



ബി.പി.ആർ & ഡി യുടെ പരിശീലന മാനദണ്ഡം 9 മാസം 2 ആഴ്ച നീണ്ടു നിൽക്കുന്നതും 3 ഫേസുകളുള്ളതുമായ പരിശീലന പദ്ധതികളാണ് ആവിഷ്കരിക്കുന്നത്.

- I. 7 മാസം നീണ്ടു നിൽക്കുന്ന ഒന്നാം ഫേസിന് 6 മാസം നീണ്ടുനിൽക്കുന്ന ഒരു സ്റ്റേജും ഒരു മാസം ഉൾക്കൊള്ളുന്ന രണ്ടാം സ്റ്റേജും ഉണ്ട്. ആറു മാസക്കാലത്ത് നിരന്തരമായി ഇൻഡോർ ഔട്ട് ഡോർ ക്ലാസുകൾ, ഫീൽഡ് വിസിറ്റ്, പഠനയാത്ര, പ്രത്യേകമായ വിഷയങ്ങൾക്കുള്ള ഹ്രസ്വകാല പരിശീലനം എന്നിവ ഉൾപ്പെടുത്തിയിരിക്കുന്നു. ഏഴ് ഇൻഷ്യലൈസ്ഡ് മോഡ്യൂളുകളും ഒരു ഫീൽഡ് വിസിറ്റ് മോഡ്യൂളും, എക്സാം & പാസിംഗ് ഔട്ടും ഈ സ്റ്റേജിൽ അടങ്ങിയിരിക്കുന്നു.
- II. 2 മാസം പ്രധാന സ്ഥാപനങ്ങളിൽ പ്രയോഗിക പരിശീലനത്തിന് നിയോഗിക്കപ്പെടുന്നതാണ് രണ്ടാം ഫേസ്.
- III. മൂന്നാം ഫേസ് രണ്ടാഴ്ചക്കാലമാണ്. പ്രയോഗിക പരിശീലന കാലത്തെ അനുഭവ വിവരണമാണ് ഉദ്ദേശ്യം. കേരളത്തിന്റെ സാഹചര്യത്തിൽ 2½ മാസ കാലയളവിൽ നിബന്ധിക്കുന്ന രണ്ടാം ഫേസും മൂന്നാം ഫേസും കൂടി 2 മാസക്കാലമായി കണക്കാക്കി ആകെ പരിശീലനം 9 മാസമാക്കിയിരിക്കുന്നു.

ഫേസ് ഒന്ന് (7 മാസങ്ങൾ)

സ്റ്റേജ് 1 (6 മാസം)

(A) 7 ഇൻഡോർ മോഡ്യൂൾ

- 1. പ്രിസൺ നിയമങ്ങളും ചട്ടങ്ങളും
- 2. കുറ്റശാസ്ത്രത്തിന്റെ അടിസ്ഥാന തത്വങ്ങൾ, വിക്റ്റിമോളജി, ശിക്ഷാശാസ്ത്രം
- 3. അടിസ്ഥാന മന:ശാസ്ത്രം
- 4. പ്രാഥമിക സാമൂഹ്യശാസ്ത്രം, സോഷ്യൽ വർക്ക്
- 5. ശിക്ഷാനിയമങ്ങൾ മൈനർ ആക്ടുകൾ
- 6. ഇന്ത്യൻ ഭരണഘടന, മനുഷ്യാവകാശം
- 7. അടിസ്ഥാന കമ്പ്യൂട്ടർ പരിജ്ഞാനം

(B) 9 ഔട്ട് ഡോർ മോഡ്യൂൾ

- 1. ഫിസിക്കൽ എഫിഷ്യൻസി ട്രെയിനിംഗ്
- 2. ഡ്രിൽ വിത്തൗട്ട് ആംസ്
- 3. ഡ്രിൽ വിത്ത് ആംസ്



4. ഗാർഡ്സ് & സെൻട്രീസ്
5. ക്രൗഡ് കൺട്രോൾ & ലത്തീ ഡ്രിൽ
6. വെപ്പൺസ് ട്രെയിനിംഗ്
7. ഫയറിംഗ് പ്രാക്ടീസ്
8. അൺ ആംഡ് കോമ്പാറ്റ് & സെൽഫ് ഡിഫൻസ് ടെക്നിക്കസ്
9. ഫിറ്റ്നസ് ട്രെയിനിംഗ്

(C) സ്പെഷ്യലൈസ്ഡ് ട്രെയിനിംഗ് മോഡ്യൂൾ

1. പെഴ്സണാലിറ്റി ഡെവലപ്മെന്റ്
2. എമർജൻസീസ് ഇൻ പ്രിസൺസ്, സേർച്ച് പ്രോസീജിയർ & ടെക്നിക്കസ്
3. മെഡിക്കൽ എമർജൻസീസ്- ഫസ്റ്റ് എയ്ഡ്-സി.പി.ആർ
4. ബിൽഡിംഗ് മെയിന്റനൻസ് & ഇലക്ട്രിക്കൽ സേഫ്റ്റി
5. ബേസിക് സ്കിൽ ഇൻ ഹോർട്ടികൾച്ചർ, അഗ്രികൾച്ചർ & വെറ്റിനറി
6. ബേസിക് സ്കിൽ ഇൻ ഇലക്ട്രിക്കൽ റിപ്പയർ, പ്ലംബിംഗ്, ആർ.ഒ പ്ലാന്റ്.
7. വെഹിക്കിൾ മെയിന്റനൻസ് , സി.സി.റ്റി.വി ഓപ്പറേഷൻസ്

{(A) +(B) +(c) = 6 Months }

ഇൻഡോർ- ഔട്ട്ഡോർ- സ്പെഷ്യലൈസ്ഡ് എന്നിങ്ങനെ മൂന്ന് മൊഡ്യൂളുകളിലായി പ്രൊഫഷണലായി അസിസ്റ്റന്റ് പ്രിസൺ ഓഫീസർമാരുടെ കടമകളും ചുമതലകളും നിറവേറ്റാനാവുന്ന വിധം നൈപുണ്യവികാസമുദ്ദേശിച്ചാണ് ഈ വക വിഷയങ്ങൾ ആറ് മാസകാലത്തെ ഒന്നാം സ്റ്റേജ് പരിശീലനത്തിനായി തീരുമാനിക്കപ്പെട്ടിരിക്കുന്നത്.

സ്റ്റേജ് 2 (1 മാസം)

(A) ഫീൽഡ് വിസിറ്റ് മോഡ്യൂൾ

1. ജയിൽ സ്ഥാപനങ്ങളുമായി ബന്ധമുള്ള പോലീസ് സ്റ്റേഷനുകൾ
2. കോടതികൾ
3. ജുവനൈൽ ജസ്റ്റീസ് സ്ഥാപനങ്ങൾ
4. മെന്റൽ ഹെൽത്ത് സെന്ററുകൾ
5. മെഡിക്കൽ കോളേജുകൾ
6. മറ്റു ബന്ധപ്പെട്ട സ്ഥാപനങ്ങൾ



(B) എക്സാം & പാസിംഗ് ഔട്ട്

1. പരീക്ഷ
2. പാസിംഗ് ഔട്ട് പരേഡ് പ്രാക്റ്റീസ്
3. പാസിംഗ് ഔട്ട്

ഫീൽഡ് വിസിറ്റും പരീക്ഷയും പാസ്സിംഗ് ഔട്ടും അടങ്ങുന്നതാണ് ഫേസ് ഒന്നിലെ രണ്ടാം സ്റ്റേജായ ഒരു മാസം.

അസിസ്റ്റന്റ് പ്രിസൺ ഓഫീസർമാരുടെ അടിസ്ഥാന പരിശീലനാനന്തരം നടത്തുന്ന പരീക്ഷയുടെയും പരമാവധി മാർക്കിന്റെയും വിവരങ്ങൾ

നം	വിഷയം	പരമാവധി മാർക്ക്
1.	ഇൻഡോർ 1	100
2.	ഇൻഡോർ 2	100
3.	ഇൻഡോർ 3	50
4.	ഇൻഡോർ 4	50
5.	ഇൻഡോർ 5	100
6.	ഇൻഡോർ 6	50
7.	ഇൻഡോർ 7	50
8.	ഫസ്റ്റ് എയ്ഡ്	50
9.	ഔട്ട് ഡോർ	250
10.	റിക്കോർഡ് സമർപ്പണം, അസയിൻമെന്റ് സമർപ്പണം, ഹാജർ, മനോഭാവം	100
11.	ഡയറക്ടറുടെ അസസ്മെന്റ്	50
12.	വൈവ ആന്റ് ഗ്രൂപ്പ് ഡിസ്കഷൻ	50
ആകെ		1000

ഫേസ് രണ്ട് + ഫേസ് മൂന്ന് = രണ്ട് മാസം

1. പ്രായോഗിക പരിശീലനത്തിനായ പ്രധാന സ്ഥാപനങ്ങളിൽ നിയോഗിക്കൽ
2. പ്രധാന സ്ഥാപനങ്ങളിൽ നിയോഗിച്ചതിന്മേലുള്ള അനുഭവ വിവരണം.

ഫേസ് ഒന്ന് (7 മാസം) + ഫേസ് രണ്ട് & ഫേസ് മൂന്ന്(രണ്ട് മാസം) = ആകെ 9 മാസം





Training Module and Syllabus
of 9 months Pre-Entry Service
Basic Course for Assistant
Prison Officers

In-door Activities





Training Manual Title	Training Manual of Basic Course for Assistant Prison officers
Training Phase	I
Module Category	Indoor
Module No.	ID-1
Module Title	Prison Manual and Rules
Duration	100 hours
Medium of Instruction	Malayalam

CONTENTS

- A. Introduction to the Module**
- B. Instructions to the Faculty**
- C. General References**

Unit – 1.....Prisons: The Origin and Development

Unit – 2.....Criminal Justice System and Role of Prisons

Unit – 3.....Prisons: Organization and Classification

Unit – 4.....Duties of Prison Officers and Subordinate officers : An Overview

Unit – 5.....Admissions, Classification and Daily Routine of Prisoners

Unit – 6.....Prisoners' Diet, Clothing and Bedding

Unit – 7.....Prisoners' Contact with Outside World

Unit – 8.....Medical Care in Prisons

Unit – 9.....Security and Custodial Management in Prisons

Unit – 10.....Management of Emergencies in Prisons

Unit – 11.....Welfare and Treatment Programmes



MODULE NO : ID 1

SI NO	Module Category - Indoor	Module Title - Prison Acts And Rules	Module No : ID 1	Duration-100
Unit-1	Prisons: The Origin and Development	Chapter :1	History of Prisons History of Prisons in India	6 Hours
Unit-2	Criminal Justice System and Role Of Prisons	Chapter:1	Criminal Justice System- Police, Prosecution, Courts & prisons Correctional Administration, Probation & After case, Role of Prisons & Correctional Service. Prison Department – Organisation setup. Importance of Prisons & Correctional Service (Management) Act & Rules. Prison work is not Police Work.	6 Hours
Unit-3	Prisons : Organisation and Classification	Chapter :1	Organisation-DGP to APOs Types of Prisons - Prison Architecture & Buildings, Administration of Sub jails / Special Sub Jails, Staff Discipline & Welfare	15 Hours
Unit-4	Duties of Prison Officers and Subordinate officers an Over View	Chapter :1	Prison Guarding Staff- Duties & Responsibilities, Major Duties of Joint Superintendents- Deputy Superintendents- Asst Superintendents Welfare officers & Other Correctional officers	7.5 Hours
Unit-5	Admissions, Classification and Daily Routine of Prisoners	Chapter :1	Admission & Classification of Prisons. Private Property & Cash property of Prisoners Categorization of Prisoners Prison routine	12 Hours
Unit-6	Prisoners' Diet, Clothing and Bedding	Chapter :1	Diet, Clothing and Bedding, Maintenance of Registers.	9 Hours
Unit-7	Prisoners' Contact with Outside World	Chapter :1	Form of Contacts- Supervision of interview, Family interviews, interview with Lawyers, Role of APO'S. On Leave- Ordinary/ Emergency, E- Interview, Telephone- Letter	6 Hours

Unit-8	Medical Care in Prisons	Chapter :1	Medical Officers- Medical Care, Mental Health Care.	6 Hours
Unit-9	Security and Custodial Management in Prisons	Chapter :1	Prison Security & Custody- Types of Security – Physical, Procedural, Dynamic Security, Standard Security- Intelligence Gathering, Use of Weapon , Locks and Keys, Bars-Bartering, High Risk offenders& Security threats, Cheeking of Prisoners Property, High Security Prisoners, Quick Reaction team, Alarm Parade Operation & Maintenance of Metal Dictators , scanner, CCTV, VC& Communication Devices. Jail Offenders, Minor- Major – Punishment .	12 Hours
Unit-10	Management of Emergencies in prisons	Chapter :1	<u>General Emergencies.</u> Like Escapes, Riots, Out brakes, Fire, Hunger strikes, Violent protests/ Agitation, Overcrowding. Failure of current – water supply, Non-supply of food. Raw food materials - Natural Calamities Flood – Earthquakes, Cyclone, Hostage situations, Terrorist Attack– War bombing, Medical Emergencies like death, Suicides, accidents, epidemics, Food poisoning.	7.5 Hours
Unit-11	Welfare and Treatment Programmes	Chapter :1	Reformative measures, Education, Library, Recreation – Culture and spiritual programmes – Prison Canteen, Legal Aid-Event Management – Vocational and training – Work programmes – Prison Industry, wages, raw, materials, finished products, Escorting Prisoners to work – Prison Fairs- Food- Manufactory Units- Bazars- Sales Counters	6 Hours



Unit-12	Remission System and Release of Prisoners	Chapter :1	Remission as a welfare & corrective measure & tool Eligibility of remissions & kinds of Remission, Calculation of Remission, Gratuity- Sanctioning authority of Remission- Remission calculation & Release dates- Recording Remission on warrants- (Remission sheets- Remission register Maintenance)- Forfeiture of Remission.	7 hours
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Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor Main (Exam in 100 Marks)
Module No.	ID-2
Module Title	Basics of Criminology, Victimology and Penology
Duration	50 Hours
Medium of Instruction	Malayalam

CONTENTS

- A. Introduction to the Module**
- B. Instructions to the Faculty**
- C. General References**

Unit – 1.....Criminology: Criminology - Conceptual Background

Unit – 2.....Theories of Crime and Delinquent Behaviour

Unit – 3.....Contemporary Crimes and Crime Prevention

Unit – 4.....Children in Conflict with Law Adolescent offenders and Borstal Schools

Unit – 5..... Victimology - Conceptual Background and Vulnerable Group of Victims

Unit – 6..... Restorative Justice and Victim Assistance

Unit – 7..... Penology – Conceptual background and Objectives of Punishment

Unit – 8Recent trends in corrections and Alternatives to imprisonment



MODULE NO : ID 2

SL No.	Module Category - Indoor	Module Title – Basics of Criminology, victim logy, Penology	Module No : ID 2	Hours 50
Unit-1	Criminology Conceptual Background	Chapter :1	Concept & Definition of Crime, Criminal Behaviour, Importance Of criminology in Correctional Service, Crime & Delinquency, Major Causes of Crimes	6 Hours
Unit-2	Theories of Crime and Delinquent Behaviour	Chapter :1	Historical Back Ground, School of Criminology, Classical Neo-classical Schools, Positive-Biological School, Sociological school E. Durcheem – Howard Backer- Walter C. Reckless. Economic factors- Poverty-Unemployment, Contribution of Carl Max, Multifactor's Approach by William Hendry	9 Hours
Unit-3	Contemporary Crimes and Crime prevention	Chapter:1	Form of Crime – Professional – Organised crimes, White collar Crimes, Political Crime, Cyber Crime, Violence-Extremism- Terrorism, Alcoholism – Drug Addiction	6 Hours
Unit-4	Children in Conflict with law adolescent offenders and Borstal School	Chapter :1	Children in Conflict with Laws-process of becoming criminals causes & form of delinquent behaviour, Institution- salient features of Juvenile Justice case & Protection act 2006. Adolescent offenders – Borstal School, Purpose- Functioning Dealing first offender- young offender	6 Hours
Unit-5	Victimology Conceptual Background and Vulnerable Group of Victims	Chapter:1	Unreported crime- Primary & Secondary Victimization. Major Victimologists – Benjamin Mandelson, Hamvan Hentig-Marvin Wolfgang- Ezzat.Z Fattah. Family Violence-Battered Women-Child Elderly Victim- Problem of Victim of Crime	4.5 Hours

Unit-6	Restorative Justice and Victim Assistance	Chapter:1	Concept – Determination- Restorative Justice- Form- Pease- Making Criminology Victim Assistance Programme – Victim compensation – Victim institution Victim service Centre – Legal Provisions in India.	4.5 Hours
Unit-7	Penology – Conceptual background and Objective of Punishment	Chapter :1	Concept – definition – significant of penology, Evolution of Punishment – Ancient Modern Theories of punishment – Dette ranu, Retribution, Preventive, Reformation, Restoration, Expiation. Types of Punishment – Corporal Punishments – Flogging, Whopping, Brooding, Stoning, Pillory, Banishment etc. Institutional treatment – In community treatment – Imprisonment – Capital Punishment –	6.5 Hours
Unit-8	Recent Trends in Corrections and Alternatives to imprisonment	Chapter:1	Concept of Correction – Importance of correctional treatment programme – 3 Rs – The Need and importance of Psychological therapies – Counselling – Recent tremor – Work programme – Education – Prison Products – Food Units in Kerala – Prison Brands – Open Prison – Semi open Prison – Open air camps – Open Prison for women – Alternations to imprisonment – Concept – definition – Form of alternation, probation – parole – leave – community Service.	7.5 Hours



Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-3
Module Title	Basics of Psychology
Duration	30 Hours
Medium of Instruction	Malayalam

CONTENTS

- A. Introduction to the Module**
- B. Instructions to the Faculty**
- C. General References**

Unit – 1.....Introduction to Psychology

Unit – 2.....Learning

Unit – 3.....Motivation and Emotions

Unit – 4.....Self and Personality

Unit – 5.....Meeting Life Challenges

Unit – 6.....Mental Health and Mental Illness

Unit – 7.....Counseling and Referrals in Prisons: The Role of Warders



MODULE NO : ID 3

SL. No.	Module Category - Indoor	Module Title – Basics of Psychology	Module No : ID 3	30 Hours
Unit-1	Introduction to Psychology	Chapter :1	Introduction to Psychology_ meaning Nature and Scope, Major Branches of Psychology	3 Hours
Unit-2	Learning	Chapter :1	Types of Learning Learning Process, Transfer of Learning	1.5 Hours
		Chapter :2	Classical Conditioning Cognitive Conditioning, Social Learning, Means to enhance learning- Effect of motivations on learning	1.5 Hours
Unit-3	Motivation and Emotions	Chapter :1	Types and Importance of motivation Drive, Incentive-Reward Theoretical Perspectives Maslow, McClelland, Hull	2 Hours
		Chapter :2	Emotion Meaning Definition, Temperature regulation, Hunger and thirst Sex psychosocial motives, Understanding and Management of emotions in Prison setting	2.5 Hours
Unit-4	Self and Personality	Chapter :1	Concept of Self- Aspects of Self: Self-esteem, self-efficacy and Self-regulation Culture and self Personality-Formation assessment Defence Mechanism, Common Personality Disorder- Borderline, Narcissistic, obsessive-compulsive, Paranoid, Anti-Social, Management of Personality Disorder Difference between Personality Disorder and mental Illness.	4.5 Hours
Unit-5	Meeting life Challenges	Chapter :1	Nature, Types And Sources of Stress. Effects of stress on body and mind General Adaption Syndrome- Stress and Immune system, Life style, Stress, and anger-Adaption and Adjustments-Stress Management Techniques-Anger Management Techniques.	4.5 Hours



Unit-6	Mental Health and Mental illness	Chapter :1	Mental Health in Prisons-Common Mental Health problems in Prison-Neurotic disorders, Anxiety disorders, Phobias. Psychotic disorders: Depression, Bipolar, Schizophrenia, Obsessive Compulsive Disorder Etc. Mental Health Act 2017 Salient features and Applicability in Prison	6 Hours
Unit-7	Counselling and Referrals in prisons The Role Of Asst Prison Officers	Chapter :1	Fundamentals of Counselling Theories and Techniques of Counselling, Identification and ways of dealing with alcoholics and Drug addicts, Suicidal ideation among prisoners, identification, Prevention, Referrals.	4.5 Hours



Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-4
Module Title	Basics of Sociology and Social Work
Duration	20 hours
Medium of Instruction	Malayalam

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Sociology: An Introduction

Unit – 2.....Social Control, Crime and Other Social Problems

Unit – 3.....Social Work: An Introduction

Unit – 4.....Role of Social Worker in Prisons



MODULE NO : ID 4

SL. No.	Module Category - Indoor	Module Title – Basics of Sociology and Social Work	Module No : ID 4	Hour 20
Unit-1	Sociology: An Introduction	Chapter :1	Definition- Importance of sociology Institution: Social system- Social Action- Social Structure & Function, Culture, Sub Culture, Socialisation, Personality Society, Community Association, Social institutions. Social process. Social stratification-class and caste system.	5
Unit-2	Social Control, Crime and Other Social Problems	Chapter :1	Social Control, Family Education, Religion, Morality, Social norms like Folkways, Mores, Customs, Laws Agencies of social control. Social problems in India. Social deviance and crime. Sociological factors behind criminal activities. Collective Behaviour- Crowd and Crowd Behaviour- Mobs and Riots- Social Disorganization and Problems Juvenile Delinquency Crime Unemployment, Poverty Communication Casteism, Gender inequality	5
Unit-3	Social Work An Introduction	Chapter :1	Definition, Social Service, Social Welfare, Social I reform, Social Policy, Social Security, Social Justice and Social development, Meaning. History and philosophy of social work. Methods of social work. Fields of social work. Family and Child Development, Youth development , Women Development, Elderly care, Disability, Backward Classes, Rural Development, Urban Community Development, Medical and Psychiatric social work, Industrial Social Work Social Defence- Prison & Correctional Service	5



Unit-4	Role of social Worker in Prisons	Chapter :1	Welfare of prisoners, probation system, rehabilitation of prisoners. Social work methods in prisons. Social case records, Counselling, psychotherapy, lessoning, advocacy, resource mobilization. How Asst: Prison Officers can help Social Work Professional in prison- NGO'S in Prison and Correctional Institutional Institutions.	5
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Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-5
Module Title	Criminal Laws and Minor Acts
Duration	50 hours
Medium of Instruction	Malayalam

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Introduction to Indian Penal Code

Unit – 2.....Offences and Punishments

Unit – 3.....Criminal Procedure Code and Constitution of Courts

Unit – 4.....Cr P C Sections Related to Police

Unit – 5.....Cr P C Sections Related to Prisoners

Unit – 6.....The Indian Evidence Act

Unit – 7.....Special Acts



MODULE NO : ID 5

SL NO	Module Category - Indoor	Module Title – Criminal Laws and Minor Laws	Module No : ID 5	50 Hours
Unit-1	Introduction to Indian Penal code	Chapter :1	Introduction to IPC – General Explanations – of Punishments – General Exceptions – Private Defence. S. 53 to 75, S. 76 to 95, S. 96 to 106, S. 115 to 120.	7
Unit-2	Offences and Punishments	Chapter :1	I. Of Offences against the Public Tranquillity: Unlawful Assembly, Rioting etc.... II. Offences by or relating to Public Servants – Of Contempt of the Lawful Authority of Public Servants. III. Offences against Public Justice – Of Offences against Public Health etc. IV. Of offences affecting the Human Body – Of offences against Property. V. Offences of Forgery, Counterfeiting of Stamps, Seals, Coins and Currency Notes – Of attempt to commit offences	7
Unit-3	Criminal Procedure Code and Constitution of Courts	Chpater:1	Constitution of Criminal Courts and Offices, Executive Magistrates etc. (Sections. 6-25) – Power of Courts (Sections 26-35) – Power of Superior Officers of the Police (Section 36) – Aid to Magistrates And the Police – (Section 37-40).	7
Unit-4	CrPC Sections Related To Police	Chapter1	I. Arrest of Persons (Sections 41-60A) – Kinds of Arrests, Summons, Search and Seizure etc. (Section 70-90; 91-98) II. Security for Keeping the Peace and for Good Behaviour (Section 106 – 124) – Maintenance of Public Order	7

			<p>and Tranquillity (Sections 129-132; 139, 142-143) – Preventive Action of the Police – Section 149-153.</p> <p>III. Information to the Police and their Power to Investigate Relevant Sections from 154-176.</p> <p>IV. Jurisdiction of the criminal Courts in inquiries and Trials (Sections 177-183; 188)- Conditions requisite for Initiation of Proceedings Sections 190-194 – Trial of Criminal Cases (Relevant Sections from 209 – 265)</p>	
Unit-5	Cr PC Sections Related To Prisoners	Chapter :1	<p>I. Attendance of persons confined or detained in Prisons (Sections 266-271).</p> <p>II. General Provisions as to Inquiries and Trials (Sections 300-304).</p> <p>III. Provisions as to Accused Persons of Unsound Mind. (Section 328 – 339).</p> <p>IV. Submission of Death Sentence for Confirmation (Sections 366-371)</p> <p>V. Appeals (Sections 372-394)</p> <p>VI. Execution, Suspension, Remission and Commutation of Sentences (Sections 413 to 435 with emphasis to Section 433-A)- Provisions as to Bail and Bonds (Sections 436 – 438).</p>	7
Unit-6	The Indian Evidence Act	Chapter:1	<p>I. Preliminary – Admissions and Confessions – Dying Declaration – Identification Parade.</p> <p>II. Evidence: Oral Evidence; Expert Evidence; Primary Evidence and Secondary Evidence; Accomplice's Evidence – Witness; Hostile Witness.</p> <p>III. Presumptions – Examination – Cross Examination.</p>	7



Unit-7	Special Acts & Minor Acts	Chapter:1	<p>I. Brief Overview of: Prisons Act, 18/94 – Prisoners Act, 1900 – Prisoners (Attendance in Courts) Act, 1955 – Transfer of Prisoners Act, 1950 Identification of Prisoners Act, 1920 – Borstal Schools Act, 1925 – Habitual Offenders Act, 1952 – Probation of Offenders Act, 1958 – Repatriation of Prisoners Act, 2003 – Juvenile Justice (Care & Protection of Children) Act, 2006.</p> <p>II. Brief Overview of: The Unlawful Activities (Prevention)Act, 1967 – National Security Act, 1980 – Narcotic Drugs and Psychotropic Substances (Prevention Act, 1985 – Immoral Traffic (Prevention Act, 1955 (amended, 1986) – Prevention of Corruption Act, 1988 – Mental Healthcare Act, 2017</p>	8
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Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-6
Module Title	Constitution of India and Human Rights
Duration	30 hours
Medium of Instruction	Malayalam

CONTENTS

- A. Introduction to the Module**
- B. Instructions to the Faculty**
- C. General References**

Unit – 1.....Constitution of India: An Introduction

Unit – 2.....Powers of the President, the Governors, and the Judiciary

Unit – 3.....Human Rights and Prisoners: An Introduction

Unit – 4.....Human Rights and Prisoners in India

Unit – 5.....Protection of Prisoners' Rights: The Role of Warders



MODULE NO : ID 6

SI NO	Module Category - Indoor	Module Title – Constitution of India And Human rights	Module No : ID 6	Hours 30
Unit-1	Constitution Of India :An Introduction	Chapter 1	Preamble to the Constitution_ The ideals of justice , liberty, equality and fraternity_ Lists in Constitution: union, State and Concurrent Lists.	6
		Chapter 2	Fundamentals Rights (Art12-35)- Directive Principles of State Policy (Art36-51)- Fundamental Duties(Art51-A)- Writs ets	
Unit-2	Powers Of The President The Governors and The Judiciary	Chapter 1	Powers of President and Governors to grant Pardons_ power to Suspend, Remit or Commute Sentences in certain cases (Art 72 and 161)- Emergency Provisions: Art352-360_ Limitations on - Rights	7
		Chapter 2	The Union Judiciary: Art 124-138 and 141-146 and Art 225-231- The High Court in the States: Art 214-218- Subordinate Courts: Art.233-235- Tribunals: Art 232 A and 323B.	
Unit-3	Human Rights and Prisoners : An Introduction	Chapter 1	Introduction: Definition and Types of human rights_ Brief history of the development of human rights concept.	6
		Chapter 2	Brief Overview(in Plain language) of : Universal Declaration of Human Rights- International Covenant on Civil and Political Rights- International Covenant on Economic Social and Cultural Rights.	



		Chapter 3	Brief overview and importance(in plain language) of: Un Standard Minimum Rules for the Treatment of Prisoners(the Mandela Rules)- Un Standard Minimum Rules for the Administration of Juvenile Justice (the Beijing Rules)- The Bangkok Rules- Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment	
Unit-4	Human Rights and Prisoners in India	Chapter 1	The Protection of Human Rights Act 1993: National Human Rights Commission: Functions and Powers_ State Human Rights Commission- Rights of Prisoners: Advisories illustrations of cases on prisoners' rights violation.	5
		Chapter 2	Judicial Supervision and Intervention in Prisons: Illustration of few important judgments on prisoners' rights (emphasis may be given to case laws like Sunil Batra case where the core issue is 'torture imposed by Asst: prison officer on a Prisoner)	
Unit-5	Protection of prisoners' Rights: The Role Of Asst prisons Officers	Chapter 1	Concept of human dignity- Prevention of torture and ill treatment- Need to ensure standards of accommodation , hygiene, clothing and bedding food, drink and exercise etc	6
		Chapter 2	Respecting human rights during admission, searches, supply of foods, escorts etc- Women Prisoners, special needs- Handling with sensitivity-Body searches etc	



		Chapter 3	Protecting human rights while handling disciplinary issues- Use of force- Handling problematic prisoners- Complaints of violation of rights-Prison offences and Punishments- Use of restraints etc	
		Chapter 4	Prison service: a public service-Role of Asst. Prison Officer(Different from Police and military)- Need for professionalism and transparency- Ethical base- Preventing corruption, bribes etc	





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-7
Module Title	Technology in Prison Administration
Duration	38 hours
Medium of Instruction	Malayalam

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Computer: Basic Concepts and Applications

Unit – 2.....Internet, Video Conferencing, and Prison Management Software

Unit – 3.....Use of Social Media, Cyber Crime and Information Security

Unit – 4.....Basic Trouble Shooting



MODULE NO : ID 7

SL.No.	Module Category Indoor	Module Title – Technology in Prison Administration	Module No : ID 7	Hours 38
Unit-1	Computer: Basic Concepts and Applications	Chapter :1	Introduction To Computers, Software and hard ware, input device and Output device, memory about binary code, Introduction To operating System ,Working with windows, Typing Practice(both Malayalam & English) recycle Bin & task bar	17
		Chapter -2	Intro to Ms Word Customizing Word Option, menu bar create, Save, Save as, Open a new document, page setup, Print and Print preview, copy, cut paste and formatting tool bar status bar	
		Chapter -3	Letter Typing, about find replace and go to redo undo hyperlink book mark, letter wizard , Spelling ad grammar checking, Page no, Bullet/ numbering symbols, super script, subscript, headers and fodders, page break	
		Chapter-4	Introduction to Ms- Excel: Basic Concepts- Starting Power Point – Standard Tool Bar and uses of each Tool- Printing a Worksheet.	
		Chapter-5	Introduction to Power point, :Concepts- Starting Pwer Point-Standard Tool Bar- Sues of each Tool- Delivering a Presentation-Printing the presentation	
		Chapter-6	Database Management and MS Access: Basic Concepts-Starting Access- Creating Tables and Data Bases- Editing the records- Sorting data- Filtering data- Data retrieval Generating Report.	
		Chapter-7	iAps	

Unit-2	Internet, Video Conferencing And Prison Management Software	Chapter-1	Introduction to Internet search engine, how to use internet, about E-mail, how to open a new E-mail account creation send and receive mails about favourites Video Conferencing Components requires- Conferencing layers- Conferencing Modes- Problems- Applications- National Informatics Centre(NIC)	15
		Chapter-2	Use of MIS – Prison Management Software- Use of Biometric Access Control in Prisons etc- E- Interview- Visitor Management using Software etc.	
		Chapter-3	CCTV Systems – Metal Detectors – Walkie Talkies- Wireless Communications- Scanners- Mobile Phone Detectors and jammers etc	
Unit-3	Use of Social Media, Cyber Crime and Information Security	Chapter-1	Information on cyber crime, Social Media- Facebook-Whats App- Instagram- Other messaging services- Do's and Don'ts in social Media etc.	4
		Chapter-2	Cyber Crime- Types- Preventive Measures, Types of cyber hackers, Concepts of Information Security	
Unit-4	Basic Trouble Shooting	Chapter -1	Definition of Trouble Shooting- Troubleshooting: Keyboard- Troubleshooting: Monitor- Common Troubleshooting Techniques and Strategies- Troubleshooting: Sound- How to maintain a Computer System	2



Training Module and Syllabus
of 9 months Pre-Entry Service
Basic Course for Assistant
Prison Officers

Out door Activities





Training Modules for Outdoor

Prison work is a highly stressful, demanding and tasking profession. Prison warders are required to maintain discipline, good health, physical fitness and mental stability. The outdoor training modules are intended to develop discipline and order, physical fitness, stamina, endurance and certain practical skills including unarmed combat and weapon training etc. required for the prison warders to discharge their duties effectively. Another objective of the outdoor training is to inculcate in trainees a habit of undertaking physical exercise on regular basis to develop ability to withstand strain and stress of prison work. To break the monotony of training, games like volleyball, basketball, football, cricket, hockey etc are included in the games part. The training for unarmed combat and self-defence techniques like karate has been provided to infuse expertise in self-defence. Sessions on Yoga and Meditation are also included as part of training for stress management and help them to maintain a physical and mental harmony. Besides these, certain basic skills training, which are deemed essential for everyone, such as swimming, driving etc. are also included.

Calculation of Training Period: Outdoor

Total number of days available for Outdoor Training	134 Days
Total number of hours available: (Moring 6.00 am – 8.00 am = 2 hours Evening 3.30 pm – 5.30 pm = 2 hours Total hours per day = 4 hours)	134 x 4 = 536 hours
Total number of periods available (1 period = 45 minutes / 0.75 hour)	536/ 0.75 = 714 periods
Total number of periods required for completion of all Outdoor Modules	714 periods

(Note: The following modules are mostly adopted from BPR&D's Training Module for Civil Police Constables. Necessary customization is made in places where it has to fit into Prison Warders training needs.)





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Outdoor
Module No.	OD-1
Module Title	Physical Efficiency Training
Duration	210 Periods (One Period – 45 minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
1.	Road Walk and Run	20
2.	PT Table Cards	50
3.	Strengthening Exercises	50
4.	Endurance Exercises	50
5.	Route March	20
6.	Shramdaan (every Friday)	20
Total Duration		210





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Category	Outdoor
Module No.	OD-2
Module Title	Drill without Arms
Duration	80 Periods (One Period – 45 minutes)
Medium of Instruction	English

Sl. No.	Topics / Items	Periods
1.	Attention – Stand at ease and stand easy	6
2.	Turning and inclining at the halt	4
3.	Dressing	2
4.	Forming up in three ranks	2
5.	Numbering and proving	2
6.	Open and Close order at the halt	2
7.	Dismissing and falling out – sizing	2
8.	Getting on Parade – Length of pace and time of reaching	2
9.	Formation of Squad with intervals	2
10.	Marching in quick time and halt	2
11.	Side pace – Paces forward and to the rear	2
12.	Marching in slow and at the halt	2
13.	Wheeling, Turnings and diagonal march in slow time	2
14.	Marking time forward and halt at the slow time	2
15.	Marking time forward and halt at the quick and double time	2
16.	Changing step in slow and quick time	2



17.	Marching, Making time and halting in double time	2
18.	Breaking into slow, quick and double time	2
19.	Marching in line in slow time – Wheeling in line in slow time	2
20.	Change Direction by forming at the halt – and on the march in slow time	2
21.	Change direction by forming at the halt and on the march in quick time	2
22.	Forming squad at the halt and on the march in slow time	2
23.	Forming squad on the march in quick time	2
24.	Marching off in single file and reforming three ranks	2
25.	Forming two ranks from three ranks	2
26.	Forming three ranks from two ranks	2
27.	Marching in slow time and turnings	2
28.	Marching in quick time and turnings	2
29.	Stepping out and stepping short in quick time	2
30.	Wheeling, turnings and diagonal march in quick time	2
31.	Saluting at the halt – Saluting to the front and message Salute	5
32.	Saluting to the flank – to the right and left	6
33.	Demonstration of topics 1- 32 by trainees	3
Total Duration		80



Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-3
Module Title	Drill with Arms
Duration	90 Periods (One Period – 45 minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
1.	Slope from the Order & Order from the Slope	2
2.	Present from the Slope & Slope from the Present	2
3.	Ground Arms and Take up Arms	2
4.	Fix Bayonets and Unfix Bayonets	2
5.	Port from the Slope – Slope from the Port – Port from the Order – Order from the Port	2
6.	For inspection – Port Arms – Ease Springs	2
7.	Examine from the port – Ease Springs, Port from the examine – Order from the examine	2
8.	Trail from the Order – Order from the Trail – Trail from the Slope – Slope from the Trail	2
9.	Secure from the Slope – Slope from the Secure	1
10.	Secure from the Order – Order from the Secure	1
11.	Change arms at the Slope and at the Trail	1
12.	Change Arm at the Secure	1
13.	Tighten Sling (Sling kas) and Loose Sling – (Sling dheel)	1
14.	On-Guard from the Slope – Slope from the On-Guard	2
15.	On-Guard from the Order – Order from the On-Guard	2
16.	High Port from the ON-Guard, from the Slope and from the Order	2
17.	Sling Arms and Shoulder Arms	2
18.	Attention – Stand at ease and stand easy with Rifle	2
19.	Turning and inclining with Rifle	2
20.	Dressing at the order and at the slope	2
21.	Dress up (Saj ja), Left dress – Right dress and Centre dress	2
22.	Saluting at the halt (Butt Salute) (Front Salute) and at the march and message salute	2
23.	Saluting with the Rifle on the march to the right and left	2



24.	Marching in quick time with rifle	2
25.	Marching in slow time with rifle	2
26.	Turnings and diagonal march in slow and quick time	2
27.	Marching, Making time and halting in slow and quick time with rifle	2
28.	Turnings and Wheeling in slow and quick march with rifle	2
29.	Open and close order march in slow and quick time with rifle	2
30.	Dismissing, Break off (Swasthan) fall out (Line tor) fall in (Line Ban)	2
31.	Changing directions at the halt – slow and quick time	2
32.	Forming squad at the halt – slow and quick time	3
33.	Breaking into slow, quick and double time	2
34.	Saluting with rifle, message salute and saluting to the flank	2
35.	March at attention, March at stand at ease for route march	2
36.	Stepping out – Stepping short in quick time with arms	2
37.	Squad in line – Marching off in a single file and reforming in three ranks	2
38.	Squad advance in file from line and forming column off threes and lines with rifle	2
39.	Squad advance in file from column off threes and forming in line and in column of threes with rifle	2
40.	Squad drill with arms	10
41.	Demonstration of topics 1- 40 by trainees	6
Total Duration		90



Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-4
Module Title	Guards and Sentries
Duration	15 periods (One period - 45 Minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
1.	Definition, Ceremonial and Tactical Guards – Turning out a Guard for inspection by day and night	5
2.	Tactical Guards	5
3.	Post Protection	5
Total Duration		15





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-5
Module Title	Crowd Control Drills and Techniques
Duration	60 Periods (One Period – 45 Minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
A.	Lathi	
4.	Short lathi – Description – Attention, Stand at ease and stand easy	2
5.	Turnings and dressing at the halt with lathi	2
6.	Marching with lathi	2
7.	Saluting at the halt – Saluting at the march and message salute	1
8.	Saluting with a lathi – dismissing of squad at the halt	1
9.	Changing direction at the halt and in slow and quick time and forming squad at the halt in slow and quick time	1
10.	Lathi class opening – 1 to 4 exercises and closing the class	4
11.	Marching – Saluting to the front and message salute – saluting to the flank (Right and left)	4
12.	Practical use of lathi etc. for crowd control/mob operation	8
	Subtotal	25
B.	Non-Lethal Weapons	
13.	Taser guns / electric lathi – Introduction, effects etc.	3
14.	Water cannons - Introduction, effects etc.	3
15.	Teargas / tear Smoke - Introduction, effects etc.	3
16.	Practical exercises of Lathi, Taser guns / electric lathi, Water cannons, Tear smoke etc. for crowd control/mob operation	26
	Sub total	35
	Total Duration	60





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-6
Module Title	Weapon Training
Duration	60 Periods (One Period – 45 Minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
.303 Rifle		
1.	Introduction, Characteristics, Identification and Types – Difference between .303 Rifle, .410 Musket and 7.62 SLR	2
2.	Stripping – Names of the Parts and Assembling	2
3.	Sight setting	2
4.	Care and Cleaning	2
5.	Load and Unloading	2
6.	Lying position and Hold	2
7.	Aiming – I – Range and figure target	2
8.	Trigger Control	2
9.	Firing a Shot	2
10.	Aiming – II – Alteration of sights	1
11.	Bolt manipulation	1
12.	Demonstration of topics 1- 11 by trainees	4
Sub-total Duration		24

9 mm Pistol

1.	Introduction, inspection of Pistol, Safety precautions, Stripping– Names of the Parts and Assembling, Drawing and returning the Pistol	4
2.	Care and Cleaning, Load and Unload, Loading of Magazine, unloading the Magazine, Firing positions, Make safe, Stoppages and immediate action	5

3.	Demonstration of topics 1- 2 by trainees	3
	Sub-total Duration	12

AK 47

1.	Introduction, Orientation, General data – Characteristics – Limitations	2
2.	Stripping – Names of the Parts and Assembling – Care and Cleaning	4
3.	Loading and Unloading, firing positions and carrying positions, stoppages and immediate actions.	3
4.	Demonstration of topics 1- 3 by trainees	3
	Sub-total Duration	12

7.62 mm SLR

1.	Introduction, Characteristics General description and data	1
2.	Stripping – Names of the Parts and Assembling	2
3.	Care and Cleaning	2
4.	Load and Unload – Aiming – Holding and Sight setting –Carrying positions	2
5.	Firing a Shot – Stoppages and Immediate Action	2
6.	Demonstration of topics 1- 5 by trainees	3
	Sub-total Duration	12
	Total Duration	60



Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD- 7
Module Title	Firing Practice
Duration	34 Periods (One Period – 45 minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
1.	303 Rifle	8
2.	9 mm Pistol	8
3.	A.K.47	10
4.	7.62 mm SLR	8
Total Duration		34





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-8
Module Title	Unarmed Combat and Self-defence Techniques
Duration	50 Periods (One Period – 45 Minutes)
Medium of Instruction	English

Sl.No.	Topics / Items	Periods
1.	Unarmed Combat & Self-defence Techniques	50
Total Duration		50





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Module Category	Outdoor
Module No.	OD-9
Module Title	Additional Skills and Fitness Training ❖ Wireless Communication ❖ Games ❖ Yoga/Meditation ❖ Driving ❖ Swimming
Duration	115 Periods (One Period – 45 Minutes)
Medium of Instruction	English/Malayalam

Sl.No.	Topics / Items	Periods
Wireless Communication		
1.	Use of communication devises – walkie-talkies; wireless sets etc.	15
Games		
1.	Games of choice (Compulsory)	40
Yoga / Meditation		
1.	Basics of Meditation and Yoga	20
Driving		
1.	Driving: Theory & Two Wheeler Practical Classes	10
2.	Driving: Theory & Four Wheeler Practical Classes	20
Swimming		
1.	Basic Swimming Skills	10
Total Duration		115





Training Module for Field Visits





Training Manual Title	Training Manual of Basic Course for Assistant Prison Officers
Training Phase	I
Module Title	Field Visits
Duration	10 days
Medium of Instruction / Report Making	Malayalam

Introduction to the Module

Field visits are included in the training with a key objective of giving the trainees an exposure to the real nature and functioning of prisons and other allied institutions such as police stations, courts, juvenile justice institutions, mental health centre etc. This will help them to have an opportunity to understand the working of such institutions and also provide them an opportunity to interact with officials working there.

Instructions regarding the Field Visits

The trainees are required to submit a field visit report upon completion of such visits. The report should contain the following details of visited institution. **(See Appendix-IV)**

1. Introduction about the institute
2. Origin and history of the institute (if applicable)
3. Key functions of the institute
4. Administrative hierarchy of the institute
5. Infrastructure (Total area, No. of buildings/blocks/sections/wings/departments etc)
6. Statistics, if any
7. No. of programmes run by the institute, if any
8. Apart from above details, reports on prison institutions visit should contain the following additional information:
 - a. *Industries in the prison;*
 - b. *Agricultural work, prison garden etc.;*
 - c. *Prison products and outlets;*
 - d. *Details of reformation and rehabilitation programmes etc*
9. Trainees' own opinion on the visit and about the institution
10. Key learning points.





The following are the important institutions suggested to include in the field visit module:

Sl. No.	Institutions	Dur.
1.	Central Prison	1 day
2.	Special Prison for Women / Open Prison	1 day
3.	Borstal School	½ day
4.	District Jail, Sub-Jail etc.	½ day
5.	Mental Health Centre / Prisoners Ward in General Hospital	½ day
6.	Juvenile Justice Board and Child Welfare Committee/ Special Home / Aftercare Home	½ day
7.	District Police Office and District Crime Records Bureau / Police Control Room	½ day
8.	One-Stop Crisis Centre	½ day
9.	Armed Reserve Police Camp / Police Station (including Juvenile Police Unit) / Police Training School	½ day
10.	Forensic Science Lab / Regional Probation Office	½ day
11.	District Collector Office	½ day
12.	Fire and Rescue Services Station (Demo of Fire Fighting Equipments)	½ day
13.	NGOs working in Prisons	½ day
14.	District Court, CJM Courts, Human Rights Court etc,	½ day
15.	District Legal Services Authority or Taluka Legal Services Committee / Office of the Public Prosecutor	½ day
16.	State Human Rights Commission	½ day
17.	Any other institutions, as deemed relevant	1 day
Total Duration		10 days