



DR. MARRI CHANNA REDDY  
HUMAN RESOURCE DEVELOPMENT  
INSTITUTE OF TELANGANA



कार्मिक एवं प्रशिक्षण विभाग  
DEPARTMENT OF  
PERSONNEL & TRAINING



LAL BAHADUR SHASTRI NATIONAL  
ACADEMY OF ADMINISTRATION  
MUSSOORIE



**COURSE MANUAL**  
**Special**  
**Foundation**  
**Course for**  
**AIS & CCS Officers - 2022**

**January 17th to April 29th, 2022**

[www.mchrddi.gov.in](http://www.mchrddi.gov.in)





## ***Azadi Ka Amrit Mahotsav***

Azadi Ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of its people, culture, and achievements.

This **Mahotsav is dedicated to the people of India** who have not only been instrumental in bringing India thus far in its evolutionary journey but also hold within them the power and potential to enable Prime Minister Modi's vision of activating India 2.0, fuelled by the spirit of **Atmanirbhar Bharat**.

“Azadi ka Amrit Mahotsav” is an embodiment of all that is progressive about India's socio-cultural, political, and economic identity. The official journey of “Azadi ka Amrit Mahotsav” commenced on 12th March, 2021 which started a 75-week countdown to our 75th anniversary of Independence and will end post a year on 15th August, 2023.



**COURSE MANUAL**  
**Special**  
**Foundation**  
**Course for**  
**AIS & CCS Officers**

January 17th to April 29th, 2022



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

Welcome to

Dr Marri Channa Reddy  
Human Resource Development  
Institute of Telangana

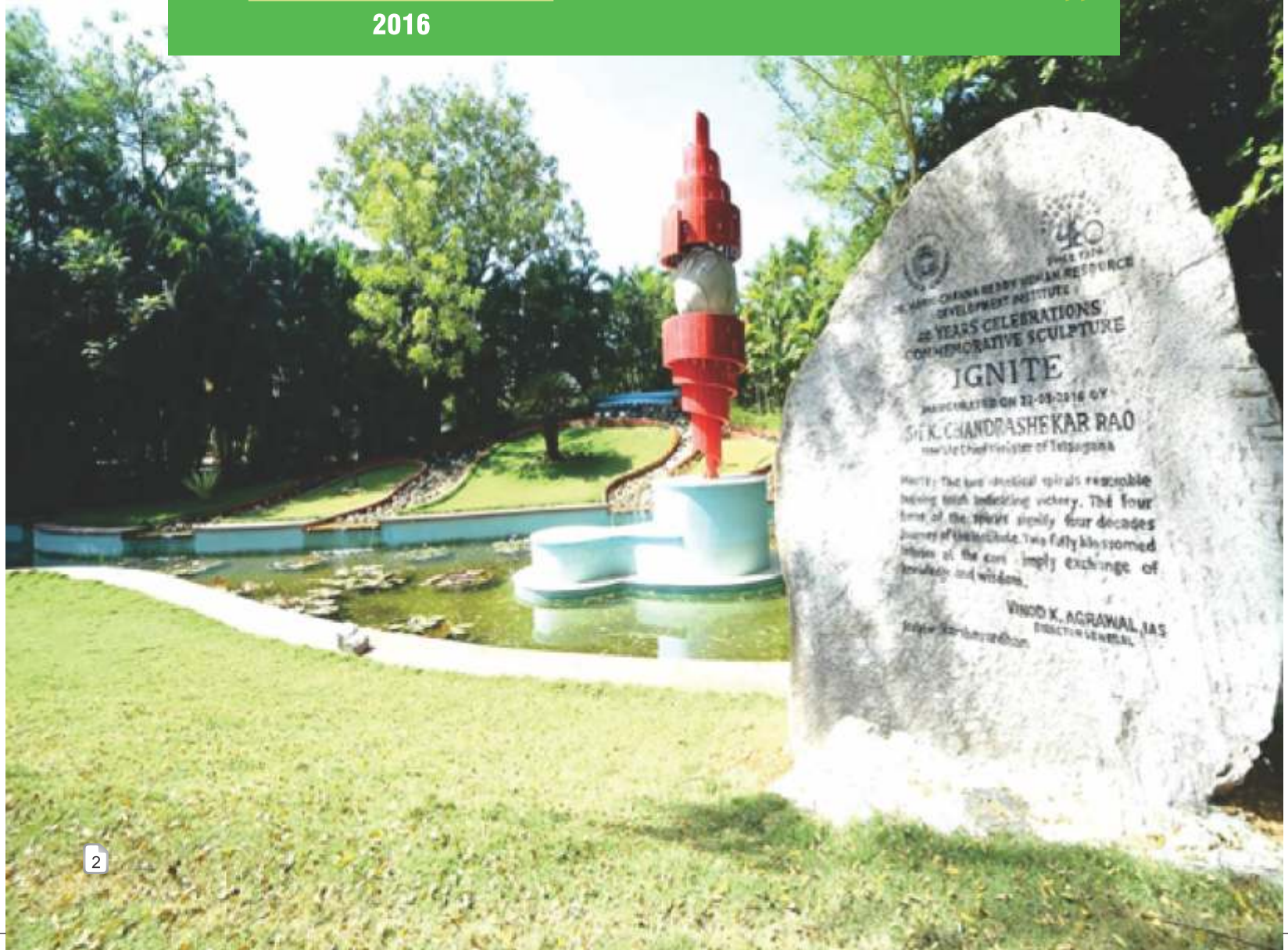
40  
Years

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 a pleasure to welcome all of you to the Special Foundation Course for All India Services and Central Civil Services Officers commencing on January 17th and concluding on April 29th, 2022 at the Institute.

The objective of the Foundation Course is to orient the Officer Trainees (OTs) to the administrative, managerial, socio-economic, and political environment of the country and also to promote overall development of their personality which encompasses intellectual, moral, physical, and aesthetic traits. 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 Civil Service Officers. It will be a unique opportunity to appreciate the common thread that binds the Officer Trainees, from across the country. They will remember with great nostalgia the time spent at the Institute and in the company of a new group of people who will become their life-long friends.

We would endeavour to make your 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.

It is your honour to dedicate yourself to the service of every fellow citizen, especially in the 75th year of our Independence.

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

We wish you a pleasant and cheerful stay at our Institute,

**Harpreet Singh, IAS**

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

January 17th, 2022





# **SPECIAL FOUNDATION COURSE - 2022 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-2022



**Smt. Divya Parmar, IES** is an officer of the Indian Economic Service, 2003 batch. She holds a bachelor's degree in economics from the Lady Shriram College for Women, Delhi, and has done her Masters in Economics from the university of Allahabad.

A native of Uttar Pradesh, she moved out of her hometown in 2003, thereafter serving in her service in many posts, including as Assistant and Deputy Director, Niti Ayog, Assistant Director, Ministry of Industries, Delhi. She moved to Hyderabad in the year 2006 and worked in the regional office of the Planning Commission till Sep'2017. She has been posted in the Telangana State Planning Department since 2017. In 2018, she has joined the MCRHRDIT, working in the capacity of Director, CSDGs, and Director, Administration.

Her areas of specialization include Demography, Population Studies, Micro and Macroeconomics and Gender Studies. She has written a book on Public Finance, and done a short term thesis on Migration. Currently, she has been conducting Foundation Courses for all India Service Officers, as well as programs on the Sustainable Development Goals.



**Dr. Kota Tirupataiah, IFS (Retd.)** is a Development Professional with over 35 years of Regulatory, Administrative and Development experience. He Specializes in Organizational Development, Institution Building and Capacity Building. An alumnus of the prestigious Indian Agricultural Research Institute (IARI) New Delhi, he continues his academic passion in writing research papers, contributing to books and Guiding research Scholars.

Though Dr.Tirupataiah belongs to the Indian Forest Service (1986 Batch AP/TS Cadre) he served not only in Forest Department but also in a number of Development as well as Welfare departments. He has over three decades of experience in Institution Building and Capacity Building as well as Training Management in various state level institutions, including Dr.MCR HRDIT.

His other significant contributions include: conserving the World's Largest Banyan Tree, drafting of Operational Guidelines for MGNREGS, Integrated Watershed Management Program Guidelines. He is Member of INCID and Member, Asia Regional Work Group of the ICID. These days Dr.Tirupataiah devotes more time in Teaching on RTI, Climate Change, HRD and "The 7 Habits of Highly Effective People". He is a Grantee under the International Visitors Leadership Program of the USDS, USA and also travelled widely.

As the best all-rounder of his FC at LBSNAA, he won the Director's Gold Medal. He served as the Secretary, Fine Arts Society. He is a Quiz Master, Sports organizer and a decent singer. Dr.Tirupataiah superannuated in Jan 2019 and at present serves this institute as Chief Consultant (Training).





**Dr Gautam Pingle** was born and raised in Hyderabad in a family that was closely connected with the state processes since the Nizam's period. After his early education he obtained his Bachelor's degree in Economics from University College, London and the PhD from Glasgow University. His 1976 thesis was a study of different types of irrigation in on Telangana.

He worked at the Commonwealth Secretariat, London, Center for Policy Research, New Delhi and Uniloids Limited, Hyderabad. In 1999 he joined the Administrative Staff College of India as a policy analyst. As Director of the Center for Public Policy, he was a consultant for and worked with the Government of India and its organizations, Asian Development Bank, Government of Andhra Pradesh, Orissa and Kerala. He was Dean of Research and Consultancy for two terms. He retired in November 2012.

His interest and association with the Telangana statehood movement began in mid December 2009. Since then his newspaper columns have largely been about Telangana and its issues. He is considered by many as an analyst and advocate of Telangana. He has assembled data and documentation to clarify, confirm and advocate for Telangana statehood.

His book "Fall and Rise of Telangana" was published in March 2014 and the Telugu version 'Padi Leshina Telangana" in October 2015 both by Orient BlackSwan. In July 2021, his "The Formation and History of Telangana: A Collection of Nine Critical Essays" was published by Orient BlackSwan



**Dr. Mohammed Abbas Ali**, Senior Professor & Head, Management Development Centre, has done MBA & Ph D from Osmania University, Hyderabad. Prior to joining the Institute, he was with Osmania University as Professor of Business Management from 1979 - 2009 and with Al Ghurair University, Dubai from 2009 -2015. He was Hon. Advisor, Confederation of Indian Industry (Andhra Pradesh), National Convener for Assistance Program in India, Islamic Development Bank, Jeddah, Kingdom of Saudi Arabia, etc. He worked as fulltime Consultant in AP Minorities Commission from 1992 -1997.



Dr. Madhavi Ravulapati, Associate Professor of Law & Head-Centre for Public Administration (CPA) has 20 years of experience in Legal Academics. She is a Post Graduate in Law & Sociology and Doctorate in Law.

Dr. Madhavi has authored two books titled 'Interpretation of Statutes' & 'Death with Dignity – a delusion or dilemma', edited a book titled 'Human Security faultlines - a contemporary discourse', presented around 45 research papers in National and International conferences and seminars and published 45 research papers in journals of national & international repute. Currently she is guiding 8 Ph.D research scholars in Law.

Dr. Madhavi has generated e-modules on Criminal Procedure Code for University Grants Commission, Ministry of Human Resource Development, Government of India & on Criminal Law for Andhra Pradesh Police department (CID). She has also developed e- content on Right to Information Act & Swachha Bharat Abhiyan for University Grants Commission to train the

Faculty in Public Policy through SWAYAM Platform organized by the Department of Public Policy, Law & Governance, Central University of Rajasthan, Government of India.

Dr. Madhavi is a Recognized Trainer (RT) in Mentoring Skills accredited by Department of Personnel & Training, Government of India. She has done Trainer Development Programmes (TDPs) like Design of Training (DoT), Direct Trainer Skills (DTS), Training Needs Analysis (TNA), Experiential Learning Tools (ELT), Management of Training (MoT) accredited by Department of Personnel & Training, Government of India.

Dr. Madhavi is a Resource Person for Law subjects and acted as Assoc. Course Coordinator (Academic) for 90th FC, Addl. Course Coordinator (Academic) for 91st & 92nd Foundation Courses for AIS & CCS Officers, Course Coordinator for 1st & 2nd Foundation Courses for Group-I Service Officers of Telangana State & Addl. Course Coordinator (Co-Curricular Activities) for the 93rd, 94th & Spl. Foundation Courses for AIS & CCS Officers.

Dr. Madhavi is a visiting Professor in Law for reputed Global & National Universities and Organizations.

Earlier, Dr. Madhavi has rendered her services as Asst. Professor of Law, Associate Dean, ICFAI School of Law and Head, Department of Law, Telangana University. She is on deputation from University College of Law, Telangana University, Nizamabad



## FC SECRETARIAT - 2022



**Smt. G. Savithri, Estate Officer/Asst. Admin. Officer is the Coordinator (Overall) for the FC Secretariat, 2022.** She has done Graduation in Commerce. Her technical qualifications include Shorthand & Typewriting Higher Grades (English & Telugu). She deals with establishment matters too.



**Smt. R.Regina is the Nodal Officer-I for the Spl. Foundation Course 2022.** She has joined the Institute in 2002 and is currently working as Superintendent. Earlier, she has worked in different wings of the Institute, including Administration, Engineering, Facilities, etc. She has been associated with the Foundation Courses for AIS & CCS Officers and also self-finance programs conducted by the Institute. She has done Post Graduation in Sociology and also Diploma in Commercial and Computer Program (DCCP).



**Sri Srinivas Vadla, Jr. Faculty is the Nodal Officer-II for the Spl. Foundation Course 2022.** He has done Masters in Business Administration (Systems) and in Mass Communications from Osmania University. Currently, he is pursuing Doctoral Program in Mass Communication. He has undergone the following DoPT-sponsored training programs: DTS, DoT, ELT, TNA and MOT. He is a columnist on contemporary issues for a number of dailies. He has worked for various media houses at different levels.

# CONTENTS

Sl. No.	Content	Page No.
1.	From the Director General's Desk	03
2.	Special Foundation Course – 2022 Form of Oath /Affirmation	05
3.	Course Team of Special FC- 2022	06
4.	FC Secretariat-2022	09
5.	About Dr. MCR HRD Institute of Telangana	11
6.	Course Objectives	12
7.	Course Design – Academic Inputs	13
8.	Course Design – Co-curricular & Extra-curricular Activities	17
9.	Assessment	22
10.	Clubs & Societies	26
11.	Shishtachar (Etiquette)	31
12.	Facilities	40
13.	Tentative Course Planner	44
14.	Important Telephone & Room Numbers	48
15.	Academy Song	50
16.	The Campus Layout	51

# 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 more than 100 online training programs and covered a staggering over 15, 000 Officers, right from the top to the lowest rungs of administrative hierarchy. In addition, the Institute trained a whopping over 1,00, 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, from across the country, 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's faculty resources include senior All India Service Officers and also eminent faculty from various Institutes of



higher learning like Indian School of Business, University of Hyderabad, Administrative Staff College of India, NALSAR University of Law, TISS, etc.

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

It is a 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, despite Covid-19 Scare". Sri Harpreet Singh, IAS, Director General (FAC) of the Institute & Spl. Chief 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 picturesque 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



## 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.
- 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 all-round development

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.
- Have a greater appreciation of 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.
- Appreciate 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.
- Imbibe the spirit of physical fitness to maintain a healthy body and mind.

# 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 each of the Officer Trainees with a core set of values, skills, and knowledge that helps 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 most important of all.

### II. ACADEMIC INPUTS

#### A. SUBJECTS

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

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

#### 1. Public Administration

The 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 input in Economics is designed to get the participants to recognize and understand the basic principles of functioning of markets, the macroeconomic concepts, and will also introduce them to the basic principles relating to International Trade.

#### 3. Law

This Course is designed to introduce the trainees to the basic principles of law, the structure and hierarchy of courts and alternate dispute redressal mechanisms, important social legislations, and to procedural practices under civil and criminal codes in India.

#### 4. Management & Behavioral Sciences

The Course strives 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 management, analytically and professionally. The emphasis of the Course 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 management.

### 5. Political Concepts and Constitution of India

This Course introduces the Officer Trainees to the fundamental concepts of political science and the Indian Constitution and how they relate to the working of an administrator and evolution of and current status of Indian Politics.

### 6. Indian History and Culture

The Course focuses on Indian history and culture. The paradigm is of India and the Indian State and through this the Officer Trainees are to be introduced to the discipline and the growth and evolution of the Indian State, the society, and culture, in all its 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.

### 8. Hindi Language

Language teaching is an important activity of the Institute. 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.

## B. MODULES, SESSIONS & TIMINGS

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

Sl. No.	Subject	No. of Sessions
1	Public Administration	69
2	Basic Economics for Administrators	36
3	Law	36
4	Management & Behavioral Sciences	36
5	Political Concepts and the Constitution of India	18
6	Indian History and Culture	12
7	Information & Communication Technology	24
<b>Total</b>		<b>231</b>

In addition, a few sessions will be conducted on the themes relating to Azadi Ka Amrit Mahotsav.

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

The session plan for each day will be as follows:

<b>0 Session (PT)</b>	<b>06.30 a.m. - 07.30 a.m.</b>
<b>I Session</b>	<b>09.30 a.m. - 10:20 a.m.</b>
<b>Break</b>	<b>10.20 a.m. – 10.30 a.m.</b>
<b>II Session</b>	<b>10.30 a.m. - 11.20 a.m.</b>
<b>Tea Break</b>	<b>11.20 a.m. - 11.40 a.m.</b>
<b>III Session</b>	<b>11.40 a.m. - 12.30 p.m.</b>
<b>Break</b>	<b>12.30 p.m. – 12.40 p.m.</b>
<b>IV Session</b>	<b>12.40 p.m. - 01.30 p.m.</b>
<b>Lunch Break</b>	<b>01:30 p.m. - 02:30 p.m.</b>
<b>V Session</b>	<b>02:30 p.m. - 03:20 p.m.</b>
<b>Break</b>	<b>03:20 p.m. - 03:30 p.m.</b>
<b>VI Session</b>	<b>03:30 p.m. - 04:20 p.m.</b>
<b>Tea</b>	<b>04.45 p.m. - 05.00 p.m.</b>

The Officer Trainees will be divided into 4 Groups, i.e, A,B,C and D. The Faculty of the Institute will engage the sessions, separately for each group at (i) S K Hall, Tungabhadra Block (third floor), (ii) Akshara Hall, Admin Block (second floor), (iii) PVRK Prasad Hall, Room No. 028, Admn. Block, (ground floor) & (iv) Madanna Hall, Room No. 222, Admn. Block (second floor). The external faculty will take combined sessions for Groups A&B at (i) Dasarathi Auditorium, Admn. Block (ground floor) and Groups C&D at (ii) Akshara Hall. In exceptional cases, plenary sessions for all the four groups will be conducted at Akshara Hall.

### **C. READING MATERIAL**

Background reading material for all the subjects will 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 the speakers will be available on the Institute's website. You are advised to maintain subject-wise files and catalogue the material properly.

### **D. 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 detail of arrival and stay of the Guest

Speaker. Keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.

- To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.
- To collect the profile of the Guest Speaker, well in advance.
- To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his/her scheduled session.
- To inform the Guest Speaker about the duration, number and nature of his / her lecture (s) / participation.
- To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of Projector, flip charts, etc.
- To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.
- To ensure that the Guest Speakers' name plates are ready and placed on the table prior to the lecture.
- To introduce the Guest Speaker to the audience based on the profile already collected for the purpose. Long-winding introductory speeches must be avoided. The introduction of the guest speaker should not exceed 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 his / her 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 he has any objection to this, which should be ascertained well in advance.
  - (ii) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute, and himself / herself.
  - (iii) Hand over PPTs / reading materials to the FC Secretariat for uploading on Course Repository.

## **E. FEEDBACK**

It is our constant endeavor to provide you with the best possible academic inputs. We value your opinion and look forward to your

feedback which will help us to improve our 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. 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 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. Journaling Exercise

The journal is aimed at providing you solid foundations by facilitating deeper absorption of your learnings during the Spl. Foundation Course. The journal is to be used as a communication tool and an instrument for recording experiences. It will be a pedagogical tool to assess what an Officer Trainee has learnt.

As a civil servant, you need to develop a keen sense of observation, inference, recollection and association. All these abilities will get honed through this exercise of journaling.

The Journal is a part of the Director General's Assessment and carries 30 marks, which means the entries will be evaluated by your respective tutors and this will be done on a regular basis. The journal will be assessed on parameters like regularity, observation, lucidity and through this, it will be seen whether the concepts / inputs have been internalized by the Officer Trainees.

### B. ESSAYS

The Officer Trainees will be required to write two essays during the Foundation Course. The first one 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 his / her 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 will be evaluated by the National Foundation for Communal Harmony / Faculty of the Institute.

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 will be 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 will be organized on issues of Science, Technology, and the Environment.

The Essays have to be written in 1000 words.

### BOOK REVIEW

The Officer Trainees will be required to critically review a book and present a write up in about 1000 – 1250 words.

Detailed instructions about the essays and book review will be issued separately.

### CHECKING ORIGINALITY OF SUBMISSIONS

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

### C. PHYSICAL TRAINING

Attainment of physical fitness is an essential element of an Officer’s personality development. The Course seeks to include physical fitness in a day’s schedule with a view to ensure that it becomes an inseparable part of your daily routine for the rest of your 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 at 6:30 a.m. Absence or irregularity in PT will be treated on par with absence from classroom activities. Those who are seriously incapacitated will be allowed exemption from PT 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.

Following exemptions from the Physical Training are allowed during the FC:

Lady Officer Trainees – 6 (No more than 2 exemptions in a month)

Gentlemen Officer Trainees – 3 ( No more than 1 exemption in a month)

The prescribed dress for PT is:

**a. Lady Officer Trainees** - Institute track Suit, White Socks and Sports Shoes

**b. Gentlemen Officer Trainees** - Institute track pants and T-Shirt / Institute 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.

#### D. GAMES & SPORTS

The Officer Trainees are expected to participate actively in games and sports and avail the facilities of well-equipped gymnasiums in the evening. The Institute will organize coaching to the Officer Trainees for this purpose. Please make use of this opportunity to pick up new games / sports. Besides, the 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 Athletics Meet during February, 2022, and showcase their athletic prowess.

Sports facilities available at the Institute include: Tennis, Volleyball, Billiards, Table Tennis, Shuttle Badminton, Gym & Swimming, Lawn Tennis, etc.



#### E. TREKKING

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 in group dynamics and brings out 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.

The Officer Trainees will proceed for Trek during the first fortnight of April, 2022 by which time it is expected that they would have developed stronger bonds with each other and honed sense of adventure.

In addition to Trek Briefing, a detailed Trek Manual and Trek Routes will be shared with the Officer Trainees.

#### F. 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 and women.
- Understand and analyse the problems faced by rural people, especially the marginalized sections such as Scheduled







Castes, Scheduled Tribes, Physically Challenged, etc.

- 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.
- Recognize the importance of the need to learn from the villagers in evolving people-based solutions to local problems.
- 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 are expected to conduct a survey in the village as per the guidelines provided to them.

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. 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.

The Officer Trainees will proceed for the Village Visit during the first fortnight of March, 2022.

The Officer Trainees will present reports on the activities, findings and recommendations of the Village Visit and Trek, which will be graded on both the data collected and the quality of analysis. The findings of the groups will be subjected to the scrutiny of their peers and Faculty.

### **G. FETE-The Mela**

The Officer Trainees will organize and participate in a FETE-The Mela during the third week of March 2022, 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 of the choice of the Officer Trainees.

### **H. BLOOD DONATION CAMP**

A Blood Donation Camp will be organized by the Society for Social Service. All the Officer Trainees are advised to donate blood and contribute to this humanitarian cause.

### **I. CULTURAL ACTIVITIES**

There will be a number of cultural activities during the Course. Eminent artistes 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. The Officer Trainees also will 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 last week of April, 2022. 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.

### **J. 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.

### **K. EXTRA-CURRICULAR MODULE (ECM)**

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. You have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for an Officer Trainee to opt for one of the ECMs. The Officer Trainees may choose one from the following ECM activities: Music: (Vocal & Instrumental), Dancing, Photography, Gardening, 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 Wednesday & Friday, from 5.00pm. to 6.00pm.



# ASSESSMENT



## I. BREAKUP OF ACADEMIC & 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. Regular evaluation of such skills and performance is of key importance. We do not intend to burden you with heavy end-of-course examinations, but would prefer to test you as you go along the course through concurrent assessments and also observation and interaction.

The overall breakup of academic evaluation and DG's assessment for 622.50 marks is as follows:

Director General's Assessment across 11 parameters as given on the next page	172.50
Academic Inputs	450.00
<b>Total</b>	<b>622.50</b>

With respect to soft skills, values, attitudes, Officer Trainees will be assessed on a continuous basis on their participation and performance during the trek, village visit, other extra-curricular activities as a part of club / societies, general behaviour, punctuality and personal conduct. This evaluation forms part of the Director General's assessment.

*Proficiency in various subjects will be evaluated as per the following table:*

Sl. No.	SUBJECT	EVALUATION	MARKS
1	Public Administration	Concurrent	90
2	Law	Concurrent	90
3	Basic Economics for Administrators	Concurrent	90
4	Management & Behavioral Sciences	Concurrent	60
5	Indian History & Culture	Concurrent	60
6	Political Concepts & The Constitution of India	Concurrent	60
		<b>TOTAL</b>	<b>450</b>

The Officer Trainees will have to secure at least 50% marks to pass the examinations. An Officer Trainee who fails in any of the six prescribed subjects, as mentioned above, or in the qualifying tests (Hindi and ICT), shall not be entitled to any credit for the Foundation Course Examination carrying 450 marks.

### A. COMPUTER & HINDI LANGUAGE TEST

There will be a Computer Test for 50 marks, which are not added to the aggregate. However, the Officer Trainees will have to pass this subject to clear the Foundation Course.

There will be a Hindi language examination which is compulsory for completion of the Foundation Course and performance in language classes would form part of the Director General's assessment.

## II. CRITERIA FOR THE DIRECTOR GENERAL'S ASSESSMENT

Director General's assessment for 172.50  
marks will be calculated on the following basis.

Sl. No.	Subject/Item for Assessment	Marks	Remarks
1	Journaling	30	Assessment by the Faculty
2	ICT	15	Assessment by Computer Faculty
3	Physical Fitness & Sports	25	Assessment by Course Team / Outdoor In-charge
4	Clubs and Societies (Organizing)	05	Assessment by the DG's nominee of the respective Club/Society keeping in view the contribution of the OT concerned in organization of the activities of the respective Club/ Society
5	Participation in Extra Curricular Activities	20	Based on the self-declaration by Officer Trainees which will be reviewed by the Course Team
6	Peer Evaluation	10	Peer Evaluation from comprehensive assessment manual
7	Discipline	27.50	Course Director
8	Director General's Overall Assessment	40	Director General-Inputs from Course Team
		<b>172.5</b>	





## 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 Officer Trainee)
2. Director General's Medal and Rolling Shield for the highest aggregate marks in written examination (excluding languages)
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

### A. 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 Trainee who possesses the above qualities and is perceived to have contributed toward building esprit de corps during the Course.

### **B. 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 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 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 for the best debater in a debating competition organized on issues of Science, Technology, and Environment



# 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 nominees. For running their activities, the Clubs and Societies are provided with appropriate grants apart from the funds which they receive through membership fees. The Faculty Members and their families are invited to join the Officer Trainees in all the activities of the Clubs and Societies.

The Clubs and Societies take up various indoor and outdoor activities which are not only entertaining but also enrich the Institute's campus life. These activities will enrich the Institute's campus life and also 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 Athletics / Sports Meet and tournaments within the Institute.
- To organize quizzes, talks, 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 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. 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 trainees are joined by the Director General, members of the faculty, staff, and dignitaries visiting the Institute.

### C. 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 Association'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 coordinates plays as a part of AK Sinha Memorial One-Act Play competition.





#### **D. 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:**

- 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.

#### **E. SOCIETY FOR SOCIAL SERVICE**

Charity begins at home. As Civil Servants, you have to contribute a lot in the social sector. 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 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.

#### **F. NATURE LOVERS & ADVENTURE SPORTS CLUB**

The Club conducts simple, enjoyable, and refreshing adventure activities for the Officer Trainees, especially on weekends. Some of the adventure activities that could be taken up are rock climbing, rappelling, bouldering, scaling hillocks, etc. The adventure activities





are organized by experienced and trained organizers for whom safety is of utmost importance.

This Club runs various activities for creating awareness of environment and also contributes to the nature's richness. Studying environmental issues, photography, and collecting natural art or exhibits can also be a part of the Club's activities. In addition, the following activities are also proposed.

- Conducting seminars on environmental issues
- Trekking for appreciation of nature
- Conducting quizzes
- Conducting photography exhibition, ecofriendly activities for creating awareness on Hyderabad's urban forests, etc.





# LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl. No.	Club / Society	Dg's Nominees	Photo
1.	Officers' Club	<b>Dr. K. Tirupataiah, IFS (Retd.)</b> Chief Consultant (Training)	
2.	Film & Fine Arts Society	<b>Sri P. Prakash Rao</b> Director Facilities	
3.	Officers' Mess Committee	<b>Dr. Kandukuri Usha Rani</b> Sr. Faculty, CSDG	
4.	Society for Social Service	<b>Sri Vinod Kumar Ekbote</b> Faculty, CSDG	
5.	House Journal Society	<b>Dr.K. Ramesh Babu, CHSS</b> (with the help of Sri Mayur Patnala)	
6.	Nature Lovers & Adventure Sports Club	<b>Dr. Shreenivas Peddaboina</b> Training & Research Associate, Center for Telangana Studies and Sports In-charge	

# 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 at least two

minutes before the event. 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 Course guidelines, 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.

### 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 lecturer and the fellow Officer Trainees. Questions addressed to Faculty members / Guest Speakers should be clear, precise, and polite. Mobile phones should not be used during the sessions.
- 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 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.

### 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 him/her.
- 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 him or her.
- 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.
- When dealing with Mess Staff, special care should be taken to ensure politeness.
- 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 Officer Trainees 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. Plagiarism will not be tolerated.
- 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 host/ hostess 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 him or her to reconsider.
- Attention to personal hygiene and especially mouth odor is essential.
- It is only natural that intelligent 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 2.00 p.m. to 9.00 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.
- He / she 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. This identity card has to be carried by the

Officer Trainees at all times, both within and outside the campus. The ID cards will also serve as lapel cards.

- ID 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 Identity card is shown.

#### **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 himself / herself from any of these activities. Any unauthorised absence from these activities would be treated as dereliction in duty.
- The Course activities have been designed in a seamless manner. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained. If any Trainee is not in a position to attend a session due to medical reasons, he / she 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 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 us to resort to such drastic measures.

- At any point in time during the Foundation 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.
- 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 will be kept on silent mode at during the sessions.
- 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 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. COVID PRECAUTIONS**

- All Officer Trainees must be fully vaccinated, unless medically excused.
- Masks will be mandatory, regardless of vaccination status.
- Those who are fully vaccinated and who came in contact with someone with COVID-19, should get tested 5-7 days after the date of last exposure, or immediately if symptoms develop.
- Officer Trainees will be tested once when joining the FC and each time they return from the outdoor assignment like the Village Visit and the Trek.
- Any Officer Trainee who develops any symptom – fever, cough, headache, nausea, weakness, etc, must immediately report the same, get urgently isolated, and get tested.
- Each officer is expected to closely monitor herself / himself to ensure symptoms are not ignored, putting others to risk.
- The Officer Trainees should avoid touching or shaking hands with each other. They should always maintained physical distance each other.
- The Officer Trainees should wash hands with soap frequently, and use a sanitizer as often as possible.

We have taken all precautions in sanitizing equipment, cutlery and linen. However, the Officer Trainees should immediately report to house keeping if they feel some of this needs to be changed or cleaned

#### **XIV. 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)

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

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

- Lady Officer Trainees: Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short kurtis / leggings
- Gentlemen Officer Trainees: 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.
- 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)

- Lady Officer Trainees: 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
- Gentlemen Officer Trainees: Former full sleeves shirt and formal trousers (without necktie).

**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.)

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

# FACILITIES AT THE INSTITUTE



The Institute has a sprawling 30 acre campus in the heart of Hyderabad. It is a lush green area which is fully WiFi-enabled and buildings with roof top solar panels. The Institute has well-furnished, fully equipped, and air-conditioned class rooms, conference halls, auditoriums, hostel blocks with capacity to accommodate about 950 trainees, indoor and outdoor sports facilities, including swimming pool, and 3 gymnasiums, including an exclusive gymnasium for Lady Officer Trainees, etc.

## I. ACCOMMODATION

You will be staying at Godavari Hostel, which is a fully air-conditioned facility.

## II. CATERING & MESS SERVICES

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. The dining arrangements for Officer Trainees have been made at Ruchi Dining Hall, Godavari Hostel, ground floor and at Pushti Dining Hall, Thungabadra Block (ground floor).

Services & Timings	
Breakfast	07.30 am to 09.00 am
Tea / Coffee Break	11.20am to 11.40am
Lunch	01.30 pm to 02.30 pm
Tea / Coffee Break	04.45 pm to 05.00 pm
Dinner	08.00 pm to 9.30 pm

## III. RECREATION

The Institute has judiciously created an array of the following avenues for recreation:

- Swimming Pool
- Tennis Courts
- Indoor & Outdoor Shuttle Court
- Yoga & Meditation Centre
- 3 Gymnasiums
- Volleyball Court
- Billiards
- Badminton
- Jogging tracks





- Recreation Lounge, T.T, Caroms and Chess facilities

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.

#### IV. FREE SHUTTLE SERVICE

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

If required, you may book OLA – UBER from your mobile App.



#### 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 8.30 a.m. to 8.00 p.m.

on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus.

#### 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 (1stFloor) during office hours. All computers in the Institute are network connected. For any help, the Officer Trainees they may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220). The Officer Trainees may also contact Mr. Y Jatin Swaroop, (Mobile: 8125721733) and Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515) in the matter.

#### 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/temp and 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.

## VII. GROUP E-MAIL ADDRESS & WHATAPP

A group e-mail address for the Officer Trainees of Special Foundation Course 2020-21'22 will be provided on mcrhrdi.gov.in mail server (splfc2022@mcrhrdi.gov.in).

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

## VIII.WEBSITE

The Officer Trainees can access the Dr MCR HRD Website at [www.mcrhrdi.gov.in](http://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 17 Jan – 29 April 2022) has been created for disseminating information on FC-related matters among the Officer Trainees.

## IX.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. You will receive an OTP. Enter the OTP to get free Wi-Fi access.

## X. HEALTH CARE

The Officer Trainees may contact the Medical / Para-Medical Staff at Room no. G-39 (Godavari Hostel). Dr. R. Bala Subrahmaniam, Visiting Physician will be available for consultation from 8.00AM. to 10.00AM.

Senior Medical Officer (Unani) will be available for consultation in his clinic opposite Godavari Hostel on Wednesday and Thursday, from 9:00 am to 2:30pm.

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.

## EMERGENCY HEALTH CARE

For emergency health care, the Officer Trainees may contact the following officers:

- i. Sri Saka Venkateswara Rao, JFM (Mobile: 9248032073),
- ii. Sri V. Srinivas, Nodal Officer - II (Mobile: 8008001937)
- iii. Smt. Ch. Sirisha, Faculty, CIT (Mobile: 9573860066)

## XI. DO's AND DON'TS

### 1. Do's

- Maintain dress code in the class rooms and dining halls. Wear your 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. You are requested to contribute to these initiatives during your 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 Hostel.
- 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.

## XII. CHAI KAHANI & ATM

The Chai Kahani and Vijaya Parlour, located near the ATM on the Campus, remain open from 08.00 a.m. to 10.00 p.m & 08.30am to 09.30pm, respectively. The ATM Facility is also available at the Godavari hostel (Ground Floor)





# TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	17-Jan-2022	Monday	COVID – 19 Testing & Joining Formalities		1
	18-Jan-2022	Tuesday	Course Briefing: - Academic, Co-curricular & Extra-Curricular Activities - Facilities - Elections for Clubs & Societies) - Shishtachar & Expectations from Officer Trainees -Commencement of Academic Session - Ghazal Programme		2
	19-Jan-2022	Wednesday	- Hindi Test & ICT Screening Test (Groups C&D) - Official Language Policy		3
	20-Jan-2022	Thursday	Hindi Test & ICT Screening Test (Groups A&B)		4
	21-Jan-2022	Friday			5
	22-Jan-2022	Saturday	Elections for Clubs & Societies		6
	23-Jan-2022	Sunday		Holiday	7
2	24-Jan-2022	Monday			8
	25-Jan-2022	Tuesday			9
	26-Jan-2022	Wednesday	-Republic Day Celebrations -Know your States	Republic Day	10
	27-Jan-2022	Thursday			11
	28-Jan-2022	Friday			12
	29-Jan-2022	Saturday	Mini Marathon ( on the campus of the Institute.)		13
	30-Jan-2022	Sunday	- Hyderabad Darshan (Batch I) - Submission of First Essay on "Joining the Civil Services: Expectations & Realities"	Holiday	14
3	31-Jan-2022	Monday			15
	1-Feb-2022	Tuesday			16
	2-Feb-2022	Wednesday			17
	3-Feb-2022	Thursday			18
	4-Feb-2022	Friday	Inaugural Function Cultural Programme followed DG's Dinner		19
4	5-Feb-2022	Saturday	Short Trek to TSPA		20
	6-Feb-2022	Sunday	Hyderabad Darshan (Batch II)	Holiday	21
	7-Feb-2022	Monday			22
	8-Feb-2022	Tuesday			23

# TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	9-Feb-2022	Wednesday			24
	10-Feb-2022	Thursday			25
	11-Feb-2022	Friday			26
	12-Feb-2022	Saturday	Sports Meet		27
5	13-Feb-2022	Sunday	Sports Meet	Holiday	28
	14-Feb-2022	Monday			29
	15-Feb-2022	Tuesday			30
	16-Feb-2022	Wednesday			31
	17-Feb-2022	Thursday			32
	18-Feb-2022	Friday			33
	19-Feb-2022	Saturday	Cultural Programme		34
6	20-Feb-2022	Sunday	Shramdaan	Holiday	35
	21-Feb-2022	Monday			36
	22-Feb-2022	Tuesday			37
	23-Feb-2022	Wednesday			38
	24-Feb-2022	Thursday			39
	25-Feb-2022	Friday			40
	26-Feb-2022	Saturday	Cheriyal Painting		41
7	27-Feb-2022	Sunday	Cheriyal Painting	Holiday	42
	28-Feb-2022	Monday			43
	1-March-2022	Tuesday		Maha Sivarathri	44
	2-March-2022	Wednesday			45
	3-March-2022	Thursday			46
	4-March-2022	Friday			47
	5-March-2022	Saturday	Briefing on Village Visit		48
6-March-2022	Sunday	Village Visit	Holiday	49	
8	7-March-2022	Monday	Village Visit		50
	8-March-2022	Tuesday	Village Visit		51
	9-March-2022	Wednesday	Village Visit		52
	10-March-2022	Thursday	Village Visit		53
	11-March-2022	Friday	Village Visit		54
	12-March-2022	Saturday	Village Visit	Second Saturday	55
	13-March-2022	Sunday	Events by Clubs & Societies	Holiday	56
9	14-March-2022	Monday			57
	15-March-2022	Tuesday			58
	16-March-2022	Wednesday	Presentation on Village Visit		59
	17-March-2022	Thursday	Presentation on Village Visit		60

# TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	18-March-2022	Friday		Holi	61
	19-March-2022	Saturday	FETE-The Mela		62
	20-March-2022	Sunday	Events by Clubs & Societies	Holiday	63
10	21-March-2022	Monday	Elocution		64
	22-March-2022	Tuesday	Elocution		65
	23-March-2022	Wednesday			66
	24-March-2022	Thursday			67
	25-March-2022	Friday			68
	26-March-2022	Saturday	AK Sinha One-Act Play Competition		69
	27-March-2022	Sunday	AK Sinha One-Act Play Competition	Holiday	70
11	28-March-2022	Monday			71
	29-March-2022	Tuesday	Army's Symposium ( Subject to Confirmation)		72
	30-March-2022	Wednesday			73
	31-March-2022	Thursday	Debate		74
	1-April-2022	Friday	Debate		75
	2-April-2022	Saturday	Ugadi Celebrations	Ugadi	76
	3-April-2022	Sunday	Events by Clubs & Societies		77
12	4-April-2022	Monday			78
	5-April-2022	Tuesday	Babu Jagjivan Ram's Birthday		79
	6-April-2022	Wednesday	Trek Briefing		80
	7-April-2022	Thursday	Trek		81
	8-April-2022	Friday	Trek		82
	9-April-2022	Saturday	Trek	Second Saturday	83
	10-April-2022	Sunday	Trek	Sri Rama Navami	84
13	11-April-2022	Monday	Trek		85
	12-April-2022	Tuesday	Trek		86
	13-April-2022	Wednesday	Trek		87
	14-April-2022	Thursday	Trek	Dr. B.R. Ambedkar's Birthday	88
	15-April-2022	Friday	Trek	Good Friday	89
	16-April-2022	Saturday	Trek		90
14	17-April-2022	Sunday	Submission of Second Essay (out of the four themes given in the Course Manual)	Holiday	91
	18-April-2022	Monday			92
	19-April-2022	Tuesday			93
	20-April-2022	Wednesday			94
	21-April-2022	Thursday			95



## TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	22-April-2022	Friday	Trek Presentations		96
15	23-April-2022	Saturday	Preparation for India Day		97
	24-April-2022	Sunday	India Day celebrations	Holiday	98
	25-April-2022	Monday	Policy Paper Presentation (Economics)		99
	26-April-2022	Tuesday	Policy Paper Presentation (Economics)		100
	27-April-2022	Wednesday	Policy Paper Presentation (Economics)		101
	28-April-2022	Thursday	- Valedictory Function-Cultural Program followed by DG's Dinner - Farewell to the Ots		102
	29-April-2022	Friday	- Relieving Formalities		103

## 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) & Spl. Chief Secretary to Govt. of Telangana	444	9440683720	211
2.	Sri Benhur Mahesh Dutt Ekka, IAS Additional Director General	102	040-23548887	213
3.	Smt. Divya Parmar, IES, Director (Admn.) & Course Director	123	9989436330	Muchukunda Block (2nd floor)
4.	Sri M.P Sethy Chief Consultant(Training/E-learning)	444	9958483963	211
5.	Dr. K. Tirupataiah, IFS (Retd), Chief Consultant (Training), <b>Coordinator - Trek &amp; Village Visit and DG's Nominee for Officers' Club</b>	488	8885532022	101
6.	Dr. Gautam Pingle Dean of Studies, Head, CTS & <b>Advisor (Academic)</b>	222	9849639689	002
7.	Dr. Md. Abbas Ali Sr. Professor, Head- MDC & <b>Additional Course Director (Academic)</b>	415	9030005661	131
8.	Dr. Ravulapati Madhavi Head- CPA, Associate Professor of Law & <b>Additional Course Director (Co- curricular &amp; Extra -Activities)</b>	482	8977000328	031
9.	Dr. B. Vijayalaxmi Director(Finance), Head CFM & <b>Controller of Exams</b>	131	8977783458	129
10.	Sri P. Prakash Rao Director Facilities & <b>DG's Nominee for Officer's Mess Committee</b>	127	9676793928	103
11.	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head- CIT	189	9866248887	034
12.	Prof. (Dr.) A.S. Ramachandra Sr. Faculty, CPA	167	9997310063	226
13.	Dr. Amir Ullah Khan djunct Professor, MDC	223	9871322477	231
14.	Sri K. Ram Gopal Sr. Faculty, CPA	169	9121218354	127
15.	Dr. Kandukuri Usha Rani Sr. Faculty, CSDG and <b>DG's Nominee for Film &amp; Fine Arts Society, Class Room In-charge</b>	434	9948921557	Muchukunda Block (2nd floor)
16.	Sri Srinivas Madhav, Sr. Faculty, CPA & <b>Manager-Morning Activity</b>	162	9247159343	221
17.	Sri Vinod Kumar Ekbote, Faculty, CSDGs and <b>DG's Nominee for House Journal Society</b>	369	9490481219	CGG Block
18.	Smt. T. Padmavathi Administrative Officer	196	8977784568	012
19.	Sri T.M. Basha Sr. Lecturer, CFM	185	9248032109	014
20.	Sri G.V.V. Subba Rao Sr. Lecturer, AcTW, CFM, <b>Class Room In-charge</b>	180 / 271	8317671414	130
21.	Sri P.V.S. Pathanjali Assistant Lecturer, CFM	118	9121218349	014

## IMPORTANT TELEPHONE & ROOM NUMBERS

22.	Sri Saka Venketeswara Rao JFM, CPA & <b>Class Room In-charge, Manager-Morning Activity &amp; Medical Emergencies of OTs</b>	377	9248032073	230
23.	Smt. G. Jhansi Rani Junior Faculty	124	8008885064	132
24.	Dr. K. Suresh Kumar Jr. Faculty, CPA & <b>Class Room In-charge</b>	484	9948119421	221
25.	Smt. G. Savithri EO/Asst. Administrative Officer and <b>Overall Coordination of FC Secretariat</b>	141	9248032108	111
26.	Smt. R. Regina Superintendent, Admn. & <b>Nodal Officer - I</b>	165	9248032091	035
27.	Sri V. Srinivas, JFM, TMU, <b>Nodal Officer-II &amp; Medical Emergencies</b>	165	8008001937	035
28.	Smt. K. Jyothi Junior Faculty, CIT, <b>Class Room In-charge</b>	223	9866690163	032
29.	Sri Abhishek Kumar Technical Advisor, CIT	106	9966890950	033
30.	Sri G.Venkat Reddy Manager-IT (Infra)	119	9949392515	106
31.	Smt. S.Radhika Manager-IT(Coordination)	120	9000009221	106
32.	Smt. Ch. Sirisha Faculty, CIT & <b>Medical Emergencies</b>	151	9573860066	106
33.	Dr. P. Srinivas, TRA, CTS, <b>DG's Nominee for Nature Lovers and Adventure Sports Club &amp; Sports in-charge</b>	216	9705539957	Muchukunda Block (2nd floor)
34.	Sri Kavi Bhushan Pandey Sr. Manager (Facilities), Godavari Hostel, Tungabhadra Hostel & Admn. Block	338	9000114443	Godavari Hostel (Ground floor)
35.	Sri K.Mahesh Facilities Executive	198	8106966617	107
36.	Sri R. Nagaraj Facilities Executive & Overall in-charge of Officers' Mess	198	9677757539	107
37.	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar (Admin Block)
38.	Sri B.L. Narsimham Superintendent, Stores Admin & Transport in-charge	133	9346956307	036
39.	Sri G. Shanker Superintendent Admn.	280	9030879784	112
40.	Gym / Swimming Pool	177	-	-
41.	Godavari Hostel -Reception	353	9248005306	-
42.	Tungabhadra Hostel -Reception	345	-	-



# ACADEMY SONG

Hao Dharmete Dheer, Hao karmete Bir,  
Hao Unnato Shir- Naahi Bhoy.  
Bhuli Bhedabhed Gyan, Hao Sabe Aagwaan  
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 Mahajatir Utthan  
Jago Jaan Manibe Bishshay  
Jago maan Manibe Bishshay.

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

Wha Dharmat Dheer, Wha Karneet Veer  
Wha Unnat Shir—Nahi Bhay  
Nana Bhasha, Nana Mat, Nana Paridhan  
Bibidher Majhe Dekho Milan Mahan.  
Dekhiya Bharate Mahajatir 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

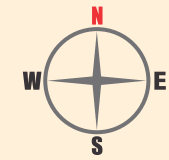
अपने कर्तव्य पर डटे रहें,  
काम में आने वाली बाधाओं से विचलित न हों,  
सिर ऊँचा उठाकर चलो-निडर बनो  
आपसी मतभेद भुला दो,  
सब मिलकर एक साथ हैं-सफलता सुनिश्चित है।  
हमारी अनेक भाषाएँ, अनेक पंथ हैं, विविध वेशभूषाएँ हैं,  
लेकिन इस विविधता में एकता गा सन्दर संगस है।  
महान भारत राष्ट्र को आगे बढ़ता देख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

# Dr.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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