



Dr. MCR HRD  
Institute of Telangana



कार्मिक एवं प्रशिक्षण विभाग  
DEPARTMENT OF  
PERSONNEL & TRAINING



LBSNAA  
Lal Bahadur Shastri National  
Academy of Administration  
Mussoorie

75  
Azadi Ka  
Amrit Mahotsav

**COURSE MANUAL**

# **Special Foundation Course for AIS & CCS Officers – 2022 (II)**

**September 19<sup>th</sup> to December 30<sup>th</sup>, 2022**



**Dr. MCR HRD INSTITUTE OF TELANGANA**

# ***Azadi Ka Amrit Mahotsav***



*Azadi Ka Amrit Mahotsav* is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of its people, culture, and achievements.

This ***Mahotsav*** is dedicated to the people of India who have not only been instrumental in bringing India thus far in its evolutionary journey but also hold within them the power and potential to enable Prime Minister Modi's vision of activating India 2.0, fuelled by the spirit of ***Atmanirbhar Bharat***.

“*Azadi ka Amrit Mahotsav*” is an embodiment of all that is progressive about India's socio-cultural, political, and economic identity. The official journey of “*Azadi ka Amrit Mahotsav*” commenced on 12th March, 2021 which started a 75-week countdown to our 75th anniversary of Independence and will end post a year on 15th August, 2023.



# **COURSE MANUAL**

**Special Foundation Course**

**for AIS & CCS Officers-2022 (II)**

**September 19<sup>th</sup> to December 30<sup>th</sup>, 2022**



**GODAVARI HOSTEL**  
**DR. MCR HRD INSTITUTE OF TELANGANA**



# Welcome to Dr MCR HRD Institute of Telangana



## 40 Years Celebrations Commemorative Sculpture - 2016

### **IGNITE**

“The two identical spirals resemble burning torch indicating victory. The four turns of the spirals signify four decades Journey of the Institute. Two fully blossomed lotuses at the core imply exchange of knowledge and wisdom.”

## ***From the Director General's Desk***

**Dear Officer Trainees,**

It is a pleasure to welcome all of you to the Special Foundation Course for All India Services and Central Civil Services Officers, commencing on September 19<sup>th</sup> and concluding on December 30<sup>th</sup>, 2022 at the Institute. You are attending the Special



Foundation Course in the 75th year of our Independence. Therefore, you have the distinctive good fortune of re - dedicating yourself to the service of India and every fellow citizen in this historic year. You are the architects and builders of the New India and will take it from its 75<sup>th</sup> to 100<sup>th</sup> year of Independence.

The objective of the Foundation Course is to orient you to the administrative, managerial, socio-economic, and political environment of the country and also to promote overall development of your personality which encompasses intellectual, moral, physical, and aesthetic traits. The Foundation Course is designed to achieve the cherished goals through a challenging fusion of academic, outdoor, extra-curricular, and co-curricular activities.

Discipline and Professionalism define the character of a civil servant and represent the Civil Service's ethos founded on an ethical code - *Shistachaar*. Thus, you must be punctual for every activity.

Deeply entrenched principles of professionalism are the crown jewels of a well-trained and dedicated civil servant. We thus expect you to strive hard to absorb and uphold these values at all cost. You will, therefore, realize that the Special Foundation Course is tough and we will prepare you to be tough in the years to come.

We would endeavour to make your Course most stimulating, joyful, and memorable. We, in turn, expect you to be keen learners and active participants. The Foundation Course will demand your intense engagement and will challenge you.

You are requested to go through the Course Manual in order to familiarize yourself with the broad outlines of the Foundation Course and the expectations from you.

We hope you will have a pleasant stay at Dr MCR HRD Institute of Telangana and enjoy the composite cultural milieu of Hyderabad city.

***September 19<sup>th</sup>, 2022***

***Benhur Mahesh Dutt Ekka, IAS  
Director General (FAC), Dr MCR HRD Institute  
& Principal Secretary to Govt. of Telangana***



## Special Foundation Course -2022 (II)

### FORM OF OATH/AFFIRMATION

**“I, \_\_\_\_\_ (Name of the Probationer) do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out duties of my office loyally, honestly, and with impartiality.  
(SO HELP ME GOD)”**



## COURSE TEAM OF SPECIAL FC-2022 (II)



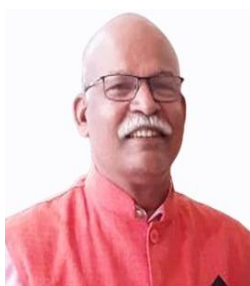
**Smt Anita Rajendra** is a senior IAS Officer of Telangana State, presently working as Joint Director General for Dr.MCR HRD Institute and Secretary to Government of Telangana. She was the student of St. Ann's High School, Secunderabad in West Marredpally and later joined St. Francis College for Women, Sec'bad. She is a proud alumna of Osmania University, from where she secured her LLB Degree & later she did LLM in International Law, while in service from PG College of Law, Osmania University.

She started her career as Divisional Officer, Medak in 1990 and held a number of posts. With a career span of 32 years, she has rendered service with commitment, ethics and principles. She worked as Collector, Prakasam District, wherein a number of innovative measures in administration were taken up and executed by her. Old unused RIMS Building complex was renovated and all Government offices were shifted to this premises close to collectorate bringing administration close to people coming from far flung areas, as Prakasam was a district with vast geographical area.

As Joint Collector, Ananthapur her major contribution was the land acquisition of Bangalore highway passing through the district for about 200 KMs to make it 4 lane. It was a record of sorts acquiring land all along this Highway in 45 villages for a length of 200 KMs, within a period of 10 months without any litigation. This she achieved by passing consent awards for a price wholeheartedly accepted and supported by Ryots, without referring the matter to courts to litigate.

As Secretary, Animal Husbandry, Dairy Development and Fisheries Department, she was instrumental in implementation of a number of flagship programs of State of Telangana like EMRI-1062, Animal Ambulance, Sheep Rearing Development Program and Free Fish Seed Program. She received National Award from Government of India on National Fisheries Day on 21st Nov 2020 for "Best Quasi Government Federation" for implementing various schemes for fishermen. She received National Award from Government of India on National Fisheries Day on 21st Nov 2021 for the "Best Inland State in the Country", once again.

Smt. Anita Rajendra is associated with the Spl. FC-2022(II) as Course Director & Proctor.



**Dr. Kota Tirupataiah, IFS (Retd.)** is a Development Professional with over 35 years of Regulatory, Administrative and Development experience. He Specializes in Organizational Development, Institution Building and Capacity Building. An alumnus of the prestigious Indian Agricultural Research Institute, New Delhi, he continues his academic passion in writing research papers, contributing to books and guiding research scholars.

Though Dr. K. Tirupataiah belongs to the Indian Forest Service (1986 Batch AP/TS Cadre), he served not only in Forest Department but also in a number of Development as well as Welfare Departments. He has over three decades of experience in Institution Building and Capacity Building as well as Training Management in various State level institutions, including Dr. MCR HRD Institute.

His other significant contributions include: conserving the World's Largest Banyan Tree, drafting of Operational Guidelines for MGNREGA, Integrated Watershed

Management Program Guidelines, etc. He is Member of INCID and Member, Asia Regional Work Group of the ICID. These days, Dr.Tirupataiah devotes more time in Teaching on RTI, Climate Change, HRD and “The 7 Habits of Highly Effective People”. He is a Grantee under the International Visitors Leadership Program of the USDS, USA and also travelled widely.

As the best all-rounder of his FC at LBSNAA, he won the Director’s Gold Medal. He served as the Secretary, Fine Arts Society. He is a Quiz Master, Sports organizer and a decent singer. Dr.K. Tirupataiah superannuated in Jan 2019 and at present serves this institute as Chief Consultant (Training).

Dr. K. Tirupataiah is associated with the Spl. FC-2022(II) as Coordinator - Trek & Village Visit and DG’s Nominee for Officers’ Club.



**Dr. Gautam Pingle** was born and raised in Hyderabad. He studied and obtained his BSc. (Econ) (Hons) from University College, London and the PhD from Glasgow University, Scotland. His thesis was on Telangana and on a study of different types of irrigation in the region. He worked as Research Associate at Glasgow University and then joined the Commonwealth Secretariat, London. On his return to India he worked at the Centre for Policy Research, New Delhi. Later he joined the Administrative Staff College of India as a policy analyst. He was Dean of Research and Consultancy for two terms. He retired in November 2012. Since 2009 his newspaper columns have largely been about Telangana and its travails. He is considered by many as an analyst and advocate of Telangana. His book "Fall and Rise of Telangana" has been released by Orient BlackSwan in March 2014. Its Telugu version appeared in October 2015. Since March 2017 he has been Head of the Center for Telangana Studies and Dean of Studies at MCR HRD Institute of Telangana. In July 2021, his book “The Formation and History of Telangana: A Collection of Nine Critical Essays” was published by Orient BlackSwan.

Dr Gautam Pingle is associated with the Spl. FC-2022(II) as Chairman, Academy Advisory Committee.



**Dr. Mohammed Abbas Ali**, Senior Professor & Head, Management Development Centre, has done MBA & Ph D from Osmania University, Hyderabad. Prior to joining the Institute, he was with Osmania University as Professor of Business Management from 1979 - 2009 and with Al Ghurair University, Dubai from 2009 -2015. He was Hon. Advisor, Confederation of Indian Industry (Andhra Pradesh), National Convener for Assistance Program in India, Islamic Development Bank, Jeddah, Kingdom of Saudi Arabia, etc. He worked as fulltime Consultant in AP Minorities Commission from 1992 -1997.

Prof. Ali is associated with Spl. FC-2022(II) as Additional Course Director (Academics)





**Dr. Madhavi Ravulapati**, Senior Faculty & Head-Centre for Public Administration (CPA), Dr. MCR HRD Institute, has 22 years of experience in Legal Academics. She is Doctorate in Law and Post Graduate in Law & Sociology.

Dr. Madhavi has authored two books titled 'Interpretation of Statutes' & 'Death with Dignity – a delusion of dilemma', co-authored a book titled "Telangana- Land & People Vol-1", edited a book titled 'Human Security Faultlines - a contemporary discourse', presented around 45 research papers in National and International conferences and seminars and published 45 research papers in journals of national & international repute. Currently, she is guiding 6 Ph.D research scholars in Law.

Dr. Madhavi has generated e-modules on Criminal Procedure Code for University Grants Commission, Ministry of Human Resource Development, Government of India & on Criminal Law for Andhra Pradesh Police Department (CID). She has also developed e-content on Right to Information Act & Swacchh Bharat Abhiyan for University Grants Commission to train the Faculty in Public Policy through SWAYAM Platform organized by the Department of Public Policy, Law & Governance, Central University of Rajasthan, Government of India.

Dr. Madhavi is a Recognized Trainer (RT) in Mentoring Skills accredited by Department of Personnel & Training, Government of India. She has done Trainer Development Programs (TDPs) like Design of Training (DoT), Direct Trainer Skills (DTS), Training Needs Analysis (TNA), Experiential Learning Tools (ELT), Management of Training (MoT), accredited by Department of Personnel & Training, Government of India.

Dr. Madhavi is a Resource Person for Law subjects for Foundation Courses for All India Services & Central Civil Services Officers, Military Engineer Services Probationers, Group 1 Services Officers of Telangana State and various other courses conducted at Dr. MCR HRD Institute. She has conducted many training programs at Dr. MCR HRD Institute for Deputy Collectors of Gujarat State & Nagaland State, Geological Survey of India, Insurance Regulatory Development Authority of India & Smart Technology Parks of India and Indian Air Force Authorities etc., as Course Director.

Dr. Madhavi was associated with 10 Foundation Courses for AIS & CCS Officers conducted by Dr. MCR HRD Institute in various capacities, namely Assoc. Course Coordinator (Academic) for 90th FC, Addl. Course Coordinator (Academic) for 91st & 92nd Foundation Courses & Addl. Course Director (Co- Curricular Activities) for the 93rd, 94th & Spl. Foundation Courses (2020, 2021 & 2022) and Coordinator- Syndicate Group Presentations & Controller of Examinations, Crash Foundation Course, 2015.

Dr. Madhavi has conducted the First Foundation Course (2 batches ) for Group-I Service Officers of Telangana State.

Dr. Madhavi is a visiting Professor in Law for reputed Global & National Universities, Institutes, Academies and Organizations.

Dr. Madhavi is associated with Spl. FC – 2022(II) as Additional Course Director (Co - curricular & Extra - curricular Activities)

## FC SECRETARIAT



**Smt.T. Padmavathi is the Overall Coordinator of the FC Secretariat for the Spl. Foundation Course 2022 (II).** She is Dy. Collector from Revenue Dept., currently posted as an Administrative Officer at Dr. MCR HRD Institute of Telangana. She has done MA (Telugu) from Osmania University, Hyderabad.



**Smt. R.Regina is the Nodal Officer-I for the Spl. Foundation Course 2022 (II)** has joined the Institute in 2002 and is currently working as Superintendent. Earlier, she has **worked** in different wings of the Institute, including Administration, Engineering, Facilities, etc. She has been associated with the Foundation Courses for AIS & CCS Officers and also self-finance programs conducted by the Institute. She has done Post Graduation in Sociology and also Diploma in Commercial and Computer Program (DCCP).



**Sri Srinivas Vadla, Jr. Faculty is the Nodal Officer-II for the Spl. Foundation Course 2022 (II)** has done Masters in Business Administration (Systems) and in Mass Communications from Osmania University. Currently, he is pursuing Doctoral Program in Mass Communication. He has undergone the following DoPT-sponsored training programs: DTS, DoT, ELT, TNA and MOT. He is a columnist on contemporary issues for a number of dailies. He has worked for various media houses at different levels.



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## About Dr MCR HRD Institute of Telangana

As India surges ahead on the path of rapid socio-economic growth, the demands upon public servants at all levels of Government are growing every day. The need for bridging the competency gaps in their current and future roles, through training, is at the heart of the Government's training policy.

Founded in 1976 by the Government (United Andhra Pradesh), Dr. MCR HRD Institute has been supporting the Government's initiatives in capacity building for reforms, good governance, change management, and revamping delivery systems.

In addition to training programs for Government employees, both from Telangana State and from across the country, the Institute has been offering Foundation Courses for All India Services Officers, Central Civil Services Officers, Military Engineer Services Probationers, etc. The Institute has conducted training program for Civil Servants from ASEAN countries in the recent past.

As a part of "Training for All" program, sponsored by DoPT, Govt. of India the Institute has trained 5479 employees of Tribal Welfare Department. Under the same initiative, the Institute is all set to train 6864 employees of Women Development & Child Welfare Department. On account of this, the Institute has emerged as a role model not only in Telangana State but also in the entire country

It is a matter of great pride that, during the period of Covid-19 Pandemic, the Institute successfully rolled out more than 100 online training programs and covered over 15, 000 Officers, right from the top to the lowest rungs of administrative hierarchy. In addition, the Institute trained over 1,00, 000 field staff from different districts of the Telangana State, in a Blended Learning Format, during the last three

years, in 15 soft skills and domain-specific modules (COMMIT), sponsored by DoPT, Government of India. The Institute has also been mentoring a number of States, from across the country, to train the trainers for the COMMIT program and, as a result, the Telangana State now ranks number 1 in online training in the country.

The Institute's faculty resources include senior All India Service Officers and also eminent faculty from various Institutes of higher learning like Indian School of Business, University of Hyderabad, Administrative Staff College of India, NALSAR University of Law, TISS, Northeastern University of Illinois, IMF, National University of Singapore, etc.



The Institute believes in decentralized training and, towards this, it has established a network of Regional Centers for Training to provide training to field level functionaries.

It is a matter of great honor that the Institute won the prestigious SKOCH Governance Silver Award at the 68th SKOCH Summit held on November 30<sup>th</sup>, 2020, for offering Virtual Training Programs, especially the Foundation Course, which was one of its kind.

The SKOCH Group, which is India's leading Think Tank dealing with socio-economic issues, has instituted India's highest independent civilian honors and awards in the fields of Governance, Finance, Technology, Economics and Social Sector.



## COURSE OBJECTIVES & OUR COMMITMENT

“Where the mind is without fear and the head is held high,  
Where knowledge is free,  
Where the world has not been broken up into fragments by narrow domestic walls,  
Where words come out from the depth of truth,  
Where tireless striving stretches its arms towards perfection,  
Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit,  
Where the mind lead forward by thee into ever-widening thought and action,  
Into that heaven of freedom, my father, let my country awake.”

Rabindra Nath Tagore

### COURSE OBJECTIVES

The objectives of the Special Foundation Course are:

- To orient the Officer Trainees to the administrative, social, economic, and political environment of the country.
  - To make the Officer Trainees aware of the challenges and opportunities within the Civil Services.
  - To promote overall development of personality of the Officer Trainees, i.e., intellectual, moral, physical, and aesthetic.
  - To foster greater coordination among the members of different Civil Services by building *esprit de corps*.
  - To provide exposure to the best possible teaching material and resource persons to facilitate the Officer Trainees’ professional, intellectual, and emotional growth.
  - To provide the Officer Trainees with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and all-round development
- At the end of the Spl. Foundation Course, a trainee will be able to:
- Exhibit appropriate values, ethical standards, norms of behavior, and personal conduct befitting of a Civil Servant.
  - Have an appreciation of the principles of good governance and their application to meet the needs of the citizens of India.
  - Display basic administrative skills, knowledge, and competencies required for his / her job.
  - Apply concepts from the fields of Economics, Law, Management, Public Administration, Political & Constitutional Theory, and Information and Communication Technology (ICT) to administrative situations.
  - Use ICT as an office productivity tool and learn the application of computer software packages.
  - Have a greater appreciation of the interrelationships among the administrative, political, economic, and social environment, and implications of governmental action on the nation's socio-economic system.
  - Work in coordination with others and imbibe the *esprit de corps* of the Services.
  - Appreciate the country’s rich traditions, history, culture, and diversity and develop an all-India perspective.
  - Develop a well-rounded personality through participation in extra-curricular activities.
  - Imbibe the spirit of physical fitness to maintain a healthy body and mind.

## **OUR COMMITMENT**

- To be responsive to the Officer Trainees' needs and aspirations.
- To be impartial, principle-centered and value-driven.
- To provide exposure to the best possible teaching material and Resource Persons to facilitate the Officer Trainees' professional, intellectual, and emotional growth.
- To provide the Officer Trainees with an environment that encourages enquiry and freedom of thought, yet imbued with discipline, to foster intellectual growth and an all-round development.



# COURSE DESIGN - ACADEMIC INPUTS

## I. COURSE DESIGN

The Spl. Foundation Course is designed in a manner so as to achieve its cherished objectives through a fusion 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 in the acquisition and development of personality and requisite attitudes necessary for effective functioning, empathy, and sensitivity, being most important of all.

## II. ACADEMIC INPUTS

### A. SUBJECTS

Academic inputs in the Foundation Course would largely be covered under eight (8) broad heads.

Public Administration	Political Concepts and Constitution of India
Basic Economics for Administrators	Indian History & Culture
Law	Information and Communication Technology
Management and Behavioral Sciences	Hindi Language

#### 1. Public Administration

The Course will introduce the Officer Trainees to key concepts and ideas in public administration, structure, and role of government at various levels, important rules and regulations that govern public administration, the challenges of public

service delivery issues of national and global security, climate change, impact of globalization on public administration, etc.

#### 2. Basic Economics for Administrators

The symbiotic link between most tasks associated in administration and economics is very deep and multipronged. At a very basic level, public economic policy starts from the idea of State intervention to correct market failure in resource allocation. Additionally, there are stability and distribution considerations which argue for State interventions. All these are firmly rooted in economics. A good foundational understanding of these principles is, therefore, a *sine qua non* for any civil servant. In addition, civil servants have to take key decisions each day where basic understanding of economic concepts is extremely beneficial and enhances efficiency.

As the Officer Trainees are drawn from diverse educational backgrounds, the subject in the Foundation Course is designed to get the participants to recognize and understand the basic concepts in Microeconomics, Macroeconomics & International Trade. At the end of the Foundation Course, the Officer Trainees will be able to describe and explain the fundamental economic principles of functioning of an economy. They would further be able to define and apply the analytical tools that can help them analyze the issues they would face as an Administrator through the lens of economic principles to arrive at better decisions.

#### 3. Law

The purpose behind learning law at the Institute is to be equipped with the basic understanding of Law. The Officer Trainees would need broad legal knowledge about the various legislations that they would directly implement. However, the Foundation Course is not the occasion to go into

the nitty gritty of the specific legislations that one would require. Hence, the endeavor is to set the context by describing the basic tenets of the major legislations whereby the Officer Trainees are in a position to appreciate and describe the foundational principles of the Indian legal system. The objective is that the Officer Trainees should be able to understand, interpret, and apply the basic principles of law, understand the structure and hierarchy of courts, alternate dispute redressal mechanisms, principles of contract, discuss some important social legislations and get introduced to procedural practices under civil and criminal codes in India.

The realization of the objectives of the Course will depend on the involvement of the Officer Trainees – in the class and outside. Outside, in going through the major suggested readings. Inside the class, lectures, discussions, case studies and other pedagogical tools would be used to achieve the objective of the Course.

#### **4. Management & Behavioral Sciences**

The subject of Management & Behavioral Sciences has many parts to it which will be covered through the Organizational Behavioral Module, Financial Management Module, and Public Procurement and Contract Management Module. Aspects of leadership, understanding self, and decision making will be covered under the behavioral components. Financial Management will focus on understanding the basic principles of Public Financial Management and how they apply to the functioning of Government Offices through exposure to financial apparatus for implementing the financial rules, public financial management, basics of municipal, commercial and local bodies finance, procurement and contract management, project management for government projects and basic introduction to internal controls, audit and vigilance mechanism.

#### **5. Political Concepts and Constitution of India**

This Course introduces the Officer Trainees to the fundamental concepts of political science and the Indian Constitution and how they relate to the working of an administrator and evolution of and current status of Indian Politics.

#### **6. Indian History and Culture**

The Course focuses on Indian history and culture. The paradigm is of India and the Indian State and through this the Officer Trainees are to be introduced to the discipline and the growth and evolution of the Indian State, the society, and culture, in all its diversity and oneness.

#### **7. Information & Communication Technology (ICT)**

Officer Trainees will be exposed to the latest in computer technology applications. We shall try to ensure that by the end-of-the-Course, the Officer Trainees would develop adequate skills to handle computers, including typing skills and selected software, with familiarity and ease.

#### **8. Classes for Hindi & Other Languages**

Language teaching is an important activity of the Institute. The Officer Trainees will be split into two streams, i.e., those who are exempted from attending Hindi classes and those who are not. This categorization will be done based on the assessment of proficiency in Hindi. With the exception of those Officer Trainees who have to compulsorily attend Hindi classes, all others will have to opt for one of the following languages on offer: Urdu, Sanskrit, Marathi, and Telugu. The Institute will arrange the classes only when a minimum of 5 OTs are willing to learn the above languages.

In addition, an effort will be made to cover the following modules: Deconstruction, Oral Communication, Written Communication, Data Analytics, India & Its Neighborhood, National

Security Module, Public Policy, Sabka Vikas, Ethics, etc..

## B. MODULES, SESSIONS & TIMINGS

The approximate number of sessions for different modules is given below:

Sl. No.	Subject	No. of Sessions
1	Public Administration	60
2	Basic Economics for Administrators	30
3	Law	40
4	Management & Behavioral Sciences	30
5	Political Concepts and the Constitution of India	20
6	Indian History and Culture	20
7	Information & Communication Technology	25
8	Languages	20
<b>Total</b>		<b>245</b>

The session plan for each day will be as follows:

0 Session (PT)	06.30 a.m. - 07.30 a.m.
I Session	09.30 a.m. - 10:20 a.m.
<b>Break</b>	<b>10.20 a.m. – 10.30 a.m.</b>
II Session	10.30 a.m. - 11.20 a.m.
<b>Tea Break</b>	<b>11.20 a.m. - 11.40 a.m.</b>
III Session	11.40 a.m. - 12.30 p.m.
<b>Break</b>	<b>12.30 p.m. – 12.40 p.m.</b>
IV Session	12.40 p.m. - 01.30 p.m.
<b>Lunch Break</b>	<b>01:30 p.m. - 02:30 p.m.</b>
V Session	02:30 p.m. - 03:20 p.m.
<b>Break</b>	<b>03:20 p.m. - 03:30 p.m.</b>
VI Session	03:30 p.m. - 04:20 p.m.
<b>Tea</b>	<b>04.45 p.m. – 05.00 p.m.</b>

Sessions can be extended or additional sessions can be held based on the Course requirement.

The Session will be held at PVRK Prasad Hall, Room No. 28, Admn. Block (Ground Floor).

## C. READING MATERIAL

Background reading material for all the subjects will be available for reference at Prof. Jayashankar Library (Cellar of the Admin Block). These are designed to reinforce the class inputs. Some of the modules / lectures may also be supplemented by hand-outs. The presentations made by the speakers will be available on the Institute's website. The Officer Trainees are advised to maintain subject-wise files and catalogue the material properly.

## D. TUTOR GROUPS

The Officer Trainees will be divided into Tutor Groups. Each Tutor Group will have one Serving Civil Servant associated with them as mentors / guides. The Institute places a great deal of importance upon mentoring as a mode of interaction between the tutors and the Officer Trainees. The tutors will guide each Officer Trainee in navigating the Course fruitfully. The Officer Trainees are encouraged to use this platform for closer interaction, facilitation of training, and advice on personal / professional matters. The Officer Trainees are expected to remain in close association with their respective tutors and establish an effective rapport. This will enable the tutors to give individual attention to each of her / his counselees. The Tutor Group Meetings will be held once in a fortnight.

## E. ESCORT DUTIES FOR THE OFFICER TRAINEES

The Officer Trainees are designated as Escort Officers to Speakers. They will have the following responsibilities:-

- To ensure that the Institute's car is arranged by the FC Secretariat to pick up and drop the Guest Speaker. In case of a VIP, arrangements



regarding reception at Rajiv Gandhi International Airport / Railway Station may have to be worked out in consultation with the FC Secretariat.

- To inspect the Guest House room allotted to the Guest Speaker and ensure that it is properly equipped.
- To ensure that the reception has complete details of arrival and stay of the Guest Speaker. Keep the reception informed of your whereabouts so that in case of unscheduled arrival of the Guest Speaker, you can be located and informed.
- To receive the Guest Speaker on arrival, escort him / her to the room and to look after during his / her stay at the Institute. It, however, does not mean that the Officer Trainees shall unnecessarily waste time hanging around the Guest Speaker and miss classes or other Course activities.
- To collect the profile of the Guest Speaker, well in advance.
- To acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities at the Institute, if he / she is not already familiar with the same, before his / her scheduled session.
- To inform the Guest Speaker about the duration, number and nature of his / her lecture (s) / participation.
- To ascertain any special arrangements that the Guest Speaker would like to be made in the lecture hall, like provision of projector, flip charts, etc.
- To obtain consent, in prescribed format, from the Guest Speaker for video recording of the session and ensure arrangement for the same.
- To ensure that the Guest Speakers' name plates are ready and placed on the table prior to the lecture.
- To ensure that the Guest Speaker is invited to all the functions of the various Societies /

Clubs, which are scheduled during his / her stay.

- To ensure that the arrangement for the car for his / her return journey has been made by the FC Secretariat.
- To ensure that the TA and other particulars are filled-in by the Guest Speaker in the printed form provided by the FC Secretariat.
- To act as Rapporteur for the sessions by recording and summarizing the session details in the given format and submitting the same to the Guest Speaker.
- To organize the following, in consultation with the Guest Speaker:
  - a. To introduce the Guest to the audience based on the bio-data already collected for the purpose. Long-winding introductory speeches as well as any flippancy must be avoided. The introduction of the guest should not exceed 02 minutes in any case.
  - 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 and present the memento.
  - d. To ensure that the PPTs / Reading Material used by the Guest Speakers are uploaded on the Institute's website.

## **F. FEEDBACK**

It is our constant endeavor to provide the Officer Trainees with the best possible academic inputs. We value the Officer Trainees' opinions and look forward to their feedback which will help us to improve our inputs.

All Officer Trainees are required to post their feedback for every session on online feedback system. The URL to access the feedback system is as follows: <http://training.mcrhrdi.gov.in/auth/login.aspx> The user-id is the OT Code and default password is “MCR123#”. It is advisable to change the default password after the first log-in. It is mandatory to fill-in the evaluation of the academic sessions preferably daily or latest by

midnight on Sunday of that week. We request the Officer Trainees to fill-in the online form in a responsible and constructive manner. Providing regular feedback is an index of your commitment to the Foundation 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.

# COURSE DESIGN – CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

## I. CO-CURRICULAR ACTIVITIES

### A. JOURNALING EXERCISE

The journal is aimed at providing the Officer Trainees solid foundations by facilitating deeper absorption of their learning during the Spl. Foundation Course. The journal is to be used as a communication tool and an instrument for recording experiences. It will be a pedagogical tool to assess what an Officer Trainee has learnt.

The civil servants need to develop a keen sense of observation, inference, recollection and association. All these abilities will get honed through this exercise of journaling.

The journal is a part of the Director General's Assessment and carries 30 marks, which means the entries will be evaluated by the Officer Trainees' respective tutors and this will be done on a regular basis. The journal will be assessed on parameters like regularity, observation, lucidity and through this, it will be seen whether the concepts / inputs have been internalized by the Officer Trainees.

### B. ESSAYS

The Officer Trainees will be required to write two essays during the Spl. Foundation Course. The first one would be on the topic: **“Joining the Civil Services: Expectations and Realities”**, which will be common for every Officer Trainee. This essay would serve as a beacon to every Officer Trainee during the Course of his / her entire service career.

The second essay would be from out of the 4 given below:

1. Army Essay on National Security
2. National Integration & Communal Harmony
3. L.M. Singhvi Essay on Human Rights
4. Sir Homi J. Bhabha Essay on Science and Human Development

**1. Army Essay on National Security:** The essay will be evaluated by senior army officers. Gold, Silver, and Bronze medals will be awarded to the best three essay writers. An Army Trophy will also be presented for the best essay.

**2. National Integration and Communal Harmony:** The essay will be evaluated by the National Foundation for Communal Harmony / Faculty of the Institute.

The essay carries the following prizes:

First Prize	Rs.10,000
Second Prize	Rs. 6,000
Third Prize	Rs. 4,000





### 3. L.M. Singhvi Essay on Human Rights:

The essay will be evaluated by Faculty of the Institute / Guest Faculty.

The essay carries the following prizes:

First Prize	Rs.1,000
Second Prize	Rs. 750
Third Prize	Rs. 500

**4. Sir Homi J. Bhabha Essay on Science and Human Development** will be organized on issues of Science, Technology, and the Environment.

The Essays have to be written in 1800 to 2000 words. Essay writing aids in critical reading and a spirit of logical inquiry as also an ability to identify significant aspects of any topic. It allows the Officer Trainees to construct arguments supported by evidence. It also helps in developing written communication skills. The essay should have four distinct parts, namely, introduction, main body / discussion, conclusion, and finally references. The Officer Trainees are advised to follow the Harvard Style for referencing.

### C. BOOK REVIEW

The Officer Trainees will be required to critically review a book and present a write up in about 1000 – 1250 words. The book review will aid in developing an analytical, comparative and critical mind set. The write-up could be structured as follows:

One paragraph to give all essential information about the book, author, date of publication, etc.

One or two paragraphs summarizing the book

One para on the structure of the book, including style, diction, and tone

The conclusion can include a final assessment of the book and the Officer Trainees' recommendation on its readability, if they consider it appropriate.

Detailed instructions about the essays and book review will be issued separately.

### D. CHECKING ORIGINALITY OF SUBMISSIONS

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

### E. PHYSICAL TRAINING

Physical fitness is not only one of the most crucial aspects to attain healthy body, it is the foundation of a healthy mind. The Institute strives to provide an encouraging atmosphere to all the Officer Trainees wherein physical fitness is an inseparable and crucial component of the training and holistic personality development.



**Morning Activities:** The day will begin at 06.30 am. for all Officer Trainees with mandatory morning activities which will include Physical Training, Yoga, Aerobics, Zumba and Un-Armed Combat. Punctuality, appropriate turn out, and utmost sincerity are expected in everything undertaken at the Institute, in particular for activities related to physical fitness. No Officer Trainee will be allowed to stay in his / her hostel room after 06.30 am. No Officer Trainee shall absent himself / herself from morning activities on grounds of ill health without permission of Course Director, and without recommendation of the doctor. Those unable to do physical activities due to

medical reasons, will come to the venue of the morning activities. and lend their moral support to their batch mates. Absence or irregularity in morning activities will be treated on par with absence from classroom activities and will invite disciplinary action.

Following exemptions from outdoor activities, with the permission of the Course Director, are allowed during the course:

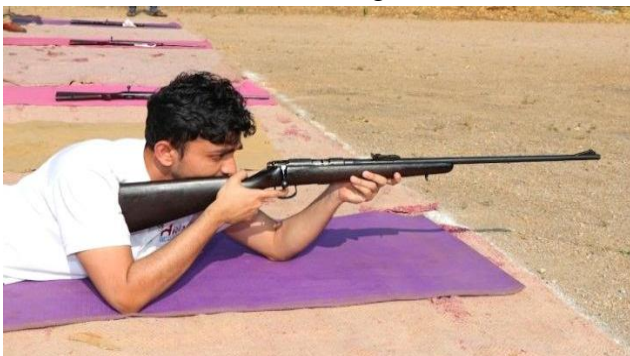
- Lady Officer Trainees – 5 (No more than 2 exemptions in a month)
- Gentlemen Officer Trainees – 3 (No more than 1 exemption in a month)

The prescribed dress for PT is:

- Lady Officer Trainees** - Institute track Suit, White Socks and Sports Shoes
- Gentlemen Officer Trainees** - Institute track pants and T-Shirt / 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, Running, Yoga, etc.

There will be several outdoor activities as a part of the Course inputs. The Officer Trainees participate in adventure sports like rock climbing, para-sailing, visits to national parks, etc. 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.



## F. GAMES & SPORTS

The Officer Trainees are expected to participate actively in games and sports and also avail the facilities of well-equipped gymnasiums, separately for male and female Officer Trainees. The Institute will organize coaching for the Officer Trainees for this purpose. The Officer Trainees are expected to make use of this opportunity to pick up new games / sports. They are encouraged to select a sport of their choice and practice it every day for at least one hour. Besides, the various Clubs & Societies will be organizing competitive events



in many sports / games. The Officer Trainees will be required to participate in the Sports Meet during October, 2022.



## G. 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 during the first fortnight of December 5<sup>th</sup> to 11<sup>th</sup>, 2022 by which time it is expected that they would have developed stronger bonds with each other and honed sense of adventure.

A detailed Trek manual, including the Trek routes, will be issued before departure for the Trek.

## H. VILLAGE VISIT

The Village 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.
- 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 Village Visit is one of the major components 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 an opportunity to stay in villages and interact intensively with the rural populace to understand and appreciate their concerns and priorities.



Village Tekulapally, Vikarabad

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

The Officer Trainees 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. Financial Inclusion and access to better services from banks shall form a part of the awareness campaign during Village Visit.



A separate Village Visit manual will be given for further guidance.

The Officer Trainees will proceed for the Village Visit during the first fortnight of 31<sup>st</sup> October to 4<sup>th</sup> November, 2022.

The Officer Trainees will present reports on the activities, findings and recommendations of the Village Visit and Trek, which will be graded on both the data collected and the quality of analysis. The findings of the groups will be subjected to the scrutiny of their peers and Faculty.

### **I. FETE-The Mela**

The Officer Trainees will organize and participate in a FETE-The Mela during the second fortnight of December, 2022, 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.



### **J. BLOOD DONATION CAMP**

A Blood Donation Camp will be organized during the fourth week of December, 2022. All



the Officer Trainees are advised to donate blood and contribute to this humanitarian cause.

### **K. 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 showcase their talents. The cultural activities help to nurture an



appreciation for the richness and diversity of Indian culture. The Officer Trainees will participate in A.K. Sinha Memorial One Act Play Competition



The high point of the cultural activities is the celebration of “India Day”, which is scheduled during the last week of December, 2022. 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 Trainees on the rich traditions of different States.

#### **L. SHRAMDAAN**

Shramdaan will involve cleaning of the Institute’s campus, picking up plastic bottles, etc. It is expected that every Officer Trainee must have respect for the dignity of labour and appreciate the hard work put in by the staff. The Officer Trainees will be asked to take part in Shramdaan activities



#### **M. EXTRA-CURRICULAR MODULE (ECM)**

After the class hours, sessions with experts / coaches will be arranged for various activities under the Extra-Curricular Module. The Officer Trainees have an excellent opportunity to learn a new skill in one of the areas offered under the module. It will be mandatory for an Officer Trainees to opt for one of the following ECM activities: Music: (Vocal & Instrumental), Dancing, Photography, Gardening, Paining, etc.



The list is not exhaustive and a few more activities may be added. Once an activity under ECM is allotted, attendance will be compulsory for the same. The ECM classes will be conducted for two days in a week from 5.00pm-6.00pm.

## ASSESSMENT & EXAMINATIONS

### I. BREAKUP OF ACADEMIC EVALUATION & DG'S ASSESSMENT

The overall breakup of academic evaluation and DG's assessment for 622.50 marks is as follows:

Academic Inputs	450.00
Director General's Assessment across 8 Parameters	172.50
<b>Total</b>	<b>622.50</b>

The following table provides details about the subjects to be covered by the Foundation Course and the marks that they carry.

Sl. No	SUBJECT	MARKS
1	Public Administration	90
2	Law	90
3	Basic Economics for Administrators	90
4	Management & Behavioral Sciences	60
5	Indian History & Culture	60
6	Political Concepts & the Constitution of India	60
	<b>Total</b>	<b>450</b>

Proficiency of the Officer Trainees in the above subjects will be evaluated through concurrent evaluation, as they go along the Course, as well as an End - Course Examination. The following table presents details of the assessment, separately for concurrent evaluation and End - Course Examination.

### Marks for Continuous Assessment & End-Course Examination

Sl. No	Assessment	Subjects	
		Public Administration, Law, and Economics	Management, Indian History & Culture and PCCI
1	<b>Continuous</b>		
	Assignment - 1	25 Marks	17.5 Marks
	Assignment - 2	25 Marks	17.5 Marks
2	<b>End-Course Examination</b>		
	MCQs	10 Marks	10 Marks
	Short Essays	20 Marks	10 Marks
	Long Essay	10 Marks	05 Marks
3	<b>Total</b>	<b>90 Marks Each for the above 3 subjects (90x3=270 marks)</b>	<b>60 Marks Each for the above 3 subjects (60x3=180 marks)</b>

### COMPUTER & HINDI LANGUAGE TEST

There will be examinations in Computers and Hindi Language, which are mandatory for the Officer Trainees to pass. However, the examination in Computers carries 15 marks in DG's Assessment.

### MINIMUM PASS MARKS

The Officer Trainees will have to secure at least 50% marks to pass the examinations. An Officer Trainee who fails in any of the six prescribed subjects, as mentioned in the above table, or in the qualifying tests (Hindi and ICT), shall not be entitled to any credit for the Foundation Course Examination carrying 450 marks.



## II. DIRECTOR GENERAL'S ASSESSMENT FOR 172.50 MARKS

The Director General's Assessment for 172.50 marks will be calculated on the following basis.

### Criteria for the Director General's Assessment

Sl. No	Subject/Item for Assessment	Marks	Remarks
1	Journaling	30	Assessment by the House Tutor
2	ICT	15	Assessment by Computer Faculty
3	Physical Fitness & Sports	25	Assessment by Course Team / Outdoor In-charge
4	Clubs and Societies (Organizing)	05	Assessment by the DG's nominee of the respective Club/Society keeping in view the contribution of the OTs' concerned in organization of the activities of the respective Club/ Society
5	Participation in Extra Curricular Activities	20	Based on the self-declaration by Officer Trainees which will be reviewed by the Course Team
6	Peer Evaluation	10	Peer Evaluation from comprehensive assessment manual
7	Discipline	32.50	Course Director / Course Team
8	Director General's Overall Assessment	35	Director General / Inputs from Course Team
9	<b>Total</b>	<b>172.50</b>	

## III. MEDALS AND AWARDS

A number of medals and trophies will be awarded to the Officer Trainees who excel in various activities at 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 Officer Trainee)
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 & Behavioral 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 Hindi (only for those whose mother tongue is other than Hindi)



11. Director General's Medal for the highest marks in ICT

### **A. Esprit De Corps Awards**

Gold, Silver, and Bronze Medals will be given for contribution to *esprit de corps*. These medals are given to the Officer Trainees making the maximum contribution to the *esprit de corps* in the batch.

We have identified the following special qualities as conducive to and reflective of this attribute.

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, humor, 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 toward building *esprit de corps* during the Course.

### **B. Other Awards**

1. Director General's Gold, Silver, and Bronze Medals for the best essay on Communal Harmony
2. LM Singhvi Gold, Silver, and Bronze Medals for the best essay on Human Rights
3. Army Trophy and Gold, Silver, and Bronze Medals for National Security Essay
4. Director General's Medal for the best performance in PT for Men
5. Director General's Medal for the best performance in PT for Women
6. Director General's Rolling Shield for the best Village Visit Group Presentation
7. Director General's Gold, Silver, and Bronze Medals for Village Visit Groups
8. Director General's Rolling Shield for the best Trek Group
9. Director General's Rolling Shield for the best performance amongst Clubs & Societies
10. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes in the Cross Country Run for Men
11. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes in the Cross Country Run for Women
12. AK Sinha Memorial Trophy for the best One-Act Play
13. Dr. Sanjeeva Rai Memorial Joint Trophy for the Best Actor and Best Actress
14. Vijay Niranjana Memorial Trophy and cash award of Rs.1000/- for the Officer Trainee who prepares the best script for the AK Sinha Memorial Play
15. Director General's Gold Medal for the best Director
16. Director General's Rolling Shield for the best Book Review Group
17. Sir Homi J. Bhabha Running Trophy for Science, Technology, and Environment for the best debater in a debating competition organized on issues of Science, Technology, and Environment

# CLUBS & SOCIETIES

## I. INTRODUCTION

The office bearers of the Clubs and Societies are elected by the Officer Trainees themselves. Each Club / Society will have an Executive Committee with a Secretary and two members, apart from the Director General's nominees. For running their activities, the Clubs and Societies are provided with appropriate grants apart from the funds which they receive through membership fees. The Faculty Members and their families are invited to join the Officer Trainees in all the activities of the Clubs and Societies.



The Clubs and Societies take up various indoor and outdoor activities which are not only entertaining but also enrich the Institute's campus life. These activities will also provide an excellent medium to the Officer Trainees for self-expression and self-development.

The Institute places great emphasis on organizing and participating in these activities and they form an important basis for the Director General's Assessment at the end of the Course. All the Officer Trainees are, therefore, expected to participate actively and make optimal use of the facilities as per their tastes and disposition.

A brief outline in respect of the objectives of each of the Clubs and Societies is given below.

### A. OFFICERS' 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 organize Athletics / Sports Meet and tournaments within the Institute
- To organize quizzes, talks, etc. relating to the Club's spheres

### B. OFFICERS' MESS COMMITTEE

Mess is an institution where the Officer Trainees meet in an informal/formal atmosphere to dine and relax. An active Mess life contributes significantly to *esprit-de-corps* among the trainees. The effectiveness of the Mess is measured in terms of quality of food, quality of service, and cost effectiveness.

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. This helps in development of managerial and organizational skills amongst the office-bearers. However, Mess Duty Officers (MDOs) would also complement the efforts of the Mess Committee.



The Officers' Mess Committee organizes formal and informal get-togethers in association with other Clubs and Societies. Celebration of different festivals of the country, where an atmosphere of several regional cultures is created, is one of the important functions of the Mess Committee. On several occasions, the trainees are joined by the Director General, members of the faculty, staff, and dignitaries visiting the Institute.

### **C. FILM & FINE ARTS SOCIETY**

The main purpose of the Film & Fine Arts Society is two-fold, firstly, to introduce the Officer Trainees to cinema as an art form and secondly, to bring out and nurture the hidden talents among the Officer Trainees. Despite the many onslaughts from video and cable television, cinema still remains, in many ways, the paramount art form of the 21<sup>st</sup> century. Almost every Officer Trainee would be familiar with cinema as a popular medium of entertainment. It is important that the Officer Trainees understand its enormous potential for carrying various social messages as well as its aesthetics to the people.

The objectives of the Society are:

- To promote study of films as an art and social force, and a powerful means of mass communication
- To serve as a forum for the members of the Society to exchange information and notes on films

- To provide the members with technical advice on films and produce experimental films
- To organize lectures and seminars on films
- To exhibit films, both feature and documentaries
- To efficiently manage the Institute's resources connected with films placed at the Society's disposal
- To maintain necessary laboratory, library, and equipment connected with films
- To establish and maintain liaison with national and international film societies

The Film & Fine Arts Society takes up and coordinates activities related to music, theatre, cultural programs, skits, dramas, etc. in order to explore and develop hidden talents of the Officer Trainees.

The Film & Fine Arts Society engages with the Officer Trainees through a wide variety of cultural programs in which group participation is given priority. The programs organised by the Society generate '*esprit de corps*' amongst the Officer Trainees and break the barriers of region and language.

The Film & Fine Arts Society also co-ordinates plays as a part of AK Sinha Memorial One-Act Play Competition.

### **D. 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

The Society publishes an in-house newsletter, as well as a souvenir, carrying articles on various subjects.

### **E. SOCIETY FOR SOCIAL SERVICE**

Charity begins at home. As Civil Servants, the Officer Trainees contribute a lot in the social sector. The members of the Society visit social welfare institutions like orphanages, slums, old age homes, etc. to understand the problems of specific disadvantaged sections of the society. The Officer Trainees will interact with NGOs to undertake meaningful social welfare activities.

The Society undertakes several initiatives to take care of the employees of the Institute as well as the residents of the local community.

In addition, the Society organizes Blood Donation Camps. The Officer Trainees are required to serve as volunteers for imparting career counselling and guidance to students belonging to weaker sections of society.

### **F. NATURE LOVERS & ADVENTURE SPORTS CLUB**

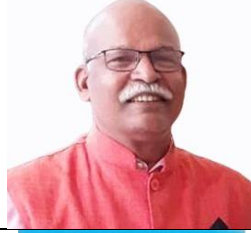


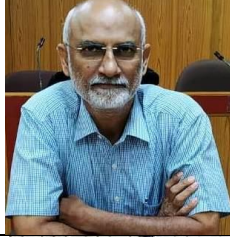


The Club conducts simple, enjoyable, and refreshing adventure activities for the Officer Trainees, especially on weekends. Some of the adventure activities that could be taken up are rock climbing, rappelling, bouldering, scaling hillocks, etc. The adventure activities are organized by experienced and trained organizers for whom safety is of utmost importance.

This Club runs various activities for creating awareness of environment and also contributes to the nature's richness. Studying environmental issues, photography, and collecting natural art or exhibits can also be a part of the Club's activities. In addition, the following activities are proposed.

- Conducting seminars on environmental issues
- Trekking for appreciation of nature
- Conducting quizzes
- Conducting photography exhibition, eco-friendly activities for creating awareness on Hyderabad's urban forests, etc.



## LIST OF DG'S NOMINEES FOR CLUBS & SOCIETIES

Sl. No.	Club/Society	DG's Nominee	Photo
1.	Officers' Club	<b>Dr. K. Tirupataiah, IFS (Retd.)</b> Chief Consultant (Training)	
2.	Officers' Mess Committee	<b>Sri P. Prakash Rao</b> Director Facilities	
3.	Film & Fine Arts Society	<b>Smt. K. Jyothi</b> Junior Faculty, CIT	
4.	House Journal Society	<b>Sri Vinod Kumar Ekbote</b> Faculty, CSDG	
5.	Society for Social Service	<b>Dr.K. Ramesh Babu,</b> CHSS	
6.	Nature Lovers & Adventure Sports Club	<b>Dr. Shreenivas Peddaboina</b> Training & Research Associate, Center for Telangana Studies and Sports In-charge	

# **SHISHTACHAR (ETIQUETTE)**

## **I. 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 behavior 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 origin 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.

We hope that the Officer Trainees would go through this set of instructions and liberally use the guidelines / tips for displaying dignified, courteous, and civilized behavior on all occasions.

## **II. EXPECTATIONS FROM THE OFFICER TRAINEES**

### **A. 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 Foundation Course.

### **B. BEHAVIOR**

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

### **C. DISCIPLINE**

As civil servants, a strict code of conduct and norms of behavior bind each of us. We expect the Officer Trainees 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 behavior, violation of Course guidelines, and inappropriate conduct will invite disciplinary measures.

### **D. 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 Foundation Course. When you participate in class room discussion, we expect you be polite and considerate to all others present.

### **E. ATTIRE**

We expect you to be appropriately attired for every occasion.

## **F. MATURITY CREATIVITY & ENDEAVOR**

Above all, we expect Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. He / she does not burn up in anxiety. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavors, and makes that critical difference between the great and merely good. We hope that you will contribute creatively to all activities and raise the standard of the Course. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks.

### **III. CONDUCT IN CLASS**

- Punctuality and decorum is to be maintained for all sessions / events, academic or non-academic.
- The Officer Trainees should 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. Mobile phones should not be used during the sessions.
- Talking or whispering during a lecture not only disturbs the speakers but other Officer Trainees also. Effective listening is an art and essential as a matter of courtesy to the speaker as well as your colleagues. Remember, there is nothing that cannot wait till the end of the class.
- The posture adopted while sitting in the classroom is extremely important. One should sit with the back upright, without slouching in the chair, either to the front or to the back.

One's arms should not be crossed behind one's head while sitting. Thumping on table is not acceptable while applauding Guest Speakers.

- The Officer Trainees are expected to remain standing after the lecture concludes till the Speaker leaves the class.
- No eatables and beverages shall be allowed inside classrooms.

### **IV. 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 10.00pm is to be heard only through ear-phones.
- All the electrical appliances shall be switched off before exiting the hostel rooms.

### **V. 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, the Officer Trainees 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.
- 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 of an Officer. They can report matters needing attention to the Secretary or a member of the Mess Committee. Please do not use intemperate language while making a complaint.

## **VI. CONDUCT IN THE LOUNGE**

- When the Officer Trainees enter the lounge, and there is a lady or a staff member present, they should greet them appropriately. When any lady or a staff member or a guest enters the lounge, the Officer Trainees should stand up and greet him / her.
- The Officer Trainees should not sit in the lounge with their legs up on a table or chair.
- Do not fail to wish staff members, their spouses or senior guests.
- The Officer Trainees should not form their own exclusive groups.
- If the Officer Trainees are sitting near a fan and a staff member or a lady arrives, and if there is no other comfortable seat available, they should offer their 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.

## **VII. GENERAL CONDUCT**

- Consideration for the feelings of others should be a dominant concern. This becomes even more important during outdoor programs like the Trek and the Village Visit. Conduct on these occasions should be such so as to instil confidence and trust amongst each other.
- When dealing with Mess Staff, special care should be taken to ensure politeness.
- Officer-like behaviour should be maintained outside the Institute as well, in dealing with shopkeepers, etc. and the public at large.
- 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 Officer Trainees can invite their families, after taking permission, for the Valedictory Program and they may be provided accommodation, subject to availability.

- Keeping or consuming alcoholic drinks 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 Institute places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes, and written assignments will have serious consequences. Plagiarism will not be tolerated.
- 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.
- Social calls are to be made after checking the convenience of others.
- If an Officer Trainee wants to meet someone, he should knock, or ring the bell if the door is closed. If the door is opened by the host / hostess or an adult member of the family, the Officer Trainee should introduce himself / herself and offer his / her card only if it is asked for.



- 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.
- Do not sit aloof but conduct a conversation with others. As far as possible, avoid talking shop. As educated young officers, the Officer Trainees would have sufficiently wide interests to start and sustain a conversation on many subjects.
- Receive 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 the visitors off to their car or to the gate. Do not shut the door on them.
- 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 the Officer Trainee is a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol, he / she may decline politely. If anyone wishes to abstain from drinking alcohol, do not urge him or her to reconsider.
- Attention to personal hygiene and especially mouth odor is essential.
- It is only natural that intelligent men and women have an opinion of their own. However, courtesy demands that if one has 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.

## **VIII. RESPONSIBILITIES OF MESS DUTY OFFICERS (MDOs)**

### **A. GENERAL**

All the Officer Trainees have to discharge the duties of MDO. No exemptions would be given, except in deserving cases.

- One Officer Trainee will have to perform duties of MDO for half a day, i.e., morning (covering breakfast & lunch) or afternoon (covering evening snacks & dinner).
- MDO duties will be assigned on a random basis and the Officer Trainees shall, ordinarily, not request for changes.
- List of Officer Trainees drafted for MDO duty will be displayed every week on the FC Notice Board.
- The Officer Trainees drafted as MDOs would be exempted from academic as well as non-academic activities for the period. The MDO on morning duty will be exempted from PT and all class activities up to lunch time. The MDO on afternoon duty will be exempted from afternoon classes and engagements in the evening.

### **B. SPECIFIC FUNCTIONS OF MDO**

- Be present at stores while raw items for cooking the food are being issued.
- Check the quality and quantity of fresh and dry stores.
- Stick to the menu and ensure that all the items in the menu are cooked / prepared.
- Ensure that the cooks, workers, and others are properly dressed, and are neat and clean.
- Ensure that the material is properly cleaned / washed before cooking / preparation.
- Ensure cleanliness and hygienic conditions in the kitchen and dining hall.

- Monitor the process of cooking and watch when oil, salt, and other important ingredients are used.
  - Check quality of food cooked / served.
  - Ensure that the serving counters and the utensils are clean, the boys are properly dressed, and wear hand gloves.
  - Ensure that the Guest Register is maintained and report any irregularity.
  - Ensure that meals are ready in time and laid out properly.
  - Mark attendance of mess employees.
  - Report violation of dress code or indecent behavior on the part of any Officer Trainee.
  - 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.
  - MDO, who is assigned morning duty, should be in the kitchen by 6.00 a.m. and be on duty up to the completion of lunch, say up to 2.00 p.m. He / she can have a break of one hour after breakfast. The MDO, on afternoon duty, shall be on duty from 2.00 p.m. to 9.00 p.m. or until dinner is over.
  - MDO should ensure and check the cleanliness of wash rooms, dining tables, mess and kitchen floor, changing of the wash towels, soap, etc.
  - He / she shall record in a register all things that need to be repaired, changed, etc.
  - The Facilities Executive, the Assistant Executive Engineer, and their support staff shall attend to the needed repairs / changes on a daily basis.
  - In case of any serious issue to be addressed, the MDO can call the Secretary of the Mess Advisory Committee (MAC) and report the matter, which shall be attended to immediately.
  - The MDO shall furnish 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).
  - All Officer Trainees will be given a briefing on quantity, quality, process of preparation and arrangement of food by nutritionists and hospitality and hygiene specialists so as to enable the Officer Trainees to discharge their duties properly.
- IX. 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 identity cards will also serve as lapel cards.
  - The identity 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 identity card is shown.
- X. LEAVE AND ABSENCE**
- All Course activities, including classes, fitness, sports and extracurricular activities are compulsory and constitute official duty for the Course participants. No Officer Trainee shall absent himself / herself from any of these activities. Any unauthorised absence from these activities would be treated as dereliction of duty.
  - All Officer Trainees are required to reside on Campus during the entire duration of the Foundation Course. 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.
- iii. Application for station leave is to be submitted to the Course Director in person at least 24 hours in advance. Please note that it is rude and unacceptable behaviour to send such requests over WhatsApp / SMS. Permission shall not be granted via WhatsApp / SMS.
  - iv. No Officer Trainee shall remain in the hostel rooms during class hours. In case of any medical problem, the Officer Trainee shall obtain permission from Course Director and report at the dispensary and stay at the medical ward.

## **XI. 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 will be in the form of negative marking and / 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 measure.

At any point in time during the Course, if any Officer 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.

- i. 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 morning of working days.

- ii. In case of harm caused to government property due to negligence, damages will be recovered from concerned Officer Trainees.
- iii. Mobile phones will be kept on silent mode during the sessions at the designated place in the Class Room.
- iv. As a penalty, the Course Director may order such other penal actions as may be deemed necessary.

## **XII. INFORMAL MEETINGS WITH FACULTY**

The Officer Trainees are expected to call on their Tutors and 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 Trainee.

## **XIII. COVID PRECAUTIONS**

- All Officer Trainees must be fully vaccinated, unless medically excused.
- Masks will be mandatory, regardless of vaccination status.
- Those who are fully vaccinated and who came in contact with someone with COVID-19, should get tested 5-7 days after the date of last exposure, or immediately if symptoms develop.
- Officer Trainees will be tested after joining the FC and each time they return from the outdoor assignment like the Village Visit and the Trek.

- Any Officer Trainee who develops any symptom – fever, cough, headache, nausea, weakness, etc, must immediately report the same, get urgently isolated, and get tested.
- Each officer is expected to closely monitor herself / himself to ensure symptoms are not ignored, putting others to risk.
- The Officer Trainees should avoid touching or shaking hands with each other. They should always maintain physical distance with each other.
- The Officer Trainees should wash hands with soap frequently, and use a sanitizer as often as possible.

We have taken all precautions in sanitizing equipment, cutlery and linen. However, the Officer Trainees should immediately report to housekeeping if they feel some of this needs to be changed or cleaned

#### **XIV. DRESS REGULATIONS**

##### **i. Ceremonial**

- **Gentlemen:** Black Bandhgala Suit with formal shoes (Oxfords/ Brogues)
- **Ladies:** Saree with formal shoes / sandals

##### **ii. Formal**

- **Gentlemen:** Black or white Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes
- **Ladies:** Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes / sandals. Short kurtis / leggings/tights jeans shall not be permitted.

##### **iii. Informal**

- **Gentlemen:**  
Full sleeved formal shirt and formal trousers and necktie (summer) and jacket (not sports jacket/pullover/ cardigan) and trousers

with necktie(winter) with shoes (other than sports shoes and sneakers)

Shoes (other than casuals).

- **Ladies:**

Saree or salwar kameez or churidar kurta / kameez or Western Business Suit and full sleeves formal shirt and formal shoes/sandals. Short kurtis/ leggings/tights jeans shall not be permitted.

##### **iv. Casual**

- **Gentlemen:**

Open collar shirt with trousers (not jeans or lower of any description other than trousers) and shoes ( other than sports shoes/sneakers)

- **Ladies:**

Salwar kameez, churidar kurta or shirt and trousers with footwear (other than slippers / slip ons / sports shoes / sneakers). Officer Trainees must wear their name tags on all formal and informal occasions and while attending class.

#### **A. OCCASION**

##### **i. Ceremonial**

- Republic Day and Independence Day Functions
- Course Inauguration/Valediction Ceremonies
- Visit of VVIPs such as President / Vice-President / Prime Minister / Governors
- Any other occasion designated so specifically by the Course Team

##### **ii. Formal**

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

##### **iii. Informal**

- Class / Office hours



#### **iv. Casual**

- Officers' Mess (apart from meals that are categorized as formal)
- Any other occasion such as cultural evenings.

#### **Please note that:**

- i. Track suit is a sports dress and hence track suits are strictly not allowed in cultural / other Programs, in class room and / or in Officers' Mess.
- ii. Shorts, Jeans, Slippers / Chappals however are not allowed at any time on campus or outside hostel rooms.

#### **B. SPORTS**

The Institute's Track suits have to be worn for all sports and gym related activity.

#### **Requirements for PT / Yoga / Games / Sports etc.**

The Institute's track-suit and T-shirt are to be worn for PT / Yoga and compulsory sports/games activities and other track-suits and T-shirts will not be allowed for these activities.

- i. You are advised to get swimming costume of your size for swimming. The Institute has an all-weather swimming pool on campus.
- ii. A pair of good quality jogging / running shoes with adequate cushioning is recommended.

## FACILITIES AT THE INSTITUTE

The Institute offers excellent training facilities and comfortable stay on its sprawling campus spread over 30 acres of picturesque land in the heart of Hyderabad city. It is a lush green area which is fully WiFi-enabled and buildings have solar panels on their roof tops. The Institute has well-furnished, fully equipped, and air-conditioned class rooms, conference halls, auditoriums, etc. The Institute has a capacity to accommodate about 950 trainees at any given point of time. The ambiance of the Institute helps the Officer 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.

### I. ACCOMMODATION

The Officer Trainees will be staying at Godavari Hostel, which is a fully air-conditioned facility.

### II. CATERING & MESS SERVICES

Catering in the Institute is organized on contract basis. Two Officer Trainees from the Foundation Course batch shall supervise the Mess every day as Mess Duty Officers and guide the caterer on quality of food & cleanliness.

The dining arrangements for Officer Trainees have been made at Ruchi Dining Hall, Godavari Hostel, Ground Floor.



### Services & Timings:

Bed Tea	06.15am to 06.30am
Breakfast	07.30 a.m. to 09.00 a.m.
Tea/Coffee Break	11.20 a.m. to 11.40 a.m.
Lunch	01.30 p.m. to 02.30 p.m.
Afternoon Tea/Coffee break	04.45 p.m. to 05.00 p.m.
Dinner	08.00 p.m. to 09.00 p.m.

### III. RECREATION

The Institute has judiciously created an array of the following avenues for recreation: Swimming Pool, Tennis Courts, Indoor & Outdoor Shuttle Court, Yoga & Meditation Centre, 3 Gymnasiums, Volleyball Court, Billiards, Badminton, Jogging tracks, Recreation Lounge, T.T, Caroms and Chess facilities

For any assistance relating to Swimming Pool, Laundry, Self-Operating Washing Machine, Purified Drinking Water, Malfunctioning of



Geyser / TV / Telephone, etc., the Officer Trainees may contact the reception at Godavari

Hostel. The staff at the reception is available round-the-clock.

#### **IV. FREE SHUTTLE SERVICE**

The Institute's shuttle leaves from Vijaya Parlour to Jubilee Check Post (Adjacent to



Chiranjeevi Blood Bank). Timings are displayed at the starting point.

If required, the Officer Trainees may book OLA – UBER from their mobile App.

#### **V. 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 9.00 a.m. to 10.00 p.m. on all working days and 10.00 a.m. to 1.00 p.m. on Sundays and Public Holidays. It is expected that the Officer Trainees will extensively utilize the library facility during their stay on the campus.



#### **VI. COMPUTER FACILITIES**

The Officer Trainees can use computer facilities available in the Admn. Block (First Floor) and Business Lounge, located in Godavari

Hostel (Ground 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), or contact Mr. Y Jatin Swaroop, (Mobile: 8125721733) or Mr. Venkat Reddy, Manager, IT-Infrastructure (Mobile: 9949392515).



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

- Don't spill anything like tea, coffee, water, etc. over the computers.
- Don't keep any eatables near the computers.
- Don't delete files of which you are not aware of as these files could be system files.
- Don't use external storage device (pen drive, CD, etc.) from an external source without checking for viruses.
- Always scan the computer for viruses.
- Remove temporary files from Internet periodically (weekly).
- Don't open unsolicited e-mails or e-mails from an unknown person, which could carry viruses and corrupt the data.
- Don't click on any unknown links as it might result in cyber fraud.

#### **VII. GROUP E-MAIL ADDRESS & WHATAPP**

A group e-mail address for the Officer Trainees, namely, [specialfc2022@mcrhrdi.gov.in](mailto:specialfc2022@mcrhrdi.gov.in), has been created. The individual e-mail address would be added to the group for accessing and sharing of information.

## VIII. WEBSITE

The Officer Trainees can access Special Foundation Course Webpage for Course – related information, including Course Manual, Syllabus, Course Planner, etc by using URL <http://www.mcrhrdi.gov.in/splfc2-2022/index.html>.

## IX. WHATSAPP GROUP

An exclusive WhatsApp Group, namely, Specialfc2022-2, has been created for disseminating information relating to Special Foundation Course among the Officer Trainees.

## X. INTERNET ACCESS

To access free Wi-Fi in Godavari Hostel, select **MCRHRD-Wi-Fi** in the network list and enter your mobile number and get registered with BSNL portal. You will receive an OTP. Enter the OTP to get free Wi-Fi access. For any help, the Officer Trainees may contact the IT Support Team. (Details provided at point no. VI)

## XI. HEALTH CARE

The Officer Trainees may contact the Medical / Para-Medical Staff at Room No. G-39 (Godavari Hostel). They can also avail OP consultation / advice, from the Wellness Centers of CGHS at Hyderabad, by producing their Identity Cards.

For emergency health care, the Officer Trainees may contact the following officers:

- i. Smt. T. Padmavathi, Admn. Officer (Mobile No. 8977784568)
- ii. Sri Srinivas Madhav, Sr. Faculty (Mobile No. 9247159343)
- iii. Sri Saka Venkateswara Rao, Jr. Faculty (Mobile: 9248032073)

## XII. DO's AND DON'TS

### 1. DO's

- Maintain dress code in the class rooms and dining halls. The Officer Trainee should maintain the identity Cards on their person in the academic areas.
- We are an eco-responsible Institute working on the reduce-reuse-recycle model for water, energy and waste management. The Officer Trainees are requested to contribute to these initiatives during their stay on the campus.
- Use the resources of the Institute, namely, water, electricity, etc., judiciously. Switch off lights and fans, close windows and lock the rooms when you go out.
- Help in keeping the entire campus, including the hostels, clean and green.
- Leave the room keys at the reception before going to classes so that the rooms can be cleaned.
- Pay for availing laundry services.
- Use the Security Locker available at Room No.G-59 of Godavari Hostel.
- The main gate of the Institute will be closed by 11:00 PM. Hence, return well before time if you happen to go out.

### 2. DON'TS

- Do not throw waste anywhere except in dust-bins.
- Do not use plastic disposables as far as possible.
- Smoking and alcohol consumption is strictly prohibited.
- Do not keep cash or valuables in the room.
- The Officer Trainees are advised not to approach the Institute to arrange cars for their personal use.



### **XIII. VIJAYA PARLOUR, CHAI KAHANI, & ATM**

The Vijaya Parlour and Chai Kahani remain open from 08.30am to 09.30pm and 8.00am to 10.00pm, respectively.

The ATM Facility is available adjacent to the Vijaya Parlour and also at Godavari hostel (Ground Floor).



## TENTATIVE COURSE PLANNER

Week	Date	Day	Activity	Remarks	Day
1	19.09.2022	Monday	<ul style="list-style-type: none"> <li>• Joining Formalities</li> <li>• Inauguration of the Course</li> <li>• Course Briefing</li> <li>• Introduction to Clubs &amp; Societies</li> <li>• Election Briefing</li> </ul>		1
	20.09.2022	Tuesday	<ul style="list-style-type: none"> <li>• Ice Breaking</li> <li>• Commencement of Academic Session</li> </ul>		2
	21.09.2022	Wednesday	<ul style="list-style-type: none"> <li>• Hindi Test &amp; ICT Screening Test</li> </ul>		3
	22.09.2022	Thursday			
	23.09.2022	Friday			4
	24.09.2022	Saturday	Heritage Walk		5
	25.09.2022	Sunday			6
2	26-09-2022	Monday	Qawwali Program, followed by DG's Welcome Dinner		7
	27-09-2022	Tuesday			8
	28-09-2022	Wednesday			9
	29-09-2022	Thursday			10
	30-09-2022	Friday	Submission of First Essay		11
	01-10-2022	Saturday	Elections to Clubs and Societies		12
	02-10-2022	Sunday	Mini Marathon and Visit to Bapu Ghat		13
3	03-10-2022	Monday			14
	04-10-2022	Tuesday	Bathukamma / Vijya Dashami Celebrations (Evening)		
	05-10-2022	Wednesday	Vijaya Dashami	<b>Holiday</b>	16
	06-10-2022	Thursday	Vijaya Dashami	<b>Holiday</b>	17
	07-10-2022	Friday	Submission of First Assignment on Management & Law		18
	08-10-2022	Saturday	Hyderabad Darshan		19
	09-10-2022	Sunday	Shramdaan		20
4	10-10-2022	Monday			21
	11-10-2022	Tuesday			22
	12-10-2022	Wednesday			23

	13-10-2022	Thursday			24
	14-10-2022	Friday	Submission of First Assignment on Indian History & Culture and Public Administration		25
	15-10-2022	Saturday	Events by Clubs and Societies		26
	16-10-2022	Sunday			28
5	17-10-2022	Monday			29
	18-10-2022	Tuesday			30
	19-10-2022	Wednesday	Submission of First Assignment on PCCI & Economics		31
	20-10-2022	Thursday			32
	21-10-2022	Friday			33
	22-10-2022	Saturday	<ul style="list-style-type: none"> <li>• Submission of Second Essay (out of the four themes given in the Course Manual)</li> <li>• Cultural Program to be hosted by the Institute</li> </ul>		34
	23-10-2022	Sunday			35
6	24-10-2022	Monday	Diwali Celebrations (Evening)		36
	25-10-2022	Tuesday	Diwali	Holiday	37
	26-10-2022	Wednesday			38
	27-10-2022	Thursday			39
	28-10-2022	Friday	Village Visit Briefing		40
	29-10-2022	Saturday	Events by Clubs and Societies		41
	30-10-2022	Sunday			42
7	31-10-2022	Monday	Village Visit		43
	01-11-2022	Tuesday	Village Visit		44
	02-11-2022	Wednesday	Village Visit		45
	03-11-2022	Thursday	Village Visit		46
	04-11-2022	Friday	Village Visit		47
	05-11-2022	Saturday	Events by Clubs and Societies		48
	06-11-2022	Sunday			49
8	07-11-2022	Monday	Village Visit Presentations		50
	08-11-2022	Tuesday	Kartika Purnima / Gurunanak Jayanthi	Holiday	51
	09-11-2022	Wednesday			52

	<b>10-11-2022</b>	<b>Thursday</b>	Submission of Second Assignment on Management & Law		<b>53</b>
	<b>11-11-2022</b>	<b>Friday</b>			<b>54</b>
	<b>12-11-2022</b>	<b>Saturday</b>	Sports Meet		<b>55</b>
	<b>13-11-2022</b>	<b>Sunday</b>	Sports Meet		<b>56</b>
9	<b>14-11-2022</b>	<b>Monday</b>			<b>57</b>
	<b>15-11-2022</b>	<b>Tuesday</b>			<b>58</b>
	<b>16-11-2022</b>	<b>Wednesday</b>	Submission of Second Assignment on Indian History & Culture and Public Administration		<b>59</b>
	<b>17-11-2022</b>	<b>Thursday</b>			<b>60</b>
	<b>18-11-2022</b>	<b>Friday</b>			<b>61</b>
	<b>19-11-2022</b>	<b>Saturday</b>	Cultural Program to be Presented by the OTs		<b>62</b>
	<b>20-11-2022</b>	<b>Sunday</b>			<b>63</b>
10	<b>21-11-2022</b>	<b>Monday</b>			<b>64</b>
	<b>22-11-2022</b>	<b>Tuesday</b>			<b>65</b>
	<b>23-11-2022</b>	<b>Wednesday</b>			<b>66</b>
	<b>24-11-2022</b>	<b>Thursday</b>	Submission of Second Assignment on PCCI & Economics		<b>67</b>
	<b>25-11-2022</b>	<b>Friday</b>			<b>68</b>
	<b>26-11-2022</b>	<b>Saturday</b>	Short Trek to TSPA		<b>69</b>
	<b>27-11-2022</b>	<b>Sunday</b>			<b>70</b>
11	<b>28-11-2022</b>	<b>Monday</b>			<b>71</b>
	<b>29-11-2022</b>	<b>Tuesday</b>			<b>72</b>
	<b>30-11-2022</b>	<b>Wednesday</b>			<b>73</b>
	<b>01-12-2022</b>	<b>Thursday</b>			<b>74</b>
	<b>02-12-2022</b>	<b>Friday</b>	TREK Briefing		<b>75</b>
	<b>03-12-2022</b>	<b>Saturday</b>	Events by Clubs and Societies		<b>76</b>
	<b>04-12-2022</b>	<b>Sunday</b>			<b>77</b>
12	<b>05-12-2022</b>	<b>Monday</b>	TREK		<b>78</b>
	<b>06-12-2022</b>	<b>Tuesday</b>	TREK		<b>79</b>
	<b>07-12-2022</b>	<b>Wednesday</b>	TREK		<b>80</b>
	<b>08-12-2022</b>	<b>Thursday</b>	TREK		<b>81</b>
	<b>09-12-2022</b>	<b>Friday</b>	TREK		<b>82</b>



	<b>10-12-2022</b>	<b>Saturday</b>	TREK		<b>83</b>
	<b>11-12-2022</b>	<b>Sunday</b>	TREK		<b>84</b>
13	<b>12-12-2022</b>	<b>Monday</b>			<b>85</b>
	<b>13-12-2022</b>	<b>Tuesday</b>	Army Symposium (Subject to Confirmation)		<b>86</b>
	<b>14-12-2022</b>	<b>Wednesday</b>			<b>87</b>
	<b>15-12-2022</b>	<b>Thursday</b>	Book Review		<b>88</b>
	<b>16-12-2022</b>	<b>Friday</b>	TREK Presentations		<b>89</b>
	<b>17-12-2022</b>	<b>Saturday</b>	FETE – The Mela		<b>90</b>
	<b>18-12-2022</b>	<b>Sunday</b>			<b>91</b>
14	<b>19-12-2022</b>	<b>Monday</b>			<b>92</b>
	<b>20-12-2022</b>	<b>Tuesday</b>			<b>93</b>
	<b>21-12-2022</b>	<b>Wednesday</b>			<b>94</b>
	<b>22-12-2022</b>	<b>Thursday</b>			<b>95</b>
	<b>23-12-2022</b>	<b>Friday</b>	End-Course Examination – Forenoon & Afternoon (Public Administration, Law, Economics & Management)		<b>96</b>
	<b>24-12-2022</b>	<b>Saturday</b>	End-Course Examination - Forenoon & Afternoon (PCCI, Indian History & Culture, ICT & Hindi Language)		<b>97</b>
	<b>25-12-2022</b>	<b>Sunday</b>			<b>98</b>
15	<b>26-12-2022</b>	<b>Monday</b>	Boxing Day	<b>Holiday</b>	<b>99</b>
	<b>27-12-2022</b>	<b>Tuesday</b>	AK Sinha Memorial One Act Play		<b>100</b>
	<b>28-12-2022</b>	<b>Wednesday</b>	India Day Celebrations		<b>101</b>
	<b>29-12-2022</b>	<b>Thursday</b>	Blood Donation Camp		<b>102</b>
	<b>30-12-2022</b>	<b>Friday</b>	VALEDICTORY FUNCTION – Cultural Program, to be followed by DG’s Dinner – Farewell to the Officer Trainees		<b>103</b>
	<b>31-12-2022</b>	<b>Saturday</b>	Relieving Formalities		<b>104</b>

<b>IMPORTANT TELEPHONE &amp; ROOM NUMBERS</b>				
<b>Sl. No.</b>	<b>Name of the Officer</b>	<b>Intercom Number</b>	<b>Mobile Number/ Landline Number</b>	<b>Room Number</b>
1.	Sri Benhur Mahesh Dutt Ekka, IAS Director General (FAC) & Principal Secretary to Govt. of Telangana	100	040-23557585	
2.	Smt. Anita Rajendra, IAS Joint Director General & <b>Course Director &amp; Proctor</b>	433	040-23543462	01
3.	Smt. Divya Parmar, IES, Head CSDG	123	9989436330	Muchukunda Block (2 <sup>nd</sup> floor)
4.	Sri M.P Sethy Chief Consultant(Training/E-learning)	444	9958483963	211
5.	Dr. K. Tirupataiah, IFS (Retd.), Chief Consultant (Training), <b>Coordinator - Trek &amp; Village Visit and DG's Nominee for Officers' Club</b>	488	8885532022	101
6.	Dr. Gautam Pingle Dean of Studies, Head, CTS & <b>Advisor (Academic)</b>	222	9849639689	002
7.	Dr. Md. Abbas Ali Sr. Professor, Head- MDC & <b>Additional Course Director (Academic)</b>	415	9030005661	131
8.	Dr. Ravulapati Madhavi Head- CPA, Associate Professor of Law & <b>Additional Course Director (Co- curricular &amp; Extra -Activities)</b>	482	8977000328	031
9.	Dr. B. Vijayalaxmi Head CFM & <b>Controller of Exams</b>	131	8977783458	129
10.	Sri P. Prakash Rao Director Facilities & <b>DG's Nominee for Officer's Mess Committee</b>	127	9676793928	103
11.	Smt. Sridevi Ayaluri Director (IT & e-Learning) & Head- CIT	189	9866248887	034

12.	Prof. (Dr.) A.S. Ramachandra Sr. Faculty, CPA	167	9997310063	226
13.	Dr. Amir Ullah Khan Adjunct Professor, MDC	223	9871322477	231
14.	Sri K. Ram Gopal Sr. Faculty, CPA & <b>Class Room In-charge</b>	169	9121218354	127
15.	Sri Srinivas Madhav, Sr. Faculty, CPA & <b>Manager-Morning Activity</b>	162	9247159343	221
16.	Sri Vinod Kumar Ekbote, Faculty, CSDGs and <b>DG's Nominee for House Journal Society</b>	369	9490481219	CGG Block
17.	Smt. T. Padmavathi Administrative Officer, <b>Overall Coordination of FC Secretariat &amp; Medical Emergencies of OTs</b>	196	8977784568	012
18.	Sri T.M. Basha Sr. Lecturer, CFM	185	9248032109	014
19.	Sri G.V.V. Subba Rao Sr. Lecturer, AcTW, CFM	180	8317671414	130
20.	Sri P.V.S. Pathanjali Assistant Lecturer, CFM	118	9121218349	014
21.	Sri Vinod Goud Jr. Faculty, CTS & <b>Class Room In-charge</b>	216	8341607459	Muchukunda Block (2 <sup>nd</sup> floor)
22.	Smt. G.Madhavi Sarath Jr. Faculty, CSDG	277	8501958899	129
23.	Sri Saka Venkateswara Rao JFM, CPA <b>Manager-Morning Activity</b>	377	9248032073	230
24.	Smt. G. Jhansi Rani Junior Faculty	124	8008885064	132
25.	Dr. K. Suresh Kumar Jr. Faculty, CPA	484	9948119421	221
26.	Smt. R. Regina Superintendent, Admn. & <b>Nodal Officer - I</b>	165	9248032091	035
27.	Sri V. Srinivas, JFM, TMU, <b>Nodal Officer-II</b>	420	8008001937	035

28.	Smt. K. Jyothi Junior Faculty, CIT & <b>DG's Nominee for Film &amp; Fine Arts Society</b>	223	9866690163	032
29.	Sri Abhishek Kumar Technical Advisor, CIT	106	9966890950	033
30.	Sri G.Venkat Reddy Manager-IT (Infra)	119	9949392515	106
31.	Smt. Ch. Sirisha Faculty, CIT	151	9573860066	106
32.	Dr. P. Srinivas, TRA, CTS, <b>DG's Nominee for Nature Lovers and Adventure Sports Club &amp; Sports in-charge</b>	216	9705539957	Muchukunda Block (2 <sup>nd</sup> floor)
33.	Sri Kavi Bhushan Pandey Sr. Manager (Facilities), <b>Godavari Hostel, Tungabhadra Hostel &amp; Admn. Block</b>	338	9000114443	Godavari Hostel (G55-Ground floor)
34.	Sri K.Mahesh Facilities Executive	198	8106966617	107
35.	Sri R. Nagaraj Facilities Executive & <b>Overall in-charge of Officers' Mess</b>	198	9677757539	107
36.	Sri B. Srinivas Asst. Librarian-Grade II	116	9948160832	Cellar (Admin Block)
37.	Sri B.L.M. Narasimha Superintendent, Stores Admin & Transport in-charge	133	9346956307	036
38.	Sri G. Shanker Superintendent Admn.	280	9030879784	112
39.	Gym/Swimming Pool	177	-	-
40.	Godavari Hostel -Reception	353	9248005306	-
41.	Tungabhadra Hostel -Reception	345	-	-



## ACADEMY SONG

Hao Dharmete Dheer, Hao karmete Bir,  
Hao Unnato Shir- Naahi Bhoy.  
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan  
Sathe Aachhe Bhagwan - Habe Joy.

Raho Dharm mein Dheer, Raho Karm Mein Veer  
Rakho Unnat Shir - Daro Na.  
Nana Bhasha, Nana Mat, Nana Paridhan  
Bibidher Majhe Dekho Milan Mahan.  
Dekhiya Bharate Mahajatir Utthan  
Jago Jaan Manibe Bishshay  
Jago maan Manibe Bishshay.

Ullatthil Urudiyai Seyalil Virrudhan  
Thalai Nimirndu Nirpai Nee.  
Raho Dharm mein Dheer, Raho Karm Mein Veer  
Rakho Unnat Shir - Daro Na.  
Bhuli Bhedabhed Gyan, Hao Sabe Aaguaan  
Sathe Aachhe Bhagwan - Habe Joy.

Wha Dharmat Dheer, Wha Karneet Veer  
Wha Unnat Shir—Nahi Bhay  
Nana Bhasha, Nana Mat, Nana Paridhan  
Bibidher Majhe Dekho Milan Mahan.  
Dekhiya Bharate Mahajatir Utthan  
Jago Jaan Manibe Bishshay  
Jago maan Manibe Bishshay.  
Hao Dharmete Dheer, Hao Karmete Bir  
Hao Unnato Shir— Nahi Bhoy  
Hao Unnato Shir— Nahi Bhoy  
Hao Unnato Shir— Nahi Bhoy

"Be firm in your faith, be courageous in  
action Keep your head erect - fear not;

Forget all your differences, let all march  
onward, God is with us - victory is assured;

Many languages, many creeds, many  
costumes, Let there be unity in this diversity,

Watching the rise of the great Indian  
Nation,  
The world will be filled with wonder  
The world will be filled with wonder"

### अर्थ

अकादमी का गीत श्री अतुल प्रसाद सेन द्वारा बंगाली में लिखा गया है। पहली दो पंक्तियों का अनुवाद जिसे तीन भाषाओं हिंदी, तमिल तथा मराठी में कविता के भाग के रूप में दोहराया गया है वह गीत में शामिल है। गीत का अंग्रेजी अनुवाद नीचे दिया गया है।

### MEANING

The Academy song is composed by Shri Atul Prasad Sen in Bengali. The translation of the first two lines, the refrain in three languages - Hindi, Tamil and Marathi has been included in the song. The English translation of the song is given below:

### भावार्थ

अपने कर्तव्य पर डटे रहें,  
काम में आने वाली बाधाओं से विचलित न हों,  
सिर ऊँचा उठाकर चलो-निडर बनो  
आपसी मतभेद भुला दो,  
सब मिलकर एक साथ हैं-सफलता सुनिश्चित है।  
हमारी अनेक भाषाएँ, अनेक पंथ हैं, विविध वेशभूषाएँ हैं,  
लेकिन इस विविधता में एकता का सुन्दर संगम है।  
महान भारत राष्ट्र को आगे बढ़ता देख  
दुनिया चकित रह जाएगी,  
हाँ दुनिया चकित रह जाएगी।





# MCCR HRD Institute of Telangana Campus Layout



1. ADMIN BLOCK
2. GODAVARI HOSTEL
3. MANJEERA GUEST HOUSE
4. ARJUNA ARCADE (PARKING)
5. TUNGABHADRA BLOCK
6. MUCHKUNDA BLOCK & CENTRE FOR TELANGANA STUDIES
7. CENTRE FOR SUSTAINABLE DEVELOPMENT
8. KRISHNA BLOCK
9. PROFESSOR QTRS
10. FACULTY QTRS
11. TENNIS COURT - 1
12. VOLLEY BALL COURT

13. TENNIS COURT - 2
14. GYM AND SWIMMING POOL
15. NURSERY
16. VIVEKANANDA CENTRE
17. D.G QTRS
18. ADG QTRS
19. POND
20. RAMADASU RANGASTHALI
21. 6-DEVELOPMENT
22. CCG STAFF QTRS
23. HRD STAFF QTRS
24. CCG OFFICE

\* not to scale





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