



# Course Manual

## 2<sup>nd</sup> Foundation Course

### for Group-I Service Officers of Telangana State



यदैव वद्यया करोति श्रद्धयोपनिषदा  
तदैव वीर्यवत्तरं भवति

*Duty performed with knowledge, faith and devotion becomes really effective*

**2<sup>nd</sup> FOUNDATION COURSE FOR GROUP-I SERVICE  
OFFICERS OF TELANGANA STATE  
(24<sup>th</sup> June to 3<sup>rd</sup> August, 2019)**

# **Course Manual**



**Dr.MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF TELANGANA  
GOVERNMENT OF TELANGANA  
ROAD NO.25, JUBILEE HILLS, HYDERABAD – 500033**



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## Course Team



24<sup>th</sup> June, 2019

**Dear Officer Trainee,**

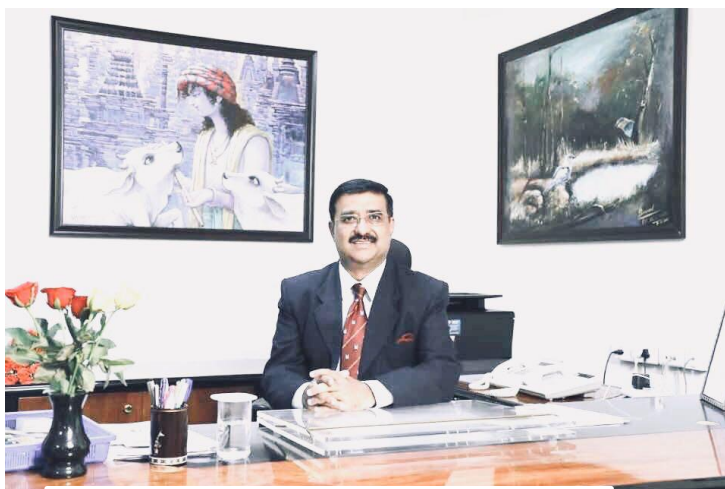
The Director General and the Course Team extend a very warm welcome to all the Officer Trainees.

It is a pleasure to welcome all of you to the MCRHRDIT for the 2<sup>nd</sup> Foundation Course for Group-I Service Officers of Telangana State running from 24<sup>th</sup> June to 3<sup>rd</sup> August, 2019.

The Foundation Course is designed to help the Officer Trainees to make a successful transition from the academic world of Colleges and Universities to the structured system of Government. Some of you in the Foundation Course have already completed this transition, as you have already been in the field for sometime. However, nothing takes away the fact that the Foundation Course is one of the most memorable periods in the lives of Government Servants. For one, it is a celebration of your life in the State Civil Services in the company of officer trainees from a cross section of the services and not just your own service and a unique opportunity to appreciate the common thread that binds all the departments in the State. Very importantly, officers reminisce with great nostalgia, the cherished memories in the Institute, in the company of a new group of people from various departments who become their life-long friends.

The Course would combine formal classroom teaching on a variety of subjects and several extra-curricular activities, details of which are available further ahead in this manual. We would endeavour to make your Course experience most stimulating, joyful and memorable. We, in turn expect you to be a keen learner and an active participant. We are confident that you would display the core values of the Government Service and set new benchmarks through your demeanour and conduct. We would urge you to go through the Course Manual in order to familiarize yourself with the broad outlines of the course and the expectations of the Institute from you.

Wishing all the very best to all the Trainees and hoping that they will enjoy their stay at MCR HRDIT during the Foundation Course.



**Sri B.P. Acharya, IAS**  
**Director General & EO Spl. CS to Govt.**

*With best wishes,*

*Director General & Course Team*

## INTRODUCTION

### ***COURSE OBJECTIVES***

- To orient Officer Trainees to the administrative, social, economic and political environment in the State and country.
- To make Officer Trainees aware of the challenges and opportunities within the Government Service.
- To promote overall development of personality traits (intellectual, moral, physical and aesthetic) of the Officer Trainees.
- To foster greater coordination among members of different Departments by building *esprit de corps*.

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

- Have an appreciation of the principles of good governance and their application to meet the needs of citizens of India.
- Have greater appreciation of the interrelationship between the administrative and political, economic, social environment and the implications of governmental action on the nation's socio- economic system.
- Display basic administrative skills, knowledge and competencies required for their job.
- Apply to administrative situations, concepts from the field of economics, law, management, public administration, political & constitutional theory and information and communication technology (ICT).
- Work in coordination with others and imbibe the *esprit de corps* of the Departments.
- Exhibit appropriate values, ethical standards, norms of behaviour and personal conduct becoming of a Government Servant.
- Appreciate the State's rich traditions, history, culture and diversity.

- Develop a well-rounded personality by participation in extra-curricular activities.
- Imbibe the spirit of physical fitness to maintain a healthy body and mind.

### ***OUR COMMITMENT***

- To provide exposure to the best possible teaching material and resource persons to facilitate the Trainee's professional, intellectual and emotional growth.
- To be responsive to the Trainee's needs and aspirations.
- To be impartial, principle-centred and value-driven.

### ***COURSE DESIGN***

The course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor and extra-curricular activities. The Institute intends to equip each of the Officer Trainees with a core set of values, skills and knowledge that help them in their respective careers. They will be provided training inputs useful in understanding the basic concepts of governance and rules and regulations, necessary for effective performance in government. Along with this, the OTs will be assisted to acquire and develop personality traits and requisite attitudes necessary for effective functioning.

### **A) ACADEMIC INPUTS**

Academic inputs in the Foundation Course would largely be covered under 8 modules. They are:-

- I. Telangana History , Culture & Orientation
- II. Public Administration, Governance, Environmental Studies, Media Relations & Ethics
- III. Financial Management in the Government and Public Accountability (FMG&PA)
- IV. Law & Legal Matters (L&LM)
- V. Personality Development & Behavioral Management (PD&BM)
- VI. Service Matters & Office Procedures (S.M.& O.P)
- VII. Information and Communication Technology (ICT)
- VIII. Languages (L)

Subject	Content
<b>Telangana History, Culture &amp; Orientation (THC&amp;O)</b>	The trainees will be provided inputs on History and Culture of the State with a view to orient them towards the responsibilities to the new State by emphasizing on the aspects which have administrative significance.
<b>Public Administration, Governance, Environmental Studies , Media Relations &amp; Ethics (PAGEM &amp; E)</b>	The trainees will be introduced to the structure of bureaucracy, the new challenges before it, basic administrative skills, time management, media management, delegation, conduct of meetings, presentation skills, report writing, and provided exposure to different areas of governance such as social sector, rural development, agriculture, science and technology, biotechnology, PDS, ethics, role of audit, social audit, budgeting, conduct rules, disciplinary proceedings, disaster/crisis management, role of NGOs, people's participation in governance, etc. Special emphasis will be given to experiments in innovations in governance, e-governance, BPR, PPP, etc. It will be our endeavour to sensitize the OTs on issues relating to gender, weaker sections, differently abled people and human elements in administration, etc.
<b>Financial Management in the Government and Public Accountability (FMG&amp;PA)</b>	Basic tools of economic analysis would be covered along with an exposure to some of the fundamental issues in different sectors of our economy. There will be special emphasis upon the new challenges and opportunities in a globalized economy, etc.

Subject	Content
<b>Law &amp; Legal Matters (L&amp;LM)</b>	Officer Trainees will be exposed to the concepts of rule of law, principles of natural justice, substantive and procedural laws of the land-IPC, Cr.PC, CPC, Indian Evidence Act, legal structure, etc., which form the basis for all governmental function.
<b>Personality Development &amp; Behavioral Management (PD&amp;BM)</b>	For developing managerial skills among Officer Trainees, emphasis would be given upon learning of management techniques and methodologies as are relevant in public administration. These will cover areas like leadership, motivation, team building, self-awareness, communication, quantitative techniques, data analysis, project management, financial management, TQM, introduction to Six Sigma, etc.
<b>Financial Management in the Government and Public Accountability (FMG&amp;PA)</b>	Basic tools of economic analysis would be covered along with an exposure to some of the fundamental issues in different sectors of our economy. There will be special emphasis upon the new challenges and opportunities in a globalized economy, etc.
<b>Service Matters &amp; Office Procedures (S.M.&amp; O.P)</b>	The Officer Trainees will be exposed to office procedures, noting & Drafting, Fundamental Rules, State & Subordinate Service Rules, Conduct Rules, Purchase Procedures & e- Procurement etc.
<b>Information and Communication Technology (ICT)</b>	The effort is to ensure that by the end of the Course, all OTs have adequate skills in basic computers. We will also endeavour to expose trainees to e-Governance initiatives of various Government departments.

Subject	Content
<b>Languages (L)</b>	The Officer Trainee's proficiency levels in Telugu & English languages will be assessed and necessary support will be extended. The Officers will be provided with opportunity of learning Urdu & Sanskrit Languages

## MODULES, SESSIONS & TIMINGS

Academic sessions are being planned as follows:

Module	Subject	No. of Sessions
I	Telangana History, Culture & Orientation (THC&O)	04
II	Public Administration, Governance, Environmental Studies, Media Relations & Ethics (PAGEM & E)	40
III	Financial Management in the Government and Public Accountability (FMG&PA)	15
IV	Law & Legal Matters (L&LM)	22
V	Personality Development & Behavioral Management (PD&BM)	15
VI	Service Matters & Office Procedures (SM& OP)	20
VII	Information and Communication Technology (ICT)	10
VIII	Languages (L)	15

Each class will be of 60 minutes duration. The session plan for each day will be as follows:

0 Session (PT/Yoga)	:	06:30 am to 7:30 am
I Session	:	10:00 am - 11:00 am
Tea Break		11:00 am-11:15 am
II Session	:	11:15 am– 12:15 am
Biological Break	:	12:15 am– 12:20am
III Session	:	12:20 pm – 01:20pm
Lunch Break		01:20pm- 02:15 pm
IV Session		02:15 pm – 03.15 pm
Tea Break		03.15 pm-03.30 pm
V Session	:	03.30 pm – 04.30 pm

## READING MATERIAL

Background reading material has been provided for all subjects except ICT. An attempt has been made to provide the reading material as per the topics to be covered during the course. These are also meant to reinforce the class inputs. Some of the modules / lectures may also be supplemented by handouts. The PPTs given by speakers will be available online and you can access them on the Institute website.

## BOOK REVIEW

Officer Trainees will be required to critically review a non-fiction book and present a write-up in about 1500-2000 words. Detailed instructions in this regard will be issued separately.

## FEEDBACK

It is our constant endeavor to provide you with the best possible academic inputs. We value your opinion and look forward to your feedback which will help us improve our inputs continually. All the Officer Trainees are expected to record their feedback for academic sessions in electronic format using the username and password provided for the purpose. Your evaluation of the academic sessions must be compulsorily filled in by you by the end of the day. We request you to fill in the online feedback form (at <http://www.mcrrdi.gov.in/group1-2019/index.html>) in a responsible and constructive manner. Providing regular feedback is an index of your commitment to the course and goes a long way in enriching its quality. The regularity and sincerity in giving feedback will form an integral part of Director General's Assessment.

## B) NON-ACADEMIC INPUTS

### PHYSICAL TRAINING

Attainment of physical fitness is an essential element of an officer's personality. The Course will introduce you to the world of physical wellbeing with a view to ensure that it becomes a part of your daily make-up for the rest of your life. A healthy mind in a healthy body is what we would like to strive for.



The day begins with **PT/Meditation/Yoga** from 6.30am – 7.30am (on all working days). The Officer Trainees shall report for morning activity **at 6.25 am**. Absence will be treated on par with absence from classroom activities. Those who are seriously incapacitated by reason of any injury/high fever etc. which prevents movement to the morning activity, shall explain their problem and seek exemption in advance. Post facto medical leave shall not be allowed.



### VILLAGE VISIT/FIELD VISITS

India lives in her villages. Mahatma Gandhi's words ring resoundingly true today also. But, it is also a fact that majority of the poor also



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

Through Field Visits the OTs will be exposed to experiential learning by witnessing the flagship programs of Telangana State viz. Mission Bhagiratha, Mission Kakathiya, Haritha Haram, Collectrate and District Offices, T- HUB, TS –I Pass, E – Seva, M-Seva, GHMC etc..

On return, OTs will submit individual as well as group reports about the activities, findings and recommendations.

### BLOOD DONATION CAMP

A Blood Donation Camp will be organized during the Course. All Officer Trainees are exhorted to donate blood and contribute to the humanitarian cause of voluntary blood donation.



### CULTURAL ACTIVITIES

There will be a number of cultural activities during the Course. Eminent artistes would be invited by the Institute to give performances. Besides, the Officer Trainees will also organize cultural programs to showcase their talents.



### CLUBS

A range of indoor and outdoor activities are available to Officer Trainees that are organized through various Clubs. The



elected representatives of the Officer Trainees, under the overall guidance of the Director General's nominees, would run the Clubs. The activities of the Clubs provide an excellent medium to the Officer Trainees for self-expression and self-development. These

activities not only enrich the Institute's campus life but also activate every Officer Trainee's desire for creative expression. All Officer Trainees are expected to actively participate and make full use of the facilities, according to their tastes and disposition. The Institute places great emphasis on organizing and participating in these activities and they form an important basis for the end-of –the –Course Director General's Assessment. You will be briefed separately about the activities of the Clubs. Prizes will be distributed to the winners of all the competitions conducted by various Clubs.

Detailed information about the Clubs and the list of DG's nominees is given in **Annexure – I**



## ***OUR EXPECTATIONS***

- **Punctuality:** We believe that punctuality forms the basic fulcrum around which discipline revolves. It is expected that you will reach the venue of any scheduled event, academic or otherwise, **ten minutes** ahead of time and will be seated in your allotted place at least five minutes before the event. This is our first expectation from you and we hope that you will not give us any occasion to remind you again during the Course.
- **Behavior:** The Institute expects from every Officer Trainee, the highest standards of behavior and decorum befitting an officer - both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, the Institute staff and the faculty. Officer Trainees must ensure that their behavior towards Officer

Trainees of the opposite sex is beyond reproach.

- **Participation:** This is your Course. What you get out of it depends a good deal on what you put into it. The Course Team would like you to participate fully in all the activities that make up the Course. We would be happy to know of bottlenecks, if any, or where you see a possibility for further improvement. When you participate in classroom discussions, we expect you to be polite and considerate to all others present. The entire range of activities at the Institute are an integral part of the Course and Officer Trainees are required to take active part in all of them.
- **Discipline:** Discipline is non-negotiable. As Govt Servants, a strict code of conduct and norms of behavior bind each of us. We expect you to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behavior, violation of course guidelines and inappropriate conduct will be most severe.
- **Attire:** We expect you to be appropriately attired for every occasion. The details about what constitutes proper attire are given at **Annexure III (Shishtachar)**.
- **Maturity, Creativity and Empathy:** Above all, we expect Officer Trainees to behave like mature individuals and be empathetic. A mature person does not indulge in deviant or self- destructive behavior. He/ She does not burn up in anxiety. He/ She neither resents authority nor does he/she becomes overbearing when he/she is in a position of power. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks. We

expect these qualities related to the head and heart from each and every OT.

## ***GUIDELINES FOR CONDUCT***

### **GENERAL CONDUCT**

- Residence in the campus is compulsory. Spouses, friends or relatives of the Officer Trainees will not be permitted to stay on campus under any circumstances. Violation of this will be considered as an act of gross indiscipline.
- Officer Trainees should not play loud music in their rooms or speak loudly in lounges or corridors.
- Keeping or consuming alcoholic drinks in hostel rooms is not permitted. Misconduct in an inebriated state will invite expulsion from the course and action under Conduct Rules.
- Smoking is prohibited in the Institute premises.
- Officer Trainees are not permitted to keep private vehicles in the Institute.
- Personal firearms are strictly prohibited on campus.
- Mobile phones are not allowed in the academic area. Any mobile found in possession will be confiscated and penalties imposed.
- Institute places great importance on integrity and ethical conduct. Any dereliction during examination, quizzes and written assignments will attract consequences.

### **CONDUCT IN CLASS**

- Officer Trainees will be assigned specific seats in the respective lecture halls. Each Officer Trainee is expected to occupy only the assigned seat before the session commences. Attendance would be taken in accordance with the seating arrangement apart from biometric attendance.
- The Institute encourages freedom of expression and diverse viewpoints. Alert and active participation in classroom

sessions is encouraged and expected. Politeness in discussions is the expected hallmark of an officer. You are expected to listen carefully to the views of others and raise your hand to be called upon by the presiding officer, before making any points of your own. Officer Trainees are also free to meet faculty members after the class to seek any further clarification.

### **IDENTITY CARDS**

- Officer Trainees are issued identity cards for the duration of the course they attend. This identity card has to be carried by the Officer Trainees at all times on the campus as well as during outdoor visits.
- It is compulsory to display the cards during working hours, in classes, in the dining area and on all formal occasions in the Institute.

### **LEAVE & ABSENCE**

- All course activities, including Morning Activity are compulsory. No Officer Trainee shall absent himself/herself from any of these activities.
- Course activities have been designed in a seamless manner in which they merge into each other. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained.
- All Officer Trainees are required to reside on campus during the entire duration of the Foundation Course. No Officer Trainee shall leave the Institute without obtaining prior written permission from the course authorities, even on holiday's or weekends.

### **PENALTIES**

- We are confident of full participation by the trainees in all activities of the Course. Any absence without explicit permission would be treated as "unauthorized absence from duty" and will be dealt with as per rules. The range of penalties (which may be imposed), may be either in the form of negative marking, as prescribed, or under the



Conduct Rules relating to conduct and discipline or both. We sincerely hope that no occasion would arise, which would compel us to resort to such drastic measures.

- At any point of time during the Course, if any trainee indulges in any act of misconduct or indiscipline, the Course authorities may relieve him/ her from the course without any notice and a report to the controlling Ministry will be sent to that effect.
- Officer Trainees may kindly note that in the interest of conservation of electricity, they are expected to switch off all the electrical appliances and lights, whenever they leave the room. Violation of this norm will attract a monetary fine.
- Water is a scarce resource. Officer Trainees are expected to ensure that taps are properly closed, when not in use. Violation of this norm will attract a fine of Rs. 500/-.
- Apart from penalties mentioned above, any damage to Government property resulting from negligence will be recovered from the salary.

## **ESCORT DUTIES**

Officer Trainees designated as Escort Officers shall have the following responsibilities:-

1. To collect the bio-data of the Guest Speaker in advance. The guest details may be submitted in the FC Secretariat immediately after the session.
2. To inspect in advance the room allotted to the Guest Speaker in the Institute's Guest House and ensure that the room is well kept.
3. To ensure that transport for the Guest Speaker is arranged by the FC Secretariat (both onward and return journey).
4. To ensure that the reception has all the details of arrival and stay and keep the reception informed of your whereabouts so that in the event of an unscheduled arrival of the guest, you can be located and informed.

5. To acquaint the Guest Speaker with the course design, the syllabus prescribed and other activities of the Institute, if he/she is not already familiar with the same, well before his/her scheduled session.
6. To ensure that the nameplates are ready in time and placed on the table before the lecture.
7. To inform the Guest Speaker about the duration, number and nature of his/her lecture(s).
8. To receive the Guest Speaker on arrival, escort to the classroom and look after him during his/her stay in the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around and miss the classes or other activities.
9. To introduce the Guest to the audience based on the bio-data already collected for the purpose.
10. To organize the following, in consultation with the internal faculty member concerned, in respect of guest lecturers:

- (a) To preside over the guest session, if called upon to do so, and ensure that the meeting is conducted in a manner which embarrasses neither the Guest Speaker nor the Institute in any way.
- (b) After the talk is over, announce that the Guest Speaker would welcome questions from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance.)
- (c) At the end of the session, thank the Guest Speaker on behalf of the Officer Trainees, the Institute and himself/herself.

11. To ensure that the TA particulars are filled in by the guest in the printed form provided and deliver the same to FC Secretariat.

## **ASSESSMENT & EXAMINATIONS**

The Foundation Course aims at enhancing professional knowledge, providing job oriented



skills, inculcating *esprit de corps*, and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic and extra-curricular inputs.

We believe the Course will help the Officer Trainee not only to acquire knowledge and professional skills, but also to imbibe officer-like qualities and understand the administrative environment. Regular evaluation of these qualities would form part of our duties. We do not intend to burden you with heavy examinations, but would prefer to test you as you go along with the Course, through examinations and also observation and interaction. An “end-of-Course” exam will be conducted at the end of the Course.

The overall breakup of evaluation is as follows:

Academic Inputs	270
Director General’s Assessment	30
<b>Total</b>	<b>300</b>

Proficiency in various subjects will be evaluated through concurrent examinations, quizzes and other methods, as outlined below:

SUBJECT	MARKS
Telangana History , Culture & Orientation	10
Public Administration, Governance, Environmental Studies , Media Relations & Ethics	50
Financial Management in the Government and Public Accountability (FMG&PA)	30
Law & Legal Matters (L&LM)	50
Personality Development & Behavioral Management (PD&BM)	30
Service Matters & Office Procedures (S.M.& O.P)	50
ICT	50
<b>Total</b>	<b>270</b>

- **Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.**
- In case any Officer Trainee fails in any of the seven prescribed subjects as mentioned above, the same shall form part of the record

and be intimated to his/her cadre controlling authority.

## CRITERIA FOR DIRECTOR GENERAL’S ASSESSMENT

With respect to soft skills, values and attitudes, Officer Trainees will be assessed on a continuous basis on their participation and performance during the trek, village visit, other extra-curricular activities, their general behavior, punctuality and personal conduct.

The Director General’s assessment will be based on various aspects like participation in games and sports, physical training, team spirit, attitude, overall participation in all activities of the Course and the activities of various Clubs. The Director General’s assessment is for 30 marks.

## MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Officer Trainees who excel in various activities in the Institute.



## FACILITIES AT THE INSTITUTE

**Training:** The Institute has fully equipped air-conditioned lecture halls & conference halls to cater to the needs of various programmes. Your classes will be held in PVRK Prasad Hall ( Room No 028)

## ACCOMMODATION

You will be staying in Godavari Hostel, which is a fully air-conditioned facility. You will be sharing the room with one of your fellow OTs.



## CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Officers' Mess Committee shall decide the menu in consultation with Officer Trainees. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness. Any remarks can be reported to the General Manager, Facilities.

Details regarding responsibilities of Mess Duty Officer are given in **Annexure – III**.



### Services & Timings:

Breakfast	8.00 am to 9.15 am
Tea/Coffee Break	11.00 am to 11.15 am
Lunch	1.20 pm to 2.15 pm
Afternoon Tea/ Coffee break	3.15 pm to 3.30 pm
Dinner	8.00 pm to 9.30 pm

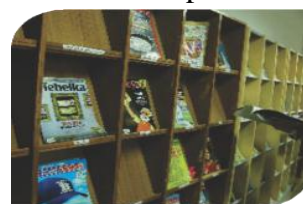
There are three major dining halls in the campus – Trupti & Pushti in Thungabhadra and another in Godavari Hostel. Your dining arrangements have been made in Godavari Hostel.

## RECREATION

- Swimming pool
- Tennis courts
- Indoor shuttle court
- Yoga & meditation centre
- State-of-the-art gymnasium
- Volleyball court
- Recreation Lounge, Table Tennis, Caroms and Chess facilities.

## LIBRARY

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects are available in the library besides various newspapers and journals. The timings are from 8.30 am to 8.00 pm on all working days and 10.00 am to 1.00 pm on **Sundays**. Officer Trainees may approach the librarian to avail the library facilities. It is expected that the OTs will extensively utilize the library facility during their stay in the campus.



## COMPUTER FACILITIES

Computers are available in the business lounge located on the Ground Floor, Godavari Hostel. OTs can also avail these facilities in hall No.104 in the Admin building (1<sup>st</sup> Floor) during office hours. All computers in the Institute are

network connected. For any help they may contact System/Network Administrators in Room No.106 (Extn.No.: 119/220)



### Computer Care: Do's and Don'ts

- Don't spill anything like tea, coffee, water, etc. over the computer.
- Don't keep any eatables near the computer.
- Don't delete files of which you are not aware. Sometimes, 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.
- Always remove temporary files from windows/temp and windows/ temporary Internet files periodically (weekly).
- Don't open unsolicited e-mails, e-mails from an unknown person, which could carry viruses and corrupt the data.

### GROUP e-MAIL ADDRESS:

A group e-mail address for the Officer Trainees of Foundation Course will be provided on mcrhrdi.gov.in mail server ([group1.2019@mcrhrdi.gov.in](mailto:group1.2019@mcrhrdi.gov.in)). The individual e-mail address would be added to the group for accessing and for effective sharing of information.

### WEBSITE

OTs can access the MCR HRD Website at [www.mcrhrdi.gov.in](http://www.mcrhrdi.gov.in). A separate page is provided for Group1 Foundation Course training. All Officer Trainees are required to post their feedback for every session through

on-line feedback system which can be accessed through internet. The login name for the feedback system would be their respective OT codes. It is advisable to change the default password immediately after the first login.

### DISPENSARY:

It is located in **Room No G-39, Godavari Hostel** and doctors will be available as per following timings:-

**Doctor:** 8.30 a.m. - 10.00 a.m.

**Nurse/Pharmacist:** 10.30 a.m. - 4.30 p.m.

### AYUSH DISPENSARIES:

Treatments under Homeopathy, Ayurveda and Unani will be available. Probationers may take treatment for their illness in any field they choose. The Clinic timings will be 9.00 A.M. to 1.00 P.M. & 3.00 P.M. to 5.00 P.M. **Location:** At hill top building opposite to Godavari Block.

### FC SECRETARIAT

The Institute has created a Secretariat exclusively for the Foundation Course with faculty members as Nodal Officers assisted by other support staff who will look after all the activities connected with the FC. Officer Trainees may contact the Secretariat for any information in Room No. 132 (1<sup>st</sup> Floor) of the Admin Block.

**Ms. G. Jhansi Rani**, Nodal Officer

Mobile No. +91 80088 85064

**Mr.A.Lakshman Rao**, Assoc. Nodal Officer

Mobile.No. +91 94930 17344

## ANNEXURE-I

### CLUBS

#### INTRODUCTION

Various activities are to be organized by Officer Trainees through Clubs. These Clubs are run by the Officer Trainees themselves under the overall guidance of Director's Nominees. Activities of the Clubs provide an excellent medium to the Officer Trainees for their self-expression and development. Officer Trainees, through their creative innovations, generate activities which are not only entertaining but also enrich the Institute's campus life. All the Officer Trainees are expected to actively participate and make full use of the facilities according to their taste and disposition.

The Office bearers of Clubs are elected by the Officer Trainees themselves but the activities of Clubs are run with the cooperation and assistance of all the Officer Trainees. Each Club will have an Executive Committee with a Secretary and Six members apart from Director General's Nominee. [See annexure-I(a)] The DG's Nominee provides necessary guidance and assistance in running of the Clubs and in organizing activities undertaken by them. The Faculty Members and even their families are invited to join the Officer Trainees in all such activities. For running their activities, the Clubs are provided with appropriate grants.

The participation in the activities of the Clubs is evaluated at the end of the Course as part of the Director General's assessment. A brief outline in respect of the objectives of each of the Clubs is given below.

1. Officers' Mess Club
2. Sports & Cultural Club
3. Literary Club

#### OFFICERS' MESS CLUB

Mess is an institution where the OTs meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to *esprit-de-corps* among the trainees from different Departments. The

terms of quality of food, quality of service and cost effectiveness. Every Officer Trainee is a member of the Mess Committee.

The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality and the like. Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDO) would also complement the efforts of the Mess Committee.

#### SPORTS & CULTURAL CLUB:

Every officer undergoing training at the Institute is a member of the Officers Club. The Executive Committee organizes the activities of the Club. Director General's Nominee for this Club looks after the overall organization and the administrative arrangements of the 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 select and coach the teams of the club in various games and athletic meet on behalf of the Institute and to enable them to participate in sports meet.
- To organize sports, quiz, talks, films etc. relating to the club's spheres, in cooperation with other clubs in the Institute.
- To organize cultural programs during the Course.



## LITERARY CLUB:

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

As part of the activities of the club, it publishes an in-house magazine carrying a comprehensive description of the Foundation Course activities with pictures of the course team, pictures and information of other Clubs, articles on various subjects and creative writing.



## ANNEXURE – II

### LIST OF DG'S NOMINEES FOR CLUBS

Sl. N o.	Club	DG's Nominee
1	Officers' Mess Committee	<b>Sri N. Madhusudan Reddy</b> Mobile No. 9248032084
2	Sports & Cultural Club	<b>Sri D. Manohar,</b> Mobile No. 9505053497
3	Literary Club	<b>Sri Vinod Kumar Ekbote</b> Mobile No. 9248032072



## **ANNEXURE-III**

### **SHISHTACHAR**

#### **INTRODUCTION**

Good manners and etiquette lend confidence and charm to an officer's personality. They help smoothen the sharp edge of authority and ease the course of personal relations. The principles underlying the form and behaviour 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 in the Institute.

India with its rich cultural heritage, offers a wide variety of cultural practices. It is, therefore, important to be sensitive to these variations and adapt one's responses according to the cultural traditions of the person or group of persons one is interacting with.

Keeping the importance of business lunches and dinners in mind, we have added a chapter on Formal Dining Etiquette. We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines/ tips for displaying dignified, courteous and civilized behaviour on all occasions.

#### **ETIQUETTE IN THE INSTITUTE**

##### **Dress Regulations**

###### **Ceremonial**

- Black or White Jodhpur Suit/ Sherwani with formal Shoes (Oxfords/ Brogues) for Gentlemen.
- Sari (preferably in sober colors) with formal Shoes / Sandals for Ladies.

###### **Formal**

- Black or White Jodhpur Suit / 2 or 3 piece Lounge.
- Suit (preferably in dark colors) with Necktie / cravat and formal Shoes for Gentlemen.
- Sari or Salwar Kameez or Churidar Kurta or Western Business Suit with Shoes/ Sandals for Ladies.

###### **Informal**

- Full Sleeve Shirt and Trousers with Necktie with Shoes (other than casuals) for Gentlemen.
- Salwar Kameez or Churidar Kurta or Western Business Suit with Shoes/ Sandals for Ladies.

###### **Casual**

- Open Collar Shirt with Trousers (not jeans) and Shoes (other than sports shoes/ sneakers) for Gentlemen.
- Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals/ slip-ons/ sneakers) for Ladies.

## **Occasion**

### **Ceremonial**

- Course Inaugural Ceremony
- Course Valediction Ceremony.
- Visit of VVIPs
- Any other occasion specifically so designated.

### **Formal**

- Formal lunch/ dinner (other than those where a VVIP is present).
- Visits of dignitaries other than VVIPs.

### **Casual**

- Cultural Evenings.
- Mess (other than for formal Lunch/ dinner)
- ID cards shall always be worn on all formal, informal occasions and while attending classes.

## **GENERAL BEHAVIOUR**

- At no time or occasion should an Officer Trainee conduct herself / himself in a manner not befitting an officer.
- Officer Trainees are expected to treat each other politely and with due regard to decency and courtesy. Consideration for the feelings of others should be a dominant concern. This becomes even more important during outdoor programmes like the trek and the village visits. Conduct on these occasions should be such so as to instill confidence and trust.
- It is only natural that intelligent men and women have an opinion of their own. However, courtesy demands that if you have 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.
- When dealing with subordinates, special care should be taken to ensure politeness. This is especially true in your dealings with mess staff, room-bearers and non-teaching staff of the Institute.
- Officer-like behaviour should be maintained outside the Institute as well.

## **CONDUCT IN CLASS**

- Punctuality and decorum is to be maintained for all sessions/events, academic or non-academic.
- Officer Trainees should enter the classroom and take their allotted seats 5 minutes prior to the time designated for the commencement of the lecture. Attendance will be noted according to the seating arrangement.
- Officer Trainees will not be admitted after the doors have been closed.
- Smoking is not permitted in the Institute.
- Officer Trainees are expected to be attentive and conduct themselves with due regard for the feelings of the lecturer and fellow Officer Trainees. Questions addressed to faculty members / guest speakers should be clear, precise and polite. Please stand up when asking a question. Officer Trainees must remember that guest faculty is invited by the Institute. As such, they are our honoured guests and their dignity should be upheld under any circumstances.
- Talking or whispering during a lecture not only disturbs the speakers but other Officer Trainees also. 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. This is considered extremely impolite and uncivilized.
- While applauding guest speakers, thumping on the table should not be done as this is not becoming of a Civil Servant. One should clap with hands only.
- When a lecturer takes classes, Officer Trainees are expected to remain standing after the lecture concludes till the speaker leaves the class.

## **CONDUCT IN HOSTELS**

- Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 22:00 hours may be heard only through earphones.
- Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct would invite automatic disciplinary action.

## **MESS ETIQUETTE**

### **○ Dining in the Mess**

- Every Officer Trainee is a host. You are expected to be present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended to. Move around freely and look after the guests. Do not leave the Mess until after all the guests have left.
- Officer Trainees appointed as Escort Officers to guests or Faculty Members and their spouses should receive their guests at the entrance and remain in attendance throughout. Escort Officers are expected to look after their guests and introduce them to other Officer Trainees and faculty members if the guests have not met them earlier. On conclusion of the meal, Escort Officers are expected to see their guests off. During formal dining, the Escort must make polite conversation with his/ her guest.
- Do not monopolize the senior guest or leave him/her abruptly. Request to be excused when you leave him/her.
- Unless on the Mess Committee, 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 an officer. They can report matters needing attention to the President, Secretary or a member of the Mess Committee. While making any complaint (e.g., about the quality of food), do not use intemperate language.
- Courtesy and consideration is to be shown to all the colleagues during meals. Due consideration is to be paid to correct table manners.

### **○ Conduct in the Lounge**

- When you enter the lounge, if there is a lady or a senior staff member present, please greet them appropriately. When any lady or a senior staff member or a guest enters the lounge, you should stand up and greet him/her.
- You need not be rigid in your movements inside the lounge, but should avoid being sloppy or slovenly.
- Do not sit in the lounge with your legs up on a table or chair.
- Do not fail to wish staff members, their spouses or senior guests.
- Do not form your own exclusive groups.
- Do not play music too loudly. It may disturb others.



- If you are sitting near a fan when a senior staff member or a lady arrives, and if there is no other comfortable seat available, offer your seat to him or her.
- 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, where 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.
- Please do not be loud or brash in your behaviour. Show consideration to others present in the lounge.

#### ○ **SOCIAL CALLS AND VISITS**

- Calls are both a social and an official obligation. They may be made alone or in a group. Besides being part of the etiquette expected of an officer, they are functional in building interpersonal relations and creating a better work environment.
- Social calls are to be made after checking the convenience of the officer.
- Calls should never be made before 9.00 am or after 7.30 pm, except on the suggestion of the officer called on. Usually calls are best made between 6.00 pm and 7.00 pm, depending upon the season.
- The first call may be brief and should not last more than 30 minutes. Later, when friendly calls are made, they may last as long as desired and appropriate, always taking care not to keep the hosts from their meals and other engagements.
- The question often arises whether a senior officer or a junior officer should make a social call first. This depends upon circumstances. Senior officers newly posted to a station should, unless there is great disparity in rank, call socially on a junior, after the junior has paid an official call. Where their ranks differ greatly, the junior should make the first social call.
- Do not go away if you find other visitors already present. Knock or ring the bell if the door is closed and send in your card if a servant or a minor child opens the door. If the door is opened by the host/ hostess or an adult member of the family, you should introduce yourself and offer your card only if it is asked for.
- Calls should be returned in person as early as possible. If there is great disparity in rank or if the call is at a Mess, the return call will usually take the form of an invitation to a meal.

#### ○ **CONVERSATION**

- Never talk with your hands in your pockets or on your hips or crossed in front of the chest.
- If you have to withdraw from company, politely say, "excuse me" while doing so.

#### ○ **DRAWING ROOM MANNERS**

- Gentlemen will stand when ladies enter a room, and officers will stand when seniors enter.
- Officers' wives normally rise only when the President, the Vice-President, the Prime Minister, the Governor or the Chief Minister enters. Officers 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. Never shake hands with gloves on, though ladies can exercise this privilege.

### **Introductions are made as follows:**

- Gentlemen are introduced to ladies, juniors to seniors and young person's to old, with the exception of VIPs, to whom others are always introduced. The person making the introduction should say, "May I introduce...." or "Let me introduce Mr/ Ms.....". Add a few words of description to help them make contact, for example, "Mr. & Mrs. Alpha have just returned from Utopia wherein they were researching beta radioactivity of unicorns. Mr. Gamma is the Counsellor of the Star Ship Enterprise". The reply to "How do you do" is "How do you do" and never "Quite well, Thank you" or "Fine".
- If you wish to smoke in company, especially in the presence of ladies or elders, always seek permission. Also offer your companion a cigarette. Deposit ash only in ashtrays and when stubbing a cigarette, do so completely to prevent it from giving out smoke.
- Do not sit aloof but conduct a conversation with your neighbours. As far as possible, avoid talking shop. As educated young officers, you would have sufficiently wide interests to start and sustain a conversation on many subjects.

### ○ **RECEIVING VISITORS**

- Receive your visitors at the door or, if they are senior officers or old people, on the driveway as they alight from their cars. Open the door for them and see them into the house. Offer them a seat and, after a while, a drink (soft drinks, tea, coffee, etc.)
- On conclusion of the visit, see your visitors off to their car or to the gate. Do not shut the door on them.

### ○ **CIVIC MANNERS**

#### **Road Manners**

- If walking, keep well to the side of the road, especially in a group. Do not edge others off the road. Do not stop to talk in the middle of the road or footpath.
- If accompanying a lady, always keep between her and the traffic. You may offer to carry her coat, but not her handbag.
- Greetings on the road may be made by just wishing the time of day or by saying "Namaste" or any appropriate greeting in a regional language. If you have a friend with you and you stop to talk, you should normally introduce him. If for some reason you do not wish to do so, say, "Excuse me a moment". He will walk on slowly, in which case you should get through your conversation as soon as possible. Always be properly dressed on the street even if you have gone out only for a short errand.
- As a junior officer, be observant, try to catch the eye of your senior officer and greet him. Never be seen avoiding a greeting and never permit your juniors or subordinates to do so to you.
- Make it a point to always greet faculty members, guest speakers and visitors to the Institute whenever you cross them. Greetings should not be restricted only to the Course Team members but must extend to all faculty members and guests.

### ○ **PLACES OF ENTERTAINMENT**

- Always be punctual lest you cause inconvenience to others during the performance while finding your seat. If late, wait a while and take your seat with the least disturbance to others.
- If with a lady, lead the way to your seats. Do not leave her alone to go out during intervals and if it is necessary, ask her permission.

- During the show, avoid loud comments or predictions about the course of the play and do not hiss, murmur or get excited at embarrassing moments; others would like to follow the show and, if it is live, the performers should be shown the courtesy of silence. Even if the performance does not appeal to us, we must respect the dignity of the artiste and the right of others to enjoy the show. Dignified behaviour befitting an officer is expected in all public places.
- Under no circumstances you shall shout, whistle or act in a manner which is unbecoming of an officer in the Auditorium. Most of the activities in the Auditorium are scheduled sessions and hence should be treated with the same degree of seriousness as a regular academic session.

#### ○ **GENERAL BEHAVIOUR**

- Attention to personal hygiene and especially mouth odour is essential. Noses should be cleared, finger nails cut, and ears cleaned at home and not in company. Natural functions like belching, yawning, sneezing and coughing, clearing of throats, noses, etc., should be done as silently as possible with an “Excuse me” if in company.
- If possible, use a handkerchief to sneeze or cough into.
- Sharing a room and bathroom with others imposes social obligations.
- Leave bathrooms as clean as you would like to find them. Bathroom floors should be left clean, basins emptied of soapy water, commodes properly flushed or covered after use.
- Litter must be thrown into waste-paper baskets; ashtrays must be used for ash or for stubbing out a cigarette. Cigarette stubs, etc., should not be disposed off in wash basins and water closets.

## **ANNEXURE – IV**

### **Responsibilities of Mess Duty Officers**

#### **I. General**

1. All the OTs have to discharge the duties of MDO. No Exemptions would be given except in deserving cases.
2. One OT will have to perform duties of MDO for half a day i.e. morning(covering breakfast &lunch) or afternoon (covering evening snacks &dinner)
3. MDO duties will be assigned on a random basis and OTs shall, ordinarily, not request for changes.
4. List of OTs drafted for MDO duty will be displayed every week on the FC Notice Board.
5. The OTs drafted as MDOs, would be exempted from academic as well as non-academic activities for the period. The MDO on morning duty will be exempted from PT and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

#### **II. Specific functions of MDO**

1. Be present at stores while raw items for cooking the food are being issued.
2. Check the quality and quantity of fresh and dry stores.
3. MDO should stick to the menu and ensure that all the items in the menu are cooked/ prepared.
4. Ensure that the cook, workers and others are properly dressed, and are neat and clean.

5. Ensure that the material is properly cleaned/ washed before cooking/ preparation.
6. Ensure cleanliness and hygienic conditions in the kitchen and dining hall.
7. Monitor the process of cooking and watch when oil, salt and other important ingredients are used.
8. Check quality of food cooked/ served.
9. Ensure the serving counters and the utensils are clean, the boys are properly dressed and wear hand gloves.
10. Ensure that the Guest Register is maintained and report any irregularity.
11. Ensure that meals are ready in time and lay out properly.
12. Mark attendance of mess employees.
13. Report violation of dress code or indecent behaviour on the part of any OT.
14. Ensure that room service is provided only to those who are sick, are on authorized medical leave and cannot come down to the dining hall.
15. MDO who is assigned morning duty should be in the kitchen by 6.00 am and be on duty up to the completion of lunch, say up to 2.00 pm. He / She can have a break of one hour after breakfast. The MDO on afternoon duty shall be on duty from 2.00 pm to 9.00 pm or until dinner is over.
16. MDO should ensure and check the cleanliness of wash rooms, dining tables, mess and kitchen floor, changing of the wash towels, soap etc.
17. He/ she shall record in a register all things that need to be repaired, changed etc.
18. The Facilities Executive, the Assistant Executive Engineer and their support staff shall attend to the needed repairs/ changes on a daily basis.
19. In case of any serious issue to be addressed, the MDO can call the Chairman of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
20. The MDO shall furnish a feedback to the MAC on incidents / issues during his / her duty period, on the same day (for morning duty) and by next morning (for afternoon duty).
21. All OTs will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists, hospitality and hygiene specialists so as to enable the OTs to discharge their duties properly.

### **III. Functions**

1. Finalize menu for regular days.
2. Finalize menu for special days.
3. Go through reports of MDOs & take action.
4. Draw up list of MDOs every week.
5. Report to Course Coordinator once a week.
6. Counsel OTs who violate dress code / behaviour during dining.
7. Any other function related to the mess & food.



## Officers & Faculty associated with the Foundation Course



**Sri B. P. Acharya, IAS, is Director General & Spl. Chief Secretary, Govt. of Telangana.** An IAS officer of 1983 batch, Sri Acharya, in his long and distinguished career in bureaucracy, held a number of important positions and conceived and launched many new innovative initiatives. As Secretary Industries & Commerce Dept., he was instrumental in developing Genome Valley and Biotech Sector in combined A.P. As Managing Director, APIIC, he coordinated the implementation of APPCPIR in Visakhapatnam – Kakinada area, which is the largest Petroleum, Chemical & Petrochemical Investment Region in the country, apart from the Aerospace cluster in Hyderabad and Textiles cluster in Visakhapatnam. As Principal Secretary for Tourism in the newly formed State of Telangana, he was instrumental in creating a brand image for Telangana Tourism and formation of Telangana State Tourism Development Corporation. As the Special Chief Secretary, Planning, he has been providing leadership for making planning a truly participatory and decentralized process in Telangana.



**Sri Harpreet Singh, IAS, Additional Director General,** was born on 18<sup>th</sup> July, 1962. He did his B.Tech. (Mechanical Engineering) from IIT, Mumbai in 1983 and PGDBM (Management Degree) from IIM, Kolkata in 1985. He joined the Indian Administrative Service in the year 1991. During his 26 years of career, as an All India Service Officer of Andhra Pradesh Cadre, he served many departments at various levels and held important and responsible positions, in which some of them are: Sub-Collector, Bhadrachalam; Joint Collector, Kurnool; Secretary to AP Vigilance Commission; Special Commissioner of Commercial Taxes; Commissioner (Appeals), O/o. the Chief Commissioner of Land Administration and as Principal Secretary to Government of Telangana, Labour Employment & Training and Factories Department. He has been elevated as Principal Secretary to Government from 27<sup>th</sup> February, 2016 and worked as Principal Secretary to the Governor of Andhra Pradesh and Telangana, from 1<sup>st</sup> April, 2016 to 14<sup>th</sup> April, 2019.



**Sri B. Venkateswara Rao, IAS, Addl. Director General and Advisor, 2<sup>nd</sup> FC,** is an IAS Officer of 1993 Batch has done M.E (Electronics) and LLB. He served in many positions like District Collector, Director- Handlooms & Textiles, Managing Director- APCO, Secretary-State Election Commission, Secretary and Commissioner – Endowments, Secretary - Services (GAD) and Commissioner of Fisheries.



**Sri P.K. Sharma, IFS (Rtd.),** Chief Consultant (FC) is former Prl. Chief-Conservator of Forests & Head of Forest Force of Telangana. He has held many important positions in the States of Andhra Pradesh and Telangana in a service span spread over 36 years. He has vast experience of working in almost all the fields of Forestry and Wildlife. He has expertise in the fields of Forest & Wildlife Management, Applied Research, PA Development, Social Forestry, Preventive Vigilance and Anti-Corruption, Financial Planning & Budgeting, Non-Timber Forest Product's

Management, Poverty alleviation, **Application of IT, Remote Sensing and Geomatics in Natural Resource- and HR Management**, Training and Education, Skill Up-gradation, HR Development, HR management, Participatory Management, Participatory Appraisal, Environment Impact Assessment (EIA) etc. He is an avid reader and writer.



**Dr. Gautam Pingle, is Dean of Studies & Head-Centre for Telangana Studies.** He obtained his B. Sc. Hons (Eco.) from University College, London and Ph. D. from Glasgow University, Scotland. On his return to India, he worked at the Centre for Policy Research, New Delhi. Later, he joined Administrative Staff College of India (ASCI) as a Policy Analyst. He was Dean of Research and Consultancy at ASCI for two terms.



**Dr Shaik Mohammed Nabi, Director (Trg.) & Course Director, 2nd FC**, has done Masters in Philosophy, Psychology, Psychotherapy and Counselling and Law. He holds a Doctorate in Psychology. He also has a number of post graduate degrees, diplomas and certificates in different domains to his credit. He is a Gold Medalist from New Age International University, Seborga, Italy. He served the Government in various capacities and has vast Administrative experience with proven track record.

He was a Senior Consultant to the e-Governance Project of Revenue Department, Govt. of AP. He worked in the World Bank Project LGAF as Expert Investigator. He is an Associate Member of American Psychological Association, Member of Harvard Medical School Postgraduate Association, and Member of a number of National and International Associations in the areas of Psychology, Philosophy, Law and Cultural affairs.



**Dr Madhavi Ravulapati, Associate Professor of Law, Head-Centre for Public Administration & Course Coordinator, 2<sup>nd</sup> FC.** She has 17 years of experience in Legal Academics. She is a Post Graduate in Law & Sociology and Doctorate in Law. Earlier she worked as Asst. Professor of Law, in KV Ranga Reddy Law College, Hyderabad, Associate Dean in ICFAI School of Law, ICFAI Foundation for Higher Education Hyderabad and Head, Department of Law, Telangana University. She is on deputation

from University College of Law, Telangana University, Nizamabad. She has authored two text books and presented 40 articles in National and International conferences and seminars and published 40 Papers in journals of national & international repute. She is the Subject Expert, Script Writer & Presenter for e-content Development Programmes on Law for UGC, Ministry of Human Resource Development and for SWAYAM Platform. She has also recorded online lessons on Criminal Law for AP Police (CID). She is a visiting Professor in Law for reputed Global and National Universities and Organizations. She was the Course Coordinator for the 1<sup>st</sup> Foundation Course for Group-I Officers of Telangana State. She had been a Resource person for Law subjects and acted as Addl. Course Coordinator (Academic) for 92<sup>nd</sup> & 91<sup>st</sup> FC and Assoc. Course Coordinator (Academic) for 90<sup>th</sup> FC for All India Service & Central Civil Service Officers.



**Sri K.Naveen Reddy, Senior Faculty & Assoc. CC, 2<sup>nd</sup> FC,** is a Govt. servant with more than two decades of experience in the fields of Industrial regulation and facilitation, IT, Export and Import regulations. He previously worked as Assistant Director, Industries, as Project Manager, Chasing Cell of CMO, as Asst. Dev. Commissioner of SEZs and as Industrial Promotion Officer.



**Sri K. Jagan Mohan Goud, Director (Infrastructure Coordination) & Centre Head- CFM and Proctor, 2<sup>nd</sup> FC,** is a Post graduate in Botany and Education from Osmania University. He started his career as Assistant Treasury Officer of Treasuries and Accounts Department with recruitment through APPSC Group – I Services. In a career spanning almost 26 Years he worked in various cadres. Worked as AO, Deputy Director, District Treasury Officer in Ongole, Guntur and Medak at Sangareddy, Joint Director – ATW,

Dr. MCR HRD IAP, Internal Audit Officer, APVVP, Chief General Manager (Finance) INCAP and finally retired as Joint Director of Pension payment office. Won appreciation of senior IAS officers while working for staff review committee. While working in districts, he was involved in developmental activities entrusted by the district administration and was special officer for Janmabhumi and Prajapatham. Worked as Returning Officer, General Observer, Expenditure Observer during Elections of local bodies i.e MPP, GHMC elections. During swachh Telangana programme played the role of a MENTOR.



**Sri K. Sree Ram Prasad, Consultant (Training Management Unit) & Controller of Examination, 2<sup>nd</sup> FC.** He has held a number of senior positions in Government in Telangana and Andhra Pradesh and retired as Director of State Audit in 2017. He has done programmes on DTS, DOT, TNA, and Training Techniques, sponsored by DoPT, Govt. of India.



**Smt. G Jhansi Rani, Faculty, Centre for Public Administration & Nodal Officer, 2<sup>nd</sup> FC,** is a postgraduate in Women Studies from Sri Padmavathi Mahila University, Tirupati. She has more than 20 years of experience in the areas of capacity building, irrigation management, and livelihoods in Government and Non-Government Organizations. She is N.C.C 'C' Certificate holder with Under Officer rank and also NSS Certificate holder. Apart from many other task-specific training programmes, she underwent DoPT accredited courses like DTS, ELT, DoT, EoT, MoT, Mentoring and Participatory Methodologies, Permaculture, Sustainable Agriculture, Irrigation Management and Watershed Management.



**Sri A. Laxman Rao, M.A., B.Ed., Consultant & Assoc. Nodal Officer, 2<sup>nd</sup> FC,** he had 30 years of teaching experience. He worked as a State Resource Person to train the teaching staff of T.S.R.E.I Society for 15 years.



**Dr. K. Suresh Kumar, is Junior Faculty in the Centre for Public Administration & Manager-Class room, 2<sup>nd</sup> FC.** He did M.A. and Ph.D. in Public Administration from Osmania University, Hyderabad. He has successfully completed Direct Training Skills (DTS) and Design of Training (DoT) programs, sponsored by Department of Personal & Training, GoI.





**Sri Saka Venkateswara Rao, Manager-Medical Emergencies on Campus, 2<sup>nd</sup> FC**, is a Post Graduate in Public Administration and Political Science and holds PG Diploma in IT. Joined in service as Typist in 1990 through APPSC. Worked in administrative wing for 25 years in various capacities. Worked on deputation in National Institute of Agriculture Extension Management (MANAGE), Hyd. during 2001-2002 as Office Superintendent. Trained in Direct Training Skills (DTS); Design of Training (DOT); Systematic Approach to Training (SAT), Training Need Analysis (TNA); Experiential Learning Tools (ELT) & Management of Training (MoT). He is presently working as Junior Faculty in Training Management Unit (TMU) since May, 2016.



**Ms. A. Venkata Pratibha, AEE in the Engineering Section and Manager (Morning & Campus Activities), 2<sup>nd</sup> FC**, has done BE (Civil Engineering) and M Tech (Geotechnical Engineering) from Osmania University. She joined PH & ME Department, Government of Telangana through APPSC in 2013, as Assistant Executive Engineer. She is with the Institute on deputation from Public Health & Municipal Engineering.



**Dr. Shreenivas Peddaboina is Training & Research Associate in the Centre for Telangana Studies and Manager – Outdoor & Cultural Activities, 2<sup>nd</sup> FC**. He did M.A. (Public Admin.), M.A. (Sociology) and Ph.D. in Public Administration from Osmania University. He was selected as a Post-Doctoral Fellow by ICSSR, New Delhi. Earlier, he taught different courses in Public Administration at under graduation level.



**Sri M. Venkatesham, Manager Horticulture & Manager (Morning & Campus Activities), 2<sup>nd</sup> FC**. He has done M.Sc in Plant biotechnology from Osmania University. He has got over eight years of experience in landscaping, horticulture activities, nursery management, disease forecasting of agricultural and horticultural crops, organic cultivation management etc.

## DIRECTOR GENERAL'S NOMINEES FOR CLUBS



**Sri N. Madhusudhan Reddy, Joint Director in Audit Training wing and In-charge Director (Admin).** Is DG's nominee for **Officers' Mess Club, 2<sup>nd</sup> FC**, is a Postgraduate in Geology from Osmania University & Business Administration (MBA) from Dr. BR Ambedkar Open University Hyderabad. He joined in the State Audit Department in 1997. He held such positions as Deputy Director (Finance) in ESD in ITE & C Department, Vigilance Officer in Civil Supplies Dept., Financial Adviser in GHMC, etc.



**Sri D. Manohar, Senior Manager (Programme Coordination) and DG's nominee for Sports & Cultural Club, 2<sup>nd</sup> FC**, is a post graduate in Law. He served in Government Sector for over three decades in different capacities. He worked as Director of Telangana State Art Gallery for a period of two years. He has been a theatre artist and writes short stories and poetry.



**Sri Vinod Kumar Ekbote**, is a Faculty Member at Sustainable Development Goals, & **Coordinator for Field Visits & Village Visit and DG's Nominee for Literary Club, 2<sup>nd</sup> FC**. He is on deputation from Department of Agriculture, Govt. of TS. He did M. Sc. (Ag) from APAU and worked briefly as a copywriter in an advertising agency before joining the Department of Agriculture. A bibliophile, he has a blog on books-[www.vinodekbote.blogspot.com](http://www.vinodekbote.blogspot.com).

## Other Officers and Faculty associated with the Foundation Course



**Sri G.Shiva Kumar Reddy, Additional Director, AdTW**, admitted as Director of Finance in Dr.MCR HRDI,TS, Hyderabad. Educational Qualification is M.A; MPhil, LLB. Selected through Group-I Services of State Government in 1990 Batch and Joined in Directorate of Treasuries and Accounts Department in 1991 as Assistant Treasury Officer. Induction training completed in 1991 from Dr.MCR HRDI, Hyderabad. Previously worked as Joint Director, O/o. Directorate of Treasuries and Accounts Department simultaneously worked as Additional Secretary in TSPSC.



**Smt.T.Padmavathi, Administrative Officer**, has done M.A. Telugu. She was appointed as Typist in 1987 and worked in various levels in Revenue Dept. After getting promotion as Deputy Collector, worked as Land Acquisition Officer in Hyderabad Metro Rail Limited for one year.



**Smt. Sridevi Ayaluri, Director (IT & e-Learning) & Centre Head - CIT**, has more than 18 years of experience in the areas of e-Governance, ICT initiatives in Govt., capacity building, knowledge management, etc. both in Government and in Private sector. She has done “Executive Program in Business Management” from IIM, Calcutta, M. Sc. Computer Science from Kurukeshra University, and M.A. in Sociology from Osmania University. Earlier, she has worked in Government of Andhra Pradesh, National Institute for Smart Government, Mahatma Gandhi State Institute of Public Administration, etc.



**Sri Govinda Raj Emmadi, Assoc. Professor at Management Development Centre**, holds post graduate degrees in Management and Tourism & Travels. His experience includes working in AP Tourism for about a decade. Later, he worked for about a decade with the Ministry of Tourism, Government of Botswana. In the recent past, he worked with NITHM as Assoc. Professor.



**Sri T.M.Basha, is a Senior Lecturer** of Accounts Training Wing in Dr.MCR HRDIT. He has done M.A.,B.L and B.Ed. from Sri Krishnadevaraya University. He joined the Treasuries and Accounts Department in 1992. Prior to Joining the Institute, he worked as Assistant Accounts Officer in the O/o. Commissioner of Civil Supplies also in different cadres in Accounts Branches of Treasuries and Accounts Department.



**Sri GVV Subba Rao, Accounts Officer & Senior Lecturer** in the Accounts Training Wing of Centre for Financial Management. He did BA (Economics) and B Ed and he has more than 22 years of experience in the fields of Finance, Accounts, and Service matters. In the past, he has held such positions as Finance Manager, Accounts Officer and Finance & A/c Officer in the Departments of Municipal Administration, Culture and Language Development and Telangana Sarva Shiksha Abhiyan, respectively.



**Sri Md. Khadeer, Faculty, CIT,** has more than 14 years of experience in the areas of IT Sector, Prior to joining the institute he has worked in different organisations. He has done Graduation from Osmania University, he is Certified Microsoft Office Specialist and Microsoft Excel Expert by Microsoft.



**Smt. A.Balashree, Faculty, CIT,** has more than 10 years of experience in the areas of IT sector, she has worked both in Government and in Private sector. She has done "Masters In Computer Application"(MCA) from Osmania University. She has earlier worked in Government College as Head of the Department in Computer Science Department.



**Smt. S.Radhika, Faculty, CIT,** has more than 8 years of teaching experience in Engineering College as an Asst. Prof. She has done Post Graduation in M Tech (Computer Science) from JNTU, Hyderabad and MCA from Osmania University.



<b>IMPORTANT TELEPHONE NUMBERS &amp; ROOM NUMBERS</b>				
<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Intercom Number</b>	<b>Contact Number</b>	<b>Room Number</b>
1	<b>Sri Busani Venkeswar Rao, IAS</b> Addl. Director General & Advisor	102	9866893185	213
2	<b>Dr. Shaik Mohammed Nabi</b> Director (Training) & <b>Course Director</b>	270	9030005574	227
3	<b>Dr. Ravulapati Madhavi,</b> Assoc. Prof of Law, Head – CPA & <b>Course Coordinator</b>	482	8977000328	031
4	<b>Sri Naveen Reddy</b> Senior Faculty & <b>Assoc. Course Coordinator</b>	169	9848080271	127
5	<b>Sri K. Jagan Mohan Goud,</b> Director (Infra.) & Head-CFM, <b>Proctor</b>	175	9248005304	228
6	<b>Smt. G. Jhansi Rani,</b> Faculty & <b>Nodal Officer</b>	124	8008885064	132
7	<b>Sri N. Madhusudan Reddy,</b> JD (AdTW) & I/c Director (Admin) <b>DG's Nominee for Officers Mess Club</b>	167	9248032084	226
8	<b>Sri D. Manohar,</b> Sr. Manager (PC), <b>DG's Nominee for Sports &amp; Cultural Club</b>	127	9505053497	103
9	<b>Sri Vinod Ekbote, Faculty</b> <b>DG's Nominee for Literary Club</b>	369	9248032072	CGG
10	<b>Sri Saka Venkateswara Rao</b> <b>Manager- Medical Emergencies on campus</b>	377	9248032073	230
11	<b>Sri B. Srinivas, Librarian</b>	116	9948160832	Cellar (Main Block)
12	Godavari Hostel	353	9248005306	Reception
13	Doctor / receptionist	353	9248005306	G-39 Ground Floor
14	Gym / Swimming Pool	177	--	--
15	Tungabhadra Hostel	345	9966244645	--
16	Security	477	--	Admn. Building



*1<sup>st</sup> Foundation Course for Group-1 Service Officers of Telangana State*





**Dr. Marri Channa Reddy Human Resource Development Institute of Telangana**  
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**Visit us @: [www.mcrhrdi.gov.in](http://www.mcrhrdi.gov.in)**



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