

Training Manual of Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on
Managing- Prison Industries
(One Week)
2022



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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)

"Promoting Good Practices and Standards"

Promoting Good Practices and Standards

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DAY-1

Learning Unit

LU-1	Philosophy of Prison Industries
LU-2	Comparison of work - life in Prisons
LU-3	Prison Industries act as ‘drivers of change’ in the attitude of Prisoner
LU-4	Advantage of Prison Industries for personality development of Inmates
LU-5	Fostering the Self-Esteem of Prisoners
LU-6	Prison Industries - Improving the quality of Human Capital
LU-7	Assessment of aptitude and skills of the Prisoners for selection of trade

DAY-2

- LU-8 Income accrued to the Government
- LU-9 Objectives of Prison Industries
- LU-10 Rehabilitation and re-integration of Prisoner into society without any stigma
- LU-11 Prison Industries facilitate economic self-sufficiency for Prisoner after Release
- LU-12 Relationship between Prison Industries and sustainable livelihood
- LU-13 Specialized Industries for women Prisoners
- LU-14 Agriculture, Horticulture and Dairy development in Prisons
- LU-15 Certification of Prisoners for the skills acquired in Prison Industries

DAY-3

- LU-16 Potential challenges in operating Prison Industries
- LU-17 Maintenance of Records and Registers Pertaining to Prison Industries
- LU-18 Establishment of Market oriented Prison Industries
- LU-19 Exploring new market opportunities as per the National/State economic intervention/policies
- LU-20 Development of infrastructure for the proposed new Industries
- LU-21 Adopting new technologies for Prison Industries that emerge in the market
- LU-22 Transforming the Prison Industries into Skill Development-cum-Production Centres
- LU-23 Utilizing Central and State Government schemes for development of Prison Industries

DAY-4

- LU-24 Financial self-sustenance of Prison Industries without dependence of Government Grants
- LU-25 Production planning, Procurement of raw materials and other allied activities
- LU-26 Quality Control, Branding and Marketing of Prison Products
- LU-27 Training the foreman, technicians and other staff of Prison Industries as per the emerging technologies
- LU-28 Engaging technical services/ personnel on hire basis to provide necessary expertise on production and operational management of Prison Industries
- LU-29 Professional functioning of Prison Industries by training the Prison officers at management institutes
- LU-30 Establish a mechanism for fixing the rates for wage payments

DAY-5

- LU-31 Constitute a nodal agency to coordinate functions of Prison Industries
- LU-32 Establishment of Prison Development Board for achieving self-sufficiency
- LU-33 Joint Ventures through PPP and PP models for development of Prison Industries
- LU-34 Securing Governmental support by obtaining exclusive or first preference to Prison made products
- LU-35 Tapping of CSR funds for development of Prison Industries
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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:

Prison Industries is a major element in the rehabilitation of convicts after their release. There have been several developments in the establishment of new industries and the modernization of existing sectors in response to market trends. Hence Prison Officers need to be trained on this subject of managing prison industries develop modern Prison Industries or modernize the existing ones.

The objective of this one-week course on ‘Managing Prison Industries for Officers’ which has thirty seven learning units is to provide the knowledge and skills needed to manage prison industries, such as the establishment of new industries, the modernization of existing industries, the use of CSR funds, Public-Private Partnership & Public-Public Partnership, effective use of labour, establishment of prison industries to meet the specialised needs of women prisoners, certification of skills imparted in prisons, maintenance of records and registers, maintenance of quality etc., to a Prison Officer.

(For Trainers and Participants)



COURSE GUIDE

**Specialised Course for Prison Officers
(Asst. Jailor to Superintendent of Prisons)
on Managing- Prison Industries
(One Week)**

INTRODUCTION

An organization needs to continuously grow, develop and must 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 on Managing Prison Industries among the Prison and correctional officers and build the capacity to run the Industries successfully in Prisons and correctional institutions.

DESIGNED FOR:

The Prison and correctional officers of the rank of Assistant Jailors/ Deputy Jailor to Superintendent of jails working in Prisons

FACILITATORS:

In House faculty or Guest faculty which includes Prison officers, officer from Industries department and who are subject matter experts relevant to the Course i.e persons from reputed Industries who are managing Prison Industries.

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

Training Objective: 1. Explain the Philosophy of Prison Industry

Enabling Objective: 1. Explain the Philosophy of Prison industry

Unit -2

Training Objective: 1. Compare of work -life in Prisons.

Enabling Objective: 1. Assess the comparison of the utility of industries education, art and crafts, imparting vocational training /skill development for the reformation of the Prisoners

2. Explain the role of Prison Industries as a tool for reformation and rehabilitation of inmates

Unit – 3

Training Objective: 1. Explain the role of Prison Industries in acting as drivers for change in the attitude of Prisoner

Enabling Objective: 1. Describe the ways in which Prison Industries act as a driver of change in the Prisoner

Unit 4

Training Objective: 1. Explain the advantages of Prison Industries

- Enabling Objective:
1. Explain the advantages of Prison Industries for personality development

Unit -5

- Training Objective:
1. Relate self-esteem with a sense of self-accomplishment

- Enabling Objective:
1. Explain the ways in which Prison Industries foster self-esteem among Prisoners

Unit -6

- Training Objective:
1. Explain the ways in which Prison Industries improve the quality of Human Capital

- Enabling Objective:
1. Explain the ways to improve the quality of Human Capital through work in Prison Industries

Unit -7

- Training Objective:
1. Explain the process of selection, based on the aptitude and skills of the prisoners

- Enabling Objective:
1. Assess the Prisoner based on the aptitude and skills for selection of right trade

Unit 8

- Training Objective:
1. Explain the importance of Prison Industries with reference to the income accrued to the Government

- Enabling Objective:
1. List the methods of income generation in Prisons

2. Explain these methods

Unit -9

Training Objective: 1. Explain the objectives of Prison Industries

Enabling Objective: 1. Explain the objective of Prison Industries

Unit -10

Training Objective: 1. Explain the benefits of Prison Industries for rehabilitation and re-integration of Prisoner

Enabling Objective: 1. List the benefits of Prison Industries for rehabilitation of the Prisoner

Unit -11

Training Objective: 1. Explain the importance of Economic self-sufficiency after release of the prisoner

Enabling Objective: 1. List the tools to achieve economic self-sufficiency through Prison Industries

Unit -12

Training Objective: 1. Explain relationship between Industries and sustainable livelihood

Enabling Objective: 1. Explain the relationship between Prison Industries and sustainable living

Unit -13

Training Objective: 1. Identify the need for the Specialized Industries for women Prisoners

Enabling Objective: 1. Explain the need for specialized Industries

for women Prisoners

Unit -14

Training Objective:

1. Explain the importance of Agriculture, Horticulture and Dairy development in Prisons

Enabling Objective:

1. Explain the benefits of Agriculture, Horticulture and Dairy development in Prisons
2. Formulate ways for development of Agriculture and allied Industries (i.e., Dairy, Poultry, Horticulture, etc.)

Unit -15

Training Objective:

1. Explain the need for providing certification to Prisoners in respect of the skills acquired in Prison Industries

Enabling Objective:

1. List the ways in which certification helps in acquiring employment for Prisoners

Unit -16

Training Objective:

1. Identify the potential challenges in operating Prison Industries

Enabling Objective:

1. Identify the challenges that officers face while operating Prison Industries

Unit -17

Training Objective:

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

Enabling Objective:

1. List the records and registers
2. Explain the procedure of maintaining records

and registers pertaining to Prison Industries

Unit -18

Training Objective:

1. Explain the importance of setting up the market-oriented Prison Industries

Enabling Objective:

1. Explain the importance of setting up market oriented Prison Industries

Unit -19

Training Objective:

1. Identify new market opportunities as per the National/State economic intervention/policies

Enabling Objective:

1. Identify the Governmental policies for development of Prison Industries
2. Explain the ways in the which Prison Industries can be updated to suit the policy needs

Unit -20

Training Objective:

1. Explain the development of infrastructure for the proposed new Industries

Enabling Objective:

1. Identify the procedures for procuring infrastructure for establishment of new Industries

Unit – 21

Training Objective:

1. Explore the adoption of new technologies for Prison Industries that emerge in the market

Enabling Objective:

1. Identify the need to adopt new technologies that emerge in the market

Unit -22

Training Objective:

1. Identify the ways to transform Prison Industries into Skill Development-cum-Production Centres

Enabling Objective:

1. Identify the ways and benefits for transformation of Prison Industries into Skill Development-cum-Production Centres

Unit 23

Training Objective:

1. Identify the ways of utilization of Central and State Government Schemes for development of Prison Industries

Enabling Objective:

1. Explain the list of Central/State Governmental schemes for development of Prison Industries

Unit – 24

Training Objective:

1. Explain the ways of financial self-sustenance of Prison Industries without dependence of Government Grants

Enabling Objective:

1. List the challenges in attaining self-sustenance of Prison Industries without depending of Government Grants

Unit – 25

Training Objective:

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

Enabling Objective:

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

Unit -26

Training Objective:

1. Explain the link in ‘production, branding and marketing’ of Prison Products

Enabling Objective:

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

Unit -27

Training Objective:

1. Explain the importance of the training for the staff of Prison Industries as per the emerging technologies

Enabling Objective:

1. Explain the importance of training the foreman and technician

Unit – 28

Training Objective:

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

Enabling Objective:

1. Explain the benefits in hiring of technical services/ personnel
2. Describe the ways to engage expertise of personnel/services other than the Prison staff

Unit – 29

Training Objective:

1. Explain the importance of training the Prison officers at management institutes for professional functioning of Prison Industries

Enabling Objective:

1. Explain the importance of training Prison

officers for professional functioning of Prison Industries

2. Identify the benefits of training the Prison officers at management institutes

Unit -30

Training Objective:

1. Explain about the fixing of rates for wages to the Prisoners

Enabling Objective:

1. List the ways for fixing of rates of wages to the Prisoners
2. Explain the benefits of paying wages to the Prisoners

Unit – 31

Training Objective:

1. Explain the necessity to constitute a nodal agency to coordinate functions of Prison Industries like UNICOR and CORCAN of USA and Canada respectively

Enabling Objective:

1. Describe the functions of UNICOR of USA and CORCAN of Canada
2. Explain the benefits of having similar agencies for coordination of activities of Prison Industries

Unit -32

Training Objective:

1. Explain the necessity of establishment of Prison Development Board to achieve self-sufficiency without Governmental support

Enabling Objective:

1. Explain the benefits of Prison Development Board

Unit -33

Training Objective:

1. Identify the Joint Ventures between Prison Department and Private Sector through PPP (Public Private Partnership) and PP (Public, Public) models for development of Prison Industries to increase the efficiency and productivity

Enabling Objective:

1. Explain the benefits of joint Ventures for the development of Prison Industries
2. Describe the PPP and PP model of Joint Ventures

Unit – 34

Training Objective:

1. Identify the ways to secure Governmental support by obtaining exclusive or first preference to Prison made products

Enabling Objective:

1. Identify the benefits of being given first priority by Government to prison products

Unit – 35

Training Objective:

1. Explain the ways to tap the CSR funds for development of Prison Industries

Enabling Objective:

1. Define the Corporate Social Responsibility Programme (CSR)
2. Explain the procedure to procure CSR funds

Unit -36

Training Objective: 1. Identify the importance of safety measures in Prison Industries

Enabling Objective: 1. State the importance of safety measures in Prison Industries

Unit -37

Training Objective: 1. Explain the best practices and case studies in Prison Industries in various states across India

Enabling Objective: 1. Identify the best practices and case studies adopted in India

ASSESSMENT:

The priority during the course is to assist Prisons and correctional officers to develop their skills for managing the Prison Industries. Assessment is, therefore, concerned with informal feedback and advice to individual participants.

TIME TABLE

Time	Session No.	Topics	Duration for each Learning Unit	Objectives
Day 1				
0915-1030 hrs		Registration Inauguration of the Course Ice breaking Session and Ground rules Course objective and expectation of participants		
1045-1200 hrs	Session I	- Explain the philosophy of Prison industry	45 mins	1.1
		- Identify the utility of education, art and crafts, imparting vocational training /skill development for the reformation of the Prisoners - Explain the role of Prison Industries as a tool for reformation and rehabilitation of inmates.	30 mins	2.1 2.2
1215-1330 hrs	Session II	- Describe the ways in which Prison Industries act as a driver of change in the Prisoner	45 mins	3.1
		- Explain the advantages of Prison Industries for personality development.	30 mins	4.1
1430-1530	Session III	- Explain the ways in which Prison Industries foster self-esteem among Prisoners	30 mins	5.1

		- Explain how to improve the quality of human capital through work in Prison Industries	30 mins	6.1
1545-1645 hrs	Session IV	- Assessment of the Prisoner based on the aptitude and skills for selection of right trade	30 mins	7.1
		- List the ways of income generation in Prisons	30 mins	8.1
		- Explain these ways		8.2
Day 2				
0915-1030 hrs	Session I	- Explain the objective of Prison Industries	45 mins	9.1
		- List the benefits of Prison Industries for rehabilitation of the Prisoner	30 mins	10.1
1045-1200 hrs	Session II	- List the tools to achieve economic self-sufficiency through Prison Industries.	45 mins	11.1
		- Explain the need for developing skills and their relation to avoid recidivism and sustainable living	30 mins	12.1
1215-1330 hrs	Session III	- Explain the need for specialized Industries for women Prisoners	45 mins	13.1
		- Explain the benefits of Agriculture, Horticulture and Dairy development in Prisons	30 mins	14.1
		- Formulating ways for		

		development of Agriculture and allied Industries (i.e., Dairy, Poultry, Horticulture etc.,)		
1430-1530 hrs	Session IV	- List the ways in which certification helps in acquiring employment for Prisoners.	30 mins	15.1
		- List the challenges that officers face while operating Prison Industries	30 mins	16.1
1545-1645 hrs	Session V	- Maintaining the records and registers	30 mins	17.1
		- Explain the procedure for maintaining records and registers pertaining to Prison Industries		17.2
		- Explain the importance of adhering to market-demand orientated setting up of a Prison industry	30 mins	18.1
Day 3				
0915-1030 hrs	Session I	- Identify the utilization of Governmental policies for the development of Prison Industries.	45 mins	19.1
		- Explain the ways in the which Prison Industries can be updated to suit the policy needs		19.2
		- Identify the procedures for procuring infrastructure for establishment of new Industries	30 mins	20.1

1045-1200 hrs	Session II	- Identify the need to adopt new technologies that emerge in the market.	45 mins	21.1
		- Identify the ways and benefits for transformation of Prison Industries into Skill Development-cum-Production Centres	30 mins	22.1
1215-1330 hrs	Session III	- Explain the list of Central/State Governmental schemes for development of Prison Industries.	45 mins	23.1
		- List the challenges in attaining self-sustenance of Prison Industries without depending on Government grants.	30 mins	24.1
1430-1530 hrs	Session IV	- List the ways for production planning	30 mins	25.1
		- Explore the ways to achieve the aforementioned objectives		25.2
		- Explore the ways for increasing the sales and production, in Prison Industries	30 mins	26.1
		- 2. Explain the ways for increasing the sales and production, in Prison Industries		26.2
1545-	Session V	- Explain the importance of training the Foremen and Technicians as per the emerging technologies	30 mins	27.1
		- Explain the benefits in hiring of technical	30 mins	28.1

1645 hrs		services/ personnel - Describe the ways to engage expertise of personnel/services other than the Prison staff		28.2
Day 4				
0915-1030 hrs	Session I	- Explain the importance of training Prison officers for professional functioning of Prison Industries.	45 mins	29.1
		- Identify the benefits of training the Prison officers at management institutes		29.2
		- List the ways for fixing of rates of wages to the Prisoners.	30 mins	30.1
		- Explain the benefits of paying wages to the Prisoners -		30.2
1045-1200 hrs	Session II	- Describe the functions of UNICOR of USA and CORCAN of Canada.	45 mins	31.1
		- Explain the benefits of having similar agencies for coordination of activities of Prison Industries		31.2
		Explain the benefits of Prison Development Board	30 mins	32.1
1215-1330 hrs	Session III			

1430-1530 hrs	Session IV	FIELD VISIT (visit any industrial complex/Industry/Central Prisons and observe the Prison Industry and its management/MSME)		
1545-1645 hrs	Session V			
Day 5				
0915-1030 hrs	Session I	- Describe the PPP and PP model of Joint Ventures	45 mins	33.1
		- Explain the Benefits of joint Ventures for the development of Prison Industries.		33.2
		- Identify the benefits of being given first priority by Government to prison products	30 mins	34.1
1045-1200 hrs	Session II	- Define the Corporate Social Responsibility Programme (CSR)	30 mins	35.1
		- Explain the procedure to procure CSR funds		35.1
		- State the importance of safety measures in Prison Industries	75 mins	36.1

1215- 1330 hrs	Session III			
		- Identify the best practices and case studies adopted in India	75 mins	37.1
1430- 1530 hrs	Session IV	Feedback, Assessment and Valediction Program		
1545- 1645 hrs	Session V			

Note :

0630 to 0730	Yoga
0915 to 1030	Session-I
1030 to 1045	Tea
1045 to 1200	Session- II
1200 to 1215	Break
1215 to 1330	Session-III
1330 to 1430	Lunch
1430 to 1530	Session- IV
1530 to 1545	Tea Break
1545 to 1645	Session-V

(For Trainers Only)



TRAINING GUIDE

**Specialised Course for Prison Officers
(Asst. Jailor to Superintendent of Prisons)
on Managing- Prison Industries
(One Week)**

INTRODUCTION

The ‘Trainer Guide’ on one week courses on the topic ‘Specialized Course on Managing Prison Industries for Officers’ 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. This 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
3. MCQs

DAY WISE TIME TABLE

Time	Session No.	Topics	Remarks
Day 1			
0915-1030 hrs		Registration, Inauguration of the Course and Ice breaking Session and Ground rules	Registration form-1 and Distribute Course Guide to participants
1045-1200 hrs	Session I	Philosophy of Prison Industries	1 Day Quiz (Appendix -1) MCQ (Appendix -2) 1-(a) 2-(d) 3-(c) 4-(b) 5-(a)
		Comparison of work - life in Prison	
1215-1330 hrs		Prison Industries act as ‘drivers of change’ in the attitude of Prisoner	
	Session II	Advantage of Prison Industries for personality development of Inmates	
1430-1530 hrs		Fostering the Self-Esteem of the Prisoners	
	Session III	Prison Industries - Improving the quality of Human Capital	
1545 – 1645 hrs		Assessment of aptitude and skills of the Prisoners for selection of trade	
	Session IV	Income accrued to the Government	

Day 2		CONTENT	REMARKS
0915-1030 hrs	Session I	Objectives of Prison Industries	Registration form-1 and Distribute Course Guide to participants
		Rehabilitation of Prisoner after his release and re-integration of Prisoner into society without any stigma	2 Day Quiz (Appendix -1) MCQ (Appendix -2)
	Session II	Prison Industries as facilitators of economic self-sufficiency upon release to the Prisoner to reduce recidivism	1-(c)
		Relationship between skill development and sustainable livelihood	2-(c)
	Session III	Specialized Industries for women Prisoners	3-(a)
		Agriculture/ Horticulture- Dairy development in prisons	4-(b)
	Session IV	Certification of Prisoners for the skills acquired in Prison Industries	5-(c)
		Potential challenges in operating Prison Industries	
	Session V	Maintenance of Records and Registers Pertaining to Prison	

		Industries	
		Establishment of Market oriented Prison Industries	

Day 3		CONTENT	REMARKS
0915- 1030 hrs	Session I	Exploring new market opportunities as per the National/State economic intervention/policies	Includes recap of the previous day important topics for about 15 mins
		Development of infrastructure for the proposed new Industries	
1045- 1200 hrs	Session II	Adopting new technologies for Prison Industries that emerge in the market	3 Day Quiz (Appendix -1) MCQ (Appendix -2) 1-(b) 2-(d) 3-(a) 4-(d) 5-(b)
		Transforming the Prison Industries into Skill Development-cum- Production centres	
1215- 1330 hrs	SessionIII	Utilizing Central and State Government schemes for development of Prison Industries	
		Financial self-sustenance of Prison Industries without dependence on Government Grants	
1430- 1530 hrs	Session IV	Production planning: Procurement of raw materials and other allied activities	
		Quality Control, Branding and	

		Marketing of Prison Products	
1545 – 1645 hrs	Session V	Training the foreman/technician and other staff of Prison Industries as per the emerging technologies	
		Engaging technical services/ personnel on hire basis to provide necessary expertise on production and operational management of Prison Industries	

Day 4		CONTENT	REMARKS
0915- 1030 hrs	Session I	Professional functioning of Prison Industries by training the Prison officers at management institutes	Includes recap of the previous day important topics for about 15 mins
		Establish a mechanism for fixing the rates for wage payments	4 Day
1045- 1200 hrs	Session II	Constitute a nodal agency to coordinate functions of Prison Industries	Quiz (Appendix -1)
		Establishment of Prison Development Board for achieving self-sufficiency	MCQ (Appendix -2)
1215- 1330 hrs	SessionIII		1-(c)
			2-(a)
			3-(d)
			4-(c)
			5-(b)

1430-1530 hrs	Session IV	FIELD VISIT (visit any industrial complex/Industry/Central Prisons and observe the Prison Industry and its management/MSME)	
1545 – 1645 hrs	Session V		

Day 5		CONTENT	REMARKS
0915-1030 hrs	Session I	Joint Ventures through PPP and PP models for development of Prison Industries	Includes recap of the previous day important topics for about 15 mins
		Securing Governmental support by obtaining exclusive or first preference to Prison made products	5 Day Quiz (Appendix -1) MCQ (Appendix -2)
1045-1200 hrs	Session II	Tapping of CSR funds to improve the development of Prison Industries	
		Safety Measures – Prison Industries	

1215-1330 hrs	Session III	Best practices and case studies in Prison Industries in India	4-(b) 5-(a)
1430-1530 hrs	Session IV	Feedback, Assessment and Valediction Program	
1545 – 1645 hrs	Session V		

Note:

0630 to 0730	Yoga
0915 to 1030	Session-I
1030 to 1045	Tea
1045 to 1200	Session- II
1200 to 1215	Break
1215 to 1330	Session-III
1330 to 1430	Lunch
1430 to 1530	Session- IV
1530 to 1545	Tea Break
1545 to 1645	Session-V

DAY WISE TASKS

5-DAY COURSE

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-4
- Training

Post Lunch

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

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

End of Course

PART-B

- COURSE GRID
- LEARNING EVENT

COURSE GRID

COURSE GRID

1 Philosophy of Prison Industries	2 Comparison of work life in Prison Industries	3 Prison Industries act as ‘drivers of change’ in the attitude of Prisoner
4 Advantage of Prison Industries for personality development of inmates	5 Fostering the Self-Esteem of the Prisoners	6 Prison Industries - Improving the quality of Human Capital
7 Assessment of aptitude and skills of the Prisoners for selection of trade	8 Income accrued to the government	9 Objectives of Prison Industries
10 Rehabilitation and re-integration of Prisoner into society without any stigma	11 Prison Industries facilitate economic self-sufficiency for prisoners after release	12 Relationship between Prison Industries and sustainable livelihood
13 Specialized Industries for women Prisoners	14 Agriculture/ Horticulture- Dairy development in Prison	15 Certification of Prisoners for the skills acquired in Prison Industries

16 Potential challenges in operating Prison Industries	17 Maintenance of Records and Registers Pertaining to Prison Industries	18 Establishment of Market oriented Prison Industries
19 Exploring new market opportunities as per the National/State economic intervention/policies	20 Development of infrastructure for the proposed new Industries	21 Adopting new technologies for Prison Industries that emerge in the market
22 Transforming the Prison Industries into Skill Development-cum-Production centres	23 Utilizing Central and State Government schemes for development of Prison Industries	24 Financial self-sustenance of Prison Industries without dependence of Government Grants
25 Production planning: Procurement of raw materials and other allied activities	26 Quality Control, Branding and Marketing of Prison products	27 Training the foreman/technicians and other staff of Prison Industries as per the new technologies
28 Engaging technical services/ personnel on hire basis to provide necessary expertise on production and	29 Professional functioning of Prison Industries by training the Prison officers at management institutes	30 Establish a mechanism for fixing the rates for wage payments

operational management of Prison Industries		
31 Constitute a nodal agency to coordinate functions of Prison Industries	32 Establishment of Prison Development Board for achieving self-sufficiency	33 Joint Ventures through PPP and PP models for development of Prison Industries
34 Securing Governmental support by obtaining exclusive or first preference to Prison made products	35 Tapping of CSR funds for development of Prison Industries	36 Safety Measures – Prison Industries
37 Best practices and case studies in Prison Industries in India		

LEARNING EVENT

Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on Managing- Prison Industries
(One Week)

Learning Event

Unit		1						
Learning Unit		Philosophy of Prison Industries						
Training Objective		At the end of training, participants will be able to explain the Philosophy of Prison Industry.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the philosophy of Prison Industry	- Prisoners Development 1. Developing work ethics. 2. Complementing educational and vocational programmes by providing real time skills. 3. Enhancing the post-release employment opportunities	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

		4. Successful re-entry into the community - Prison Management 1. Personality development and skilling of Prisoners. 2. Ways to overcome boredom 3. Prevention of undesirable activities 4. Providing manpower for various Prison services 5. Reducing burden on public funding 6. Profits for Prison Department - Support to the Community 1. Skilled labour 2. Law-abiding citizens 3. Reduction of recidivism 4. Reduction of burden on public funding for law and order						
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Learning Event

Unit		2						
Learning Unit		Comparison of work - life in Prison						
Training Objective		At the end of training, participants will be able to compare the work - life in Prisons						
<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 the role of education, art and crafts, vocational training /skill development for the reformation of the Prisoners Explain the role of Prison Industries as a tool for reformation and rehabilitation of inmates.	- Prison Industries vis-à-vis education, art & crafts, vocational training/skill development - Tools for Reformation/Rehabilitation of Prisoners; education, art & crafts, vocational / skill development and Prison Industries	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.								

Learning Event

Unit		3						
Learning Unit		Prison Industries as ‘drivers of change’ in the attitude of Prisoner						
Training Objective		At the end of training, participants will be able to explain the role of Prison Industries as drivers for change in the attitude of Prisoner.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Describe the ways in which Prison Industries act as a ‘driver of change’ in the Prisoner	- Prisoner is engaged in work - Reduce idleness - Mental relaxation - Overcome loneliness - Inculcate work habits - Maintain a quiet and calm mind - Impart life and hard skills - Capacity building - Increase confidence levels - Lessen Prison terms - Sharing of Knowledge - Monetary incentive - Prisoner start to think rationally	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		4						
Learning Unit		Advantage of Prison Industries for personality development of Inmates						
Training Objective		At the end of training, participants will be able to explain the advantages of Prison Industries.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSME NT
1.	Explain the advantages of Prison Industries for personality development.	- Imparting discipline - Develop the right attitude - Promote dignity of labour - Proper development of mind through physical labour - Develop and improve self-confidence and self-reliance - To overcome depression. - Learn the social skills like compatibility and co-existence with other inmates. - Reduce violent behaviour, etc.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

Learning Event

Unit		5							
Learning Unit		Fostering the Self-Esteem of the Prisoners							
Training Objective		At the end of training, participants will be able to relate self-esteem with a sense of self-accomplishment							
<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 the ways in which Prison Industries foster self-esteem among Prisoners	- Inculcate sense of productivity among Prisoners - Building a habit of concentration - Steadiness - Regularity - Exactness in work - Maintaining good levels of morality - Promoting self-discipline - Overcome social stigma	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A	

Learning Event

Unit		6						
Learning Unit		Prison Industries - Improving the quality of Human Capital						
Training Objective		At the end of training, participants will be able to explain the ways in which Prison Industries improve the quality of Human Capital.						
<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 the ways to improve the quality of Human Capital through work in Prison Industries	- Improve social, life and hard skills - Improve confidence levels of the Prisoner - Enable capacity building - Change the attitude and behavior - Enhance knowledge - Reduction of misconduct and violence - Reduction of disturbances among the Prisoners	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		MCQ

Learning Event

Unit		7						
Learning Unit		Assessment of aptitude and skills of the Prisoners for selection of trade						
Training Objective		At the end of training, participants will be able to explain the process of selection, based on the aptitude and skills of the Prisoners						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Assess the Prisoner based on the aptitude and skills for selection of right trade	Basis for the assessment: 1. Mental and Physical health 2. Length of sentence 3. Inmate aptitude/skills 4. Urban and rural background 5. Age 6. Potential for acquiring skills 7. Requirement of security 8. Acquiring ability	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

Learning Event

Unit		8						
Learning Unit		Income accrued to the Government						
Training Objective		At the end of training, participants will be able to explain the importance of Prison Industries with reference to the income accrued to the Government						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the ways of income generation in Prisons	- Prison Industries generate profits - Prison Industries pays wages to the Prisoners for their rehabilitation and livelihood of the family members	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		MCQ
2.	Explain these ways							

Learning Event

Unit		9						
Learning Unit		Objectives of Prison Industries						
Training Objective		At the end of training, participants will be able to explain the objectives of Prison Industries						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the objective of Prison Industries	- An effective tool for Prison management - Impart skills and provide real time work experience - Engaging the Prisoner in physical exercise - Helps relieve the mental stress of Prisoners - Generates income to the Department - Facilitates dynamic security - Provide wages to the Prisoner for rehabilitation	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

Learning Event

Unit		10						
Learning Unit		Rehabilitation and re-integration of Prisoner into society without any stigma						
Training Objective		At the end of training, participants will be able to explain the benefits of Prison Industries for rehabilitation and re-integration of Prisoners						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the benefits of Prison Industries for rehabilitation of the Prisoners	- Employment upon release - Facilitates better standards of living - Economic security through occupation - Strengthens familial relations - Reduces recidivism - Provides livelihood to the Prisoner's family through the wages earned in the Prison Industries - Strengthens the emotional and psychological bonds between the family and the Prisoner	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		11						
Learning Unit		Prison Industries facilitator of economic self-sufficiency for prisoners after release						
Training Objective		At the end of training, participants will be able to explain the importance of economic self-sufficiency after release of prisoners						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the tools to achieve economic self-sufficiency through Prison Industries	- Imparting skills based on the demand of labour market - Acquire immediate employment due to the skills acquired in Prison Industries - Prisoners and their families will be able to lead a dignified livelihood - Less likelihood of recommission of crime	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		12						
Learning Unit		Relationship between Prison Industries and sustainable livelihood						
Training Objective		At the end of training, participants will be able to explain the relationship between Prison Industries and sustainable livelihood						
<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 the relationship between Prison Industries and sustainable living	- Imparting demand-driven and market-oriented skills for obtaining employment immediately after release from the Prison - Skills imparted in Industries facilitate in obtaining a gainful employment - Industrial providers of sustainable livelihood.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Observation

Learning Event

Unit		13						
Learning Unit		Specialized Industries for women Prisoners						
Training Objective		At the end of training, participants will be able to identify the need for Specialized Industries for women Prisoners.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the need for Specialized Industries for women Prisoners	- Impart specialised skills for women Prisoners - The skills imparted in Prison Industries should enable rehabilitation of women Prisoners - Facilitate self-employment	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		14						
Learning Unit		Agriculture, Horticulture and Dairy development in Prisons						
Training Objective		At the end of training, participants will be able to explain the importance of Agriculture, Horticulture and Dairy development in Prisons						
<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 the benefits of Agriculture, Horticulture and Dairy Development in Prisons	- Effective utilization of Prison lands - Utilization of captive production - Produce organic products - Prisoners from rural background can be easily assimilated into the agricultural/horticultural work	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Ways for development of Agriculture and allied Industries (i.e. Dairy, Poultry,	- Nature of soil - Availability of irrigation facilities - Crop production ability						

	Horticulture etc.)	- Preparation of cropping schemes - Production and availability of hay for dairy farming - Veterinary issues and maintenance of animals involved - Cattle sheds - Stores for implements required for agriculture and allied activities						
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Learning Event

Unit		15						
Learning Unit		Certification of prisoners for the skills acquired in Prison Industries						
Training Objective		At the end of training, participants will be able to explain the need for providing certification to Prisoners in respect of the skills acquired in Prison Industries.						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the ways in which certification helps in acquiring employment for Prisoners.	- Certification recognizing the skills acquired to the Prisoner - Details of the agencies that provide such certification like NSDC etc.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

Learning Event

Unit		16						
Learning Unit		Potential challenges in operating Prison Industries						
Training Objective		At the end of training, participants will be able to identify the potential challenges in operating Prison Industries						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	Identify the challenges that officers face while operating Prison Industries	- Shortage of working capital - Non-availability of technical trainers/ instructors - Poor supervising skills - Outdated technology - Prison Industries not being market-oriented - Lack of branding - Lack of Standardization - Pricing mechanisms	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

LEARNING EVENT

Unit		17						
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 in maintaining the records and registers pertaining to Prison Industries						
Enabling Objectives		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the records and registers	- Weighment register - Raw material stock register - Indent register - Transit register - Finished goods register - Order book	Lecture-cum-Discussion	White Board, Marker, Projection System	45	In-House / Guest Faculty		Q/A Formative
2.	Explain the procedure of maintaining the records and registers pertaining to Prison Industries.	1. Credit sales 2. Cash sales - Procedures as laid down in the Prison Manual and the Financial Code						

Learning Event

Unit		18						
Learning Unit		Establishment of Market-oriented Prison Industries						
Training Objective		At the end of training, participants will be able to explain the importance of setting up the market-oriented Prison Industries						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the importance of setting up market-oriented Prison Industry	- Study regarding the setting up of a Prison industry - Industries to be set up based on the product demand	Lecture-cum-Discussion	White Board, Marker, Projection System	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		19						
Learning Unit		Exploring new market opportunities as per the National/State economic interventions/policies						
Training Objective		At the end of training, participants will be able to identify new market opportunities as per the National/State economic interventions/polices						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the Government policies for Development of Prison Industries. Explain the ways in which Prison Industries can be upgraded to suit the policy needs	- State Industrial Policy and its incentives - Central Industrial Policy and its incentives - MSME and its incentives	Lecture-cum-Discussion	White Board, Marker, Projection System	45	In-House / Guest Faculty		Formative Q&A
2.								

Learning Event

Unit		20						
Learning Unit		Development of infrastructure for the proposed new Industries						
Training Objective		At the end of training, participants will be to able to explain the development of infrastructure for the proposed new Industries.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the procedures for procuring infrastructure for establishment of new Industries	- Joint Ventures - Tender system - Government stores	Lecture-cum-Discussion	White Board, Marker, Projection System	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		21						
Learning Unit		Adopting new technologies for Prison Industries that emerge in the market						
Training Objective		At the end of training, participants will be able to explain the adoption of new technologies for Prison Industries that emerge in the market						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the need to adopt new technologies that emerge in the market.	- New technology should reduce the costs incurred in the production process - Increase the quality and quantity of production - Impart advanced skills or labor-market oriented skills to the Prisoners	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		22						
Learning Unit		Transforming the Prison Industries into Skill Development-cum-Production Centers						
Training Objective		At the end of training, participants will be able to identify the ways to transform Prison Industries into Skill Development-cum-Production Centers						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the ways and benefits for transformation of Prison Industries into Skill Development-cum-Production Centers	- Imparting Skills - Obtaining real time experience - Hands on experience - Production of marketable goods	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		23						
Learning Unit		Utilizing the Central and State Government Schemes for development of Prison Industries						
Training Objective		At the end of training, participants will be able to identify the ways of utilization of Central and State Government Schemes for development of Prison Industries.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the list of Central/State Governmental Schemes for development of Prison Industries.	-MSME -CDP (Cluster Development Programme), Scheme of Fund for Regeneration of Traditional Industries (Sfuri), -National Handloom Development Programme (NHDP) -Pradhan Mantri Kaushal Vikas Yojana (PMKVY), Pradhan Mantri Kaushal Kendra (PMKK) Atal Incubation Centres etc. - Procedure for utilization of aforementioned schemes for the development of Prison Industries.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		24						
Learning Unit		Financial self-sustenance of Prison Industries without dependence on Government Grants						
Training Objective		At the end of training, participants will be able to explain the ways of financial self-sustenance of Prison Industries without dependence on Government Grants						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the challenges in attaining self-sustenance of Prison Industries without depending on Government Grants	- Procedure for establishment of corpus fund - Utilization of the corpus fund as working capital - Reducing dependence on Government funds by utilizing corpus funds/ revolving funds	Lecture-cum-Discussion	White Board, Marker, Projector System	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		25						
Learning Unit		Production planning, Procurement of raw materials and other allied activities						
Training Objective		At the end of training, participants will be able to explain the production planning; procurement of raw materials; market study, etc.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	List the ways for production planning	- Availability of raw materials - Procedure for procurement of raw materials	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Explain the ways to achieve the afore mentioned objectives							

Learning Event

Unit		26						
Learning Unit		Quality Control, Branding and Marketing of Prison Products						
Training Objective		At the end of training, participants will be able to explain the link in ‘production, branding and marketing’ of Prison Products.						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the ways for branding and marketing of the Prison products	- Quality of production - Importance of marketing Prison products - Establishment of a brand for Prison products	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Explain the ways for increasing the sales and production, in Prison Industries	- Increase of sales through marketing and branding - Establishment of supply chain in the local markets - Establishment of Supply Chain-Management for efficiency						

Learning Event

Unit		27						
Learning Unit		Training the Foreman, Technician and other staff of Prison Industries as per the emerging technologies						
Training Objective		At the end of training, participants will be able to explain the importance of the training for the staff of Prison Industries as per the emerging technologies						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the importance of training the Foreman and Technician as per the emerging technologies	- Utilization of Government Schemes to impart training to Foreman/Technician - Identify the institutions that will impart such training to foreman/technician	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House /Guest Faculty		Formative Q&A

Learning Event

Unit		28						
Learning Unit		Engaging technical services/ personnel on hire basis to provide necessary expertise on Production and 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 on Production and Operational Management of Prison Industries						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the benefits in hiring of technical services/ personnel	- Procedure for engaging the services of personnel other than Prison staff: 1. Outsourcing 2. Contract- basis	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Describe the ways to engage expertise of personnel/services other than the Prison staff	- Benefits of engaging the services of technical personnel: 1. Impart advanced skills 2. Managerial skills						

Learning Event

Unit		29						
Learning Unit		Professional functioning of Prison Industries by training the Prison officers at Management Institutes						
Training Objective		At the end of training, participants will be able to explain the importance of training the Prison officers at Management Institutes for professional functioning of Prison Industries						
<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 the importance of training Prison officers for professional functioning of Prison Industries.	- Through training in management institutes, the Prison officers will learn market management, branding, raw material procurement, technology, accounting etc. - The Prison officer will adorn the role of a manager or a business person through training in Management Institutes. - Professionalism, profit-motive, managerial skills, etc.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Identify the benefits of training the Prison officers at Management Institutes							

Learning Event

Unit		30						
Learning Unit		Establish a mechanism for fixing the rates for wage payments						
Training Objective		At the end of training, participants will be able to explain about the fixing of rates for wages to the Prisoners						
<i>Enabling Objectives</i>		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
At the end of training, participants will be able to -								
1.	List the ways for fixing of rates of wages to the Prisoners.	- Production based incentives, Hour based incentives, quality-based incentives etc.,	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Explain the benefits of paying wages to the Prisoners	- Wages paid to the Prisoners can be sent to their family for sustenance, encourage savings among Prisoners etc.,						

Learning Event

Unit		31						
Learning Unit		Constitute a nodal agency to coordinate functions of Prison Industries						
Training Objective		At the end of training, participants will be able to explain the necessity to constitute a nodal agency to coordinate functions of Prison Industries like UNICOR and CORCAN of USA and Canada respectively.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Describe the functions of UNICOR of USA and CORCAN of Canada.	- Bring all Prison products under one roof - Marketing of Prison products under a single brand - Resource allocations - The nodal agency should provide services to offenders under incarceration and those under community supervision, the services include; On-the-job training, apprenticeship	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

2.	Explain the Benefits of having similar agencies for coordination of activities of Prison Industries	hours, vocational certifications and essential skills training. - It should also provide employment support services, job readiness, ongoing skills training and transitional employment opportunities. - Skill training, sales improvement, job readiness, branding for Prison products and finally, successful transformation of convicted Prisoner as law-abiding productive citizens of the society.						
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Learning Event

Unit		32						
Learning Unit		Establishment of Prison Development Board for achieving self-sufficiency						
Training Objective		At the end of training, participants will be able to explain the necessity of establishment of Prison Development Board to achieve self-sufficiency without Governmental support.						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Explain the benefits of Prison Development Board	- The Board shall have and maintain its own fund in the name of Prison Development Board Fund. - Revenue generation to increase the economic activity in Prisons. - To reform and assimilate the Prisons into social milieu by giving them appropriate correctional treatment. - Provide accommodation	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

		with hygienic conditions - Profits generated from the manufacturing and agricultural activities undertaken by the Prisoners in Jail shall be accumulated in the Prison Development Board Fund. - It can appoint personnel with expertise for the development of Industries and conducting of studies etc.							
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Learning Event

Unit		33						
Learning Unit		Joint Ventures through PPP and PP models for development of Prison Industries						
Training Objective		At the end of training, participants will be able to identify the Joint Ventures between Prison Department and Private Sector through PPP (Public Private Partnership) and PP (Public, Public) Models for development of Prison Industries to increase the efficiency and productivity						
<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 the benefits of Joint Ventures for the development of Prison Industries	- Public Private Partnership and Public-Public Partnership are models of joint venture that enable efficient functioning of organizations - Business motive, technology transfer,	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

2.	Describe the PPP and PP Models of Joint Ventures	quality control, efficiency, reduces the burden on Government. - Brings advanced technology - Impart labour market-oriented skills to the Prisoner - Develop managerial skills in Prison officers						
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Learning Event

Unit		34						
Learning Unit		Securing Governmental support by obtaining ‘exclusive or first preference’ to prison-made products						
Training Objective		At the end of training, participants will be able to identify the ways to secure Governmental support by obtaining ‘exclusive or first preference’ to prison made products						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the benefits of being given first priority by Government to prison products	- Orders will be obtained on a nomination basis, without participation of tender bidding process. - Entering into competitive markets.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		35						
Learning Unit		Tapping of CSR funds for development of Prison Industries						
Training Objective		At the end of training, participants will be able to explain the ways to tap the CSR funds for the development of Prison Industries						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Define the Corporate Social Responsibility (CSR) Programme	- What is Corporate Social Responsibility (CSR). - The Prison Industries shall strive to utilize CSR funds of public/private sector entities for improving the infrastructure of Prison Industries. - Procedure for the granting of CSR Fund	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A
2.	Explain the procedure to procure CSR funds							

Learning Event

Unit		36						
Learning Unit		Safety Measures – Prison Industries						
Training Objective		At the end of training, participants will be able to identify the importance of safety measures in Prison Industries						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINE R	PERFORMANCE AID	ASSESSMENT
1.	State the importance of safety measures in Prison Industries	- Safety audits - Fire protection - Personal protective equipment - Safety signs - Tools and material handling equipment - Bulletin boards - First-aid and emergency equipment	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

Learning Event

Unit		37						
Learning Unit		Best Practices and Case Studies in Prison Industries in India						
Training Objective		At the end of training, participants will be able to explain the Best Practices and Case Studies in Prison Industries in various States across India						
<i>Enabling Objectives</i> At the end of training, participants will be able to -		CONTENT	METHOD	MEDIA	TIME (Mins)	TRAINER	PERFORMANCE AID	ASSESSMENT
1.	Identify the Best Practices and Case Studies adopted in India	- Best Practices, in Prison Industries implemented by various States.	Lecture-cum-Discussion	White Board, Marker, Projection system	45	In-House / Guest Faculty		Formative Q&A

PART-C

RESOURCE MATERIAL

Section-1 Handouts

Section-2 Videos & Films

HANDOUTS

- HO - 1 Report of the Indian Jails Committee (1919-1920)
- HO - 2 Report of all Indian Jail Manual committee (1957-1959)
- HO - 3 Report of the Working Group on Prisons in the country (1972-73)
- HO - 4 All India Committee on Jail Reforms 1980-1983 (Mulla Committee Report)
- HO - 5 The United Nations Standard Minimum Rules for the Treatment of Prisoners (The Nelson Mandela Rules)-2015
- HO - 6 Andhra Pradesh Prison Development Board
- HO - 7 Andhra Pradesh Prison Department Corpus Fund
- HO - 8 Types of Joint Ventures
- HO – 9 Andhra Pradesh Government have issued order to give a first priority by all the Government departments for purchase of Products from jails.
- HO- 10 National Skill Development Corporation (NSDC) and Sector Skill Councils (SSC)

REPORT OF THE INDIAN JAILS COMMITTEE 1919-20.

The Indian Jails Committee 1919-20 which was appointed to suggest measures for Prison reforms headed by Sir Alexender Cardew has emphasized that the Prisons should not only have deterring influence but they should also have reforming the inmates. The Committee has stressed the need for reformative approach to Prison inmates and discouraged the use of corporal punishment in jails. It also recommended for utilisation of Prison inmates in productive work so as to bring about their reformation. In the Chapter – IX – “Prison Labour and Manufactures” under paras 188 to 225, the Committee has emphasized the need for establishment of Industries and Prison labour for the rehabilitation of the Prisoner after release from the Prisons. Particularly, under paras 198, 202 and 213, the Committee has highlighted the importance of Market of Jail Manufactures, sales of jail made goods to the Government Departments, need of quality for jail made articles and modern methods and price of jail made articles etc. as detailed below.

1. Para No. 198 of Indian Jails Committee 1919-1920 Report: Market for Jail Manufactures; Government Departments to take Jail made goods:-

- i. A steady market for the products of jail labour should as far as possible be secured, and it has long been recognised that such a market can be most conveniently found in the great consuming departments of the State.
- ii. The Government which controls the policy of the Jail Department can also control the disposal of the supply contracts of the consuming departments. It is the Government which is

responsible for the application of sound principles to Prison administration, and which is directly interested in seeing that the carrying out of these principles does not involve undue cost to the public exchequer.

- iii. This can be best effected by providing a market where jail manufactures can be utilised, subject to necessary safeguards as to cost and quality, and this market the Government has at hand and under its own control in its various consuming departments.
- iv. Jail Industries should be adapted as far as possible to meet the requirements of the public consuming departments and that these departments should, on their part, be compelled to purchase articles of jail manufacture, subject to the condition that they are of similar quality to, and not of greater price than, those obtainable in the open market.

2. Para No. 202 of Indian Jails Committee 1919-1920 Report: Jail manufactures must be of good quality; hence necessity for modern methods:-

- i. If the consuming departments of the public service are to be made to obtain their requirements from the jails, it seems clear that the jails must be held responsible for supplying articles thoroughly suitable to the needs of those departments.
- ii. No department of the State can be expected to accept inferior or unsuitable goods merely because they are made in a jail. The jails must, therefore, be so equipped and staffed as to be able to turn out articles as good as those procurable in the open market.
- iii. There is a numerous class of articles which cannot be given the requisite finish by hand and for which machinery is indispensable. These, it is obvious, jails cannot supply if they are

prevented from installing the requisite apparatus. Public departments again often require a large supply of goods at short notice: such orders cannot be complied with if the articles have to be made by hand.

- iv. Moreover, it is hardly open to dispute that hand-made goods can seldom compete with machine made goods except under specially favourable conditions as, for instance, when the skill of the hand-worker, the result of lifelong application to a particular trade, enables him to produce something which the machine cannot copy. But such conditions never occur in jails, for there the expert worker just as his skill has reached a high standard comes to the end of his sentence and is released.
- v. Machinery is thus especially necessary for jails which cannot count on the retention of their skilled workmen with the jails or of the jail authorities to organise their Industries so as to be in a position to deal promptly and satisfactorily with the orders.

3. Para No. 213 of Indian Jails Committee 1919-1920 Report: The price of jail-made goods:-

- i. The price of jail-made articles should follow as closely as possible the market rate.
- ii. The detailed instructions which are given for arriving at a price, when a market rate cannot be ascertained, apply in such a small number of cases that they are mainly academic.
- iii. If it were possible to do away with the system of charging profit and wages of jail labour in the case of articles supplied to all government departments, as has already been done in the case of articles supplied to the Jail Department itself, we should welcome that arrangement.

- iv. Experience has proved that those charges are difficult to regulate evenly and are liable to produce misleading results. We realise, however, that there would be some serious objections to the course indicated. It would make it difficult to judge whether the manufacture of jail produce was being carried on economical lines and whether jail-made goods, priced merely on cost of raw material plus a percentage of wear and tear of plant, were really produced as cheaply as the same goods could be bought in the open market. Difficulties might also be made by local Governments if they were called upon to make supplies to imperial departments without any charge for the labour of convicts supported at the cost of provincial revenues.
- v. In the first place, they take no account whatever of capital expenditure, of stocks of raw material and manufactured goods, or of outstanding. Consequently, the result presented one year may be completely reversed the following year and the figures can only be at all relied on if a series of years is taken together. Even if that is done, many causes of variation remain. There are numerous classes of labour which it is extremely difficult to value, for example, that employed in a printing press which works entirely for the State. Unless the out-turn of all jail presses is valued on similar lines, serious discrepancies are liable to arise.
4. The Committee emphasized the need of modernization of Industries, establishment of new Industries and effective utilization of the Prison labour.

H.O-2

REPORT OF ALL INDIA JAIL MANUAL COMMITTEE (1957-1959) - WORK AND EMPLOYMENT

All India Jail Manual Committee (1957) has stressed on the Work and Employment in their Report and made the following recommendations:

- (i) Work should not be treated as an additional aspect of punishment of Prisoners. Punitive, repressive and afflictive work in any form should not be given to Prisoners. Work should not become a drudgery and a meaningless Prison activity. Institutional work should be the activating centre of all institutional operations. Institutional routine and other programmes should be integrated and dovetailed with work and training programmes.
- (ii) Work and training programmes should be treated as important avenues of imparting useful values to inmates for their vocational and social adjustment and also for their ultimate rehabilitation in the free community.
- (iii) Prison labour should be performed under conditions and in an environment which will stimulate industrious habits and positive interest in work. The management and organization of Prison labour, whether industrial or agricultural, should be as far as possible like that of free labour, so as to enable Prisoners to adapt themselves to the conditions of normal economic life.
- (iv) The interests of Prisoners and vocational training must not be subordinated to the purpose of making a financial profit from an industry in the institution. Production and vocational training should be properly balanced.
- (v) Prison work and training programme should be integrated with State and National economic policies and development plans in terms of:
 - (a) increased industrial and agricultural production;
 - (b) vocational training of inmates in accordance with national needs of trained

craftsmen and conditions of labour market in the free community;
(c) improved attitudes of inmates towards the social purpose and utility of work.

- (vi) Prison labour should not be hired to private employers.
- (vii) Prisoners should be employed on the following kinds of work subject to modifications to suit local conditions: (a) employment of inmates for institutional services; (b) production of articles required for the inmates and of articles required by the Department of Prisons and Correctional Services; (c) agricultural products required/by correctional institutions; (d) Production of articles required by other State Departments and where possible by certain Union Government Departments like Railways, Defence etc.; (e) Nation-building activities like digging canals, water channels; construction of bunds, dams, roads, Government buildings etc. projects of land reclamation, land development; soil conservation and afforestation; (f) production of articles required by quasi Government agencies; (g) production of such handicraft articles as have local or other markets; (h) production of articles for public sale. Such production should not involve competition with local cottage Industries and small units of production. Competition with outside products by reduction in rates should not be resorted to.
- (viii) The trades, Industries and employment opportunities in the correctional set-up should be sufficiently varied to enable these to be adapted to the requirements of the labour market and the educational standards, aptitudes and inclinations of inmates.
- (ix) Employment, work and training possibilities should be sufficiently varied and diversified to enable Prisoners to be trained, equipped and adapted to the requirements of the labour market in the free

community. Possibilities of employing inmates in various kinds of work mentioned above should be utilized not only for production in terms of State policy and National economic development but also for their value to inmates as means of useful training for occupational adjustments and rehabilitative processes. In view, however, of the limitations in organizing diversified work in Prisons, there should be set up varied vocational training projects in industrial, agricultural and allied fields, so that the inmates get properly trained and equipped for entering or re-entering an occupation or trade in the community after release. For selected inmates, the possibilities of work and training in semi-Open and Open Institutions, nation building activities, etc., should be fully explored for the purposes of diversification of work and training. So also possibilities of imparting multiple skills to inmates sentenced to long periods of imprisonment should be used as methods of diversification of training.

- (x) For purposes of employment, work and training of inmates, the following should be kept in view and organized according to departmental requirements, training needs of inmates, local conditions and available facilities at each institution: (a) small scale Industries; (b) cottage and village Industries; (c) mechanized industrial sections; (d) handicrafts; (e) agricultural farms, dairy, cattle breeding, poultry sheep/goat farming, piggery, fishery, bee-keeping, nursery, horticulture, floriculture, sericulture, manure production; (f) Nation building activities such as, digging canals and water channels, construction of bunds, dams, roads, Government buildings etc., projects of land reclamation, land development; soil conservation and afforestation; (g) training projects in Industries, agriculture and allied fields/apprenticeship training, on-the-job training, vocational training projects. There should be a balance

between cottage village and small scale Industries and mechanized Industries.

- (xi) Minimum standards for hours of work, rest intervals, exemptions, shift system, rest days, facilities, safety measures etc, should be adopted in accordance with the provisions of chapter XXIV of the draft manual.
- (xii) The system of tasks, wages and costing and accounts methods should be rationalized.
- (xiii) Each State should fix standard tasks in accordance with the principles embodied in chapter XXIV of the draft manual. The provisions of this chapter should be taken as the basis for the formulation of a wage system. Each State should fix standard wage schedules in accordance with local conditions.
- (xiv) The standardization of tasks, system of measurement of tasks, computation of wages, methods and organization of Prison factories should be evaluated at least once in three years or more often, if found necessary.
- (xv) Correctional Administration should establish liaison with the State departments for Industries, Labour, Commerce and Co-operation.
- (xvi) There should be co-ordinated planning and a unified and integrated policy in all matters pertaining to procurement of orders, supply of raw material, production policies, employment of Prisoners, marketing and disposal of manufactured articles
- (xvii) The employment and production potential of each institution should be assessed. With the fixation of priorities of production, it should be possible to remove unemployment and idleness in Prisons.
- (xviii) Prison factories and work-shops should be adequately staffed with technical personnel so that the required levels of supervision and control can be maintained over various aspects of production. Correctional Administration should ensure that production tools and

equipment are maintained in sound working condition. As breakdowns in institutional work lead to various complications and loss to Government, the administration should ensure that such eventualities are minimised.

- (xix) Work-shop management should be rationalized to avoid waste and inefficiency.
- (xx) Production tools and equipment should be such as would facilitate efficient running of Industries and training programmes
- (xxi) The general principles of management followed in modern industrial units should be adopted in correctional institutions.
- (xxii) The Head Quarters Office should be equipped with personnel having experience and knowledge in the field of business administration. This branch should exclusively devote its attention to planning of Industries, supply of raw materials and marketing of finished products.
- (xxiii) There is scope for agricultural development. Each State should fully explore this possibility so that Correctional Administration may add its own mite to the national effort for increased agricultural production.

**REPORT OF THE WORKING GROUP ON PRISONS IN THE COUNTRY
(1972-73)**

The Working Group on Prisons constituted in in the year 1972-73 under the Chairmanship of Sri A. Gupta, has made the following recommendations for improvement of Prison Industries as detailed below:

1. It is high time that the outmoded convictions and practices, on the basis of which Prison Industries and work programmes have developed, are replaced by modern management techniques.
2. Most of the existing Prison Industries are outdated and should be modernized as speedily as possible. Each State should evaluate its Prison Industries with a view to improve the work methods and the range and quality of the goods manufactured with a view to providing adequate employment to Prisoners and also modernizing the training programmes in Prisons.
3. The reorganization of Prison Industries and vocational training programmes should be integrated with the allied Plan schemes. Priority should be given to such Industries and vocational training programmes as would equip a Prisoner to get a job after his release from Prison.
4. In the larger States, Prison Industries should be diversified on regional basis. Each region should have a sufficient variety of Prison Industries, so that Prisoners can derive advantage from diversified work programmes. The central and district Prisons should be treated as basic units for programmes of diversified Industries.

5. Prison Industries should be classified as principal and subsidiary Industries. In central Prisons, both principal and subsidiary Industries can be organized properly. In district Prisons, it may be possible to set up only subsidiary Industries. Handicrafts could be ancillary activities to principal and subsidiary Industries.
6. The following priorities are recommended for Prison Industries :-
 1. Articles required for the maintenance of Prisoners,
 2. Articles required by the Prison Departments, Central Government Ministries/Departments such as Railways, Posts and Telegraphs, etc. and autonomous bodies, municipal bodies, co-operative societies, etc.
 3. Handicraft articles which have a local and/or outside market, and
 4. Articles for public sale.
7. Prison Industries should be planned in terms of adequate monetary provision, physical facilities, full utilization of manpower, availability of raw materials, equipment and stores and an efficient management organization for production programmes, sales and disposal.
8. Prison Industries should be planned at three levels, i.e., in government department levels, which are expected to place orders with the Prison department, in the office of the Inspector General of Prisons, and in each Central and District Prison.
9. Prison products should be standardized in terms of specifications, patterns, designs and quality of products; type, quality and quantity of the raw materials required, equipment, tools, accessories and consumable stores required, unskilled, semi-skilled and skilled man-

power required for each operation: and wages to be paid to Prisoners for the separate operations involved in each type of product or job. Catalogues of standardized Prison products should be prepared for each Prison industry to help in organizing sales.

10.The preset work programmes in Prison Industries should be evaluated by experts in work – study methods with a view to putting them on a sound economic basis.

11.A definite wage policy should be adopted for Prison labour. A more liberal system of wages based on market rates minus the computed cost of maintenance should provide a greater incentive for higher and better production.

12.A depreciation Fund should be set up for Prison Industries by ploughing back the profits from Prison Industries.

13.The following facilities should be provided in work-sheds and places where Prisoners work, protection from heat, cold, rain, dust, smoke, fumes, gases and chemicals,, damp-proof work areas, drinking water, spittoons, urinals and latrines, washing facilities, and first aid facilities. In addition, safety and fire-fighting equipment and accident and fire prevention measures should be provided in Prison stores, work – sheds and areas where Prisoners work.

14.As agriculture is the mainstay of villagers and as more than 80% of the inmates of our Prisons hail from the rural areas, agriculture should be treated as an important industry offering good employment opportunities for Prisoners of this category.

15. A survey of all Prison farms should be undertaken at the State level in respect of nature of soil, irrigability, crop producing ability. Cropping schemes should be prepared for each farm thereafter. The irrigation potential of Prison farms should be fully utilized for increasing production. The requirements of labour for each farm should be assessed. It should be ensured that this labour is always available, so that the production in Prison farms can be continuous. Adequate funds should be provided for modernizing Prison agriculture, by integrating it, in some suitable way, with the Five Year Plan Schemes. The performance of each Prison should be annually evaluated. Every State should have a few Prisons where emphasis should be laid on agriculture. Some of the Prisons can be semi open or open Prisons.
16. Dairies should be developed on Prison farms where they can be run on a profitable basis. Prison farms and Prison dairies should be utilized for imparting training to Prisoners in improved methods of agriculture and dairying. Agro-Industries could also be developed in Prisons, wherever the facilities required are available.
17. It should be ensured that Prisoners are not employed on maintained services at the cost of their treatment.
18. Many women offenders have to pass their time idly in Prisons. Separate institutions for women offenders will enable special attention to be paid to their employment in crafts such as tailoring, hosiery, bidi-making, manufacture of stationery articles, etc.
19. The daily routine for young adult offenders should include two hours of academic education, one hour of vocational training and five hours of work in production units. This work experience should be combined with Employment in crafts, trades and Industries should be aimed at helping them to get employment after their release from Prison.

**ALL INDIA COMMITTEE ON JAIL REFORMS 1980 – 1983
(MULLA COMMITTEE REPORT)**

Chapter 11 of the report has mentioned about work programmes and vocational training. The following are the Committee's recommendations and observations:

- Another necessary pre-requisite for an organised industry is a system of tasks and wages. It varies by state. Tasks for diverse production units and their workforce requirements have not been standardised based on proper work, time, and motion assessments.
- A number of governments and union territories have not implemented a system of awarding wages to inmates in working programmes. It was discovered that wages were set on an ad hoc basis. Certain types of inmates are entitled for wages, while others are not. Prisoners on the wage system are housed in the same facility, even in the same production unit, as those who are not eligible to work and wages.
- The Committee recognised that certain categories of Prisoners that are unemployable from the legal, medical, disciplinary and administrative points of view, they are:
 - Under trial Prisoners
 - Prisoners sentenced to simple imprisonment
 - Prisoners sentenced to rigorous imprisonment for less than 3 months
 - Old, infirm and physically handicapped Prisoners
 - Sick and convalescent Prisoners
 - Prisoners suffering from mental illness and border-line cases

- Aggressive criminal psychopaths and Prisoners having violent tendencies
- Highly undisciplined inmates, instigators and Prisoners having escape risk
- Vocational training has long been acknowledged as an essential component of correctional programmes. The goals of providing vocational training to inmates are as follows:
 - training and equipping them for long-term vocational adjustment and rehabilitation
 - imparting training in work-skills, vocational ethics, vocational practises and stages; skills and techniques
 - improving inmates' work habits, work skills, work performance, job intelligence, and craftsmanship and thus preparing them for working conditions in the outside labour market
 - creating an environment conducive to learning
 - building a sense of self-confidence and pride in their profession and vocation
 - creating a reserve pool of skilled inmates to ensure continuation in Prison labour programmes.
- The Committee observed that the primary objective has been to increase production in Prison Industries rather than vocational training and the Committee believed that vocational training must be treated as important component of treatment programmes so that the offenders are trained to meet the aforementioned objectives.
- The Committee also recommended that every State and Union Territory should undertake a thorough evaluation of the wage systems and should possibly implement the recommendations for an effective system.
- The Rates of wages should be fair and equitable. It is recommended to have a standardised system for wage payments to achieve uniformity across all the Prisons in India.

- The element of incentive should be retained in the wage system. The Committee supports the elimination of free labour that is performed by the Prisoners.
- It was observed that substantial percentage of Prisoners across the country hail from poverty and are economically under-privileged. The family of such Prisoners are dependant on the Prisoner and thus it is essential that wages must be set in a manner such that the Prisoner can send a portion of it to the family for maintenance and sustenance.
- The Committee recommended that sufficient standards for hours of work, protection against health hazards, prevention of accidents and fires, provision for hygienic and sanitary conditions must be provided and maintained.
- Diversification of work programmes can be undertaken and vocational training can be organised in the following areas according to the Committee:
 - Essential Institutional maintenance services like culinary, sanitary and hygienic services, Prison hospital, other Prison services, repairs and maintenance services etc.
 - Institutional maintenance shops (carpentry, smithy, masonry etc.)
 - Work camps
 - Production units of Prison Industries, including handicrafts
 - Agricultural farms
 - Agri-based Industries like poultry, dairy etc.,
 - Maintenance of farm tools and machinery etc.,
 - Employment of carefully selected Prisoners from the group of individualized offenders in public undertakings, farms of state farming corporation, agro-based Industries organized in the co-operative sector.

- Diversification of programmes of work and vocation training will benefit inmates in the following ways:
 - Develop a sense of service to the community which has been injured by their anti-social act
 - Possibility for the inmates to acquire skills in different trade and occupations
 - Develop a sense of confidence for self-employment
 - Reduce demoralization, indiscipline and disorder in Prisons by developing meaningful skills and work
- The Committee recommends that sufficient care must be taken when the Prison industry is being mechanised such that the available inmates do not remain unemployed.
- The possibility of introducing products according to market trends, should be explored so that Prison products may be able to reasonably satisfy customers' expectations.
- Standardisation of various kinds is necessary in Prison products, such as:
 - Specification, patterns, designs and quality
 - Break-up of separate operations involved in each type of products or job
 - Quality and quantity of raw material required
 - Type of equipment, tools, accessories and consumable stores required
 - Requirements of labour
 - Man-hours required
 - Output
- The Committee also recommended the formation of a Board for work programmes and vocational training, the Board should be autonomous

and vested with full fiscal and administrative powers. The functions of such board should be to:

- Plan and implement programmes of work and vocational training
 - Provide funds
 - Fix policies for production
 - Put Prison work programmes on sound business-cum-commercial basis
 - Examine the economic aspects of work programmes
 - Supervise
 - Promote marketing of Prison products
- The Committee further recommended that the following factors should be taken into consideration while organizing work programmes:
 - Mental and physical health
 - Requirements of security, custody and discipline
 - Age
 - Length of sentence
 - Inmates' skills and abilities and also potential for acquiring skills
 - Urban and rural background

The United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules)-2015

The United Nations Standard Minimum Rules for the Treatment of Prisoners commonly called as the Nelson Mandela Rules pertaining to providing work to Prisoners are laid down in from rule 96 to 100.

Rule96

- 1.Sentenced Prisoners shall have the opportunity to work and/or to actively participate in their rehabilitation, subject to a determination of physical and mental fitness by a physician or other qualified health-care professionals.
2. Sufficient work of a useful nature shall be provided to keep Prisoners actively employed for a normal working day.

Rule97

- 1.Prison labour must not be of an afflictive nature.
- 2.Prisonersshallnotbeheldinslaveryorservitude.
- 3.NoPrisonershallberequiredtoworkforthepersonalorprivatebenefit of any Prison staff.

Rule98

1. So far as possible the work provided shall be such as will maintain or increase the Prisoners 'ability to earn an honest living after release.
- 2.Vocational training in useful trades shall be provided for Prisoners able to profit thereby and especially for young Prisoners.
- 3.Within the limits compatible with proper vocational selection and with the requirements of institutional administration and discipline, Prisoners

shall be able to choose the type of work they wish to perform.

Rule 99

1. The organization and methods of work in Prisons shall resemble as closely as possible those of similar work outside of Prisons, so as to prepare Prisoners for the conditions of normal occupational life.
2. The interests of the Prisoners and of their vocational training, however, must not be subordinated to the purpose of making a financial profit from an industry in the Prison.

Rule 100

1. Preferably, institutional Industries and farms should be operated directly by the Prison administration and not by private contractors.
2. Where Prisoners are employed in work not controlled by the Prison administration, they shall always be under the supervision of Prison staff. Unless the work is for other department so the government, the full normal wages for such work shall be paid to the Prison administration by the persons to whom the labour is supplied, account being taken of the output of the Prisoners

Andhra Pradesh Prison Development Board

During the year 2001, the Legislative Assembly of Andhra Pradesh State passed the 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 the Chief Minister and the Director General of Prisons as 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 reassimilate 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 have maintained 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 the 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 the D.G Prisons for allocation of Corpus Fund. A Committee constituted under the Chairmanship of the Director General of Prisons allocates 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 so on. 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.

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

Types of Joint Ventures

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Home Department – A.P. Jail Services - Placing of the indents of the Jailmade articles by the Government Departments/ Corporations/ Public Sector undertakings/ Autonomous bodies/Zilla Parishads, Municipalities etc., to Prisons Department—Orders—Issued.

HOME (PRISONS & FIRE) DEPARTMENT

G.O. MS. No. 22

Dated: 29-01-2019

Read the following

- 1) G.O. Ms. No. 633, Home (Prisons-B) Department, dated: 12.05.1969.
- 2) G.O. Ms. No. 337, Home (Prisons-B) Department, dated: 27.02.1978.
- 3) Circular Memo. No. 1578/PRI.B/89-19, dated 12.9.1994.
- 4) From the Director General of Prisons, AP, Vijayawada, Lr No. Inds-2/389/2018, dated 4.12.2018.

ORDER:

In the G.O. first and second read above, certain instructions were issued to all the Government Departments to place orders for the supply of furniture on the Jail Department sufficiently early at the beginning of each financial year to enable the Jail Department to manufacture furniture and supply the same in time, to the indenting Departments. In the Circular Memo. 3rd read above, instructions were also issued to all Government Departments to obtain the requirements of various articles manufactured in the industrial

units of the Central Prisons.

2. In the letter 4th read above , the Director General of Prisons and Correctional Services, Andhra Pradesh, has informed that Manufacture activities have been diversified in many ways in the Prisons andthereforerequestedtheGovernmenttoissuefreshorderswithadirection to all the Government Departments/Corporations/Public Sector undertakings/ Autonomous bodies/Zilla Parishads, Municipalities etc., to give first priority to the Jail made articles (not only furniture, but other items/articles manufactured by the Prisons Department), while placing orders to purchase such articles. The list of items being manufactured at various Central Jails/District Jails are provided here under:-

(P.T.O.)

1	Central Prison, Visakhapatnam	a) Steel Furniture Manufacturing –School benches, Dual desks, Lab tables, Iron Cots, Bunker Cots, Steel Almirahs, Steel racks, ‘S’ type Chairs, Working Chairs, Steel tables, Office Tables & Chairs, Steel Stools b) Weaving–Bed Sheets, Towels c) Tailoring Unit-Uniform Stitching d) Durries, Asans e) Book Binding f) Scented Phenyle g) Printing Press h) Bakery Products
2	Central Prison, Rajamahendravaram	a) Steel Furniture Manufacturing b) Weaving–Bed Sheets, Towels, Curtain Cloth etc., c) Dyeing d) Tailoring-Uniform Stitching e) Pillows, Pillow Covers f) Coir Products–Doormats g) Note Books of various sizes, Scribbling Pad etc.,
3	Central Prison, Nellore	a) Steel Furniture Manufacturing b) Tailoring-Uniform Stitching c) Hawaii Cheppalmaking d) Scented Phenyle e) Toilet Cleaner f) Shampoo Sachets g) Toothpaste h) Coconut Oil sachets

4	Central Prison, Kadapa	a) Modular Furniture Manufacturing b) Steel Furniture Manufacturing c) Scented Phenyl d) Tailoring-Uniform Stitching e) Toilet Soaps f) Detergent Soaps g) Detergent Powder h) Dish wash bar i) Fly-ash Bricks j) Bakery Products
5	Spl. Prison for Women, Rajamahendravaram	a) Bakery Products b) Envelop Making (Tappal Covers) c) Tailoring and Embroidery
6	District Jail, Ongole	a) Bakery Products b) Note Book so fvarious sizes
7	District Jail, Ananthapuram	a) Ground Nut Oil Mill – 15 Liter Tins, 5 Liter bottle, 1 liter bottle, 1 liter sachets

3. Government after careful consideration, hereby accept the above proposal of the Director General of Prisons and Correctional Services, Andhra Pradesh and accordingly direct all the Government Departments/ Corporations/Public Sector undertakings/Autonomous bodies/Zilla Parish ads, Municipalities etc., to give first priority to the Jail made articles (not only the furniture, botany item/articles being manufactured by the Prisons Department), while placing orders for purchase of such articles. If the Prisons Department feels that the articles made the rein cannot be supplied as required, due to departmental priorities and constraints, then they will issue a “NO STOCK CERTIFICATE” whereupon the indenting Departments can purchase the required articles from open market, as per rules.

4. All the Departments of Secretariat are requested to bring the above instructions to the notice of all the Heads of Departments, Undertaking etc., under their Administrative control to follow the above orders scrupulously.

(BYORDERANDINTHE NAME OF THE GOVERNOR OF ANDHRA
APRADESH)

R. ANURADHA

PRINCIPAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat
The Director General of Prisons and
Correctional Services, AP, Vijayawada.
The Registrar, High Court, Andhra Pradesh,
Hyderabad.
The Accountant General, Andhra Pradesh,
Hyderabad.
The Pay and Accounts Officer, AP, Vijayawada
All Heads of
Departments.
All District Collectors.
All District Judges.

//FORWARDED::BY ORDER//

National Skill Development Corporation (NSDC) and Sector Skill Councils (SSC)

The National Skill Development Mission was approved by the Union Cabinet on 01.07.2015, and officially launched by the Hon'ble Prime Minister on 15.07.2015 on the occasion of World Youth Skills Day. The Mission has been developed to create convergence across sectors and States in terms of skill training activities. Further, to achieve the vision of 'Skilled India', the National Skill Development Mission would not only consolidate and coordinate skilling efforts, but also expedite decision making across sectors to achieve skilling at scale with speed and standards.

National Skill Development Corporation:

Skill India mission is implemented through a streamlined institutional mechanism driven by Ministry of Skill Development and Entrepreneurship (MSDE). The National Skill Development Corporation India (NSDC) was setup as a one of its kind, Public Private Partnership Company with the primary mandate of catalysing the skills landscape in India by MSDE, GoI.

The main objectives of the NSDC are to:

- Upgrade skills to international standards through significant industry involvement and develop necessary frameworks for standards, curriculum and quality assurance.
- Enhance, support and coordinate private sector initiatives for skill development through appropriate Public-Private Partnership (PPP) models; strive for significant operational and financial involvement from the private sector.

- Play the role of a "market-maker" by bringing financing, particularly in sectors where market mechanisms are ineffective or missing.
- Prioritize initiatives that can have a multiplier or catalytic effect as opposed to one-off impact.

Sector Skill Councils:

Sector Skill Councils are set up as autonomous industry-led bodies by NSDC to drive sector specific skilling programs. The Sector skill councils create Occupational *Standards and Qualification bodies, develop competency framework, conduct Train the Trainer Programs, conduct skill gap studies and Assess and Certify trainees on the curriculum aligned to National Occupational Standards* developed by them. Sector Skill Councils have been the central pillar of NSDC's strength, since their inception, as they bridge the gap between industry demands and skill requirements. The following sector skill councils are presently available for assessment and issuing of the certification of skill development courses. List of Skill Councils are given below:

1. Automotive Skills Development Council (ASDC)
2. Agriculture Skill Council of India (ASCI)
3. Banking and Finance Sector of India (BFSI)
4. Gem & Jewellery Skill Council of India (GJSCI)
5. Rubber, Chemical and Petro Chemical Skill Development Council (RSDC)
6. IT-ITeS Sector Skill Council
7. Retail Association's Sector Skill Council of India (RASCI)
8. Media and Entertainment Skills Council (MESC)
9. Tourism and hospitality Skill Council (THSC)
10. Electronics Sector Skill Council of India (ESSCI)
11. Telecom Sector Skill Council (TSSC)
12. Leather Sector Skill Council (LSSC)

13. Food Industry Capacity and Skill Initiative (FICSI)
14. Logistics Skills Council (LSC)
15. India Plumbing Skills Council (IPSC)
16. Capital Goods Skill Council
17. Construction Sector Skill Council
18. Life Sciences Sector Skill Development Council
19. Iron and Steel Sector Skill Council
20. Power Sector Skill Council
21. Skill Council for Mining Sector
22. Textile Sector Skill Council
23. Apparel made ups and home furnishing sector skills council
24. Beauty and wellness sector skills council
25. Handicrafts and Carpet Sector Skills Council
26. Green jobs sector skills council
27. Domestic Workers Sector Skills Council of India
28. Furniture and fittings skills council
29. Healthcare Sector Skills Council
30. Coating and Painting Sector Skills Council
31. Strategic Manufacturing Skills Council
32. Aerospace and Aviation Sector Skill Council (AASSC)
33. Sports Sector Skills Council
34. Entrepreneurship, Management Services and Training Sector Skill Council
35. Hydro Carbon Sector Skill Council (Oil and Gas)
36. PwD Sector Skills Council (Persons with Disabilities)
37. Infrastructure Equipment Sector Skill Council

38. Instrumentation Automation Surveillance & Communication Sector Skill Council
39. Strategic manufacturing Sector Skill Council

SECTION-2 VIDEOS & FILMS

1. **Rajahmundry Central Prison**-Andhra Pradesh
<https://www.youtube.com/watch?v=ZheMoFiUyI>
2. **Prisoners in Finland Live In Open Prisons Where They Learn Tech Skills | On The Ground**
https://www.youtube.com/watch?v=l554kV12Wuo&ab_channel=InsiderNews
- 3 **Maharashtra Prison Industries:**
<https://www.youtube.com/watch?v=pTJ5RT0zfC0>
- 4 **The Jail documentary** | Indian Documentary | 2009 | Award Winning Documentaries on (West Bengal Prisons)
https://www.youtube.com/watch?v=nFn_X2bRB_g
- 5 Nelson Mandela Rules – A short film by UNODC
<https://www.youtube.com/watch?v=oyZgsupoH1Y>

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GLOSSARY OF TERMS AND ABBREVIATIONS

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.

ARTS & CRAFTS

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

CASUAL PRISONER

A convicted Criminal Prisoner other than a habitual Prisoner.

CIVIL PRISONER

The Prisons Act, 1894 (4 of 1894); (4) “civil prisoner” means any Prisoner who is not a criminal Prisoner;

CONVICTED 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.

CORPUS FUND

Corpus Fund means the capital, funds generated and kept for existence and sustenance of the organisation. It is a permanent fund kept for the expenditure needs for the administration and survival of the organisation.

CORRECTIONAL PHILOSOPHY

A restorative approach in the running of Prisons wherein Prisoners are sought to be made good citizens, and are treated not only as criminals being punished but also patients being treated for the purpose of their reformation.

DEMAND

The quantity of consumers willing to buy products made in a Prison industry.

ECONOMIC REHABILITATION

The process through which former and current inmates recover from financial distress.

FOREMAN/FOREWOMAN/FOREPERSON

A foreman, forewoman or foreperson is a supervisor, often in a manual trade or industry.

GROUP DISCUSSION

It is a systematic and purposeful interactive oral process. Here 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.

HUMAN CAPITAL

Human capital consists of the knowledge, skills, and health that possessed by Prisoners, which may be put to productive use and/or further developments in a Prison.

INDUSTRY

It refers to any large-scale business activity or a type of productive manufacture or trade, in the context of this course a Prison industry refers to an industry that is carrying out its operation within the premises of a Prison and the primary labour force consists of Prisoners.

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.

LIVELIHOOD

Activity by means of which a Prisoner secures the necessities of life.

MARKET

Market refers to the place where exchange of goods and services takes place between buyers and sellers, in this context the products and services are produced by the Prisoners in a Prison industry.

OUTSOURCING

Outsourcing is the business practice of hiring a party outside a company to perform services or create goods that were traditionally performed in-house by the company's own employees and staff.

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 including any of the houses of Parliament or State Legislature

PUBLIC-PRIVATE PARTNERSHIP

It is a partnership model wherein a private entity and a government agency work together for a public project, in the context of this course, it refers to the partnership for providing raw materials or skill training etc.

RECIDIVISM

Recidivism is the act of a person repeating an undesirable behaviour after they have 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. 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.

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.

REVOLVING FUND

A revolving fund is a fund or account that remains available to finance an organization's continuing operations without any fiscal year limitation, because the organization replenishes the fund by repaying money used from the account. Revolving funds have been used to support both government and non-profit operations

ROLE-PLAY

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

SKILL DEVELOPMENT-CUM-PRODUCTION CENTRE

Centres wherein skill development is imparted to Prisoners who also engage in the production of various products using such skills.

SKILL GAP ANALYSIS

Refers to the process of identifying which skills and knowledge are lacking in the Prisoners.

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.

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 Basic Course of Prison Officers provides the state Prison departments a comprehensive plan and structure on how to conduct a basic training course for Prison officers.

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.

UPSKILLING

Imparting new and additional skills to a Prisoner to make them more suitable for the labour market.

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.

VOCATIONAL SKILLS

Skills needed for a particular job or profession, such as for carpentry, tailoring, agricultural activities, weaving, soap-making, etc.

YOUNG OFFENDER

A person who has attained the age of 18 years and has not attained the age of 21 years.

MEANING OF ABBREVIATION OF TERMS

BPR&D-Bureau of Police Research & Development

DDUGKY- Deen Dayal Upadhyaya Grameen Kaushalya Yojana

ICPS-International Centre for Prison Studies

MSME- Micro, Small and Medium Enterprises

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

NCRB-National Crime Records Bureau

NHRC-National Human Rights Commission

PMKKY- The Pradhan Mantri Khanij Kshetra Kalyan Yojana

PPP- Public-Private Partnership

UNICOR- United Nations Industries Corporation

UNODC-United Nations Office on Drugs and Crime

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

WPB-World Prison Brief

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

PRE-COURSE ASSESSMENT EXERCISE

Answer the following –

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

POST-COURSE ASSESSMENT EXERCISE

Answer the following –

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

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

APPENDIX- 4

FEEDBACK FORM

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

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

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

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

Yes

No

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

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

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

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

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

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

6. Practical Orientation of the course.

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

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

Substantially 4	Considerably 3	Fairly 2	Not at all 1

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

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

9. To what extent are you satisfied with the following:
(The Training Institution may please block the parameters not applicable)

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:

COURSE COORDINATOR'S REPORT
on
(Name of the Training Course)
(Duration)

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

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

FIELD VISIT REPORT FORMAT

Format of Field Visit Report

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

- Introduction about the institute
- Origin and history of the institute
- Primary duties and functions of the institute
- Officer with whom interacted
- Report of the Visit [write summary of learnings from the visit] \
- 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>