



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

Course Manual

**ITEC- Capacity Development Course on
Digitalization & Human Resource Management (HRM) for
Mid-level Tanzanian Civil Servants**

13th to 25th October, 2025

(Sponsored by the Ministry of External Affairs, Govt. of India)

Let the Flags of India and Tanzania

Keep Flying High



*The friendship between India and Tanzania has been
characterized by mutual respect, solidarity,
and a shared commitment to promoting
peace, stability, and prosperity*

From the Vice Chairman & Director General's Desk



Dear Delegates

It is my privilege to extend a warm and heartfelt welcome to all the esteemed Mid-level Tanzanian Civil Servants to our Institute for the ITEC Training Programme on Capacity Development Course on Digitalization and Human Resource Management (HRM). I warmly greet each one of you as you embark on this enriching journey of learning and professional development in the heart of Hyderabad, India.

India and Tanzania share a long-standing and friendly relationship, rooted in shared values of democracy, mutual respect, and cooperation. Our bilateral partnership continues to grow stronger through collaboration in diverse fields such as education, healthcare, trade, and technology. This training programme stands as a testament to India's commitment to strengthening human resource capacity and promoting digital transformation across developing nations.

In today's rapidly evolving world, digitalization and human resource management have become key drivers of organizational efficiency, transparency, and innovation. As civil servants, your role in integrating digital tools into governance and ensuring effective human resource practices is vital to building responsive, citizen-centric institutions.

I encourage you to actively participate in all the sessions, share your valuable experiences, and engage with diverse perspectives presented during this course. This platform offers a unique opportunity to exchange knowledge, explore best practices, and develop innovative strategies that can contribute meaningfully to public service delivery in your home country.

I trust that your stay at the Dr. MCR HRD Institute of Telangana will be both academically rewarding and culturally enriching. May you take back not only new insights and professional skills but also fond memories of Hyderabad's warmth, hospitality, and heritage.

I wish you all a productive, inspiring, and memorable learning experience.

Best wishes,

A handwritten signature in blue ink, appearing to read 'Santhi Kumari'.

Santhi Kumari, IAS

Vice Chairman & Director General
Dr MCR HRD Institute of Telangana

October 13th, 2025

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THE COURSE DIRECTOR



Dr. Madhavi Ravulapati, MA, LLM, PhD (Law), Professor & Head-Centre for Law & Public Administration (CLP), Dr. MCR HRD IT has 25 years of experience in Legal Academics including 10 years in Training. She holds a Doctorate in Law & Post Graduate Degrees in Law & Sociology. She was an Associate Professor of Law & Head-Department of Law, Telangana University. She was also Associate Dean, ICFAI School of Law. has authored three books titled 'Domestic Violence', 'Interpretation of Statutes' & 'Death with Dignity - a delusion of dilemma', co-authored a book titled "Telangana- Land & People Vol- I, II & III", edited a book titled 'Human Security Faultlines - a contemporary discourse'.

Dr. Madhavi presented around 45 research papers at National and International conferences including seminars and has published 45 research papers in journals of national & international repute. Currently, she is guiding 3 Ph.D research scholars in Law and an external examiner for Ph.D Thesis evaluation for reputed Universities.

She has developed e-modules on Criminal Procedure Code for University Grants Commission, Ministry of Human Resource Development, Government of India & on Criminal Law for Andhra Pradesh Police Department (CID). She has also developed e- content on Right to Information Act & Swachha Bharat Abhiyan for University Grants Commission to train the Faculty in Public Policy through SWAYAM Platform organized by the Department of Public Policy, Law & Governance, Central University of Rajasthan, Government of India.

Dr. Madhavi is a Resource Person in Law subjects for Foundation Courses for All India Services & Central Civil Services Officers, Military Engineer Services, Group 1 Services Officers of Telangana State and various other courses conducted at MCRHRDI.

Dr. Madhavi has been associated with all flagship programs of MCRHRDIT and proffered services for 14 Foundation Courses for AIS & CCS Officers as Associate & Additional Course Director since 2014.

Dr. Madhavi was the Course Director for Special Foundation Course for All India & Central Civil Services Officers, 2023 & 2024 and Foundation Course for Military Engineer Service Officers, 2024. She is a visiting Professor in Law for reputed Global & National Universities, Institutes, Academies and Organizations.

Dr. Madhavi has conducted Nine Indian Technical and Economic Cooperation (ITEC) Sponsored by Ministry of External Affairs -Training Programmes on "Journalism & Public Relations, Media Management and Entrepreneurship – Creating Successful Startups for the Officers, Journalists & Media Professionals from South Africa, Vietnam, Srilanka, Guyana, Suriname, Tanzania, Nepal, Bangladesh, Tajikistan, Ethiopia, Kenya, South Sudan, Mozambique, Uganda, Tunisia, Sierra Leone, Lesotho, Trinidad & Tobago, Chile, Russia, Lebanon, Cote d'Ivoire, Zimbabwe, Nigeria, Gambia, Senegal, Liberia, Ghana, Jamaica, Panama, Ecuador, Jordan, Iraq, Palestine, Armenia, Uzbekistan, Egypt, Thailand, Zambia, Namibia, Mauritius, Cuba & Dominican Republic and ITEC-Capacity Development Course on Foreign Trade & Investment for Commercial Diplomats from Egypt.

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 ITEC Training Programmes on "Journalism & Public Relations, Media Management and Entrepreneurship – Creating Successful Startups for the Officers, Journalists & Media Professionals from South Africa, Vietnam, Sri Lanka, Guyana, Suriname, Tanzania, Nepal, Bangladesh, Tajikistan, Ethiopia, Kenya, South Sudan, Mozambique, Uganda, Tunisia, Sierra Leone, Lesotho, Trinidad & Tobago, Chile, Russia, Lebanon, Cote d'Ivoire, Zimbabwe, Nigeria, Gambia, Senegal, Liberia, Ghana, Jamaica, Panama, Ecuador Jordan, Armenia, Thailand, Palestine, Zambia, Iraq, Mauritius, Cuba, Dominican Republic, Namibia and Uzbekistan and ITEC-Capacity Development Course on Foreign Trade & Investment for Commercial Diplomats from Egypt (Sponsored by Ministry of External Affairs, Government of India) during the financial years 2024-'25 and 2025-'26.

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)

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 68th SKOCH Summit held on November 30th, 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. Samriddhi Journal:

The Institute publishes a Bi-annual online journal Samriddhi 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.

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.

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 delegates 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 delegates will be staying at Godavari Hostel, which is a fully air- conditioned facility. For any assistance relating to Laundry, Self-operating Washing Machines, Purified Drinking Water, Malfunctioning of Geyser / TV / Telephone, etc., the delegates may contact the reception at Godavari Hostel. The staff at the reception is available round-the-clock.



II. Catering & Mess Services

Catering at the Institute is provided by a contracted agency. Spacious dining halls are provided for the delegates. Nutritious and good quality food is served to the delegates.



Services & Timings:

Breakfast	7.30 a.m. to 9.00 a.m.
Tea / Coffee Break	11.20 a.m. to 11.40 a.m.
Lunch	1.30 p.m. to 2.30 p.m.
Afternoon Tea / Coffee	4.20 p.m. to 4.35 p.m.
Dinner	8.00 p.m. to 9.00 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,



Badminton Court



Billiards



Tennis Court



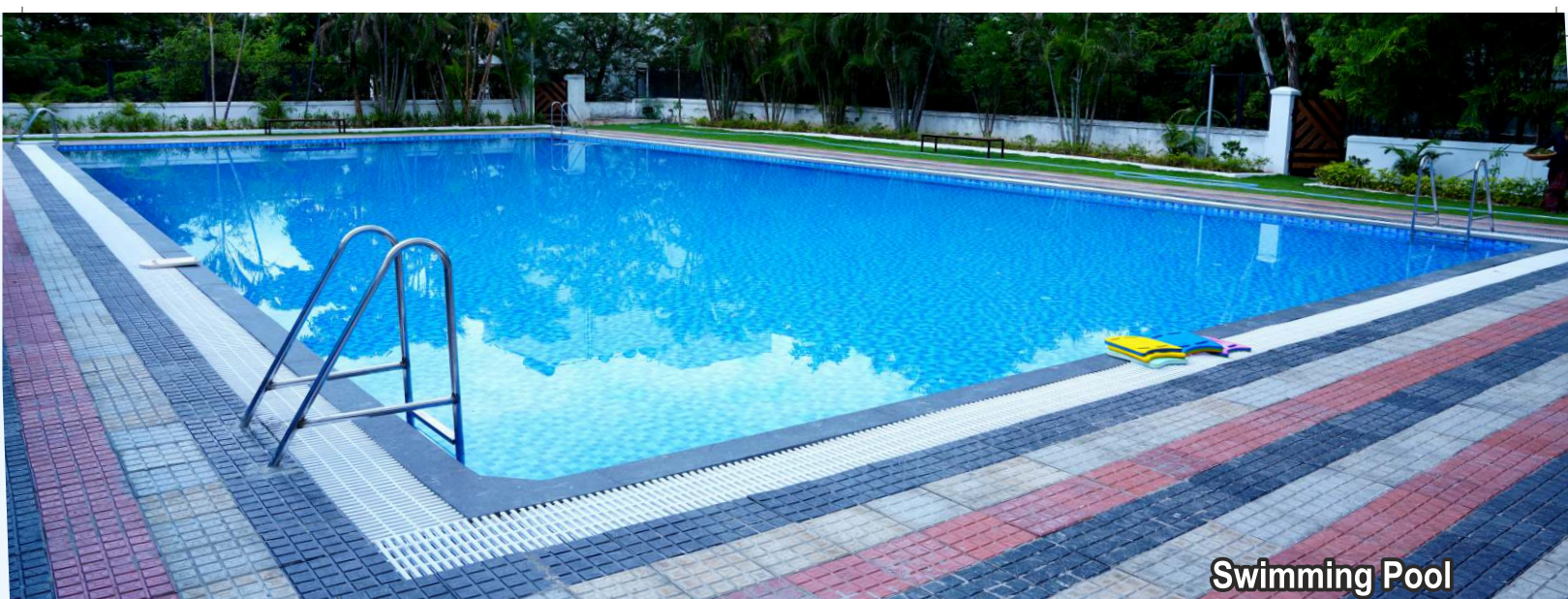
Modern Gym



Football Court



Volleyball Court



Swimming Pool

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 delegates 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 delegates 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 delegates will extensively utilize the library facility during their stay on the campus.

VI. Computer Facilities

The delegates can use computer facilities available at Room Numbers 104 & 105, Admin 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. WhatsApp Group

An exclusive WhatsApp Group, namely, ITEC-HRMTanzania 2025-26@MCR, has been created for disseminating information relating to the program among the delegates.

VIII. Website

The delegates can access “ITEC-Capacity Development Course on Digitalization and Human Resource Management (HRM) for Mid-level Tanzanian Civil Servants” Webpage for Course – related information, including List of Delegates, Course Manual, Course Planner, Session plan, Course Images etc.

IX. Internet Access

To access free Wi-Fi in Godavari Hostel, select MCRHRD-Wi-Fi in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free Wi-Fi access. For any help, the delegates may contact the IT Support Team. (Details provided at point no. VI)

X. Health Care

The delegates 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 Tungabhadra block.

Unani, Ayurveda, Homeopathy & Naturopathy

In case of emergency delegates will be taken to nearby hospital. Medical Emergency vehicle is available

For emergency health care, the delegates may contact the following officers:

- i. Dr. K. Suresh Kumar, Faculty, CLP (Mobile: 9948119421)
- ii. Sri B. Bharath Kumar, FE (Mobile No.9966064441)

XI. Vijaya Parlour, Indira Mahila Canteen & ATM

The Vijaya Dairy Parlour and Indira Mahila Canteen 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.



ITEC- Capacity Development Course on Digitalization and Human Resource Management (HRM) for Mid-level Tanzanian Civil Servants (13th to 25th October, 2025)

1. Introduction

Digital HR is transforming the human resources landscape, ushering in new levels of efficiency, accuracy, and strategic impact. By integrating innovative technologies and streamlined processes, Digital HR enables HR professionals to manage their responsibilities more effectively. This shift allows them to concentrate on what truly matters: supporting employees and contributing to overall organisational success.

Through the use of digital tools, organisations can access and monitor critical information in real time. This data-driven approach facilitates informed decision-making and enhances their ability to attract and retain top talent in a competitive market.

Digital transformation is a continuous process requiring a conducive policy environment to support the Civil Servants in integrating technologies into every aspect of the governance. Govt. officers would therefore need to understand the power of digital transformation in creating innovative Human Resource Management, increasing operational efficiency and enhance the satisfaction common populace. This would facilitate the formulation of policies and design of incentives to empower Civil Servants to leverage this technology for data-driven decision making, in a rapidly evolving digital World.

This Course has been designed for Government officers and policy making staff involved in formulating policy framework for creating an ecosystem that supports Digitalization. This Course would focus on the design of special schemes and policy incentives to support and promote digital transformation in HRM.

2. Importance of Digitalization and Human Resources Management (HRM)

The Capacity Development Course on Digitalization and Human Resource Management (HRM) is of importance to Govt. officers of Tanzania for the following reasons:

Increased Efficiency – This Capacity Development Course provides the Knowledge and skill in Automation of Routine Tasks as Digital HR solutions streamline repetitive processes such as onboarding, benefits enrollment and time tracking. By automating these tasks, HR teams can redirect their efforts toward more strategic, high-priority initiatives. Automation significantly minimizes the risk of errors in data entry, calculations and record-keeping. This leads to greater accuracy, compliance and overall reliability in HR operations. This improves data accessibility, enhances collaboration across departments, and reduces time spent searching for critical information.

- **Economic Development:** Tanzania is facing challenges in driving economic growth due to the remoteness and limited resources. Digitalization can drive economic growth by, generating employment, increasing investment and fostering a culture of innovation. This Capacity Development Course would provide the skills and knowledge needed to formulate policies for promoting the Digitalization thereby contributing to GDP growth.
- **Digital Transformation:** In this Capacity Development Course, Govt. officers can understand the importance of adopting digital technologies. This would lead to higher

productivity and optimum utilization of Human & other Resources.

- Provides data-driven decision-making: Digital HR solutions provide HR staff with real-time insights into HR processes and employee data. This makes it possible for more accurate, data-driven decision-making.

3. Need of the Course:

- Policy framework for promoting digitalization to achieve economic growth** – Government officers and policy making staff need to understand the linkages between policies for digitalization and creating successful and sustainable governance.
- Policy and technical support for digital transformation** – Government officers and policy making staff need to enhance their awareness of the digital transformation and support this through policy measures and technical support.
- Technical and Financial Assistance for Capacity Building** – Government officers and policy making staff need to provide technical and financial assistance for capacity building.
- Formulation of incentive schemes for promoting digitalization** – The Government officers and policy making staff would need to develop skills in formulating incentives for digitalization to better the HRM.

4. Objectives of the Course:

The Capacity Development Course on Digitalization and HRM has been conceptualized to achieve several objectives that are specific to the needs of the Tanzania. The objectives of the Course are:

- To use technology to modernize & optimize Human Resources Functions
- To gain insights into automating processes
- To formulate policy framework to facilitate Digitalization

- To identify policy measures and technical support schemes to facilitate the digital transformation in HRM.
- To utilize data analytics to gain insights into employee performance, engagement & trends.
- To develop technical & financial assistance schemes for capacity building of employees.
- To leverage social media for recruitment, engagement & communication
- To facilitate the development of Digital platforms to support services.

5. Beneficial Outcomes of the Course:

This Capacity Development Course has been designed to provide the participants with the knowledge and skills necessary to provide policy support to promote digitalization in HRM in the Tanzania. The emphasis will be on imparting application-oriented knowledge with practical insights from policy experts and academicians. The participants will also gain insights from global best practices in digital transformation and HRM techniques.

The Course would also provide an opportunity for the participants to exchange experiences and network with global experts and work on group projects. The participants would be able to carry forward the learning achieved in the Course by developing action plans for digital transformation and HRM in Tanzania.

6. Methodology:

The course will be delivered using a combination of methodologies to ensure effective learning and engagement. Details on the different methodologies used for delivering the course are given below:

- Lectures and Presentations:** Expert-led lectures and presentations will cover functional knowledge and key concepts in Digital HRM technics. These sessions will provide a structured learning environment where participants can grasp complex concepts and ask questions to deepen their understanding.

- b) **Case Studies:** Real-world case studies will be used to illustrate policy formulation to promote HRM and Digital transformation. By examining successful (and unsuccessful) policy implementation, participants will gain insights into practical challenges and solutions, preparing them to apply these lessons in their own work.
- c) **Guest Speakers:** Industry experts and regulatory officials will be invited as guest speakers to share their experiences and perspectives. These sessions will provide participants with valuable insights into current trends, best practices and regulatory considerations in promoting and facilitating digital transformation.
- d) **Field Visits:** Field visits to startups, innovation hubs, and regulatory agencies will provide participants with first-hand exposure to the digital ecosystem. participants will have the opportunity to interact with successful stakeholders, observe digital transactions in action and gain a deeper understanding of the regulatory environment.
- e) **Assessments:** Regular assessments will be used to evaluate participants' understanding and retention of course material. These assessments will provide participants with feedback on their progress and help identify areas for further learning and improvement.
- f) **Group Projects:** Participants will also be invited to share specific problems or challenges being faced by their respective Governments which can then be attempted to be solved with collaboration from other course participants and faculty. By working together, participants will learn from each other's experiences and perspectives, fostering a collaborative and innovative learning environment.

By using a variety of delivery methods, the course can cater to different learning styles and ensure that participants gain a comprehensive understanding of fintech and its applications in government.

It is envisaged that the interactions of the participants with the experts from India and sharing of information relating to best practices will promote an overall understanding of the subject. The Capacity Development Course would contribute to achieving multiple beneficial outcomes in terms of building goodwill, mutual understanding and promote bilateral relations between India and the partner-countries.



Important Instructions

I. Expectations from the Delegates

Good manners and etiquette lend confidence and charm to any 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 delegates are requested to go through this set of instructions and use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

a. Punctuality

Punctuality forms the basic fulcrum around which discipline revolves. The delegates to reach the venue of any scheduled event, academic or otherwise, five minutes ahead of time and will be seated in their allotted place / position at least two minutes before the event. The delegates to not give any occasion to remind of it during the Course.

b. Behavior

Highest standards of befitting behavior and decorum are expected, both inside and outside the Institute. The delegates to be courteous and well-mannered towards each other, with the Institute staff & with the Faculty. The delegates are expected to respect cultural dimensions and religious customs.

c. Discipline

The delegates to follow the accepted norms of behaviour in letter and spirit. Indiscipline, lack of punctuality, discourteous behaviour and inappropriate conduct will invite disciplinary measures.

d. Participation

What delegates get out of the course depends a lot on what they put into it. The delegates to participate fully in all the activities that make the course and to be polite and considerate to all others present.

e. Attire

The delegates to be appropriately attired for every occasion.

II. Conduct in Class

- The delegates are requested to be attentive and conduct themselves with due regard towards the Speakers and the fellow delegates. Questions addressed to Speakers should be clear, precise, and polite.
- Talking or whispering during a lecture not only disturbs the Speakers but other delegates also.
- Effective listening is an art and essential as a matter of courtesy to the Speaker as well as their colleagues. Remember, there is nothing that cannot wait till the end of the class.
- No eatables and beverages may be used inside classrooms.

III. Conduct in Hostels

- Shouting, loud music, noisy parties / revelry etc. must be avoided in the Hostels 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.

IV. Dining Hall Etiquette

- Dress code for dining hall is casual attire unless otherwise indicated by the Course Team.
- The delegates are requested to be polite to dining hall staff. They are requested to desist from using intemperate language while requesting for any item etc.

V. General Conduct

- Consideration for the feelings of others should be a dominant concern. Conduct should be such so as to instill confidence and trust amongst fellow-delegates.
- Redressal of grievances, if any, should be sought within the Institute. The Course Team shall be the first level for grievance redressal. A representation to any authority outside the Institute, or venting out grievances on social media, without going through the proper channel, should be avoided.

VI. Daily Session Timings

- The delegates are advised to attend the sessions, as per the timelines, with a high degree of importance.

Time Starts	Activities
6.30 a.m. - 7.30 a.m.	Morning Activity (Yoga)
09:30 a.m. - 11.00 a.m.	Session-I
11.00 a.m.- 11:30 a.m.	TEA BREAK
11:30 a.m. - 1:00 p.m.	Session-II
1:00 p.m. - 2:00 p.m.	LUNCH
2:00 p.m. - 8.00 p.m.	Field / Study Visit

VII. Feedback

The delegates 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.mcrrdi.gov.in/auth/login.aspx> The user-id is the Mobile Number of the delegates and default password is "MCR123#" or "MCR123". It is advisable to change the default password after the first log-in.

In addition, on the last day of the program, the delegates need to fill in the Course Evaluation Questionnaire on the online feedback portal.

VIII. Identity Cards

- The delegates are issued identity cards for the duration of the Course. The identity card has to be carried by the delegates at all times, both within and outside the campus.
- The identity cards must be clipped onto shirts, pullovers, jackets, etc., as the case may be. It is compulsory to display the cards during working hours, in classes, in the mess, and on all occasions.
- Entry into the campus shall be permitted by Security only after identity card is presented.

IX. Dress Code

Class Room

- **Gentlemen:** Black or white 2 or 3-piece Lounge Suit (preferably in dark colors) with necktie and formal shoes / formal dress of Tanzania.
- **Ladies:** Western Business Suit and full sleeves formal shirt and formal shoes or Sandals / formal dress of Tanzania.

Yoga

- The Institute's T-shirt (will be provided on arrival), White Socks and Sports Shoes for Yoga and sports activities
- A pair of good quality jogging / running shoes with adequate cushioning is recommended

Cultural Evening

- Costumes that are unique to Tanzania

The Course Team

Sl. No.	Name	Designation	Mobile No.
1	Dr. Madhavi Ravulapati	Professor (I/c), Head – Centre for Law & Public Administration Course Director	9959614546
2	Dr. K. Suresh Kumar	Faculty, CLP & In charge Class Room & Nodal Officer	9948119421
3	Ms. N. Nirmala	Administrative Officer In-charge Medical Emergencies	8977784568
4	Ms. V. Jyothi	General Manager (Facilities & IT) and Head-CIT	9248032098
5	Mr. G. Venkat Reddy	Manager-IT	9949392515
6	Mr. B. Bharath Kumar	Facilities Executive (Accommodation)	9966064441
7	Mr. R. Nagaraj	Facilities Executive (Food)	9677757539
8	Mr. Mahesh	Facilities Executive (Class Room)	8106966617
9	Mr. Y. Jatin Swaroop	Network Administrator	8125721733
10	Mr. P. V. Sandeep Kumar	Senior Steno., PA to Head-CLP & Course Director	8686210692
11	Mr. Syed Mahmood Faiyaz Mehdi	Class room Assistant	9963597082
12	Godavari Hostel	Receptionist	9248005306



Tentative Course Planner

Date	Activities
Day-1 (13.10.2025) Monday	Registration & Course Overview
	Inaugural Session
	Ice-Breaking
	Visit to TG Secretariat, Dr. B.R. Ambedkar Statue, Lumbini Park and Boating @ Hussain Sagar
Day-2 (14.10.2025) Tuesday	Digital HR Tools & Platforms - Digital HR Adoption in Various Developed and Developing Countries
	Group Photo with VC & DG
	Visit to Old City, Hyderabad (Charminar, Mecca Masjid, Lad Bazar, Chowmahalla Palace etc.)
	Cultural Program followed by Dinner hosted by the VC & DG
Day-3 (15.10.2025) Wednesday	Vision and Mission of Organisation
	Public Relations in Organisation
	Study Visit to T-Hub & T-Works
Day-4 (16.10.2025) Thursday	Ethics, Leadership & Governance, Changing Landscape of Leadership and Ethics in Digital Era
	Diversity, Equity and Inclusion (DEI)
	Study visit to Tribal Welfare Museum & e-Schools Central Studio
Day-5 (17.10.2025) Friday	Role of Social Media in Talent Acquisition and Recruitment Strategies
	Employee Engagement and Retention
	Study Visit to Microsoft / Google / Deloitte, Hyderabad
Day 6 (18.10.2025) Saturday	Visit to Cultural Sites: Warangal District (Heritage Sites recognized by UNESCO), Ramappa Temple, Boating @ Laknavaram Lake and 1000 Pillar Temple)
Day-7 (19.10.2025) Sunday	(Rest Day)

Day-8 (20.10.2025) Monday	Digital Transformation
	Change Management and Organizational Development
	Visit to Golconda Fort and Sound & Laser Show
Day-9 (21.10.2025) Tuesday	Global Best Practices of Talent Acquisition and Recruitment Strategies
	Upskilling and Reskilling - Integrating AI into Training and Development programs
	Study Visit to Healthcare Management @ Nizam's Institute of Medical Sciences (NIMS), Hyderabad
Day-10 (22.10.2025) Wednesday	Field Visit to Pochampally–a Telangana Handloom
Day-11 (23.10.2025) Thursday	Global Trends in Human Resource Management (with special focus on Compensation Management)
	Human Resource Management - Key competencies and Case studies on HRM Practices
	Field visit to Salar Jung Museum
Day 12 (24.10.2025) Friday	Visit to Ramoji Film City, Hyderabad
Day 13 (25.10.2025) Saturday	Mental Health & Wellbeing at Work – A Global Approach
	Finance for HR Professions
	Creating a respectful and safe working place for Female employees
	Innovative Schemes in India for the Development and Welfare
	Course Evaluation & Valedictory Ceremony
	Shopping @ Shilparamam
Day 14 (26.10.2025) Sunday	Return Journey



40 Years
Celebrations
Commemorative Sculpture - 2016

