INDOOR TRAINING HANDBOOK
FOR
IPS PROBATIONERS

72 RR BASIC COURSE

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 endeavour 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.
SVP NPA VISION STATEMENT

We aspire to be a Global Center of Excellence and the Nodal Center of Police Training in India - setting Benchmarking 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.
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Director's Message

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 transformational in helping you become the best version of yourself.

Helen Keller had said, “Life is either a daring adventure or nothing at all.” For an IPS officer, the adventure begins here, and so does the journey of self-discovery as you go through this training, designed to empower you by challenging you continually. We will constantly exhort you to do better, everywhere.

Even though the Academy life may seem tough and demanding, believe me when I say that this is one of the best periods of your professional life. Cherish these moments as the bonding of the squad and the batch will be a source of strength for the rest of your life.

The faculty and staff of the Academy are committed to do their very best for you and I expect you to bring a similar commitment to this training. Don’t be gentle with yourself - the more you push yourself, demand from yourself, the more you will improve – sweat will make you shine!

I wish you the very best.

Dated: 8th March, 2020

(Atul Karwal)
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: Sensitisation (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 Sensitisation, Orientation and Competency.

ii) Imparting professional knowledge and understanding.

iii) Development of Professional, Organisational and Community skills.

iv) Nurturing human values, right attitudes and appropriate behaviour 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:

1. Joint Director (Basic Course)
2. Deputy Director (Basic Course)
3. Assistant Director (Indoor Studies)
4. Assistant Director (Outdoors)
1.3 SYLLABUS & MARKS *

The syllabus of indoor training and outdoor training, subject wise, 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 conditions and such additional inputs also will figure in the examinations. The marks assigned for Basic Course training as per the IPS (probationers’ Final Examination) Rules 2012 are as follows:

- Total marks for Indoor subjects: 1200
- Total marks for Outdoor subjects: 600
- Director’s Assessment: 400
- Grand Total: 2200

*Note: Any changes in syllabus would be notified as and when necessary.

1.4 INDOOR SUBJECTS

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The detailed syllabus is as under:

**PAPER I: Police in Modern India**
*Marks: 75*

**CHAPTER- I: Historical Perspective of Policing in India**

1. Evolution of Police.
2. Role of All India Services.
3. Indian Police and Indian Police Service.
4. Citizen Centric Policing as Envisaged by Gandhi, Sardar Patel and Jawaharlal Nehru.
5. Concept of Community Policing and Policing a Democratic Society.

**CHAPER –II: Role of Central Government in Police Work.**

1. Central Police Organisations and Central Armed Police Forces: Need and Importance

   (i) a) Central Reserve Police Force
b) Border Security Force  
c) Railway Protection Force  
d) Central Industrial Security Force  
e) Indo Tibetan Border Police  
f) Assam Rifles  
g) National Security Guards  
h) Special Protection Group  
i) SVP National Police Academy  
j) Bureau of Police Research & Development  
k) National Institute of Criminology and Forensic Science  
l) National Crime Records Bureau  
m) Central Forensic Science Laboratory  
n) Central Fingerprint Bureau  
o) Intelligence Bureau  
p) Central Bureau of Investigation  
q) Research and Analysis Wing  
r) Sashastra Seema Bal  
s) National Investigation Agency  
t) National Technical Research Organisation  
u) National Intelligence Grid (NATGRID)  

(ii) International Criminal Police Organisation (INTERPOL)  

CHAPTER - III: Policing in the State  
1. State Police Organisations and Police Administration  
   a. Criminal Investigation Department  
   b. Special Branch (Intelligence)  
   c. Anti Corruption Bureau  
   d. State Crime Records Bureau  
   e. Railway Police  
   f. Wireless Division  
   g. State Forensic Science Laboratory  
   h. State Finger Print Bureau  
   i. Armed Police Units  
   j. Motor Transport Division  
   k. Police Computer Cell  
   1. Civil Defense, Home Guards and Fire Service  

CHAPTER - IV: District Police Administration  
1. District Police Setup  
2. Offices of District Police  
   (a) District Police Office (DPO)  
   (b) District Armed Reserve / Police Lines  
3. Superintendent of Police and District Administration  
4. Points to be covered in District Police Administration— This would largely cover the various functions discharged by Superintendent of Police (SP) with regard to recruitment, training, rewards & punishments, promotion & transfer, grievance redressal, orderly rooms, welfare of men, petition handling, enquiries & complaints against policemen, inspection of DPO and RI Lines, supervision of cases etc.  
5. Coordination of SP with other agencies of district administration.  
6. Powers and functions of Addl. SP/ SDPO / CI.  
7. Departmental Enquiries: All India Service Conduct Rules and Departmental Proceedings.
8. Police Commissionerate System

CHAPTER - V: Police Station Management — This chapter would broadly cover the police station setup and the role of SHO and other subordinate officers/officials, records maintained in a police station and inspection of a police station.

1. Legal provisions
2. Police Station setup and role of SHO and other subordinate officers
3. Records in a Police Station
4. Inspection of a Police Station
   a) Manpower, material and infrastructure
   b) Inspection of records
   c) Kit inspection

CHAPTER - VI: Contemporary issues in policing

1. Police Reforms
2. Gender sensitisation and Sexual Harassment at Workplace
3. Civil Disputes and Role of Police
4. Coordination of Police with other Agencies to deal with Challenges to National Integration.

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

- 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.
- Be aware of the constitutional provisions, laws & rules governing policing and police officers in India.
- Have knowledge about various Central Armed Police Forces and Central Police Organisations.
- Have an understanding of structure of the police set-up at State level and functioning of policing at the district level.
- Understand the functioning of the police station and the skill-set required for managing policing at the police station level.
- 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.
- 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.

PAPER II: Indian Evidence Act, 1872

Marks :100

1. Necessity for the Law of Evidence
2. Definitions: Sections 3
3. Eye Witnesses and Witnesses of Circumstances – Direct and Circumstantial Evidence: Sections 59 & 60
4. Circumstances and Relevant Facts: 5 (Definition of relevant facts), 6 (part of the same transaction), 7, 8, 9 (cause, effect, motive, opportunity, conduct etc), 10 (conspiracy), 11 (Other relevant facts, Video tapes and electronic records), 14 (mental state), 15 (accident), 17 & 21 (admissions).

5. Concepts of Admissions and Confessions

6. Confessions: Sections 24 to 30

7. Statements made by Dead Persons before their death and other persons who cannot be called as witnesses: Section 32

8. Entries in Books of Account: Section 34


10. Experts and their opinions: Sections 45 to 47 A and 51

11. Character of Accused: Sections 53 and 54

12. When relevant facts are known to persons-
   (a) Witnesses and Oral Evidence: Section 3 Definition, 118 & 119
   (b) Parties: Section 120
   (c) Judges and Magistrates: Section 121
   (d) Spouses against each other: Section 122
   (e) Affairs of State and Departmental Communications: Sections 123, 124 & 162
   (f) Sources of Information: Section 125
   (g) Communication with Legal Advisor: Sections 126 to 129
   (h) Accomplice: Sections 133 and 114 illustration(b)

13. Obligation to answer Relevant Questions: Section 132

14. Number of Witnesses: Section 134

15. Burden of proof and weight of Evidence: Sections 4, 101 to 112, 113A (Suicide), 113 B (Dowry Death), 114A (rape), 114 (Presumptions).

16. How Witnesses place their Knowledge of Relevant Facts before Court or Examination of Witnesses: Sections 135 to 148, 153 (Chief Examination, Cross-Examination and re-examination, leading questions, questions in cross-examination).

17. “Hostile” Witness: Section 154

18. How to Discredit the Witness: Section 155

19. Evidence to Corroborate when Admissible: Sections 156 to 158

20. Questions which should not be asked: Sections 149 to 152

21. Refreshing Memory: Section 159 to 161

22. Right of Judge to ask Questions: Section 165

23. Where Relevant Facts are in a Document—Three Questions

24. Two kinds of Documents: Sections 74 & 75

25. Proof of contents—Primary and Secondary Evidence: Sections 61 to 65 B

26. Genuineness—
   (a) Private Documents: Sections 67 to 73
   (b) Public Documents: Sections 76 to 89

27. Truth of Contents: Sections 114 (e) and Oral Evidence

28. Effect of Wrongful Admission or Exclusion of Evidence: Section 167

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 a
range of evidence related to an offence. The Investigating Officer (IO) in an investigation is the deciding authority as to what he or she wants to rely on to support/strengthen the case. The supervisory officer must have an expertise in appraising the evidence collected by the IO and in ensuring compliance of the evidence with certain legal markers such as procedures under the CrPC or Constitutional protections.

The inputs on Indian Evidence Act will enable the probationers to:
- Understand the legal aspects of evidence collected.
- Know how to identify the evidence in each case.
- Know how much of weightage is given to particular evidence in law.
- Know how to strengthen weak evidence.

In the field, the inputs will ensure that the Officer can:
- Effectively guide investigation and lay down markers for collection of evidence.
- Effectively supervise and scrutinize the collected evidence to help the IO to make the required connection between the crime and the accused.

PAPER III: Indian Penal Code, 1860

Marks: 100

Introduction – Concept of crime and constituents of crime

Chapter – 1 : Extent and Applicability of the Code: Sections 1 to 5
Chapter – 2 : Definitions and General Explanations: Sections 6 to 52 A
Chapter – 3 : Punishments: Sections 53 to 75
Chapter – 4 : General Exceptions: Sections 76 to 106
Chapter – 5 : Abetment: Sections 107 to 120
Chapter – 5A : Conspiracy: Sections 120 A & 120 B
Chapter – 6 : Offences against the State: Sections 121 to 130
Chapter – 7 : Offences relating to Armed Forces: Sections 131 to 140
Chapter – 8 : Offences against Public Tranquility: Sections 141 to 160
Chapter – 9 : Offences relating to Public Servants: Sections 161 to 165 repealed 166 to 171
Chapter – 10: Contempt of Lawful Authority of Public Servants: Sections 172 to 190.
Chapter – 11 : Offences of false evidence and Offences against public justice: Sections 191 to 193, 196 to 202, 211,212, 216 to 219, 221 to 225 B, 228, 228A.
Chapter – 12 : Offences relating to Coins and Stamps: Sections 230 to 263A
Chapter – 13: Weights and Measures: Sections 264 to 267
Chapter – 14: Offences affecting Public Health, Decency and Morality : Sections 268 to 294 A.
Chapter – 15: Offences relating to Religion: Sections 295 to 298
Chapter – 16: Offences against Human Body : Sections 299 to 377
Chapter – 17: Offences against Property : Sections 378 to 462
Chapter – 18: Offences relating to Documents, Trade and Property Marks: Sections 463 to 489E.
Chapter – 20 : Offences relating to Marriage: Sections 493 to 498
Chapter–20A : Cruelty by Husband or Relatives of Husband: Section 498A
Chapter – 21 : Defamation: Sections 499 to 502
Chapter – 22 : Criminal Intimidation: Sections 503 to 510
Chapter – 23 : Attempts to commit offences: Section 511
**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 alleged act or omission amounts to an offence under the IPC and if so, under what particular section or sections of IPC that act or omission is punishable. It would equip the probationer to be able to apply the relevant sections of IPC in the field as and when required.

**PAPER IV: Code of Criminal Procedure, 1973**

**Chapter – I :** Sections 1 to 5 : Definitions and Applicability of Code

**Chapter – II :** Sections 6 to 25 : Constitution of Criminal Courts

**Chapter – III :** Sections 26 to 35 : Powers of Courts

**Chapter – IV :** Sections 36 to 40 : Powers of Superior Police Officers and Aid to Magistrates and Police.

**Chapter – V :** Sections 41 to 60 : Arrest of Persons

**Chapter – VI :** Sections 61 to 80, 82, 83: Process to Compel Appearance

**Chapter – VII :** Sections 91 to 95, 97 to 102, 105 : Process to Compel Production of Things.

**Chapter - VIII :** Sections 106 to 110, 116 to 118, 120 to 122: Security for Keeping Peace and for Good Behaviour.

**Chapter – IX :** Sections 125 to 128 : Maintenance of Wives and children.

**Chapter – X :** Sections 133, 144 to 147 : Maintenance of Public Order and Tranquility.

**Chapter – XI :** Sections 149 to 153 : Preventive Action by Police.

**Chapter – XII :** Sections 154 to 176 : Information to Police and Investigation

**Chapter – XIII :** Sections 177 to 189 : Jurisdiction of Criminal Courts

**Chapter – XIV :** Sections 190 to 199 : Preconditions for Initiation of Proceedings

**Chapter – XV :** Section 202 : Complaints to Magistrates

**Chapter – XVI :** Sections 206 to 210 : Commencement of Proceedings before Magistrate – A Description of Trials in Court

**Chapter – XXIII :** Sections 291 to 294, 298 & 299 – Evidence in Inquiries and Trials


**Chapter – XXIX :** Sections 377 & 378 - Appeals

**Chapter – XXXII :** Sections 421 & 422 – Execution of Sentences

**Chapter – XXXIII: Sections 436 to 444, 446, 446A – Bail**

**Chapter – XXXIV: Sections 451 to 459 : Disposal of Property**

**Chapter – XXXVI: Sections 466 to 473 – Limitations**

**Chapter – XXXVII: Sections 475 & 482 Schedule – I – Tabular form Offences**

**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 the 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:

- Attain a high degree of proficiency in supervising and giving direction to investigation and ensuring that it conforms to and satisfies the court’s appraisal.
- Develop the ability to identify common gaps in procedure which may result in rights violation or failure of prosecution.
• 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.
• 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.
• Familiarise with the new and emerging practices and trends targeted towards reform in the policing system.

PAPER V: Special Laws  Marks: 50

General
1. The Protection of Civil Rights Act, 1955
2. The Consumer Protection Act, 1986
3. The Environment (Protection) Act, 1986
4. The Child Labour (Prohibition & Regularization) Act, 1986
5. The Minimum Wages Act, 1948
6. The Bonded Labour System (Abolition) Act, 1976
7. The Mental Health Act, 1987
8. The Prohibition of Child Marriage Act, 2007
10. Railways Act, 1989
11. The Antiques and Art Treasures Act, 1972
12. Indian Copyright Act, 1957 and the Copyright (Amendment) Act, 2012
13. Right to Information Act, 2005

PMI
1. Police Act, 1861
2. Police Forces (Restriction of Rights Act), 1966
3. The Police (Incitement to Disaffection) Act, 1922

I.E. Act
1. Identification of Prisoners’ Act, 1920

Cr.PC.
1. The Contempt of Court Act, 1971

Criminology
1. The Juvenile Justice (Care and Protection of Children) Act, 2000
2. Reformatory Schools Act, 1897
3. The Probation of Offenders Act, 1958
4. The Immoral Traffic (Prevention) Act, 1956
5. Public Gambling Act, 1867
6. Narcotic Drugs and Psychotropic Substances Act, 1985
Investigation

1. Prevention of Corruption Act, 1988 (For Topic Bribery and Corruption)
2. Criminal Law Amendment Act, 1952 (For Topic Bribery and Corruption)
3. Criminal Law Amendment Ordinance, 1944 (For Topic Bribery and Corruption)
4. Dowry Prohibition Act, 1961 (For Topic Crimes against Women)
5. Protection of Women from Domestic Violence Act, 2005
6. Pre-Conception & Pre-Natal Diagnostic Techniques (PCPNDT) Act, 1994
7. The Indecent Representation of Women (Prohibition) Act, 1986
8. The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989 (For Topic Crimes against Weaker Sections)
9. Arms Act, 1959  (For topic Terrorist related crimes)
10. Explosives Act, 1884 (For topic Terrorist related crimes)
11. Explosive Substances Act, 1908 (For topic Terrorist related crimes)
12. Extradition Act, 1962 (for topic Trans-National Crimes)
13. Delhi Special Police Establishment Act, 1946 (For topic Inter-state crimes)

MPPQ

1. The Motor Vehicles Act, 1988
2. The Commission of Enquiry Act, 1952
3. The Representation of People Act, 1951
4. Essential Services Maintenance Act, 1981
5. Prevention of Damage to Public Property Act, 1984

Internal Security

1. National Security Act, 1980
3. The Foreigners Act, 1946
4. Official Secrets Act, 1923

Outcome - ‘Special Laws’ are legislation’s enacted for specific social, economic or other conditions which are either out of the purview of the mainstream statute such as the IPC, or extend the substantive or procedural law to meet some special contingency. They may also be enacted on some technical aspect which needs attention. Many of the Special Laws have penal provisions and attract the powers of the police.

The Special Laws curriculum is designed to give the police officers a fair idea of the range and nature of offences as well as the special procedures laid down for certain contingencies.

For example, The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989, The Juvenile Justice Act 2000, The Information Technology Act 2000, are all examples of new issues requiring a new response. Some Special Laws lay down stringent provisions and wider powers to curb a particular crime. Narcotics Drugs and Psychotropic Substances (NDPS) Act lays down procedures and provisions for dealing with menace of drugs. Certain laws may not directly attract police intervention such as the Mental Health Act or the Child Labour (Prohibition and Regulation) Act 1986, but helps to sensitise police towards certain vulnerable sections. The curriculum will enable the probationers to:
• Get familiar with the range of possible offences that can occur
• Identify correct provisions for booking offences
• Use powers and procedures effectively under different laws
• See incidents and offences in a holistic manner in order to book and prosecute offenders effectively under alternate provisions
• Familiarise with other agencies with whom they need to co-ordinate for effective action either for protection or for prosecution

PAPER VI: Crime Prevention & Criminology

1. An introduction to concepts in Criminology
   I) Criminogenic factors
      a) Psychological
      b) Sociological
      c) Economic
      d) Political
   II) Deviance (See under Special Laws)
      a) Individual deviance.
      b) Juvenile Delinquency,
      c) Rehabilitation of street children
      d) Crime against Women & Children
      e) Criminology of Economic Crimes

2. Professional Criminals Collective Deviance- organised defiance of authority– Theory of organised crime

3. Vice (Gambling, alcoholism, drug-abuse and de-addiction, prostitution and rehabilitation) (See under Special Laws)

4. Penology
   a) Correction and reformation - Probation, Parole and Correctional Institutions.
   b) Sections 360 & 361 CrPC. (See under Special Laws)
   c) Recidivism
   d) Social Defense mechanisms

5. Victimology


7. Crime Prevention
   a) Crime prevention techniques
   b) Use of Police Station records for crime prevention
   c) Criminal Intelligence
   d) Crime Mapping
   e) Surveillance
   f) Evidence Based Policing

8. Criminology of Terrorism
Outcome - The inputs on Criminology will enable the probationers:

- To understand the reasons for cause of crime and the best methods available to respond to it.
- To develop an understanding about organized crime and the challenges it poses to safety and security in society.
- To understand the causal factors for vices such as gambling, alcoholism, drug addiction etc. and methods for prevention as also to deal with victims.
- To understand issues related to juvenile delinquency and problems of visibly lost children and methods to respond to their problems and develop on understanding of institutions related to Juvenile Justice.
- Inputs on methods such as crime mapping, surveillance, intelligence and community policing inputs will equip officer to better manage human and material resources at their disposal as SDPO, District Superintendent of Police and at higher levels.

PAPER VII: Investigation-I  
Marks: 75

1. Processes of Investigation
   a) General principles of Investigation. Qualities of an investigating officer. Multi-disciplinary approach to investigation
   b) Preparation of FIR. Problems of jurisdiction - registration on moving vehicles, etc.
   c) Inspection and preservation of scene of crime, collection of physical evidence. Eye-sketch, Plan Drawing
   d) Gathering criminal intelligence - employment of sources and shadowing of suspects
   e) Examination of witnesses and suspects and arrests. Principles regarding use of handcuffs. Principles and techniques of interrogation, confessions- judicial and extra-judicial. Human Rights of Accused and Victims, responsibilities of police personnel
   f) Search and seizure - techniques of raids
   g) Recording of dying declaration
   h) Inquest (UD cases)
   j) Absconders - Attachment of property

2. Investigation and detection of the following types of crimes:
   a. Robbery and dacoity including bank and road robberies and dacoities.
   b. Burglary
   c. Rape
   d. Rioting
   e. Murder
   f. Hit and run cases
3. Supervision of Crime
   1. Special Reports
   2. Points of supervision – Supervision report and follow up
   3. Mechanisms for supervision – Investigation register, inspection

4. Prosecution and Scrutiny of cases investigated by the Police – preparation of briefs, trials, filing of appeals and revisions based on conviction and acquittal reports – deviant practices

**Outcome** - On completion of the syllabus, the probationers shall be able to:
- List and describe the common elements of the investigative process.
- Investigate a crime or incident and attend to an incident
- Conduct a preliminary and a basic scientific and criminal investigation and analyze evidence gathered.
- Explain the roles of forensic science and profiling in criminal investigations.
- Describe the qualities of the investigator.
- Discuss the procedure for investigating specific types of incidents, crime scene processing and present evidence in a court of law.
- Apply principles of IPC, CrPC, Law of Evidence, Forensic Science, forensic medicine, other Acts and laws in an integrated manner.
- Administer a case file.
- Perform witness support activities.
- Apply Victim Empowerment knowledge and skills for service delivery. (Human Rights, D.K. Basu Guidelines, Treatment towards women and Juvenile etc).
- Locate, develop evaluate and manage information from public and private sources and informers. (Manage crime intelligence practices).
- Describe crime reporting systems and computerized databases through various forms and formats.
- Demonstrate appropriate interviewing and interrogation techniques. And handling of suspects in the investigation of an alleged crime.
- Function in a team (Through simulation exercises and Forensic science practicals) and understanding stress in personal and work situations during serious incidents.

**PAPER VIII: Investigation-II**

**Marks: 75**

A. Investigation/detection/supervision and prosecution of special crimes and Special Acts:
   1. Economic Offences
      a) Criminal breach of trust, cheating by impersonation, confidence tricks, etc.
      b) Counterfeiting of currency
      c) Frauds – banking, credit cards, financial institutions, share market
      d) Money laundering
   2. Bribery and corruption (See under Special Laws)
   3. Crimes against women, weaker sections, children, disadvantaged groups) (See under Special Laws) and their investigation
   4. Terrorism related crimes (See under Special Laws) and their investigation.
5. Organised crime and its investigation:
   a) Smuggling of narcotics, bullion, arms and other contraband; Co-ordination with customs authorities
   b) Kidnapping for ransom

B. Transnational Crimes - Extradition (See related Act under Special Laws)

C. Inter-state crimes: Coordination, Central assistance in investigation of crimes. (See under Special Laws)

Outcome - On completion of the syllabus, the probationers shall be able to:
   - Understand the nature of economic offences and organized crimes
   - Be aware of the steps involved in investigation of crimes related to terrorism and corruption
   - Learn the steps involved in investigation of crimes against women, children and weaker sections
   - Know the procedure for investigation of cases under NDPS Act.
   - Learn the need for inter-agency cooperation and the principles and process of extradition

PAPER IX: Forensic Medicine 

Marks: 50

(a) Introduction - scope and importance of forensic medicine to police
(b) Examination of scenes of occurrence from the point of view of medico-legal evidence
(c) Different methods of establishing identity of living and dead. Determination of age, Odontology
(d) The post-mortem examination, examination of mutilated bodies and skeletal remains; Appreciation of medico-legal reports and framing of questionnaires for doctors, Exhumation
(e) Medico legal aspects of death - determination of causes and time of death - distinction between homicidal, suicidal, accidental and natural deaths
(f) Violent asphyxial deaths - by hanging, strangulation, throttling, suffocation and drowning
(g) Different types of wounds - by fire arms, sharp-edged or pointed weapons or explosives, burns and scalds, mechanical injuries, death and injuries caused by heat, cold, lightening or electrocution
(h) Deaths and injuries arising out of traffic accidents - drunken driving
(i) Sexual offences - rape, criminal abortion and infanticide, child abuse and crimes against women
(j) Medico-legal aspects of insanity, forensic Psychiatry
(k) Poisons commonly used in India in the commission of crime and for suicides - their symptoms and detection in living subjects and dead bodies
(l) Medical Negligence: Fundamentals of investigation,
(m) Recent Advances in Forensic Medicine: Virtual autopsy, body scanning & imaging
(n) Impact of Chemical, Biological & Nuclear Terrorism

Outcome - On completion of the syllabus, the probationers will be able to:
   - Understand and appraising the nature and unnatural deaths (suicide, homicide and accidental).
• Understand the concept of brainstem death.
• Scientific methods of identification, living and death persons.
• Evaluate of cause and time since death in various cases.
• Understand medico legal reports like Autopsy report, Injury report, death certificate and drunken certificate.
• Understand nature of injuries, so that they could be able to assess simple/grievous injuries, weapons with which injuries are caused.
• Understand the symptoms of Asphyxial deaths, so that they could be able to know whether it is hanging, strangulation or drowning deaths.
• Understand various natural, unnatural and sexual perversions.
• Collect various physical and biological evidences related to the human body in various offences.
• Understand and diagnose various offences related to poisoning. Symptoms and collection of evidences.

PAPER X: Forensic Science (Theory & Practicals) Marks : 75

(A) Theory (50 Marks)


(2) Crime Scene Investigation- Crime Scene Processing

I) Types of Crime Scenes
   (a) Classification:
   (b) Steps to the scientific examination of Crime Scene.
   (c) Securing/Protecting the Crime Scene
   (d) Co-ordination with other agencies like dog squad, BDS, NCB, Mobile units, State disaster, Management Team & Forensic Medicine Department.

II) Crime Scene Survey

   (a) Guidelines to follow in a walk through
   (b) Crime Scene – Search Patterns

III) Crime Scene Recording

   (a) Sketching
   • Rough & Smooth Sketch
   • Types of Sketch methods
   (b) Observation Note
   (c) Photography & Videography

IV) Reconstruction of Crime Scene

(3) Physical Evidence –

   (a) Definition, Importance
   (b) Search and collection
   (c) Chain of Custody
(d) Integrity
(e) Lifting, Handling and Packing, Forwarding to laboratory for analysis
(f) Interpretation including substantiating and presentation of document in court.

(4) **Fingerprints & Foot Prints**:–

**Finger Prints**:–

- Role and Importance in Crime Investigation
- Crime Scene Prints – Location, development and recording
- Specimen prints – recording
- Finger Print Bureau – 3 tier set up, role in investigation
- Automation of Finger Prints Vs manual advantages and limitations

**Foot Prints & Foot Wear Prints**:–

- Role and importance in investigation
- Types, methods of recording foot & foot wear prints
- Gait pattern, identification

(5) **Documents**

- Role and significance in investigation
- Types of crimes in which they figure as evidence
- Types of examinations/ issues pertaining to document.
- Collection of specimen/ sample
- Types of specimen
- Type of information to be elicited from the expert.
- Handling, preservation of documents
- Forgeries & fake currency detection

(6) **Ballistics**

- Role & importance in investigation
- Classification of Ballistics
- Classification of Firearms
- Types of crimes in which firearms & ammunition figure as evidence
- Search areas for locating firearm evidence
- Collection, handling, preservation of firearms.
- Type of firearm evidence, kind of information to be elicited from the forensic expert.
- Understanding and interpreting the forensic reports on ballistic examination.

(7) **Explosives**

- Types of crimes involving explosives and related components.
- Classification of explosives
- Do’s & Don’t’s of IOs while approaching processing crime scenes involving explosives
- Post blast forensic examination & documentation including collection of physical evidences.
- Type of information on each of the evidence to be elicited from forensic expert.
(8) **Fire & Arson**
Fire vs Arson- Examination of Crime Scene locating the seat of fire, cause of fire, handling, preserving and packing of burnt remains and other PE. Type of information elicited from expert. Interpretation of arson reports.

(9) **Physical Examination**
   a) Examination of PE in road accidents/ traffic accidents.
   b) Examinations of spurious articles referred in infringement of trade mark act
   c) Examination of broken/cut items failure analysis– collapsed building material
   d) Voice identification and authentication in scan, hate speeches and sting operations.

(10) **Forensic Toxicology**
Classification of poisoning. Collection of toxicological evidence in fatal, non fatal and exhumed cases. Type of analytical information IO elicits from experts do’s and dont’s in collection.

(11) **Narcotics, Drugs and Psychotropic Substances**
Classification, collection– precautions, sampling procedures. Type of analytical information from expert, Forensic Chemical Examinations, Forensic Chemistry

(12) **Serology and Biology**
Different types of Biological/physiological fluids encounter in crimes location. Collection – do’s and dont’s analytical information from experts interpretation of reports

(13) **Wild Life Forensics**
Type of exhibits encountered in wild life crimes. Collection methods – institutions to where evidence of this type need to be sent. Type of information the experts can offer on such exhibits.

(14) **DNA Fingerprinting / profiling**
Type of cases – in which DNA profile is required. Guidelines in sending latest development in the field exhibits to the expert. Type of information lab can offer interpretation of the reports.

(15) **Forensic Anthropology**
Sketal analysis. Estimation of age, sex & Stature. Guidelines in sending material objects to lab. Type of questions to be asked and kind of information to be elicited from experts.

(16) **Forensic Psychology**
Scientific detection of deception polygraph narco analysis and brain electrical oscillation signature.

(17) **Emerging trends in Forensic Science**
Forensic Engineering, Forensic Nursing, Artificial Intelligence, Forensic Accounting
(B) Practicals (25 marks)

Skill Module I

1) Finger Prints
   Demo, followed by hands on practice on
   - Development of latent prints
   - Recording of the reference fingerprints and palm prints
   - Use of finger print kits.
   - Lifting of finger prints
   - Developing and recording of latent prints by physical and chemical methods.

2) Foot Print:
   - Demo on footprint casting
   - Demonstration of available kits for footprints.
   - Tracing of foot print and lifting by photo bromide paper (Hands on)

3) Crime Scene Management
   - Preserving of scene of crime – cordonning off
   - Rough Sketch of scene of crime
   - Crime Scene Photography

Skill Module II

1. Demo, followed by hands on practice on handling, lifting, packing, sealing, labelling and forwarding physical evidences/ material objects writing forwarding note

2. Demonstration of different physical evidence (SOC) collection, recording and screening kits.
   - General physical evidence kit
   - Narcotic kit
   - Explosive kits
   - Other miscellaneous kits

3. Demonstration on the Scientific Equipments.
   - VSC– Examination of question documents and fake currency
   - Leica Stereo Microscope– Examination of hair, diatoms, paint and cartridge case

4. Spot Examination
   - Spot examination of biological fluids (blood/saliva/semen)
   - Demo on blood grouping techniques and species identification
   - Spot examination of narcotics (demo)

5. Examination of Ballistic and Explosive Evidences
   - Examination of bullet holes on glass pane
   - Identification of ammunitions, cartridge cases and bullets of various caliber
   - Demo on post blast investigation
   - Spot examination of explosives (demo)

6. Demonstration of lie detector (FSL)
**Outcome** - As a result of the instructions imparted on the subject, the probationers shall be able to:

- To understand and appreciate the importance of Scientific Aids to Investigation in their day-to-day Policing.
- To undertake Scene of Crime (SOC) investigation to provide for scientific reconstruction and Crime scene analysis with the help of Forensic Scientists whenever required.
- To 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.
- To 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 XI: Maintenance of Public Peace and Order**

**Marks: 75**

**A. Crowds and Unlawful Assemblies**


2. Mela Arrangements, arrangements for festivals

3. Less lethal methods of dealing with violent crowds.

4. Broad principles of riot schemes

5. Problems of mobilization, command and control.


7. Handling communal problems - climate, tension, apprehension and incidents.


9. Election management.

10. Handling Crisis created by natural disasters, major accidents, etc.

**B. Traffic Management**

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

- Understand the nature of the crowd, various types of crowds and agitations and various methods of controlling it.

- 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.

- Deal with communal problems, prepare riot scheme and would have the understanding of how to prepare for judicial enquiry.

- Do election management (from police point of view), traffic management and deal with nature and man-made disasters.
PAPER XII: Internal Security

Marks: 75

1) Internal security schemes
2) Preparation of reports for action under NSA
3) Origin, Development, Ideology of various types of extremism including Left Wing Extremism, Militancy, Insurgency and Terrorist activity throughout the country.
4) Counter measures, Strategy, Tactics to deal with Terrorism, Insurgency and Left Wing Extremism.
5) Criminology of Terrorism- Terrorist Personality and typical indicators of Terrorist Mindset
6) Collection of Intelligence for operation (Case Studies of successful and unsuccessful cases)
7) Basic skills and broad principles of handling Urban Terrorism, hostage situations, extremism and insurgency. Use of special legislation.
8) Radicalization— Use of Social Media by Terrorists organizations and counter measures by Law Enforcement/ intelligence agencies.

8) Security and foreigners:
   a) General Principles of Security
   b) Regulation of Foreigners registration and movements.
   c) V.I.P. Security
   d) Airport Security
   e) Security of other vital installations
   f) Document and information security

Outcome- The inputs on the subject shall enable the probationers to:

- 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.
- Know Understand broad principles of Counter Terrorism and Counter insurgency operations including collection of intelligence and identify /possess necessary be able to basic skills for handling various operations.
- Identify relevant provisions in law to deal with cases related to Terrorism, Espionage, threat to Public Order.
- Understand how the Terrorist organizations use internet for radicalizing recruiting, training and propaganda purposes.

PAPER XIII: Police Leadership and Management

Marks:100

A. Leadership Excellence in Police through personality development.

1. Self Awareness and Self Development strategies.
   a) Understanding self- Dimensions of ‘self.
   b) Personality correlates of leadership.
   c) Perception, Attitudes and Behavior.
   d) Prejudices, Stereotypes, Biases and other perceptual short –cuts.
f) Emotional Intelligence for effective leadership.
g) Managing hazardous emotions.

2. Leadership: Concept, Traits and styles.
   a) Theories and Models of Leadership
      i) Action Centered Leadership Model.
      ii) Blake and Mouton’s Managerial Grid.
      iii) Transformational and Transactional Leadership.
   b) Challenges before Police Leadership in 21st century.

B. Organisational behaviour:
   2. Art of listening, empathy in communication and skill in giving effective feedback.
   3. Assertiveness Training.
   5. Theories of Motivation for application in Police.
   7. Team Building.
   8. Conducting effective meetings.
   9. Element of effective decision making, decision- making styles and models.
   10. Creativity Creativity and Innovation at work.
   11. Time Management.
   13. Art of Public Speaking.

C. Organization design:
   Hierarchy, Span of control, Unity of command, Coordination, Delegation of authority, Decentralisation and Supervision.

D. Best management practices adopted by Police Organisations.

E. Human Resources Management in Police
   1. Human Resources Management- Concept and scope.
a) Training process  
b) On-the-job training methods.  
c) Counselling, coaching and Mentoring Processes.  
d) Performance Appraisal and Interpersonal feedback.  

6. Managing police personnel for Superior Performance  
a) Motivating police personnel.  
b) Rewards management.  
c) Grievance Redressal mechanisms in Police.  

7. Quality of work life (QWL) and stress in Police  
Improving QWL in Police (psychological and Infrastructural)  

Outcome:  
- 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.  
- Demonstrate their Competence in using soft skills as reinforcers to the Hard skills (professional) for effective discharge of their duties.  
- Synthesize the learning in the area of Human Resources Management to lead the policemen in the field effectively.  
- Evolve actionable organizational strategies for motivating, training, managing stress, conflict management and improving quality of work in Police.  

PAPER XIV: Ethics and Human Rights  
Marks: 75  

Topic 1. Introduction to Ethics  
a) Meta-ethics  
b) Ethical theories  
c) Applied ethics  

Topic 2. Ethics, Law and Justice  
a) Theories of Justice  
b) The concept of rule of law  
c) The idea of equality  

Topic 3. Police Responsibilities and their Ethical Implications  
a) Serving the community  
b) Safeguarding life and property  
c) Ensuring justice and liberty  

Topic 4. Prescriptive Codes for Policing in Indian Society  
a) Constitutional principles  
b) Police Code of Conduct  
c) All India Service (Conduct) Rules  

Topic 5. Police Professional Tasks and Ethical Standards
a) Investigation  
b) Public order management  
c) Combating violence

**Topic 6. Ethical Dilemmas in Policing**

a) Custody vs Coercion  
b) Accountability vs Discretion  
c) Responsibility vs Power

**Topic 7. Forms of Police Deviance**

a) Abuse of authority  
b) Burking  
c) Corruption

**Topic 8. Police Leadership and Ethical Policing**

a) Principles of ethical leadership  
b) Setting behavioral standards in Police  
c) Police organizational factors and their impact on ethical behavior  
d) Experience sharing by calling officers with impeccable records.

**Topic 9. Human Rights**

a) Concept and evolution of Human Rights  
b) Human Rights Laws and Humanitarian Laws  
c) Policing in democratic societies


a) Arrest and interrogation  
b) Combating terrorism, insurgency etc.,  
c) Vulnerable groups and enforcement of social laws.

**Outcome** - The probationers, on completion of the course, will be able to:

- Understand the values fundamental to policing in India, ethical dimensions of police work, importance of ethical approach in policing and ways of handling ethical dilemmas.  
- Be aware of the code of conduct for officers of All India Services.  
- Learn as to how the concepts of Ethics, Human Rights and Leadership can be applied for promoting better organizational culture and service delivery.  
- Learn about the existing law on human rights and its evolution.  
- Be aware of the need for sensitivity towards Human Rights in police work.

**PAPER XV: Information & Communication Technology**

Marks:100

1. Introduction to computer and its peripherals  
   b. Storage systems and organization of data on computers.  
   d. Fundamentals of Operating System: functions of an OS, Booting an OS, systems files, registries, event logs, drivers, file systems, system directory; Introduction to various Operating Systems like Windows, Unix, Linux, Ubuntu, Android OS.
2. Fundamentals of computer networks:
   b. IP addressing schemes (IPV4, IPV6)
   c. Understanding how internet works.
   d. Internet Protocols.
   e. Logs created in computer networks and their use for LEAs.
   f. Internet Governance.
   g. Internet of Things.

3. MS – Office Applications:
   a. MS Word: Basics, Formatting, Insert Pictures/Tables/Hyperlinks/Graphs/Word art, Header/Footer, Water Mark, Macros, Mail Merge (SELF STUDY)
   b. MS Power Point: Preparing a presentation, Formatting, Designing, Insert Pictures/Tables/ Hyperlinks/ Graphs/ Word art/ Audios/ Videos, adding animations and slide transitions, preparing master slides, printing. (SELF STUDY)
   c. MS Excel: Spreadsheet basics, cell formatting, sorting, filtering, functions such as Sum, Max, Min, Avg, Count, Count If, today, Now, Date, Upper case, Lower case, Concatenation; If/nested conditions, data validation, removing duplicates, text to column, pivot tables, lookup, graphs.

4. CCTNS: The framework and dashboard of CCTNS.

5. Cyber Crime Investigation
   a. Introduction to the cyber crimes and cyber threat landscape.
   b. Preparing investigation tool kit.
   c. Attacks on computers using Virus, Trojan, Malware, DOS and Ransomware etc.
   d. SOP for handling scene of crime: Documentation, Approaching crime scene, securing crime scene, photography, searching, identifying and seizure of evidences, imaging, hashing, packing, labeling, transporting and storage of digital evidences, maintaining of chain of custody of digital evidences.
   e. Data Acquisition and forensic imaging of computer/laptop/tablet in ON/OFF condition, protected systems, encrypted systems, computer network devices – Use of forensic tools.
   f. SOP for
      i. E-mail investigation.
      ii. Investigating Internet crimes.
      iii. Investigating Crimes on social media platforms.
      iv. Investigation using CCTV footages.
      v. Acquiring data from intermediaries for the purposes of investigation.
      vi. Attacks on computers using Virus, Trojan, Malware, DOS, Ransomware etc.
   g. Collection of evidences from browsers, windows registry, event logs, network logs.
   h. Introduction to forensic analysis of digital evidences.
   i. Investigation using CCTV footage and its effective use in Policing.
j. Investigating Mobile Phones:
   i. Understanding how mobiles and mobile communication system works.
   ii. SOP for handling mobiles: seizure, data acquisition, imaging, Hashing, packing, transportation.

k. Using CDRs, Tower Dumps, IPDR, GPRS CDR in investigation of crimes.

l. Lawful interception as per Indian Telegraph Act 1885.
m. Monitoring, Interception and decryption under IT Act 2000.

6. Cyber Laws and procedures
   b. Rules under provisions of IT Act.
   c. Presentation of electronic form of evidences in the court of law.

7. Social Media and OSINT
   a. Social Media & Dos and Don'ts for police officers.
   b. Social Media Analysis
   c. Intelligence gathering from open sources.
   d. Profiling of a person/organization from open sources.
   e. Analysing Google Dashboard.

8. Cyber Security
   a. Concepts of Cyber Security and Information Security
   b. Cyber Security framework in India.

9. IT applications in Police departments:
   a. CCTNS
   b. Office applications for personnel management, paperless office, budgeting etc.
   c. Crime pattern analysis software.
   d. CCTV surveillance and its effective use in policing.
   e. Developing and maintaining cyber cell in districts.
   f. Modern control room systems like integrated Dial 100.
   g. Use of Mobile Apps, surveillance systems and technologies like GIS, GPS, RFID.

10. Emerging Challenges
    a. Dark web.
    b. Cryptocurrencies like Bitcoin.
    c. Cyber Terrorism.
    d. Anti-Forensic techniques such as encryption, password protection, wiping, remote disabling, data hiding etc.

Outcome - At the end of this course, the probationers will be able to:
   • be comfortable with Computer and will have Basic MS-Office & Internet related skills.
   • understand Internet Technology from the point of view of user as well as investigator.
   • appreciate challenges that technology has created for police leaders.
   • appreciate Cyber Crime as defined in our IT Act, related investigation skills and to handle digital evidences.
   • understand Mobile Phone technology better and its use in investigation.
• appreciate application of Information Technology in day to day police administration.
• perform the role of technology evangelist in the field.

Indoor Training sessions

The faculty coordinator for each subject and the number of training sessions allotted to each indoor subject would be as per the approval of the Director. In order to provide the opportunity to probationers for greater exposure in certain specialized topics of their interest, the Director may reallocate certain indoor training sessions for research/in-depth analysis of topics listed in one or more of the subjects listed in para 3.4 above.

1.5 OUTDOOR SUBJECTS*

The marking scheme of outdoor subjects is given below:

A. Physical Fitness : 80 Marks
B. Drill (including Ceremonial Drill & Sword Drill) : 100 Marks
C. Weapon Training and Firing : 80 Marks
D. Yoga : 25 Marks
E. Unarmed Combat : 30 Marks
F. Swimming : 25 Marks
G. Field Craft & Tactics and Map Reading : 200 Marks
H. Equitation : 40 Marks
I. First Aid and Ambulance Drill : 20 Marks

Total : 600 Marks

* The details of outdoor subjects including syllabus and curriculum are given in the Outdoor Handbook.

1.6 QUALIFYING 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) Police Telecommunications and Control Room Operations
(b) Motor Mechanism & Driving
(c) Hindi & Devnagri Script
(d) Regional Languages

The marks obtained by the probationers in the above subjects would not be taken into consideration while determining inter-se seniority of the probationers.
ESSENTIAL ATTITUDES FOR AN IPS OFFICER

There are three main components that are normally considered essential for training – knowledge, skills and attitudes. Amongst these three, attitudes are the foundation or bedrock upon which the super structure of knowledge and skills should be built. The Academy will do it’s very best to impart to the IPS Probationers the critical attitudes that make or break a good police officer. Imagine an officer, who is very competent, dedicated and sincere, with unimpeachable integrity. But this officer but lacks completely in empathy for the downtrodden or the unprivileged. Lack of empathy in such an officer would make his/her other qualities, to an extent, redundant. Or imagine an officer, who is very competent, has a lot of empathy, is very well behaved, but lacks integrity. Such an officer might use all his competencies and networking capabilities for personal aggrandizement instead of contributing to the society and all his qualities would be counterproductive. Warren Buffet had said, In looking for people to hire, you look for three qualities: integrity, intelligence, and energy. And if you don’t have the first, the other two will kill you.

You would agree that there are certain critical attitudes that an IPS officer must possess for leading a life of contribution, achievement, dignity, and self fulfillment.

Though knowledge and skills are easier to impart, attitudinal change is more difficult to accomplish, especially at an age when most IPS officers enter this Service. But since this is such an important part of your transformation into a good IPS officer, the Academy will strive to ensure that all IPS Probationers graduating from the National Police Academy have the right attitudes for contributing to the society and their Service in a noteworthy fashion. These attitudes are described in some detail below.

You are advised to remain aware of these. These will be imparted not only through class room discussions, interactive sessions with iconic officers and personalities and debates etc., but also through outdoor activities that will challenge you and constantly exhort you to keep improving.

2.1 Impartiality and Empathy

“Empathy is seeing with the eyes of another, listening with the ears of another, and feeling with the heart of another.”

-Anonymous

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: religion, political affiliation, social class, gender or other criteria.

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

The Fundamental Principle of Impartiality also calls for proactive and specific measures to reach groups who, because of their differences, would otherwise not benefit
from police services. For example, if elections are being held, it should be ensured that minorities or people belonging to oppressed classes are able to vote freely, without any fear, otherwise, they would not be able to benefit from the right to vote guaranteed to every citizen under the Constitution of India.

You would be encouraged to imbibe the attitude of Non-Discrimination and Impartiality by way of exposure to various provisions of law, guidelines by superior courts and by informing you of the undesired effects of not practicing this important attitude.

This attitude also encompasses the very important component of empathy. Empathy is the ability to put ourselves in someone else's shoes. 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

Empathy is not sympathy. Sympathy is when we feel the suffering of the sufferer as if we were ourselves the sufferer. Sympathy often seeks to comfort or console, while empathy seeks to understand and assist. As an IPS officer it is important to have a strong empathy for the poor and the down-trodden, women and children and those who need help that we are duty bound to provide. Respect for human rights of every person visiting the police station should be ensured unfailingly. Academy would like to see every IPS probationer passing out of this Academy imbibe empathy and sensitivity for persons who are in any kind of distress.

2.2 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 behaviour with ethical values and do what is right. When you are in a dilemma, the famous quote by Mahatma Gandhi may help, “*Recall the face of the poorest and weakest man you have seen, and ask yourself if this step you contemplate is going to be any use to him.*”

It is of utmost importance that every IPS officer displays the highest standards of personal, financial, behavioural and intellectual integrity. This would encompass impeccable personal conduct, not indulging in any corrupt practice, act as per your word and not take credit for something that you did not do. If you have made an oral commitment, you must honour it – your word should be highly regarded.

Academy will strive to inculcate this Attitude in every IPS Probationer by discussing examples of the adverse impact created by lack of Integrity on individuals and organizations. A number of speakers from Police and non-police backgrounds will interact
with you on the importance of this attitude. A number of case studies will be discussed and you will be encouraged to think about the importance of this attitude in police officers from the point of view of citizens.

2.3 Courage and Commitment

“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 officers 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 empathy 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 your decisions.

But what is often forgotten is that courage is more than running toward gunshots while everyone else runs away from them, and it is more than leading your men 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 benefit.

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. Police training is also designed to make you more confident and this will also help you face daunting tasks with courage and conviction that you will be able to overcome them.

Along with courage, what is also essential is commitment. Imagine if an officer has empathy, integrity and courage but no commitment towards his lawful duties. All these will then be of little use to any citizen. Therefore, you must also bring whole hearted commitment to what you 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. You must possess the courage and commitment to do this every single time – your personal comforts, safety and leisure should always come second.

Academy will strive to build up courage and commitment of IPS probationers during basic training. This will be undertaken not only through challenging outdoor activities that will give you a glimpse into the immeasurable physical and mental resources that each one of you already possess, but also through a number of case studies, anecdotes and sharing of personal experience by senior officers.

2.4 Humility and self awareness

“It is what we know already that often prevents us from learning.”

-Claude Bernard

An attitude of lifelong learning and constant improvement through self awareness is the key for evolving to become the best you can be. As it is said, change is a door that can only be opened for the inside. Keep that door open all your life. There is a tendency of becoming arrogant and have an I-know-it-all attitude as we taste power; 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 great man is always willing to be little”

- Ralph Waldo Emerson

A humble approach, giving up your 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.

Policing is mostly a team effort. Hence it is important to learn to manage and lead others. However, before you learn to manage others, you must learn to manage yourself. Knowing yourself better, is the first step towards managing the self and building upon your leadership competencies. For example, knowing your triggers will give you the ability to keep calm when facing adversity in the form of say an angry mob, and your 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 up with different types of stresses, to respond constructively under grave provocation, to be able to maintain focus and steadfastness and to coach and mentor others in the team to perform optimally is also part of this competence. The credibility of your leadership will depend upon these factors.

Academy will strive to inculcate this attitude of managing self and leading a team optimally in every IPS probationer. This will be accomplished by way of mock exercises, exposure visits, interaction with officers in field etc.

2.5 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 they command and by the citizens based on his/her competence to deliver results. Since you enter the police formations at the highest level, the way you behave and conduct yourself will always be watched by all around you. Therefore, you must lead by impeccable personal conduct and acquire higher competencies than the personnel you command. A caring, fair and respectful attitude towards your subordinates, a nurturing and welfare oriented approach, even when you are demanding as far as performance of difficult duties is concerned, will help establish your leadership. You should also demonstrate periodically that you are prepared to take the same risks and suffer the same hardships that you expect your men to face. In times of crisis, your leadership must be visible and unequivocal. This would also mean leading your men in person if required, taking the responsibility when things go wrong and not allow your 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 you become the best police officer you can be.
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 - 44 weeks
   (Including Delhi Attachments and Attachments with Army & CRPF)
3. District Practical Training - 28 weeks
4. Phase-II Training - 15 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, norm establishment exercises, team building games and demonstrations regarding proper uniform, weapons, one minute drills shall be organized during the week.

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, its convergence with other inputs and its application.

Simulation exercises - Simulation exercises on Investigation of various crimes shall be conducted. 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 diary, 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.

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:

- Receiving and dealing with visitors/complainants/ etc. and providing counseling, if required.
- Upkeep and Maintenance of police station records as also the case property room (malkhana), bell of arms (aslakhana), police lock-up etc.
- 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.
- Patrolling in the area and responding to situations.
- Process service – both serving of summons and execution of warrants.
- Conducting enquiries assigned by higher formations and preparing reports.
3.2 Modular approach to training

A number of sensitization, orientation and competency modules shall be conducted as part of the basic course training in order to groom the probationers to enforce law impartially, to be in tune with the demands of democratic policing in a pluralistic society and to inculcate empathy and sensitivity towards the underprivileged sections of society. The modules, forming part of sensitivity training, endeavour to de-condition the probationers of any pre-conceived prejudices, and to condition and orient them to be rooted in the constitutional mandate at all times. The modules aim at gearing the probationers to the tasks that lie ahead of them and in effective discharge of duties as professional police officers by providing focused inputs on important themes and thereby imparting essential skills, inculcating sensitivity & empathy and thus, giving appropriate orientation to the probationers.

Some of the important themes on which inputs may be provided during training, in a modular format, are as follows:

- **Communal harmony & National integration** – Inputs would be provided to sensitize the probationers to issues regarding sectarian conflicts and the need for and the ways to strengthen communal harmony and national integration. (MPPO/ PMI)

- **Community Policing** – Inputs would be provided on Community Policing in order to emphasize to the probationers the need for building partnership with community in the task of policing. Some good practices and institutional mechanisms evolved by the state police organizations in this regard would be shared with the probationers. (PMI/ Criminology)

- **Court Craft & Mock Trial** – A court craft and mock trial 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. (IPC/ CrPC/ IEA/ Investigation/ Special Laws)

- **Cyber Crime** – With a view to acquaint the probationers with the emerging challenges of cyber crime, inputs would be given on the various types of crimes related to the computer and cyber space, laws related to information technology, protocols for investigating cyber crimes and the various tools and techniques available to detect and investigate such crimes. Skills shall be imparted to the probationers to deal with digital evidence though hands-on exercises. (ICT/ CrPC/ IEA)

- **Departmental Enquiry** – Skills would be imparted to the probationers to conduct preliminary and regular departmental enquiries. (PMI)

- **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. (MPPO)

- **Forensics** – Inputs would be provided to the probationers about developments in the field of forensic science as an aid to investigation. It is an ever expanding subject and provides practical knowledge as to how to reconstruct crimes and analyse physical evidence. It also gives an insight as to how to use it in a court of law. The probationers will be doing a week long module in some of the leading Forensic Science laboratories of the country to get knowledge and also hands on experience in the forensic techniques, including some of the advanced techniques like brain mapping, narco analysis etc (Forensic Science)
Gender – In order to sensitise the probationers to gender issues, inputs would be provided on understanding Gender, its manifestations, its impact on equality and on issues of Sexual harassment at workplace and its prevention & redressal etc.  
(PMI/ Criminology/ Special Laws/ Investigation-I)

Human Trafficking – In order to sensitize the probationers to the issue of human trafficking, inputs on concepts and dimensions on human trafficking and role of police in checking trafficking especially of women and children would be given through the module.  
(IPC/ Special Laws/ PMI/ Investigation-II)

Intelligence – 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.  
(Field Craft & Tactics)

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.  
(Investigation-I/ Internal Security/ FC & T)

Juvenile Justice and Visibly Lost Children (VLC) – A module would be conducted with a view to sensitize the probationers to issues concerning children in need of care & protection and those in conflict with law. The module would include a visit to Children’s Home to facilitate interaction with children with a view to inculcate sensitivity towards the issues concerning them.  
(Criminology/ Special Laws)

Marginalized Communities -The probationers would be given inputs on issues concerning marginalized communities including strengthening police’s engagement with communities.  
(Criminology/ Special Laws/ PMI)

Police-Media Interface - The probationers would be given inputs, through a module, on the police interface with media and handling the media during a crisis. Examples of public officials dealing with media would be used during the module that would impart skills though simulated exercises.  
(PMI)

Public Speaking – A module 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, minimize fear, use body language effectively and understand how to answer critical questions and manage pressure situations.  
(PLM)

Report writing – The probationers would be exposed to types of official communications and would be given inputs on report writing.  
(PMI)

Security of threatened persons – Inputs would be provided to probationers about security of threatened persons to enable them to make arrangements for security of threatened person at place of stay, while travelling and at a public meeting etc.  
(Internal Security/ FC & Tactics)

* At the conclusion of each module, the faculty co-ordinator, as mentioned above, shall submit an assessment regarding the concerned module/ visit.
3.3 ATTACHMENTS AND VISITS

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.

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 for themselves the working of the police in different States and visit places of professional, historical, cultural and environmental interest.

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 and BSF Academy, Tekanpur. 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, 36 HE Grenade and tactics regarding ambush, cordon, search, convoy protection, etc. The probationers are also exposed to the functioning of Tear Smoke Unit of Border Security Force, Tekanpur.

Attachment with Greyhounds
The probationers are 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 by this specialized unit which has earned, for itself, a good name not only in Andhra Pradesh but throughout India in dealing with counter naxalite operations.

Attachment regarding Law & Order/ Crowd Management
The probationers would 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.

3.4 Attachments with BPST and CPOs/ CAPFs at Delhi.
The probationers would undergo a short course conducted by the Bureau of Parliamentary Studies and Training (BPST). The main objectives of the BPST 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 and Central Armed Police Forces at Delhi.
3.5 Attachment with Army and CRPF

During the Basic Course Training, probationers would proceed for training 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. Further, 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 liaisoning role, when deployed on Law & Order duties.

3.6 District Practical Training

The probationers shall undergo District Practical training for about 28 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. As part of on-the-job training, the probationers would work as SHO of a police station.

3.7 Phase II Training

The probationers will be back at the Academy for 15 Weeks of Phase-II training, in which they have to undergo 12 weeks training at the Academy, 1 week FSL Module, 1 week Foreign exposure visit and 1 week POP practice, before proceeding to their respective States to take over independent charge of a Sub-division. As part of the Phase II training, apart from classes and examinations in certain indoor subjects, 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.

These are modules being held in Phase II:-

(1) Disaster Management & Mitigation Module
(2) Information & Communication Technology Module
(3) Law Module
(4) Investigation Module
(5) Ethics & HR Module
(6) Hands-on Investigation Supervision
(7) Forensic Science Module

3.8 Passing Out Parade

The Basic Course Training shall culminate in the Passing Out Parade during which the IPS probationers shall take oath of allegiance to the Constitution of India.

3.9 Training Methodology

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

- Interactive Lectures
• Demonstrations
• Simulated police environment (arduous nature of work, unpredictability)
• Use of audio-visual aids, Computers, etc.
• Use of films
• Simulated crime scene investigation
• Case studies
• Simulated public order scenarios
• Field visits
• Debriefing Presentations
• Panel/Group/Open-house discussions
• Role Plays
• Mock Trial
• Recap
• Public speaking and communications/ presentation skills
• One minute drills
• Snap tests
• Counselling
• Practical hands-on exercises
• Project work
• Presentations
• Assignments
• Experience sharing
• Night exercises
• Self-study through Training Material
• Remedial training
• Interaction with eminent personalities from various fields
• Study-cum-cultural tour
• Periodical Tests and Examinations
• Attachments
• On-the-job training

The Academy endeavours to cover the contents of Basic Course with core concept of ‘Self-Learning’ and ‘Self-Discipline’. In line with this core concept, the faculty of the Academy would be more like facilitators to create proper environment in which the probationers would learn for themselves the knowledge and skills besides the right attitudes.

3.10 Counsellor Group System

IPS probationers require proper grounding both in Basic Course of Training and at the field level. With a view to upholding 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 counselor-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 A variety of indoor and outdoor activities are available to the probationers. These are organised 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.

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. All the Clubs and Societies are run in accordance with their constitutions. 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)/DD (BC) and the respective Staff Counsellors for scheduling of various events.

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

4.1.1. Adventure Sports Club

The objectives are:
(a) To promote the spirit of adventure in the probationers
(b) To organize and participate in Adventure Sports of various kinds
(c) To boost confidence and courage

4.1.2 Camera Club

The Objectives are:
(a) To promote the art and science of photography among the members in general, with special emphasis on the professional needs of probationers
(b) To hold competitions in photography

4.1.3. Computer Society

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.
4.1.4 Literary, Professional & Current Affairs and Publication Society (LPCAP)

The objectives are:
(a) To promote the art of public speaking and effective presentation (individual and group) by organizing debates, seminars, extempore speaking contests or any other activity which would be conducive to the promotion of this art.
(b) To bring about a monthly wall journal.
(c) To maintain the wallboard.
(d) To arrange talks by eminent speakers from various fields including distinguished visitors on literary, professional and current affairs and
(e) To organize competitions for developing ‘writing skills’ and also to further develop the literary and professional talents of the probationers.
(f) To acquaint with report writing, writing articles, write-ups and summaries.
(g) To collect, edit, proof reading, format and design the Newsletter for NPA Publication.
(h) To ensure all Newsletters/ Journals are published on-time.
(i) To organize workshops on ‘How to bring out a newsletter/ Magazine/ Journal’.

4.1.5 Cultural, Dramatics & Fine Arts Society (CDFA)

The objectives are:
(a) To organize cultural and dramatic activities for healthy entertainment and to expose the probationers to the varied and rich culture of India;
(b) To provide a forum for the development of dramatic and fine-arts talents in the staff/ probationers of the Academy, and
(c) To help probationers appreciate the finer aspects of life to inculcate refines tastes in order to develop a complete personality.
(d) 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
(e) To organize functions on suitable occasions.

Note: The LPCAP and the CDFA will jointly host eminent persons belonging to cultural fields and arrange their interaction with interested probationers in a ‘Residency’ format.

4.1.6 Law Society

The objectives are:
(a) To promote basic understanding of procedural and substantive law;
(b) To apprise of the recent developments in criminal and constitutional law;
(c) To develop professional skills in investigation and prosecution of criminal cases;
(d) To sensitize the police to the problems of human rights in law enforcement;
(e) To motivate in creating an environment to work within the ambit of law.
(f) 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. The society also plans to bring out its monthly Law Bulletin.
4.1.7 Samvedi Society

The objectives are:
(a) 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 ‘Sensitised police’.

(b) 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.

(c) To provide to the probationers and staff of the Academy, an opportunity to sensitise themselves with the handicapped sections of the community / individuals located in and around Hyderabad through voluntary service.

(d) To provide to the probationers and senior staff of the Academy, an opportunity to team up with the junior categories in undertaking projects designed to expand the amenities and the facilities of the Academy.

(e) To organize Shramdan activities outside the campus.

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

4.2 Training through various Clubs, Societies, etc.

(i) 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. Probationers are required, by turn, to perform the tasks wherein they are, first of all, expected to be aware of the rules, etiquette, norms, discipline, conduct (including attendance, punctuality and turnout), needed on various occasions and also to ensure that their peers follow the same.

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 AD(IS)/AD(OD)/ PMC IPS Mess in writing. 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.
(ii) **Organizational Training**

Similarly, in order 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.

(iii) **Attitudinal Training**

The members of the faculty would strive to inculcate the right attitudes required in the Service amongst the probationers by being role models themselves. The right attitude for the Service include deference and respect towards the teachers, be it faculty members or other teaching staff both in indoor training and out-door training, conducting oneself with self-respect and dignity and at the same time, giving due credence to the self-respect, individuality, experience, knowledge, views and opinions of others. Faculty members acting as Counsellors would play a prominent role in this regard.

Further, during the course of training, orientation towards ‘Public Service’ would be emphasized as an essential attitude to be developed by the probationers. In order to improve upon and develop the personality of the probationers, who are found to be slack/ quiet by nature, special classes/ modules may be organized for them and the attendance in these classes/ modules would be compulsory.
5.1 Examinations

As per Rule 7 of the I.P.S. (Probation) Rules, 1954, every probationer is required, during the course of training, to appear at a final examination to be conducted by the Academy in accordance with such regulations as the Central Government may from time to time make.

As per Rule 2 (I) (c) of the I.P.S. (probationers’ Final Examination) Rules, 2012, ‘Final Examination’ means the examination conducted by the Director of the Academy at the end of the training in which the marks obtained in the periodical tests are also included.

Periodical tests and final examinations will be conducted in compulsory indoor subjects and outdoor subjects as well as qualifying subjects in accordance with the I.P.S. (probationers’ Final Examination) Rules, 2012. The relevant extracts of the I.P.S. (Probation) Rules, 1954 and I.P.S. (probationers’ Final Examination) Rules, 2012 are reproduced at the end of this Chapter.

5.2 Periodical Tests and Final Examinations

The Basic Course inputs will be given throughout the Phase-I & Phase II training. The indoor examination will consist of the following:-

a. Periodical Test with 20% weightage (objective/ very short answer questions)- In all indoor subjects, the periodical tests shall be conducted during phase-I training.

b. Final Examinations with 80% weightage (short answer questions / long answer questions/scenario based)- The final examination in the indoor subjects shall be conducted as per the following schedule:

Phase-I

1. Indian Penal Code
2. Indian Evidence Act
3. Criminal Procedure Code
4. Special Laws
5. Crime Prevention & Criminology
6. Investigation-I
7. Forensic Medicine
8. Forensic Science (Theory & Practicals)
9. Police in Modern India

Phase-II

1. Police Leadership and Management
2. Ethics and Human Rights
3. Maintenance of Public Peace and Order
4. Internal Security
5. Information and Communication Technology
6. Investigation-II
The exact date, time, venue and syllabus of the periodical test will be notified at least a week in advance through e-mail. The periodical tests will be so designed as to evaluate the extent to which a probationer has applied himself/ herself to the training and learnt the inputs given to him/ her. A probationer has to secure 50% marks in the periodical test of each indoor subject. For probationers, who fail to secure 50% marks in any of the subjects for which periodical test has been conducted, the marks obtained by him/ her will not be taken into account while calculating the total marks obtained in the subject.

Periodical tests will also be conducted in outdoor subjects. A tentative schedule of periodical tests to be conducted in various outdoor subjects is incorporated in the outdoor training handbook. The outdoor periodical tests will also be so designed as to evaluate the extent to which the probationer has applied himself/ herself to the training and ingrained the knowledge and skills imparted to him/ her. If necessary, periodical test may also be conducted in each of the Qualifying subjects during the course of the training.

In case of absenteeism on medical grounds or any other reasons, as approved by the Director, a special examination in Periodical test for Indoor and Outdoor subjects, will be conducted during Phase-I Training. The exact date, time, venue and syllabus of the special periodical test will be notified at least one week in advance through e-mail. If the probationer passes in the special periodical test, then the marks obtained in that special periodical test will be taken into consideration while calculating the total marks obtained in the subject and thus for determining the inter-se seniority. Any probationer, who fails to appear in any such special examination, will be awarded zero marks in that periodical test.

The final Examinations in all Indoor, Outdoor and Qualifying subjects will be held during Basic course Training in the Academy on completion of the studies/ training in the subject concerned. If a probationer fails to obtain minimum 50% marks in the final examination in any subject, the probationer shall be deemed to have FAILED in the final examination and the marks obtained by him/ her will not be taken into account for calculating the total marks obtained in that subject. Further, if any probationer fails to secure 50% of the total marks allotted to a particular subject (in the periodical test and the final examination put together), he/ she shall be deemed to have FAILED in that particular subject and marks secured in periodical and final examination will not be added to his/ her total aggregate for determining the inter-se seniority.

In case of probationers, who fail to clear periodical and/or final examination/ overall subject due to failure to score minimum 50% marks in any or all components of the examination in any subject in the first attempt, another attempt in the form of a re-examination would be conducted for them during Basic Course Training as per the approval of the Director. However, the marks obtained by the probationer in the re-examination will not be added to the aggregate marks in that subject and will not count in determining inter-se seniority.

The re-examinations are conducted to give an opportunity to the probationers to reappear and pass the exams in any subject. The opportunity of re-examination will be given during Phase-II at the Academy. All special/ re-examinations shall be conducted in the Academy itself.
For all IPS probationers, who fail to clear a subject (after the attempts mentioned as above) during Basic Course Training at the Academy, a special re-examination, with the approval of the MHA, may be conducted at a later stage as per Rule 9 of Indian Police Service (Probation) Rules, 1954. Provisions of Rule 12(a) of I.P.S. (Probation) Rules, 1954 will apply to all IPS probationers, who fail after this special re-examination. However, the marks obtained in such special re-examination will not be included in the aggregate to determine inter-se seniority.

Illustration: The result of a probationer in the subject of Police in Modern India is given below:

<table>
<thead>
<tr>
<th>Maximum marks: 75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodical test (20% weightage) = 15 marks</td>
</tr>
<tr>
<td>Final Examination (80% weightage) = 60 marks</td>
</tr>
<tr>
<td>Periodical Test and Final Examination put together in the Overall Result for the subject PMI</td>
</tr>
</tbody>
</table>

In each Qualifying subject, IPS probationers have to secure a minimum of 50% marks to pass. Similarly, there will be written examination (35 marks) and oral test (15 marks) in Regional Language as well as Hindi examinations. There will be a driving test followed by practical-cum-written/oral examination in Motor Driving. The examination in Motor Mechanism will be of practical-cum-written/oral type. There may also be a written examination in Police Telecommunications & Control Room Operations besides a practical examination.

Since most of the outdoor/ indoor training is skill-based, the Academy insists that a minimum percentage of training classes be attended by every probationer to obtain the required skill-proficiency in each of the outdoor/ indoor subjects. Any probationer who fails to attend the minimum required percentage of classes (90% for each Indoor subjects and 95% for each Outdoor), will not be allowed to take the periodical subjects / final examinations till he/ she attends the scheduled extra classes/ assignments and fulfils the criteria for minimum attendance required. This guideline is applicable even if a probationer misses out the training due to sickness, hospitalization, bed-rest, leave /EOL or due to any other reason for which he is given authorized leave.

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 separately, he/ she may be relegated to training with the next batch.
### 5.3 Attendance at the Periodical and Final Examination & procedure for seeking exemption thereof

The IPS Probationers will have to appear for all the Periodical and Final examinations. Even if an IPS Probationer is sick and the Probationer is exempted from attending indoor or outdoor classes or both, the Probationer will have to appear for the periodical/ final examination as long as the Probationer, in the opinion of the Medical Officer of the Academy, is in a position to write the examination.

However, if any probationer, due to any medical grounds or other compelling circumstances prevailing till the day before the date of the examination, is unable to appear in any 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 the request for permission to allow him/ her to appear in a special examination, as and when it is held.

In the cases, where any Probationer is unable to appear in the examinations due to the health conditions or other compelling circumstances prevailing on the day of the examination at the time of the commencement of the examination, the Probationer will have to apply to the Director for seeking exemption (in the prescribed format) from attending the periodical/ final examination. In such cases, the probationer would inform the Assistant Director (Indoor Studies), in the case of Indoor periodical/ final examination, and the Assistant Director (Outdoor), in the case of Outdoor periodical/ final examination, who would, as the case may be, get the Probationer examined by the CMO of the Academy, or otherwise. The exemption request (in the prescribed format), along with the medical certificate, if any, issued by the CMO, would be forwarded to the Director within 03 hours of the scheduled conclusion of that examination.

Any Probationer, who absents from any examination 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 of unauthorised absenteeism from the periodical/ final examination 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.

### 5.4 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 the four law subjects – (1) Indian Evidence Act; (2) Indian Penal Code (3) Criminal Procedure Code and (4) Special Laws. However, the bare acts will not be provided to the Probationers in the four law subjects during the conduct of Periodical Tests.

During the conduct of Final Examination, the Bare Acts, printed both in English and Hindi, shall be provided in the above four law subjects to the IPS Probationers in the Examination Hall by the Examination Cell. However, the probationers are not allowed to make any notes / markings, either with pen or pencil, on any portion of these Bare Acts. Strict disciplinary action would be taken against any probationer who indulges in such form of conduct.
5.5 The results of the examination would be notified through email to each probationer individually. Clarification/ grievances, if any, pertaining to results of any examination should be represented to the Director within one month from the date of notification of the results. No representation of any type or on any issue pertaining to the examination, shall be entertained after the expiry of the said period of one month as mentioned above. However, 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.

5.6 Assessment

5.6.1 Periodical Assessment

Periodical assessment report(s) as per the format given in this handbook (at the end of this Chapter), would be conducted for each probationer by the AD(IS)/ AD(OD) and reviewed by Joint Director (Basic Course) and the Director.

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

5.6.2 Director’s Assessment

Out of the total of 400 marks available under Director’s Assessment, the probationer would be awarded marks based on assessment of performance of the probationers during Phase-I and Phase-II Training at the Academy and in the Field Training field broadly as per the following criteria:

5.6.2.1 Phase-I Training

The marks will be awarded by the Director to the IPS probationers in consultation with various members of the faculty. The marks will be awarded on the basis of the followings:

(i) Director’s overall personality assessment of the probationer with respect to aptitudes and attitudes like leadership qualities, team building capacity, professional pride, strength of character, integrity, initiative, perseverance, conduct, discipline, capacity to work hard, sportsman spirit, sincerity, sense of responsibility, etc.

(ii) Record in respect of participation and interest taken during Indoor training.

(iii) Record in respect of participation and interest taken during Outdoor training.

(iv) Record in respect of co-curricular and extracurricular activities on participation and performance, including certificate/ commendations awarded in respect of participation in activities of Clubs and Societies, cultural events etc. Marks obtained in the calculation of L.B. Sewa Memorial Trophy for co-curricular activities shall be proportionately reduced.

(v) Performance in Snap Tests for Indoor subjects – There would be a minimum of 2 snap tests for each indoor subject prior to the conduct of final examination in that subject. Every probationer, including Mess Duty Officer (MDO), would have to appear in the snap test which would be taken unannounced by any of the faculty in their respective subjects.
(vi) Record in respect of involvement in games and sports – Marks obtained in calculation of Maharaj Singh Cup for Games & Sports shall be proportionately reduced.

5.6.2.2 Phase–II, Field Training in the state and various attachments

The following will be taken into consideration while awarding Director’s assessment marks for Field training and Phase–II training of the Academy:-

(a) Performance of the probationer during the Practical Training in States as assessed by the Counsellor and the views of the District SP will be taken into account while awarding marks.

(b) Performance of the probationer during practical training as assessed through assignments on various attachments and other reports submitted by the probationer.

(c) Performance of the probationers during Phase–II training at the Academy.

(d) Director’s overall assessment of the probationer on the basis of reports of various attachments and Phase–II training at the Academy.

The performance during the Field Practical Training will be evaluated on the basis of the following:

(a) For evaluating the performance during attachment with Police Training College (PTC)/ Police Academy (PA), the reports of the Principal/Director, PTC/PA and/or DIG (Trg.) will be taken into consideration.

(b) Application of theoretical inputs to field situation, hard work, sincerity and dedication shown by the probationer during field training as revealed through –

   (i) the reports of the SP, DIG of the Range and the Training In-charge of the State;

   (ii) the reports including the diaries regarding the field training submitted by the probationers.

The performance during the Phase–II training at the Academy will be evaluated on the basis of –

   (i) interest shown in the classes/ participation in class room discussion;

   (ii) Participation in co/extra – curricular activities;

   (iii) Spirit of enquiry and inquisitiveness exhibited to consolidate the gains of learning;

   (iv) Conduct, discipline, punctuality, turnout, team building capacity, strength of character, integrity, professional pride, sense of responsibility, etc.

The following will be the common basis for Phase–II assessment:

   (i) Personality of the concerned probationer as affected by various field influences;

   (ii) Prospects of shaping into a good professional;

   (iii) General bearing;
(iv) Overall improvement in the professional knowledge and attitude levels at the end of Phase– II Training.

(v) Record in respect of participation and interest taken during Indoor classes.

(vi) Record in respect of participation and interest taken during Outdoor classes.

(vii) A physical fitness test for probationers when they join back for Phase-II.

(viii) Excellence in any outdoor event.

However, a detailed notification regarding the distribution of Director Assessment Marks under various criteria would be notified separately.

5.6.2.3 General

Negative marks will be awarded by the Director in case of misconduct, indiscipline, lack of punctuality, absenteeism, chronic leaves, disinterest in training and learning, poor documentation, lack of active participation in classroom interactions and presentations etc. The scope of negative marking will be upto 100% depending upon the gravity of deviance.

5.7 Inter-se-seniority

1. Marks obtained in the Competitive examination (CSE) - 2025
2. Weightage of Foundation Course - 470
3. Marks obtained at the final examinations
   [Compulsory indoor and outdoor subjects – (1200 + 600)] - 1800
4. Marks awarded towards the Director’s Assessment in respect of his record in Basic Course Training - 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.
The Indian Police Service (Probation) Rules, 1954

Rule 3. Period of probation: (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.

(2) 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

As per Government’s Instructions vide G.I Department of P. & A.R. letter No.22/3/71-1-AIS (III), dated 13.07.1992:

(i) ..........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, a probationer who does not complete the probationer’s final examination within a period of four years, should ordinarily be discharged from the service.

Rule 5. Training: (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 and undergo such training therein and for such period as the Central Government may direct.

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

(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.

Rule 6. Attendance at lectures etc.: (1) A probationer referred to in sub-rule (1) of Rule 5 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, Mussoorie, the Director, Sardar Vallabhbhai Patel National Police Academy, Hyderabad, Director General, National Academy of Direct Taxes, Nagpur and Principal, Railway Staff College, Vadodara shall award to each probationer such marks out of a maximum of 50 marks as they may deem fit on the results of the
examination held at the end of the Foundational Course in their respective institutions.

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, 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.

Rule 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 Governments and the Commission from time to time, make.

Rule 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.

Rule 9. Failure to pass the final examination - Where a probationer fails to obtain the minimum number of marks prescribed for any subject, group of subjects 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.

Rule 10. Seniority of probationers - (1) The Central Government shall prepare a list of all probationers who are recruited to the Service under sub-rule (1) of Rule 3 and are assigned the same year of allotment. Such list shall be arranged in 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 Lal Bahadur Shashtri National Academy of Administration and 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 in determining such order of merit no account shall be taken of marks awarded to a probationer in any subject in which he has failed to satisfy Director, Sardar Vallabhbhai Patel National Police Academy;

Provided further 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.

(2) The seniority inter-se of the probationers, who are assigned the same year of allotment, shall be determined in accordance with the list prepared under sub-rule (1).

Rule 11. **Discipline and conduct** – (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 and shall obey any such general and special orders as may be given by him from time to time.

(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.

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

Rule 12. **Discharge of a probationer** - probationers 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 –

- he fails to pass re-examination under Rule 9, or
- 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
- in the opinion of the Central Government he has willfully neglected his probationary studies or 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 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.

Rule 15. **Inherent powers** – Nothing in these rules shall be construed as limiting the power of the Central Government, for good and sufficient reasons, to dismiss or remove a probationer from the Service at any time.
Rule 4. **Periodical tests and final examination.** - (1) Every probationer during the period of training in the Academy shall have to appear in the periodical tests and final examination.

(2) Date and time and the syllabus of the periodical tests to be conducted in each subject during the course of training shall be determined by the Director before the commencement of each basic course.

(3) The Director shall be responsible for conducting the periodical tests and final examination.

(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.

Rule 5. **Qualifying marks in the periodical test and final examination.**

(1) Every probationer shall be required to obtain a minimum of fifty per cent marks in each periodical test and in the final examination in each compulsory indoor subject and in each compulsory outdoor subject.

(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.

Rule 6. **Failure to pass the Examination.** - Where any probationer is not able to obtain minimum qualifying marks as specified under sub-rule (1) of rule 5, his/her 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.
PERIODICAL ASSESSMENT OF I.P.S. PROBATIONER

For the Term ending:

Name of the probationer:  
Batch: 70 RR (2017)

Indoor and Outdoor Performance

PART- I

Percentage of marks secured in Periodical Examination:

I) Indoor

<table>
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<tr>
<th>S.No</th>
<th>Subject</th>
<th>Date of Exam/Test</th>
<th>Percentage/Grade</th>
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II) Outdoor

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<th>S.No</th>
<th>Subject</th>
<th>Date of Exam/Test</th>
<th>Percentage/Grade</th>
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PART-II

OUTDOOR ASSESSMENT

SCALE:

1. Outstanding  
2. Very Good  
3. Good  
4. Satisfactory  
5. Poor
(1) PERFORMANCE

(i) Dynamic Physical Fitness

(ii) Self Presentation

(iii) Tactical Operations

(iv) Life Saving Rescue Skills

(v) Riot Control and Crowed management Skills

(vi) Interest in Games & Sports

(vii) Defensive – Offensive Techniques

(viii) Other OD Aspects

(2) WORK HABITS

(i) Learning Efforts

(ii) Attitude towards Training

(iii) Reaction under stress

(iv) Interface with trainers

(v) Group building skills/Team spirit.

(3) GENERAL

(i) Management & Initiatives

(ii) Command & Control

(iii) Willingness to take up additional responsibilities

(iv) Dependability

(v) Punctuality

(vi) Sportsmanship

OVERALL ASSESSMENT: -

______________________________________________________________________________

_____________________________________________________________________

OVERALL GRADING: - Poor / Average / Good / Very Good / Outstanding

AD (OD)
PART-III
INDOOR ASSESSMENT

SCALE: 1. Outstanding
        2. Very Good
        3. Good
        4. Satisfactory
        5. Poor

(1) PERFORMANCE
(i) Learning efforts
(ii) Participation in Classroom discussions
(iii) Spirit of enquiry/inquisitiveness

(2) WORK HABITS
(i) Response of feedback
(ii) Attitude towards Indoor training
(iii) Quality of Output
(iv) Ability to own up mistakes
(v) Sense of responsibility towards training

(3) MENTAL CAPACITY
(i) Power of grasp
(ii) Power of expression
   (a) Oral (fluency, clarity)
   (b) Written (spelling, style, form)
(iii) Listening ability
(iv) Analytical ability

(4) GENERAL
(i) Level of Self Discipline
(ii) Leadership Qualities
(iii) General Health
(iv) Turnout
(v) Fitness
(vi) Willingness to take up Additional responsibilities
(vii) Participation in extra Curricular activities
OVERALL ASSESSMENT:

_______________________________________________________________________________

_______________________________________________________________________________

____________________________________________________________________________

OVERALL GRADING: - Poor / Average / Good / Very Good / Outstanding

PART – IV
REMARKS OF THE REVIEWING OFFICER

PART – IV
REMARKS OF THE REVIEWING OFFICER AFTER THE FEEDBACK SESSION WITH THE IPS PROBATIONER

PART – VI
REMARKS OF THE JOINT DIRECTOR (BASIC COURSE)

PART – VII
REMARKS OF THE DIRECTOR
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

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<thead>
<tr>
<th>Performance Factors</th>
<th>Performance Grade</th>
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<td>Exceeds requirement of this job</td>
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<td>1. Mental Capacity</td>
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<td>1. Efforts made to acquire knowledge relevant to job</td>
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<td>2. Analytical ability</td>
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<td>3. Power of grasp</td>
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<td>4. Spirit of enquiry</td>
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<td>5. Power of expression</td>
<td>(a) Oral</td>
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<td>(b) Written</td>
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<td>6. Sense of Responsibility</td>
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<td>7. Ability to participate in discussions &amp; Seminars</td>
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<td>II. Works Habits and Attitudes</td>
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<td>1. Aptitude</td>
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<td>2. Interest in work</td>
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<td>3. Promptness</td>
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<td>4. Initiative</td>
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<td>5. Originality</td>
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<td>6. Self-reliance</td>
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## Performance Factors

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<th>Performance Factors</th>
<th>Performance Grade</th>
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<td></td>
<td>Exceeds requirement of this job</td>
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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) Fellow- officials
   (c) Superiors
   (d) Public
3. Ability to inspire others
<table>
<thead>
<tr>
<th>Performance Factors</th>
<th>Performance Grade</th>
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<tr>
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<td>Exceeds requirement of this job</td>
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V. ABILITY TO MANAGE

1. Quality of judgment

2. Decision Making:

3. Ability to plan and programme

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 if his faults are pointed out to him.

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.1-14012/3/92-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
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 over stays 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
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, Hyderbad.

(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,

_________________________________________________________________
(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.
ROLLING TROPHIES, CUPS AND MEDALS

6.1 The Rules for the award of various Rolling Trophies, Cups and medals for meritorious performance in various subjects during the Basic Course for probationers are as follows:

6.2 INDOOR SUBJECTS:

The following trophies/cups for Indoor subjects will be awarded to probationers of the Basic Course, who secure the highest number of marks out of the aggregate mentioned against each Trophy/Cup:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Trophy/Cup</th>
<th>Subject</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The 1964 batch of IPS Officers’ Trophy for Proficiency in the subject of Police in Modern India</td>
<td>Police in Modern India</td>
<td>75</td>
</tr>
</tbody>
</table>
| 2    | Shri Alakh Sinha Trophy for Investigation | a) Investigation – I (75)  
b) Investigation – II (75) | 150 |
| 3    | Shri Bijay Shanker Memorial Trophy for Proficiency in the subject of Maintenance of Public Peace and Order | Maintenance of Public Peace and Order | 75 |
| 4    | The 1957 batch of IPS Officers’ Trophy for Police Leadership and Management | Police Leadership and Management | 100 |
| 5    | Shri Teja Singh Memorial Trophy for Criminology | Crime Prevention & Criminology | 75 |
| 6    | The Manipur Cup for Law | a) Indian Evidence Act (100)  
b) I.P.C. (100)  
c) Special Laws (50)  
d) Cr.P.C. (100) | 350 |
| 7    | Arun Kumar Arora Memorial Trophy for Police Ethics | Ethics and Human Rights | 75 |
| 8    | K.K. Shaw Trophy for Scientific Aids to Investigation | a) Forensic Science (75)  
b) Forensic Medicine (50) | 125 |
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Trophy/Cup</th>
<th>Subject</th>
<th>Marks</th>
</tr>
</thead>
</table>
| 9    | The President of India Cup for Proficiency in Police Sciences | a) Information & Communication Technology (100)  
b) Investigation –I (75)  
c) Investigation – II (75)  
d) Forensic Medicine(50)  
e) Forensic Science (75)  
f) Maintenance of Public Peace & Order (75)  
g) Internal Security (75)  
h) Crime Prevention & Criminology (75) | 600   |
| 10   | The Compaq Trophy for Computer Studies         | Information & Communication Technology                                   | 100   |
| 11   | The Mehta Cup for Studies                      | a) Police in Modern India (75)  
b) Indian Evidence Act (100)  
c) IPC (100)  
d) Special Laws (50)  
e) Cr.P.C. (100)  
f) Investigation –I (75)  
g) Investigation – II (75)  
h) Forensic Medicine (50)  
i) Forensic Science (75)  
j) Crime Prevention & Criminology(75)  
k) Police Leadership & Management (100)  
l) Ethics and Human Rights (75)  
m) Maintenance of Public Peace & Order(75)  
n) Internal Security (75)  
o) Information & Commn. Technology(100) | 1200  |
<p>| 12   | Martyr A.S. Atwal Trophy for Special Laws.     | Special Laws                                                             | 50    |
| 13   | Martyr Ajit Singh Trophy for Criminal Procedure Code. | Criminal Procedure Code                                                   | 100   |
| 14   | Martyr K.S. Vyas Trophy for Internal Security  | a) Internal Security (75)  b) Field Craft &amp; Tactics (200)               | 275   |</p>
<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Trophy/Cup</th>
<th>Subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Martyr G. Pardesi Naidu Trophy for Indian Penal Code</td>
<td>Indian Penal Code.</td>
<td>100</td>
</tr>
<tr>
<td>16</td>
<td>Martyr Ravikant Singh Trophy for Indian Evidence Act.</td>
<td>Indian Evidence Act.</td>
<td>100</td>
</tr>
<tr>
<td>17</td>
<td>NICFS Trophy for Excellence in Forensic Science</td>
<td>Forensic Science.</td>
<td>75</td>
</tr>
</tbody>
</table>

**Note:** The aggregate score of the marks secured in the Periodical examination and the Final examination will be taken into account for the award of the trophies.

### 6.3 OUTDOOR SUBJECTS:

The following Cups/ Trophies in Outdoor subjects will be awarded to probationers, who secure the highest marks as per the criteria given below. The jury for the competition for each trophy will consist of a minimum of two members to be nominated by the Director:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Trophy/Cup etc.</th>
<th>Subject(s)</th>
<th>Positions in Exam</th>
<th>Final Examination Weightage</th>
<th>Special Competition weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>The Jaipur Cup for P.T.</td>
<td>Physical Training</td>
<td>Top 12</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>1</td>
<td>The 51st Batch of Senior Course Officers’ Trophy for Unarmed Combat</td>
<td>Unarmed Combat</td>
<td>Top 12</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>Gandhi Gyan Mandir Yoga Kendra Trophy for Yoga</td>
<td>Yoga</td>
<td>Top 12</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>3</td>
<td>Smt. Vinodini Verma Memorial Cup for Musketry</td>
<td>Firing</td>
<td>Top 12</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>4</td>
<td>The S.R.B. Cup for Drill &amp; Ceremonial Drill</td>
<td>Drill &amp; Ceremonial Drill</td>
<td>Top 12</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>5</td>
<td>The Tonk Cup for Equitation</td>
<td>( see para 8.12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The 71st Batch of Senior Course Officers’ Trophy for Unarmed Combat</td>
<td>Unarmed Combat</td>
<td>Top 12</td>
<td>50%</td>
<td>50%</td>
</tr>
</tbody>
</table>

(see para 8.12)
The following trophies/cups will be awarded to a probationer, who stands first/ secures highest marks as per the criteria mentioned below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Trophy</th>
<th>Subject(s)</th>
<th>Marks</th>
<th>Total Marks</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Shri R.D. Singh Cup for Swimming</td>
<td>Swimming</td>
<td>-</td>
<td>-</td>
<td>This cup will be awarded to a probationer declared as the best swimmer of the batch based on the performance in the Annual Aquatic Meet.</td>
</tr>
<tr>
<td>8</td>
<td>Shri Umesh Chandra Trophy for Field Combat</td>
<td>a) Field Craft, Tactics &amp; Map Reading b) Weapon Training &amp; Firing c) Assault Course</td>
<td>200 80 10</td>
<td>290</td>
<td>This trophy will be awarded based on the marks secured in the final examinations in the subjects as mentioned in Col. 3, as per the weightage mentioned in Col. 4.</td>
</tr>
<tr>
<td>9</td>
<td>The Maharaj Singh Cup for Games &amp; Sports</td>
<td>a) Compulsory Games b) Optional Games c) Athletic Meet d) Aquatic Meet e) Adventure Sports</td>
<td>70 10 40 20 10</td>
<td>150</td>
<td>This cup will be awarded on the basis assessment made by a board of officers nominated by the Director, who will assess the performance of probationers in games and sports and award the marks as per the weightage mentioned in Col. 4.</td>
</tr>
<tr>
<td>10</td>
<td>Shri Parash Moni Das Memorial Trophy for Adventure Sports</td>
<td>a) Rock Climbing b) River Rafting c) Artificial Wall Climbing d) Powered Hand gliding e) Para Sailing f) Scuba Diving g) Participation in activities of adventure sports club</td>
<td>---</td>
<td>100</td>
<td>This trophy will be awarded to the topper in adventure sports based on the marks obtained as per prescribed criteria.</td>
</tr>
</tbody>
</table>

**Note:** Marks of only those activities which have been conducted shall be taken into account for award of the trophy. All activities carry equal marks.
<table>
<thead>
<tr>
<th></th>
<th>Trophy Name</th>
<th>Subject</th>
<th>Marks</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>ITBP Trophy for Rock Climbing</td>
<td>Rock Climbing</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This trophy will be awarded to a probationer who secures highest marks in rock climbing. In case more than one probationer secures the same marks, a competition will be conducted amongst them to determine the winner.</td>
</tr>
<tr>
<td>12</td>
<td>The BSF Trophy for Proficiency in Outdoor Subjects</td>
<td>a) PT</td>
<td>80</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Drill</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Ceremonial Drill</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Weapon Training</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) UAC</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) Yoga</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>g) Swimming</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>h) Equestrian</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Field Craft, Tactics &amp; Map Reading</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>j) First Aid &amp; Ambulance drill</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This trophy will be awarded based on the marks secured in the final examinations in compulsory outdoor subjects as mentioned in Col. 3, 4 &amp; 5.</td>
</tr>
<tr>
<td>13</td>
<td>The IPS Association’s Sword of Honour for the best Outdoor probationer</td>
<td>a) All compulsory outdoor subjects</td>
<td>600</td>
<td>700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Games and Sports</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This trophy will be awarded based on the marks secured in the final examination in all compulsory outdoor subjects together with marks secured in Games and Sports. The marks obtained for Maharaj Singh Cup for Games and Sports will be proportionately reduced and calculated out of 100.</td>
</tr>
</tbody>
</table>
### 6.4 OVERALL:

The following Trophies will be awarded to a probationer of the Basic Course as per the criteria mentioned against each:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Trophy</th>
<th>Subject(s)</th>
<th>Marks</th>
<th>Total Marks</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1       | The Prime Minister’s Baton and Home Ministry’s Revolver for the Best all-round IPS probationer | a) Total marks of indoor subjects as calculated for “Mehta Cup for Studies”  
b) Total marks of outdoor subjects as calculated for “The BSF Trophy for Proficiency in Outdoor Subjects”  
c) Total marks awarded for Director’s Assessment | 1200  
600  
400 | 2200 | It will be awarded to the probationer, who stands first in the aggregate marks as mentioned in Col.3, 4 & 5 |
| 2       | Shri Bhubananda Misra Memorial Trophy for the Second Best all-round probationer | a) Total marks of indoor subjects as calculated for “Mehta Cup for Studies”  
b) Total marks of outdoor subjects as calculated for “The BSF Trophy for Proficiency in Outdoor Subjects”  
c) Total marks awarded for Director’s Assessment | 1200  
600  
400 | 2200 | This trophy will be awarded to the probationer, who stands second in the evaluation made for the award of Prime Minister’s Baton and Home Ministry’s Revolver. |
| 3       | 1973 Batch IPS Officers Trophy for the Best all-round lady IPS probationer | a) Total marks of indoor subjects as calculated for ‘Mehta Cup for Studies’  
b) Total marks of outdoor subjects as calculated for ‘The BSF Trophy for Proficiency in Outdoor Subjects’  
c) Total marks awarded for Director’s Assessment | 1200  
600  
400 | 2200 | This trophy will be awarded to the lady probationer following the criteria as adopted for the award of Prime Minister’s Baton and Home Ministry’s Revolver. |
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Trophy</th>
<th>Subject(s)</th>
<th>Marks</th>
<th>Total Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
</tr>
<tr>
<td>4</td>
<td>1958 Batch IPS Officers’ Trophy for the Best lady outdoor probationer</td>
<td>a) All compulsory outdoor subjects b) Games and Sports</td>
<td>600</td>
<td>700</td>
<td>This trophy will be awarded to the lady probationer following the same criteria as adopted for the award of IPS Association’s Sword of Honour.</td>
</tr>
<tr>
<td>5.</td>
<td>The Commandant P.L. Mehta’s Cup for Best Performance in Periodic Evaluation</td>
<td>Indoor Periodicals Outdoor Periodicals</td>
<td>240</td>
<td>360</td>
<td>This cup will be awarded to a probationer of the Basic Course, who secures highest number of marks in the Periodical Tests (both indoor and outdoor) conducted during the Phase-I Training of the Basic Course. The marks secured by the probationers in the Periodical Tests in which they have secured more than 50% marks will only be taken into consideration for award of the Cup.</td>
</tr>
<tr>
<td>6.</td>
<td>The Vice President of India’s Trophy for Exemplary Conduct</td>
<td>Director’s Assessment Marks for the entire training period</td>
<td>400</td>
<td>400</td>
<td>This trophy will be awarded to a probationer, who secures the highest marks in the Director’s Assessment out of 400.</td>
</tr>
</tbody>
</table>

**Note:** For all the Trophies and Cups, if any probationer, who fulfills the criteria given for a particular Trophy/ Cup but fails in the overall result of any indoor or outdoor subject, then she/he shall not be eligible for the relevant trophy/ cup of which that indoor or outdoor subject is a part. In such cases, the Trophy/ Cup shall not be awarded to any probationer.

**6.5 Vandana Malik Trophy for Dedication & Hard work**

This Trophy will be awarded for dedication and hard work to a probationer, who is undergoing basic training at the Academy. To determine “dedication and hard work”, the criteria will be the maximum rank improvement achieved by the probationer in his Academy performance as compared to his performance in the UPSC examination.

The procedure, to be followed, will involve the preparation of two lists of the probationers in order of ranking. The first list will show the UPSC ranking of each
probationer and the second will show the ranking of his performance at the Academy. The Academy performance will be based on the aggregate of marks secured in the final examinations in compulsory outdoor (600 marks) and indoor subjects (1200 marks) and Director’s assessment marks out of 400.

The rank improvement of each probationer will be computed on the basis of the improvement he/ she brings about in his rank as per his/ her Academy performance vis-à-vis his/ her UPSC Ranking. The probationer, who achieves the maximum rank improvement, shall be adjudged the winner of the Trophy.

If the probationers of the senior batches are also undergoing training at the same time, then the UPSC ranking to be considered in respect of them will be that of their respective UPSC examination. In case of a tie, the decision of the Director will be final.

6.6 GENERAL:

The trophies/cups falling under this category will be awarded as per the criteria mentioned against each:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Trophy</th>
<th>Subjects/Training Activity</th>
<th>Marks</th>
<th>Aggr. Gate</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L.B. Sewa Memorial Trophy for the Best probationer in co-curricular activities</td>
<td>(a) Adventure Sports Club, (b) Camera Club, (c) Computer Society, (d) CDFA Society, (e) Law Society, (f) Samvedi Society, (g) LPCA&amp;P Society</td>
<td>200</td>
<td></td>
<td>The marks awarded by the Staff Counselors and PMC will be put up before a Sub-committee consisting of Joint Director as Chairman and the two Deputy Directors as members (quorum will be two). The sub-committee will act as moderator and forward the marks to the Director for final award. The total marks secured for all clubs and societies would be proportionately reduced to 200 aggregate marks. The trophy will be awarded to a probationer, who secures highest marks out of the aggregate (200) as mentioned in Cols.3, 4 &amp; 5.</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Trophy</td>
<td>Subjects/Training Activity</td>
<td>Marks</td>
<td>Criteria</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------------</td>
<td>----------------------------</td>
<td>-------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The 55th batch of Senior Course Officers’ Trophy for the best turnout</td>
<td>Turnout in outdoor activities, Turnout in indoor classes, Turnout in Mess, clubs, etc.</td>
<td>75</td>
<td>A committee may be constituted for this by the Director comprising of AD(OD), AD(IS) and PMC, IPS Mess. The marks will be compiled and put up before the Director for final award. The trophy will be awarded to a probationer, who secures highest marks out of (75)</td>
<td></td>
</tr>
</tbody>
</table>

### 6.7 Surendra Nath Trophy for the Best Squad

This Trophy will be awarded to the best Squad of the IPS probationers on the basis of its performance as per the criteria listed below:

(a) Compulsory games viz., Volleyball, Football, Basketball, Hockey and Handball (the eights squads are awarded 20, 16, 12, 9, 6, 4, 2, and 1 marks, respectively in each game) depending on their position in the competition held in each game; and

(b) Cross country, Riding, Yoga, Swimming, Athletics, PT, Drill, WT & Musketry, UAC, FC & Tactics and Map Reading (the eight squads are awarded 20, 16, 12, 9, 6, 4, 2, and 1 marks, respectively in each subject) taking into account the ranking of the squad on the basis of the average marks obtained by the squad in the subject concerned in the final examination; and

(c) AD(OD)’s assessment on squad’s performance with regard to discipline, punctuality, turnout, team work, level of interest in training assessed out of 25 marks (5 marks each)

### 6.8 Director’s Prize for the Best Photo-album

This prize will be awarded to the probationer, who will be adjudged as the best in photo-album competition every year. The first prize will carry a cash award of Rs.5,000/- and second prize Rs. 3,000/- and a commendation certificate. The rules for the competition shall be as follows:

(a) The competition would be held once in a year for each batch of the IPS probationers.

(b) The Staff Counselor, Camera Club will act as the Coordinator for the competition.

(c) All the probationers of the batch would be asked to submit their entries in the form of photo-album consisting of photos taken by them during the course of their basic training at the SVP NPA.
(d) Staff Counselor, after taking approval from the Director, will notify the themes, selected for the competition, to the probationers at the commencement of training.

(e) Each album will consist of a set of 5 photographs on a particular theme.

(f) In support of their claim, the probationers should submit the respective negatives along with the entry albums, by the date and time fixed by the Staff Counselor.

(g) On receipt of the entries, Staff Counselor will forward the same to the Director for selection of the award winner.

(h) The prize money shall be made available from the Camera Club Fund.

6.9 B.P. Singhal Trophy for Hindi Elocution

Every year the Trophy will be awarded to the probationer, who will be adjudged as the best in elocution competition. The Rules for this competition shall be as under:

(a) The elocution competition will be held in Hindi language.

(b) To decide the best probationer in elocution, a competition will be held every year. The test will carry 100 marks to be awarded by a panel of judges.

(c) The topics for the elocution competition shall be as decided upon by the Director and be notified in advance.

(d) The competition will be held on the date as may be decided upon by the Director.

(e) There will be a panel of three or more judges that shall be constituted by the Director.

(f) In case there is a tie between two or more probationers, the decision given by the Director or an officer or a committee of officers as may be nominated by the Director, will be final.

(g) This is a rolling trophy and the trophy, after presentation to the winner, will be taken back and retained at the Academy for safe custody.

(h) The elocution contest shall be held in the following manner:

   (i) A number of topics shall be listed and circulated well in advance.
   (ii) The speakers shall select a topic out of the list.
   (iii) Each speaker shall be given ten minutes.

6.10 Ashesh Singhal Memorial Prize for English Debate

Every year, this prize will be awarded to the probationer who will be adjudged as the best in the English Debate. Cash prizes will be awarded to those adjudged as first and second in a debating competition to be held in English. The Rules for the debate competition will be as under:

(a) The debate competition will be held in English language.

(b) The competition will be held on a date as may be decided upon by the Director.

(c) The topic for the debate shall be as decided upon by the Director.
(d) The date, venue and Rules regarding debate will be notified with the approval of the Director by an officer appointed by the Director for the purpose.

(e) There shall be three prizes, of the value as indicated below which shall be awarded to the three best speakers in debate or debates constituting the debating competition:

(i) First prize of Rs.1,500/-
(ii) Second prize of Rs.1,000/-
(iii) A consolation prize of Rs.500/- to be awarded only in case, both the 1st and 2nd prizes go to speakers speaking for the same side, and it would be given to the speaker adjudged the best from among those who spoke against them.

(f) The amount for the consolation prize may be paid from the Welfare Fund, if the interest from the donation does not cover this amount.

(g) The Director will decide the panel of judges.

(h) In case there is a tie between two or more probationers, the decision given by the panel of judges will be final.

(i) The debate shall be conducted in the following manner:

(i) The subject of the debate shall be in the form of a motion and the subject shall be announced well in advance to enable the participants to prepare themselves.

(ii) The speakers shall be assigned to speak ‘for’ or ‘against’ the motion by drawing lots; half ‘for’ and half ‘against’.

(iii) Each speaker shall be given 5 minutes to present his point of view.

6.11 Suprohba Deb Memorial Trophy for the Best English Essay

All family members of officials posted at the Academy, irrespective of rank of officials, shall be eligible for this trophy. It is also open for probationers to participate. The Rules for this competition shall be as under:

(a) All family members of officials posted at the Academy, irrespective of rank of officials, shall be eligible for this trophy. It is also open for probationers to participate and the trophy shall be awarded to the one who has been adjudged to have written the best essay in English language.

(b) The essay competition will be held in English language only.

(c) The topic for the essay competition shall be as decided upon by the Director and will be notified in the hall itself.

(d) The duration of time for essay writing will be 2 (two) hours. An officer appointed by the Director will notify the date and venue of the essay competition with the approval of the Director.

(e) To decide upon the best person in essay competition, all the probationers shall be called upon to compete on the date as may be decided upon by the Director. However, participation in the competition will be optional.
For evaluation of the essays, the Director shall constitute a panel of three or more judges. Each judge will adjudge the essays by allotting marks out of 100.

The marks obtained by the competitors will be kept noted in the Examination Cell and the same will be put up to the Director for orders.

In case there is a tie between two or more probationers, the decision of the Director will be final.

6.12 Home Ministry’s Trophy for the Best Essay on ‘Communal Harmony & National Integration’

This trophy will be awarded to the probationers, who will be adjudged to have written the best Essay in English/ Hindi every year. The Rules for this competition shall be as under:

(a) The Essay Competition will be open to probationers undergoing their basic course training at the SVP NPA.

(b) The Essay Competition will be held in English/ Hindi languages.

(c) The topic for the essay competition will be on any subject concerning communal harmony and national integration and shall be decided upon by the Director and will be notified to the probationers, well in advance.

(d) The duration of time for essay writing will be 2 hours. An officer appointed by the Director will notify the date and venue of the essay competition with the approval of the Director.

(e) To decide upon the Best probationers in Essay Competition, all the probationers shall be called upon to compete every year on the date as may be decided upon by the Director.

(f) For evaluation of the essays, the Director shall constitute a panel of three or more judges. Each judge will adjudge the essays by allotting marks out of 100.

(g) The marks obtained by the competitors will be kept noted in the Examination Branch and the same will be put up to the Director for orders.

(h) In case there is a tie between two or more probationers, the decision given by the Director will be final.

(i) This is a rolling Trophy and the trophy, after presentation to the winner, will be taken back and retained at the Academy for safe custody. Three cash prizes 1st – Rs.5,000/-, 2nd – Rs.3,000/- and 3rd – Rs.2,000/- will be given to the probationers, who are adjudged to have written the Best Essays.

(j) The winner of the best essay competition would be presented with the trophy and the cash prize during the Director’s Parade Day of Passing-Out Parade Week every year.


Every Year this trophy will be awarded to the probationer, who will be adjudged to have written the best Essay on ‘Internal Security Challenges’. The Rules for this competition shall be as under:-
(a) The Essay Competition will be open only to the probationers undergoing their Phase-II Training at the Academy.

(b) The Essay Competition will be held in English/ Hindi.

(c) The topic for the essay competition will be on any subject concerning internal security challenges and shall be decided upon by the Director and will be notified to the probationers well in advance, i.e., one week before.

(d) The duration of time for essay writing will be one hour. An officer appointed by the Director will notify the date, time and venue of the Essay Competition with the approval of the Director.

(e) For evaluation of the essays, the Director shall constitute a panel of three judges. Each judge will evaluate the essays by allotting marks out of 100. The top five probationers, who score the highest marks, will be asked to make a presentation before the Judges on a date to be notified subsequently. Based on their performance in the essays as well as in the presentation, the winner will be decided.

(f) In case there is a tie between two or more probationers, the decision of the Director will be final.

6.14 LANGUAGE TROPHIES:

6.14.1 Banerjee Cup for Hindi
The Cup will be awarded to the probationer, who secures the highest marks in the final examination in the Hindi Language, subject to the following conditions:-

(a) The mother tongue of the probationers should not be Hindi

(b) The probationer should not have studied Hindi language earlier beyond 5th Class/Standard

(c) The level of proficiency in Hindi language is less than the expected level, as assessed through a test conducted at the beginning of Phase-I training, and

(d) There are at least three probationers competing for the particular trophy

6.14.2 Regional Language Trophies
The following Language Trophies/Cups will be awarded to the probationer in the respective regional language, who secures the highest marks in the final examination in the regional language, subject to the following conditions:-

(a) the mother tongue of the probationers should not be the regional language in which the trophy is being awarded,

(b) the probationer should not have studied that language earlier beyond 5th Class/Standard,

(c) the probationer should have undergone the required regional language classes conducted by NPA during Phase-I training, and

(d) there are at least three probationers competing for the particular trophy.
List of Regional Language Trophies:-

- Assam Govt. Trophy for Assamese
- West Bengal Govt. Trophy for Bengali
- Kerala Govt. Trophy for Malayalam
- Gujarat Govt. Trophy for Gujarati
- NPA Trophy for Kannada
- Maharashtra Govt. Trophy for Marathi
- Tamil Nadu Govt. Trophy for Tamil
- Union Home Ministry’s Trophy for Telugu
- Orissa Govt. Trophy for Oriya
- Punjab Govt. Trophy for Punjabi
- Jammu & Kashmir Govt. Trophy for Urdu
- The 7th Top Management Course Trophy for Manipuri
- NPA Trophy for Nepali
- NPA Trophy for Nagamese

6.15 **ROLLING TROPHIES & REPLICA**

The Rolling trophies, after presentation to the winners, will be taken back and retained at the Academy for safe custody. A replica of the trophy will, however, be awarded to the winner of the trophy which shall be retained by him/her.

6.16 **Conditions for award of various Cups/Medals/Trophies:**

The award of various medals/trophies in respect of indoor and outdoor subjects, languages, general and overall will be subject to the IPS probationers’ good conduct, discipline, punctuality and attendance. The Director reserves the right to withdraw the honour conferred on the probationer, if the conduct of the recipient comes to adverse notice at any time during the period of training.

6.17 **RULES FOR AWARD OF THE TONK CUP FOR EQUITATION DEDICATED TO MARTYR T. THANGTHUAM**

6.17.1 **Preliminary:**

(a) No. of Competitors: Due to constraints of time and availability of competition class horses, final competition for Tonk Cup will be held between 6 (preferable) to 8 (maximum) riders.

(b) The final competitors will be short-listed after a preliminary test to be held at least 3 weeks before the likely date of the Tonk Cup competition to be decided by the Controller of Examination with the approval of the Director.

6.17.2 **Trials for short-listing Tonk Cup competitors:**

(a) The Preliminary test will comprise of a handy hunter course consisting of 5 – 7 jumps and a show jumping test consisting of 4-6 jumps for a maximum height of 80 cm and maximum spread 100 cms. The ranking for the trials will be on the same criterion as for the main Tonk Cup Competition.

6.17.3 **Allotment of Horses:**

The Riding Master in consultation with the V.O. will short-list competition class horses for the trials as well as the main competition. Horses will then be allotted by draw of lots, to be held in front of the competitors.
6.17.4 Safety:

Presence of an ambulance with Doctor or at least a paramedic with stretcher and a vehicle will be ensured during all practice and main competition.

6.17.5 Phases of Competition:

(a) **Individual School Work:** A competitor will perform the school work test as given in Appendix A. The competition will be judged and marked as per FEI/EFI dressage Rules and such other rules as prescribed by the Competent Authority.

(b) **Handy Hunter Course:** A handy hunter course covering 500-900 mtrs comprising of the following (a) Pole Bending will comprise of 5 poles (drums) placed about 10 meters apart. There will have to be passed alternatively on right and left sides; (b) Crossing of Handy Hunter obstacles, not exceeding ten laid out in the course.

The course will be ridden at a speed of 400mtrs per minute. (Covering Pole Bending and Hand Hunter course). The event will be judged as per FEI/EFI Rules for show jumping under Article-268, Table-C.

(c) **Show Jumping:** jumping a course of 10-12 obstacles at speed of 350mtrs per minute. The event will be judged as per FEI/EFI show jumping Rules. The jumps will be of a maximum height 1.00mtrs, and maximum spread of 1.10mtrs. Final jumping for THREE riders securing the highest points in Phase A, B and C on changed horses.

6.17.6 Penalties:

The faults/penalties are as under:

(a) **Dressage:** The test is to be performed as per the sequence. Any deviation will be treated as an error of test and penalized as under:

<table>
<thead>
<tr>
<th>Error of the Course</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st error of the course</td>
<td>2 points</td>
</tr>
<tr>
<td>2nd error of the course</td>
<td>4 Points</td>
</tr>
<tr>
<td>3rd error of the course</td>
<td>Elimination</td>
</tr>
<tr>
<td>Leaving the arena before completion of the course</td>
<td>Elimination</td>
</tr>
<tr>
<td>Anchoring for more than 45 seconds</td>
<td>Elimination</td>
</tr>
</tbody>
</table>

(b) **Handy Hunter:** The aim of the competition is to demonstrate the horses’ obedience, handiness and speed. The competitor with minimum penalties and in case of equal penalties with lesser total time will be ranked higher. The rider exceeding the time allowed will be penalized at the rate of 0.5 penalties for every four seconds (the fraction of a second being rounded to a full second). Not clearing any part of the course, i.e., leaving a drum or an obstacle will lead to the elimination of the rider. Second fall of the rider or fall of the horse and the rider or 3 refusals on the same obstacle or more than 4 refusals on the entire course in this phase will lead to elimination of the rider from the competition. Penalties will be awarded as follows:

<table>
<thead>
<tr>
<th>Refusal</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st refusal on the same obstacle</td>
<td>10 points</td>
</tr>
<tr>
<td>2nd refusal on the same obstacle</td>
<td>20 points</td>
</tr>
<tr>
<td>3rd refusal on the same obstacle</td>
<td>Elimination</td>
</tr>
</tbody>
</table>
4th refusal in the entire course - Elimination
1st refusal - 40
2nd refusal - Elimination
Anchoring for more than 60 secs - Elimination
Knocking down or missing of a drum - 4 seconds of time
In Pole Bending penalty to be awarded for each pole.

(c) **Show Jumping**: The penalties in show jumping are as under:

1st refusal on a jump/run out - 4 points
2nd refusal or run out - Elimination
Dropping of any obstacle - 4 points
Fall of horse or rider - Elimination
Leaving arena before completion of course - Elimination
Anchoring for more than 45 seconds - Elimination
Exceeding the time allowed - 1 penalty for every 4 secs or part thereof.

(d) Starting any phase without permission from the jury or without crossing the start line, will lead to elimination of the rider from the phase.

(e) Elimination in any Phase of the Competition will result in elimination from the competition.

6.17.7 **Dress Order for Riders**:

(a) Dress Order for riders would be as follows:

(i) Dressage: Breeches Cotton Cellular Shirt, Peak Cap, Cross-Belt.
(iii) Dressage saddle & all Purpose saddle are allowed;
(iv) Snaffle bit. (Double bridles are NOT allowed);
(v) Long whips are not permitted but a short whip less than 75 cm may be used with the exception of the Dressage competition where whips are not allowed.

6.17.8 **Final Result: Methodology**:

(a) The competitors would be placed in the descending order of performance in all the 3 phases of the competition mentioned earlier, i.e., in dressage, handy hunter and show jumping. Assuming that there are 6 competitors, the points would be awarded as follows:-

(i) **Dressage**: Competitors would be arranged in the descending order of average (of the marks awarded by the Judges) marks obtained in the dressage test. The rider with the highest marks will be awarded 6 points, the next 5 and so on.

**Bonus Points**: The rider scoring more than 60% in average marks will be awarded a bonus of 3 points, a rider scoring more than 55% will get bonus of 2 points and a rider scoring more than 50% will get a bonus of 1 point.

**NOTE**: In case there is a tie for any position in average marks scored, the rider with higher average collective marks will be ranked higher.
(ii) **Handy Hunter**: Competitors would be arranged in the descending order of penalties incurred, and if the penalties incurred are equal for any number of competitors, the rider with lesser time taken will be ranked higher. After this gradation, assuming that there were 6 riders at the start of competition. The rider who is highest in gradation will be awarded 6 points, the next 5 points and so on.

(iii) **Show Jumping**: The criterion for gradation and awarding points in show jumping phase is same as for the handy hunter phase.

(b) 3 (three) finalists would be short-listed on the same basis of highest total cumulative points scored in the three phases of the competition. In case there is a tie for the 3rd place, all competitors having equal points for 3rd position would be selected for this phase. The finalists so selected, would be required to perform show jumping on changed horses by draw of lots. For the draw, the horses originally allotted to the short-listed finalists would only be used and draw would be conducted in such a manner that no short-listed finalist rides the same horse which was allotted to him in earlier phases.

(c) Where, after the draw a Rider gets the same horse that he had for the earlier phase, the judge will have the discretion, where necessary, to allocate a different horse from amongst horses of the shortlisted raider.

(d) The judge/ Judges may, add or reduce the number of Jumps for the final jump off and also change the height or spread of the jump. Where such change is made, by the judges, keeping the general standard of jumping amongst the participants in Phase C, the height shall not exceed 1.20 M and spread shall not exceed 1.00 M.

(e) The points obtained (6,5,4 or 0 on elimination) following the same procedure as in 11 by the 3 (three) riders in the final round will be added to the points secured by the riders in the earlier 3 phases and the rider with the highest total points will be declared as the winner of the competition.

(f) In case of tie for the 1st place, where 2 or more riders obtain the same points, the rider with higher rank in dressage phase will be the winner.

(g) In case of elimination of all three riders in the changed horse round – the winner will be declared based on the score of the first three rounds.

**6.17.9 Judges for the Event:**
There will be preferably 3 (three) judges (and in any case not less than 2) for the Competition.

**6.17.10 Residuary Clause:**
In case of any issue not covered under the Rules, the judges can adopt any procedure to resolve the issue and the decision of the Judges would be final.
7.1 Thrust of the Basic Training

The thrust of the basic training would be to mould probationers into police officers with focus on professionalism, integrity, moral courage, humility, respect for peers, concern for others and ability to elicit people's participation in police work. On completion of the basic training, the probationers would conduct themselves both in their professional and personal lives in a manner so as to be a worthy member of the service whether he/she is in uniform or otherwise. The probationers need to appreciate the rationale behind the various rules and regulations and accept and follow the same. The probationers need to be assertive and firm while adhering to the rules and at the same time to be polite in their interpersonal relations. In this regard, the probationers are required to attain a high level of self-discipline, besides respecting the rights of others.

It needs no over-emphasis for probationers to be professional in their approach as 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 the society as a whole needs to be impeccable. In short, 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.

7.2 Code of Conduct

6.2.1 ‘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 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 in 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) 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 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.

7.2.2 Barred from appearing in any competitive examinations for appointment

No probationer, during the period of training at Sardar Vallabhbhai Patel National Police Academy, Hyderabad, is allowed to appear in either the Civil Services Preliminary Examination, or any other examination for appointment to the Central or State Services by open competitive examination. However, if any probationer wishes to do so, he/ she is allowed to join the Academy and then within the first week of his / her joining in the Academy required to apply for one year Extra Ordinary Leave (EOL) and after requisite permission, subsequently join alongwith the next batch for training and complete all components of training within the maximum permissible period of probation. The probationers are required to submit an undertaking, as given in Annexure–A, that they will not apply / appear in the Civil Services Preliminary Examination or any other examination for appointment to the Central or State Services by open competitive examination once
they opt not to take EOL and continue the training in the Academy. It is, however, to be noted that no probationer, who has submitted above mentioned undertaking at the beginning of the training, would be allowed to appear in any competitive examination as mentioned above in whatever case.

7.3 Conduct/ Manners

In addition, the Academy expects exemplary personal conduct from the probationers, worthy of members of All India Service, while undergoing training at the Academy which includes:

(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 is 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, personal hygiene and dignity.

(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 utmost dignity and shall not engage in any practice / behavior 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 any time.

(f) Consumption/storage of liquor by the probationers is strictly prohibited.

(g) Smoking is strictly prohibited in the Academy campus.

(h) 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 shall be addressed to the basic course for further processing.

(i) Respect for seniors must be exhibited by paying compliments to them both while in uniform and in civvies. Detailed instructions and training will be given in this regard. The probationers will also be trained to acknowledge/return the compliments. Any instance of not paying / returning compliments shall be viewed adversely.

(j) 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.
7.4 Identity Cards

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

7.5 Conduct during training activities

Participation of probationers is essential for all training activities organized during the Basic Course. Their attendance for every class (except for the Zero/ Orientation week) will be recorded through biometrics or manually if so required. Any unauthorized absenteeism or late arrival in the class is construed as misconduct resulting into disciplinary action including advisory memo, orderly room, negative marking, to even discharge from the Course. Long absence for any reason (Medical, Leave etc.) will result into repetition of the Course with the next batch. probationers are instructed to keep track of their attendance which will be posted online on the Academy network.

All probationers must occupy their assigned seats wherever such designated seating plan/ arrangements are made. Fiddling with and/ or changing of the seats are not permitted. If a probationer is absent for any reason, her/ his assigned seat will be left vacant. The probationers are not supposed to leave the classroom while the session is on. Only in case of medical emergency, they would leave with the permission of the faculty. The probationer may leave the class only after obtaining the permission of the faculty for an emergency.

Probationers shall not carry with them any mobile phones or tablets during training hours. They are allowed to carry only those laptops that are issued by the Academy but are permitted to use only when so indicated by the subject coordinator or faculty in-charge of that training activity. 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. All probationers are further advised to convey to the Academy Exchange, the Telephone no. of their family members for any emergency message to be received and passed on to probationers purposes during training hours.

(a) All the probationers shall report for indoor classes and other functions to be held in classrooms, auditorium, A.P. Conference Hall, Officers’ Club, etc. before the scheduled time.
(b) Probationers will record their biometric attendance using their finger on the Bio-metric equipment on the machines installed at the class room and other venues before the scheduled time.
(c) The probationers shall carry the laptops in the laptop bags issued by the Academy during indoor training sessions. They shall not carry any other bag / hand bag / satchel to any training session other than the one issued by the Academy for the said purpose.
(d) Suitable disciplinary action will be initiated against probationers who come to the session after the scheduled time.
(e) Late reporting or unauthorized absence from any indoor class or outdoor class/ formal or informal programme may invite disciplinary action.
(f) The probationers will visit the Academy hospital for consultation ordinarily only during non-training hours. They shall not miss any indoor/ outdoor classes for this purpose. In exceptional cases of emergency, if a probationer has to proceed to hospital during indoor class hours, he/ she shall obtain prior permission of Assistant Director (Indoor studies). Similarly, in
exceptional cases of emergency, if the probationer has to proceed to the hospital during outdoor class hours, he/she shall obtain the prior permission of Assistant Director (Outdoor Studies).

(g) 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.

(h) Probationers are advised to take down synoptic notes as required. These notes would serve as reference and come in handy for the examinations.

(i) 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.

(j) Probationers are expected to visit the Library in their leisure time, prepare for the quality participation/presentation in the classrooms and when they are asked to present a case/participate in an exercise/quiz/interaction.

(k) Active participation of probationers through discussions, expression of viewpoint, presentations etc. will be one of the criteria in the continuous assessment of the probationer.

7.6 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 of the late comers to the concerned in-house faculty for their signatures. In 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.
(g) 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.

(h) The Squad/Class Commander submitted incorrect attendance report will make himself liable to action deemed fit depending on circumstances of the case.

(i) In case of any doubt regarding the indoor training programme, the class commander should get the doubt clarified from the AD (IS).

7.7 Leave

The Basic Course is fully residential and a "no leave" programme (except as noted below). 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 before the commencement of regular posting as ASP/SDPO in their respective states, viz., mid-term break during phase-I, pre-DPT break, and Post POP break. Thus, the probationers are advised to organize their personal affairs accordingly. Details of the training schedule are available in the training calendar.

Normally Grant of station/campus leave (overnight stay out of the campus) would not be considered except in cases of urgency and emergency. However, probationers are allowed to avail station/campus leave only after taking formal leave sanction orders as per the procedure given below:

A probationer will apply for station/campus leave (except in unforeseen emergent situations) in the prescribed format at least 5 days prior to the intended date of commencement of leave. The leave application will be addressed to JD (BC)/DD (BC), who, based on the merits of the case, will consider the sanction of leave. Approaching any authority other than JD (BC)/DD (BC) for leave sanction will be viewed seriously and may attract punitive measures.

A probationer shall be permitted leave on grounds of self marriage.

It is, however, to be noted that a probationer may not be allowed more than 6 station/campus leaves (during phase-I training) and not more than 2 station leaves (during phase-II training).

Attempts to avail leave by citing false reasons or proceeding on leave without formal sanction order will be considered as misconduct and may result in initiation of disciplinary action including relegation from the Course.
7.8 Hospitalization and Medical Leave

7.8.1 Sick Reporting Procedure

It is the responsibility of all probationers to take care of their health and well-being following a healthy life-style so as they can participate in all training activities whole-heartedly and enjoy their stay in the Academy.

However, in 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 permission of the 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 session is in progress, without intimating the faculty and sick reporting officer, it is considered as unauthorized absence from the class and suitable disciplinary action would be taken against him/her.

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 permission of the 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 in the Academy Hospital.

In case of emergency, the probationers can call Sick reporting Officer on phone and get admitted in the Academy Hospital. The name and contact number of Sick Reporting Officer will be displayed in the IPS Mess. It is the responsibility of 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 AD (IS). In no circumstances, probationers will avail bed rest in the IPS Mess. 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 from the Hospital to the venue where indoor classes are held.

A probationer with long sickness (more than 10 days), where the reason of sickness is not so obvious, 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 consultation and at no time their behavior should be found lacking of decency and decorum. Any reporting of adverse behavior will be viewed seriously and dealt with departmental action.

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 Doctor or any authority for either discharge from the hospital or for prolonging stay in hospital. Any instance of doing so shall be treated adversely.

7.8.2 Routine Visit by probationer to the Hospital

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

- Mornings: 0745 to 0845 hrs
- Evenings: 1830 to 2000 hrs

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.

(2) Probationers must report for the indoor class except when hospitalized.

(3) 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.

(4) Under no circumstances, a probationer shall be late for any training schedule or assignment in the Academy on account of visits to hospital unless it is a case of emergency, certified in writing by the Medical Officer.

(5) All probationers, advised to be on bed rest, would be required to stay in the hospital. The probationer shall obtain 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 hospital in the city without a discharge slip/ referral slip issued by the CMO/ MO.

(6) 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.

(7) 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.

(8) Whenever a probationer, who is on bed rest, is permitted by JD(BC)/DD (BC) on recommendation of the CMO to attend indoor/outdoor classes he/ she shall be in uniform 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.

(9) 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.

(10) 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 appointment.

(11) 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.

(12) 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 through his own personal knowledge and intimate the absence of the probationer at once to AD (OD)/AD (IS).

(13) If the probationer, who is admitted in the hospital, is in need of 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 is in need of any other items, the same will be arranged by in-charge IPS Mess.

(14) All probationers must mark their biometric attendance whenever they enter or go out of the Hospital.

7.9 Relief from training due to long absence from the training

If any probationer is found to be missing the training inputs for considerable duration, the Academy reserves the right to relieve such probationer from training with the direction to report back for 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. It may be noted that long absence from training may be due to any reason, namely, sickness, bed-rest, disciplinary grounds, leave/EOL, etc., in which case the above guidelines would become applicable.

7.10 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 before commencement of the leave.
7.11 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) Gentleman probationer:

(i) They shall shave their beards daily in the morning before attending the earliest training activity and also on holidays. No Gentleman probationer is allowed to sport 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 hair cutting/trimming shall ensure that only minimum length of hair is visible after wearing beret/ peak cap.

(b) Lady probationer:

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.

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.

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 seriously and disciplinary action as deemed fit will be initiated against the erring probationer.

7.12 Action for late coming / absenteeism / lack of interest in training/ disobedience

7.12.1 The Probationers violating the above instructions and/or found guilty of any breach of discipline such as unauthorised late arrival, absenteeism from training activity, showing lack of interest in the class/training activity, malingering etc. will be dealt with strictly. 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 relegation from the Course in serious cases. In this regard the attention of IPS Probationers is again drawn to Rule 12 of the Indian Police Service (Probation) Rules, 1954.

a) Unauthorized late arrival in any of indoor training sessions / attachments

- 1\textsuperscript{st} time: Counselling by Counselling Officer
- 2\textsuperscript{nd} time: Counselling by DD(BC) / issue of advisory
- 3\textsuperscript{rd} time: Marked absent from the session, counselling by JD(BC) / DD (BC). Deduction of 1 mark from Director’s Assessment.
- 4\textsuperscript{th} time: Marked absent from the session and deduction of 2 mark from Director’s assessment
- 5\textsuperscript{th} time: Counselling by Director. Deduction of 5 marks from Director’s Assessment
6th time onwards: We don’t expect any Probationer to reach here. Action will be decided on case to case basis.

b) Unauthorized absence from indoor or outdoor
• 1st time: Deduction of one day C/L. Counselling by DD(BC)
• 2nd time: Deduction of one day C/L and 5 marks from Director’s Assessment. Counselling by JD(BC) / DD (BC).
• 3rd time: Deduction of one day C/L and 10 marks from Directors Assessment. Counselling by Director.
• 4th time: We don’t expect any Probationer to reach here. Action will be decided on case to case basis.

• 1st instance: Counselling by Staff Councellor
• 2nd instance: Counselling by DD (BC)
• 3rd instance: Deduction of 1 mark from Director’s Assessment. Counselling by JD(BC)/DD (BC)
• 4th instance: Deduction of 2 marks from Director’s Assessment
• 5th instance: Counselling by Director. Deduction of 5 marks from Director’s Assessment
• 6th instance: We don’t expect any Probationer to reach here. Action will be decided on case to case basis.

d) Late arrival in outdoor / Lack of interest in training in outdoor:
First three instance to be handled by AD(OD) at his own level with entries in a Register to be maintained for this purpose. From 4th instance formal SCN to be issued.
Other acts of misconduct/indiscipline would be dealt with accordingly as per orders issued from time to time.
In all the instances of misconduct, the Probationer would be served a Show Cause Notice through his official e-mail or in person and he/she should reply to the mail within the period specified in the Show Cause Notice. If the Probationer does not tender any reply in the specified time, it will be presumed that he/she does not have anything to say in his/her support and action deemed fit may be taken.

Unauthorized Late arrivals and absenteeism in outdoor classes will be dealt with by AD(OD). After three repetitions of unauthorized late arrivals and two repetitions of unauthorized absenteeism, he would submit a written report to Director and /or an advisory may be given by DD(BC) or JD(BC).

7.12.2 Every disciplinary action will be recorded in the dossier of a Probationer.

7.13 Unauthorized absence from the campus is prohibited

In 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.

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 and any violation will be viewed seriously.

Family members / guests of the probationers are allowed inside the campus (Site-B) after conclusion of all scheduled training activities of the day to 2130 hrs on all days and 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 (i.e. December 17 to December 23, 2018) 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 family members (only spouse or parents/ siblings of self or spouse) can visit them 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. 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 and any deviance from the guidelines would be viewed seriously.

Every probationer shall make an entry through the biometrics at the main gate while going out of the Academy for any reason (including 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 will engage in undue argument with the Gate Sentry in this regard.

7.14 General

In the Academy, there will be a number of functions at the Mess, Auditorium, Stadium, Gymnasium and Play fields 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, Play grounds, 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.

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

7.15 Accommodation of families of probationers

(i) Probationers are allowed to invite their near-relatives (only spouse or parents/ siblings of self or spouse) to the Academy, only after 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:

Accommodation days = Total number of guest rooms taken X Number of days taken.

(ii) 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. Room would be provided in the IPS Mess Annexe only if it is available and such permission would be granted by JD(BC)/DD (BC). Besides, the food arrangements for the guests would be done at the IPS Mess Annexe only. No guests are permitted to stay overnight in the room of the probationer at the Central IPS Mess.

7.16 During Phase-II training, no family accommodation shall be provided to the probationer other than during Passing Out Parade (POP) week which means the week commencing exactly 7 days before the day of POP. Separate instructions regarding family accommodation during POP week shall be notified in due course.

7.17 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.
UNDEARTAKING

I do hereby undertake that, during the period of basic training at the Sardar Vallabhbhai Patel National Police Academy (SVP NPA), Hyderabad, I will not apply/appear in either the Civil Services Preliminary Examination, or any other examination for appointment to the Central or State Service by open competitive examination.

Date: ______________________

(Signature)

Mr./Ms. _______________________
S/o/D/o: _______________________
Batch: _______________________
RR: _______________________

Place: ______________________

WITNESSES

1. ________________________
   (Signature)
   Name: _______________________
   S/o/D/o: _______________________
   Address: _______________________
   ______________________
   ______________________
   ______________________

2. ________________________
   (Signature)
   Name: _______________________
   S/o/D/o: _______________________
   Address: _______________________
   ______________________
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Countersigned

Joint Director (BC)
<table>
<thead>
<tr>
<th>1. Foundational Course (LBS NAA Mussorie/MCR HRDIT Hyderabad)</th>
<th>15 Weeks</th>
<th>26.08.19</th>
<th>06.12.19</th>
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<tr>
<td>Basic Course Training including Delhi Attachments and Attachments with Army &amp; CRPF</td>
<td>44 Weeks</td>
<td>16.12.19</td>
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<td>Outdoor Periodical Tests</td>
<td>3 Days</td>
<td>16.03.20</td>
<td>18.03.20</td>
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<td>ITBP Attachment - Rock Climbing &amp; River Rafting</td>
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<td>23.03.20</td>
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<td>IB Module &amp; Tihar Jail (tentative date)</td>
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<td>30.03.20</td>
<td>04.04.20</td>
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<td>Mid-term Break (Tentative)</td>
<td>1 Week</td>
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<td>08.05.20</td>
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<tr>
<td>SCCT (Bharat Darshan)</td>
<td>2 weeks</td>
<td>06.06.20</td>
<td>21.06.20</td>
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<td>3. CSWT attachment (Group -A) / Greyhounds attachment (Group-B)</td>
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<td>CSWT attachment (Group -B) / Greyhounds attachment (Group-A)</td>
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<td>Army Attachment</td>
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<tr>
<td>CRPF Attachment</td>
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<td>17.10.20</td>
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<td>Leave / Journey time</td>
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<td>23.10.20</td>
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<td>4. PTC / Practical Training in the States/District Practical Training</td>
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<td>21.08.21</td>
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<td>6. Passing Out Parade Week</td>
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<td>16.08.20 to 21.08.20</td>
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<td>7. Leave / Journey time</td>
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<td>28.08.21</td>
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<td>8. Periodical / Final Examination*</td>
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<td>9. Periodical / Final Examinations in various Indoor/Outdoor subjects would be held from March onwards and the dates and time of the examinations would be notified in advance.</td>
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<tr>
<td>Total</td>
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