

Special Foundation Course

For backlog OTs

Course Team

Shri Harpreet Singh IAS,	Course Director
Shri P K Sharma, IFS (Retd.),	Advisor (Coordination)
Dr Gautam Pingle, Dean of Studies,	Advisor (Academics)
Smt Divya Parmar, IES,	Addl. Course Director (General)
Prof. Mohammed Abbas Ali,	Addl. Course Director (Academics)
Dr. Ravulapati Madhavi,	Addl. Course Director (Co-curricular & ExtraCurricular Activities)



Participants

Service	Total	Male	Female	2017(8)	2016	Others
IPS	58	50	8	36	15	17
IFoS	61	59	2	47	11	3
IP&T AFS	4	3	1	0	4	0
IPoS	9	8	1	1	6	2
ITS	9	8	1	5(3)	1	3
Total	141	128	13	89(3)	37	25

**Justice?—You get
justice in the next
world, in this world
you have the law.**

—William Gaddis

Discipline

- No leave except in **most** compelling circumstances
- Absence of OT for a cognisable period will result in OT having to repeat the course at a future date.
- OTs are expected to participate in classes, co-curricular and extra-curricular activities actively.
- Smoking is not permitted in class-rooms, cultural programmes and meetings of Clubs and Societies.
- Keeping or consuming alcoholic drinks in Institute is strictly prohibited. Inebriated conduct will invite serious action.
- OTs are expected to clear their mess dues and accommodation charges promptly.

**THE MORE
DISCIPLINED
YOU BECOME,
THE EASIER
LIFE GETS.**

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Course Design

- **Academics**

Public Administration	Management & Behavioural Science	Law	Basic Economics for Administrators
Political Concepts & Constitution of India	Indian History & Culture	Information & Communication Technology	Language

- **Co-curricular activities**

Trek, Village Visit, PT/Yoga, Blood Donation

- **Clubs & Societies**

- **Cultural Activities - India Day, State Days**

- **Extra-curricular Module**

- **Escort Duties**

- **Counselling / Mentoring**



An **Opportunity** to Work is Good **Luck** for me. I Put My Soul into it.

Narendra Modi



YourSelf
Quotes

Each Such **Opportunity** Opens
The **Gates** for the Next One.

Course Objectives

- To make participants appreciate the country's rich traditions, history, culture and diversity and develop an all-India perspective.
- To promote development of a well-rounded personality through participation in extra-curricular activities.
- To develop an appreciation of the principles of good governance and their application to meet the needs of the citizens of India.
- To develop basic administrative skills, knowledge and competencies required for their his/her job.
- To foster greater coordination among the members of different Civil Services by building *esprit de corps*.

Academics

S. No.	Subject	No. of Sessions
1	Public Administration	90
2	Basic Economics for Administrators	40
3	Law	30
4	Political Concepts & Constitution of India	20
5	Management & Behavioral Science	50
6	Information & Communication Technology	30
7	Indian History	16
8	Language	24
9	Others (CGM/ Mentoring/Course Related)	10
		300

Language Module

- On basis of Proficiency Test, participants shall be categorised into two:
 - Who have passed Hindi, shall be offered Bengali (12), Marathi (12), Telugu (9), Odiya (7), Tamil (7), Malayalam (7), Kannada (7), Urdu, Sanskrit and English
 - Who have failed Hindi, shall have to attend Hindi classes compulsorily
- IPS and IFoS officers will have to opt for language of the state cadre

Peer Learning

Service	2015	2014	2013	2012	2011	2010	2009
IPS	5	1					1
IFoS	1	2					
IP&T AS							
IPOS	1	1					
ITS	1	2					

Assessment

S No.		Max. Marks
1	Public Administration	90
2	Law	90
3	Basic Economics for Administrators	90
4	Political Concepts & Constitution of India	60
5	Management & Behavioral Science	60
6	Indian History & Culture	60
	Total Written	450 (150)
7	Director's Assessment	172.5
	Total Foundation Course	322.5
8	Hindi (Qualifying)	50
9	Computer (Qualifying)	50

Director General's Assessment

S.No	Subject	Marks
1	Village Visit Report & Presentation	10
2	Book review	10
3	Essay	10
4	Language	17.5
5	ICT	15
6	Physical Training	15
7	Clubs & Societies	05
8	Participation in Extra-curricular activities	10
9	Peer Evaluation	15
10	Discipline	25
11	DG's Overall Assessment	40
		172.5

Medals & Awards

- DG's Medal : for best individual OT,
: for highest aggregate marks in written exam
: for scoring highest marks in each of the 8 subjects
: for 3 best essays on Communal Harmony
- L M Singhvi Medals : for 3 best essays on Human rights
- Army Trophy & Medal : for 3 best essays on National security
- Espirit De Corps Awards : for 3 OTs for their contribution to Espirit De Corps
- DG's Rolling Shield : for best performance in PT (1 - Men, 1 - Women)
: for best Club & Society
: for best Book Review Group
- AK Sinha Memorial Trophy: for best One Act Play
- Dr. Sanjeev Rai Memorial Trophy : for best Actor and Actress
- Vijay Niranjana Memorial Trophy : for best Script
- DG's Gold Medal : for best Director
- Homi J Bhabha Running Trophy : for best Debater

Common Co-curricular Activities (with MES Foundation Course)

- Trek : 2 batches in March in Nilgiris (March 1st to 8th & March 15th to 22nd)
- Village Visit: 2 batches in March in Telangana
- PT in morning compulsory before Trek
- PT/Yoga/Cycling options available in morning after Trek
- Trek in nearby areas every Saturday before Nilgiris Trek
- General Essay & One Essay (out of 4 Areas)
- Book Review (1500 to 2000 words)
- India Day

Clubs & Societies

- Officer's Club - Athletic Meet, Nature Visits
- Officers' Mess Committee - State Days Menu, Quality of food (common)
- House Journal Society - Publish In-house Magazine
- Innovation Club - Innovations in governance (common)
- Film & Fine Arts association- A K Sinha One Act play, Cultural programme (common)
- Society for Social Service- Blood Donation, Donation to Blind schools, Mentor student (common)

DG's Nominee

- Each Society shall have a DG's nominee (from Faculty) and a Secretary and 4 members (from OTs).

S.No.	Name of the Club	Name of the Officer
1	Officer's Club	Shri P.K. Sharma, IFS (Retd)
2	Officer's Mess Committee	Smt Sridevi Ayaluri, Director-IT
3	House Journal Society	Shri Vinod Kumar Ekbote, Faculty, CSDG
4	Innovation Club	Shri K Naveen Reddy, Sr faculty, MDC
5	Society for Social Service	Dr. Ruchi Mehrotra, SFM & In-charge Medical Centre
6	Film & Fine Arts Association	Shri D. Manohar, GM (Facilities)

Elections to Clubs & Societies

- Elections shall be held as per following

1	Issue of Election Notification	05.02.2020 (11 am)
2	Filing of Nomination	06.02.2020 (upto 6 pm)
3	Display of List of Contestants	07.02.2020 (11 am)
4	Withdrawal of Nominations	07.02.2020 (upto 6 pm)
5	Display of Final List of Contestants	07.02.2020 (6:30 pm)
6	Campaigning	08.02.2020 (10 am to 12 noon)
7	Voting	08.02.2020 (12 noon to 1:30 pm)
8	Counting of Votes	08.02.2020 (1:30 pm to 2 pm)
9	Declaration of Results	08.02.2020 (2 pm)

Election to Clubs & Societies



India Day



State Days

North		South		Central	
Punjab	2	Karnataka	5	Uttar Pradesh	11
Haryana	6	Telangana	4	Bihar	7
Himachal Pradesh	6	Andhra Pradesh	5	Madhya Pradesh	8
Uttarakhand	5	Kerala	7	Chhattisgarh	4
AGMUT	9	Tamil Nadu	7		30
	28		28		
East		West		North-East	
West Bengal	12	Gujarat	2	Manipur	5
Odisha	7	Maharashtra	11	Tripura	2
Jharkhand	11	Rajasthan	5	Assam	3
	30		18		10

Common Extra-curricular Module (with MES Foundation course)

- Select one Activity which shall be taught on Wednesday & Friday from 5 pm to 6 pm.
 1. Photography
 2. Keyboard
 3. Guitar
 4. Salsa
 5. Gardening
 6. Flute
 7. Zumba
 8. Hindustani Vocal
 9. Painting

Counselling / Mentoring

- 8 Counsellor Groups
- Counsellor is Faculty of the Institute who is genuinely concerned that OT settles comfortably at the Institute.
- Mentor is a Serving Officer based at Hyderabad who help the OT to appreciate the challenges and competencies required to serve the Country
- Meetings with Counsellor & Mentor shall be every Thursday

**“Even the greatest fool
can accomplish a task
if it were after his or
her heart.**

**But the intelligent ones
are those who can
convert every work
into one that suits
their taste.”**

~ Swami Vivekananda



Thank You

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