



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

# Course Manual

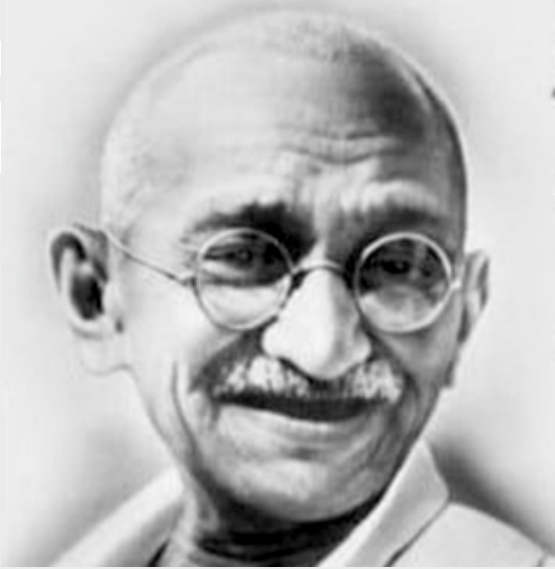
**7th Foundation Course  
for**

**Military Engineer Services Officers**

**06th January 2025 to 12th April 2025**



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



*"The best way to  
find yourself is to  
lose yourself in the  
service of others."*

*~ Mahatma Gandhi*

## ***From the Director General's Desk***

**Dear Officer Trainees,**



*We are delighted to extend a warm welcome to all participants of the Foundation Course for the Military Engineering Services Officers scheduled from 06<sup>th</sup> January 2025 to 12<sup>th</sup> April 2025.*

*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 will play a pivotal role in upholding the principles of fairness, equity, and justice.*

*This Foundation Course is a crucial step in preparing you for the challenges and opportunities that lie ahead. Over the Fourteen weeks, we will endeavor to equip you with the knowledge, skills, and values that are essential for serving our country with distinction.*

*The Foundation Course offers a unique opportunity to connect with fellow officers from all corners of the country. The memories created during this time, both at the Institute and with newfound friends, will be cherished for a lifetime.*

*The program features a blend of formal classroom instruction covering a variety of subjects and a range of extra-curricular and co-curricular activities, all of which are detailed in the provided manual. Our goal is to ensure that your experience in the program 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 present you with challenges.*

*We encourage you to review the Course Manual to familiarize yourselves with the program's objectives and what is expected from you. We have every confidence that you will embrace the core values of the Civil Services and set exemplary standards through your behavior and conduct.*

*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 atmosphere of Hyderabad city.*

*With best wishes,*

**Best wishes,**

***Dr. Shashank Goel, IAS***

**Director General**

**Dr MCR HRD Institute of Telangana &**

**E.O.Spl. Chief Secy. to Govt. of Telangana**

***January 2025.***

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# COURSE TEAM OF 7<sup>th</sup> FOUNDATION

## COURSE for MES



Course Director

**Course Director**, Dr. Kandukuri Usha Rani, Head -Centre for Disaster Management Sustainable Development (CDS) has 28 years of teaching experience. She obtained Ph.D.&M.Sc. (Organic Chemistry) from Osmania University, Hyderabad, M.Ed. from Himachal Pradesh University, Shimla, and Post Graduate Diploma in Mass Communication and Translation Techniques in Telugu from University of Hyderabad. She Visited Cambridge University, Amsterdam University, & Frankfurt University regarding Research topics in Ecology & Chemistry. Received “Senior Scientist Award” for best paper presentation at International Conference Harmony -2013, D.D.U, Gorakhpur University, Gorakhpur, India.

She is associated with many programs of Dr. MCR HRDIT. Currently she is Course Director for IAS Probationers Batch -2023 Telangana Cadre. She was the Course Director for Foundation Training Program (FTP) for Assistant Section Officers (ASOs) Direct Recruit (DR) of Central Secretariat Service (CSS) of CGLE-2023. She had conducted the Foundation Courses for Newly Recruited Horticulture and Agriculture Officers of Telangana during 2024. She has conducted many training programs at Dr. MCRHRDIT for various Administrative Academies and Organizations as Course Director Viz. Deputy Collectors of Bhopal, M.P. , Class \_I & II Officer of Gujarat State, and also conducted the Exposure Visit for Odisha State IAS Probationers - 2023 batch.

She worked as Educational Psychology Lecturer at District Institute of Education and Training, Karimnagar, Asst. Professor in Education and Research Training Wing of Board of Intermediate Education, AP and also Asst. Professor of Chemistry in various Degree and PG colleges under Collegiate Education, Telangana State. She has 28 years of teaching experience.

Dr. Kandukuri Usha Rani, worked as Associate Course Coordinator for 93rd, 94th & Spl. Foundation Courses, ASO (DR) Central Services Foundation Course, Military Engineering Services (MES) FC. She also worked as Course Coordinator for All India Study tour of Nagaland Civil Services Probationers, Haryana State Civil Services Officers, Odisha Administrative Service Officers and ASO (DR) State Services Foundation Courses

and also acted as Course Coordinator for One Week In-Service Training Programme for IAS Officers on Education Reforms & Challenges and Induction Training Programme for MPSOs of Telangana State.



**Academic Coordinator, Dr. Mohammed Abbas Ali**, Senior Professor, 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.



**Smt. N.Nirmala**, Administrative Officer, **Medical Facilities**, a Dy.Collector, Revenue Department, Govt of Telangana is on deputation at Dr.MCr HRDIT, She did M.Sc(Bio.Che) from Hyderabad Central University and B.ed from Kakatiya University



**Additional Course Director, Smt. Chandra Jyothi Kudupudi**, Jr. Faculty & AD (Agri), , has done Msc (Ag) in Agricultural Extension from Professor Jayashanker Telangana State Agricultural University (PJ TSAU), Rajendra nagar, Hyderabad. She has studied 'Effectiveness of Training Program in the Department of Agriculture' during her post-graduation research. She has published research papers relevant to her research study. She also completed Trainer Development Programmes (TDPs) like Direct Trainer Skills (DTS) and Training Needs Analysis (TNA) accredited by Department of Personnel & Training, Government of India. Previously, she worked as Assistant Director of Agriculture and coordinated technical and managerial training courses at SAMETI (State Agricultural Management Extension Training Institute Hyderabad, Telangana) which impart training programs for Agriculture and allied departmental functionaries for their personal and professional excellence. She has an experience of 18 years in Government service in various districts of Telangana.



**Proctor, Smt. V. Jyothi** is the Centre Head and General Manager of IT & Facilities at MCRHRD, bringing 29 years of extensive experience in IT and eGovernance across various government sectors. She oversees Facilities, training and the development of IT infrastructure at the Centre for Information Technology (CIT). Her academic qualifications include an M.Tech in Computer Science from JNTU Hyderabad and a B.Tech in Civil Engineering from S.V. University, Tirupati. Additionally, she holds a Chief Information Officer certification from IIM Ahmedabad and is a Certified Software Quality Analyst (CSQA) from QAI-USA.

She belongs to Roads and Buildings Department, she has worked in the National Highways wing of Bridges, Roads, State highways and Buildings and has been involved in processing tenders and provided training on eProcurement. For over 17.5 years, she played a key role at the Centre for Good Governance, focusing on eGovernance initiatives and digital transformation., where she has led major IT projects for departments such as Telangana State Welfare, Police, Women welfare, Senior Citizens and Child Protection, developing HRMS systems for police and digital portals for citizen services. She is adept at project planning, software deployment, and IT strategy management. Her expertise extends to the Civil Supplies sector on the Aadhaar-UIDAI project

Beyond her project responsibilities, she actively conducts training programs on AI, blockchain, and advanced Excel. Fluent in English, Hindi, and Telugu, she remains dedicated to modernizing governance processes through IT innovation



**Coordinator - Trek & Study Tour, Dr. K. Sukumar**, Faculty, CLP & Associate Professor of Public administration, obtained Osmania University Third Rank in M.A, Public Administration, NET qualified, did PhD on Governance and Ethics, 23 years of teaching experience. Published 10 articles in International Reputed Journals, Wrote Two books for Telangana state Telugu Academy on Public Administration. Received Awards as Best NSS programme officer and Best Associate NCC officer.



**Coordinator - Field Immersion & ULB Visit, Sri Srinivas Vadla, Jr.** Faculty, 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



**Controller of Examinations, Dr. D. Thiruvengala Chary**, is Head CMB, M. Com, MBA, Ph. D and presently working as Senior Faculty and Centre Head, Centre for Management and Behavioural Studies (CMB) at Dr. MCRHRD IT. He has completed 20 Years of Teaching Experience.

Prior this assignment, Dr. Chary worked as Academic Guidance Officer and Special Officer at Commissionerate of Collegiate Education, Government of Telangana. He has received State Best Teacher Award from Government of Telangana in 2020. He has published more than 40 research papers in national and international journals of repute and participated and presented research papers in various national and international conferences held at India and abroad, including Dubai and Sri Lanka. He has also co-authored 28 Text Books for Under Graduate level.

As Center Head and senior faculty at MCR HRD IT, he has been imparting training and Capacity Building Programs for Employees of various Government Departments which were allotted to the Centre. So far, he has conducted various Management/Executive Development Programs to Middle/Senior officers of Public Enterprises and State Govt. Departments.



**Nodal Officer I, Smt. P. Leela Krupa Kumari**, Superintendent, has done B.Sc (BZC) from Kakatiya University. She has joined in Panchayat Raj Department as Jr.Asst in 1995 and promoted as Superintendent in 2016. She has 28 years of working experience in Establishment, Accounts and Budget matters. she worked in O/o Commissioner, Rural Development, Hyderabad and O/o Commissioner, Panchayat Raj Department, Hyderabad. Now she is working on deputation in Dr.MCRHRD IT from 01.08.2022 onwards.





**Nodal Officer II, Sri G. Shanker**, Training Program Coordinator & Nodal Officer-II 7th FC for MES Officers, Dr.MCR HRDIT, has done MBA from mahatma Gandhi University. He has completed the Trainer Development Programs i.e Direct Training Skills (DTS) & Design of Training (DoT).



**Classroom Incharge, Sri Saka Venkateswara Rao**, Faculty in the Centre for Public Administration of the Institute. He is a triple Post Graduate in Public Administration, Political Science, Economics and holds a PG Diploma in Information Technology. Presently, he is pursuing Ph. D. on “Capacity Enhancement of Public Servants of Telangana” through Dr.BR Ambedkar Open University. He joined the Institute in April,1990 and held a number of positions. He was on deputation to National Institute of Agricultural Extension Management (MANAGE), Rajendra Nagar, Hyderabad for two years. He underwent Trainer Development Programmes (TDPs) like Direct Trainer Skills, Design of Training, Systematic Approach to Training, Training Needs Analysis, Experiential Learning Tools and Management of Training accredited by DoPT, GoI, New Delhi. His areas of expertise include District Office Manual (DOM) – Office Procedures, Noting, Drafting, Disposal of Files & Records. He has coordinated a number of training programmes.



**Classroom Incharge, Srinivas Madhav**, is an accomplished author and Consultant with nearly two decades of experience in law, project management, and writing. He holds a Bachelor of Laws (LL.B.) and a Bachelor of Arts (BA) from Kakatiya University. His profound expertise in the Right to Information (RTI) Act is demonstrated through extensive publications. His career spans roles as a judicial officer in the Andhra Pradesh Information Commission and as a legal consultant for the Centre for Good Governance and MCR HRD IT. He has authored and co-authored numerous books, handbooks, and articles on RTI and developed educational content for online courses and e-learning modules. His notable works include "A Handbook for Public Authorities," and "Exemptions under the RTI Act: A Primer," among others.

He developed innovative training modules on gender-inclusive language, supportive supervision, and bystander intervention training to reduce crimes against women, as well as a module on implementing Telugu as an official language.



**Assistant Academic Coordinator, Smt.Ch.Sirisha.** Faculty IT, has more than 12 years of experience in the area of IT Sector, she has worked for JNTU and OU affiliated Engineering Colleges as Asst. Professor. She has done “Masters in Embedded systems” (M.TECH) from JNTU. She is International Software Testing Qualifications Board (ISTQB) Certified Test Engineer. Currently working as Faculty IT for Centre for Information Technology (CIT) at this Institute, She has earlier worked in Swathi Engineering College affiliated to Osmania University, as Head of the Department for Electronics and Communications Engineering (ECE) Dept. She has completed the Direct Training Skills (DTS), Design of Training (DoT), and Training Needs Analysis (TNA) Trainer Development Programs



**Sports, Games & Morning Activities (I/c), Dr. Shreenivas Pedaboina,** Junior Faculty CTS, has done M.A. in Public Administration, an M.A. in Sociology, a Bachelor of Physical Education (BPed), and a Ph.D. in Public Administration from Osmania University. He was selected as a Post-Doctoral Fellowship PDF by ICSSR, New Delhi. Earlier, he taught different courses in public administration at the undergrad and postgraduate levels at Osmania University and Dr. B. R. Ambedkar Open University, and he was a course writer for the P.G., U.G., and Diploma courses of public administration and also a paper setter for respective courses at Dr. B. R. Ambedkar Open University, Hyderabad. He has successfully completed the Direct Training Skills (DTS), Design of Training (DoT), and Experiential Learning Skills (ELT) programs. He also contributed several articles to various peer-reviewed journals across India.



**Sri.G.Venkat Reddy, Manager IT (Infra)** is a Post graduate in Computer Applications from Osmania University. He has got 14 years of experience in System/Network Administrator. Presently he is working as Manager IT (Infra) for Centre for Information Technology of this Institute

# **Chapter-I**

## **About Dr MCR HRD Institute of Telangana**

### **1. Training programs at MCR HRD IT**

Founded in 1976 by the Government (United Andhra Pradesh), 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 Officers, Central Civil Services Officers, Military Engineer Services Probationers, etc.

As a part of "Training for All" program, sponsored by DoPT, Govt. of India the Institute has trained 5479 employees of Tribal Welfare Department. Under the same initiative, the Institute has imparted training to 6864 employees of Women Development & Child Welfare Department. On account of this, the Institute has emerged as a role model not only in Telangana State but also in the entire country.

The Institute regularly conducts training programs for Central Secretariat Officers sponsored by ISTM, Lok Sabha Secretariat, Civil Service Officers from Bihar, Gujarat, Madhya Pradesh, Odisha, Mizoram, Nagaland, Jharkhand, National Capital Territory of Delhi and other States. The Institute also conducts training programs for Defence Establishments, NHRC, Khadi Village Industries Board etc.

During the period of Covid-19 Pandemic, the Institute successfully rolled out more than 100 online training programs and covered over 15,000 Officers, right from the top to the lowest rungs of administrative hierarchy. In addition, the Institute trained over 1,00,000 field staff from different districts of the Telangana State, in a Blended Learning Format, during the last three years, in 15 soft skills and domain-specific

modules (COMMIT), 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 the COMMIT program and, as a result, the Telangana State now ranks number 1 in imparting online training in the country.

The Institute has recently conducted Ministry of External Affairs, GoI Sponsored ITEC training programs on "Journalism & Public Relations" for the Officers, Journalists & Media Professionals from South Africa, Vietnam & Sri Lanka and Capacity Development Course on Foreign Trade & Investment for Commercial Diplomats from Egypt.

### **2. Faculty Resources and Centres:**

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, Northeastern University of Illinois, IMF, National University of Singapore etc.

The Institute's training activity is being organized through the following Faculty Centres:

- i) Training Management Unit (TMU)
- ii) Centre for Law & Public Administration (CLP)
- iii) Centre for International Relations & Security (CIS)
- iv) Centre for Finance and Economics (CFE)
- v) Centre for Disaster Management & Sustainable Development (CDS)
- vi) Centre for Management & Behavioural Studies (CMB)
- vii) Centre for Telangana Studies (CTS)
- viii) Centre for Information Technology (CIT)
- ix) Research Coordination Unit (RCU)

The Institute believes in decentralized training and, towards this, it has established a network of

Regional Centers for Training to provide training to field level functionaries.

### 3. Accreditation:

The Institute has been accredited as उत्कृष्ट (Excellent), under the Capacity Building Commission's National Standards as assessed by National Accreditation Boards of Education and Training.



The Institute got the prestigious SKOCH Governance Silver Award at the 68<sup>th</sup> SKOCH Summit held on November 30<sup>th</sup>, 2020, for offering Virtual Training Programs, especially the Foundation Course, which was one of its kind. 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.

### 4. Samridhi Journal



The Institute publishes a Bi-annual online journal Samridhi by inviting articles on issues related to governance, public policy, public administration, good governance practices and so forth from interested civil servants, academicians, civil society members etc. The Institute has published three issues over the past one year.

### 5. Vision

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

Mission

### 6. 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.

### 7. Our Commitment:

To be responsive to the Officer Trainees' needs and aspirations.

To be impartial, principles-centered and value-driven.

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 an all-round development.

## CHAPTER-II

### Facilities at the Institute

The Institute offers excellent training facilities and comfortable stay on its sprawling Campus spread over 35 acres of picturesque land in the heart of Hyderabad city. It is a lush green area which is fully WiFi-enabled and buildings have solar panels on their roof tops. The Institute has well-furnished, fully equipped, and air-conditioned class rooms, conference halls, auditoriums, etc. The ambiance of the Institute helps the Officer 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.

#### I. Accommodation

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

#### II. Catering & Mess Services

Catering at Institute is organized on contract basis. Officers Mess Committee of Foundation Course shall supervise the Mess every day and guide the caterer on quality of food and cleanliness.

The dining arrangements for Officer Trainees have been made at Ruchi Dining Hall, Godavari Hostel, Ground Floor.



#### Services & Timings:

Bed Tea	06.15am to 06.30am
Breakfast	07.30 a.m. to 09.00 a.m.
Tea / Coffee Break	11.20 a.m. to 11.40 a.m.
Lunch	01.30 p.m. to 02.30 p.m.
Afternoon Tea / Coffee	04.20 p.m. to 04.35 p.m.
Dinner	08.00 p.m. to 09.00 p.m.



#### 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, Chess, etc.

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machines, 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 Dairy Parlour to Jubilee Check Post (Adjacent to



Chiranjeevi Blood Bank). Timings are displayed at the starting point.

If required, the Officer Trainees may book OLA – UBER from their 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 9.00 a.m. to 09.00 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**

The Officer Trainees can use computer facilities available at Room Numbers 104 & 105, Admn Block (First Floor) 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), or contact Mr. Y Jatin Swaroop, (Mobile: 8125721733) or Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515).



#### **Computer Care: Do's and Don'ts**

Don't spill anything like tea, coffee, water, etc. over the computers.

Don't keep any eatables near the computers.

Don't delete files of which you are not aware of as 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.

Remove temporary files from Internet periodically (weekly).

Don't open unsolicited e-mails or e-mails from an unknown person, which could carry viruses and corrupt the data.

Don't click on any unknown links as it might result in cyber fraud.

#### **VII. Group e-Mail Address & Whatapp**

A group e-mail address for the Officer Trainees, namely, [07mesfc@gmail.com](mailto:07mesfc@gmail.com), has been created. The individual e-mail address would be added to the group for accessing and sharing of information.

#### **VIII. Website**

The Officer Trainees can access Foundation Course Webpage for Course – related information, including Course Manual, Syllabus, Course Planner, etc by using URL <https://mcrhrdi.gov.in/2025/mes2025/index.htm>

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### **IX. Whatsapp Group**

An exclusive WhatsApp Group, namely, 7th FC MES 2025, has been created for disseminating information relating to Foundation Course among the Officer Trainees.

### **X. 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. For any help, the Officer Trainees may contact the IT Support Team. (Details provided at point no. VI)

### **XI. Health Care**

The Officer Trainees may contact the Medical / Para-Medical Staff at Room No. G-39 (Godavari Hostel). They can also avail OP consultation / advice, from the Wellness Centers of CGHS at Hyderabad, by producing their Identity Cards.

#### **Comprehensive Medical Support**

Ayush Wellness center available near tungabadra block.

Unani, Ayurveda, Homeopathy & Naturopathy

In case of emergency candidates taken to nearby hospital.

Medical Emergency vehicle available

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

- i. Smt. N. Nirmala, Admn. Officer (Mobile No. 8977784568)
- ii. Sri Saka Venkateswara Rao, Faculty, CLP (Mobile: 9248032073)
- iii. Sri B. Bharath Kumar, FE (Mobile No.9966064441)

### **XIII. Vijaya Parlour, Chai Kahani, & ATM**

The Vijaya Dairy Parlour and Chai Kahani remain open from **08.30am to 09.30pm and 8.00am to 10.00pm**, respectively.

The ATM Facility is available adjacent to the Godavari Hostel (Ground Floor) and also at Vijaya Dairy Parlour.



## Chapter-III

### 7<sup>th</sup> Foundation Course for Military Engineering Services Officers (06th January 2025 to 12th April 2025)

#### I. COURSE AIM

The aim of the Foundation Course is to cultivate the essence of professionalism, dedication, and a well-rounded personality by instilling deep-rooted principles and human values to the Officer Trainees.

#### II. COURSE OBJECTIVES

**Orientation to the Nation:** The course aims to familiarize Officer Trainees with the administrative, social, economic, and political dynamics of our country, equipping them with a comprehensive understanding of the environment they will operate in.

**Awareness and Opportunity:** Officer Trainees will gain insight into the challenges and opportunities that lie within the Military Engineer Services, enabling them to make informed decisions and excel in their service.

**Holistic Personality Development:** The course is designed to foster the holistic development of Officer Trainees, encompassing intellectual, moral, physical, and aesthetic dimensions, resulting in well-rounded individuals capable of meeting diverse challenges.

**Building Esprit de Corps:** We strive to promote a sense of unity and camaraderie among Officer Trainees from different Services, fostering greater coordination and team spirit.

#### 3. Learning Outcomes

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.



#### 4. Course Design

The Foundation Course is designed in a manner so as to achieve its cherished objectives through a fusion 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 help 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.

#### 5. Academic Inputs

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	English Language

##### a) 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, impact of globalization on public administration, etc.

##### b) Basic Economics for Administrators

The symbiotic link between most tasks associated with administration and economics is very deep and multipronged. At a very basic level, public economic policy starts from the idea of State

intervention to correct market failure in resource allocation. Additionally, there are stability and distribution considerations which argue for State interventions. All these are firmly rooted in economics. A good foundational understanding of these principles is, therefore, a *sine qua non* for any civil servant. In addition, civil servants have to take key decisions each day where basic understanding of economic concepts is extremely beneficial and enhances efficiency.

As the Officer Trainees are drawn from diverse educational backgrounds, the subject is designed to get the participants to recognize and understand the basic concepts in Microeconomics, Macroeconomics & International Trade. At the end of the Foundation Course, the Officer Trainees will be able to describe and explain the fundamental economic principles of functioning of an economy. They would further be able to define and apply the analytical tools that can help them analyze the issues they would face as an Administrator through the lens of economic principles to arrive at better decisions.

##### c) Law

The purpose behind learning law is to be equipped with its basic understanding. The Officer Trainees would need broad legal knowledge about the various legislations that they would directly implement. However, the Foundation Course is not the occasion to go into the nitty gritty of the specific legislations that one would require. Hence, the endeavor is to set the context by describing the basic tenets of the major legislations whereby the Officer Trainees are in a position to appreciate and describe the foundational principles of the Indian legal system. The objective is that the Officer Trainees should be able to apply the basic principles of law, understand the structure and hierarchy of courts, alternative dispute redressal mechanisms, principles of contract, discuss some important social legislations and get introduced to

procedural practices under civil and criminal codes in India.

The realization of the objectives of the Course will depend on the involvement of the Officer Trainees – inside the class and outside. Inside the class, lectures, discussions, case studies and other pedagogical tools would be used to achieve the objectives of the Course. Outside, in going through the major suggested readings.

#### **d) Management & Behavioral Sciences**

The subject of Management & Behavioral Sciences has many parts to it which will be covered through the Organizational Behavioral Module, Financial Management Module, and Public Procurement and Contract Management Module. Aspects of leadership, understanding self, and decision making will be covered under the behavioral components. Financial Management will focus on understanding the basic principles of Public Financial Management and how they apply to the functioning of Government Offices through exposure to financial apparatus for implementing the financial rules, basics of municipal, commercial and local bodies finance, etc. Public Procurement and Contract Management will also include project management for government, basic introduction to internal controls, audit, vigilance mechanism, etc.

#### **e) 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.

#### **f) Indian History and Culture**

The Course on Indian History and Culture focuses on paradigm 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.

#### **g) Information & Communication Technology (ICT)**

The Officer Trainees will be exposed to the latest in computer technology applications. We shall try to ensure that by the end of the Course, the Officer Trainees would develop adequate skills to handle computers, including typing skills and selected software, with familiarity and ease.

#### **h) Language**

The Language class is a valuable addition to an officer's training program as it enhances their proficiency in communication and enables them to engage in conversations with ease and comfort. This course is specifically designed to optimize the trainee's communication skills and develop their confidence in public speaking.

### **6. Modules, Sessions & Timings**

The approximate number of sessions for different modules is given below:

<b>Sl. No.</b>	<b>Subject</b>	<b>No. of Sessions</b>
1	Public Administration	75
2	Basic Economics	50
3	Law	50
4	Management & Behavioral Sciences	75
5	Political Concepts and the Constitution of India	25
6	Indian History and Culture	25
7	Information & Communication Technology	50
8	Language	25
<b>Total</b>		<b>375</b>

These sessions are indicative and are subject to minor changes, based upon the exigencies of the Course or the preference of the Course Team. Teaching is normally not done on national

holidays and weekends. However, in case of a string of holidays in any week, Saturdays can be made working by the Course Team.

The session plan for each day will be as follows:

0 Session (PT)	06.30 a.m. - 07.30 a.m.
I Session	09.30 a.m. - 10:25 a.m.
II Session	10.25 a.m. - 11.20 a.m.
<b>Tea Break</b>	<b>11.20 a.m. - 11.40 a.m.</b>
III Session	11.40 a.m. - 12.35 p.m.
IV Session	12.35 p.m. - 01.30 p.m.
<b>Lunch Break</b>	<b>01:30 p.m. - 02:30 p.m.</b>
V Session	02:30 p.m. - 03:25 p.m.
VI Session	03:25 p.m. - 04:20 p.m.
<b>Tea</b>	<b>04.20 p.m.</b>

## 7. 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. The Officer Trainees are advised to maintain subject-wise files and catalogue the material properly.

## 8. Session Moderators for the classroom sessions

The OTs will be appointed as Session Moderators to Guest speakers with the following responsibilities:-

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

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 details of arrival and stay of the Guest Speaker. To 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, etc.

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 Speaker's name plates are ready and placed on the table prior to the lecture.

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 arrangement for the car for his / her return journey has been made by the FC Secretariat.

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 act as Rapporteur for the sessions by recording and summarizing the session details in the given format and submitting the same to the Guest Speaker.

To organize the following, in consultation with the Guest Speaker:

a. To introduce the Guest to the audience based on the bio-data already collected for the purpose. Long-winding introductory speeches as well as any flippancy must be avoided. The introduction of the Guest Speaker should not exceed 02 minutes in any case.

b. After the talk is over, announce that the Guest Speaker would welcome questions from the audience, unless the Guest Speaker has any objection to this which should be ascertained well in advance.



c. At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself and present the memento.

d. To ensure that the PPTs / Reading Material used by the Guest Speakers are uploaded on the Institute's website.

## 9. Feedback

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, on a daily basis. We request the Officer Trainees 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 the Director General's Assessment.

## 10. Skill Enrichment Component

Apart from the academics outdoor activities like Local Treks, Sports, Swimming, Yoga, Zumba, Salsa, Running and PT are an integral component of course designs. The course features an extracurricular module which affords the opportunity to learn new skills outside of the academic framework. Further, cultural events like the India Day, Sports Meet / Athletic Meet, Fete and One Act Play bring in the vibrance of diversity and vigour to life at the Institute.

## 11. Extra-Curricular Module (ECM)

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The Officer Trainees 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 Trainees to opt for one of the following ECM activities: Music: (Vocal & Instrumental), Dancing, Gardening, Painting, 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 from 5.00pm- 6.00pm & 6.00pm to 7.00pm.

## 12. 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 Military Engineer 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 3 topics given below:

1. National Integration & Communal Harmony
2. L.M. Singhvi Essay on Human Rights
3. Sir Homi J. Bhabha Essay on Science and Human Development

- a. 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 First, Second & Third prizes

- b. L.M. Singhvi Essay on Human Rights:

The essay will be evaluated by Faculty of the Institute / Guest Faculty.

The essay carries the First, Second & Third prizes.

- c. 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 1500 to 2000 words. Essay writing aids in critical reading and a spirit of logical inquiry as also an ability to identify significant aspects of any topic. It allows the Officer Trainees to construct arguments supported by evidence. It also helps in developing written communication skills. The essay should have four distinct parts, namely, introduction, main body / discussion, conclusion, and finally references. The Officer Trainees are advised to follow the Harvard Style for referencing.

### 13. Book Review

The Officer Trainees will be required to critically review a book and present a write up in about

1000 – 1250 words. The book review will aid in developing an analytical, comparative and critical mindset. The write-up should be structured as follows:

One paragraph to give all essential information about the book, author, date of publication, etc.

One or two paragraphs summarizing the book

One paragraph on the structure of the book, including style, diction, and tone

The conclusion can include a final assessment of the book and the Officer Trainees' recommendation on its readability, if they consider it appropriate.

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

### 14. Physical Training / Morning Activity

The Institute strives to provide an encouraging atmosphere to all the Officer Trainees wherein physical fitness is an inseparable and crucial



component of the training and holistic personality development.

The day will begin at 06.30 am for all Officer Trainees with mandatory morning activity which i.e., Physical Training. No Officer Trainee will be allowed to stay in his / her hostel room after 06.30 am.

The prescribed dress for PT is:

- a) Lady Officer Trainees - Institute T-Shirt, White Socks and Sports Shoes
- b) Gentlemen Officer Trainees - Institute T-Shirt, White Socks and Sports Shoes



### 15. Games & Sports

The Officer Trainees are encouraged to participate actively in games and sports and also avail the facilities of well-equipped gymnasiums, separately for male and female Officer Trainees. The Institute will organize coaching for the Officer Trainees for this purpose. The Officer Trainees are expected to make use of this opportunity to pick up new games / sports. They are encouraged to select a sport of their choice and practice it every day for at least one hour. Besides, the various Clubs & Societies will be organizing competitive events



in many sports / games. The Officer Trainees will be required to participate in the Sports Meet.



### 16. Trek and Study Tour

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 Forests & Mountains. It provides one of the most exhilarating experiences. It is a significant learning experience in group dynamics and brings out leadership qualities. The mighty forest evokes a sense of respect for nature as well as humility in any person who attempts to know them. It is also a test of endurance and courage.



The Officer Trainees will proceed for Trek & study Tour in 2 batches by which time it is expected that they would have developed stronger bonds with each other and honed sense of adventure.

### 17. Village & Urban Local Bodies (ULB) Visit

The Village Visit has the following objectives: The Village Visit component has been revamped into a more comprehensive "Field Immersion Program" within the Foundation Course. It is significant not only because it exposes Officer Trainees to the grassroots realities of India through structured study but also because it offers them the opportunity to engage extensively with the citizens, gaining insights into their concerns and priorities.

In addition to rural exposure, the program has been revamped to emphasise the importance of urbanisation and the needs of urban areas. An urban component has been introduced, where trainees will first visit the district headquarters and associated urban local bodies, followed by visits to larger panchayats and eventually smaller villages. The objective of this revamped program is to assess and understand daily life in villages as well as urban areas across the country.

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. Officer Trainees are expected to conduct a survey in the field as per the guidelines provided to them. In return, they will submit individual as well as group reports of the activities, executive summary, findings and recommendations and make group presentations, which will be graded on both the data collected and the quality of analysis.

Assess the dynamics of the socio-economic-political situation existing in villages and urban areas.

Understand and analyse the problems faced by 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 and urban areas in terms of quality of life as a result of Government and non-government interventions or with time.

Evaluate the working of various institutions, both formal and informal.

Recognize the importance of the need to learn from the people in evolving people-based solutions to their problems.



Study the physical environment of villages and urban areas in relation to ecological imbalances and vulnerability to disasters.

Recognize the importance of the need to learn from the people in evolving solutions to problems.

Organize a cleanliness drive under “Swachh Bharat Mission” with the help of people and the district administration.

The Officer Trainees are expected to conduct a survey in the villages and urban areas 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 and ULB Visits.

A separate manual on Village and ULB Visits will be given for further guidance.



The event helps build pride in the country's rich heritage, besides sensitizing the Officer Trainees on the rich traditions of different States.

### 18. Fete

The Officer Trainees will organize and participate in a FETE, in which they will put up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen, besides being an enjoyable experience. The profits from the FETE will be donated to a charitable organization of the choice of the Officer Trainees.



### 19. Cultural Activities and One Act Play

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 showcase their talents. The cultural activities help to nurture an appreciation for the richness and diversity of Indian culture. The Officer Trainees will participate in One Act Play Competition. The high point of the cultural activities is the celebration of "India Day", which is scheduled in Dec. 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.

### 20. 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





## **CHAPTER-IV**

### **Clubs & Societies**

#### **Introduction**

Each Club / Society will have an Executive Committee comprising a Secretary and four members, apart from the Director General's nominees. For running their activities, the Clubs and Societies will collect contributions from the fellow OTs. The Officers, Faculty Members and Staff, 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 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 Sports Meet and tournaments

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. The participation of the Officer trainees in the working of the Committee helps in development of managerial and organizational skills amongst the office-bearers.

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.

Following are the Objectives of the Committee.

To contribute to the *esprit de corps* among the Officer Trainees

To ensure hygiene and cleanliness in the kitchen and dining hall

To maintain a live rapport with caterer about the menu quality of food, service quality etc.

#### **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 21<sup>st</sup> 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 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 Society's disposal

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 Film & Fine Arts Society also co-ordinates plays as a part of One-Act Play Competition.

#### **D. Social Service Club**

As Civil Servants, the Officer Trainees contribute a lot in the social sector. The members of the Club visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the

problems of specific disadvantaged sections of the society. The Officer Trainees will interact with NGOs to undertake meaningful social welfare activities.

The Club undertakes several initiatives to take care of the employees of the Institute as well as the residents of the local community.

In addition, the Club organizes Blood Donation Camps. The Officer Trainees are required to serve as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.

#### **E. 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 House Journal, carrying articles on various subjects.

## DG's nominees for Clubs & Societies

Sl. No.	Club/Society	DG's Nominee	Photo
1.	Officers' Club	<b>Dr.Thiruvengala Chary</b> Head CMB, Sr Faculty	
2.	Officers' Mess Committee	<b>Smt.V.Jyothi</b> Head-CIT General Manager (IT & Facilities)	
3.	Film & Fine Arts Society	<b>Dr.Kalanjeri Venkatesh Satya</b> Faculty CMB	
4.	Social Service Club	<b>Smt. K.Soumya Rani</b> Head CTS & Sr Faculty	
5.	House Journal Society	<b>Dr.Prabhakar Reddy Tada</b> Sr Advisor, Research & Trg., RCU	

## **CHAPTER-V**

### ***Shishtachar***

#### **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.

It is expected 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. 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 identity cards will also serve as lapel cards.

The identity 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.

#### **III. Punctuality**

Punctuality forms the basic fulcrum around which discipline revolves. It is expected that OTs 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. Attendance will be

noted according to seating arrangements. Arrival after 15 mints for the class will be considered as absent for the duration of the session.

Late arrivals are not permitted to enter the classroom and must view the telecast in a different hall. It is expected that the OTs will not give any occasion to remind them of it during the Foundation Course.

#### **IV. Behavior**

The Institute expects the highest standards of behavior and decorum befitting of an Officer Trainee, both inside and outside the Institute. We expect the Officer Trainees to be courteous and well-mannered towards each other, with the Institute staff and with the Faculty. The Officer Trainees are expected to 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.

#### **V. Participation, Leave and Absence**

All Course activities, including Classes, Morning Activity, Fitness, Sports and extracurricular activities are compulsory and constitute official duty for the Officer Trainees. No Officer Trainee shall absent himself / herself from any of these activities. Any unauthorised absence from these activities would be treated as dereliction of duty and will be dealt as per disciplinary rules.

No Officer Trainee shall absent himself / herself from morning activities on grounds of ill health without permission of Course Director, and without recommendation of the doctor. Those unable to do physical activities due to medical reasons, will come to the venue of the morning activities. and lend their moral support to their batch mates. Absence

or irregularity in morning activities will be treated on par with absence from classroom activities and will invite disciplinary action.

All Officer Trainees are required to reside on the Campus during the entire duration of the Foundation Course. 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.

OTs shall not send any request over WhatsApp / SMS. Permission shall not be granted via WhatsApp / SMS.

No Officer Trainee shall remain in the hostel rooms during class hours.

## VI. Meetings with Faculty

The Officer Trainees are expected to call on their Faculty members and meet them informally as well. These 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 the trainee 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 Trainee.

## VII. Dress Regulations



**A. Ceremonial occasions:**  
Republic Day and Independence Day Functions  
Course Inauguration / Valediction Ceremonies  
Visit of VVIPs such as President / Vice-President / Prime Minister / Governor  
Any other occasion designated so specifically by the Course Team

### Dress Regulation

**Gentlemen:** Black Bandhgala Suit with formal shoes (Oxfords/ Brogues)

**Ladies:** Saree with formal shoes / sandals

### B. Formal occasions:

Formal Lunch / Dinner (other than those where a VVIP is present)

Visits of dignitaries other than VVIPs

### Dress Regulation

**Gentlemen:** Black or white Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes

**Ladies:** Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes / sandals. Short kurtis / leggings/tights jeans shall not be permitted.

### C. Informal occasions

Class / Office hours

### Dress Regulation

**Gentlemen:** Full sleeved formal shirt and formal trousers and necktie (summer) and jacket (not sports jacket/pullover/cardigan) and trousers with necktie(winter) with shoes (other than sports shoes and sneakers) Shoes (other than casuals).

**Ladies:** Saree or salwar kameez or churidar kurta / kameez or Western Business

Suit and full sleeves formal shirt and formal shoes/ sandals. Short kurtis/ leggings/tights jeans shall not be permitted.

#### **D. Casual occasion:**

Officers' Mess (apart from meals that are categorized as formal)

Any other occasion such as cultural evenings.

#### **Dress Regulation**

**Gentlemen:** Open collar shirt with trousers (not jeans or lower of any description other than trousers) and shoes (other than sports shoes/sneakers)

**Ladies:** Salwar kameez, churidar kurta or shirt and trousers with footwear (other than slippers / slip ons / sports shoes / sneakers).

Officer Trainees must wear their name tags on all formal and informal occasions and while attending class.

#### **Please note that:**

Shorts, Jeans, Slippers / Chappals however are not allowed at any time on campus or outside hostel rooms.

#### **E. Sports**

##### **Requirements for PT / Games / Sports etc.**

The Institute T-shirt are to be worn for PT / Yoga and compulsory sports/games activities and other track-suits and T-shirts will not be allowed for these activities.

The Institute has an all-weather swimming pool on campus. You are advised to get swimming costume of your size for swimming.

A pair of good quality jogging/running shoes with adequate cushioning is recommended.

#### **VIII. Conduct in Class**

The Officer Trainees are expected to be attentive and conduct themselves with due regard towards the Faculty 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.

The Officer Trainees are required to keep their mobile phones in their respective rooms.

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 Speaker leaves the class.

No eatables and beverages shall be allowed inside classrooms.

#### **IX. 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 10.00pm is to be heard only through ear-phones.

All the electrical appliances shall be switched off before exiting the hostel rooms.

#### **X. Mess Etiquette**

Dress code for Mess is Casual attire unless otherwise indicated by the Course Team.

During formal occasions in the mess, the Officer Trainees are expected to be present 05 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.

### **XI. Conduct in the Lounge**

When the Officer Trainees enter the lounge, and there is a lady or a staff member present, they should greet them appropriately. When any lady or a staff member or a guest enters the lounge, the Officer Trainees should stand up and greet him / her.

The Officer Trainees should not sit in the lounge with their legs up on a table or a chair. Do not fail to wish staff members, their spouses or senior guests.

The Officer Trainees should not form their own exclusive sections.

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.

### **XII. 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 & ULB Visit. 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, for the Valedictory Program and they may be provided accommodation, subject to availability.

Keeping or consuming alcoholic drinks 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.

Sharing any information, photos, or videos related to the Foundation Course or the Institute on social media platforms is strictly prohibited. This includes any content about the

course curriculum, faculty, guest speakers, fellow trainees, or Institute facilities.

Violation of this policy will be considered a breach of confidentiality and may result in disciplinary action.

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 others. As educated young officers, the Officer Trainees would have sufficiently wide interests to start and sustain a conversation on many subjects.

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 one has 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.

### **XIII. Do's and Don'ts**

#### **1. Do's**

Maintain dress code in the class rooms and dining hall. The Officer Trainee should maintain the identity cards on their person in the academic areas.

We are an eco-responsible Institute working on the reduce-reuse-recycle model for water, energy and waste management. The Officer Trainees are requested to contribute to these initiatives during their 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.

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.

Do not keep cash or valuables in the room. The Officer Trainees are advised not to approach the Institute to arrange cars for their personal use.



In adherence to promoting a healthy and focused learning environment, the consumption of alcohol and smoking are strictly prohibited within the Institute premises. This policy extends to all areas of the campus, including hostels, classrooms, and recreational spaces. Any violation of this rule will be met with strict disciplinary action, potentially leading to expulsion from the course. We urge all Officer Trainees to prioritize their well-being and refrain from engaging in these activities during their time at the Institute.

### **XIV. Disciplinary Policy**

#### **Minor Infraction:**

1. Late arrival in the morning activity.
2. Late arrival in the classroom
3. Disturbance in the classroom
4. Improper turnouts



5. Minor deviation reported (with mess, classroom, hostel, attendants etc).
6. Any action or occurrence that the Discipline In-charge/Course Coordinator deemed to be inappropriate of an OT in terms of violation of civil service conduct

**Major Infraction:**

1. Unauthorised absence from the morning activity.
2. Unauthorised absence from the classroom.
3. Unauthorised use of any gadgets in academic premises.
4. Gross misconduct including social media, conduct violation, and misbehaviour with staff/supervisors.
5. More than two minor infractions will be outlined as Major.
6. Any action or occurrence that the Proctor/Course Director deemed to be inappropriate of an OT in terms of violation of civil service conduct.

**Penalties For Minor Infraction:**

Deduction of 1 mark.  
 Counselling session by the tutor counsellor.  
 Any minor infractions beyond 2 will be treated as major infraction.

**Penalties for Major Infraction**

Deduction of 3 marks and memo to be issued.  
 Hearing in front of discipline committee and a counselling session by the tutor counsellor.  
 Penal action in form of extra PT, reformative social service, reflection, etc.  
 Memo at 4th time leads to issue of show cause notice followed by reflection on Sunday.  
 Absent in less than 4 sessions on each occasion, one half pay leave will be considered and more than 4, full day leave will be considered

**SOP's for imposing penalties:**

If the aforementioned infractions come to light on the Tth day, the OTs will get a memo or show cause notice on the T+1 day before 10:00 am.

By 4:30 p.m., OTs must submit a self-written explanation on the memo

OTs will be required to appear before the Proctor for a hearing at 4:45 p.m. The OTs will be considered to have nothing to explain, and as a result, ex-parte proceedings will be taken against them if they do not show up in a timely manner for the hearing before the Proctor

Replies to memos via WhatsApp/text/email shall not be entertained.

The Proctor of the course will assess the reply/response received from the OT and decide:

To drop the memo if the explanation is found valid.

To mandate that the OTs be subject to the penalties outlined in the major and minor infraction SOP.

## CHAPTER-VI

### Evaluation & Assessment

#### I. Breakup of Academic Evaluation & DG's Assessment

The overall breakup of academic evaluation and DG's assessment for 500 marks is as follows:

Academic Inputs	375
Director General's Assessment across 8 Parameters	125
<b>Total</b>	<b>500</b>

The following table provides details about the subjects to be covered by the Foundation Course and the marks that they carry.

Sl. No	SUBJECT	MARKS
1	Public Administration (PA)	75
2	Law(L)	50
3	Basic Economics (E)	50
4	Management & Behavioral Sciences (M&BS)	75
5	Indian History & Culture(IH&C)	25
6	Political Concepts & Constitution of India	25
7	ICT	50
8	Language	25
	<b>Total</b>	<b>375</b>

Proficiency of the Officer Trainees in the above subjects will be evaluated through concurrent evaluation, as they go along the Course, as well as an End - Course Examination. The following table presents details of the assessment,

separately for concurrent evaluation and End – Course Examination.

#### Marks for Continuous Assessment & End-Course Examination

Sl. No	Assessment	Subjects		
		PA, M&BS (75 Marks each)	L, E, ICT (50 Marks Each)	Indian History & PCCI & Language (25 Marks Each)
1	Assignment 1	10	8	4
	Assignment 2	10	8	4
	Assignment 3	10	8	4
2	End Course Exam	45	26	13
3	<b>Total</b>	<b>75</b>	<b>50</b>	<b>25</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 subjects, as mentioned above, he/she shall not be entitled to any credit for the Foundation Course Examination carrying 375 marks.

#### II. Director General's Assessment For 125 Marks

The Director General's Assessment for 125 marks will be calculated on the following basis.

**Criteria for the Director General's  
Assessment**

Sl. No	Subject/Item for Assessment	Marks
1	Book Review	10
2	Trek Report & Presentation	15
3	Village Visit Report & Presentation	15
4	Essay	10
5	Physical Fitness & Sports (5, 10)	15
6	Clubs and Societies (Organizing)	05
7	Participation in ECM	10
8	Peer Evaluation	10
9	Discipline	15
10	Director General's Overall Assessment	20
	<b>Total</b>	<b>125</b>

9. President of India Medal for the Best All-Round Performance
10. Award for Best contribution to Esprit De Corps

**III. Medals and Awards**

1. Director General's Award for- Best Group Presentation on Village Visit & ULBs
2. Director General's Award for- Best Group Presentation on Trek & Study Tour
3. Best Stall-FETE
4. Director General's Medal for Sports Champion
5. Director General's Medal for best - Athlete (Men)
6. Director General's Medal for best- Athlete (Women)
7. Director General's Medal for -Highest Marks in Written Exams
8. Director General's Medal for -Highest Marks in Director General's Assessment-

## TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	06.01.2025	Monday	Joining Formalities Inaugural Session Course Briefing Expectation Ice-Breaking Session		1
	07.01.2025	Tuesday			2
	08.01.2025	Wednesday			3
	09.01.2025	Thursday	Cultural Program (Qawwali) DG's Welcome Dinner		4
	10.01.2025	Friday			5
	11.01.2025	Saturday	Elections for Clubs & Societies		6
	12.01.2025	Sunday		Holiday	7
2	13.01.2025	Monday		Holiday	8
	14.01.2025	Tuesday	Sankranthi	Holiday	9
	15.01.2025	Wednesday			10
	16.01.2025	Thursday			11
	17.01.2025	Friday			12
	18.01.2025	Saturday	Hyderabad Darshan		13
	19.01.2025	Sunday		Holiday	14
3	20.01.2025	Monday			15
	21.01.2025	Tuesday			16
	22.01.2025	Wednesday			17
	23.01.2025	Thursday			18
	24.01.2025	Friday			19
	25.01.2025	Saturday	Short Trek to TSPA		20

	26.01.2025	Sunday	Republic Day Celebrations	Holiday	21
4	27.01.2025	Monday			22
	28.01.2025	Tuesday			23
	29.01.2025	Wednesday			24
	30.01.2025	Thursday			25
	31.01.2025	Friday			26
	01.02.2025	Saturday	Book Review		27
	02.02.2025	Sunday		Holiday	28
5	03.02.2025	Monday	Village Visit		29
	04.02.2025	Tuesday	Village Visit		30
	05.02.2025	Wednesday	Village Visit		31
	06.02.2025	Thursday	Village Visit		32
	07.02.2025	Friday	Village Visit		33
	08.02.2025	Saturday	Village Visit		34
	09.02.2025	Sunday		Holiday	35
6	10.02.2025	Monday			36
	11.02.2025	Tuesday			37
	12.02.2025	Wednesday			38
	13.02.2025	Thursday			39
	14.02.2025	Friday			40
	15.02.2025	Saturday			41
	16.02.2025	Sunday		Holiday	42
7	17.02.2025	Monday			43
	18.02.2025	Tuesday			44
	19.02.2025	Wednesday			45
	20.02.2025	Thursday			46
	21.02.2025	Friday			47

	22.02.2025	Saturday			48
	23.02.2025	Sunday		Holiday	49
8	24.02.2025	Monday			50
	25.02.2025	Tuesday			51
	26.02.2025	Wednesday	Mahashivarathri	Holiday	52
	27.02.2025	Thursday			53
	28.02.2025	Friday			54
	01.03.2025	Saturday			55
	02.03.2025	Sunday		Holiday	56
	9	03.03.2025	Monday		
04.03.2025		Tuesday			58
05.03.2025		Wednesday			59
06.03.2025		Thursday			60
07.03.2025		Friday			61
08.03.2025		Saturday			62
09.03.2025		Sunday		Holiday	63
10	10.03.2025	Monday	Trek		64
	11.03.2025	Tuesday	Trek		65
	12.03.2025	Wednesday	Trek		66
	13.03.2025	Thursday	Trek		67
	14.03.2025	Friday	Trek	Holiday (Holi)	68
	15.03.2025	Saturday			69
	16.03.2025	Sunday		Holiday	70
11	17.03.2025	Monday			71
	18.03.2025	Tuesday			72
	19.03.2025	Wednesday			73
	20.03.2025	Thursday			74

	21.03.2025	Friday			75
	22.03.2025	Saturday	Club Activity		76
	23.03.2025	Sunday		Holiday	77
12	24.03.2025	Monday			78
	25.03.2025	Tuesday			79
	26.03.2025	Wednesday			80
	27.03.2025	Thursday			81
	28.03.2025	Friday			82
	29.03.2025	Saturday	Club Activity		83
	30.03.2025	Sunday	Ugadi	Holiday	84
13	31.03.2025	Monday	Ramzan	Holiday	85
	01.04.2025	Tuesday		Holiday	86
	02.04.2025	Wednesday			87
	03.04.2025	Thursday			88
	04.04.2025	Friday			89
	05.04.2025	Saturday		Holiday	90
	06.04.2025	Sunday		Holiday	91
14	07.04.2025	Monday			92
	08.04.2025	Tuesday	End Course Examinations		93
	09.04.2025	Wednesday	End Course Examinations		94
	10.04.2025	Thursday	FETE & One Act Play		95
	11.04.2025	Friday	Cultural Event & India Day Celebrations		96
	12.04.2025	Saturday	Valedictory Session		97

## IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
1.	<b>Dr. Kandukuri Usha Rani,</b> Course Director & Centre Head - Centre for Disaster Management & Sustainable Development	434	9948921557	227
2.	<b>Prof.Dr.Abbas Ali,</b> Fellow, Dr.MCR HRDIT – Academic Coordinator	--	9030005661	34
3.	<b>Smt. K. Chandra Jyothi,</b> Jr. Faculty – CDS & Addl. Course Director Non-Academics	181	9553433305	126
4.	<b>Smt. N. Nirmala,</b> Administrative Officer- Medical Facilities	196	8977784568	11
5.	<b>Smt. V. Jyothi</b> GM (Facilities & IT) – Proctor & DG’s Nominee for Officer’s Mess Committee	127	9248032098	103
6.	<b>Dr. Prabhakar Reddy Tada,</b> Centre Head- RCU - DG’s Nominee for House Journal Society	266	9650469933	225
7.	<b>Sri Lt. Dr. K.Sukumar,</b> Faculty, CLP – Trek Coordinator & DG’s Nominee for Officers’ Club		9392452592	231
8.	<b>Sri M. Madhava Charya</b> Accounts Officer	118	9121218349	014
9.	<b>Dr. P. Srinivas,</b> TRA, CTS, Sports Incharge and DG’s Nominee Film & Fine Arts Society	216	9705539957	Muchukunda
10.	<b>Sri. V. Srinivas,</b> Faculty, TMU – Village Visit Coordinator	360	8008001937	228



<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Intercom Number</b>	<b>Mobile Number/ Landline Number</b>	<b>Room Number</b>
11.	<b>Sri Srinivas Madhav,</b> Consultant, RCU - Class Room In charge	162	9247159343	
12.	<b>Sri Saka Venkateswara Rao,</b> Faculty, CLP – Class Room In charge	377	9248032073	230
13.	<b>Smt. P. Leela Krupa Kumari,</b> Superintendent, Nodal Officer-I	141 / 472	9440777569	231
14.	<b>Sri. G. Shankar,</b> TPC, TMU - Nodal Officer-II	472	9030005772	231
15.	<b>Sri G.Venkat Reddy</b> Manager-IT (Infra)	119	9949392515	106
16.	<b>Smt. Ch. Sirisha</b> Faculty, CIT	151	9573860066	106
17.	<b>Sri G. Madhukar Reddy,</b> TPC, & Transport Incharge	133	9885988079	036
18.	<b>Sri Y.Jatin Swaroop,</b> Network Administrator	119	8125721733	106
19.	<b>Sri B.Bharath Kumar</b> Facilities Executive	338	9966064441	055 (Godavari)
20.	<b>Sri K.Mahesh</b> Facilities Executive	198	8106966617	107
21.	<b>Sri R. Nagaraj</b> Facilities Executive & Overall in-charge of Officers' Mess	198	9677757539	107

<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Intercom Number</b>	<b>Mobile Number/ Landline Number</b>	<b>Room Number</b>
22.	<b>Sri. V. Shyam Lal</b> Trg Asst. – FC Secretariat	472	9652528865	231
23.	<b>Sri. K. Nataraj,</b> Trg. Asst. – FC Secretariat	472	9908815114	231
24.	<b>Sri K. Nanda Kishore,</b> Sr. Steno., - FC Secretariat	472	6305302043	231
25.	<b>Sri B. Srinivas</b> Asst. Librarian-Grade II	116	9948160832	Cellar (Admin Block)
26.	Godavari Hostel - Reception	353	9248005306	

NOTES


**NOTES**  
**(Contd..)**




**Dr. MCR HRD 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.”



**Dr. MCR HRD  
Institute of Telangana  
Campus Layout**

1. Admin Block
2. Godavari Hostel
- 2a. Ladies Gym
- 2b. Dispensary
- 2c. Barber
- 2d. Ruchi Dining Hall
3. Manjeera Guest House
4. Arjuna Arcade (parking)
5. Tungabhadra Block
- 5a. Pushti & Trupti Dining Halls
6. Muchkunda Block & Center For Telangana Studies
7. Centre For Sustainable Development Goals
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. CGG E-dev. Centre
22. CGG Staff Qtrs
23. HRD Staff Qtrs
24. CGG Office
25. Ayush Clinics
26. Atm / Chai Kahani / Vijaya Dairy Parlour



\* not to scale