

Training Manual for Specialised Course for Prison
(Asst. Jailor to Superintendent of Prisons)
on
Best Practices in Prison Administration
(One Week)
2022



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Message

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

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

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

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

(Balaji Srivastava)

"Promoting Good Practices and Standards"

"Promoting Good Practices and Standards"

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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 Judgments 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

In the present context, it was found that best practices in prisons exist in many states and are broadly related to security, use of technology, staff development, prison management, women prisoners, correctional programs, Prison Industries, and reintegration of offenders etc. One way to train Prison cadre more effectively is to expose them to various Best practices in Prison administration in India as well as across the world. These training Programs on “Best Practices in Prison administration” will inculcate a sense of purpose and direction for Indian Prisons.

The objective of this five-day course on Best practices in Prison administration for Officers of the rank of Assistant Superintendent to Superintendent of Prisons which has eighteen Learning Units is to make Prison officers aware of best practices in Prison administration across the country and the world and to provide a platform for Prison officers to showcase the best practices in their Prisons.

(For Trainers & Participants)



COURSE GUIDE

**Training Manual for Specialised Course for Prison
(Asst. Jailor to Superintendent of Prisons)
on
Best Practices in Prison Administration
(One Week)**

INTRODUCTION

An organization 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 make Prison officers aware of best practices in Prison administration across Indian Prisons and also World Prisons and to provide a platform for Prison officers to showcase the best practices in their Prisons too their states and Prisons.

DESIGNED FOR

Asst. Superintendent or Deputy Jailor rank officers to Superintendent of Jails rank officers.

FACILITATORS are In House faculty 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’ simulated by the use of field-based situations and sharing of best practices in prison management. Therefore, participants are expected to take responsibility, both for their own learning and in helping the development of other participants. Participants will be encouraged to share their learning experience with others, and to give and receive support and feedback.

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

Learning Unit -1:

Training Objective: To explain the best practices in Delhi Prisons.

Enabling Objective: 1. List the best practices in Delhi Prisons

2. Compare existing practices in their jails to that of New Delhi Prison.
3. Explain the best practices in New Delhi Prison.

Learning Unit -2:

Training Objective: To explain the best practices in Telangana Prisons

Enabling Objective: 1. List the best practices in Telangana Prisons

2. Compare existing practices in their jails to that of Telangana Prisons.

3. Explain the best practices in Telangana Prisons.

Learning Unit -3:

Training Objective: To explain the best practices in Himachal Pradesh & UP Prisons.

Enabling Objective: 1. List the best practices in HP & UP Prisons.

2. Compare existing practices in their jails to that of HP & UP Prisons.

3. Explain the best practices in HP & UP Prisons.

Learning Unit -4:

Training Objective: To explain the best practices in Madhya Pradesh & Rajasthan Prisons.

Enabling Objective: 1. List the best practices in Madhya Pradesh & Rajasthan Prisons.

2. Compare existing practices in their jails to that of Madhya Pradesh & Rajasthan Prisons.

3. Explain the best practices in Madhya Pradesh & Rajasthan Prisons.

Learning Unit -5:

Training Objective: To explain the best practices in Maharashtra, Kerala and Tamil Nadu Prisons.

Enabling Objective: 1. List the best practices in Maharashtra, Kerala and Tamil Nadu Prisons.

2. Compare the best practices Maharashtra, Kerala and Tamil Nadu Prisons.

3. Explain the best practices in Maharashtra, Kerala and Tamil Nadu Prisons.

Learning Unit -6:

Training Objective: To explain Work life balance techniques.

Enabling Objective: 1. List Work life balance techniques.

2. Explain work life balance techniques

Learning Unit -7:

Training Objective: To explain ethics and values needed for a good Prison officer.

Enabling Objective: 1 Identify ethics and values needed for a good Prison officer.
2. Explain ethics and values needed for a good Prison officer.

Learning Unit -8:

Training Objective: To explain the best practices in Odisha and West Bengal Prisons

Enabling Objective: 1 List the best practices in Odisha and West Bengal Prisons
2. Compare existing practices in their jails to that of Odisha and West Bengal Prisons
3. Explain the best practices in Odisha and West Bengal Prisons
.

Learning Unit -9:

Training Objective: To explain the best practices in Prisons in South East Asia.

Enabling Objective: 1. List the best practices in Prisons in South East Asia.
2. Compare existing practices in their jails to that of South East Asia Prisons.
3. Explain the best practices in Prisons in South East Asia.

Learning Unit -10

Training Objective To explain the best practices in Prisons in USA.

Enabling Objective: 1. List the best practices in Prisons in USA.
2. Compare existing practices in their jails to that of USA Prisons.
3. Explain the best practices in Prisons in USA.

Learning Unit -11:

Training Objective: To explain Best Practices in managing Women Prisoners in India.

Enabling Objective: 1. List the Best Practices in managing Women Prisoners in India.

2. Explain Best Practices in managing Women Prisoners in India

Learning Unit -12:

Training Objective: To explain Best Prison management systems in Prisons in Punjab& Haryana.

Enabling Objective: 1. List Best Prison management systems in Prisons in Punjab& Haryana.
2. Explain Best Prison management systems in Prisons in Punjab& Haryana.

Learning Unit -13:

Training Objective: To explain the best practices in Prisons in Scandinavian Prisons.

Enabling Objective: 1. List the best practices in Prisons in Scandinavian Prisons.
2. Compare existing practices in their jails to that of Scandinavian Prisons
3. Explain the best practices in Prisons in Scandinavian Prisons.

Learning Unit -14:

Training Objective: To explain the best practices in Prisons in UK Prisons.

Enabling Objective: 1. List the best practices in Prisons in UK Prisons.
2. Compare existing practices in their jails to that of UK Prisons
3. Explain the best practices in Prisons in UK Prisons.

Learning Unit -15:

Training Objective: To explain the best practices in Prisons in German and French Prisons.

Enabling Objective: 1. List the best practices in Prisons in German and French Prisons.
2. Compare existing practices in their jails to that of German and French Prisons
3. Explain the best practices in Prisons in German and French Prisons.

Learning Unit -16:

Training Objective: To explain the Best work programs existing outside prison campus in India.

Enabling Objective: 1. List the best work programs outside Prison campus in India.

2. Explain best work programs outside Prison campus in India..

Learning Unit -17:

Training Objective: To explain the best practices in Australian Prisons.

Enabling Objective: 1. List the best practices in Australian Prisons.

2. Compare existing practices in their jails to that of Australian Prisons

3. Explain the best practices in Australian Prisons.

Learning Unit -18:

Training Objective: To distinguish the best practices in Indian Prisons and other countries.

Enabling Objective: 1. List the best practices in Indian Prisons and other countries category wise.

2. Distinguish the best practices in Indian Prisons and other countries.

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/Time	Content	Objectives
Day 1		
	Registration	
Session I	Inauguration of the Course	
Session II	Ice breaking Session and Ground rules	
Session III	Best Practices in Delhi Prison	1.1 1.2 1.3
Session IV	Best Practices in Telangana Prison	2.1 2.2
Session V	Best Practices in Telangana Prison	2.3
Day 2		
9:00- 9:15 AM	Learning Points- Recap of Day 1	
Session I	Best Practices in Himachal Pradesh & Uttar Pradesh Prisons	3.1 3.2 3.3
Session II	Best Practices in Madhya Pradesh And Rajasthan Prisons	4.1 4.2 4.3
Session III	Best Practices in Maharashtra, Kerala & Tamil Nadu Prisons	5.1 5.2 5.3
Session IV	Work Life balance	6.1 6.2
Session V	CODE OF ETHICS FOR PRISON STAFF	7.1 7.2
Day 3		
9:00- 9:15 AM	Learning Points- Recap of Day 2	
Session I	Best Practices in Odisha and West Bengal Prisons	8.1 8.2 8.3
Session II	Best Practices in South East Asia Prisons	9.1 9.2 9.3
Session III	Best Practices in Prisons in Learning United States of America Prisons	10.1 10.2 10.3

Session IV	Best Practices in managing Women Prisoners in India	11.1 11.2
Session V	Best Prison management systems in Prisons in Punjab & Haryana states	12.1 12.2 12.3
Day 4		
9:00- 9:15 AM	Learning Points- Recap of Day 3	
Session I	Best Practices in Scandinavian Prisons	13.1 13.2 13.3
Session II	Best Practices in Prisons in UK Prisons	14.1 14.2 14.3
Session III	Best Practices in Prisons in German and French Prisons	15.1 15.2 15.3
2:30 to 5:30 PM	Field Visit to Nearest Central/District Prison	
Day 5		
9:00- 9:15 AM	Learning Points- Recap of Day 4	
Session I	Best work programs existing outside prison campus in India	16.1 16.2
Session II	Best Practices in Prisons in Australian Prisons	17.1 17.2 17.3
Session III	Distinguish the best practices in Indian Prisons and other countries	18.1 18.2
Session IV	Feed Back and Assessment	
Session V	Valediction Program	

Note:

Session I	915-1030
Session II	1045-1200
Session III	1215-1330
Session IV	1430-1530
Session V	1545- 1645
Yoga	630-730
Tea Break	1030-1045 12:00-12:15 PM (Break) 1530-1545
Lunch	1330-1430 PM

(For Trainers Only)



TRAINER GUIDE

**Training Manual for Specialised Course for Prison
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on
Best Practices 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 participants questions and appropriate responses ;
- Contains details of points for briefing & debriefing of case study, exercises, Films, etc.
- Serves as 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

Day Wise Time Table
**SPECIALISED COURSE FOR PRISON OFFICERS (ASST. JAILOR TO
SUPERINTENDENT OF PRISONS) ON BEST PRACTICES IN PRISON
ADMINISTRATION (ONE WEEK)**

Five - Day
Assistant Superintendent to Superintendent of Prisons

Day/Time	Content	Remarks
Day 1		
	Registration	Registration form-1 and Distribute Course Guide to participants
Session I	Inauguration of the Course	
Session II	Ice breaking Session and Ground rules	Ice-Breaking Activity Name Tags and Name Plates of Participants. They should get to know each other.
Session III	Best Practices in Prisons in Delhi Prisons	PPT of Best Practices
Session IV	Best Practices in Prisons in Telangana Prisons	Telangana Prisons Best Practices PPT Distribute HO 1
Session V	Best Practices in Prisons in Telangana Prisons	
Day 2		

9:00- 9:15 AM	Learning Points- Recap of Day 1	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best Practices in Prisons in Himachal Pradesh & Uttar Pradesh Prisons	
Session II	Best Practices in Prisons in Madhya Pradesh And Rajasthan Prisons	
Session III	Best Practices in Prisons in Maharashtra, Kerala, Tamil Nadu Prisons	PPT of Best Practices in TN Prisons
Session IV	Work Life balance	Distribute HO 2
Session V	CODE OF ETHICS FOR PRISON STAFF	
Day 3		
9:00- 9:15 AM	Learning Points- Recap of Day 2	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best Practices in Prisons in Odisha And West Bengal Prisons	
Session II	Best Practices in Prisons in South East Asia Prisons	Show Video clips 1&2
Session III	Best Practices in Learning United States of America Prisons	Distribute HO 3 Show Video clip 6
Session IV	Best Practices in managing Women Prisoners in India	
Session V	Best Prison management systems in Punjab &Haryana	PPT of Punjab &Haryana Prisons Best Practices
Day 4		
9:00- 9:15 AM	Learning Points- Recap of Day 3	Ask Participants to Recap and Note on Flip Chart the

		learning points
Session I	Best Practices in Prisons in Scandinavian Prisons	Show Video Clips 3,4 &5
Session II	Best Practices in Prisons in UK Prisons	Show Video Clip 12
Session III	Best Practices in Prisons in German and French Prisons	Show Video Clips 8,9 &10
2:30 to 5:30 PM	Field Visit to Nearest Central/District Prison	Form for Field Visit
Day 5		
9:00- 9:15 AM	Learning Points- Recap of Day 4	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best work programmes existing outside prison campus in India	
Session II	Best Practices in Prisons in Australian Prisons	Show Video Clip 11
Session III	Distinguish the best practices in Indian Prisons and other countries	
Session IV	Feed Back and Assessment	IRQ
Session V	Valediction Program	

DAY WISE TASKS

5-DAYS COURSE

Day – 1

- Registration
- Inauguration
- Detailed Introduction
- Expectations of the course
- Course Overview
- Ground Rules
- Course Guide
- Distribution of the training kit (Training material, Name badges, Course Guide, Note pads, etc.)
- Training

Day – 2

- Recap of Day-1
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-2
- Training

Post Lunch

- Training

Day – 4

- Recap of Day-3
- Training

Post Lunch

- Field Visit

Day – 5

- Recap of Day-4
- Learning points of all sessions
- Training

Post Lunch

- Feedback session
- Valediction
- Certificate
- Group Photo with Chief Guest

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

End of Course

COURSE GRID

<u>1</u> Best Practices in New Delhi Prisons	<u>2</u> Best Practices in Telangana Prisons	<u>3</u> Best Practices in Himachal Pradesh & Uttar Pradesh Prisons
<u>4</u> Best Practices in Madhya Pradesh And Rajasthan Prisons	<u>5</u> Best Practices in Maharashtra, Kerala And Tamil Nadu Prisons	<u>6</u> Work Life balance
<u>7</u> CODE OF ETHICS FOR PRISON STAFF	<u>8</u> Best Practices in Odisha and West Bengal Prisons	<u>9</u> Best Practices in South East Asia Prisons
<u>10</u> Best Practices in Learning United States of America Prisons	<u>11</u> Best Practices in managing Women Prisoners in India	<u>12</u> Best Prison management systems in Punjab &Haryana
<u>13</u> Best Practices in Scandinavian Prisons	<u>14</u> Best Practices in UK Prisons	<u>15</u> Best Practices in Germany and French Prisons
<u>16</u> Best work programmes outside prison in India	<u>17</u> Best Practices in Australian Prisons	<u>18</u> Distinguish the best practices in Indian Prisons and other countries

LEARNING UNITS

**Specialised Course for Prison Officers
(Asst. Jailer to Superintendent of Prisons)
on
Best Practices in Prison Administration
(One Week)**

Learning Event

Unit		I						
Learning Unit		Best Practices in New Delhi Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Delhi Prisons						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1	List the best practices in Delhi Prisons	Educational, Vocational and Cultural Programs	PPT Lecture-cum-discussion	White Board, Marker, LCD Projector	15Mins	Guest Faculty/ In-House		Formative Q/A
2.	Compare Existing practices in their jails to that of New Delhi Prisons.	Health Screening– Health services in side prison Hospital Management - Drug de-addiction center Infrastructure			15 Mins			
3.	Explain the best practices in Delhi Prisons	Role of NGOs in Prisons Security and Prison Management: Prison Guards – Tower Guard – Gate Management–			45 Mins			

		Searching. Staff support system Technology in Prisons: Video Conferencing– Command and Control Room – CCTVs – Mobile Jammers – DFMD –HHMD– GPS Walkie-Talkies-							
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Learning Event

Unit		2						
Learning Unit		Best Practices in Telangana Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Telangana Prisons						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List the best practices in Telangana Prisons	Prison Industries Prison environment: Infrastructure – Maintenance of Buildings –Land scaping prison premises -	PPT Lecture-cum-discussion	White Board, Marker, LCD Projector	15Mins	Guest Faculty/ In-House		Formative Q/A
2.	Compare existing practices in their jails to that of Telangana Prisons. Explain the best practices in Telangana	Prison Development Board Reformation and Rehabilitation of Prisoners Unnati – Cognitive Behavioral Training Program– Recidivism			45 Mins 60 Mins			

3.	Prisons	Prisoners Contact with Outside World. Grievance Redressal System: FOOD: Breakfast – Lunch – Dinner – Special Diet– Medical Diet –Festival special. Educational, Vocational and Cultural Programme: literacy programs – Adult Education – Higher Education. Vocational Trades: Fitter – Electrician – Steel Furniture – Carpenter works – Weaving – Fine Arts – Computer Education – Book Binding – Sanitizer/soap/phenyl making– Masonry Shops in and outside prisons Technology in Prisons: Video Conferencing –						
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		Command and Control Room–CCTVs – Mobile Jammers – DFMD–HHMD – GPS Walkie-Talkies – Telephone facility – Video Calling facility – e-Mulaquat –Body Worn Cameras						
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Learning Event

Unit		3						
Learning Unit		Best Practices in Himachal Pradesh & Uttar Pradesh Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Himachal Pradesh & UP Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in HP & UP Prisons	Harhaathkokaam– Prison Industry Reformation of Prisoners	Lecture-cum-discussion	White Board, Marker, LCD Projector	15Mins	Guest Faculty/ In-House		Formative Q/A
2.	Compare existing practices in their jails to that of HP & UP Prisons.	Prison Architecture – Designs of newly constructed Jails in Himachal Pradesh and UP. Prisoners Contact with Outside World			15 Mins			
3.	Explain the best practices in HP & UP Prisons	Managerial Practice Educational, Vocational and Cultural Programs Prisoners Welfare–			45 Mins			

		Accommodation–Legal Aid– welfare schemes						
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Learning Event

Unit		4						
Learning Unit		Best Practices in Madhya Pradesh And Rajasthan Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Madhya Pradesh And Rajasthan Prisons						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List the best practices in Madhya Pradesh & Rajasthan Prisons	Open Prisons System – Prisoners Agricultural Colonies –Functioning of Open Jails – Eligibility Criteria – Facilities provided – Prisoners Discipline	Lecture- cum- discussion	White Board, Marker, LCD Projector	15Mins 15 Mins	Guest Faculty/ In-House		Formative Q/A
2.	Compare existing practices in their jails to that of Madhya Pradesh & Rajasthan Prisons.	Reformation programs Welfare activities – Furlough – Parole system –Remission– Legal Aid Prisoners’ Contact with Outside World Staff Welfare			45 Mins			

3.	Explain the best practices in Madhya Pradesh & Rajasthan Prisons							
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Learning Event

Unit		5						
Learning Unit		Best Practices in Maharashtra, Kerala And Tamil Nadu Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in MAHARASHTRA, KERALA and TAMILNADU PRISONS						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in Maharashtra, Kerala and Tamil Nadu Prisons	Managing High Security Prisons Female Open Prison Prison Industries: Shoemaking	PPT Lecture-cum-discussion	White Board, Marker, LCD Projector	15Mins	Guest Faculty/ In-House		Formative Q/A
2.	Compare existing practices in their jails to that of Maharashtra, Kerala, and Tamil Nadu Prisons.	Educational: Adult education–Higher education Vocational and Cultural Programmes Intake Screening examination – TN			15 Mins			

3.	Explain the best practices in Maharashtra, Kerala and Tamil Nadu Prisons	Food Industry- Kerala Prayas – Tata Trust – Role of NGOs in Prison reforms			45 Mins			
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Learning Event

Unit		6						
Learning Unit		Work Life balance						
Training Objective		At the end of training, participants will be able to explain Work life balance techniques.						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List Work life balance techniques.	Work Life Balance The benefits of achieving work-life balance -how to avoid burnout - stress and other signs of an unbalanced life - employer resources for employees' balanced lifestyle - other ways to work - effective goal setting and time management.	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Expert in Personality Development		Formative Q/A
2.	Explain work life balance techniques				45 Mins			

Learning Event

Unit		7						
Learning Unit		CODE OF ETHICS FOR PRISON STAFF						
Training Objective		At the end of training, participants will be able to explain ethics and values needed for a good Prison officer.						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	Identify ethics and values needed for a good Prison officer.	Code of Ethics for Prison Staff A. Accountability B. Integrity C. Respect for and protection of human dignity D. Care and assistance	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House		Formative Q/A
2.	Explain ethics and values needed for a good Prison officer.				45 Mins			

		E. Fairness, impartiality and non- discrimination F. Co-operation G. Confidentiality and data protection						
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Learning Event

Unit		8						
Learning Unit		Best Practices in Odisha and West Bengal Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in ODISHA AND WEST BENGAL PRISONS						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in Odisha and West Bengal Prisons	Prison Staff Training Institutions	Lecture-cum-discussion	White Board, Marker, LCD Projector	15Mins	Guest Faculty/ In-House		Formative Q/A
	Compare existing practices in their jails to that of Odisha and West Bengal Prisons.	Women Prisoners– Vocational Training Programs			15 Mins			
2.	Explain the best practices in Odisha and West Bengal Prisons.	Children in Prisons- Health facilities to Female Prisoners			45 Mins			
		Environment						
		Legal Aid						
		Special Courts						
		Art sculpture in						

3.	Bengal Prisons	Prisoners' Reformation E-prisons – online prisoners Parole and Furlough system, Odisha Nari Bandi Niketan New Prison reforms in Odisha						
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Learning Event

Unit		9						
Learning Unit		Best Practices in South East Asia Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in South East Asia Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in South East Asia Prisons	Yellow Ribbon Project-Singapore	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video 1 Video 2	Formative Q/A
2.	Compare existing practices in their jails to that of South East Asia Prisons.	Prison Architecture-Changi Prison complex-Singapore Prison Management-Singapore Prison Service Contact with outside World Incident Management HealthCare			15 Mins			
3.	Explain the best practices	Women in Prisons			45 Mins			

	in South East Asia Prisons	The UN Reform Initiatives						
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Learning Event

Unit		10						
Learning Unit		Best Practices in Learning United States of America Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in USA Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in USA Prisons	Technology in Prisons Managing over crowding Alternate Sentencing methods. Reformative programs Recent and On-going Reforms to Reduce	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video 6 Hand Out 3	Formative Q/A
2.	Compare existing practices in their jails to that of USA Prisons.				15 Mins			
3.					45 Mins			

	Explain the best practices in USA Prisons	Recidivism. Half way houses. Security systems						
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Learning Event

Unit		11						
Learning Unit		Best Practices in managing Women Prisoners in India						
Training Objective		At the end of training, participants will be able to explain Best Practices in managing Women Prisoners in India						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List Best Practices in managing Women Prisoners in India.	Prison Staff– Accommodation- Sanitation and Hygiene -Health-Nutrition- Education-Skilling and Vocational Training- Legal Aid- Violence- Contact with the outside world- Children - Re- integration in society after release Methods for resolution: Grievance Redressal System - Pregnancy and Child birth in Prison – Better Living Arrangements –	Lecture- cum- discussion	White Board, Marker, LCD Projector	15Mins 45 Mins	Guest Faculty/ In-House		Formative Q/A
2.	Explain Best Practices in managing Women Prisoners in India.							

		Improvement of Health and Nutrition - Better Education, Vocational Training and Skilling Facilities-Legal Aid and Awareness						
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Learning Event

Unit		12						
Learning Unit		Best Prison management systems in Punjab & Haryana.						
Training Objective		At the end of training, participants will be able to explain Best Prison management systems in Punjab & Haryana.						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List Best Prison management systems in Punjab & Haryana	Prison Development Board Act, Punjab	PPT Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House		Formative Q/A
2.	Explain Best Prison management systems in Punjab & Haryana,.	Contribution of NGO's (IVF) in Haryana Prisons Campus management in Haryana Prisons			45 Mins			

Learning Event

Unit		13						
Learning Unit		Best Practices in Scandinavian Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Scandinavian Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in Scandinavian Prisons	Reformative programs Prison Architecture- Halden Prisons- Norway Storstrom Prison- Denmark Educational Programmes for Prisoners Psychological interventions for Prisoners Mental Health of prisoners. Smart Prisons in Finland	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video 3 Video 4 Video 5	Formative Q/A
2.	Compare existing practices in their jails to that of Scandinavian Prisons.				15 Mins			
3.	Explain the best practices in Scandinavian Prisons				45 Mins			

Learning Event

Unit		14						
Learning Unit		Best Practices in UK Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in UK Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in UK Prisons	Classification of Prisons and Prisoners Prison Architecture Educational Programs for Prisoners Rehabilitation programs Security Systems.	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video Clip 12	Formative Q/A
2.	Compare existing practices in their jails to that of UK Prisons.				15 Mins			
3.	Explain the best practices in UK Prisons				45 Mins			

Learning Event

Unit		15						
Learning Unit		Best Practices in Germany and French Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Germany and French Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in German and French Prisons	Prison Architecture. Technology in Prisons	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video 8 Video 9 Video 10	Formative Q/A
2.	Compare existing practices in their jails to that of German and French Prisons.	Managing over crowding Alternate Sentencing methods.			15 Mins			
3.	Explain the best practices in Germany and French Prisons	Reformative programs Recent and On-going Reforms to Reduce Recidivism.			45 Mins			

Learning Event

Unit		16						
Learning Unit		Best Work Programmes Outside Prisons In India						
Training Objective		At the end of training, participants will be able to explain the best workprograms outside Prisons in India.						
Enabling Objectives- At the end of training, participants will be able to		CONTENT	METHOD	MEDIA	TIME	TRAINER	PERFORMANCE AID (IF ANY)	ASSESSMENT
1.	List the best workprograms outside Prisons in India.	Fuel outlets Agriculture and allied activities	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House		Formative Q/A
2.	Explain the best work programs outside Prisons in India.	Teashops Bhajiya House- Ahmedabad Prison Product outlets / mobile Learning Unit for selling Prison products Repair centers/Servicing centers Farming in Sugarcane Research Institute			60 Mins			

		Weigh Bridge						
		Rubber plantation						
		PPP Projects						

Learning Event

Unit		17						
Learning Unit		Best Practices in Australian Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Australian Prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in Australian Prisons	Reformation programs Prison Training academies Prison Architecture-future Jails Health services	Lecture-cum-discussion	White Board, Marker, LCD Projector	15 Mins	Guest Faculty/ In-House	Video 11	Formative Q/A
2.	Compare existing practices in their jails to that of Australian Prisons.				15 Mins			
3.	Explain the best practices in Australian Prisons				45 Mins			

Learning Event

Unit		18						
Learning Unit		Distinguish the best practices in Indian Prisons and other countries						
Training Objective		At the end of training, participants will be able to distinguish the best practices in Indian Prisons and other countries.						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time	Trainer	Performance aid (if any)	Assessment
1.	List the best practices in Indian Prisons and other countries, category wise.	Divide the participants into two groups. Categories for classification- Correctional programs. Prison Architecture. Prison work programs. Security aspects. Classification of Prisons and Prisoners. Post release support programs. After listing,	Aided Group Discussion	White Board, Marker.	30 Mins	Guest Faculty/ In-House	White sheets And sketch pens.	Formative Q/A
2.	Distinguish the best practices in Indian Prisons and other countries.				45 Mins			

		discuss the distinct features.						
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PART – C

RESOURCE MATERIAL

LIST OF RESOURCE MATERIAL

Section-1 Handouts

HO - 1	Telangana Prisons
HO -2	Stress management
HO-3	Half way House
HO-4	Yellow Ribbon project Singapore

Section -2 Video Clips

Video -1	Singapore Prisons- https://youtu.be/8RQlgEGSlyY
Video 2	Singapore Prisons- https://youtu.be/BYvJWlu5Lrg
Video 3	Norway Prisons- https://youtu.be/sCZt2YipiIs
Video 4	Norway Prisons- https://youtu.be/zNpehw-Yjvs
Video 5	Halden Prison- https://youtu.be/5v13wrVEQ2M
Video 6	USA Prison- https://youtu.be/XmqL65ZBx44
Video 7	Greenland Prison- https://youtu.be/n3pTFNPHqq4
Video 8	German Prisons- https://www.youtube.com/watch?v=vOkmJVhZewg
Video 9	French Prisons- https://www.youtube.com/watch?v=0MKafumqkSo
Video 10	French Prisons- https://www.youtube.com/watch?v=3eIv4b1kvTU
Video 11	Australian Prison- https://www.youtube.com/watch?v=UFFwlsCzb0U
Video 12	UK Prisons- https://youtu.be/xET49UL4TCg

Galabhet Program Impact Assessment, Tata Trusts and Prayas, TISS, https://www.tiss.edu/uploads/files/Galabhet_Program.pdf

Prisoners' Contact with their Families: Procedures, Practices and Experiences, Prayas, TISS, (https://www.tiss.edu/uploads/files/Prisoners_Contract_with_their_Families_-_Final.pdf)

HANDOUTS

Telangana Prisons

Telangana Prisons have redefined the concept of Prisons. It is now not a centre of retribution but of education, economic growth and social service. It is now not a consumerist organization but a self-sustaining model that inculcates sense of pride, hope and skill to Prisoners to face new challenges in life post-release.

Prisons Department, Telangana state has brought in the following changes and programs to realize its objectives.

1. Maintenance of Prison campus:

- Prison buildings and space inside is crucial in creating an environment in which prisoners have scope for reformation. If we create prisons that provide opportunities for education and meaningful work and also promote values such as empathy, trust and hope, we have a real chance not only of transforming lives, but of reversing the rising tide of prisoner numbers.
- In order to realize their objectives, they maintain our Jails like resorts.
- Best maintained buildings through their own efforts. All prison buildings, residential quarters and perimeter walls painted with Uniform color code - a glossy look
- High tech visitor lounges established at all Central Jails and District Jails.
- State of the art Headquarters is constructed in 2014-2015 with the help of renowned architect and Interior designer.
- Chambers of all officers refurbished and air conditioned to change the organizational climate and improve self-esteem and efficiency.
- All residential quarters are maintained like gated communities.

2. Corruption free Jails

- Prisons Department, Telangana State declared itself a corruption free Department in 2015.
- They have established 4 stage process to control corruption.
- All staff take oath on every Monday.
- More than 1 lakh posters are pasted throughout the state.

- Third party call system: takes feedback from released Prisoners.
- Declared reward of Rs. 10,000/- (Rupees Ten thousand) to any one whose complaint of corruption against Prison officials is proved true.

3. Mobility

- Previously mobility in their Jails was very poor.
- Now they have purchased around 117 vehicles of which 56 are four wheelers and 61 are two wheelers.
- All these vehicles have been purchased out of Prison Development Fund.

4. Training

- Human resource development- Key to success of any organization
- Training for all- every Prison personnel must undergo training once in every two years
- Computer training – Minimum computer literacy to all staff
- Monthly physical fitness program.
- Skill development programs for guarding staff- every warder should have one skill.
- State of the art facilities in training institute.
- All Jails are made training centres.

5. Technology

- On Technology front, Telangana Prisons Department has made tremendous progress.
- Earlier Videoconferencing facility was available only at Central Prison Hyderabad. But now the facility has been extended to all Central, District Jails and Special Sub Jails
- CCTV Camera's with Command control rooms have been established in all Central Prisons, District Prisons and Sub Jails
- All Jails are provided with LCD projector for the Prisoners training.
- Telephone facility for inmates is provided in all Central and District Jails.
- E Prisons (PIMS) project with the collaboration of NICS started in 2015 in all Telangana jails
- E- *mulakhath* facility is introduced in all Jails.
- Skype facility for Prisoners is introduced recently.
- Having seen the improvement in Telangana Prisons, the Government has sanctioned 30 crore rupees for Modernization and Technology up gradation.

6. Health administration

Health of Prisoners is given primary importance by Telangana Prisons. With a clear cut vision and concrete plan they have been able to improve the quality of life of Prisoners and reduce death rate by 3 times.

- Many measures have been undertaken to improve Health facilities.

- Mandatory Master Health checkup of those who spend more than 7 days in jails
- Smoking is banned in all jails
- Personal responsibility of Superintendent and Medical Officer to ensure death of Prisoners does not take place.
- Senior officer to visit prisoners daily if they are admitted in out Hospital.
- All Jails are provided with Lab facilities.
- Warders and others being taken as Lab technicians to create facility of pathology tests.
- Free supply of medicines through Prison Development Fund.
- Regular Medical camps are organized in all Jails and visits of specialist Doctors arranged.

Project Mahaparivarthan

- Project Mahaparivarthan was launched in August 2015 which aims at complete transformation of a Prisoner in all aspects.
- The program aims to reduce Recidivism and thereby crime in the society.
- PT and Parade is conducted for all Prisoners in all jails every day. This innovative Program helped the administration in maintaining the discipline among the Prisoners apart from improving Prisoners fitness and Health.
- Prisoners' self-esteem is strengthened by allowing participation of Prisoners platoons in Republic Day and Independence Day Parade at Prison Headquarters.

Reformation and Rehabilitation of Prisoners

7. Vidyadana Yojana

- A Unique Program adopted in the year 2014 for providing basic education for all Prisoners.
- Every Prisoner who cannot sign is taught to sign his name.
- At the time of admission, basing on the Prisoners education level, they are divided into classes from Class-I to Class X.
- Prisoners are made to sit in the classroom for fixed intervals of time and fellow prisoners who are educated teach the illiterate and semi-literate Prisoners.
- One Warder/ Head Warder under the supervision of Welfare officer of that jail supervises the daily functioning of the Program.
- Trimester system: Exams are conducted regularly to monitor the progress of the Prisoners. After every three months, Prisoner is promoted to next class. Those who fail have to take backlog exams.

The daily routine of a Prisoner inside Prison:

Sl. No	TIMINGS	DAILY ROUTINE
1	6.00 AM TO 7.00 AM	Unlocking, fresh up & Tea
2	7.00 AM TO 8.00 AM	P.T & Parade
3	8.00 AM TO 9.00 AM	Breakfast, Cleaning & Bathing
4	9 AM TO 11.00 AM	Vidyadanam - Education classes to prisoners
5	11.00 AM TO 11.45 AM	Lunch
6	11.45 AM TO 12.15 PM	Mid-day Census
7	12.15 PM TO 1.00 PM	Rest & Tea
8	1.00 PM TO 3.00 PM	Vidyadanam - Education classes to prisoners
9	3.00 PM TO 4.00 PM	Moral Classes - Guest Lectures, Short Films through Projector
10	4.00 PM TO 4.45 PM	Yoga
11	5.00 PM TO 5.45 PM	Dinner
12	5.45 PM TO 6.00 PM	Lock Up
13	7.00 PM TO 8.00 PM	Study Hour (for weak students) / TV hours

8. UNNATHI Program:

- Cognitive – Behavioural Skill Development Program called UNNATHI is a one month counselling program for prisoners.
- Prof. C. Beena and Team, Department of Psychology, Osmania University, is conducting training programs for Prison inmates at Central Prisons and District Prisons.

- Inmates are being trained under ToT (Training of Trainers) to counsel / motivate the fellow Inmates.
- Only hardened and habitual offenders undertake the customized program.
- Other prisoners undergo normal counselling process.
- This specially designed counselling program “UNNATHI” is yielding good results in reforming the offending behaviour.
- Recidivism among habitual offenders and Property offenders has come down drastically.
- Rehabilitation of released Prisoners:
 - Placement Cell is setup at Head office.
 - At the time of release every prisoner is asked whether he needs employment for sustenance post-release.
 - The Welfare Officers of this department are regularly interacting with the prisoners and recording their request for employment in “Employment Register”.
 - Efforts are made to provide 100% employment to the released needy prisoners.
- Skill development:
 - Great efforts are made to develop the skills of a Prisoner during incarceration.
 - No one is allowed to sit idle in the Jail.
 - Every Prisoner has to learn a skill.
 - Partnerships have been forged with MEPMA, NAC, Industries and other private sectors for the same.

11. Industries

- They are aiming at 120 Crores annual profit and have planned to be self-sufficient financially.
- All Jails now being made Industrial hubs.
- New ventures like Ayurvedic Village, plywood furniture taken up in different Jails.
- They run 16 Petrol Pumps in different districts of Telangana. They have a plan to open about 100 petrol bunks in 2018.
- Prison Development Fund being used to rejuvenate industries.
- New Machines are being purchased.
- Public Private Partnerships in many areas.

Prison Development Board Act.

- The Government has constituted Prison Development Board under the Chairmanship of the Hon’ble Chief Minister to over-see the development of the department. The Act came into force on 13th April, 2001.
- Director General of Prisons and Correctional Services is the Managing Director.
- Prison Development Fund: Total profits from Industries go into this fund.
- Raw materials for Industries, vehicles, furniture, computers and many other things are improved through this fund.

- They have proposed three months' salary to the Prisons staff as bonus to the Prison Development Board every year.

Marketing strategy:

- Previously marketing was a big problem.
- Now marketing officers designated in all Jails.
- Opened MY NATION outlets in all central and District Jails.
- Brand value of “MY NATION PRODUCTS” skyrocketed.
- Opening Village outlets- proposed to open outlets in 10,500 villages. So far opened more than 700 outlets.

12. Welfare of prisoners

- Telangana Prisons have taken an initiative to provide loans, to the convict prisoners who complete three years of conviction for the following purposes
 - Education of Children.
 - Daughters' marriages.
 - Financial aid to the dependents to run small business like Tailoring, Dairy farm etc.,
 - The above Loans are recovered from the wages earned by the Prisoners on installment basis.
- Cultural Programs are conducted on fourth Sunday of every month. This program is for the Prisoners by the Prisoners and of the Prisoners. It aims to bring out the hidden talents of the prisoners and also improve their state of mind inside the Prison.
- Literature on Prisoners' rights furnished at the time of admission.
- All Jails are provided with Canteen facilities, High tech visitor lounge and Sports facilities.
- Furlough clearance within a week.
- Open air Jail prisoners are allowed to participate in Independence day/ Republic day Parade. Annual state level Sports meet is conducted for Prisoners.

TYPES OF STRESS AND STRESS MANAGEMENT TIPS

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

Types of Stress:

- **Eustress** - is a positive form of stress that helps to enhance performance.
- **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.
- **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:

- removing or changing the source of stress
- altering how a person views a stressful event
- lowering the effects that stress might have on the body
- 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. Do not 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, 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.
10. **Study and practice relaxation techniques.** Taking 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.

HALFWAY HOUSE

A **halfway house** is an institute for people with criminal backgrounds or drug abuse tendencies to learn (or relearn) the necessary skills to re-integrate into society and better support and care for themselves.

Purpose and objectives:

1. The overall objective of halfway houses for discharged mental patients is to provide a transitional period of residential care to facilitate residents to achieve an optimal level of functioning for the purpose of community re-integration by
2. To establish a reasonably stable pattern of life, alleviating the effects of institutionalization and developing their capacity to cope with daily living; and
3. To provide a supportive environment conducive to personal development and independence

Nature of service:

The services provided by Halfway Houses include:

- a) accommodation
- b) provision of food and meals
- c) developing understanding of and ability to cope with mental illness
- d) development and training of life skills such as :
 - i) self-care skills
 - ii) social and communication skills
 - iii) community living skills
 - iv) work habits
 - v) domestic skills
 - vi) group living skills
 - vii) positive use of leisure time
- e) facilitation of the re-alignment of relationship with family members
- f) preparation for discharge from the halfway house

Yellow Ribbon Project (Community Involvement) – SINGAPORE

The Yellow Ribbon Project (YRP) is a national public engagement campaign aimed at changing society's mindset in giving ex-offenders a second chance in life.

The initiative was started in 2004 by the Community Action for the Rehabilitation of Ex-Offenders (CARE) Network, and former President of Singapore, the late S.R. Nathan, launched the campaign at the Yellow Ribbon Project Charity Concert.

Objectives

1. Create awareness of the need to give second chance to ex-offenders.
2. Generate acceptance of ex-offenders and their families in the community.
3. Inspire community action to support the rehabilitation and re-integration of ex-offenders.
4. Every year, more than 9,000 ex-offenders complete their sentences and are released from the various prisons and drug rehabilitation centers (DRCs). It is disheartening that ex-offenders have to live with the stigma of having served time behind bars when they are released from prison, one that can often be more punishing than the prison sentence itself. Many ex-offenders, once released, find themselves literally stepping into a second prison. This time it would be a prison with invisible bars, of suspicion, of mistrust and of discrimination.
5. The best rehabilitation regime during incarceration is of no use if ex-offenders find themselves rejected at every turn when they are released into the larger community. Through the Yellow Ribbon Project, we hope to promote a more accepting society, one that is willing to give ex-offenders a second chance at making good. It is important that we help unlock the second prison for our inmates, even as we let them out of the physical one.
6. Rehabilitative and aftercare programmes are the supporting mechanisms to facilitate the reintegration of an individual back to the community and his family. Nevertheless, these efforts alone will not be adequate in the long run. The community plays an important part in helping to create a stable social environment where amenable ex-offenders and their families can feel a sense of belonging and find the hope to start afresh.

7. Hence, there was a need for a concerted and coordinated approach towards creating awareness, generating acceptance and inspiring action within the community.

Inspiration behind Yellow Ribbon Project: A Song

The Yellow Ribbon Project was inspired by the popular song, ‘Tie a Yellow Ribbon Round the Ole Oak Tree’, which is supposedly based on the real-life tale of an ex-offender’s journey to forgiveness.

The simple yellow ribbon was chosen as the symbol of this campaign, with the hope that it would eventually become a self-sustaining grassroots movement. The act of wearing a yellow ribbon pin as a show of acceptance and an offer of forgiveness and second chances to ex-offenders has since become one of the signature activities of the Yellow Ribbon Project.

Celebrity Engagement and Rehabilitation Ambassadors:

Celebrities and rehabilitation ambassadors formed an important part of the engagement strategy. With their popularity and influence, they were well positioned to spread the YRP message, serve as crowd-pullers, and more importantly act as ambassadors in support of the campaign. Local and regional artistes had been featured over the past few years.

Everyone played their part in helping ex-offenders restart their lives and become responsible and contributing members of society. The inmates, ex-offenders and community were engaged in the following ways:

- a. Inmates and ex-offenders making the first move - By participating actively in rehabilitation programmes and contributing to the community, inmates and ex-offenders were driving their own acceptance.
- b. Family and friends rendering supporting and encouragement - Family acceptance and forgiveness were the first steps towards the creation of a conducive environment for reintegration. A strong social support network for ex-offenders gave them the courage to move on in their lives and increased their chances of starting lives anew.
- c. Community offering a helping hand - Singaporeans working together to strengthen the social fabric of the nation. The acceptance of volunteers, employers and colleagues would help support the reintegration journey of ex-offenders back to society.

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9. https://apcca.org/uploads/APCCA_Issue_44_2018.pdf
10. https://www.unodc.org/documents/justice-and-prison-reform/UNODC_Handbook_for_Prison_Leaders.pdf
11. **Prison Statistics India reports from 2018-2021**
12. **Best Prison Practices- Dr Upneet Lalli**

APPENDICES

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

(Name of the Training Institute)

(Name of the Course)

(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
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- 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
2. Title of the Course :
3. Duration of the Course :
4. Number of participants :
(Attach final list of participants)
5. Details of Training Facilitators :
(Name/Designation/Organization)
(In-House/Guest)
6. States/UTs represented :
7. Details of Sessions with working hours :
8. List of Training Material distributed :
9. Details of Methods/Methodology used:
10. Feedback of participants :
(Attach copies of Feedback Forms)
11. Summary of the Feedback :
12. Summary of the Pre/Post Assessments :
13. Any areas of improvement noticed :
14. 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>