

TRAINING MODULE FOR DEPUTY SUPERINTENDENT OF POLICE

This training module presupposes and contemplates a recruitment process, to be determined by respective State Public Service Commissions. The selected candidates, however, may be supplied with pre-training distance learning course material on various subjects in which the training will be imparted to the selected candidates during the institutional training.

The training module is structured and designed as follows.

1) The Foundation Course

The foundation course may be conducted along with other selected candidates for the Civil Services of the State covering subjects such as Constitution of India, Administrative Set-up, Inter-departmental Relationship, Socio-economic Environment, Special and Local laws specific to the States etc. The duration of the foundation course would be for a period of two months (48 days) consisting of 240 periods.

2) Institutional Training Module (Phase - I)

On completion of the training course, the trainee officials will be required to undergo first phase of institutional training module. The duration of this phase will be for a period of eight months (185 days) consisting of 925 periods (There will be a mid term break of 7 days). Each period will spread over 45 minutes. During this period, following subjects will be covered: -

I) Police in Modern India:

- a) Role of Police
- b) Police Organisation
- c) Police Set-up in a State
- d) Police Administration & Service Matters

II) Law:

- a) Jurisprudence and Legal concepts
- b) Constitution of India
- c) Indian Penal Code 1860
- d) Code of Criminal Procedure 1973
- e) Indian Evidence Act 1872
- f) Special and Local Laws

III) Criminology

Concepts of Criminology-Criminological Factors-Deviance & Delinquency-Emerging Trends in Crime -Penology -Victimology

IV) Crime Prevention & Records

- a) Beats and Patrols
- b) Surveillance & Collection of Intelligence
- c) Crime & Prosecution related Records

V) Public Order, Traffic & Security

- a) Maintenance of Public Peace & Order
- b) Traffic Regulation and Management
- c) Security & Protective Duties
- d) Relief & Disaster Management

VI) Investigation and Trial- Methods and Skills

- a) Investigation & its Supervision
- b) Scientific Aids & Methods of Investigation:
 - i) Forensic science, ii) Forensic Medicine
- c) Trial of Cases and Court Management
- d) Computer Appreciation and Introduction to other Office Automation Devices

VII) Human Behaviour and Relationship Management

- a) Human Behaviour
- b) Relationship Management
- c) Relation with Groups and Institutions
- d) Police and Human Rights
- e) Community Policing

3. **Practical Training Module in field and operational areas:** This training will be imparted to the trainees in the field and operational areas with reference to the duties of DySP / SDPO, which would be performed by them on completion of training. This is also a module for application of the knowledge imparted to them through the theoretical training in the first 6 months in the training institution. During this period the trainees would remain in the training institution and would be attached to DySP/SDPO of the district in which training institution is located or DySP/SDPO of other Districts. The trainees will perform various duties in association with the Police Station SHO/DySP/SDPO. On the field they will be observed and guided by the instructors from the training institutions. The training institution would assess their field performance and review the work under taken by them once in a

week to ensure immediate correction and give guidance at appropriate time. The 2 months (48 days) period will be apportioned for duties as follows.

- 1) Prevention of Crime.
- 2) Investigation of Crime.
- 3) Maintenance of law & Order.
- 4) Enforcement of Special and Local Laws.
- 5) Security Duties.
- 6) Traffic Regulation
- 7) Large Scale Bundobast.
- 8) Community Relationship
- 9) Collection of Intelligence on Crime and criminal gangs, anti social elements and extremists.

On completion of this phase of training the trainee should return to training institutions for full time institutional training once again for the second phase.

4. **Institutional Training Module (Phase – II)** This phase of institutional training is very crucial and extends over a period of 3 months extending over 72 working days having 360 periods. This training module is designed to reinforce and strengthen the training inputs provided through earlier modules. The module includes case studies simulation exercises, practical and field exercises, role-play etc. The trainee would also be exposed to first aid, relief, emergency and fire-fighting, problem solving exercises, hands on training on computers and training in communication skills. During this period final examinations will be conducted for the trainees and the successful candidates will be passed-out from the training institution.

5. **Out - door Training:** Out door training module emphasises development of stamina, endurance and certain practical skills including unarmed combat and weapon training etc. required for the DySPs during discharge of their duties. Another objective of the Out Door Training will be to inculcate in trainees habit of undertaking physical exercise on regular basis to develop ability to withstand strain and stress of police functioning. The traditional militaristic training has been substantially reduced. The components of drill, which are required to sustain development of personality and bearing and to create an *esprit de corps*, have been retained. To break the monotony, games like basketball, football, hockey etc., is provided for which also enhance the stamina of the trainees. The candidate will also be given opportunity to learn individual games like badminton, lawn tennis etc. The training for unarmed combat and self-defence techniques has been provided for to infuse expertise in trainees for self-defence. Some periods have also been earmarked for Yoga/ Meditation as part of training for stress management.

During institutional training the trainees will have 3 period of out door training excluding one period for games. The out door training period would be

reduced to only two during their field and operational training. A total number of 867 periods has been earmarked for all types of out door activities.

6. Head Quarter Attachment Module: On successful completion of second phase of institutional training and the passing of the tests prescribed in the institutional training, the successful candidates will be required to undergo attachment with district police office to acquaint themselves with various branches dealing with administration including financial management, attachment with armed police special branch for intelligence collection and analysis, district crime records bureau for documentation and analysis of crime records and their computerisation, Forensic Science laboratory, Assistant Public Prosecutor and Government pleaders.

7. In-service Training: This training module envisages in-service training subsequent to completion of induction training with periodical intervals. The Dy Superintendent of Police would be required to under go at least one in-service course once in year on subject of topical interest and relevance in the field. In-service training modules are required to be designed from time to time. All Dy Superintendents of Police should be required to under go pre-promotion training on completion of qualifying years of service, which could be 6 years. The pre-promotion course and in-service course are to be made compulsory and result of the test will be considered as an essential parameter for promotion and award of recognition and medal during their carrier.

8. Bridging of Gaps and Future Needs: This syllabus and training module provides for future needs for DySP/SDPO as frontline police officers closing the gaps existing in earlier modules. The training module is designed with strict reference to the field duties required to be performed by a DySP. The module prepares the trainees to work in a more transparent and open manner soliciting partnership of public in police work. While emphasis is on improvement of knowledge, skill and scientific temper the training module is aimed at preparing them to be people friendly and professional during discharge of their duties. The training module also aims at infusing requisite expertise and confidence to keep them away from temptations or shortcut methods.

9. Methodology: The methodology adopted is combination of conventional and contemporary system. The class room teaching methods through talk and chalk, use of teaching aids etc., stands reinforced through various techniques of learning methods such as group discussions, role play, simulation exercises, practicals, hand on practises and on the field experience in operational duties. All these methodologies have been prescribed to activate the thinking process of the trainees and making the training interactive. This methodology can be standardised for a given period of time by development of case studies, editing of role-plays and designing of

simulated exercises through serving and retired police officer that are known for their performances in field duties. Exposure to use of information technology is introduced as all future police operations are closely linked with the computers.

10. **Nodal Institution**: The State Police Academy has to work as a nodal institution to take up the task of production of text books, workbooks, case study, audio visual training films etc. This institute has to take up these activities as a package, and may engage experts for preparation of these materials.

INDUCTION TRAINING FOR Dy SUPERINTENDENT OF POLICE

BLOCK TRAINING PERIOD TABLE

INDOOR

<i>Phase</i>	<i>Months</i>	<i>Working Days</i>	<i>Periods</i>
Foundation course	2 (1 st & 2 nd)	48	240
First Phase: Institutional Training	8 (3 rd to 10 th Month)	185	925
Practical Training in Field & Operational Area	2 (11 th & 12 th Month)	48	--
Second Phase: Institutional Training	3 (13 th to 15 th Month)	72	360
Head Quarter Attachment	1 (16 th month)	24	--
Total Training Periods	16	377	1560

Note: 1) Number of periods per day is five.

Duration of a class/period is forty-five minutes.

2) A mid-term break for one week may be given after six months of training in the First Phase of institutional training and after completion of institutional training.

3) The trainees may be taken for a 10 days tour of the state on completion of training.

OUT DOOR

<i>Phase</i>	<i>Months</i>	<i>Working Days</i>	<i>Periods</i>
Foundation course	2 (1 st & 2 nd)	48	192*
First Phase: Institutional Training	8 (3 rd to 10 th Month)	185	555
Practical Training in Field & Operational Area	2 (11 th & 12 th Month)	48	96
Second Phase: Institutional Training	3 (13 th to 14 th Month)	72	216
Total Duration	15	353	867

***Not taken into account for outdoor periods.**

Note: 1) During the Foundation Course each day there will be 4 outdoor periods out of which 2(Two) will be reserved for P.T. and strengthening exercises and remaining 2 for games.

2) The number of periods per day is 3 during institutional training and 2 during practical training.

3) During the head quarter attachment, the trainee office will attend outdoor activities as schedule for the District head Quarter Personnel.

TRAINING SYLLABUS FOR DySP / SDPO

FOUNDATION COURSE

(The trainee syllabus for foundation course is only indicative in nature and includes topics, which must find place in any such course. The training academy for state civil servants may draw their own exhaustive course contents.)

I Republic of India:

Module I (a): The Indian Constitutional Framework and Indian Polity

<i>S.No.</i>	<i>Topic</i>
1	An Introduction to Indian Constitution
2	Democratic, Socialistic, Secular & Federal Status of India
3	Fundamental Rights, Duties & Directive Principle of the State Policy: Specific and Significant Statutory Enactments related to Enforcement and Restraints of Fundamental Rights and Impact on Civil Liberties. Articles 12-30, 32-35, 36-51.
4	The Executive & Legislative: Their Role and Responsibilities. Privileges of Members of Parliament and State Legislatures. Articles 105, 194
5	Indian Judicial System: High Courts & Supreme Court. Articles 124-127
6	Rule of Law and Criminal Justice System, Public Interest Litigation, Lok Adalats.
7	Political Parties - National and Regional
8	Emergence of Disruptive Forces: Communalism, Regionalism, Extremism, Terrorism etc
9	Group Discussion and Presentation by the Trainees,

Module I (b): Administration set up & Intra Departmental Relationship

S.NO	Topic
1	The Administrative Set-up of the Union of India and Role of the Central Government in State Administration, relevant provisions of Constitution of India.
2	The Administrative Set-up of a State/Union Territory.
3	The Administrative Set-up of the Division, District & Sub - Divisions.
4	Relationship between various Government Departments especially those dealing with Development Activities and those responsible for Maintenance of Public Order.
5	Partnership of District Administration with local agencies like Municipal Corporation, Panchayats etc.

Module I (c) Socio Economic Environment

<i>S.No.</i>	<i>Topic</i>
1	Individual and Family in Indian Society
2	Importance of Caste, Community and Class in Indian Society
3	Religions and the relevance of Religious Institutions in Indian Society
4	Economy in Rural/Tribal and Urban India with Special Emphasis on Rural/Tribal Development.
5	The Changes in Agrarian Structure and Impact on Rural Society
6	Economic polices of the Government & its Implication on Public Order, Crime and Economic Offences.
7	Economic Growth, Entrepreneurship and Economic Globalisation and their Impact on Society
8	Trade Unionism & its Implication on Industrial Peace
9	The Changing Socio- Economic Profile of Indian Society
10	Socio Economic Changes and Role of Bureaucracy
11	Group Discussion and Presentation by the Trainees
12	Lecture by Prominent Political Analysts
13	Lecture by Prominent Sociologist & Economist

INSTITUTIONAL TRAINING MODULE (PHASE – I)

I. POLICE IN MODERN INDIA

Module 1 (a) Role of Police in Modern India.

<i>S.No.</i>	<i>Topic</i>	<i>Session</i>
1	Social Structure and Crime	2
2	Role of Police in Welfare State	2
3	The Changes in Social Structure and Public opinion and their Impact on Police Working	2
4	Changing Public Expectations and Implication for Police	4
5	Role of Police in Maintenance of Public Order, Prevention and Detection of crime	4
6	Internal Security	2
7	Emergence of Terrorism / Extremism, Insurgency etc.	2
8	Caste and Communal Polarization and Role of police	2
9	Criminal Nexus with Different Segments of Establishment/ Public	2
	<i>Test on item 1-9</i>	2
	<i>Total Numbers of Sessions</i>	24

Module I (b) Police Organisation.

S.NO	Topic	Session
1	Role of the Central Government in Police Work. Articles 246 and 355 and Schedule VII (List 1, entries 8 and 65) of the Constitution of India	2
2	Central Police Organisations: Aims and Objectives	1
3	Intelligence Bureau	1
4	Central Bureau of Investigation (Delhi Special Police Establishment) [NCB-Interpol]	2
5	Bureau of Police Research & Development	1
6	Central Reserve Police Force	1
7	Border Security Force	1
8	Indo Tibetan Border Police	1
9	Railway Protection Force	1
10	Central Industrial Security Force	1
11	Police Training Institutions (SVPNPA, CDTS etc.)	1
12	Central Forensic Science Laboratories and Institutions (including CFPB, ICFS etc.) Government Examiners of Questioned Document	2
13	Directorate of Co-ordination: Police Wireless & Computers	1
14	National Security Guard	1
15	Special Protection Group	1
16	Internal Security Academy	1
17	National Crime Records Bureau	1
18	Indian Armed Forces (including Territorial Army, NCC etc.)	1
19	Armed Forces and Civil Administration	2
20	Civil Defence Set-up	1
21	Group Discussion and Presentation by the Trainees.	2
	<i>Test on items 1-25</i>	2
	Total Number of Sessions	28
	Progressive Total Number of Sessions	52

Note: 1) The lectures on item no 3-20 may be delivered by the officers invited from the respective organisation.

2) The trainees will also be taught broad principles for deployment of Central Para Military Forces as well as Army in maintenance of Public Order.

Module I (c) Police Set-up in a State

S.No	Topic	Session
1	The Administrative Set-up of the Division, District & Sub - Divisions and its Relationship to Police.	2
2	Relationship between Police Department & other Government Departments at various Administrative Levels.	2
3	Organisational Set up of the State Police.	1
4	Structure & the Role of the Different Levels of Police Set-up.	4
	4.1 State Police Headquarters	
	4.2 Range Set-up	
	4.3 District/ Commissionerate	
	4.4 Sub-Division/Circle	
	4.5 Police Station	
	4.6 Reserve Police Lines	
	4.7 Village Police	
5	Organisation & Functions of the Special Units	5
	5.1 Intelligence Department / Special Branch	
	5.2 Women Police Force	
	5.3 Special Armed Police	
	5.4 Mounted Police	
	5.5 Police Wireless	
	5.6 Forensic Science Laboratory	
	5.7 Police Transport	
	5.8 State Police Computer Set-up	
	5.9 Criminal Investigation Department & State Crime Record Bureau	
	5.10 Home Guards	
	5.11 Village voluntary Forces / Special Police Officer	
6	State Police Manual - important provision	10
7	Directorate of Prosecution and its Relation with police	2
8	Presentation by the Trainees.	2
	<i>Test on items 1 - 4</i>	2
	Total Number of Sessions	30
	Progressive Total Number of Sessions	82

Note: 1. The Special Police Units are only indicative in nature and the lecture may also cover other units of a particular state, which do not find mention here.

2. It is recommended for covering the topics no 5, the officers from the respective institutions may be invited.

Module I (d) Police Administration and Service Matters

S.NO	Topic	Session
1	a Police Act 1861, 1888, 1949 & Local /City Police Acts	4
	b Police Forces (Restriction of Rights) Act 1966	1
	c Police (Incitement to Disaffection) Act 1922	1
	d Local Police Acts	2
2.	Administration of Sub-divisional and District Police Office	2
3.	Maintenance of Accounts, Control of Budget, Procurement and Maintenance of Clothing, Equipment, Arms and Ammunition	2
4.	Internal Administration of Police including Recruitment and Training, Powers of Superintendent of Police / Sub-divisional Police Officer in matters of Rewards and Punishments. Morale and Discipline. Orderly Room.	4
5.	Disciplines and Appeal Rules	2
6.	Procedure for holding Departmental Enquiries	2
7.	Rank and Budes, Kit and Clothing, Arms and Ammunition, Equipments.	1
8.	Pay and Allowances	3
9.	Transfers and Promotions Policy	
10.	Rewards and Decorations	
11.	Leave Rules	
12.	Medical Facilities and Reimbursement	
13.	Retirement Benefits	
14.	Maintenance of Service Records	
15.	Conduct Rules	2
16.	Welfare of Policemen- Housing, Family Care etc.	1
17.	Re-dressal of Grievances of subordinate Police Officers. Collective Grievances-Role of Police Associations	1
18.	Supervision of Police Station - Visits and Inspections	3
19.	Inspection of Lines and Police Residential Colonies	1
	<i>Test on items 1-19</i>	2
	Total Number of Sessions	34
	Progressive Total Numbers of Sessions	116

II. LAW:

Module II (a) Jurisprudence and Legal Concepts

<i>S.No.</i>	<i>Contents</i>	<i>No. of Sessions</i>
1	Definition of Jurisprudence - Meaning of Legal Theory - Concept of Justice - Principles of Natural Justice	4
2	Theories of Justice - Administration of Justice - Civil and Criminal Justice Systems	2
3	Legal Concepts - Mensrea, Burden of Proof, Benefit of Doubt, Evidence and Proof.	2
4	Inquisitorial and Accusatorial Systems of Criminal Justice Administration	2
5	Interpretation of Statues	2
	<i>Test on topics 1-5</i>	2
	<i>Total Number of Session</i>	14
	<i>Progressive total number of sessions</i>	130

Module II (b) Constitution of India

<i>S.No.</i>	<i>Contents</i>	<i>No. of Sessions</i>
1	Articles 12 to 14	2
2	Articles 19 to 22, 25	2
3	Articles 32 to 33,	2
4	Articles 105,194	2
5	Articles 308, 309 & 311	2
	<i>Test on topics 1-5</i>	2
	<i>Total Number of Session</i>	12
	<i>Progressive total number of sessions</i>	142

<i>S. No</i>	<i>Contents</i>	<i>No. of Sessions</i>
1	Introduction to the Indian Penal Code	1
2	Preamble & Sections 1 to 5 (Chapter I)	2
3	General Explanations (Chapter II)	4
4	Of Punishments (Chapter III) Sections 53 to 71, 74 & 75	2
5	General Exceptions (Chapter IV)	4
6	Of Abetment (Chapter V)	2
7	Of Criminal Conspiracy (Chapter V-A)	2
8	Of Offences Against the State (Chapter VI)	2
	<i>Test on topic nos. 1-8</i>	2
9	Offences against Public Tranquillity (Chapter VIII) Sections 141 to 160	4
10	Of Offences by or Relating to Public Servants (Chapter IX) Sections 161 to 165-A, 166 167, 168,169,170	2
11	Of Offences Relating to Elections (Chapter IX-A) Sections 171-A to 171-I	2
12	Of Contempt's of the Lawful Authority of Public Servants (Chapter X) Sections 172 to 190	2
13	Of False Evidence and Offences against Public Servant (Chapter XI) Sections 191 to 193, 196, 201, 202, 211,212, 216 to 218, 221 to 225B	2
14	Of Offences affecting the Public Health, Safety, Convenience, Decency and Morals (Chapter XIV) Sections 268,269,278, 279, 292 to 294-A	2
15	Offences affecting the Human Body (Chapter XVI) - I Sections 299 to 304, 304A, 304B, 307 to 309, 312 to 318	4

16	Offences affecting the Human Body (Chapter XVI) - II Sections 319 to 326, 332, 333, 336, 337, 338	3
17	Offences affecting the Human Body (Chapter XVI) - III Sections 339 to 341	1
18	Offences affecting the Human Body (Chapter XVI) - IV Sections 349 to 351, 353, 354	1
19	Offences affecting the Human Body (Chapter XVI) - V Sections 359 to 363 A, 366, 366 A & B, 367-369	2
20	Offences affecting the Human Body (Chapter XVI) - VI Sections 372 to 374	1
21	Offences affecting the Human Body (Chapter XVI) - VII Sections 375 to 377	3
	<i>Test on topic nos. 9-21</i>	2
22	Offences against Property (Chapter XVII) -I Sections 378 to 382	1
22	Offences against Property (Chapter XVII) -II Sections 383 to 389	2
23	Offences against Property (Chapter XVII) -III Sections 390 to 402	2
24	Offences against Property (Chapter XVII) -IV Sections 403 to 406, 409	1
25	Offences against Property (Chapter XVII) -V Sections 410 to 414	1
26	Offences against Property (Chapter XVII) -VI Sections 415 to 420	2
27	Offences against Property (Chapter XVII) -VII Sections 425, 426, 429, 435, 436, 441 to 448, 454 to 460	2
	<i>Test on topic nos. 21-27</i>	2
28	Offences relating to Documents & Property Marks (Chapter XVIII)-I Sections 463 to 465, 468 to 474, 477A	1
29	Offences relating to Documents & Property Marks (Chapter XVIII)-II	1

	Sections 489A to 489D	
28	Of Offences Relating to Marriage (Chapter XX) <i>Sections 494, 497 and 498</i>	1
29	Of Cruelty by Husband or Relatives of Husband (Chapter XX-A) <i>498A</i>	2
30	Of Defamation (Chapter XXI)	1
31	Offences of Criminal Intimation (Chapter XXII) <i>Sections 503, 505, 506, 510</i>	1
31	Offences by or relating to Public Servants (Chapter IX) <i>Sections 161 to 171</i>	1
32	<u>Other Miscellaneous Sections-I</u> Offences relating to the Army, Navy, and Air Force (Chapter VII) <i>Sections 131-140</i> Offences related to Coin, Currencies & Govt. Stamps (Chapter XII), <i>Sections 230 to 235</i> Offences Related to Weights and Measures (Chapter XIII) <i>Sections 264 to 267</i> Offences relating to Religion (Chapter XV), <i>Sections 295 to 298</i> Attempts to Commit Offences (Chapter XXIII) <i>Section 511</i>	4
33	<u>Other Miscellaneous Sections-II</u> False Evidence & Offences against Public Justice (Chapters XI), <i>Sections 201, 211, 221, 225A, 225B</i>	2
	<i>Test on topic nos. 27-33</i>	2
34	Revision & Discussion	3
35	Lecture by an practicing professional on overall rationale, implication and significance of various legal provisions of Indian Penal Code	2
	<i>Total Number of Sessions</i>	86
	<i>Progressive total number of sessions</i>	228

Module II (d) Code of Criminal Procedure 1973

S.NO	Topic	Session
1	General Introduction to the Code with emphasis on its main features Section 1	3
2	Definitions (Chapter I) Sections 2a to 2y and 4	2
3	<u>Maintenance of Public Order & Tranquillity</u> Unlawful Assemblies (Chapter X-A) Sections 129 to 132	3
4	Public Nuisance (Chapter X-B) Sections 133 to 143	2
5	Cases of nuisance or Apprehended Danger (Chapter X-C) Sections 144	2
	Dispute as to Immoveable Property (Chapter X-D) Sections 145 to 148	2
6	Preventive action by Police Chapter XI Section 149 to 153	2
7	Security for Keeping Peace & Good Behaviour Chapter VIII Sections 106 to 110, 116 to 118, 120 to 122	3
8	Arrest of persons Chapter V Sections 41 to 60	4
9	Power of Superior Officers of the Police & Aid to the Magistrate & the Police Chapter IV Sections 36 to 40	2
	<i>Test on topic nos. 2-9</i>	2
10	Information to the Police & their Powers to Investigate Chapter XII - I Sections 154, 155	3
11	Chapter XII - 2 Investigation Powers of Police Sections 156 to 159	5
12	Chapter XII - 3 Powers of Police to Examine Witnesses Sections 160 to 164	4
13	Chapter XII - 4 Powers of Police for Search & Related Procedures during Investigation	4

	Sections 165 to 167	
14	Chapter XII - 5 Completion of Investigations & Related Procedures Sections 168 to 173	4
15	Chapter XII - 6 Enquiry of Unnatural Deaths Sections 174 to 176	2
	<i>Test on topic nos. 10 to 15</i>	2
16	Constitution of Criminal Courts & Offices Chapter II Sections 6 to 20, 21, 24, 25	2
17	Powers of Courts Chapter III Sections 26 to 30	1
18	Processes to Compel Appearance Chapter VI - 1 Summons Sections 61 to 69	3
19	Warrants of Arrest Chapter VI - 2 Sections 70 to 80	2
20	Proclamation of Attachment of & other Rules regarding Processes Chapter VI - 3 Sections 82, 83, 87, 89, 90	1
	<i>Test for topic nos. 16 to 20</i>	2
21	Processes to Compel the Production of Things Search Warrants Chapter VII - I Sections 91 to 95, 97, 98	1
22	General Provisions relating to Searches & Miscellaneous Provisions Chapter VII - 2 Sections 99 to 104, 105, 105 A to 105 L	3
23	Jurisdiction of Criminal Courts in Inquires and Trials Chapter (XIII) Sections 177 to 189	2
24	Condition requisite for initiating Proceedings Chapter (XIV) Sections 190 to 199	2
25	Mode of inquiry by the Magistrate Chapter XV Section 200 to 203	2
26	Commencement of proceedings before Magistrates Chapter (XVI) Sections 204, 206 to 210	2

27	The Charge Chapter (XVII) Sections 211, 215, to 224	2
28	Trial before a Court of Sessions Chapter (XVIII) Sections 225 to 236	1
29	Trial of Warrant Cases by Magistrate Chapter (XIX) Sections 238 to 250	1
30	Trial of Summons Cases by Magistrate Chapter (XX) Sections 251 to 259	1
31	Evidences in Inquires and Trials Chapter (XXIII) Sections 273, 274, 275, 280, 284, 291 to 294, 298 and 299	2
32	General Provisions as to Inquires and Trials Chapter (XXIV) Sections 300, 301, 306 to 311, 313, 315, 316, 319 to 323	2
33	Provisions as to offences affecting Administration of Justice Chapter (XXVI) Sections 304 R/W 195, 344 and 350	1
34	Appeals Chapter (XXIX) Sections 377, 378 and 384	1
35	Reference and Revision Chapter (XXX) Sections 397, 399, 401	1
36	Execution, Suspension, Remission & Commutation of Sentences Chapter (XXXII) Sections 432	1
37	Provisions as to Bail and Bonds Chapter XXXIII Sections 436 to 444, 446 to 446 A	2
38	Limitations for Taking Cognisance of certain Offences Chapter (XXXVI) Sections 468 to 473	2
39	Miscellaneous (Chapter XXXVII) Section 482	2
40	Classification of Offences Schedule- I	1
	<i>Test on topic nos. 21 to 40</i>	2
40	Lecture by a practicing professional on various implications and significance of provisions of Code of Criminal Procedure	2
	Total number of sessions	98
	Progressive total number of sessions	326

Module II (e) Indian Evidence Act 1872

<i>S.NO</i>	<i>Contents</i>	<i>No of Sessions</i>
1	Introduction to the Indian Evidence Act Chapter 1 Section I	1
2	Definitions of key words Chapter I Sections 3 & 4	2
3	Of Relevancy of Facts Chapter II-1 Sections 5 to 11, 14 & 15	2
4	Admissions Chapter II-2 Section 17, 21, 22, 23, 24-30	3
5	Dying Declaration Chapter II-3 Section 32	2
6	Statements Made under Special Circumstances Chapter II-4 Sections 34 & 35, 36	1
7	Relevancy of Judgements Chapter II-6 Sections 40 to 43	1
8	Opinions of Third Persons Chapter II-7 Sections 45 to 51	2
9	Character when Relevant Chapter II-8 Sections 52 to 54	1
10	Facts Which Need Not Be Proved Chapter III Sections 56 to 58	1
11	Oral Evidence Chapter IV Sections 59 & 60	2
12	Documentary Evidence Chapter V-I Sections 61 to 64, 65, 67, 73 & 74	2
13	Documentary Evidence Chapter V-II Sections 74, 76, 77	2
14	Documentary Evidence Chapter V-III Sections 80, 89	1
15	Of The Burden Of Proof	2

	Chapter VII Sections 101 to 108, 110, 114	
16	Of Witnesses Chapter IX Sections 118 to 120, 121, 122 to 125, 126-131, 132 to 134	2
17	Examination of Witnesses Chapter X Sections 135, 136, 137 to 144, 145, 146-148, 153, 154, 155, 156, 157 to 159, 160 to 162	2
18	Of Improper Admission and Rejection of Evidence Chapter XI Section 167	1
	<i>Test on topic nos. 1 to 18</i>	2
	<i>Total number of sessions</i>	32
	<i>Progressive Total Number of Sessions</i>	358

Module II (f) Special and Local Laws

S.No	Topic	No of Sessions
1	Introduction to Minor Act (Object, Purpose and Scope)	2
2	The Police Act, 1861	2
3	The Unlawful Activities (Prevention) Act, 1967	2
4	The Prevention of Damage to Pubic Property Act 1984	1
5	The Public Gambling Act, 1967	2
6	Immoral Traffic (Prevention) Act, 1988	2
7	Indecent Representation of Women (Prohibition) Act, 1986	1
8	Motor Vehicle Act, 1988	3
9	Protection of Civil Rights Act, 1955	2
10	Schedule Castes and Schedule Tribes (Prevention of Atrocities) Act, 1989	2
11	Arms Act 1959	2
12	Explosive Substances Act, 1908	1
13	The Explosives Act, 1884	1
14	Dowry Prohibition Act, 1961	1
15	Narcotics Drugs and Psychotropic substances Act, 1985	2
16	The Mental Health Act, 1987	2
17	Essential Commodities Act, 1955	1
18	Children Act, 1960	2
19	The Child Labour (Prohibition & Regularisation) Act, 1986	1
19	The Criminal Law Amendment Act, 1932	1
20	The Indian Railways Act, 1890	1
21	The Habitual Offenders Act,	1
22	The Railways Property (Unlawful possession) Act, 1966	1
23	The Identification of Prisoners Act, 1920	1
24	The Wild Life (Protection) Act, 1972	1
25	The Contempt of Courts Act, 1971	1
26	Juvenile Justice Act, 1986	1
27	The Probation of Offenders Act, 1958	1
28	The Representation of People Act, 1951	1
29	The Prevention of Corruption Act, 1988	3
30	Consumer Protection Act, 1986	1
31	The Environmental Protection Act, 1986	1
32	The Official Secrets Act, 1923	1
33	The Information Technology Act, 2000	3

34	The Commission of Enquiry Act, 1952	2
35	The Copyright Act, 1957	1
36	The Foreigners Act, 1946	1
37	The Passport Act, 1967	2
38	The Extradition Act,	1
39	Special and Local Laws of the States	8
	<i>Test on Topics 1-31</i>	2
	<i>Total Number of Sessions</i>	68
	<i>Progressive Total Number of Session</i>	426

III. CRIMINOLOGY

<i>S.No</i>	<i>Topic</i>	<i>Sessions</i>
1	Concepts of Criminology	1
2	Criminological Factors	1
	2.1 Psychological	2
	2.2 Sociological	2
	2.3 Economic	2
	2.4 Political	2
	2.5 Religious	2
3	Deviance & Delinquency	2
	3.1 Individual deviance	2
	3.2 Collective Deviance - Organised Defiance of Authority - Organised Crime, Gangsterism.	2
	3.3 Collective Defiance of Authority and Rules	2
	3.4 Juvenile Delinquency	2
	3.5 Professional Criminals	2
	3.6 Social Vices (Gambling, Alcoholism, Drug-abuse and Prostitution)	2
4	Emerging Trends in Crime	2
5	Penology	1
	5.1 Concept of Penology	1
	5.2 Provisions for Punishment including Imprisonment	2
	5.3 Measures for Correction & Reform of Criminals	2
	5.4 Provisions for Parole, Probation & Corrective Institutions	2
	5.5 Recidivism & Measures to Discourage the same	2
6	Victimology	
	6.1 Concept and Objective	1
	6.2 Criminal Justice System & Criminals	2
	6.3 Co-ordination, Co-operation with Government & Non-Government Institutions & Groups Engaged in Social Reforms	1
	<i>Total number of sessions</i>	42
	<i>Progressive Total Number of Sessions</i>	468

IV CRIME PREVENTION

Module IV (a) Beats and Patrol

S. No.	Contents	No. of Sessions
1.	Concepts of Prevention of Crime – Methods and Strategies	2
2.	Beat System in Urban and Rural Areas	4
3.	Crime Beats- Planning, Deployment.	3
4.	Patrols & Pickets	2
5.	Beat Checking & Supervision	2
6.	Checking of Criminal	2
7.	Supervision over Crime prevention measures & Optimisation of Resources	2
8.	Prevention of Dacoits & Robberies	2
9.	Prevention of Organised Crime	2
	<i>Test on topics No.1-9</i>	1
	TOTAL NUMBER OF SESSIONS	22
	<i>Progressive Total Number of Sessions</i>	490

IV (b) Surveillance & Collection of Intelligence

<i>S. No.</i>	<i>Contents</i>	<i>No. of Sessions</i>
1.	Surveillance - Purpose & Objects	2
2.	Techniques of Surveillance	2
3.	Surveillance & Check on Property Offenders	2
4.	Surveillance & Check on Anti-social Elements	2
5.	Surveillance on Suspects & Foreigners	2
6.	Surveillance Equipments: An Introduction	2
7.	Collection of Intelligence - Art & Crafts	2
8.	Intelligence on Property Offenders	2
9.	Intelligence on Anti- Social Elements	2
	<i>Test on topics No. 1-9</i>	2
	TOTAL NUMBER OF SESSIONS	20
	<i>Progressive Total Number of Sessions</i>	510

IV (c) Crime & Criminal Records

1.	Importance of Crime & Criminal Records	2
2.	Types of Records on Crime & Criminals	4
3.	Analysis & Use of Records in Crime Prevention & Detection	4
4.	Computerisation of Crime Records and its Importance	10
5.	Records Related to Maintenance of Public order & Traffic	2
6.	Inspection, Scrutiny and Planning of Records	2
	<i>Test on topics No.1-6</i>	2
	TOTAL NUMBER OF SESSIONS	26
	<i>Progressive Total Number of Sessions</i>	536

Note: These topics will be covered with reference to records prescribed in State Police Manual.

V PUBLIC ORDER, TRAFFIC & SECURITY

Module V (a) Maintenance of Public Peace & Order

S. No.	Topics	No. of Sessions
1.	Concept & Importance of Public Order & Preservation of Peace	2
2.	Principles of Crowd Control and Response Strategies, Preventive Measures, Collection Intelligence, Regulatory Measures, Analysis of Crowd Behaviour, Counselling and Mediaism,	5
3.	Use of Force & Police Firing	2
4.	Riots & Riut Control Scheme	2
5.	Large Scale Bandobast & Bandobast Scheme	2
6.	Mobilisation & Deployment of Forces	2
7.	Communal Control: Check & Supervision	2
8.	Deployment of Paramilitary Forces	2
9.	Combating Communal Violence	3
10.	Combating Terrorism, Insurgency	3
11.	Combating Organised Criminals	3
12.	Records of Law and Order	2
13.	Records of Anti-social Elements	2
14.	L & O Beat, Patrols and Pickets	2
15.	Check and Surveillance of Anti-socials	3
16.	Analysis of Records & Infrastructure	2
17.	Computerisation of Records	4
	<i>Test on items for 1-17</i>	2
	Total Number of Session	45
	Progressive Total Number of Sessions	581

Module V (b) Traffic Regulation and Management

S. No.	Topics	No. of Sessions
1.	Principles of Traffic Management & regulation	2
2.	Traffic Rules & Regulation and Enforcement	2
3.	Traffic Engineering	2
4.	Coordination with other agencies	2
5.	Traffic Education & awareness	2
6.	Traffic beats & Patrol	2
7.	Traffic Survey	2
8.	Importance of Computerisation of Traffic related Records	2
9.	Trauma Care	2
	<i>Test on items for 1-14</i>	2
	Total Number of Session	20
	Progressive Total Number of Sessions	601

V (c) Security & Protective Duties

<i>S. No.</i>	<i>Topics</i>	<i>Numbers of Sessions</i>
1.	General principles of Security	
1.	Assesment of Threat Perception	2
2.	Security and Guard Duties	2
3.	VIP security and Bandobast Scheme	2
4.	Security of Sensitive and Vital installations	2
5.	Security and Threatened persons	2
6.	Planning and Deployment for Security Duties	2
7.	Safeguarding Vital Installations	2
8.	Foreigners - Registration and Watch	2
9.	Protection of Information & Documents	1
10	Group Discussion	3
	<i>Test on topics No. 1 to 8</i>	2
	TOTAL NUMBER OF SESSIONS	22
	<i>Progressive Total Number of Sessions</i>	623
<p>Note: The trainees will also be told of the various relevant provisions of their State Police Manual related to the above duties.</p>		

V (d) Relief & Disaster Management

S. No.	Topics	Numbers of Sessions
1.	Emergencies- Cyclone, Flood, Earthquakes	1
2.	Response and strategies	2
3.	Road, Rail, Air Accidents & Police	1
4.	Evacuation, Fire Fighting etc.	1
5.	Coordination with other Departments	1
6.	Provision of Relief and Essential Services	1
7.	Planning and Organisation of Rescue and Relief	2
	<i>Test on topics No. 1-6</i>	1
	TOTAL NUMBER OF SESSIONS	10
	<i>Progressive Total Number of Sessions</i>	633

VI. INVESTIGATION AND TRIAL – METHODS & SKILLS

VI (a) Investigation & Supervision

<i>S. No.</i>	<i>Topics</i>	<i>Numbers of Sessions</i>
1	Role of SDPO in Investigation and Supervision of Cases	2
2	Registration of FIR and its Importance	3
3	Scene of Crime & its Preservation; Plan Drawing	3
4	Collection of Evidences and Securing Help of Experts	3
5	Search and Seizure and Recovery of Property	4
6	General Principles of Investigation – Multi disciplinary approach	2
7	Role of Intelligence in Investigation	2
8	Examination of Witnesses & Recording of Statements; Writing of Case Dairies	4
9	Interrogation of Suspects & Accused	2
10	Arrest of Accused, Remand and Bail Provisions	2
11	Identification Parade & its Importance	2
12	Enquiries and Co-ordination with other Police Stations	2
13	Investigation of Offences against Body	3
14	Investigation of Offences against Property	4
15	Investigation of Roads Accidents	2
16	Investigation of White Collar Crime	4
17	Investigation of Offences Relating to Documents and Coins	2
18	Monitoring and Reporting Status of Investigation	2
	<i>Test on topics No. 1 to 18</i>	2
	TOTAL NUMBER OF SESSIONS	50
	<i>Progressive Total Number of Sessions</i>	683
<p><i>Note: The trainees will also be told of the various relevant provisions of their State Police Manual related to the above duties.</i></p>		

VI (b). Scientific Aids & Methods of Investigation

i) Forensic Science

S. No.	Topics	Numbers of Sessions
1.	Importance of Forensic Science in Investigation of Cases	2
2.	Scope & Possibilities of Forensic Science	2
3.	Preservation & Examination on Scene & Crime: Principles & Possibilities	2
4.	Collection of Physical Evidence	2
5.	Finger Prints	2
6.	Palm Prints	1
7.	Foot Prints	1
8.	Identification use and Examination of Hair, Fibres, Diatoms, Pollen, Leaves, Seeds etc.	2
9.	Identification use & Examination of Blood, Bloodstains, Tissues, Bones & Saliva etc	2
10.	Soil, Dirt & Dust	2
11.	Glass, Paint, Chips, Sneers	2
12.	Liquor, Toddy, Narcotics, Psychotropic substance, Plant & Plant Production	2
13.	Petrol, Diesel, Cosmetics, Cement, Explosive Material, Fire Residue, Residues of Explosion	2
14.	Skull, Skin, & Tissue Photographs	2
15.	Fire Arms, Cartridges, Bullets, Pellets/Wads and other Materials affected by firing	2
16.	Poison & Poisonous Substance, Alcohol	2
17.	Handwriting, Erasers/ obliteration, Alteration, Overwriting, Secret Writing, Type Writing, Stamp Impression, Carbon Copies, Xerox Copies etc.	2
18.	Identification of Bodies	2
19.	Gadgets- Computerised Polygraph, Scanning Electron Microscope (SEM), Gas Chromatograph Coupled with Mass Spectrum (GCMS), Universal Testing machine (UTN), High Pressure liquid Chromatograph (HPLC), Fourier Transform Infrared Spectrometer (FTIR), High Performance Thin Layer Chromatograph (HPTLC), Computerised Voices Stress Analyser (CVSA), Digital Image Processing System (DIPS) etc.	3
20.	Skid mark & Type Marks	2
	Test on topics No. 1 to 20	2
	TOTAL NUMBER OF SESSIONS	41
	Progressive Total Number of Sessions	724

ii) Forensic Medicine

S. No.	Topics	Numbers of Sessions
1	Scope & Importance of Forensic Medicine	2
2	Scene of crime & Collection of Medical legal Evidence	2
2	Medico Legal aspect Homicide, Suicide & Accident	2
3	Asphyxia death by hanging, Throttling, suffocation, Drowning	2
4	Cause of Death	2
5	Estimation Time of death	2
6	Classification of Wounds	2
7	Medico Legal aspect of Sexual Offences	2
8	Medico Legal aspect of poison in chemicals	2
9	Medico Legal aspect of Death/ Injury due to Fire Arms	1
10	Medico legal aspect of Death / Injury due to Traffic accident	1
	<i>Test on topics No. 1-9</i>	2
	TOTAL NUMBER OF SESSIONS	22
	<i>Progressive Total Number of Sessions</i>	746

VI (c) Trial of Cases and Court Management

S. No.	Topics	Numbers of Sessions
1	Importance of Trial of Cases	2
2	Type of Courts and Court Procedures	2
3	Charge Sheet	2
4	Court Calendar & Follow-up action	1
5	Call Work & Adjournments	1
6	Production of Witnesses	1
7	Remand Report of Accused, Requisition for Identification Parade	2
8	Coordination with Prosecution	1
9	Service of Summons and Execution of Warrants	1
10	Prosecution Related Records	3
11	Review and Analysis of Pending Trial cases	2
12	Judgement and Judgement Copies	1
13	Appeal & appeal Procedure	2
	<i>Test on topics No. 1-12</i>	2
	TOTAL NUMBER OF SESSIONS	23
	<i>Progressive Total Number of Sessions</i>	769

VI (d) Computer Appreciation and Introduction to other Office Automation Devices

S. No.	Contents	Number Of Sessions
1.	Introduction to Computers, Office Automation and Communication Equipments & their importance in Police Functioning	1
2.	Use of Computers by Individuals & Organisations	1
3.	Hardware, Systems and Software: An Introduction	1
4.	Hardware: CPU, KEY BOARD, ROM, RAM, FLOPPY Drive, Zip drive, CD Drive, DVD drive Etc.	1
5.	Hardware: Storage Devices, Hard Disk, Floppy, Zip, CD, DVD, etc.	1
6.	Software: Operating Systems and Data Base Management Systems: An Introduction	1
7.	Software: Office Automation Software Packages	2
8.	Communications & Networking: Telephones, Cellular Telephones, Wireless, Modem, Internet, E-Mail etc.	3
9.	Introduction to other Office Automation Equipments (e.g. Fax, Photocopying etc.) and their Use	2
	<i>Test on topic nos. 1-9</i>	2
	TOTAL NUMBER OF SESSIONS	15
	Progressive Total Number of Sessions	784

Note: The teaching of this module may commence from the beginning of the training.

VII Human Behaviour and Relationship Management

Module VII (a) Human Behaviour

S.No	Topic	Session
1	Behaviour Psychology	2
2	Socio- Psychological and cultural factors influencing behaviour	2
3	Organisation Behaviour	2
4	Individual in Organisation	2
5	Theory of Personality	2
6	Belief, Value, Culture and Attitude	2
7	Image Building	2
8	Self Perception	2
9	Motivation	2
10	Interpersonal effectiveness	2
11	Group Dynamics	2
12	Inter group relationship	2
13	Managing Conflict	2
14	Negotiation skills	2
15	Transactional Analysis	2
16	Team Building	2
17	Leadership and Leadership Styles	3
18	Time Management	2
19	Stress Management	2
20	Managing Change	2
21	Creativity and Innovation	2
22	Communication Skills	2
23	Conferencing Skills	2
24	Organising and Conduct Meeting	3
25	Video films on Leadership, Communication skills, Transactional Analysis, Team Building	4
26	Group Discussion, role-play, presentation and panel discussions on psychological aspect of individual behaviour.	4
	<i>Test on items 1-21</i>	
	<i>Total Number of sessions</i>	58
	<i>Progressive Total Number of Sessions</i>	842

Module VII (b) Relationship Management:

S.No	Topic	Session
1	Dynamics of Relationships	2
2	Individual & Personality Factor in Relationship Management	2
3	Importance of Manner and Etiquette in Building Relationship	1
4	Communication as an Effective Tool in Relationship Management	2
5	Managing Intra-departmental Relationships	2
6	Role of Supervisory Police Officers in Managing Intra & Inter Personal Relationships in the Police Force	3
7	Image Building & its Importance in Police Functioning	2
8	Group Discussion and Presentation by the trainees	4
9	Role play (Video-graphy and Replay Method)	3
	Test on items 1-7	2
	Total number of sessions	23
	Progressive Total Number of Sessions	865

Module VII (c) Relation with Groups and Institutions

S.No	Topic	Session
1	Dynamics of Groups and Institutions	2
	Interface and understanding of	
2	Public	1
3	Women	1
4	Children	1
5	Youth/Students	1
6	Minority	1
7	Industrial Labour	1
8	Agricultural Labour	1
9	Organised & Un-organised Labour Force	1
10	Professional Groups	1
11	Media	1
12	Public Representative	1
13	Business Organizations and Traders	1
14	Human Rights Activists	1
15	Superior Authorities	1
16	Sub-ordinates	1
17	Peers and Colleagues	1
18	Government Departments	1
19	Non-governmental Organisations	1
20	Corporate Sector (including Public Sector)	2
21	Local Bodies	2
22	Group discussion and Presentation by the Trainees	3
	<i>Test on items 1-21</i>	2
	Total number of sessions	27
	Progressive total number of sessions	892

Module VII (d) Police and Human Rights

S.No.	Topic	Session
1	Concept and Philosophy of Human Rights	2
2	Human Right Laws and Conventions	2
3	National and State Human Rights Commission	2
4	Guidelines of Human Rights Commission	2
5	Human Rights Violation: Case Studies	2
6	Treatment of Offender Under Custody	2
7	Custodial Violence	2
8	Panel Discussion / Presentation	2
	<i>Test on topics 1 - 7</i>	2
	Total Number of Session	18
	Progressive Total Number of Sessions	910

Module VII (e) Community Policing

S.No.	Topic	Session
1	Concepts of Community Policing	3
2	Police Public Partnership	3
3	Community Policing and Prevention of Crime	2
4	Implementation Strategy	3
5	Survey and Reengineering	2
	<i>Test on topics 1-5</i>	2
	<i>Total number of sessions</i>	15
	<i>Progressive total number of sessions</i>	925

VIII: Field and Operational Training Module

S. No.	Tasks	No. of Days
1.	Familiarisation with Daily Routine of Police Station	1
2.	Familiarisation with records of Police Station and entries	2
3.	Day Beat / Patrol Duty / Planning & Organisation of Beats	2
4.	Night Beat / Patrol Duty	10 nights*
5.	Service of Summons and Warrants & Maintain Process of Registration	2
6.	Village / Location visits / Village	2
7.	Check of Criminals and Anti-social Elements / Maintenance or Registration / Documentation	2
8.	Traffic Duty / Enforcement	2
9.	Local Enquiries & Verification	2
10.	Visits to Scene of Crime / Collection of Physical Evidence	2
11.	Accompanying and Assisting I.O. for Investigation	2
12.	Registration of Cases and Follow up	1
13.	Search and Seizure Recovery & Documentation	2
14.	Vehicle checking, Cordon and Search Operation	2
15.	Organising Serving Duties / Post Protection	1
16.	Guards, Escort, PSO etc.	1
17.	Court Duty / CDs	3
18.	Reception and Call / Radio Messages	1
19.	Collection of Intelligence	3
20.	Duties in Patrol Vehicles	1
21.	Maintenance of Records (Manual and through Computers)	3
22.	Bandobast Duty / Bandobast Schemes	2
23.	Community Interface / Community Activities	2
24.	Visits to NGO Institutions	1
25.	Attachment with SDPO	6
TOTAL NUMBER OF DAYS		48

Note: - *1) Each one of the above should be gone through preceded by a proper briefing, discussion and certain clarity is achieved on the function. The trainee should carry material on the subject already provided; refer it in the course of practical training.*

2) There should be report on each candidate after the exercise, in a given pro forma, which should be evaluated and result intimated to the candidate immediately

INSTITUTIONAL TRAINING

Phase II

IX (a) Case Studies and Simulation Exercises (With Reference to Landmark Judgements)

S. No.	Contents	No. of Sessions
Case Studies: Supervision of investigation		
1.	Of Offences against Body	6
2.	Of Offences against Property	4
3.	Of Offences against Documents	2
4.	Of Offences of Conspiracy	4
5.	Of Offences relating Public Order	6
6.	Of Offences of Road Accidents	4
Simulation Exercises		
7.	Fatal Road accident	2
8.	Dacoits / Robberies	2
9.	Murder	2
10.	Bride Burning	2
Role Play		
11.	Complainant to Police Station	2
12.	Interrogation of Accused	2
13.	Questioning of Witnesses	2
14.	Defiance to Police Authority	2
15.	Deposition of Evidence	2
16.	Negotiation with Agitators	2
17.	Inspections of police Stations	2
18.	Landmark Judgements of Supreme Court (Dealing with Constitution of India, Indian Penal Code, Criminal Procedure Code, Indian Evidence Act) Self Study and Discussion method may be adopted.	20
TOTAL NUMBER OF SESSIONS		68

Note: 1) The scope and purpose of the exercise on each should be scripted in advance and known to the trainees to derive fullest benefit. The trainee should carry with him and refer to the material on the subject already made available to him in the training institution.

IX (b). DUTIES OF DEPUTY SUPERINTENDENT OF POLICE – EXPERIENCE SHARING

S. No.	Contents	No. Of Sessions
1.	Sharing of Experience on Preventive Measures	3
2.	Sharing of Experience on Detection of Crime	3
3.	Sharing Experience on Maintenance Public Order	3
4.	Sharing of Experience on Traffic Regulation and Enforcement	3
5.	Sharing of Experience on Court Work	3
6.	Sharing Experience on supervision of Work of PS and Use of Resources	3
7.	Sharing Experience on use of Records	2
8.	Sharing of Experience with SDPOs	3
	TOTAL NUMBER OF SESSIONS	23
	Progressive Total Number of Sessions	91

Note: 1) *The scope and purpose of the exercise on each should be scripted in advance and known to the trainees to derive fullest benefit. The trainee should carry with him and refer to the material on the subject already made available to him in the training institution.*

IX (c) First Aid, Emergency & Fire Fighting

S. No.	Contents	No. Of Sessions
1.	First Aid & its importance	1
2.	Fractures, wounds, bruises, contusions and abrasions types of dressing, bandaging etc.	2
3.	Artificial respiration in case of drowning/hanging	2
4.	Administration of first aid in cases of poisoning/snake bite	1
5.	Administration of first aid in case of burns	1
6.	Rescue & Administration of first aid in out break of fire	1
7.	Rescue and Administration of first aid during floods, cyclones, earthquakes and other natural disasters	3
8.	Administration of first aid to the victims of seizures/ fits	1
9.	Administration of first aid to the victims of electrocution	1
10.	Practical Demonstration (Each of the above lectures from S. No 2 to 9, delivered by trained Medical officers, will be followed by practical demonstration and practice sessions by trainees. 20 additional periods have been earmarked for this purpose)	20
	Test on topics No. 1 to 9	2
	TOTAL NUMBER OF SESSIONS	35
	Progressive Total Number of Sessions	126

Note: If necessary, the class may be broken into smaller groups during practical demonstration.

IX (d) PROBLEM SOLVING EXERCISES & DISCUSSIONS – Major Acts / Minor Acts

S. No.	Contents	No. Of Sessions
1.	Problem Solving relating to FIR	4
2.	Problem Solving relating to Arrests, Bail and Remands	4
3.	Problem Solving relating to Search, Seizure & Recovery	4
4.	Problem Solving relating to Charge- Sheets	3
4.	Problem Solving relating to Trial (Expediting Trial)	3
5.	Problem Solving relating to Optimising Resources	2
6.	Problem Solving relating to Enforcement against Social Vices	2
7.	Problem Solving relating to working under influence and Pressures	2
8.	Problem Solving relating to investigation of cases of Rape	3
9.	Problem Solving relating to investigation of cases of Murder	3
10.	Problem Solving relating to investigation of cases of Rioting & Arsons	2
11.	Problem Solving relating to investigation of cases of Fraud	2
12.	Problem Solving relating to investigation of cases of Cheating	2
	TOTAL NUMBER OF SESSIONS	36
	Progressive Total Number of Sessions	162

Note: 1). The scope and purpose of the exercise on each should be scripted in advance and known to the trainees to derive fullest benefit. The trainee should carry with him and refer to the material on the subject already made available to him in the training institution.

2) The topics are only indicative. The trainer may include problems on other relevant topics also.

IX (e) Written Communication

<i>S. No.</i>	<i>Contents</i>	<i>No. Of Sessions</i>
1.	Introducing Ingredients of Offence Communications	
1.	Practical Exercises to write an Observation Report of a scene of offence etc.,	2
2.	Practice of report writing in case of a major traffic accident	2
3.	Practice of writing details in the Beat Book	2
4.	Writing report on arrest and seizures	2
5.	Writing a punchnama for seizers of property	2
6.	Writing FIR on a oral compliant in cases of decoity and murder	4
7.	Writing a special report on seizure of arms and explosives from strangers	2
8.	Recording a confessional statement of an accused	2
9.	Recording a dying declaration	2
10.	Writing report on arrest of a dangerous lunatic	2
11.	Writing report on information gathered about the area criminals	2
12.	Report of information gathered about movement of extremists in the area	2
13.	Report on information gathered about plans for agitation/ demonstration by different groups	2
14.	Practice for recording information about a dangerous rowdy in General Diary	2
15.	Importance of Written Communication- An Introduction	2
16.	Techniques of effective written Communication	2
17.	Report for Detention under Local and Central Acts	2
18.	Report for Regulatory Order	2
19.	Report for Externment	1
20.	Report Under Security Sections	2
21	Entries in History Sheets	1
22	Drafting Radio Messages on Crime, Law and Order	2
23	Drafting Special Branch Reports	2
24	Drafting of Charge-sheet	2
	TOTAL NUMBER OF SESSIONS	48
	Progressive Total Number of Sessions	210

IX (f) Verbal Communication

S. No.	Contents	No. Of Sessions
1.	Effective Verbal Communication - Importance	1
2.	Techniques of Effective Communication	3
3.	Observation & Narration	2
4.	Extempore Speech	6
5.	Prepared Speech	4
6.	Debates	4
7.	Declamation on famous Speeches	4
8.	Recitation	2
9.	Group Discussions	2
	TOTAL NUMBER OF SESSIONS	28
	Progressive Total Number of Sessions	238
<p><i>Note: (i) In the above module it would be appropriate if head of the institution and a communication expert also participate as an observer & enrich the quality of discussion and gives feed back to trainees on expressions, body language etc. Mere memorisation and mechanical re-production should be discouraged.</i></p> <p><i>(ii) In order to provide opportunities to every trainee class may be broken into smaller groups.</i></p>		

IX (g) Word Processing, Spreadsheet and Database Management

<i>S. No.</i>	<i>Contents</i>	<i>No. Of Sessions</i>
1.	Introduction to Word Processor like MS Word/Lotus SmartSuite	2
2.	Installation, Menu, Toolbars, Ruler, Scroll Bar, Status Bars etc.	2
3.	Creating, Saving, Importing, Exporting and Inserting Files, Saving Files with hands on Activity	3
4.	Formatting Pages, Paragraphs and Sections with hands on activity	2
5.	Using Tabs, Tabs and Tables, Tabs and Dot Leaders with hands on activity	2
6.	Creating Lists and Numbering Headings with hands on activity	1
7.	Styles, Fonts and Fonts sizes with hands on activity	1
8.	Editing Text with hands on activity	3
9.	Positioning and viewing Text with hands on activity	1
10.	Intends and out dents with hands on activity	1
11.	Finding and Replacing Text with hands on activity	1
12.	Inserting Page Breaks, Page Numbers, Book Marks, Symbols and Dates with hands on activity	2
13.	Headers, footer, Footnotes with hands on activity	1
14.	Working with Frames and Columns with hands on activity	1
16.	Working with Forms with hands on activity	1
17.	Working with tools with hands on activity	2
18.	Page set up and Printing with hands on activity	3
19.	Spreadsheet: An overview and Introduction to packages like MS Excel, Lotus 123	2
20.	Worksheet and Workbook: Rows, Columns, Cells, Sheets, Entering texts, Numbers and editing with hands on activity	3
21.	Creating Worksheets and Workbooks with hands on activity	3
22.	Opening and Saving Worksheets and work books with hands on activity	2
23.	Use of Simple Formulas, Mathematical functions etc. with hands on activity	3
24.	Formatting numbers, Text, Worksheet and Sorting Data with hands on activity	3
25.	Working with charts and graphs with hands on activity and export, import from other applications	3
26.	Printing of Worksheet and Workbooks with hands on activity	2

27.	Database packages: An introduction (MS Access / Lotus Smart suit approach)	2
28.	The main elements of database	2
29.	Database window, table, fonts, reports, queries: An introduction	2
30.	Creating and designing a table, making data entry and working with table, data sheet with hands on activity	3
31.	Designing a form, navigation of data, filtering and sorting of records etc with hands on activity	2
32.	Designing a query, updating and modifying query database with hands on experience	2
33.	Designing and preparing a report and printing with hands on experience	3
34.	Relational database: An introduction	2
35.	Creating relationship in database packages with hands on experience	3
36.	Introduction to Internet and E-mail with hands on experience	4
37.	NCRB , Crime & Criminal Information System	25
	TOTAL NUMBER OF SESSIONS	100
	Progressive Total Number of Sessions	338
<p><i>Note: In the above module it would be appropriate if trainees are given free access to computers after the theory class and trainers are available to them for on the spot guidance.</i></p>		

IX (h) Field Skills: Photography and Police Communications

<i>S. No.</i>	<i>Contents</i>	<i>No. Of Sessions</i>
1.	Application of Still & Video Photography in Police Work: An Overview	2
2.	Still Photography: Cameras & Basic Principles	4
3.	Video Photography: Video Camera & Basics of Videography.	5
4.	Police Wireless Communication: An Overview	2
5.	Radio Telephony: Its Use in day to day Police Functioning	1
6.	Radio Telephony Procedures & Use of Wireless Sets	2
7.	Radio Procedures: Message Writing, Classification of Messages etc.	2
8.	Radio Communication, Police Mobiles & Police Control Room	2
9.	Modern Trends in Communication	2
	<i>TOTAL NUMBER OF SESSIONS</i>	22
	<i>Progressive Total Number of Sessions</i>	360
<i>Note: The trainees may be provided equipment and opportunity to practice these skills after class hours.</i>		

OUT DOOR TRAINING MODULE

OD-I. DRILL WITHOUT ARMS

S.No.	Subject	<i>Periods</i>
1	<i>Attention – Stand at ease and stand easy</i>	3
2	<i>Turning and inclining at the halt</i>	3
3	<i>Dressing</i>	1
4	<i>Forming up in three ranks</i>	1
5	<i>Numbering and proving</i>	1
6	<i>Open and Close order at the halt</i>	1
7	<i>Dismissing and falling out – sizing</i>	1
8	<i>Getting on Parade – Length of pace and time of reaching</i>	2
9	<i>Formation of Squad with intervals</i>	1
10	<i>Marching in quick time and halt</i>	1
11	<i>Side pace – Paces forward and to the rear</i>	1
12	<i>Marching in slow and at the halt</i>	3
13	<i>Wheeling, Turnings and diagonal march in slow time</i>	1
14	<i>Marking time forward and halt at the slow time</i>	1
15	<i>Marking time forward and halt at the quick and double time</i>	2
16	<i>Changing step in slow and quick time</i>	1
17	<i>Marching, Making time and halting in double time</i>	1
18	<i>Breaking into slow, quick and double time</i>	1
19	<i>Marching in line in slow time – Wheeling in line in slow time</i>	1
20	<i>Change Direction by forming at the halt – and on the march in slow time</i>	1
21	<i>Change direction by forming at the halt and on the march in quick time</i>	1
22	<i>Forming squad at the halt and on the march in slow time</i>	2
23	<i>Forming squad on the march in quick time</i>	2
24	<i>Marching off in single file and reforming three ranks</i>	2
25	<i>Forming two ranks from three ranks</i>	1
26	<i>Forming three ranks from two ranks</i>	1
27	<i>Marching in slow time and turnings</i>	1
28	<i>Marching in quick time and turnings</i>	1
29	<i>Stepping out and stepping short in quick time</i>	1
30	<i>Wheeling, turnings and diagonal march in quick time</i>	2
31	<i>Saluting at the halt – Saluting to the front and message Salute</i>	2
32	<i>Saluting to the flank – to the right and left</i>	2
	Test on topics 1-32	2
	Total number of Periods	48

OD-II. ARMS DRILL

S.No.	Subject	Periods
1	<i>Slope from the Order & Order from the Slope</i>	2
2	<i>Present from the Slope & Slope from the Present</i>	2
3	<i>Ground Arms and Take up Arms</i>	1
4	<i>Fix Bayonets and Unfix Bayonets</i>	1
5	<i>Port from the Slope – Slope from the Port – Port from the Order – Order from the Port</i>	1
6	<i>For inspection – Port Arms – Ease Springs</i>	1
7	<i>Examine from the port – Ease Springs, Port from the examine – Order from the examine</i>	1
8	<i>Trail from the Order – Order from the Trail – Trail from the Slope – Slope from the Trail</i>	1
9	<i>Secure from the Slope – Slope from the Secure</i>	1
10	<i>Secure from the Order – Order from the Secure</i>	1
11	<i>Change arms at the Slope and at the Trail</i>	1
12	<i>Change Arm at the Secure</i>	1
13	<i>Tighten Sling (Sling kas) and Loose Sling – (Sling dheel)</i>	1
14	<i>On-Guard from the Slope – Slope from the On-Guard</i>	1
15	<i>On-Guard from the Order – Order from the On-Guard</i>	1
16	<i>High Port from the ON-Guard, from the Slope and from the Order</i>	1
17	<i>Sling Arms and Shoulder Arms</i>	1
18	<i>Attention – Stand at ease and stand easy with Rifle</i>	1
19	<i>Turning and inclining with Rifle</i>	1
20	<i>Dressing at the order and at the slope</i>	1
21	<i>Dress up (Saj ja), Left dress – Right dress and Centre dress</i>	1
22	<i>Saluting at the halt (Butt Salute) (Front Salute) and at the march and message salute</i>	1
23	<i>Saluting with the Rifle on the march to the right and left</i>	1
24	<i>Marching in quick time with rifle</i>	2
25	<i>Marching in slow time with rifle</i>	1
26	<i>Turnings and diagonal march in slow and quick time</i>	1
27	<i>Marching, Making time and halting in slow and quick time with rifle</i>	1
28	<i>Turnings and Wheeling in slow and quick march with rifle</i>	1
29	<i>Open and close order march in slow and quick time with rifle</i>	1
30	<i>Dismissing, Break off (Swasthan) fall out (Line tor) fall in (Line ban)</i>	1
31	<i>Changing directions at the halt – slow and quick time</i>	2
32	<i>Forming squad at the halt – slow and quick time</i>	3
33	<i>Breaking into slow, quick and double time</i>	1
34	<i>Saluting with rifle, message salute and saluting to the flank</i>	1
35	<i>March at attention, March at stand at ease for route march</i>	1
36	<i>Stepping out – Stepping short in quick time with arms</i>	1
37	<i>Squad in line – Marching off in a single file and reforming in</i>	1

	<i>three ranks</i>	
38	<i>Squad advance in file from line and forming column off threes and lines with rifle</i>	1
39	<i>Squad advance in file from column off threes and forming in line and in column of threes with rifle</i>	2
40	<i>Squad drill with arms</i>	10
	<i>Test on topics 1-40</i>	2
	Total number of Periods	58
	Progressive total number of Periods	106

OD-III Guards and Sentries

S.No.	Subject	Periods
1	<i>Definition, Ceremonial and Tactical Guards - Turning out a Guard fro inspection by day and night</i>	5
2	<i>Tactical Guard</i>	4
3	<i>Post Protection</i>	4
	<i>Test on topics 1-3</i>	1
	Total Number of Periods	14
	Progressive total number of Periods	120

OD-IV. Weapon Training**a) .303 Rifle**

S. No.	Subjects	Periods
1	<i>Introduction, Characteristics, Identification and Types - Difference between .303 Rifle and .410 Musket</i>	2
2	<i>Stripping - Names of the Parts and Assembling</i>	2
3	<i>Sight setting</i>	2
4	<i>Care and Cleaning</i>	2
5	<i>Load and Unloading</i>	2
6	<i>Lying position and Hold</i>	2
7	<i>Aiming - I - Range and figure target</i>	2
8	<i>Trigger Control</i>	1
9	<i>Firing a Shot</i>	1
10	<i>Aiming - II - Alteration of sights</i>	1
11	<i>Bolt manipulation</i>	1
	Test on topics 1-11	2
	Total Number of Periods	20
	Progressive total number of Periods	140

b) 9 mm Pistol

S. No	Subjects	Periods
1	<i>Introduction, inspection of Pistol, Safety precautions, Stripping - Names of the Parts and Assembling, Drawing and returning the Pistol</i>	4
2	<i>Care and Cleaning, Load and Unload, Loading of Magazine, unloading the Magazine, Firing positions, Make safe, Stoppages and immediate action</i>	4
	Test on topics 1-2	1
	Total Number of Periods	9
	Progressive total number of Periods	149

c) .380/.455 Revolver

S. No	Subjects	Periods
1	<i>Introduction, inspection of Revolver, Types, Names of the parts, Drawing and returning the Revolver</i>	4
2	<i>Care and Cleaning, Load and Unload, Firing position, difference between Pistol and Revolver</i>	4
	Test on topics 1-2	1
	Total Number of Periods	9
	Progressive total number of Periods	158

d) H.E.36 Grenade

S. No	Subjects	Periods
1	<i>Introduction, Characteristics, Stripping – Names of the Parts and Assembling – Striker testing and types</i>	3
2	<i>Ignition sets, place of use, framing and unframing, packing, throwing and lobbing</i>	2
	<i>Test on topics 1-2</i>	1
	Total Number of Periods	6
	Progressive total number of Periods	164

e) **G.F. Rifle and Discharger Cup**

S. No	Subjects	Periods
1	<i>Introduction, description of discharger cup, Name of the parts, use of ballastrite cartridges</i>	2
2	<i>Fixing and unfixing of discharger cup to the G.F. Rifle, Load, Lay position, with out fire unload</i>	3
	<i>Test on topics 1-2</i>	1
	Total Number of Periods	6
	Progressive total number of Periods	170

f) **A.K. – 47 /56 Rifle**

S. No	Subjects	Periods
1	<i>Introduction, Orientation, General data – Characteristics – Limitations</i>	1
2	<i>Stripping – Names of the Parts and Assembling – Care and Cleaning</i>	2
3	<i>Loading and Unloading, firing positions and carrying positions, stoppages and immediate actions</i>	3
	<i>Test on topics 1-3</i>	2
	Total Number of Periods	8
	Progressive total number of Periods	178

g) **9mm Carbine / 9mm Sten**

S. No	Subjects	Periods
1	<i>Introduction, General Characteristics – Description</i>	1
2	<i>Difference between Carbine and Sten</i>	1
3	<i>Stripping – Names of the Parts and Assembling</i>	3
4	<i>Care and Cleaning</i>	1
5	<i>Loading and Unloading</i>	1
6	<i>Carrying Positions – aiming – firing positions</i>	1
7	<i>Stoppages and immediate actions</i>	1
	<i>Test on topics 1-7</i>	2
	Total Number of Periods	11
	Progressive total number of Periods	189

h) 7.62 mm SLR

S. No	Subjects	Periods
1	<i>Introduction, Characteristics General Description and data</i>	1
2	<i>Stripping – Names of the Parts and Assembling</i>	2
3	<i>Care and Cleaning</i>	1
4	<i>Load and Unload – Aiming – Holding and Sight setting – Carrying positions</i>	2
5	<i>Firing a Shot – Stoppages and Immediate Action</i>	2
	<i>Test on topics 1-5</i>	2
	Total Number of Periods	10
	Progressive total number of Periods	199

OD V CROWD CONTROL DRILL & TECHNIQUES

a) Lathi Drill

S. No	Subjects	Periods
1	<i>Short Lathi – Description – Attention, Stand at ease and stand easy</i>	2
2	<i>Turnings and dressing at the halt with lathi</i>	1
3	<i>Marching with Lathi</i>	1
4	<i>Saluting at the halt – Saluting at the march and message salute</i>	1
5	<i>Saluting with a lathi – dismissing of squad at the halt</i>	1
6	<i>Changing direction at the halt and in slow and quick time and forming squad at the halt in slow and quick time</i>	1
7	<i>Lathi class opening – 1 to 4 exercises and closing the class</i>	4
8	<i>Marching – Saluting to the front and message salute – saluting to the flank (Right and left)</i>	2
9	<i>Use of Lathi for Crowd control</i>	8
	<i>Test on topics 1-9</i>	2
	Total Number of Periods	23
	Progressive total number of Periods	222

b) Tear Smoke

S. No	Subjects	Periods
1	<i>Introduction, Types, Effect of Tear Smoke, Grenades, Shells, Federal Riot Gas Gun</i>	2
2	<i>Description of Federal Gas Gun – Truncheon Gun – Use of Grenades and Shells</i>	3
3	<i>Use of Respirator and Gas Drill</i>	2
	<i>Test on topics 1-3</i>	2
	Total Number of Periods	9
	Progressive total number of Periods	231

c) Crowd Control / Mob Operations **25 Periods**

S. No	Subjects	Periods
1	<i>Practical exercises for crowd control/mob operation</i>	25
	<i>Test on topics</i>	2
	Total Number of Periods	27
	Progressive total number of Periods	258

OD-VI MAP Reading, Field Craft & Explosives

a) Map Reading

S. No	Subjects	Periods
1	Map - Familiarisation and its layout - uses - limitations - Conventional signs	3
2	Directions - Coordinial points - finding the North - Scale	5
3	Relief's and contours - Bearing - Use of Compass and Protractor	5
4	Setting of Map - Finding the own position	4
5	Map references - Nigh Navigation - Sketch Map and Eye Sketch	3
	Test on topics 1-5	2
	Total Number of Periods	22
	Progressive total number of Periods	280

b) Field Craft

S. No	Subjects	Periods
1	Importance, Definition, Qualities of a Field Craft Man	2
2	Ground, Types and Description of ground	2
3	Cover - Types of Covers, Qualities of Cover	2
4	Observation, Methods of Observation - Night observation	3
5	Judging distance - Methods - Under and over estimation of distance - Demonstration	2
6	Camouflage and concealment, How things are seen - Individual Stalking	3
7	Field Signals - Section Formations - Recognition and Indication of Targets	2
	Test on topics 1-7	2
	Total Number of Periods	18
	Progressive total number of Periods	298

c) Explosives

S. No	Subjects	Periods
1	Definition - Types of Explosives and accessories	2
2	Initiation - Charge - Chain of Detonation	2
3	Clamour Mines and Improvised Explosive Devices (IEDs) - Bomb diffusion and disposal, Country made Bombs	2
4	Precaution against explosives	6
	Test on topics 1-4	2
	Total Number of Periods	14
	Progressive total number of Periods	312

OD-VII Traffic Drill

S. No	Subjects	Periods
1	<i>Introduction, definition, types of traffic, engineering and management</i>	1
2	<i>Essentials of traffic – four ‘E’s, Control of traffic by signals and lighting – signs and marking</i>	1
3	<i>Traffic control devices – elementary requirements of every traffic device</i>	1
4	<i>Road network, intersection and junction – staggering of traffic, types of parking and one ways</i>	1
5	<i>General causes of accidents – thinking distance, breaking distance and overall stopping distance at various speeds</i>	1
6	<i>Traffic signals 1 to 9 (Traffic Drill)</i>	10
	<i>Test on topics 1-6</i>	1
	Total Number of Periods	16
	Progressive total number of Periods	328

OD- VIII Un-Armed Combat & Self-defence Techniques

<i>S. No</i>	Subjects	<i>Periods</i>
1	<i>Un-Armed Combat & Self-defence Techniques</i>	75
	<i>Test on topics</i>	2
	Total Number of Periods	77
	Progressive total number of Periods	405

OD-IX Firing Practice

<i>S. No</i>	Subjects	<i>Periods</i>
I.	<i>.303 Rifle Instructional firing and Classification</i>	25
II.	<i>Revolver and Pistol</i>	40
	<i>9 mm Carbine / 9mm Sten</i>	20
	<i>Test on topics 1 -2</i>	4
	Total Number of Periods	89
	Progressive total number of Periods	494

OD- X DRIVING SKILLS

<i>S. No</i>	Subjects	<i>Periods</i>
1	<i>Driving: Theory & Two Wheeler Practical Classes</i>	10
2.	<i>Driving: Theory & Four Wheeler Practical Classes</i>	25
	<i>Test on topics 1- 2</i>	2
	Total Number of Periods	37
	Progressive total number of Periods	531

OD-XI PHYSICAL EFFICIENCY TRAINING

<i>S. No</i>	<i>Subjects</i>	<i>Periods</i>
1.	<i>Road Walk and Run</i>	30
2.	<i>PT Table Cards</i>	60
3.	<i>Strengthening Exercises</i>	60
4.	<i>Endurance Exercises</i>	60
5.	<i>Long Distance & Cross Country Running</i>	40
6.	<i>Obstacle Courses</i>	30
	Total Number of Periods	280
	Progressive total number of Periods	811

- Note: 1). *The minimum threshold efficiency standard/benchmark to be achieved, in each of the outdoor activity, should be set forth in the beginning of the training itself and trainees informed of the same.*
- 2) *Facilities for practice outside the prescribed periods should be available both at Training Institute and Practical Training location to enable trainees, especially the weak ones, to achieve at least the minimum benchmark.*

OD-XII

Games

<i>S. No</i>	Subjects	<i>Periods</i>
1.	<i>Games of choice (Compulsory)</i>	56
	Total Number of Periods	56
	Progressive total number of Periods	867

TRAINING SCHEDULE FOR THE PERIOD OF HEADQUARTER
ATTACHMENT MODULE (DURATION – 4 WEEKS)

1ST WEEK (6 Days)

Call on Superintendent of Police and all other officers including District Magistrate and District Judge.

Accompany SP on tours, Inspectors, Bandobast, Investigation of cases etc. Familiarisation with common problems of Police and complaints against Police. Familiarisation with the working of other Departments like Transport, Excise, Forest, Health, Electricity etc.

2nd WEEK (6 Days)

- 1) District Special Branch (3 days): In the District Special Branch the probationer will make himself/ herself conversant with the procedure and general principles of Intelligence work and Security Procedure including cipher system. He/ she will learn drafting of weekly Confidential/Secret reports, the procedure of reindexing and referencing. He/she will appoint himself/herself with the rules and procedures for VIP Security, Passport verification and issues relating to foreigners. He/she will learn to draft assessment reports and schemes.
- 2) District Crime Branch (DCRB) (3 Days): In the Crime Branch the probationers will learn about records on Crime and Criminals, the Court registers, Absconder, Register etc. he/she will also learn about the Crime Sections, Computerisation, and DCI system, Analysis on Crime and Criminals and maintenance of records at District level.

3rd WEEK (6 Days)

District Police Office: In SP Office the probationers will go through financial rules and other rules in respect of accounts matters. He/she will write the Cash Book, prepare pay bills, contingent bills, go through the pay held over register and recovery register, monthly checking of cash account, preparation of Budget estimates, and preparation of T.A. etc. He/she will also learn the work of the Superintendent and go through all the correspondences received and action taken. He/she will learn how to initiate proposals, how to indent for stationary forms, and how to draft letters and proposals. He/she will also familiarise himself/herself with rules of recruitment, probation, training, Welfare and Sports etc.

4th WEEK (6 days)

The probationers will acquaint himself/herself with the relevant provisions of the Police Regulations pertaining to the functions of Reserve Police Lines. He/she will acquaint himself/herself with all the prescribed registers, write the daily reports, detainment of prisoners, escort, maintain the gradation list and write order book and orderly Room register. He/she will also go through the procedure in pension cases, calculation of leave and increments, disbursement of pay, checking of arms, maintenance of stock book, functioning of the MT section and Wireless, committee registers etc. He/she will also acquaint himself/herself with arrangements made for billeting and for deployment of additional forces, which are requisitions from time to time.

