

POLICE RECRUITS TRAINING CENTRE,
JAHAN KHELAN, HOSHIARPUR

INDOOR & OUTDOOR
TRAINING SYLLABUS OF
BASIC TRAINING COURSE
FOR
CONSTABLES
OF
PUNJAB POLICE
(IT & T)

(DURATION 09 MONTHS)

Curriculum
Induction Training of Recruit Constables of Punjab Police
(Information Technology & Tele Communication)

Duration of the Course	:	Nine months (270 days)
Average Gazetted Holidays	:	50 days
Less zero week	:	06 days
Less Mid Training break	:	06 days
Working days assigned to	:	14 days
Testing and Evaluation		
Passing Out Parade	:	14 days
Total Working Days during the course	:	(270-90) = 180 days
No. of periods per day	:	10 periods (05 Indoor; 05 Outdoor)
Duration of period	:	40 minutes
Total No. of periods	:	180x10=1800 (Periods)

Training Programme at a Glance

Area of Focus (Indoor)	Periods	Marks
Indoor Classes	875	900
Total	875	900
Area of Focus (Outdoor)	Periods	Marks
Outdoor Classes	875	600
Field Visit	50	--
Total	1800	1500

Note: -25 Periods of Indoor and 25 Periods of Outdoor for Field Visit.

Indoor Training Methodology:

- Class Room Lectures
- Field Visits/Practical
- Group Discussion
- Seminar/Multi-media Presentation
- Self Study
- Book Review
- Demonstrations
- Role Play
- Briefing / De-briefing
- Training Films

BLOCK SYLLABUS OF INDOOR TRAINING IT & T

1	Total Number of days.	=	270 days
2	No. of Sunday/Holidays.	=	50 days
3	Less Zeroweeek	=	06 days
4	Less Mid Training Break	=	06 days
5	Working days assigned to Testing and Evaluation	=	14 days
6.	Working days	=	$270 - 76 = 194$
7	No. of Saturdays	=	35
8	Total No. of working days (excluding Saturday)	=	$194 - 35 = 159$ days
9	Total Periods in a day	=	5 Periods
10	No of periods Saturday	=	3 Periods
11	Total Indoor Period (excluding Saturday)	=	$159 \times 5 = 795$
12	Total Indoor Period (Saturday)	=	$35 \times 3 = 105$
13	Indoor Periods	=	$795 + 105 = 900$
14	Periods for field visit	=	25
15	Total Indoor Periods	=	$900 - 25 = 875$

INDOOR CURRICULUM OF 09 MONTH'S

Total No. of Working Periods = 875

Sr. No	Subjects	Total Working Periods	Maximum Marks	Pass Mark	Weightage %
1	Police in Modern India	40	50	20	4
2	Police Organisation & Administration	60	65	26	7
3	Police Act and Police Rule	78	60	24	10
4	Constitution and Human Rights	40	50	20	5
5	Criminal Law IPC Paper -1 CrPC & Evi. Act Paper-2 L & Spl. Law Paper-3	94 65 60	75 75 75	30 30 30	25
6	Tele Communication Procedure (Written)	70	75	30	8
7	Tele Communication Theory (Written)	70	75	30	8
8	Practical Radio Voice & Theory Tele Communication	100	50	20	11
9	Computer, Cyber Crime & CCTN	51	50	20	6
10	Human Behaviour, Criminology, Stress Management	57	50	20	6
11	Forensic Science and Forensic Medicine	40	50	20	4
12	Sensitization Training Module	50			6
	Grand Total	875	800	320	100%

Note- Pass Marks= 40 %

Aggregate Pass Marks = 50%

Period-wise details of topics of Indoor subjects

01. Police in Modern India

(40 periods)

Sr. No.	Topic-wise Details	Periods
1	Police in Modern India & Punjab	3
2.	Role of Police in a democratic welfare state	1
3	Police attitude: focus on service orientation, professionalism and image makeover	2
4	Role of Police in national integration and threats to national integration	3
7	State Political Parties and National Political Parties	2
8	Model Code of Conduct for Police	3
9	Role of Police during Elections	4
10	Role of Police in internal security and challenges to internal security	3
11	Role of Police in handling-sports events, student agitations, religious meeting, farmer agitations, employee agitations, industrial / labour unrest, school examinations	4
12	Role of Police in civil administration and relation with other departments	3
13	Role of Non Governmental Organizations	2
14	Changing Role of Police in the context of present social order- People Friendly and SMART Policing	2
15	Role of Police in Criminal Justice System	2
16	Concept of Community policing/Police Public Partnership	3
17	Major Law & Order problems & crime pattern in Punjab State	3

02. **Police Organization and Administration.**
(periods)

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Sr. No.	Topic-wise Details	Periods
1	State Police Organization : Police Headquarters Level, Zonal/ Range Level, Commissionerate System, District level, Sub-division/Circle level, Police Station level, Police Lines	8
2	Ranks& Badges of Police and Army	4
3	Flags/stars/insignia of vehicles of dignitaries, Police, Civil, Military	2
4	Central Police Organization& Institutions : IB, CBI, BPR& D, CRPF, BSF, RPF, CISF, ITBP, NPA, NICFS, NCB, NCRB, NIA, SSB, RAF, RAW, Assam Rifles, NDRF & NDMA	4
5	Organization of State Armed Police: Indian Reserve Battalions Commando Battalions Armed Battalions	4
6	Other State units: Home Department Prosecution agency, SCRB, Finger Prints Bureau, Intelligence, Vigilance Bureau IT&T Railways Police, Traffic Police & Highway Traffic Police, CFSL, Crime Wing Home Guards and Civil Defence, Special Police Officer, State Police Academy& Training Centres, Fire Services PPHC	30
7	Administrative set-up of the State Govt.	4
8	District and Sub-divisional administrative set-up,	4

	Relation of Police with other departments	
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Police Acts and Rules

(78 Periods)

Part: 1) Police Act

Sr. No.	Topic-wise Details	Section/Rules	Periods
1.	Punjab Police Act, 2007	4,7,22,40,41,42,46,47,48,58,60,64,65,68	10
2.	The Police Force (Restriction of Rights) Act, 1966.		04
3.	The Police (Incitement to Disaffection) Act, 1992.		04

Part:2) Punjab Police Rules

1.	Chapter No.6. Arms & Ammunition	10, 22	02
2.	Chapter No.8. Leave	2,5,9,10,17	02
3.	Chapter No.12. Appointments and Enrollment	21,22,27,28,39,41	03
4.	Chapter No.13. Promotions	1,8	02
5.	Chapter No.14. Discipline and Conduct	2,4,5,7,8,10,30,32,56	02
6.	Chapter No.15. Rewards	3,5,12	01
7.	Chapter No.16. Punishments	1,2,3,5,17,21,24,29,30,34,35	02
8.	Chapter No.18. Guards and Escorts	1,5,7,21,30,34,38	03
9.	Chapter No.19. Training & Examination	1,5,6	01
10.	Chapter No.22. Police Station	1,3,4,5,6,7,8,13,15,16,17,18,45 to 51,77,79	06
11.	Chapter No.23-Prevention of Offences	1,3,8,9,10,11,16,17,18	04
12.	Chapter No.24-Information to the Police	1, 3, 5, 12	02
13.	Chapter No.25-Investigation	1,10,14,17,19,21,22,23,31,34,35,38,39	04
14.	Chapter No.26-Arrest, Escape and Custody	8,18-A,19,21,22,23,24,25,26,31	03
15.	Chapter No.28-Railway Police and Other Special Rules	1,5,7,9,10,22	03

Sr. No	Topic-Wise Detail	Periods
1	Pay & Allowances	01
2	Promotions	02
3	Leaves & Procedures	02
4	Medical facilities & reimbursement	01
5	T.A/L.T.C Etc	02
6	Discipline & Conduct Rules	04
7	Punishment and Appeal Rules	04
8	Retirement Benefits/GPF, NPS & GIS	02
9	Medals / Disc	01
10	Welfare measures / redressal of grievances etc.	01

04.
Periods)

Constitution and Human Rights:

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Sr. No.	Topic-wise Details	Periods
1	Salient features of Indian Constitution with focus on Fundamental Rights.	5
2	Concept of Rule of Law.	4
3	Concept of Human Rights and its importance	3
4	Role of Police in Protection of Human Rights	4
5	Common complaints against police regarding Human Rights(case study) and remedial measures	5
6	Human Rights under the Constitution of India	3
7	National /State Human Right Commission, National Commission for Minorities, National Commission for SCs/STs, National/State Commission for Women, National Commission for Protection of Child Rights	5
8	Role of Non- Government organization and civil society groups working in area of Human Right	3
9	Important Court Judgments on Human Rights, treatment of victims etc.	8

INDIAN PENAL CODE (IPC)**PERIODS=94**

Sr. No.	Topic
1	Chapter No. - 1 : Introduction of Indian Penal Code (IPC).
2	Chapter No. - 2 : General Explanations (Sec. 21, 34, 52, 52(A))
3	Chapter No. - 4 : General Explanations (Sec. 82, 83, 84, 85, 94, 95)
4	Chapter No. - 5 : Of Abetment - (Sec. 107, 109)
5	Chapter No. - 5(A) : Criminal Conspiracy - (Sec. 120, 120-A, 120-B)
6	Chapter No. - 8 : Of Offences Against the Public Tranquility - (Sec. 141 144,148, 149,159,160
7	Chapter No. 10 : Of Contempt's Of the Lawful Authority of Public Servants, 182, 186, 187)
8	Chapter No. 11 : Of False Evidence and Offences Against Public Justice - (Sec. 221, 223, 224
9	Chapter No. 14 : Of Offences Affecting the Public Health, Safety, Convenience, Decency and Morals - (Sec. 279, 292, 294)
10	Chapter No. 16 : Of Offences Affecting the Human Body - (Sec. 299, 300, 301, 302, 304, 304-A, 304-B, 307, 309)
11	Chapter No. 16 : Of Hurt - (Sec., 323 to 326, 326-A,B, 332, 333,
12	Chapter No. 16 : Of Criminal Force and Assault - (Sec. 353, 354, 354-A,B,C,D)
13	Chapter No. 16 : Of Kidnapping, Abduction, Slavery and Forced Labour - (Sec. 359 to 366)
14	Chapter No. 16 : Sexual Offences - (Sec. 375,376 (A-D) and 377)
15	Chapter No. 17 : Of Offences Against Property - (Sec. 378, 379, 379-B 380,
16	Chapter No. 17 : Of Robbery and Dacoit - (Sec. 390 to 396, ,)
17	Chapter No. 17 : Of Criminal Breach of Trust - (Sec. 406, 409,420
18	Chapter No. 17 : Of Mischief/Cheating - (Sec, 436)
19	Chapter No. 17 : Of Criminal Trespass - (Sec. 447, , 452, 454, 457, 460)
20	Chapter No. 18 : Of Currency-Notes and Bank-Notes (Sec. 489-A, 489-B)
21	Chapter No. 20 : Of Relating Marriage (Sec. 494, 497, 498)
22	Chapter No. 20(A) : Of Cruelty by Husband or Relatives of Husbands (Sec.498-A)
23	Chapter No. 22 : Of Criminal, Intimidation, Insult and Annoyance - (Sec. 506,)
24	Chapter No. 23 : Of Attempts to Commit Offences (Sec. 511)

CRIMINAL PROCEDURE OF CODE**PERIODS=65**

Sr. No.	Topic
1	Introduction to Criminal Procedure of Code (CrPC)
2	Chapter No. - 1 : Preliminary (Sec. 2-A to 2-D, F H, J, L to P, R, S, V, W, X)
3	Chapter No. - 2 : Constitution of Criminal Courts and Offices - (Sec. 6, 11, 20)
4	Chapter No. - 4 : Power of Superior Officer of Police - (Sec. 36)
5	Chapter No. - 4 : B..... Aid to the Magistrates and the Police - (Sec. 37)
6	Chapter No. - 5 : Arrest of Persons - (Sec. 41(A, B, C,D) 42, 43, 44, 46, 47, , 53, 53-A)
7	Chapter No. - 6 : Processes to Compel Appearance. Summons - (Sec. 61, 62, 64, 65, 66,)
8	Chapter No. - 6 : Processes to Compel Appearance .Warrant of Arrest - (Sec. 71,72,74)
9	Chapter No. - 6 : Processes to Compel Appearance. Proclamation and Attachment - (Sec. 82, 83)
10	Chapter No. 7 : Processes to Compel the Production of Things. Search Warrants (Sec. 94, 97, 98)
11	Chapter No. 7 : Processes to Compel the Production of Things. General Provisions Relating to Searches - (Sec. 100, 101)
12	Chapter No. 10 : Power to issue order in urgent cases of nuisance or apprehended danger - (Sec. 144)
13	Chapter No. 11 : Preventive Action of the Police - (Sec. 149 to 152)
14	Chapter No. 12 : Information of the Police and their Powers to Investigate - (Sec. 154 ,155,160,161,165,166,167, 174, 176)
15	Chapter No. 23 : Part(B)- Commissions for the examination of witness - (Sec. 296, 297,299,306)
16	Chapter No. 33 : Provisions as to bail and bounds - (Sec. 436, 437, 438, 439, 457)

EVIDENCE ACT.

Sr. No.	Topic
1	Chapter No. 1 : Preliminary (Sec. 3, 4)
2	Chapter No. 2 : Judgments of Courts of Justice, When Relevant - (Sec. 45, 46)
3	Chapter No. 7 : Of the Burden of Proof-(Sec. 113-A, 113-B, 114-A, 114-B)

LOCAL AND SPECIAL LAWS**PERIODS=60**

Sr. No.	Topic
1	Protection of Civil Rights Act. 1955 - (Sec. 2, 3 to 7, 10,15)
2	Right to Information Act. 2005,2007 Sec (3,6,7,8,9,16,17,24)
3	SC & ST (POA) Act. 1989 (Sec. 3 and 4)
4	Juvenile Justice Act. 2000 (Sec 2,4,6,11,13,21,25,26,27)
5	Protection of Children From Sexual Offences Act.(POCSO Act.)2012 Sec. 2-9 (vide order no. 13767-72 Trg.-1, Dated Chd. 30-9-2015)
6	Cigarettes And Other Tobacco Product Act. 2003 ((COTPA) Sec. 2, 4-6,12,13,20-22,,24 Vide order no. 11928-29 Trg.-2, Dated Chd., 20-8-2015 in Conjunction with Food Safety & Standards Act. of India-2006(FSSAI)
7	NDPS Act. 1985 - (Sec. 2, 15 to 27)
8	Human Rights Act. 1993 (Sec. 2,3,4,12,17,18,21,30)
9	Right to Service Act. 2011, Sec. 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 15
10	Indian Passport Act Sec 3,4,12,13,14
11	IT Act 2000 and IT Amendment Act 2008 Sec 65,66,67

Subject: - Tele-communication Procedure (Written)**PERIODS=70**

Sr. No.	Contents
1.	Phonetic Alphabets, Figures
2.	Definitions
3.	Standard Phrases.
4.	Signal Strength
5.	R.S.V.P.
6.	Priorities.
7.	Security Classification
8.	Measures for the safe of Communication Security
9.	Duties of the wireless operators
10.	Types of Calls
11.	Types of Message ,Comparision between procedure and formal message
12.	Counting of groups
13.	Transmission of Long Message
14.	Modes of Communication
15.	Maintenance of Batteries
16.	Hydrometer
17.	Establishing Communication between two Installed Radio Station and Clearance of Message
18.	Maintenance of VHF Log Books, In Register, Out Register, Peon Book
19.	Fault Finding

Subject: - Tele-communication Theory (Written)**PERIODS=70**

Sl. No.	Contents	
1.	Communication System	Basic communication system Types of communication (HF, VHF, UHF)
2.	Electrical and Electronics Equipments	Transformer, Microphone, Speaker, Relay, SPST Switch, SPDT Switch, DPDT Switch
3.	Number System	Binary Number System Addition, Subtraction & Multiplication of Binary Numbers.
4.	Basic Logic Gates	Definitions, Symbols & Truth Tables of OR, AND & NOT Gates
5.	Analog / Digital Signals	Definitions Distinction between Analog & Digital Signal. Applications & advantages of Digital Signals.
6.	Frequency & Wave Propagation	Definitions Frequency spectrum chart. Relationship between frequency, wave length & speed. Types of Wave Propagations.
7.	Antenna System, Calculation of Antenna length	Features VHF Antenna HF Antenna Dish / Parabolic Antenna Calculation of Antenna length for particular frequency
8.	Satellite Communication	Natural & Artificial Satellites GEO Stationary Satellites.
9.	Power Supplies	Half wave rectifier, Full wave rectifier, Bridge rectifier, regulator supply
10.	Batteries	Primary / Secondary Batteries, Charging of Batteries
11.	GPS System	Knowledge of GPS System

Subject: - Radio Voice Practical (RVP)**PERIODS=60**

Sr. No.	Contents
1.	To install & establish communication between two stations
2	Reading of Messages
3	Sending of Messages

Subject: - Tele-communication Practical**PERIODS=40**

Sr. No.	Contents
1.	Operation and Installation of Radio Equipments (HF & VHF).
2.	Operation of Duplex & Repeater Communication
3.	Antennas Installations VHF Dismantling
4.	Battery Charging NICD & Secondary Batteries
5.	Mains Battery Charger / Heavy Duty Battery Charger
6.	CCTV Function
7	Measurement of RF output Power
8.	Measurement of AF output Power
9	Measurement of SWR

COMPUTER

PART – I (Theory)

PERIODS=51

Sr. No.	Topics
1	What is Computer and Main Parts of Accessories and its Characteristics.
2	What is Hardware & Software and their types.
3	Diagram of CPU and Explain his parts detail.
4	Function and Components of Computer System, Input & Output Devices etc.
5	Operating System (OS) and its Functions.
6	What is Virus and its type, How can save the Computer from Virus.
7	What is Cyber Crime and types of Cyber Crime.
<u>PART – II Practical</u>	
1	Introduction to window - Operating system (OS), Desktop, Mouse Operations, Running an application, Managing window, Starting up and Shutting down the Computer.
2	Window accessories - Calculator, Paint, Word Pad (Basic typing and editing tool) etc.
3	Handling File and Folders, Recycle Bin and My Computer etc.
4	What is MS-Office, Introduction to MS-Word - Creating/Opening a Document, Basic formatting tool, Saving & Closing Documents to hands on practice and Printing.
5	Introduction to MS-Excel - What is Spreadsheet, Starting & Working in MS-Excel, Entering text and Numeric data, Editing Cells, Erasing the Cells, Saving & Closing File, Opening Existing file and Printing.
6	Introduction to MS-Power Point - Starting, Creating and Presentation, Adding & Editing, Power Point View Option, Saving and Closing.
7	What is CCTNS and why it is necessary in police department.
8	What is Internet - Uses, Requirements and Connecting to Internet, Create the I. D and Sending/Receiving E-mails.

Human Behaviour, Criminology and Stress Management (57Periods)

Sr. No.	Topic-wise Details	Periods
1.	Human Behavior	03
2.	Stress Management	02
3.	Social Problems.	08
4.	Gender Issues	04
5.	Juvenile Delinquency	05
6.	Police and Media	03
7.	Motivation	04
8.	Capacity Building	02
9.	Welfare	02
10.	Team Work in Police Functioning	03
11.	Ethics in Police	03
12.	Time Management	01
13.	Introduction to Criminology	02
14.	Causes of Crime: Psychological, Economical, Political and Social	06
15.	Types of Crime	02
16.	Reformatory Measures	02
17.	Violence & Police	02
18.	Introduction to Penology with reference to Punishment, Reformatories, Probation, Parole, Correction institutions	03

Forensic Science & Forensic Medicine Periods)

(40

Part:1 Forensic Science

Sr. No.	Topic-wise Details	Periods
1	Scientific Aids for Investigation: An introduction	2
2	Need for using the latest Scientific Aids	1
3	Preservation of Finger Prints at the scene of occurrence	1
4	Preservation of Foot Prints at the scene of occurrence	1
5	Preservation of Blood Stains at the scene of occurrence	1
6	Preservation of live explosives or remnants of explosives at an explosive on site	1
7	Preservation of articles such as pieces of cloth, glass, hair, paint, wood, empty cartridge, weapons etc.	1
8	Preservation of various kind of marks such as tyre marks, staid marks, tool marks etc.	1
9	Preservation of papers, documents, files etc. found at the crime scene.	1
10	Preservation of communication / networking equipment, computers and peripherals, printers, Fax machine etc at the site	2
11	Need of forensic experts to gather evidences and seek their preliminary opinion	2
12	Collection of clues and investigation with the help of items / marks etc found at the scene of crime	3
Total number of Sessions:		17

Part:2 Finger Prints & Foot Print

Sr. No.	Topic-wise Details	Periods
1	Finger Print Bureau and its role : An Introduction	1
2	Discussion on important of the Finger Print & Foot Prints with reference to their Evidentiary Value.	2
3	Description of various types of Finger& Foot Prints	1
4	Methods of developing Finger Prints & Foot Prints	4
5	Methods of taking precautions while developing Finger & Foot Prints	1
6	Methods of taking finger & Foot Prints	2
Total number of Sessions:		11

Part:3 Practical

Sr. No.	Topic	Periods
1	Practical Periods	20

Sensitization Training Modules
Periods)

(50

Sr. No.	Topic-wise Details	Periods
1.	Gender sensitization	50
2.	Caste & communal sensitization	
3.	Health & Hygiene, AIDS	
4.	Service orientation in public dealing	
5.	Community policing	
6.	Personality Development & public speaking	
7.	Visit to Prison	
8.	Visit to Court	
9.	Visit to District Police Office	
10.	Visit to Police Lines	
11.	Visit to Police Station	
12.	Visit to District Police Control Room	
13.	Visit to DC / SDM office	
14.	Visit to a vital installation / airport	
15.	Visit to District Fire Brigade office	

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8	Practical Radio Voice & Theory Tele Communication	100	50	20	11
9	Computer, Cyber Crime & CCTN	51	50	20	6
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