

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



**Bureau of Police Research and Development
Ministry of Home Affairs
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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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WEEK-1

Learning Unit (LU)

DAY-1

LU-1	Evolution of Prison Administration through Legislations
LU-2	Important Committees and Commissions on Prison Reforms in India
LU-3	Prison Architecture

DAY-2

LU-4	Security and Staff Discipline
LU-5	Classification and categorization of Prisoners
LU-6	Custodial Management in prisons
LU-7	Medical Administration

DAY-3

- LU-8 Issues and challenges in Correctional Administration
- LU-9 Human Rights of Prisoners
- LU-10 Protection of Human Rights from violations
- LU-11 Special Needs of Women Prisoners in respect of Human Rights

DAY-4

- LU-12 Gender sensitivity in Criminal Justice System
- LU-13 Case laws on Human Rights and Prisoners' Rights in India
- LU-14 Processing of Prisoners' Parole and Furlough Applications
- LU-15 Role of redressal mechanism in Prison Administration

DAY-5

- LU-16 Maintenance of quality food and canteen facilities in Prisons
- LU-17 Liaison with other Departments in Connection with Prison Administration

WEEK-2

DAY-1

- LU-18 Role of recreational facilities and cultural activities for the reformation of Prisoners
- LU-19 Sentence Planning for Reformation and Rehabilitation of Prisoners
- LU-20 Remission and provisions relating to Remission
- LU-21 Purpose of awarding of 'remission' to a Prisoner

DAY-2

- LU-22 Procedure of awarding 'remission'
- LU-23 e-Sentence Management

- LU2-4 Implementation of educational programmes for prisoner
- LU-25 Incident management, nature and types of incidents that occur in prisons

DAY-3

- LU-26 Dealing with incidents in prisons
- LU-27 Dealing with hostage crisis
- LU-28 Preparedness for handling of incidents
- LU-29 Disaster Management

DAY-4

- LU-30 Assessment of Prisoner's Profile
- LU-31 Stress Management for Prison Officer
- LU-32 Personality Disorders of the prisoners
- LU-33 Minimizing aggressive behaviour in prisoners

DAY-5

- LU-34 Tapping of CSR funds for the development of social infrastructure and Prison Industries
- LU-35 Counselling skills for Prison Officer

WEEK-3

DAY-1

- LU-36 Identification of Suicidal Tendencies in prisoners
- LU-37 : Dealing with Alcoholics and Drug Addicts
- LU-38 Managing Mental Health issues of Prisoners
- LU-39 Dealing with Repeat Offenders

DAY-2

- LU-40 Service Rules
- LU-41 Special Rules for Prisons Department State and Subordinate Services
- LU-42 Fundamental Rules
- LU-43 Leave Rules

DAY-3

- LU-44 State Civil Services (Conduct) Rules
- LU-45 State Civil Services (Classification, Control and Appeal) Rules
- LU-46 Departmental Inquiries
- LU-47 Claims of Government Servants

DAY-4

- LU-48 Financial Administration of Office
- LU-49 Stocks and Stores
- LU-50 Establishment of Skill Development- cum-Production Centres
- LU-51 Role of Skills in changing the mindset of prisoners

DAY-5

- LU-52 Skills as a tool to overcome the prisoners mental health issues
- LU-53 Imparting demand-driven and market-oriented skills to prisoners for getting employment

WEEK-4

DAY-1

- LU-54 Establishment of Specialized Skill Development-cum-Production centers for women prisoners

- LU-55 Establishment of Market-Oriented Prison Industries
- LU-56 Production planning, Procurement of raw materials, market study and other allied activities
- LU-57 Training the foreman, technician and other staff of Prison Industries to adopt the emerging technologies

DAY-2

- LU-58 Engaging technical services/personnel on hire basis to provide necessary expertise on industries for operational management of prison industries
- LU-59 Quality control, branding and marketing of prison products
- LU-60 Mechanism for Fixing Price of Prison Products
- LU-61 Maintenance of records and registers pertaining to Prison Industries

DAY-3

- LU-62 Joint Ventures through PPP modes and PP Modes
- LU-63 Leadership Skills for Prison Officer
- LU-64 Communication skills and interpersonal relations for Prison Officer
- LU-65 Competency, Performance, Discipline and Work Habits

DAY-4

- LU-66 Social skills of Prison Officer
- LU-67 Change Management for Prison Administration
- LU-68 Time Management for Prison Officer
- LU-69 Work-Life Balance for Prison Officer

DAY-5

- LU-70 Best Reformative Measures in prisons
- LU-71 Use of technology in prison administration for security purpose
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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 an 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:

A Deputy Superintendent promoted to Superintendent of a Central Prison would observe a significant change in their function and responsibilities while instilling correctional ideology. The scope of work gets enhanced, as the Superintendent of a central prison, in which the officer is required to prioritise reformation and rehabilitation of imprisoned convicts, which is considerably different from district jail administration.

The objective of this one-month ‘In-service Course for the ranks of Deputy Superintendent to Superintendent Central Prison on Promotion’ which has seventy two learning units is to provide a comprehensive overview of the role and responsibilities of the newly promoted Superintendent of Central Prison from Deputy Superintendent in Prison Administration. The Course helps understand concepts such as correctional philosophy, prison security, the importance of harmonizing different aspects of prison administration and prisoner welfare.

(For Trainers and Participants)



COURSE GUIDE

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

INTRODUCTION:

Organizations need to continuously grow, develop and be prepared to face the ever-emerging challenges. The Prisons Department and the role of prison officers is no exception to this. Training is an instrument to help the Prison administration in meeting the twin challenges of continuous improvement and demands of change.

AIM:

The aim of the course is to impart knowledge and managerial skill to run the administration of central Prison for Deputy Superintendent to Superintendent Central Prisons on promotion and build the capacity to run the Central Prisons successfully in Prisons and correctional institutions.

DESIGNED FOR:

In-service Course for Deputy Superintendent to Superintendent Central Prisons on promotion

FACILITATORS:

In house faculty or Senior Officers from Department and Guest faculty who are subject experts relevant to the Course.

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 is 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 training, participants will be able to –

Unit -1

- | | |
|----------------------------|---|
| <u>Training Objective:</u> | 1. Identify the legislations pertaining to the Prison Administration |
| <u>Enabling Objective:</u> | 1. Explain the legislations pertaining to Prisons and Prison Administration |

Unit -2

- | | |
|----------------------------|---|
| <u>Training Objective:</u> | 1. Explain the Prison Reforms recommended by the Committees and Commissions in India |
| <u>Enabling Objective:</u> | 1. Explain the Recommendations of Committees and Commissions on Prison Reforms in India |

Unit – 3

- | | |
|----------------------------|---|
| <u>Training Objective:</u> | 1. Explain the role of Prison Architecture for the reformation of the inmates |
| <u>Enabling Objective:</u> | 1. Explain the role of Prison Architecture in Reformation of the inmates |

Unit 4

- | | |
|----------------------------|---|
| <u>Training Objective:</u> | 1. Explain the importance of security and staff discipline |
| <u>Enabling Objective:</u> | 1. List the types of security

2. Explain the importance of staff discipline in Prisons and Correctional Administration |

Unit -5

- | | |
|----------------------------|---|
| <u>Training Objective:</u> | 1. Explain the ‘classification and categorization’ of the Prisoners |
| <u>Enabling Objective:</u> | 1. Explain the ‘classification’ of Prisoners |

2. Explain the ‘categorization’ of the prisoners

Unit -6

Training Objective:

1. Explain the prison offences and punishments

Enabling Objective:

1. Explain the nature of prison offences and punishments
2. Explain the procedure to award punishments

Unit -7

Training Objective:

1. Explain the need of ‘Health care and Hygiene’ for the inmates in prisons

Enabling Objective:

1. List the duties and responsibilities of Medical Officer
2. Explain the importance of ‘health care’ and maintenance of hygiene of the inmates

Unit 8

Training Objective:

1. Explain the issues and challenges in Correctional Administration

Enabling Objective:

1. Explain the objective of Correctional Philosophy
2. List the emerging issues and challenges in Correctional Administration

Unit -9

Training Objective:

1. Explain the evolution of Human Rights of the prisoners

Enabling Objective:

1. List the Human Rights of the prisoners

Unit -10

Training Objective: 1. Explain the ways to protect Human Rights from violations in prisons

Enabling Objective:

1. List the human rights
2. Explain the ways for protection of human rights from violation

Unit -11

Training Objective: 1. Explain the special needs of women prisoners in respect of Human Rights

Enabling Objective:

1. Explain the importance of sensitive care to be taken in respect of women prisoner

Unit -12

Training Objective: 1. Explain the importance of Gender sensitivity in Criminal Justice System

Enabling Objective:

1. Explain the rules and Treaties regarding Gender sensitivity in Prison Administration

Unit -13

Training Objective: 1. Explain with the Case Laws on Human Rights and Prisoners' Rights in India

Enabling Objective:

1. List the case laws on Human Rights and Prisoners' rights in India
2. Explain the benefits for Prison Administration through case laws

Unit -14

Training Objective: 1. Explain the process of prisoners 'Paroles and Furlough applications

Enabling Objective:

1. Describe Parole and Furlough
2. Differentiate between Parole and Furlough

Unit -15

Training Objective:

1. Explain the disposal of grievances of the prisoners through redressal mechanism

Enabling Objective:

1. List the ways of disposal of prisoners' of grievances
2. Explain the benefits of redressal mechanism for strengthening of Correctional Administration.

Unit -16

Training Objective:

1. Explain the role of quality of food and canteen facilities in the Prison Administration

Enabling Objective:

1. List ways to improve the quality of food and its benefits
2. Explain the benefits of providing canteen facilities in prisons

Unit -17

Training Objective:

1. Identify the benefits of liaison with other departments in connection with the Prison Administration

Enabling Objective:

1. List the benefits of liaison with the other Departments

Unit -18

Training Objective:

1. Explain the role of recreational facilities and cultural activities for the reformation of the prisoners

Enabling Objective:

1. List the recreational facilities provided for the benefit of prisoners
2. List the cultural activities provided for the benefit of prisoners

Unit -19

Training Objective:

1. Explain the importance of Sentence planning for the reformation and rehabilitation of prisoners

Enabling Objective:

1. Explain the role of sentence planning for reformation and rehabilitation of prisoners
2. List the activities of sentence planning

Unit – 20

Training Objective:

1. Explain ‘remission’ and provisions

Enabling Objective:

1. Define ‘remission’
2. List the provisions dealing with ‘remission’

Unit -21

Training Objective:

1. Explain the purpose of awarding remission to a prisoner

Enabling Objective:

1. List the purposes of ‘Remission’
2. Explain the eligibility criteria for remission

Unit 22

Training Objective:

1. Explain the procedure of awarding ‘remission’

Enabling Objective:

1. Explain the procedure of awarding ‘remission’

Unit – 23

Training Objective:

1. Identify the importance of e-Sentence Management

Enabling Objective:

1. Define e-sentence Management
2. Explain the benefit of e-sentence management

Unit – 24

Training Objective:

1. Explain the educational programmes for reformation and rehabilitation of the prisoners

Enabling Objective:

1. List the educational programmes for prisoners
2. Explain the benefits of educational programmes for reformation and rehabilitation of prisoners

Unit -25

Training Objective:

1. Explain the nature and types of incidents; that can occur in prisons

Enabling Objective:

1. Identify the role of incidental management in the prisons
2. List the incidents that can occur in prisons

Unit -26

Training Objective:

1. Explain the ways of dealing with incidents in prisons

Enabling Objective:

1. Describe the ways to deal with the incidents
2. Explain the ways for preventing the incidents in the prisons

Unit – 27

Training Objective:

1. Describe ways to deal with hostage crisis in Prisons

Enabling Objective:

1. Describe the ways how to deal with hostage crisis
2. Explain the ways for preventing hostage crisis

Unit – 28

Training Objective:

1. Explain the types of preparedness required for handling incidents in Prisons

Enabling Objective:

1. List the ways of handling the incidents
2. Explain the ways of handling incidents based on the nature and degree

Unit -29

Training Objective:

1. Explain the methods of Disaster Management

in the prisons

Enabling Objective:

1. Explain Disaster Management
2. List the ways to tackle the Disaster

Unit – 30

Training Objective:

1. Explain the method of assessing prisoner's profile for reformation and rehabilitation

Enabling Objective:

1. Describe prisoner's profile
2. Explain the method of assessment of prisoner's profile

Unit -31

Training Objective:

1. Describe the ways of handling the stress of the prison profession

Enabling Objective:

1. Describe the types of stress in the prisons
2. List the ways for dealing with stress

Unit -32

Training Objective:

1. Identify the 'personality disorders' in prisoners

Enabling Objective:

1. Explain the types of personality disorders due to prevailing prison conditions

Unit – 33

Training Objective:

1. Explain ways to minimize aggressive behaviour in prisoners

Enabling Objective:

1. Explain the process of minimizing aggressive behaviour of prisoners

Unit – 34

Training Objective:

1. Explain the ways of tapping the CSR funds for

development of social infrastructure and Prison Industries

Enabling Objective:

1. Explain the benefits of the Corporate Social Responsibility (CSR) Programme

Unit -35

Training Objective:

1. Explain the need of Counselling Skills in Prison Officer

Enabling Objective:

1. Explain the role of Counselling Skills in capacity building of Prisons Officers
2. Explain the benefits of Counselling Skills

Unit – 36

Training Objective:

1. Explain the symptoms of suicidal tendencies in prisoners

Enabling Objective:

1. Explain the suicidal tendencies in prisoners
2. Explain the processes of identification suicidal tendencies in prisoners

Unit – 37

Training Objective:

1. Explain the mechanism of dealing with Alcoholics and Drug Addicts in Prisons

Enabling Objective:

1. Identify the withdrawal symptoms from the Alcoholics and Drug Addicts in prisons
2. Explain the Mechanisms to deal with Alcoholics and Drug Addicts

Unit – 38

Training Objective:

1. Explain the ways of dealing with prisoners suffering from Mental Health issues

Enabling Objective:

1. Identify Mental Health issues of prisoners
2. Explain the ways of taking care and rehabilitate the prisoners who are suffering

from Mental Health issues

Unit – 39

Training Objective:

1. Explain the ways of dealing with repeat offenders

Enabling Objective:

1. Define ‘repeat offender’
2. Explain ways of dealing with ‘repeat offenders’ to reduce recidivism

Unit -40

Training Objective:

1. Explain the State and Subordinate Service Rules

Enabling Objective:

1. Define the State and Subordinate Service Rules
2. Explain the salient features of State and Subordinate Service Rules

Unit – 41

Training Objective:

1. Explain special rules of the Prisons Department State and Subordinate Services

Enabling Objective:

1. Explain the Special Rules of the Prisons Department, State and Subordinate Services

Unit – 42

Training Objective:

1. Explain Fundamental Rules

Enabling Objective:

1. Define the Fundamental Rules
2. Explain salient features of the Fundamental Rules

Unit – 43

Training Objective:

1. Describe the provisions of Leave Rules

Enabling Objective:

1. Define the Leave Rules
2. Explain the types of Leaves

Unit – 44

Training Objective:

1. Explain the State Civil Services (Conduct) Rules

Enabling Objective:

1. Define the State Civil Services (Conduct) Rules
2. Explain the Salient Features of State Civil Services (Conduct) Rules

Unit – 45

Training Objective:

1. Describe the State Civil Services (Classification, Control and Appeal) Rules

Enabling Objective:

1. Describe the State Civil Services (Classification, Control and Appeal) Rules
2. Explain the salient features of State Civil Services (Classification, Control and Appeal) Rules

Unit – 46

Training Objective:

1. Explain the procedure for Departmental Inquiries

Enabling Objective:

1. Explain the procedure of conducting Departmental Inquiries

Unit – 47

Training Objective:

1. Explain the disposal of claims made by the Government Servants

Enabling Objective:

1. Define the financial claims that can be raised by Government Servants
2. Explain the Procedure for disposal of such claims

Unit – 48

Training Objective:

1. Explain the role of Drawing and Disbursing

Officer

Enabling Objective:

1. Define the powers of Drawing and Disbursing Officer
2. Explain the financial powers and Procedures for the sanctions

Unit – 49

Training Objective:

1. Explain the procedure of maintaining Stocks and Stores

Enabling Objective:

1. Explain the list of Stocks and Stores
2. Explain the procedures for maintaining the stores

Unit – 50

Training Objective:

1. Explain the steps required for establishment of Skill Development-cum-Production Centres

Enabling Objective:

1. Define the role of Skill Development- cum-Production Centres for the reformation and rehabilitation of the inmates
2. Explain processes to assess the background of prisoners for selection of right trade

Unit – 51

Training Objective:

1. Explain role of skills in changing the mindset of prisoners

Enabling Objective:

- 1 Describe role of skills changing the mindset of prisoners

Unit – 52

Training Objective:

1. Identify the skills act as one of the tool to overcome the mental health issues like depression and violent behaviour

Enabling Objective:

1. Explain ways skills that act as a tool to overcome the mental health issues like depression and violent behaviour, etc.

Unit – 53

Training Objective:

1. Explain imparting demand-driven and market-oriented skills to the prisoners for getting employment after release from the prison

Enabling Objective:

1. Explain role of imparting the demand-driven and market-oriented skills
2. Explain the ways in which skills provide employment for inmate's livelihood

Unit – 54

Training Objective:

1. Identify the need for the establishment of Specialized Skill Development-cum-Production centres for women prisoners

Enabling Objective:

1. Explain the need for establishment of Specialized Skill Development-cum-Production centres for women prisoners

Unit – 55

Training Objective:

1. Explain the process of establishing market-oriented Prison Industries

Enabling Objective:

1. Explain process of the establishment of market- oriented Prison Industries

Unit – 56

Training Objective:

1. Explain the production planning, procurement of raw materials and market study, etc.

Enabling Objective:

1. List the ways for production planning
2. Explain the ways to achieve the aforementioned objectives

Unit – 57

Training Objective:

1. Explain the importance of the training for the staff of prison industries to adopt the emerging technologies

Enabling Objective:

1. Explain the importance of training foreman and technician

Unit – 58

Training Objective:

1. Explain the necessity to engage technical services/ personnel on hire basis to provide expertise on operational management of Prison Industries

Enabling Objective:

1. Explain the ways to engage expertise of personnel/services other than the prison staff
2. Explain the benefits in hiring of such personnel

Unit – 59

Training Objective:

1. Explain link in quality, branding and marketing of prison products

Enabling Objective:

1. Explain the ways for increasing the sales and production in Prison Industries
2. List ways for branding and marketing of prison products

Unit – 60

Training Objective:

1. Prepare a mechanism for fixing price of prison products

Enabling Objective:

1. Explain the ways of fixing price for prison products

Unit – 61

Training Objective:

1. Explain the procedure of maintaining records and registers pertaining to Prison Industries

Enabling Objective:

1. List the records and registers to be maintained
2. Explain the maintenance of records and registers pertaining to Prison Industries

Unit – 62

Training Objective:

1. Explain the process of ‘joint ventures’ through PPP and PP modes

Enabling Objective:

1. Define the Public-Private Partnership (PPP) and Public- Public Partnership (PP) model for Joint Ventures
2. Explain the benefits of joint ventures for Prison Industries

Unit – 63

Training Objective:

1. Explain the ways of acquiring leadership skills for Prison Officer

Enabling Objective:

1. Define the leadership skills
2. Explain the role of leadership skills to overcome the problems in profession

Unit – 64

Training Objective:

1. Explain the importance of the role of communication skills and interpersonal relations to Prison Officers

Enabling Objective:

1. Explain the benefits of communication skills for Prison Officer
2. List the ways in which interpersonal skills can be improved

Unit – 65

Training Objective:

1. Explain the importance of competency, performance, discipline and work habits in day-to-day job profile of Prison Officers

Enabling Objective:

1. Define Competency
2. Define Performance
3. Explain the importance of discipline and work habits in professional and personal life

Unit – 66

Training Objective:

1. Explain importance of social skills in Prison Officers

Enabling Objective:

1. Define social skills
2. Explain the benefits of social skills for his/her job profile

Unit – 67

Training Objective:

1. Identify the importance of Change Management for Prison Administration

Enabling Objective:

1. Define Change Management
2. Explain the role of change management in the Prison Administration

Unit – 68

Training Objective:

1. Explain the importance of 'Time Management' in profession of Prison Officers

Enabling Objective:

1. Define Time Management
2. Explain how to put time management into practice

Unit – 69

Training Objective:

1. Identify the importance of 'Work-Life Balance' in day-to-day life of Prison Officers

Enabling Objective:

1. Define the 'work-life balance'
2. List the benefits of 'work-life 'balance
3. Explain ways to put the 'work-life balance' into practice
4. List the benefits of Financial Management

Unit- 70

Training Objective:

1. Explain the best reformatory measures in Prison Administration

Enabling Objective:

1. Explain the reformatory measures

Unit – 71

Training Objective:

1. Demonstrate the operation of equipment use for prisoner and prison security

Enabling Objective:

1. List the technological equipment in prison
2. Explain the benefits of use of technological equipment

3. Explain procedure to procure and maintain the security equipment
4. Demonstrate the operation of equipment use for security purpose in prisons

Unit – 72

Training Objective:

1. Explain the importance of e-Governance in prisons

Enabling Objective:

1. Define the role of e-Governance in Prison Administration
2. Explain the role of e-Governance for strengthening the Correctional Administration for welfare of prisoners
3. Explain the benefits of e-Prisons in Prison Administration
4. Explain the salient features of ICJS National Prisons Information Portal

ASSESSMENT:

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

Day Wise Schedule

WEEK-1

Time	Topics	Remarks
Day 1		
1000 –1115 Hrs.	Registration, Inauguration of the Course, Ice breaker, Ground rules, Basic instructions, Introduction about the Course	
1130 – 1245 Hrs.	Explain the legislations pertaining to prisons and Prison Administration	1.1
1400 - 1500 Hrs.	Explain the Recommendations of Committees and Commissions on Prisons Reforms in India	2.1
1515 - 1615 Hrs.	Explain the role of Prison Architecture in reformation of the inmates	3.1
Day 2		
1000 –1115 Hrs.	List the types of security Explain the importance of staff discipline in Prisons and Correctional Administration	4.1 4.2
1130 – 1245 Hrs.	Explain the classification of the prisoners Explain the categorization of the prisoners	5.1 5.2
1400 - 1500 Hrs.	Explain the nature of prison offences and punishments Explain the procedure to award punishments	6.1 6.2
1515 - 1615 Hrs.	List the duties and responsibilities of medical officer Explain the importance of health care of and	7.1 7.2

	maintenance of hygiene of the inmates	
Day 3		
1000 –1115 Hrs.	Explain the objective of Correctional Philosophy List the emerging issues and challenges in Correctional Administration	8.1 8.2
1130 – 1245 Hrs.	List the Human Rights of prisoners	9.1
1400 - 1500 Hrs.	Explain the ways of the protection of Human Rights from violation	10.1
1515 - 1615 Hrs.	Explain the importance of sensitive care to be taken in respect of women prisoner	11.1
Day 4		
1000 –1115 Hrs.	Explain the Rules and treaties regarding Gender sensitivity in Prison Administration	12.1
1130 – 1245 Hrs.	List the case laws on Human Rights and prisoners' rights in India Explain the benefits for Prison Administration through case laws	13.1 13.2
1400 - 1500 Hrs.	Describe Parole and Furlough Differentiate between Parole and Furlough	14.1 14.2
1515 - 1615 Hrs.	- List the ways of disposal of prisoners grievances - Explain the benefits of redressal mechanism for strengthening of Correctional Administration	15.1 15.2
Day 5		

1000 –1115 Hrs.	- List ways to improve the quality of food and its benefits - Explain the benefits of providing the canteen facilities in prisons	16.1 16.2
1130 – 1245 Hrs.	List the benefits of liaison with the other Departments	17.1
1400 - 1500 Hrs.	FIELD VISIT (counselling centers, Legal aid centers, industrial complex, NGOs)	
1515 - 1615 Hrs.		
Day -6 0600-0800	SRAMADANAM (CLEAN AND GREEN)	
0930-1230	PRISON RELATED MOVIE	
WEEK-2		
Day 1		
1000 –1115 Hrs.	- List the recreational facilities provided for the benefit of prisoners - List the cultural activities provided for benefits of prisoners	18.1 18.2
1130 – 1245 Hrs.	Explain the role of sentence planning for reformation and rehabilitation of prisoners List the activities of sentence planning	19.1
1400 - 1500 Hrs.	Define remission List the provisions that dealing with remission	20.1 20.2
1515 - 1615	List the purposes of remission Explain the eligibility criteria for remission	21.1

Hrs.		
Day 2		
1000 –1115 Hrs.	Explain the procedure of awarding remission	22.1
1130 – 1245 Hrs.	Define e-Sentence Management Explain the Benefits of e-Sentence Management	23.1 23.2
1400 - 1500 Hrs.	List the educational programmes for prisoners Explain the benefits of educational programmes for reformation and rehabilitation of prisoners	24.1 24.2
1515 - 1615 Hrs.	Identify the role of incidental management in the prisons List the incidents that can occur in prisons	25.1 25.2
Day 3		
1000 –1115 Hrs.	Describe the ways of dealing with the incidents Explain the ways for preventing the incidents in the prisons	26.1 26.2
1130 – 1245 Hrs.	Describe the ways of how to deal with hostage crisis Explain the ways for preventing hostage crisis	27.1 27.2
1400 - 1500 Hrs.	List the ways of handling the incidents Explain the ways of handling incidents based on the nature and degree	28.1 28.2
1515 - 1615 Hrs.	Explain Disaster management List the ways to tackle the Disaster	29.1 29.2
Day 4		
1000 –1115	Define prisoner's profile	30.1

Hrs.	Explain the method of assessment of prisoners' profile	30.2
1130 – 1245	Describe the types of stress in prisons	31.1
Hrs.	List the ways for dealing with stress	31.2
1400 - 1500	Explain the types of personality disorders due to prevailing prison conditions	32.1
Hrs.		
1515 - 1615	Explain the process of minimizing aggressive behaviour of prisoners	33.1
Hrs.		
Day 5		
1000 –1115	Explain the benefits of the Corporate Social Responsibility (CSR) Programme	34.1
Hrs.		
1130 – 1245	Explain the role of counselling skills for the capacity building of Prison Officers	35.1
Hrs.	Explain the benefits of counselling skills	35.2
1400 - 1500	FIELD VISIT (counselling centers, Legal aid centers, industrial complex, NGOs)	
Hrs.		
1515 - 1615		
Hrs.		
WEEK-3		
Day 1		
1000 –1115	Explain the suicidal tendencies in prisoners	36.1
Hrs.	Explain the processes of identification suicidal tendencies in prisoners	36.2
1130 – 1245	Identify the withdrawal symptoms of alcoholics and drug addicts in prisons	37.1
Hrs.		

	Explain the Mechanisms to deal with alcoholics and drug addicts	37.2
1400 - 1500 Hrs.	Identify mental health issues of prisoners Explain the ways of taking care and rehabilitate the prisoners who are suffering from mental health issues	38.1 38.2
1515 - 1615 Hrs.	Define 'repeat offender' Explain ways of dealing with repeat offenders to reduce recidivism	39.1 39.2
Day 2		
1000 –1115 Hrs.	Define the State and Subordinate Service Rules Explain the salient features of State and Subordinate Service Rules	40.1 40.2
1130 – 1245 Hrs.	Explain the Special rules of the Prisons Department State and Subordinate Services	41.1
1400 - 1500 Hrs.	Define the Fundamental Rules Explain salient features of the fundamental Rules	42.1 42.2
1515 - 1615 Hrs.	Define the leave rules Explain the types of Leaves	43.1 43.2
Day 3		
1000 –1115 Hrs.	Define the State Civil Services (Conduct) Rules Explain the Salient Features of State Civil Services (Conduct) Rules	44.1 44.2
1130 – 1245 Hrs.	Describe the State Civil Services (Classification, Control and Appeal) Rules	45.1

	Explain the salient features of State Civil Services (Classification, Control and Appeal) Rules	45.2
1400 - 1500 Hrs.	Explain the procedure of conducting the Departmental Inquiries	46.1
1515 - 1615 Hrs.	Define the financial claims that can be raised by Government Servants	47.1
	Explain the Procedure for disposal of such claims	47.2
Day 4		
1000 –1115 Hrs.	Define the powers of Drawing and Disbursing Officer (DDO)	48.1
	Explain the financial powers and Procedures for the sanctions	48.2
1130 – 1245 Hrs.	Explain the list of Stocks and Stores	49.1
	Explain the procedures for maintaining the stores	49.2
1400 - 1500 Hrs.	Define the role of Skill Development-cum-Production Centres for the reformation and rehabilitation of the inmates	50.1
	Explain process to assess the background of prisoners for selection of right trade	50.2
1515 - 1615 Hrs.	Describe role of skills changing the mindset of prisoners	51.1
Day 5		
1000 –1115	Explain ways skills act as a tool to overcome	52.1

Hrs.	the mental health issues like depression and violent behaviour, etc.	
1130 – 1245	Explain role of imparting the demand-driven and market-oriented skills	53.1
Hrs.	Explain the ways skills provide employment to inmate livelihood	53.2
1400 - 1500	FIELD VISIT (counselling centers, Legal aid centers, industrial complex, NGOs)	
Hrs.		
1515 - 1615		
Hrs.		
Day -6	SRAMADANAM	
0600-0800	(CLEAN AND GREEN)	
0930-1230	PRISON RELATED MOVIE	
WEEK-4		
Day 1		
1000 –1115	Explain the need for establishment of Specialized Skill Development-cum-Production centres for women prisoners	54.1
Hrs.		
1130 – 1245	Explain process of the establishment of market-oriented Prison Industries	55.1
Hrs.		
1400 - 1500	List the ways of production planning	56.1
Hrs.	Explore the ways to achieve the aforementioned objectives	56.2
1515 - 1615	Importance of training foreman and technician	57.1
Hrs.		
Day 2		

1000 –1115 Hrs.	Explain the ways to engage expertise of personnel/services other than the prison staff	58.1
	Explain the benefits in hiring of such personnel	58.2
1130 – 1245 Hrs.	Explain the ways for increasing the sales and production in prison industries	59.1
	List ways for branding and marketing of prison products	59.2
1400 - 1500 Hrs.	Explain the ways of fixing price for prison products	60.1
1515 - 1615 Hrs.	List the records and registers to be maintained	61.1
	Explain maintenance of records and registers pertaining to prison industries	61.2
Day 3		
1000 –1115 Hrs.	Define the Public-Private Partnership (PPP) and Public-Public Partnership (PP) model for Joint Ventures	62.1
	Explain the benefits of joint ventures for prison industries	62.2
1130 – 1245 Hrs.	Define the leadership skills	63.1
	Explain the role of leadership skills to overcome the problems in profession	63.2
1400 - 1500 Hrs.	Explain the benefits of communication skills for Prison Officer	64.1
	List the ways in which interpersonal skills can be improved	64.2
1515 - 1615	Define Competency	65.1

Hrs.	Define Performance	65.2
	Explain the importance of discipline and work habits in professional and personal life	65.3
Day 4		
1000 –1115	Define social skills	66.1
Hrs.	Explain the benefits of social skills for his/her job profile	66.2
1130 – 1245	Define Change Management	67.1
Hrs.	Explain the role of change management in the Prison Administration	67.2
1400 - 1500	Define Time Management	68.1
Hrs.	Explain how to put the time management into practice	68.2
1515 - 1615	Define the work-life balance	69.1
Hrs.	List the benefits of work-life balance	69.2
	Explain ways to put the ‘work-life balance’ into practice	69.3
	List the benefits of Financial Management	69.4
Day 5		
1000 –1115	Explain reformative measures	70.1
Hrs.		
1130 – 1245	List the technological equipment in prison	71.1
Hrs.	Explain the benefits of use of technological equipment	71.2
	Explain procedure to procure and maintain the security equipment	71.3

	Demonstrate the operation of equipment use for security purpose in prisons	71.4
1400 - 1500 Hrs.	Define the role of e-Governance in Prison Administration	72.1
	Explain the Role of e-Governance for strengthening the Correctional Administration for welfare of prisoners	72.2
	Explain the benefits of e-Prisons in Prison Administration	72.3
	Explain the salient features of Inter-operable Criminal Justice System (ICJS) National Prisons Information Portal	72.4
1515 - 1615 Hrs.	Feedback, Assessment and Valediction Program	

TIME TABLE FOR INDOOR AND OUTDOOR SESSIONS

SESSIONS	TIME
OUTDOOR SESSIONS	
PHYSICAL TRAINING	04.45 TO 06.00
PARADE / WEAPON TRAINING	06.00 TO 06.45
Yoga/ Meditation/Sports	07.00 TO 07.45
INDOOR SESSIONS	
Session I	10:00 TO 11:15
Session II	11:30 TO 12:45
Session III	14:00 TO 15:00
Session IV	15.15 TO 16:15
Library/ Computers Lab	09.15 TO 09.45
Break	10:30 TO 10:45 12:00 TO 12:15 (Break) 15:30 TO 15:45
Break Fast	08:00 TO 8:45
Lunch	12:45 TO 14:00
Dinner	19:30 TO 21:00

(For Trainers Only)



TRAINER GUIDE

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

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 following 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

1. Trainer guide
2. Glossary of terms
3. References
4. Resources

FOR PARTICIPANTS

1. Course Guide
2. Feedback Questionnaire

Day Wise Schedule

WEEK-1

Time	Topics	Remarks
Day 1	CONTENT	
1000 – 1115	Registration, Inauguration of the Course, Ice breaker, Ground rules, Basic instructions, Introduction about the Course	Registration form-1 and Distribute Course Guide to participants
1130 - 1245	Evolution of Prison Administration through Legislations	1-(a) 2-(b)
1400 - 1500	Important Committees and Commissions on Prison Reforms in India	3-(c) 4-(b)
1515 - 1615	Prison Architecture	5-(a) 6-(c) 7-(b) 8-(b) 9-(d)
WEEK-1		
Day 2	CONTENT	
1000 – 1115	Security and Staff Discipline	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Classification and categorization of Prisoners	10-(d) 11-(d)

1400 - 1500	Custodial Management in Prisons	12-(c)
1515 - 1615	Medical Administration	13-(d) 14-(d) 15-(d) 16-(a) 17-(d) 18-(c) 19-(d) 20-(c) 21-(d) 22-(a)
WEEK-1		
Day 3	CONTENT	
1000 – 1115	Issues and challenges in Correctional Administration	Includes recap of the previous day important topics for about 15 mins

1130 - 1245	Human Rights of Prisoners	23-(d)	
1400 - 1500	Protection of Human Rights from Violations	24-(a)	
		25-(c)	
1515 - 1615	Special needs of women prisoners in respect Human Rights	26-(a)	
		27-(c)	
		28-(c)	
		29-(a)	
		30-(a)	
WEEK-1			
Day 4	CONTENT		
1000 – 1115	Gender sensitivity in Criminal Justice System	Includes recap of the previous day important topics for about 15 mins	
1130 - 1245	Case laws on Human Rights and Prisoners’ Rights in India	31-(b) 32-(a)	38-(d) 39-(b)
1400 - 1500	Processing of Prisoners’ Paroles and Furlough Applications	33-(c) 34-(d)	40-(a) 41-(b)
1515 - 1615	Role of redressal mechanism in Prison Administration	35-(c)	42-(a)
		36-(d)	43-(b)
		37-(c)	44-(d)
WEEK-1			
Day 5	CONTENT		
1000 – 1115	Maintenance of quality food and canteen facilities in Prisons	Includes recap of the previous day	

		important topics for about 15 mins
1130 - 1245	Liaison with Oher Departments in Connection with Prison Administration	
1400 - 1500	FIELD VISIT (counselling centres, Legal aid centres, industrial complex, NGOs)	
1515 - 1615		
Day -6 0600-0800	SRAMADANAM (CLEAN AND GREEN)	
0930-1230	PRISON RELATED MOVIE	
WEEK-2		
Day 1	CONTENT	
1000 – 1115	Role of recreational facilities and cultural activities for the reformation of the Prisoners	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Sentence Planning for Reformation and Rehabilitation of Prisoners	45-(a) 46-(a) 47-(b) 48-(a) 49-(d)
1400 - 1500	Remission and provisions relating to Remission	
1515 - 1615	Purposes of Awarding of Remission to a Prisoner	
WEEK-2		

Day 2	CONTENT	
1000 – 1115	Purpose of awarding of ‘remission’ to a Prisoner	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Procedure of awarding ‘remission’	50-(b)
1400 - 1500	e-Sentence Management	51-(c)
1515 - 1615	Implementation of educational programmes for prisoner	52-(d) 53-(c) 54-(a)
WEEK-2		
Day 3	CONTENT	
1000 – 1115	Incident Management, nature and type of incident that occur in prisons	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Dealing with incident in prisons	55-(a)
1400 - 1500	Dealing with hostage crisis	56-(b)
1515 - 1615	Preparedness for handling of incidents	57-(d) 58-(c) 59-(b)
WEEK-2		
Day 4	CONTENT	
1000 – 1115	Disaster Management	Includes recap of the previous day

		important topics for about 15 mins
1130 - 1245	Assessment of Prisoner's Profile	60-(c)
1400 - 1500	Stress Management for prison officer	61-(a)
1515 - 1615	Personality Disorders of the prisoners	62-(b)
		63-(a)
		64-(c)
WEEK-2		
Day 5	CONTENT	
1000 – 1115	Minimizing Aggressive behaviour in Prisoners	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Tapping of CSR funds for the development of social infrastructure and Prison Industries	65-(b)
		66-(c)
		67-(d)
1400 - 1500	FIELD VISIT (counselling centres, Legal aid centres, industrial complex, NGOs)	68-(d)
1515 - 1615		69-(b)
		70-(d)
WEEK-3		
Day 1	CONTENT	
1000 – 1115	Counselling skills for Prison Officer	Includes recap of

		the previous day important topics for about 15 mins
1130 - 1245	Identification of Suicidal Tendencies in prisoners	71-(a) 72-(c) 73-(d) 74-(c) 75-(d)
1400 - 1500	Dealing with Alcoholics and Drug Addicts	
1515 - 1615	Managing Mental Health Issues of prisons	
WEEK 3		
Day-2	CONTENT	
1000 – 1115	Dealing with Repeat Offenders	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Service Rules	76-(a) 77-(c) 78-(d) 79-(b) 80-(a)
1400 - 1500	Special Rules for Prisons Department State and Subordinate Services	
1515 - 1615	Fundamental Rules	
WEEK-3		
Day-3	CONTENT	
1000 – 1115	Leave Rules	Includes recap of the previous day important topics for about 15 mins

1130 - 1245	State Civil Service (Conduct) Rules	81-(d)
1400 - 1500	State Civil Services (Classification, Control and Appeal) Rules	82-(c) 83-(b)
1515 - 1615	Departmental Enquiries	84-(d) 85-(d)
WEEK-3		
Day 4	CONTENT	
1000 – 1115	Claims of Government Servants	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Office Financial Administration of Office	86-(b) 87-(a)
1400 - 1500	Stocks and Stores	88-(a) 89-(b)
1515 - 1615	Establishment of Skill Development-cum-Production Centres	90-(b)
WEEK-3		
Day 5	CONTENT	
1000 – 1115	Role of Skills in changing the mindset of prisoners	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Skills acts as a tool to overcome the mental health issues	

1400 - 1500	FIELD VISIT (counselling centres, Legal aid centres, industrial complex, NGOs)	
1515 - 1615		
Day -6 0600-0800	SRAMADANAM (CLEAN AND GREEN)	
0930-1230	PRISON RELATED MOVIE	
WEEK-4		
Day 1	CONTENT	
1000 – 1115	Imparting demand-driven, market-oriented skills to prisoners for getting employment	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Establishment of Specialized Skill Development-cum-Production centres for women prisoners	91-(c) 92-(b) 93-(d) 94-(b) 95-(d)
1400 - 1500	Establishment of Market oriented Prison Industries	
1515 - 1615	Production planning, Procurement of raw materials, market study and other allied activities	
Week-4		
Day 2	CONTENT	
1000 – 1115	Training to the foreman/technicians and other staff of prison industries to adopt the emerging technologies	Includes recap of the previous day important topics for about 15 mins

1130 - 1245	Engaging technical services/ personnel on hire basis to provide necessary expertise on industries for operational management of Prison Industries	96-(a) 97-(c) 98-(c)
1400 - 1500	Quality control, branding and Marketing of prison products	99-(a)
1515 - 1615	Mechanism for Fixing Price of Prison Products	100-(c)
WEEK-4		
Day 3	CONTENT	
1000 – 1115	Maintenance of records and registers pertaining to Prison Industries	Includes recap of the previous day important topics for about 15 mins
1130 - 1245	Joint Ventures through PPP and PP Modes	101-(a) 102-(d)
1400 - 1500	Leadership Skills for Prison Officer	103-(b) 104-(d)
1515 - 1615	Communication skills and interpersonal relations for Prison Officers	105-(c)
WEEK-4		
Day 4	CONTENT	
1000 – 1115	Competency, Performance, Discipline and Work Habits	Includes recap of the previous day important topics for about 15 mins

1130 - 1245	Social Skills of Prison Officer	106-(c)	
1400 - 1500	Change Management for Prison Administration	107-(b)	108-(a)
1515 - 1615	Time Management in Prison Officer	109-(b)	110-(c)
WEEK-4			
Day 5	CONTENT		
1000 – 1115	Work-Life Balance for Prison Officer	Includes recap of the previous day important topics for about 15 mins	
1130 - 1245	Best Reformative measures in prisons	111-(a)	118-(d)
		112-(a)	119-(d)
1400 - 1500	Use of technology in prison administration for security purpose	113-(d)	120-(d)
		114-(a)	121-(b)
1515 - 1615	e-Governance in Prisons	115-(c)	122-(d)
		116-(b)	123-(c)
		117-(a)	

TIME TABLE FOR INDOOR AND OUTDOOR SESSIONS

SESSIONS	TIME
OUTDOOR SESSIONS	
PHYSICAL TRAINING	0445 TO 0600
PARADE / WEAPON TRAINING	0600 TO 0645
Yoga/ Meditation/Sports	0700 TO 0745
INDOOR SESSIONS	
Session I	1000 TO 1115
Session II	1130 TO 1245
Session III	1400 TO 1500
Session IV	1515 TO 1615
Library/ Computers Lab	0915 TO 0945
Break	1030 TO 1045 1200 TO 1215 (Break) 1530 TO 1545
Break Fast	0800 TO 0845
Lunch	1245 TO 1400
Dinner	1930 TO 2100

DAY WISE TASKS

ONE MONTH COURSE

WEEK-1

Day – 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

Day – 2

- Recap of Day-1
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-2

- Training

Post Lunch

- Training

Day – 4

- Recap of Day-3
- Training

Post Lunch

Filed visit

Day – 5

- Recap of Day-1
- Training

Post Lunch

- Filed Visit

WEEK-2

Day – 1

- Recap of Day-1
- Training

Post Lunch

- Training

Day – 2

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-3
- Training

Post Lunch

Filed visit

Day – 4

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 5

- Recap of Day-1
- Training

Post Lunch

- Filed Visit

WEEK-3

Day – 1

- Recap of Day-1
- Training

Post Lunch

- Training

Day – 2

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-3
- Training

Post Lunch

Filed visit

Day – 4

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 5

- Recap of Day-1
- Training

Post Lunch

- Filed Visit

WEEK-4

Day – 1

- Recap of Day-1
- Training

Post Lunch

- Training

Day – 2

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-3
- Training

Post Lunch

Training

Day – 4

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 5

- Recap of Day-4
- Training

Post Lunch

- Learning points of all sessions
- Feedback session
- Valediction
- Certificate
- Group Photo with Chief Guest, if any

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

End of Course

PART-B

1. COURSE GRID

2. LEARNING EVENT

3. OUTDOOR TRAINING

COURSE GRID

COURSE GRID

1 Evolution of Prison Administration through Legislations	2 Important Committees and Commissions on Prison Reforms in India	3 Prison Architecture
4 Security and Staff Discipline	5 Classification and categorization of Prisoners	6 Custodial Management in Prisons
7 Medical Administration	8 Issues and challenges in Correctional Administration	9 Human Rights of Prisoners
10 Protection of Human Rights from Violations	11 Special Needs of Women Prisoners in respect of Human Rights	12 Gender sensitisation in Criminal Justice System
13 Case laws on Human Rights and Prisoners' Rights in India	14 Processing of Prisoners' Parole and Furlough Applications	15 Role of redressal mechanism in Prison Administration

16 Maintenance of quality food and canteen facilities in Prisons	17 Liaison with Other Departments in Connection with Prison Administration	18 Role of Recreational Facilities and cultural activities for the reformation of the prisoners
19 Sentence Planning for Reformation and Rehabilitation of Prisoners	20 Remission and provisions relating to Remission	21 Purposes of awarding of 'remission' to a Prisoner
22 Procedure of awarding 'remission'	23 e-Sentence Management	24 Implementation of educational programmes for prisoner
25 Incident Management, nature and types of incidents that occur in prisons	26 Dealing with incidents in Prisons	27 Dealing with hostage crisis
28 Preparedness for handling of incidents	29 Disaster Management	30 Assessment of Prisoner's Profile

31 Stress Management for prison officer	32 Personality Disorders of the prisoners	33 Minimizing aggressive behaviour in prisoners
34 Tapping of CSR funds for the development of social infrastructure and Prison Industries	35 Counselling skills for Prison Officer	36 Identification of Suicidal Tendencies in prisoners
37 Dealing with Alcoholics and Drug Addicts	38 Managing Mental Health Issues of prisoners	39 Dealing with Repeat Offenders
40 Service Rules	41 Special Rules for Prisons Department State and Subordinate Services	42 Fundamental Rules
43 Leave Rules	44 State Civil Service (Conduct) Rules	45 State Civil Service (Classification, Control and Appeal) Rules

46 Departmental Inquiries	47 Claims of Government Servants	48 Financial Administration of Office
49 Stocks and Stores	50 Establishment of Skill Development- cum- Production Centres	51 Role of Skills in changing the mindset of prisoners
52 Skills as a tool to overcome the prisoners mental health issues	53 Imparting demand-driven, market-oriented skills to prisoners for getting employment	54 Establishment of Specialized Skill Development-cum- Production centers for women prisoners
55 Establishment of Market-Oriented Prison Industries	56 Production planning, Procurement of raw materials, market study and other allied activities	57 Training the foreman, technicians and other staff of prison industries to adopt emerging technologies
58 Engaging technical services/ personnel on hire basis to provide necessary expertise on industries for operational	59 Quality control, branding and marketing of prison products	60 Mechanism for Fixing Price of Prison Products

management of Prison Industries		
61	62	63
Maintenance of records and registers pertaining to Prison Industries	Joint Ventures through PPP modes and PP modes	Leadership Skills for Prison Officer
64	65	66
Communication Skills and interpersonal relations for Prison Officer	Competency, Performance, Discipline and Work Habits	Social Skills of Prison Officer
67	68	69
Change Management for Prison Administration	Time Management for Prison Officer	Work-Life Balance for Prison Officer
70	71	72
Best Reformative measures in prisons	Use of technology in prison administration for security purposes	e-Governance in Prisons

LEARNING EVENT

LEARNING EVENT

Unit		1						
Learning Unit		Evolution of Prison Administration through Legislations						
Training Objective		At the end of training, participants will be able to identify the legislations pertaining to the Prison Administration.						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the legislations pertaining to Prisons and Prison Administration	- Prisons Legislations before Independence and after Independence - Legislations which emphasize on different subject matters	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		2						
Learning Unit		Important Committees and Commissions on Prison Reforms in India						
Training Objective		At the end of training, participants will be able to explain the Prison Reforms recommended by Committees and Commissions in India.						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the recommendations of Committees and Commissions on Prison Reforms in India	- Prison Reforms Committees and Commissions before and after Independence - Subject matters and specific recommendations of various Committees and Commissions	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		3						
Learning Unit		Prison Architecture						
Training Objective		At the end of training, participants will be able to explain the role of Prison Architecture for the reformation of the inmates.						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the role of Prison Architecture in Reformation of the inmates	- Types of Prison Architecture - Objectives of Prison Architecture - Benefits of Prison Architecture	Lecture-cum-Discussion	White Board, Marker, Projection System	75 mins	Guest / In-House / Guest Faculty		Observation/ Participation Formative Q/A

LEARNING EVENT

Unit		4						
Learning Unit		Security and Staff Discipline						
Training Objective		At the end of training, participants will be able to explain the importance of security and staff discipline						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the types of security	- Types of Security	Lecture-cum-Discussion	White Board, Marker,	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the importance of	- Role and importance of security in prisons		Projection System				

	staff discipline in Prisons and Correctional Administration	- Importance of discipline among prison staff - List the duties and responsibilities of prison staff						
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LEARNING EVENT

Unit		5						
Learning Unit		Classification and categorization of Prisoners						
Training Objective		At the end of training, participants will be able to explain the ‘classification and categorization’ of the prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the ‘classification’ of prisoners	- Classification of prisoners - Categorization of prisoners - The need for categorization and classification of prisoners	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the ‘categorization’ of prisoners							

LEARNING EVENT

Unit		6						
Learning Unit		Custodial Management in Prisons						
Training Objective		At the end of training, participants will be able to explain the prison offences and punishments						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the nature of prison offences and punishments,	- Nature of prison offences; Major and Minor Punishments - Procedure for awarding punishments - Role of punishments for the correction of inmates	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the procedure to award punishments							

LEARNING EVENT

Unit		7						
Learning Unit		Medical Administration						
Training Objective		At the end of training, participants will be able to explain the need of ‘Health care and Hygiene ‘ for the inmates in prisons						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the duties and responsibilities of Medical Officer Explain the	- Importance of medical administration in prisons - Role and responsibilities of Medical Officer.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	importance of 'health care' and maintenance of hygiene of the inmates	- Steps for ensuring 'health care' of inmates - Steps to maintain 'hygiene' in prisons						
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LEARNING EVENT

Unit		8						
Learning Unit		Issues and challenges in Correctional Administration						
Training Objective		At the end of training, participants will be able to explain the issues and challenges in Correctional Administration						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the objective of Correctional Philosophy	- Philosophy of Correctional Administration	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
		- Objective of Correctional Administration						
2.	List the emerging issues and challenges in Correctional Administration	- Emerging issues and challenges of Correctional Administration						

LEARNING EVENT

Unit		9						
Learning Unit		Human Rights of Prisoners						
Training Objective		At the end of training, participants will be able to explain the evolution of Human Rights of the prisoners						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the Human Rights of prisoners	- Evolution of Human Rights for prisoners - Various Human Rights ensured to a prisoner	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		10						
Learning Unit		Protection of Human Rights from violations						
Training Objective		At the end of training, participants will be able to explain the ways to protect Human Rights from violations in prisons						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the ways of the protection of Human Rights from violation	- Rights guaranteed by the Indian Constitution - Guidelines and rules issued by state Human Rights	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

		Commission and United Nations Human Rights Council - Nelson Mandela Rules -2015, etc.,						
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LEARNING EVENT

Unit		11						
Learning Unit		Special Needs of Women Prisoners in respect of Human Rights						
Training Objective		At the end of training, participants will be able to explain the special needs of women prisoners in respect of Human Rights						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the importance of sensitive care to be taken in respect of women prisoner	- Special needs of women prisoners in respect of Human Rights	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		12						
Learning Unit		Gender sensitisation in Criminal Justice System						
Training Objective		At the end of training, participants will be able to explain the importance of Gender sensitivity in Criminal Justice System						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the Rules and Treaties regarding Gender sensitivity in Prison Administration	- Bangkok Rules - Nelson Mandela Rules - NALSA guidelines - etc.,	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		13						
Learning Unit		Case laws on Human Rights and Prisoners' Rights in India						
Training Objective		At the end of training, participants will be Explain with the Case Laws on Human Rights and Prisoner's Rights in India.						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the Case Laws on Humans Rights and Prisoners' Rights in India.	- Case Laws on Human Rights and Prisoners 'Rights in India	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the benefits for Prison Administration through case laws.	- Changes and reformative measures adopted in line with the case laws						

LEARNING EVENT

Unit		14						
Learning Unit		Processing of Prisoners' Parole and Furlough Applications						
Training Objective		At the end of training, participants will be able to explain the process of prisoner's paroles and furlough applications						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Describe Parole and Furlough	Temporary releases from the jails Sanctioning authority for Furlough and Paroles - Procedures for sanctioning Furlough	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Differentiate between Parole and Furlough	and Paroles - Benefits of Furlough and Parole as tools for strengthening bondage with family members						
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LEARNING EVENT

Unit		15						
Learning Unit		Role of redressal mechanism in Prison Administration						
Training Objective		At the end of training, participants will be able to explain the disposal of grievances of the prisoners through redressal mechanism.						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the ways of disposal of prisoners' grievances	- Legal aid counsel - Welfare officer - Superintendent - Complaint Box - Prison Panchayat - Non-Official Visitor	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A
2.	Explain the benefits of redressal	- Reduce the tension - Facilitate the						

	mechanism for strengthenin g of Correctional Administrati on.	atmosphere for reformation - Acts as a deterrence for violence - Strengthens the security in prisons’ etc.						
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LEARNING EVENT

Unit		16						
Learning Unit		Maintenance of quality food and canteen facilities in Prisons						
Training Objective		At the end of training, participants will be able to explain the role of quality of food and canteen facilities in the Prison Administration.						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List ways to improve the quality of food and its benefits	- Training of prisoners through experienced Chefs - Procurement of quality groceries and ration articles - Adhering to	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A

2.	Explain the benefits of providing canteen facilities in prisons	nutritional standards - Regularly testing the groceries for quality - Enables positive thinking - Prevents health hazards - Engage in productive work - Prevention of violence etc.						
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LEARNING EVENT

Unit		17						
Learning Unit		Liaison with other Departments in Connection with Prison Administration						
Training Objective		At the end of training, participants will be able to identify the benefits of liaison with other Departments in connection with the Prison Administration						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the benefits of liaison with the other Departments	- Sort out the issues pertaining to Prison Administration quickly, especially: 1. Electricity	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A

		2. Municipal Administration; drainage, sewage, drinking water, garbage disposal, etc. 3. Industries Department 4. Modernization of Prison Industries 5. Education Department for providing the educational facilities to all the inmates 6. District						
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		Collectorate for providing the loans for rehabilitation purposes and pensions to old age parents of the inmate, etc. 7. Horticulture and Agriculture Department, etc.						
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LEARNING EVENT

Unit		18						
Learning Unit		Role of recreational facilities and cultural activities for the reformation of Prisoners						
Training Objective		At the end of training, participants will be able to explain the role of recreational facilities and cultural activities for the reformation of prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the recreational facilities provided for the benefit of prisoners List the	- Learn to co-exist with others - Capacity building - Team building skills - Develop leadership skills - Behavioural change	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A

2.	cultural activities provided for the benefit of prisoners	- Physical fitness - Develops reading habits - Enables control of emotions, etc.						
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LEARNING EVENT

Unit		19						
Learning Unit		Sentence Planning for Reformation and Rehabilitation of Prisoners						
Training Objective		At the end of training, participants will be able to explain the importance of Sentence planning for the reformation and rehabilitation of prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the role of sentence planning for reformation and rehabilitation of prisoners	Activities for Sentence planning of lifers and non-lifers for reformation and rehabilitation - Yoga - Education - Spiritual programs - Skilling/vocational	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House/ Guest Faculty		Formative Q/A

2.	List the activities of sentence planning	l training - Meditation - Work in industries for real-time experience - Counselling for attitudinal and behavioural changes - Sports and games - Cultural programs - Reading habits						
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LEARNING EVENT

Unit		20						
Learning Unit		Remission and provisions relating to Remission						
Training Objective		At the end of training, participants will be able to explain ‘remission’ and provisions						
Enabling Objectives- At the end of training, participants will be able to-		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	Define ‘remission’	- Remission system and reduction of sentence	Lecture-cum-Discussion	White Board, Marker,	75	In-House /Guest Faculty		Formative
2.	List the provisions dealing with ‘remission’	- Types of remission - Provisions under which remissions are awarded		Projection System				Q/A

LEARNING EVENT

Unit		21						
Learning Unit		Purpose of awarding of 'remission' to a Prisoner						
Training Objective		At the end of training, participants will be able to explain the purpose of awarding remission to a prisoner						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the purpose of 'remission'	- Promotion of good conduct and behaviour - Promotion of work culture - Reduction of	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2	Explain the eligibility criteria for remission	violence and encourages discipline, etc. - Based on the offences committed by the prisoner - Duration of sentence - Good conduct and behaviour of the prisoner - Based on the work performed by the prisoner Based on the education received in jail, etc.						
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LEARNING EVENT

Unit		22						
Learning Unit		Procedure of awarding 'remission'						
Training Objective		At the end of training, participants will be able to explain the procedure of awarding 'remission'						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the procedure of awarding remission	- Awarding of ordinary remission based on the conduct and work - Awarding of special remission through a	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A

		Committee headed superintendent of concern jail - Awarding of State remission by state level Committee							
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LEARNING EVENT

Unit		23						
Learning Unit		e-Sentence Management						
Training Objective		At the end of training, participants will be able to identify the importance of e-sentence Management						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define e-sentence Management	- Maintenance of prisoners' admission, release and remission details through electronic form	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A
2.	Explain the	- Record and keep track of computation of sentence, remission - Eligibility of Parole						

	benefit of e-sentence management	- Eligibility of Furlough - Actual date of release - Probable date of release - Fine sentence						
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LEARNING EVENT

Unit		24						
Learning Unit		Implementation of educational programmes for prisoner						
Training Objective		At the end of training, participants will be able to explain the educational programmes for reformation and rehabilitation of prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the educational programmes for Prisoners	- Primary education	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A
2.	Explain the benefits of educational programmes for	- Higher education through 'distance learning'						

	reformation and rehabilitation of prisoners	- Improvement in thinking ability of prisoners - Providing a source of employment, etc.						
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LEARNING EVENT

Unit		25						
Learning Unit		Incident Management, nature and types of incidents that occur in prisons						
Training Objective		At the end of training, participants will be able to explain the nature and types of incidents; that can occur in prisons						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Identify the role of incident Management in the prisons	- Importance of incident Management	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A
2.	List the incidents that can occur in prisons	- Evolution of incident management in prisons						
		- Nature and type of incidents						

LEARNING EVENT

Unit		26						
Learning Unit		Dealing with incidents in Prisons						
Training Objective		At the end of training, participants will be able to explain the ways of dealing with incidents in prisons						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Describe the ways of dealing with the incidents	- Immediate response - Isolation and containing the area - Report and gathering of the information - Call for ‘response resource’ - Manage the incident - Restore daily	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A

2.	Explain the ways for preventing the incidents in the prisons.	routine of prison - Review the incident and actions taken - Conducting mock drills - Staff training - Procurement of emergency equipment						
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LEARNING EVENT

Unit		27						
Learning Unit		Dealing with hostage crisis						
Training Objective		At the end of training, participants will be able to describe ways to deal with hostage crisis in prisons						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Describe the ways how to deal with hostage crisis	- Speedy trials of the cases - Effective prison security and intelligence	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-house /Guest faculty		Formative Q/A
2.	Explain the ways for	- Strengthening the transparency and						

	preventing hostage crisis	accountability mechanism - Regular and effective training - Ensuring a safe and workable conditions for the prison staff - Adequate logistics - Adequate ‘health care’ facilities and hygienic conditions - Sufficient quality food to be provided for the prisoner						
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LEARNING EVENT

Unit		28						
Learning Unit		Preparedness for handling of incidents						
Training Objective		At the end of training, participants will be able to explain the types of preparedness required for handling incidents in Prisons						
Enabling Objectives- At the end of training, participants will be able to-		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List the ways of handling the incidents	- Capacity building	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A
2.	Explain the ways of handling incidents	- Prepare the security policies and procedures - Training for security purposes - Security audit and						

	based on the nature and degree	analysis - Security response system - Sharing of information and create awareness - Regular verification of perimeter security						
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LEARNING EVENT

Unit		29						
Learning Unit		Disaster Management						
Training Objective		At the end of training, participants will be able to explain the methods of Disaster Management in the prisons						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain 'Disaster Management',	- A process of effectively preparing for and responding to disasters - Types of disasters 1. Natural disasters 2. Man-made	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A

2.	List the ways to tackle the disaster	disasters 3. Others Disaster management - Before 1. Prevention 2. Mitigation 3. Preparedness - After 1. Response 2. Recovery						
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LEARNING EVENT

Unit		30						
Learning Unit		Assessment of Prisoner's Profile						
Training Objective		At the end of training, participants will be able to explain the method of assessing prisoner's profile for reformation and rehabilitation						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define prisoner's profile	- Nature of offence - Reasons behind offences - Peer influences	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A
2.	Explain the method of assessment of prisoners'	- Background information - Absence of parental observation						

	profile	- Lack of employability skills - Ability to understand human behaviour to resolve prisoner issues						
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LEARNING EVENT

Unit		31						
Learning Unit		Stress Management for prison officer						
Training Objective		At the end of training, participants will be able to describe the ways of handling the stress of the prison profession						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Describe the types of stress in the prisons	- Nature and types of stress - Source of stress - Effect of stress on psychological and health functioning	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	List the ways for dealing with stress	- General Adaptation Syndrome (GAS) - Stress and immune system - Lifestyle - Coping with stress and anger						

LEARNING EVENT

Unit		32						
Learning Unit		Personality Disorders of the prisoners						
Training Objective		At the end of training, participants will be able to identify the ‘personality disorders’ in prisoners						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the types of personality disorders due to prevailing prison conditions	- Borderline Personality Disorder, - Narcissistic Personality Disorder, - Obsessive-Compulsive Personality Disorder,	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest faculty		Formative Q/A

		- Paranoid Personality Disorder, - Anti-Social Personality Disorder and - Management of Personality Disorder, etc.						
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LEARNING EVENT

Unit		33						
Learning Unit		Minimizing aggressive behaviour in prisoners						
Training Objective		At the end of training, participants will be able to explain ways to minimize aggressive behaviour in prisoners						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the process of minimizing aggressive behaviour of prisoners	Aggressive Behaviour can be caused by the following: • Gang rivalries • Overcrowding • Minor disputes • Prison design • Mental health issues, etc. To reduce Aggressive	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

		Behaviour: - Identify the signs of aggressive behaviour - Not resorting to physical violence against such inmates unnecessarily - Provide adequate food - Provide support mechanisms etc.,						
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LEARNING EVENT

Unit		34						
Learning Unit		Tapping of CSR funds for the development of social infrastructure and Prison Industries						
Training Objective		At the end of training, participants will be able to explain the ways of tapping the CSR funds for development of social infrastructure and Prison Industries						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the benefits of the Corporate Social Responsibility (CSR) Programme	- Corporate Social Responsibility(CSR). - Utilization of CSR funds of public /private sector for the social infrastructure,	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A

		prison industries and imparting skills to the prisoners. - Procedure of tapping CSR funds						
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LEARNING EVENT

Unit		35						
Learning Unit		Counselling Skills for Prison Officer						
Training Objective		At the end of training, participants will be able to explain the need of Counselling Skills for Prison Officer						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (mins)	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
At the end of training, participants will be able to								
1.	Explain the role of Counselling Skills for the capacity building of Prisons Officers	- Types of Counselling Skills	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A
2.	Explain the benefits of Counselling Skills	- Role of Counselling Skill for reformation of prisoners						
		- Necessity of Counselling Skills in Prison Officers						

LEARNING EVENT

Unit		36						
Learning Unit		Identification of Suicidal Tendencies in prisoners						
Training Objective		At the end of training, participants will be able to explain the symptoms of suicidal tendencies in prisoners						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the suicidal tendencies in prisoners	-Suicide, meaning and definition -signs and symptoms of suicidal ideation -reasons for committing suicide	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A
2.	Explain the	-identifying signs and						

	processes of identification suicidal tendencies in prisoners	symptoms of suicide - Social intervention and Peer support - Buddy system - Physical environment and architecture - Gate keeper model - NIMHANS reports and related other reports						
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LEARNING EVENT

Unit		37						
Learning Unit		Dealing with Alcoholics and Drug Addicts						
Training Objective		At the end of training, participants will be able to explain the mechanism of dealing with Alcoholics and Drug Addicts in Prisons						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the withdrawal symptoms of alcoholics and drug	- Sleeplessness - Stress - Anxiety - Shivering - Aggressiveness	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A

2.	addicts in prisons Explain the Mechanisms to deal with Alcoholics and Drug Addicts	etc. - Counselling - Therapy; - Engaging in recreational and productive work, etc.						
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LEARNING EVENT

Unit		38						
Learning Unit		Managing Mental Health issues of prisoners						
Training Objective		At the end of training, participants will be able to explain the ways of dealing with prisoners suffering from Mental Health issues						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Identify Mental Health Issues of prisoners	- Neurotic disorder, - Anxiety disorder, - Phobias of various kinds, - Psychotic disorders, - Depression, bipolar disorder - Schizophrenia and - obsessive-	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the ways of taking care and							

	rehabilitate the prisoners who are suffering from mental health issues	compulsive disorder etc., - Mental Healthcare Act, 2017 - Rehabilitation techniques						
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LEARNING EVENT

Unit		39						
Learning Unit		Dealing with Repeat Offenders						
Training Objective		At the end of training, participants will be able to explain the ways of dealing with repeat offenders						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANC E AID	ASSESSMEN T
At the end of training, participants will be able to -								
1.	Define ‘repeat offender’	- Recidivism	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A
2.	Explain ways of dealing with ‘repeat offenders’ to reduce recidivism	- Counselling - Capacity building - Improving confidence levels - Imparting skills - Providing employment - Economic and Social rehabilitation						

LEARNING EVENT

Unit		40						
Learning Unit		Service Rules						
Training Objective		At the end of training, participants will be able to explain the State and Subordinate Service Rules						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the State and Subordinate Service Rules	State Government services for ; - All Gazetted posts and Non-Gazetted posts - Method of recruitment	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A
2.	Explain the salient features of State and	- Regularisation of service - Declaration of probation						

	Subordinate Service Rules	- Minimum service for promotion - Temporary appointments - Joining time - Departmental tests - Rule of reservations - Seniority - Appeals - Revision and Review, etc.						
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LEARNING EVENT

Unit		41						
Learning Unit		Special Rules for Prisons Department State and Subordinate Services						
Training Objective		At the end of training, participants will be able to explain Special Rules for Prisons Department, State and Subordinate Services						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the Special Rules for Prisons Department, State and Subordinate-Services	- Prisons Department - Gazetted officers - Non- Gazetted Officers - Recruitment - Training - Regularization of service - Probation - Direct recruitment and promotes quota	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest faculty		Formative Q/A

LEARNING EVENT

Unit		42						
Learning Unit		Fundamental Rules						
Training Objective		At the end of training, participants will be able to explain Fundamental Rules						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the Fundamental Rules	- Fundamental Rules to deal with Government employees' Financial matters	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain salient features of the fundamental Rules	- Pay fixation - Increment - Allowances - Subsistence allowance - Regulation of suspension period - Joining Time, Combination of appointment and foreign service, etc.						

LEARNING EVENT

Unit		43						
Learning Unit		Leave Rules						
Training Objective		At the end of training, participants will be able to describe the provisions of Leave Rules						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Define Leave Rules	- Leave Rules deal with various leaves and leave policies government employees	Lecture-cum-Discussion	White Board, Marker,	75	In-House / Guest Faculty		Formative Q/A
2	Explain the types of	- Casual leave, - Compensatory causal leave - Earned leave, - Encashment of		Projection System				

	Leaves	earned leave, - Leave on half pay, - Leave not due, - Extra ordinary leave, - Half Pay leave commuted to full pay for certain ailment, - Extraordinary leave - Study leave, - Maternity leave, - Paternity leave, - Special casual leave, - Child-Care leave, etc. - Leave sanctioning authorities						
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LEARNING EVENT

Unit		44						
Learning Unit		State Civil Services (Conduct) Rules						
Training Objective		At the end of training, participants will be able to explain the State Civil Services (Conduct) Rules						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the State Civil Services (Conduct) Rules	- Civil Services (Conduct) Rules deal with the conduct of the Government employees.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2	Explain the Salient Features of State Civil Services	- Observance of Government policies - Demonstration and						

	(Conduct) Rules	strikes - Criticism of government - Communication of official information - Annual property statements - Investments and lendings - Consumption of intoxicating drugs - Private employment - Bigamy - Publication of books, etc.						
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EARNING EVENT

Unit		45						
Learning Unit		State Civil Services (Classification, Control and Appeal) Rules						
Training Objective		At the end of training, participants will be able to describe the State Civil Services (Classification, Control and Appeal) Rules						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Describe the State Civil Services (Classification, Control and Appeal) Rules	- Civil Services (Classification, Control and Appeal) Rules govern the discipline of the Government employees.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.		- Suspension, - Penalties to be						

	Explain the salient features of State Civil Services (Classification, Control and Appeal) Rules	imposed, - Authorities with the power to suspend and to take disciplinary action and impose penalties, - Procedure for imposing penalties (major and minor penalties), - Appeal procedure and appellate authorities, - Revision procedure and review, - Communication of order, etc.						
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LEARNING EVENT

Unit		46						
Learning Unit		Departmental Inquiries						
Training Objective		At the end of training, participants will be able to explain the procedure for Departmental Inquiries						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the procedure of conducting Departmental Inquiries	- Disciplinary Authority of Examination complaint - Conducting the preliminary enquiry - Investigation and preliminary report - In case of major	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

		punishments, charges should be framed - Whether there is any need for suspension - Appointing an inquiry officer - Appointing a presenting officer - Conducting inquiry and communication of the inquiry report - Demand explanation if necessary - Awarding of punishment						
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LEARNING EVENT

Unit		47						
Learning Unit		Claims of Government Servants						
Training Objective		At the end of training, participants will be able to explain the disposal of claims of Government Servants						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the financial claims that can be raised by Government Servants	List claims of Government Servants - Pay and allowances, - Travelling allowances, - Loans and advances, - Deductions from pay - Bills of Government Servants	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain the Procedure for disposal of such claims	- Claim receipt - Verification of claim - Eligibility criteria - Authentication for the expense - Sanction of the claim						
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LEARNING EVENT

Unit		48						
Learning Unit		Financial Administration of Office						
Training Objective		At the end of training, participants will be able to explain the role of Drawing and Disbursing Officer (DDO)						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Define the powers of Drawing and Disbursing Officer (DDO)	- Contingent charges - Budget allotments - Sanctions - Delegation of financial powers - Service of postage stamps - Rents, rates and taxes - Charges owed to the	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain the financial powers and procedures for the sanctions	Government such as electricity, etc. - Exercise of powers conferred from the Government or Head of the Department (HOD) with regard to finances - Powers delegated from appropriate authorities						
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LEARNING EVENT

Unit		49						
Learning Unit		Stocks and Stores						
Training Objective		At the end of training, participants will be explain the procedure of maintaining Stocks and Stores						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the list of Stocks and Stores	- Civil Store articles - Arms and ammunition - Ration articles - Machinery and tools - Stationery - Livestock, etc.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain the procedures for maintaining the stores	- Procedure laid down in Financial Code - Procedure for Maintenance of Stores and Stocks						
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LEARNING EVENT

Unit		50						
Learning Unit		Establishment of Skill Development- cum-Production Centres						
Training Objective		At the end of training, participants will be able to explain the steps required for establishment of Skill Development-cum-Production Centres						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the role of Skill Development - cum- Production Centres for the reformation and	- Meaningful engagement - Realtime work experience - Stress relief - Physical exercise - Earning Wages - Certification of skill - Improving	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	rehabilitation of the inmates. Explain process to assess the background of prisoners for selection of right trade	confidence levels - Learn co-existence - Provide the Employment post release - Nature of the crime - Nature of sentence - Educational background - Occupation - Technical knowledge - Socio-economic background of the family						
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LEARNING EVENT

Unit		51						
Learning Unit		Role of Skills in changing the mindset of prisoners						
Training Objective		At the end of training, participants will be able to explain role of skills in changing the mindset of prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Describe role of skills changing the mindset of prisoners	- Engaging in productive work - Rational thinking - Overcome mental health issues - Reduce violent behaviour - Enable positive thinking and outlook towards life - Improve self-confidence for better life after release	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		52						
Learning Unit		Skills as a tool to overcome the prisoners mental health issues						
Training Objective		At the end of training, participants will be able to identify the skills act as one of the tool to overcome the mental health issues like depression and violent behaviour						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain ways skills act as a tool to overcome the mental health issues like depression and violent behaviour, etc.	- Inculcate work culture - Physical exercise - Remove idleness - Develop social interaction - Improve social skills - Self-discipline - livelihood	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		53						
Learning Unit		Imparting demand-driven and market-oriented skills to prisoners for getting employment						
Training Objective		At the end of training, participants will be able to explain imparting demand-driven and market-oriented skills to the prisoners for getting employment after release from the prison						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain role of imparting the demand-driven and market-oriented skills	- Imparting demand driven and market-oriented skills for obtaining gainful employment immediately after release from the prison	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the ways skills provide employment to inmates livelihood	- Skills to provide employment, which facilitate sustainable livelihood						

LEARNING EVENT

Unit		54						
Learning Unit		Establishment of Specialized Skill Development-Cum-Production centres for women prisoners						
Training Objective		At the end of training, participants will be able to identify the need for the establishment of Specialized Skill Development-Cum-Production centres for women prisoners						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the need for establishment of Specialized Skill Development -cum- Production centres for women prisoners	- Impart specialised skills for women prisoners - Provide Meaningful work - The specialized skills imparted enable rehabilitation of women prisoners - Facilitate self-employment	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		55						
Learning Unit		Establishment of Market -Oriented Prison Industries						
Training Objective		At the end of training, participants will be able to explain the process of establishing market - oriented Prison Industries						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain process of the establishment of market-orientated Prison Industries	- Study regarding the setting up of prison industry - Industries to be set up should be product demand oriented	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		56						
Learning Unit		Production planning, Procurement of raw materials, market study and other allied activities						
Training Objective		At the end of training, participants will be able to explain the production planning, procurement of raw materials and market study, etc.						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the ways of production planning	- Availability of raw materials	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the ways to achieve the aforementioned objectives	- Procedure for procurement of raw materials						
		- Maintaining inventory						

LEARNING EVENT

Unit		57						
Learning Unit		Training the foreman, technicians and other staff of prison industries to adopt the emerging technologies						
Training Objective		At the end of training, participants will be able to explain the importance of the training of the staff of prison industries to adopt the emerging technologies						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Importance of training foreman and technician	- Utilization of Government Schemes to impart training to Foreman and Technician - Identify the institutions that will impart such training to foremen/ technicians	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		58						
Learning Unit		Engaging technical services/ personnel on hire basis to provide necessary expertise on industries for operational management of Prison Industries						
Training Objective		At the end of training, participants will be able to explain the necessity to engage technical services/ personnel on hire basis to provide expertise for operational management of prison industries						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the ways to engage expertise of personnel/services other than the prison staff	- Procedure for engaging the services of personnel other than prison staff: 1. Outsourcing 2. Contract- basis - Benefits of engaging the	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain the benefits in hiring of such personnel	services of technical personnel: 1. Impart advanced skills 2. Managerial skills 3. Quality of production						
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LEARNING EVENT

Unit		59						
Learning Unit		Quality control, branding and marketing of prison products						
Training Objective		At the end of training, participants will be able to explain link in quality, branding and marketing of prison products						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the ways for increasing the sales and production in Prison Industries.	- Quality of production - Importance of marketing prison product - Establishment of brand for products	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House /Guest Faculty		Formative Q/A
2.	List ways for	- Increase of sales						

	branding and marketing of prison products	through marketing and branding - Establishment of supply chain in the local markets - Establishment of Supply / Chain management for efficiency						
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LEARNING EVENT

Unit		60						
Learning Unit		Mechanism for Fixing Price of Prison Products						
Training Objective		At the end of training, participants will be able to prepare a mechanism for fixing price of prison products						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the ways of fixing price for prison products	- Cost of raw material - Wear and tear - Management charges and electrical charges - Wages for inmates - Profit	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		61						
Learning Unit		Maintenance of records and registers pertaining to Prison Industries						
Training Objective		At the end of training, participants will be able to explain the procedure of maintaining records and registers pertaining to Prison Industries						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the records and registers to be maintained	- Weighment register - Raw material stock register - Indent register - Transit register - Finished goods register - Order book 1. Credit sales	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain maintenance of records and registers pertaining to Prison Industries	2. Cash sales - Procedure laid down in the Prison Manual and Financial code						
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LEARNING EVENT

Unit		62						
Learning Unit		Joint Ventures through PPP and PP Modes						
Training Objective		At the end of training, participants will be able to explain the process of ‘joint ventures’ through PPP and PP modes						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the Public Private Partnership (PPP) and Public -	- Public Private Partnership and Public-Public Partnership are models of joint venture that enable efficient functioning of organisations	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Partnership (PP) model for Joint							

	Ventures Explain the benefits of joint ventures for prison industries	- Business motive, technology transfer, quality control, efficiency, reduces the burden on Government. - Brings advanced technology - Labour - market oriented skills imparted to the prisoners. - Develop managerial skill of the Prison Officer						
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LEARNING EVENT

Unit		63						
Learning Unit		Leadership Skills for Prison Officer						
Training Objective		At the end of training, participants will be able to explain the ways of acquiring leadership skills for Prison Officer						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the leadership skills	- Meaning of leadership - Theories of leadership	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the role of leadership skills to	- Style of leadership - Active Listening - Empathy - Creativity - Strategic thinking skills						

	overcome the problems in profession	- Flexibility - Project planning - Time management - Assess employee's strengths and weaknesses - Communication skills, etc. - Leadership in Prisons						
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LEARNING EVENT

Unit		64						
Learning Unit		Communication skills and interpersonal relations for Prison Officers						
Training Objective		At the end of training, participants will be able to explain the importance the role of communication skills and interpersonal relations to Prison Officers						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Explain the benefits of communication skills for Prison Officer	- Interpersonal intelligence - Negotiation tactics - Networking and building relationships - Public speaking - Improve confidence levels - Body language	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	List the ways in which interpersonal skills can be improved	- Setting a meaningful goal - Observe successful interactions - Identify ways to practice - Solicit feedback - Modify the strategies - Keep interactions focused - Leverage recording technology - Stay positive						
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LEARNING EVENT

Unit		65						
Learning Unit		Competency, Performance, Discipline and Work Habits						
Training Objective		At the end of training, participants will be able to explain the importance of competency, performance, discipline and work habits in day - to - day job profile of Prison Officers						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define Competency	- Competency is a set of demonstrable characteristics and skills.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Define Performance	- How a member of staff fulfils the duties of his/her role						
3.	Explain	- Start a day by						

	the importance of discipline and work habits in professional and personal life.	accomplishing small tasks - Keep away from distractions - Practice self-care - Take plenty of breaks - Reduce stress through meditation - Know the self-strengths and weaknesses - Remove temptations - Set clear goals - Have an execution plan - Practice daily diligence - Create new habits and rituals - Prepare a backup plan						
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LEARNING EVENT

Unit		66						
Learning Unit		Social skills of Prison Officer						
Training Objective		At the end of training, participants will be able to explain importance of social skills in Prison Officers						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	‘Define social skills’	- Abilities that enable persons to deal effectively with the demands and challenges of life	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the benefits of social skills for	- How to cope with life’s inevitable difficulties - How to promote						

	his/her job profile	mental well-being and competence - Self-awareness 1. Positive thinking 2. Emotional regulation 3. Stress management, etc. - Interpersonal skills 1. Handling disputes 2. Listening skills 3. Maintaining relations, etc. - Thinking skills 1. Executive functional skills 2. Decision making 3. Problem solving 4. Resilience 5. Goal setting, etc.						
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LEARNING EVENT

Unit		67						
Learning Unit		Change Management for Prison Administration						
Training Objective		At the end of training, participants will be able to identify the importance of ‘Change Management’ for Prison Administration						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define ‘Change Management’	- Systematic approach to deal with the transition or transformation of an organisation’s goals, processes or technologies	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the role of change management in the	- Designing the strategic approach to management						

	prison administrat ion	- Support operations - Evaluating the change impact and organisational readiness to limit potential risk - Supporting training and communication						
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LEARNING EVENT

Unit		68						
Learning Unit		Time Management in Prison Officer						
Training Objective		At the end of training, participants will be able to explain the importance of 'Time Management' in profession of Prison Officers						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	'Define Time Management'	- Method of planning and balancing time among different activities	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain how to put time management into practice	- Prioritizing - Delegation - Decision making - Scheduling - Multi-tasking - Goal-setting - Setting boundaries - Problem solving, etc.						

LEARNING EVENT

Unit		69						
Learning Unit		Work-Life Balance for Prison Officer						
Training Objective		At the end of training, participants will be able to identify the importance of ‘Work-Life Balance’ in day-to-day life of Prison Officers						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	‘Define work-life balance’	- Relationship between work and commitments in day to day life. Impact on one another	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	List the benefits of ‘work-life	- Increased productivity - Less stressed work-force						

3.	balance’ Explain ways to put the ‘work-life balance’ into practice	- Less instances of sickness and absenteeism - Improve the employee’s mental health and well-being - Boost the staff morale - Better management, etc.						
4.	List the benefits of Financial Management	- Achieve financial goals - Prepare for emergencies - Financial independence - Financial security - Reduce errors - Ability to measure growth Improve productivity						

LEARNING EVENT

Unit		70						
Learning Unit		Best Reformative measures in prisons						
Training Objective		At the end of training, participants will be able to explain the best reformative measures in prison administration						
Enabling Objectives At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain reformative measures	- Educational facilities - Prison Industries - Skilling - Mulaaqat - Open prison system - Cultural therapy, etc.	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

LEARNING EVENT

Unit		71						
Learning Unit		Use of technology in prison administration for security purpose						
Training Objective		At the end of training, participants will be able to demonstrate the operation of equipment use for prisoner and prison security						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the technological equipment in prison	- Luggage / baggage scanners, body worm cameras mobile jammers, CCTVs operations metal detectors (HHMD, DFMD), etc.	Lecture-cum-Demonstration	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A
2.	Explain the benefits of use of technologic	- Effectiveness - Increase the efficiency						

3.	al equipment Explain procedure to procure and maintain the security equipment.	- Avoid human errors - Prevention of escapes, riots, suicides, etc. - Prevents smuggling - Quick communication - Reduce workload to staff - Procedure for procurement laid down in the financial codes						
4.	Demonstrate the operation of equipment use for security purpose in prisons	- Maintain equipment through training, servicing and maintenance.						

LEARNING EVENT

Unit		72						
Learning Unit		e-Governance in Prisons						
Training Objective		At the end of training, participants will be able to explain the importance of e-Governance in prisons						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Define the role of e-Governance in Prison Administration	- Increase the efficiency of administration - Effective delivery of services - Data management - Speedy disposal of prisoner's	Lecture-cum-Discussion	White Board, Marker, Projection System	75	In-House / Guest Faculty		Formative Q/A

2.	Explain Role of e-Governance for strengthening the Correctional Administration for welfare of prisoners	representations - Based on the prisoners' data, sentence plan can be prepared - e-Mulaaqat, etc.						
3	Explain the benefits of e-Prisons in prison administration	Court date managements, Case details Conviction details Appeal details Reduces time and paper Furlough and parole details Medical issues Cashless accounts for canteen and telephone facilities, etc.						
4	Explain the salient features of	- Inter-operable Criminal Justice System (ICJS) is seamless transfer system of data and						

	ICJS National Prisons Information Portal	information among different pillars of the criminal justice system, like courts, police, jails and forensic science laboratories, from one platform						
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OUTDOOR TRAINING

- **PHYSICAL TRAINING**
- **PARADE/WEAPON TRAINING**
- **YOGA**

SESSION -1 (0600 TO 0645)

DAY	PHYSICAL TRAINING	20 Sessions
2 - 22	Physical Fitness - Speed March, - Run – 1.6km, 3.2 km and 5km - Endurance and - Strengthening exercises	Every day morning

SESSIONS-2

(0700 TO 0745)

PARADE/WEAPON TRAINING

DAY	DRILL WITHOUT ARMS	20 sessions
1	Attention, Stand at ease, stand easy, Turnings, inclining at halt Forming up in three ranks, Dressing, numbering and proving Opening and closing at the halt, Dismissing and falling out, sizing Formation of Squad with intervals Marching in Quick time and halt	1 session
2	Side pace, paces forward and to the rear Marching in Slow and at the halt	1 session
3	Wheeling, Turnings and Diagonal march in slow	1 session

	time Change direction by forming at the halt and on the march in quick time	
4	Saluting at the halt, Saluting to the front and Message salute	1 session
	DRILL WITH ARMS (7.62mm SLR / .303” Rifle)	
5	General Rules – Rifle Exercises Falling in with Rifle at the Order, Attention, stand at ease and stand easy,	1 session
6	Slope from the order and order from slope Slope from the Order and Order from the Slope	1 session
7	For Inspection – Port Arms – Ease Springs Examination from the port – Ease Springs, Port from the examination – order from the examination	1 session
8	Turnings and inclining with Rifle, Dressing at the order and at the slope, Dress-up,	1 session
9	Saluting at the halt front salute (Butt Salute) And at the march and Message Salute	1 session
10	Marching in quick time with Rifle, Saluting with Rifle on the March to the right and left	1 session
11	GUARD OF HONOUR PRACTICING – IP	2 sessions

12	Drill with Lathi – Attention, Stand at ease, Saluting at the halt, Saluting to the front and Message salute	1 session
13		1 session
	WEAPON TRAINING	
14	Care and cleaning of Small Arms and Ammunition (.303” Rifle, 7.62mm Rifles, 9mm Pistol and Carbine etc.,) Proper preservation, Daily cleaning, weekly cleaning, monthly cleaning, preparation for Firing and cleaning after Firing Do’s and Don’ts	Lecture and demonstration
.303” Rifle		
15	Stripping – Names of the Parts and Assembling - Care and Cleaning	1 session
16	Loading and Unloading, firing positions and carrying positions,	1 session
17	stoppages and immediate actions	1 session
7.62mm Self Loading Rifle		
18	Stripping – Names of the Parts and Assembling – Care and Cleaning	1 session
19	Loading and Unloading, firing positions and carrying	1 session
20	Positions, stoppages and immediate actions	1 session

	YOGA
1	1. <u>LOOSENING PRACTICES:</u> - Neck Bending - Shoulder's Movement - Trunk Movement - Knee Movement 2. <u>YOGASANAS:</u> A. <u>STANDING POSTURES:</u> - Taḍasana - Vṛkṣasana - Pada-Hastasana - ArdhaCakrasana - Trikonasana B. <u>SITTING POSTURES:</u> - Bhadrasana - Vajrasana - Ardha Uṣṭrasana - Uṣṭrasana - Śaśakasana - Uttana Mandūkasana - Vakrasana C. <u>PRONE POSTURES:</u> - Makarasana

- Bhujāṅgana

- Śalabhasana

D. SUPINE POSTURES:

- Etubandhasana –

- UttanaPadasana –

- Rdha Halasana

- Pavana Muktasana

- Śavasana

1. KAPALABHATI:

2. PRANAYAMA:

- Naḍīśodhana or Anuloma Viloma Pranayama

- Śītalī Pranayama

- Bhramarī Praṇayama.

3. DHYANA – MEDITATION

(Note: As per YOGA PROTOCOL, Ministry of AYUSH, India)

Part -C

RESOURCE MATERIAL

Handouts:

- HO- 1 Evolution of prison administration through legislation
- HO- 2 Important committees and Commission on Prison Reforms in India
- HO- 3 Constitutional Provisions on Human Rights
- HO- 4 Case laws for Prisoners Rights
- HO- 5 Bangkok Rules for Women Prisoners
- HO- 6 Remission System
- HO- 7 Parole and furlough
- HO- 8 Incidental Management
- HO- 9 Aggressive behaviour in Prisons
- HO- 10 Work-life balance
- HO- 11 Effective Communication Skills
- HO- 12 Good Listening
- HO- 13 Technology Used in Prisons
- HO- 14 Building Positive Attitude
- HO-15 Andhra Pradesh Prison Development Board
- HO- 16 Andhra Pradesh Prisons Department Corpus Fund
- HO- 17 Types of Joint Ventures

H.O-Evolution of prison administration through legislation

1. The Indian Penal Code, 1860
2. The Prisons Act, 1894
3. The Prisoners Act, 1900
4. The Transfer of Prisoners Act, 1950
5. Representation of Peoples Act, 1951
6. The Prisoners (Attendance in Courts) Act, 1955
7. The Probation of Offenders Act, 1958
8. The Code of Criminal Procedure, 1973
9. Protection of Human Rights Act, 1993
10. The Repatriation of Prisoners Act, 2003
11. Right to Information Act, 2005
12. Model Prison Manuals, 2016
13. The Mental Health Act, 2017
14. Criminal Procedure (Identification) Act 2022

Important Committees and Commission on Prison Reforms in India

1. First Committee- Indian Prisons Discipline Committee, 1836
2. Second Committee- Commission of Inquiry into Jail Management and Discipline -1864
3. Third Committee All India jail committee, 1877
4. Fourth Committee-Jail Commission, 1889
5. Indian Jail Committee Report (1919-20)
6. The Pakwas Committee Report, 1949
7. Dr. W.C. Reckless Report, 1951
8. All India Jail Manual Committee, (1957- 59)
9. Model Prison Manual, (1958)
10. Report on Working Group of Prison Reforms in India (1972-73)
11. All India Jail Reforms Committee (1980-83) (The Mulla Committee)
12. National Expert Committee on Women Prisoners headed by Justice V.R. Krishna Iyer (1986-87)
13. Report of the Group of Officers on Prison Administration 1986-87
14. The Model Prison Manual 2003 & 2016

CONSTITUTIONAL PROVISIONS ON HUMAN RIGHTS

Constitutional provisions

1. Article 14 – Equality before Law
2. Article 15 – Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth
3. Article 17 – Abolition of Untouchability
4. Article 19 – Protection of certain rights regarding freedom of speech, etc.
5. Article 20 – Protection in respect of conviction for offences
6. Article 21 – Protection of Life and personal liberty
7. Article 22 – Protection against arrest and detention in certain cases
8. Article 23 – Prohibition of traffic in human beings and forced labour
9. Article 32 – Remedies for enforcement of rights conferred by this Part
10. Article 39-A – Equal Justice and free legal aid
11. Article 42 – Provision for just and humane conditions of work and maternity relief.
12. Article 43 – Living, wage, etc., for workers
13. Article 72 – Power of President to grant pardons, etc. and to suspend remit or commute sentences in certain cases.
14. Article 161 – Power of Governor to grant pardon, etc. and suspend remit or commute sentences in certain cases

Case laws for Prisoners Rights

I. Right to Fundamental Rights:

1. ***D.B.M. Patnaik Vs. State of Andhra Pradesh – AIR-1974***: This case law emphatically stated that it must be realized that a prisoner is a human being as well as a natural person or a legal person. However, the fundamental rights guaranteed to the prisoners by the Constitution are subjected to reasonable restrictions
2. ***Sunil Batra Vs. Delhi Administration -AIR-1978***: In this case, the Court highlighted that the imposition of solitary confinement is only to be made in exceptional cases. This case law also stated that like *D.B.M. Patnaik Vs. State of Andhra Pradesh*, if a person gets convicted for a crime, it does not reduce him to the status of a non-person, whose rights could be snatched away at the whims of the Prisons Administration. The Court also stated that, ‘Merely to plead that many prisoners are "habitual" is no ground for habitual violation of law by officials’.
3. ***State of Andhra Pradesh Vs. Challa Ramkrsihna Reddy & Ors– AIR-2000***: In this case, the Court held that the prisoner is entitled to all the fundamental rights unless curtailed by the Constitution and such restrictions must be reasonable, fair and just.
4. ***State of Maharashtra Vs. Prabhakar Pandurang Sanzgiri & Anr: AIR- 1966***: This case states that the mere fact that someone is detained cannot deprive one of his fundamental rights and that such conditions are not to be extended to the extent of the deprivation of fundamental rights of the detained individual.
5. ***Charles Sobraj Vs. Superintendent, Central Prison, Tihar – AIR – 1978***: This case law states that, all the rights available to prisoners

under the Articles such as 14, 19 and 21 are although limited but cannot be said to be static. They are bound to and rather will rise to new human heights when challenging the circumstances arise. The Court also stated that it is reluctant to intervene in the day-to-day operation of the State penal system; but undue harshness and avoidable tantrums, under the guise of discipline and security, gain no immunity from court writs.

6. **Francis Coralie Mullin Vs. The Administrator, UT Delhi – AIR-1981:** In this case, it is stated that every prisoner's liberty is of course, not circumscribed by the very fact of his confinement, but his interest limited liberty to him only the more substantial. The Court also stated that, "*it must now be taken to be well settled that a prisoner or detainee is not stripped of his fundamental or other legal rights, save those which are inconsistent with his incarceration, and if any of these rights are violated, the court which is, to use the words of Krishna Iyer, J. (SCC p. 504), "not a distant abstraction omnipotent in the books but an activist institution which is the cynosure of public hope", will immediately spring into action and run to his rescue.*"

II. Right to Life and Personal Liberty:

1. **Kharak Singh Vs. State of Uttar Pradesh – AIR-1962:** The word "life" in Art. 21 means not merely the right to the continuance of a person's animal existence, but a right to the possession of each of his organs, arms, legs etc.
2. **Narayan Dutt Tiwari Vs. Rohit Shekhar– AIR-2012:** In this case, the Court held that nobody should be compelled to be subjected to any techniques in question at any circumstances, even when it is in the context of an investigation in a criminal case.

3. ***Rahmath Nisha Vs. Additional Director General of Prisons & Others*** – **AIR-2019**: In this case the Court stated that when a prisoner is united with his wife, he might like to hold her the hands. It is natural that, his emotions would find physical expression. It is also important that the conversation between the prisoner and his partner or spouse should go unmonitored.

III. Right to live with human Dignity:

1. ***Maneka Gandhi Vs Union of India*** – **AIR-1978**: In this case, the Apex Court propounded a new dimension of Article 21, wherein it stated that, Right to life or live does not confine itself to mere a physical existence, but also includes right to live with human dignity.
2. ***Francis Coralie Vs. Delhi Administration*** – **AIR-1981**: This case law stated that, the word life includes everything that goes along with it namely the bare necessities of the life such as adequate nutrition, and food, clothing and shelter over once head, facilities for reading, writing etc.
3. ***Pt. Parmanand Katara V. Union of India And Others***– **AIR-1989**: In this case, the Apex Court expanded the concept of the Life and ruled that the word life is not just limited up to the period of the death, but even after that. The Court also stated that ‘Right to Health’ forms an indispensable part of Right to Life.
4. ***Challa Ramakrishna Reddy Vs. State of Andhra Pradesh***: - **AIR-2000**: In this case, the Apex Court held that the right to life is one of the basic human rights which is guaranteed to every person by Article 21.

IV. Right to Health and Medical Treatment:

1. ***Pt. Paramanad Katra Vs Union of India & Anr – AIR 1989:*** In this Case, the Court held that a doctor working at a Government Hospital is bound by duty extend any type of medical assistance for preserving life.
2. ***Paschim Bengal Khet Mazdoor Samiti Vs. State of West Bengal – AIR-1996:*** In this case, the court held that a Government Hospital cannot deny any patient the right to treatment on the grounds of non-availability of beds, doing so, would amount to breach of Article 21.
3. ***Rasikbhai Ramsing Vs. State of Gujarat: - AIR – 1998:*** In this case, the Court held that right to medical treatment is one of the basic human right and that should be made available to every person. The Court guided the concerned jail authorities to take proper mental and physical health care of the prisoner who was suffering from any type of diseases.

V. Right to a Speedy Trial:

1. ***AR Antulay Vs RS Naik – AIR-1992:*** In this case, the Court stated that the right to speedy trial flows from Article 21 includes in its ambit to all the stages of investigation like inquiry, trial, appeal, revision and re-trial.
2. ***Madheswardhari Singh And Anr Vs. State of Bihar – AIR 1986:*** In this case, the Court emphatically stated that the fundamental right to a speedy public trial extends to all criminal prosecutions for all offences generically irrespective of their nature. It is not confined or constricted to either serious or capital ones only. It was also held that the right to speedy public trial is applicable not only to the actual proceedings in Court but includes within, its sweep the preceding police investigation in a criminal prosecution as well.

VI. Right to Legal Aid:

1. The Parliament enacted the Legal Services Authorities Act in 1987 wherein it guaranteed legal aid to everyone. Article 39A of the Constitution provides for free legal aid to the poor and weaker sections of the society.
2. ***Madhav Hayawadanarao Hoskot Vs. State of Maharashtra: AIR-1978:*** In this case, the Supreme Court of India read Articles 21, 39 A along with Article 142 and section 304 of Cr.P.C. together and emphasized that the Government of the Country is under a duty to aid and provide legal services to the convicted or accused at expense of the State by the assigning counsel.

VI. Protection against instruments of restraint:

1. ***Prem Shankar Sukhla Vs. Delhi Administration – AIR 1980:*** In this case, the Supreme Court raised question whether handcuffing is constitutionally valid or not. The Court banned the routine handcuffing of a prisoner as a law mandate and declared the distinction between the classes of the prisoner as obsolete. The Court further stated that, *“handcuffing is prima facie inhuman and, therefore, unreasonable, is over harsh and at the first blush, arbitrary. Absent fair procedure and objective monitoring to inflict “irons” is to resort to zoological strategies repugnant to Article 21. Surely, the competing claims of securing the prisoner from fleeing and protecting his personality from barbarity have to be harmonized. To prevent the escape of an under-trial is in public interest, reasonable, just and cannot, by itself be castigated. But to bind a man hand and foot, fetter his limbs with hoops of steel, shuffle him along in the streets and stand him for hours in the courts is to torture him, defile his dignity, vulgarise society and foul the soul of our Constitutional culture.”*

2. ***Selvi Vs State of Karnataka – AIR 2010:*** In this case, the Supreme Court has declared that the Narcoanalysis, polygraph test and brain mapping as unconstitutional and violative of human rights. The questionable scientific reliability of these techniques comes into conflict with the standard of proof "beyond reasonable doubt" which is an essential feature of criminal trials.
3. ***Sunil Gupta Vs. State of Madhya Pradesh: - AIR-1990:*** In this case, the Court has stated that putting handcuffs and being taken to court by escort party was inhumane in nature and violative of Article 21 of the Constitution. Even if extreme circumstances necessitate the escort party to bind the prisoners in fetters, the escort party should record the reasons for doing so in writing and intimate the court so that the court considering the circumstances either approves or disapproves the action of the escort party and issue necessary directions.
4. ***Kadra Pehadiya Vs. State of Bihar: - AIR - 1997:*** In this case, the Court expressed his anger at seeing the four petitioners who were merely undertrial prisoners chained in leg irons and directed that no convict or undertrial shall be kept in leg irons.

VIII. Protection from Custodial torture and mal treatment:

1. ***Raghubir Singh Vs. State of Bihar – AIR 1986:*** In this case, the Supreme Court expressed its anguish over police torture by upholding the life sentence awarded to a police officer responsible for the death of a suspect due to torture in police lockup
2. ***Kishore Singh Vs State of Rajasthan – AIR 1953:*** In this case, the Supreme Court held that the use of the third degree method by police is violative of Article 21 of the Constitution of India.

IX. Right to get Bail:

1. ***Chhotu Vs. State of Uttar Pradesh: - AIR -2020:*** In this case the Court stated that the right to default bail are not mere statutory right under the first proviso to Section 167 (2) of Cr.P.C., but it is a part of procedure established by the Law under Article 21
2. ***Rakesh Kumar Paul Vs State of Assam – AIR -2017:*** If an offence is punishable with imprisonment that may extend up to or beyond or including 10 years, then the period available for completing investigations would be 90 days before the provision for 'default bail' kicks in. The accused can avail his liberty by filing an application stating that the statutory period for filing the charge sheet or challan has expired and the same has not been filed and the indefeasible right has accrued in his or her favour and further the accused is prepared to furnish the bail bond.

X. Right to Education:

1. ***Mohammad Giasuddin Vs State of Andhra Pradesh – AIR – 1977:*** In this case, the Court tried to regulate the matter of work and education provided to the inmates of the Jail and also it facilitation of liaison through correspondence courses given to the prisoners who are interested in advanced or higher studies

XI. Right to reasonable wages for work:

1. ***Mahammad Giassuddin Vs. State of Andhra Pradesh – AIR -1977:*** In this case the Court directed the State Government to see that within the framework of the jail rules, the appellant is assigned work not of a monotonous, mechanical, degrading type, but of a mental, intellectual, or little type mixed with a little manual labour.

2. ***State of Gujarat Vs. Hon'ble High Court of Gujarat – AIR – 1998:***

The Division Bench directed the State Government to design a just and reasonable wage structure for the inmates of the prisons who are employed to do labour. The Court also stated that reformation and rehabilitation of a prisoner are a great public policy.

X. Right to interaction with Society:

1. ***Dharmbir Vs. State of Uttar Pradesh – AIR: 1979:*** In this case the Court directed the State Government to allow family members to visit the prisoners and for the prisoners, at least once a year to visit their families under the guarded conditions. The prisoners who were sentenced to life imprisonment were given the benefits of such directions.
2. ***Hussainara Khatoon Vs. Home Secretary, Bihar - AIR – 1979:*** In this case, the Court stated that it is the constitutional right of every accused person who is able to engage a lawyer and secure legal services on account of reasons such as poverty, indigency or incommunicado situation.
3. ***Sheela Barse Vs. State of Maharashtra – AIR – 1983:*** In this case, the court held that the interviews of the prisoners have become necessary as otherwise the correct information may not be collected but such access has got to be controlled and regulated.

BANGKOK RULES FOR WOMEN PRISONERS

Bangkok Rules

The Bangkok Rules 21 December 2010 - Resolution A/RES/65/229 UN General Assembly adopted the UN Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders ('Bangkok Rules').

These Rules Supplement UN SMR for the Treatment of Prisoners and UN SMR for Non-custodial Measures ('Tokyo Rules') The focus is on gender sensitive issues and the specific needs of women.

Content of these Rules :

- Institutional personnel & training
- Admission, registration & individualization
- Healthcare provisions
- Discipline, punishment & searches
- Information, complaints & contact to the outside world
- Special groups (pregnant/ breastfeeding/ with children, girls, foreign nationals, minorities)
- Reintegration
- Non-custodial measures
- Research, planning and evaluation

Non-discrimination (Rule 1):

Providing for special needs of female prisoners does not constitute discrimination.

Some important rules for women prisoners include -

Women should be sent to prisons closer to their homes as far as it is possible, to help their social rehabilitation.

The accommodation of women prisoners shall have facilities and materials required to meet women's specific hygiene needs.

Their health screening should be comprehensive and include primary health care, mental health care needs, and identification of sexual abuse prior to admission.

Rule 6: To determine/ risk assessment

- Primary health-care needs
- Sexually transmitted or blood-borne diseases;
- Testing for HIV may also be offered (! consent !)
- Mental health-care needs
- Reproductive health history
- Signs of torture or ill-treatment
- Existence of drug dependency
- Sexual abuse and other forms of violence suffered prior to admission

Training of staff (Rules 29 - 35):

- Gender-specific needs and human rights of women prisoners (R 29, 33)
- Main issues relating to women's and children's health (R 33)
- Capacity - building on HIV/AIDS (prevention, treatment, care, support - R 34)
- On gender sensitivity and prohibition of discrimination and sexual harassment (R 32)

- Detection of mental health-care needs, risk of self-harm and suicide (R 35)

Contacts with family and the community

Prisons isolate offenders from their families, partners and friends. Further, prisoners are often transferred to prisons according to their security risk, and this may involve moving them far from their homes and family. Female prisoners, because they are fewer in number than male prisoners, are more likely to be placed in facilities that are even further from their homes.

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REMISSION SYSTEM

The remission means the remission in sentence granted by the appropriate Government which remits the sentence of the prisoner under section 432 of Code of Criminal Procedure. The Remission System aims at Reformation of the prisoner and to ensure the prison discipline and good conduct on the part of the prisoners and also encouraging the prisoner to learn a better work culture. There are three kinds of Remission, Ordinary Remission, Special Remission and State Remission. Ordinary Remission awarded to the prisoners for overall good behaviour and who have willingness to work. Additional Remission awarded to the prisoners who worked as cooks in the Kitchen, Convict Warders and night watchmen etc. The Head of the Prisons Department on the recommendation of the Superintendent of the Prison will award the Special Remission for their meritorious work by constituting a Remission Committee. The State Remission is awarded by appropriate government under article 72 and 161 of the Constitution of India on the occasions of National importance and occasions of public importance.

Parole and furlough

The objectives of releasing a prisoner on Parole and Furlough are:

- i. To enable the inmate to maintain continuity with his family life and deal with familial and social matters,
- ii. To save him from the evil effects of continuous long prison life,
- iii. To enable him to maintain and develop his self-confidence,
- iv. To enable him to develop constructive hope and active interest in life,
- v. To help him remain in touch with the developments in the outside world,
- vi. To help him remain physiologically and psychologically healthy,
- vii. To enable him to overcome/ recover from the stress and evil effects of incarceration, and
- viii. To motivate him to maintain good prison and disciplined in the prison.

Parole

Parole means temporary release of a prisoner for short period so that he may maintain social relations with his family and the community in order to fulfil his familial and social obligations and responsibilities. It is an opportunity for a prisoner to maintain regular contact with outside world so that he may keep himself updated with the latest developments in the society. It is however clarified that the period spent by a prisoner outside the Jail while on parole in no way is a concession so far as his sentence is concern. The prisoner has to spend extra time in prison for the period spent by him outside the Jail on parole. Parole may be of the following two types, depending upon the purpose behind it –

- i) Emergency parole under police protection: to cater to the familial and social responsibilities of emergent nature like death/ serious illness/ marriage of a family member or other close relative.
- ii) Regular parole: to take care of the familial and social obligations and responsibilities of regular nature as well as for the psychological and other needs of the prisoner to maintain contact with the outside world like house repair, admission of children to school/ college, delivery of wife, sowing and harvesting of crops, etc.

Furlough

Furlough means release of a prisoner for a short period of time after a gap of certain qualified number of years of incarceration by way of motivation for him maintaining good conduct and remaining disciplined in the prison. This is purely an incentive for good conduct in the prison. Therefore, the period spent by the prisoner outside the prison on furlough shall be counted towards his sentence.

Restriction on parole(as per state Manual, Rules)

- (1) In case of minor punishment awarded by District Jail Superintendent- 6 months.*
- (2) In case of major punishment awarded by District Jail Superintendent- 1 years*
- (3) Parole can be denied if release is likely to endanger security of state and maintenance of public order (Sec-6)*

INCIDENTAL MANAGEMENT

Prisons house persons having deviant behaviour and as such it needs more focus in maintaining good order and regulation of inmates to prevent the untoward incidents. A mechanism has to be developed to maintain good order in prisons and that mechanism must be appropriate for the relevant command structures, resources and capacities within each prison. This mechanism, not only allows a prison service to be transparent, accountable and credible in internal operations and also make the society safer. Effective incident management requires the ability to accurately assess the nature and scope of the incident and the risks involved, quickly contain and control the incidental area; continue to operate the rest of the prison; determine the appropriate intervention strategy, intervene effectively to resolve the incident; and then follow a plan to resume normal prison routines.

Incident Management is a process of identifying, managing and analyzing in real time. The following steps are universal and can be applied to both serious and less serious incidents in any type of prison:

- respond immediately
- isolate and contain
- report and record information
- identify response resources
- manage the incident
- resume normal prison routines
- review actions

AGGRESSIVE BEHAVIOUR IN PRISONS

What is aggressive behaviour?

- Acts of physical violence.
- Shouting, swearing, and harsh language.
- Gossiping or spreading rumors about a classmate.
- Purposely breaking your roommate's favourite mug.
- Slashing your co-worker's tyres.

What causes aggression in prisons?

Factors such as **gang rivalries, overcrowding, minor disputes, and prison design** contribute to violent attacks. Prisons try to avoid, or effectively deal with these situations by being proactive.

How might aggression affect inmate behaviour in an incarceration setting?

Prisoners with three or more aggressive incidents recorded in prison incurred a violent charge more often and sooner after release than those with no aggressive incidents, where factors considered for age, ethnicity, length of incarceration and risk for future violence.

Recognizing signs of aggression

As you may have noticed, aggression can take many forms.

Sometimes it is more secretive and subtle than obvious and direct. So, you might not even realize certain behaviours count as aggression.

Aggression does often involve physical or verbal harm, but it can also involve coercion or manipulation:

- **Physical aggression** includes hitting, kicking, punching, slapping, or any acts that cause physical hurt. This does not include accidental

harm, like accidentally stepping on your dog's tail in the dark or knocking your friend off the porch while roughhousing.

- **Verbal aggression** can include shouting, swearing, insults, and other [cruel and unkind remarks](#) intended to cause pain and distress. Hate speech also falls into this category.
- **Relational aggression** refers to actions aimed at damaging another person's reputation or relationships. Examples include [bullying](#), gossiping, and playing friends off each other.
- **Hostile aggression** describes emotional or reactive acts that involve a specific intent to hurt someone or destroy something.
- **Passive aggression** can include any indirect expression of negative feelings. [Common examples](#) include the [silent treatment](#), snide or sarcastic remarks, and redirecting blame.

You might notice aggressive behaviour happens when:

- you feel irritable, angry, bored, or restless
- things do not go your way
- you want to get even with someone who wronged you
- you believe someone has treated you unfairly
- your emotions feel uncontrollable
- a situation feels overwhelming or uncomfortable

Aggression in teenagers might involve:

- shouting at parents and siblings
- exhibiting extreme irritability, anger, or impulsivity
- destroying belongings or property

- teasing, bullying, or excluding peers
- lying, gossiping, and spreading rumours about peers
- using coercion and manipulation to maintain social status and control
- threatening to harm others or themselves

WORK-LIFE BALANCE

Work-life balance is the state of equilibrium where a person equally prioritizes the demands of one's career and the demands of one's personal life. It involves looking at how working people manage time spent at and outside of work.

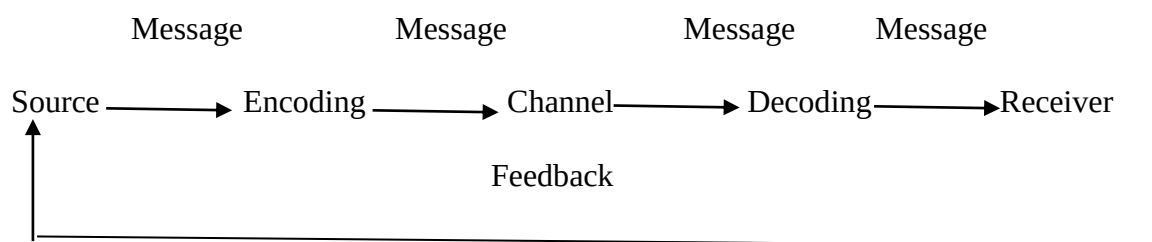
Strategies to improve work-life balance

- Accept that there is no 'perfect' work-life balance.
- Find a hobby that you love.
- Prioritize your health.
- Do not be afraid to unplug.
- Take time off from work
- Make time for yourself and your loved ones.
- Set boundaries and work hours.
- Set goals and priorities (and stick to them).
- Create a work leisure plan
- Leave out activities that waste time and energy
- Outsource and Delegate work
- Set enough time for relaxation
- Prioritize work
- Learn the power of “no.”
- Avoid the trap of perfectionism.

EFFECTIVE COMMUNICATION SKILLS

Communication is the process of sending and receiving information among people.

The Communication Process Model



The above communication process model is made up of seven parts :
(1) the communication source, (2) encoding, (3) the message, (4) the channel, (5) decoding, (6) the receiver, and (7) feedback.

In a **communication process** there is a sender of information, there is a receiver of information and there is medium of communication. Communication can be said to have taken place successfully if the meaning and content as intended by the sender of message has been understood and received by the receiver.

Communication process: The steps between a source and a receiver that result in the transference and understanding of meaning

Encoding – Converting a communication message to symbolic form.

Message – The message is the actual physical product from the source encoding and what is communicated.

Channel – The medium through which a communication message travels.

Decoding – Re-translating a sender’s communication message

Feedback loop – The final link in the communication process; puts the message back into the system as a check against misunderstanding.

- Distortion and noises are there to disrupt the message.

Some of the results of bad communication are :-

- Misunderstanding
- Friction
- Frustration, anger and aggression
- Purpose not accomplished
- General Dissatisfaction

Barriers to effective communication

- Noise
- Inappropriate medium
- Assumptions/Misconceptions
- Emotions
- Language differences
- Poor listening skills
- Distractions
- Filtering
- Selective Perception
- Emotions

GOOD LISTENING

Good Listening Tips

Nature gave man two ears but only one tongue, which is a gentle hint that he should listen more than he talks.

Ten commands for good listening are :-

1. **Stop Talking**
You cannot listen if you are talking
2. **Put the Talker at Ease**
Help the person feel that he / she is free to talk.
3. **Show him that you want to listen**
Look and act interested. Do not read your mail or busy on mobile when someone talks to you.
4. **Remove Distractions**
Do not tap, or shuffle papers and there should be no noise.
5. **Empathize with the Speaker**
Try to put yourself in the place of Speaker so that you can see their point of view.
6. **Be Patient**
Allow plenty of time. Do not interrupt
7. **Hold your Temper**
8. **Go Easy on Argument and Criticism**
This puts the other person on the defensive.
Do not argue, even if you win, you lose.
9. **Ask Questions**
This encourages the person and shows you are listening.
10. **Stop Talking**
This is first and last, because all other commandments depend on it.

TECHNOLOGY USED IN PRISONS

Various uses of Technology -

- Security System- CCTV Cameras Body Worn Cameras Scanners / Jammers, Metal Detector system
- Communication system-Video Conferencing, E-Mulaqaat.
- Prison Management Softwares
- Prison Visitor Management System.
- Undertrial Management System.
- Prison Websites and Prison Outlets
- Auto Calculation of Sentence Period and PDR (Probable Date of Release) based on concurrent or consecutive sentences.

BUILDING POSITIVE ATTITUDE

Factors that determine our Attitude

There are primarily three factors that determine our Attitude: They are –

1. Environment
2. Experience
3. Education

These are called the triple Es of attitude.

Steps to building a positive attitude :

- Step 1: Change focus, look for the positive
- Step 2 : Make a Habit of doing it now
- Step 3 : Develop an Attitude of Gratitude
- Step 4 : Get into a Continuous learning mode
- Step 5 : Build a positive self-esteem
- Step 6 : Stay away from negative influences
- Step 7 : Learn to like the Things That need to be done
- Step 8 : Start your Day with a positive

ANDHRA PRADESH PRISON DEVELOPMENT BOARD

During the year 2001, Legislative Assembly of Andhra Pradesh State passed an Act called “ Andhra Pradesh Prisons Development Board Act 2001” for the development of the Prisons in Andhra Pradesh. According to this Act, a Board was created under the Chairmanship of Chief Minister and the Director General of Prisons acts the Ex-Officio Managing Director of the Board. The main functions of the Prison Development Board are:

To examine the living conditions of the Prisoners in all the Prisons and jails with specific reference to their basic needs and provision of facilities compatible with the dignity of human life;

To look after the provisions with humanity and help them lead law abiding and useful lives after their release.

To endeavour to reform and re-assimilate the Prisoners in the social milieu by giving them appropriate correctional treatment; to build new Prisons, to see that the Prisoners are provided sufficient accommodation, hygienic surrounds sufficient water supply, sun light, ventilation and adequate medical attention etc.

The Board shall maintain its own fund in the name and style of “Prisons Development Fund” to which the following amounts shall be credited

- All moneys received by the Board from the State and Central Governments, by way of grants, loans advances or otherwise;
- All moneys borrowed by the Board by way of loans or debentures;

- All moneys generated by the agricultural, horticultural, industrial or manufacturing activities undertaken by the Prisoners in Jails;
- All fees, charges and profits received by the Board;
- All moneys received by the Board from the disposal of lands, buildings, and other properties (movable or immovable) and
- All moneys received by the Board by way of rents or profits or in any other manner or from any other source.

The Board is vested with powers to utilize this fund for the developmental activities towards modernization of the Prisons; for providing necessary infrastructure facilities, for the establishment of new Industries, and for other developmental and welfare activities in the Prisons facilitating speedy implementation without the support of budgetary allocations from the Government.

ANDHRA PRADESH PRISONS DEPARTMENT CORPUS FUND

The Andhra Pradesh Prisons Department has created “Andhra Pradesh Prisons Department Corpus Fund” with an objective to overcome the problem of working capital and to make Prison Industries self-reliant without depending on budgetary allocation from the Government. Prior to the creation of the Corpus Fund, the profit portion accrued from the sale proceeds of Prison Products was remitted into Prison Development Fund and the remaining portion was remitted into Government Account, whereas the budget was sought from the Government to run the Prison Industries. Whenever a Unit Officer requires funds to meet the working capital in running of Prison Industries viz., purchase of raw material, payment of wages etc., he requests to D.G Prisons for allocation of Corpus Fund, a Committee constituted under the Chairpersonship of the Director General of Prisons will allocate corpus fund to the needy units. The sale proceeds of Prison products manufactured duly utilizing this Corpus fund is again remitted into Corpus fund for subsequent reallocation. As a result of the creation of this fund, the Prison Industries have now become self-sufficient with no necessity to seek budgetary allocations from the Government for running Prison Industries. Thus, the Corpus Fund facilitates the smooth running of the Prison Industries without any constraint.

TYPES OF JOINT VENTURES

Model	Workers Employed By	Workers Supervised By	Workers Trained By	Benefits for Company	Benefits for Prison
Manpower	Prison	Company	Prison	• Workforce • Rent/utility • Money for equipment • Administrative support	• Employment • Overhead rate • Wage deductions • Payback on equipment
Employer	Company	Company	Company	• Workforce • Rent • Utilities	• Employment • Wage deduction •
Customer	Prison	Prison	Prison	• Products or service	• Payment for finished goods

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GLOSSARY OF TERMS

Act

The prisons act of 1894 or any other law governing the prisons.

Adult prisoner

Any prisoner who is more than 21 years of age.

Aptitude

The level of ability to do an activity or set of activities.

Architecture

The art or practice of designing and constructing buildings, or, the complex or carefully designed structure of something.

Arts & crafts

Decorative designs and handicrafts created by prisoners as part of vocational or recreational activities

Behaviour

The way in which one acts or conducts oneself, especially towards others.

Casual prisoner

A convicted criminal prisoner other than a habitual prisoner.

Civil prisoner

Prisoners Act, 1871 (5 of 1894); (4) “civil prisoner” means any prisoner who is not a criminal prisoner;

Control

The use of the prison security infrastructure and equipment and the use of force to manage and respond to prison incidents.

Convicted Criminal prisoner

Any criminal prisoner under sentence of a court or court-martial, and includes a person detained in prison under the provisions of the Code of Criminal Procedure 1973 or under the Prisoners Act, 1900.

Detenue

Any person detained under the various detentions act such as the Conservation of Foreign Exchange and Prevention of Smuggling Activities

act 1974 (Central Act 52 of 1974, prevention of illicit traffic in narcotic drugs and psychotropic substances act 1988, the national security act. 1980, Tamil Nadu Prevention of dangerous activities of bootleggers, drug offenders, goondas, immoral traffic offenders and slum- grabbers Act, 1982 (Tamil Nadu Act 14 of 1982).

Educational program

Any program principally engaged in the provision of education.

Good order

The application of a set of rules and regulations which govern the daily lives of prisoners through established routines without fear for their personal safety. These routines result in the vast majority of prisoners co-operating.

Group discussion

It is a systematic and purposeful interactive oral process. Here the exchange of ideas, thoughts and feelings take place through oral communication. The exchange of ideas takes place in a systematic and structured way. The participants sit facing each other almost in a semi-circle and express their views on the given topic/issue/problem.

Hostage crisis

Using or involving physical force intended to hurt, damage, or kill someone or something.

Hostile/violent

The state of a prisoner who is using or involving physical force intended to hurt, damage, or kill someone or something.

Intelligence

The ability to acquire and apply knowledge and skills.

Interpersonal skills

The ability to communicate or interact well with other people.

Lecturing method

This is the most traditional method used in teaching and training. Lecturing is a teaching method that involves, primarily, an oral presentation given by

an instructor to a body of students or trainees.

Mock drill

A scenario in which participants practise how they would react in the event of a disaster or emergency.

Participatory method

Adult learning includes participatory method or the andragogy method which is the most preferred method in any training sessions like the brainstorming, role-play, group discussions, mind mapping, case study methods, assignment methods.,

Personality development

The process of refining and improving the mindset of a prisoner so that they develop a better attitude, behaviour, and personality.

Prison

Any jail or place used permanently or temporarily under the general or special orders of a state government for the detention of prisoners, and includes all lands and building appurtenant thereto, but does not include:

- a) Any place for the confinement of prisoners who are exclusively in the custody of the police;

Any place specially appointed by the state government under section 541 of the code of criminal procedure 1882: or

- b) Any place which has been declared by the state government , by general or special order, to be a subsidiary jail;

Prisoner

Any person duly committed to custody under the writ, warrant or order of any court or competent authority exercising criminal or civil or revenue jurisdiction.

Procedural security

Procedural security measures involve a procedure, process or a set out routine that must be followed, which is in place to organise how prisons operate and manage the inmates.

Professional skills

Professional skills are career competencies and abilities used in the workplace that are beneficial for nearly any job. Professional skills are a combination of both hard skills (job-specific duties that can be trained) and soft skills (transferable traits like work ethic, communication, and leadership).

Recidivism

Recidivism is the act of a person repeating an undesirable behaviour even after having experienced negative consequences of that behaviour. It is also used to refer to the percentage of former prisoners who are rearrested for a similar offense.

Rehabilitation

The action of restoring someone to health or normal life through training and therapy after imprisonment, addiction, or illness

Remand prisoner

A person who has been remanded to prison custody pending investigation by the police for trial by the court for whom charge sheet is yet to be filed.

Remission system

The rules for the time being in force regulating the award of remission of sentence so as to shorten the sentences of, prisoners in jails.

Risk management/assessment

The forecasting and evaluation of risks to prison security together with the identification of procedures to avoid or minimize their impact.

Role-play

Role play is a training technique in which people are presented with a real or artificial environment and they are exposed to some kind of case or situation and they need to exhibit the same in form of roles.

Security audit

A systematic evaluation of a prison's security system by measuring how well it conforms to an established set of criteria.

Stigma

A mark of disgrace associated with a particular circumstance, quality, or person, such as poor treatment faced by those who have been an inmate at a prison.

Stress Management

the process of acquiring and practising a variety of cognitive and behavioral techniques with the goal of managing and coping with stress.

Training

The process of imparting the skills needed by a prisoner to do a particular job or activity or to maintain a certain behavioural standard.

Training Manual

A training manual is defined as a book of information and instructions outlining the structure and components of a training programme. This training manual for In-service course for Deputy Superintendent to Superintendent Central Prisons on Promotion provides the State Prison Departments a comprehensive plan and structure on how to conduct an in-service training course for the above-mentioned officers on promotion.

Training module

A training module is a standardized self-contained segment which forms part of a training manual.

Under trial prisoner

A person who has been committed to prison custody pending trial by the court for whom a charge sheet has been filed.

Unit management security

The identification of a prison unit's assets (including prisoners, buildings, machines, systems and information assets), followed by the development, documentation, and implementation of policies and procedures for protecting said assets.

Violent behaviour

Violent behaviour is any behaviour by a prisoner that threatens or actually

harms or injures any individual or destroys property within the prison or during the course of their sentence.

Abbreviations

BPR&D-Bureau of Police Research & Development

ICPS-International Centre for Prison Studies

JJACT-Juvenile Justice (Care and Protection of Children) Act

MHA-Ministry of Home Affairs

NACRO-National Association for the Care and Resettlement of Offenders.

NCRB- National Crime Records Bureau

NHRC-National Human Rights Commission

PPT- Power Point Presentation

PSI-Prisons Statistics India

Q& A- Question and Answer

SHRC-State Human Rights Commission

UNODC-United Nations Office on Drugs and Crime

UNSMR-United Nations Standard Minimum Rules for the Treatment of Prisoners

WHO-World Health Organisation

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)**

APPENDIX- 1

(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.....			
.....				

APPENDIX- 3

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.....			
.....				

APPENDIX- 4

(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)

- 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

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

Yes

No

- 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)

Satisfied fully 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 4	Very Good 3	Good 2	Fair 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:

APPENDIX- 5

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)

APPENDIX–6

FIELD VISIT REPORT FORMAT

Format of Field Visit Report

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 learnings from the visit.

APPENDIX-7

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>