

**Training Manual of In-Service Course
for
Deputy Superintendent to Superintendent of Central Prison
(One-Month)
2022**



**Bureau of Police Research and Development
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Message

Capacity Building of the prison staff is one of the key components of Prison Reforms. This equips the Prison Officers and Staff with the essential knowledge, skills and attitude to diligently discharge their duties in varied and complex areas related to Prisons and Correctional Administration. The MHA has mandated the BPR&D to prepare Training Manuals which can be circulated to all States and UTs for training purposes.

Services of 11 Individual Consultants with subject matter expertise were hired in 2021 to prepare the 50 Prison Training Manuals for various categories of Staff in Prisons. Numerous rounds of stakeholder consultations were held to finalize the drafts. The Manuals have adopted the contemporary principles of training and learning for indoor and outdoor classes, field visits and practical sessions and these have been prepared in compliance with the national and international best practices, the laws of the land, and the technological advancements in Prisons & Correctional Administration. The drafts were also uploaded on the BPR&D website for inviting suggestions/feedback from the stakeholders and citizens.

I extend my special appreciation to the 11 Individual Consultants, the Special Consultant (Master Trainer, DoPT) and the members of the Monitoring Committee who were instrumental in the preparation of these 50 Prison Training Manuals.

I am sanguine that these Manuals will bring about standardization of the training procedures and contents to a large extent and also facilitate capacity building of the Officers and Staff of the Prisons and Correctional Administration in the country.

(Balaji Srivastava)

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Emergence of the Course

The BPR&D has prepared 50 Prison Training Manuals for various ranks of Staff and Officers in Prison Administration under the categories viz., 05 Basic Courses, 08 In-Service Courses, 30 Specialized Courses, 02 Vertical Interaction Courses and 05 Handbooks for improving the quality and standardizing training of all Prison Officers and Staff across the country and to augment professional competency and capacity building of Prison Officers and Staff.

These Prison Training Manuals are objective oriented, learner centric and are outcome of several brainstorming sessions, consultative meetings (Online and Offline) and workshops for conceptualizing the drafts. Comments of the Monitoring Committee, Reports of Training Needs Analysis (TNA) for Prisons & Correctional Administration, National Training Policy (2012) have also been taken into account. In addition, various national and international practices, MHA Advisories, Landmark Judgements of the Apex Court and the High Courts, Statutory Acts/Rules have also been referred to in course of preparation of these training manuals. The design perspective of the Department of Personnel & Training, Government of India, has been adopted.

Introduction

The role of supervisory level officers in the prisons is custodial as well as reformative. Training of Prison Officers and Staff is the key to bring about meaningful reforms in Prisons and Correctional Administration. This requires great personal talent and professional skill.

This one-month In-Service Course for Deputy Superintendents to Superintendents of Central Prison is an advanced level in-service course for higher level cadre officers in the prisons service. The Deputy Superintendents are the second level gazetted officers who will either serve as the Head of District Prisons or Second-In-Command in Central Prisons. This course has nine learning units.

The objective of this in-service course is to update the knowledge and sharpen the necessary skills related to the work mandate of the Superintendents and Deputy Superintendents of Central prisons.

(FOR TRAINERS AND PARTICIPANTS)



COURSE GUIDE

IN-SERVICE COURSE

FOR

DEPUTY SUPERINTENDENT TO SUPERINTENDENT OF

CENTRAL PRISON

(ONE-MONTH)

INTRODUCTION

Central Prison is the largest unit in the prison systems in our country. In some of the States, central prisons are named as Central Prisons and Correctional Homes, whereas in some other States they are known as Central Correctional Homes or Circle Jails. The Superintendent of Central Prisons and Deputy Superintendent of Central Prisons are the two key officials in the operation the largest correctional unit, i.e., Central Prison. The effective operation of central prisons largely depends on the skills, calibre, exposure and updated knowledge of the Superintendents and Deputy Superintendents. This One Month Course for Deputy Superintendents to Superintendents of Central Prison is intended to provide comprehensive updating on relevant subjects in corrections.

AIM OF THE COURSE

To impart knowledge and skills in ‘Corrections’ to the Deputy Superintendents to Superintendents of Central Prison.

DESIGNED FOR

Deputy Superintendents to Superintendents of Central Prisons.

FACILITATORS

In-House and Guest Faculty. The Guest Faculty can include serving / retired Senior Prison Officers, Legal Experts, Management and Technology Experts, Medical, Psychiatric and Psychology Experts.

STYLE OF THE COURSE

This course encompasses a series of practical learning activities. The Course is delivered through multiple media, styles, and activities with a ‘self-directed learning approach’ simulated by the use of field-based situations and sharing of best practices in prison management. Therefore, participants are expected to take responsibility, both for their own learning and in helping the development of other participants. Participants will be encouraged to share their learning experience with others, and to give and receive support and feedback.

OBJECTIVES - At the end of the training, the participants will be able to -

Unit – 1:

Training Objective

Explain the recent trends in ‘Corrections’ in India as well as in other countries of the world.

Enabling Objectives

1. Describe present status of prisons and correctional administration in India.
2. Explain Modern Correctional Programmes: Indian and International Experiments
3. Explain Best Practices in Correctional Administration: National and International Perspectives
4. Explain the key principles of managing Prison Industries
5. Describe Staff Development Programmes and Professional Standards and Ethics in Corrections
6. List out the alternatives to imprisonment: Probation, Suspended Sentences, Drug Treatment Programmes; Community Service Orders, etc.
7. Describe the Mechanisms for Prison Monitoring and Inspection: Official and Non-Official Visitors
8. Explain the Emerging Issues and Challenges in Corrections

Unit – 2:

Training Objective

Explain the major theoretical approaches to crime and criminal behaviour in the contemporary times.

Enabling Objectives

1. Describe contemporary developments in ‘Criminology’ and ‘Correction’
2. Explain the concept of ‘Gendering the Criminal’: Gender and Criminal Behaviours
3. Describe the way to measure crime and criminal victimization

4. Explain the Criminological Foundations of Community Corrections and Restorative Justice System
5. Explain the Concepts of Criminology, Politics and Criminal Justice Policy
6. Describe the Importance and Functioning of Community Sentences and Restorative Justice System.

Unit – 3:

Training Objective

Explain the recent developments in correctional psychology.

Enabling Objectives

1. Explain the Advancements in Correctional Psychology
2. Describe the Role of Higher Officers Management of Mental Health Issues in Prisons
3. Describe the Mission of a Mental Health Unit in Corrections
4. Describe the Framework for Preventing Suicides in Prisons
5. Explain the Legal and Ethical Issues Related to the Mental Health Treatment of Prisoners
6. Explain How to Deal with Inmates Having Substance and Drug Addictions
7. List Out the Psychological Intervention Tools and Therapies for Correction and Reformation

Unit – 4:

Training Objective

Explain recent amendments in the legal framework and judgments related to prisons and correctional administration in India.

Enabling Objectives

1. Take an Overview of Statutory Framework on Prisons and Correctional Administration
2. Describe Major Prison Statues and An Overview of Updates
3. Describe Penal Code and Criminal Procedure Code and Have an Overview of Recent Amendments
4. Describe Special Acts Relevant to Prison Administrators
5. Have an Overview Model Prison Manual – 2016

Unit – 5

Training Objective

Explain major topics related to human rights in general and rights of prisoners in particular and familiarize the officers of prison and correctional administration about the human rights-based approach to prison management.

Enabling Objective

1. Explain the Human Rights Approach to Prison Management and List Out the Key Principles
2. List out the Key International Instruments on Prisons and Human Rights:
3. Explain Prisoners' Rights in India and the Key Statutes and Prison Manual Provisions
4. List Out and Describe the Landmark Judgments on Prison Related Issues
5. Explain the NHRC Guidelines and Government Advisories on Prison Related Matters

Unit – 6

Training Objective

Explain procedures and practices relevant to general office administration in prisons.

Enabling Objectives

1. Describe Office Administration and Management
2. Describe Office Procedures and Practices for Prison Administrators
3. Describe Service Rules for Prison Officers

4. Describe Financial Administration & Financial Rules
5. Explain Drafting of Communications & Record Management
6. Explain the Right to Information Act, 2005

Unit – 7

Training Objective

Provide the essential conceptual understating and impart basic coordination skills to prison superintendents.

Enabling Objectives

1. Describe Efficient Coordination
2. Explain Coordination Principles and Structures and Coordination Functions
3. Describe Coordination Skills
4. List Out Coordination Skills and Explain Activity Based Learning
5. Explain about Need for Coordinating Custodial, Correctional, Medical and Ministerial Wings in Prison: The Art of Balancing Powers and Responsibilities
6. Explain Coordinating and Collaborating with Other Departments and Agencies and List Out Key Lessons

Unit – 8

Training Objective

Provide the necessary knowledge and skills which are essential to lead prison organizations.

Enabling Objectives

1. Explain the Context of Effective Leadership in Prisons
2. Explain How to Build Your Influence as a Leader
3. Describe Effective Leadership Communication Strategies
4. Explain Leading with Emotional Intelligence
5. Describe How to Motivate Employees
6. Describe Leadership in Times of Critical Incidents
7. Explain How to Deal with Conflicts, Corruption and Other Problems as a Leader
8. Explain How to Build Trust and Commitment & Launch a Successful Team

Unit – 9

Training Objective

Provide necessary opportunities to the prison higher officers to meet and interact with top most officials working in the executive, police, judiciary, human rights protection and prison and correctional services.

Enabling Objectives

1. Interactive Session with High Court Judge and Sessions & District Judges
2. Interactive Session with State Human Rights Commission Chairperson/Member
3. Interactive Session with Chief Secretary & Principal Home Secretary
4. Interactive Session with Director General of Police (Law & Order)
5. Interactive Session with Director General of Police (Vigilance and Anticorruption)
6. Interactive Session with Head of Probation and Aftercare Services
7. Interactive Session with Director General of Prisons and Correctional Services

ASSESSMENT

The priority during the Course is to assist participants to develop their knowledge and skills. Assessment is, therefore, concerned with informal feedback and advice to individual participants.

WEEK/DAY-WISE TIMETABLE

Week – 1

DAY/TIME	CONTENT	OBJECTIVES
DAY-1		
1000-1115	Registration Inauguration of the Course Ice Breaking Session & Ground Rules Course Objectives and Expectations of Participants	
1130-1245	Present Status of Prisons and Correctional Administration in Our Country	1.1
1400 -1500	Modern Correctional Programmes: Indian and International Experiments	1.2
1515 - 1615	Best Practices in Correctional Administration: National and International Perspectives	1.3
DAY-2		
1000-1115	Managing Prison Industries	1.4
1130-1245	Staff Development Programmes and Professional Standards and Ethics in Corrections	1.5
1400 -1500	Alternatives to Imprisonment: Probation, Suspended Sentences, Drug Treatment Programmes; Community Service Orders etc.	1.6
1515 - 1615	Mechanisms for Prison Monitoring and Inspection: Official and Non-Official Visitors	1.7
DAY-3		
1000-1115	Emerging Issues and Challenges in Corrections	1.8
1130-1245	Contemporary Developments in Criminology and Correction	2.1
1400 -1500	Gendering the Criminal: Gender and Criminal Behaviours	2.2
1515 - 1615	Gendering the Criminal (Cont.....)	2.2
DAY- 4		
1000-1115	Measuring Crime and Criminal Victimization	2.3
1130-1245	Criminological Foundations of Community Corrections and Restorative Justice System	2.4
1400 -1500	Criminology, Politics and Criminal Justice Policy	2.5
1515 -1615	Describe the importance and functioning of	2.6

	Community Sentences and Restorative Justice System	
DAY- 5		
1000-1115	Advancements in Correctional Psychology: An Update	3.1
1130-1245	Management of Mental Health Issues in Prisons: Role of Higher Officers	3.2
1400 -1500	The Mission of a Mental Health Unit in Corrections	3.3
1515 - 1615	A Framework for Preventing Suicides in Prisons	3.4
DAY- 6		
1000-1115	Legal and Ethical Issues Related to the Mental Health Treatment of Prisoners	3.5
1130-1245	Dealing with Inmates having Substance and Drug Addictions	3.6
1400 -1500	Psychological Intervention Tools and Therapies for Correction and Reformation	3.7
1515 - 1615	Psychological Intervention (Cont....)	3.7

WEEK – 2

DAY/TIME	CONTENT	OBJECTIVES
DAY-1		
1000-1115	Law and Corrections: An Overview of Statutory Framework on Prisons and Correctional Administration	4.1
1130-1245	Law and Corrections (Cont.....)	4.1
1400 -1500	Law and Corrections (Cont.....)	4.1
1515 - 1615	Law and Corrections (Cont.....)	4.1
DAY-2		
1000-1115	Prison Statues: An Overview of Updates	4.2
1130-1245	Prison Statues: An Overview of Updates (Cont.....)	4.2
1400 -1500	Prison Statues: An Overview of Updates (Cont.....)	4.2
1515 - 1615	Prison Statues: An Overview of Updates (Cont.....)	4.2

DAY-3		
1000-1115	Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments	4.3
1130-1245	Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	4.3
1400 -1500	Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	4.3
1515 - 1615	Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	4.3
DAY- 4		
1000-1115	Special Acts Relevant to Prison Administrators	4.4
1130-1245	Special Acts (Cont.....)	4.4
1400 -1500	Special Acts (Cont.....)	4.4
1515 - 1615	Special Acts (Cont.....)	4.4
DAY- 5		
1000-1115	Model Prison Manual – 2016: Relevant Chapters	4.5
1130-1245	Model Prison Manual – 2016 (Cont.....)	4.5
1400 -1500	Model Prison Manual – 2016 (Cont.....)	4.5
1515 - 1615	Model Prison Manual – 2016 (Cont.....)	4.5
DAY- 6		
1000-1115	Model Prison Manual – 2016 (Cont.....)	4.5
1130-1245	Model Prison Manual – 2016 (Cont.....)	4.5
1400 -1500	Model Prison Manual – 2016 (Cont.....)	4.5
1515 - 1615	Model Prison Manual – 2016 (Cont.....)	4.5

WEEK – 3

DAY/TIME	CONTENT	OBJECTIVES
DAY-1		
1000-1115	A Human Rights Approach to Prison Management:	5.1

	An Overview of Key Principles	
1130-1245	A Human Rights Approach to Prison Management: An Overview of Key Principles	5.1
1400 -1500	Prisons and Human Rights: Key International Instruments	5.2
1515 - 1615	Prisons and Human Rights: Key International Instruments	5.2
DAY-2		
1000-1115	Prisoners' Rights in India: Key Statutes and Prison Manual Provisions	5.3
1130-1245	Prisoners' Rights in India: Key Statutes and Prison Manual Provisions	5.3
1400 -1500	NHRC Guidelines and Government Advisories on Prison Related Matters: A Review	5.4
1515 - 1615	NHRC Guidelines and Government Advisories on Prison Related Matters: A Review	5.4
DAY-3		
1000-1115	Office Administration and Management: An Introduction	6.1
1130-1245	Office Procedures and Practices for Prison Administrators	6.2
1400 -1500	Service Rules for Prison Officers	6.3
1515 - 1615	Service Rules for Prison Officers	6.3
DAY- 4		
1000-1115	Financial Administration & Financial Rules	6.4
1130-1245	Financial Administration & Financial Rules	6.4
1400 -1500	Drafting of Communications & Record Management	6.5
1515 - 1615	Right to Information Act, 2005	6.6
DAY- 5		
1000-1115	Efficient Coordination: An Introduction	7.1
1130-1245	Coordination Principles and Structures and Coordination Functions	7.2
1400 -1500	Introduction to Coordination Skills	7.3

1515 - 1615	Coordination Skills: Activity Based Learning	7.4
DAY- 6		
1000-1115	Medical and Ministerial Wings in Prison: The Art of Balancing Powers and Responsibilities	7.5
1130-1245	Medical and Ministerial Wings in Prison: The Art of Balancing Powers and Responsibilities	7.5
1400 -1500	Coordinating and Collaborating with Other Departments and Agencies: Key Lessons	7.6
1515 - 1615	Coordinating and Collaborating with Other Departments and Agencies: Key Lessons	7.6

Week – 4

DAY/TIME	CONTENT	OBJECTIVES
DAY-1		
1000-1115	Effective Leadership in Prisons: The Context	8.1
1130-1245	Building Your Influence as a Leader	8.2
1400 -1500	Effective Leadership Communication Strategies	8.3
1515 - 1615	Leading with Emotional Intelligence	8.4
DAY-2		
1000-1115	Motivating Employees	8.5
1130-1245	Leadership in Times of Critical Incidents	8.6
1400 -1500	Dealing with Conflicts, Corruption and Other Problems as a Leader	8.7
1515 - 1615	Building Trust and Commitment & Launching a Successful Team	8.8
DAY-3		
1000-1115	Interactive Session with High Court Judge and Sessions & District Judges	9.1
1130-1245	-do-	9.1
1400 -1500	Interactive Session with State Human Rights Commission Chairperson/Member	9.2

1515 - 1615	-do-	9.2
DAY- 4		
1000-1115	Interactive Session with Chief Secretary & Principal Home Secretary	9.3
1130-1245	-do-	9.3
1400 -1500	Interactive Session with Director General of Police (Law & Order)	9.4
1515 - 1615	Interactive Session with Director General of Police (Vigilance and Anticorruption)	9.5
DAY- 5		
1000-1115	Interactive Session with Head of Probation and Aftercare Services	9.6
1130-1245	Interactive Session with Director General of Prisons and Correctional Services	9.7
1400 -1500	Feedback, Evaluation	
1515 - 1615	Valediction and Certificate distribution	

The course co-ordinator should compile the feedback of the participant and submit to the head of the Training Institute

End of Course

Note:

Session - I	1000 -1115
Session - II	1130-1245
Session - III	1400 -1500
Session - IV	1515-1615
P.T.	0600 -0645
Parade	0700 -0745
Library	0915-0945
Yoga/Meditation/Sports	1645-1800
Tea	1115-1130
	1500 -1515
Breakfast	0800 - 0845
Lunch	1245-1400
Dinner	1930 – 2100

Indoor	6 hr 15 mins (including Sessions and Library)
Outdoor	2 hr 30 mins (including Yoga and Sports)
Breakfast	45 mins
Tea Break/ Break	45 mins
Lunch	1 hr
Dinner	1 hr 30 mins



TRAINER GUIDE

**IN-SERVICE COURSE
FOR
DEPUTY SUPERINTENDENT TO SUPERINTENDENT OF
CENTRAL PRISON
(ONE-MONTH)**

INTRODUCTION

The ‘Trainer Guide’ is a comprehensive overview of the content and process of the Course. It is designed in a structured format that presents the assembled information and the planned activities with learning outcomes. Trainer Guide serves as a “Map” for sequential implementation of various content segments.

The Trainer Guide also:

- Helps continuous recall
- Provides scope for storing illustrations, faculty questions, anticipated participants questions and appropriate responses
- Contains details of points for briefing & debriefing of case study, exercises, Films, etc.
- Serves as reminder to administer exercises; and
- Guides on the use of media

Pre-Course Preparation

1. Get an idea on number and list of participants from the course coordinator
2. Resource kit, Name plates, Name badges of participants
3. Photocopies of handout, exercises for participants should be kept separately and distributed before the session.
4. Brief introduction about Resource Persons / Guest Speakers
5. Permissions for field visit to prison

For Trainer

- a. Trainer Guide
- b. Glossary of Terms
- c. References

For Participants

- Course Guide
- Handouts, Checklists, Exercises

WEEK/DAY-WISE TIMETABLE

Week – 1

Time	Content	Remarks
DAY – 1		
1000 -1015	Registration	Registration form-1 and Distribute Course Guide to participants
1015-1045	Inauguration	
1045– 1115	Session -I: Ice–Breaking Session and Course Objectives Detailed Introduction Name, Designation, Years of Service, Place of Posting	Ice-Breaking Activity Name Tags and Name Plates of Participants. They should get to know each other.
1115-1130	Tea Break	
1130-1245	Session- II: Present Status of Prisons and Correctional Administration in Our Country	
1245-1400	Lunch	
1400 -1500	Session-III: Modern Correctional Programmes: Indian and International Experiments	
1500 –1515	Tea Break	
1515-1615	Session- IV: Best Practices in Correctional Administration: National and International Perspectives	Video show
DAY – 2		
1000 – 1115	Session- I: Managing Prison Industries	Arrange for a Visit to nearby Central Prison.
1115-1130	Tea Break	
1130-1245	Session- II: Staff Development Programmes and Professional Standards and Ethics in	

	Corrections	
1245-1400	Lunch	
1400 -1500	Session- III: Alternatives to Imprisonment: Probation, Suspended Sentences, Drug Treatment Programmes; Community Service Orders etc.	
1500 –1515	Tea Break	
1515-1615	Session- IV: Mechanisms for Prison Monitoring and Inspection: Official and Non-Official Visitors	
DAY – 3		
1000 – 1115	Session- I: Emerging Issues and Challenges in Corrections	
1115-1130	Tea Break	
1130-1245	Session- II: Contemporary Developments in Criminology and Corrections	
1245-1400	Lunch	
1400 -1500	Session- III: Gendering the Criminal: Gender and Criminal Behaviours	
1500 –1515	Tea Break	
1515-1615	Session- IV: Gendering the Criminal (Cont.....)	
DAY – 4		
1000 – 1115	Session- I: Measuring Crime and Criminal Victimization	Group Discussion
1115-1130	Tea Break	
1130-1245	Session- II: Criminological Foundations of Community Corrections and Restorative Justice System	Summarizing the points

1245-1400	Lunch	
1400 -1500	Session- III: Criminology, Politics and Criminal Justice Policy	
1500 –1515	Tea Break	
1515-1615	Session- IV: Panel discussion: Importance and functioning of Community Sentences and Restorative Justice System	Panel discussion
DAY – 5		
1000 – 1115	Session- I: Advancements in Correctional Psychology: An Update	Video show
1115-1130	Tea Break	
1130-1245	Session- II: Management of Mental Health Issues in Prisons: Role of Higher Officers	
1245-1400	Lunch	
1400 -1500	Session- III: The Mission of a Mental Health Unit in Corrections	
1500 –1515	Tea Break	
1515-1615	Session- IV: A Framework for Preventing Suicides in Prisons	
DAY – 6		
1000 – 1115	Session- I: Legal and Ethical Issues Related to the Mental Health Treatment of Prisoners	
1115-1130	Tea Break	
1130-1245	Session- II: Dealing with Inmates having Substance and Drug Addictions	
1245-1400	Lunch	

1400 -1500	Session- III: Psychological Intervention Tools and Therapies for Correction and Reformation Psychological Intervention (Cont....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Psychological Intervention Tools and Therapies for Correction and Reformation Psychological Intervention (Cont....)	

WEEK– 2

Time	Content	Remarks
DAY – 1		
1000– 1115	Session -I: Law and Corrections: An Overview of Statutory Framework on Prisons and Correctional Administration	
1115-1130	Tea Break	
1130-1245	Session- II: Law and Corrections (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III: Law and Corrections (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Law and Corrections (Cont.....)	
DAY – 2		
1000– 1115	Session -I: Prison Statues: An Overview of Updates	
1115-1130	Tea Break	
1130-1245	Session- II: Prison Statues: An Overview of Updates (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III:	

	Prison Statues: An Overview of Updates (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Prison Statues: An Overview of Updates (Cont.....)	
DAY – 3		
1000– 1115	Session -I: Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments	
1115-1130	Tea Break	
1130-1245	Session- II: Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III: Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Penal Codes and Criminal Procedure Code: An Overview of Recent Amendments (Cont.....)	
DAY – 4		
1000– 1115	Session -I: Special Acts Relevant to Prison Administrators	
1115-1130	Tea Break	
1130-1245	Session- II: Special Acts (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III: Special Acts (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Special Acts (Cont.....)	
DAY – 5		

1000– 1115	Session -I: Model Prison Manual – 2016: Relevant Chapters	
1115-1130	Tea Break	
1130-1245	Session- II: Model Prison Manual – 2016 (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III: Model Prison Manual – 2016 (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Model Prison Manual – 2016 (Cont.....)	
DAY – 6		
1000– 1115	Session -I: Model Prison Manual – 2016: Relevant Chapters	
1115-1130	Tea Break	
1130-1245	Session- II: Model Prison Manual – 2016 (Cont.....)	
1245-1400	Lunch	
1400 -1500	Session-III: Model Prison Manual – 2016 (Cont.....)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Model Prison Manual – 2016 (Cont.....)	

Week – 3

Time	Content	Remarks
DAY – 1		
1000– 1115	Session -I: A Human Rights Approach to Prison Management: An Overview of Key Principles	
1115-1130	Tea Break	
1130-1245	Session- II: A Human Rights Approach to Prison Management: An Overview of Key Principles	

1245-1400	Lunch	
1400 -1500	Session-III: Prisons and Human Rights: Key International Instruments	
1500 –1515	Tea Break	
1515-1615	Session- IV: Prisons and Human Rights: Key International Instruments	
DAY – 2		
1000– 1115	Session -I: Prisoners’ Rights in India: Key Statutes and Prison Manual Provisions	
1115-1130	Tea Break	
1130-1245	Session- II: Prisoners’ Rights in India: Key Statutes and Prison Manual Provisions	
1245-1400	Lunch	
1400 -1500	Session-III: NHRC Guidelines and Government Advisories on Prison Related Matters: A Review	
1500 –1515	Tea Break	
1515-1615	Session- IV: NHRC Guidelines and Government Advisories on Prison Related Matters: A Review	
DAY – 3		
1000– 1115	Session -I: Office Administration and Management: An Introduction	
1115-1130	Tea Break	
1130-1245	Session- II: Office Procedures and Practices for Prison Administrators	
1245-1400	Lunch	
1400 -1500	Session-III: Service Rules for Prison Officers	

1500 –1515	Tea Break	
1515-1615	Session- IV: Service Rules for Prison Officers	
DAY – 4		
1000– 1115	Session -I: Financial Administration & Financial Rules	
1115-1130	Tea Break	
1130-1245	Session- II: Financial Administration & Financial Rules	
1245-1400	Lunch	
1400 -1500	Session-III: Drafting of Communications & Record Management	
1500 –1515	Tea Break	
1515-1615	Session- IV: Right to Information Act, 2005	
DAY – 5		
1000– 1115	Session -I: Efficient Coordination: An Introduction	
1115-1130	Tea Break	
1130-1245	Session- II: Coordination Principles and Structures and Coordination Functions	
1245-1400	Lunch	
1400 -1500	Session-III: Introduction to Coordination Skills	
1500 –1515	Tea Break	
1515-1615	Session- IV: Coordination Skills: Activity Based Learning	
DAY – 6		
1000– 1115	Session -I: Medical and Ministerial Wings in Prison: The Art of Balancing Powers and Responsibilities	

1115-1130	Tea Break Medical and Ministerial Wings in Prison: The Art of Balancing Powers and Responsibilities	
1130-1245	Session- II: Coordinating and Collaborating with Other Departments and Agencies: Key Lessons	
1245-1400	Lunch	
1400 -1500	Session-III: Coordinating and Collaborating with Other Departments and Agencies: Key Lessons	
1500 –1515	Tea Break	
1515-1615	Session- IV: Coordinating and Collaborating with Other Departments and Agencies: Key Lessons	

Week – 4

Time	Content	Remarks
DAY – 1		
1000– 1115	Session -I: Effective Leadership in Prisons: The Context	
1115-1130	Tea Break	
1130-1245	Session- II: Building Your Influence as a Leader	
1245-1400	Lunch	
1400 -1500	Session-III: Effective Leadership Communication Strategies	
1500 –1515	Tea Break	
1515-1615	Session- IV: Leading with Emotional Intelligence	
DAY – 2		
1000– 1115	Session -I: Motivating Employees	

1115-1130	Tea Break	
1130-1245	Session- II: Leadership in Times of Critical Incidents	
1245-1400	Lunch	
1400 -1500	Session-III: Dealing with Conflicts, Corruption and Other Problems as a Leader	
1500 –1515	Tea Break	
1515-1615	Session- IV: Building Trust and Commitment & Launching a Successful Team	
DAY – 3		
1000– 1115	Session -I: Interactive Session with High Court Judge and Sessions & District Judges	Invite a High Court Judges & Sessions Court Judge
1115-1130	Tea Break	
1130-1245	Session- II: Interactive Session with High Court Judge and Sessions & District Judges	
1245-1400	Lunch	
1400 -1500	Session-III: Interactive Session with State Human Rights Commission Chairperson/Member	
1500 –1515	Tea Break	
1515-1615	Session- IV: Interactive Session with State Human Rights Commission Chairperson/Member	
DAY – 4		
1000– 1115	Session -I: Interactive Session with Chief Secretary & Principal Home Secretary	
1115-1130	Tea Break	
1130-1245	Session- II: Interactive Session with Chief Secretary & Principal Home Secretary	

1245-1400	Lunch	
1400 -1500	Session-III: Interactive Session with Director General of Police (Law & Order)	
1500 –1515	Tea Break	
1515-1615	Session- IV: Interactive Session with Director General of Police (Vigilance and Anticorruption)	
DAY – 5		
1000– 1115	Session-I: Interactive Session with Head of Probation and Aftercare Services	
1115-1130	Tea Break	
1130-1245	Session- II: Interactive Session with Director General of Prisons and Correctional Services	
1245-1400	Lunch	
1400 -1500	Feedback, Evaluation	
1500 –1515	Tea Break	
1515-1615	Valediction, Certificate distribution	
Course Ends		

WEEK WISE TASKS

ONE-MONTH COURSE

Week – 1

- Registration
- Inauguration
- Detailed Introduction
- Expectations of the Course
- Course Overview
- Ground Rules
- Course Guide
- Distribution of the Training Kit (Training Material, Name badges, Course Guide, Note Pads, etc.)
- Training
- Guest Lecture
- Panel Discussion
- Interactive Sessions
- Video Show

Week – 2

- Training
- Guest Lecture
- Panel Discussion
- Case Study

Week – 3

- Training
- Guest Lecture
- Panel Discussion
- Video show

Week – 4

- Training
- Guest Lecture
- Interactive Session
- Feedback Session
- Valediction

The Course coordinator should compile the feedback of the participants and submit it to the Head of the Training Institute.

Course Ends

PART – B

COURSE GRID

LEARNING EVENT

COURSE GRID

COURSE GRID

01	Current Trends in Correctional Administration: Indian and International Perspectives	02	Advanced Criminology for Correctional Administrators	03	Advanced Correctional Psychology
04	Corrections and Laws: Updates and Recent Amendments	05	Human Rights for Correctional Administrators	06	General Office Administration
07	Coordination Skills for Prison Superintendents	08	Leadership Essentials for Prison Superintendents	09	Interactive Sessions
10	General Debate and Interactions with DIG/IG of Prisons				

LEARNING EVENT

LEARNING EVENT

Unit	1						
Learning Unit	Current trends in Correctional Administration: Indian and International Perspectives						
Training Objective	At the end of the training, participants will be able to explain the recent trends in 'Corrections' in India as well as in other countries of the world.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Describe the present status of prisons and Correctional Administration in India	- Concept - Practices	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House/Guest Faculty		Q/A
2. Explain modern Correctional Programmes: Indian and International Experiments	- Modern correctional programmes	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Medical Officer		
3. Explain Best Practices in Correctional Administration: National and International Perspectives	- Best practices	Lecture-cum-Discussion Videos	White Board, Marker, Projection System	60	In-House/Guest Faculty		Q/A
4. Explain the key	- Principles	Lecture-	White Board,	75	Management		

principles of managing Prison Industries	Models of Prison Industries	cum-Discussion	Marker, Projection System		expert		
5. Describe Staff Development Programmes and Professional Standards in Corrections	- Programmes Ethics and Values in Corrections	Lecture-cum-Discussion	White Board, Marker, Projection System	75	Senior Prison Officer		
6. List the alternatives to imprisonment: Probation, Suspended Sentences, Drug Treatment Programmes; community Service Orders etc.	- List of alternative - Methods to imprisonment	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Correctional Services Head		Q/A
7. Describe the Mechanisms for Prison Monitoring and Inspection: Official and Non-Official Visitors	- Monitoring - Mechanisms	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Senior Prison Officer, Judicial Officer & Human Rights Commission Member		
8. Explain the emerging issues and Challenges in Corrections	- Issues - Challenges	Lecture-cum-Discussion	White Board, Marker, Projection System	75			

LEARNING EVENT

Unit	2						
Learning Unit	Advanced Criminology for Correctional Administrators						
Training Objective	At the end of the training, participants will be able to explain the major theoretical approaches to crime and criminal behaviour in the contemporary times.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Describe contemporary developments in Criminology and Correction	- Concepts	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House Faculty		Q/A
2. Explain the concept of 'Gendering the Criminal': Gender and Criminal Behaviours	- Concepts of Gender	Lecture-cum-Discussion	White Board, Marker, Projection System	120			
3. Describe the ways to measure crime and criminal victimization	- Crime Statistics - Victim Surveys	Panel Discussion	White Board, Marker, Projection System	75			

4. Explain the criminological foundations of Community ‘Corrections’ and ‘Restorative Justice System’	- Concepts - Principles	Lecture-cum-Discussion	White Board, Marker, Projection System	75			
Explain the concepts of criminology, politics and criminal Justice Policy	- Concepts	Lecture-cum-Discussion	White Board, Marker, Projection System	60			Q/A
Describe the importance and functioning of community sentences and Restorative Justice System.	- Concepts - Functions	Lecture-cum-Discussion	White Board, Marker, Projection System	60			

LEARNING EVENT

Unit	3						
Learning Unit	Advanced Correctional Psychology						
Training Objective	At the end of the training, participants will be able to explain the recent developments in correctional psychology.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Explain the Advancements in Correctional Psychology	- Definition - Concepts	Lecture-cum-Discussion	White Board, Marker, Projection System	75			Q/A
2. Describe the role of senior officers in the management of mental health issues in prisons	- Roles	Lecture, Group Discussion	White Board, Marker, Chart	75		Checklist	
3. Describe the mission of a Mental Health Unit in Corrections	- Depression - Suicide - Sexual violence - Privacy, etc.	Lecture, Panel Discussion	White Board, Marker, Projection System	60			Q/A
4. Describe the	- Strategies to	Lecture-cum-	White	60	Prison		

framework for preventing suicides in prisons	deal with the challenges	Discussion	Board, Marker, Projection System		Officer, Psychologist, Medical Officer		
5. Explain the legal and ethical issues related to the mental health treatment of prisoners	- Education - Employability skills - Life & Social skills, etc.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House/ Guest Faculty		Q/A
6. Explain the ways to deal with inmates having substances and drug addictions	-De-addiction methods	Lecture-cum-Discussion	White Board, Marker, Projection System	75			
7. List the psychological intervention tools and therapies for ‘Correction’ and ‘Reformation’	- Psychometric tools -Therapies	Lecture-cum-Discussion	White Board, Marker, Projection System	120			

LEARNING EVENT

Unit	4						
Learning Unit	Corrections and Laws: Updates and Amendments						
Training Objective	At the end of the training, participants will be able to explain the recent amendments in the legal framework and judgments related to prisons and correctional administration in India.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.Explain the overview of Statutory Framework on Prisons and Correctional Administration	- Concept - Brief overview	Lecture-cum-Discussion	White Board, Marker, Projection System	270	In-House/Guest Faculty		
2. Describe major Prison Statutes and an overview of updates	- Statutes	Lecture-cum-Discussion	White Board, Marker, Projection System	270	Legal Experts		
3. Describe updates and amendments to Penal Code.	- Overview of the Rules and Amendments	Lecture-cum-Discussion	White Board, Marker, Projection System	270	Legal Experts		Q/A

4. Describe Special Acts relevant to Prison Administrators	- Special Acts .	Lecture, Panel Discussion	White Board, Marker, Projection System	270	Legal Experts, Prison Officer		
5. State an Overview of the Model Prison Manual – 2016	- Model Prison Manual Chapters	Lecture-cum-Discussion	White Board, Marker, Projection System	540	Prison Officer		Q/A

LEARNING EVENT

Unit	5						
Learning Unit	Human Rights for Correctional Administrators						
Training Objective	At the end of the training, participants will be able to explain Special Rules and Acts relating to prisoners						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.Explain the Human Rights Approach to Prison Management	- Key Principles of Human Rights Approach to Prison Management	Lecture-cum-Discussion	White Board, Marker, Projection System	150	In-House/Guest Faculty		
2. List the Key International Instruments on Prisons and Human Rights	- NMR - Bangkok Rules - Beijing Rules - UN Directives	Lecture-cum-Discussion	White Board, Marker, Projection System	120		Checklist	Q/A
3. Explain the Prisoners' Rights in India and related the key Statutes and Prison Manual Provisions	- Statues - Model Prison Manual	Lecture-cum-Discussion	White Board, Marker, Projection System	120			

4. Describe the Landmark Judgments on prison related issues	- Judgments	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Legal Experts		
5. Explain the NHRC Guidelines and Government Advisories on Prison Related Matters	- Advisories on prison related matters	Lecture-cum-Discussion	White Board, Marker, Projection System	120			

LEARNING EVENT

Unit	6						
Learning Unit	General Office Administration						
Training Objective	At the end of the training, participants will be able to explain procedures and practices relevant to office administration in prisons.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Describe Office Administration and Management	- Concept - Principles	Lecture-cum-Discussion	White Board, Marker, Projection System	75	Senior Administrative Officer		
2. Describe Office Procedures and practices for prison administrators	- Office Procedures	Lecture, Group Discussion	White Board, Marker, Chart	75	Senior Administrative Officer		Q/A
3. Describe Service Rules for Prison Officers	- Rules	Lecture-cum-Discussion	White Board, Marker, Projection System	120	Service Rule Expert		
4. Describe Financial Administration & Financial Rules	- Rules	Lecture-cum-Discussion		150	Senior Finance Officer		

5. Explain drafting of communications and Records Management		Lecture-cum-Discussion		60			
6. Explain the Right to Information Act, 2005	- RTI Provisions	Lecture-cum-Discussion		60	Expert in RTI		

LEARNING EVENT

Unit	7						
Learning Unit	Coordination skills for Prison Superintendents						
Training Objective	At the end of training, participants will be able to explain the coordination skills needed for prison Superintendents.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Describe coordination concepts	- Definition - Concept	Lecture-cum-Discussion	White Board, Marker, Projection System	75	Management Expert		
2. Explain coordination principles, structures and functions	- Principles - Structures - Functions	Lecture, Group Discussion	White Board, Marker, Chart	75			Q/A
3. Describe Coordination Skills	- Skills	Lecture, Panel Discussion	White Board, Marker, Projection System	60	Management Expert		
4 Explain coordination skills	- Activities	Presentation Activities	White Board, Marker, Chart	60	Management Expert		Q/A
5. Explain the need for	- Concepts	Lecture, Panel	White	150			

coordinating Custodial, Correctional, Medical and Ministerial Wings in Prison:	- Needs - The Art of Balancing Powers and Responsibilities	Discussion	Board, Marker, Projection System				
6. Explain coordinating and collaborating with other Departments and Agencies	- Concepts - Key lessons	Lecture, Panel Discussion	White Board, Marker, Projection System	120			

LEARNING EVENT

Unit	8						
Learning Unit	Leadership essentials for Prison Superintendents						
Training Objective	At the end of the training, participants will be able to explain the essential traits to lead prison organizations						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Explain the context of effective leadership in Prisons	- Nature - Leadership Models	Lecture-cum-Discussion	White Board, Marker, Projection System	75	Prison Office & Management Expert		
2.Explain the process of building influence as a Leader	- Process of building influence	Lecture, Group Discussion	White Board, Marker, Projection System	75	-do-		Q/A
3.Describe the communication strategies of the effective leadership	- Strategies	Lecture-cum-Discussion	White Board, Marker, Projection System	60	-do-		Q/A

4. Explain the concepts of leading with 'Emotional Intelligence'	- EQ Concepts - Experiments	Lecture-cum-Discussion		60	-do-		
5. Describe the methods of motivating employees	- Methods of motivation	Lecture-cum-Discussion	White Board, Marker, Projection System	75	-do-		
6. Describe 'Leadership' at the time of critical incidents in prisons.	- Critical Incidents and Strategies	Lecture-cum-Discussion	White Board, Marker, Projection System	75	-do-		
7. Explain the ways of managing conflicts	- Types of conflicts - Management of conflicts	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Prison Officer		
8. Explain the ways to build trust, commitment and create a successful team	- Team Building - Trust and collaboration	Lecture-cum-Discussion	White Board, Marker, Projection System	60	Prison Officer		

LEARNING EVENT

Unit	9						
Learning Unit	Interactive Sessions						
Training Objective	At the end of the training, participants will be able to interact with top most officials working in the executive, police, judiciary, human rights protection, prison and correctional services.						
Enabling Objectives At the end of the training, participants will be able to -	Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1. Interactive Session with High Court Judge and Sessions & District Judges	- Interaction	Lecture-cum-Discussion	White Board, Marker, Projection System	150	High Court Judge / Sessions Judge		
2. Interactive Session with State Human Rights Commission Chairperson/Member	- Interaction	Lecture-cum-Discussion	White Board, Marker, Projection System	120	Human Rights Commission		

3. Interactive Session with Chief Secretary and Principal Home Secretary	- Interaction	Lecture-cum-Discussion	White Board, Marker, Projection System	150	Chief Secretary / Home Secretary		
4. Interactive Session with Director General of Police (Law & Order)	- Interaction	Lecture, Group Discussion	White Board, Marker, Chart	60	DGP & HoPF		
5. Interactive Session with Director General of Police (Vigilance and Anticorruption)	- Interaction	Lecture, Group Discussion	White Board, Marker, Chart	60	DG of V&AC		
6. Interactive Session with Head of Probation and Aftercare Services	- Interaction	Lecture, Group Discussion	White Board, Marker, Chart	75	Chief Probation Superintendent		
7. Interactive Session with Director General of Prisons and Correctional Services	- Interaction	Lecture, Group Discussion	White Board, Marker, Chart	75	DG of Prisons & CS		

PART- C

REFERENCE MATERIAL

REFERENCE MATERIAL

1. All India Jail Manual Committee (1957-59)
2. Group of Officers on Prison Administration (1986-1987)
3. Working Group on Prisons (1972-73)
4. The All India Committee on Jail Reforms (1980-1983)
5. Handbook on Prisoners with Special Needs, 2009 - UNODC
6. United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules). New York, NY, United Nations, 2010 (Resolution 2010/16)
7. Handbook on the Management of High-Risk Prisoners, 2016– UNODC
8. Prison Manual of different States/UTs
9. Relevant Law Commission of India Reports
10. Standard Minimum Rules for Treatment of Prisoners (the Mandela Rules), 2015 – United Nations
11. The Model Prison Manual, 2016
12. The Role of Corrections Professionals in Preventing Suicide: A study produced by the Suicide Prevention Resource Centre (SPRC)
13. Various Acts concerning Prisons and Prisoners
14. World Health Organization: Prisons and Health
15. World Health Organization: Preventing Suicide in Jails

Websites

1. Advisories & Guidelines on Prison Reforms issued by the Ministry of Home Affairs - <http://mha1.nic.in/PrisonReforms/home.html>
2. www.mha.nic.in/
3. www.bprd.nic.in/
4. www.nhrc.nic.in/
5. www.prisonreformtrust.org.uk/

6. www.un.org/en/ecosoc/docs/2010/res%202010-16.pdf, accessed 8 December 2013
7. www.prisonforum.in/files/Landmark%20Judgements%20About%20Prisoners%20Rights%20and%20Prison%20Reforms.pdf
8. www.euro.who.int/_data/assets/pdf_file/0008/249209/Prisons-and-Health,-20-Primary-health-care-in-prisons.pdf
9. www.health.harvard.edu/mind-and-mood/six-relaxation-techniques-to-reduce-stress
10. www.positivepsychology.com/stress-management-techniques-tips-burn-out

Note for the Facilitator for the Panel Discussion:

Instructions to Course Coordinator

- Invite a member from each of the agencies to have a panel discussion
- While conducting the panel discussion, faculty should act as a Moderator

The Moderator should introduce the theme and then the panellists. Each panellist can be given around 15 minutes time to speak and discuss the role of their agencies and areas where coordination is required. After all panellists have spoken, the panel should be open for discussion with question from the participants. The key points of each speaker should be summed up by the moderator and the discussion should be concluded by the moderator well within time. The participants should be instructed to ask specific questions to the panellists.

Group Discussion:

Each Participant should be encouraged to participate. Establish Ground Rules first. Cull out the important points that emerge from the discussion

APPENDICES

1. **REGISTRATION FORM**
2. **PRE-COURSE ASSESSMENT**
3. **POST-COURSE ASSESSMENT**
4. **FEEDBACK FORM**
5. **COURSE COORDINATOR'S REPORT**
6. **FIELD-VISIT FORMAT**
7. **NOTE FOR THE FACILITATOR ON PANEL DISCUSSION**
8. **PRISON STATISTICS, 2021 (IN BRIEF)**

(Name of the Training Institute)

(Name of the Course)

(Dates)

REGISTRATION FORM

PARTICIPANT DETAILS

1. Name :
2. Date of birth :
3. Male/Female
- 4.. Qualifications :
(a) Academic
(b) Professional
5. Designation :

ORGANIZATION DETAILS

6. Department/Organization :
7. Address
8. Telephone No.
9. E-mail id :

RESIDENTIAL DETAILS

10. Address
11. Telephone No.
12. Mobile No.
13. Emergency contact details:

Signature
Name
Date

APPENDIX- 2

PRE-COURSE ASSESSMENT EXERCISE

Answer the following –

S. No.	Name of Unit (As given in the Course Grid)	Pre-Assessment (Knowledge-level before training)		
		Absolutely Yes	Not Sure	No knowledge
_____	_____	_____	_____	_____
1.	Are you aware of.....			
2.	Do you have an understanding of.....			
.....				

POST-COURSE ASSESSMENT EXERCISE

Answer the following –

S. No.	Name of Unit (As given in the Course Grid)	Post-Assessment (Knowledge-level after-training)		
		Absolutely Yes	Not Sure	No knowledge
_____	_____	_____	_____	_____
1.	Are you aware of.....			
2.	Do you have an understanding of.....			
.....				

**(Name of the Training Institute)
(Title of the Course)
(Dates of the Course)**

FEEDBACK FORM

(To be filled-in by individual participants at the end of the Course)

1. To what extent the Objectives of the Course were met

To a great extent 4	To some extent 3	To a limited extent 2	Not at all 1

2. Did you receive advance intimation from the Institution about the Course. if so, did you respond to the Institution?

Yes

No

3. What do you think about the structure and organization of the Course to meet the objectives?

Very well Structured 4	Well Structured 3	Some-what structured 2	Un-structured 1

4. How useful this training would be to you immediately in your job?

Very Useful 4	Quite Useful 3	Of limited Use 2	Not at all Useful 1

5. How useful this training is likely to be for the future jobs you may handle?

Very Useful 4	Quite Useful 3	Of limited use 2	Not at all Useful 1

6. Practical Orientation of the course.

Highly Practical Oriented 4	Practically Oriented to a Great extent 3	Practically Oriented to a Limited extent 2	Not Practically Oriented 1

7. How far have you been benefited from interaction with the other participants in the Course?

Substantially 4	Considerably 3	Fairly 2	Not at all 1

8. How far was the Course Material supplied relevant and related to the Course Contents?

Extremely Relevant 4	Considerably Relevant 3	Fairly Relevant 2	Not at all relevant 1

9. To what extent are you satisfied with the following:

(The Training Institution may please block the parameters not applicable)

Satisfiedfully 4	Satisfied to a large extent 3	Satisfied to a limited extent 2	Not satisfied 1

- a) Reception & Transport

b)	Residential Accommodation				
c)	Food Quality & Service				
d)	Classroom facilities				
e)	Library facilities				
f)	Computer facilities				
g)	Interaction with the staff of the Institute				

10. Feedback on the Training/Faculty:
(Kindly fill up the Annexure)

11. Which parts of the Course did you find most helpful?

12. Which parts of the Course did you find least helpful?

13. Your overall impression of the course:

Excellent	Very Good	Good	Fair
4	3	2	1

14. Did the Course give you any specific ideas Yes/No
about improvements in your working
situation when you get back.

15. If yes, kindly spell them out briefly?

16. Any other comments/observations you wish to make about the Course

Date:

Name:

Designation:

Place:

Organisation:

COURSE COORDINATOR'S REPORT

on
(Name of the Training Course)
(Duration)

1. Name of the Training Institution :
2. Whether the Course was conducted :
In the Institute's Campus or elsewhere
3. Title of the Course :
4. Duration of the Course :
5. Number of participants :
(Attach final list of participants)
6. Details of Training Facilitators :
(Name/Designation/Organization)
(In-House/Guest)
7. States/UTs represented :
8. Details of Sessions with working hours :
9. List of Training Material distributed :
10. Details of Methods/Methodology used:
11. Feedback of participants :
(Attach copies of Feedback Forms)
12. Summary of the Feedback :
13. Summary of the Pre/Post Assessments :
14. Any areas of improvement noticed :
15. Overall impression of the Course :
Coordinator

Signature
(Name of the Course Coordinator)
Designation
Date
(Mobile Number/E-mail)

FIELD VISIT REPORT FORMAT

Format of Field Visit Report

Cover Page

Name of the trainee officer :

Batch No. :

Officer in charge of the visit :

Name of the Institute/organization visited :

Time and Date of visit :

Subject for which visit is made :

Signature of the trainee

Signature of the officer in charge of the visit

Structure of the Report

1. Introduction about the institute
2. Origin and history of the institute
3. Primary duties and functions of the institute
4. Officer with whom interacted
5. Report of the Visit [write summary of learnings from the visit]
9. Any other Comments/ remarks about the visit and the learning's from the visit..

NOTE FOR THE FACILITATOR ON THE PANEL DISCUSSION

Instructions to Course Coordinator

Invite a member from each of the agencies to have a panel discussion

While conducting the panel discussion, faculty should act as a Moderator

The Moderator should introduce the theme and then the panellists. Each panellist can be given around 15 minutes time to speak and discuss the role of their agencies and areas where coordination is required. After all panellists have spoken, the panel should be open for discussion with question from the participants. The key points of each speaker should be summed up by the moderator and the discussion should be concluded by the moderator well within time. The participants should be instructed to ask specific questions to the panellists.

Group Discussion :

Each Participant should be encouraged to participate. Establish Ground Rules first.

Cull out the important points that emerge from the discussion

Action Plan :Group Work Activity

Prison based Rehabilitation programs

Participants should be divided into groups of 5-6 members of all ranks (warder, to Superintendent) and all should brainstorm and discuss what goals to set for prisoner rehabilitation programs in a particular prison. Action Plan should be time bound and can be short term, medium term and long term. Work Sheets, Flip chart sheets and sketch pen should be distributed to all the groups and facilitator should ensure that all contribute their ideas. Each goal should make clear the responsibility-what you can do at your level (e.g., at Deputy Superintendent level), what can be done by others (e.g., at headquarters). Further review of action is essential. Make clear that there is a start and end date to the action, so the Plan is time bound.

APPENDIX - 8

PRISON STATISTICS INDIA – 2021

Total Number of Prison Inmates as on 31.12.2021			
Male	:	5,31,025	
Female	:	22,918	
Transgender	:	91	
Prison Population	:	5,54,034	

Prisoner Types and Demography

Convicts		Undertrials		Detenues		Others	
Male	117846	Male	409346	Male	3381	Male	452
Female	4990	Female	17745	Female	88	Female	95
Transgender	16	Transgender	74	Transgender	01	Transgender	00
Total	122852	Total	427165	Total	3470	Total	547

Number of Jails, Capacity, Population and Occupancy Rate in India at the end of 2021

Type of Jail	Number	Authorized Capacity	Population of Inmates	Occupancy Rate(%)
Central Jail	148	193536	239311	123.7
District Jail	424	163606	254214	155.4
Sub Jail	564	45436	46736	102.9
Special Jail	41	7473	6582	88.1
Open Jail	88	5953	2178	36.6
Women Jail	32	6767	3808	56.3
Borstal School	19	1775	745	42.0
Others	03	1063	460	43.3
Total	1319	425609	554034	130.2

Source: NCRB, MHA (2021) <https://ncrb.gov.in/en/prison-statistics-india-2021>