

**GOVERNMENT OF TELANGANA**  
**Dr. MARRI CHENNA REDDY HUMAN RESOURCES DEVELOPMENT INSTITUTE OF**  
**TELANGANA**

**2<sup>nd</sup> FOUNDATION COURSE FOR GROUP-I OFFICERS**  
**(24<sup>th</sup> JUNE TO 3<sup>rd</sup> AUGUST 2019)**

**JOINING INSTRUCTIONS**

**1. GENERAL INFORMATION**

- (a) **POSTAL ADDRESS** : Dr. MCR HRD INSTITUTE OF TELANGANA  
Road No. 25, Jubilee Hills,  
Hyderabad. PIN - 500 033.
- (b) **FAX** : 040 – 23557584/23548489
- (c) **E-mail** : [group1.2019@mchrddi.gov.in](mailto:group1.2019@mchrddi.gov.in)
- (d) **EPABX Junction Lines (24 hrs)** : STD Code (040)  
23548487; 23543727; 23543453
- (e) **HOME PAGE** : [www.mchrddi.gov.in](http://www.mchrddi.gov.in)
- (f) **Course Director** : **Dr S.Mohammed Nabi, Director (Trg)**  
**(Mobile No.: 9030005574)**
- Course Coordinator** : **Dr Madhavi Ravulapati,**  
**Assoc. Professor of Law & Centre Head**  
**Mobile No: 9959614546**
- Associate CC** : **Sri Naveen Reddy**  
**Mobile No. 9848080271**
- Nodal Officer** : **Smt. G.Jhansi Rani**  
**Mobile No : 8008885064**
- (g) **DURATION OF COURSE** : 6 Weeks : From 24.06.2019 to 03.08.2019
- (h) **DATE AND PLACE OF REPORTING:** On 23.06.2019 before 4PM at Godavari Hostel  
of MCRHRDIT

**2. TRANSPORT**

- By local buses from Koti: Route No. 127K; 127H; 127Z; 127P & 222 to get down at **PEDDAMMA TEMPLE** after Jubilee Hills Check Post and from there can proceed to the institute by free shuttle vehicle of the Institute which runs at externally of 30 min or Auto rickshaw.
- From Secunderabad: Local bus stand in front of the Secunderabad Railway Station – Route No. 47; 10H. One has to get down at **PEDDAMMA TEMPLE** and from there can proceed to the institute by free shuttle vehicle of the Institute which runs at externally of 30 min or Auto rickshaw.  
(The Institute is 1 ½ Km, away from the Peddamma Temple).

### 3. REPORTING

- The Officer Trainees have to fill a Registration Form with a passport photograph, personal and official details on the Institute Website. (Pl follow link <http://training.mcrhrdi.gov.in/auth/login.aspx> or go to <http://www.mcrhrdi.gov.in/group1-2019/> and go to registration tab)
- Officer Trainees are advised to reach the Institute after 2.30pm on 23.06.2018 and check in to the room allotted at the reception of Godavari Hostel showing their letter of nomination from the competent authority. They shall report on 24.06.2018 by 09.00am at the Administrative block of the Institute to complete the joining formalities.
- The Officer Trainees shall submit 2 passport size colour photographs at the time of reporting for training.

### 4. ACCOMMODATION

The Training Course is a residential programme. All the Trainees shall stay in the Institute Hostel. Twin sharing accommodation will be provided. The rooms are provided with basic furniture, mattress, blanket, bed sheet and pillows with cover. **No accommodation will be provided for spouse or family members. Hence, the Officer Trainees are advised not to bring any companions with them.**

### 5. ATTIRE

At all the times, Officer Trainees are expected to be properly attired and should not appear in odd and fancy dresses. Specified Dress Code should be followed during the course period including field visits.

#### **Ceremonial /Formal**

- a. Black Bandgala / Jodhpur Suit /\_Sherwani with formal shoes for Gentlemen.
- b. Sari with formal shoes / sandals for Ladies (For Inauguration, Valedictory & other special occasions as prescribed).

#### **Informal**

- Full Sleeves Shirt and Trousers with shoes (other than casuals) for Gentlemen.
- Sari, Salwar Kameez or Churidar Kurta (not short kurtis /tight leggings) 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

#### **Traditional/ Ethnic**

- Dhoti/ Kurta-Pajama / Veshti / Mundu etc. for Gentlemen
- Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador/ kasavu set etc. for Ladies

## Requirements for PT/Yoga/Games & Sports

Compulsory Morning activity will consist of the following

### ***PT/ Yoga / meditation***

- a) For PT, compulsory sports/games activities, Institute T-shirts must be worn. Other T-shirts will not be allowed. Track pant and T-shirt to be worn for PT.
- b) For Yoga, the dress code will be as per the instructions of the Teachers. However, white kurta and pyjama would be ideal.
- c) One T-Shirt with Institute logo will be provided free of cost by the institute. Extra T-shirt has to be purchased by all Officer Trainees at the time of joining. The approximate cost will be Rs.300/- per T-shirt.
- d) For other sporting activities, the Officer Trainees may have to bring their own sports clothing.
- e) One pair of good quality white colour jogging/running shoes with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.

Lady Officer Trainees may also bring two pairs of plain white salwar kameez and other accessories as required for use during Yoga in addition to the above mentioned clothing and accessories

## 6. DISCIPLINE

All the Officer Trainees are expected to be well groomed, neatly and cleanly attired. No jeans shall be allowed during academic hours or in the dining hall. Casual or frivolous attire shall not be worn. Ladies are permitted to wear salwar kameez / churidars in classroom, however, they should wear saree for formal occasions.

Formal leather shoe or sandals are preferred in case of women in the Main Institute square, dining hall, Lounge and Library. **Sneakers, sports shoe and tennis shoes may be worn only as a part of sports and games.** Use of bathroom slippers is restricted to the hostel rooms only.

### ● **MOBILE PHONES**

Mobile phones are strictly prohibited in the Academic block. If carried, the instrument will be seized. However, it can be used in the hostel rooms.

### ● **ALCOHOLIC DRINKS**

Officer Trainees either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be relieved from the training course with immediate effect. This will also lead to disciplinary action against the Officer Trainee under the relevant rules.

## 7. DINING FACILITIES

- Dining for the Officer Trainees is arranged at the Pushti dining hall of Tungabhadra Block. Both vegetarian and non-vegetarian food will be served in the Mess
- Refreshments are available on payment basis in the Institute's café. Cooking in the hostel rooms is strictly prohibited.

## 8. EXTRA-CURRICULAR ACTIVITIES

- The Institute has excellent facilities for various sports like Tennis, Badminton, Table Tennis besides a swimming pool and a well-equipped Gymnasium for ladies and gentlemen separately. Officer Trainees are advised to make optimal use of these facilities.
- Officer Trainees may bring along with them their personal equipment for games, music, photography, etc. On special occasions and also during participation in cultural programs.

## 9. COURSE INAUGURATION

- The Foundation Course (FC) will be formally inaugurated on 24<sup>th</sup> June, 2019. The programme details will be circulated separately.
- Officer Trainees shall be dressed in CEREMONIAL ATTIRE for the inaugural ceremony and be seated at the venue as per the seating plan, which will be communicated to trainees in due course. Photography by Officer Trainees is strictly prohibited during the programme.

## 10. COMPUTERS

Officer Trainees are encouraged to bring along their laptops. However, those who do not have laptops can use the computers in the Computer Labs during office hours and in the Business Lounge in Godavari Hostel thereafter. The OTs bringing their personal laptops should pre-load their laptops with the following software:

Operating System:	Windows XP/Windows 7/Windows 8
MS-Office:	MS-Office 2010 or Higher Version
Project Management Software:	MS-Project 2003

MS-Office should not be a starter version. It must include MS-Word, MS-Power Point, MS- Excel and MS-Access.

## 11. SPECIAL INSTRUCTIONS

- ❖ No leave shall be granted during the period of training. Officer Trainees are advised to settle / dispose of the matters requiring personal presence before joining the Foundation Course. No permission will be given to leave the campus for festivals / other celebrations falling during the Training Course.
- ❖ The Officer Trainees have to carry their own medicines if any, as directed by their family physician. The Institute has a visiting doctor facility.

**For further details visit :** [www.mcrhrdi.gov.in](http://www.mcrhrdi.gov.in) or <http://www.mcrhrdi.gov.in/group1-2019/>

Officer Trainees are advised to visit the website frequently for further Instructions, if any.

**Note:** Bring this set of joining instructions along with you for reference.