



DR MCRHRD INSTITUTE OF TELANGANA INSIGHTS

March to August 2016

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A High-Profile 91st Foundation Course for Officers of AIS & CCS



DG Presenting Sapling to Hon'ble Governor



Hon'ble Governor Addressing the Participants

The 91st FC for officers of All India Services and Central Civil Services, including 6 officers of Royal Bhutan Police, marked by warmth and passion, got off to a flying start on August 29th, 2016. The young officers selected by the UPSC for the 'steel frame of Indian administration', brought exuberance, excitement, and energy to the fore. The famed hospitality of Hyderabad, of course, was the icing on the cake.

Sri E.S.L. Narasimhan, Hon'ble Governor of AP & Telangana advised the Officers Trainees(OTs) to use their power and authority in order to reduce the gap between the privileged and underprivileged sections of society. He called upon the OTs to find time to meet people, listen to their grievances with a sense of empathy, and make a sincere attempt to find solutions for them. He also urged them to maintain the fine balance between the demands of their professional work and personal life. "Spending quality time with spouse and children, pursuing a hobby, taking care of health, and enjoying life are great stress busters", he added.

Sri Vinod K Agrawal, Director General said that the work place is changing at a mind-boggling pace and there is a pressing need to keep the skill set current and up-to-date. Smt. Anitha Balakrishna, Joint Director General & Course Coordinator said that the FC, which involves a fusion of academic, outdoor, extra-curricular, and co-curricular activities, is aimed at equipping the OTs with a core set of values, skills, and knowledge that would help them in their careers. Dr. R. Madhavi, Additional Course Coordinator welcomed and Professor O.Vijayasree, Academic Advisor for the FC proposed a vote of thanks.

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A Sectional View of the Audience

Induction Training Programme for IAS Officers (Batch - II) Concludes

All is well that ends well. While camaraderie and bonhomie marked the OTs' stay at the Institute, their parting brought about a touch of sadness. The valedictory function saw the officers indulging in bear hugs and warm handshakes. Everyone recalled the pleasant time spent and hoped that the memories will linger for ever. Many turned misty eyed while taking leave of each other. Sure, it is not the goodbyes that hurt but the flashbacks that follow.

The second batch of the Induction Training Program (ITP) for over 60 promoted IAS officers from the State Civil Services from thirteen States, which was inaugurated by Smt. Aruna Bahuguna, IPS, Director, SVP NPA on March 28th, 2016 concluded on May 6th, 2016.



Valedictory Function

Dr. Y. Venugopal Reddy, former Governor, RBI & Chairman 14th Finance Commission, said that the job of IAS Officers brings in its wake the need to deal with multiple stakeholders and their success, therefore, depends on their people-related skills. He further stated that the global slowdown has affected the Indian economy both positively and negatively. However, he added, the net effect has been positive and resulted in innumerable beneficial outcomes for the country.

Sri Vinod K Agrawal, Director General said that the training program will be truly successful only when the OTs make use of the newly acquired competencies in improving their performance for the good of the society. Smt. Anitha Balakrishna, Joint Director General & Course Coordinator said that the training involved an innovative combination of experience sharing, group problem solving,

syndicate presentations, exercises, case studies, study tour to different places in India and Sri Lanka, etc.



OTs Performing in a Cultural Program

Dr. Venugopal Reddy presented Gold Medals to the OTs for Group Problem Solving and Syndicate Work. The DG's Gold Medal for All Round Performance was presented to Sri Sheikh Sarmad Hafeez and Sri Srivastava Ashok Kumar. Sri V. Jagadishwer, Additional Course Coordinator proposed a vote of thanks. Professor O Vijayasree, another Additional Course Coordinator conducted proceedings of the event.



Inaugural Function



Induction Training Program for IAS Officers

28-03-2016 to 06-05-2016

A High-Level Conference of Administrative Training Institutes (ATIs)

The Institute organized a Conference of ATIs on August 19th & 20th, 2016. Twelve ATIs were represented by Director Generals/ Senior Functionaries. Sri Vinod K Agrawal, Director General, in his inaugural address, called upon the ATIs to interact, on a continuous basis, and learn from each other's experience so as to ensure that the quality of training improves in the entire country.



Sri Vinod K Agrawal Addressing in Inaugural Function

Smt. Madhu Bala Sharma, Director General, Himachal Pradesh Institute of Public Administration said that the task of training employees, which amounts to bringing about a positive change in the status quo, is a challenging proposition, keeping in view the inherent resistance to change. Sri Satyajee Rajan, Director General, Institute for Management in Government, Kerala said that while quantitative targets are important in their own right, ATIs should take all possible steps to improve the quality of training.

Earlier, Dr. K Tirupataiah, Additional Director General, in his welcome address, said that the Conference, which aims at networking, knowledge sharing, and collective wisdom, is an important component of the 40-years celebrations of Dr. MCR HRD Institute. Dr. W.G. Prasanna Kumar proposed a vote of thanks. Sri K. Nageswara Rao conducted the proceedings of the function.

The Conference comprised three Technical Sessions on the functioning of different State-level ATIs and a Panel Discussion on Management of Training Institutes.

There were three group presentations on "Building up Synergies among ATIs", "Role of Department of Personnel & Training (DoPT) in Developing ATIs as Centres of Excellence", and "Promotion of Interaction among ATIs".

A number of proposals, including revival of Association of State Training Institutions, creation of its web portal to host course material and case studies, providing link to ATIs/CTIs/other training institutes, hosting of a channel on YouTube with audio visual material of all ATIs/CTIs, sharing of faculty and other resources, role of DoPT in developing ATIs as Centres of Excellence, etc. were also discussed.



A Small Group Discussing One of the Sub Themes

Sri Vinod K Agrawal, in his valedictory address, advised ATIs to make concerted efforts to give a big boost to their campaign of imparting high-quality training to employees. Sri Satyajee Rajan offered to host next meeting of the ATIs at his Institute, which was received with a spirited applause by all the functionaries of the ATIs. Dr. Subesh Kumar Das, Director General, ATI, West Bengal called for sharing of information about their innovations and best practices, use of information technology, ISO Certifications, etc. He advised ATIs to not only encourage OTs in the FCs and ITPs to present their innovative experiments in administration in training programs but also to publish them in the form of books in order to disseminate knowledge among ATIs and public at large.



DG's/Representatives of ATIs

Orientation Program for Public Servants in the Context of Telangana

“A Pilot Orientation Program for Public Servants in the Context of Telangana”, sponsored by Planning Department, and attended by over 75 officers, was held from June 27th to 29th, 2016. Professor Ch. Hanumantha Rao, former Member, Planning Commission and Finance Commission said that Telangana can derive maximum benefits from globalization by empowering people through decentralization of development and by ensuring universal access to quality education. Sri Vinod K Agrawal, Director General said that the exposure of the employees to the history, culture, and heritage will be greatly instrumental in strengthening their self-esteem, which would, in turn, empower them to discharge their duties in the context of the dynamic aspirations of people of Telangana.



Prof. Ch Hanumatha Rao Lighting the Lamp

Sri B P Acharya, Principal Secretary to Government, Planning said that Sri K Chandrasekhar Rao, the Hon'ble Chief Minister is committed to the cause of enriching efficiency of employees and, towards this, an amount of Rs. 30 crores has been provided in the budget for their orientation. Sri A K Goel, Advisor to Government, Planning & Energy said that orienting all the employees is a

gigantic task. However, he added, the commitment of the Government to this ambitious project will be instrumental in taking it to the shore, safely and successfully. Dr. G R Reddy, Advisor to Government, Finance called upon the officers to adapt themselves in the light of the changes that are taking place on account the forces of liberalization, privatization, and globalization.

The Technical Sessions, in addition to history, culture, and economy of Telangana, covered key innovations in different domains of governance, including Mission Kakatiya and Mission Bhagiratha.

Sri Ramachandrudu Tejavat Naik, Special Representative, Government of Telangana in New Delhi, in the valedictory function, urged the participants to guide political leaders by providing authentic data and sharing truth, instead of coming under their spell and telling them what they want to listen. On this occasion, Telangana Statistical Newsletter, Season and Crop Report, 2014-15, and Economy in Brief-Telangana State, 2016, brought out by Directorate of Economics and Statistics, were released. Dr. R. Madhavi was the Course Coordinator of the Orientation Program.



Release of the Reports Brought out by Directorate of Economics and Statistics



A Sectional View of the Participants

Activities : Center - wise

Centre for Urban Development Studies (CUDS)

“An Orientation Training Program on AMRUT for Urban Local Body (ULB) Officials of Madhya Pradesh”, in collaboration with Ministry of Urban Development, Government of India and Directorate of Urban Administration & Development, Madhya Pradesh, was organized from July 26th to 28th 2016. Sri Vinod K Agrawal, Director General said that capacity building of ULB functionaries is an absolute necessity for recasting the urban landscape of the country to make it liveable, sustainable, and smart. He released a copy of the Training Module prepared by the Centre.



DG Lighting the Lamp

Professor Deepa Nair, Course Coordinator said that the Institute, which has been empanelled by the Ministry of Urban Development, Government of India, under Atal Mission for Rejuvenation and Urban Transformation (AMRUT), has entered into MoUs with the State of Madhya Pradesh and Municipal Corporations of Chandigarh, Andhra Pradesh, and Telangana. Earlier, Smt. Sripratyusha, Faculty Member welcomed the gathering. Sri. Ram Babu, Project Associate proposed a vote of thanks.



Sri Vinod K Agrawal, DG Releasing a Copy of the Training Module

The Centre conducted a series of capacity building programs during July to August, 2016 and trained more than 250 ULB functionaries from Telangana, Andhra Pradesh, Chandigarh, and Madhya Pradesh.



Trainee - Centered Learning in Action



Group Presentations by the Participants



Group Presentations by the Participants



A Trainee Making Presentation

Centre for Climate and Disaster Management (CCDM)

“A UNICEF-Sponsored Workshop on Heatwave Action Plan”, attended by 51 officers, was organized on May 2nd and 3rd, 2016 to obtain inputs from the stakeholder departments in preparation of Heatwave Action Plan. The Plan was prepared and forwarded to the Disaster Department.



Syndicate Discussion

“A UNICEF-Sponsored Consultation Workshop on Finalization of Drought Manual”, attended by 41 officers, was organized on May 25th and 26th, 2016, to obtain inputs from the stakeholder departments for updation of Drought Manual. The Telangana Drought Manual was updated and forwarded to the Disaster Department.



A Panel Discussion

“A UNDP-Sponsored Workshop on Sendai Framework for Preparing the Way Forward in the State of AP”, attended by 49 officers, was organized on May 19th and 20th, 2016. The participants were oriented to Sendai framework on climate change and sustainability issues.



The Inaugural Program

“A Consultation Workshop on Finalization of State Disaster Management Plan”, attended by 46 officers, was organized on June 14th and 15th, 2016, to obtain inputs from stakeholder departments for updation of State Disaster Management Plan.



Ms Ruth Leone, UNICEF, Hyderabad

“A Training Program on Community - Based Disaster Risk Management”, attended by 29 officers was organized between July 12th and 14th, 2016. The program was designed to build capacity of communities to assess their vulnerability to hazards, both natural and man-made, and develop resources necessary to prevent and/or mitigate the impact of identified hazards.

“A Training Programme on Earthquake Risk Mitigation & Management”, attended by 33 officers, was conducted between August 30th and September 1st, 2016. The programme focused on topics dealing with earthquake basics, measures to mitigate impact of earthquakes, earthquake-resistant construction techniques, retrofitting of existing structures, etc. It also involved field visits to a number of Institutions.



Visit to IIIT, Hyderabad

Centre for Office Management & Secretarial Practices (COM&SP)

“A Training Program on Conduct Rules & Disciplinary Procedures”, attended by 39 officers, was conducted between May 25th and 27th, 2016. The program focused on salient features of Conduct Rules 1964, the Do's and Don'ts for a public servant, the APCS (CCA) Rules 1991, procedures to be followed in conducting enquiries, conduct of mock enquiry in a given case, major and minor penalties and their impact, vigilance organizations to be consulted for imposing penalties, etc.



Dr. S M Nabi Presenting Certificate

“A Refresher Training Program for Junior Assistants”, attended by 26 participants, was organised between June 20th and 27th, 2016. The objective of the program was to refresh their knowledge in such areas as noting & drafting, disciplinary procedures, preparation of



Group Discussion

“A Training Program on Noting & Drafting Skills for Junior Assistants in HoDs”, attended by 51 participants, was organized between May 18th and 25th, 2016. The program focused on writing a note for a given case, procedure of drafting various communications used in Government offices, particularly a letter, DO letter, proceedings, etc.

“A Training programme for Officers of Geological Survey of India (GSI)”, in two batches, covering 106 officers, was conducted from June 20th and 25th, 2016 and from July 11th to 16th 2016. The program focused on salient features of Conduct Rules 1964, noting and drafting of letters, Do's & Don'ts for public servants, disciplinary proceedings, major and minor punishment, duties of drawing officers, disbursement procedures, proper accounting of Government money, etc. Senior functionaries, including Sri V. Anil Kumar, Dr. P. R. Golani, Dr. Sanjay Das, and Sri Ashok Kumar, from GSI, and Dr. K. Tirupataiah, from Dr. MCR HRD Institute, participated in the inaugural/Valedictory functions.



Group Photo of Participants

“A Training Program for Department of Administrative Reforms and Public Grievances”, attended by 11 officers, was conducted from July 18th to 22nd, 2016. During this program, the present structure, reforms proposed, and redressal of public grievances were discussed, in detail.

Centre for Information Technology (CIT)

The CIT organized three five-day programs and two three-day programs, attended by 121 participants from numerous organizations during May to July 2016. The programs focused on computer fundamentals, spreadsheet applications, database applications, cyber laws & security, etc. The objective of these programs was to expose the participants to MS Word, MS-Excel, MS-Power Point, Cyber Crime, Data Security, etc.



Trainees in the Computer Lab

Accounts Training Wing (AcTW)

“An Induction Training Programme”, attended by 37 Junior Assistants / Senior Assistants of Treasury & Accounts Department, was conducted between April 18th and July 1st, 2016. The program focused on the concepts of accounts and audit, basic commercial accounting, Government codes, rules, manuals, and procedures, RTI, communication skills, stress, time management, and interpersonal relations. Practical sessions on MS Office, packages used in Treasuries and Accounts Department, HRMS package, etc. were also organised.



Smt. Anitha Balakrishna Giving away Certificate

“A Training Programme on Preparation and Processing of Pension Papers and Sanctions”, attended by 26 participants, was organised between July 11th and 13th, 2016. The objectives of the program included procedure of calculation and sanction of various types of pensions, viz, family pension, anticipatory pension, and provisional pension. The participants were also exposed to issues relating to retirement, gratuity, and commutation

Centre for General and Revenue Administration (CG&RA)

“A First-of-Its Kind Training Program for Visually-Challenged Government Employees” was organized from May 9th to July 21st, 2016, in collaboration with Devnar Foundation for Blind, Begumpet. It focused on enriching the core competencies of the trainees in all domains of



DG Addressing in Inaugural Function

office management so as to enable them to perform their duties effectively. In addition, the trainees were exposed to a software, called Jaws, which is a powerful tool for the visually-challenged employees to discharge all their official functions.

Sri Vinod K Agrawal, Director General said that the Institute is fully committed to the cause of empowering visually-challenged employees and, towards this, it would establish a full-fledged Centre for Visually-Challenged Employees. Earlier, Dr. R. Madhavi, Course Coordinator welcomed the gathering.



The Trainees in Inaugural Function

In addition, the Centre organised five training programs on “Ethics”, “Elimination of Child Labor”, “Refresher Training for Sub Registrars of R & S Department”, “Training of Trainers Workshop for RPs of ITP”, and “Drafting Para-wise Remarks”.

Audit Training Wing (AdTW)

The Audit Training Wing organized 12 training programmes between March and July 2016, covering 310 Junior Auditors, Senior Auditors, Assistant Audit Officers, and Audit Officers of all districts of Telangana. Focus of these programs was broadly on service matters, auditing of marketing committees, GHMC audit procedure, audit of municipalities, and audit procedures for GPs, MPPs, and ZPPs.

Following are the titles of the above 12 training programs: Workshop on Preparatory Measure for Department & Functionary Manual, Refresher Training Program for Junior Auditors, Audit of Accounts of AMCs & ZGs (two batches), Audit of Accounts of HR & CEIs, (two batches), Audit of Accounts of ULBs (three batches), Disaster Management and Audit, Finance, Accounts and Audit in PRIs, and Audit of Accounts of Universities.

Centre for Management and Behavioural Studies (CMBS)

The CMBS organised seven training programs during April to August 2016, covering 165 participants, on such themes as “Leadership Skills”, “Individual Excellence”, “Organizational Excellence”, “Personal Effectiveness”, “Consumer Rights - Awareness and Redressal of Grievances” - (two batches), and “Work-Life Balance”. These programs were sponsored by UNDP, State Governments, and Government of India. Their duration was three days. In all the programs, more than 75% of the sessions were participatory in nature, including brain storming, exercises, and management games.



Jago Grahak Jago: A session on 'Consumer Rights'



Participants in Training Programme on 'Work-Life Balance'



A Session on 'Personal Effectiveness'

Celebrations, Events, etc..

The Institute's 40th Anniversary Celebrated with Gaiety and Fervour

The year 2016 was the glorious milestone in the history of the Institute as it completed 40 years of its establishment. A string of innovative events were lined up between March 17th and 22nd 2016 to celebrate the occasion in an exquisite manner and to acknowledge its services to the cause of HRD at the State and National levels. As a part of this, five Surabhi Pournika plays were staged. In addition, an Art Camp with more than 50 artists and a Photo Exhibition depicting major events in the Institute's journey were organized. The celebrations culminated in a grand function which was graced by Sri E.S.L. Narasimhan, Hon'ble Governor of AP & Telangana, Sri Kadiyam Srihari, Hon'ble Deputy C.M, and Sri Etela Rajendar, Hon'ble Finance Minister. The felicitations of all the former Directors General by the Hon'ble Governor were the highlight of the event.



Inauguration by Hon'ble Governor



DG Going Around Photo Exhibition



Felicitations to Former DGs



A View of the Art Camp



Scenes from the Surabhi Pournika Plays



A Group Photo with the Former DGs

70th Independence Day Celebrations



The 70th Independence Day was celebrated at the Institute with great enthusiasm and traditional zeal. The entire campus of the Institute, which displayed the vibrant national colors, was enveloped in the festive mood. The atmosphere was charged with feelings of patriotism and pride. The celebrations commenced with Sri

DG Hosting National Flag

Vinod K Agrawal, Director General hoisting the National Flag. He paid rich tributes to the freedom fighters, who made huge sacrifices to bring independence to India. He said that the Independence Day celebration is an occasion to rededicate ourselves for nation building initiatives aimed at accelerating economic development and targeting social welfare and inclusive growth.

“Achieving independence is not the end of the journey. The struggle should continue unabated till we attain the goal of a developed and prosperous India, which would serve as a role model to be emulated by rest of the world”, Sri Agrawal stated. He opined that each and every person, irrespective of his position in an organization hierarchy or society, can contribute to the development trajectory of the country.

Sri Agrawal presented prizes to the winners in different sports competitions. Sri P.Dharma Chandra Reddy, Administrative Officer conducted the proceedings of the function and Dr. R. Madhavi, Associate Professor proposed a vote of thanks. The celebrations concluded with a sumptuous breakfast which was relished by one and all.

Celebration of the 82nd Birthday of Professor K. Jayashankar

The Institute organized an impressive function to celebrate the 82nd birthday of Prof. K. Jayashankar, the Ideologue of Telangana Movement on August 6th, 2016. Sri Vinod K Agrawal, Director General and the employees garlanded the portrait of Professor Jayashankar. “While the enthusiasm exhibited by the Institute’s employees in celebrating the birthday of Prof. Jayashankar deserves all appreciation, the real and true tribute to his noble soul will be to continue our present developmental campaign, with much higher commitment and dedication”,



DG Garlanding Potrait of Professor Jayashankar

said Sri Agrawal. He added that the birthday celebration of Prof. Jayashankar is a right occasion to rededicate the Institute to achieve the three-dimensional vision of the State, that is, accelerating economic growth, improving infrastructural facilities, and targeting social welfare and inclusive growth.

Haritha Haram Initiative at the Institute

The Institute participated in the Haritha Haram program on July 12th, 2016 with enthusiasm. Sri Viinod K Agrawal, Director General and the entire staff planted a large variety of saplings at different locations across the campus of the Institute. Sri Agrawal said that Haritha Haram program means more than planting the saplings as it aims at finding enduring solutions to such serious problems of the present-day life as ecological imbalance, persistent droughts, and increasing temperature. He added that Haritha Haram program, which is being implemented in a big way across the length and breadth of the State, has created widespread awareness among people about



DG Watering a Sapling

its significance and motivated them to participate in it with enthusiasm. "This has made this program a great success", he said and added that acquiring knowledge about the saplings, soil, fertilizers, etc, will go a long way in ensuring that the survival rate of the saplings that are planted goes up.

Dance and Drama Programs

Jay Jayahe Telangana, a musical dance-drama program, was staged by Saykala Bharathi on June 29th, 2016 in the Institute's auditorium. It depicted the aspirations of the people of Telangana since the days of the Nizams to the realization of the dream of Telangana. Swami Vivekananda, a Telugu drama, was staged with the cooperation of Yuva Kalavahini of Twin cities on July 27th, 2016. Panchanga Sraavanam in Hindi language was organized on 8th April, 2016, which was graced by Dr. M Lakshamana Charyulu.



A Musical Dance-Drama Program



Drama on Swamy Vivekananda



Panchanga Sraavanam in Hindi

Second Anniversary of Telangana Formation Day

The Institute celebrated the second anniversary of the formation of Telangana State on June 2nd, 2016 with passion and zeal. The folk songs added to the mood of the participants and provided them a great foot tapping time. The Institute's walls were decked up with pictures showcasing historical monuments, festivals, fine arts, etc. of Telangana, and a mere glance was sufficient to grasp the centuries-old culture and heritage of Telangana.



DG Hosting National Flag

Sri Vinod K Agrawal, Director General said that the formation of Telangana State, though a great milestone, does not mean the end of the Telangana movement. "The movement should continue in the form of a firm resolve on the part of people to contribute their optimum best,

in all walks of life, till the dream of 'Golden Telangana' turns out into a vibrant reality", he stated and added that this is the only way to pay real tributes to those who laid down their precious lives for getting statehood for Telangana.

Earlier, Professor W. G. Prasanna Kumar welcomed the gathering. All the guests were served a host of authentic and lip-smacking Telugu delicacies at the breakfast which not only tickled their taste buds but also made the celebration a memorable occasion.

Ayurveda Hospital Inaugurated

Sri Etela Rajender and Sri Naini Narasimha Reddy, Hon'ble Ministers for Finance and Home, respectively inaugurated a fully-equipped KSAC Ayurveda Hospital. Sri Etela Rajender underlined the need for creating wider awareness among people about Ayurveda. "Ayurveda, which is free from any side effects, is an effective system of medicine", opined Sri Naini Narasimha Reddy.

Sri Vinod K Agrawal, Director General said that the participants in different training programs, staff of the Institute, and people residing in the adjoining areas can avail this facility. Dr. Saji D. Souza, Director of KSAC Hospital thanked one and all.



Sri Etela Rajender and Sri Naini Narasimha Reddy Inaugurating the Ayurveda Hospital

Faculty Development Programme



A Faculty Development Program was organised on July 2nd, 2016. Dr. N. Padmaja, Deputy General Manager, Capacity Building & Knowledge

Management, NISG delivered a lecture on e-learning. She said that e-learning, once considered an auxiliary process, is now found to be a strategic medium for training. "It is cost effective and flexible and facilitates continuous learning for Government employees", She added

New Additions in the Library

A total of 1282 books were added to the library and with this the number goes to 20092.



Career Development: Lesson 1

(1) **Identify your strengths-** Strengths can arguably be identified in a variety of ways. But in context of effective leadership, your view of your own (or even some perfectly objective view, supposing one could be had) is less important than other people's, because leadership is all about your effect on others. Anyone in the organization with a single notable strength is likely to outpace others for promotion opportunities.

(2) **Choose strength** to focus on according to its importance to the organization and how passionately you feel about it. Competency matters to the organization because a strength you feel passionate about that is not important to your organization is essentially a hobby, and a strength the organization needs that you do not feel passionate about is just a chore.

(3) **Select a complementary behavior** you would like to enhance. The strength you focus on should be both important to the organization and important to you. People who excel at motivating others are good at persuading them to take action and to go the extra mile. They effectively exercise power to influence key decisions for the benefit of the organization. They know how to motivate different people in different ways.

(4) **Develop it in a linear way.** Having settled on a competency companion, look for as many opportunities as possible, both inside and outside work, to improve it. For example, if you want to improve your communication take a course in business writing, practice with friends and family, volunteer to make presentations to senior management or ask colleagues to critique some of your memos and e-mails. Strong communicators speak concisely and deliver effective presentations.

(Source : Harvard Business Review, John H. Zenger, Joseph Folkman, Scott Edinger, October 2011 Issue)

Tariff of Facilities Available at the Institute

Facility	Tariff for Govt Organizations (In Rs.)		Tariff for NGOs / Pvt. Organizations (In Rs.)		Payment & Booking Policy
	Full Day	Half Day	Full day	Half Day	
Training & Admin. Block					1. Facilities can be booked at a maximum of 60 days in advance 2. Bookings should be accompanied by advance payment for entire estimated amount 3. However, for Govt. of Telangana and Govt. of India departments & local bodies, advance payment will be as follows:- A. For booking 16 to 60 days in advance - 30% B. For booking 8 to 15 days in advance - 50% C. For booking 4 to 7 days in advance - 75% D. For booking 3 or less days - 100% 4. Refund on cancellation of booking will be as follows (on estimated amount):- A. 15 days before commencement of programme - 90% B. 7 to 15 days before commencement of programme - 75% C. 3 to 6 days before commencement of programme - 50% D. Less than 3 days before commencement of programme - NIL
Conference Hall (Small)	5000	4000	6000	5000	
Conference Hall (Big)	8000	6000	9000	7000	
Auditorium	35000	28000	50000	35000	
Computer Lab (Small 30 Computers)	8000	7000	10000	9000	
Computer Lab (Big 50 Computers)	11000	9000	12000	10000	
VVIP Lounge	5000	4000	8000	6000	
Board Room	20000	15000	30000	25000	
Video Conferencing	10000	9000	15000	14000	
Executive Lounge	7000	6000	10000	8000	
Tungabhadra Conference Hall	30000	25000	35000	30000	
Vamshadhara Conference Hall	5000	4000	10000	8000	
Arjuna Arcade per floor	7000	5000	12000	10000	

In addition 2% extra will be levied for offsetting carbon footprints of the participants. Proceeds to be utilized for enhancement and maintenance of greenery on the campus.

Comments, Suggestions, Views and Contributions may be sent to :

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