

I. INTRODUCTION

The police personnel have a vital role in a parliamentary democracy. The society perceives them as custodians of law and order and providing safety and security to all. This essentially involves continuous police-public interface. The ever changing societal situation in terms of demography, increasing rate and complexity of crime particularly of an organized nature and also accompanied by violence, agitations, violent demonstrations, variety of political activities, left wing terrorism, insurgency, militancy, enforcement of economic and social legislations, etc. have further added new dimensions to the responsibilities of police personnel. Of late, there has been growing realization that police personnel have been functioning with a variety of constraints and handicaps, reflecting in their performance, thus becoming a major concern for both central and state governments. In addition, there is a feeling that the police performance has been falling short of public expectations, which is affecting the overall image of the police in the country. With a view to making the police personnel more effective and efficient especially with reference to their professionalism and public interface several initiatives have been launched from time to time. The Ministry of Home Affairs, Govt. of India, the Bureau of Police Research and Development (BPR&D), the National Crime Records Bureau (NCRB), the SVP National Police Academy (NPA) have initiated multi-pronged strategies for the overall improvement in the functioning of police personnel. The major focus is on, to bring about changes in the functioning of police personnel to basically align their role with the fast changing environment. Some of the steps suggested by the National Police Commission in this direction are:

- To bring about a change of attitude of police personnel so that they become people friendly.
- To bring about more transparency and openness in police working.
- To improve public image and public participation in police working.
- To make the police more efficient and effective.

In order to achieve the above mention direction, the Ministry of Home Affairs with the support of UNDP has taken up an experimental project covering nine police stations in Rajasthan, Tamilnadu and Assam. One of the major aims of this project is to revise the curricula for training of police personnel at State Police Training Institutions.



It is in this context the Director, Training, BPRD, Ministry of Home Affairs, Government of India vide his letter dated 30th September 1998 approached the Administrative Staff College of India (ASCI) to undertake an assignment to carry out Training Needs of Constable/ Head Constable/ ASI /SI / Inspector /Dy.SP. Based on the details provided in the above-mentioned letter, a comprehensive proposal spelling out the scope of the study, approach and methodology, cost, time frame, etc. was submitted. Subsequently the BPR&D authorised the ASCI to undertake the study with the following scope.

- a. to assess the existing curricula for induction and in-service training for police officers of the level of Constable/Head Constable/ASI/SI/Inspector and Dy. S.P. in view of the Training Needs Analysis.
- b. To assess the existing gaps and future needs in the training curricula of police personnel.
- c. To produce model curricula for the above different level of training.
- d. To identify the training methodologies compatible with the model curricula and Project objectives.
- e. To identify individuals/ institutions who can produce the requisite training material including texts, work books, case studies, audio visuals training films, simulation, role play, etc.

2. APPROACH AND METHODOLOGY

The ASCI had spelt out the details of the approach and methodology to carry out the Training Needs Analysis and Development of Training Curricula for police personnel in the proposal submitted to BPR&D. As part of the methodology, the following information was provided by BPR&D.

- Model description of roles of different levels of police personnel.
- Existing-training curricula of different programmes for different levels of police personnel and methodology used in training.
- Sample feedback reports of different programmes.
- Changes introduced in curricula in the last five years.
- Typical profile of faculty.
- List of training-related facilities available in Police Training Institutions.



The ASCI study team consisted of Shri K. Vijayarama Rao (IPS-Retd.), Former Director of Central Bureau of Investigation (CBI) besides Dr A A Firdausi and Prof Umeshwar Pandey, Faculty Members, Human Resource Area. The team was actively supported by S/Shri A K Mohanty, IPS and Navneet Rajan Wasan, IPS both working as Inspector Generals of Police in Andhra Pradesh.

The ASCI study team along with functionaries of BPR&D and UNDP consultant and some of the senior Police Officers of AP cadre formally met at ASCI on 20th April, 1999 to basically share the broad approach and methodology to be followed for undertaking the study. Several suggestions were made to further enrich the methodology of the study. It was decided not only to interact with the officers in the Training Colleges and other Police Training Institutions but also seek the views of a wide cross-section of the officers of Police Department at various levels in different locations including retired police personnel, senior citizens, NHRC activists, victims of the crime etc. This was primarily to understand the issues and concerns that affect the police in relation to the training as faced in various situations.

Various documents, data and information with regard to training provided by BPR&D were analysed by the study team to basically apprise themselves of the status of various induction programmes.

The ASCI team conducted structured workshops separately for Constables/Head Constables, ASIs/SI/Inspectors and Dy. S.Ps. level personnel with the Delhi Police, Police Training College at Delhi, Police Training College at Madhuban, Haryana and at different Police Stations at Kurshketra and Panipat in Haryana, CBI Academy, Ghaziabad, some police stations in Delhi, UP and Andhra Pradesh. The ASCI team organised separate Workshops with the top-level police personnel of Delhi police as well as AP Police at Hyderabad.

The primary purpose for this differentiation was to ensure that there is a level of comfort and openness in bringing forth and discussing issues related to training needs which in some cases were of a sensitive nature. Further, this grouping also facilitated



retaining the number of officers attending each workshop within a manageable size, whereby equitable opportunity was provided to each individual attending the workshop. The workshop approach provided a good opportunity to the study team to interact directly with a large number of a wide cross section of police personnel at their respective locations.

In addition to the workshops, the team also had specific focused in-depth discussion with the officers in charge of Police Training Colleges, Heads of the states police organisation and also in a few cases officers in other specific locations to understand the nuances of their work *and work structure and update the perceptions of the team members.*

The team also developed two detailed structured questionnaire, (Annexure I & II) designed to elicit data on work patterns, personal skills and behavioural training, police functioning with reference to their training, views on changes likely to occur as a consequence to environmental changes which he / she feels would need to be strengthened to enhance his / her on-the job effectiveness and also increase efficiency of himself / herself, his / her department and of the police as a whole.

While the workshops provided the team an exposure to the perspectives and views expressed by the police personnel, the questionnaire provided specific in-depth data regarding the individual's work and training related needs.

The study team also visited the training establishments, looked into the teaching and living facilities and infrastructure of training establishments at Police Training College Delhi, Police Training College Madhuban, and Andhra Pradesh Police Academy Hyderabad. Exclusive discussions were also held with members of the faculty and administration at the Training Centres.

The data /information thus collected were analysed and issues concerning training and related areas were identified.



Subsequently during the month of August the study team made a presentation before the International consultant for UNDP at BPR&D, Delhi. Following the above methodologies the draft curricula have been finalised and presented in this report, which is divided in three parts.

3. FUNCTIONS AND POWERS OF POLICE (Duties, Functions and Role)

The National Police Commission has incorporated in its report, a draft Police Act that details the functions and duties of the police. Subsequent to this report many changes have taken place particularly in relation to internal security, terrorism, organised crime, financial crimes, Public order situations etc. In the area of science and technology particularly information technology, the revolutionary changes have had their impact on crime and its prevention and detection. There has been an increasing focus on weaker sections, gender discrimination, human rights and functional autonomy in investigation. The role, functions, duties and powers of the police are identified in this context with the National Police Commission report as the main source.

3.1 Main duties and responsibilities of Police are to:

- 3.1.1. Promote and preserve public order,
- 3.1.2. Enforce of laws especially conferring exclusive jurisdiction on Police.
- 3.1.3. Collect and communicate intelligence affecting public peace, national integrity, security and crimes in general, including organized crime, terrorist, environmental, social and economic offences.
- 3.1.4. Prevent the commission of offences and public nuisances.
- 3.1.5. Investigate, detect offences and bring offenders to justice.
- 3.1.6. Apprehend, where appropriate, all persons whom they are legally authorized to apprehend.
- 3.1.7. Prevent to the best of their ability, if necessary by use of force, the wanton destruction of any property by violence.



- 3.1.8. Protect if necessary by use of force, individuals who are in danger of physical harm.
- 3.1.9. Prevent such conduct in public places as might prove to be dangerous to the persons indulging in such acts or others.
- 3.1.10. Ensure that a person is not denied his rights and privileges while under detention.
- 3.1.11. Counsel and resolve conflicts other than property disputes and promote amity.
- 3.1.12. Arrange for food and shelter for every person in custody.
- 3.1.13. Ensure compliance with the provisions of the Police Acts or any rule or regulation or order made there under.
- 3.1.14. Obey any lawful order given by any superior officer in relation to any employment in connection with services declared as essential services by the State Government or Government of India.
- 3.1.15. Perform such other duties as may be enjoined on them by the laws for the time being in force.

3.2. The Duties of the Police in public places are to:

- 3.2.1 Facilitate orderly movement of people and vehicles.
- 3.2.2 Regulate and control the traffic in the streets, and prevent obstructions therein.
- 3.2.3 To prevent the contravention of any rule, regulation or order made under the Police Acts or any other Law in force.
- 3.2.4 Keep order in the streets and at public places including places of public worship.
- 3.2.5 Regulate the public at public bathing or washing places and in all other places of public resort.

3.3 Duties of the Police towards women, poor persons and general public are to

- 3.3.1 Behave courteously towards all persons, particularly the



women, the children, the poor, the weaker sections and the senior citizens.

- 3.3.2 Refrain from causing avoidable inconvenience to members of the public in the discharge of his duties.
- 3.3.3 Inform the poor people in custody of the Legal Aid Schemes.
- 3.3.4. Provide immediate medical aid to victims of road accidents or victims of other crimes or Police action and inform their families about the accident or incident.
- 3.3.5 Advise the victims of road accidents about their rights and privileges and assist accident victims or their heirs or their dependents with such information and documents as would facilitate the compensation claims.
- 3.3.6 Prevent harassment of women, children, and weaker sections.
- 3.3.7 Take charge of intoxicated and mentally ill persons at large, who may cause harm to themselves or others or property.
- 3.3.8 Prevent ragging in educational institutions and hostels.

3.4 It is the duty of Police to ensure compliance with the provisions of the Various Acts in force, Police Acts or any rule, regulation or order made there under and for that purpose give appropriate publicity and to warn, arrest or prosecute as per law. In the discharge of these duties all police personnel are ordained to uphold the human rights as prescribed by law.

3.5 Exercise of Powers

The important powers of the Police relate to arrest, custody, search, seizure, bail, surveillance and use of force under certain circumstances. There are certain regulatory powers relating to traffic, Arms, Explosives etc. All these powers are to be exercised to achieve the objectives of prevention, detection of crime and other tasks indicated in the above paragraphs. All these powers are specifically provided and are subject to fundamental rights guaranteed in the constitution. The training of police officers at all levels has to provide for a



proper awareness of this situation and inculcate ability to be effective within the framework of the limitations to exercise of such powers. The induction courses have to provide for professionalism of highest order coupled with the right attitude to achieve this objective.

4. EXISTING AND EMERGING POLICING PROBLEMS.

The problems and situations that the police will encounter and have to deal with are summarized below.

- i) Emergence of organized (mafia) crime, economic offences, terrorism, drug trafficking and criminalisation of politics.
- ii) Offences involving social, environmental, and cultural phenomena.
- iii) Mass violence and destruction arising out of communal, other social economic and political frictions.
- iv) Violent conventional crimes.
- v) Safety of Neighbourhood.
- vi) Security related problems.
- vii) Human Rights violations.
- viii) Science, Technology, particularly Information Technology Revolution and changing concepts of time and space, freer interaction between regions and nations.
- ix) Mutual help and coordination.
- x) Trained personnel, professional equipment and infrastructure for police.
- xi) Morale, Skills and training of police personnel.
- xii) Community Policing, Public interface and co-operation.

The training has to create understanding of the existing and emerging problems as also the concerns of modern policy.

5. ISSUES AND CONCERNS

As mentioned in the approach and methodology, several techniques were used to analyse and review the current status of induction programmes with reference to the above. This section covers various problem-areas and opportunities culled out of the



data; information and opinions expressed by different level of police personnel through the workshops, Questionnaires, individual discussions and analysis of records and reports made available to the study team. While some areas of concern culled out are system-related, some others are directly training-related. Considering the inter-dependence, it would be appropriate to list out the areas of concern, both related to systems as well as training.

6 SYSTEM-RELATED CONCERNS

6.1 Long hours of Duty

During our visit to different police stations across the country, invariably most of the functionaries, especially constable, head constable, Sub-Inspectors and SHOs at the police stations, opined that they are asked to put in consistently 16 to 18 hours of duty on a continuous basis. They also reiterated that fatigue caused by long hours of duty is reflected in their general behaviour towards public, thus affecting their public relations. Majority of the functionaries at the police stations have pointed out that they are being denied the weekly off as well. This may, perhaps, be due to shortage of manpower with reference to situations they have to deal with every day there is no provision of reliever, which is a normal practice in any shift operation.

6.2 Sub-standard Physical Facilities

Poor physical facilities in all most all the police stations are one of the major areas of concern, which is also resulting in a variety of perpetual behavioural consequences of police personnel. This was brought to our notice by most of the police personnel when the study team visited several police stations in Delhi, which are being organized in tents. Even in those police stations, which are housed in pucca buildings, the facilities such as toilets and drinking water were of sub-standard. In many places, it was noticed that many of the functionaries at the lower level do not have any office facilities. Even the furniture was inadequate and the stationery items were not provided to the police stations.



6.3. Poor Housing Facilities

While some of the police stations have got housing facilities, these are not available to most of the police personnel. Inadequate housing facilities coupled with low compensation and insufficient House Rent Allowance forces them to hire houses at far away places, which create a serious commutation problem. During the Workshop, especially with the Constables and Head Constables, it was pointed out that the Department also takes advantage of such a situation by continuously putting them on longer hours of duty. This affects their normal family life to a great extent and results in behavioural consequences.

6.4 Inadequate Growth Opportunities

Majority of the police personnel joining at the Constable level either retire as Constable or Head Constable. Very few reach the level of Sub-inspector or Inspector, this has got serious repercussions on motivation level of police personnel and works as a hindrance factor in discharge of their normal duties.

6.5 Frequent Change in the Nature of Duties

It is a fact that most of the police personnel are expected to perform a variety of duties pertaining to maintenance of law and order in different situations. Of late, deployment of police personnel on VIP security and bandobust duties especially in Metro Cities result in too frequent changes in the nature of duties which not only brings the constraint on them but also affect their normal discharge of duties at the police stations. In addition, several factors listed above in paragraph 4 also affect morale and motivation level of the police personnel.

7. TRAINING- RELATED CONCERNS

7.1 Mismatch between Training and Job Responsibility

During our interactions, time and again as well as our perception the present training approach is more militaristic in nature having less compatibility with the job responsibilities of the police personnel, particularly in the context of civic society. Also, it was pointed out that the present training especially in



certain areas is far short and is unable to keep pace with the type and nature of modern crime taking place in the society. The existing curricula have not been able to effectively address these prime issues. For example, the use of the latest weapons in crime, computer related crime, financial crime and other white collared crimes are not adequately covered in the existing induction training programmes

7.2 Selection of Instructors

The process of selection of Instructors does not take into account the intellectual and academic aptitude of the candidates. More often than not, Instructors are selected on the basis of availability and/or proximity to the training institute. There are hardly any faculty development programmes, where the Instructors can improve and enrich their training skills. There are no incentives worth-mentioning for good police officers to opt for the training colleges.

7.3 Course Materials

Course materials provided to the trainees are seldom revised and updated. There is no in-built system, which takes care of revision of reading materials. The course kit does not contain relevant case studies or exercises such as role-play.

7.4 Course Content

In contemporary management training, the behavioural traits and use of scientific aids are the most important ingredients. These two aspects are, generally, referred as software and hardware, part of the training. Areas such as public relations, interpersonal effectiveness, attitudinal framework, etc are the software component, while the computer applications, forensic science, correct reflexes use of modern weapons, etc. constitute the hardware part of the training. The existing course contents run short of both software and hardware components.

7.5 Training Infrastructure

Many basic facilities for conducting training courses are lacking at the training



colleges. The quality and setting of classrooms, number of ceiling fans, poor quality of blackboards, overhead projectors, etc. is below standard. Added to these are the poor maintenance of the hostels and the mess in many training colleges.

7.6 Inadequate Honorarium to Guest Faculty

As the training colleges do not pay sufficient honorarium to the Guest Faculty, not many experts do come to share their practical experience with the trainees.

7.7 Lack of Sufficient Funds

The budgetary allocations for the police training colleges are less than what it should have been. As a result, the physical and academic development of the colleges has to suffer. A significant portion of the financial allocation is earmarked for staff salaries alone; hence very little resources are available for professional activities.

7.8 In service courses

The most serious gap in training is found in the matter of in-service courses, promotion courses and on the job training. Rarely does a constable get a chance to attend a training course after initial training. The updating of skills, briefing on specific duties, use of available modern scientific aids, changes in the attitudes and expectations of the people, changes in the laws, new and sophisticated methods of committing crimes, changes needed in traditional methods to meet the present day challenges more professionally are not absorbed by the constables and no opportunity exists for such improvement. The situation is only marginally better for sub-inspectors and in more recent times, somewhat better for DSPs and IPS Officers. Even in the existing courses, the content, duration and purpose is not well defined or focused. These yawning gaps have to be filled by designing a comprehensive package for each level. While the package is indicated, the content has to be drawn up for each course and mechanism to update the same in each state as per the requirement.



7.9 On the job courses

The old system of catechism and classes during weekly periods were intended to update the knowledge of the personnel and daily briefing was to be done. This has fallen to disuse completely and on the job training is not replaced by utilizing the new technology now available. There is always a better way for performing a particular duty. It defers from place to place and depends on changing Laws, dynamic situations, psychology and the temperament, intelligence and resources available. This is best achieved within the framework of a general law and procedure made specific to a situation and imparted interactively to those entrusted with various tasks. The designing of these courses is vital to give a full meaning and success to the inductive courses that are now designed in this project.

7.10 Distance Learning

The expense and sometimes large-scale difficulties make institutional training difficult and at times unnecessary. Distance learning techniques using available IT methods are advantageous in running certain in service courses. These courses have to be structured and positioned to complement the institutional inductive course. Right now there are no distance learning courses worth the name for any rank in the country. This gap has to be filled up to derive maximum benefit and impart high degree of professionalism.

8. TRAINING SKILLS REQUIRED AS PERCEIVED BY POLICE OFFICERS

The strengths of the existing training programmes as perceived by police officers consist of some parts of induction, some short/long term in service courses and special courses workshops on scientific issues. The course and their content, which in their opinion constitute an important part of their professional equipment, are enumerated (these vary from state to state). However they are perceived on the strengths of the existing courses even though they are not uniformly run in all training institutions. They also indicate what police officer consider as relevant.



As pointed out earlier, two questionnaires were developed to- elicit the views of a cross section of the functionaries on multiple aspects of training. We received responses from 95 functionaries belonging to different levels; we also had overwhelming response from trainees at Delhi and Haryana Police Training colleges, as well as A.P Police Officers. The following table reflects their considered views on strength and short comings of the existing training courses and their suggestions so further improve the content of the training courses.



9. ATTRIBUTES AND SKILLS REQUIRED

9.1.1 The Policeman and the officers above him require certain attributes to be able to handle the job effectively and to inspire confidence in the people whom they deal with. Courage, self esteem, sympathy for victims of crime and weaker sections, capacity to withstand long hours, stress management, respect for Law, and cool temper are some of the attitudes needed. These have to be in some measure innate to the person and they should be nurtured and enhanced in the course of training. It is important that the trainee first discovers or made to realize what extent he possesses these attributes and made through appropriate training exercises to further build on them

9.1.2 The skills essentiality consist of understanding basic law, physical fitness, capacity to handle assault, self defence, observation, computer application relevant for his job, handling of weapons, knowledge application of science to police work, particularly capacity to observe and preserve clues, lift and pack finger prints and collection of information. These cannot be taught in induction course fully, but a thorough introduction and grounding is essential, while in service on job training and practical experience shapens *these skills* further.

10. EXISTING TRAINING SYLLABI

The training syllabi for induction courses are confined to training institutions, with duration of six to nine months. The course is divided into out-door training and Indoor classes. In the out door training P.T, foot drill, Arms drill, including squad, platoon drill and ceremonial parades form the main part. In many States only Rifle training is given with only one field firing practice. Lathi drill is also taught. The words of command and practices are completely based on the Infantry drill of the Army. The Indoor syllabus consists of class room lectures on various laws, investigation, police duties, police organization, Scientific aids to investigation, Medical jurisprudence. For constables the emphasis is mostly on outdoor drill and very elementary



classroom lecturing on law and police regulations. In recent times, there has been improvement with addition of some more subjects and practical training in the field and emphasis on unarmed combat etc.

11. FUTURE TRAINING NEEDS

- 1) Practical training, physical fitness, skills, attitudes and behavior required for a professional policeman in the contemporary society.
- 2) The methodology adopted should retain the syllabus to the extent necessary. Such methods as distance learning, role-play, hand on experience, acquisition of skills relevant to detection and prevention are to be introduced.
- 3) Modification of police behaviour in the context of human rights and the role of protecting citizens of all categories is to be given due weightage. The methodology also aims at preparing them to face boldly the organized criminal activities.
- 4) Exposure to use of information technology is introduced as all future operations are closely linked with the computers



12. TRAINING MODULE FOR SUB-INSPECTOR OF POLICE

The training module presupposes and contemplates a recruitment process, aimed at selection of candidates having Bachelors Degree (in any discipline), prescribed physical standards, physical efficiency tests, and qualifying in a written examination aimed at testing mental ability, aptitude, attitude, general awareness and knowledge of elementary law and sociology. The selection process presupposes provision of distance learning material to prospective candidates to facilitate their preparation on appropriate lines for the written examination. The distance learning materials are to be supplied along with call letter for the written examination after they qualify in the prescribed Physical Efficiency Test (PET) and possess the required physical standards.

The Recruitment Process:

The recruitment process will consist of the stages, the main process, consisting of physical measurements and PET, written examination and pre-appointment formalities, are to be completed in a period of 180 days.

<i>S. No</i>	<i>Activity</i>	<i>Duration (in days)</i>
1	Publication of Advertisement with application form	1
2	Conduct of pre-qualification 5 KM run, measurement and recording of physical standards, physical efficiency test, issue of admission certificate for written examination and supply of pre-recruitment study material.	15 – 20
3	Preparation time for written test	21 – 50
4	Written tests consisting of three papers with objective type and short answer questions.	51 and 52
5	Publication of list of successful candidates	53 - 60
6	Character and antecedent verification and medical examination and counselling	61 – 80
7	Issue of appointment letter and supply of pre-induction training study material	81– 180

Those qualifying in PET would be required to appear in a written examination. The written examination will consist of three objective and / short answer type question papers in the subjects mentioned below. A short essay or report may, if needed be



prescribed on one of the topics out of a list of topics to be made known in advance to the candidates along with the scheme of written examinations indicated below.

<i>Paper</i>	<i>Subjects</i>	<i>Weightage</i>	<i>Duration</i>	<i>Marks</i>
I	General Awareness	40%	3 hours	100
	Mental Ability	30%		
	Aptitude	30%		

<i>Paper</i>	<i>Subjects</i>	<i>Weightage</i>	<i>Duration</i>	<i>Marks</i>
II	Principles of Police Conduct	20%	3 hours	100
	Elementary Law covering Police Act, Selected provisions of Indian Penal Code, Cr.P.C, Indian Evidence Act	50%		
	& laws relating to Motor Vehicles, Arms, explosives and Social Legislation.	30%		
III	Elements of Sociology,	40%	3 hours	100
	Criminology,	20%		
	Police Sciences and Essay on Rrelated topics.	40%		

The selection process is designed to introduce to the intending candidates a profile of the career they are choosing and test their suitability and degree of interest in it. The syllabi and the test books for 2nd and 3rd tests and the scheme of first examination will have to be printed by the Department and supplied at the candidate's own cost. The book may also contain suggested further readings on each topic for those intending to have a deeper interest and understanding of the subjects.



The Training Module:

The training module is structured and designed as follows:

1. Pre-institutional Training Module
2. Institutional Training Module (Phase-I)
3. Field & Operational Training Module
4. Institutional Training Module (Phase-II)

1) Pre-Institutional Training Module: This scheme of training contemplates an informal pre-institutional training system through distance learning material like text books, reference books on law, police manual, Police Sciences and other connected subjects which are required to be prepared by a group of experts with reference to the functions & responsibilities of the Sub-inspectors / S.H.Os. A bench mark standard for physical fitness is also to be prescribed to the selected candidates who would be required to equip themselves with the standard so prescribed before they join training institution. This system will save quality training time in training institutions and facilitate appropriate focus on practical training, physical fitness, skills, attitudes and behaviour required for a professional police officer in the contemporary society.

2) Institutional Training Module: Phase 1: The first phase of institutional training module will be for a period of 7 months over 168 working days consisting of 840 periods, each period having a duration of 45 minutes. During this period following subjects are to be covered.

I. Republic of India - Role of the Police

- a) The Indian Constitutional Frame Work and Indian Polity
- b) Socio Economic Environment
- c) Role of Police

II. Administration and Police Organisation

- a) Administrative set-up and Central Police organisations
- b) Police Organisation in the State / Union Territory



- c) Police Administrative and Service Matters
- d) The State Police Manual

III. 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

IV. Law

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

V. Criminology

- a) Concepts of Criminology
- b) Criminological Factors
- c) Deviance & Delinquency
- d) Emerging Trends in Crime
- e) Penology
- f) Victim logy

VI. Crime Prevention

- a) Study and History of Crime
- b) Beats and Patrols
- c) Surveillance & Collection of Intelligence
- d) Crime Records and use of computers



VII. Public Order Traffic & Security

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

VIII. Investigation and Trial- Methods and Skills

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

3. Practical Training Module in field and operational areas: This training module will be for a period of 2 months spreading over 48 working days after the first phase of institutional training. This training will be imparted to the trainees in the field and operational areas with reference to the duties of S.H.Os, which would be performed by them on completion of training. This is also a module for application of the knowledge imparted to them 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 the local police stations of the district in which training institution is located or Police Stations of other Districts. In this context, it would be useful that the Police Station selected for practical training are brought up to a level both in matter of personnel and infrastructure as experimented and recommended in Rajasthan, Tamil Nadu and Assam as part of UNDP Project. The trainees will have perform various duties of S.H.O. 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 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, criminal organisations, 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: Second Phase: This phase of institutional training is very crucial and extends over a period of 3 months with over 72 working days having 360 periods. This 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 constables 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 the 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., are to be provided us, it helps to 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 time is also been earmarked for Yoga/ Meditation as part of training for stress management.

During institutional training the trainees will have 3 periods 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 816 periods has been earmarked for all types of out door activities.

6. In-service Training: This training module envisages In-service training subsequent to completion of Induction training with periodical intervals. All the Sub-Inspectors of Police are required to under go pre-promotion training on completion of Qualifying years of service which could be after 6 or 7 years service The Sub-Inspectors would also be required to under go at least one in-service course once in years on subject of topical interest and relevance in the field. In-service training modules are required to be designed from time to time. The pre-promotion courses and In-service course are to be made compulsory and result of the test will be considered as a perquisite for promotion and award of recognition and medals during their career.

7. Bridger of gaps and future needs: This syllabus and training module provides for future needs for sub-inspector 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 sub-inspector / S.H.O. The module prepares the trainees to work in a transparent and professional manner, enlisting 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. The outdoor trainee is intended to ensure Physical fitness, Weapon training, unarmed combat and other skills needed.

8. 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 officers that are known for their performance in the field duties. Exposure to use of information technology is introduced as all future police operations are linked with the computers.

9. Nodal Institution: The State Police Academy has to be a nodal institution to take up the task of production of text books, workbook, case study, audio visual training films etc. The institute has to take up these activities as a package, engages experts for preparation of the materials.



**INDUCTION TRAINING FOR CIVIL POLICE SUB-
INSPECTOR
BLOCK TRAINING PERIOD TABLE
INDOOR**

<i>Phase</i>	<i>Months</i>	<i>Working Days</i>	<i>Periods</i>
First Phase: Institutional Training	7 (1 st to 7 th Month)	168	840
Practical Training in Field & Operational Area and one week or 10days tour of the state by bus in the first phase of 10 th month.	2 (8 th & 9 th Month)	48	--
Second Phase: Institutional Training	3 (10 th & 11 th Month and first 10days of 12 th month)	72	360
Total Training Periods	12	288	1200

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 four months of training in the First Phase.

OUT DOOR

<i>Phase</i>	<i>Months</i>	<i>Working Days</i>	<i>Periods</i>
First Phase: Institutional Training	7 (1 st to 7 th Month)	168	504
Practical Training in Field & Operational Area	2 (8 th & 9 th Month)	48	96
Second Phase: Institutional Training	3 (10 th & 12 th Month)	72	216
Total Duration	12	288	816

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



TRAINING SYLLABUS FOR SUB-INSPECTORS

I Republic of India & the Role of Police:

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

<i>S.No.</i>	<i>Topic</i>	<i>Session</i>
1	An Introduction to Indian Constitution	1
2	Democratic, Socialistic, Secular & Federal Status of India	2
3	Fundamental Rights, Duties & Directive Principle of the State Policy	4
4	The Executive & the Legislature	2
5	Indian Judicial System: High Courts & Supreme Court	2
6	Rule of Law and Criminal Justice System	2
7	Political Parties – National and Regional	2
8	The structure of the Republic – the union and the states	2
9	Group Discussion and Presentation by the Trainees,	5
	<i>Test on items 1-8</i>	3
	<i>Total Numbers of Sessions</i>	25

Note: This subject with all important aspects covered in a prescribed text book is made available to Trainees in advance. This is intended to be wrap-up sessions to critically test their comprehension of the essential principles, their interplay effect on life of the people and police functions.



Module I (b) Socio Economic Environment

S.No.	Topic	Session
1	Individual and Family in Indian Society	2
2	Caste, Community and Class in Indian Society and the state	2
3	Religions and the relevance of Religious Institutions in India and the state	2
4	Economy in Rural and Urban India and state	2
5	Economic policies of the Government & its Implication on Public Life.	2
6	Economic Growth, Entrepreneurship and Economic Globalisation	2
7	Trade Unionism & Industrial Relations.	1
8	The Socio- Economic Profile of Indian Society and the state	2
9	Socio Economic Changes	1
10	Profile of Communalism, Casteism, Terrorism, Extremism, Insurgency in the state	2
11	Role of Bureaucracy	1
12	Group Discussion and Presentation by the Trainees	4
	<i>Test on item 1-11</i>	3
	Lectures by Prominent Political Analysts, Sociologist, Economists and Interactive System	3
	Total No. of Sessions	29
	Progressive Total number of Sessions	54



Module 1 (c) Police Role in Modern India.

S.No.	Topic	Session
1	Crime Scenario, History Crime and Social Structure	2
2	Role of Police in Welfare State	2
3	Maintenance of Public Order, Prevention and Detection of crime	2
4	Internal Security	2
5	Emergence of Terrorism / Extremism, Insurgency and	2
6	Caste and Communal Polarisation	2
7	Criminal Nexus with Different Segments of Establishment/ Public and Police	2
	<i>Test on item 1-7</i>	2
	Total Numbers of Sessions	16
	Progressive Total No. of Sessions	70

Note: On each of the topics at least one case study should be included. In case chosen should be typical, capable of being analysed from all professional parameters. The Resource person should, apart from the above, narrate and highlight true cases from him over experience and /or study.

II Administration and Police Organisation.**Module II (a) Administrative Set-up and Central Police Organisations**

S.NO	Topic	Session
1	The Administrative Set-up of the Union of India.	2
2	The Administrative Set-up of a State/Union Territory.	2
3	The Administrative Set-up of the Division, District & Sub – Divisions.	1
4	Police Set-up in a state including G.R.P.	3
5	Relationship between Police Department & other Government Departments at various Administrative Levels.	2
6	Central Police Organisations: Aims and Objectives	1
7	Intelligence Bureau	1
8	Central Bureau of Investigation (Delhi Special Police Establishment)	2
9	Bureau of Police Research & Development	2
10	Central Reserve Police Force	1
11	Border Security Force	1
12	Indo Tibetan Border Police	1
13	Railway Protection Force	1



14	Central Industrial Security Force	1
15	Police Training Institutions (SVPNPA, CDTS etc.)	2
16	Central Forensic Science Laboratories and Institutions (including CFPB, ICFS etc.)	2
17	Government Examiners of Questioned Documents	2
18	Directorate of Co-ordination: Police Wireless & Computers	1
19	National Security Guard	1
20	Special Protection Group	1
21	Internal Security Academy	1
22	National Crime Records Bureau	3
23	Indian Armed Forces (including Territorial Army, NCC etc.)	1
24	Armed Forces and Civil Administration	2
25	Civil Defence Set-up	1
26	Group Discussion and Presentation by the Trainees.	4
	<i>Test on items 1-25</i>	2
	Total Number of Sessions	44
	Progressive Total No. of Sessions	114

Note: 1) The lectures on item no 7-25 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 II (b) Police Organisation in a State

S.No	Topic	Session
1	Organisational Set up of the State Police.	1
2	Structure & the Role of the Different Levels of Police Set-up.	5
2.1	Police Station, Administration, Management	3
2.2	Village Police	
2.3	Sub-Division/Circle	
2.4	District / Commissionerate	
2.5	Range Set-up	
2.6	Reserve Police Lines	
2.7	State Police Headquarters	
3	Organisation & Functions of the Special Units	5
3.1	Intelligence Department / Special Branch	
3.2	Women Police Force	
3.3	Special Armed Police	
3.4	Mounted Police	
3.5	Police Wireless	
3.6	Forensic Science Laboratory	



3.7	Police Transport	
3.8	State Police Computer Set-up	
3.9	Criminal Investigation Department	
3.10	Home Guards	
3.11	Village volunteers / Special Police Officer / Communicates Welfare Organisations	
4	State Police Manual – important provisions	10
5	Presentation by the Trainees.	2
	<i>Test on items 1 - 4</i>	2
	Total Number of Sessions	28
	Progressive Total No. of Sessions	142

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 3, the officers from the respective institutions may be invited.

Module II (c) Police Conduct – 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
2	2.1	Principles of Police conduct	4
	2.2	Conduct Rules	2
	2.3	Behaviour and etiquette	2
	2.4	Violation of conduct Rules, Discipline and appeal Rules	2
3.	Rank and Badges, Kit and Clothing, Arms and Ammunition, Equipments.		1
4.	Pay and Allowances		3
5.	Transfers and Promotions Policy		
6.	Rewards and Decorations		
7.	Leave Rules		
8.	Medical Facilities and Reimbursement		
9.	Retirement Benefits		
10.	Maintenance of Service Records		
11.	Welfare – Housing, Family, Care etc.		2
	<i>Test on items 1-11</i>		2



	Total Number of Sessions	24
	Progressive Total No. of Sessions	166

Note: Case study and visit to model PS during spare time

III Behaviour and Relationship Management

Module III (a) Human Behaviour

S.No	Topic	Session
1	Human Behaviour & Socio Psychological Factors	2
2	Individual Behaviour & Social Psychological Factors	2
3	Self and Self Esteem	1
4	Organisational Theory	1
5	Human Resource and Organisational Development.	2
6	Types of Personality	2
7	Leadership	2
8	Leadership & Decision Making Styles	2
9	Leadership & Empowerment	2
10	Attitude and Temperament	2
11	Individual Ethics and Value System	2
12	Perception	2
13	Human Emotions	2
14	Motivation: Personal & Environmental Factors	2
15	Self image: Intra Personal Factors	2
16	Interpersonal Relationship	2
17	Group dynamics	2
18	Intra & Inter Group Relationships (Theory and Role Play)	3
19	Team Building	3
20	Managing Stress and Emotions.	2
21	Creativity & Innovations	2
22	Managing Change in Organisation	3
23	Video films on leadership team building, communication skills etc.	4
24	Group Discussion and Presentation by the Trainees on Psycho-social Dimensions of Individual and Organisation Behaviour	4
	<i>Test on items 1-22</i>	2
	Total Number of sessions	55
	Progressive Total No. of Sessions	221

Module III (b) Relationship Management:

S.No	Topic	Session
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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 Sub –Inspectors in Managing Intra & Inter Personal Relationships	2
7	Building and Managing Relationship	2
8	Image Building & its Importance in Police Functioning	2
9	Group Discussion and Presentation by the trainees	4
10	Role play (Video-graphy and Replay Method)	3
	Test on items 1-8	2
	Total number of sessions	24
	Progressive Total Number of Sessions	245

Module III (c) Relations with Groups and Institutions

<i>S.No</i>	<i>Topic</i>	<i>Session</i>
1	Dynamics of Groups and Institutions	2
	Relations with	
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	Rights activists	1
15	Superior Authorities	1
16	Sub-ordinates	1
17	Peers and Colleagues	2
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	30
	Progressive total number of sessions	275

Module III (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	293

Module III (e) Community Policing

S.No.	Topic	Session
1	Concepts of Community Policing	3
2	Police Public Partnership	2
3	Community Policing and Crime Prevention	2
4	Implementation Strategy	3
5	Survey and Reengineering	2
	<i>Test on topics 1-5</i>	2
	Total number of sessions	14
	Progressive total number of sessions	307

IV LAW:

Module IV (a) Jurisprudence and Legal Concepts

S.No.	Contents	No. of Sessions
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
	<i>Test on topics 1-4</i>	2
	Total Number of Session	12
	Progressive total number of sessions	319

Module IV (b)**Indian Penal Code 1860**

S. No	Contents	No. of Sessions
1	Introduction to the Indian Penal Code	1
2	Preamble & Sections 1 to 5 (Chapter I)	2
3	General Explanations (Chapter II) Sections 11,14,17, 20 to 28, Sections 33, 34, 39, 40, 44, 46, 52, 52-A	4
4	Of Punishments (Chapter III) Sections 53 & 75	2
5	General Exceptions (Chapter IV) Sections 76 to 106	4
6	Of Abetment (Chapter V) Sections 107 to 109 & 114	2
7	Of Criminal Conspiracy (Chapter VI) Sections 120-A to 120-B	1
	<i>Test on topic nos. 1-7</i>	2
8	Offences against Public Tranquillity (Chapter VIII) Sections 141 to 160	4
9	Of Offences by or Relating to Public Servants (Chapter IX) Sections 161,164,165,165-A, 167, 168,169,170	2
10	Of Offences Relating to Elections (Chapter IX-A) Sections 171-A to 171-I	2
11	Of Contempts of the Lawful Authority of Public Servants (Chapter X) Sections 172 to 190	2
12	Of False Evidence and Offences against Public Servant (Chapter XI) Sections 191 to 193, 201, 211 and 224	2
13	Of Offences affecting the Public Health, Safety,	2



	Convenience, Decency and Morals (Chapter XIV) Sections 268, 278, 279, 280, 282, 286, 290, 292, 293, 294, 294-A	
14	Offences affecting the Human Body (Chapter XVI) – I Sections 299 to 304, 304A, 304B, 307 to 309	4
15	Offences affecting the Human Body (Chapter XVI) - II Sections 319 to 326, 332, 333, 336, 337, 338	3
16	Offences affecting the Human Body (Chapter XVI) – III Sections 339 to 341	1
17	Offences affecting the Human Body (Chapter XVI) – IV Sections 349 to 351, 353, 354	1
18	Offences affecting the Human Body (Chapter XVI) – V Sections 359 to 363 A, 366, 366 A & B	2
19	Offences affecting the Human Body (Chapter XVI) – VI Sections 375, 376A to 376D	1
	<i>Test on topic nos. 8-19</i>	2
20	Offences against Property (Chapter XVII) –I Sections 378 to 382	1
21	Offences against Property (Chapter XVII) –II Sections 383, 384	1
22	Offences against Property (Chapter XVII) –III Sections 390, 391, 392, 394, 396, 399	2
23	Offences against Property (Chapter XVII) -IV Sections 403 to 406, 409	1
24	Offences against Property (Chapter XVII) -V Sections 410 to 414	1
25	Offences against Property (Chapter XVII) -VI Sections 415 to 417, 420	1
26	Offences against Property (Chapter XVII) -VII Sections 425, 426, 429, 435, 436, 441 to 448, 454, 457	2
	<i>Test on topic nos. 20-26</i>	2
27	Offences relating to Documents & Property Marks (Chapter XVIII)-I	1



	Sections 463, 464, 466, 467, 468, 470, 471, 472	
28	Of Offences Relating to Marriage (Chapter XX) Sections 494, 497 and 498	1
	Of Cruelty by Husband or Relatives of Husband (Chapter XX-A) 498A	2
28	Offences relating to Documents & Property Marks (Chapter XVIII)-I Sections 489-A to 489-E	1
29	Offences of Criminal Intimation (Chapter XXI) Sections 503, 505, 506, 510	1
30	Offences by or relating to Public Servants (Chapter IX) Sections 161 to 171	1
31	Other Miscellaneous Sections-I Offences against State (Chapter VI) Sections 121, 121 A, 122 Of Offences Related to Elections (Chapter IX – A) Sections 171 A – 171 I Offences related to Coin, Currencies & Govt. Stamps (Chapter XII), Sections 230 to 235 Attempts to Commit Offences (Chapter XXIII) Section 511	2
32	Other Miscellaneous Sections-II False Evidence & Offences against Public Justice (Chapters XI), Sections 201, 211, 221, 225A, 225B Offences relating to Religion (Chapter XV), Sections 295, 295A, 298	1
	<i>Test on topic nos. 27-32</i>	2
33	Revision & Discussion	3
34	Lecture by an practicing professional on overall rationale, implication and significance of various legal provisions of Indian Penal Code	2
	Total Number of Sessions	74
	Progressive total number of sessions	393



Module IV (C) Code of Criminal Procedure 1973

<i>S.NO</i>	<i>Topic</i>	<i>Session</i>
1	General Introduction to the Code with emphasis on its main features	3
2	Definitions (Chapter I) Sections 2a to 2y	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, 122	3
8	<u>Arrest of persons</u> Chapter V Sections 41 to 60	4
9	<u>Power of Superior Officers of the Police & Aid to the Magistrate & the Police</u> Chapter IV Sections 36, 37 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 Sections 165 to 167	4
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	<u>Constitution of Criminal Courts & Offices</u> Chapter II Sections 6 to 20, 24, 25	2
17	<u>Powers of Courts</u> Chapter III Sections 26 to 30	1
18	<u>Processes to Compel Appearance</u> Chapter VI - 1 Summons Sections 61 to 69 & 102	3
19	Warrants of Arrest Chapter VI - 2 Sections 70 to 81	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	<u>Processes to Compel the Production of Things</u> Search Warrants Chapter VII – I Sections 93 & 94	1
22	General Provisions relating to Searches & Miscellaneous Provisions Chapter VII – 2 Sections 99 to 104	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	<u>Mode of inquiry by the Magistrate</u> Chapter XV Section 200 to 203	2
26	Commencement of proceedings before Magistrates Chapter (XVI) Sections 204, 206 to 209	2
27	The Charge Chapter (XVII) Sections 211, 215, to 224	2
28	Trial before a Court of Sessions	1



	Chapter (XVIII) Sections 225 to 236	
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, 293, 294, 298 and 299	2
32	General Provisions as to Inquires and Trials Chapter (XXIV) Sections 301, 306 to 311, 313, 315, 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	<u>Provisions as to Bail and Bonds</u> Chapter XXXIII Sections 436 to 439	2
38	Limitations for Taking Cognisance of certain Offences Chapter (XXXVI) Sections 468 to 473 and 482	2
39	<u>Classification of Offences</u> Schedule- I	1
	<i>Test on topic nos. 21 to 39</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	96
	Progressive total number of sessions	489



Module IV (d) Indian Evidence Act 1872

S.NO	Contents	No of Sessions
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 17,24-30	3
5	Dying Declaration Chapter II-3 Section 32	2
6	Statements Made under Special Circumstances Chapter II-4 Sections 34 &35	1
7	Relevancy of Judgements Chapter II-6 Sections 40 to 43	1
8	Opinions of Third Persons Chapter II-7 Sections 45 to 50	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 61, 63,101	2
12	Documentary Evidence Chapter V Sections 61 to 64, 101	2
13	Of The Burden Of Proof Chapter VII Sections 101 to 108	2
14	Of Witnesses Chapter IX Sections 118, 119, 123 to 125	2
15	Examination of Witnesses Chapter X	2



	Sections 137, 145, 159	
	<i>Test on topic nos. 1 to 9</i>	2
	Total number of sessions	28
	Progressive Total Number of Sessions	517

Module IV (e) Special and Local Laws & State Police Manual

<i>S.No</i>	<i>Topic</i>	<i>No of Sessions</i>
1	Introduction to Minor Acts (Object, Purpose and Scope)	2
2	Police Act, 1861	2
3	Unlawful Activities (Prevention) Act, 1967	2
4	Prevention of Damage to Public Property Act 1984	1
5	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	Criminal Law Amendment Act,	1
20	Indian Railways Act, 1890	1
21	Habitual Offenders Act,	1
22	Railways Property (Unlawful possession) Act, 1966	1
23	Identification of Prisoners Act, 1920	1
24	Wild Life (Protection) Act, 1972	2
25	Contempt of Courts Act, 1971	1
26	Juvenile Justice Act, 1986	1
27	Probation of Offenders Act, 1958	1
28	Representation of people Act, 1951	1
29	Prevention of Corruption Act, 1988	2
30	Consumer Protection Act, 1986	1
31	Special and Local Laws of the States	10
	<i>Test on Topics 1-31</i>	2
	Total Number of Sessions	57



	Progressive Total Number of Session	574
<i>Note: Only important and relevant sections for the functioning of sub-inspector SHO will be taught.</i>		

Module V Criminology:

S.No	Topic	Sessions
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
Total number of sessions		42
Progressive Total Number of Sessions		616



VI CRIME PREVENTION**Module VI (a) Beats and Patrol**

S. No.	Contents	No. of Sessions
1.	Concepts of Prevention of Crime – Methods and Strategies	2
2.	Involvement of community – Neighbourhood policing	3
3.	Beat system in Urban and Rural Areas	2
4.	Crime Beats- Patrol & Pickets, Planning, Deployment & Supervision	2
5.	L & O Beats- Patrol & Pickets, Planning, deployment & Supervision	2
6.	Traffic Beats- Patrol & Pickets, Planning, deployment & Supervision	2
	<i>Test on topics No.1-6</i>	1
	TOTAL NUMBER OF SESSIONS	11
	Progressive Total Number of Sessions	627

VI (b) Surveillance & Collection of Intelligence

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 – Act & 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
	Progressive Total Number of Sessions	647

VI (c) Crime & Police Records

1.	Importance of Crime Records	2
2.	Types of Records	3
3.	Analysis & Use of Records in Crime Prevention & Detection	2
4.	Analysis on Records of Traffic	2
5.	Computerisation of Crime Records and its Importance	10
6.	Group Discussion	2
	<i>Test on topics No.1</i>	2
	TOTAL NUMBER OF SESSIONS	23
	Progressive Total Number of Sessions	670



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



VII PUBLIC AREAS TRAFFIC & SECURITY**Module VII (a) Maintenance of Law & Order**

S. No.	Topics	No. of Sessions
1.	Importance of Law and Order & Preservation of Peace	2
2.	Identification of L&O Requirement in PS limits	2
3.	Collection and Analysis of Information on Sensitive and Trouble Prone Areas and Anti-social Elements	2
4.	Role of Beats and Patrol & Pickets in Maintenance of Law and Order	2
5.	Analysis of Crowd Behaviour & Response Strategies	2
6.	Use of Force	5
7.	Bandobast for Large Gathering	2
8.	Bandobast for Bunds, Hartal and rallies	2
9.	Dealing with Factionists	2
10.	Dealing with Industrial unrest	2
11.	Control of Violent Agitations – Unlawful assemblies - (Students, Labour etc.)	2
12.	Violent Agitations leading to Police Firing	2
13.	Dealing with Bombs and Explosives	2
14.	VIP Bandobast	2
15.	Elections	2
16.	Caste/ Communal Riots	2
17.	Deployment Techniques	2
18.	Optimisation of Resources	2
19.	Use of Documents	1
20.	Preventive and Detention Powers Under Various Laws	2
21.	Dealing with Crowds and Groups	1
22.	Combating Terrorism and Insurgency	2
23.	Combating Mafias and Organised Criminals	2
24.	Importance of Records and analysis	2
25.	Public Partnership in maintenance of Law & Order	2
26.	Relevant provisions of State Police Manual & Local Acts	4
27.	Group Discussion	2
	<i>Test on items for 1-23</i>	2
	Total Number of Session	50
	Progressive Total Number of Sessions	720



Module VII (b) Traffic Regulation and Management

S. No.	Topics	No. of Sessions
1.	Traffic Rules, Regulation and Enforcement	4
2.	Signs and Signals, Traffic Drill	2
3.	Traffic Engineering – (Crossing, Island, Signals)	2
4.	Strategies for regulation (Normal hours, Peak hours, One Way, Enforcement etc.)	2
5.	Managing Traffic Jams	2
6.	Managing Highway Congestion	2
7.	Highway Patrolling	2
8.	Liaison with Local Bodies	1
9.	Traffic Education	1
10.	Traffic Warden & Public Partnership	2
11.	Powers for Enforcement	2
12.	Insurance & Compensation	2
13.	Traffic	2
14.	Traffic Beat and Deployments	1
15.	Relevant Provisions of M V Act & Local Acts	2
	<i>Test on items for 1-15</i>	2
	Total Number of Session	25
	Progressive Total Number of Sessions	745

VII (c) Security & Protective Duties

S. No.	Topics	Numbers of Sessions
1.	Need & Importance of Security of persons & Establishment	
1.	Assessment of Threat Perception	2
2.	Security and Guard Duties	2
3.	Type of Guard Duties: With special response to extremist/insurgency affected area	4
4.	Protection of threatened personal	2
5.	Escorts and Protection of Convoys	2
6.	Planning and Deployment for Security Duties	2
7.	Safeguarding Vital Installations	2
8.	Laws with regards to Foreigners and Espionage	2
9.	Protection of Information & Documents	1
10	VIP Security	2
	<i>Test on topics No. 1 to 8</i>	2
	TOTAL NUMBER OF SESSIONS	23
	Progressive Total Number of Sessions	768
Note: The trainees will also be told of the various relevant provisions of their State Police Manual related to the above duties.		



VII (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	1
5.	Coordination with other Departments	1
6.	Provision of Relief assertive services	1
	<i>Test on topics No. 1-6</i>	1
	TOTAL NUMBER OF SESSIONS	8
	Progressive Total Number of Sessions	776

VIII INVESTIGATION AND TRIAL – METHODS & SKILLS

VIII (a) Investigation

S. No.	Topics	Numbers of Sessions
1	Role of Sub-Inspector's/SHO's in Investigation of Cases	2
2	Registration of FIR and its Importance	2
3	Secure of Crime & its Presentation	3
4	Collection of Evidences	2
5	Maintenance Evidence & Secure help of Experts for collection & Analysis	2
6	Search and Seizure and Recovery of Property	4
7	Examination of Witnesses & Recording of Statements	2
8	Interrogation of Suspects & Accused	2
9	Arrest of Accused, Remand and Bail Provisions	2
10	Identification Parade & its Importance	2
11	Enquiries and Co-ordination with other Police Stations	2
12	Investigation of Offences against Body	2
13	Investigation of Offences against Property	2
14	Investigation of Roads Accidents	2
15	Investigation of White Collar Crime	2
16	Investigation of Offences Relating to Documents and Coins	2
	<i>Test on topics No. 1 to 16</i>	2
	TOTAL NUMBER OF SESSIONS	20
	Progressive Total Number of Sessions	796

Note: The trainees will also be told of the various relevant provisions of their State Police Manual related to the above duties.



VIII (b) Forensic Science & Forensic Medicine (Scientific Aids & Methods of Investigation)

S. No.	Topics	Numbers of Sessions
1	Importance of Forensic Science in investigating of Cases	2
2	Scope & Possibilities of Forensic Science	2
3	Forensic Science Laboratories & Related Institutions	1
4	Presentation & Examination on Scene & Crime	2
5	Principles & Possibilities	2
6	Collection of Physical Evidence	2
7	Finger Prints	2
8	Palm Prints	1
9	Foot Prints	2
10	Identification use and Examination of Hair, Fibres, Diatoms, Pollen, Lips, Seeds etc.	2
11	Identification use & Examination of Blood, Bloodstains, Tissues, Bones & Saliva	2
12	Soil, Dirt & Dust	2
13	Glass, Paint, Chips, Sneers	2
14	Liquor, Toddy, Narcotics, Psychotropic substance, Plant & Plant Production	2
15	Petrol, Diesel, Cosmetics, Cement, Explosive Material, Fire Residue, Residues of Explosion	2
16	Skull, Skin, & Tissue Photographs	2
17	Fire Arms, Cartridges, Bullets, Pellets/Words Materials affected by firing	2
18	Poison, Coal Poisonous Substance	2
19	Handwriting, Erasers/ Treason, Alteration, Overwriting, Secret Writing, Type Writing, Stamp Impression, Carbon Copies, Xerox Copies etc.	2
20	Identification of Bodies	2
21	Gadgets- Polygraph, Infrared SAM, GCMS, UTN, HPLC, FTIR, HPTLC	2
22	Boy Analyser, DIPS etc.	2
23	Skin mark & Type Marks	2
24	Scope & Importance of Forensic Medicine	2
25	Medical Legal aspect Homicide, Suicide & Accident	2
26	Asphyxl death by hanging, Throttling, suffocation, Drowning	2
27	Cause of Death	2
28	Estimation Time of death	2
29	Classification of Wounds	2
30	Medico Legal aspect of Sexual Offences	2
31	Medico Legal aspect of poison in chemicals	2
32	Medico Legal aspect of Death/ Injury due to Fire Arms	2
	<i>Test on topics No. 1-32</i>	2
	TOTAL NUMBER OF SESSIONS	64
	Progressive Total Number of Sessions	860



VIII (c) Trial of Cases and Court Management

<i>S. No.</i>	<i>Topics</i>	<i>Numbers of Sessions</i>
1	Importance of Trial of Cases	2
2	Type of Courts and Court Procedures	2
3	Charge Sheet	2
4	Court Calendar Number	1
5	Call Work & Adjournments	1
6	Production of Witnesses	1
7	Remand Report of Accused requisition for identification apparent	2
8	Coordination with APPS	1
9	Service of Summons and Execution of Warrants	1
10	Review of Pending Trial cases	2
11	Judgement and Judgement Copies	2
2	Appeal & appeal Procedure	2
	<i>Test on topics No. 1-12</i>	2
	TOTAL NUMBER OF SESSIONS	21
	<i>Progressive Total Number of Sessions</i>	881

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

<i>S. No.</i>	<i>Contents</i>	<i>Number Of Sessions</i>
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.	2



	Fax, Photocopying etc.) and their Use	
	<i>Test on topic nos. 1-9</i>	2
	TOTAL NUMBER OF SESSIONS	15
	<i>Progressive Total Number of Sessions</i>	896

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

VII: Field and Operational Training Module

S. No.	Tasks	No. of Sessions
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	3
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	4
18.	Taking Injured to the Hospital and follow up	1
19.	Reception and Call / Radio Messages	2
20.	Collection of Intelligence	2
21.	Duties in Patrol Vehicles	2
22.	Maintenance of Records (Manual and through Computers)	4
23.	Bandobast Duty / Bandobast Schemes	4
24.	Community Interface / Community Activities	3
25.	Visits to NGO Institutions	1
	TOTAL NUMBER OF DAYS	48

Note: - 1) Each one of the above should be gone through preceded by a proper briefing, discussion and clarity 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

VIII (a) Case Studies and Simulation Exercises (With Reference to Landmark Judgement)

S. No.	Contents	No. of Sessions
Case Studies		
1.	Offences against Body	6
2.	Offences against Property	4
3.	Offences against Documents	2
4.	Offences of Conspiracy	4
5.	Offences relating Public Order	6
6.	Offences of Road Accidents	4
Simulation Exercise		
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.	Visit of Senior Officers	2
16.	Deposition of Evidence	2
17.	Negotiation with agitators	2
TOTAL NUMBER OF SESSIONS		30

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.*



VIII (b). DUTIES OF SUB-INSPECTORS – 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 Public Order	3
4.	Sharing of Experience on Traffic Regulation and Enforcement	3
5.	Sharing of Experience on Court Duties	3
6.	Sharing Experience on Work of PS and Use of Resources	3
7.	Sharing Experience on use of Records	2
TOTAL NUMBER OF SESSIONS		20

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.



VIII (c) First Aid, Emergency & Fire Fighting

<i>S. No.</i>	<i>Contents</i>	<i>No. Of Sessions</i>
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

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



VIII (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 cases of Rape	3
9.	Problem Solving relating to cases of Murder	3
10.	Problem Solving relating to cases of Rioting & Arsons	2
11.	Problem Solving relating to cases of Fraud	2
12.	Problem Solving relating to cases of Cheating	2
	TOTAL NUMBER OF SESSIONS	36

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.



VIII (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 a 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 case of decoity and murder case	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	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



VIII (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

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.

(ii) In order to provide opportunities to every trainee class may be broken into smaller groups.



VIII (g) Word Processing, Spreadsheet and Database Management

S. No.	Contents	No. Of Sessions
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	2



	on activity	
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

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.



VIII (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	1
2.	Still Photography: Cameras & Basic Principles	4
3.	Video Photography: Video Camera & Basics of Videography.	5
4.	Police Wireless Communication: An Overview	1
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
	TOTAL NUMBER OF SESSIONS	20

Note: The trainees may be provided equipment and opportunity to practice these skills after class hours.



In relation to the above module, the trainees should be adequately exposed to various relevant provisions related to IPC & CrPC.

For the discussions on IPC the following sections should be covered in greater details both as the classroom lectures & self-study with the help of prescribed books.

Module IV (b) Acts: IPC

S.NO	Topic	Sessions
1	Arms Act 1959	2
2	Indian Explosive Act 1854	2
3	Explosives Substance Act 1908	2
4	Motor Vehicle Act 1939	2
5	Telegraph Wires Act 1950	1
6	Indian Telegraph Act 1885	1
7	Identification of Prisoners Act 1920	2
8	Un lawful Activities (Prevention) Act 1967	1
9	Maintenance of Internal Security Act 1971	2
10	Criminal Law Amendments Act 1932 & 1961	2
11	Criminal & Election Laws (Amendment) Act 1961	2
12	Indian Official Secret Act 1923	1
13	Terrorists & Disruptive Activists Act 1985	2
14	Narcotic Drugs & Psychotropic Substances Act 1985	2
15	Dowry Provision Act 1962	2
16	Custom Act 1861	2
17	Police Act 1861	2
18	Public Servants (Enquiries) Act 1850	1
19	Commission of Enquiries Act 1952	2
20	Indian Extradition Act 1962	2
21	Foreign Exchange Regulation Act 1973	2
22	Foreign Contribution (Regulations) Act 1976	2
23	Air Craft Act 1934	1
24	Anti Hijacking Act 1982	1
25	Drugs & Cosmetics Act 1940	2
26	Central Excise, Salt Act 1944	2
27	Essential Commodities Act 1955	2
28	Ancient Monuments & Archeological Sites & Remain Act 1958	1
29	The Antiques & Treasures Act 1960	2
30	Indian Post office Act 1898	1
31	Press & Registration of Book Act 1867	1
32	Army Act 1950	1



33	Contonement Act 1924	1
34	Cattle Tress Pass Act 1934	1
35	Indian Aircraft's Act 1834	1
36	Indian Navy Armament Act 1923	1
37	Indian Fisheries Act 1897	1
38	Registration of Foreigners Act 1959	1
39	Passport (entry in to India) Act 1920	1
40	Foreigners Act 1946	1
41	Passport Act 1967	1
42	Citizens Act 1955	1
43	Prevention of Damage to Public Property Act 1984	2
44	Representation of Peoples Act 1951	2
45	Cinematography Act 1952	1
46	Election Act 1910	1
47	Imports & Exports (Control) Act 1947	1
48	Forward Contracts (Regulations) Act 1952	1
49	Securities Contracts (Regulations) Act 1956	1
50	S.C./ S.T. (Preventive & Atrocities) Act 1989	2
51	Drugs & Magic Remedies Act 1954	2
52	Immoral Traffic (Prevention in Women & Girls) Act 1956	2
53	Children Act 1960	1
54	Protection of Civil Rights Act 1977	2
55	Protection of Food Adulteration Act 1954	2
56	Protection of Civil Rights Act 1955	2
57	Young Persons (harmful Publications) Act 1956	1
58	Lepers Act 1898	1
59	Spirituos Preparations (Inter state Trade & Commerce) Control Act 1955	1
60	Prevention of Corruption Act 1988	1
61	Price Competitions Act 1955	1
62	Prevention of Cruelty to Animals Act 1960	1
63	Wild Birds & Animals Protection Act 1912	1
64	Probation of Offenders Act 1958	1
65	Indian Lunacy Act 1912	1
66	Public Gambling Act 1867	2
67	Small Coins (Offenses) Act 1971	1
68	Total number of sessions in module IV (b)	97

Note: In the above sub-module, the relevant sections of the Acts should be covered.



Module IV (c) Chapters

S.NO	Topic	Sessions
1	I (Ss 1, 2 & 4)	2
2	IV, V & VI (Ss 61 to 80, 82, 83)	3
3	VII (Ss 91 to 95, 97 to 102)	2
4	VIII (Ss 106 to 110, 116 to 118, 120, 122)	3
5	X (Ss 133, 144 to 147)	2
6	IX, XII, XIV (Ss 190, 195 to 197 & 191)	2
7	XV (S 202)	1
8	XX III (Ss 291 to 294, 298 & 299)	2
9	XX IV (Ss 300, 305, 307, 309, 316 to 320)	3
10	XXX III (Ss 436 to 444, 446 & 446A)	2
11	XXX VI & XXX VII (S 475) & Schedule - I	2
12	II (Ss 6 to 9, 11, 20, 21, 24 & 25)	3
13	III (S 29)	2
14	VII (S 105)	2
15	X VI (Ss 206 to 210)	2
16	X IV (S 321)	2
17	XX IX (Ss 377 & 378)	2
18	XXX II (Ss 421 & 422)	2
19	XXX IV & XXX VII (S 482)	2
20	Total number of sessions in module IV (c)	41

In addition the trainees should also be exposed to the following provisions of the IPC.

Module IV (d) Chapters:

S.NO	Topic	Sessions
1	I (Ss 1 to 5)	
2	II (Ss 6 to 12, 14, 17 to 21, 26, 29, 30 to 33, 35 to 38, 40 to 51)	2
3	III (S 75)	3
4	IV (Ss 75 to 79, 80 to 89, 90 to 94)	1
5	V (Ss 109, 120)	2



6	VA	(S 120B)	2
7	VII	(Ss 136 to 140)	1
8	VIII	(Ss 143 to 145, 147, 148, 150 to 158 & 160)	2
9	VI	(Ss 121 to 130)	3
10	IX	(Ss 162 to 163 & 165 to 169)	2
11	IXA	(Ss 171A to 171F)	2
12	X IPC	(Ss 172 to 190 & Explanations, Differences between 182 & 211)	2
13	XI	(Ss 191 to 299 excluding 216, 216A, 224, 225A, 225B)	2
14	XII	(Ss 231 to 236A)	2
15	XIII	(Ss 264 to 267)	2
16	XIV	(Ss 269 to 294)	3
17	XV	(Ss 295 to 298)	2
18	XVI	(Ss 303 to 316, 331 to 335, 341 to 348, 352, 355 to 358, 363 to 367, 369, 374, 376 & 377)	3
19	XVII	(Ss 379 to 382, 384 to 389, 392 to 398, 400, 401, 404, 406 to 410, 447 to 462)	3
20	XVIII	(Ss 468 to 489B)	3
21	XX	(Ss 493 to 498 & 198 CrPC)	2
22	XXI	(Ss 491 to 502, & Related Sections 198B)	2
23	XXII	(Ss 503 to 510)	2
24	XXIII	(Ss 511 & Related Ss 307, 308 & 309)	2
25	Total number of sessions in module IV (d)		52

Module IV (e) Acts:- CrPC

S.NO	Topic	Sessions
1	-I (Ss 1 to 5)-	2
2	-II (Ss 6 to 17)-	3
3	-III (Ss 29, 30, 32 & 34)-	2
4	-V (Ss 41 to 60)-	3
5	-VI (Ss 68 to 90)-	3
6	-VII (Ss 91 to 105)-	2
7	-VIII (Ss 106 to 119)-	2
8	-IX (Ss 125 to 128)-	2
9	-X (Ss 129 to 132 & 144 to	3



	148)-	
10	-XI (Ss 149 to 153)-	2
11	-XII (Ss 154 to 176)-	3
12	-XIII (Ss 177 to 189)-	3
13	-XIV (Ss 190, 195 to 199)-	2
14	-XV (Ss 200 to 202)-	2
15	-XVI (Ss 207)-	2
16	-XVIII (Ss 233 to 237)-	2
17	-XIX (Ss 138 to 140 & 147)-	2
18	-XX (S 215)-	2
19	-XV (Ss 337 to 339)-	2
20	-XVI (S 340)-	2
21	-XXX (Ss 401)-	1
22	-XXXII (Ss 417, 418 & 435)-	2
23	XXXIII (S439)-	2
24	XXXV (S 464)-	1
25	XXXVII (Se 476 & 479)-	2
26	Total number of sessions in module IV (e)	52

Module IV (f) Indian Evidence Act:

S.NO	Topic	Sessions
1	-3	2
2	-5-8	3
3	-10-11	2
4	-14-16	2
5	-17-22	2
6	-24-31	3
7	-32-38	3
8	-45-48	2
9	-51	2
10	-53-54	3
11	-56-58	3
12	-59-60	2
13	-61-65	2
14	-67-71	2
15	-74-75	2
16	-79-81	2
17	-88	2
18	-101-110	3
19	-112	2
20	-114	2
21	-118-129	3
22	-132-134	2
23	-135-155	3
24	-160-165	2
25	Total number of sessions in module IV (f)	56



26	Grand total number of sessions in module IV	405
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