Jodhpur Suit with formal shoes (Oxfords/ Brogues) or 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie / cravat and formal shoes

Ladies: Saree with formal shoes / sandals or Western Business Suit

Formal

Gentlemen: Black, White, Light coloured Jodhpur Suit or 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie / cravat and formal shoes

Ladies: Saree or Salwar Kameez or Churidar & Kurta/Kameez with Dupatta or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short kurtis/leggings shall not be treated formal).

Informal

Gentlemen: Full Sleeves Shirt and Trousers with necktie/ Jacket and Trousers with necktie with shoes (other than casuals)

Ladies: Saree, Salwar Kameez or Churidar Kurta with Dupatta (not short Kurtis /tight leggings) or Western Business Suit with shoes / sandals

Casual

Gentlemen: Open Collar Shirt With Trousers (not jeans) and shoes (other than sports shoes /sneakers)

Ladies: Salwar Kameez or Churidar Kurta with Dupatta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers)

Traditional/ Ethnic

Gentlemen: Dhoti/ Kurta-Pajama / Veshti / Mundu etc.

Ladies: Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador/ Kasavu set etc.

OCCASION - WISE DRESS CODE**a. Ceremonial**

- 1) Course Inauguration / Valediction Ceremony
- 2) Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/Chief Minister
- 3) Any other occasion designated by the Course Director /Course Coordinator

b. Formal

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

c. Informal

- 1) For Probationers during class hours

d. Casual

- 1) Cultural Evenings
- 2) Mess (other than for Formal Lunch / Dinner)

e. Traditional/ Ethnic

- 1) Cultural Programmes
- 2) India Day

ID cards shall always be worn on all formal, informal occasions and while attending classes.

GENERAL BEHAVIOUR

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

CONDUCT IN CLASS

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

- The Probationers 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 Probationers will not be admitted after the class room doors have been closed.
- The Probationers are expected to be attentive and conduct themselves with due regard for the feelings of the faculty / resource person and fellow Probationers. Questions addressed to faculty members / guest speakers should be clear, precise and polite. Please stand up when asking a question. The Probationers must remember that guest faculty is invited by the Institute. As such, they are our honoured guests and their dignity should be upheld under any circumstances.
- Talking or whispering during a lecture not only disturbs the speakers but other Probationers 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 an officer. One should clap with hands only.
- The Probationers are expected to remain standing after the lecture concludes till the speaker leaves the class.
- 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 members, before making any points of your own. The Probationers are also free to meet them after the class to seek any further clarification.

GENERAL CONDUCT

- Spouses, friends or relatives of the Probationers will not be permitted to stay on campus under any circumstances. Violation of this rule will be considered as an act of gross indiscipline.
- The Probationers 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.
- The Probationers are not permitted to keep private vehicles in the Institute.
- Personal firearms are strictly prohibited on campus.
- **Mobile phones are not allowed in the academic area. Any mobile phone found in possession will be confiscated and penalties imposed.**
- The Institute places great importance on integrity and ethical conduct. Any dereliction during examination and written assignments will attract disciplinary action.
- 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.
- **The Probationers may raise the online grievance by logging to their account their user credentials obtained during online registration through the link <http://training.mcrhrdi.gov.in/auth/login.aspx>**
- Smoking is not permitted on the campus of the Institute

IDENTITY CARDS

- The Probationers are issued identity cards for the duration of the course. The identity card has to be carried by the Probationers 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 Probationer shall absent himself/herself from any of these activities.
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained.
- All the Probationers are required to reside on the Campus during the entire duration of the FC. No Probationer 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 Probationers in all activities of the Course. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the Conduct Rules relating to conduct and discipline or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.
- At any point of time during the Course, if any trainee indulges in any act of misconduct or indiscipline, the Course authorities may relieve him/ her from the course without any notice and a report to the controlling Ministry will be sent to that effect.
- The Probationers 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 Probationers 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 Institute's property resulting from negligence will be recovered from the participants.

ESCORT DUTIES

The Probationers designated as Escort Officers shall have the following responsibilities:-

1. To collect the bio-data of the Guest Speaker in advance from the FC Secretariat. 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 it 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 receptions of Guest House as well as the Admin Block have all the details of arrival and stay of the Guest Speaker. Please, inform about 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 of the Guest Speakers are placed on the table before they commence the lecture.
7. To inform the Guest Speaker about the duration, number and nature of his/her session(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 Probationers shall unnecessarily waste time hanging around and missing the classes or other activities.
9. To introduce the Guest to the audience based on the bio-data already collected from the FC Secretariat for the purpose.
10. To organize the following, in consultation with the internal faculty member concerned, in respect of guest lecturers:
 - (a) To preside over the session, if called upon to do so, and ensure that it is conducted in a manner which embarrasses neither the Guest Speaker nor the Institute in any way.
 - (b) After the talk is over, the Escort Officer should 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 Probationers, 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 the 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/ invitation should be obtained from the respective Director General's nominees, for such purposes.

COUNSELLING

The Institute places a great deal of importance upon counselling as a mode of interaction between the faculty and the respective counselled probationers. The Counsellor is a friend, a guide and a person who is genuinely concerned about the individual needs of the Probationers. Each trainee is attached to a Counsellor for closer interaction, facilitation of training and advice on personal matters. Formal Counsellor Group Meetings will be scheduled in consultation with the Counsellor. However, informal meetings with the counsellor are also welcome. The Probationers are expected to be in close association with their counsellors and establish an effective rapport. This will enable the Counsellor to give individual attention to each of her /his counselees, besides crystallizing the learning points for the Probationer

CONDUCT IN HOSTELS

- The Probationers are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 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

- During special occasions and events, every Probationer 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 Probationers appointed as Escort Officers to guests or Faculty Members and their spouses should receive their guests at the entrance and remain in attendance throughout. Escort Officers are expected to look after their guests and introduce them to other Probationers and faculty members if the guests have not met them earlier. On conclusion of the meal, Escort Officers are expected to see their guests off. During formal dining, the Escort Officers 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 Probationers have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee are not expected to use intemperate language or conduct themselves in a manner not befitting an officer. They can report matters needing attention to the President, Secretary or a member of the Mess Committee. While making any complaint (e.g., about the quality of food), do not use intemperate language.
- Courtesy and consideration is to be shown to all the colleagues during meals. Due consideration is to be paid to correct table manners.

Conduct in the Lounge

- When you enter the lounge, if there is a lady or a senior staff member present, please greet them appropriately. When any lady or a senior staff member or a guest enters the lounge, you should stand up and greet him/her.

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

GENERAL BEHAVIOUR

- Attention to personal hygiene and especially mouth odour is essential. Natural functions like belching, yawning, sneezing and coughing, clearing of throats, noses, etc., should be done as silently as possible with an "Excuse me" if in company.
- If possible, use a handkerchief to sneeze or cough into.
- 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.

Responsibilities of Mess Duty Officers (MDOs):

I. General

1. All the Probationers have to discharge the duties of MDO. No Exemptions would be given except in deserving cases.
2. One Probationer 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 Probationers shall, ordinarily, not request for changes.
4. List of the Probationers drafted for MDOs duty will be displayed every week on the FC Notice Board.
5. The Probationers 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. MDO should stick to the menu and ensure that all the items in the menu are cooked/ prepared.
4. Ensure that the cook, workers and 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 behaviour on the part of any Probationer.
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 Chairman of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
20. The MDO shall furnish a 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).

III. Other Functions

1. Review and finalize menu for regular days.
2. Review and finalize menu for special days.
3. Go through reports of MDOs & take action.
4. Draw up list of MDOs every week.
5. Report to the Course Director once a week.
6. Counsel the Probationers who violate dress code / behavior during dining.
7. Any other function related to the mess & food.

Chapter-6: EXTRACURRICULAR ACTIVITIES

NON-ACADEMIC INPUTS

PHYSICAL TRAINING

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

The day begins with **PT/Yoga/Meditation/Martial Arts** from 6.30a.m. – 7.30a.m. (on all working days). The Probationers shall report for PT/Yoga/Meditation/Martial Arts **classes at 6.25 am**. Absence or irregularity in PT/Yoga/Meditation/Martial Arts classes will be treated on par with absence from classroom activities. Those who are seriously incapacitated by reason of any injury/high fever etc. which prevents movement to the PT area, shall explain their problem and seek exemption from PT/Yoga/Meditation/Marital Arts classes in advance. Post facto medical leave shall not be allowed.

The prescribed dress for PT is:

- a. **Men:** Track Pants and T-Shirt/ track suit provided by the Institute, white socks and sports shoes.
- b. **Women:** Track suit provided by the Institute, white socks and sports shoes.

PT is mandatory till trek. However, after the trek, it is open to the Probationers to choose one among PT, Yoga, Meditation and Martial Arts.

GAMES & SPORTS

The Probationers are expected to participate actively in games/activities. Coaching in different games has been organized. Please make use of this opportunity to pick up something new. Besides, the various clubs & societies will be organizing competitive events in many sports/games during the Course in which all the Probationers are encouraged to participate.

Sports facilities available at the Institute include:

- Tennis
- Volleyball



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

BLOOD DONATION CAMP

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

CULTURAL ACTIVITIES

There will be a number of cultural activities during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the Probationers will also organize a number of cultural programmes to showcase their talents. The Probationers will also be given exposure to dramatics and will participate in the One-Act Play competition.

INDIA DAY

India Day will be celebrated during the Course. On this day, the culture, customs, art & crafts and cuisine of different regions of the country will be on display - both through outdoor and indoor activities. The India Day celebrations help build pride for the country's rich national heritage.

SHRAMDAAN

It is expected that every citizen must have appreciation for dignity of labour. Periodically, the Probationers will be asked to take part in regular shramdan activities like garbage collection, cleaning of the Institute premises, etc.

TREK

The trek is the high point of the FC, both literally and metaphorically. The trek exposes the Probationers to the natural grandeur and beauty of the hills and forests and it is one of the most important activities scheduled in the Course. It is also one of the most exhilarating experiences one can have. The trek is not a test of your physical strength. It is a significant learning experience in group dynamics and brings out leadership qualities. (A separate trek manual will be provided for further information).

VILLAGE VISIT

India lives in her villages. Mahatma Gandhi's words ring resoundingly true today also. It is a fact that a majority of the poor continue to reside in the rural areas.

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

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

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

We expect you to apply your minds to the problems you see in the villages, think and suggest appropriate strategies for their solution. A separate Village Visit Manual will be given for further guidance.

FETE

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

EXTRA CURRICULAR MODULE (ECM)

The endeavour of the Course Team is not merely to provide academic inputs, but also to ensure that the Course provides adequate scope for enrichment of your overall personality and inculcating officer-like qualities. Towards this end, great care would be taken to provide a variety of cultural activities and sports and games for the benefit of the Probationers. These activities will be scheduled in the evenings of working days and holidays. The Institute will provide you with the best of coaches and instructors for these activities. A number of activities are available as extra-curricular modules. All officer Probationers are expected to give their options for various activities in the Extra-Curricular Module (ECM).

The tentative list of ECM activities is given below and the Probationers may choose one from the list. The activities may vary as per the demand of the Probationers

1. Gardening
2. Photography
3. Music (vocal & instrumental)
4. Dancing

CLUBS AND SOCIETIES

A range of indoor and outdoor activities are available to the Probationers that are organized through various Clubs/ Societies. The elected representatives of the Probationers, 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 Probationers for self-expression and self-development. These activities not only enrich the Institute's campus life but also activate every Probationer's desire for creative expression. All the Probationers are expected to actively participate and make full use of the facilities, according to their tastes and disposition. The Institute places great emphasis on organizing and participating in these activities and they form an important basis for the end-of-the-Course Director General's Assessment. You will be briefed separately about the activities of the Clubs and Societies. Prizes will be distributed to the winners of all the competitions conducted by various Clubs & Societies.

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

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 periodical sports meet and tournaments within the Institute.
- To organize sports, quiz, talks, films etc. relating to the club's spheres, in cooperation with other clubs and societies in the Institute.

OFFICERS' MESS COMMITTEE

Mess is an institution where the Probationers meet in an informal/formal atmosphere to dine and relax. An active mess life contributes significantly to *esprit-de-corps* among the Probationers. The effectiveness of the mess is measured in terms of quality of food, quality of service and cost effectiveness. Every Probationer 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 and the like. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (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 and India Days, where an atmosphere of the several regional cultures is created, are among the more important functions organized. On several occasions, the Probationers are joined by the Director General, members of the faculty, staff and dignitaries visiting the Institute.

FILM & FINE ARTS CLUB

The main purpose of the Film & Fine Arts Club is two-fold, firstly, to introduce the Probationers to cinema as an art form. Secondly, to bring out and nurture the hidden talents in the Probationers. 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 Probationer would be familiar with cinema as a popular medium of entertainment. It is important that the Probationers understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Association are as under:

- To promote study of films as an art and social force.
- To serve as a forum to exchange information and notes on films.
- To maintain necessary library connected with films.
- To organize lectures and seminars on films.
- To exhibit films, both feature and documentary.
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal.

The Film & Fine Arts Association takes up and coordinates activities related to music, theatre and other related activities. During the Course, cultural programmes, skits and dramas will be organized for the Probationers.

SOCIAL SERVICE CLUB:

Charity begins at home. As officers, we have to address and contribute a lot in the social sector. The Club members visit 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 service activities.

HOUSE JOURNAL SOCIETY:

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

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 club, it publishes an in-house magazine carrying a comprehensive description of the FC activities of other Clubs & Societies, articles on various subjects and creative writing.

NATURE LOVERS' & ADVENTURE CLUB

The Club proposes to conduct simple, enjoyable and refreshing adventure activities for the Probationers, especially on weekends. Some of the adventure activities proposed 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. Studying environmental issues, photography and collecting natural art or exhibits during the trek and village 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 quiz
- Conducting photography exhibition, etc.
- The Club also runs various eco-friendly activities for creating awareness on Hyderabad's urban forests, unique rock formations, lakes, etc., which contribute to the natural richness of the region
- The Office-bearers of the Club may, however, design the activities of the Club in consultation with the members and the Director General's nominee

DG NOMINEES

Name of Clubs/Societies	DG Nominees
Officers' Club	Sri M.P. Sethy, CC (Trg. & e-learning)
Officers' Mess Committee	Smt. Ch Sirisha, Programmer (CIT)
Film & Fine Arts Society	Sri D. Manohar, Senior Manager (PC)
Social Service Club	Dr. Ramesh Babu, CHSS
House Journal Society	Sri Vinod Ekbote, Faculty, CSDG
Nature lovers' & Adventure Club	Sri Govinda Raj Emmadi, Associate Professor, MDC.

OUR EXPECTATIONS

- **Punctuality:** We believe that punctuality forms the basic fulcrum a round which discipline revolves. It is expected that you will reach the venue of any scheduled event, academic or otherwise, **ten minutes** ahead of time and will be seated in your allotted place 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.
- **Behaviour:** The Institute expects from every Probationer the highest standards of behaviour and decorum befitting an officer - both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, the Institute staff and the faculty. The Probationers must ensure that their behaviour towards the Probationers of the opposite sex is beyond reproach.
- **Participation:** This is your Course. What you get out of it depends a good deal on what you put into it. The Course Team would like you to participate fully in all the activities that make up the Course. We would be happy to know of the bottlenecks, if any, or where you see a possibility for further improvement. The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are an integral part of the Course and the Probationers are required to take active part in all of them.
- **Discipline:** Discipline is non-negotiable. As officers, a strict code of conduct and norms of behaviour bind each of us. We expect you to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behavior, violation of course guidelines and inappropriate conduct will be most severe.

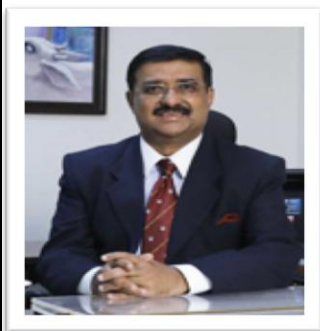
Attire: We expect you to be appropriately attired for every occasion. The details about what constitutes proper attire are given at **Shishtachar**.

- **Maturity, Creativity and Endeavour:** Above all, we expect the Probationers to behave like mature individuals. A mature person does not indulge in deviant or self- destructive behaviour. He/ She does not burn up in anxiety. He/she neither resents authority nor does he/she become overbearing when he/she is in a position of power. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the Course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks. We expect these qualities related to the head and heart from each and every Probationer.

Tentative Events

Sl.no	Event	Tentative Dates
1	Hyderabad Darshan	20-04-2019
2	Elections To Clubs and Societies	23-04-2019
3	Cross Country Run	27-04-2019
4	Visit to NIMH/Devnar school for the Blind	04-05-2019
5	Essay Writing Competitions	08-05-2019 & 11-06-2019
6	Cultural Programme	09-05-2019 & 06-07-2019
7	Sports Day	11-05-2019
8	APJ Abdul Kalam Memorial-Commemorating Pokhran Blast	13-05-2019
9	Short Trek to TSPA	18-05-2019
10	FETE	25-05-2019
11	Trek Briefing	29-05-2019
12	One Act Play	01-06-2019
13	Trek	03-06-2019 & 08-06-2019
14	Trek Presentations	14-06-2019
15	Village Visit briefing	22-06-2019
16	Village Visit	24-06-2019 & 28-06-2019
17	Book Review	04-07-2019
18	Village Visit Presentations	05-07-2019
19	Club Day	12-07-2019
20	Athletic Meet	13-07-2019 & 14-07-2019
21	End Term Examinations	15-07-2019 & 16-07-2019
22	India Day Celebrations	21-06-2019 & 17-07-2019
23	Blood Donation Camp	18-07-2019
24	Valedictory Function/Relieving Formalities	20-07-2019

Profiles of Officers & Faculty Associated with the 1st MES FC



Sri B P Acharya, IAS, EO Spl Chief Secretary to Government of Telangana & Director General, Dr. MCR HRD Institute of Telangana is a senior officer of the 1983 batch of Indian Administrative Service. He has contributed to many a mega project in AP and Telangana States. As the Managing Director of APIIC many successful export-oriented clusters were facilitated by him in the combined State of AP. Of these, Sri City is the most successful SEZ in the country. During his decade-long stint in Industrial Sector in the State, he created at least 20 such clusters, each of these clusters provides employment to at least 30,000 persons directly and one lakh indirectly. As the Tourism and Culture Principle Secretary of Telangana, he was responsible for bringing in huge investments to improve infrastructure to appeal to international tourists. As MD of Tourism Development Corporation, he commissioned the Sound & Light show at Golconda fort and conducted the Golconda festival.



Sri Harpreet Singh, IAS, Additional Director General, DR.MCR HRDIT.

Sri Harpreet Singh, IAS was born on 18th July, 1962. He did his B.Tech. (Mechanical Engineering) from IIT, Mumbai in 1983 and PGDBM (Management Degree) from IIM, Kolkata in 1985. He joined the Indian Administrative Service in the year 1991. During his 26 years of career, as an All India Service Officer of Andhra Pradesh Cadre, he served many departments at various levels and held important and responsible positions, in which some of them are: Sub-Collector, Bhadrachalam; Joint Collector, Kurnool; Secretary to AP Vigilance Commission; Special Commissioner of Commercial Taxes; Commissioner (Appeals), O/o. the Chief Commissioner of Land Administration and as Principal Secretary to Government of Telangana, Labour Employment & Training and Factories Department. He has been elevated as Principal Secretary to Government from 27th February, 2016 and worked as Principal Secretary to the Governor of Andhra Pradesh and Telangana, from 1st April, 2016 to 14th April, 2019.



Sri B. Venkateswara Rao, IAS 1993 Batch did M.E (Electronics) and LLB. He held a number of positions including Collector – Vizianagaram, Director Handlooms & Textiles, Managing Director- APCO, Secretary – State Election Commission, Secretary and Commissioner – Endowments, Secretary - Services (GAD)/ Commissioner of Fisheries. He is the Additional Director General, Dr. MCR HRD Institute of Telangana.



Sri P.K. Sharma, IFS (Rtd.), Chief Consultant and Advisor (Infrastructure & Proctor) for the 01st MES FC, is former Prl. Chief-Conservator of Forests & Head of Forest Force of Telangana. He has held many important positions in the States of Andhra Pradesh and Telangana in a service span spread over 36 years. He has vast experience of working in almost all the fields of Forestry and Wildlife. He has expertise in the fields of Forest & Wildlife Management, Applied Research, PA Development, Social Forestry, Preventive Vigilance and Anti-Corruption, Financial Planning & Budgeting, Non-Timber Forest Product's Management, Poverty alleviation, Application of IT, Remote Sensing and Geomatics in Natural Resource- and HR Management, Training and Education, Skill Up-gradation, HR Development, HR management, Participatory Management, Participatory Appraisal, Environment Impact Assessment (EIA) etc. He is an avid reader and writer.



Sri Mahavir Prasad Sethy, Chief Consultant (Training & e-Learning) Advisor (General) for the 01st MES FC has done BE (Hons) Mechanical from BITS Pilani. He is an alumnus of College of Defence Management, Secunderabad, having done “Long Defence Management” course. He served Ministry of Defence, Indian Navy, and retired as Senior Principal Director. He has also served the Institute of Secretariat Training & Management, DoPT, Government of India, as Additional Director and the erstwhile Dr. MCR HRD Institute, AP as Joint Director General. He is Master Trainer in Direct Trainer Skills (DTS), Design of Training (DOT), Management of Training (MOT) and National Facilitator on Basic Leadership Skills, accredited by DoPT, Government of India.



Dr. Gautam Pingle, Dean of Studies, Head, Centre for Telangana Studies, obtained B Sc. (Economics) (Hons) from University College, London and Ph D from Glasgow University, Scotland. On his return to India, he worked at the Centre for Policy Research, New Delhi. Later, he joined Administrative Staff College of India as a Policy Analyst. He was Dean of Research and Consultancy for two terms. Since 2009, his newspaper columns have largely been about Telangana and its travails. He is considered as an analyst and advocate of Telangana.



Smt. Sridevi Ayaluri, Director IT & e-Learning, Head, Center for Information Technology & Course Director for the 01st MES FC, has more than 20+ years' of experience in the areas of e-Governance and ICT. She has worked in both Government and in Private sector. Her focus in the last 15 years has been on developing appropriate strategies of high-value, high-impact, end-to-end Capacity Building Programmes and ICT solutions. She has done "Executive programme in Business Management (EPBM)" from IIM Calcutta, M Sc – Computer Science from Kurukeshra University and M. A in Sociology from Osmania University. She worked at National Institute for Smart Government (NISG) for 12 years and was involved in Capacity Building and Change Management plan for National level Projects like UIDAI, and Transportal of MoUD. She worked closely with NeGD on strategy to roll out CB across India under NeGP CB Scheme. She was instrumental in initiating, designing and implementing one year diploma programme on Governance along with private partner institutions like TAPMI & IIM Indore.



Dr. Mohammed Abbas Ali, Senior Professor & Head, Management Development Centre & Course Director (Academic) for the 01st MES FC, has done MBA & Ph D from Osmania University, Hyderabad. Prior to joining the Institute, he was with Osmania University as Professor of Business Management from 1979 - 2009 and with Al Ghurair University, Dubai from 2009 -2015. He was Hon. Advisor, Confederation of Indian Industry (Andhra Pradesh), National Convener for Assistance Program in India, Islamic Development Bank, Jeddah, Kingdom of Saudi Arabia, etc. He worked as fulltime Consultant in AP Minorities Commission from 1992 -1997, Govt. of Andhra Pradesh.



Sri N.Madhusudhan Reddy, Director (Admin) & Controller of Examinations for the 01st MES FC, is a Postgraduate in Geology from Osmania University & Business Administration (MBA) from Dr. BR Ambedkar open University Hyderabad. He joined in the State Audit Department in 1997. He held such positions as Deputy Director (Finance) in ESD in ITE & C Department, Vigilance Officer in Civil Supplies Dept, Financial Adviser in GHMC, etc. Currently, he is the Joint Director in Audit Training wing and In-charge Director (Admin.)



Smt. Yasmeen Sultana is presently working as Joint Director of Accounts Training Wing and Director of Finance in Dr.MCR HRDIT. She Completed M.S.C. and B.E.D from Osmania University. She was selected through Group-I Services of State Government in 1990 and Joined in Treasuries and Accounts Department in 1990. In the past, she worked as Assistant Accounts Officer in Animal Husbandry Department, Assistant Pension Payment Officer .Worked as Assistant Director and Deputy Director in O/o Directorate of Treasuries and Accounts. Chief Accounts Officer, Commissioner of Printing and Stationery.



Smt.T. Padmavathi, has done M.A. Telugu. She was appointed as Typist in 1987 and worked in various levels in Revenue Dept. After getting promotion as Deputy Collector, worked as Land Acquisition Officer in Hyderabad Metro Rail Limited for one year. She is presently working as Administrative Officer in this Dr.MCRHRDIT.



Sri D. Manohar, Senior Manager (Programme Coordination) and Associate Course Coordinator (Facilities, Cultural & Sports) for 01st MES FC, is a post graduate in Linguistics and a graduate in Law. He served in Government Sector for over three decades in different capacities, including Director of Telangana State Art Gallery. He has been a theatre artist and also writes short stories and poetry. He is DG' Nominee for Film & Fine Arts Club of 01st MES FC.



Sri Govinda Raj Emmadi, Associate Professor at Management Development Centre & Associate Course Director (Extracurricular activities) 01st MES FC, holds post graduate degrees in Management and Tourism & Travels. His experience includes working in AP Tourism for about a decade. Later, he worked for about a decade with the Ministry of Tourism, Government of Botswana. In the recent past, he worked with NITHM as Associate Professor and Chief Administrative Officer (FAC).



Sri. Vinod Kumar Ekbote, is a Faculty Member at Sustainable Development Goals, & Coordinator for Village Visit 01st MES FC. He is on deputation from Department of Agriculture, Govt of TS. He did M Sc (Ag) from APAU and worked briefly as a copywriter in an advertising agency before joining the Department of Agriculture. A bibliophile, he has a blog on books-www.vinodekbote.blogspot.com. He is DG' Nominee for House Journal Society of 01st MES FC.



Sri K.Naveen Reddy, Senior Faculty at the Management Development Centre, & Associate Course Coordinator (Trek & CGM) for 01st MES FC, has got over two decades of experience in the fields of industrial regulation and facilitation, IT, Export and Import regulations, etc. He held such positions as Assistant Director, Industries in Mahabubnagar District, Assistant Director, Invest Telangana Cell, Project Manager, Chasing Cell of CMO, etc. He also worked on deputation with Government of India as Asst. Dev. Commissioner of SEZs.



Sri T.M.Basha is a Senior Lecturer of Accounts Training Wing in Dr.MCR HRDIT & Assistant Controller of Examinations for 01st MES FC, He has done M.A.,B.L and B.Ed. from Sri Krishnadevaraya University. He joined the Treasuries and Accounts Department in 1992. Prior to Joining the Institute, he worked as Assistant Accounts Officer in the O/o. Commissioner of Civil Supplies also in different cadres in Accounts Branches of Treasuries and Accounts Department.



Sri G.V.V.Subba Rao, Senior Lecturer & Accounts Officer, did BA (Economics) and B Ed. He has got more than 22 years of experience in the fields of Finance, Accounts, and Service matters. In the past, he has held such positions as Finance Manager, Accounts Officer, and Finance and Accounts Officer in the Departments of Municipal Administration, Culture and Language Development, and Telangana Sarva Shiksha Abhiyan, respectively.



Smt. Meena Jagirdhar is Junior Faculty Member at the Centre for Sustainable Development Goals & Nodal Officer-I for 01st MES FC. She is on deputation from Panchayat Raj Department and a postgraduate in Genetics with specialization in cell biology.



Smt. Kandukuri Usha Rani is a Junior Faculty Member at the Centre for Telangana Studies and Associate Course Director(Class room sessions) for 01st MES FC. She did M Sc (Organic Chemistry) from Osmania University, Hyderabad, M Ed from Himachal Pradesh University, Shimla, and Post Graduate Diploma in Mass Communication and Translation Techniques in Telugu from University of Hyderabad. In the past, she worked as Psychology Lecturer at District Institute of Education and Training, Karimnagar, Asst. Professor in Education and Research Training Wing Board of Intermediate Education, AP, and Asst. Professor of Chemistry in various Degree and PG colleges under Collegiate Education, Telangana State.



Smt. G. Savithri, Estate Officer/Asst. Admin. Officer is a graduate in commerce. Her technical qualifications include Shorthand & Typewriting Higher Grades (English & Telugu). She deals with establishment matters too.



Sri M.Venkatesham, Manager Horticulture & Manager (Physical Fitness) for 01st MES FC, has done M Sc in Plant biotechnology from Osmania University. He has got over eight years of experience in landscaping, horticulture activities, nursery management, disease forecasting of agricultural and horticultural crops, organic cultivation management, etc.



Sri Kavi Bhushan Pandey, “Manager Facilities” is a graduate in Hotel Management, Catering Technology and Applied Nutrition. He worked for the Corporate Relations and Protocol Department in GMR Group for about 10 years. He was also associated with Hotel Taj Ganges (Varanasi-U.P.), Hotel Taj Residency (Lucknow-U.P.), Hotel Clarion the West end (Nasik-Maharashtra), Hotel Leo Continental and Hotel Amrutha Castle (Hyderabad-Telangana).



Sri. G. Venkat Reddy is a Post graduate in Computer Applications from Osmania University. He has got more than 12 years of experience in System/Network Administrator. Presently, he is working as Network Administrator and Manager-IT(i/c) for Centre for Information Technology of this Institute.

IMPORTANT TELEPHONE NUMBERS & ROOM NUMBERS				
Sl. No.	Name of the Officer	Intercom Number	Contact Number	Room Number
1.	Sri P.K. Sharma, IFoS (Retd.) Advisor (Infrastructure)	322	6300030519	01
2.	Sri M.P Sethy Chief Consultant (Trg./e-Learnings) Advisor (General)	488	09958483963	101
3.	Smt. Sridevi Ayaluri, Director (IT & eL) & Course Director(CD)	189	9866248887	034
4.	Dr. Md. Abbas Ali Sr. Professor & Addl.CD(Academic)	415	9030005661	131
5.	Sri.Madhusudan reddy Director (Admin) Controller of Examinations	167	9248032084	226
6.	Sri Basha, Assistant Lecturer, Accounts Training Wing Asst Controller of Examination	185	9248032109	130
7.	Sri K. Naveen Reddy Sr. Faculty & Assoc. CD (Coordinator for Trek, CGM & Army symposium)	169	9848080271	127
8.	Sri Govind Raj Emmadi, Assoc. Professor & Assoc. CD (Extracurricular Activities)	106	9989334067	033
9.	Sri D. Manohar Sr. Manager (Prog. Coordinator) & GM facilities, Assoc. CD (Facilities Cultural & Sports).	127	9505053497	103
10.	Shri. Kavi Bhushan Pandey, Manager Facilities	338	9000114443	Godavari Block, G-55
11.	Smt. K. Usha rani Faculty, CTS & Assoc. CD(Class Room Sessions)	434	9948921557	Muchukunda Block
12.	Sri G.V.V. Subba Rao Accounts Officer & Nodal Officer II	271	8317671414	130
13.	Sri Vinod Kumar Ekbote, Faculty Member, CSDG & Assoc.CD (Coordinator (Village Visit))	369	9490481219	CGG Block
14.	Smt. Meena .J, Faculty & Nodal Officer -1	376/165	8977000327	035
15.	Smt.G.Savithri, AAO Medical issues & Emergencies of the Probationers	141		109

16.	Shri.G Venkat Reddy Manager IT (i/c)-IT Facilities	119	9949392515	106
17.	Sri C. Ram Babu Faculty, CUDS Supporting Asso.CC-1	139	8341079393	122
18.	Sri M. Venkatesham Manager Horticulture	148	9493013581	
19.	Sri Seshatalpa Sai Stores in-charge	246	9885713226	231
20.	FC Secretariat Smt. Rama Lakshmi	165	9182193322	035
21.	Gym / Swimming Pool	177	-	-
22.	Godavari Hostel	353	9248005306	-
23.	Tungabhadra Block	345	-	-

FC Secretariat Support Team



Left to Right:

Sri V. Praveen Kumar, Smt. K. Aruna, Sri G.Srinivas, Smt. T.V.S. Rama Lakshmi, Sri T.Vinod Kumar, Smt. Ch. Divya and Sri Ch.Pradeep Kumar