

Indoor Syllabus for Basic Training of Cadet SIs (UB)

Block Syllabus

Time Management: Calculation of available training days and period details

1. **Duration of training:** 12 Months (Winter – 3 Months & Summer 9 Months) = **365 days**

➤ Winter Months = (December, January & February)

➤ Summer Months = (March to November)

2. Status / Venue of training:

A. Institutional training at SVSPA = 11 Months (1st 8 Months & last 3 Months of training)

B. Practical training in Districts = 01 Month (after completion of 8 Months training)

3. **Training days to be available at SVSPA:** (11 Months) = **335 days**

Less '0' week : 06 days

Less Sundays : 48 days

Less 2nd & 4th Saturdays : 24 days

Less Holidays (approx) : 23 days

Less Mid Term Break (after 1st Semester) : 05 days

Less engagement for L/O Duty : 10 days

Less Exam days : 21 days

Less Days for POP rehearsal : 10 days

147 days 147 days

Total Training days available : 188 days

4. Periods to be available in Winter Months :

A. Training days to be available in December = 24 days

B. Training days to be available in January = 22 days

C. Training days to be available in February = 22 days

Total periods: (**68 days** X 4 periods) = **272 Periods**

5. Periods to be available in Summer Months :

(188 days - 68 days) = 120 days X 5 periods = **600 periods**

6. **Total Indoor periods to be available at SVSPA** = (272 + 600) = **872 periods**

7. **Total Outdoor periods to be available at SVSPA:**

188 days X 5 periods per day = **940 periods**

❖ If unforeseen wastage exceeds 10 days, training duration will be extended accordingly.

1. Modules for Academic Training and Allocation of periods and marks.

Sl no	Modules	Marks Allotted	Full Marks	Periods
	Academic Training Module :			
1.	Paper – I : A. Republic of India & Role of Police B. Police Organization & Administration	75 50	125	140
2.	Paper – II : A. Criminology B. Human Behaviour & Relationship Management	50 75	125	99
3.	Paper – III : Law & Procedure (with book) A. Indian Penal Code B. Code of Criminal Procedure C. Indian Evidence Act D. Special & Local Laws	50 50 25 25	150	262
4.	Paper – IV : Law & Procedure (without book)		100	
5.	Paper – V : Police Station Management A. Police Station Management B. Police Station Management (Practical)	Theory -100 Practical – 50	150	84
6.	Paper-VI : Public Order, Traffic & Security A. Maintenance of Law & Order B. Security & Protective Duties C. Traffic Regulation Management D. Disaster Management		100	89
7.	Paper – VII : Investigation of Crime & Court Management A. Investigation of Crime B. Court Management C. Scientific Aids to Investigation D. Investigation (Practical)	Theory -100 Practical – 50	150	143
8.	Paper-VIII: Appreciation Programme A) Language Appreciation (Hindi /Bengali) B) Telecommunication Appreciation C) Computer Appreciation	30 20 50	100	55
9.	Marks allotted for Internal assessment (To be evaluated on the basis of performance of class tests).		100	
	Total Marks & Periods allotted		1100	872

2. Academic Training, Examination and Evaluation At A Glance

Sl No.	Paper / Subject	Methodology of Training	Duration	Methodology of Examination	Methodology of evaluation	Allocation of marks
1	Paper – I : A. Republic of India & Role of Police B. Police Organization & Administration	Theoretical Classes / Seminar/workshop	Studies to be completed within 1 st semester & exam to be conducted after 4 months	Written Examination	To be evaluated by external faculty	125
2	Paper – II : A. Criminology B. Human Behaviour & Relationship Management	Theoretical Classes / Seminar/workshop	Do	Do	Do	125
3	Paper – III : Law & Procedure (with book)	Theoretical Classes & case studies	Studies to be commenced from 1 st semester and exam to be conducted within 12 months	Do	Do	150
4	Paper – IV : Law & Procedure (without book)	Theoretical Classes & case studies	Do	Do	Do	100
6	Paper – V : Police Management	Theoretical Classes & practical classes	Studies to be commenced 2 nd semester and exam to be conducted within 12 months	Written Examination on Theory (Marks - 100) & Practical (Marks- 50)	Practical Examination & Evaluation to be caused by DIG Training	150
7	Paper – VI: Public Order, Traffic & Security	Theoretical Classes	Studies to be commenced from 2 nd semester and exam to be conducted within 12 months	Written Examination	To be evaluated by external faculty	100
8	Paper – VII : Investigation of Crime & Court Management	Theoretical Classes & practical classes by staging Scene of Crime	Studies to be commenced from 2 nd semester and exam to be conducted within 12 months	Written Examination on Theory (Marks - 100) & Practical (Marks- 50)	Practical Examination & Evaluation to be caused by DIG Training	150
9	Paper-VIII Appreciation Programme: A) Language Appreciation Programme (Hindi / Bengali) (Marks allotted – 30)	Reading, writing and speaking practice	Studies to be commenced from 1 st semester and exam to be conducted within 12 months	Reading, Writing & Speaking skill to be evaluated	Examination & Evaluation to be caused by DIG. Training	100
	B)Telecommunication Appreciation Programme (Marks allotted – 20)	Theoretical and hands- on practice	Do	Practical skill to be evaluated	Do	
	C) Computer Appreciation Programme & CCTNS (Marks allotted – 50)	Theoretical and hands- on practice	Do	Practical skill to be evaluated	Do	
Internal assessment (To be assessed on the basis of the performance of class tests conducted by faculties of the concerned subjects on over all conduct and field performance during training process.						100

3. Methodology of training and process of evaluation: Guiding principles

A. Institutional Training at SVSPA:

i) **Phase – 1:** (Duration : 1st 8 Months)

During 1st phase of Institutional Training at SVSPA, the trainees will be imparted theoretical & practical lesson on the following subjects:

- a) Republic of India & role of police (in 1st semester)
- b) Police Organization & Administration (in 1st semester)
- c) Criminology (in 1st semester)
- d) Human Behaviour & Relationship Management (in 1st semester)
- e) Law & Procedure (both 1st and final semester)
- f) Police Station Management (in 2nd semester)
- g) Investigation & Court Management (in 2nd semester)
- h) Public Order Traffic & Security (in 2nd semester)
- i) Language, Telecommunication & Computer Appreciation Programme (both 1st and final semester)

ii) **Phase – 2:** (Duration: Last 3 months)

During 2nd phase of Institutional Training at SVSPA, the trainees will be imparted mainly operational aspects of PS functioning and enforcement the criminal laws. This module is to be designed and executed to reinforce and strengthen the training inputs provided through earlier modules. These include:

- a) Case studies & simulation exercise
- b) Practical exercise at Model Police Station and Centre for studies on Scientific Investigation
- c) Role play etc.
- d) Hands on training on Computer application
- e) Communication skills

B. District attachment training:

Duration: 1 Month (9 Months of their training)

After completion of their 8 Months of Institutional training, the trainees will be deployed to the Districts / Divisions for practical exposure on PS functioning and investigation work. They will be attached for 3 weeks in Police Stations and 1 week in C.I office / office of the divisional ACs. During their District / Division attachment training concerned OCs and CIs / ACs will personally ensure the progress of training as per schedule under the guidance of SPs / DCs. They will submit progress report to DIG training West Bengal, duly forwarded by SPs / DCs.

Schedule of Training at Police Station and in the Office of CI / Divisional AC's of KP

Sl. No. with Topic	Venue	Days Allotted
1. Practical Lesson on writing General Diaries and Recording of FIR	PS	4
2. Practical Lesson on maintenance of Important Records & Registers, viz. correspondence Register, Process Registers, Property Register, Cash Account Register, Khatian Inspection Registers etc.	PS	6
3. Practical Lesson on Investigation of UD Case, MA Case etc.	PS	2
4. Practical Lesson on Investigation of Cognizable Cases (Visit to	PS	5

Scene of Crime, Preparation of rough sketch map with index, Seizure of exhibits, recording of statements of witnesses, arrest and interrogation of suspects and documentation of case records including CS and FR)		
5. Practical Lesson on Enquiry of misc. petitions	PS	2
6. Practical Lesson on Service of Summons and execution of warrant	PS	2
7. Visit to Court	Court	2
8. Practical Lesson on maintenance of Important Records & Registers, maintained at CI / AC's office, viz. Crime Index, SR Register etc.	CI / AC's Office	2
9. Practical Lesson on writing of progress report in SR cases	CI / AC's Office	5

Academic Target, review & Periodical Evaluation:

- I. Monthly Academic target to be fixed up and Monthly Academic review meeting to be conducted under the supervision of DIG, Training, WB
- II. Periodical class test on Academic subjects to be conducted positively. Marks allotted for internal assessment will be given as per performance of class tests. Subject wise performance report will have to be provided by the Indoor faculties of the concerned subjects.

C. Compilation & Supply of Study Materials:

Under the supervision of DIG, Training, WB study materials on all Academic subjects to be prepared and updated on the basis of approved syllabus with the assistance of experienced in-house faculty members and guest faculties at regular interval. Academic Resource Centre will co-ordinate the compilation work with the assistance of faculties.

D. Modalities of setting questions in the Examination & qualifying marks:

The external question setter of Final Examination shall be provided the hand books on the subjects with approved syllabus and instruction be communicated to set the question papers on the basis of 30% subjective and 70% objective in nature. The qualifying marks will be 40 in each paper.

E. Modalities of conducting practical examination:

- I. *Practical examination on Police Station Management:*
DIG Training will cause the practical examination followed by evaluation on this subject with the assistance of faculties. At the time of setting question paper, 50 marks have to be provided for preparing various enquiry report, model GD entries etc. by the trainees.
- II. *Practical examination on Investigation of Crime :*
An Indoor / Outdoor scene of Crime to be staged under the instruction of DIG, Training, WB. Trainees shall have to be observed the scene of Crime and to make notes and sketch map / photography of the same. There after trainees to be seated in the class room and prepare the report in respect of the reconstruction of crime scene and quarries to be made for forensic and medico-legal assistance. 50 Marks will be given on the performance of visiting scene of Crime with scientific approach, detecting traces and clues, preparing sketch map / photography as per as practicable and the ability of reconstruction of Crime scene etc.

Module for Academic Studies

A. Republic of India & Role of Police**(Marks Allotted – 75)****Module – I (a) The Indian Constitutional Framework & Indian Polity**

Sl. No.	Topic	Session
1.	An introduction to the constitution of India	1
2.	Democratic, Socialistic, Secular & Federal Status of India	1
3.	Fundamental Rights, Duties & Directive Principle of the State Policy	3
4.	The Executive and the Legislature	2
5.	Indian Judicial System	2
6.	Rule of Law & Criminal Justice System	1
7.	Political Parties – National & Regional	2
8.	The Structure of the Republic – The Union and the States	2
9.	Group Discussion and Presentation by the Trainees	3
10.	Class Test on Sl. No. 01 to 08	1
Total No. of Sessions		18

Module – I (b) Socio Economic Environment & Policing

Sl. No.	Topic	Session
1.	Individual & Family in Indian Society	1
2.	Caste, Community & Class in Indian Society and the State	2
3.	Regions and the Relevance of Religious Institution in India and the State	2
4.	Economic in Rural and Urban India and State	2
5.	Economic Policies of the Government and its implication on public life	2
6.	Economic Growth, Entrepreneurship and Economic Globalization	2
7.	Trade Unionism and Industrial Relations	1
8.	Socio Economic Changes	2
9.	Communalism, Casteism, Racism, Terrorism, Extremism, Insurgency in the State & Role of Police	3
10.	Role of Police in Welfare State – Police - Public Relationship – Code of Conduct for Police	1
11.	Group Discussion and Presentation by the Trainees	2
12.	Class Test on Sl. No. 01 to 10	1
Total No. of Sessions		21

Module – I (c) Police & Human Rights

Sl. No.	Topic	Session
1.	Concept and Philosophy of Human Rights	1
2.	Human Rights Laws and Conventions	3
3.	National and State Human Rights Commission	2
4.	Guidelines of Human Rights Commission	3
5.	Human Rights Valuation: Case Studies	3
6.	Treatment of offenders under custody	2
7.	Custodial Violence	2
8.	Panel Discussion/ Presentation	2
9.	Group Discussion and Presentation by the Trainees	2
10.	Class Test on Sl. No. 01 to 07	1
Total No. of Sessions		21

B. Police Organization & Administration**Marks Allotted –50****(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)****Module – II (a) Administrative Set-up & Central Police Organizations**

Sl. No.	Topic	Session
1.	The Administrative set-up of the Union of India, State/Union Territory	3
2.	The Administrative set-up of the Division, District & Sub-Divisions	4
3.	Origin & Development of Police Organization in India	2
4.	Relationship Between Police Department & other Government Departments at various administrative levels	6
5.	Central Police Organization: IB, CBI, CRPF, BSF, ITBP, RPF, CISF, NSG, SPG, NCRB	6
6.	Armed Forces and Civil Administration	2
7.	Group Discussion and Presentation by the Trainees	3
9.	Class Test on Sl. No. 01 to 06	1
Total No. of Sessions		27

Module – II (b) Police Organization in a State

Sl. No.	Topic	Session
1.	Organizational Set-up of the State Police (WBP) & Metropolitan Police (KP)	3
2.	Structure & the role of different levels of police set-up- State Police Head Quarter-Range -District/Commissionerate- Sub-Divisional/Circle –Police Station-Police Lines & Police Office (for WBP Cadets) Structure & the role of different levels of police set-up of Kolkata Police (for KP Cadets)	7
3.	Organization & functions of the Special Police Units- Intelligence Branch/Special Branch – State Armed Police -EFR & CIF – Criminal Investigation Department – Enforcement Branch – Police Telecommunication-State Crime Records Bureau – Government Railway Police. (for WBP Cadets) Organization & functions of the Special Police Units (for KP Cadets)	8
4.	Organization in Aid of police-Special Police Officer- Home Guards – National Volunteer Force-Civic Police Volunteer – Village Police Volunteer – Civil Defence – NGO in Aid of police	6
5.	Group Discussion and Presentation by the Trainees	2
6.	Class Test on Sl. No. 01 to 04	1
Total No. of Sessions		27

Module – II (c) Police Conduct and Service Matters

Sl. No.	Topic	Session
1.	Principles of police conduct – conduct rules- violation of conduct rules – discipline and appeal rules	7
2.	Behaviour and etiquette	3
3.	Rank and Badges, Kit & Clothing	2
	Pay and Allowances	2
4.	Reward & Decorations	2
5.	Leave Rules – Medical Facilities	2
6.	Transfer and Promotions Policies-Retirement benefits	2
7.	Service records-welfare etc.	2
8.	Group Discussion and Presentation by the Trainees	3
9.	Class Test on Sl. No. 01 to 07	1
Total No. of Sessions		26

Module – II (a) Criminology

Sl. No.	Topic	Session
1.	Concepts of Criminology	1
2.	Criminological Factors Psychological, Sociological, Economic, Political, Religious	6
3.	Deviance & Delinquency Individual deviance Collective deviance – Organised deviance of authority- Organised crime, gangsterism – collective deviance of authority & rules Juvenile delinquency – Relevant provisions of JJ Act. Professional criminals Social vices (Gambling, Alcoholism, Drug-abuse & Prostitution) Emerging trends in crime – White collar crime, Environmental crime & Cyber crime	2 4 4 2 2
4.	Modus Operandi Modus Operandi Analysis - Modus Operandi Bureau and its functions	2
5.	Penology Concept of penology Provisions for punishment including Imprisonment Measures for corrections and reformed of criminals Provisions for parole, probation & corrective Institution Recidivism and measures to discourage the same	2 2 2 2 2
6.	Victimology Concept and objective Victim compensation – Co-ordination & co-operation with Government & Non - Government Institutions and Social Activists	1 2
7.	Group Discussion and Presentation by the Trainees	2
8.	Class Test on Sl. No. 01 to 06	2
Total No. of Sessions		44

Module – II (b) Human Behaviour and Relationship Management (Marks Allotted – 75)

Sl.	Topic	Session
	Human Behaviour	
1	Human Behaviour and Socio-Psychological Factors	1
2	Self and Self Esteem	1
3	Organizational Theory	1
4	Human Resource and organizational Development	2
5	Human Emotions	1
6	Types of Personality	1
7	Attitude and Temperament	1
8	Perception	1
9	Individual Ethics and Value System	1
10	Motivation: personal and environmental factors	2
11	Self Image: Intra Personal Factors	1
12	Inter Personal Relationship	1
13	Leadership, decision making styles and Empowerment	2
14	Group Dynamics-	1
15	Intra and Inter Group Relationships (Theory & Role play)	2
16	Team Building	1

17	Managing Stress and Emotions	1
18	Creativity and innovations	1
19	Managing Change in Organization	1
20	Video Films on Leadership, Team Building, Communication Skills etc.	1
21	Group Discussion and Presentation by the Trainees on psycho-social Dimensions of Individual and Organisation Behaviour	1
Relationship Management		
1	Dynamics of Relationships	1
2	Individual and Personality Factors in Relationship Management	1
3	Importance of Manner and Etiquette in Building Relationship	1
4	Communication as an effective tool in Relationship Management	1
5	Managing Intra-departmental Relationships and Role of Sub-Inspector in Managing inter and intra personal Relationship	2
6	Building and Managing Relationship	1
7	Image Building and its importance in Police functioning	1
8	Group Discussion, Role Play and Presentation by the Trainees	2
9	ClassTest	1

Relations with Groups and Institutions

Sl.	Topic	Session
1	Dynamics of Groups and Institution	1
Relation with		
2	Public	1
3	Women and Children	1
4	Youth / Students	1
5	Public Representative	1
6	Minority	1
7	Industrial Labour, Organised & Un-organised Labour Force	1
8	Agricultural Labour	1
9	Local Bodies	1
10	Professional Groups	1
11	Media	1
12	Superior Authorities, Sub-ordinates, Peers and Colleagues	1
13	Business organizations and traders	1
14	Rights activists	1
15	Government Departments	1
16	Non-governmental Organisations	1
17	Corporate Sector (including Public Sector)	1
18	Group discussion and Presentation by the Trainees	1
	Test	1
	Total No. of Session	55

Module – III (a) Jurisprudence & legal Concept

Sl. No.	Topic	Session
1.	Definition of Jurisprudence, Concept of Justice – Principles of Natural Justice – Administration of Justice	3
2.	Criminal Justice System – Inquisitorial and Adversarial Systems of Criminal justice Administration	2
3.	Mental elements of crime-Mensrea – concept of criminal liabilities	1
Total No. of Sessions		6

Module – III (b) Indian Penal Code

Marks Allotted - 50

Sl No.	Topic	Session
1	Introduction to the Indian Penal Code	2
2	Preamble and sections (Sec 1 to 5)	3
3	General explanations (Sec 6 to 52A)	4
4.	Of punishment (Sec 53 to 75)	3
5.	General exception (Sec 76 -106 IPC)	4
6.	Of Abetment (107 to 120)	3
7.	Criminal conspiracy (Sec 120A to 120B)	2
	Class Test on Sl. No. 01 to 07	2
8.	Of offences against the State (Sec 121 to 130)	2
9.	Of offences against the public tranquility (141 to 160)	2
10.	Offences by or Relating to Public Servant (Sec 166, 166A, 166B,167, 168 to 170, 171)	3
11.	Of contempt of the Lawful Authority of Public Servant (Sec 172 to 190)	3
12.	Of False Evidence and offences against Public Justice (Sec 191 to 193, 195A,196, 201, 202, 211, 212, 216, 217, 218, 221 to 225B, 228A, 229A)	3
13.	Of offences affecting the public health, safety convenience Decency and Morals (Sec 268, 269, 279, 290,292 to 294)	3
14.	Of offences relating to religion (Sec 295 to 298)	1
	Class Test on Sl. No. 08 to 14	1
15.	Offences against the human body (Sec 299 to 377)	13
	Class Test on Sl. No. 15	1
16.	Offences against property (Sec 378 to 420, 425, 426, 435, 436, 441 to 448, 454 to 461)	10
	Class Test on Sl. No. 16	1
17.	Cruelty by husband or relatives of husband (498A+304B)	2
18.	Offences relating to documents and to property marks (Sec 463 to 465, 468, 469, 471 to 474, 477A, 489A to 489E)	2
19.	Of Offences relating to marriage (Sec 494, 497 and 498)	2
20.	Of Defamation (Sec 499, 500 to 502)	2
21.	Criminal intimidation, insult & annoyance (Sec 503, 506, 507, 509, 510)	2
22	Attempts to commit offences (Sec 511)	1
23.	Class Test on Sl. No. 17 to 22	1
24.	Group Discussion and Presentation , lecture by Practicing lawyer / retired judges on overall rational implementation and significance of various provisions of IPC	5
Total No. of Sessions		83

(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)

Sl No.	Topic	Session
1.	Introduction : Object & Importance of procedural of Law – Applicability & Functionaries under Cr. P.C.- Definitions and classification of offences. (Sec 1, 2a, 2c, 2d, 2g, 2h to 2o, 2r, 2s, 2u to 2w, 2wa, 2x)	4
2.	Arrest, Custody and Escort & TI Parade Arrest: Meaning & purpose – Arrest with & without warrant – Arrest how made – After Arrest procedure – Right of Arrested persons with reference to NHRC guidelines & directives of Supreme Court (Sec 41 to 60A)	4
3.	Process for compelling appearance Summons – Warrant – Proclamation & Attachment – Search & Seizure: Procedure & Practice – Search with and without Warrant Provision of Cr.PC (Sec 61 to 83,)	6
	Class Test on Sl. No. 1 to 3	1
4.	Law Relating to Search to Seizure (91 to 93, 97, 98, 100 to 103)	5
5.	Maintenance of public order and tranquility (Sec 129 to 135, 144 to 148)	6
6.	Preventive actions of Police Obligation of Police – People’s obligation to Police – Preventive Arrests by Police – Security for keeping peace & good behaviour (Sec 36 to 40, 149 to 153, 106 to 110, 116, 122)	6
	Class Test on Sl. No. 4 to 6	1
7.	Investigation & Police Procedures Provisions of Cr.PC (Sec 154- 176)	12
8.	Bail & Bonds Provisions as to Bail Basic concept on Bail – Bail in Bailable & Non-bailable offences – Anticipatory Bail – Cancellation of Bail (Sec 436-439, 441(A), 446, 446A)	3
	Class Test on Sl. No. 7 to 8	1
9.	Disposal of Property (Sec 451 to 459)	2
10.	Victim Compensation (357, 357A, 357B, 357C)	2
11.	Criminal trial & role of Police (a) Criminal Courts: Classification, Powers & Jurisdictions (Sec 3, 4, 6 to 35) (b) Cognizance of offences – Role of Public Prosecutor – Deposition of witness – Compounding of offences – Disposal of Property – Plea-bargaining (Sec 190 to 199, 200 to 204, 206 to 209) (c) Outline of Criminal trials: Summon Case & Warrant Case, Summary trial & Court of Session trial (Sec 206 & 260, 225 to 236, 238, 273, 274, 275, 280, 284, 291, 293, 294, 298, 299, 300, 313, 320, 321, 265A to 265L)	12
12.	Class Test on Sl. No. 9 to 11	1
13.	Group Discussion and Presentation , lecture by Practicing lawyer / retired judges on overall rational implementation and significance of various provisions of Cr.P.C.	4
	Total No. of Sessions	70

Module – III (d) Indian Evidence Act
Marks Allotted - 25

Sl No.	Topic	Session
1.	Introduction : Concept & classification of evidence – The best evidence rule – Fact & facts in issue (Sec: 1,2,3)	3
2.	Relevancy of facts (Sec 5 to 11, 14, 15)	4
3.	Admission and confession (17,18, 24 to 30)	4
	Class Test on Sl. No. 1 to 3	1
4.	Statement of persons who cannot be called as witness – Particularly with reference to dying declaration Sec 32(1)	2
5.	Relevancy of opinion evidence (Sec 45 to 47A, 50, 51)	3
6.	Character evidence (Sec 52 to 54, 53A)	1
	Class Test on Sl. No. 4 to 6	1
7.	Facts which need not be proved (Sec 56, 58)	1
8.	Oral & Documentary evidence (Sec 22, 22A, 34,35, 36, 59 to 67A, 73, 73A, 74 to 78, 90, 90A)	4
9.	Burden of Proof : Nature & Principle (Sec- 101 to 110)	3
	Class Test on Sl. No. 7 to 9	1
10.	Presumptions (3,4,105,112,113A, 113B, 114A)	2
11.	Appreciation of evidence, witness & examination (Sec 118, 119, 125, 132, 134, 135 to 138, 141 to 143, 145, 146, 154, 157, 159,160, 165, 167)	5
12.	Class Test on Sl. No. 10 to 11	1
13.	Group Discussion and Presentation, lecture by Practicing lawyer / retired judges on overall rational implementation and significance of various provisions of Evidence Act.	7
	Total No. of Sessions	43

Module – III (e) Special & Local Laws
Marks Allotted - 25

Sl No.	Topic	Session
1.	The Police Act 1861 (Relevant Sections)	5
2.	The NDPS Act 1985 (Relevant Sections)	6
3.	The Arms Act 1989 (Relevant Sections)	4
4.	The Indian Explosive s Act 1884 (Relevant Sections)	1
5.	The Explosive Substance Act 1908 (Relevant Sections)	1
	Class Test on Sl. No. 1 to 5	1
6.	The Prevention of Damage to public property Act (Relevant Sections)	1
7.	The protection of children from sexual offences Act 2012 (Relevant Sections)	1
8.	The Motor Vehicle Act 1988 and the Motor Vehicle Rules (Relevant Sections)	5
9.	The Information Technology Act 2000 (Relevant Sections)	2
10.	The SC & ST (Prevention of atrocities) Act 1989 (Relevant Sections)	2
	Class Test on Sl. No. 6 to 10	1
11.	The Immoral Traffic (Prevention) Act 1956 (Relevant Sections)	3
12.	The Right to Information Act 2005 (Relevant Sections)	2
13.	The Domestic Violence Act 2000 (Relevant Sections)	2
14.	The Child Marriage Restraint Act (Relevant Sections)	1
15.	The Dowry Prohibition Act (Relevant Sections)	1
16.	The Juvenile Justice (Care & Protection of Children) Act (Relevant Sections)	2

17.	Indian Railways Act (Relevant Sections)	1
18.	Representation of People Act (Relevant Sections)	1
	Class Test on Sl. No. 11 to 18	1
	State Acts	
19.	The WB Maintenance of Public Peace & Order Act (Relevant Sections)	1
20.	The WBGPC Act (State Act) (Relevant Sections)	1
21.	The BCLA Act (Relevant Sections)	1
22.	The West Bengal Excise Act (Relevant Sections)	1
23.	The West Bengal Animal Slaughter Control Act 1950 (Relevant Sections)	1
24.	The Calcutta Police Act 1866 (for KP Officers) (Relevant Sections)	3
25.	The Calcutta Suburban Police Act 1866 (for KP Officers) (Relevant Sections)	2
26.	Consumer Protection Act (Relevant Sections)	1
27.	Group Discussion and Presentation , lecture by Practicing lawyer / retired judges on overall rational implementation and significance of various provisions of Minor Acts	4
28.	Class Test on Sl. No. 19 to 26	1
	Total No. of Sessions	60

PAPER – IV: LAW & PROCEDURE (WITHOUT BOOK)
 [Periods are already allotted to Paper III (Law & Procedure (with book))]

Full Marks – 100

Module – IV (a) Indian Penal Code

Marks Allotted - 30

SI No.	Topic
1.	General Explanation (Relevant Sections) General exception (Sec 76 -106 IPC)
2.	Of offences against the public tranquility (141 to 153B, 157 to 160)
3.	Offences against the human body (Sec 299 to 377)
4.	Offences against property (Sec 378 to 420, 425, 426, 435, 436, 441 to 448 + 454 to 461)
5.	Cruelty by husband or relatives of husband (498A & 304B)

Module – IV (b) Criminal Procedure Code

Marks Allotted – 30

(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)

SI No.	Topic
1.	Relevant Definitions Law relating to prevention of crime and Maintenance of public order.
2.	Law relating to arrest of persons Power & procedure of arrest - Right of Arrested persons with reference to NHRC guidelines & directives of Supreme Court (Sec 41 to 60A, 129 & 151 Cr. P.C.)
3.	Law relating to Search & Seizure Search & Seizure: Procedure & Practice – Provision of Cr.PC (Sec 93 to 104, 165 & 166)
4.	Investigation & Police Procedures Provisions of Cr.PC (Sec 154- 176)
5.	Provisions as to Bail Bail in Bailable offence and Non-bailable offence, Anticipatory Bail (Sec 436-439)

Module – IV (c) Indian Evidence Act

Marks Allotted – 20

SI No.	Topic
1.	Relevant Definitions Relevancy and admissibility of evidence (Sec 5 to 11, 14, 15)
2.	Admission and confession (17,18, 24 to 30)
3.	Presumptions (3,4,105,112,113A, 113B, 114A)
4.	Relevancy of opinion evidence (Sec 45 to 47A, 51)
5.	Statement of persons who cannot be called as witness – Particularly with reference to dying declaration Sec 32(1)

Module – IV (d) Special & Local Laws

Marks Allotted – 20

SI No.	Topic
1.	The Police Act 1861 (for WBP Officers) & The Calcutta Police Act 1866 (for KP Officers) (Relevant Sections)
2.	The Motor Vehicle Act 1988 (Relevant Sections)
3.	The NDPS Act 1985 (Relevant Sections) (Relevant Sections)
4.	The Arms Act 1989 (Relevant Sections) (Relevant Sections)
5.	The Immoral Traffic (Prevention) Act 1956 (Relevant Sections)
6.	The Explosive Substance Act

Paper – V: Police Station Management

Full Marks – 150

Periods Allotted -84

(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)

Module – V (a) Functioning of the Police Station and Management Concept

SI No.	Topic	Session
1.	Functioning of Police Station and Management Concept	2
2.	Duties of the officers and force of PS with reference to PRB and PRC	2
3.	Caring of Government Properties including Arms & Ammunition and maintaining Relevant records	2
4.	Malkhana Management – Preservation and Disposal of Properties: Provisions of Cr.P.C, PRB/PRC - Procedure of making entry in property register	2
5.	Co-ordination with other police units and governmental and non governmental agencies	1
6.	Community policing – concept – police public relationships – community policing and crime prevention – community policing : Strategy, Survey and Reengineering	3
7.	Class Test on Sl. No. 1 to 6	1
8.	Group Discussion and Presentation.	2
Total No. of Sessions		15

Module – V (b) Dealing with Complainant/victim, witness and accused

SI No.	Topic	Session
1.	Dealing with Complainant/victim , witness and Protection of Human Rights	2
2.	Dealing with Accused during arrest, interrogation, detention and escort- rights of accused as per directives of Apex Court and NHRC	3
3.	Dealing with women and juvenile	2
4.	Class Test on Sl. No. 1 to 3	1
5.	Group Discussion and Presentation by the Trainee- Role Play.	1
Total No. of Sessions		9

Module – V (c) Prevention of Crime

SI No.	Topic	Session
1.	Prevention of Crime – Methods and Strategies	2
2.	Beat system and urban and rural areas – crime beats, L/O beats and traffic beats: planning, deployment and supervision	2
3.	Surveillance: purpose, objects and techniques with reference to PRB/PRC – surveillance over property offenders, anti social elements and habitual offenders and gangs – surveillance equipment: an introduction	4
4.	Collection of intelligence over property offenders, antisocial elements and others	2
5.	Class Test on Sl. No. 1 to 4	1
6.	Group Discussion and Presentation by the Trainee- Role Play	2
Total No. of Sessions		13

Module – V (d) Maintenance of Law & Order at PS Level

SI No.	Topic	Session
1.	Maintenance of L/O : legal aspects and tactical aspects	2
2.	Controlling of Crowd and mob - Dispersal of unlawful assembly : legal aspects and tactical aspects with reference to PRC/PRC	2
3.	Class Test on Sl. No. 1 to 2	1
4.	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		6

Module – V (e) Maintenance of Records and Registers at PS Level

SI No.	Topic	Session
1.	Importance of maintaining Records and Registers at PS Level	1
2.	Types of records and registers maintained at PS Level	2
3.	Procedure of writing of different records and registers as per PRB/PRC	2
4.	Analysis and use of records in prevention and detection of crime	2
5.	Computerization of crime records	1
6.	Class Test on Sl. No. 1 to 5	1
7.	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		10

Module – V (f) Police Station Management (Practical)**Marks Allotted - 50**

SI No.	Topic	Session
1.	Procedure of writing General Diary (Cognizable, Non-Cognizable and of Missing Persons & other different issues) – Procedure of Drafting FIR	10
2.	Procedure of making entry in different records and registers.	10
3.	Procedure of writing and submitting reports u/s 107, 109, 144 Cr.PC after conducting enquiry – Procedure of writing enquiry report of misc. petitions and different situational reports.	9
4.	Class Test on Sl. No. 1 to 3	1
5.	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		31

Paper – VI- Public Order, Traffic & Securities

Full Marks – 100

Periods Allotted - 89

(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)

Module – VI (a) Maintenance of Law & Order

Sl No.	Topic	Session
1.	Importance of Law & Order & Preservation of Peace. Identification of Law & Order requirement within P.S. limit	3
2.	Analysis of Crowd Behaviour & Response Strategies	2
3.	Use of Force: Relevant provisions of procedural laws & State Police Manual	2
4.	Bandobast for Large Gathering - Bandobast of Bunds, Hartal and rallies	2
5.	Bandobast of Bunds, Hartal and rallies	2
6.	Dealing with Industrial unrest	2
7.	Control of Violent Agitations (Students, Labour etc.)	2
8.	Unlawful assemblies - Violent Agitations leading of Police Firing	2
9.	Dealing with Bombs and Explosives	2
10.	Election Management	2
11.	Caste / Communal Riots & Riot Control	2
12.	Deployment techniques, optimization of resources	4
13.	Class Test on Sl. No. 1 to 11	1
14.	Group Discussion and Presentation by the Trainee- Role Play	2
Total No. of Sessions		30

Module – VI (b) Security & Protective Duties

Sl No.	Topic	Session
VIP Security		
1.	Definition of VIP – Why VIP Security – Threat perception of VIP	2
2	Categorization of VIPs, Yellow Book, Blue Book, Special Scheme Protectees.	1
3	VIP Convoy – Functions of different cars of Convoy. Duties of the in-charge of the Pilot Car & Escort Car.	2
4	Three 'A's in VIP Security – ASL, ACM, ASC.	5
5	Security for VIPs in residence, office and during movements of VIPs. Duties of PSO.	5
6	Class Test on Sl. No. 1 to 5	1
7	Group Discussion and Presentation by the Trainee- Role Play	1
Safe Guarding of Vital Installation and Protective Duties		
1	Need & Importance of security of Establishment. Industrial security and security of Vital installation, Safeguarding of industrial establishment / vital installation (e.g. Airport, Ordnance Factories etc.). Role of intelligence in combating terrorism, Important points on Intelligence and Intelligence Organization.	4
2	Tactical aspect of security and Guard duties, Planning & deployment of security forces in Extremist & Insurgency affected areas, a brief note on camp / PS Security management.	4
3	Class Test on Sl. No. 1 to 2	1
4	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		27

Module – VI (c) Traffic Management

SI No.	Topic	Session
1	Traffic – Classification – object of Traffic education – Rules to be obeyed by pedestrians.	1
2	Road Markings, Traffic Lane, One Way Traffic System	3
3	Common causes of Road accidents & Congestion – Remedies, Pollution (air & noise) created by traffic – Remedies.	3
4	Road safety – Necessities of Road Safety – Methods to provide Road Safety Education.	1
5	Traffic Signs & Signal	2
6	Preliminary steps at the time of automobile accident – Duty of IO in automobile accidents – Investigation of Motor Accident.	2
7	Insurance Policy of Motor vehicles and Compensation to victim of Motor Accidents	2
8	Offences & Punishments under MV Act, MV Rules & CMVR	4
9	Class Test on Sl. No. 1 to 7	1
10	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		20

Module – VI (d) Disaster Management

SI No.	Topic	Session
1	Definition as per D.M. Act, 2005 – Reasons for large number of disasters – impact of disasters – types of disasters	2
2	Flood, Earthquake, Cyclone – duties of Police	2
3	An overview of the Disaster Management system, Role of NGOs in disasters	2
4	Fire Prevention, Fire Fighting, Fire Safety Protection tips, and Duties of Police Officers at a fire	2
5	Disaster due to Traffic Accident – Prompt measures to be taken by Police after Road accident & Railway accident	2
6	Class Test on Sl. No. 1 to 5	1
7	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		12

(Relevant Provisions of PRB / PRC shall have to be imparted in different modules)

Module – VII (a) Investigation of Crime: Procedural Aspects

Sl.	Topic	Sessions
1	General Principles and Procedure of investigation- stages of investigation – Role of Sub Inspectors/ Officer In-charge in investigation of cases.	4
2	Registration of FIR and its importance : Legal formalities to be observed in recording of FIR, an overview of the concept of ZERO FIR , Cancellation of FIR and transfer of cases.	4
3	Scene of crime Management : Inspection & guarding of PO- Sketching – photography- Note taking – searching and identification of evidence- Handling, lifting packing, labeling, sealing, forwarding of exhibits and making query: Principles and procedure- concept of maintaining chain of custody of exhibits and their production in court – Maintenance of evidence & secure help of Experts for collection and Analysis.	8
4	Search & Seizure and recovery of property. Search & Seizure: Legal Principle – Preparation of seizure list / label.	5
5	Examination of Witnesses & recording of Statements. Examination of witnesses, procedure for video recording.: Duties of IO – Recording Dying declaration: Legal formalities to be observed by IO	8
6	Interrogation of accused and suspects: Technique of interrogation & legal formalities to be observed as per Apex Court & NHRC- Judicial and extra judicial confession.	2
7	Medical Examination & Inquest: Sending Accused / Victim for Medical Examination: Procedure - Preparation of inquest report and its common faults – Magisterial and Judicial inquest: Duties of IO- Directives of NHRC: Role of IO.	4
8	Arrest, Custody & Remand: Legal principles to be observed - Preparation of Arrest/Inspection Memo – Forwarding report- Remand prayer, Discloser statement- Use of handcuff : Legal Principles.	4
9	Identification parade (persons & property): Role of IO in holding Test Identification parade of persons and properties and its importance and pre requisites..	3
10	Documentation of Investigation : Writing case diary, submission of Evidence Chart & Memo of evidence- Filing charge sheet and final report: Principles & Procedure- Caring of trial – Disposal of case properties.	3
11	Investigation technique of specific offences: 1) Theft / Burglary (2) Robbery & Dacoity (3) Hurt (4) Hit and run cases (5) CAW (6) Homicide (7) Rioting (8) Arms Case.	8
12	Class Test on Sl No. 1 to 11	3
13	Group Discussion and Presentation by the Trainee- Role Play	3
Total No. of Sessions		59

Module – VII (b) Court Management

Sl	Topic	Session
1	Trial of cases – Importance -stages of trial and court procedures	2
2	Protection & Production of witnesses	2
3	Coordination with PP/APPs	2
4	Review of pending trials, appeals & procedures, etc.	2
5	Class Test on Sl No. 1 to 3	1
6	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		10

Module – VII (c) Scientific Aids to Investigation

Sl	Topic	Session
Forensic Science		
1.	Importance Scope and Possibilities of Forensic Science in Investigating of Cases	3
2.	Forensic Science Laboratories and related Institutions, their role	1
3.	Examination of Scene of Crime and Collection of Physical Evidence: Principles and Possibilities	2
4.	Finger Prints, Pump Prints & Foot Prints	2
5.	Identification through Physical Evidence: Hair, Fibers, Seeds etc.	1
6.	Identification through Biological Evidence: Blood, Bone, Saliva etc.	2
7.	Other Physical Evidence: soil, Dirt, Glass, Paint etc.: Identifications collection and Preservation	2
8.	Collection and Preservation of liquor, Drugs, Fuels and Explosives, Fire Residue, Residue of Explosive	2
9.	Collection and Packing of Fire Arms, Cartridge, Bullets and other materials relating to firing	1
10.	Poison and Poisonous Substances, Identification, Classification and Characteristics	2
11.	Use of Modern Gadgets – Polygraph, Infrared SAM, GCMS, UTN, HPLC, FTIR, HPTLC	2
12.	Handwriting and Forged Documents Examination and Analysis	2
13.	Group Discussion and Presentation by the Trainees & Revision	5
14.	Class Test on Sl. No. 01 to 12	1
Forensic Medicine		
1.	Scope and Importance of Forensic Medicine	1
2.	Medico legal Aspect of Homicide, Suicide, Accident	2
3.	Asphyxial death by Hanging, Throttling, Suffocation, Drowning	4
4.	Cause of death	2
5.	Estimation of death	2
6.	Classification wounds	2
7.	Medico legal aspect sexual offences	2
8.	Medico legal aspect of poisoning cases	2
9.	Medico legal aspect of death/ injury due to fire arms	2
10.	Class Test on Sl. No. 01 to 12	2
11.	Group Discussion and Presentation by the Trainee- Role Play	3
Total No. of Sessions		52

Module – VII (d) Investigation of Crime (Practical)
(Marks Allotted-50)

Sl	Topic	Session
1	Practical exercise on examination of scene of crime – scientific technique in searching traces and clues – Preparation of rough sketch map and index and preparation of seizure list with label - Reconstruction of crime scene and queries to be made to expert.	12
2	Procedure of writing case diary, different reports and challan.	5
3	Visit to Morgue, FSL, FSM	3
4	Class Test on Sl No. 1 to 2	1
5	Group Discussion and Presentation by the Trainee- Role Play	1
Total No. of Sessions		22

Paper-VIII. Appreciation Programme**Full Marks- 100****Periods Allotted-55****Module – VIII (a) Language Appreciation Programme****(Marks Allotted-30)**

SI No.	Topic	Sessions
1	Basic capacity building on reading, writing and speaking skill <ul style="list-style-type: none"> • Hindi for Non Bengalee trainees • Bengali for Bengalee trainees. 	10
2	Class Test	2
Total No. of Sessions		12

Module –VIII (b) Telecommunication Appreciation Programme**(Marks Allotted-20)**

SI No.	Topic	Sessions
1	Basic capacity building on accessing Telecommunication system (Theoretical)	4
2	Basic capacity building on accessing Telecommunication system (Practical)	1
	Class Test	1
Total No. of Sessions		6

Module –VIII (c) Computer Appreciation Programme**(Marks Allotted-50)**

SI No.	Topic	Sessions
1	Introduction to Computers, Office Automation and Communication Equipments & their importance in Police Functioning	4
2	Hardware, Systems & Software: And Introduction - Basic capacity building in computer handling, Storage Device, Office Application, Communications & Networking (Theoretical)	4
3	Software: Operating System & Application Software	4
4	Basic capacity building in computer handling and navigation (Practical hands-on-practice)	15
5	Overview of Police Application Software in West Bengal & Kolkata Police [Special emphasis on CCTNS Project]	4
6	Demo Data feeding in CCTNS Offline software	4
	Class Test Sl. No. – 1 to 6	2
Total No. of Sessions		37