



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF PERSONNEL & TRAINING
GOVERNMENT OF INDIA



Welcome

Special Foundation Course for AIS & CCS Officers

18th January – 30th April 2021

Dr. MCRHRD Institute of Telangana



कार्मिक एवं प्रशिक्षण विभाग

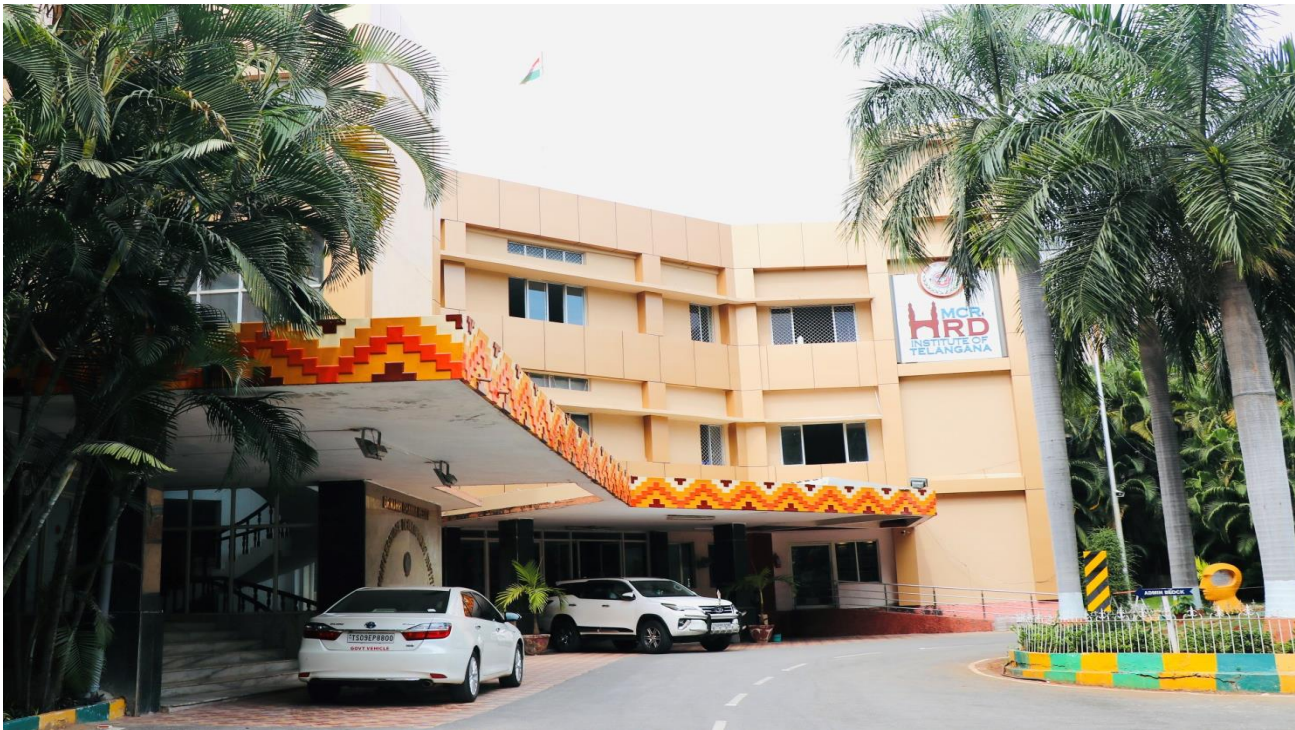
DEPARTMENT OF

PERSONNEL & TRAINING



Special Foundation Course for AIS & CCS Officers

January 18th to April 30th, 2021



**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA**

ROAD NO.25, JUBILEE HILLS, HYDERABAD – 500033

COURSE OVERVIEW

Sri Benhur Mahesh Dutt Ekka, IAS
Course Director & Proctor



Special Foundation Course

For AIS & CCS Officers

Course Team

Members	Designation
Shri Benhur Mahesh Dutt Ekka, IAS,	Course Director
Smt Divya Parmar, IES	Addl. Course Director (General)
Shri Dr.K.Tirupataiah , IFS (Retd.)	Chief Consultant (Training)
Dr Gautam Pingle, Dean of Studies	Advisor (Academics)
Prof. Mohammed Abbas Ali	Addl. Course Director (Academics)
Dr. Ravulapati Madhavi	Addl. Course Director (Co-curricular & Extra Curricular Activities)

Participants

Sl.No.	Name of the service	Number of Officer Trainees	Male	Female
1	ICAS	3	2	1
2	ICLS	8	4	4
3	IDES	3	3	-
4	IFS	29	24	5
5	IIS	5	2	3
6	IP&TAFS	22	13	9
7	IPoS	6	6	-
8	IPS	33	28	5
9	ITS	1	1	-
	Total	110	83	27

COURSE STRUCTURE

- **COURSE OBJECTIVES**
- **METHODOLOGY**
- **ACADEMIC INPUTS**
- **NON-ACADEMIC ACTIVITIES**
- **OTHER IMPORTANT ASPECTS**

Course Objectives

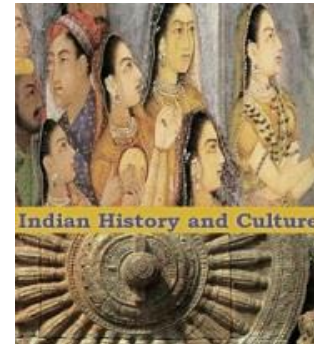
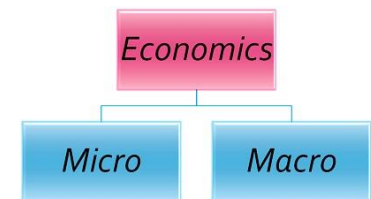
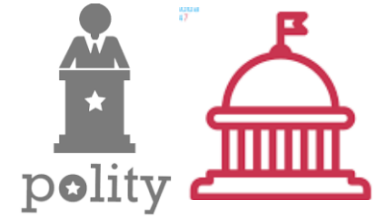
- To orient the Officer Trainees to the administrative, social, economic, and political environment of the country.
- To make the Officer Trainees aware of the challenges and opportunities within the Civil Services.
- To promote overall development of personality of the Officer Trainees, i.e., intellectual,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

OUR EXPECTATIONS

- **Punctuality**
- **Behaviour**
- **Participation**
- **Discipline**
- **Attire**
- **Maturity, Creativity and Endeavour**

ACADEMIC INPUTS

1. Political Concepts and Constitution of India
2. Law
3. Public Administration
4. Indian History & Culture
5. Basic Economics for Administrators
6. Management and Behavioral Sciences
7. Information and Communication Technology
8. Languages



Academic Inputs

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

LANGUAGES

- It is compulsory for all Officer Trainees to pass the Hindi test
- 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 segregation will be done based on a **Screening Test conducted on 21/01/2021**.
- The Officer Trainees (except those who have to compulsorily attend Hindi) will have to opt for anyone of the languages on offer.
- All India Service Officers will have to opt for the language of the State cadre they are allotted to (if such allotment has been made).
- Other Officer Trainees will be required to opt for one of the languages on offer in addition to Hindi Language (**Telugu, Urdu and Sanskrit**)
- No request for change
- Assessment of performance in language



SYNDICATE PRESENTATIONS

- Syndicate Presentations are proposed as a part of the Foundation Course
- The syndicate groups presentation would cover few topics from the FC syllabus
- The Officer Trainees will be **organized into Groups** and each Group will be **allotted a topic**.
- The Groups will present their analysis through **Power Point Presentations** during classroom sessions.
- **Group Assessment will be done**



synergy: The effect - greater than the sum of the parts - that comes from the combined operation of a number of forces or persons



DAILY SESSION PLAN



Slot	Timings
0 Session PT / Yoga	06:30 am to 07:30 am
I Session	09:30 am - 10:20 am
Break	10:20 am – 10:30 am
II Session	10:30 am – 11:20 am
Tea Break	11:20 am – 11:40 am
III Session	11:40 am – 12.30 pm
Break	12:30 pm – 12:40 pm
IV Session	12.40 pm – 01.30 pm
Lunch Break	01:30 pm – 02:30 pm
V Session	02:30 pm – 03:20 pm
Co-curricular	03:30 pm – 04:30 pm



READING MATERIAL

- Reading material has been provided for all subjects except ICT, **in soft copy (digital) format.**
- OTs can avail the same in **Hard Copies on payment basis.**
- Some of the lectures may also be supplemented by **handouts.**
- The **PPTs given by speakers will be made available online**
- OTs can access them on the Institute's website.
- Background reading material is available in Library.

COUNSELLING / MENTORING

- The **Officer trainees** are attached to the **Counsellors (A Senior Faculty of the Institute) / Mentors (A Serving Civil Servant)** for closer interaction, facilitation of **training and advice on personal / Professional matters.**
- **Formal Counsellor Group Meetings** will be scheduled in consultation with **the Counsellor / Mentor.**
- The trainees are expected to be in close association with their counsellor / Mentor and establish an effective rapport.
- This will enable the Counsellors / Mentors to give individual attention to each of her /his counselee, besides crystallizing the learning points for the Officer Trainee.

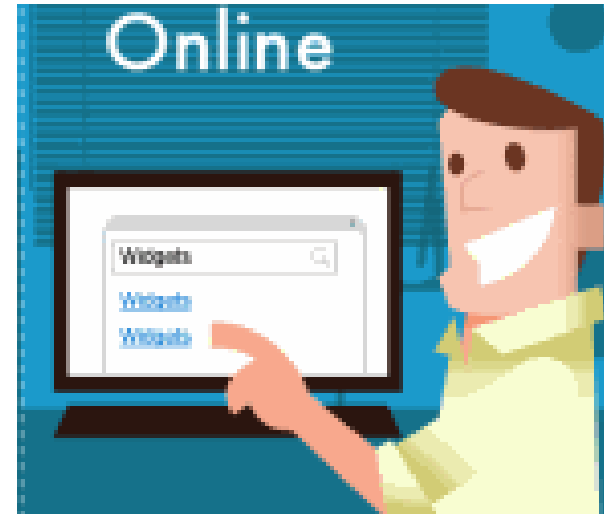
ESCORT DUTIES

Officer Trainees will be designated as Escort Officers

- Coordinate with Guest Faculty for Lectures
- Receive the Guest Speaker on arrival, escort to the classroom and look after him during his/her stay in the Institute.
- Introduce the Guest faculty to the audience based on the bio-data already collected for the purpose.
- At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees,
- To ensure that the Guest Speaker is invited to all the functions of the various societies/ clubs, which are scheduled during his/her stay.
- **Please refer page number 13 & 14 in the SPL. FC course manual**

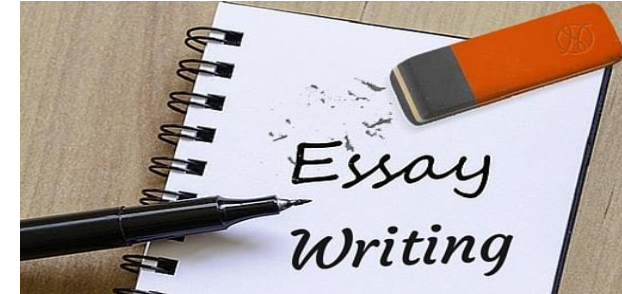
FEEDBACK

- All the Officer Trainees are **required to record their feedback** for academic sessions in **electronic format using the username and password provided** for the purpose, on day to day basis.
- **The feedback provided shall remain strictly confidential.**
- We request you to fill in the online form in a responsible and constructive manner.
- Providing regular feedback is an index of your commitment to the course
- **The regularity and sincerity in giving feedback will form an integral part of Director General's Assessment.**



CO-CURRICULAR ACTIVITIES

1. Essay



A) Compulsory Essay on “Joining the civil services: Expectations and Realities”

B) One optional Essay out of following topics:

- i) Army Trophy Essay on National Security**
- ii) National Integration & Communal Harmony**
- iii) L.M. Singhvi Essay on Human Rights**
- iv) Sir Homi J. Bhabha Essay on Science and Human Development**

2. Book / Movie Review



1. Army Essay

- This essay would be on National Security -approx.1500 words.
- will be evaluated by senior Army Officers.
- **Gold, Silver and Bronze medals will be awarded.**
- **An Army Trophy will also be presented for the best essay.**

2. National Integration and Communal Harmony Essay

- The essay will be evaluated by the National Foundation for Communal Harmony.
- It carries the following prizes:

First Prize Rs. 10,000

Second Prize Rs. 6000

Third Prize Rs. 4000

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

- **Gold, Silver and Bronze medals will be awarded.**

3. L.M. Singhvi Essay in Human Rights

- The essay will be evaluated by Officers / Faculty of the Institute / Guest Faculty.
- It carries 3 cash prizes as follows:

First Prize Rs.1000

Second Prize Rs. 750

Third Prize Rs. 500

BOOK / MOVIE REVIEW

- Officer Trainees will be required to critically review a **Non-fiction book**
- Present a write-up in about 1500-2000 words
- Books will be made available to all the OTs
- Detailed instructions in this regard will be issued through a circular



ORIGINALITY OF OTs SUBMISSIONS

- **Anti-plagiarism** software will be used for checking the originality of the reports submitted by the OTs.
- Please provide proper citations and references of reading material wherever applicable
- **Submit “strictly original work”** as their reports during the course of the FC.



Extra curricular Activities

- A. Physical Training
- B. Games & Sports
- C. Trekking
- D. Village Visit
- E. FETE-The Mela
- F. Blood Donation Camp
- G. Cultural Activities
- H. State / Region days
- I. Shramadaan
- J. Extra Curricular Module (ECM)

GAMES & SPORTS

- Officer Trainees are expected to participate actively in games/activities.
- Besides, the various clubs & societies will be organizing competitive events in many sports/games during the Course in which all Officer Trainees are encouraged to participate.

TREK

- The trek is the high point of the Foundation Course, both literally and metaphorically.
- The trek exposes Officer Trainees to the natural grandeur and beauty of the hills and forests and it is one of the most important activities scheduled in the Course.
- A trek evokes a sense of respect for nature as well as humility in any person who makes the attempt.
- It is also a test of endurance and courage.

VILLAGE VISIT

- **The village visit is a major component of the Foundation Course.**
- **The Officer Trainees, will visit four or five in different villages in groups to understand and be sensitized to the realities of rural India.**
- **Officer Trainees are expected to conduct a survey in the village as per the guidelines provided to them. In addition to this, they will help villagers prepare an action plan on their priorities.**

On return, OTs will submit individual as well as group reports about the activities, findings and recommendations.

There will be group presentations, which will be graded by faculty for depth of analysis.

FETE

- **The Officer Trainees will organize and participate in a fete in which they will put up stalls for eatables and recreation / games on a commercial basis.**
- **The profits from the fete will be donated to a charitable organization of the OT's choice.**

BLOOD DONATION CAMP

- **A Blood Donation Camp will be organized during the Course.**
- All Officer Trainees are requested to donate blood and contribute to the humanitarian cause of voluntary blood donation.

CULTURAL ACTIVITIES

- There will be a number of cultural activities during the Course.
- Eminent artistes would be invited by the Institute to give performances.
- The Officer Trainees will also organize a number of cultural programs to showcase their talents.
- **A. K. Sinha Memorial One-Act Play competition.**
- India Day will be celebrated during the Course.



SHRAMDAAN

Officer Trainees will be taking part in regular Shramdan activities like **garbage collection, cleaning of Institute premises, etc.**

ASSESSMENT & EXAMINATIONS

The overall breakup of evaluation is as follows:

Director General's Assessment	172.5
Academic Inputs	150
Total	322.5

Hindi and ICT marks are not added to the aggregate but is a **compulsory paper** and failure in this examination will mean failure in the Foundation Course Examination.

Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.

SUBJECT	MARKS
Public Administration	90
Law	90
Basic Economics for Administrators	90
Management & Behavioral Sciences	60
Indian History & Culture	60
Political Concepts & the Constitution of India	60
TOTAL	450(150)
Hindi (Qualifying)	50
Computer (Qualifying) (Marks to be added in DG's assessment)	50

Examinations

I) Mid term examination

A) The OTs will be required to submit one assignment in each subject including ICT.

B) Marks obtained in syllabus subjects will be the criteria for passing the exam.

II) End – Course exam.

- Will be conducted in fourth week of April,2021.

III) The OTs have to secure a min. of 50% marks in both the exams.

Director General's Assessment

S.No	Subject	Marks
1	Book review	10
2	Essay	10
3	Language	15
4	ICT	15
5	Physical Training	15
6	Clubs & Societies	05
7	Participation in Extra-curricular activities	15
8	Peer Evaluation	10
9	Discipline	25
10	Aarambh Participation and Contribution	12.5
11	DG's Overall Assessment	40
		172.5

CLUBS AND SOCIETIES

- A range of indoor and outdoor activities are available to Officer Trainees that are organized through various Clubs/ Societies.
- The elected representatives of the Officer Trainees, under the overall guidance of the Director General's nominees, would run the Clubs and Societies.



Clubs & Societies

- Officer's Club - General Issues
- Film & Fine Arts Society - Cultural Activities
- Officers' Mess Committee - Mess Related Issues
- Society for Social Service - Blood Donation Camps , etc.
- House Journal Society - Publish In-house Magazine
- Nature and Adventure - Nature Visits

DG's Nominee

- Each Society shall have a DG's nominee (from Faculty) and a Secretary and 4 members (from OTs).

S.No	Name of the Club	Name of the Officer
1	Officers' Club	Smt Divya Parmar, IES, Director (Admin & CSDG)
2	Film & Fine Arts society	Dr. Madhavi Ravulapati, Assoc. Prof. of Law & Head-CPA
3	Officer's Mess Committee	Dr. A.S.Ramachandra , Professor/Sr.Faculty ,CPA
4	Society For Social Service	Smt. Sridevi Ayaluri , Director (IT & e-Learning) & Head, CIT (with the help of Sri Mayur Patnala)
5	House Journal Society	Sri Vinod Ekbote, Faculty, CSDG
6	Nature and Adventure	Dr. P Srinivas,TRA, CTS (with the help of Sri Shekar Babu)

GUIDELINES FOR CONDUCT

CONDUCT IN CLASS

- Officer Trainees will be assigned specific seats in the respective lecture halls.
- Each Officer Trainee is **expected to occupy only the assigned seat** before the session commences.
- **Attendance** would be taken in accordance with the seating arrangement.
- Alert and **active participation in classroom sessions** is encouraged and expected.
- **Politeness in discussions** is the expected hallmark of an officer.
- All course activities, including classes, PT and extra-curricular activities are compulsory.

IDENTITY CARDS

- Officer Trainees are issued identity cards for the duration of the course they attend.
- **This identity card has to be carried by the Officer Trainees at all times on the campus as well as during outdoor visits.**
- **It is compulsory to display the cards during working hours, in classes, in the dining area and on all formal occasions in the Institute.**

LEAVE & ABSENCE

- **No Officer Trainee shall absent himself/herself from any of the course activities.**
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the Course.
- **No Officer Trainee shall leave the Institute without obtaining prior written permission from the course authorities, even on holidays or weekends.**

PENALTIES

- Any absence without explicit permission would be treated as **"unauthorized absence from duty"** and will be dealt with as per rules.
- At any point of time during the Course, if any trainee indulges in any act of misconduct or indiscipline, the **Course authorities may relieve him/ her from the course without any notice** and a report to the controlling Ministry will be sent to that effect.
- Monetary fine for violating norms with regard to electricity and water.
- **Any damage to Government property resulting from negligence will be recovered from the salary.**

MEDALS AND AWARDS

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 exam (excluding languages).
3. Director General's Medal for the highest marks in Law.
4. Director General's Medal for the highest marks in Public Administration.
5. Director General's Medal for the highest marks in Indian History & Culture.
6. Director General's Medal for the highest marks in Basic Economics for Administrators.
7. Director General's Medal for the highest marks in Management & Behavioral Sciences.
8. Director General's Medal for the highest marks in Political Concepts & Constitution Of India.
9. 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).
10. Director General's Medal for the highest marks in ICT.

Esprit De Corps Awards

- **Gold, Silver and Bronze Medals for contribution to *Esprit de Corps*.**
- These medals are given to Officer Trainees making the maximum contribution to the *esprit de corps* in the batch.
 - ✓ Commitment to public service
 - ✓ Belief in the unity and integrity of India and its pluralistic culture.
 - ✓ Spirit of fellowship, fraternity and common brotherhood.
 - ✓ Readiness to empathize as well as share difficulties and dangers faced by others.
 - ✓ Willingness to sacrifice for the common good/group interest.
 - ✓ Sense of values, as enshrined in the Constitution of India.
 - ✓ 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 Trainee who possesses the above qualities and is perceived to have contributed most toward building esprit de corps during the Course.

Other Awards

1. Director General's Gold, Silver and Bronze Medals for the best essay on **Communal Harmony**.
2. Sri LM Singhvi Gold, Silver and Bronze medals for the best **essay on Human Rights**.
3. Army Trophy and Gold, Silver and Bronze Medals for **National Security Essay**.
4. Director General's Medal for the best **performance in PT for Men**.
5. Director General's Medal for the best **performance in PT for Women**.
6. Director General's Rolling Shield for the best **Village Visit Group Presentation**.
7. Director General's Gold, Silver and Bronze **Medals for Village Visit Groups**.
8. Director General's Rolling Shield for the **best Trek Group**.
9. Director General's Rolling Shield for the best **performance amongst Clubs & Societies**
10. 1st, 2nd and 3rd prizes in the **Cross Country Run for Men**.
11. 1st, 2nd and 3rd prizes in the **Cross Country Run for Women**.
12. AK Sinha Memorial Trophy for the **best one-act Play**.
13. Dr. Sanjeeva Rai **Memorial Joint Trophy for the Best Actor and Best Actress**.
14. Vijay Niranjana Memorial Trophy and a cash award of Rs.1000/- for the Officer Trainee who prepares the **best Script for the AK Sinha Memorial Play**.
15. Director General's Gold Medal **for the best Director**.
16. Director General's Rolling Shield **for the best Book Review Group**.
17. Sir Homi J. Bhabha Running Trophy for Science, Technology and Environment is for **the best debater in a debating competition**.

GROUP E-MAIL ADDRESS

- A group e-mail address for the Officer Trainees of SPL. FC is provided on the Institute's mail server (splfc2021@mcrhrdi.gov.in).
- The individual e-mail address will be added to the group for accessing and for effective sharing of information.

WEBSITE

- OTs can access the MCR HRD Website at www.mcrhrdi.gov.in.
- A separate page is provided for 93rd Foundation Course training.
- All Officer Trainees are required to post their feedback for every session through on-line feedback system which can be accessed through internet.
- **The login name for the feedback system would be their respective OT codes.**
- It is advisable to change the default password immediately after the first login.

FC SECRETARIAT

- The Institute has created a Secretariat exclusively for the SPL. FC with the following faculty members as Nodal Officers who will look after all the activities connected with the FC .
- **Smt. K. Soumya Rani**
- **Smt. G. Jhansi Rani**
- Officer Trainees may contact the Secretariat for any assistance or information in **Room No. 035 (G Floor) of the Admin Block.**
(Extension No. 165)

What questions do you have?