

POLICE RECRUITS TRAINING CENTRE,
JAHAN KHELAN, HOSHIARPUR

INDOOR TRAINING SYLLABUS
OF
SPECIAL PROTECTION UNIT
OF
PUNJAB POLICE

(DURATION - 09 MONTHS)
(From 16-01-2017 to 15-10-2017)

BLOCK SYLLABUS FOR INDOOR & OUTDOOR TRAINING

1	Total Number of days	=	273 days
2	No. of Sunday/Holidays.	=	65 days
3.	Test and Evaluation	=	15 days
4	Total No. of working days.	=	193 days
5	No. of Saturdays	=	35
6.	Total Working Days	=	$193-35=158$
7	Total Periods in a day (excluding Saturday)	=	$158 \times 10 = 1580$
8	Total Periods Saturday	=	$35 \times 5 = 175$ Periods
9	Total Periods	=	$1580 + 175 = 1755$
10	Total Indoor Periods	=	509
11	Total Outdoor Periods	=	1246
12	Total Periods (Indoor & Outdoor)	=	1755

Note: - Every Saturday for Group Discussions, Practical Exercises, Demonstrations, Role Play & Simulation Exercises, BPET Test, Case Study, field visit, training film.

The ratio Weightage of Indoor and outdoor is 30:70.

Methodology to be used:

- 1- Lecture delivery: Lectures will be delivered in the classroom.
- 2- Demonstrations: The various training events will be shown to the trainees practically in the campus.
- 3- Group Discussion: Topics will be discussed within the trainees forming Groups in the campus.
- 4- Training Film: Various videos relating to the training will be shown to the trainees in campus at Multi-media hall/open air theatre every Saturday.
- 5- Role Play: The trainees will act as the various important characters of Police employees.
- 6- Field Visit: The trainees will be taken to various offices and places to show the actual related activities.

BLOCK SYLLABUS FOR INDOOR TRAINING

1	Total Number of days.	=	273 days
2	No. of Sunday/Holidays.	=	65 days
3.	Test and Evaluation	=	15 days
4.	Working days	=	$273-65-15=193$
5	Total No. of working days (excluding Saturday)	=	$193-35=158$ days
6	No. of Saturdays	=	35
7	Total Periods in a day	=	3 Periods
8	No of periods on Saturdays	=	1 Periods
9.	Total Indoor Period (excluding Saturday)	=	$158 \times 3 = 474$
10	Total Indoor Period (Saturday)	=	$35 \times 1 = 35$
11.	Total Indoor Periods	=	$474+35=509$

INDOOR TRAINING CURRICULUM

Total No. of Periods = 509

Sr. No	Subjects	Total Working Periods	Weightage %
1.	Punjab Police Rules (PPR)	55	10
2.	Police Practical Work	55	10
3.	Security Management	116	22
4.	Indian Penal Code	70	12
5.	Cr. P.C/Evidence Act	60	11
6.	Local & Special Laws	70	12
7.	FS/FM,	25	5
8.	Computer/CCTN Radio Telephony	30 10	8
9.	Indian Constitution & Police organization, Social Science	51	10
	TOTAL	509	100

Final Indoor Examination Details

Sr. No	Subjects	Max. Marks	Pass Marks
1.	Punjab Police Rules (PPR)	35	14
2.	Police Practical Work (PPW-I)	35	14
3.	Security Management	50	20
4.	Indian Penal Code	35	14
5.	Cr. P.C/Evidence Act	35	14
6.	Local & Special Laws	35	14
7.	FS/FM	20	10
8.	Computer & RT	25	10
9.	Indian Constitution & Police organization, Social Science	30	12
	TOTAL	300	

Note: Pass Marks in each subject: 40%

Pass Marks in aggregate: 50%

PUNJAB POLICE RULES**PERIODS=55**

Sr. No.	Topic	
1	Introduction and Explanation.	
2	Chapter No.1- Departmental Organization - (Rule - 1, 2, 3, 5, 8, 10 & 13)	
3	Chapter No.3- Building - (Rule - 20, 21,32)	
4	Chapter No.4- Clothing - (Rule - 4)	
5	Chapter No.5- Equipment - (Rule - 16,17,& 19)	
6	Chapter No.6- Arms and Ammunition - (Rule - 10, 22)	
7	Chapter No. 8- Leave - (Rule - 2, 5, 8, 9,17)	
8	Chapter No. 9- Pension- (Rule - 31)	
9	Chapter No. 12- Appointments And Enrolments - (Rule - 21, 22, 28, 39, 41)	
10	Chapter No. 13- Promotion - (Rule - 1)	
11	Chapter No. 14- Discipline And Conduct - (Rule - 2, 4, 8, 10, 54,56)	
12	Chapter No, 15- Reward - (Rule - 3, 7,9)	
13	Chapter No. 16- Punishments - (Rule - 1, 3,5,17, 24, 29, 30, 34, 35)	
14	Chapter No. 18- Guard and Escorts - (Rule - 1, 5, 30, 38)	
15	Chapter No. 22- Police Station - (Rule - 1,3 to 8, 13, 15, 16, 45 to 51, 77, 79)	
16	Chapter No. 23- Prevention of Crime - (Rule - 1, 8, 9,10,11,16 to 18)	
17	Chapter No. 24- Information of Police - (Rule 3,12,16)	
18	Chapter No. 25- Investigation (Rule -1,10,14,17,19,21,22,23,31,34,35, 38,39)	
19	Chapter No. 26- Arrest Escape and Custody - (Rule - 8,18A,19,21, 22, 23,25, 26,31)	
20	Chapter No. 28- Railway Police and Other Special Rules - (Rule - 7, 22)	

SERVICE MATTER

1	Pay & Allowances, Promotions
2	Leaves & Procedures
3	Medical facilities & reimbursement/T.A/L.T.C Etc.
4	Discipline & Conduct Rules
5	Punishment and Appeal Rules
6	Retirement Benefits/GPF, NPS & GIS
7	Standing order & instruction regarding welfare of Police Employees

POLICE PRACTICAL WORK (PPW)**PERIODS=55****(PPW-I)**

Sr. No.	Topic	
1	Introduction.	
2	Power and duties of constables with special reference to Police Act. No. 10 and Police Rules-2007.	
3	General knowledge of required by a Police Officer and sources of information and duties of detective foot constable (DFC)	
4	Cause of Crime.	
5	Types of Criminals.	
6	Prevention of Crime, Beat & Patrol Duty, Surveillance, Checking of Bad Characters & Attendance of Jail Parade.	
7	Protection and treatment with Women, Children and Students.	
8	Arrest	
9	General Lecture of Recording FIR and Practical what is importance of FIR who can write the FIR.	
10	Maintenance of Law and order, Control of meeting, Processions Crowds.	
11	Duties at Fair, Festival and Village - Bazar, Religious Processions, Khed Mela, Cultural Programme.	
12	The procedure for obtaining bail for investigating officer or filling up of the personal bond filled up. What is the responsibility of the investigating officer of this regard.	

Security Management

PERIODS=116

Chapter No. 1

Security, Its Kinds, Objects & Importance, Introduction of VIP

Definitions: - VIP, PSO, Intelligence.

Importance of Intelligence, Its collection,

Selection of Personal Staff.

Procedure & Instruments used for Security Administration.

Blue Book (concept, importance and procedure)

Intelligence agencies in India and Punjab

Chapter No. 2

Types of security arrangements used for personal security on following places-

I. At Residence

II. Rest House/ Circuit House

III. Office

IV. Route security: - i) By Road ii) By Train iii) By Air (Marking of Helipad) iv) By Foot v)

When two VIP's are moving together vi) Halting Point

V. Security during public meeting

VI. Security when VIP is in public gathering

VII. Security during Hospital visit.

VIII. Advance Security Liaison (ASL)

Chapter No. 3

I. Access Control

II. Anti Sabotage Checking

III. I.E.D.- Explosive, Mines, Fuses, Detonator & Methods to Defuse. (B.D.D.S)

IV) Knowledge about Intoxicants & Narcotic Drugs.

Chapter No. 4

Detailed study :-

I) Beat Patrolling

II) Point Duty

III) Cordon

IV) Observation

V) Surveillance

Chapter No. 5

I) Role of SPU Personals during threat to PP.

II) Types of Threat

III) Identification drills

IV) Body language & Turn outs

V) Shadow Wing

VI) Meaning of Frisking

VII) Do & Don'ts related to PSO

Chapter No. 6

I) Insurgency

II) Subversion

III) Contingency Planning

IV) High Jacking

V) Anti High Jacking

VI) Introduction of NBC

VII) Fire fighting: Types of Fire and fire extinguishers

IX) Security of Documents, classification of Documents, Security of Info and OPs

X) Various Terrorist Outfits in India and Punjab; their organization, history and modus-oprendi.

INDIAN PENAL CODE (IPC)

PERIODS=70

Sr. No.	Topic	
1	Chapter No. - 1 : Introduction of Indian Penal Code (IPC).	
2	Chapter No. - 2 : General Explanations (Sec. 21 to 25, 28, 33, 34, 39, 44 to 46, 52, 52(A))	
3	Chapter No. - 4 : General Explanations -Private Defense (Sec. 96 to 106)	
4	Chapter No. - 5 : Of Abetment - (Sec. 107, 108,109 114)	
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 to 149, 152, 153-A, 153-B, 154, 156, 157, 159, 160)	
7	Chapter No. 9 : Of Offences by or Relating to Public Servants - (Sec. 166, 166-A,B,167, 168, 170)	
8	Chapter No. 9(A) : Of Offences Relating to Elections - (Sec. 171-A to 171-F)	
9	Chapter No. 10 : Of Contempt's Of the Lawful Authority of Public Servants - (Sec. 172, 173, 175, 176, 182, 186, 189)	
10	Chapter No. 14 : Of Offences Affecting the Public Health, Safety, Convenience, Decency and Morals - (Sec. 279, 292, 294)	
11	Chapter No. 15 : Of Offences Relating to Religion - (Sec. 295, 295-A to 297)	
12	Chapter No. 16 : Of Offences Affecting the Human Body - (Sec. 299, 300, 301, 302, 304, 304-A, 304-B, 307, 309)	
13	Chapter No. 16 : Of the Causing of Miscarriage of Injuries to Unborn Children of the Exposure of Infants and of the Concealment of Births - (Sec. 312, 313)	
14	Chapter No. 16 : Of Hurt - (Sec. 319, 320, 321, 322, 323 to 326, 326-A, 332, 334, 336, 337, 339, 340, 341, 342)	
15	Chapter No. 16 : Of Criminal Force and Assault - (Sec. 349 to 351, 353, 354, 354-A,B,C,D)	
16	Chapter No. 16 : Of Kidnapping, Abduction, Slavery and Forced Labour - (Sec. 359 to 366)	
17	Chapter No. 16 : Sexual Offences - (Sec. 375,376,376 (A-E) and 377)	
18	Chapter No. 17 : Of Offences Against Property - (Sec. 378, 379, 379-A,B 380, 382, 383, 384)	
19	Chapter No. 17 : Of Robbery and Dacoit - (Sec. 390 to 396, 399, 400, 403, 405)	
20	Chapter No. 17 : Of Criminal Breach of Trust - (Sec. 406, 409, 410, 411, 413, 415, 417, 420, 424)	
21	Chapter No. 17 : Of Mischief/Cheating - (Sec. 425, 426, 429, 431, 435, 436)	
22	Chapter No. 17 : Of Criminal Trespass - (Sec. 441 to 447, 448, 452, 454, 457, 458, 460)	
23	Chapter No. 18 : Of Offences Relating to Documents and to Property Marks (Sec.	

	463, 465, 467, 468, 471)	
24	Chapter No. 20 : Of Relating Marriage (Sec. 494, 497, 498)	
25	Chapter No. 20(A) : Of Cruelty by Husband or Relatives of Husbands (Sec.498-A)	
26	Chapter No. 22 : Of Criminal, Intimidation, Insult and Annoyance - (Sec. 503, 504, 506, 509, 510)	
28	Chapter No. 23 : Of Attempts to Commit Offences (Sec. 511)	

CRIMINAL PROCEDURE OF CODE

PERIODS=60

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, 48, 49, 50, 50-A, 51, 52, 53, 53-A)	
7	Chapter No. - 6: Processes to Compel Appearance. Summons - (Sec. 61, 62, 64, 65, 66, 67, 69)	
8	Chapter No. - 6 : Processes to Compel Appearance .Warrant of Arrest - (Sec. 70 to 77, 79, 80)	
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 : Maintenance of public order and tranquility A..... Unlawful Assemblies - (Sec. 129, 130, 131)	
13	Chapter No. 10 : Power to issue order in urgent cases of nuisance or apprehended danger - (Sec. 144)	
14	Chapter No. 11 : Preventive Action of the Police - (Sec. 149 to 152)	
15	Chapter No. 12 : Information of the Police and their Powers to Investigate - (Sec. 154 to 164, 164-A, 167, 174, 176)	
16	Chapter No. 23 : Part(B)- Commissions for the examination of witness - (Sec. 296, 297)	
17	Chapter No. 33 : Provisions as to bail and bounds - (Sec. 436, 437, 438, 439, 457)	

INDIAN EVIDENCE ACT.

Sr. No.	Topic	
1	Chapter No. 1 : Preliminary (Sec. 3, 4)	

2	Chapter No. 2 : Of the Relevancy of Facts(Admissions) - (Sec. 17, 24 to 27, 32-A)	
3	Chapter No. 2 : Judgments of Courts of Justice, When Relevant - (Sec. 45, 47)	
4	Chapter No. 5 : Of Documentary Evidence - (Sec. 62, 63)	
5	Chapter No. 5 : Public Documents - (Sec. 74, 75)	
6	Chapter No. 7 : Of the Burden of Proof-(Sec. 113-A, 113-B, 114-A, 114-B)	
7	Chapter No. 10 : Of the Examination of Witnesses - (Sec. 137, 145, 155, 157, 159)	

LOCAL AND SPECIAL LAWS

PERIODS=70

Sr. No.	Topic	
1	Punjab Police Act. No. 10, Years - 2007/08 - (Sec. 4, 7, 22, 40, 41, 42, 46, 47, 48, 58, 60, 64, 65, 68)	
2	Protection of Civil Rights Act. 1955 - (Sec. 2, 3 to 7, 10,15)	
3	Right to Information Act. 2005,2007 Sec (3,6,7,8,9,16,17,24)	
4	SC & ST (POA) Act. 1989 (Sec. 3 and 4)	
5	Human Rights Act. 1993 (Sec. 2, 3,4,12,17,18,21,30)	
7	Prevention of Corruption Act. 1988 - (Sec. 7 to 15, 17)	
8	Juvenile Justice Act. 2000 (Sec 2,4,6,11,13,21,25,26,27)	
9	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)	
10	Public Gambling Act. 1867 - (Sec. 1, 4, 5, 12, 13, 13-A)	
11	Excise Act. 1914 - (Sec. 47, 50, 60, 61, 68, 69)	
12	Motor Vehicle Act. 1988 - (Sec. 2, 3, 4, 30, 66, 112, 177 to 187, 202, 203, 206, 207)	
13	NDPS Act. 1985 - (Sec. 2, 15 to 27)	
14	The Explosive Substances Act. 1908 - (Sec. 3 to 7)	
15	Indian Arms Act. 1959 - (Sec. 2, 3, 19, 20, 25, 27, 28, 29)	

FORENSIC SCIENCE/FORENSIC MEDICINE

FORENSIC SCIENCE

PERIODS=25

Sr. No.	Topic	
1	Discussion of Dr. Locard's Principal and How the Scientific Aid can be used in the investigation and detection of crime.	
2	Brief history of Finger Prints, Science of identification and description of the finger prints.	
3	Definition of terms used in the finger prints Science utility of finger prints/foot prints.	
4	Method of taking finger prints.	
5	Introduction for recording of track marks and scars of identification.	
6	Special points to be noted in preparing finger prints slips.	
7	General lecture on : 1) Arms and Ammunition 2) Blood stain, Semen stain, Dust, Fiber, Track and Moulds etc.	
8	Principal's regarding packing of exhibits, Protection, Preservation, Handling, Packing, and Labeling of Various Exhibits.	

FORENSIC MEDICINE

Sr. No.	Topic	
1	Introduction, Scope and Importance of Forensic Medicine.	
2	Death and kinds of death. How to differentiate between AM to death or PM to death.	
3	Wounds and injury, types of injuries and their medico legal Aspect	
4	Difference lectures AM(Ante Mortem Wounds/Injuries) and PM (Post Mortem Wounds Injuries)	
5	General Principles/Guidelines to determine the cause of death	
6	Death: To establish time since death	
7	Violent Asphyxia death : 1) Hanging 2) Strangulation 3) Forceful burning and suicidal burning and few tips to differentiate.	
8	Sexual offences/Infanticide	
9	Blood grouping and their importance.	
10	Postmortem examination how to escort a Dead body to the mortuary.	
11	Knowledge about intoxicants, narcotic drugs its color, smell and other features	

COMPUTER

PART – I (Theory)

PERIODS=30

Sr.No.	Topics	
1	Computer and Main Parts of Accessories and its Characteristics.	
2	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	Virus and its type, How can save the Computer from Virus.	
7	Cyber Crime and types of Cyber Crime.	

PART – II Practical

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 CIPA Software and its Theory and Practical Induction	
8	What is CCTNS and why it is necessary in police department.	
9	What is Internet - Uses, Requirements and Connecting to Internet, Create the I. D and Sending/Receiving E-mails.	

RADIO TELEPHONY

PERIODS=10

Sr. No.	Topic	
1	Phonetic Alphabets.	
2	Numeral and Punctuation Signs.	
3	Definitions and Phrases.	
4	Signal Strength.	
5	How to speak on VHF set.	
6	Types of Calls.	
7	How to establish communication.	
8	Priorities.	
9	Secrecy.	
10	Duties of control operator.	
11	Brief description of Sets (Static & Walkie Talkie) and accessories.	
12	Maintenance of batteries	
13	Practical work on VHF Set- messages reading/sending.	

Indian Constitution

Part-1

PERIODS=51

Sr. No.	Topic	
1	Salient features of the Indian Constitution	
2	Fundamental Rights (Article 14, 15, 16, 19, 20, 21)	
3	Fundamental Right (Article 32) Writs, types of writs	

ORGANIZATION

Part-II

Sr. No.	Topic	
1	Badges of All Ranks of Police and Army and their comparison	
2	Flag of Cars: President, P.M., Governor, C.M., Ministers, DGP's, ADG's, IGP's, DIG's and SSP's.	
3	Full Name of President, P.M., Governor, C.M., Ministers, DGP's, ADG's, IGP's, DIG's and SSP's.	
4	Organization of the Civil Police at following levels: Police Headquarters Zonal/ Range office Commissionerates District Police Office Sub Divisional Circle Police Station Police Lines	
5	Organization of the Centre Government, Central Police Org.	
6	Organization of the State Government, District, Sub Divisional Setup.	
7	Working of Police along with CAPF (Central Armed Police Forces)	
8	Organization of the Armed Police, Battalion, Company, Platoon and Section.	
9	Organization of the Railway Police and the Traffic Police, Crime Wing, Special Branches and Village Police.	
10	Civil defense/Home guard units and Co-ordination with them.	
11	Role and Function of the Civil Police.	

c) Social Science

Part - III

Sr. No.	Topic	
1	Understanding Human Behaviour, Individual, Group and Crowd.	
2	Police behavior towards the public : 1- Principal of Police conduct. 2- Selected short bases bringing out the police man's attitude towards : Disputes, Bad Characters, Witnesses, Men in custody, Traffic Offenders, Complaint at police station, Youth Labour, Women, Children and infirm & destitute. The behavior of a Police officer forwards a criminal. And behavior with a civilized person.	
3	Crime against women.	
4	Police behaviour and attitudinal.	
5	Crime against weaker sections.	
6	Police image and role of media. How to improve the image of Police in society.	
7	Stress management.	
8	Sanitation and Hygiene.	
9	Community Policing:- Introduction, need of community policing, objectives, state level structure of community policing project (SAANJH) CPRC, PSOC.s, CPSC's & Community Disputes. Role of society in solving community disputes.	