



Induction Training Program for Indian Economic Service (IES) Officers

from 5th to 16th February 2024



**Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana**

<https://www.mcrhrdi.gov.in>

Dr. Shashank Goel, IAS



***Director General &
E.O. Spl. Chief
Secretary to
Government***

Dr Shashank Goel is a 1990 batch IAS officer, who took charge in July 2023 as the Director General of the Dr MCHRDIT.

After having worked in several field capacities including as Collector of Guntur and Nizamabad districts, he went on to pursue Master's Degree in Public Administration in International Development at the Kennedy School, Harvard University, on a World Bank Scholarship. He got the Outstanding Young Person (TOYP) Award for 2001 from Junior Chambers International at Barcelona, Spain for his work in Nizamabad district.

He served the Government Andhra Pradesh in several capacities including Director and Secretary Board of Intermediate Education and later went on to work on Central deputation to Government of India in the Heavy Industries department as Joint Secretary. He subsequently served as the Resident Commissioner of Andhra Pradesh and of the newly formed Telangana state, Chief Electoral officer, Principal Secretary Labour Employment & Training Government of Telangana and Additional Secretary Labour and Employment Government of India.

He also holds a B.Tech in Electrical Engineering from IIT Kanpur and a Ph.D in International Finance from IIFT New Delhi and has published research articles in Economics and Finance in number of international journals.

Dr. Kandukuri Usha Rani,



Course Director

Dr. Kandukuri Usha Rani is a Head & Senior Faculty Member at the Centre for Management & Behavioural Studies (CMB). She obtained Ph.D. & 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. She Visited Cambridge University, Amsterdam University, & Frankfurt University regarding Research topics in Ecology & Chemistry. Received "Senior Scientist Award" for best paper presentation at International Conference Harmony -2013, D.D.U, Gorakhpur University, Gorakhpur, India.

In the past, she worked as Educational Psychology Lecturer at District Institute of Education and Training, Karimnagar, Asst. Professor in Education and Research Training Wing of Board of Intermediate Education, AP and also Asst. Professor of Chemistry in various Degree and PG colleges under Collegiate Education, Telangana State. She has 28 years of teaching experience.

She is associated with Dr.MCR HRDIT for the last 6 years and worked as Associate Course Coordinator for 93rd, 94th & Spl. Foundation Courses, Military Engineering Services (MES) FC. She also worked as Course Coordinator for All India Study tour of Nagaland Civil Services Probationers, Haryana State Civil Services Officers, Odisha Administrative Service Officers and ASO (DR) State Services Foundation Courses and also acted as Course Coordinator for One Week In-Service Training Programme for IAS Officers on Education Reforms & Challenges.



*From the
Director General's Desk*

Dear Officer Trainees,

I am delighted to extend a warm welcome to all the participants of the Induction Training Programme for Indian Economic Service (IES) Officers scheduled from 5th February 2024 to 16th February 2024 at Dr.MCR HRDIT, Hyderabad, Telangana.

You have chosen a path of public service, a calling that carries with it immense responsibility and the potential to bring about positive change in our great nation. Our nation's diverse and rich cultural tapestry, its vibrant democracy, and its commitment to social justice make the Government Service a unique and noble vocation. As public servants, you play a pivotal role in upholding the principles of fairness, equity, and justice.

This Induction Training Programme is a crucial step in preparing you for the challenges and opportunities that lie ahead. Over the two weeks, we will endeavor to equip you with the knowledge, skills, and abilities that are essential for serving our country with distinction. The Programme offers a unique opportunity to connect with fellow officers and learning's from your mutual experiences. The memories created during this time, both at the Institute and with field visits, will be cherished for a lifetime.

The Program features a blend of formal classroom instruction covering a variety of subjects and a range of experiential learning and Exposure visits. Our goal is to ensure that your training experience is stimulating, enjoyable, and memorable. In return, we expect your active participation and enthusiasm as eager learners. This course will require your full engagement and offer you many challenges.

I encourage you to review the Course Manual to familiarize yourselves with the Program's objectives and our expectations from you. I have confidence that you will embrace the core values of the Civil Services and set exemplary standards through your behavior and conduct.

We trust that your stay at Dr. MCR HRD Institute of Telangana will be pleasant, and you will have the opportunity to savor the rich cultural ambience of Hyderabad.

Best wishes,

Dr. Shashank Goel, IAS
Director General, Dr MCR HRD Institute &
Spl. Chief Secretary to Government of Telangana

5th February, 2024.

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CHAPTER -1

INTRODUCTION

We are happy to welcome the Indian Economic Service (IES) Officers who guide and shape economic policy making in the country. This select group of officers assist all ministries in determining the size of the budgets, monitor the interventions, and measure the impact of each one of the interventions. For doing this, it is important for the cadre to get acquainted with the ways in which economic policy gets made, the macroeconomic and political context of decision making and the externalities that matter. It is also important for the Officers to take on leadership roles and managerial responsibilities in the next stage of their careers with the Government of India.

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 civil service provides enormous responsibilities, challenges and opportunities to contribute to the society at large. It also, in the process, provides opportunity for self-satisfaction, self-development and self-discovery.

The Training Program has been designed keeping in view the fact that the Government service is essentially a "public service". It calls upon the Government servants to display 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 an ever changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various rules and regulations, 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 training program would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation, communication skills and to build camaraderie and 'esprit de corps' amongst the participants. The Programme also endeavours to enhance quality of humanism and development of a multi-faceted personality. The course manual gives you aims, objectives, overview of the programme and a brief write-up on Dr MCR HRD Institute.

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

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), the premier administrative training institute of Government of Telangana, has been supporting the Government's initiatives in capacity building for good governance, since its inception in 1976.

During the past over four and half decades, the Institute has evolved to suit the needs of changing times, as well as requirements of State and Central Government. The Institute offers a number of prestigious training programs like Foundation Course for AIS & CCS Officers, Foundation Course for MES Probationers, Training Programme on Right to Information for Indian Air Force personnel, customized programs for various ministries and for international participants.

The Institute has also emerged as leader, across the country, in imparting e-Learning training programs. In recent times, the Institute hosted Learning- cum-study tours of State Administrative Service Officer Trainees from Odisha, Bihar, Nagaland, Gujarat and Jharkhand.

The Institute has a well qualified, experienced, hardworking and dedicated team. Its faculty resources include senior All India Service Officers, State officials and eminent faculty drawn from various Institutes of higher learning like Indian School of Business, University of Hyderabad and so on.

Spread over 30 acres of picturesque land in Jubilee Hills, the heart of global city, Hyderabad, the Institute has created an extraordinary infrastructure to host training programs and events of any magnitude with its impressive array of facilities and high standards of services.

Being an eco-responsible Institute, it uses the "Reduce-Reuse- Recycle" model for water and waste. In addition to shifting to solar

power in a big way, the Institute has initiated a number of innovative measures to ensure that its carbon footprint is minimized.

The Institute has well furnished classrooms, auditoriums, indoor and outdoor sports facilities including swimming pool, gymnasium and hostel blocks with capacity to accommodate about 900 persons.

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 programs, modules and learning material consistent with the changing environment of governance
- Facilitate various departments in decentralized design and development of training programs 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
- Strengthen the existing infrastructure 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 based on request by indenting departments.

The Campus training activity is being conducted through the following Centers:

1. Centre for Finance & Economics (CFE)
2. Centre for Disaster Management & Sustainable Development (CDS)
3. Centre for Law & Public Administration (CLP)
4. Centre for Management & Behavioural Studies (CMB)
5. Centre for Information Technology (CIT)
6. Centre for Telangana Studies (CTS)
7. Centre for International Relations & Security (CIS)

TRAINING MANAGEMENT UNIT (TMU)

This unit coordinates all tasks related to training management both on campus as well as in the districts. The Trainer Development Programs (Direct Trainer Skills (DTS), Design of Training (DOT), Management of Training (MOT), etc., are coordinated by the Training Management Unit. It also coordinates sponsored programs from other states and GoI.

REGIONAL CENTRES FOR TRAINING (RCT)

Off-Campus trainings are conducted

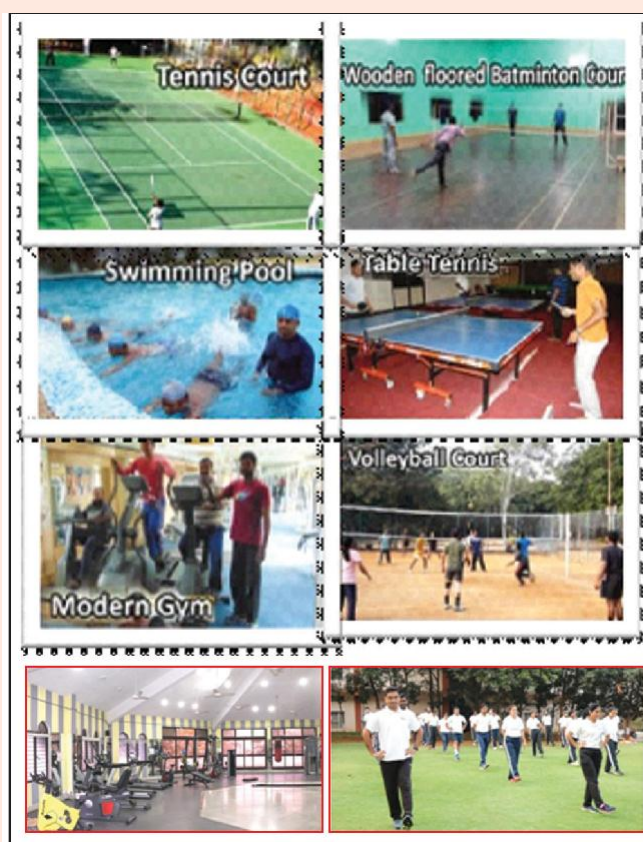
through RCTs located at erstwhile district headquarters of the State.

LINKAGES WITH OTHER ORGANISATIONS

The Institute has strong linkages with both the State level training institutes as well as National level organisations. For giving best exposure to the participants, eminent speakers and experts in specific subject areas are invited for delivering lectures.

FACILITIES

The Institute has state-of-the-art facilities for both teaching learning as well as for lodging and recreation. The Institute has judiciously created numerous avenues for recreation, including such sports facilities as Billiards, Table Tennis, Caroms, Chess, Badminton, Volley ball, Swimming pool, Gym, Jogging tracks, etc. For an overview of Library, Sports & Yoga facilities etc., browse through the Institute's website: <https://www.mchrddi.gov.in/facilities.html>



ACCOMMODATION

The Institute offers comfortable accommodation with fine dining facilities in its magnificent buildings. You will be staying at Godavari Hostel, which is a fully air-conditioned facility.



CATERING & MESS SERVICES

Catering at the Institute is provided by a contracted agency. Spacious dining halls are provided for trainees. Nutritious and quality food is served to the trainees.



LIBRARY



The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is available in the library, besides various newspapers and journals. The timings are from 9.00 a.m. to 9.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during

their stay on the campus.

COMPUTER FACILITIES



The Institute takes pride in having four most modern air-conditioned computer labs networked on a LAN. The campus area network comprises about 270 computers, located in class rooms, conference halls, faculty rooms, guest houses, etc. Computers are available in the business lounge located on the Ground Floor of Godavari Hostel. The Officer Trainees can also avail these facilities in the Admin building (1st Floor) during office hours. All computers in the Institute are network connected. For any help, the Officer Trainees may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220) Mr. Venkat Reddy, Manager, IT Infrastructure (Mobile: 9949392515) and Mr. Y. Jatin Swaroop (Mobile: 8125721733).

INTERNET ACCESS

To access free WiFi in Godavari Hostel, you may select MCRHRD WiFi in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free WiFi. Speed is now a game changer in this dynamic world and the Institute is committed about utilizing it towards the growth and advancement of the Officer Trainees on the campus. The Institute is now equipped with an exclusive 1 Giga High Speed Internet Connectivity.

HEALTH CARE

The Officer Trainees may contact the Medical Officer at Room No. G41 (Godavari Hostel), from 7.30 a.m. to 09.00 a.m and again from 6.30 pm to 8.00 pm. For emergency health care, Sri R. Nagaraj, Facilities Executive (Mobile: 9677757539) may be contacted.

CHAPTER - 3

AIMS & OBJECTIVES OF THE PROGRAMME

1. NEED FOR THE ITP FOR IES OFFICERS:

The newly recruited All India Services (AIS) and Central Civil Services (CCS) Officers undergo a 15 week Foundation Courses at Lal Bahadur Shastri Academy of Administration (LBSNAA) and other Training Academies, across the Country, immediately after their selection by the Union Public Service Commission (UPSC).

However, Special Foundation Courses of same duration, are conducted for those AIS & CCS Officers, who could not attend the regular Foundation Courses on account of different reasons. The following seven (7) modules are covered in the Foundation Courses: Political Concepts & Constitution of India, Law, Public Administration, Management & Behavioural Sciences, Basic Economics for Administrators, Indian History & Culture, and Information & Communication Technology.

On the other hand, officers who are inducted into AIS from various feeder channels, undergo a six week orientation training programme.

There are a number of Officers who have been promoted as Indian Economic Service Officers in the recent past. These Officers are required to attend a Special Foundation Course.

Since these officers have put in long service, and are familiar with the working of the IES, the Induction Training Program (ITP) of duration of two weeks is being. However, an attempt has been conducted at the Institute to ensure that the ITP for IES Officers covers all the important topics from the above 7 modules of the regular Foundation Course.

the number of sessions and module wise for Week 1 and Week 2 of the ITP are given below:

Sl. No	Module	week	Session No.
1	Economics	1	10
2	Management & Behavioural Sciences	2	18
3	Public Administration	2	14
4	Law	2	4
5	Political Concepts & Constitution of India	2	2
6	Information & Communication Technology	2	4
7	Indian History and Culture	2	4
8	One day Village Visit	1	6
9	One Day TREK	2	6
Total No. of Sessions			68

It may be noted from the above table that the ITP for IES Officers provides for a reasonably good exposure to Economics module by earmarking as many as 10 sessions, primarily in week 1, on such topics as Analysis of Economic & Cyber Crime, Fiscal Policy reforms for Driving India's Economic Growth Contemporary Challenges Union Budget - 2024, Behavioural Economics behind examine in the Context of Policy Making etc.,. In addition to the above Economics related topics, the ITP provides for a minimum of 2 and a maximum of 18 sessions for the remaining 6 modules.

The ITP also provides for a one day Village Visit and a one day TREK, and also a number of Field Visits, which would prove to be vibrant platforms for experiential of learning for the Officer Trainees in the domains Management, Leadership, Public Administration, etc.

The ITP will be greatly instrumental in enabling the Officer Trainees to understand the issues in their true and total frame of reference, taking evidence-based decisions, and thereby emerging as better leaders.

2. COURSE OBJECTIVES :

The objectives of the Induction Training Programme as follows:

- To make the Officer Trainees aware of the challenges and opportunities in the Indian Economic Service.
- To orient the Officer Trainees to the administrative, social, economic, and political environment of the country.
- To promote overall development of personality of the Officer Trainees, i.e., intellectual, moral, physical, and aesthetic.
- To provide exposure to the best possible teaching material and resource persons to facilitate the Officer Trainees' professional, intellectual, and emotional growth.
- To impart knowledge and skills required for policy making.
- To provide orientation on overall functioning of the government and role of civil servants.

3. LEARNING OUTCOMES

At the end of the ITP, an Officer Trainee will be able to:

- Communicate effectively in a professional environment through technical reports and presentations.
- Describe the fundamental concepts, principles, and theories and terminology used in policy making.
- Apply the principles and practices of economics and policy making to new and complex environments.

- Able to work in teams and develop an environment conducive to reaching goals together
- Apply the principles and practices of Public Administration to new or complex environments.
- Demonstrate leadership skills and understand the responsibility that they carry in taking the country forward to meet its development goals.
- Demonstrate ability to analyse and present data, especially when answering questions raised in parliament or within Government.
- Describe the principles of good governance and their application to meet the needs of the citizens of India.
- Display basic administrative skills, knowledge, and competencies required for his / her job.
- Practice the spirit of physical fitness to maintain a healthy body and mind.

4. METHODOLOGY:

The academic content of the ITP will be delivered with illustrative examples to enable easy internalization of the concepts. The Course will be driven by live cases from Government, Central, and State Public Enterprises relevant to each theme. The case studies will be issue-based and designed to stimulate analytical thinking.

The cases will be sent to the officers well before time with an advice to go through them carefully and come prepared to take part in the deliberations. The Officer Trainees, who will be divided in to 5 to 6 Sub Groups, will prepare and present Policy Papers on different themes of Economics. A team of Resource Persons, will facilitate the deliberations and also make expert comments to be responded by the Officer Trainees.

CHAPTER - 4

COURSE PLANNER

WEEK	DATE	ACTIVITIES
Week-I	05.02.2024 (Monday)	Joining Formalities
		Inauguration
		Course Briefing
		Expectations from Officer Trainees
	06.02.2024 (Tuesday)	Constitutionalism
		Seven Habits of Highly Effective People - I
		An Analysis of Economic and Cyber Crimes
		Legal Concepts - Rights and Duties; Crime and Civil Wrong
		Visit to Golconda Fort - Sound & Light Show, etc../Qawwali Programme, followed by Dinner to be hosted by the DG
	07.02.2024 (Wednesday)	Evaluating Financial Health of an Organization
		Interpersonal Relationships
		Ethics in Administration
		Visit to Statue of Equality (Ramanuja)
	08.02.2024 (Thursday)	Role of Administrative Data for Good Governance
		Fiscal Policy Reforms for Driving India's Economic Growth: Contemporary Challenges
		Industry 4.0 Is It Already Time to Talk about Industry 5.0
		Visit to Cable Bridge, Cyberabad, Shilparamam and Golconda
	09.02.2024 (Friday)	Mindfulness at Work
		Union Budget - 2024
		Book Review
	10.02.2024 (Saturday)	Village Visit

Week - II	11.02.2024 (Sunday)	Heritage Walk - Visit to Charminar,
		Chowmahalla Palace & Salarjung Museum
	12.02.2024 (Monday)	Seven Habits of Highly Effective
		People - II
		Economic History of India, with Special reference to Science and Technology
		Qualities of an Effective Civil Servant
		Visit to Telangana State Police Command and Control Centre
	13.02.2024 (Tuesday)	Understanding Self
		Stress Management
		Constitutional and Administrative Architecture of Indian Bureaucracy
		Dance & Communication
		OR / Visit to International Institute of Information Technology (IIIT)
	14.02.2024 (Wednesday)	Leadership Lessons I Learnt the Hard Way
		Digital Transformation
		Visit to Devnar Foundation for Visually Challenged
	15.02.2024 (Thursday)	Short Trek - Telangana State Police Academy
		Fintech and Regulators
		Visit to N.V. Foundation
	16.02.2024 (Friday)	Behavioural Economics in the Context of Policy Making
		Small Group Presentations by the Officer Trainees
		Making of Hyderabad Metro Rail -A case of organizational Leadership Excellence
		Valedictory Function & Distribution of Course Completion Certificates
	17.02.2024 (Saturday)	Visit to Ramoji Film City

CHAPTER - 5

OUTDOOR LEARNING ACTIVITIES

(A) VILLAGE VISIT

You will be deputed to a village for a day in order to achieve the following objectives:

- To explain the dynamics of socio-economic and political situation that exists in a village
- To describe the problems and difficulties experienced by the rural people, especially BPL families and landless labourers

- To describe the level of participation of women in socio-economic and political activities

- To analyze changes that occurred in the village in terms of quality of life and impact of development and welfare programs

During the village visit, the participants are expected to fully devote themselves to the learning process.

CHAPTER - 6

PRESENTATIONS

Small Group presentations by Officer Trainees will be conducted on the selected topics given by the Resource Persons

CHAPTER - 7

TIMINGS

DAILY SCHEDULE TIMINGS FOR IES OFFICERS

Session duration (in hours): From - To Session	Described as
6.30 a.m. - 7.30 a.m.	Morning Activity
09:30 a.m. - 11.20.a.m.	Session-I
11.20.a.m.- 11:40 a.m.	TEA BREAK
11:40 a.m. - 1:30 p.m.	Session-II
1:30 p.m. - 2:30 p.m.	LUNCH
2:30 p.m. - 4.00 p.m.	Session-III
4.00 p.m. - 4.15 p.m.	BREAK
4.30 p.m. - 8:00 p.m.	Field Visit

CHAPTER - 8

IMPORTANT INSTRUCTIONS

ESCORT DUTIES FOR THE OFFICER TRAINEES

The Officer Trainees are designated as Escort Officers to the Guest Speakers. They will have the following responsibilities:-

To ensure that the Institute's car is arranged by the Nodal Office to pick up and drop the Guest Speaker. In case of a VIP, arrangements regarding reception at Rajiv Gandhi International Airport / Railway Station may have to be worked out in consultation with the Nodal Office.

To ensure that the reception has complete detail of arrival and stay of the Guest Speaker. Keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.

To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.

To collect the profile of the Guest Speaker, well in advance. To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his / her scheduled session.

To inform the Guest Speaker about the duration, number and nature of his / her lectures (s)/ participants etc.

To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of Projector, Flip Charts, etc.

To obtain consent, in prescribed format,

from the Guest Speaker for video recording of the session and ensure arrangement for the same.

To ensure that the Guest Speakers' name plates are ready and placed on the table prior to the lecture.

To introduce the Guest Speaker to the audience based on the profile already collected for the purpose. Long-winding introductory speeches must be avoided. The introduction of the guest speaker should not exceed about 02 minutes in any case.

To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the Nodal Office.

To organize the following, in consultation with the Guest Speaker:

(i) After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless he has any objection to this, which should be ascertained well in advance.

(ii) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute, and himself / herself.

(iii) Hand over PPTs / reading materials to Class Room In-charge for uploading on Course Repository.

CONDUCT IN CLASS

a) Coming late to class shall be deemed unauthorized absence and may attract appropriate disciplinary action.

b) Greet the Faculty or Guest Speaker when he / she enters or leaves the classroom.

c) Do not leave the classroom until the

Faculty Member has left when the session is over.

d) Please do not leave the classroom when the session is on without the permission of the Faculty Member.

e) Be alert, active and participate in classroom discussions.

f) Avoid cross talk, it is discourteous and disturbs others.

g) MOBILE PHONES ARE NOT ALLOWED DURING ANY OF THE SESSIONS SCHEDULED IN THE WEEKLY TIMETABLES. ANY MOBILE PHONE BEING USED DURING THESE SESSIONS WILL BE CONFISCATED.

h) SWITCH OFF YOUR MOBILE PHONE BEFORE ENTERING THE CLASS ROOM.

i) Be free to express your opinion on an issue. However, in doing so, use temperate and courteous language and demeanour.

ACCOMMODATION

a. During the Induction Training Programme (ITP), OTs are required to compulsorily reside in the accommodation provided by the Institute.

b. The room keys will be available at the Godavari Reception, which will be handed over on furnishing ID proof.(Voter ID/ PAN card/ Passport)

c. The rooms are provided with the following basic furniture/ items-bed, mattress, two single bed sheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements.

d. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.

e. In case of differently - abled OTs, assistance will be provided as per the

Institute's policy on this matter.

DRESS CODE

FORMAL

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/sneakers) for Gentlemen OTs

- Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/slip-ons/sneakers)for Lady OTs

REQUIREMENTS FOR PT/GAMES & SPORTS

a. Morning activity is compulsory.

b. The OTs have to attend PT

c. Institute T-shirts must be worn for PT, Short Trek and Village Visit

d. One pair of good quality jogging/running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.

e. Lady OTs may also bring two pairs of plain white salwar kameez for use in addition to the above mentioned clothing and other accessories for ideal wear in activities.

TAKING LEAVE & TREATMENT OF ABSENCE

(a) During the period of training, availing of any kind of leave is not permitted. Leave requests may, however, be considered in rare and exceptional circumstances, on case-to-case basis.

(b) During the period of training your Headquarter is MCR HRD IT, Hyderabad. In case of emergency in which you are required to leave Headquarter even on weekends/ holidays, you are required to seek prior permission. Unauthorised absence from the Class, without prior written approval of the Course Director, will be treated as 'dies-non' and shall invite disciplinary action against you.

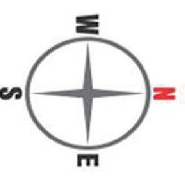
COURSE TEAM

S.No.	Name & Designation	Designation in ITP	Contact Number
1	Dr. Mohamed Abbas Ali Senior Academic Advisor, CMB	Overall Supervision	9030005661
2	Dr. Kandukuri Usha Rani Centre- Head, CMB	Course Director	9948921557
3	Dr. Sukumar, Jr. Faculty, CDS	ACD & Nodal Officer and Field Visit Coordinator	9392452592
4	Smt. K. Chandra Jyothi Faculty, CMB	Class Room Incharge	9553433305
5	Sri V.Ashok Reddy Supdt. Stores & Transport	Coordinator(Stores & Transport)	9346325760
6	Sri B.Bharath Kumar, Facilities Executive	Coordinator (Accommodation)	9966064441
7	Smt. K. Swapna Rani, Trg. Asst.	Office Support	9581345535
8	Sri. V. Shyam Lal, Trg. Asst.	Office Support	9652528865
9	Sri. R. Nagaraju, Facilities Executive	Coordinator (Mess)	9581345535
10	Godavari Hostel	Receptionist	9248005306

MCR HRD

Institute of Telangana

Campus Layout



1. ADMIN BLOCK
2. GODAVARI HOSTEL
3. MANJEERA GUEST HOUSE
4. ARJUNA ARCADE (PARKING)
5. TUNGABHADRA BLOCK
6. MUCHKUNDA BLOCK & CENTRE FOR TELANGANA STUDIES
7. CENTRE FOR SUSTAINABLE DEVELOPMENT
8. KRISHNA BLOCK
9. PROFESSOR QTRS
10. FACULTY QTRS
11. TENNIS COURT - 1
12. VOLLEY BALL COURT



13. TENNIS COURT - 2
14. GYM AND SWIMMING POOL
15. NURSERY
16. VIVEKANANDA CENTRE
17. D.G. QTRS
18. ADG QTRS
19. POND
20. RAMADASU RANGASTHALI (Open Air Auditorium)
21. e-DEVELOPMENT CENTER
22. CGG STAFF QTRS
23. HRD STAFF QTRS
24. CGG OFFICE

* not to scale



**Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana**

Pavies