

WELCOME TO Dr. MCR HRD Institute



PRESENTATION OVERVIEW

- **INSTITUTE AT A GLANCE**
- **COURSE OBJECTIVES**
- **METHODOLOGY**
- **ACADEMIC DOMAIN**
- **NON-ACADEMIC ACTIVITIES**
- **ESCORT DUTIES**
- **ASSESSMENT**
- **OTHER IMPORTANT ASPECTS**
- **SHISHTACHAR**

ABOUT THE INSTITUTE

- **The erstwhile Institute of Administration**
- **Established in 1976**
- **Renamed as the Dr. Marri Channa Reddy Human Resource Development Institute of Andhra Pradesh (Dr. MCRHRDIAP) in 1998**



Training Wings

In - Campus

**Audit Training
Wing**

**Accounts Training
Wing**

Subject specific Centers

**District Training
Centers**

What do we do?

- **Foundation Courses**
 - **State Government**
 - **All India & Central Civil Service officers**
- **Induction Courses**
 - **New recruits & promotees of some Depts.**
- **Subject / Dept. specific training programmes**
- **Trainer Development Programmes (TDP)**
- **Self Finance Courses**
 - **Customised**
- **Special Trainings**
- **Workshops**

FACILITIES AT THE INSTITUTE



LECTURE HALLS



COMPUTER LABS



AUDITORIUM



LIBRARY

FACILITIES AT THE INSTITUTE

Games & Sports

HOSTELS



VAMSADHARA



KRISHNA



THUNGABHADRA



GODAVARI



Gym



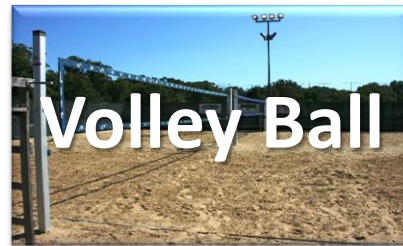
Swimming Pool



Tennis



Shuttle



Volley Ball



Billiards

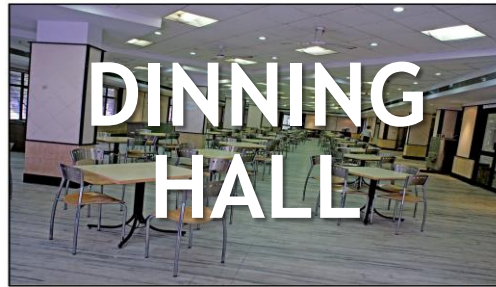


Carroms



Chess

OTHERS





COURSE OVERVIEW AND SHISHTACHAR

COURSE OVERVIEW



COURSE OBJECTIVES

- **To promote all round development of the personality of Officer Trainees – intellectual, moral, social and physical.**
- **To equip them with the basic administrative skills, knowledge and competencies required for their jobs.**
- **To help them to improve their physical fitness and possess sound positive health and mind .**



METHODOLOGY

- **Compulsory Residential**
- **Attendance**
- **Individual participation**
- **Group Work**
- **Guest Faculty**
- **Escort Duties**
- **Presentations**
- **Study Material**
- **Physical Fitness**
- **Evaluation & Assessment**
- **Online Feed Back**



ACADEMIC DOMAIN

- **Public Administration, Governance and Ethics (PAG&E)**
- **Secretariat Office Manual and Business Rules (SOM&BR)**
- **Law and Legal Matters (L&LM)**
- **Management and Behavioral Studies (M & BA)**
- **Service Matters & Office Procedures (SM & OP)**
- **Computer Training (Hands on training)**



SESSION TIMINGS

- ▶ **Library :** **9.00 am to 7.00pm**
- ▶ **Forenoon:** **10.00 am to 11.00 am**
11.20 am to 12.20 am
12.30 am to 1.30 pm
- ▶ **Afternoon:** **2.40 pm to 3.40 pm**
4.00 pm to 5.00 pm
- ▶ **Tea Break:**  **11.00 am to 11.20am;**
3.40 pm to 4.00 pm
- ▶ **Lunch :**  **1.30 pm to 2.40 pm**

NON-ACADEMIC & OTHER ACTIVITIES

▶ PHYSICAL FITNESS

▶ GAMES

▶ BLOOD DONATION & SHRAMDAAN

▶ **You may propose -**

▶ COMPETITIONS

(Curricular, Co-Curricular & Extra –Curricular)

▶ SOCIAL & CULTURAL ACTIVITIES





ESCORT DUTIES



- **Ensure Transport arrangements to Guest Faculty (GF)**
- **Receive the Guest Faculty on arrival**
- **Inform the GF about the course/ session duration etc.**
- **Collect the BIO-DATA of the GF**
- **Escort the GF to the class room and introduce to the Trainees in the class room**
- **At the end of the session, thank the Guest Faculty.**
- **Inform your whereabouts in the reception**



ASSESSMENT



- ▶ **Public Administration, Governance and Ethics (PAG&E)** 50
- ▶ **Secretariat Office manual & Business Rules (SOM&BR)** 50
- ▶ **Management & Behavioral Studies (M&BS)** 50

- ▶ **Law and Legal Matters (L&LM)** 50
- ▶ **Service Matters & Office Procedures (SM&OP)** 50
- ▶ **Computer Training (Practical)** 50
- ▶ **DG's Assessment** 50



SHISHTACHAR

शिश्टाचार

**Shishtachar is a Sanskrit word
which means**

- Code of conduct**
- Good Manners**
- Discipline**
- Etiquette**
- Concern**

GENERAL CONDUCT

▶ PUNCTUALITY:

- Very important
- Reach the venue well in time
- Be seated in your allotted place

▶ PARTICIPATION:

- Your Course
- Expect your full participation
- Academic and Non-academic
- What you get depends on what you put in

GENERAL CONDUCT

▶ BEHAVIOUR:

- **Expect highest standards**
- **Be courteous and well mannered**
 - **towards each other**
 - **with Faculty and Officers**
 - **with staff**

GENERAL CONDUCT

▶ ATTIRE:

- Jeans, T-Shirts, Sneakers, Slippers- forbidden in classes, Mess, lounge, library, Official Functions etc.

Gentlemen Trainees to wear :

Full hands shirt, Trouser and socks & shoes during class hours.

Lady Trainees

can wear Sarees, Salwar-Kameez and Churidar-Kurta of Sober Colours

Use Formal Dress whenever expected

GENERAL CONDUCT

- **Compulsory residential.** Spouses, friends etc. are not permitted to stay
- **NO SMOKING** in the class room, library and any other public place in the campus
- **Do not** speak loudly in the lounges or corridors

CONDUCT IN CLASS

- Take your allotted seat 5 mts **before** the session
- **No** cross talk, whispering and other distractions
- Questions addressed to Guest speakers / faculty members should be **precise and polite**
- Adopt proper **posture** in Classroom

CONDUCT IN CLASS

- **No thumping** on the table to applaud, only appropriate clapping
- **Remain standing** after lecture concludes till the speaker leaves the class
- **MOBILE PHONES** – if it rings, it will be confiscated and auctioned in the class and proceeds will be donated to social cause.

CONDUCT IN HOSTELS

- **Avoid** shouting, loud music, noisy scenes
- Music **after** 09.00pm should be heard through only ear phone
- **KEEPING OR CONSUMING ALCOHOL IS PROHIBITED**
- **Unconventional** conduct will result in **Disciplinary Action**

LEAVE AND ABSENCE

- **All Course activities – compulsory**
- **No Leave** during the Course except under special instances
- **Do not leave** the campus even on holidays / weekends
- **Prior written permission** is necessary from the Course authorities
- **No Post facto sanction of leave**

PENALTIES

- **Un authorised absence from duty**
- **Any act of misconduct or indiscipline leads to relief from the Course without any notice**
- **Conservation of Electricity – switch off lights etc. when you leave your room. Any violation leads to penalty**
- **Water – a scarce resource. Do not waste. Violation of this norm attracts fine**

PLEASE REMEMBER....

*We are what we
repeatedly do.
Excellence, then, is not
an act but a habit.
- Aristotle*

*Thank
you...*

