

RESTRICTED

Indoor Training Handbook for IPS Probationers

**Basic Course of 76 RR
(2023 Batch)**



**Sardar Vallabhbhai Patel
National Police Academy
Hyderabad – 500 052**



Our Mission

The primary purpose of the Sardar Vallabhbhai Patel National Police Academy is to prepare leaders for the Indian Police, who will lead/command the force with courage, uprightness, dedication and a strong sense of service to the people.

The Academy will endeavor to inculcate in them, such values and norms as would help them serve the people better. In particular, it will try to inculcate integrity of the highest order, sensitivity to aspirations of people in a fast changing social and economic milieu, respect for human rights, broad liberal perspective of law and justice, high standard of professionalism, physical fitness and mental alertness.

The Academy will be a focal point for training of the trainers of police training institutions all over the country and will provide consultancy services to sister training institutions for improving their management of training.

The Academy will be a Centre for research studies on police subjects and will expand its resource base through tie-ups with similar institutions in and outside the country.



Our Vision

We aspire to be a Global Centre of Excellence and the Nodal Centre of Police Training in India – setting Benchmark Standards, leading the Network of Police Training Institutions in the country and contributing to their Capacity Building, developing training literature, besides being a Centre for Research par excellence on Policing and Internal Security issues, ever keeping pace with emerging challenges.

We shall build a cadre of exemplary police officers who will uphold the Rule of Law, respect National values of Secularism, Democracy, Equality and Service to People and ensure the dignity and Human Rights of the citizens with sensitivity.



DIRECTOR'S MESSAGE



Amit Garg, IPS
Director

My Dear Officer Trainee

I congratulate you for joining one of the finest services in the country. Every achievement you may want in your life, this Service can provide. It can give you a life of contribution and fulfillment, courage and growth, lifelong learning and a life of dignity and self-respect. The basic training imparted to IPS officers is unparalleled and will be transformation in helping you become the best version of yourself.

The regimen at NPA would be tough but it would certainly not be beyond you. You would be exerting more than your peers in the other services both physically and mentally, but, believe me, at the end of it you would be proud of the experience and acquisition.

I can assure you that no other training regimen offers so much activity and fun. During your long years in service, and beyond that, you will always reflect back and remember this place, Sardar Vallabhbhai Patel National Police Academy as much for the professional foundation and enrichment of personal life as for mirth and muscle-pulls and anecdotes; the solemn and the ridiculous moments would jostle with each other to gain priority in your thoughts.

The Academy takes the job of shaping the future of police leadership with all seriousness and will provide the best possible training environment. In turn, I expect that you will push yourself and get immersed in this training with your heart and soul. Only then will you reap the full benefits of the time spent here at the Academy.

All of us who have undergone this training remember the unique academy experience with fond nostalgia. These moments of bonding with your batchmates and the faculty should result into enduring, lifelong relationships, that will be of great support and learning for the challenging life ahead.

So, give your best and be with you.

Good luck.


(Amit Garg)
Director

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PREFACE

Locale

Nestling amidst verdant hills and astride the Hyderabad-Bangalore highway, eight kilometers away from the historic city of Hyderabad and spread over about 277 acres of land, is the permanent abode of the Indian Police Service (IPS) - Sardar Vallabhbhai Patel National Police Academy (SVPNPA), the premier police training institution in the country.

Evolution

Indian Police (IP) officers, until the country became independent, received probationary training in their respective provincial police training colleges. Since their training was not based on any uniform pattern or system, they did not know one another and many of them did not even have the opportunity of knowing the system of police work in other parts of India.

After Independence, Sardar Vallabhbhai Patel, the first Union Home Minister emphasized the importance of having a ring of services which would keep the country intact under a Federal Constitution. He said, ***"...the Union will go, you will not have a united India, if you do not have a good All India Service, which has the independence to speak out its mind..."***. Thus was born the Indian Police Service (IPS) as an All India Service, as successor service to the IP.

The constitution of the Indian Police Service as an All India Service necessitated a common pattern of police training. With a view to imparting induction training to the new entrants to the IPS who were drawn from all regions of the country and different strata of society, the Central Police Training College was established in Mount Abu (Rajasthan) on September 15, 1948. The ready availability of a few unused army barracks at Mount Abu was the prime consideration for the choice. But within a year, the Army authorities wanted back the M.E.S. buildings and thus began the nomadic existence of this institution, in the rented buildings of the Rajputana Hotel and the Abu Lawrence School, etc. in Mount Abu.

The idea of setting up such a training institution for IPS was Sardar's brainchild. Through this measure, he forged a new uniformity of purpose and professional competence, which provided the needed protection to the national fabric. In a message, Sardar Patel had said, ***"The College is the first institution of its kind in India. It has no precedents to look back upon but has an inspiring example to set for future generations. It has to build itself and build others. It has to create among its alumni that love and reverence for their alma mater which are at once the pride and heritage of an educational institution. May it secure all this from the devotion and attention of its inmates..."***. These words have guided the functioning of this institution.

This institution was renamed as National Police Academy in 1967. As a befitting token to the memory of Sardar Patel, the Iron Man of India, who had the foresight and dynamism to think in terms of all-India level Police Service, the Academy was named after him in 1974.

In 1971, a Committee on Police Training, with Dr. M.S. Gore as Chairman and members consisting of many professional and other experts, was set up by the then Prime Minister of India to go into all aspects of the training of police officers in the country. The Committee recommended, *inter alia*, that the Academy should shift to a central location, preferably to a home of its own with permanent buildings. In February 1975 the Academy finally moved from Mount Abu to its permanent abode at Hyderabad. So far 75 batches comprising 6243 regular recruit (RR) officers of the Indian Police Service (IPS), 1811 officers of State Police Service inducted into IPS and 23 officers of CPOs have passed out of this institution.

Training Courses

The Academy conducts, following in-service training courses:-

- (i) Training of Trainers' Courses for the trainers of various police training institutions in the country.
- (ii) IPS Induction Course for State Police Service Officers.
- (iii) Training Administrators' Course for the Heads of Police Training Institutions & Officers who manage Training Function in CPOs/States.
- (iv) Courses on Right to Information Act, Anti-Corruption Strategies, National Security and on Cyber Crimes for the IAS, IPS & IFS/CPOs & Defense officers.
- (v) 'Criminal Justice System: Inter-segment coordination' for the Police Officers of the rank of SP and above, Sessions Judges, Correctional services officers and Public Prosecutors.
- (vi) Re-Union Seminars after 50 years, 35 years, 30 years & 25 years of service.
- (vii) Short specialized thematic Courses, Seminars and workshops on professional subject for all levels of police officers
- viii) Courses for the Probationers of IFS, RPF, Revenue Services.
- (ix) Courses on Tactics, Jungle Operations, Urban Operations etc. for the officers.

Foreign Police officers and other officers belonging to Army/IAS/IFos/IRS/Customs & Judiciary also attend various specialized courses conducted by the Academy from time to time.

The Academy conducts Mid-Career Training Programmes (MCTP) for IPS officers. These courses are mandatory in nature and are linked to promotion/ increment. The three MCTP courses are :-

S.No	Course	For IPS Officers of the seniority of
1.	MCTP – Phase III	7-9 years
2.	MCTP – Phase IV	14-16 years
3.	MCTP – Phase V	24-26 years

Research

The Academy awards Research Fellowships, with the aim of promoting systematic study on contemporary problems of policing. The Academy has produced large number of research reports on emerging issues of policing. These research reports serve as a valuable data bank and rich resource material for researchers as well as field practitioners in policing.

Academy Board

Headed by the Union Home Secretary, the Academy Board has senior police and administrative officers, eminent educationists as its members. The Board periodically reviews the functioning of the Academy.

President's Colors

In recognition of the outstanding achievements of the Academy and its service to the Nation, the Academy received the President's Colors on its 40th Anniversary on September 15, 1988.



Commemorative Stamp

The commemorative stamp on Academy was released by Indian Postal Department on the occasion of Diamond Jubilee Celebration of the Academy in the year 2008.



27th November 2008:
A commemorative
postage stamp on
**Sardar Vallabhbhai
Patel**
**National Police
Academy
Hyderabad
1948-2008**
Denomination: INR 5.00



27th November 2008:
A commemorative
postage stamp on
**Sardar Vallabhbhai
Patel**
**National Police
Academy
Hyderabad
1948-2008**
**Denomination: INR
20.00**

Publications

The Academy's Publication Wing has brought out a large number of books and monographs on police subjects. The SVP National Police Academy Journal carries articles authored by eminent academics as well as professionals in different areas of interest to police and field practices of policing.

IMPORTANT EVENTS IN THE ACADEMY

Republic Day and Independence Day Celebrations

Ceremonial Parades are conducted on the occasion of Republic Day and Independence Day followed by presentation of cultural items, PT display and games.

Academy Raising Day Week Celebrations

The Academy was established as Central Police Training College at Mount Abu on September 15, 1948. Every year the Academy celebrates 15th September, as its Raising Day. Various programmes and events such as Painting Competition, Debate & Elocution Competition, Clean House and Clean Block Competition for Site-A residents, Painting/Photography Competition, Bara Khana etc. are organized during the week preceding the Raising Day.

Commemoration Day Parade

Every year, on 21st October, all police forces in the country organize a Commemoration Day Parade in memory of the police martyrs who laid down their lives at the altar of duty during the preceding one year. The Parade includes the reading of the Roll of Honour of police martyrs, laying of wreaths at the Martyrs' Memorial as a tribute to the departed souls and volley fire followed by the playing of the National Anthem by the Band, as a mark of respect to the police martyrs.

On this solemn occasion all the faculty members, IPS Officer Trainees and NPA staff are present on the Parade to pay their respects to the martyrs.

POP Week Celebrations

The phase 1 part of Basic Training of the Officer Trainees culminates with the Passing Out Parade. The week preceding the Passing Out Parade is celebrated as Academy Week, by organising various programmes and events which include, Director's Parade, Cultural Programme, Service Dinner, Guest Night and Dikshant Parade.

SVP Memorial Lecture and Prime Minister's Silver Cup Essay Competition on Police Subjects

The Academy annually conducts a Sardar Vallabhbhai Patel Memorial Lecture and the Prime Minister's Silver Cup Essay Competition on police subjects.

Director's Parade

The Director's Parade is periodically held in the Academy. The Officer Trainees and uniformed staff of the Academy participate in the Parade.

Founder's Day Celebrations

Sardar Vallabhbhai Patel's Birth Anniversary is on 31st October, and is celebrated as the Founder's Day of the Academy. The celebrations include paying of floral tributes to Sardar Patel's statue by the trainees, staff and faculty of NPA

BASIC COURSE OBJECTIVES & CURRICULUM

1.1 Objectives of the Basic Course

The primary purpose of the Academy is to prepare leaders for the Indian Police. Towards this end, the Academy organizes basic training of the new recruits to the Indian Police Service (referred to as probationers). At the conclusion of the basic training, the course aims to ensure that the probationers acquire necessary knowledge, skills, attitudes, understanding and behavior that are required for effectively discharging their duties as Sub-Divisional Police Officers initially, and later, for various senior supervisory assignments in the rank of Superintendent of Police in Districts and Specialized units of the Police Department. The 'Integrated Training' format being used at the Academy to impart training focuses on fusion of three dimensions: Sensitization (personal and social), Orientation (ethical and legal) and Competency (domain and inter-segmental).

The Academy further aims at nurturing human values in all its areas of activity to prepare probationers not only to be good police professionals but also sensitive and empathetic human beings.

Thus, the objective of Basic Course training is:

- (i) Capacity building through the matrix of Sensitization, Orientation and Competency.
- (ii) Imparting professional knowledge and understanding.
- (iii) Development of Professional, Organizational and Community skills.
- (iv) Nurturing human values, right attitudes and appropriate behavior in professional and personal life and inculcating sensitivity.
- (v) Development of overall personality (character, habits, self-discipline, soft skills, norms, values, etiquette, etc.)
- (vi) Transforming the probationers into leaders of Police.

1.2 Course Co-Ordinators

Presently, the course coordinators for the Basic Course Training include:

- (i) Joint Director (Basic Course)
- (ii) Assistant Director/Deputy Director (Outdoors)
- (iii) Assistant Director/Deputy Director (Indoor Studies-I)
- (iv) Assistant Director/Deputy Director (Indoor Studies-II)

1.3 Syllabus & Marks

The syllabus of indoor training, in respect of each subject is given below. The contents of the subjects are expanded/ modified whenever and wherever considered necessary having regard to field requirements.

1.4	(a)	Indoor Subjects	
		Paper I	Indian Penal Code, 1860 and Special Laws 100 Marks
		Paper II	Indian Evidence Act, 1872 100 Marks
		Paper III	Code of Criminal Procedure, 1973 100 Marks
		Paper IV	Investigation 150 Marks
		Paper V	Forensics 100 Marks
		Paper VI	Criminology and Police Management in India 150 Marks
		Paper VII	Attitudes, Ethics and Human Rights 100 Marks
		Paper VIII	Internal Security and Public Order 150 Marks
		Paper IX	Information and Communication Technology 150 Marks
		Paper X	Assessment of the training imparted during District Practical Training and Phase-II 100 Marks

Total 1200 Marks

(b) Outdoor Subjects

i.	Physical Fitness	-	120 Marks
ii.	Drill	-	80 Marks
iii.	Weapon Training & Firing	-	120 Marks
iv.	Yoga	-	40 Marks
v.	Unarmed Combat	-	40 Marks
vi.	Field Craft & Tactics and Map Reading	-	160 Marks
vii.	Equitation	-	40 Marks

Total 600 Marks

(c) Qualifying Subjects

- i. Cadre Language and Cadre Studies
- ii. Hindi Language
- iii. Motor Mechanism and Driving
- iv. Swimming
- v. First Aid and Ambulance Drill

The detailed syllabus of Indoor subjects is as under:

Paper I: Indian Penal Code, 1860 and Special Laws Marks : 100

1. Evolution of Indian Laws, Rule of Law
2. Concepts of Crime, Punishment, Liability, Burden of Proof
3. Key Definitions/ Explanations
4. General Exceptions
5. Inchoate Offences
6. Hurt
7. Wrongful Restraint & Wrongful Constraint
8. Criminal Force and Assault
9. Offences against Public Tranquility
10. Kidnapping /Abduction

11. Sexual Offences
12. Culpable Homicide, Murder, Causing Death by Negligence
13. Dowry Death/ Offences relating to Marriage
14. Theft & Extortion
15. Robbery & Dacoity
16. Criminal Trespass
17. Offences against State, Offences relating to Religion
18. Offences affecting the Public Health & Safety
19. Contempt of the Lawful Authority of Public Servants
20. Offences against Public Justice
21. Contempt of Court
22. Defamation
23. Offence relating to the Armed Forces
24. Offences relating to Documents and Property Marks
25. The Protection of Civil Rights Act, 1955
26. The Bonded Labour System (Abolition) Act, 1976
27. The Electricity Act, 2003
28. Laws relating to Intellectual Property Rights (IPR)
29. The Right to Information Act, 2005
30. The Armed Forces (Special Powers) Act, 1958
31. The Pre-conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994
32. The Domestic Violence Act, 2005
33. The Arms Act, 1959
34. The Explosives Act, 1884
35. The Explosive Substances Act, 1908

Outcome - The inputs on Indian Penal Code (IPC) will enable the probationers to understand and appreciate the basic principles of jurisprudence and to identify if an act or omission amounts to an offence under the IPC and if so, under what section or sections of IPC that act or omission is punishable.

Special Laws are legislations enacted for specific social, economic or other conditions which are either out of the purview of the mainstream statute such as the IPC, or to extend the substantive or procedural law to meet some special contingency. A good number of the Special Laws have penal provisions and attract the powers of the police. The curriculum of Special Laws is designed to give the future police leaders a fair idea of the range and nature of offences defined under the various statutes as well as the special procedures laid down therein. It will help the officer to see incidents and offences in a holistic manner in order to book and prosecute offenders effectively under alternate provisions as also to familiarise other agencies Police need to co-ordinate with for effective action either for protection or for prosecution.

1. Introduction of Law of evidence
 - a) Meaning of law
 - b) Types of Law - civil, criminal, Procedural and substantive laws
 - c) Meaning of evidence
 - d) Types of evidence – circumstantial, direct, hearsay, corroborative, oral, documentary, primary and secondary evidence
 - e) Historical background of law of evidence
 - f) Its nature
 - g) Objectives and reasons
 - h) Scope
 - (i) Proceedings – civil and criminal(Judicial)
 - (ii) Territorial applicability
 - (iii) Institutions (Court not arbitrator)
2. Proof- A
 - a) Burden of Proof – Onus to prove – Pre ponderance of probabilities – Beyond reasonable doubt
 - b) Presumption – may presume – shall presume – conclusive proof
 - (i) Burden of proof (Section 101 to 111)
 - (ii) Presumptions (Section 111A to Section 114A)
 - (iii) Presumptions under Sections 113-A, 113-B)
 - (iv) Estoppel (Sec. 115 to Sec. 117)
3. Facts
 - a) Fact in issue
 - b) Relevant fact
 - c) Logical relevancy and legal relevancy
 - d) Relevancy and admissibility
4. Relevant facts
 - a) Res gestae (Sec.5&6)
 - b) Cause, Effect, motive, Preparation and conduct (Sec. 7&8)
5. Relevant facts
 - a) Explanatory and Introductory facts and evidence to prove conspiracy Sections 9 & 10 of I.E.A.
 - b) Meaning of introductory facts and explanatory facts
 - c) Identity of persons
 - (i) Legal sanctity of identification
 - (ii) 54A. Identification of person arrested
 - (iii) Object of holding identification parade
 - (iv) Appreciation of evidence of identification by Court
 - (v) Evidentiary value of test identification parade
 - (vi) Test identification parade and Article 20(3) of the Constitution of India
 - (vii) Identification of Prisoners Act, 1920
 - d) Photography, Videography, DNA, Superimposing Techniques
 - e) Test identification Parade of property and accused
 - f) Special Rules of Evidence relating to conspiracy
6. Facts not otherwise relevant
 - a) Inconsistent facts and probability and mental element (Sections 11 and 14)
 - b) Alibi
 - c) Wide scope of the section

7. Admission & Confession (Section 17,21,24 to 30)
 - a) Definition of Admission
 - b) Use of admissions in criminal cases (Sec.21)
 - c) Definition of Confession
 - d) Confession made to officers in authority (other than police officers) on inducement, threat or priority (Sec. 24) Exception to Sec. 24
 - e) Confession to Police Officers (Sec. 25)
 - f) Confession to Magistrates (How to record confession made to Magistrate)
 - g) Discovery of fact (Sec. 27)
 - h) Secret, but relevant confession
 - i) Retracted confessions
 - j) Extra Judicial Confession
 - k) Confession of accused
 - l) Confession in a joint trial
8. Statement by persons who cannot be called as witnesses and statement made by persons before death.
 - a) Dying declaration
 - b) How to record dying declaration
 - c) Requisites for reliable dying declaration
 - d) Offences against women – dying declaration
 - e) Multiple dying declarations
 - f) Other statements under Section 32
 - (i) Differences between English and Indian Law
 - (ii) Forms of dying declaration
 - (iii) Conditions to be satisfied for the admissibility of dying declaration
 - (iv) Probative value of dying declaration
9. Entries in the books of account, Public records, Maps, Charts on Section 34 to 38 of I.E.A.
 - a) Meaning of books of account
 - b) Relevance of book of account in criminal case
 - c) How to prove books of account
 - d) Bankers book Evidence Act
 - e) Entries in the diary
 - f) Loose papers
 - g) Public Records
 - h) Facts which need not be proved
 - i) Judicial notice
 - j) Natural events
10. Opinion of Experts and Third parties (Experts and their opinion)
 - a) Opinions of Parties not connected to case (third parties)
 - b) Who is an expert?
 - c) Importance of opinion of expert
 - d) Provisions in CrPC. and Identification of Prisoners Act
 - e) Hand Writing and Finger Print Experts
 - f) Opinion of third parties who are not experts
11. Character of the Accused (Section 53 & 54)
 - a) Relevancy in criminal cases
 - b) Previous convictions
 - c) How to prove previous convictions (with reference to Section 75 of I.P.C., 360 Cr.P.C. and Section 14 of I.E.A.)

12. Witness and Oral Evidence (Sections 59 & 60)
 - a) (When relevant facts are known to persons)
 - b) Meaning of oral evidence
 - c) Documentary evidence
 - d) Types of documents and their proof
 - (i) Public documents
 - (ii) Private documents
 - (iii) Electronic documents
 - e) Proof of documents
 - f) Ancient documents
 - g) Documentary evidence
 - h) Role of Executive Magistrate
13. Electronic documents and Special Rules of Evidence
 - a) Meaning of Electronic documents
 - b) Computer output
 - c) Relevant provisions of the I.T. Act
14. Witnesses and privileged communication (Section 118 to 129 & 132 of I.E.A.)
 - a) (When relevant facts are known to persons)Number of witnesses
 - b) Parties
 - c) Judges and Magistrates
 - d) Spouses against everyone
 - e) Offence of State and Departmental communication
 - f) Communication with legal advisor
 - g) Impact of RTI Act
15. Evidence of Accomplice – Sections 133 and 114 [Illustration (b)] of I.E.A. (When relevant facts are known to persons)
 - a) Who is an accomplice?
 - b) How can get the evidence of an accomplice
 - c) How pardon is granted to the accomplice
 - d) Special reference to the cases of P.C. Act.
16. Recording of evidence / Court craft in the court (oral and documentary evidence) (How witnesses place their knowledge of relevant facts before the court or Examination of the witnesses)
 - a) Examination in Chief
 - b) Cross Examination
 - c) Re examination
 - d) Hostile witnesses
 - e) Leading questions
 - f) Refreshing memory
 - g) Filing of the documents before the court and marking them
17. Questions which should not be asked (Sections 149 – 152)
 - a) Vexatious questions
 - b) Privileged communications
 - c) Indecent scandalous and questions intended to insult
18. Evidence to corroborate
 - a) Meaning of corroboration
 - b) When corroboration is required
 - c) How to collect corroborative evidence
 - d) Contradiction and corroboration

Outcome - Evidence is the foundation of prosecution. Most prosecutions fail because of lacunae in the evidence. In every criminal investigation, a police officer will come across wide range of evidence related to an offence. Though Investigating Officer (IO) is the deciding authority as to what he or she wants to rely on, to support/strengthen the case but knowing the correct rules for collection and presentation of evidence (as per Rules of relevancy and admissibility) in the Court of law not only attaches higher degree of acceptance but also rules out the possibility of evidences being challenged.

The inputs on Indian Evidence Act will enable the probationers to:

- (i) Understand the legal aspects of identification, collection and presentation of evidences in the Court of law.
- (ii) Know how to plug loopholes in an evidence by establishing vital links between various evidences.
- (iii) Effectively guide investigation and lay down markers for collection of evidence.
- (iv) Effectively supervise and scrutinize the collected evidence to help the IO to make the required connection between the crime and the accused.

Paper III : Code of Criminal Procedure, 1973

Marks : 100

- 1. Overview of CrPC
- 2. Constitution of Criminal Courts and their powers and Prosecution
- 3. Process of procuring presence of accused and witnesses – Summons, Warrants, Proclamation and Attachment of property
- 4. FIR Related Miscellaneous topics:
 - a) Place of Jurisdiction
 - b) Section 156(3)
 - c) Cross case
 - d) Double jeopardy
- 5. Bail
- 6. Conclusion of investigation
 - a) Period of Limitation
 - b) Protest petition
 - c) Charge sheet and recording of evidence u/s 299
- 7. Prosecution scrutiny of cases
- 8. Compounding, Withdrawal from Prosecution and Plea Bargaining
- 9. Pre-Trial Conference, Joint Trial and Splitting of Trial and Speedy Trial
- 10. Trial/Court Proceedings:
 - a) Filing of Charge sheet
 - b) Supplying copies of charge sheet
 - c) Committal proceedings
 - d) Concept of special courts
 - e) Framing of charge
 - f) Discharge
 - g) Prosecution Evidence
 - h) Section 313
 - i) Defence Evidence
 - j) Judgment
- 11. Disposal of Property
- 12. Appeal, Review and Revision

13. Procedure for Private Complaint
14. Tendering of pardon under section 306 and other miscellaneous Sections 311 and 319.

Outcome - Criminal procedure is one of the most important tools for the functioning of the police in the field. The Criminal Procedure Code (CrPC), read with the police rules of the state, is the core statute for exercising police powers in investigation. A thorough knowledge of CrPC is therefore crucial to and is linked to several other subjects such as IPC and Investigation. The curriculum on the Criminal Procedure Code for IPS probationers is designed to give them an overview of policing functions and powers, with focus on Constitutional provisions, human rights, gender sensitisation, emerging trends in crimes, etc. The inputs on CrPC will enable the probationers to:

- (i) Attain higher degree of proficiency in supervising and giving direction to investigation and ensuring that it conforms to and satisfies the court's appraisal.
- (ii) Develop the ability to identify common gaps in procedure which may result in rights violation or failure of prosecution.
- (iii) Understand the constitutional mandate of policing in securing the right to life and personal liberty so as to ensure the use of procedure as the 'handmaiden of justice' and not of oppression by misuse.
- (iv) Co-relate and respond to the different processes which occur simultaneously upon the commission of an offence under other major criminal laws such as IPC and Evidence Act and some Special Laws.
- (v) Familiarize with the new and emerging practices and trends targeted towards reform in the policing system.

Paper IV: Investigation

Marks: 150

1. Power of Police to conduct Investigation
 - a) Investigation/its stages/relevant facts
 - b) Code of Conduct for the Police in conducting investigations / best practices
2. Registration of FIR
 - a) First Information report – Section 154 CrPC
 - b) Duties of a Police Officer in registering a case
 - c) Rights of a citizen in the capacity as a complainant
 - d) Cross or counter FIR
 - e) Preliminary enquiry prior to the registration of FIR
 - f) Liability of persons giving false complaints
 - g) Evidentiary value of FIR
3. Examination of Witnesses, Suspects and Arrests
 - a) Examination of witnesses and suspects and arrests
 - (i) Kinds of evidence / oral evidence
 - (ii) Provisions and procedures governing examination of witness
 - (iii) Evidentiary value of the statement of a witness recorded by Police
 - (iv) Constitutional safeguards for a witness/rights of the witness
 - (v) Victim and witness protection under SCs and STs (PoA) Act
 - (vi) Liability of the witness for giving false evidence
 - (vii) Liability of the Police Officer for introducing false evidence
 - b) Arrest

- (i) Meaning of Arrest
 - (ii) Statutes that empower Police to effect arrest
 - (iii) Provisions of CrPC dealing with arrest
 - (iv) Powers and Duties of Police Officers while and after effecting arrest
 - (v) Press coverage of arrested accused
 - (vi) Rights of the arrestee
 - (vii) Consequence of non-compliance with the provisions relating to arrest
 - (viii) Constitutional safeguards against arbitrary arrest and detention
 - (ix) Examination of arrested person by medical officer
 - (x) Health and safety of arrested person
- c) Principles regarding use of handcuffs
 - (i) Objective
 - (ii) Handcuffing: Guidelines of Supreme Court
- 4. Search and Seizure – Techniques of raid
 - a) Statutory powers of search: Search of a person, place etc without warrant
 - b) Search procedure stipulated in Section 100 CrPC
 - c) Methods of search
 - d) Consequences of non-compliance with the provisions relating to search –
 - (i) Search without warrant by Police Officers
 - (ii) Exception: section 165 CrPC
 - (iii) Effect of contravention of the search procedure
 - (iv) Search with consent of the occupant of a premise
- 5. Inquest and its procedures
 - a) Meaning of Inquest
 - b) Provisions dealing with Inquest
 - c) Power of Police Officers to conduct Inquest
- 6. Absconders – Attachment of Property
- 7. Report of Investigations – writing of case diaries
 - a) Case diary – stipulations under section 172 CrPC
 - b) Details to be furnished in the Case Diary
 - c) Failure to maintain a case diary
 - d) Use of case diary in the court of Law
- 8. Filing of Charge sheet / Final Report
 - a) Preparation of charge sheet
 - b) When is it filed? The period of limitation
 - c) Contents & documents to be furnished in the Charge sheet
 - d) Cognizance on Supplementary Charge sheet
- 9. Economic Offences
 - a) Basic Concepts
 - b) Criminal Breach of Trust, Cheating, Forgery & Questioned Documents
 - c) Frauds: Banking, Deposit, Corporate Frauds
- 10. Bribery and Corruption
 - a) Theories of corruption (Attitudes, Ethics and Human Rights subject)
 - b) Provisions of Prevention of Corruption Act
 - c) The Criminal Law Amendment Ordinance, 1944.
 - d) Criminal Law Amendment Act, 1952

11. Crime Against Women, Children and Disadvantaged Sections
 - a) Crime Against Women: Matrimonial offences, Domestic violence Act, Dowry Death, Rape
 - b) Crime Against Children: Issues, Laws (POCSO Act, JJ Act), Institutional arrangements and Best Practices.
 - c) Crime Against Weaker sections: SC ST POA Act
12. Organized Crime
 - a) Theory of Organized Crime
 - b) Drug Trafficking
 - c) Human Trafficking :Immoral Trafficking (Prevention) Act
13. Transnational Crimes and Extradition
 - a) Lookout circular and Interpol.
 - b) Extradition and Deportation
 - c) The Extradition Act, 1962.
 - d) LR and MLAT
14. Principles and techniques of interrogation, confessions, Judicial and extra-judicial
15. Gathering criminal intelligence – employment of sources and shadowing suspects.
16. Supervision of Crime
17. Land mark cases

Outcome - On completion of the syllabus, the probationers shall be able to:

- (i) List and describe the common elements of the investigative process.
- (ii) Investigate a crime or incident and attend to an incident
- (iii) Conduct a preliminary and a basic scientific and criminal investigation and analyze evidence gathered.
- (iv) Describe the qualities of the investigator.
- (v) Discuss the procedure for investigating specific types of incidents, crime scene processing and present evidence in a court of law.
- (vi) Apply principles of IPC, CrPC, Law of Evidence, Forensic Science, Forensic Medicine, other Acts and laws in an integrated manner.
- (vii) Administer a case file.
- (viii) Perform witness support activities.
- (ix) Apply Victim Empowerment knowledge and skills for service delivery.
- (x) Locate, develop evaluate and manage information from public and private sources and informers. (Manage crime intelligence practices).
- (xi) Describe crime reporting systems and computerized database through various forms and formats.
- (xii) Demonstrate appropriate interviewing and interrogation techniques and handling of suspects in the investigation.
- (xiii) Function in a team (simulation exercises and practicals) and understanding stress in personal and work situations during serious incidents.
- (xiv) Understand the nature of economic offences and organized crimes.
- (xv) Learn the steps involved in investigation of crimes against women, children and weaker sections, corruption cases
- (xvi) Know the procedure for investigation of cases under NDPS Act.
- (xvii) Know the steps to be taken for prevention of atrocities and investigation of atrocity cases registered under SC/ST POA Act.
- (xviii) Learn the need for inter-agency cooperation and the principles and process of extradition

Paper V :Forensics**Marks:100**

1. Forensic Science – Introduction
 - a) Forensic Science-scope and its role in crime investigation
 - b) History and Development
 - c) Mobile Units and
 - d) Other Organizations. Clues team/ crime scene visit to be arranged for probationers
 - e) Forensic Science Laboratories- Organization setup; divisions and their utilization
 - f) Regional labs-
 - g) Central and state Forensic Science Laboratories in India
2. Crime Scene Management
 - a) Crime Scene Search
 - b) Crime Scene Recording
 - c) Crime Scene Reconstruction
3. Physical Evidences
 - a) Definition and importance of physical evidence
 - b) Search and collection
 - c) Lifting, Handling and Packing, Forwarding to laboratory for analysis
 - d) Interpretation including substantiating and presentation of document in court
4. Biometrics and its application in investigation
 - a) Fingerprints, Footprints, Facial Recognition system
 - b) Automated Fingerprint Identification System
 - c) Specimen Fingerprint and Fingerprint Bureau
5. Forensic Physics
 - a) Glass Fracture studies
 - b) Footprints, tyre impression etc.
 - c) Tool marks
 - d) Examination of spurious articles referred in infringement of trade mark act
 - e) Examination of physical evidence in road accidents/traffic accidents
6. Forensic Ballistics
 - a) Role and importance in investigation
 - b) Classification of firearms and range of firing
 - c) Collection, handling, preservation of firearms and ammunitions
 - d) Type of firearm
 - e) evidence, kind of information to be elicited from the forensic expert
 - f) Understanding and interpreting the forensic reports on ballistic examination
7. Forensic Serology and Forensic Biology
 - a) Forensic Serology :
 - (i) Different types of physiological fluids encounter in crime location
 - b) Handling & Collection – do's and don'ts
 - c) Blood spatter pattern analysis
 - d) Analytical
 - e) information from experts
 - f) Interpretation of reports
 - g) Forensic Biology:
 - (i) Significance of Biological Evidences: Hair, Fibre, Diatoms & plant materials etc.

8. DNA Fingerprinting
 - a) DNA FP – Introduction & its significance in Forensic Science
 - b) Types of cases
 - c) Guidelines in handling of evidences
 - d) Interpretation of Reports
9. Forensic Chemistry
 - a) Types of cases –Explosives; Fire &Arson Cases; Spurious/ Suspected petrol, diesel & other motor oils; cosmetics etc.
 - b) Collection – precautions, sampling procedures
 - c) NDPS
 - d) Post Blast Investigation
10. Advances in Forensic Science
 - a) Forensic Engineering:
 - b) Audio – Voice
 - c) Analysis
 - d) Forensic Nursing
 - e) Railway Forensics
11. Field Level Forensic tools
 - a) Application of alternate light sources
 - b) Kits for detection of NDPS and explosives
 - c) Detection of body fluids
12. Introduction to Forensic Medicine
13. Examination of scenes of occurrence from the point of view medico-legal evidence
14. Identification: Methods of establishing identity of living and dead. Determination of age, Odontology, Human anthropology
15. Post Mortem: The post-mortem examination, examination of mutilated bodies and skeletal remains; Appreciation of medico-legal reports and framing of questionnaires for doctors, Exhumation
16. Death: Medico legal aspects of death –determination of causes and time of death – distinction between homicidal, suicidal, accidental and natural deaths
17. Body Offences:
 - a) Violent asphyxia deaths- by hanging, strangulation, throttling, suffocation and drowning
 - b) Different types of wounds – by fire arms, sharp- edged or pointed weapons or explosive, burns and scalds, mechanical injuries, death and injuries caused by heat, cold, lightening or electrocution
18. Traffic Accidents: Deaths and injuries arising out of traffic accidents - drunken driving
19. Sexual Offences:
 - a) Sexual offences- rape, criminal abortion and infanticide
 - b) Medico-legal aspects of insanity
20. Toxicology:
 - a) Poisons commonly used in India in the commission of crime and for suicides – their symptoms and detection in living subjects and dead bodies
 - b) Medical Negligence
 - c) Recent Advances in forensic Medicine
 - d) Chemical, biological, radiological and nuclear disasters

Outcome - On completion of the syllabus, the probationers will be able to:

- (i) Understand the natural and unnatural deaths (suicide, homicide and accidental).
- (ii) Understand the concept of brainstem death.
- (iii) Scientific methods of identification, living and dead persons.
- (iv) Evaluate the cause and time since death in various cases.
- (v) Understand medico legal reports like Autopsy report, Injury report, death certificate and drunken certificate.
- (vi) Understand nature of injuries, so that they could be able to assess simple/grievous injuries, weapons with which injuries are caused.
- (vii) Understand the symptoms of Asphyxial deaths, so are able to know whether it is hanging, strangulation or drowning deaths.
- (viii) Understand various natural, unnatural and sexual perversions.
- (ix) Collect various physical and biological evidences related to the human body in various offences.
- (x) Understand and diagnose various offences related to poisoning, Symptoms and collection of evidences.
- (xi) Understand and appreciate the importance of Scientific Aids to Investigation in their day-to-day Policing.
- (xii) Undertake Scene of Crime (SOC) investigation to provide for scientific reconstruction and Crime scene analysis with the help of Forensic Scientists whenever required.
- (xiii) Perform and guide the investigating officers to carryout proper SOC processing by recognizing, documenting, collecting, preserving and transporting physical evidences without breaking chain of custody.
- (xiv) Prepare comprehensive observation report taking into consideration, the activities of the police officers at the SOC and train their subordinate officers to prepare observation report to withstand scrutiny of the presiding officer of the court.

Paper VI : Criminology and Police Management in India

Marks : 150

- 1. Historical Perspective of Policing & Present Challenges
 - a) Evolution of Police.
 - b) Role of All India Services
 - c) Indian Police and Indian Police Service.
 - d) Contribution of IPS Fraternity
 - e) Pride in Uniform
 - f) Police Act 1861
 - g) Policing and Criminology- Introduction Session
 - h) Challenges before Police Leadership in 21st century.
 - i) Criminal Justice System
- 2. Organization Structure in Centre and States
 - a) Organization Structure & Design : Hierarchy, Span of control, Unity of command, Coordination, Delegation of authority, Decentralization and Supervision.
 - b) Role of Central Government in Police work
 - c) CAPFs & CPOs
 - d) State Police Organizations and Police Administration.
 - e) Introductory Cadre Course
 - f) State Police Manual

3. District Police Management
 - a) District Police Administration
 - b) Theories of Crime
4. Leadership
5. Police Station Management (Including PS Visits)
 - a) Functioning of Police Station
 - (i) PS Records
 - (ii) Inspection and supervision
 - b) Evidence Based Policing for crime prevention
 - c) Measurement of Crime
 - d) Human Resources Management in Police
 - e) Human Resources Management- Concept and scope.
 - f) Human Resource Planning
 - (i) Concept of HRP
 - (ii) Human Resource Information systems
 - g) Job analysis and Evaluation
 - (i) Concept, scope and importance of Job Analysis
 - (ii) Methods of Job-Analysis
 - (iii) Writing and using job description
 - (iv) Methods of job evaluation.
 - h) Effective Decision Making
 - i) Conducting Effective Meetings
6. Penology and Victimology/JJ Act
7. Human Resource Development
 - a) Human Resource Development in Police Concept of HRD
 - b) Developmental directions in HRD
 - c) Tools and Techniques for developing Human Resources.
 - d) Training process
 - e) On-the-job training methods.
 - f) Recruitment and Selection Process in Police
 - g) Recruitment methods.
 - h) Concept of Assessment Centers.
 - i) Case-studies from different organizations
8. Motivation and Welfare of the Staff
 - a) Managing police personnel for Superior Performance
 - b) Motivating police personnel
 - c) Rewards management
 - d) Grievance Redressal mechanisms in Police
 - e) Performance Appraisal and
 - f) Interpersonal feedback
 - g) Police Welfare
9. Contemporary Issues in policing and Commissionerate System
10. Office Management
11. Departmental Enquiries
12. Best Practices
 - a) Crime Prevention Techniques / Crime records (Crime Data Analysis)
 - b) Community Policing
 - c) Case load management
13. Working of various wings of police department in a district including forensic lab/clues team facilities etc.
14. Visits and inspections of Police stations and other subordinate offices in the district including inspection of Armed Reserve lines and Police Band.

15. Working of dog squad, mounted police, availability and maintenance of arms and ammunition and training of police personnel including annual firing.

Outcomes – On completion of the subject curriculum, the probationers shall be able to :

- (i) Understand the development of the Criminal Justice System, the policing system in India, the functions and inter-linkages of various wings within the Criminal Justice System.
- (ii) Be aware of the constitutional provisions, laws & rules governing policing and police officers in India, the structure of police set-up at state level, districts.
- (iii) Understand the functioning of the police station and the skill-set required for managing policing at the police station level.
- (iv) Relate to contemporary issues in policing like challenges emanating from casteism, communalism etc., attitude towards weaker sections including women and children and other related matters.
- (v) Conduct Departmental Enquiries and appreciate the nuances of how it is different from a criminal investigation/ Understand the provisions relating to security of service of civil servants.
- (vi) Have knowledge about various Central Armed Police Forces and Central Police Organisations.
- (vii) To understand the reasons for cause of crime and the best methods available to respond to it
- (viii) Inputs on methods such as crime mapping, crime data analysis, measurement of crime, methods for doing so, crime records and surveillance, devising crime prevention strategies and to equip the officers to better manage human and material resources at their disposal.
- (ix) Community Policing, Best practices and Case Load management being followed by the various police organizations for the purpose of emulation and further improvisation for improving efficiency and output of the police functioning.
- (x) To understand issues related to Penology and Prisons in India, Correctional Institutions, juvenile delinquency and various institutions related to Juvenile Justice System. The course also aims to familiarize the officers with the topic of Victimology, how Victimology is Crime prevention, problems of victims and the role of police personnel as First Responders.
- (xi) Apply learning from the domains of Leadership, Creativity, Personality Development, Time and Stress management, Organizational Communication, Motivation and Emotional Intelligence for Self Development as Police Leaders.
- (xii) Demonstrate their Competence in using soft skills as reinforcers to the Hard skills (professional) for effective discharge of their duties.
- (xiii) Synthesize the learning in the area of Human Resources Management to lead the policemen in the field effectively.
- (xiv) Evolve actionable organizational strategies for motivating, training, managing stress, conflict management and improving quality of work in Police.

Paper VII :Attitudes, Ethics and Human Rights**Marks : 100**

1. Introduction to Ethics
 - a) Understanding self and Dimensions of self.
 - b) Value driven policing (Professional, Human, Constitutional)
 - c) Theories of ethics (utilitarian, deontology and virtue).
 - d) Ethical dilemmas and resolutions.
 - e) Ethical - Triangulation method.
 - f) Practical applications.
 - g) Ethics of care
2. Justice, ethics and law
 - a) The theories of justice.
 - b) Concept of rule of law.
 - c) Idea of equality.
 - d) Real life case studies on behaviour, arrogance, insensitivity.
3. Introduction to human rights
 - a) Concept and evolution
 - b) Policing in democratic societies
 - c) Dirty harry problem and ticking bomb theory - an analysis
4. Forms of Police deviance
 - a) Abuse of authority.
 - b) Illustration of the Stanford prison experiments and Milgram experiments
 - c) Other police deviances
5. Police Dilemmas
 - a) Various categories of Dilemmas.
 - b) Resolution
6. Prescriptive Codes for Policing in Indian Society
 - a) International Ethical Standards.
 - b) All India Service (Conduct Rules).
7. Organisational sub culture
 - a) Positive and Negative.
 - b) Initiating Change.
8. Corruption
 - a) Forms & Types of Police corruption
 - b) Institutional Corruption
 - c) Moral corruption
 - d) Noble cause corruption
 - e) Conditions that breed corruption
 - f) Need for reforms and Transparency.
9. Behaviouralism
 - a) Stereo types, biases and prejudices
 - b) Overcoming Biases.
 - c) Application / uses in Policing.
10. Attitudes for success
 - a) Baseline Attitudes to be a successful Police Officer.
 - Leading by example, compassion, honesty, humour, integrity, self-regulation.
 - b) Introspection & identification.
 - c) Inculcating desired attitudes.

11. Soft skills – Communication, Oral, written, Nonverbal, barriers in communications, Communication with public/Public Representatives/seniors.
 - a) Art of listening, empathy in communication and skill in giving effective feedback.
 - b) Different styles, scientific basis.
 - c) Assertiveness Training.
 - d) Conflict management/Negotiation.
 - e) Interpersonal Relationships.
 - f) Art of Public Speaking.
12. Team Building
 - a) Marshmallow experiment.
 - b) What works for teams?
 - c) When teams don't perform as per expectations.
13. Creativity and Innovation at work
 - a) Difference between creativity and innovation.
 - b) Importance of innovation.
 - c) Barriers to innovation.
 - d) Creating culture promoting innovation.
 - e) Use of creativity in policing.
14. Time Management
 - a) One dimensional and two dimensional aspects of Time Management.
 - b) Good Habits for Time Management.
 - c) Time wasters.
 - d) Budgeting the time.
13. Stress Management in Police
 - a) Stress Management- Interventions for police personnel,
 - b) Managing Frustrations,
 - c) Drug Abuse and Psychological health of Police personnel
14. Emotional Intelligence
 - a) Effective leadership to create suitable work environment.
 - b) Personality correlates of leadership.
 - c) Understanding emotions of self and others.
 - d) Using EQ for empathetic leadership.
 - e) Emotional Agility.

Outcome - At the end of this course, the probationers will be able to :

- (i) Understand and appreciate the values fundamental to policing in India, the ethical dimensions of police work, importance of ethical approach in policing and ways to handle ethical dilemmas.
- (ii) Be aware of the general expectations and the code of conduct for officers of AIS.
- (iii) Understand the utility of the concepts of Ethics, Human rights and appropriate attitudes in day-to-day policing and in ensuring better service delivery.
- (iv) Learn the existing laws on Human Rights (HR) and understand their evolution.
- (v) Be aware of the need for sensitivity towards HR in police work.
- (vi) Understand the competency expectation in terms of attitudes from a civil servant.

- (vii) Inculcate attitudes/values of compassion, integrity, courage, positivity, humility, confidence, self-awareness, team work, humour etc. that are critical for a police officer.
- (viii) To develop communication skills to interact effectively.
- (ix) To use knowledge of team building, creativity and innovation to develop an enabling work environment
- (x) To understand the principles of time management and stress management so that these can be applied to self and subordinates to create a better work environment.

Paper VIII : Internal Security and Public Order

Marks : 150

1. Concept of Internal Security
 - a) Overall National Scenario with emphasis on LWE, Urban Terrorism, North-East Insurgency
2. Left Wing Extremism in India
 - a) History/ Structure/ Crime Data/ Mapping
 - b) Modus Operandi, Funding, Logistics etc.
 - c) Intelligence Collection including CDR Analysis
 - d) VIP Movement in LWE areas
 - e) Operation Strategies.
 - f) Govt. Interventions / Policies
 - g) Investigation of LWE-related Crimes
3. Terrorism – An overview
 - a) History
 - b) Structure
 - c) Spread/ Mapping
 - d) Crime Data
 - e) Terror Funding
 - f) Narco -Terrorism
 - g) Prevention Strategies
 - h) Fidayeen Attack/Other nature of blasts
 - i) Response in Fidayeen Attack
 - j) UAPA Act
 - k) Investigation of terror-related crimes
4. Insurgency – Insurgency in North East India
5. FICN
 - a) Investigation
 - b) High Quality Currency
 - c) Cross-Border connections
 - d) Modus operandi
 - e) National Perspective
 - f) NIA Act
6. VIP Security – General Principles
7. Preventive Detention – National Security Act
8. Regulation of Foreigners Registration and Movement
 - a) Types of Visas and Rules therein
 - b) Violation and interventions.
 - c) The Foreigners Act, 1946
9. Airport Security
10. Document Security and Information Security – Official Secrets Act
11. Radicalization

12. Magisterial Enquiry
13. Emerging threats to Internal Security
 - a) Cyber Espionage
 - b) Role of Social Media
14. Crowd Control
 - a) Crowds and Collective behavior of crowds.
 - b) Principles of Crowd Control
 - c) Arrangements for Melas /Festivals-Regulation of crowd
15. Unlawful Assemblies
 - a) Intelligence and Source Building.
 - b) Rumours – Types and Handling of Rumours
 - c) Handling of Unlawful Assemblies. Preventive Action and Dispersal of Unlawful Assemblies (CrPC provisions) and Documentation.
 - d) Agitations and Police Response
 - e) Graded use of force/Less than lethal methods of crowd control
 - f) Essential Services Maintenance Act, 1981
16. Riots and Communalism
 - a) Riots and Communalism (Overview)
 - b) Broad principles of Riot Schemes.
 - c) Communal problems-Handling of Riots, Anticipating Law and Order situations
 - d) PDPP Act
17. Disaster Management
 - a) Handling of Crisis created by natural disasters, major accidents, etc. and Interagency Coordination
 - b) Deployment of CAPFs/Armed Forces. (PMI/Outdoor)
 - c) Disaster Management Act, 2005
18. Counselling/ Mediation and Media Management
19. Election Management
 - a) Maintenance of Law and Order and Peace during elections (Relevant section of electoral offences will be covered under IPC)
 - b) The Representatives of Peoples Act, 1951
20. Road Safety and Traffic Management
 - a) Control Room Visit
 - b) IT applications in traffic Management
 - c) Motor Vehicles Act 1988
21. Exchange of Fire/Judicial Enquiry/NHRC Guidelines (Ethics and HR)

Outcome - On completion of the syllabus, the probationers shall be able to:

- (i) Understand the nature of the crowd, various types of crowds and agitations and various methods of controlling it.
- (ii) Make bandobust arrangements for any large scale crowd gathering covering the entire spectrum from mobilisation of human and other resources to administrative arrangements, inter-departmental cooperation and community participation, etc.
- (iii) Deal with communal problems, prepare riot scheme, prepare reports for judicial inquiry.
- (iv) Election management and role of Police, traffic management, Police as responders to manmade and natural disasters.
- (v) Identify various types of Extremism and Terrorist activities including LWE, Militancy and different insurgencies and differentiate understand the Origin, Development, Ideology, Counter measures, Strategy and Tactics to deal with such threats.

- (vi) Understand broad principles of Counter Terrorism and Counter insurgency operations including collection of intelligence and to acquire basic skills for handling various operations.
- (vii) Identify general principles of Security including Personal Security, Vital Installation Security and document and Information Security.
- (viii) Identify relevant provisions in law to deal with cases related to Terrorism, Espionage, threat to Public Order.
- (ix) Understand how the Terrorist organizations use internet for radicalizing recruiting, training and propaganda purposes.

Paper IX : Information and Communication Technology

Marks : 150

1. Introduction to Computers
 - a) Hardware components and assembly
 - b) Storage systems and data organization
 - c) Software: system & application
 - d) Fundamentals of OS
2. Fundamentals of Computer Networks
 - a) Networking devices
 - b) IP addressing and Working of Internet
 - c) Network protocols
 - d) Logs created in computer networks, and their use for LEA
 - e) Internet Governance
3. MS Office Applications
 - a) MS Word
 - b) MS PowerPoint
 - c) MS Excel
 - d) Advanced Excel
4. CCTNS: Framework and dashboard
5. Introduction to Cybercrimes and Cyber Laws
 - a) Introduction to Cybercrimes and Understanding Modus Operandi
 - b) IT Act
 - (i) IT Act
 - (ii) Penalties & Offences
 - (iii) Intermediary Guidelines rules 2011
 - c) Presentation and Admissibility of Electronic Evidence
 - d) IT Act – Digital Signatures
 - e) IT Act – Monitoring and Decryption
 - f) IT Act – Blocking of access
6. Digital Crime Scene Management
 - a) Preparation of Investigator's Toolkit
 - b) Crime Scene Management - Preparation
 - c) Steps to be followed, Imaging, Hashing, Wiping, Cloning, Write-blockers, Faraday bags, handling different digital devices and documentation
 - d) Crime Scene Management – Processing and SOP
7. Investigation of Internet Crimes
 - a) Investigation of crimes on internet, email and social media
 - b) Investigation of digital payment frauds
 - c) Collection of evidences from browser, windows registry, event logs, network logs

8. Mobile Phone Investigation and Forensics
 - a) How Mobile works
 - b) Mobile Phone Architecture, terminologies and data acquisition
 - c) SOP of handling mobile devices
 - d) Mobile Apps: Data Analytics
 - e) Using CDR, Tower Dump, IPDR in investigation
9. Cyber Surveillance and Intelligence Gathering
 - a) Social Media: Investigation and Handling Rumors and Fake News
 - b) OSINT
 - c) CCTV and Aerial Surveillance
 - d) Dark Web
10. Cyber Security
 - a) Concept of Cyber Security and Information Security
 - b) Cyber Security Policies and Framework in India
 - c) Cyber Terrorism and Espionage
11. Emerging Trends and Challenges
 - a) IT applications and initiatives in policing
 - (i) National Cyber Crime Reporting Portal maintained by NCRB
 - (ii) Cybercrime Prevention against Women and Children Scheme of MHA– Overview, components etc
 - (iii) Indian Cybercrime Coordination Centre Scheme of MHA (I4C)
 - (iv) National Tracking system for missing and vulnerable children portal, and such other portals of Gol.
 - b) Blockchain Technology in policing
 - c) Investigation of Cryptocurrencies
 - d) Data Analytics and applications in policing
 - e) Anti-Forensics
 - f) Internet of Things
 - g) Artificial Intelligence
12. Wireless & Radio Communication (PTCR)
 - a) Functioning of Control Room
 - b) Handling Wireless Sets
 - c) HF/VHF/UHF communication
 - d) Latest technologies in wireless communication
 - e) Repeaters and RoIP
 - f) Integrated Control Room and ERSS

Outcome - At the end of this course, the probationers will be able to:

- (i) Be comfortable with Computer and will have Basic MS-Office & Internet related skills.
- (ii) Understand Internet Technology from the point of view of user as well as investigator.
- (iii) Appreciate challenges that technology has created for police leaders.
- (iv) Appreciate Cyber Crime as defined in our IT Act, related investigation skills and to handle digital evidences.
- (v) Understand Mobile Phone technology better and its use in investigation.
- (vi) Appreciate application of Information Technology in day to day police administration.

PAPER X: There will be a written test during Phase II for “Assessment of the training imparted during District Practical Training and Phase-II”.

Marks: 100

1.5 Outdoor Subjects: Detailed syllabus and evaluation in the outdoor subjects will be communicated separately in the Outdoor Handbook.

1.6 Qualifying Subjects (Indoor Subjects)

Every probationer shall be required to obtain such standards of proficiency, as the Director, Sardar Vallabhbhai Patel National Police Academy, may determine, in the following subjects:-

(a) Hindi Language

The probationers will be required to have basic knowledge of written and spoken Hindi.

(b) Cadre Language & Cadre Studies

Cadre language is an important medium of communication to connect with the general public and the police personnel of the area. IPS probationers should be well versed with the respective cadre languages. Also, they should be aware of the important aspects of the cadre states in terms of culture, geography, customs, political-socio set up and history including crime pattern. This would assist them in comprehending the state specific issues, sensitivities and problems.

The marks obtained by the probationers in the above subjects would not be taken into consideration while determining inter-se seniority of the probationers.

Standards of proficiency in respect of qualifying subjects in outdoors are indicated in the Outdoor Handbook separately.

ESSENTIAL ATTITUDES FOR AN IPS OFFICER

Introduction

The imbibing of desirable attitudes is one of the most essential components of a training programme, more so in a profession where the role is that of upholding Constitutional values and service to the people.

The Gore committee of 1978 laid great emphasis on this aspect. According to its report,

“Traditionally, a great deal of emphasis has been laid on the inculcation of knowledge and professional skill as the twin objectives of training. While these two are important, they do not make training complete and there is a third one that needs to be recognized. This is the objective of developing in the trainees appropriate attitudes of mind towards their work and the people they come into contact with in the discharge of their duties. This third objective requires that training should relate not only to the cognitive and the conative abilities of an individual but also to his effective responses. Training should aim at developing a trainee's total personality for the effective performance of his task.”

Amongst the three main components of training – **knowledge, skills and attitudes**, it is the attitudes which are the foundation or bedrock upon which the super structure of knowledge and skills are to be built. Attitudinal training is a challenge, especially at the age when most IPS officers enter the Service. The Academy will do its very best to impart to the IPS Probationers the critical attitudes that make or break a good Police officer. Warren Buffet had said that, in looking for people to hire, look for three qualities: integrity, intelligence, and energy. And if you don't have the first, the other two will kill you.

The objective is to mould the trainees into professionally competent officers in every manner and to shape them into complete personalities possessing the attitudes for contributing to the society and their Service in a noteworthy manner. These will be imparted not only through classroom discussions, role plays, group exercises, debates, interactive sessions with iconic officers and personalities, but also through outdoor activities that will challenge and constantly exhort the Probationers to keep improving.

There are certain critical attitudes that an IPS officer must possess for leading a life of contribution, achievement, dignity, and self-fulfillment:

Self Awareness
Impartiality
Compassion
Integrity
Courage
Commitment
Humility
Leading by Example

1. Self Awareness

“Self Awareness is the ability to take an honest look at your life without attachment to it being right or wrong.”

- Debbie Ford.

Self Awareness is the ability to focus on yourself and how your actions, thoughts or emotions do or don't align with your internal standards. If you're highly self-aware, you can objectively evaluate yourself, manage your emotions, align your behavior with your values, and understand correctly how others perceive you.

Policing is mostly a team effort. Hence it is important to learn to manage and lead others. However, before one can learn to manage others, the officer must learn to manage himself/herself. Knowing oneself better, is the first step towards managing the self and building your leadership competencies. For example, knowing one's triggers will give the ability to keep calm when facing adversity in the form of, say, an angry mob, and bolster the ability to take a balanced decision even under stress. In times of trouble, a calm and composed leader is very reassuring to all subordinates. The ability to cope with different types of stresses, to respond constructively under grave provocation, to be able to maintain focus and resoluteness, and to coach and mentor others in the team to perform optimally, is also part of this competence. The credibility of an officer's leadership will depend upon these factors.

2. Impartiality

Non-discrimination consists of giving the same treatment to persons who are in the same situation in terms of needs or vulnerability, even though their situations differ in other aspects: income, social class, gender or such other.

It is one of the fundamental aspects of democracy and the rule of law that every individual must be treated the same without discrimination. Article 14 of the Constitution of India talks about equality before law and equal protection of law. It is the duty of every Police officer to ensure this principle is upheld.

“Impartiality is not neutrality. It is partiality for justice.”

- Stanislaw Jerzy Lee.

3. Compassion

Compassion is the feeling that arises in witnessing another's suffering and that motivates a subsequent desire to help. It is the ability to put ourselves in someone else's shoes and act to render help. It means that we understand and are sensitive to the feelings of someone else and can also, even if temporarily, share the feelings of that person.

“Instead of putting other people in their place, put yourself in their place.”

- Anonymous.

Compassion involves “feeling for another” and is a precursor to empathy, the “feeling as another” capacity (as opposed to sympathy, the “feeling towards another”). The difference between sympathy and compassion is that the former responds to others’ suffering with sorrow and concern whereas the latter responds with warmth and care.

“True compassion means not only feeling another’s pain but also being moved to help relieve it.”

- Daniel Goleman.

4. Integrity

“The supreme quality for leadership is unquestionably integrity. Without it, no real success is possible, no matter whether it is on a section gang, a football field, in an army, or in an office”.

- Dwight D. Eisenhower.

This is one of the most important attitudes expected from a Police officer. All definitions of integrity entail two elements. The first one is what is right: ethical values and moral principles. The second one is what you do: your actions and behaviour. Integrity is having the inner personal strength and courage to always link the two, even in difficult situations, even when you get no advantage from it or even risk being disadvantaged by it, or even when others want or expect you to behave differently; you must align your behavior with ethical values and do what is right.

“Integrity is doing the right thing, even when no one is watching.”

- C. S. Lewis.

It is of utmost importance that every IPS officer displays the highest standards of personal, financial, behavioral and intellectual integrity. This would encompass impeccable personal conduct, not indulging in any corrupt practice, act as per the word that you have given and not take credit for something that was not done by you. If you make a commitment, you must honor it – your word should be highly regarded.

5. Courage

“I learned that courage was not the absence of fear, but the triumph over it. The brave man is not he who does not feel afraid, but he who conquers that fear.”

- Nelson Mandela.

A Police officer’s life is full of challenging situations. Every Police officer needs courage to confront and handle these with confidence and steadfastness. Even if an officer has compassion and integrity, these would mean nothing if the required action is not taken because of fear of any kind. A uniformed officer’s life cannot be led well without this essential quality underlying all his/her decisions.

But what is often forgotten is that courage is *more* than running towards gunshots while everyone else runs away from them, and it is *more* than leading your team in a life or death situation. It is also standing up for the values and principles that we are required to uphold, in every situation, against any odds, without fear or favour. It would mean taking the right stand when the situation demands it and not compromising your principles for any personal benefit or disadvantage. Courage is not absence of fear. It is when you don’t let your fears stop you from doing what should be done. Courageous officers will not shirk bold action because they fear failure. Courage is standing up for what is right.

6. Commitment

“Commitment is what transforms a promise into reality.”

- Abraham Lincoln.

Commitment is the state or quality of being dedicated to a cause, activity etc. It means being prepared to give a lot of your time and attention to something because you believe it is right or important.

Commitment would be do strive to do the very best that we can in every situation, to commit ourselves to life-long ideals and lofty objectives, to define a ‘meaning’ – a *why* in our lives that makes us strong enough to overcome any and every hardship – the capacity to tolerate any *how*.

Along with courage, what is also essential is commitment. Imagine if an officer has compassion, integrity and courage but no commitment towards his/her lawful duties. All these will then be of little use to any citizen. Therefore, the officers must also bring whole hearted commitment to what they are required to accomplish. A Police officer’s life in the field is governed by crises and a lack of commitment can cost lives or compromise justice. The society looks up to a Police officer, especially an IPS officer, to take charge in a situation and act lawfully. The officer must possess the courage and commitment to do this every single time – his/her personal comforts, safety and leisure should always come last.

7. Humility

“A great man is always willing to be little.”

- Ralph Waldo Emerson.

Humility is the first step towards greatness. In admitting that we do not know everything, we open ourselves to learning. In admitting that we can fail, we open another pathway to success. In admitting that we are flawed, we open ourselves to accepting others. A humble approach, giving up one’s pride but retaining your dignity will be a quality that will make a place in people’s heart for you.

“It is unwise to be too sure of one’s own wisdom.”

- Mahatma Gandhi.

An attitude of lifelong learning and constant improvement through self-awareness is the key for evolving to become the best one can be. As it is said, change is a door that can only be opened from the inside. One must keep that door open throughout one’s life. There is a tendency to become arrogant and acquire an I-know-it-all attitude; this is the death knell for learning and improvement and must be guarded against. Einstein had said, *“Once you stop learning, you start dying.”* A humble approach, giving up one’s pride but retaining your dignity will be a quality that will make a place in people’s heart for you. This is also important since a Police officer has to deal with people and not machines.

8. Leading by Example

“An ounce of practice is worth more than tons of preaching.”

- Mahatma Gandhi

An IPS officer's leadership would be accepted by the men/women they command and by the citizens based on his/her competence to deliver results and to stand by them in times of trouble. Since the entrants join the Police formations at the highest level, the way they behave and conduct themselves will always be watched by everyone working with them. Therefore, they must lead by impeccable personal conduct and acquire higher competencies than the personnel they command.

A caring, fair and respectful attitude towards the subordinates, a nurturing and welfare-oriented approach, even while demanding performance of difficult duties, will help establish one's leadership. We should also demonstrate periodically that we are prepared to take the same risks and suffer the same hardships that would be expected from the subordinates. In times of crisis, one's leadership must be visible and unequivocal. This would also mean leading the teams in person if required, taking the responsibility when things go wrong and not allowing the subordinates to be made scapegoats.

The attitudes outlined above will give a solid foundation, along with the knowledge and skills that Police training imparts, to help the Probationers become the best Police officers that they can be.

OUTLINE & METHODOLOGY

3.1 Training Outline

The Basic Training of newly recruited officers to the Indian Police Service consists of the following components:

- | | | |
|----|--|------------|
| 1. | Foundation Course | - 15 weeks |
| 2. | Basic Course Training Phase-I
(Including Parliament/CAPF/CPO Attachments) | - 49 weeks |
| 3. | District Practical Training | - 29 weeks |
| 4. | Phase-II Training | - 09 weeks |

The broad format of the Basic Course Training Phase-I including its major milestones shall be as follows:

Orientation Week –During this Week, the probationers after completing the joining formalities would be briefed about the Basic Course followed by briefing regarding various other facets of their training at the Academy including the Mess, Clubs & Societies, games & sports etc. They would also undergo physical efficiency test, Ice-breaking sessions, norm establishment exercises, team building games and demonstrations regarding proper uniform, weapons and one-minute drills.

Basic Inputs –After the Orientation Week, basic inputs on various subjects that form part of the curriculum shall be provided in an **integrated format** linking the content with the context, and its convergence with other inputs and wholesome application.

3.2 Training Methodology

To achieve the objectives of the basic course, the following methodology would be used as part of **Integrated approach to training**:

- (i) Interactive Lectures
- (ii) Demonstrations
- (iii) Simulations (investigation, Riot Control, VIP Security)
- (iv) Audio-Visual Aids
- (v) Field Visits / Attachments
- (vi) Syndicate groups Presentations / Project Work
- (vii) Panel Discussions
- (viii) Role Plays and Case Studies
- (ix) Hands-on Modules on Cybercrime Investigations

Simulation exercises - Simulation exercises shall be conducted on Investigation of various crimes. As part of these exercises, simulated scenes of crime shall be created to provide hands-on training in investigation. The exercise would involve application of relevant laws and use of investigative techniques including dealing with forensic evidence. It would also entail writing of case diaries, preparation of case file and maintenance of proper records relating to investigation. Simulated exercises provide an opportunity to learn by doing and effectively apply, in an integrated manner, various basic inputs gained earlier.

Court Craft & Mock Trial – A court craft and mock trial module would be conducted to familiarize the probationers with trial proceedings and preparations that are required on the part of police officers for effective prosecution. A case investigated by the probationers as part of the simulation exercise would be taken up for moot court trial. Further, Judgements of trial courts in various types of cases will be discussed to appreciate the correct investigative procedures.

Model Police Station - At the Model Police Station, the probationers, in groups, shall be exposed to the duties performed by various police functionaries and various facets of police station functioning such as:

- (i) Receiving and dealing with visitors/complainants/ etc. and providing counseling, if required.
- (ii) Upkeep and Maintenance of police station records as also the case property room (malkhana), bell of arms (aslakhana), police lock-up etc.
- (iii) Recording of FIR and investigation of the case, which would involve proceeding to the scene of crime, collecting & packing physical evidence, dealing with injured (if any), recording statements, effecting arrest (if required), preparing case file etc.
- (iv) Patrolling in the area and responding to situations.
- (v) Process service – both serving of summons and execution of warrants.
- (vi) Conducting enquiries assigned by higher formations and preparing reports.

Modules / Visits:

- (i) There would be several thematic modules which would be conducted during the course of the basic training. The modular approach would help in better assimilation and appreciation of content and gain a holistic view. Visits to Jails, local police formations, Control room, Forensic Science laboratories and Hospitals etc. would also be conducted to provide exposure to various practical aspects of training.
- (ii) **Disaster management** –Inputs would be provided on role of police in disaster management especially as first responders in case of natural and other disasters. As part of the module, inputs would also be given on the role of NDMA & NDRF, further highlighting the need of multi-agency cooperation in undertaking rescue and relief measures.
- (iii) **Intelligence (SIB Module)** – The probationers would be given basic inputs on collection, collation and analysis of intelligence. Hands-on training shall be provided in collaboration with specialized agencies about modes of intelligence collection such as surveillance and tracking.
- (iv) **Interrogation/ Interviewing skills** – With a view to acquaint the probationers with ways of eliciting information especially as part of investigation of a criminal case, a module on interrogation/ interviewing skills would be conducted. Inputs on principles and techniques of interrogation/ interviewing would be provided followed by simulated exercises to impart necessary skills in this regard.

- (v) **Media Module** - The probationers would be given inputs, through a module, on the police interface with media and interacting with the media during a crisis. Examples of public officials dealing with media would be used during the module that would impart skills through simulated exercises.
- (vi) **Public Speaking** – Modules would be organized to enhance the confidence of the probationers in public speaking. The probationers would be given inputs on how to deliver professional presentations with confidence, use evidence to convey credibility, overcome stage fear, use body language effectively and understand how to answer critical questions and manage pressure situations.
- (vii) **Office Management and Writing Skills** – Module on office management and writing skills will be conducted to give an exposure to office manuals, procedures and drafting skills.
- (viii) **Visits to Police Stations in Hyderabad city:** There will be frequent visits to the police stations located in Hyderabad city for an exposure to urban policing and rural policing. During these visits, the trainees will get an opportunity to observe the station house routine, investigations, court work, traffic management, management of beats and patrols etc. This will help them appreciate the class room teaching inputs connecting to the field challenges.
- (ix) **Book Review** – Probationers will have to do book reading and submit the review. Objective of book review is to inculcate the habit of book reading and book review among Probationers. Library periods are earmarked in the regular training schedule for this purpose. Assessment of Book review is a part of Director's Assessment.

3.3 Attachments

The objective of the attachments is to broaden the vision of the probationers by exposing them to the functioning of other organizations. This would include attachments with other CAPF's, the Army, CPO's, Specialised Organisations. Understanding their organizational set up and functioning will enhance the prospects of inter-department co-ordination. The attachments would also entail being attached for law & order arrangements, election duty, and visit various states/UT's of the country to get insights into the diversity of culture, language and tradition and police functioning in different areas.

- (i) **Attachment with ITBP**
The probationers would be attached with ITBP in Uttarakhand for Rock Climbing and River Rafting Module. They may also visit some prestigious training Academies in Dehradun during this attachment.
- (ii) **Attachment with Central School of Weapons & Tactics, Indore**
After they have acquired basic knowledge of small arms and tactics at the Academy, the probationers are sent to the Central School of Weapons and Tactics (BSF) at Indore. At the CSWT, the probationers are exposed to advanced training in weapons, field craft and tactics. They are introduced to weapons such as Sniper Rifle, 2" Mortar, HE 36 Grenade and tactics regarding ambush, cordon, search, convoy protection, etc.

(iii) **Attachment with Greyhounds**

The probationers will also be attached with the Greyhounds, Hyderabad. During the attachment they are given training in jungle survival and tactical operations to counter the challenge of Left-Wing Extremism (LWE), by this specialized unit which has earned a good name, not only in Telangana and Andhra Pradesh but throughout India in dealing with counter-Naxalite operations.

(iv) **Attachments with PRIDE , CPOs/ CAPFs and Exposure Visit in relation to Maritime Security.**

The probationers would undergo a short course conducted by the Parliamentary Research and Training Institute for Democracies (PRIDE). The main objectives of the PRIDE attachment is to help the probationers to develop an appreciation of their role and responsibilities as senior police officers, in the overall context of Parliamentary System and to instill in them the requisite attitudinal sensitivities to the expectations of the common man, as reflected through parliamentary institutions, apart from providing an opportunity to observe the proceedings of both the Houses of the Parliament. The probationers will also undergo attachments with various Central Police Organizations (CPOs) and Central Armed Police Forces (CAPFs).

Apart from the attachment to CPOs and CAPFs, the probationers will also be exposed to working of various agencies involved in Maritime security.

(v) **Attachment with Army and CRPF**

During the Basic Course Training, probationers would proceed for an attachment with the Army. This attachment will enable the officers to have a basic understanding of the functioning of the Army, as both the Military and Civil Police often act in coordination with each other during internal security as well as law and order duties. During the Army attachment, they will be sent to divisional level Army Commands and from there onwards to the Brigade, Unit, Company and the forward post for training.

The objective of CRPF attachment is to expose the probationers to the role played by this force in countering internal security challenges in the areas which face the challenges of terrorism, extremism and insurgency. This would also enable them to understand the operational and administrative requirements of CRPF for effective liaising role, when deployed on Law & Order or election duties in assistance to the state police.

(vi) **Study-cum-Cultural Tour**

The probationers would undertake a study-cum-cultural tour. The objective of the tour is to enable the probationers to see the working of the police in different States and visit places of professional, historical, cultural and environmental interest.

(vii) **Attachment regarding Law & Order/ Crowd Management/Elections**

The probationers may be sent on attachment to important events like large religious congregations, elections etc. to enable them to gain exposure to working of Police in the area of Crowd Management. Such attachments would also acquaint them with the role of police in making security and other related arrangements for law & order management besides giving them exposure to inter-departmental coordination issues for effective implementation of arrangement plans.

(viii) **District Practical Training**

The probationers shall undergo District Practical training for about 29 weeks during which they shall first undergo training at the State Police training College/ Academy. Thereafter the probationers shall go to the Police Headquarters before proceeding to the allotted district for practical training. During the practical training in the district, in addition to being exposed to the functioning of District Police, they would also be acquainted with the functioning of the Courts, the Public Prosecutor's office and the office of District Magistrate/ Collector, functioning of district police office – personnel management and financial management etc.

As part of on-the-job training, the probationers would work as SHO of a police station. During this period, the probationers would be required to have over-night camps in the villages to get a first-hand experience of the issues and problems faced by the people and to establish connect with the community. Police station inspections would be a part of the DPT assignments to be done by each probationer.

(ix) **Phase II Training**

After the District Practical Training the probationers will be back at the Academy for 9 Weeks of Phase-II training. During this period, they have to undergo 1-week FSL Module with National Forensic Science University and 1 week leadership module. As part of the Phase II training, specific inputs are provided regarding the supervisory role that the probationers would take up after the completion of their training at the Academy. It also provides a platform for discussion with the faculty around the dilemmas that the probationers may have faced in the field. It also provides an opportunity to the probationers to share their unique experiences of practical training and to share the good/ innovative practices that they might have observed in their respective cadres. There would be a test to assess the learnings of the District Practical Training and Phase-II, for a total of 100 marks and the same will be notified separately.

(x) **Passing out Parade**

The Phase-1 training shall culminate in the Passing out Parade during which the IPS probationers shall take oath of allegiance to the Constitution of India.

3.4 Counsellor Group System: IPS probationers require proper grooming both in Basic Course and in the field level. To uphold the high values of this service, proper guidance by the Academy Faculty would be imparted through the Counsellor Group System. All the probationers are divided into small groups, to be guided by a Counsellor, who will act as friend, philosopher and guide and would also give individual attention for inculcating the right attitudes and values required in the service and to clarify various dilemmas and conflicts that arise in the minds of youngsters. The Counsellors would continue to impart guidance even during the District Practical Training to iron out the apprehensions of the probationers, which they may have in their District Practical Training and to equip them in adapting themselves to the service in its entirety. There would be special counsellor-counselee sessions for closer interaction. The probationers are encouraged to contact their respective counsellor for any issue that concerns them, whether professional or personal.

CLUBS AND SOCIETIES

4.1 Objectives of Clubs and Societies:

a) Leadership Training

With a view to promoting leadership skills amongst the probationers, they would be given adequate opportunities to perform as Mess Secretary, Class Commanders, Squad Commanders, Secretaries and members of various clubs and societies of the Academy.

In the event of any probationer failing to observe the required rules, norms, etiquette, it shall be the duty of the probationer identified as Mess Secretary, Class Commander, Squad Commander, Secretary of the Club/ Society, as the case may be, to immediately bring the same to the notice of the concerned Asst Director (Indoor Studies)/Asst Director (Out Door)/ President Mess Committee, IPS Mess. The level and quality of command and control exercised by the probationer, the cooperation elicited from amongst their peers would form part of the assessment of their leadership skills.

b) Organizational Training

Similarly, to develop necessary organizational skills, the probationers are expected to volunteer, on rotation, to organize various curricular and co-curricular programmes / events/ items, etc., by motivating and mobilizing their peers. The probationer would be asked, by turn, to conduct the Academy guests and guest speakers to the class/mess, including welcoming the guest speaker, introduction and proposing vote of thanks, etc.

c) Attitudinal Training

A variety of indoor and outdoor activities are available to the probationers. These are organized through various Clubs/Societies. The facilities cater to a wide range of interests. The activities are designed to develop esprit de corps. The Academy considers probationers' participation in these activities very important for their overall personality development.

The Clubs and Societies are run by the elected representatives of the probationers. The entire gamut of activities of the Clubs and Societies provide an excellent medium to the probationer for self-expression and self-development. These activities not only enrich the Academy's campus life but also activate every probationer's desire to express herself/ himself creatively.

4.2 The affairs of these Clubs and Societies are managed by the elected office-bearers from amongst the probationers under the overall guidance of the Director's nominees from the faculty who would be the Staff Counsellors. All the probationers shall be members of these Clubs/Societies and their elected representatives will serve on the Executive Committees. Depending on the necessity, new Clubs/ Societies may be

constituted. club evenings, social engagements, mess nights, celebration of festivals, etc., are training activities. It is compulsory for the probationer to take part in these activities. The club activities calendar may be submitted by the Club Secretary at the beginning of training year to the JD (BC) and also to the respective Staff Counsellors for scheduling of various events.

The following Clubs/ Societies are functioning in the Academy for the probationers:

a) **Adventure Sports Club**

The objectives are:

- (i) To promote the spirit of adventure in the probationers
- (ii) To organize and participate in Adventure Sports of various kinds
- (iii) To boost confidence and courage

b) **Camera and Film Club**

The Objectives are:

- (i) To promote the art and science of photography among the members in general, with special emphasis on the professional needs of probationers
- (ii) To hold competitions in photography
- (iii) Screen films, film festival

c) **Computer Society**

- (i) The objective is to create interest of the probationers in field of cyberspace by organizing events to inculcate knowledge and skills in the area of Information and Communications Technology, Cyber Crime and various Police applications.

d) **Literary, Professional & Current Affairs and Publication Society(LPCAP)**

The objectives are:

- (i) To promote the art of public speaking and effective presentation (individual and group) by organizing debates, seminars, extempore speaking contests.
- (ii) To bring about a monthly wall journal.
- (iii) To maintain the wallboard.
- (iv) To arrange talks by eminent speakers from various fields including distinguished visitors on literary, professional and current affairs.
- (v) To organize competitions for developing 'writing skills' and also to further develop the literary and professional talents of the probationers.
- (vi) To acquaint with report writing, writing articles, write-ups and summaries.
- (vii) To collect, edit, proof read, format and design the Newsletter for NPA Publication.
- (viii) To ensure all Newsletters/ Journals are published on-time.

e) **Cultural, Dramatics & Fine Arts Society (CDFA)**

The objectives are:

- (i) To organize cultural and dramatic activities for healthy entertainment and to expose the probationers to the varied and rich culture of India;
- (ii) To provide a forum for the development of dramatic and fine-arts talents in the staff/ probationers of the Academy.
- (iii) To provide the probationers a medium for informal interaction with the faculty members and their families as well as visiting officers from various states; and
- (iv) To organize functions on suitable occasions.

f) **Law Society**

The objectives are:

- (i) To promote basic understanding of procedural and substantive law;
- (ii) To apprise of the recent developments in criminal and constitutional law;
- (iii) To sensitize the police to the problems of human rights in law enforcement;
- (iv) To motivate in creating an environment to work within the ambit of law.
- (v) To propagate social awareness and Legal literacy among various sections of society in order to work for an 'Empowered Society'.

Law Society conducts panel discussions and debates on various topics of current and professional interest. Society also helps in bringing out the Annual Law Review- which is a compilation of articles on law and recent court rulings

g) **Nature and Eco Club**

The objectives are to promote eco-friendly projects and related activities in the Academy.

h) **Samvedi Society**

The objectives are:

- (i) The objective of Samvedi Society is to promote sensitization towards issues such as gender, weaker sections, children, minorities etc. and to strengthen values that emphasize pluralism, diversity, harmony and liberalism. The Society shall arrange activities/talks by persons of eminence and organize visits to different places/ institutions to promote sensitization towards such issues to achieve the goal of 'Sensitized police'.
- (ii) To provide to the probationers and staff of the Academy, an opportunity for shedding inhibitions regarding manual work and to imbue them with the sense of dignity of labour.

- (iii) To provide to the probationers and staff of the Academy, an opportunity to sensitise themselves with the differently abled sections of the community / individuals located in and around Hyderabad through voluntary service.
- (iv) To organize Shramdan activities.

Note : The Samvedi Society and the Law Society shall jointly undertake the task of Social Awareness and legal literacy campaigns.

DISCIPLINE, CONDUCT & BEHAVIOUR

5.1 Thrust of Basic Training

The thrust of the basic training is to mold Probationers into competent and confident police officers. At the end of the basic training, they should have all the knowledge and skills to handle the situations they would face in the field in an effective manner. Aside from the required knowledge and skills, most importantly, the attitudes required of a police officer in the current times must be inculcated – unimpeachable professional and personal integrity, the courage to face situations and take a principled stand, humility as befits a civil servant, empathy for the downtrodden, less privileged and victims of crime and total commitment for the service of the nation. They should also be officers, who have the attributes of self-discipline, self-awareness and self-learning to continue evolving with experience and specialize in their chosen areas of expertise. They must also emerge as leaders, who not only know how to do their jobs but also elicit respect and loyalty from the officers and men they would command. They should also be adept at involving the community they serve as a force multiplier to provide police services in a satisfactory manner to even the most underprivileged in the society.

They would be working as Assistant Superintendents of Police and later, as the Superintendents of Police rendering service to the public wherein their every action would be observed by their subordinates, seniors, members of public, elected representatives, press, etc. As such, their conduct as role models in society as a whole needs to be impeccable and praise-worthy. The Academy would strive to develop the overall personalities of the probationers to enable them to meet the challenges that the police face in the field.

5.2 Code of Conduct

5.2.1 'The Code of Conduct for the Police', circulated by the Ministry of Home Affairs, Government of India, is reproduced below:

- a) The police must bear faithful allegiance to the Constitution of India and respect and uphold the rights of the citizens as guaranteed by it.
- b) The police should not question the propriety or necessity of any law duly enacted. They should enforce the law firmly and impartially, without fear or favour, malice or vindictiveness.
- c) The police should recognize and respect the limitations of their powers and functions. They should not usurp or even seem to usurp the functions of the judiciary and sit in judgment on cases to avenge individuals and punish the guilty.
- d) In securing the observance of the law or in maintaining order, the police should, as far as practicable, use the methods of persuasion, advice and warning. When the application of force becomes inevitable, only the irreducible minimum of force required in the circumstances should be used.
- e) The prime duty of the police is to prevent crime and disorder and the police must recognize that the test of their efficiency is the absence of both and not the visible evidence of police action in dealing with them.
- f) The police must recognize that they are members of the public, with the only

difference that in the interest of the society and on its behalf, they are employed to give full-time attention to duties which are normally incumbent on every citizen to perform.

- g) The police should recognize that the efficient performance of their duties will be dependent on the extent of ready cooperation that they receive from the public. This, in turn, will depend on their ability to secure public approval of their conduct and actions and to earn and retain public respect and confidence.
- h) The police should always keep the welfare of the people in mind and be sympathetic and considerate towards them. They should always be ready to offer individual service and friendship and render necessary assistance to all without regard to their wealth or social standing.
- i) The police should always place duty before self, should remain calm in the face of danger, scorn or ridicule and should be ready to sacrifice their lives in protecting those of others.
- j) The police should always be courteous and well mannered; they should be dependable and impartial; they should possess dignity and courage, and should cultivate character and the trust of the people.
- k) The integrity of the highest order is the fundamental basis of the prestige of the police. Recognizing this, the police must keep their private lives scrupulously clean, develop self-restraint and be truthful and honest in thought and deed, in both personal and official life, so that the public may regard them as exemplary citizens.
- l) The police should recognize that their full utility to the State is best ensured only by maintaining a high standard of discipline, faithful performance of duties in accordance with the law and implicit obedience to the lawful directions of commanding ranks and absolute loyalty to the force and by keeping themselves in a state of constant training and preparedness.
- m) As members of a secular, democratic state, the police should strive continually to rise above personal prejudices and promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to denounce practices derogatory to the dignity of women and disadvantaged segments of the society.

The probationers are expected to scrupulously follow the Code of Conduct throughout their training and service career.

5.2.2 Barred from appearing in any competitive examinations for appointment

No probationer, during the complete period of training at Sardar Vallabhbhai Patel National Police Academy, Hyderabad, encompassing Phase I, DPT and Phase II, is allowed to appear in either the Civil Services Preliminary/Main Examination, or any other examination for appointment to the Central or State Services by open competitive examination. Nor will they be allowed to seek long leave during this entire period of training for preparing for the CSE since the training is envisaged and executed as an integrated period of training, which will suffer if conducted in bits and pieces. However, if any probationer wishes to do so, he/ she is allowed to join the Academy and then within three days (3 Days) of his/ her joining in the Academy required to apply for one year Extra Ordinary Leave (EOL) and after requisite permission, subsequently, join along with the next batch for training and complete all components of training as an integrated training

regimen. However, this provision is available only once and EOL is granted for one year only. The probationers, once they opt not to take EOL and continue the training in the Academy, are required to submit an undertaking, as given in **Annexure–A**, that they will not apply /appear in the Civil Services (Preliminary/Main) Examination or any other examination for appointment to the Central or State Services by open competitive examination, nor apply for EOL during the period of training. The undertaking for not to appear in any competitive exam / UPSC / state services is for the entire basic training period of 2 years, which includes Phase-1, DPT and Phase-2.

5.3 Conduct/Manners

In addition, the Academy expects exemplary personal conduct from the probationers, worthy of members of an All India Service. The following conduct is to be ensured by all probationers:

- a) Probationers are expected to observe absolute punctuality and regularity in all the activities.
- b) Besides the indoor and outdoor training programmes, attendance at all the functions organized in the Academy is compulsory. The attendance and conduct are taken into account in making the overall assessment of the probationer.
- c) Probationers are also expected to develop and maintain high standards of integrity, social behaviour, gender sensitivity, personal hygiene and dignity. This also includes keeping their living quarters in a neat and organized manner; these may get inspected by the faculty.
- d) Probationers must observe courtesy in their dealings with their colleagues, with all members of the staff and with all guests of the Academy. Both within the premises and outside, they are expected to conduct themselves with the utmost dignity and shall not engage in any practice/behaviour that compromises the prestige of the Academy /Service.
- e) Probationers are not expected to play loud music or speak loudly in their rooms, dining hall, lounge or the corridors at anytime.
- f) Smoking and alcohol is strictly prohibited in the campus.
- g) Probationers should not address letters/representations directly to the Prime Minister, Ministers and the Government of India, but seek redressal of their grievances, if any, through proper channel. All their communications should be addressed to the 'basic course' for further processing.
- h) Respect for seniors must be exhibited by paying compliments to them both while in uniform and civvies. Detailed instructions and training will be given in this regard. The probationers will also be trained to acknowledge/return the compliments.
- i) The probationers shall not use any personal contact for mounting pressure on the faculty or the staff of the Academy or for exploiting it to their advantage. Disciplinary action will be taken against any probationer indulging in such behaviour.
- j) **Utmost respect must be paid to all instructional staff, who by virtue of rank may be junior to the probationers, but in their capacity as trainers**

should be treated with unerring respect.

- k) During the basic training, no probationer shall display any prominent tattoo mark or symbol on their body or wear/ display any dress/ symbol which is not part of the prescribed dress code for that day. The probationers should, at all times, be in proper attire outside their rooms. They would not be allowed to roam around in the campus in chappals, bermudas, pyjamas, night dress, etc.
- l) The turnout of the probationers will be observed regularly in outdoor and indoor classes as also in the IPS Mess and any violation of the above instructions will be viewed adversely.

5.4 Identity Cards

On arrival, probationers will have to get themselves photographed for the issue of identity cards. They are advised to carry the identity cards with them at all times, except during outdoor training.

5.5 Conduct during training activities

Participation of probationers is essential for all training activities organized during the Basic Course. Their attendance for every class will be recorded through biometrics or manually if so required. Any unauthorized absenteeism or late arrival in the class is construed as misconduct and may result into disciplinary action including extra work/classes, advisory memo, orderly room, deduction of marks from Director's Assessment, to even discharge from the Course.

- (a) Probationers shall not carry with them any mobile phones or tablets during training hours unless specifically permitted. Any mobile phone/ tablet found during the training hours will, apart from attracting a disciplinary action, be seized and kept in safe custody, and will be returned only after completion of that phase of training.
- b) All the probationers shall report for indoor classes and all other functions held in the Academy before the scheduled time and take earmarked seats if so provided.
- c) Probationers will record their biometric attendance on the machines installed at the classrooms and other venues before the scheduled time.
- d) The probationers shall carry the laptops, books etc in the bag issued by the Academy. They shall not carry any other bag/handbag/satchel to any training session other than the one issued by the Academy for the said purpose.
- e) Late reporting or unauthorized absence from any indoor class or outdoor class/ formal or informal programme may invite disciplinary action.
- f) Every week a probationer would be assigned the duty of class commander, by rotation. He/she shall perform the duties specified for the class commander. The Class Commander is expected to show leadership skills in performing the allocated duties and his/ her performance in this role would be taken into consideration for continuous evaluation.

- g) Probationers are advised to take down synoptic notes as required. These notes would serve as a reference and come in handy for the examinations.
- h) Probationers are encouraged to clarify their doubts and interact with the faculty. Faculty members would also be available for any clarification in their chambers. The probationers may get in touch with the faculty for any doubt clarification in or after the class.
- i) Active participation of probationers through discussions, expression of viewpoint, presentations etc. will be one of the criteria in the continuous assessment of the probationer.
- j) Instances such as unauthorized absence, unauthorized late arrival, absence from training, showing lack of interest in class / training activity, malingering, use of unfair means in examinations, defying Academy instructions, misrepresentation of facts, not following Academy instructions, not following the prescribed code of uniform & conduct will amount to misconduct and an act of indiscipline, which will lead to disciplinary action.
- k) Probationers who are found involved in the acts of indiscipline will be dealt under the disciplinary process for breach of discipline besides deferment of training.
- l) Further, not showing improvement in the training to reach desirous standards may also result in deferment.

5.6 Duties of Class Commanders

The following are the duties of class commanders in respect of attendance in indoor classes:

- a) The names of the class commanders will be notified in the training schedule.
- b) It is the duty of the class commander to ensure that all the probationers are seated as per the seating plan issued by basic course. No one should be allowed to change their seats on their own. Where seating plan is not specified, the class commander shall ensure that class/auditorium etc. is uniformly occupied in a disciplined manner.
- c) The Class Commander should ensure that the class is in proper order before the beginning of the session.
- d) It is the duty of the class commander to stand, come to attention and then command the other probationers 'Class, Savdhan Baith' as and when the faculty member/guest speaker enters the classroom or departs from it. The probationers will come to attention while being seated at the command and will relax only when so ordered by the guest speaker/faculty member.
- e) The Class Commanders will check the attendance and submit the attendance report, in the prescribed format, mentioning the names of the absentees and the latecomers to the concerned in-house faculty for their signatures. In the case of guest faculty, the statement should be given to the subject coordinator/ faculty concerned for their signature. In case of functions organized by club/society, the attendance report is to be submitted to the concerned Staff Counsellor of Club/Society.

- f) If the class commander is in uniform, he will put on his headgear and salute the faculty member/guest speaker. In case the faculty member who has been scheduled for the class does not come to take the class in time due to any exigency, the class commander will bring this to the notice of AD(IS) for making alternative arrangements for the class.
- g) The Squad/Class Commander who submits incorrect attendance report will make himself/herself liable for disciplinary action.
- h) In case of any doubt regarding the indoor training programme, the class commander should get the doubt clarified from the AD(IS).

5.7 Leave

The Basic Course is fully residential and a "no leave" programme (A separate leave policy will be issued by the Academy subsequently catering to emergencies). All probationers are accommodated on the campus and are required to stay in the rooms allotted to them. Participation of probationers is essential for all training activities organized during the Basic Course.

All probationers will avail three breaks, each of one week, viz., mid-term break during phase-I, pre-DPT break, and Post DPT break. Thus, the probationers are advised to organize their personal affairs accordingly.

5.8 Hospitalization and Medical Leave

5.8.1 Routine Visit by probationer to the Hospital

- a) Routine visits for consultation in the Academy hospital will strictly be during non-training hours as per the following timings:

Mornings : 0745 to 0845hrs

Evenings : 1830 to 2000hrs

Probationers must be present for the morning outdoor roll-call except when hospitalized. If any probationer is feeling sick in the morning, he/she shall fall-in behind the Parade and report sick to the sick reporting officer.

- b) Probationers must report for the indoor class except when hospitalized.
- c) In cases of emergency, the probationer will be shifted to the Academy hospital immediately. Sick reporting officer/Telephone Exchange will inform the matter to the Medical Officer and the AD(IS)/ AD(OD) about the same. If any probationer falls sick during the night, he/she should contact the NPA Hospital immediately and get himself/ herself examined by the Medical Officer.
- d) Under no circumstances, a probationer shall be late for any training schedule or assignment in the Academy on account of visits to the hospital unless it is a case of emergency, certified in writing by the Medical Officer.
- e) All those probationers who are advised to be on bed rest, would be required to stay in the hospital, unless permitted otherwise. The probationer shall obtain a fitness certificate from the MO/ CMO and produce it to the AD(IS)/ AD(OD) before resuming training. Under no circumstances, a probationer shall leave the hospital or go to other hospitals in the city without a discharge slip/ referral slip issued by the CMO/MO.

- f) The visit to referral hospital by probationers, except in cases of emergency, shall be undertaken during non-training days/ hours. The probationers will compulsorily avail the hospital ambulance both ways for the visit to referral hospital. On return from the referral hospital, it will be the responsibility of the concerned probationer to produce the advice slip of the referral hospital to the CMO/ MO on the same day.
- g) All medical exemptions, referrals, bed-rests, etc. will find a mention in the concerned medical history sheet of the probationer being maintained by the CMO/MO.
- h) Whenever a probationer, who is on bed rest, is permitted by JD(BC)/DD (BC) on the recommendation of the CMO to attend indoor/outdoor classes he/ she shall be in required uniform/attire unless the nature of the injury necessitates a different dress for which specific written permission shall be taken from the JD(BC) / DD (BC) by the probationer concerned.
- i) If any probationer is hospitalized and is unable to appear for an examination, it will be his/her responsibility to separately apply in the prescribed format to the Director through AD (OD) or AD(IS), as the case may be, seeking exemption.
- j) The date and time for all the referral services have to be tied up through the Academy Medical officer only. The Consultation of Doctor based on referral service shall also be arranged by the Academy Doctor only. No probationer will directly talk to the referral doctors for fixing up an appointment.
- k) On discharge from the Hospital, the probationer will join back Indoor/ Outdoor training, as the case may be, and not stay in the IPS Mess during training hours.
- l) The Doctor shall also ensure that there will be a continuous flow of information about presence /absence of probationers on their admission and movement inside/outside the hospital through Nursing Orderly/ Medical Attendant and his knowledge and intimate the absence of the probationer at once to AD (OD)/ AD(IS).
- m) If the probationer, who is admitted in the hospital, requires anything, he/she shall intimate the medical attendant or the in-charge, IPS Mess. In- charge, IPS Mess shall send the food, etc. to the Academy Hospital at fixed timings i.e. 9 a.m./1.45 p.m/8.30 p.m. Over and above, if the probationer requires any other items, the same will be arranged by in-charge IPS Mess.
- n) All probationers must mark their biometric attendance whenever they enter or go out of the Hospital.

5.8.2 Sick Reporting Procedure

It is the responsibility of all probationers to take care of their health and well-being following a healthy lifestyle so as that they can participate in all training activities wholeheartedly and benefit from it.

However, in the case of falling sick, probationers must follow the sick reporting procedure. If the probationer is reporting sick early in the morning she/he will join other probationers for the morning outdoor attendance and then seek the permission of the DD (OD) / AD (OD) through Sick reporting Officer to consult the First-aid Post in the gym. In case of requirement of further treatment, the probationer can be then admitted to the Academy Hospital.

If any probationer is feeling sick during the indoor class he/she will seek permission from the concerned faculty taking the class, report to the nearest first aid post through sick reporting officer and also inform the class commander of the said permission. In case of requirement of further treatment, the probationer can then be admitted in Academy Hospital. If any probationer goes out of the class or the area where the session is in progress, without intimating the faculty and sick reporting officer, it is considered as unauthorized absence from the class.

Probationers should not call the Motor Transport office on their own for arranging transport facility for him/her to go to Hospital. His/her point of contact would be sick reporting officer, who would arrange the vehicle if required.

If the probationer falls sick before indoor training hours, she/he will report for the first class of the day and seek the permission of the DD (IS) / AD (IS) through Sick reporting Officer to consult the nearest First-aid post. In case of requirement of further treatment, the probationer can then be admitted to the Academy Hospital.

In case of emergency, the probationers can call Sick reporting Officer on phone and get admitted to the Academy Hospital. **The name and contact number of Sick Reporting Officer will be displayed in the IPS Mess.** It is the responsibility of the Sick Reporting Officer to organize transportation and consultation.

The probationers will record their entry and exit to the Hospital through biometrics.

In case the probationer is advised bed rest by the Medical Officer (MO), she/he will avail the bed rest in the Hospital and will report back for training only after submitting the fitness certificate to DD (IS) / AD (IS). In no circumstances, probationers will avail bed rest in the IPS Mess, unless specifically permitted for this by JD (BC) / DD (IS). In a situation where a probationer is permitted by the medical officer to attend the indoor classes / outdoor classes (subject to fitness certificate to that extent), she/he may be provided transportation, if required, from the Hospital/Mess to the venue where classes are being held.

A probationer with long sickness (more than 10 days), where the reason for sickness has not been diagnosed, will be referred to a Medical Board.

All probationers must remember that medical officers are there to take care of their health and well-being. They must extend to them all courtesy during the consultation and at no time their behaviour should be found lacking decency and decorum.

Whenever any probationer is admitted in the hospital for any ailment, he/she shall be granted medical leave and will be on bed-rest for the entire day. He/she will be allowed to leave the hospital only after he/she has received the discharge certificate of the doctor. After the probationer is declared fit by the Chief Medical Officer (CMO), he/she shall apply for medical leave in the prescribed format along with the medical certificate of the CMO. Medical leave application should also be submitted in the prescribed form. In no instance shall a probationer request or approach the Doctors or any authority for either discharge from the hospital or for a prolonged stay in hospital.

5.8.3 Protocol for admission in the Academy Hospital

As and when a probationer is required to be admitted in the Academy Hospital, prior intimation has to be given to DD (IS) / AD (IS) by the probationer concerned. Then the Sick Reporting Officer will arrange transportation to reach Academy Hospital. After examination at the Academy Hospital, the details of admission (date, time, etc.) will be informed to Basic Course Section by the Academy Hospital.

5.9 Mid-term Leave

There will be a mid-term leave of one week for the probationers, which will be adjusted against their Earned leave account. During the mid-term leave, the probationers will be allowed to leave the station. They are advised to schedule their family/ social functions, if any, during the mid-term leave and also use this leave to settle their pressing issues. The probationers would be permitted to proceed for the midterm leave only after the scheduled training activities on the last working day. All leaves are subject to the pandemic situation prevailing at that time.

5.10 Turnout of the probationer

The Academy expects exemplary turn-out from all the probationers at all times. In this regard, the following guidelines are issued:

- a) Gentlemen probationers :
 - (i) They shall shave their beard daily in the morning before attending the earliest training activity and also on holidays. No Gentleman probationer is allowed to sport a beard except for turbaned Sikhs.
 - (ii) Proper hair-cut is an important part of the probationers' turn-out. They will have their hair cut/ trimmed regularly at the salon located in the Mess. The haircutting/trimming shall ensure that only the minimum length of hair is visible after wearing a beret/ peak cap.
- b) Lady probationers:

During all training activities, they will either tie their hair in a 'bun' (knot) with a hair net or have their hair cut in such a way that it does not fall below the collar line.

5.11 Action on indiscipline:

The Probationers violating the above instructions and/or found guilty of any act of indiscipline such as unauthorized late arrival, absence from training activity, showing lack of interest in the class/training activity, malingering etc. will invite disciplinary action. Similarly, any misbehaviour and misconduct such as unauthorized absence from campus, use of unfair means in the examinations or any other deviant behaviour etc. will lead to disciplinary action which can even result into deferred training from the Course. Special attention of IPS Probationers is again drawn to Rule 12 of the Indian Police Service (Probation) Rules, 1954. Every disciplinary action will be recorded in the dossier of the Probationer.

5.12 Unauthorized absence from the campus is prohibited

In the normal course, during working days, probationers are advised not to go out of the Campus, that is, Site-B of the Academy. However, the probationer is allowed to go out of the campus after the completion of the day's training activities but he/ she should return to the campus before 2230 Hrs on the same day. However, in case, there is no training activity scheduled on the next day, he/she is permitted to return to the campus before 2330 hrs on the same day. On the holidays, when there is no training activity, probationers should not leave the campus before 0600 Hrs and return by 2230 hrs if there is a training activity the next day.

In case, probationers have a valid reason to go out on weekdays during non-training hours before the conclusion of training activities of that day, they must avail prior permission through basic course section. The above instructions should be followed by the probationers scrupulously.

Family members/guests of the probationers are allowed inside the campus (Site-B) after the conclusion of all scheduled training activities of the day to 2130 hrs on all days. On all holidays, when there are no scheduled training activities, the family members/guests are permitted in Site- B between 0600 hrs& 2130 hrs only. However, it may be noted that no guests/ family members are allowed inside the campus during the zero week and during Passing out Parade (POP) week (i.e. the week commencing exactly 7 days before the day of POP). During the POP week, only those guests of the probationers, whose names are given by the probationer, participating in POP, as his /her guests for the POP, shall be allowed inside the Academy.

However, when any probationer is admitted in the hospital, his/her family members (only spouse or parents/ siblings of self or spouse) can visit him/her in the hospital in the morning between 0930 hrs to 1130 hrs, in the afternoon between 1400 to 1600 hrs and in the evening between 1830 hrs to 2130 hrs. However, no family member shall be allowed to stay in the hospital and no family member shall be served food at the hospital unless specifically permitted. It is also to be noted that, in order to prevent any inconvenience to other patients in ladies ward, male family members of a lady probationer, who is admitted in the hospital, are not allowed to enter the ladies ward and the concerned lady probationer would meet her male family member in a designated area outside the ward.

It would be the responsibility of the probationer to ensure that his/ her guests follow the above guidelines/ rules and regulations of the Academy.

However, the above permissions are regulated at the Academy as per the requirements of Academy protocols to enforce covid appropriate behaviour.

Every probationer shall make an entry through the biometrics at the main gate while going out of the Academy for any reason, except training activities, (including a visit to Site 'A', Suraksha Plaza, Academy Hospital etc.), and also on his/ her return. This shall be the individual responsibility of the concerned probationer and failure to record entry/ exit through biometrics will be considered as a breach of discipline. No probationer should engage in an undue argument with the Gate Sentry in this regard.

5.13 Accommodation of families of probationers

- a) Probationers are allowed to invite their near-relatives (only spouse or parents/ siblings) to the Academy, only after the mid-term break. For this purpose, each probationer is entitled to a maximum of 10 accommodation days during the Phase-I of basic course training subject to availability of accommodation in the Academy. The probationers, who do not avail these 10 accommodation days in the duration of Phase-I of Basic Course Training, will not be allowed to avail it any other time during Basic Course Training. The accommodation days would be calculated as follows:

$$\text{Accommodation days} = \frac{\text{Total number of guest rooms taken} \times \text{Number of days taken}}{\text{Number of days taken}}$$

- b) The probationers are required to apply for accommodation at least 5 working days in advance of the date of their requirement in the prescribed format to the Basic Course Section or else the request for accommodation for the guests would not be processed. No guests are permitted to stay overnight in the room of the probationer at the Central IPS Mess.

5.14 Deferment

If any probationer is found to be missing the training inputs for a considerable duration, irrespective of the reasons, the Academy reserves the right to relieve such probationer from training with the direction to report back for the basic course along with the next batch, in terms of the instructions conveyed vide MHA Letter No. I-2102/27/92-IPS-IV dated 04.02.1994.

Further, act of indiscipline or not showing improvement in the training to reach the desired/expected performance levels may also result in deferred training.

A continuous evaluation of probationers' attendance in both indoor/ outdoor subjects would be carried out and at any time of training, if any probationer is found to have missed, for any reason whatsoever, more than 10% of the overall regular classes earmarked for that phase of training, either in outdoor training or indoor training, he/ she would be relegated to training with the next batch. It is, however, made absolutely clear that, for this purpose, the completion of extra classes/ assignments for fulfilling the attendance criteria for appearing in the indoor and outdoor examinations, are not counted towards attendance for regular classes

5.15 General

In the Academy, there will be many functions at the Mess, Auditorium, Stadium, Gymnasium and Playfields etc. All these activities notified by basic course section are compulsory for the probationers unless notified otherwise. All the probationers should ensure that they–

- a) are properly dressed as per the dress order;
- b) arrive well before the Chief Guest;
- c) leave only after the Chief guest or the senior-most officer has been seen off;
- d) do not leave their seats or sleep or indulge in comments, crosstalk booing or whistling during the programme.

It is also emphasized that whether the probationers are alone or are in a crowd, they should never lose command over themselves and indulge in any behaviour which is unbecoming of a member of an All India Service.

Under no circumstances, the probationers, who are part of the audience in any function/event in the Mess, Stadium, Auditorium, Swimming Pool, playgrounds, or elsewhere, will leave their seats or indulge in boisterous behaviour, slogan shouting, booing or derisive laughter.

During the Basic training at the Academy, no probationer shall post any training related photographs or messages/ comments on any Social Media platforms.

Any activity, contrary to these instructions, would be regarded as a violation of rules and invite disciplinary action.

5.16 During Phase-II training, no family accommodations shall be provide to the probationer other than during valedictory week which means the week commencing exactly 7 days before the valedictory / convocation ceremony.

5.17 Completion of Probation period: The probationers have to complete their Probation period (which includes all attachments) within a maximum of 04 years from their appointment, otherwise they will be liable to be discharged from the service.

ROLLING CUPS AND TROPHIES

Following 24 Cups and Trophies (12 each for Individual and Group Performance) to be awarded for the Probationers of 76 RR during their Basic Course Training as listed below:

Sl. No.	INDOOR SUBJECTS	Performance (Individual/ Group)
1	The President of India Cup for Proficiency in Indoor Studies	Individual
2	The National Forensic Science University (NFSU) Trophy for Police Sciences	Individual
3	The Manipur Cup for Law	Individual
4	Central Bureau of Investigation (CBI) Trophy for Best Squad in Investigation	Group
5	National Crime Record Bureau (NCRB) Trophy for Computer Studies	Individual
6	Home Ministry's Trophy for the Best Essay on 'Communal Harmony & National Integration'	Individual
7	Bureau of Police Research and Development (BPR&D) Trophy for Innovations in Policing	Group
8	National Disaster Response Force (NDRF) Trophy for Community Engagement.	Group
9	National Investigation Agency (NIA) Trophy for Police Station Management	Group
OUTDOOR SUBJECTS		
10	The Jaipur Cup for Best Squad in Physical Training	Group
11	The Tonk Cup for Equitation	Individual
12	National Security Guard (NSG) Trophy for Best Squad in Musketry	Group
13	Sashastra Seema Bal (SSB) Trophy for Best Squad in Drill	Group
14	The Maharaj Singh Cup for Games & Sports	Group
15	The BSF Trophy for Proficiency in Outdoor Subjects	Individual
16	The IPS Association's Sword of Honour for the best Outdoor Probationer	Individual
17	Director SVP NPA Trophy for Best Lady Probationer in Outdoor Training	Individual
18	Central Industrial Security Force (CISF) Trophy for Best Squad in Cross Country Run.	Group
29	Indo Tibetan Border Police (ITBP) Trophy for Best Squad in Navigation and Route March Exercises	Group
20	Central Reserve Police Force (CRPF) Trophy for Best Squad in Operational Planning and Briefing	Group

OVERALL PERFORMANCE		
21	The Vice President of India's Trophy for Exemplary Conduct	Individual
22	The Prime Minister's Baton and Home Ministry's Revolver for the Best All-Round IPS Probationer	Individual
23	Intelligence Bureau Trophy for Second Best All-Round Probationer	Individual
24	The Indian Police Service Martyrs' Trophy for the Best Squad in Training	Group

Summary of the Cups and Trophies

Awarded during Phase I: 16 Trophies		Awarded during Phase II: 08 Trophies	
Individual	Group	Individual	Group
08	08	04	04

Note: - In cases of Trophies/Cups awarded on his/her individual performance and if a probationer happens to fulfil the requirements for a particular Trophy/ Cup but fails in the overall result of any Indoor or Outdoor Subject including Qualifying Subject(s), then he/she shall not be eligible for that trophy/cup. However, the same is not applicable for the trophy/cup awarded to the platoon/squad/group for its overall performance.

After presenting the cups/trophies to the winners, the rolling trophies/cups shall be retained at the academy. However, a replica of the same will be handed over to the winner of the trophy, which can be retained by him/her.

Note: Detailed guidelines / criteria will be issued separately through Cups & Trophies Handbook.

EXAMINATIONS AND ASSESSMENT

7.1 Examinations

As per Rule 7 of the I.P.S. (Probation) Rules, 1954, every Officer Trainee is required, during the course of training, to appear at a Final Examination to be conducted by the Academy under such regulations as the Central Government may from time to time make. Relevant extracts of the I.P.S. (Probation) Rules are included in the Handbook.

A. INDOOR SUBJECTS

- a) **Periodical Evaluation:** The Periodical Evaluation are designed to evaluate the extent to which probationers have applied themselves to training and the inputs given to them. The Periodical Evaluation conducted during Phase I in respect of nine Indoor subjects, comprises 40% of the marks earmarked for that subject. All periodical tests are compulsory to attend. There may be a test every week in few indoor subjects. A notification furnishing details of time, date and venue will be issued to this effect at least one week in advance.
- b) **Final Examination:** Final Examinations in all the Indoor, Outdoor and Qualifying subjects will be held in the Academy after completion of the course of studies/training in that subject. A separate notification will be issued regarding the date, time, and venue of such examinations in advance. In case if any probationer is prevented either through sickness or authorised leave or other cause over which he/she has no control, from appearing in the Final Examination, he/she will be required to appear for a special examination.
 - (i) The Final Examination conducted during Phase I in respect of nine Indoor subjects will have a weightage of 60% of the total marks earmarked for that subject. The detailed syllabus for each subject is indicated in the Chapter-1 of this Handbook.
 - (ii) The final examination to “Assess the learnings of the training imparted in the District Practical Training (DPT) and Phase-II”, an examination will be conducted for 100 marks during Phase-II training at the Academy.
 - (iii) With regard to nine Indoor subjects, Periodic Evaluation will contribute 40% of the marks and Final Examination will contribute 60% of the marks of every subject. The aggregate of marks thus arrived in each subject will be taken into account for deciding whether the probationer has passed in a particular subject or not.
 - (iv) **OUTDOOR SUBJECTS:** The detailed procedure for the Final Examinations in respect of outdoor subjects is indicated in the Outdoor Training Handbook.

- (v) **QUALIFYING SUBJECTS:** Every probationer shall also be required to obtain such standard of proficiency in each qualifying subject. A separate notification will be issued indicating detailed criteria of evaluation for each qualifying subject.
- c) **Final Evaluation:** The Final Evaluation comprises of the component of Periodical Evaluation, if any and component of Final Examination. The pass marks are 50% of the total marks earmarked for that subject. If any probationer fails to secure 50% of the total marks earmarked to a particular subject, he/she will be declared fail. As such, the marks secured by such probationer for the particular subject will be counted as zero to determine the *inter-se* seniority. For such probationers, a re-examination may be conducted at a later stage as per Rule 9 of IPS (Probation) Rules, 1954. The re-examination will be conducted on entire syllabus of the subject against the total marks allotted to it. However, passing in such re-examination is mandatory for the probationer, but the marks obtained in the re-examination will not be included in the aggregate to determine *inter-se* seniority.

B. Minimum attendance in the classes for appearing in the Final Examinations:

Since the Basic Course training comprises of inculcating/imparting knowledge, skills and attitudes, the Academy insists that minimum number of training classes be attended by every probationer to acquire required proficiency in all the subjects. Any probationer who fails to attend the minimum required percentage of classes will not be allowed to appear in the Final Examination till he/she attends extra classes required to make over the missed-out topics/components of the concerned subject. These guidelines are applicable even if the probationer misses out training due to sickness, hospitalization, bed rest, leave/EoL or any other reason.

- (i) The minimum percentage of attendance required in each of the Outdoor subjects (including qualifying subjects of Outdoor) is 95%.
- (ii) The minimum percentage of attendance required in each of the Indoor subjects (including qualifying subjects of Indoor) is 95%.

A continuous evaluation of probationers' attendance in both indoor/ outdoor subjects would be carried out and at any time of training, if any probationer is found to have missed, for any reason whatsoever, more than 10% of the overall regular classes earmarked for that phase of training, either in outdoor training or indoor training, he/ she would be relegated to training with the next batch. It is, however, made absolutely clear that, for this purpose, the completion of extra classes/ assignments for fulfilling the attendance criteria for appearing in the indoor and outdoor examinations, are not counted towards attendance for regular classes.

- C. Attendance in the Periodical and Final Examination: Procedure for seeking exemption thereof:** IPS Probationers are required to appear for all the Periodical and Final examinations. Even if an IPS Probationer is sick and he/she is exempted from attending indoor or outdoor classes or both, such Probationer shall have to appear for the Periodical and Final Examination as long as he/she, in the opinion of the Chief Medical Officer (CMO) of the Academy, is in a position to take part in the examination.

However, if any probationer, due to medical grounds or other compelling circumstances prevailing till the day before the date of the examination, is unable to appear in any Final Examination, the Basic Course Section, in consultation with the CMO of the Academy, as the case may be, would put up the list of such probationers for the permission of the Director for exemption from the examination and for permission to allow him/ her to appear in a special examination, as and when it is held.

In the case where any Probationer is unable to appear in the Final Examination due to health conditions or other compelling circumstances prevailing, at the time of the commencement of the examination, the Probationer will have to apply to the Director through basic course section for seeking exemption (in the prescribed format) from attending the Final Examination. In such cases, the probationer would inform the Assistant Director (Indoor Studies), in the case of Indoor Final Examination, and the Assistant Director (Outdoor), in the case of Outdoor Final Examination, who would, if required, get the Probationer examined by the CMO of the Academy. The exemption request (in the prescribed format), along with the medical certificate, if any, issued by the CMO, would be forwarded to the Director at the earliest.

Any Probationer, who absents from any Final Examinations without following the due procedure mentioned above, shall be marked "ABSENT" in the concerned examination and shall be awarded "ZERO" marks and suitable disciplinary action would be taken against him/ her for unauthorized absenteeism. However, with the approval of the Director, the Probationer shall be eligible to appear at a re-examination in such cases and would have to pass the concerned examination, as required under the rules. However, the marks obtained by the probationer in the re-examination will not be added to the aggregate marks in that subject.

- D. **Provision for Bare Acts during examination in Law subjects:** Bare Acts shall be provided to the IPS Probationers during the Final Examination in no subject other than (1) Indian Evidence Act; (2) Indian Penal Code and Special Laws; (3) Code of Criminal Procedure; and (4) Information and Communication Technology. However, Bare Acts will not be provided to the Probationers during the conduct of Periodical evaluation tests.
- E. The result of the examinations would be notified through email to the probationers: **Clarification/ grievances, if any, about results of any examination should be represented to the Director through the Basic Course section within one month from the date of notification of the results. No representation of any type or on any issue about the examination shall be entertained after the expiry of the said period of one month as mentioned above. A hard copy of the final mark sheet of the basic course training results will be provided at the end of Phase-II to each probationer individually.**

7.2 Assessment:

a) **Periodical Assessment**

Periodical assessment report(s) would be conducted for each probationer by the DD(IS)/ AD (IS) and DD(OD)/AD(OD) and reviewed by Joint Director (Basic Course) and the Director.

b) **Final Assessment**

The final assessment would be done towards the end of Phase-II training. It will be forwarded to the Ministry of Home Affairs, and the State Governments concerned. This will serve as the first Confidential Report on the probationer. The format for the final assessment form is appended in this Handbook. The probationers are advised to study the form carefully, because the decision regarding their confirmation will be based on this report. Further, these will also be taken into consideration for evaluating the overall performance of the probationer for the Director's Assessment.

a) **Director's Assessment**

Out of the total of 400 marks earmarked for Director's Assessment, the probationer would be awarded marks based on the assessment of the performance of the probationers during Phase-I and Phase-II Training at the Academy and in the Field Training (District Practical Training). Detailed notification of the same will be issued separately. Further, a detailed briefing on the components of Director's Assessment will be done at the beginning of the course.

Note: Marks will be deducted from the Director's Assessment component in case of misconduct, indiscipline, lack of punctuality, absenteeism, disinterest in training and learning, etc., besides initiating appropriate disciplinary action.

7.3 General: Inter-se seniority would be calculated on the basis of the following:

- a) Marks obtained in the Competitive Examination (CSE) - 2025
- b) Weightage of Foundation Course - 470
- c) Marks obtained during Basic Course Training
 - i. Indoor Subjects - 1200
 - ii. Outdoor Subjects - 600
- d) Marks awarded in the Director's Assessment - 400

Total - 4695

Whoever gets the highest marks as per the above criteria will be placed first in the batch and so on. If two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be in the order of their dates of birth i.e., the person with higher age will be placed above the person with lower age.

EXTRACT
THE INDIAN POLICE SERVICE (PROBATION) RULES, 1954 with
Amendment in IPS Probationers Rule 1954 (13.03.2023)

1. **Short title-** These rules may be called the Indian Police Service (Probation) Rules, 1954.

3. **Period of probation:** -

3(1) Every person recruited for the service in accordance with the Indian Police Service (Appointment by Competitive Examination) Regulations, 1955 shall be appointed to the service on probation for a period of two years.

3(2) Every person recruited to the Service in accordance with

- (i) the Indian Police Service (Appointment by Promotion) Regulations, 1955,
- (ii) Regulation 3 of the Indian Police Service (Special Recruitment) Regulations, 1957 shall be appointed to the Service on probation for a period of one year:

Provided that in the case of any person recruited to the Service in accordance with the Indian Police Service (Appointment by Promotion) Regulations, 1955, any period for which he has been appointed to a cadre post may, having regard to his performance in such post, be counted towards the period of probation;

Provided further that the Central Government may, in exceptional circumstances of any case, after consulting the Commission reduce the period of probation.

3(3) The Central Government may, if it so thinks fit, in any case extend the period of probation for a period of one year.

- (a) the total period upto which a person recruited to the service referred to in sub-rule (1) may be kept on probation, shall not ordinarily exceed three years; and
- (b) the total period upto which a person recruited to the service referred to in sub-rule (2) may be kept on probation, shall not ordinarily exceed two years.

3(3A) Notwithstanding anything contained in sub-rule (3),

- (i) If during the period of probation; a probationer has not undergone the requisite training course prescribed under sub-rule (4) of rule 5, the period of his probation may be extended upto a maximum limit of two years, or,
- (ii) The period of probation may be extended for such period as the Central Government may think fit in the circumstances of the case in respect of a probationer who is; (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution for criminal charge is pending”;

3(4) In this rule, 'Cadre Post' has the same meaning as in clause (b) of rule 2 of the Indian Police Service (Cadre) Rules, 1954.

3A. **Confirmation.** - Where a probationer has completed his period of probation to the satisfaction of the Central Government, he shall, subject to the other provisions of these rules, be confirmed in the Service at the end of his period of probation.

4. **Execution of Agreement.** - A probationer shall on appointment to the Service execute an agreement in the form specified in the schedule binding himself and one surety, jointly and severally, in the event of his failing to comply with any of the provisions of these rules to the satisfaction of the Central Government to refund any moneys paid to him consequent on his appointment as a probationer:

Provided that the provision of this rule shall not apply to probationers appointed to the Service in accordance with the Indian Police Service (Appointment by Promotion) Regulations, 1955.

5. **Training:** - 5(1) A probationer referred to in sub-rule (1) of rule 3 shall on appointment to the Service attend the Lal Bahadur Shastri National Academy of Administration ***“or such institute as may be designated by the Lal Bahadur Shastri National Academy of Administration in consultation with Central Government”*** and undergo such training therein and for such period as the Central Government may direct.

5(2) On completion of the training at the Lal Bahadur Shastri National Academy of Administration a probationer shall undergo such further training at the ¹⁵Sardar Vallabhbhai Patel National Police Academy and for such period as the Central Government may direct.

5(3) On completion of the Training at the Sardar Vallabhbhai Patel National Police Academy, a probationer shall undergo such further training in the State to which he is posted and for such period as the Central Government may, in consultation with the State Government concerned, direct.

5(4) A Probationer referred to in sub-rule (2) or rule 3, shall within the period of probation or the extended period of probation, as the case may be, undergo such training in the Sardar Vallabhbhai Patel National Police Academy, Hyderabad, or in the State Training Institution or in any other recognised Training Institution in the country for such period as the Central Government may consider necessary;

Provided that where a probationer does not undergo such training within the period of probation or the extended period of probation, as the case may be, he shall be reverted to his substantive post in the State Police Service.”

6. **Attendance at Lectures etc:** - 6(1) A probationer referred to in sub-rule (1) of rule 3 shall attend such lectures and undergo such tests and exercises as may be prescribed from time to time.

6(2) ***“(a) The Director, Lal Bahadur Shastri National Academy of Administration or the head of such institute as may be designated by the Lal Bahadur Shastri National Academy of Administration in consultation with Central Government shall award to each probationer such marks out of a maximum of 470 marks as they may deem fit on the results of the examination held at the end of the Foundational Course”.***

6(2)(b) At the end of the period of training at Sardar Vallabhbhai Patel National Police Academy, Hyderabad, the Director of that Academy shall assess the record in the Academy and in the State, of each probationer and award him marks out of a maximum of 400 marks in accordance with such instructions as may be issued by the Central Government in this behalf.

6(3) At the end of the period of training in the State, the State Government concerned shall assess the record of the probationer during the period of training undergone in the State and forward it to the Central Government.

7. Final Examination: - Every probationer shall during the course of training appear at a final examination to be conducted by the Director, Sardar Vallabhbhai Patel National Police Academy in accordance with such regulations as the Central Government may in consultation with State Government and the Commission from time to time, make.

8. Failure to appear at the Final Examination in certain circumstances: - Where a probationer is prevented, either through sickness or other cause over which he has no control from appearing at the final examination, the Central Government may allow him to appear at a special examination which the Director may hold for the purpose, normally within a period of three months from the last date of the final examination in which the probationer did not appear.

9. Failure to pass the final examination: - Where a probationer fails to obtain the minimum number of marks prescribed for any subject, group of subject or part of the final examination under the regulations framed in Rule 7, the Central Government may permit him to sit for re-examination in the subject or subjects in which he failed.

Provided that the marks awarded to a probationer in such re-examination shall not be taken into account in determining the seniority.

Provided further that the rule shall also apply to a probationer who was permitted to take a special examination in the circumstances mentioned in Rule 8.

10. Seniority of Probationer: - 10(1) The Central Government shall prepare a list of all probationers, who are appointed to the service on the result of the same competitive examination. The list shall be arranged in the order of merit which shall be determined in accordance with the aggregate marks obtained by each probationer.

- (i) at the competitive examination;
- (ii) in respect of his record in the Lal Bahadur Shastri National Academy of Administration ***“or such institute as may be designated by the Lal Bahadur Shastri National Academy of Administration in consultation with Central Government”*** and in the Sardar Vallabhbhai Patel National Police Academy; and
- (iii) at the final examination or at the special examination in the circumstances mentioned in rule 8, as the case may be;

Provided that if two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be the order of their dates of birth.

10(2) The seniority interse of the probationers, who are assigned the same year of allotment, shall be determined in accordance with the list prepared under sub-rule (1) and probationers who are appointed on the basis of an earlier competitive examination shall be ranked above those appointed consequent to a later competitive examination.

11. Discipline and conduct: -

11(1) while at the Academy a probationer shall be under the disciplinary control of the Director, Lal Bahadur Shastri National Academy of Administration, the Director, Sardar Vallabhbhai Patel National Police Academy ***“or such institute as may be designated by the Lal Bahadur Shastri National Academy of Administration in consultation with Central Government”*** and shall obey any such general and special orders as may be given by him from time to time.

11(2) The All India Service (Conduct) Rules, 1968 and the All India Services (Discipline and Appeal) Rules, 1969 shall, so far as may be, apply to a probationer.

11(3) A probationer shall be liable to be removed or dismissed from Service, if he fails to obey any order which he may receive from the Central Government or from any other competent authority, or if in the opinion of the Central Government he has wilfully neglected his probationary studies or duties or is guilty of conduct unbecoming of a member of the Service;

Provided that before any action is taken against a probationer under this subrule, the procedure prescribed in rule 8 of the All India Service (Discipline and Appeal) Rules, 1969, shall be followed.

Provided further that before any final orders are passed against a probationer under this sub-rule, the Commission shall be consulted.

12. Discharge of probationer: - A probationer shall be liable to be discharged from service, or as the case may be, reverted to the permanent post on which he holds a lien or would hold a lien had it not been suspended under the rules applicable to him prior to his appointment to the Service, if: -

- (a) he fails to pass the re-examination under rule 9, or
- (b) if the Central Government, is satisfied that the probationer was ineligible for recruitment to the Service or is unsuitable for being a member of the Service, or
- (c) in the opinion of the Central Government he has wilfully neglected his probationary studies or duties; or
- (d) he is found lacking in qualities of mind and character needed for the Service; or
- (e) he fails to comply with any of the provisions of these rules.

Provided that except in a case falling under clause (a) above, the Central Government shall hold a summary enquiry before passing an order under these rules."

Government of India's Instructions: The Central Government have issued the following instructions covering the various aspects relating to the probation and training of probationers for the guidance of the State Government: -

- (i) A person is appointed on probation in order to assess his suitability for absorption in the Service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. The powers under Rule 12 of the Indian Police Service (Probation) Rules, 1954, to discharge probationers should be used systematically and vigorously so that necessity of dispensing with the services of the members of the Service at later stages may arise only rarely. A probationer who is found not to possess the basic qualities of character and ability essential in a member of the Indian Police Service should be discharged early from the service. There is little to be gained by continuing such a probationer in service for long. It would also not be fair to the probationer himself.
- (ii) It is not desirable that a member of the Service should be kept on probation for years as happens occasionally at present. Save for exceptional reasons, the period of probation should not, therefore, be extended by more than one year and no member of the Service should by convention be kept on probation for more than double the normal period, that is four years.

Accordingly, probationer, who does not complete the probationers' final examination within a period of four years, should ordinarily be discharged from the service.

- (iii) The decision whether a member of Service should be confirmed or the period of his probation should be extended, should be taken soon after the expiry of the initial probationary period, that is ordinarily within six to eight weeks' thereof, and communicated to him together with the reasons in case of extension. With a view to enabling the Central Government to take a prompt decision in each case, the assessment report, in the form prescribed in letter No. 16/3/69-AIS(III), dated the 24th June, 1970, of the Ministry of Home Affairs, covering the period of practical training in the States, should be sent to this Department immediately after the training is over as envisaged in this Department's letter No. 23/2/71-AIS (III), dated the 19th January, 1972.
- (iv) A probationer, who is not making satisfactory progress or who shows himself to be inadequate for the Service in any way, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self improvement. This can be done by giving him a written warning to effect that his general performance has not been such as to justify his confirmation in the Service and that, unless he showed substantial improvement within a specified period, the question of discharging him from the service would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given such an opportunity before taking the drastic step of discharge.
- (v) In order to make the practical training of the probationers really purposeful, it is essential that the probationers are posted as far as possible both to rural and

urban districts so that they give a variety of experience on land tenures, agricultural practices, departmental programme as well as problems relating to law and order, industrial unrest and welfare.

- (vi) The utility of the practical training will, to a great extent, depend on the choice of the Superintendent of Police to whom the probationers are attached. Unless the Superintendents of Police give a proper guidance to the probationers, the probationers will not benefit from the training. Great care should, therefore, be exercised in selecting the Superintendents of Police to whom the probationers are attached. The Superintendents of Police should be instructed to take personal interest in the training of the probationers and to inculcate in them a positive attitude towards the various problems facing the Administration. During the practical training, all relevant act, laws, codes and Five Year Plan documents with particular reference to the district should be studied by the probationers. Reasonable facilities for accommodation etc may be provided to the probationers.
- (vii) It should be ensured that the probationers take the training seriously. They should be discouraged from taking long spells of leave, except for unavoidable reasons, as this would affect their training.

[G.I., Deptt. of Per. & A.R. letter No. 22/3/71-AIS(III), dated 13/7/72.]

[Visit MHA website to see the full document of IPS (Probation) Rules 1954 along with latest amendment]

EXTRACTS

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training) NOTIFICATION
New Delhi, the 19th May, 2023

G.S.R. 377(E).—In exercise of the powers conferred by sub-section (1) of section 3 of the All-India Services Act, 1951 (61 of 1951) and in supersession of the Indian Police Service (Probationers' Final Examination) Rules, 2012, except as respects things done or omitted to be done before such supersession, the Central Government, in consultation with the State Governments and the Union Public Service Commission, hereby makes the following rules, namely: -

1. **Short title and commencement:**—(1) These rules may be called the Indian Police Service (Probationers' Final Examination) Rules, 2023.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—(1) In these rules, unless the context otherwise requires,-
 - (a) "Academy" means the Sardar Vallabhbhai Patel National Police Academy;
 - (b) "Director" means Director of the Academy;
 - (c) "Probationer" means a person appointed to the Indian Police Service on probation.
(2) Words and expressions used herein and not defined but defined in the All India Services Act, 1951 (61 of 1951) shall have the meanings respectively assigned to them in that Act.
3. **Basic Course.**—(1) The curriculum of training and study of the basic course for the probationers shall be in three parts containing Part I: Compulsory Indoor Subjects; Part II: Compulsory Outdoor Subjects; and Part III: Qualifying Subjects, as follows:

Part - I: Compulsory Indoor Subjects

Paper I	Indian Penal Code, 1860 and Special Laws	100 Marks
Paper II	Indian Evidence Act, 1872	100 Marks
Paper III	Code of Criminal Procedure, 1973	100 Marks
Paper IV	Investigation	150 Marks
Paper V	Forensics	100 marks
Paper VI	Criminology and Police Management in India	150 Marks
Paper VII	Attitudes, Ethics and Human Rights	100 Marks
Paper VIII	Internal Security and Public Order	150 Marks
Paper IX	Information and Communication Technology	150 Marks
Paper X	The assessment of the training imparted during District practical Training and Phase-II	100 Marks
	Total	1200 Marks

Part - II: Compulsory Outdoor Subjects

1.	Physical Fitness	120 Marks
2	Drill	80 Marks
3.	Weapon Training & Firing	120 Marks
4.	Yoga	40 Marks
5.	Unarmed Combat	40 Marks
6.	Field Crafts & Tactics and Map Reading	160 Marks
7.	Equitation	40 Marks
	Total	600 Marks

Part- III: Qualifying Subjects

1	Regional Languages and Cadre studies
2	Hindi Language
3	Motor Mechanism and Driving
4	Swimming
5	First Aid and Ambulance Drill

(2) The syllabus for each subject specified in sub-rule (i) shall be made by the Director before the commencement of courses and shall be forwarded to the Central Government for approval.

4. Examination :-(1) Every probationer during the period of basic training in the Academy shall have to appear in the periodical tests and in the final examination.

(2) Date and time and the syllabus of the periodical test to be conducted in each subject during the course of training shall be determined by the Director, at least one week in advance of conducting such periodical test.

(3) The Director shall be responsible for conducting the Examinations.

(4) The dates on which and the location of places at which the periodical tests and final examination are to be conducted shall be notified by the Director in advance.

(5) **Qualifying marks in the examination.-** (1) Every probationer shall be required to obtain a minimum of fifty percent of the total allotted marks in each compulsory indoor subject and in each compulsory outdoor subject in the final examination.

Note: Final examination shall be conducted by the Academy at the end of the training, including the marks secured in the periodical tests;

(2) Every probationer shall also be required to obtain such standard of proficiency in each qualifying subject as the Director may determine with the prior approval of the Central Government.

6. Failure to pass the examination.- Where any probationer is failed to secure minimum qualifying marks as specified under sub-rule (1) of rule 5, his case shall be dealt with in accordance with the provisions of rule 8, 9, 10 and 12 of the Indian Police Service (Probation) Rules, 1954.

[F. No. 11058/05/2022-AIS-III] KULDEEP CHAUDHARY, Under Secy.

FINAL ASSESSMENT FORM

PART – I – FACTUAL

Name: _____
Date of Birth: _____
Service/Dept: _____
Post Held: _____

Record of employment:

- a. Record of Training at institute attended, if any (for officer undergoing formal training)

Percentage of marks secured at the test/examinations held during and at the end of the period of training.

- b. Nature of duties on which he has been employed e.g.:

Duties requiring public relations and field work. Formation of plans general direction and execution thereof.

Secretarial work of general nature

Supervision and control of subordinate staff:
(Please list the above duties in order of importance)

NOTE: In the case of officers undergoing formal training at the Lal Bahadur Shastri National Academy Administration or Sardar Vallabhbhai Patel National Police Academy, please state, in brief, the duties/activities in which they were expected to participate outside the class room.

Experience prior to
Appointment on probation :

Period of probation/trial ends on:

Number of days' leave :
(other than casual and special leave)

Assessed by: _____ Dated: _____

Approved by: _____ Dated: _____

PART – II: ASSESSMENT

Performance Factors	Performance Grade				
	Exceeds requirement of this job	Meets Full requirement of this job	Just meets requirements of this job	Partially meets requirements of this job	Remarks
1	2	3	4	5	6
I. Mental Capacity 1. Efforts made to acquire knowledge relevant to job 2. Analytical ability 3. Power of grasp 4. Spirit of enquiry 5. Power of expression (a) Oral (b) Written 6. Sense of Responsibility 7. Ability to participate in discussions & Seminars					
II. Works Habits and Attitudes 1. Aptitude 2. Interest in work 3. Promptness 4. Initiative 5. Originality 6. Self-reliance					

Performance Factors	Performance Grade				
	Exceeds requirement of this job	Meets Full requirement of this job	Just meets requirements of this job	Partially meets requirements of this job	Remarks
1	2	3	4	5	6
7. Manner of performance (whether methodical and orderly) 8. Thoroughness 9. Punctuality 10.Resourcefulness III. STABILITY 1. Poise 2. Fairness 3. Dependability IV.ABILITY TO GET ALONG 1. Tact 2. Dealing with: - (a) Subordinate (b) Fellowofficials (c) Superiors (d) Public 3. Ability to inspire others					

Performance Factors	Performance Grade				
	Exceeds requirement of this job	Meets Full requirement of this job	Just meets requirements of this job	Partially meets requirements of this job	Remarks
1	2	3	4	5	6
V. ABILITY TO MANAGE 1. Quality of judgment 2. Decision Making: 3. Ability to plan and program 4. Direction and control 5. Ability to evaluate the work of individuals and projects or schemes.					
VI. PHYSICAL FITNESS State of health, Sportsmanship, etc.					

COMMENTS:

General appraisal of the Officer's good and bad qualities in narrative form particularly those related to his integrity and ability to correct himself/ herself if his/her faults are pointed out to him/ her.

Decision, if any, taken regarding fitness for drawing 1st/2nd increments (where applicable)

Signature:
Counsellor

General Appraisal of the Officer with regard to Outdoor activities:

Date:

Signature
Assistant Director (OD)

REMARKS OF THE REVIEWING OFFICER

Brief remarks indicating what assessment of the Reporting Officer may be accepted or rejected or otherwise modified.

Date:

Signature

REMARKS OF THE JOINT DIRECTOR (BASIC COURSE)

Date:

Signature
Joint Director (BC)

REMARKS AND RECOMMENDATIONS OF THE REVIEWING BOARD/ COMMITTEE

Recommendation whether the probationer:

(1) Is fit for retention/confirmation

OR

(2) Should be watched for another ____ months (here list what improvements are required in the probationer).

OR

(3) May be tried for some other post (where such a course is permissible under the relevant recruitment rules)

OR

(4) May be reverted to his substantive post (here give reasons for recommending this course of action)

OR

(5) Should be discharged from Government service (here give reasons for recommending this course of action)

OVERALL GRADING FOR DUTIES

- (1) Outstanding
 - (2) Very Good
 - (3) Good
 - (4) Satisfactory with some shortcomings
 - (5) Not really satisfactory
- (Please put a ring round the appropriate grading)

Date:

(DIRECTOR)
Signature of the Chairman,
Reviewing Board/Committee

Order of the Head of Department of the Administering/ Controlling
Department/Ministry.

Date:

Signature of
Head of Department
or Administrative/Controlling
Department/Ministry

INSTRUCTIONS AND GUIDELINES

PART-A

MHA's DIRECTIVES

Ministry of Home Affairs (MHA), Government of India have issued instructions regarding discipline of IPS probationers while undergoing training at the National Police Academy. Copies of three orders received from the Ministry of Home Affairs are reproduced below: -

No. I-14012/3/92-IPS.IV

Government of India

Ministry of Home Affairs

New Delhi, 23-8-93

OFFICE MEMORANDUM

Instances have been brought to the Government's notice of lady IPS probationers conceiving during their training period leading to disruption of the laid down training schedule on account of their inability to take up their classes and examinations, especially PT, Yoga, Horse riding, etc. Representations have been received for exemptions and extensions of probation on this account.

2. There is need for stricter discipline and ensuring that the training of probationers is completed in time in their own interest. It is, therefore, essential that lady IPS probationers, take necessary precautions to ensure against conception during their training period.

3. In view of the above, in the interest of the timely completion of the training of lady IPS probationers, as well as in the interest of their health and the health of their off-springs, it has been decided that:

- (i) Lady IPS probationers should take all possible care/precaution to ensure against conception during their training period.
- (ii) It will be obligatory on the part of the lady probationer to inform the Director, SVP NPA in case they conceive during the period of their training in the Academy.
- (iii) The Director, SVP NPA, will not allow such probationers to continue with the training and will arrange for them to go home.
- (iv) Such probationers will be allowed to complete the remaining part of their training, one year after the delivery, along with the batch that may be under training at the Academy at that time. Their training will re-commence from the beginning of the phase during which it was discontinued originally (e.g. the 1st and 2nd phase training at NPA/district training).
- (v) The period of absence from training due to conception during training will be treated as extraordinary leave as provided in Rule 15 of A.I.S. (Leave) Rules, 1955 except the period which can be treated as maternity leave as provided in Rule 18 of A.I.S. (Leave) Rules 1955 and the period of probation will be extended accordingly. This will, however, not affect their seniority in the IPS in any manner whatsoever.

4. Director, NPA, may suitably inform all lady probationers, on their joining the Academy.

Sd/-

(V.K. PIPERSENIA)

Deputy Secretary to Govt. of India

Director
SVP National Police Academy
Hyderabad 500 252

No. I-2102/27/92-IPS.IV
Government of India
Ministry of Home Affairs

New Delhi, 4 Feb., 1994

To

The Director
SVP National Police Academy
Hyderabad.

Sir,

I am directed to say that after due consideration and review of various aspects relating to discipline among the IPS probationers while undergoing training at the SVP National Police Academy, Hyderabad, it has been decided to reiterate the following instructions for guidance of all concerned:

- (1) Under Rule 11 of the Indian Police Service (Probation) Rules, 1954, while undergoing their probationary training at the Sardar Vallabhbhai Patel National Police Academy, the IPS probationers are under the disciplinary control of the Director, and law-bound to obey such general and special orders as may be given by him from time to time.
- (2) The All India Services (Conduct) Rules, 1968, and the All India Services (Discipline and Appeal) Rules, 1969 are also applicable to the IPS probationers under training. In terms of Rule 3 of the AIS (Conduct) Rules, 1968 exemplary personal conduct, worthy of members of All India Service, is expected from the IPS probationers while undergoing training at the Academy. Any lapse will be viewed seriously and the Director, NPA may immediately initiate disciplinary proceedings. The warnings, if any, issued to the probationers will be taken into consideration while assessing a probationer for successful completion of the probation period, at the time of confirmation.
- (3) The IPS probationers should be discouraged from taking long spells of leave while under training as this would affect their training. If any probationer avails of leave in an unauthorized manner or overstays beyond the period of leave granted to him, the Director will have the power under Rule 15 of the All India Services (Leave) Rules, 1955, to convert periods of absence without leave into extraordinary leave even when other kinds of leave are admissible to him.
- (4) In the case of long periods of absence, the Director, NPA may stop the training of the probationer and ask him to attend training with the subsequent batch.
- (5) If a probationer does not take proper interest in training or frequently absents himself from training, written warnings will be issued to him by the Director, NPA to improve his/her conduct and performance in the training and copies of such warnings will be endorsed to this Ministry.
- (6) If a probationer is found unsuitable for being a member of the service, or has willfully neglected his probationary studies and duties, or he is found lacking in qualities of mind and character needed for the service, or he fails to comply with any of the provisions of the Probation Rules, he is liable to be discharged from service under Rule 11 and 12 of the IPS (Probation) Rules, 1954, and in terms of Government of India's instructions there under.

Yours faithfully,

Sd/-

(V.K. PIPERSENIA)

Deputy Secretary to Govt. of India

No. I-21023/12/94-IPS-IV
Government of India
Ministry of Home Affairs

New Delhi, 3 March, 1994

To

The Director,
SVP National Police Academy,
HYDERABAD - 500 252

Sub: Discipline among the IPS probationer undergoing training at
National Police Academy.

...

Sir,

I am directed to say that in the meeting of the Co-ordination Committee for All India Services held in Department of Personnel & Training on 23.12.1993, the following decision was taken: -

“Even in cases where probationers remain absent for long periods on flimsy pretext, strict action should be taken by using the provisions for discharge of probationer, since probationers who deliberately and continuously flout discipline and instructions, would not have the qualities required of an officer.”

(2) In this connection attention is invited to this Ministry's letter No. I-21023/27/92-IPS-IV dated 4th February, 1994 conveying instructions for maintaining discipline among the IPS probationers while undergoing training at the SVP National Police Academy, Hyderabad.

(3) It is requested that the aforesaid instructions may be followed strictly to ensure discipline among the probationers while undergoing training at the Academy.

Yours faithfully,

Sd/-
(S.K. GHOSE)
Desk Officer

The probationers are directed to go through the above instructions carefully and ensure strict compliance of the same and avoid violation in any manner.

Training Schedule for Basic Course of 76 RR

Sl. No.	Component	Duration	From	To
1	Foundational Course	15 Weeks	31-07-2023	02-11-2023
2	Joining Time	01 Week	06-11-2023	10-11-2023
3	Basic Course Training Phase-I at SVP NPA and Delhi Attachments	49 Weeks	13-11-2023	18-10-2024
4	Leave	01 week	21-10-2024	25-10-2024
5	PTC / Practical Training in the States / District Practical Training	29 Weeks	28-10-2024	16-05-2025
6	Leave / Journey Time	01 Week	19-05-2025	23-05-2025
7	Basic Course Training Phase-II at SVP NPA	09 Weeks	26-05-2025	25-07-2025
	Total	105 Weeks		

A. Components of Phase-I : 49 Weeks

- (1) ITBP Attachment – Rock Climbing & River Rafting
- (2) Mid-term Break
- (3) CSWT & Greyhounds Attachments
- (4) CRPF Attachment
- (5) Army Attachment
- (6) Study-cum-Cultural Tour (SCCT)
- (7) Election attachment (subject to elections happening in any state)

B. District Practical Training : 29 Weeks

C. Components of Phase-II : 09 Weeks

- (1) Spl Module in Forensics at NFSU Gandhinagar
- (2) Leadership Module

Academy Song

लोहे जैसी हिम्मत है
लोहे सा जसबा अपना
आँखों में लिये चलते हैं हम
लोहपुरुष का सपना

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लोहपुरुष का सपना

हम चलते हाथ लिये
अमन प्रेम की रोशनी

देश ही दिल देश ही जान
इस देश के ही हैं हम

सरदार वल्लभ भाई पटेल
राष्ट्रीय पुलिस अकॅडमी
ये देश मेरा मैं देश का

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ये देश मेरा मैं देश का

हर दिशा से चुनकर आए
कुछ ऐसा हम करजाएँ
व्यक्तित्व तराशें ऐसा
जो मुल्क के काम आजाए ॥ 2 ॥

नेतृत्व की अमर कहानी
हर साँस में हम दोहरायें

मेहनत कर हिम्मत से हम
देश की आन बचाएँ

हम चलते हाथ लिए
अमन प्रेम की रोशनी

देश ही दिल देश ही जान
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