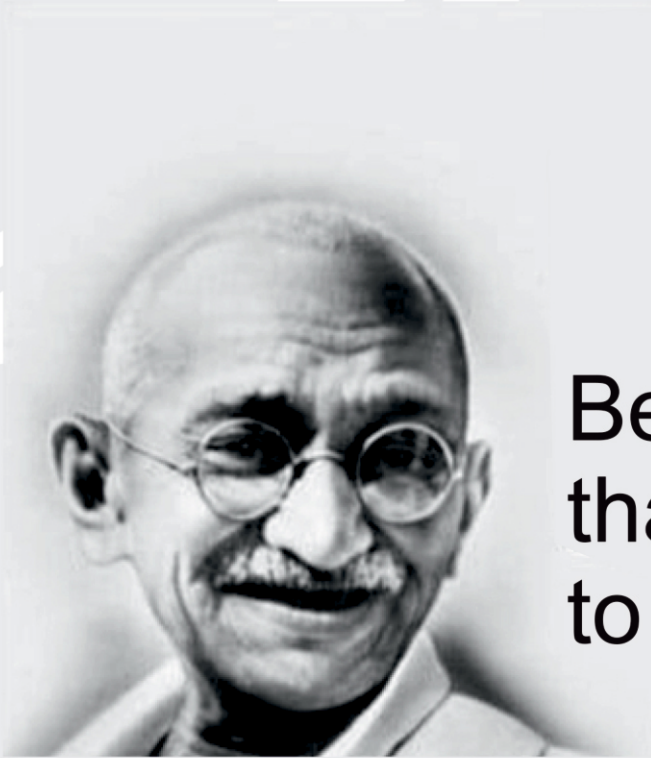


**Dr. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA**

Course Manual

**Combined Foundation Course for
Group – II Service Officers of Telangana
August 31st to September 19th –2026 (Batch II-A)**



Be the Change
that you want
to see in the world

— *Mahatma Gandhi*

From the Vice Chairperson & Director General's Desk



Dear Officer Trainees,

A warm welcome to you all.

Your selection to the prestigious Group II Services marks the beginning of a challenging and rewarding career in public service. As future leaders of the State administration, you will play a vital role in governance and socio-economic development of the state.

Telangana's strong commitment to inclusive development and social justice places upon you the responsibility to uphold constitutional values, ensure equity and fairness in administration and serve the people with empathy, professionalism and transparency.

Your unwavering commitment to probity, impartiality and ethical decision-making—particularly in complex and demanding situations—will determine the credibility of public institutions and sustain citizens' trust in the administration.

Effective governance is ultimately founded on public trust. Your decisions, conduct and responsiveness as civil servants will shape citizens' confidence in the State. You are therefore encouraged to adopt a citizen-centric approach, promote efficiency and innovation in service delivery, and ensure that government programmes result in tangible and meaningful outcomes at the grassroots level.

It is in this context; the Foundation Course has been designed. Through academic inputs, field exposure and interactive learning, the programme aims to equip you with the knowledge, skills, leadership capabilities and ethical grounding required for effective, responsive and people-centric governance.

I wish you a meaningful and enriching Foundation Course and a successful career dedicated to delivering good governance and improving the quality of life of the people of Telangana. I congratulate you on your meritorious selection and warmly welcome you to the noble service of the State.

May the words of the Father of the Nation guide and inspire you throughout your public service:

“The best way to find yourself is to lose yourself in the service of others.”

— Mahatma Gandhi

With best wishes,

(Santhi Kumari, IAS)

*Vice-Chairperson & Director General
Dr. MCR HRD Institute of Telangana*

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Course Director



Prof. (Dr.) Madhavi Ravulapati, M.A., LL.M., Ph.D. (Law), Professor & Head, Centre for Law & Public Administration (CLP) is a distinguished legal academician, researcher, trainer, and resource person with over 25 years of experience in legal education and more than a decade of expertise in training and capacity building.

Prior to her present assignment, Prof. Madhavi served as Associate Professor of Law and Head, Department of Law, Telangana University, and Associate Dean, ICFAI School of Law. Her professional expertise spans legal education, public administration, public policy, legal interpretation, criminal law, human rights, curriculum development, and capacity building.

Prof. Madhavi, an accomplished author and researcher, has authored four books, namely Domestic Violence, Interpretation of Statutes (two editions), Death with Dignity – A Delusion of Dilemma, and Interpretative Dynamism in Modern Law, also co-authored the three-volume work Telangana – Land & People and edited Human Security Faultlines – A Contemporary Discourse.

She has presented approximately 45 research papers at national and international conferences and published around 45 research papers in reputed journals. She currently guides Ph.D. scholars in Law and serves as an external examiner for doctoral theses at reputed universities.

She has made significant contributions to technology-enabled legal education, developing e-modules and e-content on subjects including the Criminal Procedure Code, Criminal Law, the Right to Information Act, and Swachh Bharat Abhiyan for initiatives of the UGC, Government of India, and other public institutions.

A prominent resource person and trainer, Prof. Madhavi contributes extensively to Foundation Courses and capacity-building programmes for All India Services, Central Civil Services, Telangana State Group-I and Group-II Services, Military Engineer Services, and other professional groups. Since 2014, she has served as Course Director and Additional Course Director for 14 Foundation Courses for AIS and CCS Officers, in addition to directing several specialised foundation programmes.

Prof. Madhavi also plays a significant role in international capacity building as coordinator for the Indian Technical Economic Cooperation Programme (ITEC) of the Ministry of External Affairs, Government of India. She conducts ITEC programmes covering areas such as journalism and public relations, media management, entrepreneurship, start-ups, foreign trade and investment, and digitalisation and human resource management. Her programmes have benefited diplomats, civil servants, journalists, media professionals, and other participants from numerous countries across Asia, Africa, Europe, Latin America, and the Middle East.

She is also a Visiting Professor in Law at several reputed national and international universities, institutes, academies, and professional organisations.

With her extensive experience across legal scholarship, teaching, public administration, civil services training, public policy, and international capacity building, Prof. Madhavi has established herself as an accomplished professional committed to advancing legal education, strengthening institutional capacity, and contributing to effective governance and human-resource development.

THE COURSE TEAM

<i>S.N</i>	<i>Names of Course Team Officer/ Faculty</i>	<i>Responsibility Assigned</i>
1	Prof. (Dr.) Madhavi Ravulapati Professor & Head-CLP	Course Director
2	Dr. K. Suresh Kumar, Faculty, CLP	Course Coordinator (Academics)
3	Sri V.Srinivas, Jr. Faculty, TMU	Course Coordinator (Non-Academics)
4	Smt. Madhavi Krishnamoorthy, Head-CFE & Joint Director (AcTw)	Controller of Examinations
5	Smt. N. Nirmala, Administrative Officer	Medical Facilities & Emergencies and Transport Arrangements
6	Sri. M Madhava Charya, Accounts Officer	Accounts Officer
7	Smt. V. Jyothi, GM (Facilities)	Facilities & Accommodation
8	Sri H.Arun Kumar, IAS (Retd.) Head - CIT & General Manager (i/c), IT	IT & Technical Team
9	Sri G.Shanker, Asst. Registrar, TMU	Nodal Officer
10	Sri Basanta Kumar Junior Assistant (Sports I/C)	Morning Activity & Sports (i/c):

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 Combined 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 also conducts Indian Technical and Economic Cooperation (ITEC) Training Programs, Sponsored by Ministry of External Affairs, GoI. The Themes of the training programs includes "Journalism & Public Relations", Media Management, Entrepreneurship – Creating Successful startups, Foreign Trade & Investment, etc. for the delegates from South Africa, Vietnam, Sri Lanka, Egypt, Guyana, Tanzania, Nepal, Bangladesh, Ethiopia, Kenya, Russia, Ghana, Thailand, Mauritius etc.,

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 Combined 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 Four issues over the past two years.

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.

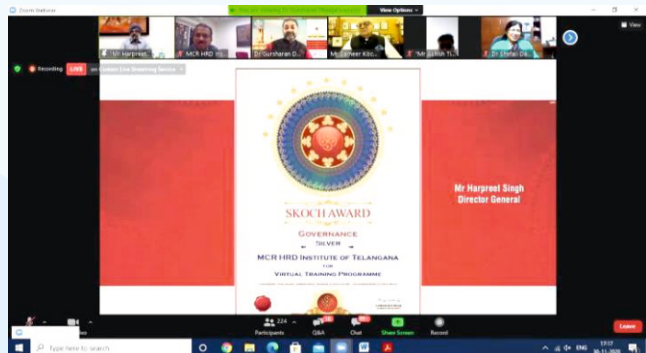
7. Our Commitment:

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.



CHAPTER-II

Facilities at the Institute

The Institute offers excellent training facilities and comfortable stay on its sprawling Campus spread over 33 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. The dining arrangements for Officer Trainees have been made at Ruchi Dining Hall, Godavari Hostel, Ground Floor.



Services & Timings:

Breakfast	07.30 a.m. to 09.00 a.m.
Tea / Coffee Break	11.00 a.m. to 11.15 a.m.
Lunch	01.15 p.m. to 02.15 p.m.
Afternoon Tea / Coffee	03.15 p.m. to 03.30 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, Football 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, 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. Sri G. Bala Showri, Manager, IT (Mobile: 7013327136).



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 & Whatsapp

A group e-mail address for the Officer Trainees, namely, fcgroupiia2026@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 Combined Foundation Course Webpage for Course – related information, including Course Manual, Syllabus, Course Planner, etc. by using URL <https://mcrrdi.gov.in/2026/Group2%20Batch%202A/index.html>

IX. Whatsapp Group

An exclusive WhatsApp Group in the name of MCRHRD_GROUP-II(Batch II-A), has been created for disseminating information relating to Combined 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). Comprehensive Medical Support, Ayush Wellness center available near Tungabhadra Block. In case of emergency the OTs will be taken to nearby hospital. Medical Emergency vehicle will be available round the clock. For emergency health care, the Officer Trainees may contact the following officers:

In case of Medical Emergency Please Contact:

- i. Smt. N. Nirmala, Admn. Officer
(Mobile No. 8977784568)
- ii. Sri Vadla Srinivas, CC (Non-Academics)
(Mobile No.: 8008001937)
- iii. Sri G.Shanker, Nodal Officer
(Mobile No: 9030005772)
- iV Sri B. Bharath Kumar, Facilities Executive
(Mobile No.9966064441)

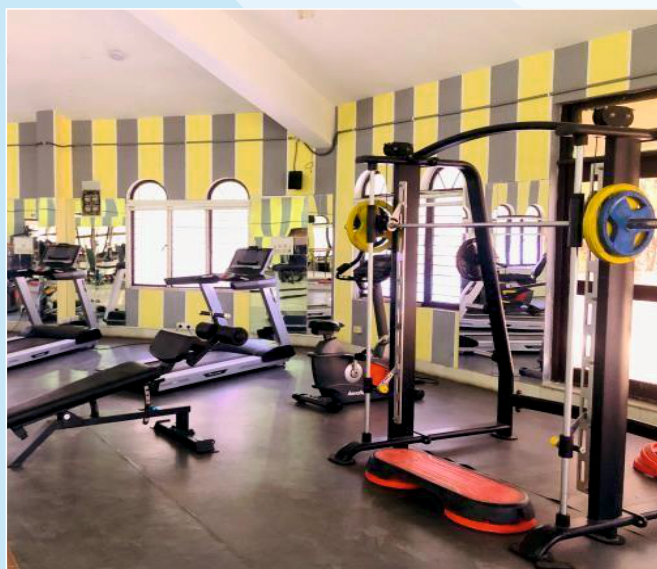
XIII. Vijaya Parlour, Indira Mahila Shakti Canteen, & ATM

The Vijaya Dairy Parlor and Indira Mahila shakti canteen remain open from 08.30am to 09.30pm,



In IMS Canteen cosmetics like soap, toothpaste, toothbrush etc. are available

The ATM Facility is available at Ground Floor of Godavari Hostel (Ground Floor) and adjacent to Vijaya Dairy Parlor.



Chapter-III

Combined Foundation Course for Group – II Service Officers of Telangana

August 31st to September 19th –2026 (Batch II-A)

1. Introduction

Through this Foundation Course 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. Further, in a major thrust towards digitalization and the whole of government approach strives towards, fostering esprit de corps among different services represented in the course is one of the vital deliverables of this Foundation Course. The course is so structured that group-based experiential learning, shared activities and experiences foster the emergence of lasting, informal bonds of camaraderie that helps Officers in navigating across institutional silos and layers of government to deliver greater efficiency and impact. The Combined 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 Combined Foundation Course aims at broadening horizons of thought and action

for young civil servants who must think global and act local to be effective and bring about sustainable change.

2. Course Objectives

The objectives of the Combined Foundation Course are:

- To orient the Officer Trainees to the administrative, social, economic and political environment of the state.
- To make Officer Trainees aware of the challenges and opportunities within the Government Services.
- To promote overall development of personality traits (intellectual, moral, physical, and aesthetic) of the Officer Trainees.
- To foster greater coordination among the members of different departments by building esprit de corps.

3. Course Design

The Combined 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.

The Combined Foundation Course follows a modular structure for the delivery of inputs on domain, functional and behavioral competencies. The on-campus modules are interspersed with village immersion activities, Study & Field visits viz visit to Residential Schools, SHG Groups etc. Outdoor activities like Sports, Swimming, PT/Yoga etc. are an integral component of Course Design.

4. Academic Inputs

Academic inputs in the Combined Foundation Course would largely be covered under seven (7) broad core areas.

Sl. No.	Module
1.	Office Procedures
2.	Service Matters
3.	Financial Rules
4.	Law and Legal Matters
5.	Behavioural Competencies
6.	ICT
7.	Study/Field visits

a) Office Procedures & Service Matters:

The Officer Trainees will be exposed to office procedures, noting & Drafting, Fundamental Rules, State & Subordinate Service Rules, Conduct Rules, Leave Rules etc.

b) Financial Rules: Officer Trainees will be exposed to the Financial Code, Accounts Code, Budget Manual, Loans & Advances, Responsibilities of DDOs, Treasury code etc.

c) Law and Legal Matters:

Officer Trainees will be exposed to the concepts of rule of law, principles of natural justice, substantive and procedural laws of

the land, legal structure, Handling Court Cases & Writing Parawise Remarks etc., which form the basis for all governmental functions.

d) Behavioural Competencies:

For developing managerial skills among Officer Trainees, emphasis would be given upon learning of management techniques and methodologies as are relevant in public administration. These will cover areas like Leadership, Motivation, Team Building & Conflict Resolution, Self-awareness, Communication, Project Management, etc.

e) Information & Communication Technology:

The Officer Trainees will be exposed to the use of advanced tools of Artificial Intelligence & Digital Transformation and practical skills to effectively apply AI-driven and digital transformation tools in their professional work, with confidence, familiarity and ease.

5. Modules, Sessions & Timings

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

Sl. No.	Subject	No. of Sessions
1	Office Procedures	14
2	Service Matters	30
3	Financial Rules	08
4	Law and Legal Matters	10
5	Behavioural Competencies	10
6	ICT	10
7	Study/Field visits	26

These sessions are indicative and are subject to minor changes, based upon the exigencies of the Course or the preference of the Course Team.

The session plan for each day will be as follows:

Session (PT/Yoga)	06.30 a.m. - 07.30 a.m.
Recap	09.30 a.m. - 10:00 a.m.
I Session	10.00 a.m. - 11:00 a.m.
Tea Break	11.00 a.m. – 11.15 a.m.
II Session	11.15 a.m. - 12.15 p.m.
III Session	12.15 p.m. - 01.15 p.m.
Lunch Break	01:15 p.m. - 02:15 p.m.
IV Session	02.15 p.m. - 03.15 p.m.
Tea Break	03.15 p.m. – 03.30 p.m.
V Session	03:30 p.m. - 04:30 p.m.
VI Session	04:30 p.m. - 05:30 p.m.

The Officer Trainees will be divided into two sections. The classes for these sections will be held at S. R. Sankaran Hall, 2nd Floor, Admin. Block.

6. 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.

7. Session Moderators

The OTs will be assigned as Session Moderator duties 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.
- If accommodation is required, 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 ensure the presentation of Guest Speaker is pre-loaded in the system so that there is no delay for the speaker to commence the session.
- 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 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 ensure that the Guest Speaker's name plates are ready and placed on the table prior to the lecture.
- To ensure that the arrangement for the car for his / her return journey has been made by the FC Secretariat.

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



- 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.
- 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.



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

8. 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:

<https://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 Combined Foundation Course and goes a long way in enriching its quality.

9. PHYSICAL TRAINING

Attainment of physical fitness is an essential element of an officer's personality. The Course will introduce you to the world of physical wellbeing with a view to ensure that it becomes a part of your daily make-up for the rest of your life. A healthy mind in a healthy body is what we would like to strive for.

The day begins with a mandatory morning activity i.e., PT/Meditation/Yoga from 6.30am – 7.30am (on all working days). No OT will be allowed to stay in hostel room after 06.30 am.

The prescribed dress for PT is Institute T-shirt, white socks and sports shoes.

10. GAMES & SPORTS

The Institute has state of art facilities for various sorts and games like

- Lawn Tennis,
- Badminton,
- Table Tennis,
- Football, besides an international standards swimming pool
- Well-equipped Gymnasium for ladies and gentlemen separately.

Officer Trainees are advised to make optimal use of these facilities. Trainees are encouraged to participate actively in games and sports. OTs

are encouraged to select a sport of their choice and practice it every day for at least one hour.



CHAPTER-IV

Clubs & Societies

Introduction:

Each Club / Society will have an Executive Committee comprising a Secretary and Five members, apart from the Director General's nominees. For conducting 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 'Best Award for Sports' 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 choice 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 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 quizzes, talks, etc. relating to the Club's spheres
- To organize formal and informal get-togethers in association with other clubs & societies:

- 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.
- To Organize various cultural programs during the training period and encourage the fellow OTs to participate actively in various cultural events:

B. Social Service Club

As a responsible officer, every Officer Trainee is supposed to contribute a lot for 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 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.

C. 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 Club publishes a House Journal, carrying articles on various subjects.

DG's nominees for Clubs & Societies

Sl. No.	Club/Society	DG's Nominee
1.	Officers Club (Sports, Cultural, Mess)	Smt. V. Jyothi, GM (Facilities)
2	Social Service Club	Sri Saka Venkateswara Rao, Consultant, CIS
3.	House Journal Society	Sri Srinivas Madhav Consultant, TMU

CHAPTER-V

Code of Conduct

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 *code of conduct* is of immediate relevance for life at the Institute.

It is expected that the Officer Trainees would go through this set of instructions and 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.

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, ten minutes ahead of time and will be seated in the allotted place / position at least five 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 Combined Foundation Course.

Serious violations, including unauthorized absence and habitual tardiness, may lead to a memo and disciplinary action

IV. Behavior

The Institute expects the highest standards of behavior and decorum befitting of an Officer Trainee, both inside and outside the Institute. Officer Trainees to read the Code of Conduct manual and they should ensure:

- No use of electronic gadgets on academic premises marked as no - gadget zones unless permitted.
- Maintain proper turnout.
- Adhere to the professional code of conduct.
- Possession of banned substances such as liquor, cigars etc is strictly prohibited.

V. Discipline Policy

We expect full participation by the Trainees in all activities of the course. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules.

The range of penalties which may be imposed will be in the form of negative marking and / or penalty prescribed relating to Conduct and Discipline, or all. We sincerely hope that no such occasion would arise, which would compel us to resort to such drastic measures.

Some acts of indiscipline include:

1. Turning up late for mandatory session
2. Unauthorized absence from mandatory session
3. Turning up late in class/other scheduled activities/events
4. Unauthorized absence from class/ other scheduled activities/events
 - Conduct/behaviour unbecoming of an Officer (including turnout)
 - Wilful disturbance in class/other scheduled activities (Talking/ unruly behaviour or disturbance/ reading / sleeping)
 - Misbehaviour with the Institute staff

VI. 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

Combined 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.

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

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

Ladies: Saree (Preferably sober colours)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 Phone Policy:

- OTs are strictly instructed not to carry mobile phones to the classrooms as well as to the PT sessions.
- If any OT is found carrying the mobiles it will be Confiscated and will not be returned until the completion of the course
- The Officer Trainees are required to keep their mobile phones in their in safe custody.
- Talking or whispering during a lecture not only disturbs the speakers but other Officer Trainees also.

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.
- Officer Trainees are advised that they are responsible for the safekeeping of their personal belongings.
- The Institute shall not be responsible for any loss or damage arising from improper upkeep of personal belongings by Officer Trainees.

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 Combined 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. Use of single use plastic is prohibited in the campus.
- 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.

- 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.

XIV. Disciplinary Policy

<i>Minor Infraction:</i>	<i>Major Infraction:</i>
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	1. Unauthorized absence from the morning activity. 2. Unauthorized absence from the classroom. 3. Unauthorized use of any gadgets in academic premises. 4. Gross misconduct including social media, conduct violation, and misbehavior 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, reformatory 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.

Note: The Director General Reserve's right to debar for major infraction or any major violation of code of conduct.

CHAPTER-VI

Evaluation & Assessment

I. Breakup of Academic Evaluation

The following table provides the overall breakup of academic evaluation for 250 marks and the marks that they carry.

Sl. No	SUBJECT	MARKS
1	Public Administration, Governance, Ethics & Office Procedures (90 Mins)	100
2	Service Matters, Finance Management, Economics & Law and legal Matters, (90 Mins)	100
3	ICT (60 Mins)	50
	Total	250

The Officer Trainees will have to secure at least 50% marks to pass the examinations in each subject.

In Case any Officer Trainee fails in any of the seven prescribed subjects as mentioned above, the same shall form part of the record and be intimated to his/her cadre controlling authority.

II. Medals and Awards

A Number of Medals will be awarded to the Officer Trainees who excel in various activities in the institute, viz.

Description / Criteria:

1. Director General's Medal for "Best Overall Performance"
2. Director General's Medal for "Best Academic Performance (Highest marks in written examinations)"
3. Director General's Medal for "Best Sports Champion"
4. Director General's Medal for "Best Club / Society"
5. Director General's Medal for "Best Essay on 'Elimination of Single Use Plastic'"

IMPORTANT TELEPHONE & ROOM NUMBERS

Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
1.	Smt. Shanti Kumari, IAS Vice Chairperson & Director General Dr MCR HRD Institute of Telangana	100	040-23557585	005
2.	Prof. (Dr.) Madhavi Ravulapati Course Director Professor & Head-CLP	482	9959614546	101
3.	Dr. K. Suresh Kumar, Course Coordinator (Academics) Faculty, CLP	484	9948119421	033
4.	Sri V.Srinivas, Course Coordinator (Non-Academics)	360	8008001937	228

Sl. No	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
5.	Smt. Madhavi Krishnamoorthy, Controller of Examinations Head-CFE & Joint Director (AcTw)		8977783458	129
6.	Smt. B. Nirmala Devi Medical Facilities & Emergencies Admin Officer	196	9618398141	013
7.	Sri M. Madhava Charya Accounts Officer	271	9248032083	014
8.	Sri G. Surya Narayana Asst. Accounts Officer	344	8977000326	015
9.	Smt. V. Jyothi Facilities & Accommodation GM (Facilities)	127	9248032098	103
10.	Sri H.Arun Kumar, IAS (Retd.) Head - CIT & General Manager (i/c), IT	102	8977783458	213
11.	Shri. Shankar Goud Nodal Officer AR, TMU	472	903005772	229
12.	Sri B. Bharath Kumar Facilities Executive	338	9966064441	Godavari Hostel (G55)
13.	Sri R. Nagaraj Facilities Executive	198	9677757539	107
14.	Sri B. Srinivas Library Asst. Librarian-Grade II	312	9948160832	Cellar, Admin
15.	Sri Basanta Kumar Sports I/C Junior Assistant	--	9652042940	Godavari Hostel (G56)
16.	Gym/Swimming Pool	177	-	-
17.	Godavari Hostel -Reception	353	9248005306	-
18.	Tungabhadra Hostel -Reception	345	-	-

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MCR HRD

Institute of Telangana

Campus Layout



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



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

* not to scale



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.”