

**WELCOME TO
Dr. MCR HRD IAP**



PRESENTATION OVERVIEW

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

ABOUT THE INSTITUTE

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



www.hrdiap.gov.in

Training Wings

In - Campus

**Audit Training
Wing**

**Accounts Training
Wing**

Computer Training

**District Training
Centers**

What do we do?

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

FACILITIES AT THE INSTITUTE



LECTURE HALLS



COMPUTER LABS



AUDITORIUM



LIBRARY

FACILITIES AT THE INSTITUTE

HOSTELS



VAMSADHARA



KRISHNA



THUNGABHADRA



GODAVARI

Games & Sports



Gym



Swimming Pool



Tennis



Shuttle



Volley Ball



Billiards

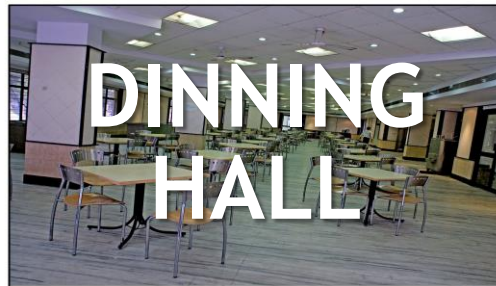


Carroms



Chess

OTHERS



MCH RD EAP



MCH RD EAP



MCH RD EAP





COURSE OVERVIEW AND SHISHTACHAR

COURSE OVERVIEW



COURSE OBJECTIVES

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



METHODOLOGY

- ▶ **Compulsory Residential**
- ▶ **Attendance**
- ▶ **Individual participation**
- ▶ **Group Work**
- ▶ **Guest Faculty**
- ▶ **Escort Duties**
- ▶ **Presentations**
- ▶ **Study Material**
- ▶ **Physical Fitness**
- ▶ **Evaluation & Assessment**
- ▶ **Online Feed Back**



ACADEMIC DOMAIN

- ▶ **Public Administration and Management (PA&M)**
- ▶ **Law and Legal Matters (L&LM)**
- ▶ **Financial Management & Public Accountability (FM & PA)**
- ▶ **Service Matters & Office Procedures (SM & OP)**
- ▶ **Computer Training (Hands on training)**



SESSION TIMINGS

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

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

► Tea Break:



11.40 am to 12.00 noon;
3.15 pm to 3.30 pm

► Lunch :



1.00 pm to 2.15 pm

NON-ACADEMIC & OTHER ACTIVITIES

- ▶ PHYSICAL FITNESS
- ▶ GAMES
- ▶ BLOOD DONATION & SHRAMDAAN

▶ **You may propose -**

- ▶ COMPETITIONS (Curricular, Co-Curricular & Extra -Curricular)
- ▶ SOCIAL & CULTURAL ACTIVITIES





ESCORT DUTIES



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



ASSESSMENT



▶ Public Administration and Management (PA&M)	50
▶ Financial Management & Public Accountability (FM&PA)	50
▶ Law and Legal Matters (L&LM)	50
▶ Management	50
▶ Service Matters & Office Procedures (SM&OP)	50
▶ Computer Training (Practical)	50
▶ DG's Assessment	100

OTHER IMPORTANT ASPECTS

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

CONDUCT AND DISCIPLINE

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

Muhammad Ali

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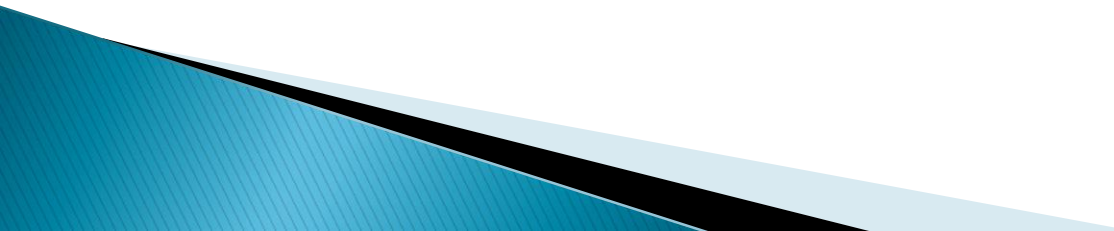
SHISHTACHAR

Sheelam Param Bhushanam

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

Erastus Wiman

Shishtachar is a Sanskrit word which means

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

BASIC PRINCIPLES

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

GENERAL CONDUCT

▶ **PUNCTUALITY:**

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

▶ **PARTICIPATION:**

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

GENERAL CONDUCT

▶ BEHAVIOUR:

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

GENERAL CONDUCT

▶ ATTIRE:

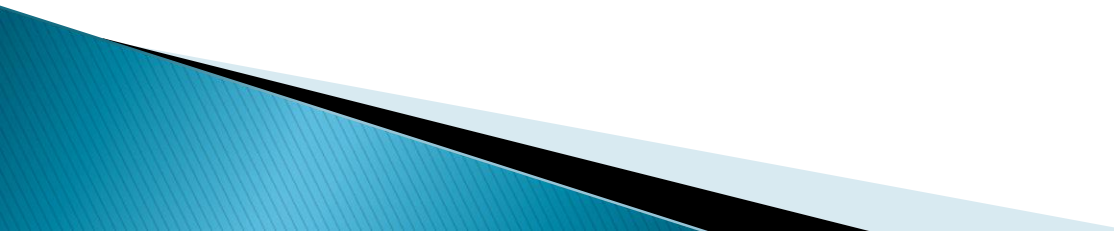
- Jeans, T-Shirts, Sneakers, Slippers- forbidden in classes, Mess, lounge, library, Official Functions etc.
- Gentlemen Trainees to wear : Full hands shirt, Trouser and socks & shoes during class hours.
- Lady Trainees can wear Sarees, Salwar-Kameez and Churidar-Kurta of Sober Colours
- Use Formal Dress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

GENERAL CONDUCT

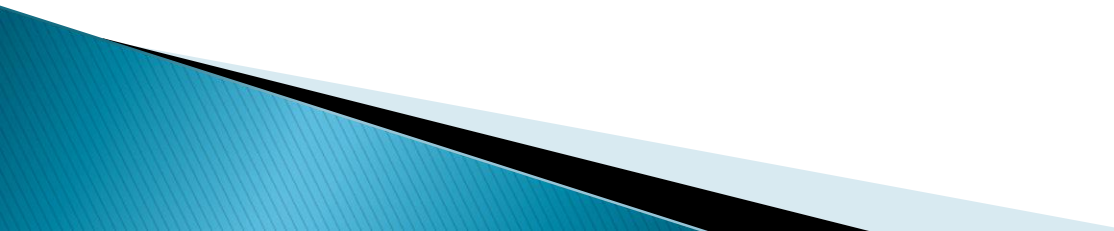
▶ MATURITY AND CREATIVITY:

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

GENERAL CONDUCT

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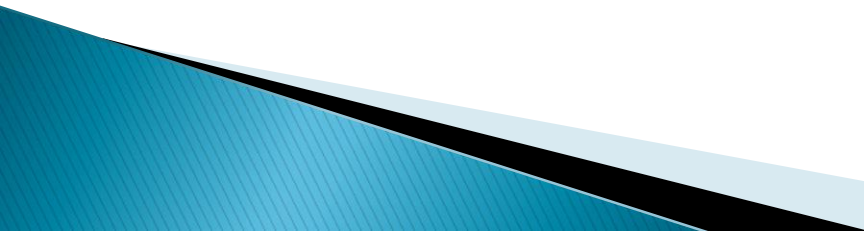
CONDUCT IN CLASS

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

CONDUCT IN CLASS

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

CONDUCT IN HOSTELS

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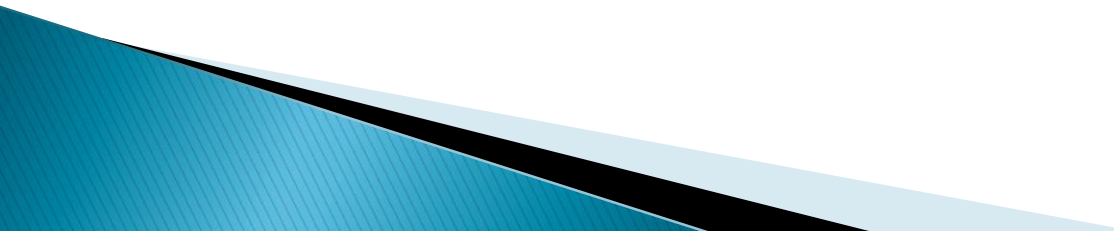
LEAVE AND ABSENCE

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

CONDUCT

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

PENALTIES

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

DISCIPLINE

– NON-NEGOTIABLE

PLEASE REMEMBER.....

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

*Thank
you...*

