

ALL INDIA SERVICES & CENTRAL CIVIL SERVICES OFFICERS

Special Foundation Course-2026

Course Briefing for Officer Trainees

12 October – 18 December 2026

Dr. MCR Human Resource Development Institute of Telangana · Road No. 25, Jubilee Hills, Hyderabad – 500033



18 years of unbroken legacy



20

Foundation Courses (AIS & CCS) since 2008



2,969

Officer Trainees trained



31

Services represented



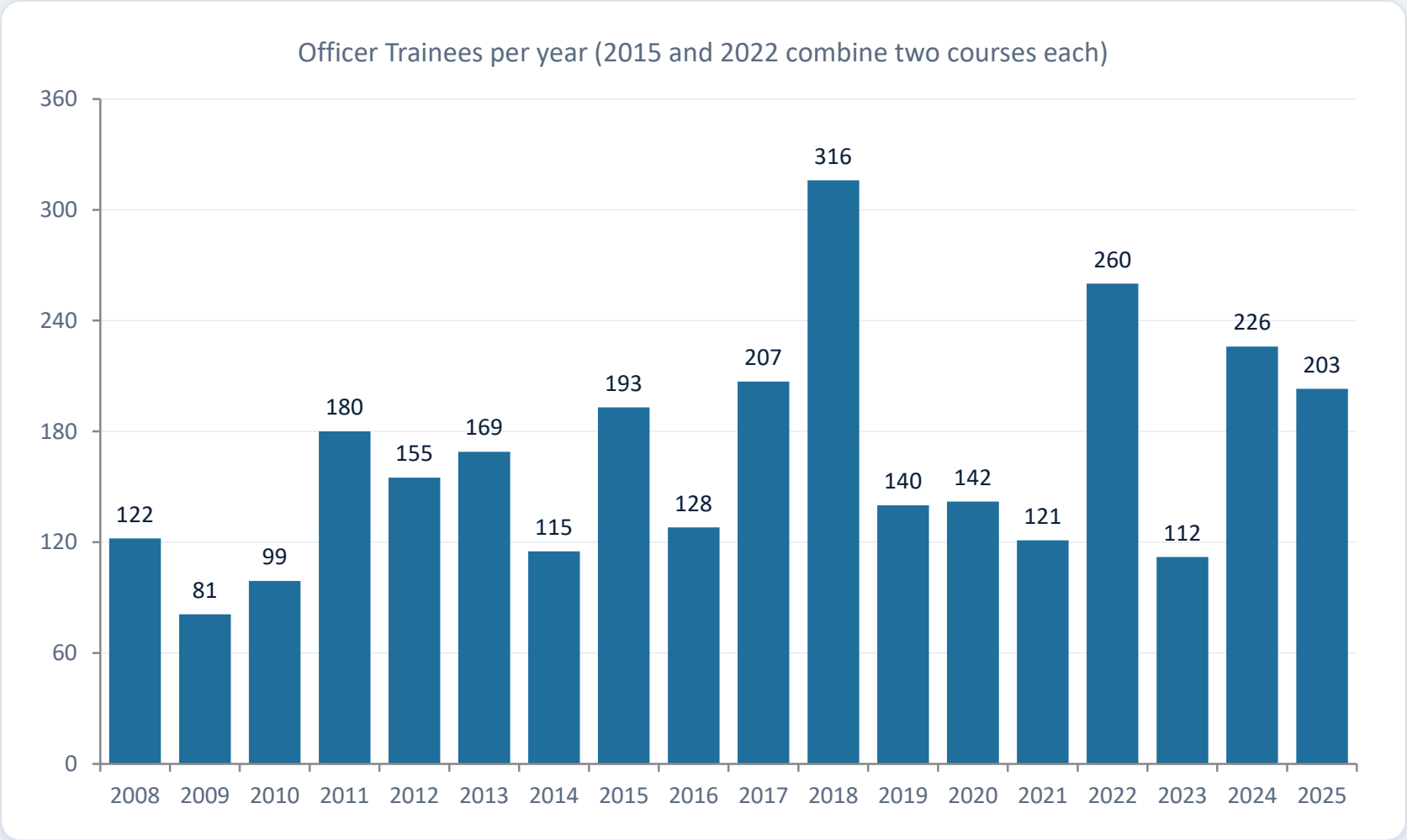
18

Years of continuous service



All but one of these courses were conducted for LBSNAA, Mussoorie – the exception being the 2023 Special FC for CCS (IES & ISS).

Officer Trainees trained, year by year



316

Peak intake – 2018 (93rd FC)

260

2022 – two courses in one year

203

Officer Trainees in 2025

Course objectives



Orient

Orient Officer Trainees to the administrative, social, economic and political environment of the country.



Aware

Make them aware of the challenges and opportunities within the Civil Services.



Develop

Promote overall development of personality – intellectual, moral, physical and aesthetic.



Unite

Foster greater coordination among members of different Civil Services by building esprit de corps.

Our expectations



Punctuality



Behaviour



Participation



Discipline



**Maturity,
Creativity &
Endeavour**

What we look for in every Officer Trainee, every day.

Course design



01

Academics

320 classroom sessions across nine subject areas, plus mandatory iGOT modules.



02

Field Immersion Visit

Village and Urban Local Body visits in districts across seven states.



03

Trek & Study Tour

Trek in the Nilgiris, scheduled alongside field immersion.



04

Skill Enrichment

Includes journaling, mentor sessions and extra-curricular modules.

Daily session plan

 **0 Session (PT / Yoga)** **6:30 – 7:30 AM**

 **I Session** **9:30 – 10:20 AM**

 Break **10:20 – 10:30 AM**

 **II Session** **10:30 – 11:20 AM**

 Tea Break **11:20 – 11:40 AM**

 **III Session** **11:40 AM – 12:30 PM**

 Break **12:30 – 12:40 PM**

 **IV Session** **12:40 – 1:30 PM**

 Lunch Break **1:30 – 2:30 PM**

 **V Session** **2:30 – 3:20 PM**

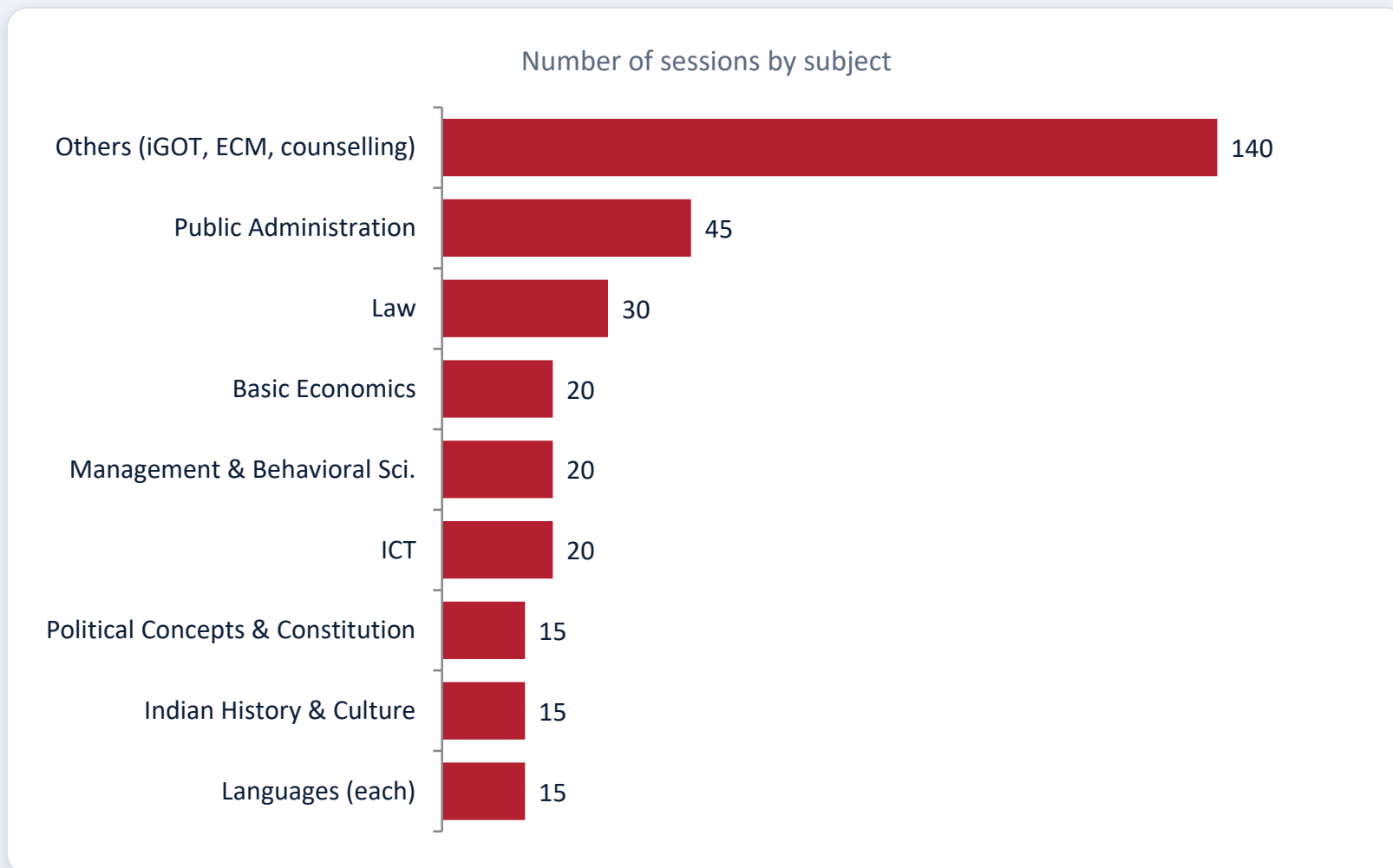
 Break **3:20 – 3:30 PM**

 **VI Session** **3:30 – 4:20 PM**

 Tea **4:20 – 4:35 PM**

Six sessions a day · 50 minutes each

Academic inputs: 320 sessions



320

academic sessions in total

140 of them cover iGOT modules, extra-curricular modules and counselling.

Mandatory iGOT Karmayogi modules

Module area	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



19 modules

75 online sessions to complete during the course

Completion of the prescribed modules is mandatory for successful completion of the Foundation Course.

In the classroom



Session Moderators

- Coordinate with the guest faculty ahead of the lecture
- Receive the speaker on arrival and escort to the classroom
- Introduce the speaker using the collected bio-data
- Thank the speaker on behalf of the OTs and the Institute
- Invite the speaker to club and society functions during the stay



Daily Feedback

- Record feedback for every academic session, every day, in electronic format
- Feedback stays strictly confidential
- Fill the form responsibly and constructively
- Regular feedback is an index of your commitment
- Regularity and sincerity form part of the DG's Assessment

Field immersion visits & trek

SPELL 1

2 – 8 Nov 2026

Field Immersion, ULB Visit & Trek

SPELL 2

23 – 29 Nov 2026

Field Immersion Visit & Trek



Districts across seven states

Madhya Pradesh

Rajasthan

Kerala

Maharashtra

Karnataka



Trek @ Nilgiris

Telangana

Mentor Meetings

- Senior Officers will be mentoring the OTs.
- They will hold 4- 5 meetings with OTs.

Extra-curricular activities



**Physical Training /
Yoga**



Heritage Walk



Short Trek



**Athletic / Sports
Meet**



**Cultural Program
by Institute**



**Cultural Program
by OTs**



One Act Play



FETE



India Day



**Extra Curricular
Module (ECM)**



Club Activities



...and much more

ECMs offered include: Zumba · Gardening · Painting · Salsa · Classical Dance · Hindustani Vocal

Clubs & societies



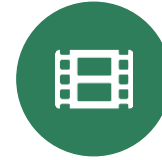
Officers' Club

DG's nominee: Smt. Madhavi Krishnamoorthy



Officers' Mess Committee

DG's nominee: Smt. V. Jyothi



Film & Fine Arts Society

DG's nominee: Dr. Kalanjeri Venkatesh Satya



Social Service Club

DG's nominee: Lt. Dr. K. Sukumar



House Journal Society

DG's nominee: Sri Srinivas Madhav



Nature Lovers Club

DG's nominee: Smt. Ch. Sangeetha Lakshmi

Each club or society has one Secretary and four members. A separate circular on selections will be issued in due course.

A few highlights from club activities



Adventure & Sports

- Rock climbing
- Rifle shooting
- Go carting
- Cycling at Necklace Road
- Pala Pitta Cycling Park
- Tiger Safari, Nallamala



Culture & Fun

- Millet & Chat festivals
- DJ night
- Stand-up comedy
- TEDx talks
- Fashion show
- Orchestra by IVIDA



Service & Outreach

- State Home visits
- Devnar Foundation visit
- Blanket distribution
- Plantation drive
- Shramadaan
- Free eye & health check-up



Learn & Compete

- Quiz competitions
- Elocution competitions
- Painting exhibition
- Dialogue in the Dark
- Management Club activity
- Hyderabad Golf Club

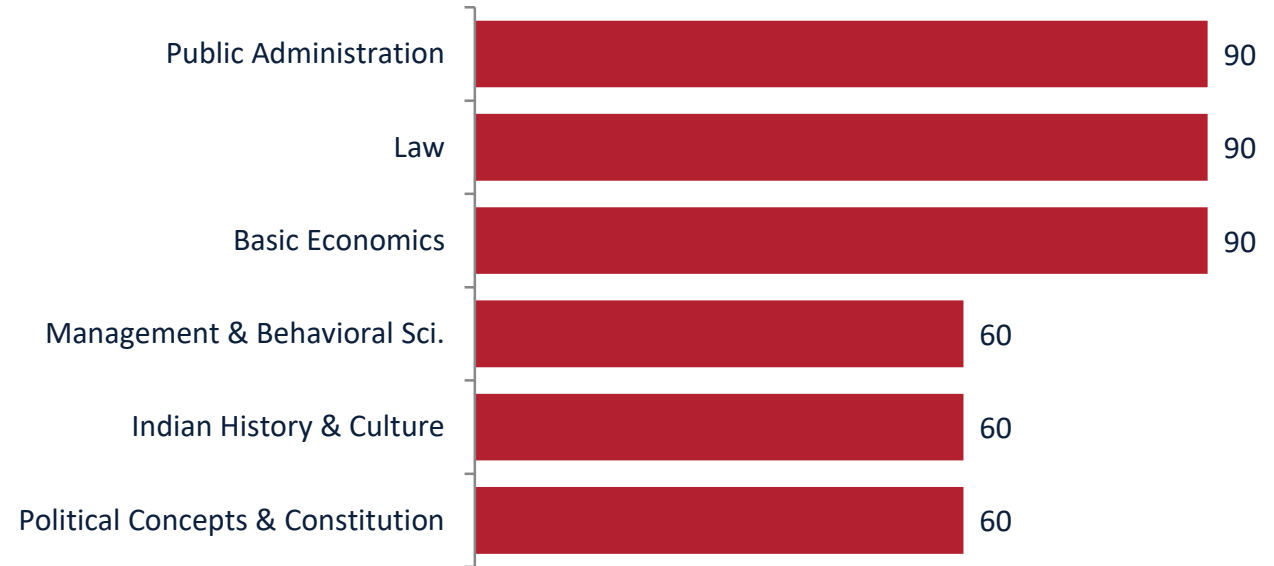
Assessment & examinations

Total: 622.5 marks



■ Academic Inputs – 450 ■ DG's Assessment – 172.5

Written examination: 450 marks



Secure at least 50% in each subject to pass.



Hindi and ICT (50 marks each) are qualifying papers: not added to the aggregate, but failing either means failing the Foundation Course Examination.

Director General's assessment: 172.5 marks

Component	Marks	Assessed by
Journaling	30	House Tutor
ICT	15	Computer Faculty
Physical fitness & sports	25	Course Team / Outdoor In-charge
Clubs & societies (organising)	5	DG's nominee of the respective club / society
Extra-curricular participation	20	Self-declaration, reviewed by the Course Team
Peer evaluation	10	Comprehensive assessment manual
Discipline	32.5	Course Director / Course Team
DG's overall assessment	35	Director General, with inputs from the Course Team
Total	172.5	

Medals & awards



President of India Medal

For the best all-round record of an Officer Trainee at the Institute



DG's Gold Medals

- Top 5 – order of merit
- Top 5 – DG's Assessment
- Highest marks – Management & Behavioral Sciences
- Highest marks – Information Technology
- Best athlete (men and women)



DG's Trophies & Awards

- Highest marks in written examination
- Best Club / Society
- Best in athletics / sports
- Best actor & actress, One Act Play
- Foundation Course Esprit de Corps Award
- Best group presentation – Field Immersion & ULB visit
- Best group presentation – Trek

Esprit de corps awards



Gold, Silver & Bronze

Medals for the Officer Trainees who make the maximum contribution to esprit de corps in the batch.

A poll towards the end of the course lets the Officer Trainees themselves choose.

The qualities that count

- ✓ Commitment to public service
- ✓ Belief in the unity and integrity of India and its pluralistic culture
- ✓ Spirit of fellowship, fraternity and common brotherhood
- ✓ Readiness to empathise and share difficulties and dangers faced by others
- ✓ Willingness to sacrifice for the common good and group interest
- ✓ Sense of values, as enshrined in the Constitution of India
- ✓ Passion to strive for excellence in all spheres of collective activity

A single-use-plastic-free campus



1

Complete ban on single-use plastic in the premises, classrooms, hostels and canteen.

2

No non-biodegradable items for Officers, faculty, staff, tenants and HRD quarters occupants.

3

No sale, purchase or use of SUP water bottles, beverages, plates, bags, boxes or cutlery.

Use instead: steel, clay or glass bottles and jugs, tetra packs, cloth, jute or gunny bags.

Course team (1 of 2)

Role	Name	Intercom	Mobile / Landline	Room
Course Director	Smt. Anita Ramachandran, IAS (Retd.)	102	040-23543596	213
Co-Course Director	Prof. (Dr.) Madhavi Ravulapati	482	9959614546	101
Proctor	Group Captain Krishna Mohan (Retd.)	–	8861623485	–
Academics Coordinator-1	Sri M. Benny Joseph	–	9573210298	127
Academics Coordinator-2	Lt. Dr. K. Sukumar	–	9392452592	231
Trek & Study Tour	Dr. D. Thiruvengala Chary	415	9849610028	131
Field Immersion & ULB Visits	Dr. Kandukuri Usha Rani	270	9948921557	227
Controller of Examinations	Smt. Madhavi Krishnamoorthy	131	8977783458	129
Extra-Curricular Coordinator-1	Dr. Kalanjeri Venkatesh Satya	277	9652510691	132
Extra-Curricular Coordinator-2	Smt. Y. Rajeshwari	180	8977000327	130

Course team (2 of 2)

Role	Name	Intercom	Mobile / Landline	Room
Nodal Officer-I (FC Secretariat)	Sri V. Srinivas	420 / 360	8008001937	—
Nodal Officer-II (FC Secretariat)	Smt. G. Jhansi Rani	420	8008885064	—
IT & Technical Team	Sri H. Arun Kumar, IAS (Retd.)	102	7893291199	213
Facilities & Mess	Smt. V. Jyothi	127	9248032098	103
Medical facilities	Smt. N. Nirmala	196	040-23548294	013
Accounts Officer	Sri M. Madhava Charya	271	9248032083	014
Sports (I/c)	Sri Shanker	472	9030005772	—
Morning Activity (I/c)	Sri Basanta Kumar	216	9652042940	—
Library	Sri B. Srinivas	116	9948160832	—
Godavari Hostel Reception	—	353	9248005306	—

Also: Gym / Swimming Pool – 177 · Tungabhadra Hostel Reception – 345

Glimpses of the Foundation Course

Photos from past batches, grouped by activity

Trek & field immersion · Fitness & sports · Culture & festivals · Clubs & societies · Service

Trek @ Nilgiris



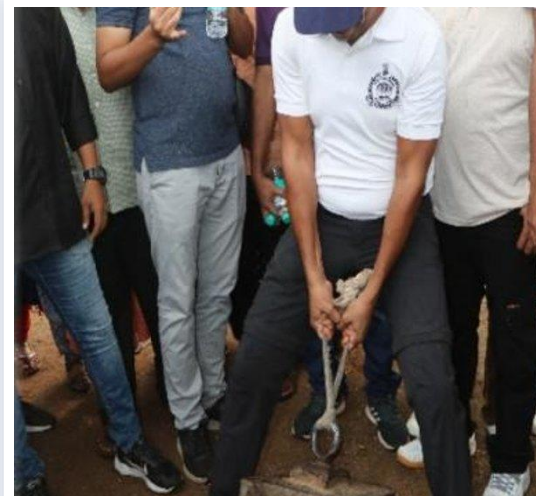
Field immersion & ULB visits



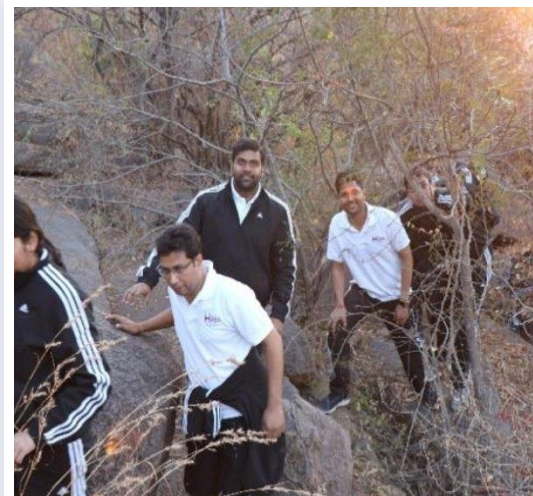
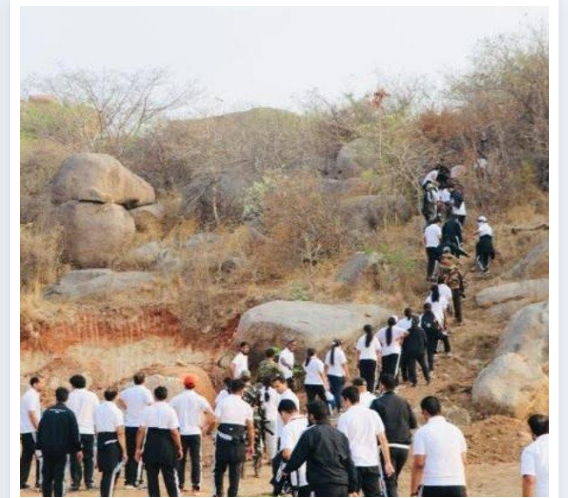
Physical training / yoga



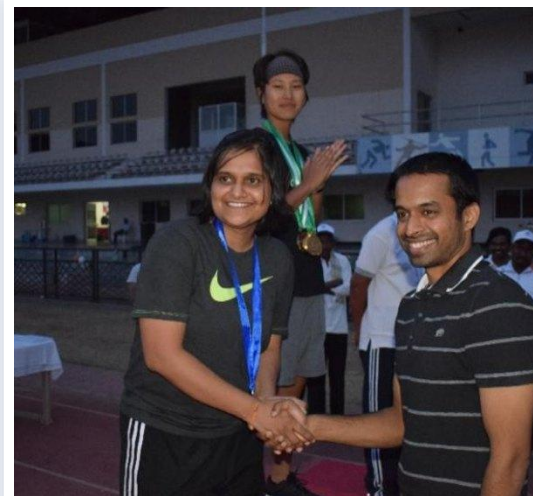
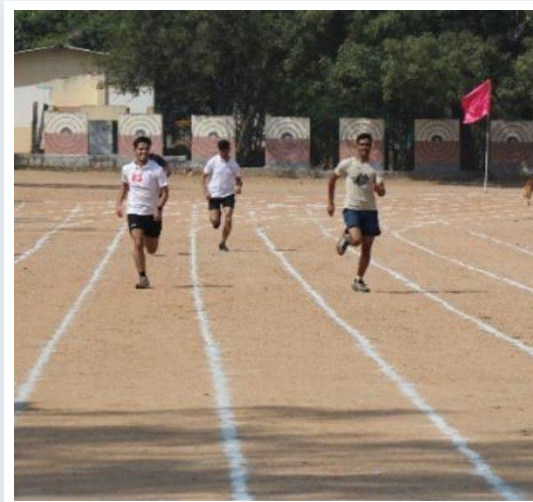
Heritage walk



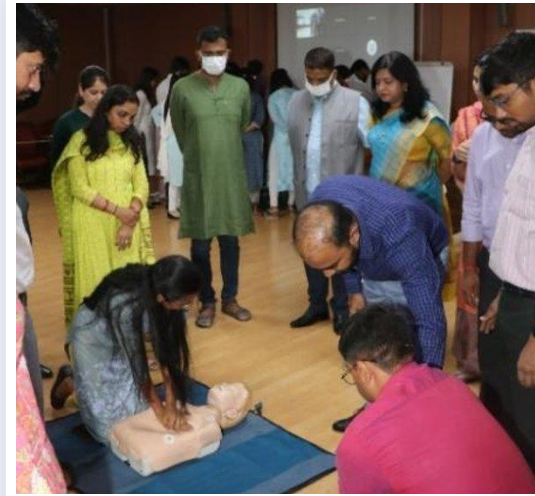
Short trek



Athletic / sports meet



Cultural & other activities by the Institute



Cultural evening by OTs



One-act play



FETE



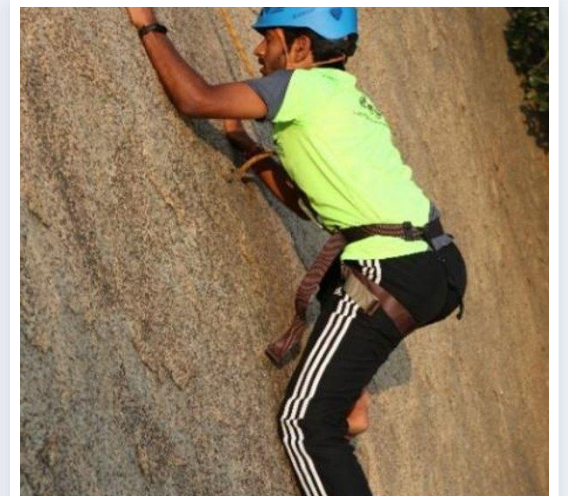
India Day



Extra-curricular modules (ECM)



Clubs: adventure & sports



Clubs: culture & fun



Clubs: service & outreach



Clubs: learn & compete



Blood donation camp



Distinguished speakers & guests



A few of the eminent speakers who have addressed past batches of Officer Trainees.

Thank you

Welcome to Dr. MCR HRD Institute of Telangana. We look forward to a memorable and transformative Special Foundation Course.

Road No. 25, Jubilee Hills, Hyderabad – 500033

