



**Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA
GOVERNMENT OF TELANGANA**

Road No. 25, Jubilee Hills, Hyderabad – 500 033

14-Week 2nd Foundation Course (FC) for Group ‘A’ Officers (Probationers) of Military Engineer Services (MES)

(3rd February 2020 – 9th May 2020)

Joining Instructions & Joining Formalities

Greetings from Dr. MCR HRD Institute of Telangana, Hyderabad

This document contains details regarding joining formalities for admission to the 14 Weeks Second Foundation Course (FC) for Newly recruited Group ‘A’ Officers (Probationers) of Military Engineer Services (MES) and other relevant information to facilitate preparation of the Probationers to report for the FC.

Course Team

The Core Team for the conduct of the Foundation Course at MCRHRDIT is headed by the following :

S. No.	Name	Designation
1	Sri P. K. Sharma, IFS (Retd.), Chief Consultant, FC	Advisor (FC)
2	Sri M. P. Sethy, CC (Trg. & e-learning)	Advisor (General)
3	Smt. Sridevi Ayaluri, Director (IT & e-learning) & Head, CIT	Course Director

Details of other Course team members are indicated in the Programme Information Brochure

Course Details

- Course Duration- 3rd February 2020 – 9th May 2020
- Date of Joining- 3rd February 2020 (09.30 a.m.)
- Briefing on Inaugural Programme from 11.30 a.m. to 1.30 p.m.
- You are required to arrive at MCRHRDIT on 2nd February 2020 and assume charge on 3rd February 2020.
- You are required to complete the Joining Formalities on 3rd February 2020 between 09.30 a.m. and 11.30 a.m. in the Institute. Probationers reporting after 1.00 p.m. on 3rd February 2020 will not be allowed to join under any circumstances.

Course Inauguration :

The Foundation Course will be formally inaugurated on 04.02.2020 at 3.00 pm (tentatively) However, Probationers are to be seated at the venue by 2.30 p.m.

Probationers are requested to be dressed in **CEREMONIAL ATTIRE** for the Inaugural Programme (**please see details of attire in Annexure-I**)

Other details regarding the Inaugural programme will be informed during the Course briefing.

Contact Details

Address of the Institute :

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana, (Dr. MCR HRDIT) Road No. 25, Jubilee Hills, Hyderabad- 500 033

STD Code: 040

EPABX Lines : 23557580, 23557582, FC Secretariat Extn-165

Fax: 23557584/ 23543459

e-mail: 01mesfc@mcrhrdi.gov.in

Home Page: <http://www.mcrhrdi.gov.in>

Location of the Institute:

MCR HRD Institute of Telangana is located in Jubilee Hills, Road Number 25, about 3 Km from Jubilee Hills Checkpost near KBR National Park.

Reaching the Institute

By Air:

Rajiv Gandhi International Airport (RGIA) at Shamshabad, is located 30 kms away from the Institute. Direct flights to Hyderabad are available from all major cities in India.

By Train:

Hyderabad is well connected with all major cities in India. It has three railway stations namely, **Secunderabad, Hyderabad Deccan (Nampally) and Kacheguda**. It is easier to reach the Institute by getting off at either Secunderabad or Hyderabad (Nampally) Stations.

From Secunderabad Railway Station: By Cab ₹ 400/- By City Bus: ₹ 30/- (Bus No: 10H from Secunderabad Station to Kondapur/Hi Tech-City), to get down at Peddamma Temple and then by Autorikshaw (₹50/-) to the Institute.

Facilitation at RGIA, Secunderabad and Nampally stations:

- Facilitation Counters will be opened by MCRHRD Institute of Telangana at the Airport Arrival Area (near Telangana Tourism Counter) from 0800 hrs on 2nd February, 2020 to 12 00 hrs. on 3rd February 2020.
- The Staff from the Institute shall be present at these counters to facilitate your transport to the Institute, by the buses/cars of MCRHRDIT, as far as feasible, if the travel plan is informed well in advance to Sri Kavi Bhushan Pandey by e-mail.
- Transport will be arranged by Dr. MCRHRD Institute of Telangana at Secunderabad and Nampally railway stations as well to facilitate reaching the Institute. The following staff from the Institute may be contacted at upon arrival.

At RGIA

1. Sri Kavi Bhushan Pandey Mobile Nos.:9248032089, 9000114443

e-mail: kavibhushan.pandey@mcrhrdi.gov.in

2. Sri Nataraj Mobile No: 9908815114

3. Sri Swaroop Mobile No: 8125721733

At Secunderabad Railway station

a) Sri Yashwant, Mobile number 9573378378

b) Sri Rajasekhar, Mobile number 9160136142

At Nampally Railway station

Sri Anil, Mobile number 9533336579

(The Route Map to the Institute is available on our Website)

Step-1 Arrival at MCRHRDIT

1. You shall report at the Godavari Hostel upon arrival. You must carry your **Military identity card and photocopy of appointment letter received from MoD-MES** to be furnished for verification purposes at Godavari Hostel. After verification, rooms at Godavari Hostel will be allotted to you. **Single rooms on dual occupancy** basis shall be allotted.
2. **No individual other than the Probationer concerned will be permitted to the hostel.** You are, therefore, advised not to bring your relatives/parents along with you.

In case of any further assistance with regard to accommodation, you may contact **Shri Kavi Bhushan Pandey, Manager, Facilities (Mobile: 9248032089, 9000114443)**

Step-2 Joining Formalities at Admin. Block

You have to report at the Admin. block for the joining formalities on 3rd February, 2020 at 9.30 a.m. sharp.

Counters will be set up to facilitate the completion of the joining formalities by the Probationers. New photo ID cards will be given at the time of Joining Formalities. These photo ID cards shall be valid till the end of the training.

Details of Joining Formalities

S.No	Section / Room No	Activity
A	<u>IT</u> PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	To complete 1. Biometrics
B	<u>Administration Section</u> PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	To submit 1. Photocopy of Appointment letter received from MoD-MES - two copies 2. Two coloured passport size photographs (Please indicate name in capital letters on the back side of the photo) 3. Photocopy of CGHS Card – two copies 4. Probationers are informed to bring their CGHS cards to avail CGHS facility during their stay in the Institute.
C	Accounts Section – PVRK Prasad Hall (Room No: 028) Ground floor, Admin. Block	1. To pay ₹. 3000.00 towards subscription of clubs and societies 2. To pay the specified amount (Rs. 3850.00 approx.) for purchase of one track suit, one additional lower and 2 T-shirts (compulsory) (Please retain the receipts for the above payments)
D	Collection of track suits – Room No:25 Ground Floor, Admin. Block	Track suits may be collected after furnishing receipt of ₹. 3850.00 paid in the Accounts Section
E	Collection of training kit - Room No: 23, Ground Floor, Admin. Block	To collect Course related material

Membership of Clubs & Societies

Life at the Institute includes activities conducted by various Clubs & Societies. You will become a member of these Clubs & Societies as also of the Officers' Mess on joining the Institute. An amount of ₹. **3000.00** will be collected from each Probationer during joining formalities towards subscription for such membership. Details may be seen in **Annexure-II**.

Residential Accommodation

3. You are required to reside compulsorily in the accommodation provided by the Institute during the FC. Accommodation for you is provided in Godavari Hostel. **Single rooms on dual occupancy basis shall be allotted. Request for change or choice of accommodation will not be entertained.**
1. The room keys will be handed over to you at the Reception of Godavari Hostel on 2nd February, 2020 after furnishing of photocopy of appointment letter issued by MoD-MES and Military ID Card. **Single rooms on dual occupancy basis shall be allotted.**
 - a. The monthly charges for accommodation (dual occupancy) and other facilities (inclusive of water, electricity charges) are ₹. 984/- per head per day.
 - b. The Hostel rooms are provided with the following basic furniture/ items -bed, mattress, two single bedsheets, blanket, pillow with cover and towel. Probationers may bring any other items as per their personal requirements. Please refer to **Annexure-1** for additional items (including items required for trek) that the Probationers are required to bring along.
 - c. The Institute will not provide accommodation for spouses or any other family member at the time of joining or during the duration of the Course. **As per Institute guidelines, guests (family members, friends, spouse etc.) are not to be entertained by the Probationers in their rooms.**

Dining Facilities

Breakfast, lunch and dinner for the Probationers is arranged at “**Pushti**” dining hall of Tungabhadra Block. Both vegetarian and non-vegetarian food will be served in the Mess.

The mess charges will be ₹. 450.00 per head per day

Cooking in the hostel rooms is strictly prohibited.

Sports Facilities

The Institute has excellent facilities for various sports like Tennis, Badminton, Table Tennis besides a swimming pool and a well-equipped Gymnasium. Probationers are advised to make optimal use of these facilities.

Probationers may bring along with them their personal equipment for games, music, photography, etc. **On special occasions and also during participation in cultural programs, it will be desirable to be in traditional attire of the respective States.**

Computers

Probationers are encouraged to bring along their own laptops. However, those who do not have laptops, can use the desktop computers in the Computer Labs during office hours and in

the Business Lounge in Godavari Hostel thereafter.

Banking

Andhra Bank ATM is available in the Institute Campus.

General Instructions

The Foundation Course is a **'NO LEAVE'** course. **NO LEAVE SHALL BE GRANTED** during the period of training at the Institute. Probationers are advised to settle/dispose off matters requiring their personal presence before joining the Institute. Even Station leave shall not be granted for any purpose.

Probationers suffering from any serious health problems are requested to inform the same to the Course team on the day of reporting itself, or even prior to that, if any special assistance is needed. They are requested to bring along their medical records and prescriptions, if any.

Probationers are informed to **bring their CGHS cards** to avail CGHS facility during their stay in the Institute

Probationers are directed to leave the cell phones/Tabs/Laptops in the Hostels only. These are strictly prohibited in the classrooms. Novels, journals, newspapers etc. will not be allowed into the classroom. If the Probationer is found in possession of the above, the same will be seized. If repeated more than twice, it will attract disciplinary action

Reading Material will be made available on the website. **Hard copy of reading Material will be made available on payment basis.**

It is presumed that you have drawn your advance towards food and accommodation charges that are to be paid to MCR HRDIT during your stay here. If you have not, please do.

Annexure – I

List of items required, dress regulations etc.

1. Bedding and linen

The articles that are supplied by the Institute have been detailed at Para (e) under the heading of 'Residential Accommodation'. The Probationers may carry other personal items to the extent considered necessary by them.

2. Clothing

Generally, the weather in Hyderabad is pleasant through the year. The weather changes from pleasant in January to warm in March. Temperatures may be as high as 35 – 40 degrees Celsius during April and May. Therefore it is advised to bring suitable clothing accordingly.

3. Dress Regulations

At all times, Probationers are expected to be properly attired and should not present an unkempt appearance. For stay in Hyderabad and also on various official tours, Probationers are advised to have adequate clothing both for formal and informal occasions. Following are the dress regulations:

Ceremonial

Gentlemen: Black, White or Light coloured Jodhpur Suit with formal shoes (Oxfords/ Brogues)

Ladies: Saree with formal shoes / sandals or Western Business Suit

Formal

Gentlemen: Black, White, Light coloured Jodhpur Suit or 2 or 3 piece Lounge Suit (preferably in sober colours) with necktie / cravat and formal shoes

Ladies: Saree or Salwar Kameez or Churidar & Kurta/Kameez with Dupatta or Western Business Suit and full sleeves formal shirt and formal shoes/ sandals (short kurtis/leggings shall not be treated formal).

Informal

Gentlemen: Full Sleeves Shirt and Trousers with necktie/ Jacket and Trousers with necktie with shoes (other than casuals)

Ladies: Saree, Salwar Kameez or Churidar Kurta with Dupatta (not short Kurtis /tight leggings) or Western Business Suit with shoes / sandals

Casual

Gentlemen: Open Collar Shirt with Trousers (not Jeans) and shoes (other than sports shoes /sneakers)

Ladies: Salwar Kameez or Churidar Kurta with Dupatta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers)

Traditional/ Ethnic

Gentlemen: Dhoti/ Kurta-Pajama / Veshti / Mundu etc.

Ladies: Ethnic Saree/ Ghaghra / Lehenga/ Mekhla Chador/ Kasavu set etc.

OCCASION - WISE DRESS CODE

a. Ceremonial

- 1) Course Inauguration / Valediction Ceremony
- 2) Visit of VVIPs such as President / Vice-President / Prime Minister/Governor/Chief Minister
- 3) Any other occasion designated by the Course Director

b. Formal

- 1) Formal Lunch / dinner (other than those where a VVIP is present)
- 2) Visits of dignitaries other than VVIPs

c. Informal

- 1) For Probationers during class hours

d. Casual

- 1) Cultural Evenings
- 2) Mess (other than for Formal Lunch / Dinner)

e. Traditional/ Ethnic

- 1) Cultural Programmes
- 2) India Day

4. Miscellaneous

- Lapel cards/ID cards (given during joining formalities) shall be worn on all formal and informal Occasions and during classes.
- All Probationers are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. **Frivolous attire shall NOT be allowed during academic hours or in the Officers' Mess.**
- Only formal leather shoes shall be worn in academic area, Officers' Mess, and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.
- Use of slip- ons/chappals / bathroom slippers should be restricted to the hostel area only.
- Gentlemen Probationers must keep their hair trimmed short and properly groomed. They are required to shave daily. Probationers sporting moustaches and beards must keep them properly trimmed.

5. Requirements for PT/Yoga/Games & Sports

- a) Morning Activity is compulsory
- b) Probationers will have a one-hour session in the morning (6.30 a.m.to 7.30 a.m.)

- c) For PT, compulsory sports/games activities, Institute track suits and Institute T-shirts must be worn. Other tracksuits and T-shirts will not be allowed.
- d) For Yoga, dress code will be as per the instructions of the teachers. However, white kurta and pyjama would be ideal.
- e) For other sporting activities, Probationers may like to bring their own sports clothing.
- f) One pair of good quality jogging/running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.
- g) Lady Probationers may also bring two pairs of plain white salwar kameez for use during Yoga in addition to the above mentioned clothing and other accessories.

6. Trekking

A mandatory trek for about 6 days is an integral part of the Foundation Course. The equipment required for the Trek is listed below.

1. Rucksack
2. Wind Proof Jacket
3. Plain Cap/Hat
4. Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip
5. Sleeping bag and ground sheet (Carry mat) will provided by institute.

Annexure -II

Details of subscription to various Clubs and Societies

S.No	Details	Rupees	Activity
A	Officers 'Mess Committee	Rs 500/-	Decide menu, monitor food quality. Assistance in organising food on special occasions
B	CLUBS & SOCIETIES		
1	Officers' Club	Rs 1000/-	Arranges sports and games, Fete, India Day Celebrations etc
2	Film and Fine Arts Club	Rs 300/-	Arranges film screenings and other related activities and cultural programmes
3	Society for Social Service	Rs 300/-	Contribution towards social work
4	House Journal Society	Rs 500/-	For full duration of the course, the society publishes In- house magazine , Wall Magazine etc.
5	Nature lovers' and adventure sports club	Rs 400/-	The club organises bird watching , tree plantation , star gazing , photo exhibition , nature walks, sailing, para- sailing , para gliding , trekking , Kayaking etc.
	Total (A+B)	Rs 3000/-	