



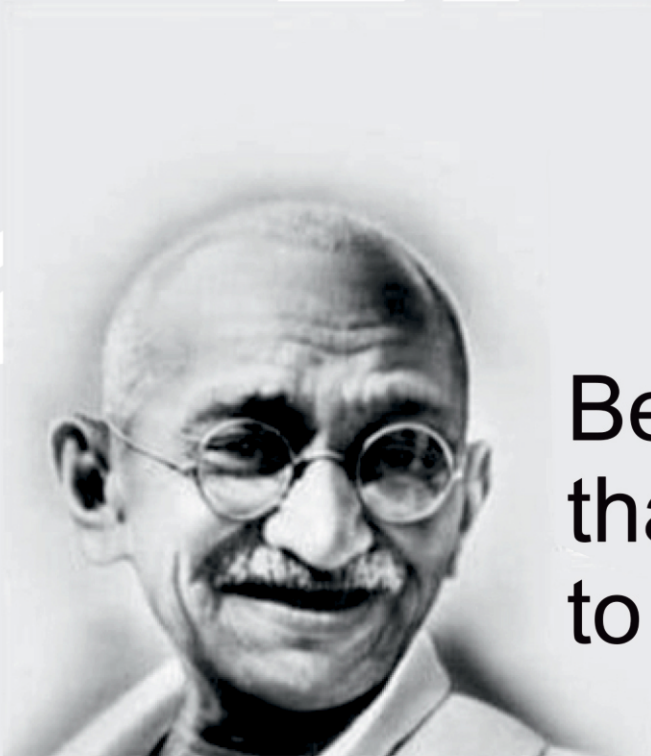
**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF TELANGANA**

Course Manual

**SPECIAL FOUNDATION COURSE FOR
ALL INDIA SERVICES &
CENTRAL CIVIL SERVICES OFFICERS – 2026**

12th October to 18th December–2026

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



Be the Change
that you want
to see in the world

— *Mahatma Gandhi*

From the Vice Chairperson & Director General's Desk



Dear Officer Trainees,

It is a great pleasure for us to welcome all of you to the Special Foundation Course for All India Services & Central Civil Services Officers – 2026, commencing on October 12th and concluding on December 18th, 2026, at the Dr. MCR HRD Institute of Telangana.

The objective of the Foundation Course is to orient you to the administrative, managerial, socio-economic, and political environment of the country and also to promote overall development of your personality which encompasses intellectual, moral, physical and aesthetic facets. The Foundation Course is designed to achieve these objectives through a combination of academic, outdoor, co-curricular and extra - curricular activities.

The Foundation Course is also a unique opportunity for you all to understand and appreciate the common thread that binds the Officers belonging to various services from across the country. You will remember, with great nostalgia, the time spent at the Institute and in the company of a new group of people who will become your life-long friends. The Foundation Course is expected to be one of the most memorable periods in your lives.

While we would endeavor to make the Foundation Course most enriching, stimulating, engaging and memorable, we, in turn, expect you to be keen learners and active participants.

We request you to go through the Course Manual in order to familiarize yourself with the broad outlines of the Foundation Course and the expectations from you. We are confident that you would always strive to achieve the highest standards of discipline and professionalism and empathy while you are participating in the Course activities and will have a great learning experience.

We trust that your stay at the Institute will be pleasant and you will have the opportunity to savour the rich composite cultural milieu of Hyderabad and Telangana.

With best wishes,

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

(Santhi Kumari, IAS)

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

October 12th, 2026

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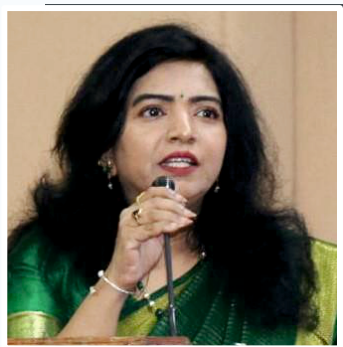
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THE COURSE DIRECTOR



The Course Director, Smt. Anita Ramachandran, IAS (Retd.) is a retired Indian Administrative Service officer (2004 Batch, Telangana Cadre), with over three decades of distinguished administrative service in Telangana. She retired from the position of Secretary, Women & Child Development, Government of Telangana, and is presently serving as Additional Director General at Dr. MCR HRD Institute of Telangana, Hyderabad. Smt. Anita Ramachandran has served in key positions at the district and State levels. In her tenure as District Collector & District Magistrate of Yadadri-Bhuvanagiri District involved in overseeing the construction of Yadadri Temple. As Secretary, Women & Child Development, she drafted a pioneering Act on fiscal responsibility of employed children toward their parents. As a first of its kind initiative in the country, facilitated transgenders getting jobs in the Police Department. More than half of her career has been in the Rural Development and Panchayat Raj Department and she has played a key role in strengthening the SHG movement and building community institutions, contributing to the growth of women led organization and financial inclusion. Was instrumental in designing SADAREM a web enabled software, used in both AP and Telangana for assessment and rehabilitation of persons with disabilities. She has led transformative initiatives that have improved access to land rights, strengthened livelihoods and enhanced transparency in public programmes. Known for building institutions and people centric governance, she has built a reputation for translating policy into practice and creating change at scale and ensuring sustainable outcomes.



The Co- Course Director, Prof. (Dr.) Madhavi Ravulapati, Professor & Head of the Centre for Law & Public Administration (CLP) at Dr. MCR HRD Institute, brings over 25 years of rich experience in legal academics, including a decade in training. She holds a Doctorate in Law and postgraduate degrees in both Law and Sociology. Her academic leadership roles include serving as Associate Professor and Head, Department of Law at Telangana University, and as Associate Dean at ICFAI School of Law. Prof. Madhavi 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. She has also co-authored the three-volume work Telangana – Land & People and edited Human Security Faultlines – A Contemporary Discourse. With over 45 research papers presented and published in national and international platforms, she currently guides three Ph.D. research scholars and serves as an external examiner for doctoral thesis evaluations. She has also contributed significantly to digital learning by generating e-content for institutions like the UGC, MHRD, and Andhra Pradesh Police (CID), and has developed modules for SWAYAM on topics such as RTI and Swachh Bharat Abhiyan. Prof. Madhavi is a resource person in Law for training officers of All India Services, Central Civil Services, Military Engineer Services, and Telangana State Group-I, II & III Services. She has played key roles in 15 Foundation Courses at MCRHRDI since 2014, including as Course Director for the Special Foundation Courses for AIS and CCS Officers (2023 & 2025) and MES Officers (2024). Her academic outreach extends globally as a leader of nine ITEC training programs in areas like Journalism, Public Relations, Media Management, and Entrepreneurship, catering to officers and professionals from over 41 countries. She also conducted the ITEC Capacity Development Course on Foreign Trade & Investment for Commercial Diplomats from Egypt. Dr. Madhavi continues to contribute to flagship programs at MCRHRDI and remains a key figure in the interface between legal education, public policy, and international training.

About Dr MCR HRD Institute of Telangana

1. Training Programs at Dr. MCR HRD IT

Founded in 1976 by the Government (United Andhra Pradesh), Dr. MCR HRD Institute has been supporting the Government's initiatives in capacity building for reforms, good governance, change management, and revamping delivery systems.

In addition to training programs for Government employees, both from Telangana State and from across the country, the Institute has been offering Foundation Courses for All India Services Officers, Central Civil Services Officers, Military Engineer Services Probationers, etc.

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

The Institute regularly conducts training programs for Central Secretariat Officers, sponsored by ISTM, Lok Sabha Secretariat, Civil Service Officers from Bihar, Gujarat, Madhya Pradesh, Odisha, Mizoram, Nagaland, Jharkhand, National Capital Territory of Delhi and other States. The Institute also conducts training programs for Defense 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, 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 Programmes, sponsored by Ministry of External Affairs, GoI. These training programs, so far, have been attended by delegates from South Africa, Vietnam, Srilanka, Guyana, Suriname, Tanzania, Nepal, Bangladesh, Tajikistan, Ethiopia, Kenya, South Sudan, Mozambique, Uganda, Tunisia, Sierra Leone, Lesotho, Trinidad & Tobago, Chile, Russia, Lebanon, Cote d'Ivoire, Zimbabwe, Nigeria, Gambia, Senegal, Liberia, Ghana, Jamaica, Panama, Ecuador, Jordan, Iraq, Palestine, Armenia, Uzbekistan, Egypt, Thailand, Zambia, Namibia, Mauritius, Cuba, Dominican Republic, Botswana, Guatemala, Mali, Morocco, Turkey, Maldives, Cambodia, Bhutan, Togo, Algeria & Fiji. The themes of the training programs are "Journalism and Public Relations", "Media Management", "Entrepreneurship – Creating Successful Startups", "Foreign Trade & Investments" etc.

2. Faculty Resources and Centres:

The Institute's faculty resources include senior All India Services Officers and also eminent faculty from various Institutes of higher learning like Indian School of Business, LBSNAA, College of Defence Management, University of Hyderabad, Administrative Staff College of India, NALSAR University of Law, TISS, Northeastern University of Illinois, IMF, National University of Singapore etc.

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

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

viii) Centre for Information Technology (CIT)

The Institute believes in decentralized training and, towards this, it has established a network of Regional Centers for Training to provide training to field level functionaries.

3. Accreditation:

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

The Institute got the prestigious SKOCH Governance Silver Award at the 68th SKOCH



Summit held on November 30th, 2020, for offering Virtual Training Programs, especially the Foundation Course, which was one of its kind.

The SKOCH Group, which is India's leading Think Tank dealing with socio-economic issues, has instituted India's highest independent civilian honors and awards in the fields of Governance, Finance, Technology, Economics and Social Sector.

4. Samriddhi Journal

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

5. Vision

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

Governance.

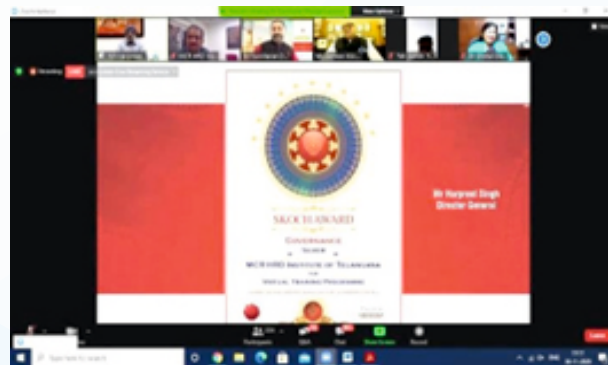
Mission

6. Mission:

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

7. Our Commitment:

- To be responsive to the Officer Trainees' (OTs') 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 OTs with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and an all-round development.



Facilities at the Institute

The Institute offers excellent training facilities and comfortable stay on its sprawling Campus spread over 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 OTs 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 thick greenery makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.

I. Accommodation

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

II. Catering & Mess Services

Catering at the Institute is organized on contract basis. One OT from the Foundation Course shall supervise the Mess every day as Mess Duty Officer and guide the caterer on quality of food & cleanliness.

The dining arrangements for OTs have been made at Trupti Dining Hall, Tungabhadra Building, Ground Floor.



Services & Timings:

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



Recreation

The Institute has judiciously created an array of the following avenues for recreation: Swimming Pool, Tennis Courts, Indoor & Outdoor Shuttle Court, Yoga & Meditation Centre, 3 Gymnasiums, Volleyball Court, Billiards, Badminton, Jogging Tracks, Recreation Lounge, T.T, Caroms, Chess etc.

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machines, Purified Drinking Water, Malfunctioning of Geyser / TV / Telephone, etc., the OTs may contact the reception at Godavari Hostel. The staff at the reception is available round-the-clock.

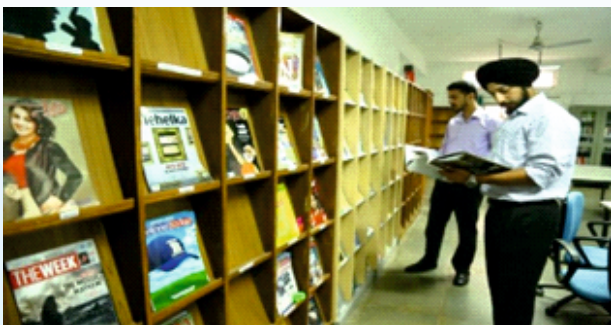
III. Free Shuttle Service

The Institute's shuttle leaves from Vijaya Dairy Parlor to Jubilee Check Post (Adjacent to Chiranjeevi Blood Bank). Timings are displayed at the starting point. If required, the OTs 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 9.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the OTs will extensively utilize the library facility during their stay on the campus.



VI. Computer Facilities

The OTs can use computer facilities available at Room Numbers 104 & 105, Admin Block (First Floor) during office hours. All computers at 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. Naveen, (Mobile: 8897632794).



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 unknown links as they might result in cyber fraud.

VII. Group e-Mail Address & Whatapp

A group e-mail address for the OTs, namely, splfc2026@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 OTs can access Special Foundation Course Webpage for the Course – related information, including Course Manual, Syllabus, Course Planner, etc. by using URL <https://mcrhrdi.gov.in/2026/splfc2026/indexsfc2026.html>.

IX. Whatsapp Group

An exclusive WhatsApp Group, namely, SFC-2026 Group-A&B, has been created for disseminating information relating to Special Foundation Course among the OTs.

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 OTs may contact the IT Support Team. (Details provided at point no. VI).

XI. Health Care

Medical support will be provided through Clinics available near Godavari Hostel. In addition, AYUSH wellness center is available near Tungabhadra Hostel. In case of emergency, the OTs will be taken to nearby Hospital. Medical Emergency vehicle will be available round the clock. The OTs are advised to carry their CGHS cards.

The OTs may contact the Medical / Para-Medical Staff at Room No. G-39 (Godavari Hostel).

For emergency health care, the OTs may contact

1) Sri V. Srinivas, Nodal Officer-I (8008001937)

2) Smt. G. Jhansi Rani, Nodal Officer-II (8008885064)

XII. Vijaya Dairy Parlour, Indira Mahila Sakthi Canteen & ATM

The Vijaya Dairy Parlour and Indira Mahila Shakti Canteen remain open from 8.30 am to 9.30 pm and 8.00 am to 10.00 pm, respectively.



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





CHAPTER-III



Special Foundation Course for All India Services & Central Civil Services Officers – 2026 (October 12th to December 18th, 2026)

1. Introduction

The Special Foundation Course is the Flagship training program conducted by Dr. MCR HRD Institute for AIS & CCS Officers. This is one Course that brings together Civil Servants from the All India Services and Central Civil Services on one platform. The Institute intends to equip each of the OTs 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 OTs 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 desiloization and the whole of government approach that Mission Karmayogi strives towards fostering esprit de corps among different services represented in the Course is one of the vital deliverables of this common induction program. The Course is so structured that group-based experiential learning, shared activities and experiences foster the emergence of lasting informal bonds of camaraderie that help civil servants in navigating across departmental and institutional silos and layers of government to deliver greater efficiency and impact. The Spl. 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 experts from across the country, the 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 Special Foundation Course are:

- Orient the OTs to the administrative, social, economic, and political environment of the country.
- Make the OTs aware of the challenges and opportunities within the Civil Services.
- Promote overall development of personality of the OTs, i.e., intellectual, moral, physical, and aesthetic.
- Foster greater coordination among the members of different Civil Services by building esprit de corps.
- Provide exposure to the best possible teaching material and resource persons to facilitate the OTs' professional, intellectual, and emotional growth.
- Create a learning environment that encourages inquiry and freedom of thought, balanced with discipline, to foster intellectual growth and holistic development.

3. Learning Outcomes

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

- Exhibit values, ethical standards, norms of behavior, and personal conduct, becoming a Civil Servant - of a Civil Servant, impartial, principle-centered, and value-driven.
- Demonstrate an understanding of the principles of good governance and their application to meet the needs of the citizens.
- Display basic administrative skills, knowledge, and competencies required for their

administrative situations.

- Use ICT as an office productivity tool and apply relevant software packages.
- Appreciate the interrelationships between the administrative, political, economic, and social environment, and implications of governmental action on the nation's socio-economic system.
- Work in coordination with others and imbibe the esprit de corps of the Services.
- Value India's rich traditions, history, culture, and diversity and develop an all-India perspective.
- Develop a well-rounded personality through participation in extra-curricular activities.
- Imbibe the spirit of physical fitness to maintain a healthy body and mind.

4. Course Design

The Spl. 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 OTs 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 OTs 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 Foundation Course follows a modular structure for the delivery of inputs on domain, functional, and behavioral competencies. The on-campus modules are interspersed with field-immersion activities, vibrant villages, urban and rural visits. Outdoor activities like Trek, Sports, PT etc. are an integral component of Course Design. The extracurricular module offers opportunities to learn new skills outside of the academic framework. Cultural and sports events like the India Day, Sports Meet, FETE and One Act Play bring in the vibrancy of diversity and vigor to life at the Institute.

5. Academic Inputs

Academic inputs in the Foundation Course would largely be covered under eight (8) broad heads. The overall approach to sessions is to deliver a series of modules under these subjects through expert partners from premier

Institutions.

Public Administration	Political Concepts and Constitution of India
Basic Economics for Administrators	Indian History & Culture
Law	Information and Communication Technology
Management and Behavioral Sciences	Remedial Classes in Hindi Language

a) Public Administration

The Course will introduce the OTs to key concepts and ideas in public administration, structure, and role of government at various levels, the challenges of public service delivery issues of national and global security, climate change, impact of globalization on public administration, etc.

The Module on Citizen Centricity & Good Governance places citizen's needs, interests, and well-being at the forefront of public administration, emphasizing the importance of Janbhagidaari and citizen engagement to foster a sense of pride, ownership, and enthusiasm among the public. It also focuses on public grievance redressal and public service delivery, aiming to ensure ease of living for citizens. The OTs will acquaint themselves with these concepts and practices throughout the session provided.

The Atma Nirbhar Bharat Module offers a comprehensive understanding of the roles played by various stakeholders in understanding the private sector's crucial role in economic growth and development and exploring the opportunities and bottlenecks within the entrepreneurial ecosystem.

The Module on National Security offers the OTs a holistic perspective on intricate security dynamics. By engaging in thorough analysis, examining case studies, and participating in meaningful discussions, the OTs develop a comprehensive understanding of these complex security challenges. Their expertise and capabilities will play a vital role in ensuring the safety and security of the country and its citizens.

The Module on Social Media & Communication is designed in such a way as to equip the OTs with the insights and digital tools required in this digital age. It is expected that the OTs understand about the social media outlets and other forms of public communication platform, their potential

module focuses on methods and strategies for public communication and engagement with public. This comprehensive module aims to equip the OTs with the necessary skills and knowledge for effective public interaction.

The Urban Module acquaints the OTs with a comprehensive understanding of cities, including Municipal Corporations, public services, urban planning, and population density. It broadly helps them understand their role as urban administrators and the key areas that should be focused on for effective urban development.

The Module on Office Procedure & Effective Management acquaints the OTs with the general office procedures, writing notes and drafting official letters, handling RTI matters & public grievance redressal. It helps them understand and streamline communication processes within the administration, efficiently handle official work in government organization, and maintain proper file management.

The Module on Participatory Learning Activities & Field Immersion plays a key role in field immersion, offering the OTs to chance to reside in villages and cities and engage extensively with rural and urban communities to grasp their concern and priorities. PLA equips them with a structured approach, enabling a thorough study of rural life and enhancing their capacity to address community needs effectively.

The Module on Ethics aims to cultivate a strong ethical foundation and equip the OTs with the necessary tools to navigate complex ethical dilemmas they may encounter in their roles. The sessions cover fundamental ethical theories and principle, encouraging critical thinking and reflection. The OTs learn to make informed decisions that prioritize ethical considerations.

As a part of the Module on Viksit Bharat Talks, the Foundation Course features a series of weekly talks by distinguished speakers addressing various issues of national and global interest, with a focus on topics such as good governance, the Indian economy, gender roles and insights from eminent personalities. Through these sessions, the OTs will have the opportunity to gain valuable insights which will enrich their understanding of key contemporary issues.

b) Basic Economics for Administrators

The Module on Basic Economics for Administrators aims to familiarize the Office Trainees with fundamental principles governing market operations and Behavioral Dimension in Public Policy. Its objective is to enable the OTs to identify and comprehend the underlying mechanism that drive market dynamics and gain a basic understanding of principles pertaining to public policy.

The symbiotic link between most tasks associated with administration and economics is very deep and multipronged. At a very basic level, public economic policy starts from the idea of State intervention to correct market failure in resource allocation. Additionally, there are stability and distribution considerations which augur for State interventions. All these are firmly rooted in economics. A good foundational understanding of these principles is, therefore, a sine qua non for any civil servant. In addition, civil servants have to take key decisions each day where basic understanding of economic concepts is extremely beneficial and enhances efficiency.

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

c) Law

The objective behind learning law is to equip the OTs with the understanding, interpretation, and application of basic principles of law. The module helps the OTs to understand the structure and hierarchy of Courts and their functioning, ADR mechanism, principles of contract, and get introduced to procedural practices under civil and criminal codes & some important social legislation.

The OTs would need broad legal knowledge about the various legislations that they would directly implement. However, the Foundation Course is not the occasion to go into the nitty gritty of the specific legislations that one would

require. Hence, the endeavor is to set the context by describing the basic tenets of the major legislations whereby the OTs are in a position to appreciate and describe the foundational principles of the Indian legal system.

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

d) Management & Behavioral Sciences

The subject of Management & Behavioral Sciences has many parts to it that will be covered as a part of the Management & Behavioral Sciences. The Module on HRM provides the OTs with comprehensive insight into essential aspects of their service, acquainting them with probation rules, conduct rules, discipline, appeal rules and the conduct of disciplinary proceedings, along with addressing various HR issues. It acquaints them with these regulations and procedures and helps them in gaining a nuanced understanding of the nature of their service, ensuring they are well-prepared to navigate the complexities of their role with integrity, professionalism, and adherence to established norms and standards.

The Module on Leadership and Personality empowers the OTs with essential tools to become influential and adaptable leaders in their respective tools, primarily focusing on exploring the concepts and theories of leadership, emotionally intelligent leadership, and understanding the dynamics of situational leadership.

The Module on Negotiation enriches the knowledge about negotiation skills in order to bring more effectiveness at the workplace. It enables the OTs to prepare effectively for negotiation - theory and practice, analyze various negotiation situations, sustainable deal design, etc.

The Module on Financial & Project Management provides a comprehensive understanding of the principles and practice of financial and project management, aiming to equip the OTs with the skills necessary to make informed decisions and proficiently manage resources. It delves into crucial areas including

general principles of financial management, commercial accounts and procurement, project management, tools and techniques, analyzing accounts of government societies and cooperatives, and understanding variances in physical and financial progress in the completion a public sector project.

e) Political Concepts and Constitution of India

This Course introduces the OTs to the fundamental concepts of political science and the Indian Constitution and how they relate to the working of an administrator and evolution of and current status of Indian Politics.

f) Indian History and Culture

The Course on Indian History and Culture focuses on paradigm of India and the Indian State and through this the OTs are to be introduced to the discipline and the growth and evolution of the Indian State, the society, and culture, in all its diversity and oneness.

g) Mandatory Online Module on iGOT Karmayogi:

Each Officer Trainee is required to complete designated online modules on the iGOT Karmayogi Portal during the Course. The registered mobile number of the OT shall serve as the login ID, and the OTP sent to that number will function as the password for accessing the portal. The number of online courses successfully completed by the OTs will be taken into account for the final assessment. Further details regarding the specific courses and weightage of marks will be communicated in due course. Completion of the prescribed online modules is mandatory for the successful completion of the Foundation Course. iGOT sessions mandated to be completed during the

Module	No. of Modules	No. of Sessions
Economics	1	2
General	3	5
ICT	2	5
Law	2	4
Management	3	39
Public Administration	8	20
Total	19	75

course are as follows:

h) Information & Communication Technology (ICT)

Given the transformative impact of Information Technology, the Foundation Course places a strong emphasis on practical computer knowledge to equip OTs with the requires digital knowledge and tools to maneuver this digital era. The OTs will be exposed to the latest in computer technology applications. By the culmination of the Course, the OTs will have acquired proficient computer handling skills, including typing proficiency and familiarity with diverse software applications, enabling them to navigate and leverage technology with confidence in their professional pursuits.

i) Remedial Classes in Hindi Language

An attempt will be made to assess the proficiency of the OTs in Hindi Language. As a part of it, a test will be conducted. Those OTs who fail in this test, will be asked to compulsorily attend Hindi classes. This will enable them to improve their performance on their jobs.

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

6. Modules, Sessions & Timings

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

Sl. No.	Subject	No. of Sessions
1	Public Administration	45
2	Basic Economics for Administrators	20
3	Law	30
4	Management & Behavioral Sciences	20
5	Political Concepts and the Constitution of India	15
6	Indian History and Culture	15
7	Information & Communication Technology	20
8	Languages (for each language)	15
9	Others (Course related i- Got Modules, ECM & Counselling Sessions)	140
Total		320

These sessions are indicative and are subject to minor changes, based upon the exigencies of the Course or the preference of the Course Team. Teaching is normally not done on national holidays and weekends. However, in case of a string of holidays in any week, Saturdays can be made working by the Course Team.

The session plan for each day will be as follows:

0 Session (PT)	06.30 a.m. - 07.30 a.m.
I Session	09.30 a.m. - 10:20 a.m.
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.
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.
Break	03:20 p.m. - 03:30 p.m.
VI Session	03:30 p.m. - 04:20 p.m.
Tea	04.20 p.m. – 04.35 p.m.

The classes for these sections will be held at SR Shankaran Hall , Second Floor, Admin Block.

7. Reading Material

Background reading material for all the subjects will be available for reference at Prof. Jayashankar Library (Cellar of the Admin Block). These are designed to reinforce the class inputs. Some of the modules / lectures may also be supplemented by hand-outs. The presentations made by the speakers will be available on the Institute's website. The OTs are advised to maintain subject-wise files and catalogue the material properly.

8. Session Moderators

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

- To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker.
- To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.

- To ensure that the reception has complete details of arrival and stay of the Guest Speaker.
 - To keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.
 - To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the OTs shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.
 - To collect the profile of the Guest Speaker, well in advance.
 - To acquaint the Guest Speaker with the Course design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his / her scheduled session.
 - To inform the Guest Speaker about the duration, number and nature of his / her lecture (s), participation, etc.
 - To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of projector, flip charts, etc.
 - To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.
 - To ensure that the Guest Speaker's name plates are ready and placed on the table prior to the lecture.
 - To ensure that the Guest Speaker is invited to all the functions of the various Societies / Clubs, which are scheduled during his / her stay.
 - To ensure that the arrangement for the car for his / her return journey has been made by the FC Secretariat.
 - To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the FC Secretariat.
 - To act as Rapporteur for the sessions by recording and summarizing the session details in the given format and submitting the same to the Guest Speaker.
- To organize the following in consultation with the Guest Speaker:
- a. To introduce the Guest to the audience based on the bio-data already collected for the purpose. Long-winding introductory speeches as well as any flippancy must be avoided. The introduction of the Guest Speaker should not exceed 02 minutes in any case.
 - b. After the talk is over, announce that the Guest Speaker would welcome questions from the

audience, unless the Guest Speaker has any objection to this which should be ascertained well in advance.

c. At the end of the session, thank the Guest Speaker on behalf of the OTs, the Institute and himself/herself.

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

9. Feedback

All OTs are required to post their feedback for every session, on online feedback system. The URL to access the feedback system is as follows: <https://mcrhrdi.gov.in/2026/splfc2026/indexsfc2026.html>

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 OTs to fill-in the online form in a responsible and constructive manner. Providing regular feedback is an index of your commitment to the Foundation Course and goes a long way in enriching its quality. The regularity and sincerity in giving feedback will form an integral part of the Director General's Assessment.

10. Skill Enrichment Component

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

11. Extra-Curricular Module (ECM)

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The OTs have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for an OTs to opt for one of the following ECM activities: 1. Salsa, 2. Zumba, 3. Flute, 4. Gardening, 5. Guitar, 6. Key Board, 7. Hindustani Vocal, 8. Painting. Once an activity under ECM is allotted, attendance will be

compulsory for the same. The ECM classes will be conducted for Three days in a week from 5.00 pm- 6.00 pm & 6.00 pm to 7.00 pm.

12. Mentor Group Sessions

The OTs will be divided into Mentor Groups. The Institute places a great deal of importance upon mentoring as a mode of interaction between the Mentor Groups and the OTs. The Mentor will guide each Officer Trainee in navigating the Course fruitfully. The OTs are encouraged to use this platform for closer interaction, facilitation of training, and advice on personal / professional matters. The OTs are expected to remain in close association with their respective Mentor and establish an effective rapport. This will enable the Mentor to give individual attention to each of her his mentees. Mentor Group Meetings will be held once in a fortnight.

13. Self-Introspection and Insights -Reflective Learning

Reflective Learning is a mandatory activity and is to be used as a communication tool and an instrument for recording experiences. A civil servant must develop a keen sense of observation, inference, recollection and association. All these abilities will get honed through this exercise.

Reflective Learning will also assist in deeper absorption of learning by encouraging OTs to reflect upon the happenings of the day. The trainees will be provided a Journal to record the reflection / insights to that week's module/ activity, will be provided to OTs to be added to the journal, and to document learning in that particular activity / module. The journal is color coded section wise, to make it easy to navigate. This first section has key instructions on journaling and plagiarism, which may be duly noted.

Journal entries will form the basis on which tutors will mentor and assess the progress of OTs. A duplicate journal will not ordinarily be issued in case the journal given to you is lost.

14. Physical Training / Morning Activity

The Institute strives to provide an encouraging atmosphere to all the OTs wherein physical fitness is an inseparable and crucial component of the training and holistic personality development.

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



The prescribed dress for PT is:

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



15. Games & Sports

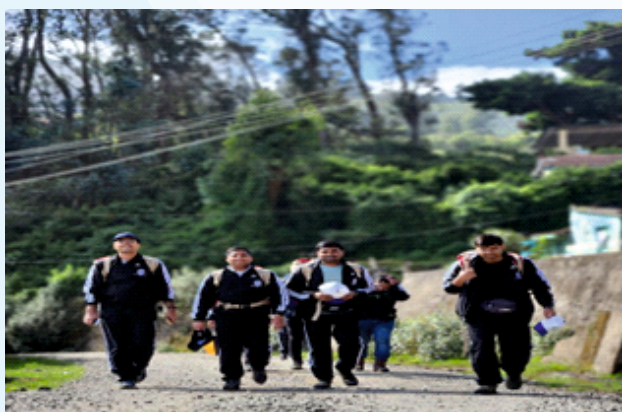
The OTs are encouraged to participate actively in games and sports and also avail the facilities of well-equipped gymnasiums, separately for male and female OTs. The Institute will organize



coaching for the Officer Trainees for this purpose. The OTs are expected to make use of this opportunity to pick up new games / sports. They are encouraged to select a sport of their choice and practice it every day for at least one hour. Besides, the various Clubs & Societies will be organizing competitive events in many sports / games. The OTs will be required to participate in the Sports Meet.

16. Trek and Study Tour

The Trek is designed to cultivate esprit de corps among the OTs while promoting physical fitness, mental alertness, resilience in facing adversities and fostering strong team building. By challenging the OTs to navigate rugged terrain, overcome obstacles, and collaborate effectively. This initiative aims to strengthen bonds, build character, and enhance individual and collective capabilities to tackle challenges in both professional and personal spheres.



17. Field Immersion & Urban Local Bodies (ULB) Visit

The Module on Field Immersion program, which involves a weeklong attachment to villages and ULBs, is significant not only because it exposes the OTs to grassroots realities of India through structured study and offers them an opportunity to engage extensively with citizens, gaining insights into their concerns and priorities.

In addition to rural exposure, the program emphasises the importance of urbanisation and the needs of urban areas. In the urban component of the Field Immersion, the OTs, will visit the district headquarters and associated urban local bodies, followed by visits to larger panchayats and eventually smaller villages. The objective of this revamped program is to assess and understand daily life in villages as well as urban areas across the country.

Methodology:

The OTs are expected to conduct a survey in the villages and urban areas as per the guidelines provided to them. They will be given inputs on Data Collection & Analysis, Rural Development Programs, Social Sector, Role of NGOs, PRA techniques, etc. to equip them adequately for the visit. In return, they will submit individual as well as group reports of the activities, executive summary, findings and recommendations and make group presentations, which will be graded on both the data collected and the quality of analysis.

Objectives of Field Immersion:

- Assess the dynamics of the socio-economic- political situation existing in villages and urban areas.
- Understand and analyse the problems faced by people, especially the marginalized sections such as Scheduled Castes, Scheduled Tribes, Physically Challenged, etc.
- Evaluate the spatial changes that have occurred in villages and urban areas in terms of quality of life as a result of Government and non-government interventions or with time.
- Evaluate the working of various institutions, both formal and informal.
- Study the physical environment of villages and urban areas in relation to ecological imbalances and vulnerability to disasters.
- Recognize the importance of the need to learn from the people in evolving solutions to problems.
- Organize a cleanliness drive under “Swachh Bharat Mission” with the help of people and the district administration.
- Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during Village and ULB Visits.

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



18. FETE

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



19. Cultural Activities and One Act Play

There will be a number of cultural activities during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the OTs will be required to present cultural programs to showcase their talents. The cultural activities help to nurture an appreciation for the richness and diversity of Indian culture.

The OTs will participate in One Act Play Competition

The high point of the cultural activities is the celebration of “India Day”. On this day, the culture, customs, art & crafts, and cuisine of different regions of the country will be put up on display - both through outdoor and indoor activities by the Ots.

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



20. Shramdaan

Shramdaan will involve cleaning of the Institute’s campus, picking up plastic bottles, etc. It is expected that every OTs must have respect for the dignity of labour and appreciate the hard work put in by the staff. The OTs will be asked to take part in Shramdaan.





CHAPTER-IV



Clubs & Societies

Introduction

Good

Each Club / Society will have an Executive Committee comprising a Secretary and four members, apart from the Director General's nominees. For running their activities, the Clubs and Societies will collect contributions from the fellow OTs. The Officers, Faculty Members and Staff, and their families, are invited to join the OTs 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 OTs 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 OTs are, therefore, expected to participate actively and make optimal use of the facilities as per their tastes and disposition.

A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

A. Officers' Club

The objectives of the Club are as under:

- To serve the members of the Club and to cater to the social and recreational activities.
- To organize and provide sports and recreational pursuits for the members of the Club.
- To promote and provide facilities for indoor and outdoor games.
- To organize Sports Meet and tournaments.
- To organize quizzes, talks etc. relating to the Club's spheres.

B. Officers' Mess Committee

Mess is an institution where the OTs meet in an informal / formal atmosphere to dine and relax. The participation of the OTs in the working of the

Committee helps in development of managerial and organizational skills amongst the office-bearers.

The Officers' Mess Committee organizes formal and informal get-togethers in association with other Clubs and Societies. Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee.

Following are the Objectives of the Committee.

- To contribute to the esprit de corps among the Officer Trainees.
- To ensure hygiene and cleanliness in the kitchen and dining hall
- To maintain a live rapport with caterer about the menu quality of food, service quality etc.

C. Film & Fine Arts Society

The main purpose of the Film & Fine Arts Society is two-fold, firstly, to introduce the Officer Trainees to cinema as an art form and secondly, to bring out and nurture the hidden talents among the OTs. Despite the many onslaughts from video and cable television, cinema still remains, in many ways, the paramount art form of the 21st century. Almost every OTs would be familiar with cinema as a popular medium of entertainment. It is important that the OTs understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Society are:

- To promote study of films as an art and social force, and a powerful means of mass communication.
- To provide the members with technical advice on films and produce experimental films.
- To organize lectures and seminars on films.
- To exhibit films, both feature and documentaries.
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal.

The Film & Fine Arts Society engages with the OTs through a wide variety of cultural programs in which group participation is given priority. The Film & Fine Arts Society also co-ordinates plays as a part of One-Act Play Competition.

D. Social Service Club

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

problems of specific disadvantaged sections of the society. The OTs 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 OTs are required to serve as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.

E. House Journal Society

The House Journal Society is established with the main idea of encouraging creative writing and other skills among the OTs.

The objectives of the Society are:

- To promote literary activities through creative writing.

- To provide a forum for free expression and interaction with one another.
- To develop an aptitude for editing and other aspects of journalism.
- To develop latent artistic talents and cartooning skills.

The Society publishes an in-house newsletter, as well as a House Journal, carrying articles on various subjects.

F. Nature Lovers Club

The Nature Lovers Club is formed to develop love, respect and responsibility towards nature. Its main aim is to protect the environment and create awareness about the importance of plants, animals, forests, water and other natural resources.

The club conducts activities such as tree plantation, nature walks, cleanliness drives, bird watching, recycling and environmental awareness programmes. It encourages OTs to reduce pollution, save water and electricity, avoid plastic and keep their surroundings clean and green.

The Nature Lovers Club also conducts programs to understand the beauty and importance of nature. By participating in its activities, members learn to work together and become responsible citizens. The club plays an important role in building a cleaner, greener and healthier future for everyone.





CHAPTER-V



Shishtachar

I. Introduction

Good manners and etiquette lend confidence and charm to an officer's personality. They help smoothen the sharp edges of authority and ease the course of personal relations. The principles underlying the form and behavior suggested in the following pages are courtesy, politeness, and consideration for others.

The issues covered are important to an officer's life, both during his / her probation and in the later stages of his / her career. A major part of Shishtachar is of immediate relevance for life at the Institute.

It is expected that the OTs would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

II. Identity Cards

The OTs are issued identity cards for the duration of the Course. This identity card has to be carried by the OTs at all times, both within and outside the campus. The identity cards will also serve as lapel cards.

The identity cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, and on all formal occasions.

Entry into the campus shall be permitted by Security only after identity card is shown.

III. Punctuality

Punctuality forms the basic fulcrum around which discipline revolves. It is expected that OTs will reach the venue of any scheduled event, academic or otherwise, five minutes ahead of time and will be seated in your allotted place / position at least two minutes before the event. Attendance will be noted according to seating arrangements. Arrival after 15 mins for the class will be considered as absent for the duration of the session.

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

IV. Behavior

The Institute expects the highest standards of behavior and decorum befitting of an OT, both inside and outside the Institute. We expect the OTs to be courteous and well-mannered towards each other, with the Institute staff and with the Faculty. The Officer Trainees are expected to ensure that their behavior towards the OTs of the opposite gender is beyond reproach. The OTs are expected to respect cultural dimensions and religious customs.

V. Participation, Leave and Absence

All Course activities, including Classes, Morning Activity, Fitness, Sports and extracurricular activities are compulsory and constitute official duty for the OTs. No OT 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 OT shall absent himself / herself from morning activities on grounds of ill health without permission of the 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 OTs are required to reside on the Campus during the entire duration of the Foundation Course. Course activities have been designed in a seamless manner. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained. OTs

shall not send any request over WhatsApp / SMS. Permission shall not be granted via WhatsApp / SMS. No OTs shall remain in the hostel rooms during class hours.

VI. Meetings with Faculty

The OTs 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 OTs 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 OTs 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 OT.

VII. Dress Regulations



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

Dress Regulation

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

Ladies: Saree with formal shoes / sandals

B. Formal occasions:

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

Visits of dignitaries other than VVIPs

Dress Regulation

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

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

C. Informal occasions

Class / Office hours

Dress Regulation

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

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

D. Casual occasion:

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

Any other occasion such as cultural evenings.

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

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

OTs 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 Institutes' T-shirts 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 OTs are expected to be attentive and conduct themselves with due regard towards the Faculty and the fellow Officer Trainees. Questions addressed to Faculty Members / Guest Speakers should be clear, precise, and polite.

Mobile phones should not be used during the sessions.

Talking or whispering during a lecture not only disturbs the speakers but other OTs also.

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

Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class. The posture adopted while sitting in the classroom is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back. One's arms should not be crossed behind one's head while sitting. Thumping on table is not acceptable while applauding Guest Speakers.

The OTs 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 10.00 pm is to be heard only through ear-phones.

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

X. Mess Etiquette

Dress code for Mess is Casual attire unless otherwise indicated by the Course Team. During formal occasions in the mess, the Officer Trainees are expected to be present 05 minutes before the guests arrive to receive them and to see that no guest is left unattended. Move around freely and look after the guests. Do not leave the mess until after all the guests have left.

Unless on the Mess Committee, the Officer Trainees have no authority to reprimand a Mess employee. Even office bearers on the Mess Committee are not to use intemperate language or conduct themselves in a manner not befitting of an Officer. They can report matters needing attention to the Secretary or a member of the Mess Committee. Please do not use intemperate language while making a complaint.

XI. Conduct in the Lounge

When the OTs 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 OTs should stand up and greet him / her.

The OTs 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 OTs 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 OTs 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 OTs 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 OTs are not permitted to keep private vehicles in the Institute.

Possession of personal firearms is strictly prohibited on the Campus.

The Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes, and written assignments will have serious consequences. Plagiarism will not be tolerated.

Redressal of grievances, if any, should be sought within the Institute. The Course team shall be the first level for grievance redressal. A direct representation to the Ministries of the

Government of India or any authority outside the Institute, or venting out grievances on social media, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.

Sharing any information, photos, or videos related to the Foundation Course or the Institute on social media platforms is strictly prohibited. This includes any content about the course curriculum, faculty, guest speakers, fellow trainees, or Institute facilities.

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

The OTs 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 OTs 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 OTs 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 OTs are requested to contribute to these initiatives during their stay on the campus.
- Use the resources of the Institute, namely, water, electricity, etc., judiciously. Switch off lights and fans, close windows and lock the rooms when you go out.
- Help in keeping the entire campus,

including the hostels, clean and green.

- Leave the room keys at the reception before going to classes so that the rooms can be cleaned.
- Pay for availing laundry services.
- The main gate of the Institute will be closed by 11:00 PM. Hence, return well before time if you happen to go out.

2. Don'ts

- Do not throw waste anywhere, except in dust-bins.
- Do not use plastic disposables, as far as possible.
- Do not keep cash or valuables in the room.
- The OTs are advised not to approach the Institute to arrange cars for their personal use.

In adherence to promoting a healthy and focused learning environment, the consumption of alcohol and smoking are strictly prohibited within the Institute premises. This policy extends to all areas of the campus, including hostels, classrooms, and recreational spaces. Any violation of this rule will be met with strict disciplinary action, potentially leading to expulsion from the course. We urge all

OTs to prioritize their well-being and refrain from engaging in these activities during their time at the Institute.



XIV. Disciplinary Policy

A. Attendance & Punctuality:

- OTs shall occupy only their assigned seats as per the approved seating plan for attendance recording.
- OTs shall report to the classroom before the scheduled commencement of each session. Classroom doors shall be closed five minutes prior to the scheduled time (T-5 minutes).

III. OTs arriving after the scheduled commencement time (T) shall be marked absent for the session.

IV. Late-arriving OTs shall not be permitted to enter the classroom after the designated time.

V. Late-arriving OTs shall watch the class telecast in a separate hall, as arranged by the Institute.

VI. OTs shall ensure regular attendance in all scheduled sessions. Any unauthorised absence shall be recorded and dealt with as per the prescribed rules.

VII. OTs shall comply with attendance verification procedures and cooperate with the team in maintaining accurate attendance records for every session.

VIII. The details of late arrivals and unauthorised absences will be displayed on the screen after every session.

IX. OTs shall maintain professional behaviour and decorum during classroom sessions. Sleeping, unnecessary conversations, eating, chewing and deliberate disruptions shall not be permitted.

X. OTs shall not use unauthorised electronic devices, including mobile phones, tablets, laptops or other gadgets, during classroom sessions, except with prior permission from the competent authority.

XI. Any unauthorised electronic devices found in use in the classroom shall be taken into custody, as per the instructions of the Institute and handed over to the designated authority at the end of the session.

B. Social Media Guidelines:

1. Posting or sharing digital content, which involves/includes the Institution campus and/or activities organized by the Institution during the training period, on any social media platform is to be avoided as these are in the nature of official premises/activities. Such as photos, videos, reels, or other materials related to training, training programs, itineraries, official visits, campus premises, or similar topics on social networking sites is strictly prohibited without prior authorization from the competent authority.

2. The aforementioned digital content includes, The digital content referred to above includes but is not restricted to posts (in any of the forms mentioned above).

- Hostel
- Sports Complex
- Classrooms
- Mess
- Lounge

- Any article or study material related to Institution

- Any other area within the Institution campus

3. Official visits include, but are not restricted to:

- Field Tours
- Exposure Visits
- Any other visits or study tours organized by the Institution

4. This guideline applies to all social networking sites, including but not limited to:

- YouTube
 - X (formerly known as Twitter)
 - Snapchat
 - LinkedIn
 - Meta Platforms (e.g. Facebook, Instagram, WhatsApp or other social media platform)
5. Officer Trainees must ensure that their social media status updates do not refer any training activities or campus-related content.

C. Penalties for Minor infraction:

Minor Infraction:

List of Minor Infraction:

- I. Late arrival in the morning activity.
- II. Late arrival in the classroom.
- III. Disturbance in the classroom.
- IV. Improper turnouts.
- V. Minor deviation reported (with mess, classroom, hostel, attendants etc).
- VI. 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.

a. Penalties for Minor Infraction:

- I. Deduction of 2 marks.
- II. Hearing in front of discipline committee and a counselling session by the tutor counsellor.
- III. Any minor infractions beyond 2 times will be treated as major infraction.
- IV. For late arrivals in classrooms:
 - Prior to the five minutes of class commencing, all OTs are expected to be in the classroom. Any entries made after this will be noted as late arrivals.
 - 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.

Major Infraction:

List of Major Infraction:

- I. Unauthorised absence from the morning activity.
- II. Unauthorised absence from the classroom.
- III. Unauthorised use of any gadgets in academic

premises.

IV. Gross misconduct including social media, conduct violation, misbehaviour with staff/supervisors.

V. More than two minor infractions will be outlined as major.

VI. 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.

b. Penalties for Major Infraction:

I. Deduction of 5 marks and memo to be issued.

II. Hearing in front of discipline committee and a counselling session by the tutor counsellor.

III. OTs whose memo explanations are found invalid must report to the Polo Ground in the

evening on the same day for penal action in form of extra PT, reformatory social service, reflection on weekend, etc.

IV. 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.

V. Responses to memos via WhatsApp, text, or email will not be acknowledged.

VI. In all cases of repeated major infractions and other cases of mis -conduct such as absconding, leaving headquarters etc. without prior permission MCR HRD IT reserves the right to examine the gravity case by case and initiate appropriate action.





CHAPTER-VI



Evaluation & Assessment

I. Breakup of Academic Evaluation & DG's Assessment

The overall breakup of academic evaluation and DG's assessment for 622.50 marks is as follows:

Academic Inputs	450
Director General's Assessment across 8 Parameters	172.50
Total	622.50

Academic Inputs 450
Director General's Assessment across 8 Parameters 172.50
Total 622.50

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

Sl. No	SUBJECT	MARKS
1	Public Administration	90
2	Law	90
3	Basic Economics for Administrators	90
4	Management & Behavioral Sciences	60
5	Indian History & Culture	60
6	Political Concepts & the Constitution of India	60
	Total	450

Proficiency of the OTs in the above six subjects will be evaluated through an End – Course - Examination carrying 450 marks. The OTs will have to secure at least 50% marks to pass each of the examinations. An OT who fails in any of the six subjects, shall not be entitled to any credit for the Foundation Course Examination.

There will be qualifying examinations in ICT and Hindi Language, which are mandatory for the OTs to pass. However, the examination in ICT carries 15 marks in DG's assessment.

II. Director General's Assessment For 172.50 Marks

The Director General's Assessment for 172.50 marks will be calculated on the following basis. Criteria for the Director General's Assessment

Criteria		Marks
1	Reflective Learning	10
2	Physical Fitness &	20
3	Participation in Extracurricular Activities	15
4	Peer Evaluation	40
5	Discipline	40
6	Director General's Overall Assessment	47.50
Total marks		172.50

III. Medals and Awards

Awards Description/Criteria

1. President of India Medal Best all- round record of Officer Trainee at the Institute
2. Director General's Gold Medal Top 5 - Highest Marks in —Order of Merit
3. Director General's Gold Medal Top 5 - Highest Marks in Director's Assessment (Individual)
4. Director General's Gold Medal Highest Marks in—Management and Behavioral Science (Individual)
5. Director General's Gold Medal Highest Marks in—Information Technology (Individual)
6. Director General's Trophy Highest Marks in written examination
7. Director General's Award for Best Club / Society
8. Director General's Trophy Best in athletics/ Sports
9. Director General's Trophy for Best actor & Best actress in One Act Play.

10. Director General's Foundation Course Esprit De Corps Award

11. Director General's Award for — Best Group presentation on Field Immersion and ULB visit

12. Director General's Award for – Best Group presentation on Trek

13. Director General's Gold Medal Best athlete (men) Best athlete (women)



TENTATIVE COURSE PLANNER –Spl. FC 2026

Week	Date	Day	Activity	Remarks	Day
1	12-10-2026	Monday	- Joining Formalities - Inauguration - Course Briefing		1
	13-10-2026	Tuesday	- Hindi Proficiency Test - Commencement of Classes		2
	14-10-2026	Wednesday	Classes		3
	15-10-2026	Thursday	Classes		4
	16-10-2026	Friday	Classes		5
	17-10-2026	Saturday	Selection of Secretaries and Members for Clubs and Societies		6
	18-10-2026	Sunday	Heritage Walk		7
2	19-10-2026	Monday	Classes		8
	20-10-2026	Tuesday	Vijaya Dasami	Holiday	9
	21-10-2026	Wednesday	Following day of Vijaya Dasami	Holiday	10
	22-10-2026	Thursday	Classes		11
	23-10-2026	Friday	Classes		12
	24-10-2026	Saturday	Short Trek		13
	25-10-2026	Sunday	Shramdhan		14
3	26-10-2026	Monday	Classes		15
	27-10-2026	Tuesday	Classes		16
	28-10-2026	Wednesday	Classes		17
	29-10-2026	Thursday	Classes		18
	30-10-2026	Friday	Briefing on Trek / Field Immersion and ULB Visit		19
	31-10-2026	Saturday	Departure for Trek / Field Immersion and ULB Visit		20
	01-11-2026	Sunday	Departure for Trek / Field Immersion and ULB Visit		21
4	02-11-2026	Monday	Trek / Field Immersion and ULB Visit		22
	03-11-2026	Tuesday	Trek / Field Immersion and ULB Visit		23
	04-11-2026	Wednesday	Trek / Field Immersion and ULB Visit		24
	05-11-2026	Thursday	Trek / Field Immersion and ULB Visit		25
	06-11-2026	Friday	Trek / Field Immersion and ULB Visit		26

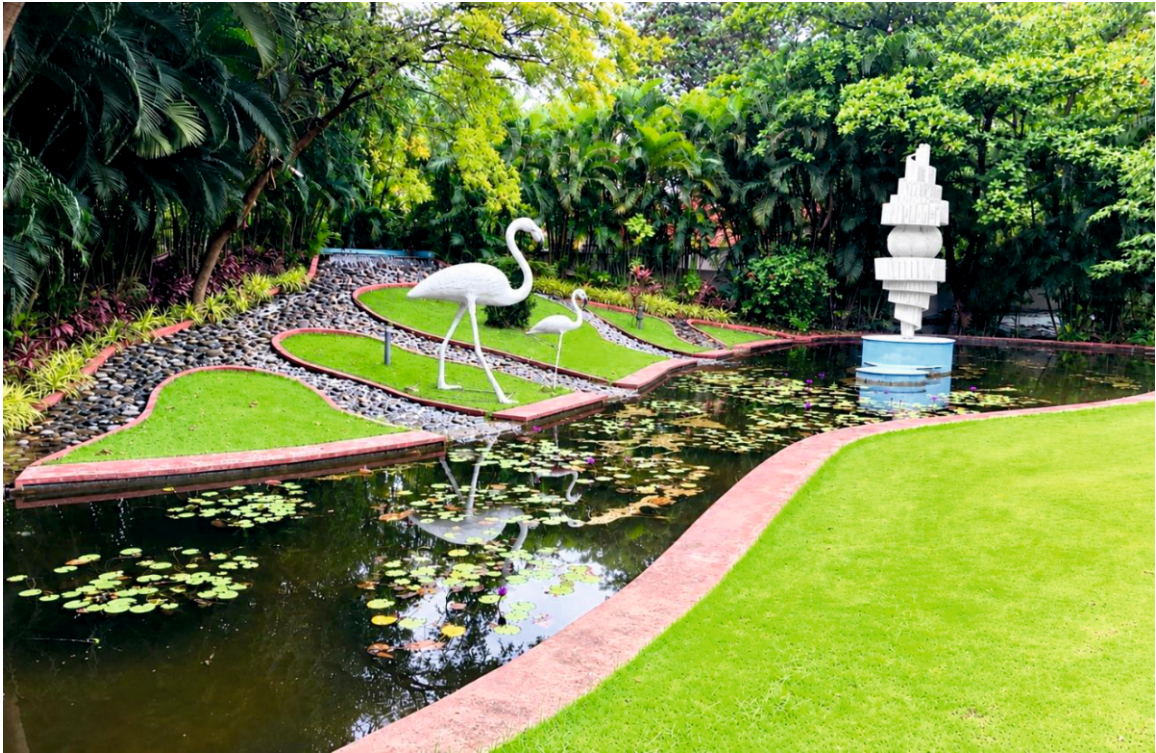
	07-11-2026	Saturday	Trek / Field Immersion and ULB Visit		27
	08-11-2026	Sunday	Deepawali Celebrations	Holiday	28
5	09-11-2026	Monday	Classes		29
	10-11-2026	Tuesday	Classes		30
	11-11-2026	Wednesday	Classes		31
	12-11-2026	Thursday	Trek / Field Immersion and ULB Visit Presentations		32
	13-11-2026	Friday	Classes		33
	14-11-2026	Saturday	Cultural Program by OTs	2 nd Saturday Holiday	34
	15-11-2026	Sunday			35
	16-11-2026	Monday	Classes		36
6	17-11-2026	Tuesday	Classes		37
	18-11-2026	Wednesday	Classes		38
	19-11-2026	Thursday	Classes		39
	20-11-2026	Friday	Briefing on Trek / Field Immersion and ULB Visit		40
	21-11-2026	Saturday	Departure for Trek / Field Immersion and ULB Visit		41
	22-11-2026	Sunday	Departure for Trek / Field Immersion and ULB Visit		42
	23-11-2026	Monday	Trek / Field Immersion and ULB Visit		43
7	24-11-2026	Tuesday	Trek / Field Immersion and ULB Visit	Karthika Purnima / Girunanak Jayanthi Holiday	44
	25-11-2026	Wednesday	Trek / Field Immersion and ULB Visit		45
	26-11-2026	Thursday	Trek / Field Immersion and ULB Visit		46
	27-11-2026	Friday	Trek / Field Immersion and ULB Visit		47
	28-11-2026	Saturday	Trek / Field Immersion and ULB Visit		48
	29-11-2026	Sunday	Trek / Field Immersion and ULB Visit		49
	30-11-2026	Monday	Classes		50
8	01-12-2026	Tuesday	Classes		51
	02-12-2026	Wednesday	Classes		52
	03-12-2026	Thursday	Trek / Field Immersion & ULB Visit Presentations		53
	04-12-2026	Friday	Classes		54

	05-12-2026	Saturday	Sports Meet		55
	06-12-2026	Sunday	Sports Meet		56
9	07-12-2026	Monday	Classes		57
	08-12-2026	Tuesday	Classes		58
	09-12-2026	Wednesday	Classes		59
	10-12-2026	Thursday	Classes		60
	11-12-2026	Friday	Classes		61
	12-12-2026	Saturday	India Day Celebrations	2 nd Saturday Holiday	62
	13-12-2026	Sunday			63
10	14-12-2026	Monday	End-Course-Examination		64
	15-12-2026	Tuesday	End-Course-Examination		65
	16-12-2026	Wednesday	FETE		66
	17-12-2026	Thursday	One Act Play		67
	18-12-2026	Friday	• Valedictory Ceremony • Departure of the OTs Commences		68

IMPORTANT TELEPHONE & ROOM NUMBERS				
Sl. No.	Name of the Officer	Intercom Number	Mobile Number/ Landline Number	Room Number
1.	Smt. Anita Ramachandran, IAS(Retd.), Addl. Director General Course Director	102	040-23543596	213
2.	Prof. (Dr.) Madhavi Ravulapati Professor & Head-CLP Co - Course Director	482	9959614546	101
3.	Group Captain Krishna Mohan (Retd.) Proctor	--	8861623485	
4.	Sri M.Benny Joseph Assistant Audit Officer Coordinator – 1 (Academics)	--	9573210298	127
5.	Sri Lt. Dr. K.Sukumar Sr. Faculty, CLP, Coordinator-2 (Academics) & DG's Nominee, Social Service Club	--	9392452592	231
6.	Dr. D. Thiruvengala Chary, Sr. Faculty & CMB, Coordinator-1 (Co-Curricular) (Trek & Study Tour)	415	9849610028	131
7.	Smt. Madhavi Krishnamoorthy, Joint Director & Head-CFE Controller of Examinations & DG's Nominee for Officers' Club	131	8977783458	129
8.	Dr. Kandukuri Usha Rani, Sr. Faculty & Head CDS, Coordinator-2 (Co-Curricular) (Field Immersion & ULB Visits),	270	9948921557	227
9.	Dr. Kalanjeri Venkatesh Satya, Faculty, CMB, Coordinators-1 (Extra-Curricular) & DG's Nominee, Film & Fine Arts Society	277	9652510691	132
10.	Smt. Y.Rajeshwari, Sr. Lecturer, CFE Coordinators-2 (Extra-Curricular)	180	8977000327	130
11.	Dr. K. Suresh Kumar Faculty, CLP, Class room (I/c)	106	9948119421	033
12.	Smt. T. Mounika Reddy, Faculty- CIT Class room (I/c)	--	9121804278	121
13.	Sri Saka Venkateswara Rao, Consultant, CIS Class room (I/c)	--	9248032073	126
14.	Smt. G. Vasanta Lakshmi T & RA, CMB Class room (I/c)	--	8978758998	132

15.	Sri H.Arun Kumar, IAS(Retd.) Head-CIT & General Manager(IT)(I/c) IT & Technical Team	102	7893291199	213
16.	Smt. V Jyothi GM (Engg. & Facilities) Facilities (Class Room, Accommodation & Dining Hall - Ruchi) and DG's Nominee for Officers' Mess Committee	127	9248032098	103
17.	Smt. N.Nirmala Administrative Officer Medical facilities	196	040-23548294	013
18.	Sri M. Madhava Charya Accounts Officer	271	9248032083	014
19.	Sri Srinivas Madhav, Consultant, TMU DG's Nominee for House Journal Society	359	9247159343	221
20.	Smt. Ch. Sangeetha Lakshmi Junior Faculty, CDS DG's Nominee for Nature Lovers Club	345	8099366821	230
21.	Sri V.Srinivas, Junior Faculty, TMU, Nodal Officer-I	420 / 360	8008001937	FC Secretariat
22.	Smt. G. Jhansi Rani, Junior Faculty, CDS Nodal Officer-II	420	8008885064	FC Secretariat
23.	Sri Shanker, Superintendent Sports (I/c)	472	9030005772	FC Secretariat
24.	Sri Basanta Kumar, Jr. Assistant Morning Activity (I/c)	216	9652042940	--
25.	Sri R. Nagaraj Facilities Executive	198	9677757539	107
26.	Sri B. Bharath Kumar Facilities Executive	338	9966064441	Godavari Hostel (G55)
27.	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar, Admin
28.	Gym / Swimming Pool	177	-	-
29.	Godavari Hostel -Reception	353	9248005306	-
30.	Tungabhadra Hostel -Reception	345	-	-

Welcome to Dr MCR HRD Institute of Telangana



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.”

