

**Training Manual for Specialised Course
for
Prison Warders (Warder to Chief Head Warder) on Best Practices
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)

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DAY-1

Learning Unit (LU)

LU-1 Best Practices in New Delhi Prisons

LU-2 Best Practices in Telangana Prisons

DAY-2

LU-3 Skills required in effective management of prisons

LU-4 Best Practices in USA Prisons

LU-5 Best Practices in South East Asian and Australian Prisons

LU-6 Best Practices in security aspects of prison administration

LU-7 Ethics and Values for prison staff

DAY-3

LU-8 Best Practices in Punjab and Haryana Prisons

LU-9 Best Practices in Madhya Pradesh and Rajasthan prisons

LU-10 Best Practices in Odisha and West Bengal Prisons

LU-11 Role of Prisons Warders in Reformation programmes

LU-12 Work-Life Balance

DAY-4

LU-13 Best Practices in Maharashtra, Kerala and Tamil Nadu Prisons.

LU-14 Best Practices in staff training and staff welfare

LU-15. Best Practices in Human Rights Administration in Indian Prison

DAY-5

LU-16 Best Practices in Himachal Pradesh & Uttar Pradesh prisons

LU-17 Best Practices in European and Scandinavian Prisons.

LU-18 Distinguish between the Best Practices in Indian Prisons and those of other countries

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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, 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 Warders which has eighteen Learning Units is to make Prison Warders aware of best practices in Prison administration across the country and the world and to provide platform for Prison Warders to showcase the best practices in their Prisons.

(For Trainers & Participants)



COURSE GUIDE

**Training Manual for Specialised Course
for
Prison Warders (Warder to Chief Head Warder) on Best Practices
in Prison Administration
(One Week)
2022**

INTRODUCTION

Organization need to continuously grow, develop and must be prepared to face the ever-emerging challenges. The Prisons Department and the role of prison warders 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 OF THE COURSE

To impart knowledge and skills about best practices in Prison Administration

DESIGNED FOR

Warders, Head Warders and staff at working at cutting edge level in the field.

FACILITATORS

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

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

Unit -1

Training Objective: Explain the best practices in Delhi Prisons.

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

2. Explain the best practices in Delhi Prisons.

Unit -2

Training Objective: Explain the best practices in Telangana Prisons

Enabling Objectives: 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.

Unit -3

Training Objective: Explain skills required for effective management of Prisons

Enabling Objectives: 1. List the skills required for effective management of Prisons.
2. Explain skills required for effective management of Prisons.

Unit -4

Training Objective: Explain the best practices in Prisons in the USA.

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

Unit -5

Training Objective: Explain the best practices in South East Asian and Australian Prisons.

Enabling Objectives: 1. List the best practices in South East Asian and Australian Prisons.
2. Compare existing practices in their jails to that of South East Asian and Australian Prisons.
3. Explain the best practices in South East Asian and Australian Prisons.

Unit -6

Training Objective: Explain best practices in security aspects of Prison administration.

Enabling Objectives: 1. List the best practices in security aspects of Prison administration.
2. Explain best practices in security aspects of Prison administration.

Unit -7

Training Objective: Explain ethics and values needed for a good Prison Warder.

Enabling Objectives: 1. Identify ethics and values needed for a good Prison Warder.
2. Explain ethics and values needed for a good Prison Warder.

Unit -8

Training Objective: Explain Best practices in Punjab& Haryana Prisons.

Enabling Objectives: 1. List Best practices in Punjab& Haryana Prisons.
2. Explain Best practices in Punjab& Haryana Prisons.

Unit -9

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

Enabling Objectives: 1. List the best practices in Madhya Pradesh & Rajasthan Prisons.
2. Explain the best practices in Madhya Pradesh & Rajasthan Prisons.

Unit -10

Training Objective: Explain the best practices in ODISHA AND WESTBENGAL PRISONS

Enabling Objectives: 1. List the best practices in ODISHA AND WESTBENGAL Prisons
2. Explain the best practices in ODISHA AND WEST BENGAL Prisons.

Unit -11

Training Objective: Explain role of Prison warders in reformation programmes.

Enabling Objectives: 1. List the reformation programs in Indian Prisons.
2. Explain role of Prison warders in reformation programmes.

Unit -12

Training Objective: Explain Work life balance techniques.

Enabling Objectives: 1. List Work life balance techniques.
2. Explain work life balance techniques

Unit -13

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

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

Unit -14

Training Objective: Explain best practices in staff training and staff welfare.

Enabling Objectives: 1. List the best practices in staff training in India.
2. List the best practices in staff welfare in India.
3. Explain the best practices in staff training and staff welfare.

Unit -15

Training Objective: Explain best practices in Human rights administration in Indian Prisons.

Enabling Objectives: 1. List the best practices in Human rights administration in Indian Prisons.
2. Explain best practices in Human rights administration in Indian Prisons.

Unit -16

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

Enabling Objectives: 1. List the best practices in HP and UP Prisons.
2. Explain the best practices in HP and UP Prisons.

Unit -17

Training Objective: Explain the best practices in European and Scandinavian Prisons.

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

Unit -18

Training Objective: Distinguish between the best practices in Indian Prisons and other countries.

Enabling Objectives: 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

Training Manual for Specialised Course for Prison Warders (Warder to Chief Head Warder) on Best Practices in Prison Administration (One Week) 2022

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 New Delhi Prison	1.1 1.2
Session IV	Best Practices in Telangana Prison	2.1 2.2
Session V	Best Practices in Telangana Prison	2.3
Day 2		
0900- 0915	Learning Points- Recap of Day 1	
Session I	Skills required in effective prison management	3.1 3.2
Session II	Best Practices in USA Prisons	4.1 4.2 4.3
Session III	Best Practices in SE Asian and Australian Prisons	5.1 5.2 5.3
Session IV	Security in Prisons- Best practices	6.1 6.2
Session V	Code of Ethics for prison staff	7.1 7.2
Day 3		
0900- 0915	Learning Points- Recap of Day 2	
Session I	Best Practices in Punjab and Haryana	8.1 8.2
Session II	Best Practices in Madhya Pradesh and Rajasthan Prisons	9.1 9.2

Session III	Best Practices in Odisha and West Bengal Prisons	10.1 10.2
Session IV	Role of Prison Warders in Reformation programmes	11.1 11.2
Session V	Work Life balance	12.1 12.2
Day 4		
0900- 0915	Learning Points- Recap of Day 3	
Session I	Best Practices in Maharashtra, Kerala and Tamil Nadu Prisons	13.1 13.2
Session II	Staff Training and welfare- Best practices	14.1 14.2 14.3
Session III	Human Rights in Prisons – Best practices	15.1 15.2
1430 to 1730	Field Visit to Nearest Central/District Prison	
Day 5		
0900- 0915	Learning Points- Recap of Day 4	
Session I	Best Practices in Himachal Pradesh & Uttar Pradesh Prisons	16.1 16.2
Session II	Best Practices in European and Scandinavian 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	0915-1030
Session II	1045-1200
Session III	1215-1330
Session IV	1430-1530
Session V	1545- 1645
Yoga	1830-1930
Library	1700-1730
Sports	1730-1830
Tea Break	1030-1045 1200-1215 (Break) 1530-1545
Break Fast	0800-0845
Lunch	1330-1430
Dinner	1930-2100

Indoor : 5.45 Hours (3.45 Hrs. in morning + 2 Hrs. in evening)

Outdoor : 1 Hr.

Library : ½ Hour

Tea / Break : 45 Minutes

Breakfast : 45 Minutes

Lunch : 1 Hr.

Dinner : 1 ½ Hr.

(For Trainers Only)



TRAINER GUIDE

**Training Manual for Specialised Course
for
Prison Warders (Warder to Chief Head Warder) on Best Practices
in Prison Administration
(One Week)
2022**

INTRODUCTION

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

The Trainer Guide also:-

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

Pre-Course Preparation

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

For Trainer

- a. Trainer Guide
- b. References

For Participants

- Course Guide
- Handouts

Day-Wise Time Table

**Training Manual for Specialised Course
for
Prison Warders (Warder to Chief Head Warder) on Best Practices in Prison Administration
(One Week)
2022**

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 New Delhi Prison	PPT of Best Practices
Session IV	Best Practices in Telangana Prison	Telangana Prisons Best Practices PPT
Session V	Best Practices in Telangana Prison	Distribute HO 1
Day 2		
0900- 0915	Learning Points- Recap of Day 1	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Skills required in effective prison management	

Session II	Best Practices in USA Prisons	Distribute HO 3 Show Video clip 6
Session III	Best Practices in SE Asian and Australian Prisons	Show Video clips 1, 2 & 11 Distribute HO 4
Session IV	Security in Prisons- Best practices	
Session V	Code of ethics for prison staff	
Day 3		
0900- 0915	Learning Points- Recap of Day 2	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best Practices in Punjab and Haryana	PPT of Punjab & Haryana Prisons Best Practices
Session II	Best Practices in Madhya Pradesh and Rajasthan Prisons	
Session III	Best Practices in Odisha and West Bengal Prisons	
Session IV	Role of Prison warders in Reformation programmes	
Session V	Work Life balance	Distribute HO 2
Day 4		
0900- 0915	Learning Points- Recap of Day 3	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best Practices in Maharashtra, Kerala and Tamil Nadu Prisons	
Session II	Staff Training and welfare- Best practices	
Session III	Human Rights in Prisons – Best practices	Hand Out 5
1430 to 1730	Field Visit to Nearest Central/District Prison	Form for Field Visit

Day 5		
0900- 0915	Learning Points- Recap of Day 4	Ask Participants to Recap and Note on Flip Chart the learning points
Session I	Best Practices in Himachal Pradesh & Uttar Pradesh Prisons	
Session II	Best Practices in European and Scandinavian Prisons	Show Video Clips 3,4,5 &12
Session III	Distinguish the best practices in Indian Prisons and other countries	
Session IV	Feed Back and Assessment	IRQ
Session V	Valediction Program	

Note:

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

DAY-WISE TASKS

5-DAY COURSE

Day – 1

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

Day – 2

- Recap of Day-1 (Important inputs of the day)
- Training

Post Lunch

- Training

Day – 3

- Recap of Day-2 (Important inputs of the day)
- Training

Post Lunch

- Training

Day – 4

- Recap of Day-3 (Important inputs of the day)

- Training

Post Lunch

- Field Visit

Day – 5

- Recap of Day-4 (Important inputs of the day)
- Learning points of all sessions
- Training

Post Lunch

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

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

End of Course

PART – B

COURSE GRID

LEARNING EVENT

COURSE GRID

COURSE GRID

<u>1</u> Best Practices in New Delhi Prisons	<u>2</u> Best Practices in Telangana Prisons	<u>3</u> Skills required for effective management of prison
<u>4</u> Best Practices USA Prisons	<u>5</u> Best Practices in South East Asian and Australian Prisons	<u>6</u> Best Practices in security aspects of prison administration
<u>7</u> Ethics and Values for prison staff	<u>8</u> Best Practices in Punjab and Haryana prisons	<u>9</u> Best Practices in Madhya Pradesh and Rajasthan prisons
<u>10</u> Best Practices in Odisha and West Bengal prisons	<u>11</u> Role of Prison Warders in reformation programmes	<u>12</u> Work-Life balance
<u>13</u> Best Practices in Maharashtra, Kerala, Tamil Nadu prisons	<u>14</u> Best practices in staff training and staff welfare	<u>15</u> Best Practices in Human Rights Administration in Indian prison
<u>16</u> Best Practices in Himachal Pradesh and Uttar Pradesh Prisons	<u>17</u> Best Practices in European and Scandinavian Prisons	<u>18</u> Distinguish between the best practices in Indian Prisons and those of other countries

LEARNING EVENT

**SPECIALISED COURSE
FOR
PRISON WARDERS (WARDER TO CHIEF HEAD WARDER) 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 New Delhi Prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	TIME (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in New Delhi Prisons	-Educational, Vocational and Cultural Programs -Health Screening -Health services inside prison -Hospital Management -Drug de-addiction center -Infrastructure -Role of NGOs in Prisons -Security and Prison Management: Prison Guards - Tower Guard - Gate Management - Searching.	Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-House /Guest Faculty		Formative Q/A
2.	Explain the best practices in New Delhi Prisons				60			

		-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 (Min.)	Trainer	Performance aid	Assessment
1.	List the best practices in Telangana Prisons	Prison Industries Prison environment: Infrastructure – Maintenance of Buildings – Landscaping prison premises - Prison Development Board Reformation and Rehabilitation of Prisoners Unnati – Cognitive Behavioral Training Program– Recidivism Prisoners' Contact with Outside World. Grievance Redressal System: FOOD: -Breakfast – Lunch – Dinner – Special Diet – Medical Diet –Festival special.	PPT Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-House/ Guest Faculty		Formative Q/A
2.	Compare existing practices in their jails to those of Telangana Prisons				45			
3.	Explain the best practices in Telangana Prisons				60			

		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 – Command and Control Room –CCTV’s – 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		Skills required for effective Management of Prisons						
Training Objective		At the end of training, participants will be able to explain the skills required for effective Management of Prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the skills required for effective management of Prisons.	-Communication skills -Difference between hearing, listening and active listening;	Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-House/ Guest Faculty		Formative Q/A
2.	Explain Skills required for effective management of Prisons	- Communication Process - Barriers to effective communication -Listening Skills -Counselling skills -Correctional skills			60			

Learning Event

Unit		4						
Learning Unit		Best Practices in USA Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Prisons in USA						
Enabling Objectives At the end of training, participants will be able to -		Content	Method	Media	Time (Min.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Prisons in USA	-Technology in Prisons -Managing overcrowding -Alternate Sentencing methods. -Reformative programs -Recent and On-going Reforms to Reduce Recidivism. -Halfway houses -Security systems	Lecture-cum-Discussion	White Board, Marker, LCD Projection System	15	Guest Faculty/ Senior Prison officer		Formative Q/A
2.	Compare existing practices in their jails to that of USA Prisons				15			
3.	Explain the best practices in USA Prisons				45			

Learning Event

Unit		5						
Learning Unit		Best Practices in South EastAsian and Australian Prisons						
Training Objective		At the end of training, participants will be able to explain best practices in SE Asian and Australian Prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in South East Asian and Australian Prisons	-Yellow Ribbon Project - Singapore Prison Architecture - Changi Prison complex - Singapore Prison Management -Singapore Prison Service	Lecture-cum-Discussion	White Board, Marker, Internet connection Projection System	15	Guest Faculty-Senior Prison officer		Formative Q&A
2.	Compare existing practices in their jails to that of South East Asian and Australian Prisons	-Contact with outside World -Incident management -HealthCare -Women in Prisons			15			
3.	Explain the best practices in South East Asian and Australian Prisons	-Australian Prisons -Prison Training academies - Staff Recruitment -Prison Architecture - Future Jails -Health services			30			

Learning Event

Unit		6						
Learning Unit		Best practices in security aspects of prison administration						
Training Objective		At the end of training, participants will be able to explain best practices in security aspects of Prison administration						
Enabling Objectives At the end of training, participants will be able to -		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List best practices in security aspects of Prison Administration.	-Aspects of Physical, Procedural and Dynamic Security -Individual risk assessment	Lecture-cum-Discussion	White Board, Marker, Projection System	15	Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain best practices in security aspects of Prison Administration	-Categorization of Prisoners (High Security Prisoners, Medium Security Prisoners, Minimum Security Prisoners) – S1, S2,S3 & S4 categorization - Conducting Security Audits in Prisons –De-radicalization in Prisons			45			

Learning Event

Unit		7						
Learning Unit		Ethics and values for prison staff						
Training Objective		At the end of training, participants will be able to explain ethics and values needed for a Prison Officer						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	Identify ethics and values needed for a Prison Officer	Ethics and values for prison staff: A. Accountability B. Integrity C. Respect for and protection of human dignity D. Care and assistance E. Fairness, impartiality and non-discrimination F. Co-operation G. Confidentiality and data protection	Lecture-cum-Discussion	White Board, Marker, Projection System	15	Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain ethics and values needed for a Prison Officer				45			

Learning Event

Unit		8						
Learning Unit		Best practices in Punjab and Haryana prisons.						
Training Objective		At the end of training, participants will be able to explain the best practices in Punjab and Haryana prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List best practices in Punjab and Haryana prisons.	-Prison Development Board Act, Punjab -Institute of Correctional Administration, Chandigarh	PPT Lecture-cum-Ddiscussion	White Board, Marker, Projection System	15 60	In-House/Guest Faculty-Senior Prison Oofficer		Formative Q/A
2.	Explain best practices in Punjab and Haryana prisons	Contribution of NGOs in Haryana prisons -Campus management in Haryana prisons -Prison aarchitecture						

Learning Event

Unit		9						
Learning Unit		Best Practices in Madhya Pradesh (M.P) and Rajasthan prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Madhya Pradesh (M.P) and Rajasthan prisons						
<i>Enabling Objectives</i> At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Madhya Pradesh and Rajasthan prisons	-Open Prisons System – Prisoners’ Agricultural Colonies –Functioning of Open Jails – Eligibility Criteria –Facilities provided	Lecture-cum-Ddiscussion	White Board, Marker, Projection System	15	In - House/Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain the best practices in Madhya Pradesh and Rajasthan prisons	– Prisoners discipline -Reformation programs -Welfare activities – Furlough – Parole system –Remission – Legal Aid -Prisoners ccontact with outside wworld			60			

		-Staff welfare						
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Learning Event

Unit		10						
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 (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Odisha and West Bengal prisons	Prison Staff Training Institutions- RICA(Regional Institute Of Correctional Administration), Kolkata -Women Prisoners – Vocational Training Programs -Children in Prisons - Health facilities to female prisoners -Environment -Legal Aid -Special Courts -Arts and culture programmes in Prisoners’	Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-house / Guest Faculty- Senior Prison officer		Formative Q/A
2.	Explain the best practices in Odisha and West Bengal prisons				60			

		Reformation E-prisons – Online prisoners Parole and Furlough system, Odisha -Nari Bandi Niketan -Prison reforms in Odisha						
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Learning Event

Unit		11						
Learning Unit		Role of Prison Warders in reformation programmes						
Training Objective		At the end of training, participants will be able to explain the role of prison Warders in Reformation Programmes						
Enabling Objectives At the end of training, participants will be able to		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the Reformation Programmes in Indian prisons	Role of Warder and other guarding staff in implementing Reformation Programs - Educational programs, PT, Parade and Yoga - Counselling, Skill development, gainful employment, cultural and recreational programs, grievance redressal, etc.	Lecture-cum-Ddiscussion	White Board, Marker, Projection System	15	In-House/Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain the role of Prison Warders in Reformation Programmes				45			

Learning Event

Unit		12						
Learning Unit		Work-Life Bbalance						
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 (min.)	Trainer	Performance Aid	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 -Alternative ways to work -Effective ‘goal setting’ and time management	Lecture-cum-Ddiscussion	White Board, Marker, Projection System	15	In-House/Expert in Personality Development		Formative Q/A
2.	Explain work life balance techniques				45			

Learning Event

Unit		13						
Learning Unit		Best Practices in Maharashtra, Kerala and Tamil Nadu (TN) Prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Maharashtra, Kerala and Tamil Nadu Prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (min.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Maharashtra, Kerala and Tamil Nadu Prisons	-Managing High Security Prisons -Female Open Prison -Prison Industries: Shoemaking Educational: Adult education	Lecture-cum-Discussion	White Board, Marker, Projection System	15 60	In-House/Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain the best practices in Maharashtra, Kerala and Tamil Nadu Prisons	-Higher education -Vocational and Cultural Programmes -Intake Screening Examination -TN Food Industry, -Kerala Prayas , - Tata Trust - Role of NGO's in Prison reforms						

Learning Event

Unit		14						
Learning Unit		Best practices in staff training and staff welfare						
Training Objective		At the end of training, participants will be able to explain the best practices in staff training and staff welfare						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (min.)	Trainer	Performance Aid	Assessment
1.	List the best staff training facilities and programs	Staff Training Academies -APCA(Academy of Prisons and Correctional Administration),- Vellore -Jail Training institute, Lucknow - RICA(Regional Institute Of Correctional Administration), Kolkata -ICA(Institute of Correctional Administration),	Lecture-cum-discussion	White Board, Marker, Projection System	15	Guest Faculty-Senior Prison officer		Formative Q&A
2.	List the best practices in staff welfare programs				15			
3.	Explain best practices in staff training and staff welfare				45			

		Chandigarh -SICA(state institute of correctional administration(Hyderabad -JOTS- Pune -CDTIs (Central Detective Training Institutes) , BPR&D -Staff welfare -Housing, -Financial Assistance -Staff welfare societies, -Pay scales.						
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Learning Event

Unit		15						
Learning Unit		Best practices in Human Rights Administration in Indian Prisons.						
Training Objective		At the end of training, participants will be able to explain the best practices in Human Rights Administration in Indian Prisons						
Enabling Objectives -At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Human Rights Administration in Indian prisons	-Importance of Human Rights in Prisons - Human Rights principles in prisons (Sunil Batra case)	Lecture-cum-Discussion	White Board, Marker, Projection System	15 60	In-House/Guest Faculty/Legal expert		Formative Q/A
2.	Explain best practices in Human rights administration in Indian Prisons	- Right to human Dignity - Making prisons safe places -Health rights of prisoners -Making Best use of prisons -Vulnerable categories of prisoners -Women transgender, elderly Foreign prisoners - Advisory on transgender in prisons - Special needs of women prisoners						

Learning Event

Unit		16						
Learning Unit		Best Practices in Himachal Pradesh (H.P.) and Uttar Pradesh (U.P.) prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in Himachal Pradesh (H.P.) and Uttar Pradesh (U.P.) prisons						
Enabling Objectives- At the end of training, participants will be able to		Content	Method	Media	Time (min.)	Trainer	Performance Aid	Assessment
1.	List the best practices in Himachal Pradesh (H) and Uttar Pradesh (U.P.) prisons	-Har haath ko kaam -Prison Industry -Reformation of Prisoners -Prison Architecture - Designs of newly constructed jails in HP and UP.	Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-House/Guest Faculty-Senior Prison officer		Formative Q/A
2.	Explain the best practices in HP & UP Prisons	-Prisoners Contact with Outside World -Managerial practices -Educational, Vocational and Cultural Programs -Prisoners welfare -Accommodation -Legal Aid - Welfare schemes			60			

Learning Event

Unit		17						
Learning Unit		Best practices in European and Scandinavian prisons						
Training Objective		At the end of training, participants will be able to explain the best practices in European and Scandinavian Prisons						
Enabling Objectives At the end of training, participants will be able to-		Content	Method	Media	Time (Mins.)	Trainer	Performance Aid	Assessment
1.	List the best practices in European and Scandinavian Prisons	-Prison Architecture - Halden Prisons, Norway -Storstrom Prison, Denmark	Lecture-cum-Discussion	White Board, Marker, Projection System	15	In-House/Guest Faculty-Senior Prison officer		Formative Q/A
2.	Compare existing practices in their jails to that of European and Scandinavian Prisons	-Educational Programmes for Prisoners -Psychological interventions for prisoners -Smart Prisons in Finland			15			
3.	Explain the best practices in European and Scandinavian Prisons	-Classification of prisons and prisoners- UK			45			

Learning Event

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

Part -C

RESOURCE MATERIAL

Section-1 Handouts

Section -2 Video Clips

Handouts

HO - 1	Telangana Prisons
HO -2	Stress management
HO-3	Half way House
HO-4	Yellow Ribbon project Singapore
HO-5	UNSMR- Mandela rules

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 our objectives, we maintain our Jails like resorts.
- Best maintained buildings through our own efforts. All prison buildings, residential quarters and perimeter walls painted with Uniform colour 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.
- We have established 4 stage process to control corruption.
- All staff takes 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 Jails was very poor.

- Now around 117 vehicles have been purchased 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 Cameras 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- *mulaqat* 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 checkups of Prisoners is given primary importance by Telangana Prisons. With a clear cut vision and concrete plan we are able to improve the quality of life of Prisoners and reduce death rate by 3 times.

- Many measures undertaken to improve Health facilities.
- Mandatory Master Health check-up 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 to 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 to 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 T.O.T (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

- All prisons is aiming at 120 Crores annual profit.
- All Jails now being made Industrial hubs.
- New ventures like Ayurvedic Village, plywood furniture taken up in different Jails.
- 16 Petrol Pumps are run in different districts of Telangana. We 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 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.
- Three months' salary to the Prisons staff has been proposed 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 circumstances 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. Don't rely on alcohol, drugs, or tobacco to reduce stress. Drugs and alcohol can stress your body even more.
2. Exercise regularly. In addition to having physical health benefits, exercise has been shown to be a powerful stress reliever. Stretching, Walking, 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 the time to relax every day helps to manage stress and to protect the body from the effects of stress. You can choose from a variety of techniques, such as deep breathing, imagery, progressive muscle relaxation, and mindfulness meditation.

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. establishing a reasonably stable pattern of life, alleviating the effects of institutionalization and developing their capacity to cope with daily living; and
3. providing 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.

Nelson Mandela Rules

The 122 Rules cover all aspects of prison management and outline the agreed minimum standards for the treatment of prisoners – whether pre-trial or convicted. They are supplemented by the UN Bangkok Rules on women prisoners.

The Rules give guidance on all aspects of prison management, from admission and classification to the prohibition of torture and limits on solitary confinement. There is guidance on healthcare, recruitment and training of prison staff, as well as disciplinary sanctions. PRI's Short Guide to the Rules gives an overview of the Rules.

The Rules are known as the 'Nelson Mandela Rules' to honor the legacy of the late President of South Africa, 'who spent 27 years in prison in the course of his struggle for global human rights, equality, democracy and the promotion of a culture of peace'. The revised Rules were adopted unanimously by the UN General Assembly (UN-Doc A/Res/70/175) on 17 December 2015.

Respect for prisoners' inherent dignity

The principle of treatment with respect for the dignity and value as human beings and the prohibition of torture and other cruel, inhuman or degrading treatment or punishment have been incorporated throughout the Rules, including as a basic principle in Rule 6 and by providing guidance on searches of prisoners for example.

2. Medical and health services

The Rules clarify that healthcare of prisoners is a state responsibility, and should be of an equal standard to that available in the community and organized in close relationship to the general public health administration. There is detailed guidance on healthcare in prison and on the role of healthcare staff.

3. Disciplinary measures and sanctions

Comprehensive changes in this area include updated guidance on the use of instruments of restraint, procedural safeguards in disciplinary procedures and clarification of prohibited disciplinary sanctions (e.g. restriction of drinking water). As an overarching principle, prison staff are encouraged to use conflict prevention mechanisms to prevent disciplinary offences and resolve conflicts. Limitations on the use of solitary confinement (which is also defined) are included for the first time in an international standard.

4. Investigations of deaths and torture in custody

The updated provisions introduce the obligations of the prison in cases of any death, disappearance or serious injury. These include obligations on reporting, investigations and notifying family or friends. Prisoner file management requirements were also amended in recognition of their role in recording incidents and complaints.

5. Protection of vulnerable groups

Revisions to provisions for prisoners with particular vulnerabilities were limited, but overall the Rules now clarify that prisons need to identify the individual needs of prisoners and that measures taking account of such needs must not be regarded as discriminatory. Some provisions were incorporated on children imprisoned with their parent and outdated terminology regarding prisoners with disabilities was changed.

6. Access to legal representation

Provisions were updated and expanded to cover not only pre-trial detention and criminal proceedings, but requirements of legal counsel more comprehensively based on the 2012 UN Legal Aid Principles and Guidelines. The Rules also clarify that prisoners are allowed to keep in their possession documents relating to their legal proceedings.

7. Complaints and independent inspection

Provisions dealing with information for prisoners and access to complaints mechanisms has been updated, as well as protection against retaliation, intimidation or other negative consequences as a result of a complaint. The impact of external monitoring was acknowledged by introducing the requirement of a twofold system of regular inspections, internal as well as external by an independent body. The revised Rules specify the powers of inspectors and require written inspection reports and encourage their publication.

8. Training of staff

Provisions on training were updated to clarify the necessity of training for staff prior to entry into service as well as ongoing in-service training, both of which should reflect contemporary evidence-based best practice. A list of training requirements includes security and safety, the concept of dynamic security, and the use of force and instruments of restraint, as well as management of violent offenders, with due consideration to preventive and defusing techniques.

REFERENCES

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>
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- Video 12 UK Prisons- <https://youtu.be/xET49UL4TCg>

1. <https://www.themarshallproject.org>
2. <https://www.epea.org/>
3. <https://justdetention.org/>
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5. <https://www.prisonstudies.org/>
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11. Prison Statistics India
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	Very Good	Good	Fair
4	3	2	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:

Organization:

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 in charge of the visit :

Name of the Institute/organization visited :

Time and Date of visit :

Subject for which visit is made :

Signature of the trainee

Signature of the officer in charge of the visit

Structure of the Report

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

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 panelists. Each panelist can be given around 15 minutes time to speak and discuss the role of their agencies and areas where coordination is required. After all panelists 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 panelists.

Group Discussion :

Each Participant should be encouraged to participate. Establish Ground Rules first. Cull out the important points that emerge from the discussion

Action Plan :Group Work Activity

Prison based Rehabilitation programs

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

APPENDIX-8

PRISON STATISTICS INDIA – 2021

Total Number of Prison Inmates as on 31.12.2021			
Male	:	5,31,025	
Female	:	22,918	
Transgender	:	91	
Prison Population	:	5,54,034	

Prisoner Types and Demography

Convicts		Undertrials		Detenues		Others	
Male	117846	Male	409346	Male	3381	Male	452
Female	4990	Female	17745	Female	88	Female	95
Transgender	16	Transgender	74	Transgender	01	Transgender	00
Total	122852	Total	427165	Total	3470	Total	547

Number of Jails, Capacity, Population and Occupancy Rate in India at the end of 2021

Type of Jail	Number	Authorized Capacity	Population of Inmates	Occupancy Rate(%)
Central Jail	148	193536	239311	123.7
District Jail	424	163606	254214	155.4
Sub Jail	564	45436	46736	102.9
Special Jail	41	7473	6582	88.1
Open Jail	88	5953	2178	36.6
Women Jail	32	6767	3808	56.3
Borstal School	19	1775	745	42.0
Others	03	1063	460	43.3
Total	1319	425609	554034	130.2

Source : NCRB, MHA (2021) <https://ncrb.gov.in/en/prison-statistics-india-2021>