



2nd Foundation Course for Military Engineer Services (MES) Officers

03rd February - 09th May, 2020

COURSE BOOKLET

**Dr. Marri Channa Reddy
Human Resource Development
Institute of Telangana**



Gandhiji's Talisman

“I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man / woman whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him / her. Will it restore him / her to a control over his / her own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions?

Then you will find your doubts and yourself melt away.”

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From the Director General's Desk

Dear Officer Trainees,

It is a pleasure to welcome all of you to the 2nd Foundation Course commencing from 03rd February and concluding on 9th May, 2020, at the Institute.

The Foundation Course is designed to help the Officer Trainees to make a successful transition from the academic world to the structured world of Governance. The Foundation Course is one of the most memorable periods in the lives of officers. For one, it is a celebration of your life in the civil services in the company of other Officer Trainees from various backgrounds and different services who will be posted at various locations. It will be a unique opportunity to appreciate the common thread that binds the officers from across the country. Very importantly, officers remember with great nostalgia the time spent at the Institute in the company of a new group of officers from various parts of India who become their life-long friends.

The Foundation Course would combine formal classroom teaching on a variety of subjects and several co- and extra-curricular activities, details of which are available further ahead in this Manual. We would endeavour to make your Course experiences most stimulating, joyful, and memorable. We, in turn, expect you to be keen learners and active participants. We are confident that you would display the core values of an officer 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.

We hope you will have a pleasant stay at this Institute.

With best wishes

B P Acharya, IAS

Director General, Dr. MCR HRD Institute of Telangana &
Special Chief Secretary to Govt. of Telangana

February 03rd, 2020

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ABOUT MILITARY ENGINEER SERVICES (MES)

Military Engineer Services is one of the oldest and largest government defence infrastructure development agency in India. The Military Engineers was created and brought under the unified control of Engineer-in-Chief by the then Hon'ble Secretary of State of India by unification Royal Corps of Engineers Personnel and Civilian Staff in 26 September 1923. It is mainly employed in the engineering and construction for the Indian Armed Forces including the Indian Army, Indian Air Force, Indian Navy, Indian Ordnance Factories, DRDO and the Indian Coast Guard.

Besides conventional building construction for the Armed Forces, Military Engineer Services is also involved in the execution of sophisticated and complex projects like airfields, buildings, workshops, roads, sports complex, runways, hangars, dockyards, wharves and other marine structures.

Military Engineer Services has also been entrusted with the construction of the National War Memorial (India) and National War Museum.

MES is an Inter-Service Organisation but has both Army and Civilian component of officers and other subordinate staff. While execution of all construction works is through contracts, execution of all maintenance services are both through contracts as well as departmentally employed labour (DEL).

Army officers from The Corps of Engineers, form the Military component of the organisation and the IDSE (Indian Defence Service Engineers) selected through prestigious Indian Engineering Services conducted by UPSC, IDCMS (Indian Defence Contract Management Service) or Surveyor cadre, Architect cadre and Barrack/Stores cadre form the Civilian Cadre of the organisation. Both the Civilian and the Military components together are responsible for the efficient working of this organisation.

SERVICES / CADRES

a) Indian Defence Service of Engineers (IDSE) : Indian Defence Service of Engineers (IDSE) is a highly prestigious engineering service which is the backbone of the infrastructure of the Indian Armed Forces and are selected through the prestigious Indian Engineering Services examination conducted by UPSC and initially posted as Assistant Director (staff appointment) or Assistant Garrison Engineer (executive appointment) and then promoted up to Director General (Pers) (HAG level post).

b) Indian Defence Contract Management Service (IDCMS) : Indian Defence Contract Management Service (IDCMS) or surveyor cadre officers are specialists in the field of contract management, arbitration and quantity surveying. These officers are posted as Assistant Garrison Engineer (Contracts) and promoted up to Additional Director General (Contracts).

c) Architect Cadre : Architect cadre officers are responsible for producing the architectural drawings of various buildings and other structures. These officers are posted as Assistant Architect and promoted up to Additional Director General (Arch.)

INTRODUCTION

We are happy to welcome you to the 2nd Foundation Course for Military Engineer Services at Dr.MCR HRD Institute of Telangana, Hyderabad. This is a significant moment in your life, as you have now become a part of the colossal executive of the world's largest democracy. The services provide enormous responsibilities, challenges and opportunities to prove oneself, useful to the society at large. It also, in the process, provides opportunity for self-satisfaction, self-development and self-discovery.

The Foundation Course is designed keeping in view the fact that the Defence Service is essentially a disciplined service. It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

A Government servant should have professional competence to work in a swift changing competitive and complex environment. This would entail having thorough knowledge of the Constitution of India, various Rules & Regulations governing the functioning of the Government, organisational environment and culture and

wide range of skills such as analytical abilities and skills to deal with people.

The Foundation Course would provide you an opportunity to develop basic competencies in comprehension, analytical interpretation and orient you to the administrative, social, economic and political, legal, environmental issues in the country and to build camaraderie and 'esprit-de-corps' amongst the participants. The Course also endeavours to instil quality of humanism and development of a multi-faceted personality.

This Course Booklet gives you aims, objectives, overview of the course and a brief write-up on Dr.MCR HRD Institute of Telangana. It also lists the DO's and DON'Ts to be observed and scrupulously adhered to by you during the training period.

We are confident of your commitment, enthusiasm and willingness to learn. We could productively spend the time & add value.

AIM & OBJECTIVES OF THE COURSE

The salient features of the design of MES-FC are as under

AIM

The aim of the Course is to augment overall personality through knowledge sessions, extra and co-curricular activities to lead and perform in future endeavours.

COURSE OBJECTIVES

1. To orient Officer Trainees to the administrative, social, economic and political, legal, environment in the country.
2. To make Officer Trainees aware of the challenges and opportunities within Armed Forces.
3. To promote overall development of personality traits i.e., intellectual, moral, physical and aesthetic, of the Officer Trainees.
4. To foster greater coordination among members of different regions by building esprit de corps.
4. Apply to administrative situations, concepts from the field of economics, law, management, public administration, political & constitutional theory and information and communication technology (ICT).
5. Apply Project Management principles, tools, and methodologies in their work.
6. Exhibit leadership qualities, team building spirit.
7. Work in coordination with others and imbibe the esprit de corps of the services.
8. Exhibit appropriate values, ethical standards, norms of behaviour and personal conduct becoming of a Civil Servant.
9. Appreciate the country's rich traditions, history, culture and diversity and develop an all-India perspective.
10. Develop a well-rounded personality by participation in extra-curricular activities.
11. Imbibe the spirit of physical fitness to maintain a healthy body and mind.

On completion of the Foundation Course, the Officer Trainee will be able to:-

1. Have an appreciation of the principles of good governance and their application to meet the needs of citizens of India.
2. Have greater appreciation of the interrelationship between the administrative and political, economic and social environment and the implications of governmental action on the nation's socio-economic system.
3. Display basic administrative skills, knowledge and competencies required for their job.

OUR COMMITMENT

1. To use various learning methodologies like knowledge sessions, case studies, field visits, exposure visits, practical sessions, group and Individual assignments, syndicate presentation, e-Learning modules.
2. To foster professional, intellectual and emotional growth.
3. To be responsive to the trainee's needs and aspirations.
4. To be impartial, principle-centred and value-driven.

COURSE DESIGN - ACADEMIC INPUTS

COURSE DESIGN

The course is designed in a manner so as to achieve the objectives outlined by arranging a combination of academic, outdoor, extra-curricular and co-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 Officer Trainees will be assisted to acquire and develop personality traits and requisite attitudes necessary for effective functioning.

ACADEMIC INPUTS

Academic inputs in the Foundation Course would largely be covered under 8 Modules as follows:

- Module I - Political Concepts and the Constitution of India (PCCI)
- Module II - Law (L)
- Module III - Indian History and Culture (IH&C)
- Module IV - Public Administration (PA)
- Module V - Management and Behavioural Sciences (M&BS)
- Module VI - Basic Economics (E)
- Module VII - Information & Communication Technology (I&CT)
- Module VIII - Language (Sanskrit, Urdu)

Illustrative topics coverage in each Module

Political Concepts and Constitution of India (PCCI): The Officer Trainees will be provided inputs on political concepts with a view to sensitize them to political theories, basic structure of the constitution, federalism, role of judiciary, human rights, democratic values, fundamental rights and the like.

Law (L): The Officer Trainees will be exposed to the concepts of rule of law, principles of natural justice, court procedure in Civil cases, substantive and procedural laws of the land-IPC, CPC, Indian Evidence Act, legal structure, prevention & corruption act etc., which form the basis for all governmental function.

Public Administration (PA): The trainees will be introduced to the structure of administration, the new challenges before it, basic administrative skills, delegation, conduct of meetings, presentation skills, report writing, noting, and office procedure and provided exposure to different areas of governance.

Management and Behavioural Sciences (M&BS): For developing managerial skills among the Officer Trainees, module, emphasis would be 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, and project management.

Basic Economics (E): 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.

Indian History & Culture (IH&C): There will be inputs on the objective of providing an overview of Indian History emphasizing on those aspects which have administrative significance and promote an appreciation of the various facets of Indian culture in a global perspective.

Information & Communication Technology (I&CT): The effort is to ensure

that by the end of the course, all Officer Trainees have adequate skills in working with computers. We will also endeavour to

expose trainees to e-Governance initiatives of various Government departments, and the emerging technologies in IT for Government.

A detailed course on Project Management will be offered to enable the trainees to use the tools and methodologies of Project Management in their day-to-day working.

Following **Languages** are offered as a part of FC. The Officer Trainees may opt for anyone of the languages on offer.

1. Sanskrit

2. Urdu

SYLLABUS AND COURSE CONTENT

MODULE – I

Political Concepts & Constitution of India (PCCI)

Sl. No.	Topics	Module Objectives
1	Basic tenets of the Constitution of India	Define the fundamental concepts of political science, Indian Constitution and how they relate to the working of an administrator and evolution of and current status of Indian Politics.
2	Introduction to Politics	
3	Politics - State and Government	
4	Traditions of Political Thought	
5	Fundamental Rights	
6	Directive Principles of State Policy & Fundamental Duties	
7	Introduction to Constitution of India	
8	History and evolution of the Indian Constitution	
9	Contemporary Indian Politics	

MODULE – II

Law (L)

Sl. No.	Topics	Module Objectives
1	General principles of law	To define general principles of Law and comprehend various legal rules, acts and laws.
2	Administration of justice	
3	Legal remedies	
4	Court procedure in civil cases and procedure in criminal cases	
5	Law of evidence	
6	Law of contracts	
7	OTHER LEGISLATIONS Need for Social Legislations	
	(a) Forest act Wildlife Protection Act Environment Protection Act Global Warming & Climate Change Forest Conservation Act Exercise on online application under FCA An Inconvenient Truth -Film	
	(b) Sexual harassment of women atrocities against SCs & STs Act.	
	(c) Dowry Prohibition Act	
	(d) Maintenance and Welfare of Parents and Senior Citizens act 2007	
	(e) Domestic Violence act	
	(f) The Protection of Children from Sexual Offences Act (POCSO)	
8	Cyber laws	
9	RTI ACT, 2005	
10	Labour Laws Related to Project	
11	Labour Laws related to outsourcing of Maintenance and operation of Installation (Electrical & Mechanical)	
12	Arbitration and Conciliation Amendment Act-2015 & amendments as on date	
13	Handling of Government Litigation & CAT/Court Cases.	

MODULE III

Indian History and Culture (IH&C)

Sl. No.	Topics	Module Objectives
1	Uses & Abuses of History	To appreciate Indian History, it's Socio-Economic models & Cultural Heritage
2	Relevance of ancient history in the present day	
3	Economic History of India	
4	Social History of India: Lesser known aspects of Indian History History of South India- Vijayanagar Empire, Cholas, Chalukyas, Kakatiyas etc.	
	b. History of North-East	
	c. History of Kashmir	
5	Hindu/Buddhist Empires	
6	Muslim Conquest and Rule	
7	British Conquest and Rule	
8	Evolution of India from a 'geographical expression' to a modern nation state	
9	Indian Nationalism; Freedom Movement of Gandhi	
10	Indian culture	
	a. Architecture	
	b. Indian & Karnatic Music, various Gharanas etc	
	c. Painting,	
	d. Dance forms of India,	
e. Fairs & festivals of India		

MODULE – IV

Public Administration (PA)

Sl. No.	Topics	Module Objectives
I	Introduction to Public Administration	To understand and get an insight into the Administrative Processes, Governance
ii	Governance	
iii	Rules	
iv	Office Procedures	
1	Noting & Drafting	To draft a letter, prepare noting for discussion material, analysis of the context and present it for processing files. Noting, Draft letters. Make para-wise remarks and apply rules as applicable for informed decision making.
2	Handling of Government Litigation (CAT/Court cases)	
3	Administrative Law	
4	Vigilance- CCS, CCA, Conduct Rules	
5	Does and Don'ts of Government Servants	
6	Ethics in Administration	
7	Eradication of Corruption: Anti-corruption Act	
8	Fundamental Rules & Supplementary Rules (FR & SR)	
9	Role of CVC: CVC guidelines for control of Government employees/Projects	
10	Personal Administration in Government Establishment Rules- HRM & HRD	
11	Disaster Management and Mitigation of Risks	Assess and analyse the damage during disasters, take proactive measures and identify mitigation plans.
12	Sustainable Development	To explain various options to ensure sustainable development
13	Role of IT-Enabled services in Eradication of Corruption	Explain how IT helps in eradication of corruption and helps in good governance.
14	Role of IT in bringing transparency in administration	
15	Civil-Military relations	

MODULE V

Management & Behavioural Sciences (M&BS)

Module V (A)

Sl. No.	Topics	Module Objectives
I	Project Management	Comprehend relevance of Project Management in managing projects in day-to-day operations.
	Understanding Basics of Project Management	
	Critical Paths, Crashing and Cost of Crashing	
	Project Management through a Case	

Module V (B)

Sl. No.	Topics	Module Objectives
1	Principles of Management	To Explain Management principles, aspects of Organizational behaviour.
2	Organization Behaviour (including sessions on Leadership)	
3	Human Resources in Government.	
4	Case studies in runway Hospitals, STPs and Mega Projects	Apply the learning to be a good leader, team player, bring in effectiveness in the working environment.
5	Time and stress Management (Soft skills)	
6	Building Information Modelling	
7	Communication and Presentation Skills	
8	Stress Management	Prepare a model contract document for Engineering Works
9	Decision Making	
10	Soft skills	
11	Construction A. Safety in construction B. EPC (Engineering, Procurement and Construction) Model of Contracting C. Topics related to modern Construction Techniques D. FIDIC conditions for construction Contracts.	Apply the knowledge on the modern construction techniques

MODULE VI

Basic Economics (E)

Sl. No.	Topics	Module Objectives
1	Introduction to Economics: Concept of Rationality; Opportunity Cost; Marginal Analysis.	To explain how Government markets organize core economic activities and comprehend various policy frameworks related to the field of economics.
2	Microeconomics-1: Individual Maximisation, Budget Constraints; and Problem of scarcity & choice.	
3	Microeconomics-2: Firm Maximisation, Profit, Cost; Market Structure; and Partial & General Equilibrium.	
4	Macroeconomics-1: GDP, Price Indices, and Aggregate Demand and Supply	
5	Macroeconomics-2: Determination of Output & Employment in a closed economy, and NAIRU	
6	Important Challenges in Indian Economy Policy making.	
7	Fiscal Policy, Fiscal rules and GST	
8	New Contours of Fiscal Federalism	
9	Sustainable Development	

MODULE VII

Information & Communication Technology (I&CT)

Sl. No.	Topics	Module Objectives
1	MS-WORD	To apply ICT Knowledge in their day-to-day working Explain the role of social media in governance
2	MS-POWER POINT	
3	MS-EXCEL	
4	Information Security Management (ISM)	Explain the usage of Emerging Technologies in Government functioning.
5	Cyber security	
6	Emerging Technologies, Ex:- Big Data, Artificial Intelligence (AI), Block chain, IOT, etc.,	Exposure to successful case studies in e-Governance
7	e-Governance Civil Works related Projects, Social Media in e-Governance.	Explain the relevance of Information Security, Cyber Security in Governance.

READING MATERIAL

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 can be accessed from the Institute website <http://mcrhrdi.gov.in/mes2020/presentations.html>.

FEEDBACK

It is our constant endeavour to provide the best possible academic inputs. We value trainee's opinion and look forward to the 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. The

feedback provided remains confidential and strictly anonymous.

link:<http://training.mcrhrdi.gov.in/auth/login.aspx>

We request you to fill in the online form 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. 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 Officer Trainee code. It is advised to use the default password **MCRMES123#**.



DAY SCHEDULE

Each class will be of 60 minutes duration.

The session plan for each day will be as follows:

Session (PT/Yoga/Gym)	: 06:30 am - 7:30 am
I Session	: 09:30 am - 10:30 am
II Session	: 10:30 am - 11:30 am
Tea Break	: 11:30 am - 11:45am
III Session	: 11:45 am - 12:45 pm
IV Session	: 12.45 pm - 01.45 pm
Lunch Break	: 01:45 pm - 02:45 pm
V Session	: 02:45 pm - 03:45 pm
VI Session	: 03:45 pm - 04:45 pm
Tea Break	: 04:45 pm - 05:00 pm

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 from the FC Secretariat. 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 familiar with the same, well before his/her scheduled session.

6. To ensure that the nameplates of the Guest Faculty members 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 from FC Secretariat.
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.
12. To ensure that the Guest Speaker is invited to all the functions of the various societies/ clubs, which are scheduled during his/her stay. A formal

concurrence/ invitation should be obtained from the respective Director General's nominees, for such purposes.

MESS DUTY OFFICER'S (MDO) & RESPONSIBILITIES :

I. General

1. All the Officer Trainees have to discharge the duties of MDO. No Exemptions would be given except in deserving cases.
2. MDO duties will be assigned on a random basis and Officer Trainees shall, ordinarily, not request for changes.
3. List of Officer Trainees drafted for MDO duty will be displayed every week on the FC Notice Board.
4. The Officer Trainees drafted as MDOs, would be exempted from academic as well as non-academic activities for the period.

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 laid out properly.
12. Mark attendance of mess employees.
13. Report violation of dress code or indecent behavior 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. Also, 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 Officer Trainees 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 Officer Trainees 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 Officer Trainees who violate dress code / behavior during dining.
7. Any other function related to the mess & food.

CO-CURRICULAR ACTIVITIES:

Co-curricular activities are activities that take place outside the classroom but reinforce or supplement classroom curriculum in some way. They are ungraded and do not offer any form of academic credit, but they do provide complementary learning of some form

A) ESSAY COMPETITIONS

Essay Competitions will be held during the training period. Participation is mandatory and would carry marks. The Officer Trainees will be required to upload a write up in about 1500-2000 words. Detailed instructions in this regard will be issued separately.

THE ESSAY MAY BROADLY HAVE THE FOLLOWING CONTENTS:

1. Introduction
2. **Summary / body**
 - Paragraph headings may be used to make it reader friendly
 - Names of books, journals, newspaper may be referred if applicable
3. **Conclusion**
 - General conclusion
 - The Officer Trainee's viewpoint

B) BOOK REVIEW

The Officer Trainee's will be required to critically review a non-fiction book and

submit a write-up in about 1500-2000 words. A list of books will be made available, out of which they may select the books for review. Detailed instructions in this regard will be issued separately.

C) COMPONENTS OF THE REVIEW:

1. An introduction to the author(s), including the author's title and place of work, and some indication of who the author is (e.g., the renowned authority on campus finance; a bold, young architect-scholar of campus design; a frequent critic of academic administration).
2. A summary of the intended purpose of the book and how it contributes to improving academic life and operations and to the discipline of college planning generally.
3. A description of the way the author approaches his or her topic, the rigor of the research and scholarship, the logic of the argument, and the readability of the prose.
4. A comparison with earlier or similar books in the field to place the book in the existing literature. An evaluation of the book's merits, usefulness, and special contributions, along with shortcomings you think are necessary to point out.

D) CHECKING ORIGINALITY OF YOUR SUBMISSIONS

Anti-plagiarism software will be used for checking the originality of the essays, reports, assignments, book review, study reports, etc., submitted by you. Hence, it is advised that all reports submitted during the Course of the Foundation Course are "strictly original".

E) SYNDICATE PRESENTATIONS

Syndicate Presentations are proposed as a

part of the Foundation Course to provide insights to the Officer Trainees on various subjects. The Officer Trainees are organized into groups and each group is allotted a topic. The Groups are to present their analysis during classroom sessions which will be assessed.

COURSE DESIGN: NON - ACADEMIC INPUTS

A. PHYSICAL TRAINING

Attainment of physical fitness is an essential element of an Officer's personality development. The Course seeks to include physical fitness in a day's schedule with a view to ensure that it becomes an inseparable part of your daily routine for the



rest of your life. "A healthy mind in a healthy body" is the guiding motto of wellness. Developing the Officer Trainees as a team person is one of the important aims of the outdoor activities.

There will be several outdoor activities as part of the Course inputs. The Officer Trainees also participate in adventure sports like rock climbing, para-sailing, visits to national parks, etc. the Officer Trainees will also go for a compulsory trek in March 2020. There will be short treks in and around Hyderabad both for the purpose of trek-conditioning and also to familiarize the Officer Trainees with the surrounding environs.

Each morning shall begin with PT. The Officer Trainees shall report for PT at 6:30

AM and mark attendance on biometric system. Absence or irregularity in PT will be treated on par with absence from classroom activities. Those who are seriously incapacitated will be allowed exemption from PT by the Course Director only on doctor's recommendations. The physical activities missed during the exempted period will have to be compensated during the holidays and early morning on week days.

THE PRESCRIBED DRESS FOR PT IS:

- a. Gentlemen OTs - Institute track pants and T-Shirt / Institute Track Suit, White Socks and Sports Shoes
- b. Lady OTs - Institute track Suit, White Socks and Sports Shoes

The PT is mandatory till trek. However, after the trek, it is open to the Officer Trainees to choose one from among PT, Yoga, etc.

B. GAMES & SPORTS

The Officer Trainees are expected to participate actively in games and sports.



Coaching in different games has been organized. Please make use of this opportunity to pick up something new.

Besides, the various Clubs & Societies will be organizing competitive events in many sports/games during the Course in which all Officer Trainees are encouraged to participate. The Officer Trainees will be required to participate in Athletics Meet during February, 2020, and showcase their athletic prowess.

Sports facilities available at the Institute

include: Tennis, Volleyball, Billiards, Table Tennis, Shuttle Badminton, Gym, Swimming, etc.

C. TREKKING

The trek is the high point of the Foundation Course, both literally and metaphorically. It exposes the Officer Trainees to the natural grandeur and beauty of the Hills. It provides one of the most exhilarating experiences. It is a significant learning experience in group dynamics and brings out leadership qualities. The mighty Hills evoke a sense of respect for nature as well as humility in any person who makes an attempt to know them. It is also a test of endurance and courage.



The Officer Trainees will proceed for Trek in the first and third weeks of March, 2020 by which time it is expected that they would have developed stronger bonds with each other, honed sense of adventure, and gained your mountain legs.

A detailed trek manual will be issued before departure for the trek. Trek routes selected for the Special Foundation Course will be circulated separately.

D. VILLAGE VISIT

The visit has the following objectives:

- Assess the dynamics of the socio economic-political situation existing in villages.
- Understand the problems faced by the rural people, especially the socially disadvantaged sections and women. Understand and analyse the problems faced by rural people, especially the marginalized sections such as Scheduled Castes, Scheduled Tribes, Physically Challenged, etc.
- Evaluate the spatial and temporal changes that have occurred in villages in terms of quality of life as a result of Government and non-Governmental interventions or with the passage of time.
- Evaluate the working of various village level institutions, both formal and informal in terms of participation and effectiveness.
- Recognize the importance of the need to learn from the villagers in evolving people-based solutions to their problems.
- Study the physical environment of the



village in relation to ecological imbalances and vulnerability to disasters.

- Recognize the importance of the need to

learn from the villagers in evolving people-based solutions to local problems;

- Organize a cleanliness drive under “Swachh Bharat Mission” with the help of villagers and the district administration.

The Officer Trainees will proceed for the village visit in the first / third weeks of March, 2020. The Village Visit is a major component of the Foundation Course, not only because it exposes the Officer Trainees to the realities of rural India through a structured study but also because it provides them the opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities. They will be given inputs on Data Collection & Analysis, Rural development Programs, Social Sector, Role of NGOs, PRA techniques, etc. to equip them adequately for the visit.

The Officer Trainees are expected to conduct a survey in the village as per the guidelines provided to them.

The Officer Trainees would carry out a cleanliness drive in the village and administer an oath to spread the message of the Swachh Bharat Mission. They will help villagers to prepare an action plan for cleanliness in their villages. Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during village visit.

On return, the Officer Trainees will present reports on the activities, findings and recommendations, which will be graded on both the data collected and the quality of analysis. The findings of the group will be subjected to the scrutiny of their peers and Faculty. The group will also be required to defend its report from questions posed by the Faculty and other Officer Trainees.

Do remember that the visit should not be reduced to a passive exercise in data gathering. We expect you to apply your minds to the problems you see in the villages and suggest appropriate strategies for their

solution.

(A separate Village Visit manual will be given for further guidance)

E. FETE-The Mela

The Officer Trainees will organize and participate in a FETE-The Mela in which they will put up stalls for eatables and recreation / games on a commercial basis. This will test their managerial and financial acumen,



besides being an enjoyable experience. The profits from the FETE-The Mela will be donated to a charitable organization of the choice of the Officer Trainees.

F. BLOOD DONATION CAMP

A Blood Donation Camp will be organized during May 2020. All the Officer Trainees are exhorted to donate blood and contribute to this humanitarian cause.

G. 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 be required to present cultural programs to provide them an opportunity to showcase their talents. The cultural activities help to nurture an appreciation for the richness and diversity of Indian Culture.

The high point of the cultural activities is the celebration of “India Day”, which is scheduled in April 2020. On this day, the culture, customs, art & crafts, and cuisine of different regions of the country will be put up on display - both through outdoor and indoor activities by the Officer Trainees. The event helps build pride in the country’s rich heritage besides sensitizing the Officer



labour and appreciate the hard work put in by the staff. Periodically, the Officer Trainees will be asked to take part in Shramdaan activities.

I. EXTRA CURRICULAR MODULE (ECM)

The endeavour of the Course Team is not merely to provide academic inputs, but also to ensure that the Course provides adequate scope for enrichment of your overall personality and inculcating officer-like qualities. Towards this end, great care will be taken to provide a variety of cultural activities and sports and games for the benefit of the Officer Trainees. The Institute will provide you with the best of coaches and instructors for these activities. A number of activities are available as a part of Extra-Curricular Module (ECM). All officer Trainees are expected to give their options for various activities.

The tentative list of ECM activities is given below and the Officer Trainees may choose one from the list given below:

1. Music (vocal & instrumental)
2. Dancing (Classical & Western)
3. Photography
4. Gardening

The list is not exhaustive and some other activities may be added.

You have an excellent opportunity to learn some skills from experts in the areas offered under the ECM module. It will be optional for a trainee to opt for an ECM. The options for the ECMs will be asked after you join the Foundation Course and the allotment of an



Trainees on the rich traditions of different States.

Apart from India Day, State/Regions Days will be celebrated. On the State/Regions Days, the culture of a particular region, consisting of about 4-5 States, will be showcased. On the State/Regions days, the Officer Trainees are encouraged to wear ethnic cloths from the State/Region.

H. SHRAMDAAN

Shramdaan will involve cleaning of the Institute’s campus, picking up plastics and bottles, etc. It is expected that every Officer Trainee must have respect for the dignity of

activity under ECM will be done on the basis of availability of vacancy. Once an activity under ECM is allotted, attendance will be compulsory for the same. The ECMs will be conducted after class hours on two days of the week.

J. CLUBS AND SOCIETIES

A range of indoor and outdoor activities are available to Officer Trainees that are organized through various Clubs/ Societies. The elected representatives of the Officer Trainees, under the overall guidance of the Director General's nominees, would run the Clubs and Societies. The activities of the Clubs and Societies 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 and Societies. Prizes will be distributed to the winners of all the competitions conducted by various Clubs & Societies.

The participation in the activities of the Clubs and Societies 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 and Societies is given below.

1. Officers' Club
2. House Journal Society

1. OFFICERS' 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 periodical sports meet and tournaments within the Institute.
- To organize sports, quiz, talks, films etc. relating to the club's spheres, in cooperation with other clubs and societies in the Institute.
- Cultural Events.
- The Committee is expected to discuss with the Institute's official caterer about the menu, quality of food, service quality, etc.,
- Frequent visits to the kitchen are also helpful in ensuring hygiene and quality of the food preparations.
- Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.

2. HOUSE JOURNAL SOCIETY

The House Journal Society is established with the main idea of encouraging creative writing and other skills among the Officer Trainees.

The objectives of the society 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 a part of the activities of the Society, it publishes an in-house magazine carrying a comprehensive description of the activities relating to the Foundation Course and articles on various subjects.

DG's Nominees	
Name of the Club / Society	DG's Nominee
Officers' Club	Sri M.P. Sethy, CC (Trg. & e-Learning) (ECMs as Hobbies under Officers' club)
House Journal Society	Sri Vinod Ekbote, Faculty, CSDG

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 in acquiring 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 "end-of-Course" examinations, but would prefer to test you as you go along with the Course, through essay's, book reviews, film reviews, assignment and class participation.

The overall breakup of evaluation is as follows:	
Director General's Assessment	125
Academic Inputs	375
Total	500

Sl. No	Subjects	Marks
1	Political Concepts and the Constitution of India	25
2	Law	75
3	Public Administration & Office Procedures	75
4	Management And Behavioural Science	75
5	Economics	25
6	Indian History And Culture	25
7	ICT Modules	75
	Total Subject Marks	375
	DG's Assessment	125
	Total	500

Officer Trainees will have to secure at least 50% marks in each subject to pass the examination.

Proficiency in the subjects, at serial numbers 1 to 7, an Officer Trainee, who fails in any of the prescribed subjects as mentioned above, shall not be entitled to any credit for the Foundation Course Examination carrying 500 marks. In other words, in such an event, he/she shall get '0' out of 500.

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 behaviour, 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 125 marks.

The weightage for the following 11 parameters for the Director General's Assessment is given below:

Sl. No	Topic	Marks
1	Village Study Report & Presentation	10
2	Book Review	10
3	Essay	10
4	Language	10
5	Physical Training & Trek Presentation	15
6	Extra-curricular Module	10
7	Clubs & Societies	05
8	Participation in Extra-Curricular Activities	10
9	Esprit de corps	10
10	Discipline	15
11	DG's Overall Assessment	20
TOTAL		125

MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Officer Trainees who excel in various activities in the Institute. Details of these medals and trophies are given below:-

A. ACADEMIC AWARDS

1. Director General's Medal and Rolling Shield for the best all-round performance. (Individual OT)
2. Director General's Medal and Rolling Shield for the highest aggregate marks in written examination (excluding languages).
3. Director General's Medal for best performance in sports
4. Director General's Medal for the highest marks in Law
5. Director General's Medal for the highest marks in Public Administration
6. Director General's Medal for the highest marks in Indian History & Culture
7. Director General's Medal for the highest marks in Basic Economics for Administrators
8. Director General's Medal for the highest marks in Management & Behavioural Sciences.
9. Director General's Medal for the highest marks in Political Concepts & Constitution of India.
10. Director General's Medal for the highest marks in ICT.

B. Esprit de corps Awards

Medal will be given for contribution to esprit de corps. This medal is given to the Officer Trainee making the maximum contribution to the esprit de corps in the batch.

Qualities as conducive to and reflective towards esprit de corps.

1. Commitment to public service
2. Belief in the unity and integrity of India and its pluralistic culture

3. Understanding the inter-dependence of various public services and appreciation of the need for harmonious relationship and mutual cooperation for achievement of the common goal.
4. Spirit of fellowship, fraternity, and common brotherhood.
5. Readiness to empathize as well as share difficulties faced by others.
6. Willingness to sacrifice for the common good/group interest.
7. Sense of values, as enshrined in the Constitution of India.
8. Ability to transcend the narrow loyalties of service, caste, creed, region, and religion.
9. Liveliness, humour, and wit.
10. Passion to strive towards excellence in all spheres of collective activity.

A poll will be conducted towards the end of the Course. The Officer Trainees themselves will choose the Officer Trainee who possesses the above qualities and is perceived to have contributed towards building esprit de corps during the Course.

C. OTHER AWARDS

1. Director General's Medal for the best performance in PT.
2. Director General's Award for the best Village Visit Group Presentation.
3. Director General's Award for Village Visit Groups.
4. Director General's Award for the best Trek Group.
5. Director General's Award for the best performance amongst Clubs & Societies
6. Award in Mini Marathon.
7. Director General's Award for the best Book Review Group.

SHISHTACHAR (ETIQUETTE) INTRODUCTION

Good manners and etiquette lend confidence and charm to an officer's personality. They help smoothen the sharp edges 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 at the Institute.

Most of the prescriptions in this Manual may have their origins in Western cultural practices. However, it is important to remember that manners and etiquette are culture-specific. 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.

EXPECTATIONS FROM THE OFFICER TRAINEES

I. 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, five minutes ahead of time and will be seated in your allotted place/position at least two minutes before the event. This is our foremost expectation from you and we hope that you will not give us any occasion to remind you of it during the Course.

II. BEHAVIOUR

The Institute expects the highest standards of behaviour and decorum befitting of an Officer Trainee-both inside and outside the Institute. We expect you to be courteous and well-mannered towards each other, with the Institute staff and with the Faculty. The Officer Trainees must ensure that their behaviour towards the Officer Trainees of the opposite gender is beyond reproach.

III. PARTICIPATION

This is your Course. What you get out of it depends a lot on what you put into it. The Course Team would like you to participate fully in all the activities that make the Course. When you participate in classroom discussions, we expect you to be polite and considerate to all others present.

IV. DISCIPLINE

As civil servants, a strict code of conduct and norms of behaviour 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. Indiscipline, lack of punctuality, discourteous behaviour, violation of Course guidelines and inappropriate conduct will invite disciplinary measures.

V. MATURITY, CREATIVITY, AND ENDEAVOUR:

Above all, we expect the Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behaviour. 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, the Officer Trainees are expected to excel and constantly strive towards setting higher benchmarks. We expect these qualities related to the head and heart from each and every Officers Trainee.

VI. CONDUCT IN CLASS

- Punctuality and decorum is to be maintained for all sessions / events, academic or non-academic.
- The 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.
- The Officer Trainees are expected to be attentive and conduct themselves with due regard towards the lecturer and the fellow Officer Trainees. Questions addressed to Faculty members / guest speakers should be clear, precise, and polite.
- Talking or whispering during a lecture not only disturbs the speakers but other the 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 Institute encourages freedom of expression of diverse viewpoints. Alert and active participation in class room sessions is encouraged and expected. However, politeness in discussions is a 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 Guest Speaker, before making any point of your own.
- 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. Thumping on table is not acceptable while applauding Guest Speakers.
- The Officer Trainees are expected to remain standing after the lecture concludes till the Guest Speaker leaves the class.

- No eatables and beverages shall be allowed inside classrooms

VII. CONDUCT IN HOSTELS

- The Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry, etc. must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostel, music after 2200 hrs is to be heard only through ear-phones.
- All the electrical appliances shall be switched off before exiting the hostel rooms.
- Unauthorized lodging of guests shall be treated as indiscipline.
- Hostel Lounges are to be maintained neatly. Due permissions needs to be taken before hosting a party in the Hostel Lounge. It shall be the responsibility of concerned Officer Trainees to maintain decorum and cleanliness of the lounge.

VIII. MESS ETIQUETTE

- Dress code for Mess is Casual attire unless otherwise indicated by the Course Team.
- Every Officer Trainee is a host. During formal occasions in the mess, you are expected to be present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended. Move around freely and look after the guests. Do not leave the mess until after all the guests have left.
- The Officer Trainees, appointed as Escort Officers to guests or Faculty Members and their spouses, should receive their guests at the entrance of the dining hall and remain in attendance throughout. The Escort Officers are expected to look after their guests and should introduce them to other Officer Trainees and Faculty members if the guests have not met them earlier. On conclusion of the meal, the Escort Officers are expected to see their

guests off. During formal dining, the Escort Officer is expected to 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, the 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. Please do not use intemperate language while making a complaint.
- Courtesy and consideration is to be shown to all the colleagues during meals. Due consideration is to be paid to correct table manners.

IX. CONDUCT IN THE LOUNGE

- When you enter the lounge, and there is a lady or a staff member present, please greet them appropriately. When any lady or a 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 and a 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, whereas 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.

X. FORMAL DINING ETIQUETTE

Before the Meal:

- Prepare to be conversational: Read national and local newspapers ahead of time so that news and events can be discussed.
- Punctuality: It is important to be on time. Always allow extra time as no one wants to be kept waiting. If a delay is unavoidable, try to contact the host.
- Greeting and introductions: A good handshake is important. It should be firm and should continue for three to four seconds. Introduce a younger person to an older person; introduce a non-official person to an official person; and in business, introduce the junior to the senior. Use full names unless you are told to use a first name.
- Seating: In most cases, wait as a group to be seated. Women go first, followed by men. Purses / briefcases should be placed on the floor as the bottom of these items may be dirty and should not be placed on the table.
- Ordering: Hold the menu so that it does not hide you from everyone else at the table. Skim the menu quickly and when a decision is made, place the menu off to the side signalling to the server that you are ready to order. Unsure of what to order? Ask the host what he or she would recommend. The recommended meal may give a clue as to the price range the host has in mind. Or, let the host take the

lead when ordering. Always talk softly to the server and do not hesitate to ask for advice. Order food that does not distract from the ability to converse.

- Napkin: Sometimes locating the napkin can be tricky. It can often be placed in a coffee cup, wine glass, or other clever location. Traditionally, it is placed at the left of the dinner plate. As liquids are always to your right, once you determine your place setting territory, you can easily decide that the napkin in the cup to the right is yours. The meal begins when the host unfolds his or her napkin. Immediately place the napkin on your lap after everyone at the table has been seated. If you must leave the table, place the napkin on your chair.

- 'Reading' the table setting: Begin using utensils from the outside and work your way in. If the place setting has two forks that are the same size, begin with the fork on the outside. Food is generally served from the left and beverages are poured from the right.

During the meal

- Begin eating when everyone has received his or her food. Eat at the same pace as your host.
- Conversation: Relax and keep the conversation focused on business-related or casual topics. Avoid dominating the conversation.
- Napkin: Your napkin should not get dirty during the dining process. It is meant to catch food that falls in your lap and is used to gently blot your mouth or dust the crumbs from your lips.
- Soup: Make a circle; spoon away from you, bring around to your mouth and back to the bowl. Soup is eaten from the side of the soup spoon, not inserted into your mouth.

- Bread: Bread/ rolls should be broken into smaller, more manageable pieces, buttering only a few bites at a time. Toast and garlic bread, however, may be eaten whole as they are usually already buttered. Avoid making a sandwich

After the meal

- Napkin: The host will signal the end of the meal by placing his / her napkin on the table. Place the napkin (loosely folded) to the left of your plate (never on the plate).
- Place Setting: Leave plates in the same position that they were presented. Do not push them away or stack them. Any unused silverware is simply left on the table.
- Used Utensils: Do not leave a fork or spoon in a bowl or cup. Place used utensils on a flat dish. That is why a flat dish is usually under the soup bowl. When finished, place the knife (blade edge toward you) and fork diagonally across the centre of the plate so they do not slide off when the plate is removed by the server.
- Thank the host: Shake hands and thank the host for providing the meal. Remember to maintain good eye contact.

Unusual situations

If a piece of cutlery falls on the floor, pick it up and let the server know that you need a clean one. If you cannot reach it, tell the server you dropped a piece of cutlery and that a clean one is needed.

If someone you are dining with is left-handed, it is best for the left-handed person to sit at the left end of the table or at the head of the table. If the host is not aware that you are left-handed, do not mention it.

Never spit a piece of bad food into your napkin. Attract the least amount of attention

by removing the food using the same utensil used to place the food in your mouth. Place the food on the edge of your plate and, if

possible, cover with some other food from your plate.

Remember to take dining etiquettes seriously. Regardless of whether you are having a meal with a senior or junior colleague, manners can speak volumes about you as a professional.

XI. GENERAL CONDUCT

- 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 instil confidence and trust amongst each other.
- 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, in dealing with shopkeepers, etc. and the public at large.
- Residence on the Campus is compulsory. Spouses, friends or relatives of the Officer Trainees are not permitted to stay on Campus under any circumstances. Any violation of this will be considered as an act of gross indiscipline. However, the OTs can invite their families after taking permission during the Valedictory Programme and they may be provided accommodation, subject to availability.
- Keeping or consuming alcoholic drinks in the Hostel rooms is strictly prohibited. Misconduct in an inebriated state will result in expulsion from the Course and severe action under Conduct rules.
- Smoking is prohibited on the Institute Campus.
- The Officer Trainees are not permitted to keep private vehicles in the Institute.

- Possession of personal firearms is strictly prohibited on the campus.
- The Officer Trainees shall not play loud music in their rooms that would disturb their colleagues in adjacent rooms.
- The Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes, and written assignments will have serious consequences.
- Redressal of grievances, if any, should be sought within the Institute. The Course team shall be the first level for grievance redressal. A direct representation to the Ministries of the Government of India or any authority outside the Institute, or venting out grievances on social media, without going through the proper channel, would be treated as insubordination and violation of Conduct Rules.
- 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. 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.

- If you want to meet someone, 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.
- 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.
- Gentlemen will stand when ladies enter a room, and officers will stand when seniors enter.
- The Officer Trainees 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.
- Gentlemen are introduced to ladies, juniors to seniors and young persons 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.
- 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.
- When invited to a party, make it a point to inform the host/hostess of your acceptance or inability well in advance. Arrive on time. Punctuality is politeness and should be cultivated as a habit.
- Search out your host and hostess, if it is a big party, and greet them.
- A good host will usually name the drinks available. Make your choice and politely state your preference. Do not ask for something that has not been mentioned. Do not mutter or say something vague like "I don't mind". Never omit "Please" and "Thank you".
- After adding sugar and milk to your coffee/tea, do not keep the bearer waiting while you stir it in the tray. Remove your cup at once and let him move on.
- Do not start on your drink straightaway. Put it down on a side table and sip it from time to time. If snacks are served, the bearer will usually offer you a small plate and a serviette. Hold the latter under the plate while helping yourself. Place the plate on the side table when done with.
- Do not sip your drink with a slurp. When eating a sandwich, cake or other snacks, hold it between the thumb and the first two fingers.

- On leaving, never fail to thank your host and hostess. It is a good idea to phone your host/hostess the following day expressing your thanks for an enjoyable party.
- At large parties, it is not necessary to take leave of everyone present individually. It is enough to take leave of the person with whom you may be sitting or talking and of the host and the hostess.
- Leave taking should be brief and unobtrusive. Officers must neither depart ostentatiously as some VIPs like to do, nor should they slink away.
- Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential to familiarize yourself with government instructions and the conduct rules. If you are a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol you may decline politely. If anyone wishes to abstain from drinking alcohol, do not urge him or her to reconsider.

XII. 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.

- Always be punctual for events in the auditorium 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.
- 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, 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.
- At no time or occasion should an Officer Trainee conduct herself / himself in a manner not befitting of an officer.
- 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.

XIII. IDENTITY CARDS

- The Officer Trainees are issued identity cards for the duration of the Course. This identity card has to be carried by the Officer Trainees at all times, both within and outside the campus. The ID cards will also serve as lapel cards.
- ID cards must be clipped on to shirts, pullovers, jackets or sarees, as the case may be. It is compulsory to display the cards during working hours, in classes, in the Mess, and on all formal occasions.
- Entry into the campus shall be permitted by Security only after display of Identity card.

Books from the library will be issued on the basis of Identity Card only.

XIV. LEAVE AND ABSENCE

- All Course activities, including classes, PT, and extracurricular activities deemed compulsory by the Course Team constitute official duty for the Course participants. No Officer Trainee shall absent himself/herself from any of these activities. Any unauthorised as dereliction in duty.
- The Course activities have been designed in a seamless manner. Therefore, it would not be possible to grant any leave during the Course. Requests for leave will not be entertained. If any Trainee is not in a position to attend a session due to medical reasons, he/she should take prior permission and submit application for medical leave to the Course Director.
- All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. No Officer Trainee shall leave the Municipal limits of Hyderabad or stay outside the Hostel overnight without obtaining prior written permission from the Course Director, even on holidays or weekends.
- Prior sanction of station leave is to be obtained from the Course Director to leave the head quarter on holidays or weekends. Permission shall not be granted via WhatsApp / SMS.
- No Officer Trainee shall remain in the hostel rooms during class hours. In case of medical problem, the Officer Trainee shall obtain permission of the Course Director on the recommendation of the Medical Officer.

XV. PENALTIES

- We expect 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, penal PT or penalty

prescribed under the Conduct Rules relating to Conduct and Discipline, or all. We sincerely hope that no such occasion would arise, which would compel us to resort to such drastic measures.

- At any point in 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.
- Absence from physical Training activities in the morning will have to be authorised by the Course Director on the recommendations of the medical centre. The sessions missed due to any medical issue will have to be compensated on either holidays or on early mornings of working days.
- All gentlemen Officer Trainees will be entitled for an exemption of 3 days from the morning physical activity without any medical reason. A lady Officer Trainee will be entitled for similar exemption for 5 days during the entire duration of the course. These exemptions can be availed only after intimation to the Course Director.
- In case of harm caused to government property due to negligence, damages will be recovered from concerned Officer Trainees.
- Mobile phones are not allowed during any of the sessions scheduled in the weekly timetables. Any mobile phone being used during these sessions will be confiscated and penalties will be imposed by the Proctor.
- As a penalty, the Proctor may order such other penal actions as may be deemed necessary.

Repeated violations will result in discharge from the Course and action as per the conduct rules.

XVI. INFORMAL MEETINGS WITH FACULTY

- The Officer Trainees are expected to call on their Counsellors and other Faculty members and meet them informally as well. These informal meetings are considered an important part of the community life at the Institute. The Officer Trainees are advised to seek prior appointment from the Faculty member to be called upon. Kindly be punctual on such engagements. In the event of your not being able to keep up the engagement, concerned Officer Trainee must express regrets to the Faculty Member. Not turning up on a fixed engagement without any intimation to the host is a gesture of rudeness which is not expected from an Officer.

XVII. DRESS REGULATIONS

a. Ceremonial

- Black or White Jodhpur Suit/ Sherwani with formal Shoes (Oxfords/ Brogues) for Gentlemen OTs
- Sari (preferably in sober colors), Western Business Suit, with formal Shoes / Sandals for Lady OTs

b. Formal

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

c. Informal

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

d. Casual

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

Occasions

a. Ceremonial

- Republic Day and Independence Day Functions
- Course Valediction Ceremony
- Visit of VVIPs such as President/ Vice-President/ Prime Minister
- Any other occasion specifically so designated

b. Formal

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

c. Casual

- Cultural Evenings
- Mess (other than for formal lunch/ dinner)

FACILITIES AT THE INSTITUTE

A. TRAINING

The Institute has fully equipped air-conditioned lecture halls & conference halls to cater to the needs of various programs.

Your classes will be held in Room No. 025 Ground Floor. The Plenary Sessions will be held at Dasarathi Auditorium (ground floor)/ Akshara Hall (second floor) of the Admin Block.



B. ACCOMMODATION

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

C. CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Officers' Mess Committee shall decide the menu in consultation with the Officer Trainees. One Officer Trainee 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 may be reported to the General Manager, Facilities.



SERVICES & TIMINGS

Services	Timings	Venue
Bed Tea	06.00 am to 06.25 am	Godavari Hostel
Breakfast	07.45 am to 09.15 am	Pushti Dining Hall (Tungabhadra-1st floor)
Tea/Coffee Break	11:25 to 11:40	Room No: 25
Lunch	01.45 pm to 02.45 pm	Pushti Dining Hall
Afternoon Tea/Coffee break	04.45 pm to 05.00 pm	Room No: 25
Dinner	08.00 pm to 09.30 pm	Pushti Dining Hall

There are three major dining halls on the campus –Trupti & Pushti in Thungabhadra Block and Ruchi in Godavari Hostel. Your dining arrangements have been made in Pushti Canteen at Tungabhadra Block.

D. RECREATION

- ▶ Swimming Pool
- ▶ Tennis Courts
- ▶ Indoor & Outdoor Shuttle Court
- ▶ Recreation Lounge, T.T, Caroms and Chess facilities
- ▶ Yoga & meditation Centre
- ▶ Gymnasium (including an exclusive Ladies Gym)
- ▶ Volleyball Court

E. LIBRARY

The Institute's library is located in the cellar of the Admin Block. A good collection of books on various subjects is 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 and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus



F. COMPUTER FACILITIES

Computers are available in the business lounge located on the Ground Floor of Godavari Hostel. The Officer Trainees can also avail these facilities in the Admin



building (1st 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). They may also contact Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515) and Mr. Y. Jatin Swarup, (Mobile: 8125721733).

G. E-MAIL ADDRESS

An e-mail ID for the Officer Trainees of 2nd MES Foundation Course, to correspond with Course Team is created and the same is "02mesfc@mcrhrdi.gov.in".

H. WEBSITE & WHATSAPP :

Officer Trainees can access the MCR HRD Website at (<http://mcrhrdi.gov.in/mes2020/indexmes2.html>). A separate web page is provided for 2nd MES Foundation Course training, where in course related information is provided.

An exclusive Whats App Group (02 MES FC) has been created for disseminating information on FC matters among the Officer Trainees.

I. INTERNET ACCESS

The entire campus is Wi-Fi enabled with a single identity. Once you get connected to Wi-Fi, feed in your username and password for internet surfing. Kindly ask your supervisor to get your laptop configured. To use the faster wired connectivity, please ask for the internet patch cord from the reception counter.

J. HEALTH CARE & MEDICAL FACILITY

Dispensary is located in Room No G-39, Godavari Hostel and doctors will be available as per notified timings.

Doctor availability (Dr. Balasubhramanyam) :
08.30AM - 10.00AM

Dr. (Capt.) Ruchi Mehrotra: 10.30AM –
05:00PM (Room no. G-41)

Nurse/Pharmacist (Sri Pradeep Tiwari):
10.30AM - 04.30PM (Room no. G-39)

Ayush Dispensaries: Treatments under Homeopathy, Ayush and Unani will be available. Officer Trainees may take treatment for their illness in any field they choose. The Clinic timings will be 9.00 am to 1.00 pm & 3.00 pm to 5.00 pm

Location: At hill top building opposite to Godavari Block.

K. CHAI KAHANI

Chai Kahani with its tag 'chai pe kareng charcha' is a place where the Officer Trainees may relax over a cup of coffee or a plate of noodles after class hours.

Chai Kahani is located near the ATM on the Campus and remains open from 09.30 am to 07.00 pm every day.

L. ATMs Availability:

There is total (2) no. of ATMs available in the institute premises.

- i. Andhra Bank ATM - Near Chai Kahani
- ii. ICICI ATM - In Godavari Hostel (at Reception)

COURSE TEAM OF 02nd FC FOR MES OFFICERS

(03rd February, 2020 to 09th May, 2020)

Sl.No.	Name of the Officer/ Faculty & Role Assigned	Photo
1	Sri P.K.Sharma, IFS (Retd.), CC (FC) Proctor	
2	Sri M. P. Sethy CC (Trg. & e-Learning) Advisor (General)	
3	 <p>Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head, CIT Course Director</p> <p>Supported by: Sri Abhishek Kumar Sr. Faculty, CIT</p> 	
4	Smt. Divya Parmar, IES Director, CSDG Addl. Course Director (General)	


COURSE TEAM OF 02nd FC FOR MES OFFICERS

(03rd February, 2020 to 09th May, 2020)

Sl.No.	Name of the Officer/ Faculty & Role Assigned	Photo
5	Sri K.Naveen Reddy Sr. Faculty, MDC ACD (Non-Academic Coord.)	
6	Sri Vinod Ekbote Faculty, CSDG Village Visit Coordination	
7	 Smt. Meena J, JFM, CSDG & Nodal Officer	 Smt. G.Jhansi Rani FM, CPA Nodal Officer
8	 Smt. S.Radhika, Manager - IT (Co-ordination), CIT Class room in - Charge	Supported by Sri Jalal Uddin System Administrator, CIT Class room in - Charge 

COURSE TEAM OF 02nd FC FOR MES OFFICERS

(03rd February, 2020 to 09th May, 2020)

Sl.No.	Name of the Officer/ Faculty & Role Assigned	Photo
8	Sri G. Venkat Reddy Manager, IT (Infra) Technical Support	

FC SECRETARIAT

The Institute has created a Secretariat exclusively for the 2nd MES Foundation Course with faculty members as Nodal Officers assisted by other support staff who will look after all the activities connected with the Foundation Course. The Officer Trainees may contact the Secretariat for any information in Room No. 035 (ground floor) of the Admin Block.

INAUGURATION OF 1st FC FOR MES OFFICERS



GLIMPSES OF 1ST FOUNDATION COURSE FOR MES OFFICERS



Group Photo of Officer Trainees with Hon'ble Vice President of India



DG's Welcome Dinner



Marathon



Cultural Programme



Bada Khana



FETE



Trekking

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	03-02-2020	Monday	Joining Formalities Inauguration of the course		1
	04-02-2020	Tuesday	Course briefing Introduction to Clubs & Societies Commencement of Academic Sessions Cultural Program followed by DG's Welcome Dinner		2
	05-02-2020	Wednesday			3
	06-02-2020	Thursday			4
	07-02-2020	Friday			5
	08-02-2020	Saturday	Hyderabad Darshan	Second Saturday	6
	09-02-2020	Sunday			7
2	10-02-2020	Monday	Elections		8
	11-02-2020	Tuesday			9
	12-02-2020	Wednesday			10
	13-02-2020	Thursday	Syndicate Group Presentations	Smt. Sarojini Naidu Birthday	11
	14-02-2020	Friday			12
	15-02-2020	Saturday	Short Trek to TSPA		13
	16-02-2020	Sunday			14
3	17-02-2020	Monday			15
	18-02-2020	Tuesday			16
	19-02-2020	Wednesday		Shivaji Maharaj Birthday	17
	20-02-2020	Thursday			18
	21-02-2020	Friday		Maha Shivaratri	19
	22-02-2020	Saturday	Athletic Meet		20
	23-02-2020	Sunday	Athletic Meet		21
4	24-02-2020	Monday			22
	25-02-2020	Tuesday			23
	26-02-2020	Wednesday			24
	27-02-2020	Thursday			25
	28-02-2020	Friday	Essay Writing		26
	29-02-2020	Saturday	Mini Marathon (campus)		27
	01-03-2020	Sunday	Trek Briefing		28
5	02-03-2020	Monday	Trek		29
	03-03-2020	Tuesday	Trek		30
	04-03-2020	Wednesday	Trek		31
	05-03-2020	Thursday	Trek		32
	06-03-2020	Friday	Trek		33
	07-03-2020	Saturday	Trek		34
	08-03-2020	Sunday			35
6	09-03-2020	Monday		Holi	36
	10-03-2020	Tuesday			37
	11-03-2020	Wednesday			38
	12-03-2020	Thursday	Presentation on Trek		39
	13-03-2020	Friday	FETE – The Mela		40

TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
	14-03-2020	Saturday		Second Saturday	41
	15-03-2020	Sunday	Village Visit		42
7	16-03-2020	Monday	Village Visit		43
	17-03-2020	Tuesday	Village Visit		44
	18-03-2020	Wednesday	Village Visit		45
	19-03-2020	Thursday	Village Visit		46
	20-03-2020	Friday	Village Visit		47
	21-03-2020	Saturday			48
	22-03-2020	Sunday			49
8	23-03-2020	Monday			50
	24-03-2020	Tuesday			51
	25-03-2020	Wednesday		Ugadi	52
	26-03-2020	Thursday			53
	27-03-2020	Friday	Presentation on Village Visit		54
	28-03-2020	Saturday			55
	29-03-2020	Sunday			56
9	30-03-2020	Monday			57
	31-03-2020	Tuesday			58
	01-04-2020	Wednesday			59
	02-04-2020	Thursday		Sri Rama Navami	60
	03-04-2020	Friday	Cultural Program		61
	04-04-2020	Saturday	India Day		62
10	05-04-2020	Sunday		Babu Jagjivan Ram Birthday	63
	06-04-2020	Monday		Mahavir Jayanti	64
	07-04-2020	Tuesday			65
	08-04-2020	Wednesday			66
	09-04-2020	Thursday			67
	10-04-2020	Friday	Essay	Good Friday	68
	11-04-2020	Saturday		Second Saturday	69
	12-04-2020	Sunday			70
11	13-04-2020	Monday			71
	14-04-2020	Tuesday		Dr. B.R Ambedkar's BIRTHDAY	72
	15-04-2020	Wednesday			73
	16-04-2020	Thursday			74
	17-04-2020	Friday			75
	18-04-2020	Saturday	Events by Clubs & Societies		76
	19-04-2020	Sunday			77
12	20-04-2020	Monday			78
	21-04-2020	Tuesday	Civil Services Day		79
	22-04-2020	Wednesday			80
	23-04-2020	Thursday			81
	24-04-2020	Friday			82
	25-04-2020	Saturday		ECM Activities	83
	26-04-2020	Sunday			84

TENTATIVE COURSE PLANNER

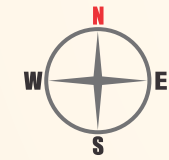
Week	Date	Day	Activity	Remarks	Day
13	27-04-2020	Monday	Book Review		85
	28-04-2020	Tuesday			86
	9-04-2020	Wednesday			87
	30-04-2020	Thursday			88
	01-05-2020	Friday	End-Course Examinations		89
	02-05-2020	Saturday		Club Activities	90
	03-05-2020	Sunday			91
14	04-05-2020	Monday			92
	05-05-2020	Tuesday	Shramadaan		93
	06-05-2020	Wednesday	Bada Khana		94
	07-05-2020	Thursday	Blood Donation Camp, DG's Farewell Dinner		95
	08-05-2020	Friday	VALEDICTORY FUNCTION / Relieving Formalities		96
	09-05-2020	Saturday			97

Notes

The image shows a series of horizontal dashed lines on a light beige background, intended for writing notes. There are 22 such lines, evenly spaced, extending across the width of the page.

MCR HRD

Institute of Telangana
Campus Layout



* not to scale

Main Entrance

- | | | |
|---|---|--|
| 1. ADMIN BLOCK | 7. CENTRE FOR SUSTAINABLE DEVELOPMENT GOALS | 18. ADG. QTRS |
| 2. GODAVARI HOSTEL | 8. KRISHNA BLOCK | 19. POND |
| 2a. LADIES GYM | 9. PROFESSOR QTRS | 20. RAMADASU RANGASTHALI (Open Air Auditorium) |
| 2b. DISPENSARY | 10. FACULTY QTRS | 21. CGG E-DEV. CENTRE |
| 2c. BARBER | 11. TENNIS COURT - 1 | 22. CGG STAFF QTRS |
| 2d. RUCHI DINING HALL | 12. VOLLEY BALL COURT | 23. HRD STAFF QTRS |
| 3. MANJEERA GUEST HOUSE | 13. TENNIS COURT - 2 | 24. CGG OFFICE |
| 4. ARJUNA ARCADE (PARKING) | 14. GYM AND SWIMMING POOL | 25. AYUSH CLINICS |
| 5. TUNGABHADRA BLOCK | 15. NURSERY | 26. ATM / CHAI KAHANI / VIJAYA DAIRY PARLOUR |
| 5a. PUSHTI & TRUPTI DINING HALLS | 16. VIVEKANANDA CENTRE | |
| 6. MUCHKUNDA BLOCK & CENTER FOR TELANGANA STUDIES | 17. D.G. QTRS | |



The Institute offers excellent training facilities and comfortable stay on its sprawling campus spread over 30 acres of picturesque land. It helps trainees to unwind, rejuvenate, and make the mind more open to absorb new ideas, share experiences, indulge in critical reflection, and benefit from the entire experience. And above all, the lush green campus makes their stay at the Institute a pleasant, enriching, and memorable experience of their lifetime.



Dr. Marri Channa Reddy Human Resource Development Institute of Telangana

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