



Induction Training Program for Indian Economic Service (IES) Officers

from 16th to 27th June 2025



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

<https://www.mcrhrdi.gov.in>

**Two Week Induction Training Programme
(ITP)
for
Indian Economic Service
(IES) Officers**

16th to 27th June 2025



Welcome to

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

Message from Director General



Dear Officer Trainees,

I am delighted to extend a warm welcome to all the participants of the Induction Training Programme for Indian Economic Service (IES) Officers scheduled from 16th June 2025 to 27th June 2025 at Dr.MCR HRDIT, Hyderabad, Telangana.

You have chosen a path of public service, a calling that carries with it immense responsibility and the potential to bring about positive change in our great nation. Our nation's diverse and rich cultural tapestry, its vibrant democracy, and its commitment to social justice make the Government Service a unique and noble vocation. As public servants, you play a pivotal role in upholding the principles of fairness, equity, and justice.

This Induction Training Programme is a crucial step in preparing you for the challenges and opportunities that lie ahead. Over the two weeks, we will endeavor to equip you with the knowledge, skills, and abilities that are essential for serving our country with distinction. The Programme offers a unique opportunity to connect with fellow officers and learning's from your mutual experiences. The memories created during this time, both at the Institute and with field visits, will be cherished for a lifetime.

The Program features a blend of formal classroom instruction covering a variety of subjects and a range of experiential learning and Exposure visits activities, all of which are detailed in the provided manual. Our goal is to ensure that your training experience is stimulating, enjoyable, and memorable. In return, we expect your active participation and enthusiasm as eager learners. This course will require your full engagement and offer you many challenges.

We trust that your stay at Dr. MCR HRD Institute of Telangana will be pleasant, and you will have the opportunity to savor the rich cultural ambience of Hyderabad.

Best wishes,

***Smt. Santhi Kumari, IAS.,
Vice-Chairman & Director General,
Dr.MCR HRDIT***

INTRODUCTION

We are happy to welcome you to the Indian Economic Service (IES) consists of premier cadre of Economists who guide and shape economic policy making in the country. This select group of officers assist all ministries in determining the size of the budgets, the way the allocations get spent, monitor the interventions, and measure the impact of each one of the interventions those. For doing this, it is important for the cadre to get acquainted with the ways in which economic policy gets made, the macroeconomic and political context of decision making and the externalities that matter. It is also important for Officers to take on leadership roles and managerial responsibilities in the next stage of their careers with the Government of India.

This is a significant moment in your life, as you have now become a part of the colossal executive of the world's largest democracy. The civil service provides enormous responsibilities, challenges and opportunities to contribute to the society at large. It also, in the process, provides opportunity for self-satisfaction, self-development and self-discovery.

The Training Programme has been designed keeping in view the fact that the Government service is essentially a "public service". It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

A Government servant should have professional competence to work in a swift changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various Rules and Regulations governing functioning of the Government, organizational environment and culture, and wide range of skills such as analytical abilities and skills to deal with people.

The training programme would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation, communication skills through 'Case Review' and to build camaraderie and 'esprit de corps' amongst the participants. The Programme also endeavors to imbue quality of humanism and development of a multi-faceted personality. This Programme Information Brochure (Course Booklet) gives you overview of the programme and a brief write-up on Dr. MCR HRD Institute.

We are confident that with your commitment, enthusiasm and willingness to learn, we could collectively spend the time productively and add value to each other's life.

ABOUT THE INSTITUTE & FACILITIES

Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (MCR HRD IT), the premier administrative training institute of Government of Telangana, has been supporting the Government's initiatives in capacity building for good governance, since its inception in 1976.

During the past four and half decades, the Institute has evolved to suit the needs of changing times, as well as requirements of State and Central Government. The Institute offers a number of prestigious training programs like Foundation Course for AIS & CCS Officers, Foundation Course for MES Probationers, Training Course on Right to Information for Indian Air Force personnel, customized programs for various ministries and for international participants. The Institute has also emerged as leader, across the country, in imparting e-Learning training programs. In recent times, the Institute hosted Learning- cum-study tours of State Administrative Service Officer Trainees from Odisha, Bihar, Nagaland, Gujarat and Jharkhand.

The Institute has a well-qualified, experienced, hardworking and dedicated team. Its faculty resources include senior All India Service Officers and State officials and eminent faculty drawn from various Institutes of higher learning like Indian School of Business, University of Hyderabad and so on.

Spread over 30 acres of picturesque land in Jubilee Hills, the heart of global city, Hyderabad, the Institute has created an extraordinary infrastructure to host training programs and events of any magnitude with its impressive array of facilities and high standards of services.

Being an eco-responsible Institute, the Institute uses the "Reduce-Reuse- Recycle" model for water and waste. In addition to shifting to solar power in a big way, the Institute has initiated a number of innovative measures to ensure that its carbon footprint is minimized.

It has well-furnished classrooms, auditoriums, indoor and outdoor sports facilities including swimming pool, gymnasium and hostel blocks with capacity to accommodate 900 persons

Vision

To emerge as a World Class Institution of learning in the art and practice of Citizen-Centric Governance.

Mission

To strive towards sustainable excellence in sharing constantly updated knowledge and skills with the personnel serving the government and to promote capacity building and competencies among them.

Objectives

- Mould young Government Officials into active, knowledgeable and skilled professionals
- Serve as a Nodal Institute for identification of training needs, facilitation and coordination of the state's training initiatives
- Continuously review, design and deliver training programmes, modules and learning material consistent with the changing environment of governance
- Facilitate various departments in decentralized design and development of training programmes to meet their respective objectives of training and development
Coordinate with various stakeholders in evaluating the impact of learning processes to facilitate regular renewal of learning products and services
- To strengthen the existing infrastructure facilities, prepare distance learning training modules, and build trainer capacities.

Activities

Majority of the activities of the Institute relate to conduct of trainings. A few conferences/seminars are held in a year based on request by indenting departments.

The Campus training activity is being conducted through the following centres:

1. Centre for Finance & Economics (CFE)
2. Centre for Disaster Management & Sustainable Development (CDS)
3. Centre for Law & Public Administration (CLP)
4. Centre for Management Behavioral Studies (CMB)
5. Centre for Information Technology (CIT)
6. Centre for Telangana Studies (CTS)
7. Centre for International Relations & Security (CIS)
8. Research Coordination Unit (RCU)

Training Management Unit (TMU)

This unit coordinates all tasks related to training management both on campus as well as in

the districts. The Trainer Development Programmes (Direct Trainer Skills (DTS), Design of Training (DOT), Management of Training (MOT) and so on) are coordinated by the Training Management Unit. It also coordinates sponsored programmes from other states and GoI.

Regional Centers for Training (RCT)

Off-Campus trainings are conducted through RCTs located at erstwhile district headquarters of the State.

Linkages with other Organizations

The Institute has strong linkages with both the State level training institutes as well as National level organizations. For giving best exposure to the participants, eminent speakers and experts in specific subject areas are invited for delivering lectures.

Facilities

The Institute has state of art facilities for both teaching-learning as well as for lodging and recreation. The Institute has judiciously created numerous avenues for recreation, including such sports facilities as Billiards, Table Tennis, Carroms, Chess, Badminton, Volley ball, Swimming pool, Gym, Jogging tracks, etc For overview of Library, Sports & Yoga facilities, browse through Institute's website <https://www.mcrhrdi.gov.in/facilities.html>



Accommodation

The Institute offers comfortable accommodation with fine dining facilities in its magnificent buildings. You will be staying at Godavari Hostel, which is a fully air-conditioned facility. You will be sharing the room with one of your fellow Officer Trainees.



Catering & Mess Services

Catering in the Institute is provided by a contracted agency. Spacious dining halls are provided for trainees. Nutritious and quality food will be served to the trainees.



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 9.00 a.m. to 9.00 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.



Computer Facilities

The Institute takes pride in having four most modern air-conditioned computer labs networked on a LAN. The campus area network comprises about 270 computers, located in class rooms, conference halls, faculty rooms, guest houses, etc. 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, they may contact System/Network Administrators in Room No.106 (Extn. No.: 119/220). You may also contact Mr. Venkat Reddy, Manager, IT- Infrastructure (Mobile: 9949392515) and Mr.Y,Jatin Swaroop, (Mobile: 8125721733) in the matter.



Internet Access

To access free Wi-Fi in Godavari Hostel, you may 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. Speed is now a game changer in this dynamic world and the Institute is committed about utilizing it towards the growth and advancement of the Officer Trainees on the campus. The Institute is now equipped with an exclusive 1 Giga High Speed Internet Connectivity.

Health Care

The Officer Trainees may contact the Medical Officer (Godavari Hostel) from 7.30 a.m. to 09.00 a.m and again between 6.30 pm to 8.00 pm. For emergency health care, Sri R. Nagaraj, Facilities Executive (Mobile: 9677757539) may be contacted.

COURSE OVERVIEW OF ITP FROM 16th to 27th JUNE 2025

MODULE	SESSIONS
Module -1 Emotional Intelligence – Understanding and Managing Emotions	Emotional Intelligence for Understanding and Regulating Self
	Emotional Intelligence – Peak Performance in the Government
	Emotional Intelligence for Understanding and Managing Others
Module-2 Wellness workshop	Wellness Workshop
	Mindfulness at Work: Failure as a Learning Tool
	Mind Management Techniques
	Lifestyle Mode for Healthy Living
Module-3 Motivating Self & Others in Government: Challenges & Solutions	Unlocking Full Potential of Self through Motivation
	Motivating Others in the Context of Government
Module -4 Managing Conflict at Workplace & Negotiation Skills	Managing Conflicts in Life and at Workplace
	Resolving Conflicts through Negotiation Skills
Module -5 Leadership Skills & Team Building	Strategic Leadership for Organizational Excellence
	Understanding Elements of Team Dynamics Deterring Work Culture
	Building Hi-Performance Teams for Sustained Outcomes
Module-6	Johari Window: A Framework of Interpersonal Behaviour

Personality Awareness & Transformation for Holistic Life	Understanding Self & Others (Personal Styles Topology)
	Mastering Self Development (FIRO - B / MBTI)
Module -7 Seven Habits of Highly Effective People & 8th Habit	Seven Habits Framework (H1 - Being Proactive H2 - Begin with End in Mind) H3 - Put First Things First H4 - Think win - win H5 - Seek First to Understand and then to be Understood H6...Synergize H7...Sharpen the Saw H8...From Effectiveness to Greatness
Module-8 Decision-Making to Improve organizational Performance	Understanding Dynamics in Decision Making
	Making High Impact Decisions for Enhancing Organizational Performance
Module- 9 Stress & Time Management Skills for Work-Life Balance	Recognizing and Overcoming Stress
	Managing Time Effectively
	Building Resilience in Work-Life Balance
Module-10 Leveraging Technology to Improve Organizational Performance	Leveraging Technologies for Radical Enhancement of Performance
	Significance and Scope of Futuristic Technologies in Government
Module-11 Continual Development / Creativity to Generate Innovative Ideas	Crafting Growth Mind-set with Japanese Kaizen Philosophy
	Innovations in Public Systems; Embracing Change, etc

TIMINGS

DAILY SCHEDULE TIMINGS FOR IES Officers

Session duration (in hours): From – To - Session	Described as
6.30 a.m. – 7.30 a.m.	Morning activity (Yoga)
Upto 09.15 a.m.	Assembling Time
09:30 a.m. – 11.20.a.m.	Session-I
11.20.a.m.– 11:40 a.m.	TEA BREAK
11:40 a.m. – 1:30 p.m.	Session-II
1:30 p.m. – 2:30 p.m.	LUNCH
2:30 p.m. – 4.00 p.m.	Session-III
4.00 p.m. – 4.15 p.m.	BREAK
4.30 p.m. – 8:00 p.m.	Field Visit

IMPORTANT INSTRUCTIONS

ESCORT DUTIES FOR THE OFFICER TRAINEES

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

To ensure that the Institute's car is arranged by the institute to pick up and drop the Guest Speaker.

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 Nodal Office.

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 Class Room In-charges for uploading on Course Repository.

Conduct in Class

- a) Coming late to class shall be deemed unauthorized absence and may attract appropriate disciplinary action.
- b) Greet the Faculty or Guest Speaker when he/she enters or leaves the classroom.
- c) Do not leave the classroom until the Faculty Member has left when the session is over.
- d) Please do not leave the classroom when the session is on without the permission of the Faculty Member.
- e) Be alert, active and participate in classroom discussions.
- f) Avoid cross talk, it is discourteous and disturbs others.
- g) **MOBILE PHONES ARE NOT ALLOWED DURING ANY OF THE SESSIONS SCHEDULED IN THE WEEKLY TIMETABLES. ANY MOBILE PHONE BEING USED DURING THESE SESSIONS WILL BE CONFISCATED.**
- h) **SWITCH OFF YOUR MOBILE PHONE BEFORE ENTERING THE CLASS ROOM.**
- i) Be free to express your opinion on an issue. However, in doing so, use temperate and courteous language.

Accommodation

- a. During the Induction Training Programme (ITP), OTs are required to compulsorily reside in the accommodation provided by the Institute.
- b. The room keys will be available at the Godavari Reception, which will be handed over on furnishing ID proof.(Voter ID/ PAN card/ Passport)
- c. Accommodation will be provided on Single Occupancy basis during the ITP. **NO REQUEST FOR CHANGE OR CHOICE OF ROOM WOULD BE ENTERTAINED.**
- d. The rooms are provided with the following basic furniture/ items -bed, mattress, two single bed sheets, blanket, pillow with cover and towel. OTs may bring any other items as per their personal requirements.

- e. Accommodation for spouses or family members will NOT be provided. OTs are NOT allowed to entertain guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining.
- f. In case of differently abled OTs, assistance will be provided as per the Institute's policy on this matter.

Dress Code

Formal

- ❖ Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/sneakers) for Gentlemen OTs
- ❖ Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/slip-ons/sneakers) for Lady OTs

Requirements for PT/Games & Sports

- a. Morning activity is compulsory.
- b. **The OTs have to attend YOGA.**
- c. **Institute T-shirts** must be worn for YOGA and during visits.

TAKING LEAVE & TREATMENT OF ABSENCE

- ❖ During the period of training, availing of any kind of leave is not permitted. Leave requests may, however, be considered in rare and exceptional circumstances, on case to case basis.
- ❖ During the period of training your Headquarter is MCR HRD IT, Hyderabad. In case of emergency in which you are required to leave Headquarter even on weekends/holidays, you are required to seek prior permission. Unauthorized absence from the Class, without prior written approval of the Course Director, will be treated as 'dies-non' and shall invite disciplinary action against you.

COURSE TEAM

Contact Details			
S. No.	Name & Designation	Designation in ITP	Contact Number
1	Dr. Kandukuri Usha Rani Centre- Head, CDS	Course Director	9948921557
2	Shri Srinivas Madhav, Faculty, RUC	Academic Course Coordinator	9392452592
3	Smt. N. Nirmala, Administrative Officer	Arrangement of Medical & Transport Facilities	040-23548294
4	Dr. P. Shreenivas, Jr. Faculty, CTS	Field Visit Coordinator	9705539957
5	Shri V. Srinivas, Jr. Faculty, TMU	Field Visit Coordinator	8008001937
6	Shri V. Shyam Lal, Trg. Asst.	Office Support	9652528865
7	Sri. R. Nagaraju, Facilities Executive	Coordinator (Mess)	9581345535
8	Sri B.Bharath Kumar, Facilities Executive	Coordinator (Accommodation)	9966064441
9	Shri V. Praveen Kumar, Office Subordinate	Office Support	8497913722
10	Godavari Hostel	Receptionist	9248005306

Inauguration





Visit to ShilpaRamam



Visit to Shilparamam



Visit to T-Hub



Visit to Statue of Equality (Ramanuja)



Visit to T-Works



Visit to Hussain Sagar Lake



Visit to Hyderabad Darshan





Visit to Telangana Integrated Command and Control Centre



Class Room sessions



Daily Yoga Sessions





MCR HRD

Institute of Telangana

Campus Layout

1. ADMIN BLOCK
2. GODAVARI HOSTEL
3. MANJEERA GUEST HOUSE
4. ARJUNA ARCADE (PARKING)
5. TUNGABHADRA BLOCK
6. MUCHKUNDA BLOCK & CENTRE FOR TELANGANA STUDIES
7. CENTRE FOR SUSTAINABLE DEVELOPMENT
8. KRISHNA BLOCK
9. PROFESSOR QTRS
10. FACULTY QTRS
11. TENNIS COURT - 1
12. VOLLEY BALL COURT



13. TENNIS COURT - 2
14. GYM AND SWIMMING POOL
15. NURSERY
16. VIVEKANANDA CENTRE
17. D.G. QTRS
18. ADG QTRS
19. POND
20. RAMADASU RANGASTHALI (Open Air Auditorium)
21. e-DEVELOPMENT CENTER
22. CGG STAFF QTRS
23. HRD STAFF QTRS
24. CGG OFFICE

* not to scale

Pavies



Dr. Marri Channa Reddy
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