



DR MCRHRD INSTITUTE OF TELANGANA INSIGHTS

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Visit of Two High Level Delegations from Foreign Universities

Two high level delegations from Georgetown University, Washington and e-Government Leadership Centre, National University of Singapore visited the Institute with a view to establish collaborative ties

Sri Vinod K Agrawal, Director General said that in the present-day globalized world, the training establishments are required to adopt a proactive approach in networking with eminent global players, sharing their experiences, resources, and knowledge, and thereby transforming themselves into learning organizations. He added that the collaborations will be of great help in adding a global dimension to the Institute's training programs.

stated that the collaboration may be greatly instrumental in addressing the needs of all the stakeholders of both the institutions.

Senior functionaries of the Institute made presentations on different areas of collaboration, including international immersion program, executive programs on public policy, on-the-spot training programs, handholding for urban development programs, etc.

Prof. Imke Baumann, Director, Custom and Open Enrolment Programs at the Georgetown University said that the proposed collaboration with the Institute may involve joint certification programs, faculty exchange, international conferences, etc. Prof. Ashley Baker, Associate Dean, Mc Donough School of Business

Dr. Ashok Kumar Seetharaman, Centre Director, e-Government Leadership Centre, National University of Singapore said that the proposed collaboration may include such areas as capacity building in the field of e-Governance, international events on smart cities, etc. He addressed the participants of 91st FC.



DG Presenting Mementos



Dr Ashok Kumar Addressing the OTs in 91st FC

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Deliberations between the Senior Functionaries from Georgetown University and the Institute

91st FC - outdoor, extracurricular, and co-curricular activities

The Trek - An Acid Test of Courage & Endurance

Though the much awaited Nilgiri Trek began on the morning of September 25th, 2016, the OTs were physically and mentally prepared for this grand event through such activities as daily PT sessions, short trek in the outskirts of Telangana State Police Academy, 12 kms cycling race on the Necklace Road, and the cross country run at the KBR National Park. Six teams, each consisting of about 20 members, covered 120 kms in the undulating terrain of Shola forests within a span of six days. The steep slopes, jungle wilderness, terrorizing leaches, and paucity of resources were first-of-their-kind challenges for many OTs. But the bonding within the groups, unparalleled support and care for each other, and multiple learning opportunities in group dynamics and leadership made the event a worth-cherishing experience of their lifetime.



All Geared up for the Trek

Onam - Festivities at Their Traditional Best

September 14th, 2016 witnessed vibrant Onam celebrations which had the stamp of traditions and rituals of Kerala. The majestic red and yellow rangolis set the tone for the festival. The event comprised an ensemble of music and dance as well as a specially choreographed show portraying the Onam festival. Clad in golden 'kasavu' saris and dhotis, the OTs participated in the celebrations. The special Onam lunch consisting of tantalizing and authentic delicacies churned out for this momentous occasion and served on banana leaves was the highlight of the day.



OTs Enjoying Lunch Served on Banana Leaves

Uttarang - A Music & Dance Extravaganza

The cultural program, "Uttarang", a musical name referring to the ragas developed from the higher notes of the Saptaswara, was organized on September 14th, 2016 by Film & Fine Arts Club. A classical welcome dance kick-started the event, which was followed by a high voltage fusion of folk dances of Gujrat, Punjab, Kerala, etc. and rendition of melodious songs, both traditional and contemporary. A hilarious skit added to the entertainment quotient of the event.



OTs Presenting an Electrifying Dance Performance

Rappelling, Rock Climbing, Caving, etc.

Adventure is the passion of youth and youth is the face of India. Over 60 OTs participated in various adventure activities like rock climbing, rappelling, hiking, scrambling, top roping, etc., organized by Nature Lovers and Adventure Club, on September 29th, 2016 at Khajaguda, a hot spot for such activities in the outskirts of Hyderabad. The OTs found their adrenalin pumping while climbing up and down the steep rocky hills. However, in the process, they learnt a number of useful lessons in risk taking, leadership, communication, problem solving, coaching, team work, mutual collaboration, etc.



OTs Participating in Adventure Activities

91st FC - outdoor, extra-curricular, and co-curricular activities (Continued)

Sri. P. Srinivas Memorial Lecture

A Memorial lecture was organized on September 12th, 2016 commemorating the birth anniversary of Sri P Srinivas, IFS (Karnataka Cadre), who was brutally hacked to death by Veerappan on the night of November 10th, 1991. Sri Ajeet Saxena, Chief Commercial Manager, Southern Railways delivered the Memorial Lecture on "State of Affairs-Role and Relevance of Civil Service, If Any". He advised the OTs to equip themselves with new competencies in view of a shift in the orientation of civil servants' role from being controllers to facilitators and from being providers to enablers.



Sri Ajeet Saxena Delivering the Memorial Lecture

OTs Open Heart & Hearth to Host Lord Ganesha

The OTs, as a part of celebration of Ganesh Chaturthi, installed Lord Ganesha's idol with great reverence in a well decorated mandap in Vamsadhara Residency on September 2nd, 2016. They sang bhajans and performed aartis, every morning and evening. Finally, the Ganesh idol was carried for immersion in a colourful musical procession with reciting of 'Ganapati Bapa Morya'.



Idol of Lord Ganesha in Vamsadhara Residency

FETE

"Fete", a fun-filled food-cum-recreation event, was held on October 22nd, 2016. The OTs were seen dishing out mouth-watering delicacies, organising fun activities, and going all out to sell them. It provided a rare opportunity for them not only to internalize the pain and pathos of small-time self-employed persons, but also added to their entrepreneurial and managerial acumen. The proceeds of the event were donated to a charitable organization.



Sri Rahul Bojja, Hyderabad Dist. Collector at One of the Stalls

Namaste India

The Film and Fine Arts Club organized a ballet of scintillating Indian dances by Dr. G. Padmaja Reddy, recipient of Central Sangeet Natak Academy Award, and her disciples. Dr. Padmaja Reddy's performance was amazing and so uplifting that it took the audience to a different level of consciousness; it was divine, celestial, and spiritual in nature. She presented a perfect amalgamation of "Nritta", "Nritya", and "Natya" and showcased a gamut of compelling emotions.



Felicitations by DG



Dr. Padmaja Reddy & her disciples



Cross Country Run



Cycling for a Noble Cause



Learning Piano & Guitar



Visit to TSPolice Academy



Elections for Societies/Clubs



Learning Hindustani Vocal

Activities — Centre - wise

Centre for Urban Development Studies (CUDS)

“A Training Program for Elected Representatives of Municipal Corporation of Chandigarh” was organized from October 24th to 26th, 2016. Mayor, Senior Deputy Mayor, Ex-Mayor, and Counsellors attended the program.

Sri Vinod K Agrawal, Director General, in an interactive session with the elected representatives, said that the mind-boggling increase in urbanization has aggravated the already existing problems relating to water supply, sewerage, transport, sanitation, roads, etc. in the urban areas. “Continuous capacity building of elected representatives is an absolute necessity to empower them to find enduring solutions to these problems”, he stated.



Elected Representatives of Municipal Corporation of Chandigarh along with the DG

Mayor Sri Arun Sood said that the innovative measures initiated by the Municipal Corporation of Chandigarh can be a source of inspiration for its counterparts from across the country. The elected representatives, *inter alia*, had an interactive session with Dr. P. Janardhan Reddy, Commissioner, GHMC.

“An Orientation Program on Deendayal Antyodaya Yojana - National Urban Livelihoods Mission”, attended by 38 participants from various districts of Telangana, was conducted from October 4th to 6th, 2016. The purpose of this program was to reduce poverty and vulnerability of urban poor households by providing them access to gainful self-employment and skilled wage employment opportunities.



Group Discussions

“A Talk on Traffic Challenges in Hyderabad -The Way Forward” was organized on September, 15th, 2016, by Sri Paulo Custodio, an International Urban Transport Expert, in collaboration with World Resources Institute, India. He said that the reduction of public transport in Hyderabad from 41% to 32% and addition of about 750 vehicles to the city's roads every day has resulted in severe traffic congestion, loss of productivity, and reduced quality of life. He, therefore, called for systematic, sustained, and strategic investment in public transportation in order to deal with this crisis.



Sri Paulo Custodio Addressing the Participants

Four batches of “Orientation Capsule under AMRUT Mission”, covering over 100 participants, were conducted from September 20th to 22nd, from October 18th to 20th, from October 29th to 22nd, and from October 24th to 26th, 2016. The objective of these programs was to expose the participants to different aspects of the Mission and to equip them for its efficient implementation. In addition, a “Training for Trainers Program on Dealing with Sexual Harassment of Women at Workplace” was organized from September 20th to 22nd, 2016.

Centre for Climate and Disaster Management (CCDM)

“A One day Workshop on Finalization of State Disaster Management Plan, Drought Manual, and UNICEF Drought Study”, sponsored by UNICEF, was organized on October 27th 2016. The Workshop was attended by 50 participants from the departments of Agriculture, Horticulture, Ground Water, Animal



Dr. K Tirupataiah, ADG Addressing the Participants

Activities — Centre - wise

Husbandry, Fire Services, Police, Revenue, Planning, and Irrigation. Sri L. Venkatram Reddy, Special Commissioner, Relief (DM) Department, in his inaugural address, said that the loss to human and animal lives due to natural and man-made disasters can be minimized by better inter-departmental coordination. He also stressed the need for robust early warning systems and real time rainfall data. He underlined the need for removing encroachments on water bodies, demolishing of unauthorized structures, and clearing the drains.

Smt. Sada Bhargavi, Special Commissioner, Drought (DM) Department said that Agro-Ecological zones must be delineated and vulnerability assessment of all the 31 districts must be taken up. She also said that contact numbers of all officials from key departments, across all the districts must be included in the Drought Manual. Dr B. Ramana Rao, Scientist (Retd.) and Consultant for Telangana Drought Manual said that natural resource management is the key to drought management as studies indicate that even in a drought year we are utilizing only 30% of the rainwater. He further stressed the role of media in spreading success stories relating to drought management and climate resilient agriculture. Dr. Mahendra Rajaram, DRR Officer, UNICEF Office for Telangana, AP, and Karnataka said that drought affects health, hygiene and food consumption of women and children and at the same time increases the burden on them in terms of fetching water. He further stated that the mid-day meals scheme is a great support to children, pregnant women, and lactating mothers. Eminent scientists from NRSC, TRAC, PJTSAU, UNDP and NIRD also shared their inputs with the participants.

Dr K. Tirupathiah, ADG spoke about the important task of updating the Drought Manual for Telangana, taken up by the Institute, and underlined the need for inputs from stakeholder departments prior to its finalization.

“A Mock Drill on Fire Safety” was organized on September 14th, 2016 for all the employees,



The Mock Drill on Fire Safety

including the staff for housekeeping and garden maintenance. Sri T. Srinivas, ADFO, Fire Services was the resource person. He explained the importance of fire safety, evacuation of buildings, exit plans, etc. A mock exercise on evacuating the buildings and controlling fire with fire extinguishers was done.

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

“An Induction Training Program for Assistant Motor Vehicle Inspectors”, directly recruited by TSPSC vide Notification NO.14/2015, was organized from October 16th to November 19th 2016. In the inaugural function, Sri Vinod K Agrawal, Director General said that an extremely small proportion of people are fortunate enough to succeed in securing Government jobs. “They should, therefore, treat it as a God-given opportunity and put their best foot forward to serve the people with dedication for the larger good of the society”, he added.



Sri Sandeep Kumar Sultania, Commissioner, Transport Dept. Lighting the Lamp

Sri Sandeep Kumar Sultania, Commissioner, Transport Department said that while knowledge and skills are important in their own right, a well-rounded personality and a right set of attitudes are important prerequisites to succeed in the present-day competitive world. “Only those officers who are good in terms of people-related skills alone will be able to do full justice to the demands of the job of AMVI” he added.



Group Photo of Assistant Motor Vehicle Inspectors

Activities — Centre - wise

Dr. K. Tirupataiah, IFS, Additional Director General said that the training program addresses physical, mental, social, emotional, and spiritual demands of the job of AMVI in order to ensure that they turn out to be not only efficient officers but also exemplary human beings. Sri B. Venkateshwarlu, Joint Commissioner, Transport Department also spoke on the occasion. Sri Saka Venkateshwar Rao, Course Coordinator welcomed and Sri Anil Kumar, Faculty Member proposed a vote of thanks.

“A Foundation Course for Junior Assistants”, attended by 37 participants, was conducted from September 20th to October 20th, 2016. They were exposed to such topics as District Office Manuals, office procedures, treasury rules, accounting of Government money, Do's & Dont's of public servants, disciplinary proceedings, inter-personal skills etc.



A Group Photo of the Participants

“A Training Program on Noting & Drafting Skills for Junior Assistants in HoDs”, attended 17 participants was organized from September 22nd to 24th, 2016. It focused on drafting various communications used in Government offices, particularly a letter, D.O. Letters, proceedings in a given case, etc.

“A Workshop of BC & TW Departments”, attended by 195 officers and staff members, was conducted on October 24th and 25th, 2016. Hon'ble Minister for BC Welfare & Forest, Hon'ble Minister for Tribal Welfare, and Commissioner for BC Welfare & ST Welfare attended the program. The participants were exposed to such topics as roles & responsibilities of DDOs, conduct rules, CCA Rules, drafting para wise remarks relating to court cases, etc.

Centre for Information Technology (CIT)

Two batches of “Basic Computing Programs on MS Office”, attended by over 60 participants, were conducted from September 19th to October 1st and from October 17th to 29th, 2016. The objective of the program was to expose the participants to basic skills in MS-Word, MS-Excel, MS-PowerPoint, and to internet concepts.



Group Photos of the Participants

“A Training Program on Development and Maintenance of Government Websites Using DARPG Guidelines”, attended by 24 participants, was held from September 19th to 24th, 2016. The objective of the program was to impart additional knowledge to the participants for the effective maintenance of the websites.

“A Training Program on Spreadsheet Applications”, attended by 19 participants, was held from September 7th to 9th, 2016. The objective of the program was to expose the participants to advanced excel skills.

Centre for General and Revenue Administration (CG&RA)

“A Training Program on Drafting Para-wise Remarks in Court Cases”, attended by 24 participants, was held from September 26th to 28th, 2016. It covered the following topics: principles of law, court procedures, an exercise on preparation of para-wise remarks, etc.



Sri R. Chakradhar, Consultant, CGG Addressing the Participants

Activities — Centre - wise

“A Workshop on Effective Implimentation of Right to Information (RTI) Act”, attended by 31 participants, was organised on october 27th and 28th, 2016. The program covered the following topics: expectations of State Information Commission from PIOs and Public Authorities, identification of gaps / discrepancies in implementation of RTI Act, best practices in the implementation of RTI Act across the country, etc.



A Session in Progress

Audit Training Wing

“A Training program on Audit of PRI’s”, attended by 27 AAOs & SAs, was organized from September 7th to 9th, 2016. The program covered the following topics: Finance Commission Recommendations on PRI’s, DCB of House Tax, Building Rules and Pria Software, etc.

“A Training program on Works Audit”, attended by 23 AAOs & SAs, was organized from September 27th to 29th, 2016. The program covered the following topics: relevant concepts, audit of work bills-side drain, building, CC road, contracts, etc.

Centre for Management & Behavioural Sciences

“A Training Program on Personal Effectiveness Skills”, attended by 20 participants, was conducted from September 27th to 29th, 2016. The objective of the program was to help the participants not only to develop effective inter-personal relations but also to enhance their personal effectiveness.



Participants Discussing a Case

“A Training Program on Conflict Management” was organised from September 22nd to 24th, 2016 for Principals, Assistant Directors, HoDs, and Senior

Lecturers of Government Polytechnic Colleges. The focus of the program was to help the participants both in preventing and resolving conflicts at workplace.



A Group Photo of the Participants

“A Six days Training Program on Administration, Finance & Vigilance”, organized by the Centre, was attended by 20 Group A & B Officers of Geological Survey of India. The programme covered such topics as principles of natural justice, office procedure, various communications used in Government offices, conduct and CCA Rules, vigilance procedure, GFR and R&P Rules, etc.



An Outdoor Management Game

Blood Donation Camp and Awareness Session on Organs Donation

The Institute organized a Blood Donation Camp, in collaboration with NIMS, on October 5th, 2016, which was attended by a large number of faculty and staff members and also trainees attending different programs. On this occasion, a number of participants, including, Sri Vinod K Agrawal, Director General donated blood.

“There is no substitute for human blood. Blood cannot be manufactured - it can only come from generous donors”, said Sri Agrawal. The Blood Donation Camp was preceded by an Awareness Session on Organs Donations on October 4th, 2016.



DG Along with a Few Blood Donors at the Camp

Case Analysis - "To Hire or Not to Hire"

Sri Mrugesh Kumar, Principal Secretary, Finance in the Secretariat, was in search of an eminent person for appointment as a full time Consultant in his Department. In addition to possessing extremely impressive academic credentials, the candidate for this position was expected to be a team player as the assignment involved working with a large number of senior officials in the Department. One of the close friends of the Principal Secretary strongly recommended the name of Dr. Rahul, who was working as a Senior Director of Finance Division in one of the leading training-cum-consultancy organization. At the instance of the Principal Secretary, one of his Joint Secretaries conducted the first round of interview with Dr. Rahul and found him to be extremely bright in his area. He scheduled the final round of interview of Dr. Rahul with the Principal Secretary.

The Joint Secretary, as a part of the background check, spoke to Dr. Rahul's current boss. He was greatly upset when he was given to understand that though Dr. Rahul is a brilliant professional, there is something wrong with his personality profile; he was not a team player, which was one of the prerequisites of the job. He informed the Principal Secretary about it; he was also equally upset about the result of the background check.

Dr. Rahul reported for the final round of interview, as per the schedule. When the Principal Secretary asked him about his contribution in his current organization, he claimed that he has boosted his organization's profits and he is a key person for its resounding success. He further claimed that his current boss will move heaven and earth to retain him in the organization. After listening to Dr. Rahul's answers, the Principal Secretary thought that he is too egoistic to be a team player. He is in a dilemma whether to hire him or not.

Questions:

1. Do you think Dr. Rahul should be hired?
2. Had you been in the position of the Principal Secretary, what would have been your decision? Substantiate your answer.

Note: Please submit your analysis of the case in about 300 words on or before January 31st, 2017. If your analysis is found to be the best, you will receive a book worth Rs. 250.

Career Management Lesson - 2 The Qualities of a Good Leader

To be a good leader means that you can inspire others to follow your example, willingly and cheerfully. These are the characteristics of a good leader.

1. Lead by Example: If you wish your employees to be hard working and diligent, it is important that you live up to your own ideals. There is a saying "I would never ask anybody to do something I wouldn't do myself". If your workforce sees you arriving late and being unprofessional, it will make it much more difficult for them to follow your advice.

2. Humility: If we try to lead through our inflated ego people will not respect us. People will be much more willing to follow a leader who embodies humility.

3. Appreciate Your Co-workers: To be a good leader, you cannot underestimate the importance of offering gratitude to those who are trying hard to do the right thing. If people get appreciation then it will definitely encourage them to continue doing the right thing.

4. Have a Clear Vision: To introduce a new way of doing things you have to have the confidence and belief in the new way. People will definitely pick up on the belief that you have in your own vision.

5. Avoid Arguments: If people criticize your approach, often the best thing to do is not get involved in arguments. You can listen to their criticism politely and thank them for their concern.

6. Listen to Others: A good leader should try to feel part of his team rather than superior. If you listen to others, they will definitely appreciate it. Often you may find that your employees have good ideas that you can incorporate.

7. Create a Positive Atmosphere: If you try to lead through creating a climate of fear, you will undoubtedly create problems. If you can lead while maintaining a positive attitude, it will definitely bear fruits in the long run.

8. Don't Take Yourself too Seriously: There is no harm in admitting you can be wrong, or making a joke at your own expense. People will appreciate a leader who can admit a mistake; it is after all a human quality.

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