

FOUNDATION COURSE

COURSE MANUAL



OUR MOTTO

Duty performed with Knowledge, Faith and Devotion
becomes really effective

Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
Road No.25, Jubilee Hills, Hyderabad- 500 169, A.P.

WELCOME TO THE FOUNDATION COURSE

Dear friends,

The Course Team of the Foundation Course for Group II Service Officers welcomes you to the Course and to the Institute.

It is indeed a proud and joyous moment as you have finally chosen your careers in the good, bad and, at times, ugly world of bureaucracy. The ups, the downs and the plateaus of bureaucracy are too well known to every one. You are going to occupy positions in the higher echelons of the bureaucracy and work for the welfare and development of the State. Foundation Course, being the first Step, is important in this regard. This will determine the direction of your life and professional career. A long career in the civil service, with enormous responsibilities and challenges, and opportunity to SERVE the people awaits you.

You and your batch mates have come together in this Foundation Course, from all parts of the State with diverse academic backgrounds. You are expected to leave the portals of this Institute, as well knit members of the 2010 batch of State service. We are sure you will enjoy training fully, accept the people the way they are, learn to relate with them and leave behind a legacy for future batches to emulate. The challenge is now before you.

You will acquire the knowledge, skills, attitudes, values and wisdom necessary for effective functioning in the Government, in the class rooms and outside. You will learn to understand the social, political and economic milieu in which you would be required to function and we are sure that the institute's faculty and galaxy of distinguished speakers, who will address you, will prove useful in this regard. The Foundation cum Professional Course aims to build esprit-de-corps amongst you. It provides a wide training canvas to develop administrative and technical skills, to understand the principles and practice of good governance and at the same time help in shaping behaviour patterns, most suited for an effective, transparent and responsible civil servant.

You have freedom, a responsible choice. Real freedom is not freedom from something. It is a freedom to choose between doing or not doing something, to act one way or another, to hold one belief or the opposite.

Freedom comes with a heavy burden to decide your own conduct in society and to be responsible for your decisions. Ability to exercise this freedom will bring you nearer to attainment of the Course Objectives and make your stay in the Institute meaningful and joyful.

We would urge you to develop strong bonds of friendship with fellow trainees. This bond of friendship would endure right up to the end of your professional career and beyond. We hope that you will refer back to your days in the Foundation Cum Professional Course as the most joyful and the most memorable.

As the Rig Veda proclaims:

“Let all men meet and think as with one mind

Let all hearts unite in Love

Let the goal be common

May all live in happiness with a common purpose”

COURSE TEAM

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ABOUT THE COURSE

1. COURSE AIMS & OBJECTIVES

- To promote all round development of the personality of Officer Trainees – intellectual, moral, social, physical and aesthetic.
- To acquaint the Officer Trainees with the seven Principles of Public Life: Leadership, Honesty, Selflessness, Integrity, Openness, Accountability and Objectivity.
- To familiarise Officer Trainees with the Political, Social, Economic and Administrative Environment in India today and equip them with the basic administrative skills and knowledge required for their job.
- To foster greater co-ordination among the different public services by building esprit de corps and cultivating and recognising the spirit of co-operation and interdependence.
- To equip the trainees with the skills of drafting, analysing Government Reports, Programmes and Projects.

At the end of the Foundation Course the trainees will be able to:

- (a) Display the right values, ethical standards, norms of behaviour and personal conduct expected of civil servants.
- (b) Have full appreciation of the principles of good governance, and their application to meet the needs of the citizens
- (c) Possess basic administrative skills, knowledge and competencies required for their job.
- (d) Work in coordination with others and imbibe the esprit-de-corps of the services.
- (e) To apply to administrative situations, concepts from the field of Economics, Law, Management, Public Administration, Political & Constitutional Theory and ICT.
- (f) Have an all round personality by participation in co-curricular activities.
- (g) Imbibe the spirit of physical fitness and be in sound health.
- (h) Use the computer as an office productivity tool and learn the application of computer software packages.

2. OUR COMMITMENT

- *To provide exposure to the best reading material and resource persons to facilitate your **professional, intellectual and emotional growth.***

- To be courteous, friendly and **responsive** to your needs and aspirations.
- To be impartial, principle centered value driven and free from all affectations.
- To provide you with an environment of **inquiry** and **freedom**, but yet imbued with **discipline**, to foster your intellectual growth.

3. COURSE DESIGN

The Foundation Course is a transition from the academic world of the college and universities to the structured system of Government. The Course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor and co-curricular activities. During this transition we shall endeavor to provide appropriate training inputs which would be useful to officers in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in Government. Officer Trainees shall also acquire the personality traits and attitudes necessary for effective functioning.

(A). ACADEMIC INPUTS

Academic inputs in the Foundation Cum Professional Course would largely be covered under 6 broad heads as detailed below:

Sl. No.	Subject	No. of sessions (approx.)
1	Public Administration, Governance and Ethics (PAGE)	23
2	Political Economy and Financial Management (PE&FM)	20
3	Law and Legal matters (L&LM)	20
4	Management and Environmental Studies (M & ES)	20
5	Service Matters and Office Procedures (SM&OP)	27
6	IT and e-governance (e-gov) (including Computer classes)	39

In **Public Administration, Governance and Ethics** we will introduce you to the organizational structure of Govt. at State and Centre, district Administration and provide exposure to different areas of governance such as Social Sector, PDS, Social Audit etc. The Officer Trainees will also be taught various aspects of governance and the need to have the ethical code of conduct for civil servants would be stressed.

The basic concepts of **Political Economy** including basic tools of economic analysis would be covered along with an exposure to some of the fundamental issues in different sectors of our economy and impact of liberalization. Under the **Financial Management**, the trainees will be provided inputs on AP accounts code, Financial Code, Treasury Code and Audit Objections etc.

In **Law and Legal Matters**, the trainees will be exposed to general principles of law, substantive and procedural laws of the land – IPC, CPC, Cr.PC, Indian Evidence Act, RTI Act, Contract Act. In addition topics such as Prevention of Corruption act, Consumer protection Act, Drafting of Affidavits are also proposed to be covered.

For developing **Managerial Skills** among civil servants, we will emphasis upon learning of management techniques and methodologies as are relevant in public administration. These will cover areas like Team building, communication skills, goal setting etc. Under **Environment**, subjects like Natural calamities and disaster Management, Climate change etc will be covered.

All the civil servants are governed by **Service Rules** and function according to the laid down **Office Procedures**. The Officer Trainees will be provided exposure to District Office Manual, Fundamental Rules, Conduct Rules, CCA Rules, Leave Rules, TA Rules, Pension Rules, State and Sub-ordinate service rules etc.

Information Technology is rapidly revolutionizing the world. Hands on experience on computers would be a major input. We shall try to ensure that by the end of the course even the officer trainees with no prior exposure in this area develop adequate skills to handle computer with familiarity and ease. We propose to give considerable weightage to the acquisition of computer application skills during the course. Our inputs will cover MS-Word, MS-Excel, Power point, MS-Access etc. We will also endeavor to expose trainees to principles of **e-governance**, cyber crimes.

The approximate number of sessions in different subjects are given in the above table. Details of topics under each subject are as per the broad guidelines given above.

SESSION TIMINGS:

Classes will generally be of 60 to 75 minutes duration. There will be three sessions in the morning and two sessions in the afternoon. The session plan for each day will be as follows:

Forenoon: Session 1: 09.30 am to 10.45 am

Session 2: 10.55 am to 12.10 pm

Session 3: 12.25 pm to 01.40 pm

Afternoon: Session 4: 02.40 pm to 03.55 pm

Session 5: 04.15 pm to 05.30 pm

Tea Break: 12.10 pm to 12.25 pm; 3.55 pm to 4.15 pm

Lunch : 1.40 pm to 2.40 pm

B) NON-ACADEMIC INPUTS

Attainment of physical fitness is a goal that is considered an essential element of an officer's personality, by the Institute. A healthy mind in a healthy body is what we would like to strive for.

Each morning shall begin with **Yoga**. **The Officer Trainees shall report for Yoga classes at 6.00 am or at the specified time at the venue. Absence or irregularity in Yoga classes will be treated on par with absence from classroom activities. Those**

who are seriously incapacitated by any reason like injury etc. which prevents movement shall explain their problem and seek exemption in advance. Post facto medical leave shall not be allowed.

The prescribed dress for Yoga classes is:

- a) Men: White Kurta – Pyzama
- b) Women: White Salwar - Kameez

The objective of the FC is not merely to provide academic inputs but also to ensure that there is enrichment of your overall personality.

Facilities for playing various **indoor and outdoor games** such as Lawn Tennis, TT, Shuttle badminton etc. and Gym are created in the Institute. Officer Trainees are expected to fully utilize these facilities in the evening hours.

FIELD VISITS

As a part of Training, visits to other Institutes / Departments are also included to expose the trainees to various activities taken up by those Institutes/Departments.

ESSAY COMPETITION: It shall be mandatory for every Officer Trainee to write an essay on the topic given by the Institute. The essay should be around 1000 words in length.

SOCIETY FOR CULTURAL AFFAIRS (CO-ORDINATION TEAM): This Team is responsible for organizing some social and cultural activities for the officer trainees during the course. Two officer trainees from each group will be nominated to coordinate the activities.

A Blood donation Camp will be organized during the Course. The Coordination Team will coordinate this activity.

Officer trainees are expected to participate actively in the activities conducted during the Course.

ESCORT DUTIES

Officer Trainees designated as Escort Officers shall have the following responsibilities:-

1. To ensure that the Institute Staff Car is sent by the Training Secretariat in time to receive the Guest Speakers in the Lobby of the Institute.
2. To receive the Guest Speaker on arrival, escort to the class room and to look after him/her during his/her stay in the Institute. It however does not mean that the Officer Trainees shall unnecessarily waste time hanging around and miss the classes or other activities.
3. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s) / Participation.
4. To collect the **BIO-DATA** of the Guest Speaker on his/her arrival. The **BIO-DATA** should be handed over to the Training Secretariat on the same day.
5. To ascertain any special arrangements the Guest Speaker would like to be made in the lecture hall, like provision of Slide Projector, OHP etc.
6. To ensure that the arrangement for the Institute Staff Car for his/her return journey

has been made by the Training Secretariat.

7. To introduce the Guest to the audience based on the BIO-DATA already collected for the purpose.
8. To ensure that the nameplates are ready in time and placed on the table before the lecture.
9. To ascertain whether the lecture is to be audio or video recorded and ensure arrangement for the same.
10. To ensure that the reception has all the details of arrival and stay and keep the reception informed of your whereabouts so that in the event of an unscheduled arrival of the guest, you can be located and informed.

At the end of the session, thank the Guest Speaker on behalf of the Officer trainees, the Institute and himself/herself.

CONDUCT

1. OUR EXPECTATIONS

- i) **PUNCTUALITY:** We believe that punctuality forms the basic fulcrum around which discipline revolves. We expect 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 **first** expectation from you and we hope that you will **not** give us any occasion to remind you of it during the course.
- ii) **BEHAVIOUR:** We expect the highest standards of behaviour and decorum, befitting an officer - both inside and outside the Institute. We expect you to be courteous and well mannered towards each other, with staff and with the faculty. Officer Trainees must ensure that their behaviour towards Officer Trainees of the opposite sex is beyond reproach.
- iii) **PARTICIPATION:** This is your course. What you get out of it will depend a good deal on what you put into it. We would like you to participate fully in all the activities that make-up the course. Do let us know where the bottlenecks are or where you see a possibility for further improvement. When you participate in classroom discussions we expect you to be polite and considerate to all others present.
- iv) **DISCIPLINE:** **Discipline is non-negotiable.** As civil servants, a strict code of conduct and norms of behaviour bind each of us. We expect you to follow the code of conduct and these norms of behaviour in letter and spirit and set for yourselves the highest standards.
- v) **ATTIRE:** We expect you to be appropriately attired for every occasion. The details about proper attire are included in the joining instructions. The dress for classrooms is expected to be simple, sober and dignified. Officer Trainees should not attend classes in T-shirts, jeans and sneakers. It is compulsory for all the gentlemen officer trainees to wear necktie and shoes during class hours. Gentlemen officer trainees are not to wear slippers or sandals. Lady Officer Trainees are expected to attend classes in sarees, *salwar kameez* or *churidar-kurta*. This dress code will also apply to other premises like the main Institute building, mess, lounge, library etc.

On formal occasions, the officer trainees shall be in the prescribed formal wear.

- vi) **MATURITY, CREATIVITY AND ENDEAVOUR:** Above all we expect Officer Trainees to behave like matured individuals. A matured person does not indulge in deviant or self destructive behavior. He does not burn up in anxiety. He neither resents authority nor does he become overbearing when he himself is in power. In short, matured persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks. We expect from you these qualities of head and heart.

We have mentioned above only those aspects which we consider to be absolutely critical.

2. GUIDELINES FOR CONDUCT

a) GENERAL CONDUCT:

- Residence in the Campus is compulsory; spouses, friends or relatives of the Officer Trainees will not be permitted to stay on Campus under any circumstances. Violation of this will be considered as an act of indiscipline.
- Officer Trainees should not play loud music in their rooms or speak loudly in lounges or corridors.
- **Keeping or consuming alcoholic drinks in the Institute is not permitted. Inebriated conduct will invite expulsion from the course and also result in disciplinary action**
- Smoking is not permitted in class-rooms, in the library, in the auditorium and any other public place within the institute premises.
- Officer Trainees are not permitted to keep private vehicles in the Institute.
- The entire range of activities at the Institute, including co-curricular and extra-curricular activities, are integral parts of the course and Officer Trainees are required to take an active part in all of them.
- **Redressal of grievances, if any, should be sought within the Institute. A direct representation to the Government, without going through the proper channel, violates the Conduct Rules.**
- Personal firearms are strictly prohibited on campus.

b) CONDUCT IN CLASS:

- Punctuality and decorum are to be maintained both within the class as well as during Yoga and other scheduled activities.
- Officer Trainees are assigned specific seats in the lecture halls. Each Officer Trainee is expected to take the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement.

- Officer Trainees are strictly prohibited from bringing cell phones to the classroom. In the event of violation they will be asked to leave the class room
- The Institute encourages freedom of expression and diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. Politeness in discussions is a hallmark of an officer. You are expected to listen carefully to the views of others and raise your hand to be called upon by the presiding officer, before making any points of your own. Officer Trainees are also free to meet faculty members after the class, to seek any further clarification.
- Never leave the class till the guest speaker leaves. Courtesy demands that you rise from your chairs at the end of the session and wait till the guest speaker leaves the room.
- While we encourage you to ask questions to the Guest speakers, please learn to be careful in framing of the same and the need to be polite and dignified. Please remember that they are the guests of the Institute and have to be given due respect and regard. They also have the highest expectations from you.

c) IDENTITY CARDS:

- Officer Trainees are issued identity cards for the duration of the course they attend. **It is compulsory to wear the identity card during working hours, in classes, in the mess and on all formal and informal occasions in the Institute.**

d) LEAVE & ABSENCE:

- **All course activities, both academic and non-academic, deemed compulsory for the course participants. No officer trainee shall absent himself/herself from any of these activities.**
- Course activities have been designed in a manner in which Officer Trainees interact with one another more often. Therefore, it would not be possible to grant any leave during the course.
- If any trainee is not in a position to attend a session due to medical reasons, he/she shall take prior permission and submit an application for Medical Leave to the Course Coordinator. In case of an extreme emergency requiring either bed rest or hospitalization, they should intimate it through a fellow trainee to the Course Coordinator. Remember that a file is being maintained about your state of health and all requests put in by you for medical leave will be fully recorded.
- All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No officer-trainee shall leave the institute without obtaining prior written permission from the course authorities, even on holidays or weekends.

e. PENALTIES:

- We are confident of full participation in all activities by the Trainees. 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 you may be required to suffer), may be either in the form of negative marking, as prescribed, or under the Rules relating to Conduct and Discipline or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.
- **At any point of time during the course, if any Trainee indulges in any act of misconduct or indiscipline, the course authorities may relieve him/her from the course without any notice and a report to the controlling authority will be made.**
- **Officer Trainees may kindly note that in the interests of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a fine of Rs. 250 every time.**
- **Water is a scarce resource. Officer Trainees are expected to ensure that taps are properly closed, whenever they leave the room. Violation of this norm will attract a fine of Rs 500 every time.**

3. FEEDBACK

It is our endeavor to provide you with the best possible academic inputs. The Institute has devised a computerized method of getting your feedback, on which much reliance is placed by us. For giving your evaluation of the academic sessions, an online feedback system has to be compulsorily filled in by the Officer Trainees preferably daily or latest by 12:00 midnight on the succeeding Sunday. The feedback provided remains confidential and anonymous. We would request you to fill in the online feedback form diligently, responsibly and in a constructive manner. Giving feedback regularly is an index of your commitment to the course and sense of responsibility.

EXAMINATIONS

ASSESSMENT AND EXAMINATIONS

The Foundation course aims at enhancing professional knowledge, providing job oriented skills, inculcating esprit de corps and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic inputs and non-academic activities. We expect the course will help the officer trainee not only to acquire more knowledge and professional skills, but also to imbibe officer like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of our duties. 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 examinations and also observation and interaction.

The overall breakup of evaluation is as follows:

Director General's Assessment	:	100 marks
Academic inputs	:	300 marks
TOTAL	:	400 Marks

Proficiency in various subjects will be evaluated through concurrent examinations, end of course examinations and other methods as outlined below:

Sl. No.	Subject	Marks
1	Public Administration, Governance and Ethics (PAGE)	50
2	Political Economy and Financial Management (PE&FM)	50
3	Law and Legal matters (L&LM)	50
4	Management and Environmental Studies (M & ES)	50
5	Service Matters and Office Procedures (SM&OP)	50
6	IT and e-governance (e-gov): Theory: 25 Practical: 25	50

Officer Trainees will be assessed on a continuous basis on the participation and performance in the academic and non-academic activities, their general behaviour, punctuality and personal conduct. This assessment is a part of the Director General's Assessment.

- Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.
- There will be a test of yoga at the end of the course.

MEDALS AND AWARDS

A number of medals, trophies and prizes will be awarded to the Officer-Trainees who distinguish themselves in Academic and non-academic activities in the Institute in the Foundation Course.

ESPRIT DE CORPS

We have identified the following special qualities as conducive to and reflective of *esprit-de-corps*:

- (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 co-operation for achievement of the common goal.
- (4) Spirit of fellowship, fraternity and common brotherhood.
- (5) Readiness to empathise as well as share difficulties and dangers 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, humour and wit.
- (10) Passion to strive toward excellence in all spheres of collective activity.

INSTITUTE AT A GLANCE

FACULTY:

Dr. V.P. Jauhari: a 1972 batch IAS officer presently working as Director General of the Institute in the rank of Chief Secretary to Government. A Post Graduate from Allahabad University, he also did his masters from prestigious London School of Economics. Later he did his Ph.D. in Environment from Punjab University. A well known authority in the field of Environmental Management, he has held several prestigious assignments in the State and Central Governments with distinction. He has also worked as head of a U.N. sponsored Environmental Agency based in Colombo. He has worked as Consultant to many bilateral and multilateral agencies of U.N., World Commission on Dams etc. He has authored many books on the field of Environment.

Sri Ajoyendra Pyal: an IAS Officer of 1979 batch, presently working as Additional Director General of the Institute. He is a Post Graduate in English Literature and did his MBA from Australia. He has worked as District Collector of Nizambad and Guntur Districts and subsequently held the post of Principal Secretary to Govt in the Social Welfare and Home Departments with distinction.

Sri D. Chakrapani: an IAS Officer of 1983 batch, presently working as Additional Director General of the Institute. He has joined the state Civil Services in the year 1977. He has varied experience in the fields of Agriculture, Cooperation, Irrigation, Education, Finance, & Procurement. He has held various positions as District Collector, Managing Director of AP Health, Medical, Housing and Infrastructure Development Corporation, AP State Cooperative Bank, Registrar of Coop. societies, Secretary, Irrigation. As Collector, Nizamabad, started a massive programme for taking up Horticulture crops and Irrigated dry cultivation in place of paddy. As Managing Director of A.P.State Co-operative Bank, was instrumental in preparing a significant programme of Revitalization of the co-operative credit structure. As secretary, Irrigation was instrumental in restructuring Engineering estimates, aimed at cost reduction. He is a regular visiting faculty and addressing the participants of International Programme on procurement procedures funded by the World Bank & DEA, GOI, at ASCI, Hyderabad, and APARD for the last 14 years i.e. from 1996

Sri M. Rama Prasad: a 1983 batch Indian Forest Service Officer, presently working as Additional Director General of the Institute. He did his Masters in varied subjects like Zoology, Astrology and Philosophy. He is a man of many abilities. He has worked in various assignments in the forestry sector like DFO, Conservator of Forests and as Chief Conservator of Forests in different districts of the State. He has also worked as Regional Manager of the A.P. Forest Development Corporation.

Sri Kalluri Nageswara Rao, a Post Graduate in Statistics, Presently working as Senior Director (Trg. Cordn.) in the Institute. He worked as Lecturer in Statistics, S.K. Univ., Anantapur, AP before joining Govt. Service in 1984. He has worked as Asst. Planning Officer, AP University of Health Sciences, Vijayawada, as Project Officer, in Vijayawada Slum Improvement Project, which was aided by Govt. of UK. Worked as Chief Planning Officer, Adilabad and Kurnool districts before joining MCR HRD Institute in 1995. His areas Of Specialization include Recognised Trainer (Trained and Certified Trainer by DoP&T, GOI) for Direct Trainer Skills (DTS), Design of Training (DOT), Training Needs Analysis (TNA) and Evaluation of Training (EOT).

Dr. O. Vijayasree, did M.A., Psychology, from Udaipur University and Ph.D. in Psychology, from Gujarat University. She has 25 years of Teaching/ Research experience in various organizations. Currently working as Director of Centre for Change & Delivery

Management at this Institute. She has earlier Worked in National Institute for Small Industries Extension Training (NISIET), Institute for Higher Education, Kano, Nigeria and Indian Institute of Management (IIM), Ahmedabad, Gujarat. Life member of Hyderabad Management Association (HMA). Life member of HRD (Human Resource Development) network.

Ms. S.Sasikala, a post graduate in History, Public Administration with bachelors degree in law, is presently working as Senior Faculty in the Institute. She is in-charge of Vivekananda Centre for Human Excellence. She belongs to 1994 batch Group I service (Treasuries and Accounts Department). She has worked as Treasury Officer and Pension Payment Officer. She has to her credit more than a decade of experience in training. She is the first Master Trainer from the State in Direct Trainer Skills accredited by Department of Personnel & Training, Govt. of India. She is a Recognised Trainer in Design of Training, Training Needs Analysis and Management of Training and in Distance Learning Methodology. She participated in training programme on Planning and Implementation of Information Systems for electronic governance for APCIOs .

Sri K. Sree Ram Prasad is presently working as a Deputy Director, Audit Training Wing of the Institute. He joined as direct recruit AAO in 1979 in the State Audit Department. He is a Postgraduate in English Literature; LLB & MBA He is also a recognized user in DTS. He underwent Training Programmes like Training Techniques and Training Needs analysis. He is an experienced trainer of almost 9 years standing. He was promoted as Deputy Director in October,2001

Sri S. Rajasekhar, is a Post Graduate in Botany from S.V. University. He has worked as Lecturer prior to joining the Government Service. He has entered the Revenue Department in 1985 as Dy.Tahsildar. He got promoted as Dy.Collector in 2002. Attained Spl.Grade in 2007. He has worked in Kurnool, Chittoor, Nellore, Mahaboobnagar Districts in Revenue & Development departments under various capacities. A national Awardee by CSO. Presently he is on deputation in this Institute as Administrative Officer.

Sri D. Siva Prasad, Faculty Member, did M.A (Public Administration) from Sri Venkateshwara University, Tirupati and P.G. Diploma in Industrial Relations and Personal Management from Osmania University, Hyderabad. A well known trainer. He is associated with developing departmental and functionary manuals for various departments of Government of Andhra Pradesh. Developed various training modules and material which was published by the Institute. He is a Recognised Trainer in Design of Training(DoT), and Management of Training(MoT). He is associated with preparation of 100 hrs. of Training Films on DVD format by the Institute. Visiting faculty to various state, central and public sector institutes and organizations.

Sri R. Bhaskar, a post graduate in Commerce and Advanced Diploma in Software Technology, is presently working as General Manager, (IT) in the Institute. He has 15 years experience in IT training. He is in-charge of setting-up and maintenance of IT infrastructure, campus network and other IT related activities.

Sri R. Venkata Ramana, Faculty Member and Mgr (IT). He is a graduate in Engineering. He belongs to the Irrigation department. Being an active sportsman he is in-charge of all sports activities in the Institute.

Mrs. P. Bharathi has done her Masters in Economics from Andhra University. She has a Bachelors Degree in Education. She had rich experience as a lecturer in Economics and had participated in several seminars and work shops. Political Economy, Child Labour, Rural Livelihood and Indian economy are her domain. As a Programme Officer of National Service Scheme, she had trained and moulded a band of youth for social service. Exposed to several capacity building initiatives related to soft skills and domain specifics

of various Government Departments. She is presently a Senior Faculty Member in Dr. MCR HRD Institute of AP, Hyderabad.

Sri M.Shankaraiah a Commerce Graduate, is presently working as Sr. Lecturer in Audit Training Wing of the Institute. He is incharge Accounts Officer. He belongs to Treasuries & Accounts Department. He worked in District Treasuries and Directorate of Treasuries and Accounts, AP Hyderabad. He worked in YAT (PMU) Department as Accounts Officer in Secretariat. He is also a Resource person for AP Revised Pension Rules.

Sri N. Kumar Babu has done his Masters in Economics from Andhra University. He has started his career as lecturer before entering into Government Service. He has joined the State Audit Department in 1989 as Senior Auditor. Presently he is District Audit Officer and working in the post of Senior lecturer in the Audit Training Wing in this Institute from December 2008. He has a track record of conducting audit to reputed Government Institutions like, A.N.G. Ranga Agricultural University, AP Housing Board, Mandal Parishads, Municipalities and HR &CE Institutions in East Godavari District.

Mrs. Y. Indira Priyadarshini, has done her Masters in Law, History and Telugu Literature from Osmania University. She has started her career as a Journalist before entering into Government Service. She is a direct recruit Mandal Parishad Development Officer in 1999. She has done a laudable service as MPDO in Guntur District. Presently she is on deputation in this Institute as Faculty member. She has a proven record of conducting Courses in many areas for the last six years. She is an appreciated resource person in areas such as Right to Information Act and Disciplinary procedures.

Sri K.Vidya Sagar has done Post Graduation in Sociology from Osmania University in 1989. Prior to joining the Government Service, he worked as Lecturer. He has entered into Revenue Department in 1995 as Dy.Tahsildar. Promoted as Tahsildar in 2001 and worked in Nalgonda, Mahaboobnagar, and Hyderabad Districts. Worked as work stream member in Change Management in Center for Good Governance in 2004. Best Officer Commendation Certificates Awardee for ten times. Received citation and cash award of Rs.5,000/- from the State Official Language Commission in 2006. He contributes articles to various Magazines occasionally. Presently, he is on deputation as Faculty Member in this Institute from 2009 in the Center for Regulatory Administration.

Sri T. Sambasiva Rao is a Post Graduate in Public Administration and has Bachelors Degree in Law from Andhra University. He has entered into Government Service as Group II Officer in Treasuries & Accounts Department and joined this Institute as Assistant lecturer in 2007. He has Conducted many Courses for the Officers from Junior Accountant Cadre to Group I Service Cadre Officers of Treasuries and Accounts Department as Course Director. He has prepared Reading Material in Telugu for Induction Training Programmes of Treasuries and Accounts Department. He has expertise in District Office Manual , Duties and Responsibilities of DDOs, AP GPF Rules, AP Integrated Medical Attendance Rules, APGLI, GIS, FBF Rules and Loans & Advance Rules.

Mrs. R. Hiranmayi is a post graduate in Commerce. Her experience in Government Service includes (4) years as Extension Officer, Rural Development and (5) years as Mandal Parishad Development Officer in Panchayat Raj Department. She is on deputation to this Institute as Training Research Associate in the Centre for Disaster Management. She is a Trained Resource Person in Noting & Drafting Skills and handling sessions in Loans and Advances, GPF, RTI and Commercial accounting.

Dr.M.Bhaskar Rao has done M.Tech and Ph.D in Industrial Engineering. He joined as Direct Recruit AE in State RWS department in 1986. Worked in various places including Centre for Disaster Management, APARD, Engineering College for 3 ½ years, Worked on

deputation to IHRD as Asst. Technical Advisor (in charge of IIT). Presently he is working as Head, Centre for Disaster Preparedness in the Institute.

Mrs. Meena. J has done her Masters in Genetics from Osmania University with Cell Biology as her area of specialization and dissertation work on protein levels in myopics. She has joined the Government Service as Extension Officer (Panchayat Raj and Rural Development) and is currently on deputation in Dr. MCR HRD Institute of AP at the Centre for Disaster Management. She is a trained Resource Person in Incident Command System, Community Based Disaster Management, AP Medical Attendance Rules and AP Leave Rules.

B.Viswanadha Raju, GM (Technical) has over 16 years of experience in various Urban Infrastructure Projects of AP State Government in the areas of water supply, and waste management. He is a post graduate in Environmental Engineering from Andhra University.

Rajeswar Jonnalagadda, GM (Technical) – Training & Education has 12 years of overseas experience in Scientific & Policy research – as an Academic Editor and Consultant to UNESCO's global project, the *Encyclopedia of Life Support Systems* (EOLSS), Oxford. In India, as a Professor, he taught courses on Policy Implications of Climate-Change & Sustainable Development. Prior to joining this Institute, he also worked as a Senior Faculty at Engineering Staff College of India-Hyderabad. He obtained his Masters in Life Sciences from University of Hyderabad and PhD in Life Sciences from JNU, Delhi. He did his Post-Doctoral research at I.I.Sc.-Bangalore. As a practicing social ecologist, he believes that the root cause of all environmental problems is a social one.

K. Anil Kumar is a postgraduate in Physics and completed his B.Ed and joined government service as MPDO in 1999 and worked up to 2009. He joined this Institute as Faculty in 2009.

Smt. S. Rupa has done her Masters Degree (MA) in Economics, Bachelors Degree in Education (B.Ed) and Diploma in Hindi in Andhra University Waltair. She Joined as Senior Auditor in State Audit Department. Worked in Revenue (Disaster Management) Department in A.P. Secretariat in 1990. Presently she is working as an Assistant Lecturer in the ADTW of the Institute from March 2010.

Mrs. V. Udayalaxmi has done her Bachelors Degree in Commerce. She joined the government service in 1981 as Jr. Accountant in the Treasuries & Accounts Department. Presently she is Accounts Officer working as Lecturer in the ATW of the Institute.

Sri.S. Mohaboob Peera has done his Bachelors Degree in Commerce. He joined the government service as Sr. Accountant in 1982. Presently he is Deputy Director and joined as Dy. Director in ADTW of Dr. MCR HRD Institute of A.P. in May 2010.

Col.Surya Prakash: has done his PG diploma in Computer Applications and Higher Ordnance Management course. He joined in the rank of 2nd Lieutenant in Army Ordnance Stores of Indian Army in 1977. worked in different cadres in operational, high altitude areas and also in Army Headquarters (MoD) and DRDO at the rank of Colonel. Presently working as General Manager (Facilities & Security in the Institute.

FACILITIES AT THE INSTITUTE

- ❖ Fully air-conditioned training halls, equipped with LCD-DVD-OHP-Electronic board, to accommodate 150 delegates at a time
- ❖ Soundproof state-of-the art auditorium with 250 seating capacity
- ❖ 16 fully equipped training halls
- ❖ 7 lecture halls each with 30-40 seating capacity
- ❖ 4 seminar rooms each with 20-40 seating capacity
- ❖ 2 conference halls each with 100-130 seating capacity
- ❖ One video conference room with 65 seating capacity
- ❖ One special conference-cum-seminar hall with 100 seating capacity
- ❖ Well equipped library
- ❖ 5 Computer Labs with latest facilities.

ACCOMMODATION

- ❖ Hostel facility with air-conditioned single and double occupancy for 250 persons
- ❖ Guest house with 15 air-conditioned, double bed suites and 2 VVIP suites
- ❖ New hostel with international standards, multi-cuisine and hygienic kitchens and dining halls

RECREATION

- ❖ Swimming pool
- ❖ 2 tennis courts
- ❖ Indoor shuttle court
- ❖ Yoga & meditation centre
- ❖ A state-of-the-art gymnasium
- ❖ Volley Ball court
- ❖ Recreation Lounge T.T, Caroms and Chess facilities
- ❖ Cinema screening facility at Auditorium

TRAINING SECRETARIAT

The Institute has created a training secretariat which will look after all the activities connected with the Foundation Course. The Officer Trainees may contact the Secretariat in Room No.235 in case of any information.

LIBRARY

The Institute's library is located in the Cellar. A good collection of books on various subjects are available in the Library besides various News Papers and Journals. Kum. Ch. Sita is the Librarian and the Officer Trainees may approach her to avail the library facilities. It is expected that the OTs will be extensively utilizing the library facility during their stay in the Institute.

COMPUTER FACILITY

Room No.304, Main Building of the Institute
5.00 to 7.30 pm on all days

DISPENSARY

Location: Room No.101
Krishna Hostel.

Timings: 06.00 pm to 07.00 pm
on All working days

Visiting Physician: Dr. M. Venkateswara Rao
Mobile:9949711188

“YOGAHA KARMA SUKOUSALAM”

EXCELLENT PERFORMANCE OF DUTY LEADS TO DIVINITY