

Training Manual of Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on
Categorization, Classification of Prisoners
(One-Week)
2022



Bureau of Police Research and Development
Ministry of Home Affairs
NH-48, Mahipalpur,
New Delhi – 110 037

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Published by Bureau of Police Research & Development, Ministry of Home Affairs, Mahipalpur, New Delhi, India

बालाजी श्रीवास्तव, भा.पु.से.
महानिदेशक

Balaji Srivastava, IPS
Director General

Tel. : 91-11-26781312 (O)
Fax : 91-11-26781315
Email : dg@bprd.nic.in



पुलिस अनुसंधान एवम् विकास ब्यूरो
गृह मंत्रालय, भारत सरकार
राष्ट्रीय राजमार्ग-8, महिपालपुर,
नई दिल्ली-110037

Bureau of Police Research &
Development
Ministry of Home Affairs, Govt. of India
National Highway-8, Mahipalpur,
New Delhi-110037



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)

Patron

Shri Balaji Srivastava, IPS, Director General, BPR&D

Guidance

Shri Neeraj Sinha, IPS, ADG, BPR&D

Members of the Committee for preparing the Training Manual**Chairperson**

Smt. Anupama Nilekar Chandra, IPS, IG/ Director R&CA

Members

1. Shri Mukesh Prasad, IAS, Addl. IG Prisons, Delhi
2. Smt. Aditi Majumdar, IG Prisons, Tripura
3. Shri P. Vijay Kumar, DIG Prisons (South Zone) & Director, SICA, Kerala
4. Shri Neeraj Kumar Jha, Director, BICA, Bihar
5. Shri Rohan Anand, IPS, Superintendent, Ahmedabad Central Prison, Gujarat
6. Shri Paras Mal Jangid, Principal, Prison Training Institute, Ajmer, Rajasthan
7. Prof. Dr. Vijay Raghavan, Tata Institute of Social Science (TISS), Mumbai
8. Smt. Rajni Sehgal, Principal ICS, Mishriwala & Superintendent, Kathua, District Prison, Jammu & Kashmir
9. Shri Manoj Kumar Sinha, Superintendent, Chapra, District Prison, Bihar
10. Shri Vaibhav Sudhakar Aage, Superintendent, Chandrapur, District Prison, Maharashtra
11. Shri S. Touthang, Addl. Superintendent, Central Prison Sajiwa, Manipur

Consultant (Content)

Shri N. Murali Babu, DIG (Prison) HR, Department of Prison and Correctional services, Telangana

Consultant (Format)

Shri Inder Jeet Mittal, Master Trainer, DoPT

Secretarial Assistance (Research & Correctional Administration Division, BPR&D)

1. Shri Mainul Islam Mondal, IPS, DIG/ Deputy Director (R&CA)
2. Shri Kamal Kishor Meena, Assistant Director (CA)
3. Shri Rattan Chand, Assistant Director (Legal)
4. Smt. Anu Shree, Research Assistant (CA)
5. Dr. Nirpat Patel, Research Assistant (Res)
6. Smt. Puloma Basu, Research Assistant (Res)
7. Shri Mukesh Kumar, Personal Assistant
8. Shri Sanjay Pal, Personal Assistant
9. Smt. Ravinder Kaur, Personal Assistant
10. Shri Manoj Kumar Meena, Personal Assistant
11. Shri Shareeq Wali Khan, Junior Investigator (Res)
12. Shri Ashok Kumar, Junior Investigator (CA)

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DAY-1

Learning Unit (LU)

- LU1: General Classification of Prisoners
- LU2: Classification of Prisoners Based on Security
- LU3: Management of Remand/Undertrial Prisoners
- LU4: Management of Convict Prisoners

DAY-2

- LU5: Administration of Women Prisoners
- LU6: Management of Open Jail Prisoners
- LU7: Management of Vulnerable Prisoners
- LU 8: Management of Detenues in Prisons
- LU9: Management of High Security/Hard Core prisoners

DAY-3

- LU10: Dealing with Mentally Ill Prisoners

- LU11: Management of Transgender in Prisons
- LU12: Prison Architecture
- LU13: Dealing with Prisoners Sentenced to Death
- LU14: Dealing with High Profile Prisoners

DAY-4

- LU15: Rights of Prisoners
- LU16: Prison offences and Punishments
- LU17: Technology in Prison Administration

DAY-5

- LU18: Best practices in Prison administration – national and international
- LU19: Administration of Juveniles in conflict with law
- LU20: Work Life Balance

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Emergence of the Course

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

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

Introduction

“Specialized Course on Categorization and Classification of Prisoners” is for Prison officers from Assistant Superintendent to Superintendent of Jails rank officers. The course consists of 20 learning units and is a 5-day training program. Categorization and classification of prisoners is very much essential to prevent indiscipline, riots, strikes, attacks, escapes, and other security related issues in the Prisons. It is also necessary to ensure special care of vulnerable groups as well as to ensure correctional services to facilitate rehabilitation and reintegration of prisoners.

The modules on Categorization and Classification of Prisoners have been designed in a manner so as to ensure that the trainee officers, on completion of the training would understand and implement the principles of categorization and classification of prisoners.

(For Trainers and Participants)



COURSE GUIDE

**Specialised Course for Prison Officers (Asst. Jailer to
Superintendent of Prisons)**

on

**Categorization, Classification of Prisoners
(One-Week)**

INTRODUCTION

Organizations need 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

To impart knowledge and skills in Prison Emergencies to Prison Officers

DESIGNED FOR

Assistant Jailors to Superintendent of Jails.

FACILITATORS

In-House or Guest faculty who are subject experts relevant to the Course.

STYLE OF THE COURSE

This course encompasses a series of practical learning activities. The Course is delivered through multiple media, styles and activities with a 'self-directed learning approach is simulated by the use of field-based situations and sharing of best practices in Prison management.

OBJECTIVES:

At the end of training, participants will be able to:

Training Units

Unit -1:

Training Objective: Explain the General Classification of Prisoners

Enabling Objective:

1. Define Prison and Prisoners
2. Explain the general classification of prisoners

Unit – 2:

Training Objective: Explain the Classification of Prisoners Based on Security

Enabling Objective:

1. List the security categories in Prisons
2. Explain the classification of prisoners based on security categories
3. Explain the importance of classification of prisoners based on security

Unit – 3:

Training Objective: Explain the management of Remand/Undertrial Prisoners

Enabling Objective:

1. Define Remand/ Undertrial Prisoners
2. Explain the management of remand/undertrial prisoners

Unit -4:

Training Objective: Explain the Management of Convict Prisoners

Enabling Objective:

1. Define convict prisoner
2. Explain Types of convict prisoners
3. Explain the management of Convict prisoners

Unit -5:

Training Objective: Explain the Administration of Women Prisoners

Enabling Objective:

1. Explain the classification of women prisoners
2. Explain the categories of women prisoners
3. Explain the administration of women prisoners

Unit -6:

Training Objective: Explain the Management of Open Jail Prisoners

Enabling Objective:

1. Define Open Jail
2. Explain eligibility conditions for Open Jail
3. Special provisions for open jail prisoners
4. Management of open jail

Unit -7:

Training Objective: Explain the Management of Vulnerable Prisoners

Enabling Objective:

- 1 List the vulnerable prisoners in prisons
2. Explain the problems of vulnerable prisoners
3. Explain the Management of Vulnerable Prisoners

Unit – 8:

Training Objective: Explain the Management of Detenues

Enabling Objective:

1. Define Detenue
2. Explain the procedure of Detention
3. Explain the management of Detenue in Prisons

Unit -9:

Training Objective: Explain the Management of High Security prisoners

Enabling Objective:

- 1 List the High security prisoners in a Prison
2. Explain the problems with high security prisoners
3. Management of High security prisoners

Unit -10:

Training Objective: Explain the methods of dealing with Mentally Ill Prisoners

Enabling Objective:

- 1 Define mental illness
2. Explain the problems in dealing with mentally ill/ Psychiatric prisoners
3. Explain the method of dealing with Mentally Ill Prisoners

Unit -11:

Training Objective: Explain the Management of Transgender in Prisons

Enabling Objective:

1. Define Transgender
2. Explain the Transgender Persons (Protection of Rights) Act, 2019
3. Explain the Management of Transgender in Prisons

Unit -12:

Training Objective: Explain the importance of Prison Architecture

Enabling Objective:

1. Explain the outer structure of a Prison
2. Explain the inner structure of a Prison
3. Explain the importance of Prison Architecture

Unit -13:

Training Objective: Explain the method of dealing with Prisoners Sentenced to Death

Enabling Objective:

1. Explain the provisions related to prisoner's sentenced death
2. Explain the method of treatment of prisoners sentenced to death
3. Explain the procedure of execution of death sentence

Unit -14:

Training Objective: Explain the procedure of dealing with High Profile Prisoners

Enabling Objective:

1. List the High-profile persons in Prisons
2. Explain the challenges in handling high profile prisoners
3. Management of High-profile prisoners

Unit -15:

Training Objective: Explain the Rights of Prisoners

- Enabling Objective:
1. Explain the International Human Rights Law of prisoners
 2. Explain the Indian Human Rights laws of Prisoners
 3. Explain the major violation of Rights of prisoners
 4. Landmark Judgements of Hon'ble Courts in protection of Prisoners Rights

Unit -16:

Training Objective: Explain the Prison offences and Punishments in maintaining discipline in Prisons

- Enabling Objective:
1. List Prison offences
 2. List Prison punishments
 3. Explain importance of Prison punishments in maintaining discipline in Prisons

Unit -17:

Training Objective: Explain the importance of Technology in Prison administration

- Enabling Objective:
1. List the Technology required for Prison administration
 2. Explain the importance of Technology in dealing with Prison administration

Unit -18:

Training Objective: Explain the Best practices in Prison administration national and international

- Enabling Objective:
1. Explain the best practices in Security of Prison
 2. Explain the best practices in prison administration national and international

Unit -19:

Training Objective: Explain the administration of Juveniles in conflict with law

Enabling Objective:

1. Define Juvenile and Child
2. Explain the salient features of Juvenile Justice (Care and Protection of Children) Act, 2000
3. Explain the management of Juveniles in Conflict with law

Unit -20:

Training Objective: Explain the importance of Work Life Balance

Enabling Objective:

1. Define Work Life Balance
2. Explain the Work Life Balance
3. Explain the Importance of Work Life Balance

ASSESSMENT

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

DAY-WISE TIME TABLE DAY 1		
Time	Content	Objectives
0915-1030	Registration Inauguration of the Course Ice breaking & Ground Rules Course Overview: Aims and Objects of the Course and Expectations of participants	
1030-1045	Tea Break	
1045-1200	1. Definition of Prison and Prisoners 2. General classification of prisoners	1.1 1.2
1200-1215	Break	
1215 -1330	Classification of Prisoners Based on Security	
	1. Security categories in Prisons	
	2. Classification of prisoners based on security categories	2.1
	3. Importance of classification of prisoners based on security	2.2 2.3
1330-1430	Lunch	
1430 - 1530	Management of Remand/Undertrial Prisoners	
	1. Definition Remand/ Undertrial Prisoners	3.1
	2. Management of remand/undertrial prisoners	3.2
1530-1545	Tea Break	
1545 - 1700	Management of Convict Prisoners	
	1. Definition of convict prisoner	4.1
	2. Types of convict prisoners	4.2
	3. Management of Convict prisoners	4.3
DAY 2		

Time	Content	Objectives
0900 - 0915	Learning Points / Recap	
0915 –1030	Administration of Women Prisoners	
	1. Classification of women prisoners	5.1
	2. Categories of women prisoners	5.2
	3. Administration of women prisoners	5.3
1030-1045	Tea Break	
1045 - 1200	Management of Open Jail Prisoners	
	1. Definition Open Jail	6.1
	2. Eligibility conditions for Open Jail	6.2
	3. Special provisions for open jail prisoners	6.3
	4. Management of open jail	6.4
1200-1215	Break	
1215 - 1330	Management of Vulnerable Prisoners	
	1 Vulnerable prisoners	7.1
	2. Challenges faced by vulnerable prisoners	7.2
	3. Explain the Management of Vulnerable Prisoners	7.3
1330-1430	Lunch	
1430 - 1530	Management of Detenues in Prisons	
	1. Definition of Detenue	8.1
	2. Procedure of Detention	8.2
	3. Management of Detenues in Prisons	8.3
1530-1545	Tea Break	
1545 - 1700	Management of High Security / Hardcore prisoners	
	1 High security prisoners	9.1
	2. Problems with high security prisoners	9.2
	3. Management of High security prisoners	9.3
DAY 3		

Time	Content	Objectives
0900 - 0915	Learning Points / Recap	
0915 – 1030	Dealing With Mentally ill Prisoners	10.1
	1 Definition of Mental illness 2. Problems in dealing with mentally ill/ Psychiatric prisoners 3. Explain the method of dealing with Mentally Ill Prisoners	10.2 10.3
1030-1045	Tea Break	
1045 - 1200	Management of Transgender in Prisons	
	1. Definition of Transgender 2. Salient features of the Transgender Persons (Protection of Rights) Act, 2019 3. Management of Transgender in prisons	11.1 11.2 11.3
1200-1215	Break	
1215 - 1330	Importance of Prison Architecture	
	1. Outer structure of a Prison 2. Inner structures of a Prison 3. Importance of Prison Architecture	12.1 12.2 12.3
1330-1430	Lunch	
1430 - 1530	Dealing with Prisoners Sentenced to Death	
	1. Provisions related to prisoners sentenced death 2. Treatment of prisoners sentenced to death 3. Procedure of execution of death	13.1 13.2 13.3
1530-1545	Tea Break	
1545 - 1700	Dealing with High Profile Prisoners	14.1

	1. High-profile prisoners 2. Explain the Problems with high profile prisoners 3. Management of High-profile prisoners	14.2 14.3
	DAY 4	
	Time	Content
	Objectives	
	0900 - 0915	Learning Points / Recap
	0915 – 1030	Rights of Prisoners
		1. International Human Rights Law of prisoners
		2. Indian Human Rights laws of Prisoners
		3. Major violation of Rights of prisoners
		4. Landmark Judgements of Hon'ble Courts in protection of Prisoners' Rights
		15.1 15.2 15.3 15.4
	1030-1045	Tea Break
	1045– 1200	Prison offences and Punishments
		1. Prison offences
		2. Prison punishments
		3. Explain the importance of Prison punishments in maintaining discipline in prisons
		16.1 16.2 16.3
	1200-1215	Break
	1215 – 1330	Importance of Technology in Prison administration
		1. Need for Technology required for prison administration
		2. Importance of Technology in dealing with prison administration
		17.1 17.2
	1330-1430	Lunch

	1430– 1700	Field Visit Central Prison/ Correctional Institution 1. Structure of Prison 2. Segregation facilities 3. Classification of prisoners 4. High security block 5. Security Gadgets	To Study the Best Practices
	DAY 5		
	Time	Content	Objective s
	0900 - 0915	Learning Points / Recap	
	0915 – 1030	Best practices in Prison administration across the Country and World	18.1
		1. Best practices in Security of Prison 2. Best practices in prison administration – national and international	18.2
	1030-1045	Tea Break	
	1045– 1200	Administration of Juveniles in conflict with law	19.1
		1. Definition of Juvenile and Child 2. Salient features of the Juvenile Justice (Care and Protection of Children) Act, 2000 3. Management of Juvenile in conflict with law	19.2 10.3
	1200-1215	Break	
	1215 – 1330	Work Life Balance	
		1. Definition Work Life Balance 2. Explain Work Life Balance 3. Importance of Work Life Balance	20.1 20.2 20.3
	1330-1430	Lunch	
	1430 – 1530	Group Discussion on Emerging Challenges in Prison Management	
	1530 – 1600	Assessment & Feedback	

		1. Multiple Choice Questions 2. Feed Back Form	
	1600	Valediction	

Note:

Session I	0915-1030
Session II	1045-1200
Session III	1215-1330
Session IV	1430-1530
Session V	1545- 1645
Yoga	0630-0730
Tea Break	1030-1045 1200-1215 (Break) 1530-1545
Break Fast	0800-0845
Lunch	1330-1430
Dinner	1930-2100

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

(FOR TRAINERS AND PARTICIPANTS)



TRAINER GUIDE

**Specialised Course for Prison Officers (Asst. Jailer to
Superintendent of Prisons)**

on

**Categorization, Classification of Prisoners
(One-Week)**

INTRODUCTION

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

The Trainer Guide also:

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

Pre-Course Preparation

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

For Trainer

- a. Trainer Guide
- b. References

For Participants

- Course Guide
- Resource kit Tools, Hand Outs
- MCQs

DAY-WISE TIME TABLE DAY 1		
Time	Content	Remarks
0915-0930	Registration	Registration form-1 and Distribute Course Guide to participants Appendix I
0930-1000	Inauguration of the Course	
1000-1030	• Ice breaking & Ground Rules • Course Overview: Aims and Objects of the Course and Expectations of participants	Ice-Breaking Activity Name Tags and Name Plates of Participants. They should get to know each other. Appendix-2
1030-1045	Tea Break	
1045-1200	1. Definition the Prison and Prisoners 2. General classification of prisoners	Model Prison Manual, 2016 The Prisons Act, 1894 HO 1
1200-1215	Break	
1215 -1330	Classification of Prisoners Based on Security	

	1. Security categories in Prisons 2. Classification of prisoners based on security categories 3. Importance of classification of prisoners based on security	Model Prison Manual, 2016 The Prisons Act,1894
1330-1430	Lunch	
1430 - 1530	Management of Remand/Undertrial Prisoners	Model Prison Manual, 2016 The Prisons Act,1894
	1. Definition of Remand/ Undertrial Prisoners 2. Management of remand/undertrial prisoners	
1530-1545	Tea Break	
1545 - 1700	Management of Convict Prisoners	Model Prison Manual, 2016 The Prisons Act,1894
	1. Definition of convict prisoner 2. Types of convict prisoners 3. Management of Convict prisoners	
DAY 2		
Time	Content	Objectives
0900 - 0915	Learning Points / Recap	

0915 –1030	Administration of Women Prisoners	Model Prison Manual, 2016
	1. Classification of women prisoners 2. Categories of women prisoners 3. Administration of women prisoners	The Prisons Act, 1894
1030-1045	Tea Break	
1045 - 1200	Management of Open Jail Prisoners	Model Prison Manual, 2016
	1. Definition Open Jail 2. Eligibility conditions for Open Jail 3. Special provisions for open jail prisoners 4. Management of open jail	The Prisons Act, 1894 Sanganer Open Camp, Jaipur
1200-1215	Break	
1215 - 1330	Management of Vulnerable Prisoners	Model Prison Manual, 2016
	1 Vulnerable prisoners 2. Challenges faced by vulnerable prisoners 3. Explain the Management of Vulnerable Prisoners	The Prisons Act, 1894
1330-1430	Lunch	
1430 - 1530	Management of Detenues in Prisons	Model Prison Manual, 2016
	1. Definition Detenue 2. Procedure of Detention 3. Management of Detenues in Prisons	The Prisons Act, 1894
1530-1545	Tea Break	

1545 - 1700	Management of High Security / Hardcore prisoners	Model Prison
	1 High security prisoners 2. Problems with high security prisoners 3. Management of High security prisoners	Manual, 2016 The Prisons Act,1894
DAY 3		
Time	Content	Objectives
0900 - 0915	Learning Points / Recap	
0915 – 1030	Dealing With Mentally ill Prisoners	Model Prison
	1. Definition of Mental illness 2. Problems in dealing with mentally ill/Psychiatric prisoners 3. Explain the method of dealing with Mentally Ill prisoners	Manual, 2016 The Prisons Act,1894 HO 2 & 3
1030-1045	Tea Break	
1045 - 1200	Management of Transgenders in Prisons	Transgender Persons (Protection of Rights) Act, 2019 HO 13
	1. Definition of Transgender 2. Salient features of the Transgender Persons (Protection of Rights) Act, 2019 3. Management of Transgenders in Prisons	
1200-1215	Break	
1215 - 1330	Importance of Prison Architecture	Model Prison Manual, 2016 The Prisons Act,1894
	1. Outer structure of a Prison 2. Inner structures of a Prison 3. Importance of Prison Architecture	
1330-1430	Lunch	

1430 - 1530	Dealing with Prisoners Sentenced to Death	Model Prison Manual, 2016 The Prisons Act,1894	
	1. Provisions related to Prisoners sentenced death 2. Treatment of prisoners sentenced to death 3. Procedure of execution of Death		
1530-1545	Tea Break		
1545 - 1700	Dealing with High Profile Prisoners	Model Prison Manual, 2016 The Prisons Act,1894	
	1. High-profile prisoners 2. Explain the Problems with high profile prisoners 3. Management of High-profile prisoners		
	DAY 4		
	Time	Content	Objectives
	0900 - 0915	Learning Points / Recap	
	0915 – 1030	Rights of Prisoners	Model Prison Manual, 2016 The Prisons Act,1894 HO 1, 4, 5, 6, 7, 15
		1. International Human Rights Law of prisoners 2. Indian Human Rights laws of Prisoners 3. Major violation of Rights of prisoners 4. Landmark Judgements of Hon’ble Courts in protection of Prisoners’ Rights	
	1030-1045	Tea Break	
	1045– 1200	Prison offences and Punishments	Model Prison

		1. Prison offences 2. Prison punishments 3. Explain the importance of Prison punishments in maintaining discipline in prisons	Manual, 2016 The Prisons Act,1894
	1200-1215	Break	
	1215 – 1330	Importance of Technology in Prison Administration	Model Prison Manual, 2016 HO 8, 9, 10
		1. Need for technology required for prison administration 2. Importance of Technology in dealing with prison administration	
	1330-1430	Lunch	
	1430– 1700	Field Visit Central Prison/ Correctional Institution 1. Structure of Prison 2. Segregation facilities 3. Classification of prisoners 4. High security block 5. Security Gadgets	To Study the Best Practices Appendix 5, 6 & 7
	DAY 5		
	Time	Content	Objectives
	0900 - 0915	Learning Points / Recap	
	0915 – 1030	Best practices in Prison administration across the Country and World	HO 9
		1. Best practices in Security of Prison 2. Best practices in prison administration – national and international	HO 14
	1030-1045	Tea Break	
	1045– 1200	Administration of Juveniles in conflict with law	Juvenile Justice (Care and Protection of

		1. Definition of Juvenile and Child 2. Salient features of the Juvenile Justice (Care and Protection of Children) Act, 2000 3. Management of Juvenile in conflict with law	Children) Act, 2000
	1200-1215	Break	
	1215 – 1330	Work Life Balance	HO 10
		1. Definition of Work Life Balance 2. Explain Work Life Balance 3. Importance of Work Life Balance	HO 11 HO 12
	1330-1430	Lunch	
	1430 – 1530	Group Discussion: On challenges in Classification and Categorization of Prisoners	Participants are divided into four groups and given four topics and the group leader will present the topic.
	1530 – 1600	Assessment & Feedback	MCQ
		1. Multiple Choice Questions 2. Feed Back Form	Appendix 8 Appendix 9 Appendix 3 & 4
	1600	Valediction	

Note:

Session I	0915 - 1030
Session II	1045 – 1200
Session III	1215 – 1330
Session IV	1430 – 1530
Session V	1545 – 1645
Yoga	0630 – 0730
Library	1700 – 1730
Sports	1730 - 1830
Tea Break	1030 – 1045 1200 – 1215 (Break) 1530 – 1545
Breakfast	0800 – 0845
Lunch	1330 – 1430
Dinner	1930 – 2100

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

DAY WISE TASKS

5-DAY COURSE

Day – 1

- Registration
- Inauguration
- Detailed Introduction
- Expectations of the course
- Course Overview
- 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

- Group Work on Action Plan

Day – 4

- Recap of Day-3
- Training

Post Lunch

- Field Visit to Prison

Day – 5

- Recap of Day-4
- Learning points of all sessions
- Training
- Panel Discussion on Challenges facing Prison Administration
- Feedback session

Post Lunch

- Valediction
- Certificate
- Group Photo with Chief Guest, if any

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

End of Course

PART – B

COURSE GRID

LEARNING UNITS (LUs)

COURSE GRID

COURSE GRID – EMERGENCIES IN PRISON MANAGEMENT

01 General Classification of Prisoners	02 Classification of Prisoners Based on Security	03 Management of Remand/Undertrial Prisoners
04 Management of Convict Prisoners	05 Administration of Women Prisoners	06 Management of Open Jail Prisoners
07 Management of Vulnerable Prisoners	08 Management of Detenues in prisons	09 Management of High Security/Hard Core prisoners
10 Dealing with Mentally Ill Prisoners	11 Management of Transgenders in Prisons	12 Prison Architecture
13 Dealing with Prisoners Sentenced to Death	14 Dealing with High Profile Prisoners	15 Rights of Prisoners
16 Prison offences and Punishments	17 Technology in Prison Administration	18 Best Practices in Prison Administration – national and international
19 Administration of Juveniles in conflict with law	20 Work Life Balance	

LEARNING UNITS

LEARNING EVENT - 1

UNIT		1						
Learning Unit		General Classification of Prisoners						
Training objective		At the end of the training, participants will be able to explain the General Classification of Prisoners						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Asse ss- ment
At the end of the training, participants will be able to-								
1	Define Prison and Prisoners	- Definition of a Prison - Definitions of ● Remand Prisoner/ Undertrial Prisoner/Convict Prisoner /Civil Prisoner/ Detenue ● Young Offender/ Adult prisoner /Geriatric prisoner ● Definition of Juvenile or Child ● Juvenile in Conflict with law ● Child in need of care and protection ● Habitual/Casual Prisoner	Lecture Cum Discussion	White Board Marker Pen	30	In-House /Guest Faculty		Q & A
2	Explain the general classification of prisoners	- Classification based on gender - Classification based on conviction - Classification based on age - Classification based on health			45			

LEARNING EVENT – 2

UNIT		2						
Learning Unit		Classification of Prisoners Based on Security						
Training objective		At the end of the training, participants will be able to explain the classification of prisoners based on security						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Train er	Perfor mance Aid	Assess -ment
At the end of the training, participants will be able to-								
1	List the security categories in Prisons	- Security Category – 1,2,3,4,5	Lecture Cum Discuss ion	White Board Marker Pen PPT	15	In- Hous e /Gue st Facu lty	-	Q & A
2	Explain the classification of prisoners to various security categories	- Fundamentalists/Naxalites/Extremists/ Terrorists/Dacoits/Gangsters/ Hired Assassins/Serial Killers/ Rapists/ Violent Robbers/ Drug offenders/ Habitual grave offenders/ Communal Fanatics/ Escapees, etc.			30			
3	Explain the impact of classification of prisoners based on security	- Security of prison, Maintenance of discipline - Prevent abuse/harassment - Prevent criminal gangs - Prevent formation of criminal gangs - Prevent spreading of Radical/ Naxalite Fundamentalist// /Religious ideology among prisoners - Protect the vulnerable prisoners - Protect untoward incidents in Prisons - Prevent quarrels between rival groups of prisoners			30			

LEARNING EVENT – 3

UNIT		3						
Learning Unit		Management of Remand/Undertrial Prisoners						
Training objective		At the end of the training, participants will be able to explain the Management of Remand/Undertrial Prisoners						
Enabling Objectives		Content	Method	Media/Equipm ent	Time (Min s.)	Trainer	Performa nce Aid (If any)	Assess -ment
At the end of the training, participants will be able to-								
1	Define Remand/ Undertrial Prisoners	- Definition of Remand/ Undertrial prisoners - Classification of Undertrial Prisoners	Lecture cum Discuss ion	White Board Marker Pen	30	In- House /Guest Faculty	-	Q & A
2	Explain the Management of Remand/ Undertrial Prisoners	- Admission/Releases - Court productions/Legal aid - Health - Basic needs, Food, canteen, - Clothing and Bedding - Accommodation - Communication - Recreation/Games - Education/Counselling - Vocational training - Transfers - Conviction - Serious illness /Death/Escapes - Discipline - Rights of Prisoners			45			

LEARNING EVENT - 4

UNIT		4						
Learning Unit		Management of Convict Prisoners						
Training objective		At the end of the training, participants will be able to explain the Management of Convict Prisoners						
Enabling Objectives		Content	Method	Media/Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Asse ssme nt
At the end of the training, participants will be able to-								
1	Define convict prisoner	- Definition of convict prisoner	Lecture Cum Discuss ion	White Board Marker Pen PPT	15	In- House /Guest Faculty	-	Q & A
2	Types of convict prisoners	- Life convict prisoners and non-life convict prisoners - A, B, C class prisoners			15			
3	Explain the management of Convict prisoners	- Admission/Releases - Appeals/Legal aid - Health, Basic needs, Food, canteen, Clothing and Bedding - Accommodation - Communication - Parole/Furlough/Remission - Premature Release - Education/Counselling - Work/wages - Vocational/Skill development training - Serious illness /Death /Escapes - Discipline/Rights of Prisoners - Rehabilitation			30			

LEARNING EVENT - 5

UNIT		5						
Learning Unit		Administration of Women Prisoners						
Training objective		At the end of the training, participants will be able to explain the Administration of Women prisoners						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Asse ssme nt
At the end of the training, participants will be able to-								
1	Explain the classification of women prisoners	- Remand/Undertrial prisoners/Convict prisoners/Civil prisoners/ Detenues	Lecture Cum Discuss ion PPT	White Board Marker Pen	15	In- House /Guest Faculty	-	Q & A
2	Explain the types of women prisoners	- Young / Adult / Old age offenders - Sick / Mentally ill prisoners - Foreign prisoners - Physically disabled prisoners - Pregnant / Mothers with children			15			
3	Explain the administration of transgenders	- Types of transgenders - Segregation, - Special provisions			15			
4	Explain the administration of women prisoners	- Women prisoners in Sub Jails/Special Sub Jails/District Jails - Special Prison for Women - Basic needs and special needs, health, interviews, remission, Legal Aid, Appeals, correction, reformation and reintegration, aftercare,etc.			30			

LEARNING EVENT - 6

UNIT		6						
Learning Unit		Management of Open Jail Prisoners						
Training objective		At the end of the training, participants will be able to explain the management of Open Jail prisoners						
Enabling Objectives		Content	Method	Media/ Equipm ent	Tim e (Mi ns.)	Trai ner	Perfor mance Aid	Asse ssme nt
At the end of the training, participants will be able to-								
1	Define Open Jail	- Concept of open jail - Capacity of open jail - Requirement for open jail - Open jails in different states	Lecture Cum Discuss ion, PPT Videos	White Board, Marker Pen LCD	15	In- Ho use /Gu est Fac ulty	-	Q & A
2	Explain eligibility for Open Jail	- Sentence undergone, Conduct and behaviour, Age, Nativity, Nature of crime - Family ties, Release on parole/furlough - Recommended by Committee and approved by DG/IG Prisons			15			
3	Special provisions for open jail prisoners	- Parole/furlough release on personal bonds - More wages and remission			15			
4	Management of open jail	- Accommodation, basic needs - Skill development - Work and wages - Release planning, prerelease preparation and after care			30			

LEARNING EVENT – 7

UNIT		7						
Learning Unit		Management of Vulnerable Prisoners						
Training objective		At the end of the training, participants will be able to explain the Management of Vulnerable Prisoners						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Asse sme nt
At the end of the training, participants will be able to –								
1	List the vulnerable prisoners in prisons	1. Young offenders 2. Old Age - Sick - Mentally ill - Physically Disabled - Prisoners with terminal illness 3. Drug use / abuse prisoners 4. Prisoners with Suicidal tendency 5. Ethnic / Racial minorities 6. Foreign Prisoners 7. Transgender Prisoners	Lecture Cum Discuss ion PPT	White Board Marker Pen	15	In- House /Guest Faculty	-	Q & A
2	Explain the problems of vulnerable prisoners	1. Sodomy, Lesbianism, 2. Health emergencies 3. Withdrawal symptoms 4. Communication problems			30			
3	Explain the Management of Vulnerable Prisoners	- Segregation - Health care - Special provisions - Vigilance - Pre – Mature release			30			

LEARNING EVENT - 8

UNIT		8						
Learning Unit		Management of Detenues in Prisons						
Training objective		At the end of the training, participants will be able to explain the management of Detenues in Prisons						
Enabling Objectives		Content	Method	Media/ Equipm ent	Tim e (Min s.)	Trai ner	Perfor mance Aid	Asse ssme nt
At the end of the training, participants will be able to-								
1	Define Detenue	- Definition of detenue	Lecture Cum Discuss ion	White Board Marker Pen	30	In- Hou se /Gu est Fac ulty	-	Q & A
2	Explain the procedure of Detention	- Power to Make Orders Detaining Certain Persons - Constitution of Advisory Boards - Confirmation of Detention Order - Maximum Period of Detention - Revocation of Detention Orders			30			
3	Explain the management of Detenues in Prisons	- Accommodation - Segregation - Special provisions						

LEARNING EVENT – 9

UNIT		9						
Learning Unit		Management of High Security/Hard Core prisoners						
Training objective		At the end of the training, participants will be able to explain the Management of High Security/Hard Core prisoners						
Enabling Objectives		Content	Method	Media /Equipment	Time (Min s.)	Trainer	Perfor mance Aid	Asse ssme nt
At the end of the training, participants will be able to-								
1	List the High security prisoners in Prisons	- Extremist/Terrorist prisoners - Naxalite/Fundamentalist prisoners - Communal Fanatics - Hardcore criminals/ Dacoits/Gangsters - Hired Assassins/ Serial Killers/Rapists/ Violent Robbers, Escapees, etc.	Lecture Cum Discuss ion	White Board Marke r Pen	15	In- House /Guest Faculty	-	Q & A
2	Explain the Challenges in handling with high security prisoners	- No proper segregation facility - No high security enclosure - No segregation cells - Security issues - Riots/attacks/ strikes/escapes - Radicalization - Indiscipline/ Administration problems			30			

3	Management of High security prisoners	- Prison architecture /proper segregation - Trained staff/ Quick reaction team - Transparency in administration - Usage of Modern security devices - Counselling and effective communication			30			
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LEARNING EVENT – 10

UNIT		10						
Learning Unit		Dealing with Mentally Ill Prisoners						
Training objective		At the end of the training, participants will be able to explain the method of dealing with Mentally Ill Prisoners						
Enabling Objectives		Content	Method	Media/ Equipme nt	Time (Mins.)	Trainer	Perform ance Aid	Assess ment
At the end of the training, participants will be able to -								
1	Define mental illness	- Definition of mental illness - Definition of Psychiatry - Mental Healthcare Act, 2017	Lecture Cum Discussi on PPT	White Board Marker Pen	15	Guest Faculty/ Psychiatri st	-	Q & A
2	Explain the problems in dealing with mentally ill/ Psychiatric prisoners	- Suicidal tendencies - Self-harm/harm to others - Aggressive behaviour - Non availability of psychology counsellors and psychiatrists - Improper medication - Inadequate medical/paramedical staff			30			

3	Explain the method of Dealing with Mentally Ill Prisoners	- Segregation of prisoners - Identification of Suicidal Tendencies - Psychological Counselling - Psychiatric Treatment - Safe custody of Ropes, Acids, Phenyl, Drugs, Blades, Poisonous substances - Development of Prison Intelligence			30			
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UNIT		11						
Learning Unit		Management of Transgenders in Prisons						
Training objective		At the end of the training, participants will be able to explain the Management of Transgenders in Prisons						
Enabling Objectives		Content	Method	Media/ Equip ment	Tim e (Min s.)	Trainer	Perfor mance Aid	Assess -ment
At the end of the training, participants will be able to -								
1	Define Transgender	- Definition of Transgender	Lecture	White Board,	15	In-House /Guest	-	Q & A

2	Explain the Transgender Persons (Protection of Rights) Act, 2019	- Definition - Prohibition against Exploitation - Recognition of Identity of Transgender Persons - Offences and Penalties	Cum Discuss ion	Marker Pen,	30	Faculty		
3	Explain the Management of Transgenders in Prisons	- Proper Segregation - Protection from other prisoners - No discrimination - Basic needs - All provisions as per other prisoners			30			

LEARNING EVENT – 12

UNIT		12						
Learning Unit		Prison Architecture						
Training objective		At the end of the training, participants will be able to explain the importance of Prison Architecture						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Asses sment
At the end of the training, participants will be able to -								
1	Explain the outer structure of a Prison	- High Security walls, outer boundary wall, Watch Towers, live /concertina wire, Main gate, administrative building, Guard room	Lecture cum Discuss ion	White Board Marker Pen	15	In- House /Guest Faculty	-	Q & A
2	Explain the inner structure of a Prison	- High security block - Barracks, cells, toilets, Kitchen, Hospital, Interview Room, Factories - Meeting places- Library, Schools, Auditorium, Meditation Hall, Salon, Canteen, Video conference room, etc			30			

3	Explain the importance of Prison Architecture	- Strengthen the Prison security - Proper segregation of prisoners - Provide proper accommodation - Prevention of escapes, Riots and untoward incidents - Implementation of Correctional and rehabilitation programmes			15			
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LEARNING EVENT – 13

UNIT		13						
Learning Unit		Dealing with Prisoners sentenced to death						
Training objective		At the end of the training, participants will be able to explain the method of dealing with prisoners sentenced to death						
Enabling Objectives		Content	Method	Media/ Equip ment	Tim e (Min s.)	Trainer	Perfor mance Aid	Asses sment
At the end of the training, participants will be able to -								
1	Explain the provisions related to prisoner’s sentenced death	- Death sentence imposed by lower Court - Approved by High Court - Appeal to Supreme court - Mercy petition to President of India	Lecture Cum Discussion	White Board, Marker Pen,	15	In-House /Guest Faculty	-	Q & A

2	Explain the treatment of prisoners sentenced to death	- Accommodation - Medical treatment - Food supply - Interviews - Appeals/legal aid - Confinement in a single cell - Special Guard - Searching – Observation - Restriction on movements			30			
3	Explain the procedure of execution of death sentence	- Arrangements for execution - Execution - Disposal of body - Report on execution			15			

LEARNING EVENT – 14

UNIT	14							
Learning Unit	Dealing with High Profile Prisoners							
Training objective	At the end of the training, participants will be able to explain the Management of High-Profile Prisoners							
Enabling Objectives	Content		Method	Media/Equip ment	Time (Min s.)	Trainer	Perform ance Aid	Assess ment
At the end of the training, participants will be able to-								
1	List the High-profile prisoners	- White collar crime prisoners - Prisoners arrested in ED. CBI, ACB cases - Prisoners arrested having political background - Prisoners arrested having high status/high position in society - Special class, A7B class prisoners	Lecture Cum Discussion	White Board, Marker Pen,	30	In-House /Guest Faculty	-	Q & A

2	Explain the challenges in handling high profile prisoners	- Lack of proper segregation facility - Internal and external influences - Unreasonable demands - Corruption by prison staff and officers - Undue facilities - Attention of media, public and other organizations			15			
3	Management of High-profile prisoners	- Proper segregation, restricted movements - Allotment of duties to the staff having ethics, moral values and integrity - No undue facilities, no corruption - Transparency in administration			30			

LEARNING EVENT – 15

UNIT		15						
Learning Unit		Rights of Prisoners						
Training objective		At the end of the training, participants will be able to explain the Rights of Prisoners						
Enabling Objectives		Content	Method	Media/Equipment	Time (Min s.)	Trainer	Performance Aid	Assessment
At the end of the training, participants will be able to-								
1	Explain the International Human Rights Law of Prisoners	- UN Charter - Universal Declaration of Human Rights - The International Covenants on Civil and Political Rights, 1966 - Standard Minimum Rules for the Treatment of Prisoners (Mandela Rules)	Lecture Cum Discussion PPT	White Board, Marker Pen, LCD	15	In-House /Guest Faculty	-	Q & A

2	Explain the Indian Human Rights laws of Prisoners	- The Rights in Part III of Indian Constitution - The Prisons Act,1894 - The Prisoners Act,1990 - The Transfer of Prisoners Act,1950 - The Prisoners (Attendance in Courts) Act, 1955			15			
3	Explain the violation of Rights of prisoners	- Overcrowding, Basic needs - Physical abuse and torture - Hand cuffing and fetters, - Prison punishments			15			
4	Landmark Judgements of Hon'ble Courts in protection of Prisoners' Rights	- B.M. Patnaik v State of Andhra Pradesh - Sunil Batra v Delhi Administration - R.D. Upadhyay v State of Ap and others - Hussain Ara Khatun v State of Bihar, etc.						

LEARNING EVENT – 16

UNIT	16							
Learning Unit	Prison offences and Punishments							
Training objective	At the end of the training, participants will be able to explain the importance of Prison offences and Punishments							
Enabling Objectives	Content	Method	Media/ Equipment	Time (Mins.)	Trainer	Performance Aid	Assessment	
At the end of the training, participants will be able to -								

1	List Prison offences	- Offences mentioned in Model Prison Manual, 2016 - Offences mentioned in State Manuals - The Prisons Act, 1894	Lecture Cum Discussion	White Board, Marker Pen,	15	In-House /Guest Faculty	-	Q & A
2	List Prison punishments	- Major punishments - Minor punishments - Authority imposing punishments - Procedure to follow while imposing punishments - Legal issues			30			
3	Explain the importance of Prison punishments	- Objectives of Prison Punishments - To ensure discipline - To prevent untoward incidents - To prevent smuggling and usage of contraband articles - To run the administration smoothly			30			

LEARNING EVENT – 17

UNIT	17
Learning Unit	Technology in Prison Emergencies
Training objective	At the end of the training, participants will be able to explain the importance of Technology in Prison Administration

Enabling Objectives		Content	Metho d	Media /Equip ment	Tim e (Mi ns.)	Trainer	Perfor mance Aid	Asses sment
At the end of the training, participants will be able to -								
1	List the Technology that is /can be used for effective Prison Administration	- Scanners: HHMD / DFMD / Luggage / Baggage Scanners- Mobile Jammers - CCTV Surveillance / Body Worn Cameras/ Walkie-Talkies - Electric Live Wire - Alarm System - Video Conference/Video Calling, Kiosk - PMIS, E- Mulakat – E- Courts – Faster Service, ICJS	Lectur e Cum Discus sion PPT	White Board, Marke r Pen, LCD	30	In- House /Guest Faculty	-	Q & A
2	Explain the importance of Technology in dealing with Prison administration	- Strengthen outer security - Strengthen the security and vigilance in main gate and inside the Prison - Useful for searches and observe the movements and behaviour of prisoners - Fast sharing of information and Creating alertness among staff and prisoners - Surveillance on the movements of prisoners, prevention of untoward incidents and provides evidence for an incident			45			

LEARNING EVENT – 18

UNIT	18
Learning Unit	Best practices in Prison administration – national and international

Training objective		At the end of the training, participants will be able to explain the best practices in Prison administration – national and international.						
Enabling Objectives		Content	Method	Media/ Equipme nt	Time (Mins.)	Trainer	Perform ance Aid	Assess- ment
At the end of the training, participants will be able to -								
1	List the best practices in infra-structure	- Prison architecture - Security measures - Segregation facility - Medical Facility - Staff pattern - Training to Staff - Gadgets/Modern Electronic Devices - Quick Reaction Team	Lecture Cum Discussion	White Board, Marker Pen,	45	In-House /Guest Faculty	-	Q & A
2	Explain the best practices in prison administration – national and international	- Prisoners’ and staff welfare - Prisoners and staff discipline - Accommodation - Food, health, canteen - Education, recreation - Vocational and skill development - Correction and rehabilitation - After-care - Prison intelligence system - Procedure of searches			30			

LEARNING EVENT – 19

UNIT	19
Learning nit	Administration of Juveniles in Conflict with Law

Training objective		At the end of the training, participants will be able to explain the administration of Juveniles in Conflict with Law						
Enabling Objectives		Content	Method	Media/ Equipm ent	Time (Min s.)	Trainer	Perfor mance Aid	Assess -ment
At the end of the training, participants will be able to -								
1	Define Juvenile and Child	1. Definition of Juvenile in conflict with law	Lecture Cum Discuss ion PPT	White Board, Marker Pen, LCD	15	In- House /Guest Faculty / Medica l Officer	-	Q & A
2	Juvenile Justice (Care and Protection of Children) Act, 2000	2. Definition of a child in need of care and protection 3. Juvenile Justice Board			45			
3	Management of Juvenile in Conflict with Law	4. Observation Homes 5. Special Homes 6. Other Acts relating to administration of Juvenile in conflict with law 7. Rehabilitation and Social Reintegration			15			

LEARNING EVENT – 20

UNIT	20
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Learning Unit		Work Life Balance						
Training objective		At the end of the training, participants will be able to explain the importance of Work Life Balance						
Enabling Objectives		Content	Method	Media/Equipme nt	Time (Min s.)	Trainer	Perfor mance Aid	Assess- ment
At the end of the training, participants will be able to -								
1	Define Work Life Balance	● Definition of Work Life Balance ● Signs and Symptoms of an Unbalanced Life ● Benefits of Achieving Work-Life Balance ● How to Avoid Burnout ● Stress and Other Signs of an Unbalanced Life ● Employer Resources for Employees’ Balanced Lifestyle ● Effective Goal Setting and Time Management ● Signs and symptoms of an unbalanced life	Lecture Cum Discussion	White Board, Marker Pen,	15	In-House /Guest Faculty	-	Q & A
2	Explain the Work Life Balance				30			
3	Explain the Importance of Work Life Balance				30			

PART - C

RESOURCE MATERIAL

Section 1: Handouts

Section 2: Performance Aid (Posters)

LIST OF RESOURCE MATERIAL

Section-1 Handouts

- HO - 1 Nelson Mandela Rules
- HO – 2 Psychotherapy
- HO - 3 The Mental Healthcare Act, 2017
- HO – 4 International Framework of Prison Management
- HO – 5 Legal Framework of Prison Administration in India
- HO - 6 Constitutional Provisions on Human Rights
- HO – 7 Human Rights in Prisons
- HO - 8 Technology in Prison Administration
- HO – 9 Global Best Practices in Technology
- HO – 10 Security Gadgets in Prisons
- HO – 11 Effective Communication Skills
- HO – 12 Types of Stress and Stress Management Tips
- HO – 13 Rights of Transgender Persons
- HO – 14 E – Prisons
- HO – 15 Hon’ble Supreme Court Judgements Regarding Prisons and Undertrials

Section – 3 Exercises

- EX-1 Communication Skill Test

Section - 4 Videos & Films

1. Communication video on YouTube - <https://youtu.be/Ac3HPfbX8v4>
2. Managing Stress - Brain smart – BBC -
<https://www.youtube.com/watch?v=hnpQrMqDoqE>
3. Nelson Mandela Rules – A short film by UNODC
<https://www.youtube.com/watch?v=oyZgsupoH1Y>

Nelson Mandela Rules:

The UN Standard Minimum Rules for the Treatment of Prisoners (SMRs) adopted by UN Congress on the Prevention of Crime and the Treatment of Offenders in 1955 and approved by the UN Economic and Social Council in 1957. On 17 December, 2015, a revised version of the Standard Minimum Rules was adopted unanimously by the 70th session of the U.N. General Assembly. The revised Rules are known as the “Nelson Mandela Rules. who spent 27 years of his life in prison. These Rules provides internationally accepted guidelines for implementation of prison administration in countries.

Basic principles

Rule 1: All prisoners shall be treated with the respect due to their inherent dignity and value as human beings. No prisoner shall be subjected to, and all prisoners shall be protected from, torture and other cruel, inhuman or degrading treatment or punishment, for which no circumstances whatsoever may be invoked as a justification. The safety and security of prisoners, staff, service providers and visitors shall be ensured at all times.

Rule 2: 1. There shall be no discrimination on the grounds of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or any other status. The religious beliefs and moral precepts of prisoners shall be respected.

2. In order for the principle of non-discrimination to be put into practice, prison administrations shall take account of the individual needs of prisoners, in particular the most vulnerable categories in prison settings. Measures to protect and promote

the rights of prisoners with special needs are required and shall not be regarded as discriminatory.

Rule 3: Imprisonment and other measures that result in cutting off persons from the outside world are afflictive by the very fact of taking from these persons the right of self-determination by depriving them of their liberty. Therefore, the prison system shall not, except as incidental to justifiable separation or the maintenance of discipline, aggravate the suffering inherent in such a situation.

Rule 4: 1. The purposes of a sentence of imprisonment or similar measures deprivative of a person's liberty are primarily to protect society against crime and to reduce recidivism. Those purposes can be achieved only if the period of imprisonment is used to ensure, so far as possible, the reintegration of such persons into society upon release so that they can lead a law-abiding and self-supporting life.

2. To this end, prison administrations and other competent authorities should offer education, vocational training and work, as well as other forms of assistance that are appropriate and available, including those of a remedial, moral, spiritual, social and health- and sports-based nature. All such programmes, activities and services should be delivered in line with the individual treatment needs of prisoners.

Rule 5: 1. The prison regime should seek to minimize any differences between prison life and life at liberty that tend to lessen the responsibility of the prisoners or the respect due to their dignity as human beings.

2. Prison administrations shall make all reasonable accommodation and adjustments to ensure that prisoners with physical, mental or other disabilities have full and effective access to prison life on an equitable basis.

Psychotherapy

Psychotherapy is the process of treating psychological disorders and mental distress through the use of verbal and psychological techniques. During this process, a trained psychotherapist helps the client tackle specific or general problems such as a particular mental illness or a source of life stress.

Depending on the approach used by the therapist, a wide range of techniques and strategies can be used.

Types of Psychotherapy

- **Individual therapy:** Which involves working one-on-one with a Psychotherapist.
- **Couple therapy:** Which involves working with a therapist as a couple to improve how you function in your relationship.
- **Family therapy:** Which centers on improving the dynamics within families and can include multiple individuals within a family unit.
- **Group therapy:** Which involves a small group of individuals who share a common goal.

Techniques

The exact method used in each situation can vary based upon a variety of factors, including the training and background of the therapist, the preferences of the client, and the exact nature of the client's current problem.

Brief overview of the types of therapy:

Behavioural Therapy

When behaviourism became a more prominent school of thought during the early part of the twentieth century, conditioning techniques began to play an important role in psychotherapy.

Behavioural therapy often uses classical conditioning, operant conditioning, and social learning to help clients alter problematic behaviour.

Cognitive Behavioural Therapy

The approach known as Cognitive Behavioural Therapy (CBT) is a Psychotherapeutic treatment that helps patients understand the thoughts and feelings that influence behaviour. CBT is used to treat a range of conditions including phobias, addiction, depression, and anxiety.

CBT involves cognitive and behavioural techniques to change negative thoughts and maladaptive behaviours. The approach helps people to change underlying thoughts that contribute to distress and modify problematic behaviours that result from these thoughts.

Cognitive Therapy

The Cognitive revolution of the 1960s also had a major impact on the practice of Psychotherapy, as Psychologists began to increasingly focus on how human thought processes influence behaviour and functioning.

The goal of Cognitive therapy is to identify the cognitive distortions that lead to this type of thinking and replace them with more realistic and positive ones. By doing so, people are able to improve their moods and overall well-being.

Humanistic Therapy

Starting in the 1950s, the school of thought known as Humanistic Psychology began to have an influence on Psychotherapy. The Humanist Psychologist, Carl Rogers developed an approach known as ‘Client-Centered Therapy’, which focused on the therapist showing unconditional positive regard to the client.

Psychoanalytic Therapy

While Psychotherapy was practiced in various forms as far back as the time of the ancient Greeks, it received its formal start when Sigmund Freud began using talk therapy to work with patients. Techniques commonly used by Freud included the analysis of transference, dream interpretation, and free association.

This Psychoanalytic approach involves delving into a person's thoughts and past experiences to seek out unconscious thoughts, feelings, and memories that may influence behaviour.

Uses of Psychotherapy

Psychotherapy is used to treat a wide range of mental health conditions, including:

- Addiction
- Anxiety disorders
- Bipolar disorder
- Depression
- Eating disorders
- Obsessive-compulsive disorder
- Phobias
- Post-traumatic stress disorder
- Substance use disorder
- Chronic pain or Serious illnesses
- Divorce and break-ups
- Grief or loss
- Insomnia
- Low self-esteem
- Relationship problems
- Stress

Benefits of Psychotherapy:

- Improved communication skills
- Healthier thinking patterns and greater awareness of negative thoughts
- Greater insights about your life
- Ability to make healthier choices
- Better coping strategies to manage distress

The Mental Healthcare Act, 2017

It has 16 chapters.

Chapter I

- It comprises the definitions and terms that are asserted in the Act.
- Mental Illness gets a new and elaborative definition.
- It involves post-graduate Ayush doctors as Mental Health Professionals.

Chapter II

- This chapter covers mental illness and the capacity to make mental health care and treatment decisions without any prejudice.
- How mental health should be determined.
- Capacity to make mental health care and treatment decisions.

Chapter III

- This chapter deals with the Advance directives.
- Manner of making Advance Directives, maintaining it and its power, review and liability allocated to it.

Chapter IV

- It lays down the guidelines of determining a nominated representative.
- Appointment & Revocation of NR & his Duties

Chapter V

- Section 18 – Right to access mental healthcare.
- Section 19 – Right to community living.
- Section 20 – Right to protection from cruel, inhuman and degrading treatment.
- Section 21 – Right to equality and non-discrimination.
- Section 22 – Right to information.
- Section 23 – Right to confidentiality.
- Section 24 – Restriction on the release of information in respect to Right to access medical records.
- Section 25 – Right to personal contacts and communication.
- Section 26 – Right to legal aid.

Chapter VI

- It gives direction to the Government to execute the programme.
- It also promotes mental health and preventive programs.

Chapter VII

- Gives provisions for creating the Central Mental Health Authority.
- Includes Establishment, Composition and Duties of CMHA.

Chapter VIII

- Gives provisions of creating the State Mental Health Authority.

- Covers Establishment, Composition and Duties of SMHA.

Chapter IX

- It comprises finance, accounts and audit.
- Accounts, Audits, Annual Reports by Central and State Authorities.

Chapter X

- This includes Mental Health Care establishments.

Chapter XI

- Development of Mental Health Review Boards.
- Registration, Audit, Inspection and Inquiry of mental health.

Chapter XII

- Admission, treatment and discharge of mentally ill persons.

Chapter XIII

- Guidelines in terms of duties of police officers concerning a mentally ill person.

Chapter XIV

- It restricts unauthorized duty and medication.

Chapter XV

- It deals with penalty and punishment.

Chapter XVI

- Power of the Central Government to issue regulations.

INTERNATIONAL FRAMEWORK OF PRISON MANAGEMENT

The UN Standard Minimum Rules for the Treatment of Prisoners (1955), provides the basic framework for achieving the goal of reformation and rehabilitation of offenders. The International Covenant on Civil and Political Rights (1977) to which India is a party, brought out that the penitentiary system shall comprise treatment of prisoners, the essential aim of which shall be their reformation and social rehabilitation.

Other international instruments that deal specifically with prisoners and conditions of detention include:

The Standard Minimum Rules for the Treatment of Prisoners (UN, 1957). Later on, revised and now known as Mandela Rules, 2015.

The Body of Principles for the Protection of all Persons under any form of Detention or Imprisonment (UN, 1988)

The Basic Principles for the Treatment of Prisoners (UN, 1990)

The Standard Minimum Rules for the Administration of Juvenile Justice (UN, 1985)

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

There are also a number of instruments that refer specifically to staff working with persons who have been deprived of their liberty. They include the Code of Conduct for Law Enforcement Officials (UN, 1979). Although these international instruments do not have the force of law, they have been accepted in principle by many governments, hence they seek to implement them in their own jurisdictions. These reference points are essential signposts for any prison system.

The principal International Human Rights documents clearly protect the human rights of prisoners. The International Covenant on Civil and Political Rights (ICCPR) and the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, both prohibit torture and cruel, inhuman or degrading treatment or punishment, without exception or derogation. Article 10 of the ICCPR, in addition, mandates, and ‘All persons deprived of their liberty shall be treated with humanity and with respect for the inherent dignity of the human person’. It also requires that ‘the reform and social re-adaptation of prisoners be an ‘essential aim’ of imprisonment.

Although the Standard Minimum Rules are not a treaty, they do constitute an authoritative guide to binding treaty standards.

LEGAL FRAMEWORK OF PRISON ADMINISTRATION IN INDIA

1. “Prison” is a State subject, as per Entry-4 of List-II (State List) of the Constitution of India.
2. Prisons are governed by the Prisons Act, 1894 and the Prison Manuals of the respective State Governments.
3. Special Laws relating to Prison Administration:
 1. The Indian Penal Code, 1860
 2. The Prisons Act, 1894
 3. The Prisoners Act, 1900
 4. The Transfer of Prisoners Act, 1950
 5. Representation of Peoples Act, 1951
 6. The Prisoners (Attendance in Courts) Act, 1955
 7. The Probation of Offenders Act, 1958
 8. The Code of Criminal Procedure, 1973
 9. Protection of Human Rights Act, 1993
 10. The Repatriation of Prisoners Act, 2003
 11. Right to Information Act, 2005
 12. Juvenile Justice (Care and Protection of Children) Act, 2015
 13. Model Prison Manual, 2016
 14. The Mental Healthcare Act, 2017
 15. Criminal Procedure (Identification) Act, 2022

CONSTITUTIONAL PROVISIONS ON HUMAN RIGHTS

Constitutional Provisions

1. Article 14 – Equality before Law
2. Article 15 – Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth
3. Article 17 – Abolition of Untouchability
4. Article 19 – Protection of certain rights regarding freedom of speech, etc.
5. Article 20 – Protection in respect of conviction for offences
 - (i) Protection from ex post facto laws – no retrospective effect of law protecting from higher punishment than prescribed by laws.
 - (ii) Protection from double jeopardy.
 - (iii) Protection against self-incrimination
6. Article 21 – Protection of Life and personal liberty
7. Article 22 – Protection against arrest and detention in certain cases
8. Article 22(4) to 7 - Provision of special safeguards to detainees.
9. Article 23 – Prohibition of traffic in human beings and forced labour
10. Article 32 – Remedies for enforcement of rights conferred by this Part
11. Article 39-A – Equal Justice and free legal aid
12. Article 42 – Provision for humane conditions of work and maternity relief.
13. Article 43 – Living, wage, etc., for workers
14. Article 72 – Power of President to grant pardons, etc. and to suspend remit or commute sentences in certain cases.
15. Article 161 – Power of Governor to grant pardons, etc. and suspend remit or commute sentences in certain cases

HUMAN RIGHTS IN PRISONS

Right to Human Dignity

Right to be treated as a human being and as a person. This right has been stressed and recommended by the Supreme Court of India which has categorically declared that prisoners shall not be treated as non-persons;

- (i) Right to integrity of the body i.e. Immunity from use of repression and personal abuse, whether by custodial staff or by prisoners;
- (ii) Right to integrity of the mind i.e. immunity from aggression whether by staff or by prisoners; and
- (iii) Right to non-deprivation of fundamental rights guaranteed by the Constitution of India, except in accordance with law prescribing conditions of confinement.

Other Rights of Human Dignity

Right to fulfilment of basic minimum needs such as adequate diet, health and medical care and treatment, access to clean and adequate drinking water, access to clean and hygienic conditions of living accommodation, sanitation, adequate clothing, bedding and other equipment.

Right to Communication

1. Right to communication with the outside world
2. Right to periodic interviews
3. Right to receive information about the outside world through communication media.

Right to Access to Law

1. Access to information / legal provisions regulating conditions of detention;
2. To consult or to be defended by a lawyer of choice;
3. Access to State Legal Aid / Free Legal Aid;
4. To be informed about rights to appeal, revision, review either in respect of conviction or sentence;
5. To receive all court documents necessary for preferring an appeal or revision or review of sentence of conviction;
6. To effective presentation of individual complaints and grievance to the appropriate authorities; and
7. To communicate with the prison administration / appropriate Government / judicial authorities for redressal of grievance.

Right against Arbitrary Prison Punishment

Under the prison laws, jail authorities are competent to award punishment to prisoners who violate prison discipline. To ensure that these punishments are not arbitrary, following rights are guaranteed.

1. To have information about violation of the Rules
2. To be heard in defence;
3. To be communicated the decision; and
4. To appeal as provided in the Rules.

Technology in Prison Administration

Need of Technology in Prisons

- Strengthen Security
- Prevent untoward incidents
- Prevent entry of contraband articles
- Provide better communication
- Education
- Health
- Reformation
- Integration with other agencies
- Transparency
- Better Administration

Security:

- Computers
- Intercom Telephones
- DFMD, HHMD
- Baggage scanners
- Walkie Talkies
- Pole Detectors
- Binoculars, Night vision glasses
- Mobile jammers
- CCTV Monitoring
- ROBOT
- Biometric Attendance for staff

- Biometric Pahara Boards
- Artificial Intelligence
- DRONES
- Radio-frequency identification (RFID) bracelets

Communication:

- E- Mulakat
- E- Courts
- Video Conferencing, Video Calling, Bio-metric Telephone Calls
- PMIS
- Visitor Management System
- Faster system for bail release- Kavach app
- Kiosk
- ICJS: Interoperable Criminal Justice System
- JRMS: Jail Release Management System

Medical:

- ECG, 2D Echo, X- Ray equipment, Dental Checkup unit
- Psychological Analysis, Mind mapping
- Pulse oximeters, Thermal scanners, Breath analyzers, Ventilators
- Artificial Intelligence by using thermal cameras: Covid 19
- PMIS: Hospital Management
- Telemedicine

Uses of Technology

- Strengthen Security

- Protects rights of prisoners
- Decrease burden on man power
- Maintain Discipline
- Prevents entry of contraband articles
- Searches
- Prevents untoward incidents
- Better communication
- Court productions
- Kiosk
- Smart card- for Mulakat and canteen
- Integrates with Police and Judiciary
- Recapture of escaped
- Medication online: telemedicine
- Analysis of Health

Problems in usage of technology

- No sufficient budget for purchase and for maintenance
- Maintenance cost is very high
- No AMC and poor service of service providers
- Lack of technical knowledge among prison personnel
- Poor usage of gadgets
- No trained personnel
- Misused by inmates

National / Global Best practices in Technology

- Online visitation
- Prisoners' movement automation
- Rehabilitation
- Interoperability with Judiciary/Police

Online Visitation

- Kiosk For Prison Visitors Management System
- Video Conferencing
- E- Mulakat
- Bio Metric Telephone Calls
- Video Calling

1. Prison Visitors Management System

Steps of Operation (Telephonic and Video meeting)

- ☐ Biometric identification of visitor can make sure that a doubtful visitor can be flagged in the system and can be disallowed to visit the inmate in future.
- ☐ The inmate submits an application to enrolled in Prison Inmate Calling System (PICS) providing two numbers of family/friends.
- ☐ The provided numbers are verified through police/service provider or otherwise.
- ☐ After verification, the inmate is enrolled through bio metric identification and allowed to make telephonic/video calls for a specified period (e.g. 05 minutes daily)



Steps of Operation (Physical Meetings) For Subsequent Meetings

- ☐ 'Visitor will enroll himself/herself from the KIOSK machine installed in the meeting room (rest of the process will be same as for the first meeting)

- Visitor can also deposit the money in the canteen account of the inmate online through this KIOSK machine.

Benefits for Prisoners

- Transparency (cashless canteen purchases, online parole furlough, online submission for custody certificates)
- Meeting with family simplified (waiting period reduced to half), telephonic and video calling facility
- All information available to prisoners regarding their cases, remissions, next date of hearing, canteen balance etc. through KIOSKS installed at control tower.

2. E-mulaqat

- Online mulaqat facilities:
- Video calling Facilities
- Telephone calling facilities
- Online appointment for prisoners' interview

3. Prisoners Movement Automation

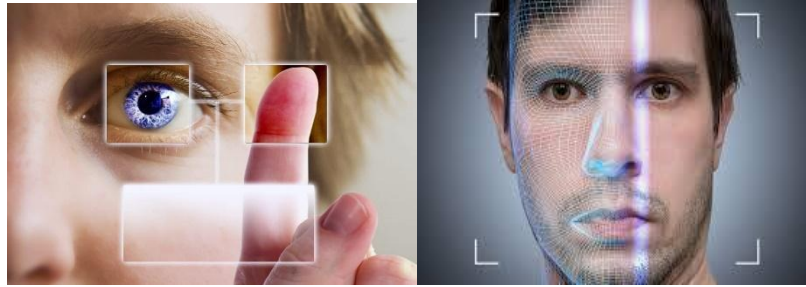
- Automation, robotics, artificial intelligence (AI), facial recognition and data analytics are just some of the new technologies being deployed and embedded into the infrastructure of prisons in many countries



- Through a **chip** embedded in a tamper-resistant bracelet or anklet, RFID technology identifies and tracks prisoners and their compliance with their daily prison schedule, confirms headcounts or muster in perimeter control and exclusion zones and provides evidence of misconduct

4. Biometric Jail Management

Prison-Secure jail and prisoner management system provides a modern solution by which the Jail Authority, Public Safety Departments, and Governments can safely and securely manage prisoner identities.



- Prison Secure is the only solution which can predict prisoner identities individually by Machine Learning Technology/Artificial Intelligence (AI) based on detailed analytical calculations.
- Two limbs are emerging in the development of automated or ‘smart’ prisons:
- Technologies that benefit prison authorities through heightened security and surveillance,
- Technologies that may directly benefit people in prison and their rehabilitation

The Singapore Prison Service (SPS):

The SPS is developing a model of a ‘**prison without guards**’ using a combination of smart technologies to achieve operational efficiencies by employing fewer prison officers.

- It has been reported that five key technologies are being piloted or integrated
 - 1) **AVATAR** (advanced video analytics to detect aggression)—a human behaviour detection system for aggressive behaviours and **VADAR** (video analytics to detect abnormal behaviour) to detect irregular activities and alert prison authorities;
 - 2) **Facial recognition cameras in cells** for automated muster checks;
 - 3) **Scannable wrist tags** with communication chips that enable prisoners to make cashless purchases at self-service vending machines. These are also connected to the digital rehabilitation records management system to track prisoners’ attendance at rehabilitation programs and collect data;
 - 4) **Shared digital tablet devices**, known as the Digitization of Inmate Rehabilitation and Corrections Tool, to provide apps for self-learning, study and communication, replacing hardcopy materials and reducing contraband;
 - 5) **Kiosk**, which enables prisoners to undertake a range of self-service tasks such as administrative requests and redeeming privileges.

High-tech jail in the Netherlands:

- Radio-frequency identification (RFID) bracelets have been introduced, which operate as part of an integrated security management system to automate prison doors and monitor prisoners' movements and locations, in addition to automated emotion recognition software, which can monitor prisoners' conversations and conflicts.

SECURITY GADGETS IN PRISONS

- ☐ DFMD, HHMD, DEMD, X-Ray Baggage scanners,
- ☐ Cell phone jammers and detectors,
- ☐ Walkie-Talkie Sets,
- ☐ CCTV Camera, Body Worn Cameras
- ☐ Conventional gadgets scanners,
- ☐ Technology behind the gadgets
- ☐ Gadgets in other countries

1. Door Frame Metal Detector (DFMD)

A Metal detector is an electronic instrument which detects the presence of metal. Metal detectors are useful for finding metal hidden within objects, or metal objects buried underground.

- DFMD fitted in a door to detect metal that may be hidden on the body of the person passing through this door.
- This is also known as a “walk through” metal detector.
- These are used for security screening at access points in prisons, courthouses, and at airports to detect concealed metal weapons on a person’s body.



- A Multi zone DFMD will identify whether the target is on the left side or right side of the person. If an individual walks through the DFMD with a concealed weapon located at their ankles, both the single and multi-zone DFMD will locate the target. The difference between the Single zone DFMD

and Multi-zone DFMD is that the multi zone detector will be able to identify the location of the target, on either the left or right side of the individual.

2. Hand Held Metal Detectors

- Metal detectors are used to detect the foreign bodies in the food and in the construction industry to detect the steel reinforcing bars in the concrete and the pipes, the wires buried in the walls and the floors.



- It is the prevalently used system at most international airports. Some metal detectors are waterproof to allow the user to search for the submerged objects in the areas of shallow water.
- They are useful for finding the metal inclusions hidden within the objects or metal objects buried underground. They consist of a handheld unit with a sensor probe which can be swept over the ground or other objects

3. X-Ray Baggage Scanner



4. Testing Airport Scanners in Prisons:

Although this technology detects contraband hidden under clothing, it does not detect contraband hidden in body cavities. To address this need,

National Institute of Justice (NIJ) is currently funding the development of a system that can identify contraband hidden in body cavities. The system, which is based on Electric Field Tomography (EFT).



5. CCTV System

CCTV system is the use of video cameras to transmit a signal to a specific, limited set of monitors. It differs from broadcast television in that, signal is not openly transmitted, through it may employ point to point wireless links. **CCTV** is often used for surveillance in areas which need security, such as Prisons, banks, airports. Etc.

CCTV Camera

A **security camera** is used in surveillance to monitor public or private areas that need to be monitored for security reasons. Modern security cameras use closed-circuit television technology, which employs video cameras that transmit signals to a specific limited set of monitors.

Types of CCTV camera

- ☐ Indoor camera
- ☐ Outdoor camera
- ☐ Day/Night camera
- ☐ Dome camera
- ☐ Bullet camera
- ☐ Hidden camera
- ☐ Pan Tilt zoom camera



Uses of CCTV Security Cameras

- Maintaining perimeter security in medium to high secure areas and installations.
- Observing behavior of incarcerated inmates & potentially dangerous patients in medical facilities.
- Traffic monitoring
- Building and ground security
- Obtain a visual record of activities where it is necessary to maintain proper security. For example: Banks, Airports etc.

6. Body Worn Cameras

- Body Worn Cameras are the future of Modern Surveillance System and are an important tool for collecting evidence and maintaining public trust. It is a wearable audio, video, or photographic recording system.



7. Cell Phone Jammers

A cell phone jammer is a piece of equipment capable of blocking reception or transmission of cell phone signals. This is mostly done by creating some form of interference at the operating frequency ranges of cell phones, which results in no signal or significant loss of signal quality.



A cell phone jammer consists of:

- ☐ Antenna
- ☐ Voltage-controlled oscillator
- ☐ Tuning circuit
- ☐ Noise generator
- ☐ Power supply
- ☐ RF amplification

8. CELL PHONE DETECTOR:

- ☐ The cell phone detectors are mostly hand and pocket-size mobile transmission detectors.
- ☐ It can sense the presence of an activated mobile phone from a distance of one and a half meters.
- ☐ So it can be used to prevent use of mobile phones in examination halls, confidential rooms, etc.



9. POLE DETECTOR

This **Pole Detector** provides a handy and low-cost solution for identifying a magnet polarity. Move the pole detector to the side of the magnet which has the pole. Wait till the small magnet becomes stable. Red point to south pole and blue point to north pole.



It can be used to test all the permanent magnets, including rare earth magnets such as neodymium magnets, SmCo magnets, AlNiCo magnets, Ceramic magnets. It detects the Mobile Phones.

10. CELL PHONE DETECTION

- ☐ At the New Jersey State Prison inmate check-in starts with a seat on the B.O.S.S. chair.
- ☐ The "Bodily Orifice Security Scanner (BOSS)" chairs have been used in some of the toughest jails and prisons in America to detect unwanted metallic contraband objects hidden within the body cavities of detainees and inmates.



- In the past corrections officers were looking for drugs and weapons but now they focus more and more on cell phones

11. Walkie Talkie Set

- Analog radios have been around since the 1930 and are the traditional form of the radio communication.
- Radios operate in analogue mode and use frequency modulation. The natural voice is transmitted through analog radios.



- Analog radios offer good area coverage and their signal is stronger when they are closer together.
- Analog radios when moving towards the end of their coverage start to lose the signal.
- Analog can also work with digital radios in analog modes

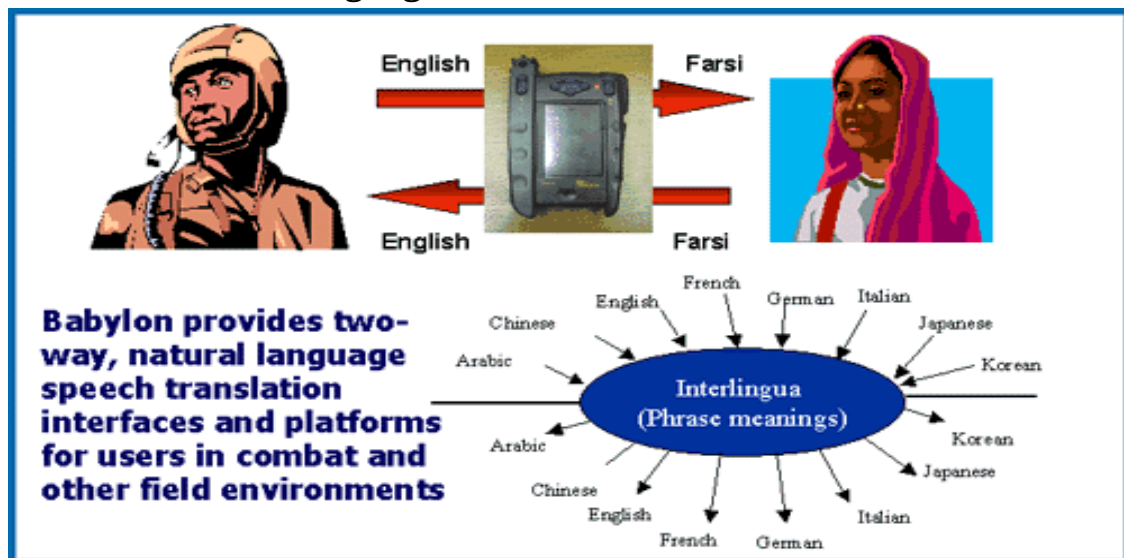
12. Radio Frequency Identification Devices (RFID):-

- RFID is used to track inmate movements within prison. RFID systems are wireless; inmates wear transmitters that communicate real time prisoner location data to a central information center.
- One potentially promising approach involves radio frequency identification (RFID) technology, which uses small transponders called “tags” to track movements.



- ❑ RFID tags can be attached to or incorporated into a variety of objects, such as wristbands.
- ❑ Each tag has an integrated circuit and a tiny antenna to handle radio signals and can be used with a network of sensors — called RFID readers — to track movements.

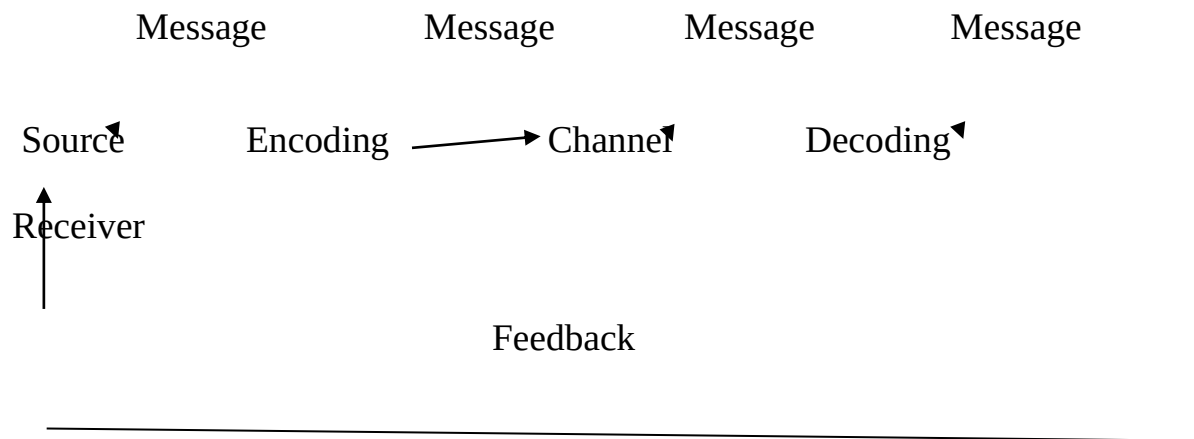
Language Translation Devices



EFFECTIVE COMMUNICATION SKILLS

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

The Communication Process Model



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

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

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

Encoding – Converting a communication message to symbolic form.

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

Channel – The medium through which a communication message travels.

Decoding – Re-translating a sender's communication message

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

(1) Distortion and noises are there to disrupt the message.

(2) **Some of the results of bad communication are:-**

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

Barriers to effective communication

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

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TYPES OF STRESS AND STRESS MANAGEMENT TIPS

- What is Stress?
- Any circumstances that threaten or are perceived to threaten our wellbeing and thereby tax our coping abilities
- Flight – fight Syndrome

Types of Stress :

1. **Eustress** - is a positive form of stress that helps to enhance performance.
- i. **Acute Stress** - Generally, acute stress is stress that a person experiences short-term. It is usually the more common form of stress. Acute stress often develops when people consider the pressures of events that have recently occurred or face upcoming challenges in the near future. For example, a person may feel stressed about a recent argument or an upcoming deadline. However, the stress will reduce or disappear once a person resolves the argument or meets the deadline.
- ii. **Chronic Stress** – Terminal illness, unemployment, or an unhappy marriage are examples of situations that can cause chronic stress. It occurs when a person can see no way to avoid their stressors and stops seeking solutions.

Stress management can happen by:

1. Removing or changing the source of stress
2. Altering how a person views a stressful event
3. Lowering the effects that stress might have on the body
4. Learning alternative ways of coping

Useful Stress Management Tips

1. Proper Nutrition- Consuming a healthy, balanced diet can help to combat stress. Some people try to reduce stress by drinking alcohol

or eating too much. Don't rely on alcohol, drugs, or tobacco to reduce stress. Drugs and alcohol can stress your body even more.

2. Exercise regularly. In addition to having physical health benefits, exercise has been shown to be a powerful stress reliever. Stretching, Walking and Yoga are helpful.
3. Reduce triggers of stress.
4. Keep a positive attitude.
5. Accept that there are events that you cannot control.
6. Assert yourself. It's okay to say "No" to demands on your time and energy that will place too much stress on you.
7. Set realistic goals and expectations.
8. Make time for hobbies and interests.
9. Seek out social support. Spend enough time with those you love.
 - a. **Study and practice relaxation techniques.** Taking the time to relax every day helps to manage stress and to protect the body from the effects of stress. You can choose from a variety of techniques, such as deep breathing, imagery, progressive muscle relaxation, and mindfulness meditation.

Rights of Transgender Persons

The Government of India, Ministry of Home Affairs (Women Safety Division) has enacted the Transgender Persons (Protection of Rights) Act, 2019 on 5th December, 2019, and has notified the Transgender Persons (Protection of Rights) Rules, 2020 on 25th September, 2020. The law mandates adequate steps to be taken by the State Governments / Union Territories for not only providing for welfare measures to be taken, but inter-alia, steps to be taken for rescue, protection and rehabilitation of a transgender person.

Under Section 18 of the said Act, it is a punishable offence in case anyone:

- a) Compels or entices a transgender person to indulge in the act of forced or bonded labour other than any compulsory service for public purposes imposed by Government;
- b) Denies a transgender person the right of passage to a public place or obstructs such person from using or having access to a public place to which other members have access to or a right to use;
- c) Forces or causes a transgender person to leave household, village or other place of residence; and
- d) Harms or injures or endangers the life, safety, health or well-being, whether mental or physical, of a transgender person or tends to do acts including causing physical abuse, sexual abuse, verbal and emotional abuse and economic abuse.

Rule 11 provides for adequate measures to be taken to prevent non-discrimination of transgender persons, including setting up of a Transgender Protection Cell under the charge of District Magistrate in each District and a State Level Cell under the Director General of Police, to monitor cases of offences against transgender persons and ensure timely registration, investigation and prosecution of such offences. Initiate necessary measure in terms of the Act immediately and undertake necessary sensitization programmes for the police and prison officials.

E - Prisons

E-Prison:

E-prison is a repository of vital information about inmates lodged in prisons. Such information can be accessed in real-time and relayed to courts and prison officers involved in the criminal justice system.

Everything about E Prison Project

At the forefront of the objectives of the E-prison project is the computerization of the functioning of prisons all over the country. This has been made operational in every State and Union Territory, so far. Bihar is the first state to computerize its prisons under the e prison project in the country. The project also provides for the formation of an E-prison application suite that will integrate all the activities associated with the prison and are needed for the management of prisoners therein.

The application suite has been developed by National Informatics Centre (NIC) in association with the Ministry of Electronics and IT. Through this application suite, all the important information pertaining to inmates currently lodged in prisons can be obtained. At the same time, this information can be relayed in real-time to various courts, prison officials, and any other entity involved in the functioning of the criminal justice system.

One of the central functions of the application suite is associated with facilitating online visit requests and addressing grievances.

Purpose of E-Prison Project

Here are the most important highlights of the E-prison project, which elucidate the purpose for starting the project:

1. Under the Inter Operable Criminal Justice system, all the data collected on the E-prison platform has been integrated with the Police and Court system for easy reconciliation.

2. Data is being maintained by different States and Union Territories on the National Prisons Information Portal for the E-prison interface based on notified protocols for E-prisons.
3. At present, this information portal can be accessed by a secure NIC network which the designated officials exclusively authorize under the various Law enforcement agencies and prisons all over the country through a special Inter Operable Criminal Justice System.
4. As per the main objectives laid down under the E prison project, all prisons and prison management activities are expected to be computerized and integrated with the activities taking place in the jail.
5. Through the E prison portal, all the important information regarding details of the inmates will be available in real-time to concerned prison officials.

Modules:

1. **Prison Management Information System (PMIS)** used at the prisons for their day-to-day regular activities; the major modules of e Prisons MIS are:

- Prisoner Information Management System (PIMS);
- Visitor Management System (e Visitor);
- Hospital Management System (e Hospital);
- Legal Aid Management System;
- Inventory Management System;
- Prison Management System (PMS);
- Police Intelligence System;
- Court Monitoring; and
- Kiosk Information.

2. **NPIP: National Prisons Information Portal** is a citizen centric portal showing statistical data of various prisons in the country.

- Visitors can book their visit request to meet their ward inside the prison through this portal;
 - Grievances with respect to their wards inside the prisons can also be submitted through the portal; and
 - This portal also provides with inmate tracking facilities in a secured way to various investigating agencies.
3. **Kara Bazaar:** Portal for showcasing and selling the products manufactured in various prisons of the country by inmates. Necessary platform required for onboarding for all the state prison departments are in place.

Key Features:

- Available as SaaS from the NIC Cloud, which provides high availability, scalable and robust system to the users;
- The solution is ready to adopt by any prison / stakeholder for free.
- Parameterized and configurable gap aspects;
- SMS and email alerts;
- Equipped with necessary services required for integrating with other Criminal Justice System stakeholders; and
- Authorization checks and validation to improve the data quality.

Services - To the Public:

- Registration of visit request and Status query of that request;
- SMS/email Alerts to the visitors;
- Statistical information / drilled down Reports on national basis;
- Submission of grievance; and

Hon'ble Supreme Court Judgements Regarding Prison and Undertrials

S. N o	Name of the Case	Citation	Subject	Legal Issue Laid down
1	Maneka Gandhi Vs. Union of India	AIR 1978 SC 695	Constitution Article-21	Article 21 given a wide interpretation. Procedure established by law should be Just, Fair and Reasonable.
2	Sunil Batra (I) vs. Delhi Administration	AIR 1978 SC 1675	Articles 14, 19, 21 of the Constitution 1950.	Solitary confinement / bar fetters not allowed by Courts. A convict is entitled to the precious right guaranteed by <u>Art. 21</u> that he shall not be deprived of his life or personal liberty except according to the procedure established by law.
3	Charles Sobhraj vs Superintendent Central Jail	AIR 1978 SC 1514	Constitution Articles 21 & 19. <u>Article - 136.</u>	Powers of the Supreme Court to interfere to right the wrong and restore the Prisoners' rights.

4	M.H. Hoskot vs. State of Maharashtra	AIR 1978 (3) SCC 544	Constitution Article 21	Right to speedy trial. when the accused is sentenced to imprisonment, a copy of the judgment shall be given to him free of cost" and a certified copy of the judgment or translation in his own language if practicable or in the language of the Court, shall be given to him without delay.
5	Hussainara Khatton vs. State of Bihar	AIR 1979 SC 1369 1980 1 SCC 81 1980 1 SCC 98	Constitution Article-21	The Supreme Court held that where under trial prisoners have been in jails for periods longer than the maximum term for which they would have been sentenced, their detention in jail is totally unjustified and in violation of the Fundamental Rights.
6	Prem Shankar Shukla vs. Delhi Administration	AIR 1980 SC 1535	Constitution Article -21	Handcuffing is prima facie inhuman, unreasonable, over harsh and arbitrary.

7	Sunil Batra Vs. Delhi Administration	AIR 1980 1579, 1980 SCR (2) 557	Constitution Article-32 Prisons Act 1894, Ss 27, 29 and 61 & Punjab Prison Manual, Paras 41, 47, 49 and 53	Torture inflicted on prisoner in jail- court-power and responsibility of court to intervene and protect prisoners. Solitary confinement, denial of privileges, amenities to prisoners-to be imposed with judicial appraisal.
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REFERENCE

Reference Material:

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3. Telangana State Prison Manual
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https://en.wikipedia.org/wiki/Prison_riot

www.prisonpolicy.org/

www.humanrightsinitiative.org

ICE BREAKERS

Ice Breaker – Personal Inventory

Some Ice-breaking activity helps the participants to get acquainted with each other. Trainers may develop their own ice-breakers. Examples of two ice-breaking exercises are given that can be run during the training program on the first day.

Instructions: Fill in the form below. When you have finished, the trainer will invite you to pair off with another member of the group. Exchange personal inventory sheets and ask each other questions about the information contained in them.

1. Which was the best year of your life?	
2. If you did not do the job you do now, which job would you like to do.	
3. If you could meet a famous person, who would it be?	
4. What are your feelings about being at this workshop?	
5. What are you most proud of?	
6. Who is your Role model?	
7. What is your Goal?	

APPENDICES

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

APPENDIX- 1

(Name of the Training Institute)

(Name of the Course)

(Dates)

REGISTRATION FORM

PARTICIPANT DETAILS

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

ORGANIZATION DETAILS

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

RESIDENTIAL DETAILS

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

Signature
Name

Date

APPENDIX- 2

PRE-COURSE ASSESSMENT EXERCISE

Answer the following –

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

POST-COURSE ASSESSMENT EXERCISE

Answer the following –

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

APPENDIX- 4

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

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

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 incharge 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 incharge of the visit

Structure of the Report

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

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.

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>