

**Training Manual for Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on
Technology in Prison Administration
(One Week)
2022**



**Bureau of Police Research and Development
Ministry of Home Affairs
NH-48, Mahipalpur New Delhi- 110037**

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

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Message

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

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

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

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

(Balaji Srivastava)

"Promoting Good Practices and Standards"

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Emergence of the Course

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

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

Introduction:

Training of Prison Staff is the key to bringing about meaningful reforms in Prisons and Correctional Administration. This One-week Basic course on “Technology in Prison Administration for Officers” has nine learning units. It is of vital importance to implement various technological interventions for the purpose of correctional administration. This training provides a structure plan for monitoring the all-round activities in prisons, related to prison staff, safe and secure custody of prisoners, record keeping etc. and provides feedback on the attributes that need training, so that there is an improvement in their respective performance.

The objective of this one-week course on ‘Technology in the Prison Administration for Officers’ is to impart knowledge and skills on the use of technology in prison administration process in order to make a transition from hard work to smart work by incorporation of recent technological advancements that can assist correctional administrative personnel in efficiently performing their day-to-day duties.

(For Trainers & Participants)



COURSE GUIDE

**Specialised Course for Prison Officers
(Asst. Jailor to Superintendent of Prisons)
on
Technology in Prison Administration
(One Week)**

"Promoting Good Practices and Standards"

INTRODUCTION

Continuous growth and change, as well as readiness to meet newly arising challenges, are requirements in Prison correctional administration. Training is a useful tool that enables the correctional administration to meet the dual challenges of change demands and the requirement for continuous improvement of the Prisons Department.

The manual has been written and organized to provide a handy reference guide to maximum possible extent.

AIM OF THE COURSE

To impart knowledge and skills in the emerging technology tools and techniques.

DESIGNED FOR

Officers of the Prisons & Correctional Services.

FACILITATORS

In-house or Guest faculty who are subject matter 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' which is simulated by the use of field-based situations and sharing of best practices in Prison Administration. Therefore, participants are expected to take responsibility, both for their own learning and in helping the development of other participants. Participants will be encouraged to share their learning experience with others, and to give and receive support and feedback.

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

Unit -1

Training Objective

Explain the role of ICT in prison administrations.

Enabling Objectives

1. State the role of Information and Communication Technology (ICT) in Prisons.
2. Define and demonstrate the procedure of E-Mail communication.
3. Explain and demonstrate the usage of E-prisons Applications.
4. Explain the importance of E-Commerce in the prison industries.

Unit - 2

Training Objective

Explain the basics of computer Hardware and Software.

Enabling Objectives

1. Explain usages of various computer hardware and secondary storage devices
2. Explain the installations of hardware and software updates.
3. List the steps in storage process of various types of secondary storage devices.
4. Check network availability and connect

Unit - 3

Training Objective

Discuss various technologies and equipment which facilitate prison administration.

Enabling Objectives

1. List various equipments available for correctional administration.
2. Illustrate the usage of the equipments.

Unit - 4

Training Objective

Explain the MS-Word application and its support for prison administration.

Enabling Objectives

1. Explain the basics of the word processor.
2. Explain the usage of the office knowledge in daily works.
3. Explain and demonstrate creating of documents for the future reference.

Unit - 5

Training Objective

Design the power point application and its support for prison administration.

Enabling Objectives

1. Explain the need of the MS Office tools.
2. Interpret the usage of the office knowledge.
3. Design a presentation using multimedia.
4. Create collaborative power point presentation

Unit - 6

Training Objective

Design the Database using Excel Application

Enabling Objectives

1. Explain the need of the MS Office tools.
2. Interpret the usage of the office knowledge in records maintenance.
3. Design an effective database to store and retrieve the report.

Unit - 7

Training Objective

Explain the technology advancement and supports for correctional administration

Enabling Objectives

1. Examine the various solutions available for the correctional administration.
2. Explain the digital technology to convert the hard work into smart works

Unit - 8

Training Objective

Discuss various technologies in use in different prisons at national and international level in support for prison administration.

Enabling Objectives:

1. List the various applications used in prison administration
2. State the digital initiatives of the Government of India

3. Technologies used in Indian States- Best Practices in India and Other Countries.

Unit - 9

Training Objective

Identify knowledge and importance of cyber security

Enabling Objective

1. Explain the basic networking, firewalls, and cybercrime concepts.
2. Identify different laws and regulations of Information Technology Act.
3. Identify the various ways of safeguarding measures in cyber space.
4. Illustrate the importance of being safe in the cyber space.

DAY- WISE TIME TABLE

DAY/TIME	CONTENT	OBJECTIVES
DAY-1		
0915-1030	Registration	
	Inauguration of the Course	
1045-1200	-Course Introduction -Indian Jail Reforms -Prison administration in India -Role of Information Communication Technology (ICT) in prisons. -Internet and Electronic Mails -Search Engines	1.1 1.2 1.3
1215-1330	-E-prisons -E Commerce -Installation Computer Hardware and Software	1.4 1.5 2.1
1430 – 1530	-Trouble shooting hardware issues. - Usage of Secondary storage devices -Equipment for Correctional Administration	2.2 2.3 3.1
1545 – 1700	-Video Conferencing -CCTV Monitoring	3.2
Day 2		
0915-1030	-Introduction to word processor.	4.1
1045-1200	-Getting started with Word application	4.1
1215-1330	- Word processor for correctional administration	4.2
1430 – 1530	-Creating documents for the future reference	4.3
1545 – 1700	-Working with shared document	4.3
Day 3		
0915-1030	-Need of the MS Office tools.	5.1
1045-1200	-Getting started with Power Point.	5.2

“Promoting Good Practices and Standards”

1215-1330	- Use of ICT in daily office work	5.2
1430 – 1530	Creating an effective presentation to reflect the work performance	5.3
1545 – 1700	-Working in shared Google Slides	5.3
Day 4		
0900- 0915	Learning Points- Recap of Day 3	
0915-1030	-Introduction to the database.	6.1
1045-1200	-Using database tools knowledge in record maintenance.	6.2
1215-1330	-Design database to store and retrieve the report.	6.3
1430 -1730	-Field Visit to a Cyber Forensic Lab/Academic Institution.	7.1 7.2
Day 5		
0915-1030	-Learning Points- Recap of Day 4	
0915-1030	-Various Applications supporting in prison administration.	8.1
1045-1200	-Technology Advancement in prison administration. -Technology- Best Practices In India & Other Countries -Cyber Crime Concepts	8.2 8.3 9.1
1215-1330	-Laws and regulations of Information Technology Act, 2000 -Various ways of safe guarding measures in cyber space. -Importance of being safe in the cyber space.	9.2 9.3 9.4
1430 -1730	Feedback &Valediction Program	

Note:

Session I	0915 - 1030
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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



TRAINER GUIDE

**Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on
Technology in Prison Administration
(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 questions from participants and appropriate responses;
- Contains details of points for briefing & debriefing of case study, exercises, Films, etc.
- Serves as a reminder as to 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. Collect Resource Kit, Name plates, Name badges of participants
3. Collect Photocopies of Handout, exercises for participants should be kept separately and distributed before the session.
4. Get a write-up on brief introduction about Resource Persons / Guest Speakers
5. Ensure obtaining permissions timely for field visit

For Trainer:

“Promoting Good Practices and Standards”

- a. Trainer Guide
- b. References

For Participants

- Course Guide
- Resource kit Checklists, Exercise, Case Studies,
- MCQs

ASSESSMENT:

The priority during the Course is to assist participants to develop their skills. The assessment would be carried out based on class discussions. Module wise assignments will be given to the trainees.

Trainees will be solving the task based on the concept learn from the class room and hands on sessions to complete the assignment. Assessment is, therefore, concerned with informal feedback and advice to individual participants to encourage their learning habits.

Types of Assessment planned to Carry out are:

Formative Assessment

This will support the trainer to understand the status of the trainee officers before starting the training sessions. Based on the results of formative assessment trainer can include some additional tasks to the trainees to help them to understand the concepts.

Summative Assessment [25 Marks continuous assessment + 25 Marks final Exam]

This assessment method is continuous in nature, the daily task accomplishment will be contributing the overall performance of the trainees. 50 percent of the evaluation will be considered from this summative assessment.

One-Minute Paper: Trainees are expected to write a one-page short writeup on the role of technology in their prison administration needs to be submitted. [5 marks] Time: 5-10 minutes.

Team Based assignments-Think-Aloud Pair Problem Solving

Developing a xl data sheet for their prison store inventory details. [15 minutes 10 Marks]

Designing a Google form for collecting the basic information of the prison inmates. [15 minutes 10 Marks]

Final Exam will be Multiple Choice Questions for 25 marks 25 Minutes. It will be conducted at the last day of session along with the feedback of the training session.

DAY-WISE TIME TABLE

DAY – 1		
Time	Content	Remarks
0915- 0930	Registration	Registration form-1 and Distribute Course Guide to participants
0930 - 1000	Inauguration of the Course	
1000-1030	Introduction to the training course An ice breaking activity Each participant introduces Trainer helps introduction by asking Questions	Use the questions available in Appendix -ICE Breaker. Trainer can have their own content also.
1030-1045	Tea Break	
1045-1100	Formative Assessment	Use the Quiz KNOWLEDGE ON ICT IN PRISONS available in Appendix
1100- 1200	• Need of Information and Communication Technology • ICT in Prison Administrations • Prison administration in India • Internet (how to connect and verify the network availability) • Basics of E-Mail • Creating an Email account • Sending a bulk email • Use of Search Engines (Google, yahoo, etc.,)	For Lecture session HandOut1 can be used as reference. Ask the participants to search some information related to correctional system. (Activity as part of Search Engines)
1200 - 1215	Tea Break	
1215 - 1330	Benefits of using E-prison, application Discussions on E commerce	For Lecture session HandOut1 can be used as reference.

	E-Commerce Promoting Prison Industries Software Installation Hardware Installation	
1330 - 1430	LUNCH	
1430 - 1530	Basics of network and hardware trouble shooting -Copying a content into (CD, Pen drive, etc.,)	
1530 - 1545		
1545 - 1700	Equipment's for Correctional Administration (Scanner, mobile tracker, Mobile jammer, CCTV, etc.,) Video conferencing (Setup calls) Discussions on Online Reservations of Interview forms in prison	Use Mind Map 1 available in the appendix

DAY – 2		
Time	Content	Remarks
0915 - 0930	Learning Points- Recap of Day 1	Short Overview about previous sessions Mind Map- 2 available in the appendix
0930 - 1030	Introductions to word processor Creating Word document and saving and retrieving.	Refer Hand Out 2 available in the appendix Asking the participants to open a new document and save and open the same.
1030-1045	Tea Break	
1045- 1200	MS-Office word- Editing the text, tables, pictures. Design the documents Formatting the Text.	Refer Hand Out 2 available in the appendix
1200 - 1215	Tea Break	
1215 – 1330	Use of word application in the correctional administration	Refer Hand Out 3 available in the appendix
1330 - 1430	LUNCH	
1430 – 1530	Discussions on Google documents,(Creating, accessing a shared document, store it and use from everywhere)	Asking participant to create a google document and share it with others and edit in the cloud
1530 – 1545	TEA BREAK	
1545 – 1700	Activity: (changing font and style)	

	Type sentence: prison correctional administration Change from current font type, color and the size to 18. Indent the sentence to 0.5 inch. Activity: Trainees are expected to create a meeting circular and do the appropriate text formatting. Activity: Draft a minute of the meeting/discussions using a knowledge gained Activity: Draft a mail merge template to share this minute of the meeting/discussions created in the previous session using google cloud storage facility.	
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DAY –3		
Time	Content	Remarks
0915- 0930	Learning Points- Recap of Day 2	Short Overview about previous sessions Mind Map 3available in the Appendix
0930- 1000	Introduction to Power Point Application.	Refer Hand Out 4 available in the Appendix
1000-1030	Getting started with Power Point Application	Ask the participants to open a new PPT and create an self-introduction slide
1030-1045	Tea Break	
1045- 1200	Formatting and Alignments. Adding table and charts in the PPT	Refer Hand Out 4 available in the Appendix
1200 - 1215	Tea Break	
1215- 1330	Introduction to animation tools in a power point presentation Text animations Embedding Video and audio	Refer Hand Out 4 available in the Appendix Asking participant to create a PPT and use all these options learnt.
1330 - 1430	LUNCH	
1430- 1530	Activity: Creating a presentation regarding the facilities available in the prion. Activity: Creating a presentation to showcase the prisoner’s details as a table and chart.	
1530 - 1545	Tea Break	
1545 - 1700	Creation of Google slides and store the same for sharing and future access.	

DAY –4		
Time	Content	Remarks
0915- 0930	Learning Points- Recap of Day 3	Short Overview about previous sessions Use Mind Map 4 available at Appendix
0930- 1000	Introduction to MS Excel and emphasize the various use of the Excel applications in the prison administration.	Refer Hand Out 5 available in the Appendix
1000-1030	Creation of work sheets for knowledge maintenance.	
1030-1045	Tea Break	
1045- 1200	• Sorting and filtering • Manipulation of Cell • Formatting in XL • Auto-fill • Formulae& Functions • Inserting image, table in an excel application	Refer Hand Out 5 available at Appendix
1200 - 1215	Tea Break	
1215 - 1330	• Getting started with Database Application Activity on making: Prisoner information Related registers Activity on making: Ration stock details to generate the stock details. Activity on preparing: Pay bill calculations	
1330 - 1430	LUNCH	
1430- 1700	Field Visit to Cyber Forensic Lab/Academic Institution.	

DAY – 5		
Time	Content	Remarks
0915 -0930	Learning Points- Recap of Day 4	
0930- 1000	Introduction to the various digital initiatives of Government of India. Digi Locker Facility Ayushman Bharat Digital Mission Umang Application-All in one	e-VERIFICATION OF THE CERTIFICATE will be done using Digi locker application. https://www.digilocker.gov.in/ https://youtu.be/p7YoyREvan https://youtu.be/Y9WutHc_Zsk https://www.youtube.com/watch?v=PPZ7Lu67c_Y https://www.youtube.com/watch?v=8gyjAYbPysE
1000-1030	Showcasing the various portals available for supporting the prison administrators	https://ncrb.gov.in/sites/default/files/videos/SampleVideo_1280x720_1mb_1.mp4
	Asking the participants to submit a report on various digital services available for prison administration and its benefits.	Assessment- One-Minute Paper
1030-1045	Tea Break	
1045- 1200	• Best practices on use of Technology in Prison Administration-- National and International. • Discussions on basics of networking and firewalls. • Introduction to cyber security and • Digital Forensics. • Discussions on Crimes in Social Media, Email threats, Mobile based crimes, Internet Crimes, Identity theft.	Refer Best Practices Video available at Appendix__ Section 2
1200 - 1215	Tea Break	
1215 - 1330	• Information Technology Act, 2000 • Prevention on various cybercrimes • How to be safe on Cyber Space guidelines • Introduction to National	National Crime Records Bureau (ncrb.gov.in)

	cybercrime portal	
1330 - 1430	LUNCH	
1430 - 1700	Feedback, Valedictory session.	Use Feedback form available in Appendix

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

01	Introduction to Information and Communication Technology (ICT)	02	Explain the usage of Computer Hardware and Software	03	Technology Presence in Prison Administration
04	Applications of Microsoft Office (MS Office), Word Applications in prisons	05	Applications of Microsoft Office (MS Office), Power Point Application (PPT) in prisons	06	Applications of Microsoft Office (MS Office)- Data base in prisons
07	Field Visit to forensics lab/university	08	Technologies used in Prisons – National & International Best Practices	09	Networking and Cyber Security

LEARNING EVENT

Specialised Course for Prison Officers

(Asst. Jailor to Superintendent of Prisons)

on

Technology in Prison Administration

(One Week)

LEARNING EVENT

UNIT	1						
Learning Unit 1	Introduction to Information and Communication Technology (ICT)						
Training Objective	At the end of training, participants will be able to explain the role of ICT in prison administrations						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (mins)	Performance Aid	Assessment
1.State the role of Information and Communication Technology (ICT) in Prisons	– Overview of Information and Communication Technology (ICT). – Possible roles of ICT in correctional administrations. – Indian Jail Reforms – Working with search engines	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	30		Observation Q & A
2.Define and demonstrate the procedure of Email Communication	– What is a Email. – Creating an email id. – Drafting email and attach file and send. – Email security Settings	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	30		Observation Q & A
3.Explain and demonstrate the usage of E-prisons Applications	– E-prison, E-mulaqat applications. – New Dimensions in Law & Role of Technology.	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

4. Explain the importance of e-Commerce in the prison industries.	– What is e-commerce? – Benefits of e-Commerce. – Discuss promotion of prison industries using e-commerce	Lecture cum Discussion	Prison industries websites Video/PC/Laptop/projection system	In-House/ Guest Faculty	60		Observation Q & A
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LEARNING EVENT

UNIT	2						
Learning Unit 2	Explain the usage of Computer Hardware and Software						
Training Objective	At the end of training, participants will be able to Interpret the uses of hardware and software						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1.Explain usages of various computer hardware and secondary storage devices	– Demo of Hardware components of system – Explain the purpose of those computer hardware	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	15		Observation Q & A
2.Interpret the installations of hardware and software updates	– Demonstrate the basic installations steps. – Verifying for software and hardware update	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	30		Observation Q & A
3. List the steps in storage process of various types of secondary storage devices.	– Discussion on document storage process in pen drive and Compact Disc.	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	15		Observation Q & A
4.Check network availability and connect	– Discussion on steps to connect to the internet connection and verify the network availability	Lecture cum Discussion	Prison industries websites Video/PC/ Laptop /projection system	In-House/ Guest Faculty	15		Observation Q & A

LEARNING EVENT

UNIT	3						
Learning Unit 3	Technology in Prison Administration						
Training Objective	At the end of training, participants will be able to explain various technologies and equipment's used in Prison Administration.						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1. List equipment available for correctional administration.	– Explain the various equipments like – CCTV Camera – Multi-Function Scanner – Mobile Tracking – X-ray BAGGAGE Scanners – GPS- Global Positioning System – RFID – Bio-metrics – Thermal cameras – Facial recognition – Mobile jammer – Kiosks – Video Conferencing	Lecture cum Discussion Practical/ Demonstration	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2. Illustrate the usage of the equipments.	– Discuss equipment usage and related technology details	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/Guest Faculty	60		Observation Q & A

LEARNING EVENT

UNIT	4						
Learning Unit 4	Applications of Microsoft Office (MS Office), Word Application in prisons						
Training Objective	At the end of training, participants will be able to Interpret the MS-Word application and its usage for prison administration.						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1. Explain the basics of the word processor.	– Starting the word Application. – Creating New Document. – Open Existing Document. – Opening file using the recent documents (Short cuts) – Saving the Document. – Understanding the tabs/menu bar, etc.,	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2. Explain use of ICT in office work	– Text Formatting. – Alignments. – Bulleting and Numbering. – Adding table in a word document. – Inserting a chart in a word document.	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	90	Letter Indentation Video: https://drive.google.com/file/d/1Zb7xZ9KcVlj-AIox1yLSBp_mD2l0zboh/view?usp=sharing Template creation Video: https://drive.google.com/file/d/1SheieO2aikAqOzwdEGlw6d2Qso88fTE	Observation Q & A

						k/view?usp=sharing Inserting and Editing Table Video: https://drive.google.com/file/d/1Ds8_duTcmCie8xP0cL0QdVBxoMPyRTr0/view?usp=sharing	
3.Explain creating documents for the future reference.	– Mail Merge. – Google Document – Storage and retrieval of the documents. – Sharing and editing in the shared document.	Lecture cum Discussion	/PC/ Laptop /projection system	In-House/ Guest Faculty	90		Observation Q & A

LEARNING EVENT

UNIT	5						
Learning Unit 5	Applications of Microsoft Office (MS Office), Power Point Application (PPT) in prisons						
Training Objective	At the end of training, participants will be able to design the power point application for its usage in prison administration.						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1.Explain the need of the MS Office tools.	– Getting started with power point Application. – Creating New PPT – Open Existing PPT. – Opening PPT file using the recent documents (Short cuts) – Saving the Document. – Understanding the tabs/menu bar, etc.,	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2.Interpret the usage of the Power Point knowledge	– Text Formatting & Alignments. – Various ways to view the Presentation File. – Bulleting and Numbering. – Adding table in a PPT document. – Inserting a chart in a PPT document.	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
3.Design a presentation using multimedia	– Being aware of animations and transitions. – Adding pictures in the PPT. – Text animations &	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

	Transition efforts. – Embedding audio in PPT. – Embedding video in PPT – Adding XL Charts in the PPT.						
4. Create collaborative power point presentation	– Using Google slides. – Working in a shared slide – Storing and retrieval for future purposes.	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

LEARNING EVENT

UNIT	6						
Learning Unit 6	Applications of Microsoft Office (MS Office)- Data base in prisons.						
Training Objective	At the end of training, participants will be able to Design the Database using Excel Application						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1. Explain the need of the MS Office tools.	– Getting started with Database Application. – Creating New Database Using Access – Open Existing database – Saving the Document. – Understanding the tabs/menu bar, etc.,	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60	Demo Video: https://drive.google.com/file/d/1XSvyEc0ECJcCQRNTBmPwKkCMIBWaIhQ6/view?usp=sharing	Observation Q & A
2. Interpret the usage of the office knowledge in records maintenance.	– Autofills – Formulas and Functions. – Sorting and Filtering	Lecture cum Discussion	Video/ PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
3.Design a database to store and retrieve the report.	– Inventory processing – Report generation	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
	–	Lecture cum Discussion	Video/PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

LEARNING EVENT

UNIT	7						
Learning Unit 7	Field Visit- nearest forensics lab/university						
Training Objective	At the end of training, participants will be able to explain the technology advancement and supports for correctional administration						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance aid	Assessment
1. Examine the solutions available for the correctional administration.	– Discussions on process/procedure involved to find the solutions of existing cases	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2.Explain the digital technology to convert the hard work into smart works	– Explain the different advanced technologies to resolve uses related to the administration works	Lecture cum Discussion	Video/ PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

LEARNING EVENT

UNIT	8						
Learning Unit 8	Technologies used in Prisons – National & International Best Practices.						
Training Objective	At the end of training, participants will be able to explain the use of technology in different prisons of national and international scenario in support for prison administration.						
Enabling Objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1.List the various applications support in prison administration.	– Working with Government portals & knowing the facilities available. – Demo of accessing all the government portals. –	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2.State the digital initiatives of the Government of India	– Prisoner Information Management System (PMS)- – Prisoner Details – Court management – Gate Management – Visitor Management System (VMS) – Visitor Booking – Cash Deposit – Articles for prisoners – Official visitors – Parole Management – Staff Management – Academy – Employee	Lecture cum Discussion	Video/ PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A

3.Explain technologies used in Indian States- Best Practices in India and Other Countries	– Best practices international and national. – CCTV, Body-Worn Camera, – e-Mulaqat – e-Commerce-facilities (Karnataka, Kerala, Andhra,Jagartha Pune) – High-tech Jails – AI based prison:Australia. – Drone used for searching – Future Jails – Block chain technology – JARVIS AI – How the Indian States are using Machine Learning in Policing – Reformative approach to promote societal acceptance for prison inmates – Norway prisons – Future prisons : – VR -in prisons – Change in prisons Goes High Tech (Singapore) – Prison Without Guards –	Lecture cum Discussion	Video/ PC/ Laptop /projection system	In-House/Guest Faculty	60		Observation Q & A
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	Transformation &Technology (Singapore prison)						
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LEARNING EVENT

UNIT	9						
Learning Unit 9	Networking and Cyber Security						
Training Objective	At the end of training, participants will be able to Identify Knowledge Network and importance of cyber security						
Enabling objectives <i>At the end of training, participants will be able to-</i>	Content	Method	Media	Trainer	Time (Mins)	Performance Aid	Assessment
1.Explain the basic networks , firewalls and cyber crime concepts.	– Discussion on the basics of Networking and associated terms. – Discussion on Firewalls and its benefits. – Overview of cyber crime and digital forensics	Lecture cum Discussion	PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
2. Identify laws and regulations of Information Technology Act.	– Discussion on following – Online Auction Fraud – Child Abuse and Exploitation – Intrusion into a computer – Economic Fraud – Email-threats – Extortion – Identity theft. – Cyber bullying – Security issues in social media – Threats on social media and How to Avoid Them	Lecture cum Discussion	Video/ PC/ Laptop /projection system	In-House/ Guest Faculty	60		Observation Q & A
3.Identify the various ways of safe guarding measures in	– Discuss the safety tips referring to citizen	Lecture cum	Video/ PC/ Laptop	In-House/Gue	60		Observation

cyber space.	safety manuals released by government.	Discussion	/projection system	st Faculty			
4. Illustrate the importance of being safe in the cyber space.	– National Cyber Crime Reporting Portal						

DAY WISE TASKS

5-DAY COURSE

Day – 1

- Registration
- Inauguration
- Detailed Introduction
- Expectations of the course
- Course Overview
- Ground Rules
- Course Guide
- Distribution of the training kit (Training material, name badges, note pads, etc)
- Formative Assessment
- Training

Day – 2

- Recap of Day-1
- Training

Post Lunch

- Activity -Hands on practice on word processing

Day – 3

- Recap of Day-2
- Training

Post Lunch

- Activity -Hands on practice on Power Point

Day – 4

- Recap of Day-3
- Discussion on Database Concepts
- Activity on-Design a database and retrieve the report
- Field Visit to Cyber Forensic laboratory/Academic Institution
- Report on Field Visit and Debriefing

Day – 5

- Recap of Day-4
- Learning points of all sessions
- Training
- Video on digital initiatives of the Govt. of India
- Feedback Session

Post Lunch

- Valediction
- Distribution of Certificate
- Group Photo with Chief Guest

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

End of the Course

PART – C

RESOURCE MATERIAL

REFERENCE MATERIAL

RESOURCE MATERIAL

Section-1 Handouts:

- HO - 1 Role of ICT in prison Administration
- HO - 2 e-Prisons & e-Commerce
- HO – 3 Word Processing
- HO – 4 Getting started with a Power Point program
- HO – 5 Designing database using Excel
- HO- 6 Digital Forensics

Section – 2 Mind Maps

Section - 3 Videos & Films

REFERENCE MATERIAL

APPENDICES

Registration Form

Ice Breaker

Formative assessment on ICT Questions

Feedback Form

Handouts

HO - 1	Role of ICT in prison Administration
HO - 2	e-Prisons &e-Commerce
HO – 3	Word Processing
HO – 4	Getting started with a PowerPoint program
HO – 5	Designing database using Excel
HO- 6	Digital Forensics

Role of ICT in prison Administration

The prison management system as a whole relies on information, as well as legal, administrative, and financial aspects. Knowing what is going on allows prison officials, as leaders of a certain jail institution, to not only respond quickly to issues, but also to prevent them. ICT has changed dramatically during the last few decades.

Fig 1.1 Possible Roles of ICT in prison Administration



Webinar on “New Dimensions in Law & Role technology”<https://www.youtube.com/watch?v=oBSGi0t56EM>

Indian Jail Reforms-Video:<https://www.youtube.com/watch?v=EchWx9v8MEU>

Prison Administration in India:

<https://www.legalserviceindia.com/legal/article-1490-prison-administration-in-india.html>

Prison Administration in India:

<https://www.legalserviceindia.com/legal/article-1490-prison-administration-in-india.html>

Prison Study

[PRAJA: Penal Reform and Justice Association \(prajaindia.org\)](http://prajaindia.org)

[India | World Prison Brief \(prisonstudies.org\)](http://prisonstudies.org)

Brief Write up about their job role

Attendees are expected to write about their daily task which will be used while framing the daily assessment components/hands on practice sessions.

What is e-Mail?

<https://www.youtube.com/watch?v=wGuLTbV2r90>

Creating Email:

<https://www.computerhope.com/issues/ch001916.htm>

Search Engines

❖ Working with search engines.

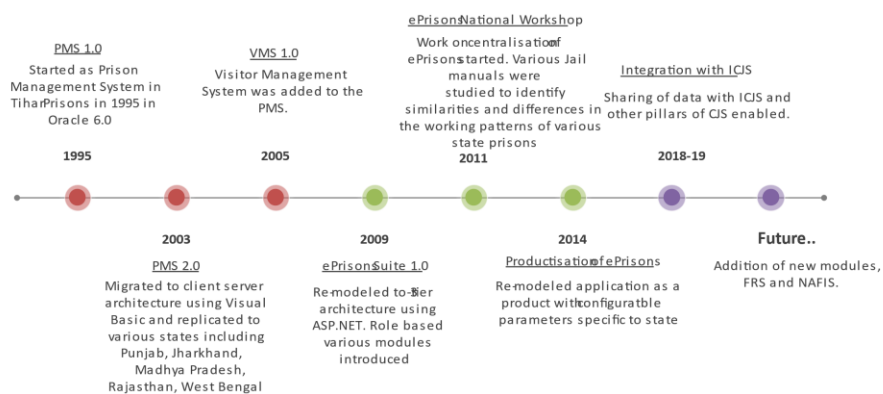
- <https://www.google.com/search/howsearchworks/>
- <https://www.youtube.com/watch?v=0eKVizvYSUQ>
- https://youtu.be/tFq6Q_muwG0

E-Prisons

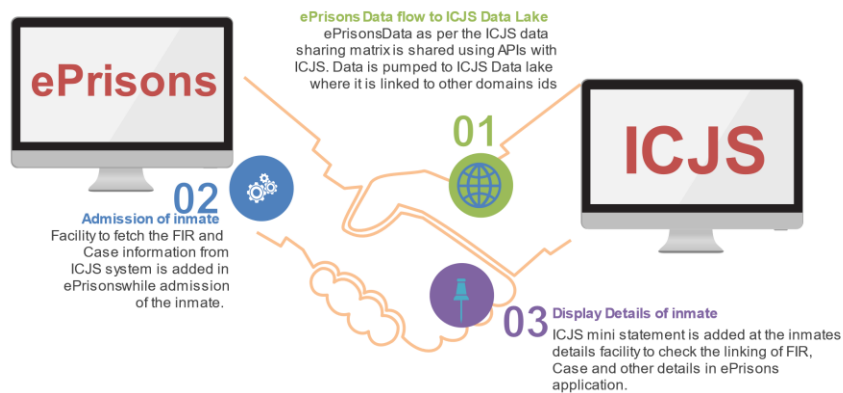
Monitoring



Evolution



Integration with ICJS



E-Commerce

❖ Working with E-prison, E-mulaqat applications.

<https://eprisons.nic.in/public/SelectMISState.aspx>

❖ Working with search engines.

- <https://www.google.com/search/howsearchworks/>
- <https://www.youtube.com/watch?v=0eKVizvYSUQ>
- https://youtu.be/tFq6Q_muwG0

❖ E-Commerce-Promoting Prison Industries

- <https://indianonlineseller.com/2016/01/ecommerce-to-help-transform-the-sale-of-prison-made-goods> (Karnataka Prison products)
- <https://www.thejakartapost.com/news/2019/04/05/govt-to-use-online-platform-to-sell-items-made-by-inmates.html> (Jagartha prisons)
- <https://economictimes.indiatimes.com/magazines/panache/a-prison-in-kerala-is-selling-biryani-cooked-by-inmates-online/articleshow/70173633.cms?from=mdr> (Kerala Prison)
- <https://lbb.in/pune/yerwada-jail-shop/> (pune prion products)
- <https://www.indiamart.com/mynationproducts/> (Hyderabad e-commerce prison products website)

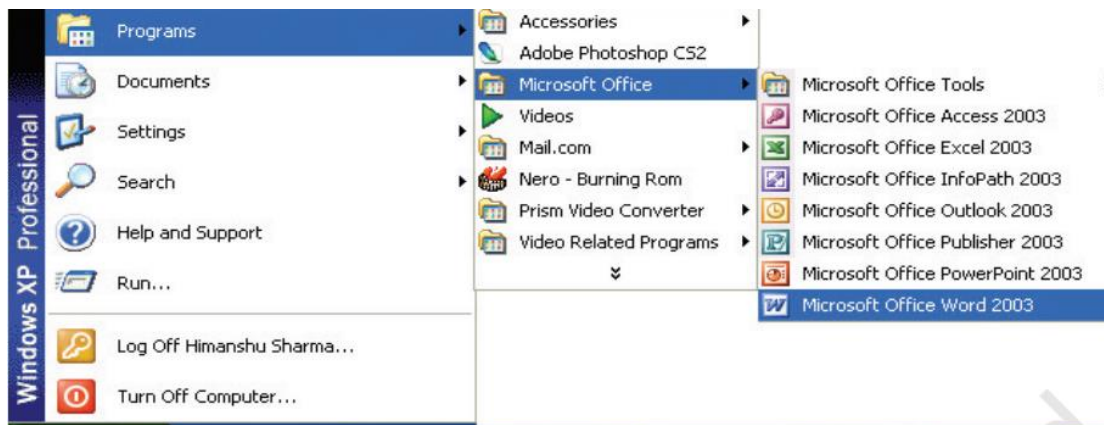
Software & Hardware Installations

<https://www.mindmeister.com/955158233/computer-system-software?fullscreen=1#>

<https://www.mindomo.com/pt/mindmap/hardware-and-software-1889c8a801b940f6bab6432bc2aab5d7>

Starting the word Application

Most of the time, we can launch the word processor of our choice from the Program selection in the Windows Start menu. Of course, we could also make a desktop shortcut to our word processor.



Snapshot of opening MS word application

Menu Bar: Provides menu options like File, Edit, View, etc

Standard Toolbar: Contains tools for standard tasks, like saving, printing, cutting, copying, pasting, etc.

Formatting Toolbar: Provides tools for formatting like bold, italic, underline, etc.

View Buttons: Provides options to switch between Normal, WebLayout, Print Layout, Outline and Reading views.

Tab stop: A position we set for placing and aligning text on a page.

Drawing Tool Bar: Provides tools for drawing basic shapes, inserting pictures, changing colors, etc.

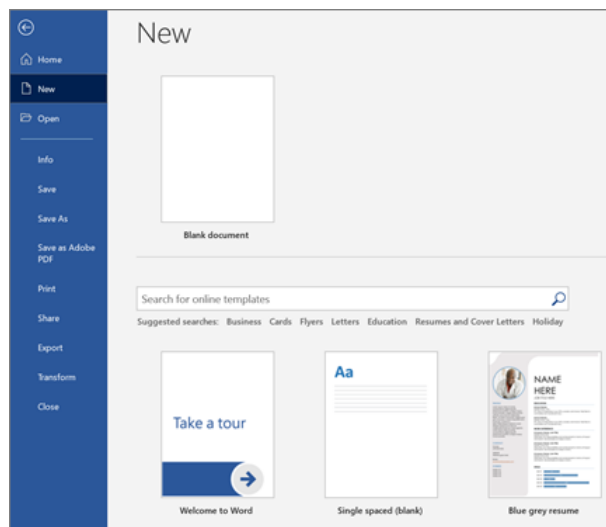
Status Bar: This provides information about the current document



Formatting Components Image

Creating New Document:

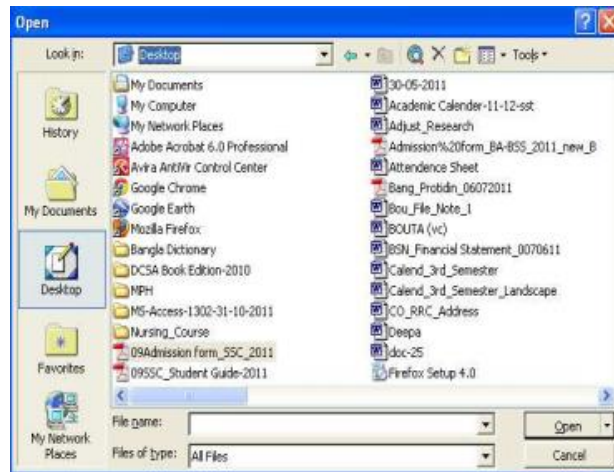
Click on the **File** tab, Click **New** option and select **blank document** and then click **enter**.



Open Existing Document:

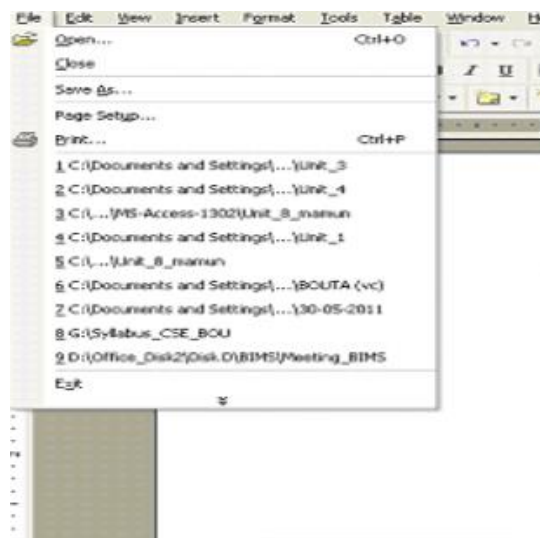
To open an existing document – click **File** menu on the toolbar select **OPEN** a dialog box appears on the screen, on that select the location where the word document is stored. Click on **open file** to open the old file.

Word supports us to select the recent file using the short cut. Recently accessed file can be opened directly from this short cut option available under **FILE** menu.



Existing file opening screen

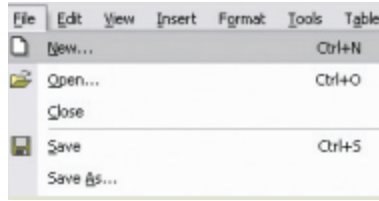
Opening file using the recent documents (Short cuts):



Selecting Recent file and open the same

Saving the Document:

Advantage of the document digitalization is for the future requirements and reference. To do so saving the file is very important. The documents need to be properly saved with the relevant name.



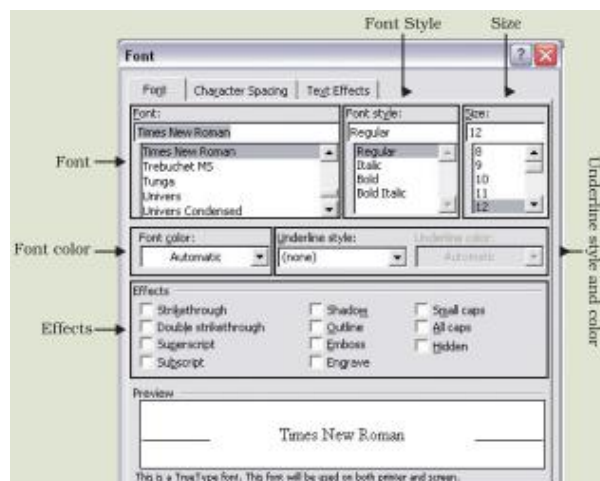
If you forgot to save the file after modification/editing or closed the file unintentionally then word application alert us to confirm the action against saving the file. This supports during the unexpected circumferences.



Two options to save the file:

Saving the file in the current drive and current path.-Click **FILE** select **SAVE** option type the name of the file and click SAVE option.

Saving the file in the different drive and different place.-Click **FILE** select **SAVE** option type the name of the file and search and select the directory and click **SAVE** option.



Character formatting box

Paragraph Formatting

Paragraph Formatting includes line spacing (single, multiple, etc.,) indentation (Left, Right), alignment of text(Left, Right) and spacing between the paragraph.

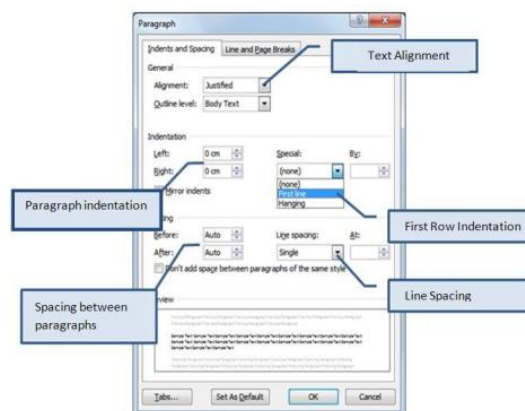
Types of alignments:

Left Alignment - The paragraph will be aligned on the left.

Right Alignment- The paragraph will be aligned on the right.

Center Alignment- The paragraph will align to the center.

Justify- The left as well as the right side of the paragraph will be aligned except for the last line.

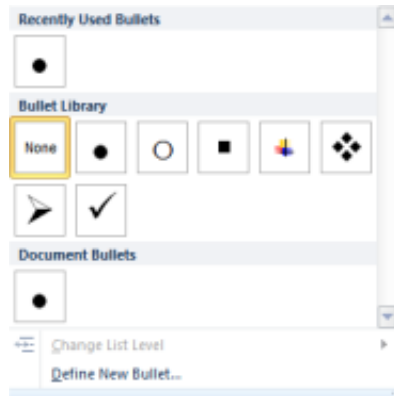


Paragraph Formatting Screen

Bulletins and Numbering:

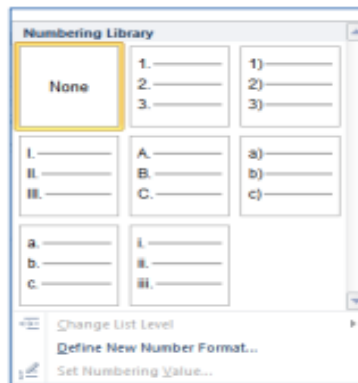
While constructing different lists and enumerations in a document, numbered lists are utilized. Numbers, letters, different bullets, and pictures are examples of list markings. Use the Bullets icon in the Paragraph group on the Home tab to create a bulleted list.

To change the bullet, click the arrow next to the icon and choose one of the bullet forms provided.



Bullet Icon

Press the Numbering icon to make a list with numerical tags. All items that follow the one that has been modified will be immediately updated. To change the display mode, click the arrow next to the icon and pick one of the numerical formats available.



Numbering Icon

Moving to a new line (using the Enter key) will cause Microsoft Word to continue with the listing, whether bulleted or numbered. To close the list, press the Enter key twice. A bulleted list can be turned to a numbered list and vice versa. By right-clicking within the text entry box, you may also create a list. A quick menu appears, from which you may choose the relevant list markings.

Adding Table in Word Document

Letter Indentation Video: https://drive.google.com/file/d/1Zb7xZ9KcVlj-AIox1yLSBp_mD2l0zboh/view?usp=sharing

Template creation Video:

<https://drive.google.com/file/d/1SheieO2aikAqOzwdEGlw6d2Qso88fTEk/view?usp=sharing>

Inserting and Editing Table Video:

https://drive.google.com/file/d/1Ds8_duTcmCie8xP0cL0QdVBxoMPyRTr0/view?usp=sharing

Mail Merge

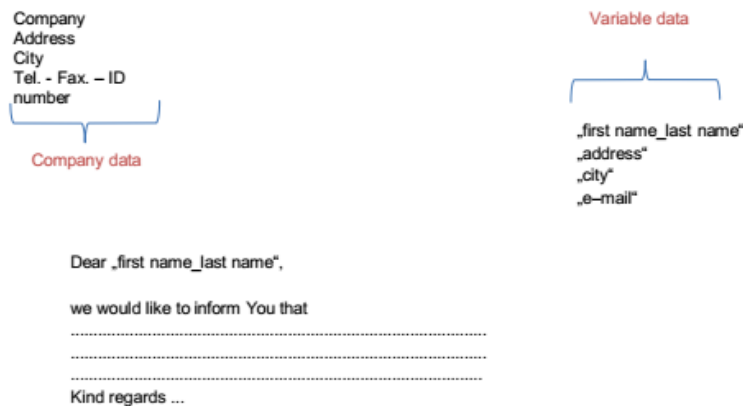


Mail Merge Icon

Using the Mailing Tab we can create circular letters, email-messages, etc.,

To create a circular letter select the mailing tab to choose the letter option and enter the details. In a click it creates the circulars to communicate.

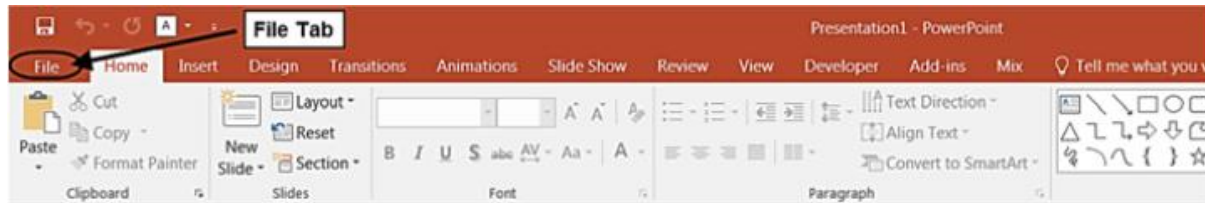
Sample Circular Letter



Getting started with a powerpoint program

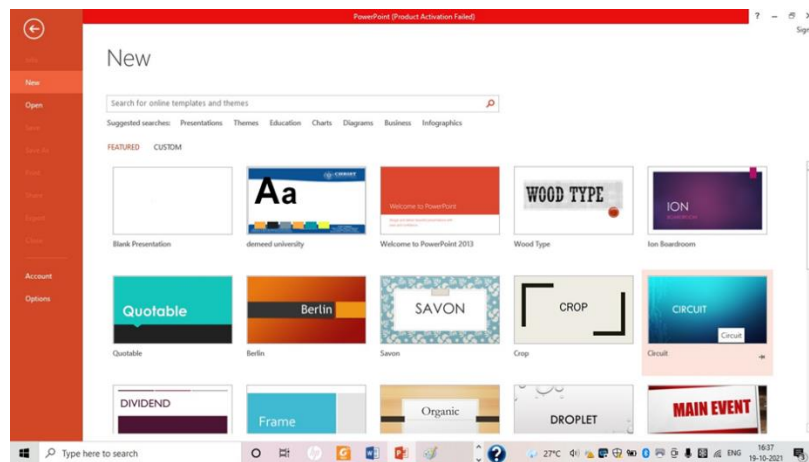
Opening a Power Point

To open the PPT click on the **File** tab menu and click on new PPT.



File Tab

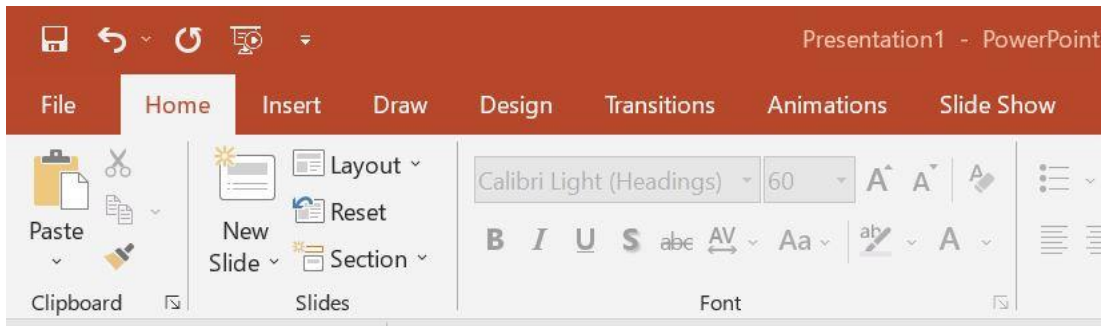
The **New option** provides you with various **ppt template** options:



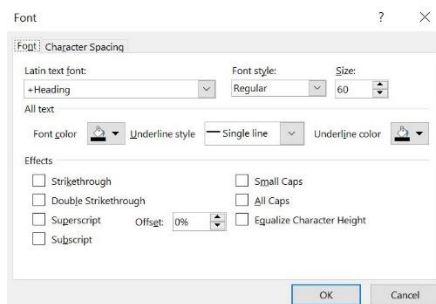
Creating PPT

Make sure you have a blank presentation open before beginning this task...

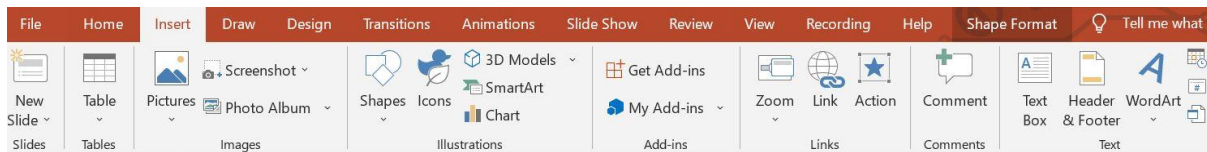
- To display the tooltip, click in a text placeholder on the slide, then click on the **HOME tab** and point to the dialogue box launcher in the Font group.



- To open the Font dialogue box, click on the dialogue box launcher.
- This dialogue box includes sophisticated font formatting options. To see additional possibilities, click on the tabs...

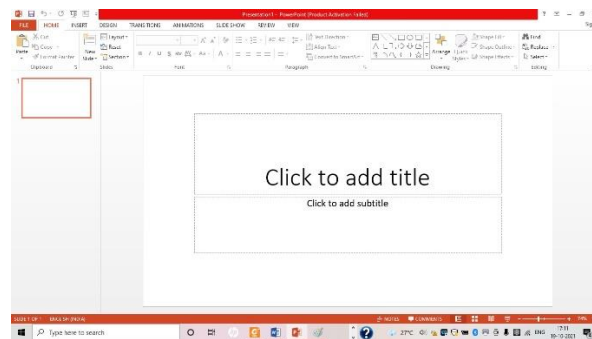
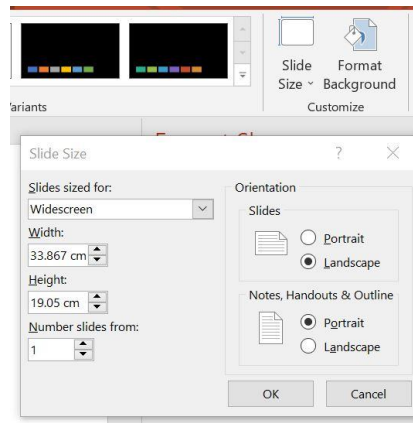


To launch the Header and Footer dialogue box, first click on the **INSERT** tab, then on Header & Footer in the Text group.



Several menu options launch a dialogue box...

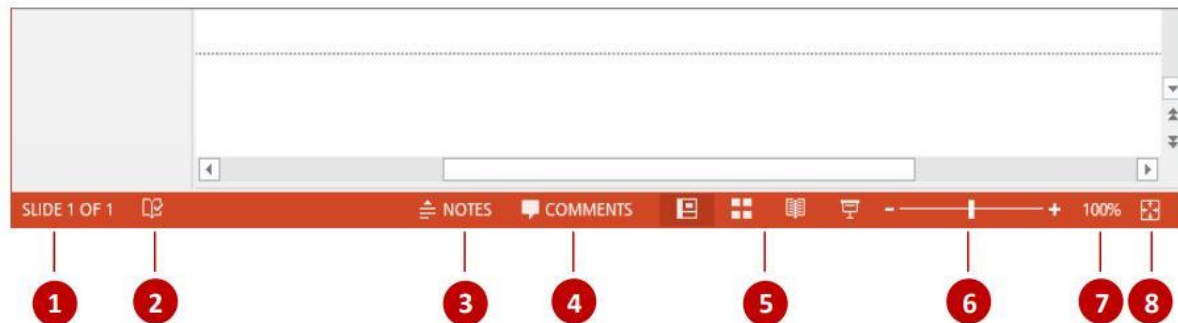
Click on the **DESIGN** tab, then on Slide Size in the Customize group to access a menu of choices, and finally on Custom Slide Size to open the Slide Size dialogue box.



If you wish a subtitle, click within the smaller placeholder and write your text. If you do not want a subtitle, simply disregard the placeholder box.

Know the status bar.

The bottom of the PowerPoint window has a **status bar** that runs across it. It is a helpful tool that shows information like the current slide. Errors in number and spelling (if there are any). It additionally includes tools that can be used to alter the magnification and presentation view. You are able to change the information in the status bar by customizing it.



1 -In the slide window, the Slide Number specifies which slide is now visible. Slide 1 is now displayed in the slide pane in this example. This indicator also indicates the total number of slides in the presentation — in this example, there is only one.

Demo Video: <https://www.youtube.com/watch?v=XF34-Wu6qWU>

2 When there are **spelling mistakes** in the presentation, a little cross will appear in place of the tick on the icon. You can open the Spelling task window by clicking the spelling icon, where you can rectify the errors.

3 Click **Notes** this is where you can type information for the presenter that does not appear in the slide show.

Microsoft-Help Document: <https://support.microsoft.com/en-us/office/create-a-presentation-in-powerpoint-422250f8-5721-4cea-92cc-202fa7b89617>

4 To access the Notes page, click Notes. Here you can type information for the presenter that does not shown in the slide show.

5 You can modify the presentation's view using the View tools. Normal, Slide Sorter, Reading View, and Slide Show are the options.

 The current zoom level is indicated by the Zoom Slider, with the centre mark indicating 100 percent. You can modify the zoom by dragging the marker or clicking on a specific point on the slider bar to select a zoom percentage. You can also zoom in or out by clicking the buttons at either end of the slider.

 The current magnification is displayed by this button. When you click the button, the Zoom dialogue box appears, allowing you to type or select a certain zoom percentage to increase or reduce magnification.

 If you change the zoom level of the slide in the slide window, click **Fit Slide** to Current Window to instantly restore it to fit the slide.

Various ways to view the Presentation File:

Normal View

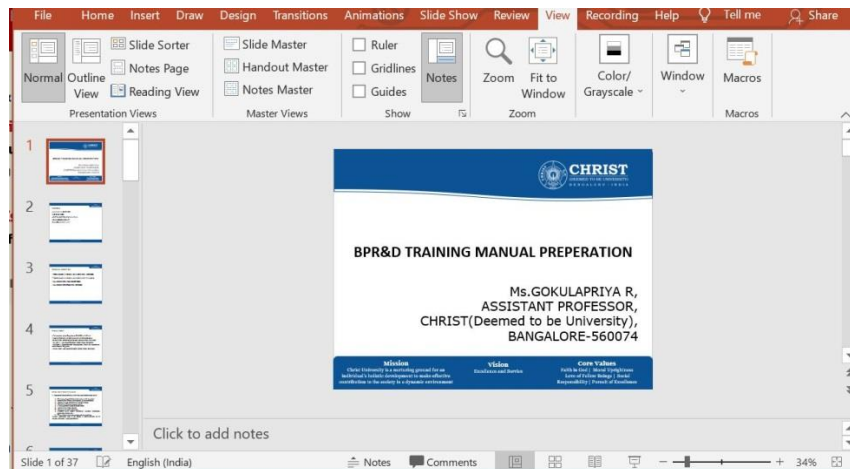
When developing presentations, you will spend the most of your time in Normal view. There are three working areas in the normal view.

On the left, the **Thumbnails window** displays thumbnails of your slides, allowing you to navigate across them. Navigate quickly to the selected slide.

The **Page of Slides** (main area of the window) shows the current slide.

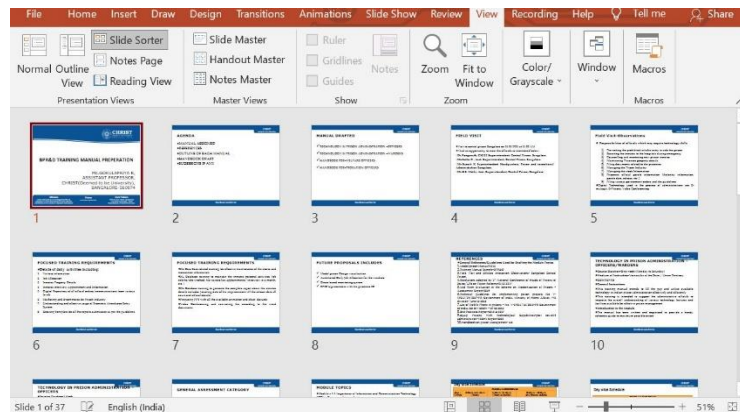
The **Notes pane** is located at the bottom of the screen. shows the slide notes. You can change the size of any object.

By moving the pane boundaries, you may change the order of the panes.



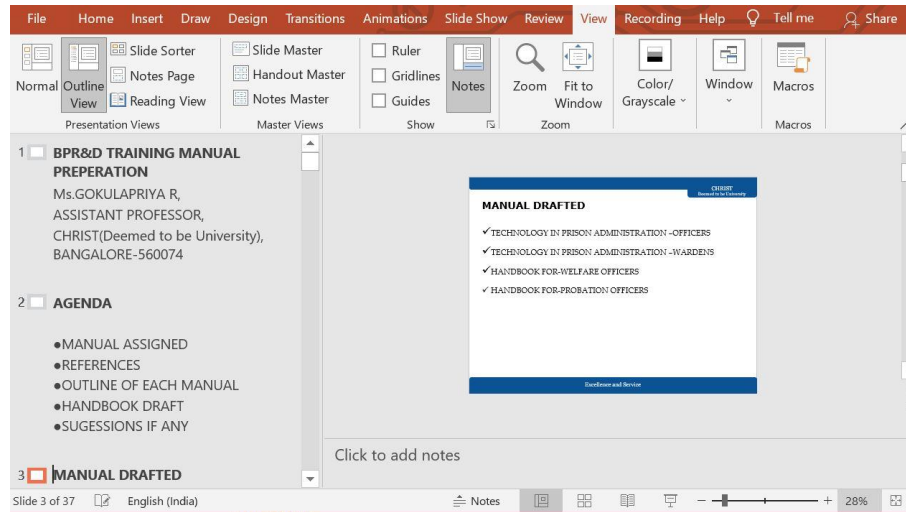
Slide Sorter View

Slides are shown as thumbnails in the Slide Sorter view. It is simple to move, add, and delete slides from this view; add speaker comments; construct sections, examine transition and animation effects; and create summary slides.



Outline View

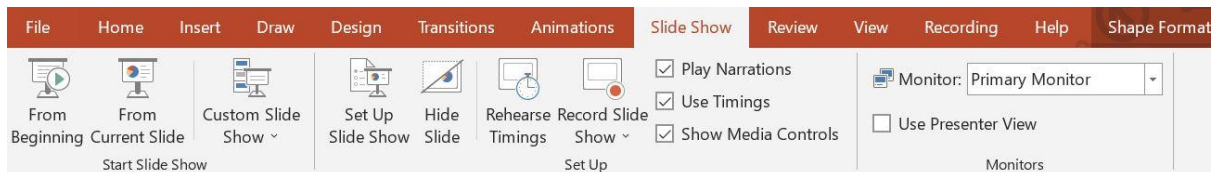
Outline view is identical to Normal view, with the exception that the **thumbnails** in the left pane are substituted with the **slide text** presented in outline mode, making it a great format for adding text.



Slide show view

Your presentation is shown as a slide show in the Slide Show mode. It appears on the whole monitor and looks just how the programme would seem to your audience.

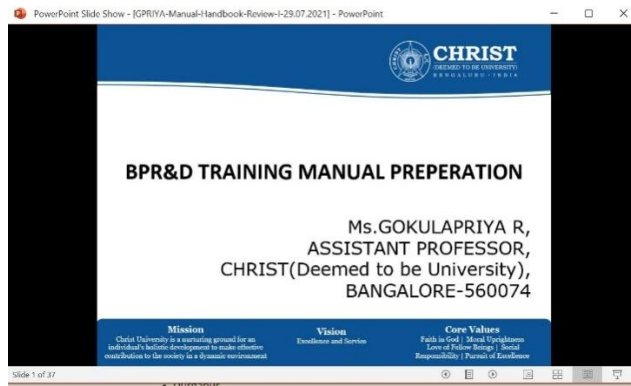
You may examine your graphics from this view. Timings, animations, and transition effects, among other things. Try out the slide show.



Reading View

Reading mode presents your presentation as a slide show, just as it will appear to your audience. Unlike the Slide Show mode, though, you may still switch between active windows and concentrate on other things.

You may examine your visuals, timings, animations, and transition effects from this view and test the slide show without having to quit it if you need to go to another.



Inserting picture in the presentation

Smart art gallery

In the SmartArt collection, there are **eight types of SmartArt graphics**:

List-For elements that do not follow a certain order, such as a list of essential objects or concepts

Use **Process** for objects or stages that have a specified order and end point,

For steps in a recurring series, **cycle**

Relationship-To demonstrate the interrelationships between things such as items and people

Matrix- for diagrams using grids

Pyramid - for a list of foods in descending order, such as the classic food pyramid

Picture **Office.com**, for example, may be used to create photo galleries and collages. Connect to **office.com** to see the layouts that are available for download

ANIMATION

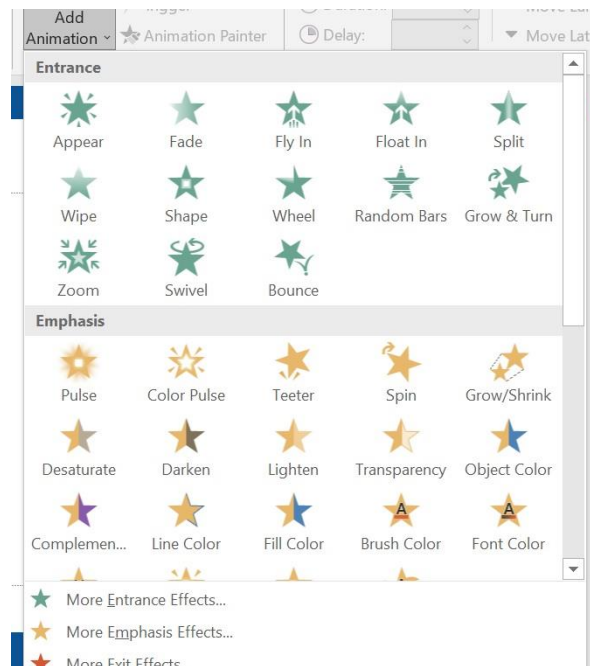
There are a variety of effect possibilities to apply to the objects or text inside your presentation under the **ANIMATIONS tab**, in the Animations gallery.

Each effect has an icon that shows how the effect works. The impacts are classified into **four categories**:

Entrance- The appearance of things on your slide is controlled by entrance effects. You might, for example, have individual lines of text fly in from the side of the slide, or have the slide titles fade in gradually as the slides appear.

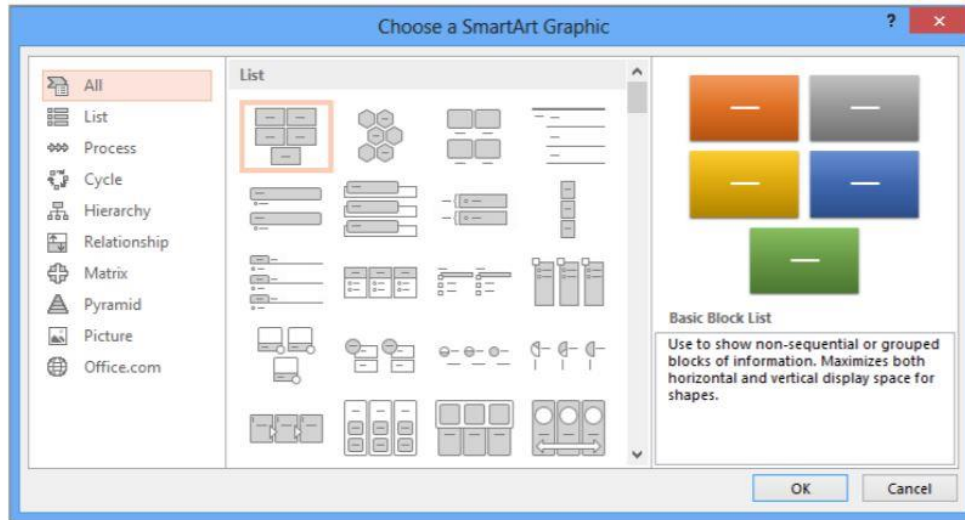
Emphasis The emphasis effects determine how the audience's attention is brought to the animated item. You could, for example, create a picture pulse or spin, or a line of text move in a wave form.

Exit Exit effects govern how the animated elements exit the slide.



Paths of Motion: The movement of your text or objects around the slide is controlled by motion routes. You could, for example, have items go up and down, in a certain form, or even construct your own bespoke route for an object to follow.

Transitions effects



TEXT ANIMATIONS

To add animation to text, do the following:

1. Select the text or text placeholder, then click the **ANIMATIONS tab**.
2. Select Animation by clicking the **More arrow**.
3. Select an **effect by clicking on it**.
4. Select **Preview** to see a preview of the slide.
5. When the **ANIMATIONS tab** is selected or the Animation task pane is viewed, animation tags display on a slide in Normal mode.
6. You should not animate points on the same slide with distinct effects under typical conditions.

OBJECT ANIMATIONS

To animate an item, do the following:

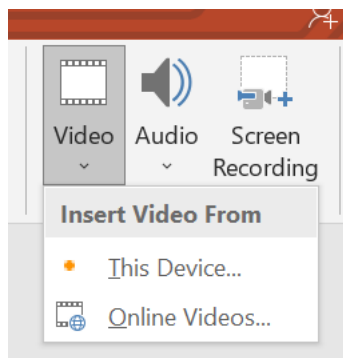
1. Choose the item, then go to **the ANIMATIONS tab**.
2. **Select Animation** by clicking the More arrow.
3. Select the **desired effect** by clicking on it.
4. To see a preview of the effect, click **on Preview**.

5. **Objects can be animated** in addition to text to emphasize a point or just to catch the audience's attention. However, be careful not to overuse the animation in a presentation.

Embedding video in ppt

There are two methods for **inserting a video**.

1. You can insert video into a content placeholder by clicking **Insert Video**.
2. You may use the required instructions on the **INSERT tab** if no placeholder is available.



To insert an internet video, do the following:

1. Click on the **INSERT tab**, then on Video in the Media group.
2. Choose **Online Video**, enter your search query, and click.
3. Choose **a video and press the [Insert] button**.

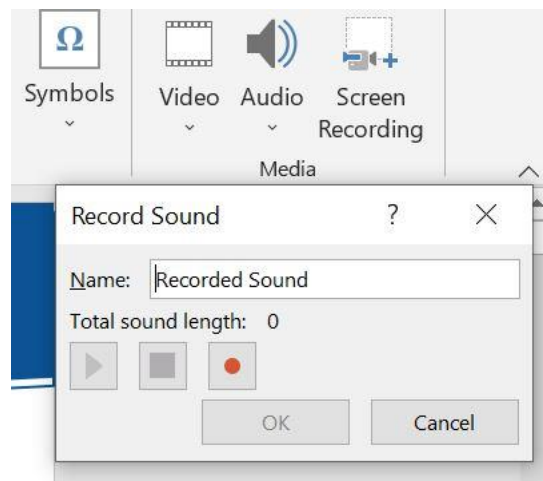
Rather of embedding media into your presentation, you can use a linked media file. To do so, go to the **INSERT tab**, then to the Media group, then to Video, then to Video on My PC, then to the desired media file, then to the drop arrow for [Insert], then to Link to File.

INSERTING THE AUDIO

To insert an audio clip, do the following:

1. Select the **INSERT tab**, then select Audio from the **Media group**.
2. Locate the clip and press the [Insert] button.

3. Select the **AUDIO TOOLS:** To interact with the audio choices, use the **PLAYBACK** tab.

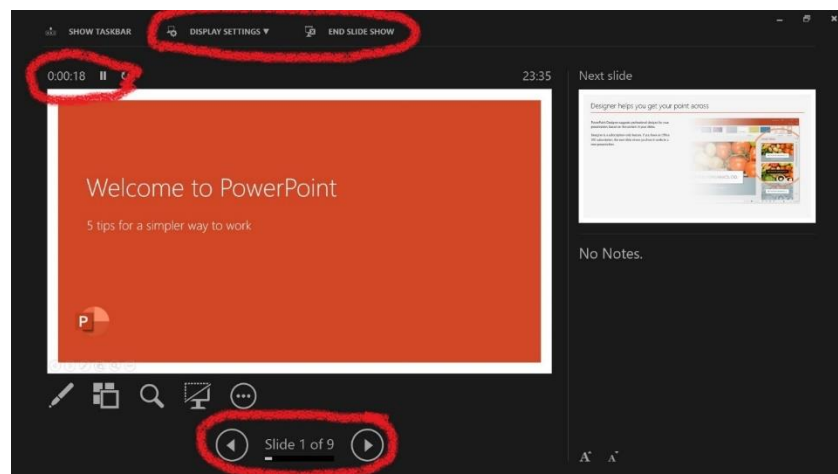


You can record your own audio and save it to your computer if you attach a microphone.

You may enter audio from your computer by clicking on the **INSERT** tab, then on **Audio** in the **Media** group, and finally on **Audio on My PC**. Choose the needed file(s).

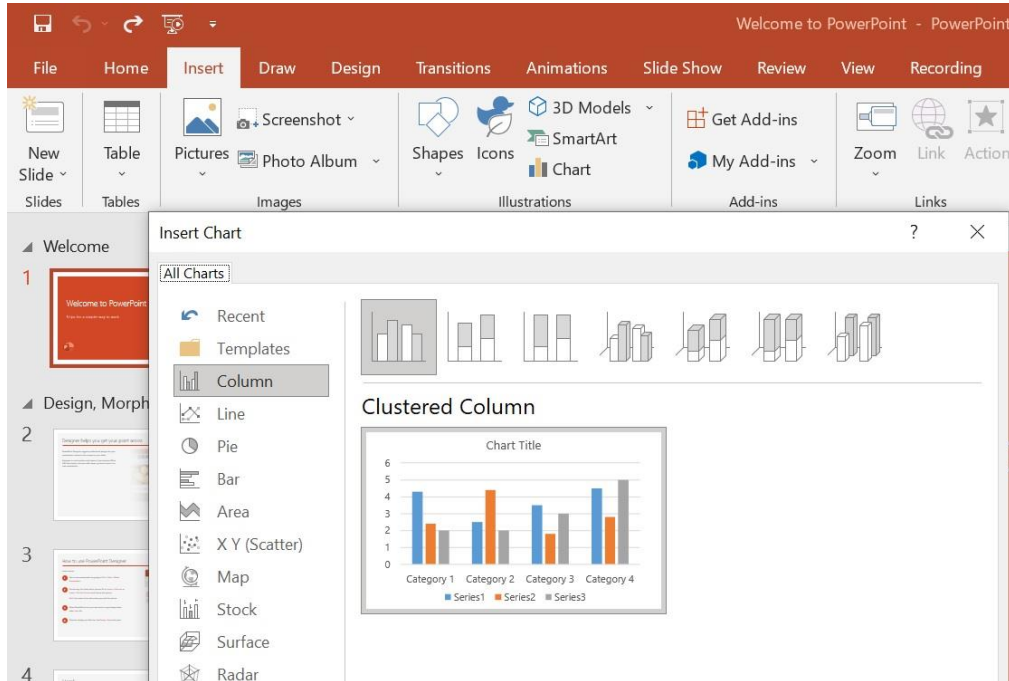
PRESENTER VIEW

Presenter view lets you see a type of backstage of the presentation, including **timer, notes, slide numbers, active slide** and a **preview of the next slide**, while



the audience watches the slide show itself, so you can always be prepared and in control.

ADDING XL CHARTS IN THE PPT



To copy and connect an **Excel chart**, do the following:

1. In Excel, select the chart.
2. In the Clipboard group, click Copy.
3. Select the slide in PowerPoint
4. Select Paste

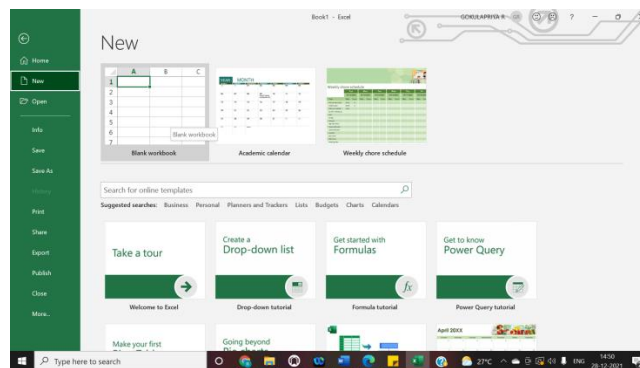
DESIGNING DATABASE USING EXCEL

Demo Video on DB CREATION & EXCEL -

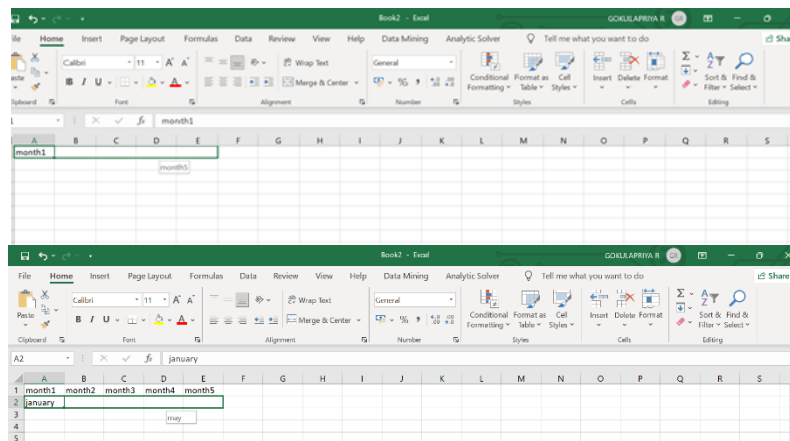
<https://drive.google.com/file/d/1XSvyEc0ECJcCQRNTBmPwKkCmIBWaIhQ6/view?usp=sharing>

Creation of work sheets

Select the option from the **New menu**.

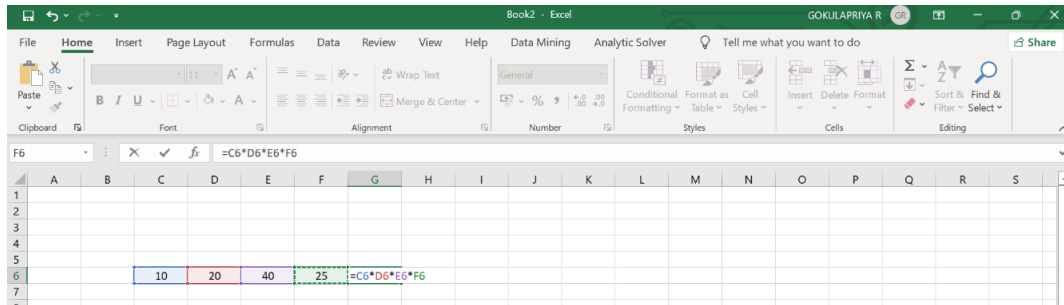


Auto-fill- Excel includes a tool that gives option as AutoFill to spread it to the other cells automatically. To fill in the series not by doing other types of arithmetic such as square, multiplication, and so on.



Formulae& Functions

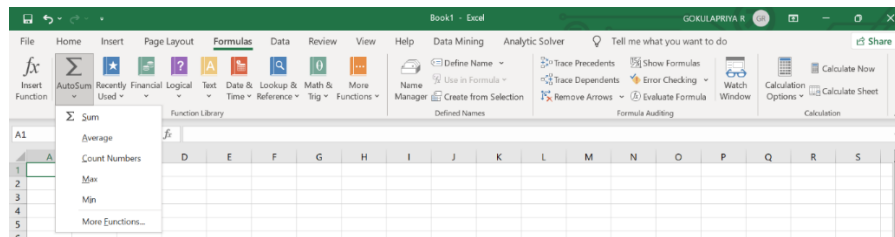
Excel formulae may be used to execute a variety of processes. utilize Excel's pre-programmed formulae known as functions. To multiply numbers, simply enter the relevant values and mathematical symbol (* for multiply).



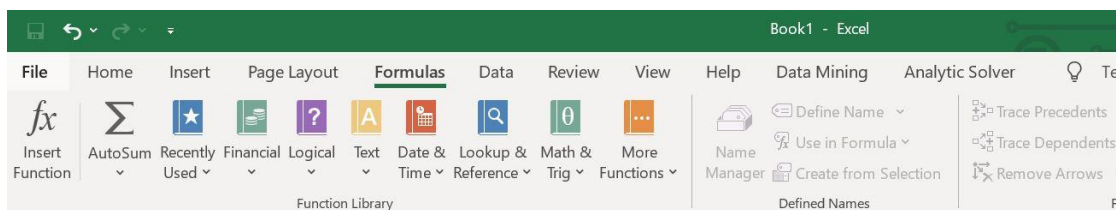
Excel can also conduct more sophisticated calculations, such as calculations for the cell itself, regardless of its content.

Functions

There are numerous methods for inserting functions. Select one of the following techniques to insert your function.

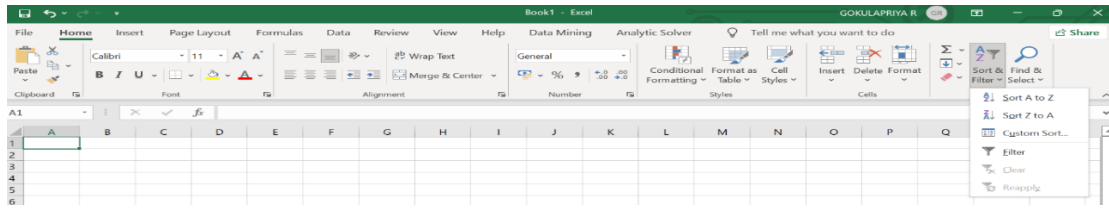


Select More Functions from the Home ribbon by clicking the arrow next to the AutoSum symbol.



Sorting and filtering

Sorting helps for a rapid sort (Sort Smallest to Largest and vice versa).

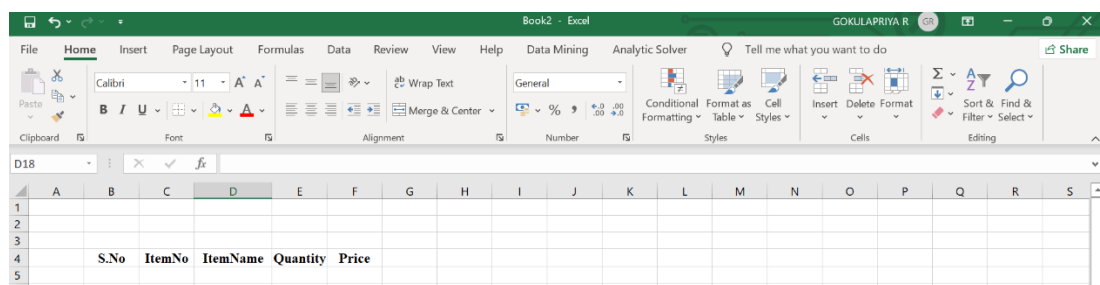


To sort with more number of column do the following steps:

1. Select the first column to sort from the Column drop-down menu. Click the Add Level button to sort several columns at once.
2. Under Sort On, select how you want to sort. In addition to data, cell and font colour based sorting is also possible.
3. Select sort A-Z and sort Z-A or Custom List under Order.
4. Click OK to complete the sort.

Inventory processing

1. Start the Microsoft Excel application.
2. Open a blank workbook.
3. Create the headings for your inventory list. These headers will reflect the various objects you want to keep track of products.



4. Fill up your worksheet with all of the inventory information you wish to keep track of. Use Excel formulae to perform all totals and computations.

The screenshot shows an Excel spreadsheet with a table of inventory items. The formula bar at the top displays the formula $=E5*F5$. The table data is as follows:

S.No	ItemNo	ItemName	Quantity	Price	
1	101	Soap	150	45	$=E5*F5$
2	102	Oil	10	80	800
3	103	Washing Powder	50	45	2250
4	104	Floor Cleaner	25	150	3750
5	105	Distill Water	25	200	5000

5. Save your work. Save your worksheet in the place of your choice. Remember to type the file name of the spreadsheet.

Report Generation

Excel may act as a great intermediary between manual inventory and inventory management software. With an Excel spreadsheet, you'll have access to a wide range of data. Use this data to help you make decisions and anticipate results.

Predicting patterns and consequences is one of the aims of inventory management. Use this information to help you through the procedure.

You'll be able to discover patterns and problems over time by moving information from your Excel sheet into various forms (charts, tables, graphs, etc.). This can have a favourable influence on your bottom line.

Cyber Security and Forensics

Cyber Crime:

Cybercrime is defined as "any criminal conduct in which a computer, communication device, or computer network is used to commit or aid a crime."

Cybersecurity: Cyber security is defined as the availability, integrity, and confidentiality of information systems and networks in the face of assaults, accidents, and failures, with the purpose of safeguarding operations and assets.

Forensics Forensic science is any science that is applied in the criminal justice system.

Digital Forensics

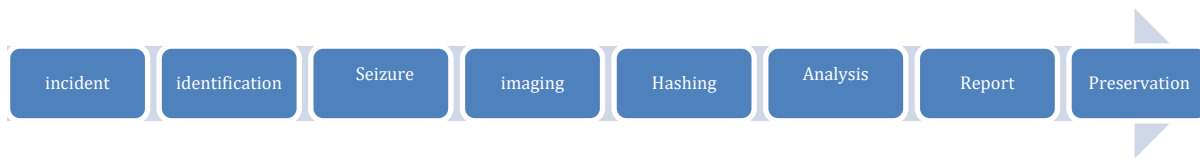
Forensic science can be utilized for a variety of purposes, including:

- Demonstrate the elements of a crime
- Verify or refute statements made by victims or suspects.
- Determine the identities of the deceased or suspects.
- Create a link to a crime or a crime site.

Digital Forensics

In India, the relevance of digital forensics cannot be emphasised. With the availability of inexpensive mobile data, the number of smartphone users in the nation has increased dramatically, as has the number of cybercrimes. Several cyberattacks have occurred across the country in the contemporary digital era, and they are expected to expand not only in India but globally.

A Quick Overview of Cyber Forensics



Social Media

Social media is a type of communication that takes place on the internet.

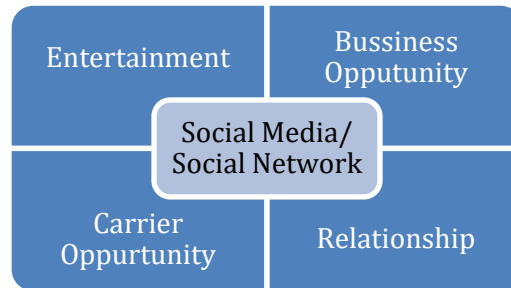


Fig: Purpose of social media

Security issues in social media

Phishing URLs are occasionally used in conjunction with social engineering to fool people into giving sensitive information. Even if the website appears to be authentic, never enter credentials into it directly from an email link.

Scammers frequently make promises of money in exchange for monetary compensation. For example, in exchange for shipping fees, a targeted consumer could receive a free iPhone. If the offer appears to be too good to be true, it is most likely a fraud.

Malicious attachments: Rather than fooling people into disclosing personal information, a smart attack can employ email attachments to install malware on a corporate workstation. Never run macros or executables from an email message that appears to be innocent

Imitation of a well-known brand. The attacker can fool clients into thinking inquiries are coming from the actual brand by using brand employee identities. This could be used to persuade people to reveal personal information or login credentials.

Data theft and site compromise with enough information from social media, an attacker may create malware specifically for the company or launch an attack that grants access to the internal network, allowing the attacker to exfiltrate data.

Disseminate malware. An attacker could build domains and webpages that pretend to be the actual firm and deceive customers into downloading malware or supplying credentials, similar to brand impersonation.

A **data breach** has occurred. If an attacker acquires access to an organization's account credentials, it could result in a major data breach.

Threats on social media and How to Avoid Them

Stopping social media risks requires education. Individuals have the ability to educate themselves.

There are dangers of releasing too much personal information to the public online. If the attacker has access to private feeds, even private social media accounts could be exploited in an attack.

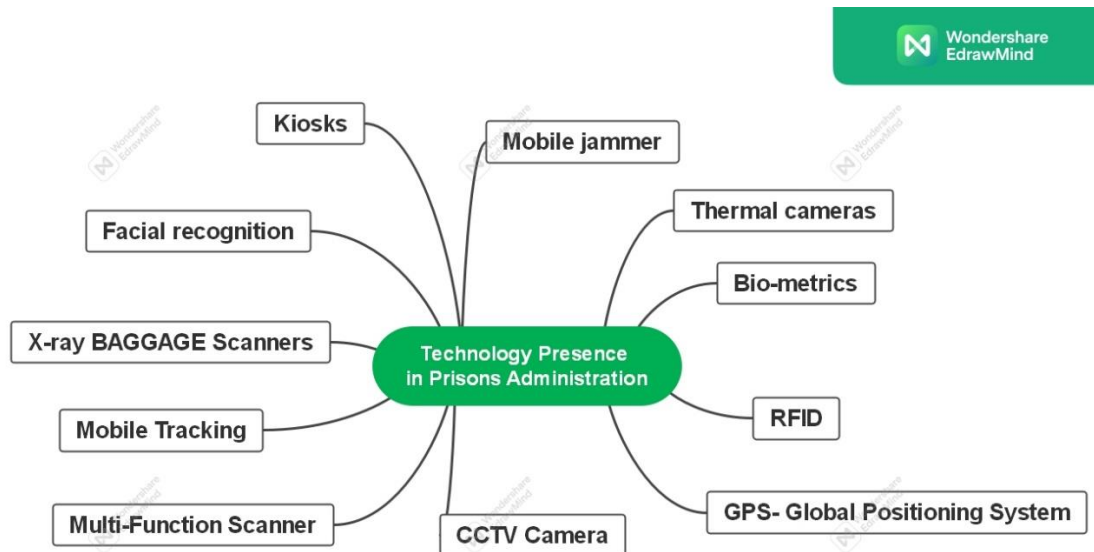
- Never post sensitive personal/official information or anything that could be utilized in an account takeover on their social media profiles.
- Use ad blockers. If ad blockers aren't an option, avoid clicking advertising, especially popups that ask them to download software in order to read information.
- Even if they work in the same department, do not share passwords.
- Individuals should perceive this strategy as suspicious since attackers exploit fear and urgency in their engagements.
- Ignore communications or social media posts urging them to act swiftly.
- Accept no friend requests from strangers, even if the user shares multiple friends.
- On public Wi-Fi hotspots, avoid using social media sites. Man-in-the-middle (MitM) attacks are commonly used to snoop on data over public Wi-Fi networks.
- Passwords for any user accounts should be changed on a frequent basis.
- You are encouraged to update the passwords for private social media accounts.

Demo:

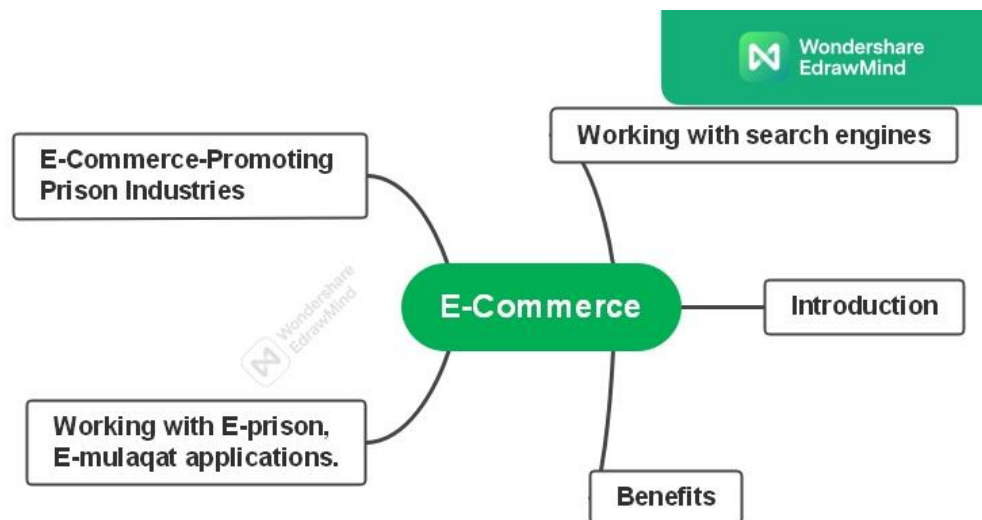
- **Ref:**<https://ncrb.gov.in/>
- **Ref:**[National Cybercrime Training Centre \(CyTrain\) \(ncrb.gov.in\)](https://ncrb.gov.in/cybercrime-training-centre)
- **Ref:**[Cyber Crime Portal](https://ncrb.gov.in/cyber-crime-portal)

SECTION -2 MIND MAPS

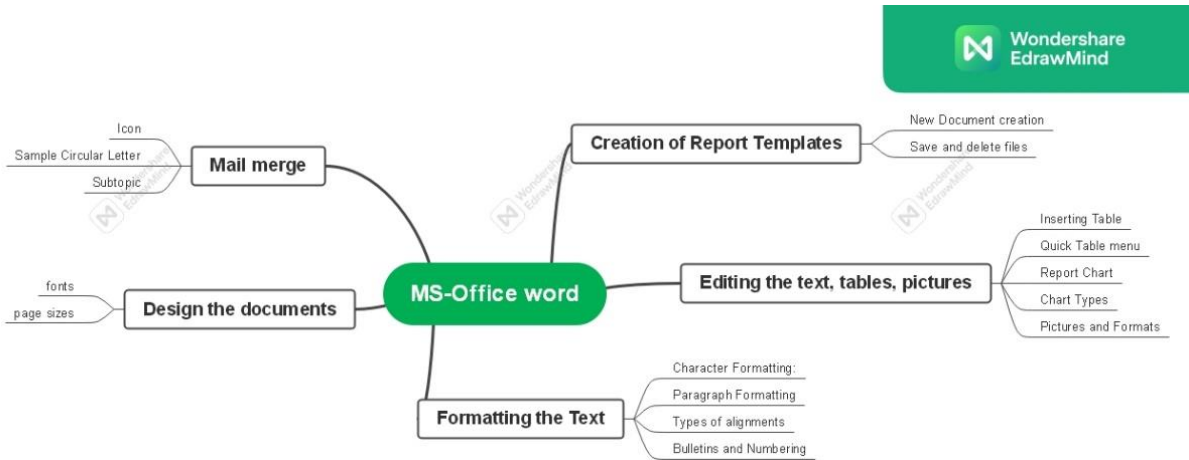
Equipments available for prison administration



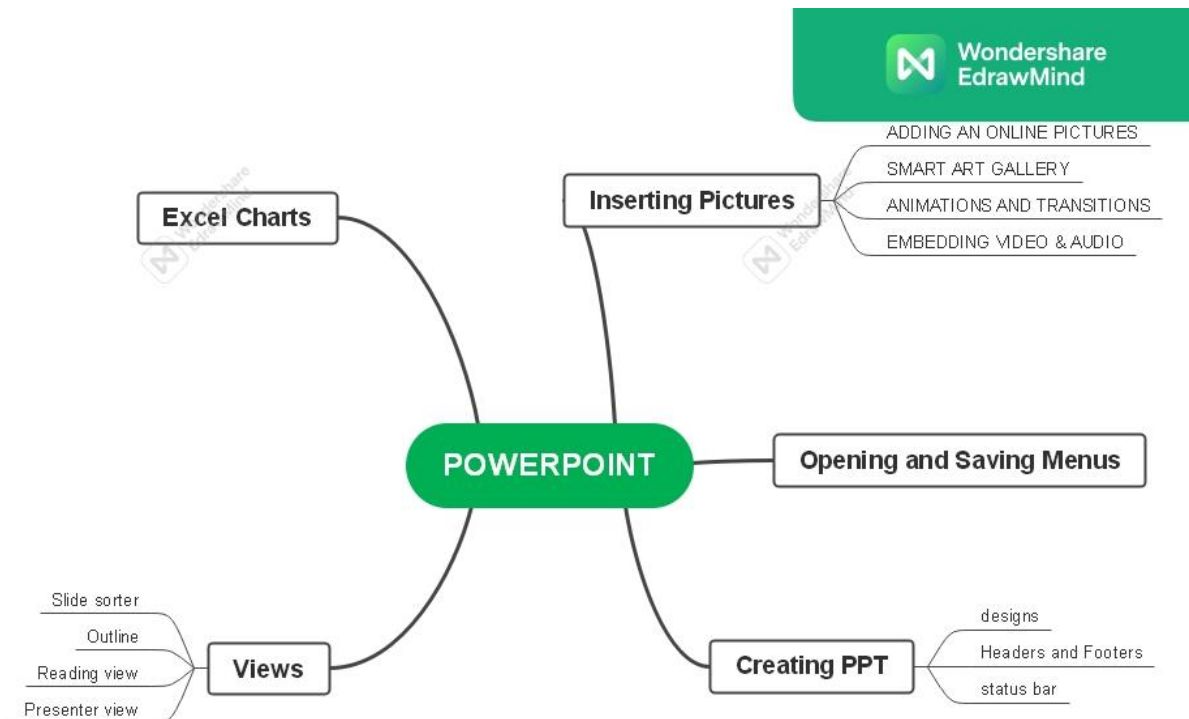
Day 1 Revision



Day 2 Revision



Day 3 Revision



Section - 3 Videos & Films

Videos & Films

LU	Links
1.1	Prison Reforms: https://youtu.be/K02BaDGcBcM
5.1	Demo Video: https://www.youtube.com/watch?v=XF34-Wu6qWU
5.2	Microsoft-Help Document: https://support.microsoft.com/en-us/office/create-a-presentation-in-powerpoint-422250f8-5721-4cea-92cc-202fa7b89617
5.3	Create a presentation in PowerPoint (microsoft.com)
8.1	Short films: https://ncrb.gov.in/sites/default/files/videos/SampleVideo_1280x720_1mb_1.mp4
8.1	e-VERIFIACATION OF THE CERTIFIACTE will be done using Digi locker application. https://www.digilocker.gov.in/https://youtu.be/p7YoyREvan https://youtu.be/Y9WutHc_Zsk https://www.youtube.com/watch?v=PPZ7Lu67c_Y https://www.youtube.com/watch?v=8gyjAYbPysE https://ncrb.gov.in/sites/default/files/videos/SampleVideo_1280x720_1mb_1.mp4
8.2	Portal links: https://eprisons.nic.in/public/SelectMISState.aspx https://www.mha.gov.in/ https://ecommitteesci.gov.in/icjs/ :::CCTNS::: (digitalpolicecitizenservices.gov.in) https://crimesolutions.ojp.gov/. https://www.unodc.org/ www.mha.nic.in www.bprdnic.in/ www.nhrc.nic.in/
8.3	India Best Practices https://www.mha.gov.in/MHA1/PrisonReforms/NewPDF/BestPrisonPractice08112010.pdf https://robinainstitute.umn.edu/articles/best-practices-corrections-systems-level-challenges-implementing-evidence-based-practices US https://www.justice.gov/archives/prison-reform https://nij.ojp.gov/library/publications/first-step-act-best-practices-academic-and-vocational-education-offenders

key trends and challenges in prison systems worldwide.

<https://youtu.be/kaFLRa3mcmY>

AI based prison: Australia:

<https://www.9news.com.au/national/silverwater-jail-inside-new-block-artificial-intelligence-sydney-nsw/37e7152b-f6dd-4ad8-bf53-2b1ece3f5dbf>

Drone usage:

<https://www.9news.com.au/national/victorian-prisons-equipped-with-new-technology-to-crackdown-on-drone-smuggling/530f1f5e-73ab-4de9-b925-12ceaa06b16f>

<https://timesofindia.indiatimes.com/city/lucknow/ai-based-drones-to-keep-an-eye-on-banda-dist-jail/articleshow/81978440.cms>

Future Jails:

<https://www.youtube.com/watch?v=UFFwlsCzb0U>

Digital supports

<https://www.russellwebster.com/pla-digital-divide/>

<https://dora.dmu.ac.uk/bitstream/handle/2086/10866/Digital%20Landsc ape%20of%20Prisons%20PSJ%20Knight.pdf?sequence=1&isAllowed=y>

<https://www.newindianexpress.com/states/tamil-nadu/2020/sep/19/tamil-nadu-becomes-first-state-to-unveil-ethical-ai-blockchain-cybersecurity-policies-in-country-2199187.html>

Jarvis AI

<https://www.deccanchronicle.com/technology/in-other-news/071119/indias-own-jarvis-ai-to-monitor-prison-activities-across-70-indian-ja.html>

<https://www.dtnext.in/technology/2019/11/07/up-is-using-ai-jarvis-to-scrutinise-prisons>

<https://www.indiascienceandtechnology.gov.in/communitysuccessstories/execution-reformative-approach-promote-societal-acceptance-prison-inmates>

<https://www.youtube.com/watch?v=zNpehw-Yjvs>

High-tech Jails

<https://www.youtube.com/watch?v=EywDZBmnB8>

Future prisons :

<https://www.youtube.com/watch?v=6z3QnBNrTKE>

VR -in prisons

<https://www.youtube.com/watch?v=UZXTEkHj7Vw>

Change in prisons Goes High Tech (Singapore)

https://www.youtube.com/watch?v=9ph_pTYN9uo

	Prison Without Guards – Transformation & Technology (Singapore prison): https://www.youtube.com/watch?v=BnBxucYnKDk
9	National Crime Records Bureau (ncrb.gov.in) Ref: Online Safety Tips (ncrb.gov.in) Microsoft Word -final compilation of Cyber Dost tweets in Booklet.docm Safe-online https://cytrain.ncrb.gov.in/staticpage/pdf/safe_use_of_social_media_platform_brochure.pdf Economic fraud: brochure 3.cdr (ncrb.gov.in) Tips Cyber Crime Awareness Tips (ncrb.gov.in) Safe online: New broucher 2.cdr (ncrb.gov.in) Cyber Crime Portal

Other Ministries/ Departments /Organizations States Website Link

1. Supreme Court of India- <https://main.sci.gov.in/>
2. Ministry of Home Affairs- www.mha.nic.in/
3. Bureau of Police Research & Development <http://bprd.nic.in/>
4. National Human Rights Commission <http://nhrc.nic.in/>
5. National Crime Records Bureau - ncrb.nic.in/
6. Commonwealth Human Rights Initiative
<http://www.humanrightsinitiative.org/>
7. Penal Reform International <https://www.penalreform.org/>
8. National Institute of Corrections <http://nicic.gov>

REFERENCE

1. Fundamentals of Internet Applications BY Anurag Gupta, Vikram Sharma and Anshuman Sharma, Lakhanpal publishers, Amritsar.
2. Electronic Devices, Global Edition 10th Edition by Thomas L. Floyd.
3. Cyber Kids, Cyber Bullying, Cyber Balance - by Barbara C. Trolley , Constance Hanel - Corwin; 1st Edition.
4. The Teen's Guide to Social Media... and Mobile Devices: by Jonathan McKee
5. Troubleshooting, Maintaining & Repairing PC's – Fifth edition – Stephen. J. Bigelow Tata McGraw – Hills Publishing Company Limited, New Delhi.
6. Voice and video conferencing fundamentals – Scott Firestone, Thiya Ramalingam, Steve Fry, Cisco Press; 1st edition.

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. ASSESSMENT – MCQ**
- 8. NOTE FOR THE FACILITATOR ON PANEL DISCUSSION**
- 9. PRISON STATISTICS, 2021 (IN BRIEF)**

(Name of the Training Institute)

(Name of the Course)

(Date)

REGISTRATION FORM

PARTICIPANT DETAILS

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

ORGANIZATION DETAILS

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

RESIDENTIAL DETAILS

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

Signature
Name
Date

PRE-COURSE ASSESSMENT EXERCISE

Answer the following –

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

POST-COURSE ASSESSMENT EXERCISE

Answer the following –

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

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)

APPENDIX-6

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.

APPENDIX-7

Questions for Assessing Trainees

1. What is your takeaway from this training?
2. What are advantages of using technology in prisons?
3. Briefly describe any international good practice on usage of technology in correctional administration?
4. Briefly describe any good practices related to technology implementation in Indian correctional administration.
5. Share your plan to incorporate your knowledge. Mention one new initiative.

MULTIPLE CHOICE QUESTIONS (MCQ)

(Answers are marked and highlighted)

Assessment can be done using A Google form or Hard Copy of the questionnaires can be given to collect to evaluate and understand the trainee's training outcome.

1. In MS Word, which item in the File pull-down menu is used to close a file?
 - a. New
 - b. Quit
 - c. Close
 - d. Exit
2. An Excel Workbook is a grouping of?
 - a. Workbooks
 - b. Worksheets
 - c. Charts
 - d. Worksheets and Charts
3. Which key in MS Word should be pressed to start a new paragraph?
 - a. Down Cursor Key
 - b. Enter Key (Answer)
 - c. Shift + Enter
 - d. Control + Enter
4. Which section of an Excel window allows you to enter values and formulae?
 - a. Title Bar

- b. Menu Bar
 - c. Formula Bar
 - d. Standard Tool Bar
5. Using which option, data can be sorted in ascending or descending order.
- a. Sort command from Table menu
 - b. Sort command from Data menu (Answer)
 - c. Sort command from Tools menu
 - d. None of these
6. How do I make a bulleted list out of a regular list?
- a. Select list and press bullets icon in toolbar
 - b. Press bullets icon in toolbar
 - c. Select list and select format --> bullets and numbering
 - d. Both A and C
7. Which MS Word menu can be used to adjust the page size and typeface?
- a. View
 - b. Tools
 - c. Format
 - d. Data
8. What does the Ctrl + I shortcut key in Microsoft Word accomplish?
- a. It converts selected text into the next larger size of the same font
 - b. It adds a line break to the document

- c. It makes the selected text bold
- d. It applies Italic formatting to the selected text.

9. Which Shortcut for inserting the current date into a word document?

- a. Shift+d
- b. Ctrl+shift+d
- c. Alt+shift+d
- d. Ctrl+d

10. Which bar is typically seen beneath the Title Bar and provides classified options?

- a. Menu bar
- b. Status Bar
- c. Tool bar
- d. Scroll bar

11. What is the purpose of headers and footers in a document?

- a. To enhance the overall appearance of the document
- b. To mark the starting and ending of a page
- c. To make large document more readable
- d. To allow page headers and footers to appear on document when it is printed

12. Which of the following is not included in a typical office suite?

- a. Word Processor
- b. Data base
- c. Image Editor
- d. File Manager

13.Which of these toolbars allows you to change the fonts and sizes?

- a. Standard
- b. Formatting
- c. Print Preview
- d. None of these

14.By default how many sheets are there in an Excel Workbook?

- a. 2
- b. 3
- c. 4
- d. 5

15.In MS Word what does Ctrl + B shortcut accomplish?

- a. It converts selected text into the next larger size of the same font
- b. It adds a line break to the document
- c. It makes the selected text bold
- d. It applies to Italic formatting ofthe selected text

16.Which shortcut is used to align center?

- a. CTRL+j
- b. CTRL+e

- c. CTRL+r
- d. CTRL+l

17.How to find a particular word in a word document ?

- a. CTRL+F
- b. CTRL+S
- c. CTRL+R
- d. CTRL+Y

18.Determine which function instructs the word processor to align all text to fit within the specified margins.

- a. Auto correct
- b. Auto text
- c. Auto format
- d. Word wrap

19.MS Excel formula always starts with this -----Symbol

- a. +
- b. &
- c. #
- d. =

20.A new presentation can be created from

- a. Blank Presentation
- b. From Existing Presentation
- c. From Design Template
- d. All of above

21.Format painter is used

- a. To paint pretty pictures on your slides
- b. To copy formatting from one object or piece of text and then apply it elsewhere
- c. To change the background colour of your slides
- d. To paint pretty pictures on background of slides

22.What is the use of Notes in slides?

- a. It will be display at the time of Slide Presentation
- b. This helps in mentioning key Note points about the slide
- c. This is just for printing purpose only
- d. Notes cannot be inserted in Slides

23.Speaker comments in Power Point can be viewed in which of the below options?

- a. Normal
- b. Slide show
- c. Slide sorter
- d. Notes page view

24.What are the three options available in Insert >> Picture menu?

- a. Clipart, Pictures, Shapes
- b. Clipart, From File, Shapes
- c. Clipart, From Files, AutoShapes
- d. Clipart, Pictures, AutoShapes

25.Name the slide that is used to introduce a topic and set the tone for the presentation

- a. Table slide
- b. Graph slide
- c. Bullet slide
- d. Title slide

NOTE FOR THE FACILITATOR ON THE PANEL DISCUSSION

Instructions to Course Coordinator

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

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

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

Group Discussion :

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

Cull out the important points that emerge from the discussion

Action Plan : Group Work Activity

Prison based Rehabilitation programs

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

APPENDIX - 9

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>