



DR. MARRI CHANNA REDDY
HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING



LAL BHADUR SHASTRI NATIONAL
ACADEMY OF ADMINISTRATION
MUSSOORIE

LBSNAA

COURSE MANUAL
**Special
Foundation
Course for
AIS & CCS Officers**
January 18th to April 30th, 2021

www.mcrrdi.gov.in





Gandhiji's Talisman

"I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man / woman whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him / her. Will it restore him / her to a control over his / her own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions?

Then you will find your doubts and yourself melt away."

- One of the last notes left behind by Gandhi Ji in 1948, expressing his deepest social thought

Source: *Mahatma Gandhi - The Last Phase, Vol. II* (1958), p.65

COURSE MANUAL

Special Foundation Course for AIS & CCS Officers

January 18th to April 30th, 2021



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

Welcome to

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

40

Years

Celebrations

Commemorative Sculpture

2016

IGNITE

“ The two identical spirals resemble
burning torch indicating victory.
The four turns of the spirals signify four
decades Journey of the Institute.
Two fully blossomed lotuses at the core
imply exchange of knowledge and wisdom.”





From the Director General's Desk

Dear Officer Trainees

It is indeed a pleasure to welcome all of you to the Special Foundation Course for All India Services (AIS) and Central Civil Services (CCS) Officers, commencing on January 18th and concluding on April 30th, 2021, at the Institute.

The objective of the Foundation Course is to orient you to the administrative, managerial, socio-economic, and political environment of the country and also to promote overall development of your personality which encompasses intellectual, moral, physical, and aesthetic facets. The Foundation Course is designed to achieve the cherished goals through a fusion of academic, outdoor, extra-curricular, and co-curricular activities.

The Foundation Course is one of the most memorable periods in the lives of AIS & CCS Officers. It will be a unique opportunity to understand and appreciate the common thread that binds the Officer Trainees, from across the country. You will remember, with great nostalgia, the time spent at the Institute and in the company of a new group of people who will become your life-long friends.

We would endeavour to make your Foundation Course most stimulating, joyful, and memorable. We, in turn, expect you to be keen learners and active participants. The Foundation Course will demand your intense engagement and will challenge you.

You are requested to go through the Course Manual in order to familiarize yourself with the broad outlines of the Foundation Course and the expectations from you. We are confident that you would imbibe the core values of the Civil Services and set the highest standards through your demeanour and conduct.

We hope you will have a pleasant stay at Dr MCR HRD Institute of Telangana and enjoy the composite cultural milieu of Hyderabad city.

With best wishes,

Harpreet Singh, IAS

Director General (FAC),
Dr MCR HRD Institute & Principal Secretary to
Govt. of Telangana

January 18th, 2021



SPECIAL FOUNDATION COURSE - 2021 FORM OF OATH / AFFIRMATION



*“I, _____
(Name of the Probationer) do
swear/solemnly affirm that I will
be faithful and bear true
allegiance to India and to the
Constitution of India as by law
established, that I will uphold the
sovereignty and integrity of India,
and that I will carry out duties of
my office loyally, honestly, and
with impartiality.*

(SO HELP ME GOD)”

Course Team of Special Foundation Course for AIS & CCS Officers-2021



Smt. Divya Parmar, IES
Addl. Course Director
(General) & Addl. Proctor



Sri. Benhur Mahesh Dutt Ekka, IAS
Course Director & Proctor



Dr. Gautam Pingle
Advisor (Academic)



Dr. Ravulapati Madhavi
Addl. Course Director
(Co-curricular and
Extra-curricular Activities)



Dr. Md. Abbas Ali
Addl. Course Director (Academic)



Smt. G. Jhansi Rani
Nodal Officer
FC Secretariat



Smt. K. Soumay Rani
Nodal Officer
FC Secretariat

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About Dr MCR HRD INSTITUTE of Telangana

As India surges ahead on the path of rapid socio-economic growth, the demands upon public servants at all levels of Government are growing every day. The need for bridging the competency gaps in their current and future roles, through training, is at the heart of the Government's training policy.

Founded in 1976 by the Government, Dr. MCR HRD Institute has been supporting the Government's initiatives in capacity building for reforms, good governance, change management, and revamping delivery systems.

In addition to training programs for Government employees, both from Telangana State and from across the country, the Institute has been offering Foundation Courses for All India Services and Central Civil Services Officers for over a decade.

It is a matter of great pride that, during the period of COVID-19 Pandemic, the Institute successfully rolled out as many as 62 online training programs and covered a staggering number of over 10, 000 Officers, right from the top to the lowest rungs of administrative hierarchy. In addition, the Institute trained a whopping over 80, 000 field staff from different districts of the Telangana State, during the last three years, in 15 soft skills and domain-specific e-Learning modules, sponsored by DoPT, Government of India. The Institute has also been mentoring a number of States to train the trainers for e-Learning training program and, as a result, the Telangana State now ranks number 1 in online training.



The Institute believes in decentralized training and, towards this, it has established a network of Regional Centers of Training to provide training to field level functionaries.

It is matter of great honor that the Institute won the prestigious SKOCH Governance Silver Award at the 68th SKOCH Summit held on November 30th, 2020, for offering "Virtual Training Programs". Sri Harpreet Singh, IAS, Director General (FAC) of the Institute & Prl. Secretary to Govt. of Telangana received the award.

The SKOCH Group, which is India's leading Think Tank dealing with socio-economic issues, has instituted India's highest independent civilian honors and awards in the fields of Governance, Finance, Technology, Economics, and Social Sector.

The Institute offers excellent training facilities and comfortable stay on its sprawling campus spread over 30 acres of land. It helps trainees to unwind, rejuvenate, and make the mind more open to absorb new ideas, share experiences, indulge in critical reflection, and benefit from the entire experience. And, above all, the lush green campus makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.

COURSE OBJECTIVES & OUR COMMITMENTS



I. COURSE OBJECTIVES

The objectives of the Special Foundation Course are:

- To orient the Officer Trainees to the administrative, social, economic, and political environment of the country.
- To make the Officer Trainees aware of the challenges and opportunities within the Civil Services.
- To promote overall development of personality of the Officer Trainees, i.e., intellectual, moral, physical, and aesthetic.
- To foster greater coordination among the members of different Civil Services by building *esprit de corps*.

At the end of the Foundation Course, a trainee will be able to:

- Exhibit appropriate values, ethical standards, norms of behavior, and personal conduct befitting of a Civil Servant.
- Have an appreciation of 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.
- Apply concepts from the fields of Economics, Law, Management, Public Administration, Political & Constitutional Theory, and Information and

Communication Technology (ICT) to administrative situations.

- Use ICT as an office productivity tool and learn the application of computer software packages.
- Enlist the interrelationships among the administrative, political, economic, and social environment, and implications of governmental action on the nation's socio-economic system.
- Work in coordination with others and imbibe the *esprit de corps* of the Services.
- Experience the country's rich traditions, history, culture, and diversity and develop an all-India perspective.
- Develop a well-rounded personality through participation in extra-curricular activities.
- Practice the spirit of physical fitness to maintain a healthy body and mind.

II. OUR COMMITMENT

- To be responsive to the Officer Trainees' needs and aspirations.
- To be impartial, principle-centered, and value-driven.
- To provide exposure to the best possible teaching material and Resource Persons to facilitate the Officer Trainees' professional, intellectual, and emotional growth.
- To provide the Officer Trainees with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and an all-round development.



COURSE DESIGN

ACADEMIC INPUTS

I. COURSE DESIGN

The Foundation Course is designed in a manner so as to achieve its cherished objectives through a combination of academic, outdoor, extra-curricular, and co-curricular activities. The Institute intends to equip the Officer Trainees with a core set of values, skills, and knowledge that help them in their respective careers. They will be provided training inputs useful in understanding the basic concepts of governance and rules and regulations, necessary for effective performance in Government. Along with this, the Officer Trainees will be assisted in the acquisition and development of personality and requisite attitudes necessary for effective functioning, empathy, and sensitivity, being the most important of all.

Academic inputs in the Foundation Course would largely be covered under the following eight (8) broad heads.

II. ACADEMIC INPUTS

A. SUBJECTS

Public Administration	Political Concepts and Constitution of India
Basic Economics for Administrators	Indian History & Culture
Law	Information and Communication Technology
Management and Behavioral Sciences	Language

1. Public Administration

The Foundation Course will introduce the Officer Trainees to key concepts and ideas in public administration, structure, and role of Government at various levels, important rules and regulations that govern public administration, the challenges of public service delivery issues of national and global security, climate change, and impact of globalization on public administration.

2. Basic Economics for Administrators

The academic inputs in Basic Economics for administrators are designed to get the Officer Trainees to recognize and understand the basic principles of functioning of markets, the macroeconomic concepts, and will also introduce them to issues relating to international trade.

3. Law

The academic inputs in Law are designed to introduce the Officer Trainees to the basic principles of law, structure and hierarchy of courts, alternate dispute redressal mechanisms, important social legislations, and procedural practices under civil and criminal codes in India.

4. Management & Behavioral Sciences

The academic inputs in Management & Behavioral Sciences strive to expose the Officer Trainees to the basic principles and practices of management and to introduce them to the knowledge and skills to address problems of Public Administration, analytically and professionally. The emphasis will be on building a broad foundation of general management

concepts and skills across all key disciplines of Management with a focus on their application in the field of Public Administration.

5. Political Concepts and Constitution of India

The academic inputs in Political Concepts and Constitution of India introduce the Officer Trainees to fundamental concepts of political science and the Indian Constitution and how they relate to the working of an administrator and evolution of current status of Indian politics.

6. Indian History and Culture

The academic inputs in Indian History and Culture focus on the growth and evolution of the Indian State, society, and culture, in all their diversity and oneness.

7. Information & Communication Technology (ICT)

As Information Technology has revolutionized the world, hands-on experience on computers forms a major focus of the Foundation Course. The Officer Trainees would be exposed to the latest developments in computer technology applications. We shall try to ensure that by the end of the Foundation Course, the Officer Trainees develop adequate skills to handle computers, including typing skills and selected software, with familiarity and ease.

8. Language

Language teaching is an important activity of the Institute. Towards this, the Officer Trainees will be split into two streams, i.e., those who are exempted from attending Hindi classes and those who are not. This categorization will be done based on the assessment of proficiency in Hindi.

- With the exception of those Officer Trainees who have to compulsorily attend Hindi classes, all others will have to opt for one of the languages that are

on offer. Normally, the languages offered include: Hindi, Urdu, Telugu, Sanskrit, and English. Languages will be allotted based on the choice and availability of slots.

- The option chosen by the Officer Trainees once will be final and no request for change would be entertained thereafter.
- Assessment of performance in language will be a part of the course assessment.

B. MODULES, SESSIONS & TIMINGS

The approximate number of sessions for different modules are given below:

Sl. No.	Subject	No. of Sessions
1	Public Administration	69
2	Basic Economics for Administrators	24
3	Law	27
4	Management & Behavioral Sciences	34
5	Political Concepts and the Constitution of India	14
6	Indian History and Culture	06
7	Information & Communication Technology	12
8	Language	20
	Total	206

In addition, sessions will be conducted on the following themes: Ek Bharat Shreshtha Bharat, Atamnirbhar Bharat in Wellness and Health, Atamnirbhar Bharat in Energy, Building Large Systems for Black Swan, Abhinav Bharat and Innovation in Education and Industry, and Abhinav Bharat - Research and Innovation in Administration.

Sessions can be extended or additional sessions can be held based on the Course requirement.

1. Faculty

The faculty of the Institute has excellent training, research, and consultancy experience. The Institute also invites

intellectual elite from such eminent institutions as Indian School of Business, University of Hyderabad, Administrative Staff College of India, NALSAR University of Law, TISS, etc.

2. Syndicate Group Presentations

The Officer Trainees, who will be divided into 10 Syndicate Groups, will make presentations, once in a week, on the topics allotted to them from different modules of the Foundation Course.

3. The Session Timings

The timings of sessions each day will be as follows:

Session (PT/ Yoga)	06.30 a.m. - 07.30 a.m.
I Session	09.30 a.m. - 10:20 a.m.
Break	10.20 a.m. – 10.30 a.m.
II Session	10.30 a.m. - 11.20 a.m.
Tea Break	11.20 a.m. - 11.40 a.m.
III Session	11.40 a.m. - 12.30 p.m.
Break	12.30 p.m. – 12.40 p.m.
IV Session	12.40 p.m. - 01.30 p.m.
Lunch Break	01:30 p.m. - 02:30 p.m.
V Session	02:30 p.m. - 03:20 p.m.

In order to maintain physical distancing, the Officer Trainees will be divided into two groups. The classes for these groups will be held at PVRK PRASAD Hall, Room No. 028 (first floor) and MADANNA Hall, Room No. 222 (second floor), Admin Block. The Plenary Sessions will be held at AKSHARA Hall (second floor) and DASARATHI Auditorium, Admin Block (ground floor).

C. READING MATERIAL

Background reading material for all the subjects shall be available for reference at Prof. JAYASHANKAR LIBRARY (Cellar of the Admin Block). These are designed to reinforce the class inputs. Some of the modules / lectures may also be supplemented by hand-outs. The presentations made by speakers will be available on the Institute's website. You are advised to maintain subject-wise files and catalogue the material properly.

D. COUNSELLING / MENTORING

The Institute places a great deal of importance upon Counselling / Mentoring as a mode of interaction between the Faculty and the respective counselees. The Counsellor (a senior faculty of the Institute) / Mentor (a serving civil servant) is a friend and a guide, who is genuinely concerned about the needs of the Officer Trainees.

The Officer Trainees are attached to the Counsellors / Mentors for closer interaction, facilitation of training, and advice on personal / professional matters. The Officer Trainees are expected to remain in close association with their Counsellors / Mentors and establish an effective rapport. This will enable the Counsellors / Mentors to give individual attention to each of her / his counselees / mentees.

The Officer Trainees will meet the Counsellors and Mentors, every alternate Thursday, from 03.30 pm to 04.30 pm and from 05.00 pm to 06.00 pm, respectively.

E. ESCORT DUTIES FOR THE OFFICER TRAINEES

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

- To ensure that the Institute's car is arranged by the FC Secretariat 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 FC Secretariat.

- To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.
- To ensure that the reception has complete tail of arrival and stay of the Guest Speaker.
- To 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 her / him 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 she /

he is not already familiar with the same, before her / his scheduled session.

- To inform the Guest Speaker about the duration, number and nature of her / his lecture(s) / participation.
- To ascertain any special arrangements pm to 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 Speaker's 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. The introduction of the guest speaker should not exceed 02 minutes in any case.
- To ensure that the Guest Speaker is invited to all the functions of the various societies / clubs, which are scheduled during her / his stay.

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

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 she / 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 herself / himself.
- (iii) Hand over PPTs/reading materials to Teaching Assistants for uploading on Institute's website.

F. FEEDBACK

It is the Institute's constant endeavor to provide to the Officer Trainees with the best possible academic inputs. The Institute values their opinion and look forward to feedback which will help the Institute to improve the inputs.

All Officer Trainees are required to post their feedback for every session on online feedback system. The URL to access the feedback system is as follows:

<http://training.mcrhrdi.gov.in/auth/login.aspx>

The user-id is the OT Code and default password is "MCR123#". It is advisable to change the default password after the first log-in.

It is mandatory to fill-in the evaluation of the academic sessions, preferably daily or latest by midnight on Sunday of that week. The Officer Trainees are requested to fill-in the online form in a responsible and constructive manner. Providing regular feedback is an index of the Officer Trainees' commitment to the Foundation Course and goes a long way in enriching its quality. The regularity and sincerity in giving feedback will form an integral part of Director General's Assessment.

COURSE DESIGN CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES



I. CO-CURRICULAR ACTIVITIES

A. ESSAYS

The Officer Trainees will be required to write two essays during the Foundation Course.

The first essay would be on the topic: **“Joining the Civil Services: Expectations and Realities”**, which will be common for every Officer Trainee. This essay would serve as a beacon to every Officer Trainee during the Course of her / his entire service career.

The second essay would be from out of the 4 given below:

1. Army Essay on National Security
2. National Integration & Communal Harmony
3. L.M. Singhvi Essay on Human Rights
4. Sir Homi J. Bhabha Essay on Science and Human Development

1. Army Essay on National Security:

The essay is evaluated by senior army officers. Gold, Silver, and Bronze medals are awarded to the best three essay writers. An Army Trophy is also presented for the best essay.

2. National Integration and Communal Harmony:

The essay carries the following prizes:

First Prize	Rs.10,000
Second Prize	Rs. 6,000
Third Prize	Rs. 4,000

3. L.M. Singhvi Essay on Human Rights:

The essay is evaluated by Faculty of the Institute / Guest Faculty.

The essay carries the following prizes:

First Prize	Rs.1,000
Second Prize	Rs. 750
Third Prize	Rs. 500

4. Sir Homi J. Bhabha Essay on Science and Human Development

The theme of the essay relates to issues of Science and Human Development. Gold, Silver, and Bronze medals are awarded to the best three essay writers.

B. BOOK / MOVIE REVIEW

The Officer Trainees will be required to critically review a book and a movie and submit the write ups. Detailed instructions in this regard will be issued separately.

The Essays and the Book / Movie Review have to be written in 1000 – 1250 words.

Anti-plagiarism software will be used for checking the originality of the essays, reports, assignments, book review, study reports, etc., submitted by the Officer Trainees. Hence, it is advised that all reports submitted during the Foundation Course are “strictly original”.



II. EXTRA - CURRICULAR ACTIVITIES

A. PHYSICAL TRAINING

Attainment of physical fitness is an essential element of the Officer Trainees' personality development. The Foundation Course seeks to include physical fitness in a day's schedule with a view to ensure that it becomes an inseparable part of their daily routine for the rest of the Officer Trainees' life. "A healthy mind in a healthy body" is the guiding motto of wellness. Developing the Officer Trainees as team persons is one of the important aims of the outdoor activities.

The Officer Trainees shall report for PT / Yoga at 6:30 a.m. Absence or irregularity in PT / Yoga will be treated on par with absence from classroom activities. Those who are seriously incapacitated will be allowed exemption from PT / Yoga by the Course Director only on doctor's recommendations. The physical activities missed during the exempted period will have to be compensated during the holidays and early morning on week days.

The prescribed dress for PT / Yoga is as follows :

a. Gentlemen OTs – Institute's track pants and T-Shirt / Institute's Track Suit, White Socks and Sports Shoes

b. Lady OTs - Institute's track Suit, White Socks and Sports Shoes

The PT is mandatory till Trek. However, after the Trek, it is open to the Officer Trainees to choose one from among PT, Running, Yoga, etc.



There will be several outdoor activities as a part of the Course inputs. The Officer Trainees participate in adventure sports like rock climbing, para-sailing, visits to national parks, etc. There will be short Treks in and around Hyderabad both for the purpose of Trek-conditioning and also to familiarize the Officer Trainees with the surrounding environs.

B. GAMES & SPORTS

The Officer Trainees are expected to participate actively in games and sports and also avail the facilities of well-equipped gyms





D. VILLAGE VISIT

The Village Visit has the following objectives:

- Assess the dynamics of the socio-economic-political situation existing in villages.
- Understand the problems faced by the rural people, especially the socially disadvantaged sections such as Scheduled Castes, Scheduled Tribes, and other weaker sections of society.

in the evening. The Institute will organize coaching to the Officer Trainees for this purpose. Besides, various Clubs & Societies will be organizing competitive events in many sports / games in which the Officer Trainees are encouraged to participate. The Officer Trainees will be required to participate in an Athletic Meet during February, 2021, and showcase their athletic prowess.

C. TREK

Trek and village visit will be simultaneously organised during third week of March and second week of April.

The Trek is the high point of the Foundation Course, both literally and metaphorically. It exposes the Officer Trainees to the natural grandeur and beauty of the Hills. It provides one of the most exhilarating experiences. It is a significant learning experience of the Officer Trainees in group dynamics and brings out their leadership qualities.

The mighty hills evoke a sense of respect for nature as well as humility in any person who makes an attempt to know them. It is also a test of endurance and courage.

A detailed Trek manual will be issued before departure for the Trek. Trek routes selected for the Special Foundation Course will be circulated separately.

- Evaluate the spatial and temporal changes that have occurred in villages in terms of quality of life as a result of Government and non-Governmental interventions or with the passage of time.
- Evaluate the working of various village level institutions, both formal and informal.
- Recognize the importance of the need to learn from the villagers in evolving people-based solutions to their problems.
- Study the physical environment of the village in relation to ecological imbalances and vulnerability to disasters.
- Organize a cleanliness drive under “Swachh Bharat Mission” with the help of villagers and the district administration.

The Village Visit is one of the major components of the Foundation Course, not only because it exposes the Officer Trainees to the realities of rural India through a structured study but also because it provides them an opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities. The Officer Trainees will be given inputs on Data Collection & Analysis, Rural Development Programs, Social Sector, Role of NGOs, PRA Techniques, etc. to equip them adequately for the visit. The Officer Trainees are expected to conduct a survey in



the villages as per the guidelines provided to them.

The Officer Trainees would carry out a cleanliness drive in the villages and administer an oath to spread the message of the Swachh Bharat Mission. They will help villagers to prepare an action plan for cleanliness in their villages. Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during Village Visit.

A separate Village Visit manual will be given for further guidance

On return, the Officer Trainees will present reports on the activities, findings and recommendations, separately for the Trek and Village Visit, which will be graded on both the data collected and the quality of analysis.

E. FETE - The Mela

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

F. BLOOD DONATION CAMP

A Blood Donation Camp will be organized during the fourth week of April, 2021. All the Officer Trainees are advised to donate blood and contribute to this humanitarian cause.

G. CULTURAL ACTIVITIES

There will be a number of cultural activities during the Course. Eminent artists would be invited by the Institute to give performances. Besides, the Officer Trainees will be required to present cultural programs to provide them an opportunity to showcase their talents. The cultural activities help to nurture an appreciation for the richness and diversity of Indian Culture. Officer Trainees will also participate in the A K Sinha Memorial One-Act Play Competition.

The high point of the cultural activities is the celebration of "India Day", which is scheduled during the second week of March, 2021. On this day, the culture, customs, art & crafts, and cuisine of different regions of the country will be put up on display - both through outdoor and indoor activities by the Officer Trainees. The event helps build pride in the country's rich heritage besides sensitizing the Officer Trainees on the rich traditions of different States.





H. STATE / REGIONS DAYS

Apart from India Day, State / Regions Days will be celebrated. On the State / Regions Days, the culture of a particular region, consisting of about 4-5 States, will be showcased. On the State / Regions days, the Officer Trainees are encouraged to wear ethnic dress from the State / Region.

I. SHRAMDAAN

Shramdaan will involve cleaning of the Institute's campus, picking up plastic bottles, etc. It is expected that every Officer Trainee must have respect for the dignity of labour and appreciate the hard work put in by the staff. The Officer Trainees will be asked to take part in Shramdaan activities.

J. EXTRA-CURRICULAR MODULE (ECM)

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The Officer Trainees will have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for the Officer Trainees to opt for

one of the following ECM activities: Music, Painting, Guitar, Zumba Dance, Photography, Gardening, Flute, Keyboard, Salsa Dance, Hindustani Vocal, etc., The list is not exhaustive and a few more activities may be added. Once an activity under ECM is allotted, attendance will be compulsory for the same. The ECM classes will be conducted for two days in a week, that is, on Tuesday and Friday, from 05.00 p.m. to 06.00 p.m.



ASSESSMENT & EXAMINATIONS



I. BREAKUP OF ACADEMIC EVALUATION & DG'S ASSESSMENT

The Foundation Course aims at providing professional knowledge, developing job-oriented skills, inculcating *esprit de corps*, and nurturing appropriate attitudes and values. We hope that the Foundation Course will help the Officer Trainees to imbibe Officer-Like-Qualities and develop an understanding of the administrative environment.

The overall break up of academic evaluation and DG's assessment for 322.50 marks is as follows

Director General's Assessment across 11 parameters as given on the next page	172.50
Academic Inputs (The total marks obtained in six subjects out of 450 marks, as given in the table below, will be recalculated for 150 marks)	150.00
	322.50

Following is the break up of 450 marks, subject-wise.

Sl. No.	Subject	No. of Sessions
1	Public Administration	90
2	Law	90
3	Basic Economics for Administrators	90
4	Management & Behavioral Sciences	60
5	Indian History & Culture	60
6	Political Concepts & the Constitution of India	60
	TOTAL	450

As a part of the Mid-Term Examination, the Officer Trainees will be required to submit one assignment in each subject, at serial numbers 1 to 6 given above, and also Information & Communication Technology. An End-Course-Examination, comprising MCQs, Short and Long Questions, etc., will be conducted in the fourth week of April, 2021. The Officer Trainees will have to secure at least 50% marks to pass the examinations.

A. COMPUTER & LANGUAGE TESTS

There will be examinations in Information & Communication Technology and Hindi Language for 50 marks each. These are the qualifying tests and the marks obtained are not added to the aggregate. However, the performance in language classes and ICT would form part of the Director General's assessment.

An Officer Trainee, who fails in any of the six prescribed subjects as mentioned above, and the qualifying tests (ICT and Hindi) shall not be entitled to any credit for the Foundation Course Examination carrying 450 marks. In other words, in such an event, he / she shall get '0' out of 450.

CRITERIA FOR THE DIRECTOR GENERAL'S ASSESSMENT

With respect to soft skills, values, attitudes, general behavior, etc. the Officer Trainees will be assessed on a continuous basis in terms of physical training, participation and performance in games and sports, trek, village visit, activities of various clubs & societies, extra-curricular activities, etc. This evaluation forms part of the Director General's Assessment for 172.50 marks. The weightage for the following 11 parameters for the Director General's Assessment is given below:

Sl. No.	Topic	Marks	Remarks
1	Book Review	10	Assessment by Counsellors
2	Essay	10	Assessment by Counsellors / Army Officials
3	Language	15	Assessment by Language Faculty based on Examination
4	ICT	15	Assessment by Computer Faculty based on Examination
5	Physical Training	15	Assessment by Course Team in consultation with PT & Yoga Instructors
6	Clubs & Societies (Organizing)	05	Assessment by the Director General's nominees of the respective Club / Society keeping in view the contribution of the OT concerned in organization of the activities of the respective Club / Society
7	Participation in Extra-Curricular Activities	15	Based on the self-declaration by Officer Trainees which will be reviewed by the Course Team
8	Peer Evaluation	10	Peer Evaluation during Trek and CGM
9	Discipline	25	Assessment by the Proctor and Course Team
10	Aarambh Participation and Contribution	12.5	Assessment by sub theme coordinator and Course Team
11	Director General's Overall Assessment	40	Assessment by Course Team and the Academic Council
		172.5	



II. MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Officer Trainees who excel in various activities at the Institute. Details of these medals and trophies are given below.

A. Academic Awards

1. Director General's Medal and Rolling Shield for the best all-round performance (Individual OT)
2. Director General's Medal and Rolling Shield for the highest aggregate marks in written examination (excluding languages and ICT)
3. Director General's Medal for best performance in sports
4. Director General's Medal for the highest marks in Law
5. Director General's Medal for the highest marks in Public Administration
6. Director General's Medal for the highest marks in Indian History & Culture
7. Director General's Medal for the highest marks in Basic Economics for Administrators
8. Director General's Medal for the highest marks in Management & Behavioral Sciences
9. Director General's Medal for the highest marks in Political Concepts & Constitution of India
10. Director General's Medal for the highest marks in Hindi at the End-Course Examination (only for those whose mother tongue is other than Hindi)
11. Director General's Medal for the highest marks in ICT.

B. *Esprit De Corps* Awards

Gold, Silver, and Bronze Medals will be given for contribution to *esprit de corps*. These medals are given to the Officer Trainees making the maximum contribution to the *esprit de corps* in the batch.

We have identified the following special qualities as conducive to and reflective of this attribute.

1. Commitment to public service
2. Belief in the unity and integrity of India and its pluralistic culture
3. Understanding the inter-dependence of various public services and appreciation of the need for harmonious relationship and mutual cooperation for achievement of the common goal
4. Spirit of fellowship, fraternity, and common brotherhood
5. Readiness to empathize as well as share difficulties faced by others
6. Willingness to sacrifice for the common good / group interest
7. Sense of values, as enshrined in the Constitution of India
8. Ability to transcend the narrow loyalties of service, caste, creed, region, and religion
9. Liveliness, humor, and wit
10. Passion to strive towards excellence in all spheres of collective activity

A poll will be conducted towards the end of the Course. The Officer Trainees themselves will choose the Officer Trainees who possess the above qualities and is perceived to have contributed toward building *esprit de corps* during the Course.

C. Other Awards

1. Director General's Gold, Silver, and Bronze Medals for the best essay on Communal Harmony
2. LM Singhvi Gold, Silver, and Bronze Medals

for the best essay on Human Rights

3. Army Trophy and Gold, Silver, and Bronze Medals for best essay on National Security Essay
4. Sir Homi J Bhabha Gold, Silver, and Bronze Medals for the best Essay on Science and Technology
5. Director General's Medal for the best performance in PT for Men
6. Director General's Medal for the best performance in PT for Women
7. Director General's Rolling Shield for the best Village Visit Group Presentation
8. Director General's Gold, Silver, and Bronze Medals for Village Visit Groups
9. Director General's Rolling Shield for the best Trek Group
10. Director General's Rolling Shield for the best performance amongst Clubs & Societies
11. 1st, 2nd, and 3rd prizes in the Cross Country Run for Men
12. 1st, 2nd, and 3rd prizes in the Cross Country Run for Women
13. AK Sinha Memorial Trophy for the best One-Act Play Competition.
14. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress in A K Sinha One-Act Play Competition
15. Vijay Niranjana Memorial Trophy and cash award of Rs.1000/- for the Officer Trainee who prepares the best script in A K Sinha One-Act Play Competition
16. Director General's Gold Medal for the best Director in A K Sinha One-Act Play Competition
17. Director General's Rolling Shield for the best Book Review

CLUBS & SOCIETIES

I. INTRODUCTION

The office bearers of the Clubs and Societies are elected by the Officer Trainees themselves. Each Club / Society will have an Executive Committee with a Secretary and four members, apart from the Director General's Nominee. For running their activities, the Clubs and Societies are provided with appropriate grants apart from the funds which they receive through membership fees.

The Clubs and Societies take up various indoor and outdoor activities which entertain the participants, enrich the Institute's campus life, and provide an excellent medium to the Officer Trainees for self-expression and self-development.

The Institute places great emphasis on organizing and participating in these activities and they form an important basis for the Director General's Assessment at the end of the Course. All the Officer Trainees are, therefore, expected to participate actively and make optimal use of the facilities as per their tastes and disposition.

A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

A. OFFICERS' CLUB

The objectives of the Club are as under:

- To serve the members of the Club and to cater to the social and recreational activities.
- To organize and provide sports and recreational pursuits for the members of the Club.



- To promote and provide facilities for indoor and outdoor games.
- To organize Athletic / Sports Meet and tournaments within the Institute.
- To organize quizzes, talks, screening of films, etc. relating to the Club's spheres.

B. OFFICERS' MESS COMMITTEE

Mess is an institution where the Officer Trainees meet in an informal / formal atmosphere to dine and relax. An active Mess life contributes significantly to *esprit-de-corps* among the Officer Trainees. The effectiveness of the Mess is measured in terms of quality of food, quality of service, and cost effectiveness. Every Officer Trainee is a member of the Mess Committee.

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations.





- To promote literary activities through creative writing.
- To provide a forum for free expression and interaction with one another.
- To develop an aptitude for editing and other aspects of journalism.
- To develop latent artistic talents and cartooning skills.

The Society publishes an in-house newsletter, as well as a souvenir, carrying articles on various subjects.

This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.

The Officers' Mess Committee organizes formal and informal get-togethers in association with other Clubs and Societies. Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee. On several occasions, the Officer Trainees are joined by the Officers, Faculty, Staff, and also dignitaries visiting the Institute.

C. HOUSE JOURNAL SOCIETY

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

The objectives of the Society are:

D. SOCIETY FOR SOCIAL SERVICE

The members of the Society visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the problems of specific disadvantaged sections of the society. The members interact with NGOs to undertake meaningful social welfare activities.

The Society undertakes several initiatives to take care of the employees of the Institute as well as the residents of the local community.



In addition, the Society organizes Blood Donation Camps. The Officer Trainees are required as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.





E. FILM & FINE ARTS SOCIETY

The main purpose of the Film & Fine Arts Society is two-fold, firstly, to introduce the Officer Trainees to cinema as an art form and secondly, to bring out and nurture the hidden talents among the Officer Trainees. Despite the many onslaughts from video and cable television, cinema still remains, in many ways, the paramount art form of the 21st century. Almost every Officer Trainee would be familiar with cinema as a popular medium of entertainment. It is important that the Officer Trainees understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Society are:

- To promote study of films as an art and social force, and a powerful means of mass communication.
- To serve as a forum for the members of the Society to exchange information and notes on films.
- To provide the members with technical advice on films and produce experimental films.
- To organize lectures and seminars on films.
- To exhibit films, both feature and documentaries.
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal.



- To maintain necessary laboratory, library, and equipment connected with films.
- To establish and maintain liaison with national and international film societies.

The Film & Fine Arts Society takes up and coordinates activities related to music, theatre, cultural programs, skits, dramas, etc. in order to explore and develop hidden talents of the Officer Trainees.

The Film & Fine Arts Society engages with the Officer Trainees through a wide variety of cultural programs in which group participation is given priority. The programs organised by the Society generate '*esprit de corps*' amongst the Officer Trainees and break the barriers of region and language.

The Film & Fine Arts Society also co-ordinates plays under AK Sinha Memorial One-Act Play competition.

F. NATURE LOVERS & ADVENTURE SPORTS CLUB

Objectives

- To inculcate the spirit of adventure amongst the Officer Trainees by organizing various adventure sports activities.
- To organize, periodically, adventure sports activities like cross country run, mountaineering, rock-climbing, hang-gliding, para-sailing etc.

Activities

- Jungle Safari
- Cycling (70 Kms)
- Etc.,

LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl. No.	Club / Society	Dg's Nominees	Photo
1.	Officers' Club	Smt. Divya Parmar, IES Professor & Director, CSDGs, Additional Course Director (General) & Additional Proctor	
2.	Film & Fine Arts Society	Dr. Ravulapati Madhavi Head, CPA, Associate Professor of Law & Additional Course Director (Co- Curricular & Extra Activities)	
3.	Officers' Mess Committee	Prof. (Dr). A.S. Ramachandra Senior Faculty, CPA	
4.	Society for Social Service	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head CIT (to be assisted by Sri Mayur Patnala)	
5.	House Journal Society	Sri Vinod Kumar Ekbote Faculty, CSDGs & Coordinator Village Visit	
6.	Nature Lovers & Adventure Sports Club	Dr. Shreenivas Peddaboina Training & Research Associate & Sports I/c, Centre for Telangana Studies (to be assisted by Sri Shekhar Babu Bachinepally)	

SHISHTACHAR (ETIQUETTE)

I. INTRODUCTION

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

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

Most of the prescriptions in this Manual may have their origin in Western cultural practices. However, it is important to remember that manners and etiquette are culture-specific. India, with its rich cultural heritage, offers a wide variety of cultural practices. It is, therefore, important to be sensitive to these variations and adapt one's responses according to the cultural traditions of the person or group of persons one is interacting with.

We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

II. EXPECTATIONS FROM THE OFFICER TRAINEES

A. PUNCTUALITY

We believe that punctuality forms the basic fulcrum around which discipline revolves. It is expected that you will reach the venue of any scheduled event, academic or otherwise, five minutes ahead of time and will be seated in

your allotted place / position well before time. This is our foremost expectation from you and we hope that you will not give us any occasion to remind you of it during the Foundation Course.

B. BEHAVIOR

The Institute expects the highest standards of behavior and decorum befitting of an Officer Trainee, both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, with the Institute staff and with the Faculty. The Officer Trainees must ensure that their behavior towards the Officer Trainees of the opposite gender is beyond reproach. The Officer Trainees are expected to respect cultural dimensions and religious customs.

C. DISCIPLINE

As civil servants, a strict code of conduct and norms of behavior bind each of us. We expect you to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Indiscipline, lack of punctuality, discourteous behavior, violation of guidelines of the Foundation Course, and inappropriate conduct will invite disciplinary measures.

D. PARTICIPATION

This is your Course. What you get out of it depends a lot on what you put into it. The Course Team would like you to participate fully in all the activities that make the Foundation Course. When you participate in class room discussion, we expect you be polite and considerate to all others present.

E. ATTIRE

We expect you to be appropriately attired for every occasion.

F. COVID-19 Protocol

The Officer Trainees are strictly expected to maintain the COVID-19 Protocol, which includes wearing of face masks, maintaining physical distancing, and frequent washing of hands, etc.,

III. CONDUCT IN CLASS

- Punctuality and decorum is to be maintained for all sessions / events, academic or non-academic.
- The Officer Trainees should take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture. Attendance will be noted according to the seating arrangement.
- The Officer Trainees are expected to be attentive and conduct themselves with due regard towards the faculty and the fellow Officer Trainees. Questions addressed to Faculty members / Guest Speakers should be clear, precise, and polite.
- Talking or whispering during a lecture not only disturbs the speakers but other Officer Trainees also. Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class.
- The Institute encourages freedom of expression of diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. However, politeness in discussions is a hallmark of an Officer. You are expected to listen carefully to the view of others and raise your hand to be called upon by the faculty, before making any point of your own.

- The posture adopted while sitting in the classroom is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. Thumping on table is not acceptable while applauding Guest Speakers.
- The Officer Trainees are expected to remain standing after the lecture concludes till the Guest Speaker leaves the class.
- No eatables and beverages shall be allowed inside classrooms.

IV. CONDUCT IN HOSTELS

- The Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry, etc. must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostel, music after 2200 hrs is to be heard only through ear-phones.
- All the electrical appliances shall be switched off before exiting the hostel rooms.
- Unauthorized stay by the Officer Trainee's guests shall be treated as indiscipline.
- Due permission needs to be taken before hosting a party in the lounge. It shall be the responsibility of the concerned Officer Trainee to maintain decorum and cleanliness of the lounge.

V. MESS ETIQUETTE

- Dress code for Mess is Casual attire unless otherwise indicated by the Course Team.
- Every Officer Trainee is a host. During formal occasions in the mess, you are expected to be present 10 minutes before the guests arrive to receive them and to

see that no guest is left unattended. Move around freely and look after the guests. Do not leave the mess until after all the guests have left.

- Unless on the Mess Committee, the Officer Trainees have no authority to reprimand a Mess employee. Even office-bearers on the Mess Committee are not to use intemperate language or conduct themselves in a manner not befitting of an Officer. They can report matters needing attention to the Secretary or a member of the Mess Committee. Please do not use intemperate language while making a complaint.

VI. CONDUCT IN THE LOUNGE

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

VII. GENERAL CONDUCT

- Consideration for the feelings of others should be a dominant concern. This becomes even more important during outdoor programs like the Trek and the Village visits. Conduct on these occasions should be such so as to instil confidence and trust amongst each other.
- Officer-like behaviour should be maintained outside the Institute as well, in dealing with shopkeepers, etc. and the public at large.
- Spouses, friends or relatives of the Officer Trainees are not permitted to stay on Campus under any circumstances. Any violation of this will be considered as an act of gross indiscipline. However, the OTs can invite their families after taking permission during the Valedictory Program and they may be provided accommodation, subject to availability.
- Keeping or consuming alcoholic drinks in the Hostel rooms is strictly prohibited. Misconduct in an inebriated state will result in expulsion from the Course and severe action under Conduct rules.
- Smoking is prohibited on the Institute Campus.
- The Officer Trainees are not permitted to keep private vehicles in the Institute.
- Possession of personal firearms is strictly prohibited on the campus.
- The Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes, and written assignments will have serious consequences.
- Redressal of grievances, if any, should be sought within the Institute. The Course

team shall be the first level for grievance redressal. A direct representation to the Ministries of the Government of India or any authority outside the Institute, or venting out grievances on social media, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.

- Social calls are to be made after checking the convenience of the officer.
- If you want to meet someone, knock, or ring the bell if the door is closed and send in your card if a servant or a minor child opens the door. If the door is opened by the hostess / host or an adult member of the family, you should introduce yourself and offer your card only if it is asked for.
- Gentlemen will stand when ladies enter a room, and officers will stand when seniors enter.
- The Officer Trainees will stand up when they are introduced. Shaking hands on being introduced is quite normal but not with ladies unless the lady makes the first move. Otherwise, a 'Namaste' or an equivalent word in any other Indian language is the proper form.
- Do not sit aloof but conduct a conversation with your neighbors. As far as possible, avoid talking shop. As educated young officers, you would have sufficiently wide interests to start and sustain a conversation on many subjects.
- Receive your visitors at the door or, if they are senior officers or old people, on the driveway as they alight from their cars. Open the door for them and see them into the house. Offer them a seat and, after a while, a drink (soft drinks, tea, coffee, etc.)
- On conclusion of the visit, see your visitors off to their car or to the gate. Do not shut the door on them.
- Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential

to familiarize yourself with government instructions and the conduct rules. If you are a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol you may decline politely. If anyone wishes to abstain from drinking alcohol, do not urge her or him to reconsider.

- Attention to personal hygiene and especially mouth odor is essential.
- Litter must be thrown into waste-paper baskets; ashtrays must be used for ash or for stubbing out a cigarette. Cigarette stubs, etc., should not be disposed off in wash basins and water closets.
- It is only natural that intelligent women/men and women have an opinion of their own. However, courtesy demands that if you have to disagree, do so politely and in an urbane manner. Remember, dissent is best expressed in a controlled and dignified manner, which is not insulting to the opposite party.

VIII. RESPONSIBILITIES OF MESS DUTY OFFICERS

A. General

All the Officer Trainees have to discharge the duties of MDO. No exemptions would be given, except in deserving cases.

- One Officer Trainee will have to perform duties of MDO for half a day, i.e., morning (covering breakfast & lunch) or afternoon (covering evening snacks & dinner).
- MDO duties will be assigned on a random basis and the Officer Trainees shall, ordinarily, not request for changes.
- List of Officer Trainees drafted for MDO duty will be displayed every week on the FC Notice Board.
- The Officer Trainees drafted as MDOs would be exempted from academic as well as non-academic activities for the period. The MDO on morning duty will be

exempted from PT and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

B. Specific functions of MDO

- Be present at stores while raw items for cooking the food are being issued.
- Check the quality and quantity of fresh and dry stores.
- Stick to the menu and ensure that all the items in the menu are cooked / prepared.
- Ensure that the cooks, workers, and others are properly dressed, and are neat and clean.
- Ensure that the material is properly cleaned / washed before cooking / preparation.
- Ensure cleanliness and hygienic conditions in the kitchen and dining hall.
- Monitor the process of cooking and watch when oil, salt, and other important ingredients are used.
- Check quality of food cooked / served.
- Ensure that the serving counters and the utensils are clean, the boys are properly dressed, and wear hand gloves.
- Ensure that the Guest Register is maintained and report any irregularity.
- Ensure that meals are ready in time and laid out properly.
- Mark attendance of mess employees.
- Report violation of dress code or indecent behavior on the part of any Officer Trainees.
- Ensure that room service is provided only to those who are sick, are on authorized medical leave, and cannot come down to the dining hall.
- MDO, who is assigned morning duty, should be in the kitchen by 6.00 a.m. and be on duty up to the completion of lunch,

say up to 2.00 p.m. He/she can have a break of one hour after breakfast. The MDO, on afternoon duty, shall be on duty from 1.30 p.m. to 9.30 p.m. or until dinner is over.

- MDO should ensure and check the cleanliness of wash rooms, dining tables, mess and kitchen floor, changing of the wash towels, soap, etc.
- She / he shall record in a register all things that need to be repaired, changed, etc.
- The Facilities Executive, the Assistant Executive Engineer, and their support staff shall attend to the needed repairs / changes on a daily basis.
- In case of any serious issue to be addressed, the MDO can call the Secretary of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
- The MDO shall furnish feedback to the MAC on incidents / issues during his/her duty period, on the same day (for morning duty) and by next morning (for afternoon duty).
- All Officer Trainees will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists and hospitality and hygiene specialists so as to enable the Officer Trainees to discharge their duties properly.

IX. IDENTITY CARDS

- The Officer Trainees are issued identity cards for the duration of the Course. The identity card has to be carried by the Officer Trainees at all times, both within and outside the campus.
- The identity cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, and on all formal occasions.

- Entry into the campus shall be permitted by Security only after display of identity card.
- Books from the library will be issued on the basis of identity card only.

X. LEAVE AND ABSENCE

- All Course activities, including classes, PT, and extracurricular activities, deemed compulsory by the Course Team, constitute official duty for the Course participants. No Officer Trainee shall absent herself / himself from any of these activities. Any unauthorized absence from these activities would be treated as dereliction of duty.
- The Foundation Course activities have been designed in a seamless manner. Therefore, it would not be possible to grant any leave during the Foundation Course. Requests for leave will not be entertained. If any Officer Trainee is not in a position to attend a session due to medical reasons, she / he should take prior permission and submit application for medical leave to the Course Director.
- All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No Officer Trainee shall leave the Municipal limits of Hyderabad or stay outside the Hostel overnight without obtaining prior written permission from the Course Director, even on holidays or weekends.
- Prior sanction of station leave is to be obtained from the Course Director to leave the head quarter on holidays or weekends.

XI. PENALTIES

- We expect full participation by the Officer Trainees in all activities of the Course. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with

as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, Penal PT or penalty prescribed under the Conduct Rules relating to Conduct and Discipline, or all. We sincerely hope that no such occasion would arise, which would compel the Institute's authorities to resort to such drastic measures.

- At any point in time during the Foundation Course, if any Officer Trainee indulges in any act of misconduct or indiscipline, the Course authorities may relieve her / him from the Course without any notice and a report to the controlling Ministry will be sent to that effect.
- Absence from Physical Training activities in the morning will have to be authorised by the Course Director on the recommendations of the medical centre. The sessions missed due to any medical issue will have to be compensated on either holidays or on early morning of working days.
- In case of harm caused to government property due to negligence, damages will be recovered from concerned Officer Trainees.
- 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 and penalties will be imposed by the Proctor.
- As a penalty, the Proctor may order such other penal actions as may be deemed necessary.
- Repeated violations will result in discharge from the Course and action as per the conduct rules.

XII. INFORMAL MEETINGS WITH FACULTY

- The Officer Trainees are expected to call on their Counsellors and other Faculty members and meet them informally as well. These informal meetings are considered an important part of the community life at the Institute. The Officer Trainees are advised to seek prior appointment from the Faculty member to be called upon. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Officer Trainee must express regrets to the Faculty member. Not turning up on a fixed engagement without any intimation to the host is a gesture of rudeness which is not expected from an Officer.

XIII. DRESS REGULATIONS FOR DIFFERENT OCCASIONS

A. CEREMONIAL (Republic Day and Independence Day Functions; Course Inauguration/Valediction Ceremonies; Visit of VVIPs such as President/ Vice-President / Prime Minister/ Governors; Any other occasion designated so specifically by the Course Team)

- **Gentlemen OTs** : Black, White or light colored Jodhpur Suit / Sherwani (without any design) / Suit with formal shoes (Oxfords/ Brogues)
- **Lady OTs**: Saree with formal shoes / sandals

B. FORMAL (Formal Lunch / Dinner (other than those where a VVIP is present; Visits of dignitaries other than VVIPs)

- **Gentlemen OTs**: Black or White or light color plain Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes and with appropriate woolens as required per the weather.
- **Lady OTs**: Saree or salwar kameez or

churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short kurtis / leggings shall not be treated formal) and with appropriate woolens as required per the weather.

C. INFORMAL (For Officer Trainees and In-Service Officers during Class Hours)

- **Gentlemen OTs**: Former full sleeves shirt and formal trousers (without necktie).
- **Lady OTs**: Saree / formal salwar kameez or churidar / plazzo and kurta / kameez or Western Business Suit with full sleeve formal shirt (not short kurtis / tight leggings), shoes / sandals and with appropriate woolens as per the weather.

D. CASUAL (Cultural Evenings Mess (other than for Formal Lunch/ Dinner) ; Track suits are not allowed in cultural/other programs in the Auditorium or in the dining hall.)

- **Gentlemen OTs**: Open collar shirt with trousers and shoes (other than sports shoes / sneakers)
- **Lady OTs**: salwar kameez or churidar / plazzo and kurta / kameez or shirt and trousers (avoid tight leggings) with footwear (other than chappals / slip-ons / sneakers)

Relaxation will be allowed in the Dining Hall on Saturday evening.

The following will be allowed in the Dining Hall on Saturday: Institute's Track Suit, Sports Shoe, and Institute's T-Shirt with Collar.

However, the following will not be allowed: Shorts, Jeans, Slippers, and Wind Cheaters.

FACILITIES AT THE INSTITUTE

The Institute spread over 30 acres of land, a swanky commercial and residential location, has created an excellent infrastructure with an impressive array of facilities and high standards of services



There are 15 lecture halls, four conference halls, a video-conference hall, and a board room, equipped with state-of-the-art facilities, including LCD projectors, computers, audio system, etc. The Dasarathi Auditorium and Akshara Hall have a seating capacity of about 250 and 400, respectively, and have been aesthetically-designed, with integrated audio and video facilities.

The Institute offers comfortable accommodation on its campus. There are three major dining halls on the campus –Trupti & Pushti in Tungabhadra Block and Ruchi in Godavari Hostel. At any given point of time, about 950 trainees can be accommodated on the Institute's campus, where covered parking is available for 150 cars.



I. ACCOMMODATION, CATERING, & MESS SERVICES

The Officer Trainees will be staying at Godavari Hostel, a fully air-conditioned facility, in single-occupancy rooms. In order to maintain physical distancing, the dining arrangements have been made at two Dining Halls, namely, Pushti and Ruchi, at Tungabhadra Block. Catering in the Institute is organized on contract basis. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness.



Services & Timings

Breakfast	07.30 am to 09.00 am
Tea Break	11.20am to 11.40am
Lunch	01.30 pm to 02.30 pm
Tea break	04.45 pm to 05.00 pm
Dinner	08.00 pm to 9.30 pm

II. RECREATION

The Institute has judiciously crafted numerous avenues for recreation, including Swimming Pool, Tennis Courts, Indoor & Outdoor Shuttle Court, Yoga & Meditation Centre, Gym (including an exclusive Ladies Gym), Billiard, Volleyball Court, Recreation Lounge, T.T, Caroms, Jogging Tracks, and Chess facilities.

Yoga classes help the trainees in attaining overall wellbeing: physical, mental, and



spiritual. In addition, cultural programs and movie screening add to the rich and vibrant campus life.

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machine, Purified Drinking Water, Malfunctioning of Geyser / TV / Telephone, etc., The Officer Trainees may contact the reception at Godavari Hostel. The staff at the reception is available round-the-clock.

III. FREE SHUTTLE SERVICE

The Institute's shuttle leaves every 15 minutes in the morning from Vijaya Parlour to Jubilee Check Post (Adjacent to Chiranjeevi Blood Bank). Timings are displayed at the starting point.

Alternatively, the Officer Trainees may book OLA – UBER from their Mobile App.

IV. DO's AND DON'TS

1. Do's

- Maintain dress code in the class rooms



and dining halls. Wear identity cards on your person in the academic areas.

- We are an eco-responsible Institute working on the reduce-reuse-recycle model for water, energy and waste management. In addition, the Institute has the highest roof top solar power capacity in Telangana. The Officer Trainees are requested to contribute to these initiatives during their stay on the campus.
- Use the resources of the Institute, namely, water, electricity etc., judiciously. Switch off lights and fans, close windows and lock the rooms when you go out.
- Help in keeping the entire campus, including the hostels, clean and green.
- Leave the room keys at the reception before going to classes so that the rooms can be cleaned.
- Pay for availing laundry services.
- Use the Security Locker available at Room No.G-59 of Godavari.
- The main gate of the Institute will be closed by 11:00 PM. Hence, return well before time if you happen to go out.

2. DON'TS

- Do not throw waste anywhere except in dust-bins.
- Do not use plastic disposables as far as possible.
- Smoking and alcohol consumption is strictly prohibited.
- Do not keep cash or valuables in the room.

V. 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 10:00 a.m. to 09.00 p.m. on all working days and 09.00 a.m. to 01.00

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.

VI. COMPUTER FACILITIES

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.

Computer Care: Do's and Don'ts

- Don't spill anything like tea, coffee, water, etc. over the computer.
- Don't keep any eatables near the computer.
- Don't delete files of which you are not aware. Sometimes, these files could be system files.
- Don't use external storage device (pen drive, CD, etc.) from an external source without checking for viruses.
- Always scan the computer for viruses.
- Always remove temporary files from windows / temporary Internet files periodically (weekly).
- Don't open unsolicited e-mails, e-mails from an unknown person, which could carry viruses and corrupt the data.

X. GROUP E-MAIL ADDRESS & WHATAPP:

A group e-mail address for the Officer Trainees of Special Foundation Course 2020-21 will be provided on mcrhrdi.gov.in mail server (spafc2021@mcrhrdi.gov.in).

The individual e-mail address would be added to the group for accessing and for effective sharing of information.

XI. WEBSITE

The Officer Trainees can access the Dr MCR HRD Website at **www.mcrhrdi.gov.in**. A separate page is provided which can be accessed using URL : **<http://www.mcrhrdi.gov.in/splfc/index.html>** wherein the Course-related information like Course Manual, Syllabus, Course Planner etc., can be found.

An exclusive WhatsApp Group (Spl.Fc 18 Jan – 30 April 2021) has been created for disseminating information on FC-related matters among the Officer Trainees.

XII. INTERNET ACCESS

To access free Wi-Fi in Godavari Hostel, select MCRHRD-Wi-Fi in the network list and enter your mobile number and get registered with BSNL portal. The Officer Trainees will receive an OTP. Enter the OTP to get free Wi-Fi access.

Speed is now a game changer in this dynamic world and the Institute is committed about utilizing it towards the growth and advancement of Officer Trainees at the campus. The Institute is now equipped with an exclusive 1 Giga High Speed Internet Connectivity. The Officer Trainees shall now have an added advantage in their Digital Learning life-cycle via quick accessing of e-Learning modules. This would enable them to have the agility & speed of highest order and catalyze their imagination into reality through 24/7 digital connect in their lives.

XIII. HEALTH CARE

The Officer Trainees may contact Dr. R. Bala Subrahmaniam, Visiting Physician at Room no. G-39 & G-40 (Godavari Hostel), from 08.00 a.m. to 10.30 a.m.

Subsequently, Medical / Paramedical staff will be available on rotation basis.

The Addl. Director, CGHS, has confirmed that the Officer Trainees can avail OP Consultation / advice from the Wellness Centre No. 04, Begumpet, No.10-AG's Colony, and No. 11-Kakatiya Nagar (GPRA Campus, Gachibowli), Hyderabad, by producing Identity Cards. In addition, Homeopathy, Ayurveda, and Unani Doctors will be available, on rotation basis, for consultation and medicines, in their clinics opposite the Godavari Hostel, from 09:00 a.m. to 01:00 p.m. & 03:00 p.m. to 05:00 p.m.

For emergency health care, the Male Officer Trainees may contact Sri Saka Venkateswars Rao, JFM, TMU (Mobile: 9248032073) or Sri V Srinivas, JFM, TMU (8008001937). The Female Officer Trainees may contact Ms. A Pratibha, Dy. EE (9248005303).

XIV. CHAI KAHANI & ATM

The Chai Kahani is located near the Admin Block on the Campus and remains open from 09.30 a.m. to 07.00 p.m. every day. The ATMs are located adjacent to the Chai Kahani and at Godavari Hostel (Ground Floor)



TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	18-Jan-2021	Monday	-COVID – 19 Testing - Joining Formalities		1
	19-Jan-2020	Tuesday	Course Briefing: - Academic, Co-curricular & Extra-Curricular Activities - Facilities - Elections for Clubs & Societies - Shishtachar -Expectations from Ots. -Elections for Clubs and Societies		2
	20-Jan-2021	Wednesday	- Commencement of Academic Session		3
	21-Jan-2021	Thursday	-Hindi Test - Official Language Policy - Cultural Program from 6:30 p.m. to 8.30 p.m., followed by DG's Welcome Dinner- - ICT Screening Test		4
	22-Jan-2021	Friday	Inauguration of the Course-		5
	23-Jan-2021	Saturday	Elections for Clubs & Societies		6
	24-Jan-2021	Sunday	-Sports Competitions / Cricket / Volleyball (in connection with Republic Day Celebrations) - Submission of Movie Review -Submission of Assignment on PCCI	Holiday	7
2	25-Jan-2021	Monday	Ice Breaking		8
	26-Jan-2021	Tuesday	Republic Day Celebrations Republic Day		9
	27-Jan-2021	Wednesday			10
	28-Jan-2021	Thursday			11
	29-Jan-2021	Friday			12
	30-Jan-2021	Saturday	- Hyderabad Darshan (Batch I) - Submission of First Essay on "Joining the Civil Services: Expectations & Realities" -Submission of Assignment on Law	Holiday	13
	31-Jan-2021	Sunday			14
3	1-Feb-2021	Monday			
	2-Feb-2021	Tuesday			15
	3-Feb-2021	Wednesday			16
	4-Feb-2021	Thursday			17
	5-Feb-2021	Friday			18

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	6-Feb-2021	Saturday	Mini Marathon (on the campus of the Institute.)		19
	7-Feb-2021	Sunday	- Hyderabad Darshan (Batch II) -Submission of Assignment on Management	Holiday	20
4	8-Feb-2021	Monday			21
	9-Feb-2021	Tuesday			22
	10-Feb-2021	Wednesday			23
	11-Feb-2021	Thursday			24
	12-Feb-2021	Friday			25
	13-Feb-2021	Saturday	Athletic Meet	Second Saturday	26
	14-Feb-2021	Sunday	- Athletic Meet -Submission of Assignment on Public Administration	Holiday	27
5	15-Feb-2021	Monday			28
	16-Feb-2021	Tuesday			29
	17-Feb-2021	Wednesday			30
	18-Feb-2021	Thursday			31
	19-Feb-2021	Friday			32
	20-Feb-2021	Saturday	Events by Clubs & Societies		33
	21-Feb-2021	Sunday	-Submission of Assignment on Economics		34
6	22-Feb-2021	Monday			35
	23-Feb-2021	Tuesday			36
	24-Feb-2021	Wednesday			37
	25-Feb-2021	Thursday			38
	26-Feb-2021	Friday			39
	27-Feb-2021	Saturday	Events by Clubs & Societies		40
	28-Feb-2021	Sunday	Submission of Assignment on Indian History & Culture	Holiday	41
7	1-March-2021	Monday			42
	2-March-2021	Tuesday			43
	3-March-2021	Wednesday			44
	4-March-2021	Thursday			45
	5-March-2021	Friday			46
	6-March-2021	Saturday	Short Trek to TSPA		47
	7-March-2021	Sunday	-Submission of Assignment on ICT	Holiday	48
8	8-March-2021	Monday			49
	9-March-2021	Tuesday			50
	10-March-2021	Wednesday			51
	11-March-2021	Thursday		Maha Sivarathri	52

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	12-March-2021	Friday			53
	13-March-2021	Saturday	- India Day & Cultural Programme	Second Saturday	54
	14-March-2021	Sunday	Trek / Village Visit	Holiday	55
9	15-March-2021	Monday	Trek / Village Visit		56
	16-March-2021	Tuesday	Trek / Village Visit		57
	17-March-2021	Wednesday	Trek / Village Visit		58
	18-March-2021	Thursday	Trek / Village Visit		59
	19-March-2021	Friday	Trek / Village Visit		60
	20-March-2021	Saturday	Trek / / Village Visit		61
	21-March-2021	Sunday		Holiday	62
10	22-March-2021	Monday			63
	23-March-2021	Tuesday			64
	24-March-2021	Wednesday			65
	25-March-2021	Thursday			66
	26-March-2021	Friday			67
	27-March-2021	Saturday	Events by Clubs & Societies		68
	28-March-2021	Sunday		Holiday	69
11	29-March-2021	Monday		Holi	70
	30-March-2021	Tuesday			71
	31-March-2021	Wednesday			72
	1-April-2021	Thursday			73
	2-April-2021	Friday		Good Friday	74
	3-April-2021	Saturday	FETE – The Mela		75
	4-April-2021	Sunday	Village Visit / Trek		76
12	5-April-2021	Monday	Village Visit / Trek	Babu Jagjivan Ram's Birthday	77
	6-April-2021	Tuesday	Village Visit / Trek		78
	7-April-2021	Wednesday	Village Visit / Trek		79
	8-April-2021	Thursday	Village Visit / Trek		80
	9-April-2021	Friday	Village Visit / Trek		81
	10-April-2021	Saturday	Village Visit / Trek	Second Saturday	82
	11-April-2021	Sunday		Holiday	83
13	12-April-2021	Monday			84
	13-April-2021	Tuesday		Ugadi	85
	14-April-2021	Wednesday		Dr. B.R. Ambedkar's Birthday	86
	15-April-2021	Thursday			87
	16-April-2021	Friday	Presentations on Trek & Village Visit		88
	17-April-2021	Saturday	Presentations on Trek & Village Visit		89

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	18-April-2021	Sunday	Submission of Second Essay (out of the four themes given in the Course Manual)	Holiday	90
14	19-April-2021	Monday			91
	20-April-2021	Tuesday			92
	21-April-2021	Wednesday	Army Symposium (Subject to Confirmation)	Sri Rama Navami	93
	22-April-2021	Thursday	Preparation for Final Examination		94
	23-April-2021	Friday	Final Examination		95
	24-April-2021	Saturday	Final Examination		96
	25-April-2021	Sunday		Holiday	97
15	26-April-2021	Monday	Events by Clubs & Societies		98
	27-April-2021	Tuesday	AK Sinha One-Act Play Competition		99
	28-April-2021	Wednesday	Blood Donation Camp / Bada Khana		100
	29-April-2021	Thursday	- Valedictory Function - Cultural Program, followed by DG's Dinner – Farewell to the OTs		101
	30-April-2021	Friday	- Relieving Formalities		102

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number / Landline Number	Room Number
1.	Sri Harpreet Singh IAS, Director General (FAC)	100	9440683720	005
2.	Sri Benhur Mahesh Dutt Ekka, IAS Additional Director General, Course Coordinator & Proctor	102	040-23548887	213/001
3.	Dr. K. Tirupataiah, IFoS (Retd), Chief Consultant (Training), Cordinator, Trek & Village Visit	488	8885532021	101
4.	Dr. Gautam Pingle Dean of Studies, Head, CTS & Advisor (Academic)	222	9849639689	002
5.	Smt. Divya Parmar, IES, Director (CSDGs) , Additional Course Director (General) & Additional Proctor	123 & 249	9989436330	Muchukunda Block (2nd floor)
6.	Dr. B. Vijayalaxmi Director(Finance) & Head CFM	131	8977783458	129
7.	Dr. Md. Abbas Ali Sr. Professor &Head, MDC Additional Course Director (Academic)	415	9030005661	131
8.	Dr. Ravulapati Madhavi Head, CPA, Associate Professor of Law & Additional Course Director (Co- Curricular & Extra Activities)	482	8977000328	031
9.	Prof (Dr). A.S. Ramachandra Senior Faculty, CPA, Member, Academic Advisory Committee	167	9997310063	226
10.	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head, CIT	189	9866248887	034
11.	Sri P. Prakasa Rao Director (Facilities)	127	9676793928	103
12.	Dr. Shaik Mohammed Nabi Director	270	9030005574	227
13.	Dr. Amir Ullah Khan Adjunct Professor, MDC	223	9871322477	231
14.	Smt. T. Padmavathi Administrative Officer	196	8977784568	012
15.	Dr. Kandukuri Usha Rani Senior Faculty, CSDGs, Member, Village Visit Team	434	9948921557	Muchukunda Block (2nd floor)
16.	Sri Srinivas Madhav, Sr. Faculty, CPA	162	9247159343	221
17.	Sri Vinod Kumar Ekbote Faculty, CSDGs, Member, Trek Team	369	9490481219	CGG Block
18.	Smt. K. Soumya Rani Faculty & Nodal Officer	165	9248032079	035
19.	Smt. G. Jhansi Rani Faculty & Nodal Officer	165	8008885064	035
20.	Sri Ch. Chandrashekar Rao Accounts Officer	271/166	9248032083	014
21.	Sri G.V.V. Subba Rao Sr. Lecturer, ActW, CFM, I/c of the group of OTs at Room No.222	180	8317671414	130
22.	Sri T.M. Basha Sr. Lecturer, CFM	185	9248032109	130
23.	Sri P.V.S. Pathanjali Assistant Lecturer, CFM	118	9121218349	130

IMPORTANT TELEPHONE & ROOM NUMBERS

24.	Ms. A. Pratibha Dy. EE/Manager-IT (Infra), Manager, Morning Activity	282	9248005303	Muchukunda Block (1st floor)
25.	Sri Saka Venketeswara Rao Jr. Faculty, CPA, Manager, Morning Activity	377	9248032073	230
26.	Sri K. Rohit Srivastav Asst. Executive Engineer (AEE)/ Junior Faculty Manager, Morning Activity	103	9248004275	Muchukunda Block (1st floor)
27.	Sri K. Suresh Kumar Jr. Faculty, CPA, I/c of the group of OTs at Room No.28	484	9948119421	221
28.	Sri V. Srinivas Jr. Faculty, TMU, Member, Village Visit Team	335	8008001937	228
29	Smt. Ch. Sirisha Faculty-IT	151	9573860066	106
30	Dr. P. Srinivas, Trg. & Research Associate, CTS, Member, Village Visit Team	216	9705539957	Muchukunda Block (2nd floor)
30.	Sri C. Ram Babu Sr. Project Associate, CUDS, Member, Trek Team	139	8341079393	122
32.	Sri G.Venkat Reddy Manager-IT, (Coordn.), Member, Trek Team	119	9949392515	106
31.	Sri Abhishek Kumar Technical Advisor, CIT, Member, Trek Team	106	9966890950	033
33.	Sri. Md. Jalaluddin System Advisor		998918803	106
33.	Sri Rajender Reddy Manager, RCT, Member, Village Visit Team		9866070755	228
34.	Smt. G. Savithri EO/Asst. Administrative Officer	141	9248032108	111
35.	Sri B.L. Narsimham Superintendent, Stores Admin	133	9346956307	036
36.	Sri G. Shanker Superintendent	280	9030879784	112
37.	Sri M. Venkatesham Manager Horticulture, Manager, Morning Activity	110	9493013581	110
38.	Sri Kavi Bhushan Pandey Consultant/Manager (Facilities)	338	9000114443	Godavari Hostel (Ground floor)
39.	Sri J. Swaroop, System/Network Administrator	119	8125721733	106
41.	Sri K. Mahesh Facilities Executive, Member, Trek Team	198	8106966617	107
42.	Sri R. Nagaraj Facilities Executive	198	9677757539	107
43.	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar
44.	Smt. TVS Rama Lakshmi, DPO	165	9490233538	035
45.	Sri K. Srikanth Programmer, CSDGs	421	9849344441	Muchukunda Block (2nd floor)
46.	Sri Subramaniam JA, CSDGs	182	9492922696	
47.	Ms. P.Vanaja, Jr. Asst.	173	9032106343	ADG Peshi
48.	Sri Ch. Sridhar Varma, DEO	483	9849611876	002
49.	Smt. Sarada Devi, JA, Facilities Wing	198	9866940942	107
50.	Gym/Swimming Pool	177	-	-
51.	Godavari Hostel -Reception	353	9248005306	-
52.	Tungabhadra Hostel -Reception	345	-	-

ACADEMY SONG

Hao Dharmete Dheer, Hao karmete Bír,
Hao Unnato Shir- Naahi Bhoy.
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan
Sathe Aachhe Bhagwan - Habe Joy.

Raho Dharm mein Dheer, Raho Karm Mein Veer
Rakho Unnat Shir - Daro Na.
Nana Bhasha, Nana Mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahan.
Dekhiya Bharate Mahajati Utthan
Jago Jaan Manibe Bishshay
Jago maan Manibe Bishshay.

Ullatthil Urudiyai Seyalil Virrudhan
Thalai Nimirndu Nirpai Nee.
Raho Dharm mein Dheer, Raho Karm Mein Veer
Rakho Unnat Shir - Daro Na.
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan
Sathe Aachhe Bhagwan - Habe Joy.

Wha Dharmat Dheer, Wha Karneet Veer
Wha Unnat Shir—Nahi Bhoy
Nana Bhasha, Nana Mat, Nana Paridhan
Bibidher Majhe Dekho Milan Mahan.
Dekhiya Bharate Mahajati Utthan
Jago Jaan Manibe Bishshay
Jago maan Manibe Bishshay.
Hao Dharmete Dheer, Hao Karmete Bir
Hao Unnato Shir— Nahi Bhoy
Hao Unnato Shir— Nahi Bhoy
Hao Unnato Shir— Nahi Bhoy

The Academy song is composed by Shri Atul Prasad Sen in Bengali. The translation of the first two lines, the refrain in three languages - Hindi, Tamil and Marathi has been included in the song.

Meaning

“Be firm in your faith, be courageous in action Keep your head erect - fear not;

Forget all your differences, let all march onward,
God is with us - victory is assured;

Many languages, many creeds, many costumes,
Let there be unity in this diversity,

Watching the rise of the great Indian Nation,
The world will be filled with wonder
The world will be filled with wonder”

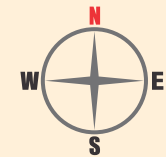
भावार्थ

अपने कर्तव्य पर डटे रहें,
काम में आने वाली बाधाओं से विचलित न हों,
सिर ऊँचा उठाकर चलो-निडर बनो
आपसी मतभेद भुला दो,
सब मिलकर एक साथ हैं-सफलता सुनिश्चित है।
हमारी अनेक भाषाएँ, अनेक पंथ हैं, विविध वेशभूषाएँ हैं,
लेकिन इस विविधता में एकता का सन्दर संगस है।
महान भारत राष्ट्र को आगे बढ़ता देख
दुनिया चकित रह जाएगी,
हाँ दुनिया चकित रह जाएगी।

अकादमी का गीत श्री अतुल प्रसाद सेन द्वारा बंगाली में लिखा गया है। पहली दो पंक्तियों का अनुवाद जिसे तीन भाषाओं हिंदी, तमिल तथा मराठी में कविता के भाग के रूप दोहराया गया है वह गीत में शामिल है।

MCR HRD

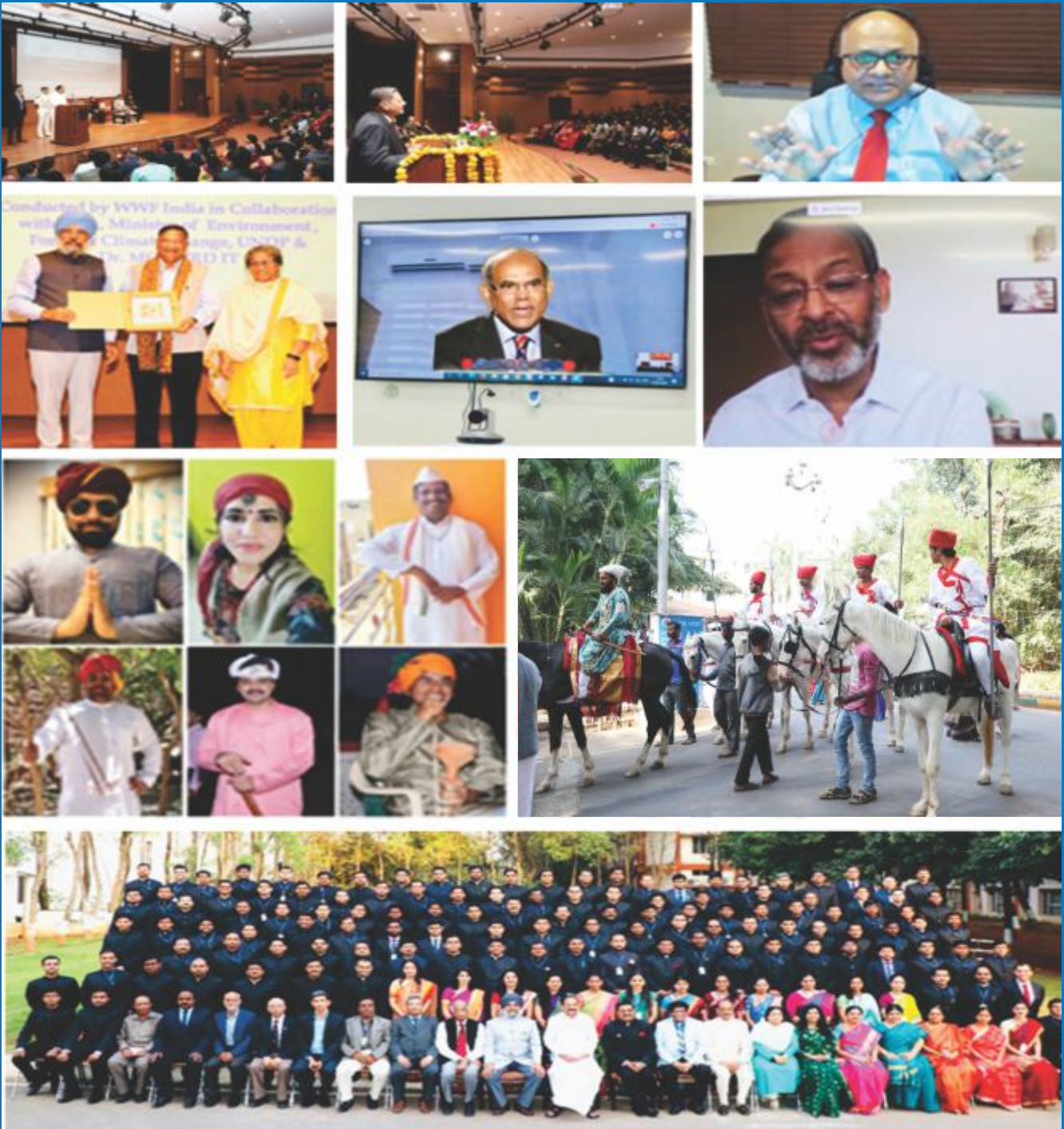
Institute of Telangana
Campus Layout



* not to scale

Main Entrance

- | | | |
|---|---|--|
| 1. ADMIN BLOCK | 7. CENTRE FOR SUSTAINABLE DEVELOPMENT GOALS | 18. ADG. QTRS |
| 2. GODAVARI HOSTEL | 8. KRISHNA BLOCK | 19. POND |
| 2a. LADIES GYM | 9. PROFESSOR QTRS | 20. RAMADASU RANGASTHALI (Open Air Auditorium) |
| 2b. DISPENSARY | 10. FACULTY QTRS | 21. CGG E-DEV. CENTRE |
| 2c. BARBER | 11. TENNIS COURT - 1 | 22. CGG STAFF QTRS |
| 2d. RUCHI DINING HALL | 12. VOLLEY BALL COURT | 23. HRD STAFF QTRS |
| 3. MANJEERA GUEST HOUSE | 13. TENNIS COURT - 2 | 24. CGG OFFICE |
| 4. ARJUNA ARCADE (PARKING) | 14. GYM AND SWIMMING POOL | 25. AYUSH CLINICS |
| 5. TUNGABHADRA BLOCK | 15. NURSERY | 26. ATM / CHAI KAHANI / VIJAYA DAIRY PARLOUR |
| 5a. PUSHTI & TRUPTI DINING HALLS | 16. VIVEKANANDA CENTRE | |
| 6. MUCHKUNDA BLOCK & CENTER FOR TELANGANA STUDIES | 17. D.G. QTRS | |



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