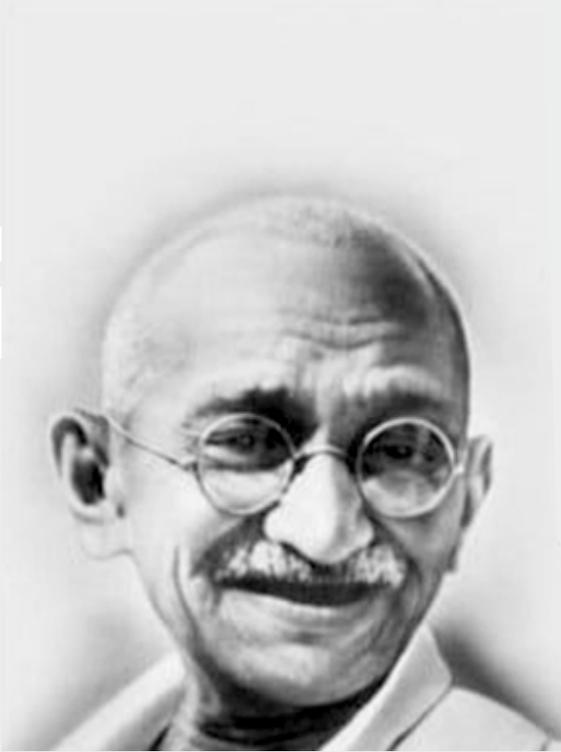




**Dr. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA**

Course Manual

**Combined Foundation Course for
Group - I Officers of Telangana – 2026
(Batch - II)**



Be the Change
that you want
to see in the world

— *Mahatma Gandhi*

From the Vice Chairperson & Director General's Desk



Dear Trainees,

Warm welcome to you all.

Your selection to the prestigious Group I 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.

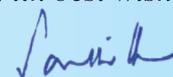
It is in this context, the Foundation Course has been designed. Through academic inputs, field exposure, and interactive learning, the programme aims to equip you with the knowledge, skills, leadership capabilities, and ethical grounding required for effective, responsive, and people-centric governance.

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*



COURSE DIRECTOR

Sri. H. Arun Kumar, IAS (Retd.), holds an MBA Degree and brings over 31 years of distinguished administrative experience in the Indian Administrative Service. He entered public service in 1993 and has served across several districts of the erstwhile united Andhra Pradesh, including Vizianagaram, East Godavari, Nizamabad, Chittoor, Karimnagar, Khammam, and Hyderabad.

*Post-retirement, he continues to contribute to Capacity Building and Governance reforms as an Advisor at Dr. MCR HRD Institute of **Telangana, Hyderabad**. He has also been associated as a core academic team member for the Special Foundation Course for All India Services and Central Services Officers (2025).*

Currently, he is serving as the Course Director for the Combined Foundation Course, Group-I service officers of Telangana - 2026, providing strategic academic leadership and mentoring to officer trainees.

His professional expertise spans multiple sectors, including Agriculture and Horticulture, Agricultural Marketing, Rural and Urban Development, Revenue Administration, Empowerment of Poor Women, Child Nutrition, and Food & Civil Supplies (Public Distribution System).

At the State level, he has held several key leadership positions, notably:

- **Secretary, Society for Residential Schools, United Andhra Pradesh**
- **Chief Executive Officer, Society for Elimination of Rural Poverty (SERP)**
- **Commissioner & Secretary, Department of Women & Child Welfare**
- **Commissioner of Agriculture**
- **Secretary, Andhra Pradesh Public Service Commission (APPSC)**
- **Secretary, General Administration Department (GAD).**
- **Commissioner & Secretary, Food & Civil Supplies Department**

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THE COURSE TEAM

S.No	<i>Names of Course Team Officer/ Faculty</i>	<i>Responsibility Assigned</i>
1	Smt. Santhi Kumari, IAS	Vice Chairperson & Director General
2	Sri. H. Arun Kumar, IAS (Retd), Advisor, Dr. MCR HRD IT	Course Director
3	Dr. D. T. Chary, CH-CMB	Course Coordinator
4	Sri D.V. Ramana, Registrar, TMU	Advisory & Liaison Officer, CFC Group - 1
5	Dr. B. Vijaya Lakshmi, Head-CFE & Joint Director	Proctor & Controller of Examinations
6	Dr. K. V. Satya Faculty, CMB	Coordinator – Non-Academics
7	Smt. V. Jyothi, GM (Facilities)	Coordinator- Facilities & Accommodation
8	Smt. N. Nirmala, Administrative Officer	Medical Facilities & Emergencies and Transport Arrangements & Stores In-charge
9	Sri. K. Nagaraju, Sr. Faculty, CFE	Coordinator - Trek & Village Immersion
10	Sri. G. V. Radha Krishan Rao, Asst. Lecturer, CFE	Class Room In charge
11	Dr. P. Shreenivas, Jr. Faculty, CTS	Class Room In charge
12	Smt. G. Vasantha Laxmi, TRA, CMB	Class Room In charge
13	Sri R. Chakradhar Head-CIT & GM - IT	Coordinator- IT & Technical Team
14	Sri. G. Shankar, AR-TMU	Coordinator- Sports & Morning Activity
15	Sri. M Madhava Charya, Accounts Officer	Accounts Officer
16	Sri. Vadla Srinivas, Jr. Faculty, TMU	Nodal Officer & Co-Ordinator - Exposure Visits

About Dr. MCR HRD Institute of Telangana

1. Training programs at MCR HRD IT

Founded in 1976 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, 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. 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 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. Two Officer Trainees from the Combined Foundation Course shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness.

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	11.20 a.m. to 11.40 a.m.
Lunch	01.30 p.m. to 02.30 p.m.
Afternoon Tea / Coffee	03.20 p.m. to 03.40 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. 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 & Whatsapp

A group e-mail address for the Officer Trainees, namely, tmu.mcrhrdi@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://mcrhrdi.gov.in/2026/group1/index.html#>

IX. Whatsapp Group

An exclusive WhatsApp Group in the name of MCRHRD GROUP-I_2026, 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, Nodal Officer
(Mobile: 8008001937)
- iii. Sri B. Bharath Kumar, Facilities Executive
(Mobile No.9966064441)

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

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



In Vijaya Dairy Parlour cosmetics like soap, toothpaste, toothbrush etc. are available. Indira Mahila shakti canteen, Telangana snacks will be available.

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



Chapter-III

Combined Foundation Course for Group 1 Officers – 2026

1. Introduction

Dr. MCR Human Resource Development Institute of Telangana is conducting a 6 week Combined Foundation Course for Direct Recruit Group-I Service Officers of the State Government in Two Batches. The First Batch of the Courses is scheduled from 19-01-2026 to 28-02-2026 and the Second Batch from 09-03-2026 to 22-04-2026. 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 attitude necessary for effective functioning, empathy, and sensitivity. Fostering esprit de corps among different services represented in the course is one of the vital deliverables of this common induction programme. 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

Finally, by providing exposure to national and international thought leaders, 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 & country.
- To make Officer Trainees aware of the challenges and opportunities within the Government Services.
- To promote overall development of personality (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. Learning Outcomes

At the end of the Combined Foundation Course, a trainee will be able to:

- Understand the principles of good governance and their application to meet the needs of citizens of India.
- Develop a deeper understanding of the interrelationship among administrative, political, economic, and social environments, and the implications of governmental actions

on the nation's socio-economic system.

- Demonstrate basic administrative skills, knowledge, and competencies required for effective job performance.
- Apply concepts from economics, law, management, public administration, political and constitutional theory, and information and communication technology (ICT) to administrative situations.
- Use Digital Transformation and AI Tools For Enhancing Office & Administrative Productivity.
- Work collaboratively with others and foster a spirit of teamwork and *esprit de corps* within departments.
- Exhibit appropriate values, ethical standards, norms of behavior, and personal conduct befitting a government servant.
- Appreciate the State's rich traditions, history, culture and diversity.
- Develop a well-rounded personality by participation in extra-curricular activities.
- Imbibe the spirit of physical fitness to maintain a healthy body and mind.

4. 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, Exposure visits, Attachments to Residential Schools, Outdoor activities like Trek, Sports, Swimming, Yoga, Aerobics, Running, PT, etc. which are an integral component of Course Design. The extracurricular activities offer opportunities to learn new skills outside of the academic framework.

5. Academic Inputs

Academic inputs in the Combined Foundation Course would largely be covered under Six (6) broad heads.

Subject	
History, Public Administration, Governance, Environmental Studies, Media Relations & Ethics	Personality Development & Behavioral Management (PD&BM)
	Service Matters & Office Procedures (S.M. & O.P)
Financial Management in the Government and Public Accountability (FMG&PA)	ICT - AI Module
Law & Legal Matters (L&LM) Behavioral Sciences	

a) History, Public Administration, Governance, Environmental Studies, Media Relations & Ethics

The trainees will be provided inputs on History and Culture of the State with a view to orient them towards the responsibilities to the new

State by emphasizing on the aspects which have administrative significance.

The trainees will be introduced to the structure of bureaucracy, the new challenges, basic administrative skills, media management, delegation, conduct of meetings, presentation skills, report writing, and provided exposure to different areas of governance such as social sector, rural development, agriculture, science and technology, biotechnology, PDS, ethics, role of audit, social audit, budgeting, disaster/crisis management, role of NGOs, people's participation in governance, etc. Special emphasis will be given to experiments in innovations in governance, e-governance, BPR, PPP, etc. It will be our endeavor to sensitize the OTs on issues relating to gender, weaker sections, differently abled people and human elements in administration, etc.

b) Financial Management in the Government and Public Accountability (FMG & PA)

Basic tools of economic analysis would be covered along with an exposure to some of the fundamental issues in different sectors of our economy. There will be special emphasis upon the new challenges and opportunities in a globalized economy, etc.

c) Law and Legal Matters (L & LM)

Officer Trainees will be exposed to the concepts of rule of law, principles of natural justice, substantive and procedural laws of the land-IPC, Cr.PC, CPC, Indian Evidence Act, legal structure, etc., which form the basis for all governmental function.

d) Personality Development and Behavioural Management (PD & BM)

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) Service Matters & Office Proceedings

The Officer Trainees will be exposed to office procedures, noting & Drafting, Fundamental Rules, State & Subordinate Service Rules, Conduct Rules, Disciplinary proceedings, Purchase Procedures & e- Procurement etc.

f) Information & Communication Technology (ICT) – AI Module

The Officer Trainees will be exposed to the use of advanced tools of Artificial Intelligence and Digital Transformation. Efforts will be made to ensure that by the end of the Module, the Officer Trainees develop adequate understanding and practical skills to effectively apply AI-driven and digital transformation tools in their professional work, with confidence, familiarity, and ease.

6. Modules, Sessions & Timings

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

Sl. No.	Subject	No. of Sessions
1	History, Public Administration, Governance, Environmental Studies, Media Relations & Ethics	40
2	Financial Management in the Government and Public Accountability (FMG&PA)	15
3	Law & Legal Matters (L&LM) Behavioral Sciences	20
4	Personality Development & Behavioral Management (PD&BM)	10
5	Service Matters & Office Procedures (S.M.& O.P)	20
6	ICT - AI Module	10

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)	06.15 a.m. - 07.45 a.m.
I Session	09.30 a.m. - 10:20 a.m.
Bio Break	10.20 a.m. – 10.30 a.m.
II Session	10.30 a.m. - 11.20 a.m.
Tea Break	11.20 a.m. - 11.40 a.m.
III Session	11.40 a.m. - 12.30 p.m.
Bio Break	12.30 p.m. – 12.40 p.m.
IV Session	12.40 p.m. - 01.30 p.m.
Lunch Break	01:30 p.m. - 02:30 p.m.
V Session	02:30 p.m. - 03:20 p.m.
Bio Break	03:20 p.m. - 03:30 p.m.
VI Session	03:30 p.m. - 04:20 p.m.
Tea Break	04.20 p.m. – 04.35 p.m.

The Officer Trainees will be divided into two sections. The classes for these sections will be held at Dasarathi Auditorium, Ground Floor, Admin. Block & S. R. Sankaran Hall, 2nd Floor, Admin. Block. The Plenary Sessions will be held at Dasarathi Auditorium / S. R. Sankaran Hall.

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.

8. 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 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:

<https://training.mcrhrdi.gov.in/auth/login.aspx>

The user-id Registered Mobile Number 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. The regularity and sincerity in giving feedback will form an integral part of the Director General's Assessment.

10. 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 6.15am – 7.45am (on all working days). No OT will be allowed to stay in hostel room after 06.15 am.

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



11. VILLAGE VISIT

The village visit is an important component of the Combined Foundation Course. It exposes the OTs not only to the realities of rural Telangana through a structured study of a village, but also provides them an opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities.



Through these visits the OTs will be exposed to experiential learning by witnessing the flagship programs of Telangana State.

Methodology:

The OTs are expected to conduct a survey in the villages as per the guidelines. On return, OTs have to submit individual as well as group reports about the activities, findings and recommendations and give the presentation.

Objectives of Village Visit:

- Assess the dynamics of the socio-economic-political situation of villages.
- Understand and analyse the problems faced by people, especially the marginalized sections such as Scheduled Castes,

Scheduled Tribes, Physically Challenged, etc.

- Implementation of various Government schemes in villages and their challenges.
- Evaluate the spatial changes that have occurred in villages in terms of quality of life as a result of Government and non-government interventions.
- Evaluate the working of various institutions, both formal and informal.
- Study the physical environment of villages in relation to ecological imbalances and vulnerability to disasters.
- Organize a cleanliness drive under "Swachh Bharat Mission" with the help of people and the district administration.
- Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during Village Visits.

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

12. RESIDENTIAL SCHOOL ATTACHMENT

As part of the Combined Foundation Course, the OTs shall visit the allotted Residential School and stay there for one night. This immersive exposure is intended to provide first-hand understanding of the system, administration, and functioning of Residential Schools, including academic processes, student welfare mechanisms, infrastructure, and on-ground challenges. The visit aims to sensitize OTs to ground-level realities and strengthen their appreciation of institutional service delivery in the education sector.

On return, the OTs have to give the presentation on Residential School Attachment. A separate circular will be issued on the methodology about Residential School attachment.

13. CULTURAL ACTIVITIES

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 also organize cultural programs to showcase their talents.



15. 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.



16. TREK AND STUDY TOUR

The Trek and Study Tour is designed to cultivate *esprit de corps* among the OTs while promoting physical fitness, mental alertness, resilience in facing adversities and foresting strong team building. Trek is a significant learning experience in group dynamics and brings out leadership qualities. It is also a test of endurance and courage.



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

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 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 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 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

B. Officer's Mess Club

Officer's Mess Club organizes formal and informal get-togethers in association with other clubs & societies.

The objectives of the Club are:

- 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. Cultural Club

The main purpose of this club is to conduct various cultural programs during the training period and encourage the fellow OTs to participate actively in various cultural events.

The objectives of the Club are:

- To serve the members of the Club and to cater to the social and recreational activities.
- To organize cultural programs during the Course.

D. 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 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.

This club also organizes interaction with SC/ST UPSC and TGPSC aspirants.

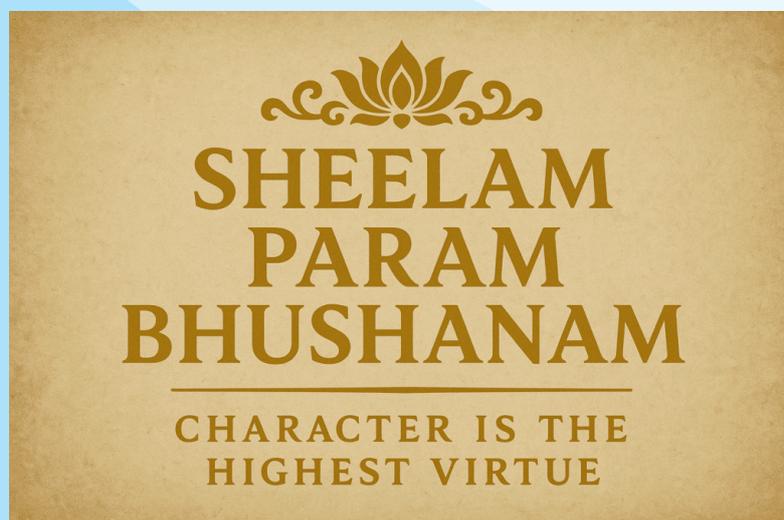
E. House Journal Club

The House Journal Club is established with the main idea of encouraging creative writing and other skills among the Officer Trainees.

The objectives of the Club 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 an in-house newsletter, as well as a House Journal, carrying articles on various subjects.



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. 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.

VIII. Dress Regulations

Ceremonial & Formal occasions:

Officer Trainees shall adhere strictly to the prescribed **Formal Dress Code** during all academic sessions, official engagements, examinations, and ceremonial activities. Deviation from the prescribed dress standards is not permitted unless expressly authorized by the Course Authority.

Please note that:

Shorts, jeans, and any other casual attire is strictly prohibited at all times on campus and outside hostel rooms.

For Morning Activity & 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.

IX. 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.
- Proper classroom posture must be maintained at all times. Officer Trainees shall sit upright without slouching, avoid resting arms behind the head, and refrain from thumping tables 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.
- Talking or whispering during a lecture disrupts the speaker and distracts fellow Officer Trainees; such behaviour is strictly prohibited.

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.

- The Officer Trainees are required to keep their mobile phones in their in safe custody.

X. 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.**

XI. 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.

XII. Conduct in the Campus

- Officer Trainees shall maintain exemplary conduct within the campus at all times. Discipline, decorum, and mutual respect must be observed in classrooms, hostels, common areas, and all official spaces.
- Any behavior that disrupts academic activities, undermines institutional dignity, or violates prescribed rules and regulations is strictly prohibited and shall attract disciplinary action.

XIII. 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 & 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.

- 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 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.

XIV. 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.



XV. Disciplinary Policy

<i>Minor Infraction:</i>	<i>Major Infraction:</i>
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 / The Course Director Reserve's the right to debar for major infraction or any major violation of code of conduct.

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. If the OT does not turn up for the hearing before the Discipline committee on time, it will be considered that he/she has nothing to explain, and as a result, ex-parte proceedings will be taken against them.
- 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 300 marks is as follows:

Academic Inputs	270
Director General's Assessment	30
Total	300

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

Sl. No	SUBJECT	MARKS
1	History, Public Administration, Governance, Environmental studies, Media Relations & Ethics	60
2	Financial Management in the Government and Public Accountability (FMG & PA)	30
3	Law & Legal Matters (L & LM)	50
4	Personality Development and Behavioural Management (PD & BM)	30
5	Service Matters & Office Procedures (S.M & O.P)	50
6	AI Module (ICT)	50
	Total	270

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 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. Director General's Assessment For 30 Marks

The Director General's Assessment for 30 marks will be calculated on the following basis.

Criteria for the Director General's Assessment

	Cri	Marks	Assessment by
1	Discipline	10.00	Mentor/ Counselor
2	Physical Fitness / Morning Activities	05.00	Morning Activity Team & CD
3	Participation in Extracurricular Activities & Peer Evaluation	05.00	Course Team & CD
4	Presentation on Residential School Attachment	05.00	External Expert & CD
5	DGs Overall Assessment	05.00	Director General / Inputs from Course Team
	Total marks	30.00	

III. Medals and Awards

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

Awards Description / Criteria:

1. Best Overall Performance Award
2. Best Academic Performance Award (Highest marks in written examinations)
3. Director General's award for - Best Club / Societies
4. Director General's Combined Foundation Course Best Residential School Attachment Presentation Award.

**Combined Foundation Course for Group – I Service Officers of Telangana (Batch-2)
from 09.03.2026 to 22.04.2026**

Tentative Course Planner

Week	Date	Day	Activity	Remarks	Day No.
1	09.03.2026	Monday	Registration, Joining Formalities, Inauguration		1
	10.03.2026	Tuesday	Course Briefing & Ice Breaking		2
	11.03.2026	Wednesday	Classroom Sessions		3
	12.03.2026	Thursday	Classroom Sessions		4
	13.03.2026	Friday	Selection of Secretary and Members for Clubs and Societies		5
	14.03.2026	Saturday	Sramdan / Second Saturday	Govt. Holiday	6
2	15.03.2026	Sunday		Holiday	7
	16.03.2026	Monday	Classroom Sessions		8
	17.03.2026	Tuesday	Classroom Sessions		9
	18.03.2026	Wednesday	NGO Attachment - Akshaya Patra		10
	19.03.2026	Thursday	Ugadi	Govt. Holiday	11
	20.03.2026	Friday	Classroom Sessions		12
	21.03.2026	Saturday	Ramzan	Govt. Holiday	13
3	22.03.2026	Sunday	Following day of Ramzan	Govt. Holiday	14
	23.03.2026	Monday	Classroom Sessions		15
	24.03.2026	Tuesday	Hospital Visit - Gandhi Hospital / Osmania General Hospital		16
	25.03.2026	Wednesday	Trek / Residential School Attachment		17
	26.03.2026	Thursday	Trek / Residential School Attachment		18
	27.03.2026	Friday	Trek / Residential School Attachment Sri Rama Navami	Govt. Holiday	19
	28.03.2026	Saturday	Trek / Residential School Attachment		20
4	29.03.2026	Sunday		Holiday	21
	30.03.2026	Monday	Visit to NIRD / MANAGE		22
	31.03.2026	Tuesday	AI Module		23
	01.04.2026	Wednesday	AI Module		24
	02.04.2026	Thursday	AI Module		25
	03.04.2026	Friday	Good Friday	Govt. Holiday	26
	04.04.2026	Saturday	EMRI Visit		27

Tentative Course Planner

Week	Date	Day	Activity	Remarks	Day No.
5	05.04.2026	Sunday	Babu Jagjivan Ram's Birthday	Govt. Holiday	28
	06.04.2026	Monday	Classroom Sessions		29
	07.04.2026	Tuesday	Classroom Sessions		30
	08.04.2026	Wednesday	Classroom Sessions		31
	09.04.2026	Thursday	Classroom Sessions		32
	10.04.2026	Friday	Visit to Mulkanoor Cooperative Society		33
	11.04.2026	Saturday	Model Village Visit		34
6	12.04.2026	Sunday		Holiday	35
	13.04.2026	Monday	Classroom Sessions		36
	14.04.2026	Tuesday	Dr. B. R. Ambedkar's Birthday	Govt. Holiday	37
	15.04.2026	Wednesday	Classroom Sessions		38
	16.04.2026	Thursday	Visit to TATA Advance Systems Limited Adibatla		39
	17.04.2026	Friday	End Course Examinations		40
	18.04.2026	Saturday	End Course Examinations		41
7	19.04.2026	Sunday	Presentations on Residential School Attachment		42
	20.04.2026	Monday	Presentations on Residential School Attachment		43
	21.04.2026	Tuesday	Cultural Day		44
	22.04.2026	Wednesday	Valedictory Ceremony		45

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.	Sri. H. Arun Kumar, IAS (Retd.) Advisor, Dr. MCR HRD IT Course Director	-	7893291199	126
3.	Dr. D. T. Chary, Sr. Faculty & Centre Head, CMB Course Coordinator & DG Nominee for Officers' Club	415	9849610028	131
4.	Sri D.V. Ramana Registrar, TMU Advisory & Liaison Officer, CFC Group- I	179	9248032106	228
5.	Dr. Vijaya Laxmi, JD Centre Head -CFE & Joint Director Proctor & Controller of Examinations	180	9030005661	129
6.	Dr. K.V. Satya, Faculty, CMB Coordinator–Co-Circular & Non-Academics and DG Nominee for Cultural Club	217	9248032079	128
7.	Smt. V. Jyothi GM (Facilities) Coordinator – Facilities & Accommodation and DG Nominee for Officers Mess Committee	127	9248032098	103
8.	Smt. B. Nirmala Devi Admin Officer Medical Facilities & Emergencies	196	9618398141	013
9.	Sri K. Nagaraju Sr. Faculty, CFE Coordinator – Trek	118	9441237867	130
10.	Dr. P. Shreenivas Jr. Faculty, CTS Classroom Incharge & DG Nominee for Social Service Club	216	9705539957	002

Sl.No	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
11.	Sri. Srinivas Madhav, Consultant, TMU DG Nominee for House Journal Club	162	9247159343	221
12.	Sri G. Bala Showri Manager-IT Coordinator - Class Room	120	7013327136	122
13.	Smt. Vasanta Lakshmi TRA, CMB Coordinator - Class Room	132	8978758998	132
14.	Sri R. Chakradhar CH-CIT & GM - IT IT & Technical Team	189	8008302071	034
15.	Shri. Shankar Goud AR, TMU Sports In-charge	472	903005772	229
16.	Sri M. Madhava Charya Accounts Officer	271	9248032083	014
17.	Sri V. Srinivas, Junior Faculty, TMU Nodal Officer	360	8008001937	228
18.	Sri Basanta Kumar Jr. Assistant (Sports I/C)	-	9652042940	Godavari Hostel (G56)
19.	Sri G. Surya Narayana Asst. Accounts Officer	344	8977000326	015
20.	Sri Y.Jatin Swaroop Network Administrator	119	8125721733	106
21.	Sri B. Bharath Kumar Facilities Executive	338	9966064441	Godavari Hostel (G55)
22.	Sri R. Nagaraj Facilities Executive	198	9677757539	107
23.	Sri. Lokesh, Consultant (Electrical), Engineering wing	282	9492297160	Muchukunda Block (1 st floor)
24.	Sri B. Srinivas Library Asst. Librarian-Grade II	312	9948160832	Cellar, Admin
25.	Gym/Swimming Pool	177	-	-
26.	Godavari Hostel -Reception	353	9248005306	-
27.	Tungabhadra Hostel -Reception	345	-	-

15.	Sri. Lokesh, Consultant (Electrical), Engineering wing	282	9492297160	Muchukunda Block (1 st floor)
16.	Sri B. Srinivas Library Asst. Librarian-Grade II	312	9948160832	Cellar, Admin
17.	Gym/Swimming Pool	177	-	-
18.	Godavari Hostel -Reception	353	9248005306	-
19.	Tungabhadra Hostel -Reception	345	-	-

DG's nominees for Clubs & Societies

Sl. No.	Club/Society	DG's Nominee
1.	Officers' Club	Dr. D. T. Chary, Sr. Faculty & Centre Head, CMB
2.	Officer's Mess Committee	Smt. V. Jyothi Head-CIT GM- Facilities
3.	Cultural Club	Dr. K.V. Satya Faculty, CMB
4.	Social Service Club	Dr. P. Shreenivas Jr. Faculty, CTS
5.	House Journal Club	Sri. Srinivas Madhav, Consultant, TMU



Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana

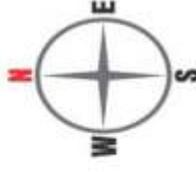
Road No.25, Jubilee Hills,
Hyderabad-500033, Telangana

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

MCR HRD

Institute of Telangana

Campus Layout



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

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





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.”