

# Indoor Basic Training Syllabus for Recruit Constables of West Bengal Police

## Block Syllabus

<b>Duration of Training (6 Months)</b>		<b>= 182 days</b>
Less zero week (Preparatory days)	- 06 days	
Less Sundays	- 26 days	
Less 2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays	- 13 days	
Less Holidays (Approx)	- 08 days	
Less L/O duties	- 07 days	
Less Examinations (Indoor & Outdoor including Study Leave)	- 12 days	
Less POP rehearsal	- 10 days	
	82 days	
<b>Total Training Days</b>		<b>= 100 days</b>
Duration of Indoor & Outdoor Periods	- 45 minutes	
Indoor periods per day	- 04 Periods	
<b>Total No. of Indoor Periods</b>	<b>- (100 x 4) = 400</b>	
Outdoor period per day	- 06 Periods	
<b>Total No. of Outdoor Periods</b>	<b>- (100 x 6) = 600</b>	

Daily Schedule :	Indoor	Outdoor
		05.45 -06.30 hrs (Period -1)*
		06.45 -07.30 hrs (Period -2)
		07.35 -08.20 hrs (Period -3)
	10.15 -11.00 hrs (Period -1)	
	11.00-11.45 hrs (Period -2)	
	12.00 -12.45 hrs (Period -3)	
	12.45 -13.30 hrs (Period -4)	
		15.00 -15.45 hrs (Period -4)**
		15.50 -16.35 hrs (Period -5)
		16.40 -17.25 hrs (Period -6)

\* The starting time would be 0530 hrs in peak summers and 0600 hrs in peak winters.

\*\* The starting time would be 1530 hrs in peak summers and 1445 hrs in peak winters.

**ALLOCATION OF INDOOR SUBJECTS & MARKS**

<b>Paper</b>	<b>Subject</b>	<b>Full Marks</b>	<b>Periods to be Allotted</b>
<b>I</b>	<b>Republic of India &amp; Role of Police</b>	<b>100</b>	<b>100</b>
	A) Society & Police		
	B) Constitution of India & Human Rights		
	C) Police Organisation & Administration		
<b>II</b>	<b>Law &amp; Procedure</b>	<b>100</b>	<b>120</b>
	A) IPC		
	B) Cr.P.C		
	C) Minor Acts		
	D) PRB		
<b>III</b>	<b>Police Duties</b>	<b>100</b>	<b>100</b>
	A. General Functioning of Police & Duties of Constable		
	B. Record Maintenance & Report Writing		
<b>IV</b>	<b>Communication Skills</b>	<b>75</b>	<b>80</b>
	A) Computer Skills (P.O. No. 01/2009)		
	B) Telecommunication Appreciation		
	C) Language Skills (Spoken)		
	(i) English		
	(ii) Bengali / Hindi		
	Internal assessment on Indoor (marks to be allotted on the basis of class attendance and conduct).	<b>25</b>	
<b>TOTAL MARKS &amp; PERIODS</b>		<b>400</b>	<b>400</b>

## Academic Training, Examination and Evaluation At A Glance

Sl No.	Paper / Subject	Methodology of Examination	Methodology of evaluation	Allocation of marks
1	<b>Paper – I : Republic of India &amp; Role of Police</b>	Written Examination	To be evaluated by external faculty	100
2	<b>Paper – II : Law &amp; Procedure</b>	Do	Do	100
3	<b>Paper – III : Police Duties</b>	Do	Do	100
4	<b>Paper-IV : Communication Skills</b> A) Computer Skills	Do	Do	30
	B) Wireless Communication	Oral & Practical		30
	C) Language Skills (Spoken) (i) English (ii) Bengali / Hindi	Oral Examination		15
5	<b>Internal assessment</b>	Class Attendance & Conduct	Principal of Trg. Centre	25
<b>Total</b>				400

### Academic Target, review & Periodical Evaluation:

- I. Academic target to be fixed and Monthly Academic review meeting to be conducted under the supervision of Principal of Training Centre.
- II. Periodical class test on Academic subjects to be conducted positively by the indoor faculties.

### Modalities of setting questions in the Examination & qualifying marks:

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

### Medium of Instruction and Examination:

The medium of instruction will be Bengali and/or Hindi. However, English may also be used when required. The question papers will be set in Bengali or Hindi or English and the trainee may answer in Bengali or Hindi or English.

## INDOOR TRAINING CURRICULUM FOR RECRUIT CONSTABLES

### Paper: I - REPUBLIC OF INDIA & ROLE OF POLICE

(Full marks : 100 Periods Allotted – 100)

#### PART A: SOCIETY & POLICE

(Marks – 30, Periods – 30)

Sl. No.	Topics	Periods
1	<b>Policing in a welfare state</b> The Concept of Rule of Law in Democracy - Role of Police in Democratic State - Transformation of attitude of Police from enforcement oriented to service oriented - Building the image and reputation of police - Protection of secular attitude in police administration - Code of Conduct for Police – Police Community Relationship.	7
2	<b>Socio Economic Problems in India with special reference to West Bengal &amp; Role of Police.</b> i) Caste, Racial & Communal Conflicts – Role of Police. ii) Menace of Terrorism - Terrorist and Disruptive Forces operating in West Bengal iii) Problems in Industrial areas and border areas iv) Gender issues including Transgenders, Violence against Woman & Children, Trafficking, – Police response v) Menace of drugs trafficking and drug abuse vi) Offences against weaker sections and role of police	10
3	<b>Criminology and Victimology</b> Human behavior – Criminogenic needs – Juvenile Delinquency - Causes and grounds for Insurgency Victim’s psychological problems and needs – role of police	6
4	Workshop on Anti- Human Trafficking (Not evaluated)	4
	Group presentation	1
	Class Test 1 & 2	2
<b>Total</b>		<b>30</b>

#### PART B: THE CONSTITUTION OF INDIA & HUMAN RIGHTS

(Marks – 20, Periods – 20)

Sl. No.	Topics	Periods
1	Constitution of India – Preamble – Fundamental Rights & Fundamental Duties of Citizens of India – Article 311 on employment in civil service	6
2	Concept of Human Rights - Observance of Human Rights during police duties viz. arrest, search & seizure, guarding & escort of prisoners.	6
3	Dealing with complainant, victim, accused, witness & allegation regarding violation of Human Rights : Do’s & Don’ts	4
4	Right to Information relating to Police Department	2
	Group Discussion	1
	Class Test	1
<b>TOTAL PERIODS</b>		<b>20</b>

**PART C: POLICE ORGANISATION & ADMINISTRATION**

(Marks – 50, Periods – 50)

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	<b>Administrative Structure :</b> Civil Administrative Structure - Local Self Government : Functioning of Municipal & Panchayet System – Indian Judicial System : Supreme Court, High Court, District Court, Sessions Court, Spl. Court & Sub-Divisional Court	7
2	<b>State Police Organisation :</b> Organisational structure of Police – Ranks & Hierarchy of West Bengal Police & Kolkata Police Functioning of Police HQs and units like IB, CID, EB, SCRB, GRP, Coastal Police, Traffic, Telecommunication, Training Branch etc.	7
3	<b>District Police Organisation</b> Functioning of Circle Office, SDPO's office, EF Lines, DIB, DEB, DAP, Reserve Office, DCRB, District Control Room, District Traffic Unit, HG/NVF Office, Police Office etc.	6
4	<b>Organisation of Police in Metropolitan Areas</b> Functioning of different wings of Kolkata Police – Police Commissionerates in other cities of West Bengal	5
5	<b>State Armed Police</b> Organisational structure of SAP Battalions – Additional role of SAP Bns. in maintaining certain central units – Special forces like RAF, STRACO, COMMANDO, CIF, SSF, EFR, IRB, DMG – District Armed Police	5
6	<b>Other Organisations related to Police</b> Functioning of NVF, HG, Civil Defence - RG Party - NGO's in aid of Police – Functioning of Anti Corruption Branch, Correctional Services, Fire & Rescue Service, Excise Dept., Forest Dept.	5
7	<b>Central Police Organisations</b> Functioning of IB, CBI, NIA, NCB, CISF, CRPF, BSF, SSB, ITBP, Assam Rifles, RPF, NSG, SPG, NCRB, BPR&D	6
8	<b>Service matters</b> Appointment & Promotion, , Reward & Punishment, Conduct Rules, Leave Rules and Service Book <i>(To be evaluated)</i> Pay and allowances, LTC and TA Rules, and Performance appraisal <i>(Not evaluated)</i>	6
	Group Discussion	1
	Class Test 1 & 2	2
<b>TOTAL PERIODS</b>		<b>50</b>

**Paper: II – LAW & PROCEDURE****(Full marks: 100, Periods Allotted – 120)****PART A: INDIAN PENAL CODE****(Marks – 40, Periods – 48)**

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	Introduction and Explanation (Sec.-1,2,4, 14,21,23,29,29A,34,52) Punishments (Sec.53)	4
2	General exception [Sec-76-106]	8
3	Unlawful Assembly & Rioting [Sec-141 – 149]	5
4	Offences relating to Public servants, Public justice and Public nuisance (S.166-169, 174A,182,186,188,201,213,221-225B,290,510)	5
5	Custodial offences- [Sec. 330, 331, 348, 376(2),376C,]	3
6	Offences against body [299,300,302,304,304A,306,307,319, 320, 323-326, 328,339-342,353,360-366]	9
7	Offences against property [378-380,383, 390-396,399,402,410,415, 420,425,436,441,442,461,463,468]	8
8	Offence against women [354-354D, 375-376G, 498A, 304B, 509]	4
	Group Discussion	1
	Class Test	1
<b>TOTAL PERIODS</b>		<b>48</b>

\* The purpose teaching of IPC is only to make the trainee aware of the general nature of various offences.

**PART B: CRIMINAL PROCEDURE CODE****(Marks – 30, Periods – 30)**

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	Definition [Sec. 2]	2
2	Law relating to Arrest [Sec. 41-42,45-52,55A-57,60A,151]	4
3	Process- Summons [Sec-61- 66] - Warrants [Sec. 70- 77,80-81] - Proclamation & Attachment [Sec. 82,83]	6
4	Law relating to Search & seizure [Sec. 100, 102, 165, 166]	2
5	Law relating to keeping peace and good behavior [Sec. 107,109,110]	1
6	Dispersal of unlawful assembly [Sec. 129-132]	4
7	Prohibitory Order [Sec.144]	1
8	Registration of Crime & Investigation [Sec. 154 – 157, 160 – 164, 174-176]. Method for Preparation of Seizure List and Arrest Memo.	7
	Group Discussion	2
	Class Test	1
<b>TOTAL PERIODS</b>		<b>30</b>

\*Purpose of imparting lessons on Cr. P.C is to make him aware of the legal power and responsibilities of police.

**PART C: MINOR ACT**

(Marks – 15, Periods – 23)

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	Police Act, 1861 [1-3, 7-10, 12, 13, 17, 22, 23, 25, 29, 34-34B, 44]	4
2	West Bengal Gambling & Prize Competition Act, 1957 [2(i)(a), 2(i)(b), 2(i)(c), 2(i)(h), 3-6, 10]	2
3	Bengal Criminal Law (Industrial Areas) Amendment Act, 1942 [2-4]	1
4	Arms Act, 1959 [2(i)(c), 2(i)(e), 3-6, 25, 27, 28, 35-38, 45(b)(ii)]	4
5	Motor Vehicles Act, 1988 [1-10, 112-115, 119, 122-129, 132, 177-207]	5
6	Narcotic Drugs & Psychotropic Substance Act, 1985 [2(xiv), 2(xxiii), 8, 20, 21, 42-50]	4
7	Prevention of Damage to Public Properties Act, 1984 [Sec.2,3,4]	1
	Group Discussion	1
	Class Test	1
<b>TOTAL PERIODS</b>		<b>23</b>

\*Purpose of imparting lessons on this paper is to make him aware of different penal provisions of some important minor Acts.

**PART D: POLICE REGULATIONS OF BENGAL, 1943**

(Marks – 15, Periods – 19)

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	Organisation [Chap – I] [Reg. No. 1, 2, 6, 9, 12]	1
2	Privileges and General Instructions [Chap – IV] [Reg. No. 87-89, 93-95, 97, 98, 100, 106, 108-118, 121, 133-135, 137, 141-143, 145, 146, 151-157, 163-167, 176]	4
3	The Police Station [Chap – VI] [Reg. No. 201, 205-208, 214-217, 220, 224, 237, 239, 243, 304, 305, 316, 322, 327-332, 341, 342, 355, 356, 360, 361]	5
4	Court Police [Chap – VII] [Reg. No. 421, 424, 471, 490, 491]	2
5	Railway Police [Chap – VIII] [Reg. No. 560, 561, 580, 584]	1
6	Leave, Postings and Transfers [Chap – XV] [Reg. No. 808, 809, 818, 820-822, 830, 832]	1
7	Punishments and Appeals [Chap – XVII] [Reg. No. 857, 875, 876, 887-890]	1
8	Arms, Ammunition and Stores [Chap – XX] [Reg. No. 997]	1
9	Rewards [Chap – XXII] [Reg. No. 1047, 1057]	1
	Group Discussion	1
	Class Test	1
<b>TOTAL PERIODS</b>		<b>19</b>

\*Purpose of imparting lessons on this papers to make him aware of important provisions of Police Regulations Bengal.

**Paper : III – POLICE DUTIES**

**(Full marks - 100 Periods Allotted – 100)**

**PART A: General functioning of Police & Duties of Constable**

(Marks – 70, Periods – 67)

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	<p><b>Duties of Constables at Police Station</b></p> <p>A] Prevention of crime &amp; role of police – Beats &amp; Patrol, Surveillance, Criminal intelligence &amp; Sentry and other duties of constables</p> <p>B] Maintenance of Law &amp; Order – Role of police – Crowd Behaviour, Crowd control &amp; Riot control: Measures adopted by police for controlling crowd / riotous mob and regulating processions, assemblies and crowd control in festival and sports meet, fare etc. - Duties of constables.</p> <p>C] Community Policing – Involvement of community in policing – Role of NCC and Civil Defence volunteers – Proactive role of police in safety of women, children and senior citizens</p> <p>D] Investigation &amp; duties of constables – Duties of constables in c/w guarding of scene of crime, Inquest and escort of dead body – Role of constables in c/w arrest, search &amp; seizure &amp; escort of accused – Duties as witness in investigation.</p>	4  6  4  5
2	<p><b>Traffic Management</b></p> <p>Traffic signs and signals – Causes of traffic congestions – Traffic regulation – Traffic awareness and education</p>	8
3	<p><b>Security &amp; duties of constables</b></p> <p>Security &amp; surveillance – Watch and visits – Electronics surveillance – Guarding of vital areas and vital points – Close proximity duties, Role of Security &amp; Liaison Officer – Responsibility of police in safety and security of VIP – Role during journey, at place of programme &amp; stay of VIP – Anti-Sabotage check, IED and Bomb detection – Precautions in handling suspicious articles.</p>	8
4	<p><b>Disaster Management &amp; duties of constables</b></p> <p>Natural disasters – Major Accidents – Role of police in disaster management – Role of Disaster Management Group</p>	5
5	<p><b>Duties of Armed Police Organisations of the State</b></p> <p>A] Armed Police units of the State - Number of Battalions, their Head Quarters, infrastructure &amp; nature of duties performed.</p> <p>B] Special Armed Forces - RAF, STRACO, COMMANDO, SSF, CIF, EFR, IR Bns. and nature of duties.</p>	3  5
6	<p><b>Functioning of District Armed Police</b></p> <p>A] District Armed Police &amp; its Reserve.[PRB Rule- 682]</p> <p>B] Composition of District Armed Police.[ PRB Rule- 683]</p> <p>C] Daily Drill at Head Quarter. [PRB Rule- 684]</p> <p>D] Emergency Force. [PRB Rule- 685]</p> <p>E] Guards &amp; Escorts – Static Guards – Sentry duties – Messenger and Orderly duties –Escort of Remittance, Arms &amp; Ammunitions, Currency, Prisoners] [PRB Rule- 695, 707, 708, 711, 712]</p> <p>F] Maintenance of Arms</p> <p>G] Guard of Honour [PRB Rule- 727]</p> <p>H] Salutes and compliments [PRB Rule – 728]</p> <p>I] Ceremonial Parade [PRB Rule- 732]</p> <p>J] L&amp;O Deployment, Various Camps, Camp management &amp; role of constables.</p>	12
7	<p><b>Training and Welfare</b> <i>(Not evaluated)</i></p> <p>In-service trainings, specialized training for Intelligence, bomb detection and disposal, handling of dogs, mounted police duties – Stress factors in Work place – Management of stress – Gender issues in work place – Mechanisms of grievance redressal in police – Welfare measures in police department</p>	7
<b>Total Periods</b>		<b>67</b>



**PART B: Record Maintenance & Report Writing**

(Marks – 30, Periods – 33)

<b>Sl. No.</b>	<b>Topics</b>	<b>Periods</b>
1	Records & Registers maintained in Police Station, Beat House, Out Post, Women Cell, Court Police, CI Office, SDPO Office and Traffic Guard etc. – Pocket Book of constables	8
2	Records & Registers maintained in different units of SAP Battalions - Camp diary – Battalion orders	5
3	Records & Registers maintained in different units of District – Police Office, Reserve Office, DCRB, DCR, Major Office, MT Section, Armoury, Clothing Stores, etc. – District Orders, Reward rolls	8
4	Report writing – Personal applications and claims of bills, Incident reports, Intelligence reports, Watch report, Report on service of summons and execution of warrants, Report on proclamation and attachment,	10
	Group Discussion	1
	Class Test	1
<b>Total Periods</b>		<b>33</b>

\* Classes will be conducted on record maintenance and report writing in such a manner that the trainees can work in different units of State police.

## Paper : IV – COMMUNICATION SKILLS

(Full Marks : 75, Periods Allotted : 80)

### PART A: COMPUTER SKILLS : (Marks – 35, Periods – 40)

(Training on this subject to be conducted with the assistance of competent personnel of the computer cell of concerned training unit)

Sl. No.	Topics	Periods
1	Familiarisation with Computer – Various Computer Devices and their handling - Booting of Computer, Concept of Software, Hardware & Operating System - Creating of Folder & File, Searching of File, Deletion & Restoration of File & Folder	09
2	Introduction to Office Documents - MS Office & Open Office – Documents -Word file, PDF file, Photos, Excel, Power Point) – editing, saving, copying and printing of documents	10
3	Opening & Closing of Website, Useful websites and websites relating to police – Public interaction through police website	05
4	Introduction to different Police Application Software (PPMS, CIPA, Accounts & Cash Book Management etc.)	05
5	E-Mail Account Creation, Sending & Receiving E-Mail – Use of West Bengal Police E-Mail System	05
6	General trouble shooting – Protection from virus and malware – Scanning and updating of Anti-virus software	03
	Group Discussion & Revision	02
	Class Test	01
<b>Total Periods</b>		<b>40</b>

### PART B: TELECOMMUNICATION APPRECIATION PROGRAMME :

(Marks – 25, Periods – 17)

(Training on this topic to be conducted with the assistance of Telecom Officers)

Sl. No.	Topics	Periods
1	Preliminaries of RT Communication – VHF, UHF and HF communication, FM radio channel, Frequency channels used in West Bengal and Kolkata Police	03
2	Phonetic Alphabets & Standard Phrases	02
3	Procedure of constructing short messages – Writing message (practical)	02
4	Concept of creating a breach free Radio transmission environment - Relaying of messages	01
6	Static, Mobile and Hand held sets - Manipulation of RT Set	02
7	Correct way of speaking on mike & practice of RT Communication – Security of communication and interception	02
8	Log Keeping - Care & Maintenance of Batteries & Aerial Mast	02
9	Use of sms and social networks in police communications	01
10	Use of Xerox and Fax machines - practice	02
<b>Total Periods</b>		<b>17</b>

### PART C: LANGUAGE SKILLS

(Marks – 15, Periods – 23)

(Training on this subject to be conducted with the assistance of personnel qualified in the concerned language)

Sl. No.	Topics	Periods
1	Spoken English	17
2	Spoken Hindi / Bengali (Not evaluated)	6
<b>Total Periods</b>		<b>23</b>