

Training Manual of Basic Course for Prison Warders 2017



**Bureau of Police Research and Development
Ministry of Home Affairs
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I. Message of the DG BPR&D

Better training is the key to reforms in Prisons and Correctional Administration. Training Institutions are the inevitable point of entry to the prison world and for understanding the Penal and Correctional Administration dynamics in our country. Prison work is complex and requires a variety of skills. Many new recruits will not have any knowledge of prison, beforehand. Training is, thus, part of developing and maintaining a skilled, motivated and committed prison staff workforce.

The Hon'ble Supreme Court of India observed while hearing the Writ Petition(s) (Civil) No(s). 406/2013, in its order dated 17.02.2017, ***“To standardize the training to be given to the various categories of staff in prisons, we direct the Ministry of Home Affairs to take urgent steps to prepare Training Manuals for various categories of staff and officers in Jails”***. In compliance with the direction, the MHA requested the BPR&D to look into the matter and prepare appropriate training manuals which can be circulated to all States and UTs for their guidance and compliance.

The BPR&D Constituted a committee with the, ADG, BPR&D, as the Chairperson and other members, comprising the directors of Prison Officers Training Institutes in the country, to prepare the manuals. The Committee co-opted Dr. M.R. Ahmed, the former Director of APCA and also renowned expert, in Prison Administration. After multiple meetings, consultations and the brain storming sessions, the draft manual was prepared and circulated among all the States/UTs and other stakeholders including citizens. The feedback and suggestions were given due importance and final draft made which was approved by the committee.

The Training Manual of Basic Course for Prison Officers was prepared by the BPR&D keeping in mind the dynamic principles governing Prisons and Correctional Administration. This manual is in sync with the international best practices, law of the land, and technological advancements. It aims at preparing officers, who would be well informed about the laws and policies of the land, and to help them develop problem solving techniques, decisiveness and resilience in order to train them to act as team leaders for improving the systems and processes in Prison Administration.

This Manual has adopted the contemporary principles of training and learning, for indoor and outdoor classes, study tours, field visits and debriefing after institutional attachments. It has also incorporated new subjects, like Computerization, e-Prisons, Technology and Deradicalisation. Its comprehensive curriculum gives equal importance to physical agility and cognitive scholarship while applying the modern principles of learning and pedagogy.



I take this opportunity to place on record my sincere appreciation for the contribution of Shri V.S.K. Kaumudi, IPS, ADG, BPR&D (as the Chairperson of this Committee) for guiding the team, in bringing out this exhaustive Manual in a short span of time. His dedicated team of officers in this endeavor included Smt. Sampat Meena, IPS, IG (Research & Correctional Administration), Dr. P. Vijayakumar, IPS, SP (R&CA). I extend my warm appreciations to Dr. M.R. Ahmed, former Inspector General of Prisons, AP & Director, Academy of Prisons and Correctional Administration, Vellore, the Consultant to the Committee and Dr. A. Mathan Raj, Professor of Criminology and Dr. T.H. Ansar, Research Officer both from the APCA, Vellore who were instrumental in framing the syllabus and incorporating the suggestions for enriching the contents of the Manual.

This Manual is expected to bring about uniformity and better standards in training of the Prisons Staff in all the States/UTs and enable the Training Institutes to update their existing Manuals in the Context of the local requirements.

A.P. Maheshwari

**Dr. A.P. Maheshwari, IPS
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III. Model Training Manual for Prison Warders: A Perspective

India shares the universally held view that a sentence of imprisonment would be justifiable only if it ultimately leads to the protection of society against crime. Such a goal could be achieved only if incarceration motivates and prepares the offender for a law-abiding and self-supporting life after his release. It further accepts that, as imprisonment deprives the offender of his liberty and self-determination, the prison system should not be allowed to aggravate the suffering already inherent in the process of incarceration. Thus, while certain categories of offenders, who endanger public safety, have to be segregated from the social mainstream by way of imprisonment, all possible efforts have to be made to ensure that they come out of prisons as better individuals than what they were at the time of their admission thereto.

Reformation as the ultimate objective

As early as 1920, the Indian Jails Committee had unequivocally declared that the reformation and rehabilitation of offenders was the ultimate objective of prison administration. This declaration was subsequently echoed in the proceedings of various Prison Reforms Committees appointed by the Central and several State Governments over the years and in myriad international instruments. The United Nations Standard Minimum Rules for the Treatment of Prisoners, formulated in the year 1955 and subsequently revised and renamed as the Nelson Mandela Rules in 2015, provide the basic framework for achieving the goal of reformation and rehabilitation of offenders. The international Covenant on Civil and Political Rights, propounded by the United Nations in 1977, to which India is a party, has clearly brought out that the penitentiary system shall comprise treatment of prisoners the essential aim of which shall be their reformation and social rehabilitation. While the proclaimed principles are laudable, an assessment of the actual practices presents a deep divide between intent and the on-ground realities.

Judicial intervention in prison administration

Prison administration in India has been subjected to intense review by the higher judiciary in the last few decades. In *Sunil Batra v. Delhi Administration and Others* (1979), Justice V. R. Krishna Iyer pronounced: "Prisoners have enforceable liberties, devalued may be, but not demonetised; and under our basic scheme, Prison Power must bow before Judge Power, if fundamental freedoms are in jeopardy". Again, in *Sunil Batra v. Delhi Administration* (1979), the Court asked and affirmed: "Are prisoners persons? Yes, of course. To answer in the negative is to convict the nation and the Constitution of dehumanisation and to repudiate the world legal order, which now recognises rights of prisoners in the International Covenant on Prisoners' Rights to which our country has signed assent".



In a number of judgments on various aspects of prison administration, the Supreme Court of India has laid down three broad principles:

- (i) A person in prison does not become a non-person.
- (ii) A person in prison is entitled to all human rights within the limitations of imprisonment.
- (iii) There is no justification in aggravating the suffering already inherent in the process of incarceration.

These principles have serious implications for prison administration. They call for a thorough restructuring of the prison system in terms of the humanisation of prison conditions, minimum standards for institutional care, reorientation of prison staff, reorganisation of prison programmes and rationalisation of prisons rules and regulations. From this viewpoint, among the various directives issued by the Supreme Court of India in *Sunil Batra v. Delhi Administration* (1979), the following deserve a special mention:

“It is imperative, as implicit in Article 21, that life or liberty shall not be kept in suspended animation or congealed into animal existence without the freshening flow of fair procedure. Fair procedure in dealing with the prisoners calls for another dimension of access of law-provision, within the easy reach of the law which limits liberty to persons who are prevented from moving out of prison gates”.

“No prisoner can be personally subjected to deprivation not necessitated by the fact of incarceration and the sentence of court. All other freedoms belong to him – to read and write, exercise and recreation, meditation and chant, creative comforts like protection from extreme cold and heat, freedom from indignities like compulsory nudity, forced sodomy and other unbearable vulgarity, movement within the prison campus subject to requirements of discipline and security, the minimum joys of self-expression, to acquire skills and techniques and all other fundamental rights tailored to the limitations of imprisonment”.

“Inflctions may take protean forms, apart from physical assaults, pushing the prisoner into a solitary cell, denial of a necessary amenity, and, more dreadful sometime, transfer to a distant prison where visits or society of friends or relations may be snapped, allotment of degrading labour, assigning him to desperate or tough gang and the like, may be punitive in effect. Every such affliction or abridgement is an infraction of liberty or life in its wider sense and cannot be sustained unless Article 21 is satisfied. There must be a corrective legal procedure fair and reasonable and effective. Such infraction will be arbitrary, under Article 14, if it is dependent on unguided discretion; unreasonable, under Article 19, if it is irremediable and unappealable; and unfair under Article 21, if it violates natural justice....”



“The prison authority has duty to give effect to the court sentence. To give effect to the sentence means that it is illegal to exceed it and so it follows that prison official who goes beyond mere imprisonment or deprivation of locomotion and assaults or otherwise compels the doing of things, not covered by the sentence acts in violation of Article 19....”

Thus as rightly pointed out by the Judiciary and already felt by the All India Jail Manual Committee (1957-59), “the success of Correctional Administration mainly depends on the faith, philosophy and efficiency of the correctional personnel. It is, therefore, exceedingly necessary that the correctional personnel are selected with utmost care.” The same Committee further opined that “recruitment and selection of correctional personnel of every grade should be done carefully because it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of the institution depends. The best rules and regulations and the most progressive measures of prison reform may be nullified by unsuitable personnel.”

Nature of work in prisons

Prison work is demanding. It involves working with men and women who have been deprived of their liberty, many of whom are likely to be mentally disturbed, suffer from addictions, have poor social and educational skills and come from marginalized groups in society. Some will be a threat to the public; some will be dangerous and aggressive; others will try very hard to escape. None of them wants to be in prison. Therefore, it requires great skill and personal integrity to carry out this work in a professional manner. This means, first of all, that men and women who are to work in prisons need to be carefully chosen to make sure that they have the appropriate personal qualities and educational background. Then they need to be given proper training in the principles that should underlie their work and the human and technical skills that are required. Throughout their careers, they should be given opportunity to develop and expand these skills and to keep up to date with the latest thinking on prison issues. Further, prison staff generally work in an enclosed and isolated environment, which, over time, can make them narrow and inflexible. The way they are trained and managed needs to be designed to guard against this insularity. The staff also needs to remain sensitive to changes in the wider society from which their prisoners come and to which they will return. More than anything else, prison management needs to operate within an ethical framework. Without a strong ethical context, the situation where one group of people is given considerable power over another can easily become abuse of power. The ethical context is not just a matter of the behavior of individual staff towards prisoners. A sense of the ethical basis of imprisonment needs to pervade the management process from the top down. Those with the responsibility for prisons and prison systems need to look beyond technical and managerial considerations. They also have to be leaders who are capable of enthusing the staff for whom they



are responsible with a sense of value in the way they carry out their difficult tasks. They need to be men and women who have a clear vision and a determination to maintain highest standards in the difficult work of prison management.

Staff training

Once the staff have been properly recruited and selected they need to be given appropriate training. Most new staff will have little or no experience or knowledge of the prison world. The first requirement is to reinforce, for all of them, an appreciation of the ethical context within which prisons must be administered. It must be made clear that all the technical skills which will subsequently be taught are under pinned by a belief in the dignity and humanity of everyone involved in prisons. These include all prisoners, whoever they may be and whatever crimes they may have been convicted of, and all the staff and visitors.

The prison staff need to be taught the basic skills which are required to deal with other human beings, some of whom may be very awkward and difficult, in a decent and humane manner. This is not simply a matter of theory. It is a crucial first step towards the technical training which will follow. There remains a lack of understanding about what it is that the staff are being trained for. There is an absence of appreciation about the main features which are the basis of good prison work.

Technical training

The staff should also be given the necessary technical training. They need to be aware of security requirements. This involves learning all about the use of security technology: keys, locks, surveillance equipment. They need to learn how to keep proper records and what sort of reports need to be written. Above all, they need to understand the importance of their direct dealings with prisoners. The security of the lock and the key must be supplemented by the kind of security that comes from knowing who their prisoners are and how they are likely to behave. These are the issues of dynamic security.

Prevention of disorder

As far as keeping good order is concerned, new prison staff need to learn that prevention of disorder is always better than having to deal with it after it has occurred. Disorder extends from incidents involving a single prisoner to mass insurrection and riots. It is very rare that disorder erupts spontaneously. There are usually many warning signs that trouble is brewing. A properly trained member of the staff will recognize these warning signs and will act to douse trouble. This is a skill which can be taught.



Training specialist staff

Staff who have a specialist function, such as teachers and instructors, will need additional training in order to carry out their roles properly. This applies especially to the medical staff. Medical doctors have to realize that when they come to work in a prison they bring with them all the ethical obligations of their profession. Even though these people are in the prison, the doctor's first responsibility is to treat their illness, whether it be physical or mental. This needs to be made clear to any doctor who comes to work in a prison.

Training for work with special group of prisoners

The staff who are to work with specific groups of prisoners should be given the special training necessary to work with them. This applies especially to the staff who are to work with juvenile and younger prisoners. There is sometimes a tendency to regard this sort of work as somehow less important or demanding than the work with adult prisoners. The reality is often quite different. Juvenile prisoners are frequently more volatile and demanding than adult prisoners. There is also a greater possibility that they will respond positively to appropriate training and encouragement. One of the principal tasks of the staff who work with younger prisoners is to help them grow into mature adults who will live in a lawful manner. Similar, training considerations apply to the staff who work with women prisoners, with mentally disturbed prisoners and with high security prisoners.

Development and continuing training

The initial training which the prison staff receive should be merely the beginning of their development. Prisons are dynamic institutions, continuously changing, being influenced by expanding knowledge and external influences. The staff need to be given regular opportunities to bring their knowledge up to date and to sharpen their skills. This will require development within the prison administration and also with other criminal justice and social welfare agencies. This development will continue throughout the whole of a staff member's career. This will help to make the staff aware of the latest techniques. It will also provide training in specific skills for the staff who work in specialist areas and opportunities for more senior staff to develop their management skills.

Training in the use of force

In most prisons, for the vast majority of the time, prisoners respond quietly to legitimate orders. They do not wish to be in prison, but they accept the reality and go about their business as instructed. From time to time, individuals or small numbers may act in a violent manner and have to be controlled using force. It is important that all the staff, at the outset of their training, are made aware of the circumstances and the quantum in which force may be used against prisoners.



Training in the use of arms

Special care must be taken to make sure that these staff are properly trained and that they have a clear understanding of the circumstances in which firearms may be used. It is not a recommended practice that the staff who work directly with prisoners should be armed. This is to make sure that firearms are never used in haste and that they never fall into the hands of prisoners. Lethal firearms should be used only when absolutely necessary to prevent loss of life. This means that there must be an immediate and clearly perceived threat to someone's life. For example, lethal fire should not be opened simply because a prisoner is escaping. It may be resorted to when such an escape presents an immediate threat to someone's life as governed by the IPC.

The status of prison training

Prior to 1936, there was no formal training for prison personnel who work with offenders. The only orientation received was the experience of working in institutions keeping offenders. Essentially, it was practical training under the guidance of the persons who had put in long years of service in institutions of incarceration. They were given only the most rudimentary advice before being handed a set of security keys and left to get on with their task. This is a very dangerous practice. At best, it means that the new staff will not understand what their work really involves and will learn habits from the older staff which do not represent the best practices. At worst, it means that the new staff will be vulnerable to pressure, from powerful prisoners who will take advantage of their vulnerability and will have power over them in a way which will weaken security and good order in the prison. Professional training for prison and correctional personnel was first organised at the Tata Institute of Social Sciences in 1936. In 1952, inspired by the need to provide for more specialised training in preparation for correctional work, with the assistance of the Ministry of Home Affairs of the Government of India, and the aid of two experts made available by the United Nations, namely, Dr. Walter C. Reckless, a noted Criminologist, and Dr. Edward Galway, Advisor on Social Defence, United Nations, the Institute offered a six months programme for training nearly 50 officers deputed by different State Governments. The institute, thus, rendered an important service in the dissemination of new techniques necessary for operation of correctional institutions and agencies.

However, prisons being a state subject, there is no uniformity in recruitment, training, staff pattern, organizational structure, nomenclature, etc. In some of the states, the prison personnel are inducted at two levels, i.e., as Warders and as Assistant Jailors/Deputy Jailors/Jailors/Assistant Superintendents. In some other states, three-level recruitment is followed, i.e., Warders, Assistant/Deputy Jailors and Deputy Superintendent/Superintendents. Warders being the lower cadre, are trained at the State Institutes of Correctional Administration (SICA), or Warders Training Schools (WTS), or at Warders Training Centres (WTC). The officer level recruits,



from Assistant Superintendents to Superintendents are trained in the Academy of Prisons and Correctional Administration (APCA), Vellore/Jail Officers Training Institute, Lucknow /Institute of Correctional Administration (ICA), Chandigarh / Jail Officers Training College, Pune and Bhopal/Regional Institute of Correctional Administration (RICA), Kolkata.

The standard and length of the training that is currently given to new recruits to prison work vary enormously from state to state. In some states the basic training is given to the first level staff at police training centres, mostly, in physical fitness, parade and in law subjects. However, training in behavioural sciences, which is crucial, is absent. In some states, the basic training is being imparted to both the first line staff as well as officers, though not of the expected standards. However, at some places like the APCA, Vellore, and RICA, Kolkata, there are standard training manuals.

A review of the training that is being at present imparted to the prison staff indicates that, in spite of recommendations of various committees, the Government of India training policy and the UN standards, the training of prison staff is woefully neglected. It has not been realized that untrained and uninstructed personnel are not only ineffective but quite often become a hindrance to the proper implementation of correctional policies. It is hardly appreciated that the training of prison personnel will not only be helpful in creating a proper atmosphere in the department, but will also go a long way in establishing good traditions and practices of institutional management and correctional process. The All India Committee on Jail Reforms (1982-83) strongly felt: "A well-trained staff will be an asset in the proper implementation of prison reforms. With the impact of training, personal attitudes and abilities will improve. The expenditure incurred on staff training will ultimately result not only in departmental gains but also in definite social gains in terms of better institutional impact and ultimate rehabilitation of the offenders".

Intervention by the Supreme Court of India

The Supreme Court of India, in the suo-moto Writ Petition (Civil) No. 406/2013, titled 'Re-Inhuman conditions in 1382 Prisons', in their order on 17-02-2017, inter-alia, observed as follows:

"It has been pointed out that there are serious deficiencies in the training of jail officers/staff. It appears that over the last many years hardly about 7800 staff has been given some kind of training, mostly refresher training. This is unhappy state of affairsTo standardize the training to be given to various categories of staff in prisons, we direct the Union of India through the Ministry of Home Affairs to take urgent steps to prepare training manuals for various categories of staff and officers in jails. Concrete steps are to be taken on or before 31st March 2017..."



Drafting of training manuals

Consequently, the Bureau of Police Research and Development, which has been entrusted by the Government of India with the drafting of the training manuals for the prison staff, constituted a special Committee, with various stake holders, for preparing Training Manuals for standardization of training to prison officials of various ranks. The BPR&D also appointed a senior officer with vast experience in correctional services and training as a Consultant for drafting the manuals. It was decided that 2 manuals would be drafted, one for Warders and the other for Officers of executive cadre. The final version of the manuals which was the outcome of several meetings and brainstorming sessions was submitted on the 31st October, 2017. The draft manuals were uploaded on the BPR&D website calling for suggestions and improvements.

Salient features of the Training Manual for Prison Warders

The 'Training Manual for Basic Course of Prison Warders' is intended to provide a comprehensive road map for the training of prison warders at their induction level. This Model Training Manual for Prison Warders proposes to raise the standards of training and also the skills of the warders by incorporating the relevant international standards prescribed in various UN Manuals, in addition to national standards and relevant points from judicial pronouncements.

The prevailing system of warders' recruitment, in many states, is a part of combined recruitment with other uniformed services with the police and fire survey. Hence the person selected for the post of warders needs to be properly oriented to the prison service. The warder recruits, who get through the combined recruitment examination, may not possess necessary initiation knowledge and skills which are specifically required to work in prisons. This Training Manual outlines the structure and components of a 9-months and 2-week long Basic Training Course designed to impart necessary knowledge, skills, attitudes and exposure required for the newly recruited prison warders to discharge their duties efficiently. The 9-months and 2-week duration is divided into three phases as follows:

1. Phase-I

Phase-I (the initial 7-months period) will consist of 2- stages. Stage-I will be of 6-months duration and Stage-II will be of 1-month duration. Stage-1 is dedicated to regular indoor and outdoor classes, field visits, study tour, specialized short-term courses, etc. At this stage, the trainee warders need to complete 7 indoor training modules, 10 outdoor training modules, 5 modules of specialized courses and one module on field visit.

The indoor modules comprise of subjects drawn from different academic branches of science, social science and law. They are: Prison Manual and Rules; basics of



Criminology, Victimology and Penology; basics of Psychology; basics of Sociology and Social Work; Criminal Laws and Minor Acts; Human Rights, Constitution of India; and basic computer applications. These subjects will impart basic knowledge and skills to warders to discharge their duties in a professional manner.

Prison Warders are primary functionaries of the prison department. They act like a bridge between prisoners and the administration. They are the first one to face the prisoners and confront the initial problems. A thorough knowledge of relevant laws, statutes, rules and regulations is essential for prison warders. Hence, important legislations and rules related to prison administration is made part of the training curriculum. The module on prison manual and rules mainly covers the major rules under which prisons operate and the daily routine of prison administration which dealing with the offenders, the basic responsibilities of the Warders proper custody, care and correction of the inmates. Need less to mention that prison warders are required to have reasonable knowledge in the areas of criminology, victimology, penology and allied subjects. Hence, modules on these subjects are included in the Manual. In order to provide the warders sufficient knowledge and exposure to laws, constitutional provisions, human rights, etc., modules on these topics are also included.

Prison work basically being a human service work, prison warders need to work in our environment where human beings are in unpleasant and negative situations. This obviously has a direct impact on their personal and professional life. Therefore, it is necessary for them to have reasonable exposure to major social science disciplines such as sociology, social work, psychology, etc., in order to make them understand the human behavior. Some key modules on these topics are also made part of this Manual.

Use of computers is now inescapable in any organization. Of late, all the prisons are being computerized. As warders are the key human resource in prisons, a module on Computer Applications is also included.

The next part of the Training Manual comprises outdoor training modules. Prison service is a uniformed service and the prison warders are often detailed on duties for hours together. They should have strong physical and mental health to cope with the stress and monotonous work. In order to instill the habit of physical exercise and to maintain good health and physical fitness, outdoor training modules has been designed. The outdoor training modules are intended to develop physical fitness, stamina, endurance and certain practical skills, including unarmed combat and weapons training, etc., required by the prison warders to discharge their duties effectively. There are 10 modules in the section of outdoor training. The modules cover physical efficiency training, drill without arms, drill with arms, guards and sentries, crowd control and lathi drill, mob operation, weapons training, firing practice, un-armed combat and self-defence techniques besides additional skills



and fitness training. These modules ensure that prison warders gain the qualities and abilities which are deemed essential to serve in a uniformed service.

The components of drill, which are required for personality development of and for creating the *esprit de corps*, have been incorporated. To break the monotony of training, games like volleyball, basketball, football, cricket, hockey, etc., are recommended in the games section. Training in unarmed combat and self-defence techniques, like karate, has been provided to infuse expertise in self-defence and build up confidence. Sessions on yoga and meditation are also included as part of training for stress management and to help them maintain physical and mental harmony. Besides these, certain additional basic skills, which are deemed essential for everyone, such as swimming, driving, etc., are also included.

The module on field visits is included in the training curriculum with key objective of giving the trainee warders an exposure to the real nature and functioning of prisons and other allied institutions, such as police, courts, juvenile justice institutions, mental health centre, etc. This will obviously help them develop an understating of the nature and functioning of prisons and allied institutions. Through this the trainee warders get the opportunity to mingle and share knowledge with functionaries in related departments. This will facilitate their work, once they join, their duty on completion of training.

Besides regular indoor and outdoor sessions, 5 modules on specialized short-term programmes are included in this Manual. Topics such as personality development for warders, emergencies in prisons, search procedures and techniques, medical emergencies, first aid and CPR, building maintenance and electrical safety have been included in order to develop the skills of prison warders in specific areas and to prepare them to handle emergency situations in prisons. Although these modules are made part of the basic course, interested warder training institutes can conduct exclusive in-service training programmes on these topics, as prescribed in the module.

Examination is an important part of the training process. The performance of the trainees in examinations, both indoor and outdoor, is the best indicator of the effectiveness of training, as well as the commitment, hard work, aptitude, attitude and interest on the part of the trainee. Hence, examinations in all the subjects is an essential component of the training. Stage-II of Phase-I, i.e., the 7th months, is dedicated to conduct of examinations and the Passing Out Parade.

2. Phase-II

Phase-II, i.e., the next 2-months period, is earmarked for institutional attachment for practical training. During this Phase, the trainee warders will be attached to various prisons and other institutions in order to expose them to practical aspects and to have hands-on experience.



3. Phase-III

Phase-III, the final 2 week period, is meant for debriefing on institutional attachment. This is not mandatory; but desirable and is proposed to be conducted at the place of attachment/headquarters.

Conclusion

This Model Training Manual for Prison Warders is designed to bring in not only the much needed uniformity, but also advance the standards of prison warders' training, on par with international standards. The Manual comprises of indoor modules on an array of academic disciplines making the training course a comprehensive academic course, more or less equivalent to a Certificate Course. It would not be out of place to suggest that the training institutes adopting this Manual may think of getting affiliated to some universities for accreditation of the course for award of a certificate or so. The outdoor modules are basically adapted from the BPR&D module for police training and, hence, standards of common training in uniformed forces are maintained. Other modules are designed and drafted in a way to so as to ensure that the trainee warders, on completion of the training, may rank as the finest professionals in the field of corrections.

The manual is dedicated to the entire correctional fraternity, toiling and working for the cause for prisons and correctional services.





IV. Glossary of Terms and Abbreviations

1. Training Manual

A training manual is defined as a book of information and instructions outlining the structure and components of a training programme. This Training Manual for Basic Course of Prison warders provides the state prison departments a comprehensive plan and structure on how to conduct a basic training course for prison warders.

2. Training Module

A training module is a standardized self contained segment which forms part of a training manual.

a. Indoor Main Module

Module for a subject which has more content and relevance and the examination is conducted for 3 hours duration for 100 marks.

b. Indoor Subsidiary Module

Module for a subject which has relatively less content and relevance and the examination is conducted for 1.5 hours duration for 50 marks.

3. Lecturing Method:

This is the most traditional method used in teaching and training. Lecturing is a teaching method that involves, primarily, an oral presentation given by an instructor to a body of students or trainees.

4. PPT:

Power Point Presentation.

5. Q & A:

Question and Answer.

6. Role-play

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



7. Group discussion

It is a systematic and purposeful interactive oral process. Here the exchange of ideas, thoughts and feelings take place through oral communication. The exchange of ideas takes place in a systematic and structured way. The participants sit facing each other almost in a semi-circle and express their views on the given topic/issue/problem.

8. Dur.

Duration.



V. Basic Training Course for Prison Warders: An Introduction

The Basic Course for Prison Warders is the induction course for newly recruited prison warders. The UN Nelson Mandela Rules recommend the prison administration to carefully select their staff, since it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of prisons relies on. It further states that the prison staff must possess an adequate standard of education and should be given the ability and means to carry out their duties in a professional manner. Candidates from different educational backgrounds are appearing and getting through the recruitment examination. They may not possess required knowledge and skills needed to serve in the prison service in a professional way. Therefore it is compulsory that, before entering on duty, all prison staff should be provided with training tailored to their general and specific duties. Only those candidates who successfully pass the theoretical and practical tests at the end of such training should be allowed to enter the prison service.

The Basic Course for Prison Warders will be of **9-months and 2-week** duration. This Basic Training Course is designed to impart necessary knowledge, skills, attitudes and exposure required for the newly recruited prison warders.

Division of Training Period:

The duration of the Basic Course for Prison Warders will be of **9-months and 2-week duration**. This 9-months and 2-week period will be divided into three Phases as mentioned below:

- i. Phase-I, the initial **7 months** period;
- ii. Phase-II, the next **2 months** period;
- iii. Phase-III, the last **2-week** period

Training Components and Activities included in each Phase:

Phase		Components / Activities
Phase-I	Stage-I	1. Regular Indoor and Outdoor Sessions 2. Field Visits 3. Specialised Short-term Courses and Training Sessions
	Stage-II	4. Examinations 5. Passing Out Parade Practice 6. Passing Out
Phase-II	▪ Institutional Attachments	
Phase-III	▪ Debriefing on Institutional Attachment (Not mandatory; but desirable and to be conducted at the place of attachment/ headquarters)	



Calculation of Total Training Duration:

The following Table provides a comprehensive idea of calculation of total training duration and number of days available in each Phase.

Phase-I	
Stage-I	
<i>Number of days available during 1st to 6th Months (30 x 6)</i>	<i>180 days</i>
Less Sundays & 2 nd Saturdays (Sundays—4 x 6 = 24; 2 nd Saturdays—1 x 6 = 6)	30
Less Other Holidays (1 x 6 = 6, Average one holiday in each month)	6
Less Total	-36
Total Available Days in Phase-I	180-36=144 Days
Less Field Visit Days	10
Less Days for Specialised Short-term Courses and Training Sessions	10
Less Total	-20
Total Available Days in Stage-I	144-20=124 Days
Days available for Indoor Classes: 124 - 18 Saturdays = 106 days Saturdays are earmarked for activities (such as barrack cleaning, uniform kit maintenance, arms cleaning etc.) there shall not be any Indoor Classes.	106 days
Days available for Outdoor Classes: 124+10 field visit days = 134 days (during field visit days, there shall be regular outdoor session)	134 days
Stage-II	
<i>Numer of days available during the 7th Months (1 x 30)</i>	<i>30 days</i>
Less Sundays and 2 nd Saturdays (Sundays—4x1=4; 2 nd Saturdays—1 x1 = 1)	5
Less one holiday	1
Less Total	-6
Total Available Days in Stage-II for Examinations; POP etc.	30-6=24 days



Phase-II	
<i>Number of days available during 8th & 9th Months (30 x 2)</i>	<i>60 days</i>
Less weekly off (2 x 4 = 8)	8
Less Other Holidays (1 x 2 = 2; Average one holiday in each month)	2
Less total	-10
Total Available Days in Phase-II	60-10 = 50 days
Phase-III	
<i>Number of days available during 2-week (7 x 2)</i>	<i>14 days</i>
Less Sundays	2
Total Available Days in Phase-III	14-2 = 12 days
Total training Days in 9 Months	144+24+50+12 = 230 days

Advisory Board for the Training Institute

It is suggested that every prison training institute shall constitute an Advisory Board for advising and updating of training modules time to time. The key purpose of this Advisory Board is to frame, review and update the content and quality of training modules and recommend changes that are required to be made in the curriculum. For a detailed description of this, see **Appendix-I**.



VI. Introduction to Phase-I of Training

The first 6 months of training is considered as Phase-I. This Phase-I consist of the following components:

1. Regular Indoor Sessions
2. Regular Outdoor Sessions
3. Field Visits
4. Specialised Short-term Courses

Training Modules for Indoor

As far as indoor training is concerned there are a total of 7 modules. The list of these indoor modules is given below:

- 1) Prison Manual and Rules
- 2) Basics of Criminology, Victimology and Penology
- 3) Basics of Psychology
- 4) Basics of Sociology and Social Work
- 5) Criminal Laws and Minor Acts
- 6) Human Rights and Constitution of India
- 7) Basic Computer Applications

Calculation of Training Period: Indoor Modules

Total number of days available for Indoor Training	106 Days
Total number of hours available: Monday to Friday (106 days) – 4 periods per day; each period is 45 minutes, i.e., 3 hours x 106 days	318 hours
Total number of hours required for completion of all Indoor Modules	318 hours



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Indoor
Module No.	ID-1
Module Title	Prison Manual and Rules
Duration	100 hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Prisons: The Origin and Development

Unit – 2.....Criminal Justice System and Role of Prisons

Unit – 3.....Prisons: Organization and Classification

Unit – 4.....Duties of Prison Officers and Warders: An Overview

Unit – 5.....Admissions, Classification and Daily Routine of Prisoners

Unit – 6.....Prisoners' Diet, Clothing and Bedding

Unit – 7.....Prisoners' Contact with Outside World

Unit – 8.....Medical Care in Prisons

Unit – 9.....Security and Custodial Management in Prisons

Unit – 10.....Management of Emergencies in Prisons

Unit – 11.....Welfare and Treatment Programmes

Unit – 12.....Remission System and Release of Prisoners



A. Introduction to the Module

Administration of Prisons and Correctional Services is a State subject as per the Constitution of India. Therefore every State/UT government has framed their own Prison Manual and Prison Rules for administration and management of prisons and allied services within their jurisdiction. Prison warders form the very foundation of every prison establishment and they needed to have a clear understanding of basic provisions related to organizational and functional aspects of prison and correctional administration. This Training Module on 'Prison Manual and Rules' comprises of Units dealing important topics dealt in the Prison Manuals and Rules.

B. Instructions to the Faculty

- This Module on 'Prison Manual and Rules' deals with topics which are directly related to the day to day responsibilities of prison warders. Therefore, teaching may be made more practical and experience oriented.
- Necessary arrangements should be made for the trainees to have hands-on experience about various topics covered in this Module.
- There will always be a considerable difference between 'what is in book' and 'what is in practice'. Emphasis should be given in this aspect also.

C. General References

1. **State Prison Manual and Prison Rules**
2. **Model Prison Manual, Ministry of Home Affairs (2016)**
3. **Various Acts concerning Prisons and Prisoners**
4. **Books available in vernacular of the state**
5. **Websites**
 - www.bprd.nic.in/
 - www.nhrc.nic.in/
 - www.prisonstudies.org/
 - www.humanrightsinitiative.org
 - www.penalreform.org/
 - www.prisonreformtrust.org.uk/
 - <http://www.prisonpolicy.org/>
 - www.ohchr.org/
 - <http://ispac.cnpds.org/>

Materials required for the sessions:

- White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, Prison Manual, etc.



Unit – 1

Prisons: The Origin and Development

Overview:

Prisons are entrusted with the greatest and hardest task of safe custody and correction of offenders, with the ultimate aim of ensuring safety and security of the society. In other words, prisons play a vital, indispensable role in controlling crimes and ensuring law and order in society. It is, therefore, elementary as well as essential for a prison warder to know the origin and roots of the institution in which he or she works. By knowing the history of origin and development of prisons and imprisonment, and the role of prisons in the modern penal framework, prison warders shall identify their professional scope and nature of work. The identification, recognition and acceptance of their professional role by them is quite important for the prison departments to achieve their goals. Therefore, it will be of great use as well as interesting for prison warders to know the evolution and development of prisons. This unit, in a nutshell, deals with origin and development of prisons globally and the history of prisons in India.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have a clear understanding about the origin and development of prisons;
- Know about various forms of prison designs and prison architecture during the past;
- Know about the history of offences and barbaric punishments in prisons etc.

Sl. No.	Topics	Dur.	Method of Instruction
1.	History of Prisons: Origin of prisons – Prisons in ancient periods - Prisons in various forms: Gaols or Jails; Bridewells; Workhouses; Maison De Force; the Quakers and Eastern State Penitentiary; Pennsylvania Model; Auburn Silent System; Panopticon Model - Penal colonies - Prison life in olden days: offences and the barbaric punishments in prisons.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	History of Prisons in India: Prisons in ancient and medieval times –Vedic period – Mughal		



	Period – Prisons under the British Rule – Cellular Jails – Other Jail Designs etc. – Prisons in India after independence: Milestones and Important Committees and Commissions.	3 hrs	
	<u>Practical/Assignment:</u> a. Arrange a visit to prisons and old forts where old models of confinement buildings exist and ask the trainees to prepare brief reports about such visits. Also show them videos with relevant content. b. Ask the trainees to write assignments on the development of prisons in India.	-	
	Total duration	6 hrs	



Unit – 2

Criminal Justice System and Role of Prisons

Overview:

This unit deals with introductory aspects of criminal justice system, role of prisons and correctional services in administration of criminal justice, importance of Prison Manual and Rules, major provisions and rules in the Prison Manual on organization of the prison department in the state.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have a clear understanding about basic organizational structure of the Criminal Justice System;
- Have an understating of organization of the Prison Department and various prison institutions and their classification;
- Be able to understand the crucial roles of warder in prison administration.

Sl. No.	Topics	Dur.	Method of Instruction
3.	Introduction to criminal justice system: The Police, Prosecution, Courts, and Prisons and Correctional Administration, Probation and Aftercare Services.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
4.	Role of Prisons and Correctional Services.	1.5 hrs	
5.	Organization of prison department in the state and importance of Prison Manual and Rules.	1.5 hrs	
6.	Warders in prisons administration - Prison work is not police work.	1.5	
<u>Practical/Assignment:</u> a. Arrange field visits to Police Station, Courts, Probation Office etc. b. Arrange visit to various types of prisons to observe how warders are engaged in various duties.		-	
Total duration		6 hrs	



Unit – 3

Prisons: Organization and Classification

Overview:

This unit deals with major provisions related to organization of prison headquarters and offices of other senior officers, types of prisons, and related matters. This unit also outlines the basic provisions on administration of sub jails. It also gives a broad outlook of staff discipline and welfare to orient the trainees to the prison administration.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have a basic understanding about organization of offices of various senior prison officers;
- Be able to know in detail different types of prisons and the administration of prisons;
- Will know about basic structure and architecture of different types of prisons;
- Have an understanding of discipline and welfare of prison staff;
- Have a clear understanding of uniform of guarding force and officers cadre.

Sl. No.	Topics	Dur.	Method of Instruction
7.	Organization: Director General / Inspector General of Prisons - Deputy Inspector General of Prisons – Superintendent - Deputy Superintendent - Jailor - Deputy Jailor/Asst. Jailor/Asst. Superintendent – Women Officers of various cadre.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
8.	Types of Prisons and Other Institutions: Central Prisons - District Jails - Women Prisons - Open Prisons - Special Sub Jails - Sub Jails – Borstal Schools– State Training Institute etc.	3 hrs	
9.	Prison Architecture and Buildings: Norms for Prison Buildings – Main Gate – Barracks and Cells – Kitchen – Dining Room – Hospital – Workshops and Industries – Interview Rooms – Gallows – Walls and Gates	3 hrs	



	– Watch Towers – Toilets and Bathrooms and Wash Areas – etc.		
10.	Administration of Sub Jails: Major Duties and Responsibilities of Sub Jail Superintendent.	3 hrs	
11.	Staff Discipline and Welfare: Uniform – Knowledge of Rules – Weekly off – Welfare Committee – Living Facilities – Inspection of Staff Quarters etc.	3 hrs	
<u>Practical/Assignment:</u> a. Visit to various category of prisons and prepare reports.		-	
Total duration		15 hrs	



Unit - 4

Duties of Prison Officers and Warders: An Overview

Overview:

The guarding staff or warder establishment in their day-to-day affair needs to interact and report to their immediate supervising officers such as Asst. Jailer/Deputy Jailer/Jailer and they are also required to interact with correctional cadre officers on a regular basis. Hence this unit will cover the basic provisions on duties and responsibilities of guarding staff. Further this unit explains major duties and responsibility of jailors, deputy jailors, welfare officers and other correctional cadre officers.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Be able to know the duties and responsibilities of guarding staff;
- Have an idea about major duties of their immediate supervisors and middle level officers;
- Know about major duties of correctional cadre officers.

Sl. No.	Topics	Dur.	Method of Instruction
12.	Prison guarding staff / warders establishment - Duties and responsibilities – Role in grievance redressing of inmates.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
13.	Major duties of Jailors, Deputy Jailer, Asst. Jailer/Asst. Superintendent, Welfare officers and other correctional officers (emphasis their supervisory role on warders and their reporting).	3 hrs	
<u>Practical/Assignment:</u> a. Visit to prisons and learn nature of warders' duties. b. Arrange for interaction with senior officers.			
Total duration		7.5 hrs	



Unit – 5

Admissions, Classification and Daily Routine of Prisoners

Overview:

This unit gives a broad outlook of admission procedure, preservation of private property of prisoners and classification of various types of prisoners. This unit will further outline the key provisions on categorization of prisoners. Prisoners' daily routine and other disciplinary measures adopted in prisons are also discussed.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about usual procedures followed during admission of prisoners;
- Have an understanding about maintenance of prisoners' private property;
- Have an understanding about classification of prisoners and procedures;
- Know about major categorization of prisoners;
- Learn the regular activities and disciplinary measures in prisons.

Sl. No.	Topics	Dur.	Method of Instruction
14.	Admission and Classification of Prisoners: Quarantine/Reception - Remand Prisoners - Undertrial Prisoners - Ordinary Class and Special Class Prisoners – Convicts: A, B, C Class - Simple Imprisonment and Rigorous Imprisonment - Short Term and Long Term Prisoners - Labouring and Non-labouring Prisoners - Adolescents.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
15.	Private property of prisoners – Preservation	1.5 hrs	
16.	Categorizations of prisoners: Civil Prisoners – Detenues; Categories of Detenues and their Treatment - Prisoners Sentenced to Death.	1.5 hrs	
17.	Prison Routine: Daily Routine – Main Gate operations - Unlocking and Lockup of the prisoners – Counting/Census - Searches — Escorting – Extra Mural Gang - Night Duty–etc.	4.5 hrs	
<u>Practical/Assignment:</u>			
a.	Send the trainees to observe and practice operation of main gate, opening and closing of barrack/cells, prisoners’ property rooms etc.	-	
b.	Allow the trainee warders to accompany prison personnel during unlocking, locking, searching, counting escorting etc.		
Total duration		12 hrs	



Unit – 6

Prisoners' Diet, Clothing and Bedding

Overview:

One of the key roles of every prison staff is to ensure that basic needs and rights of prison inmates are properly satisfied. Hence this unit primarily deals with fundamental provisions and rules regarding prisoners' diet, clothing and bedding. As warders are mainly involved in matters related to diet, issuance of clothing etc., it is necessary for them to know about the key provisions and rules.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Be able to have an understanding of prisoners' diet;
- Have an idea about issuance and general maintenance of clothing and bedding.

Sl. No.	Topics	Dur.	Method of Instruction
18.	Diet: Procurement of ration articles - Cleaning, storage and issue of ration articles – Diet - Calculations of diet scale - Diet roll - Different types of diets: labouring, non-labouring, hospital/extra diets, diet for pregnant inmates - Kitchen slip and distribution/supply of food – Kitchen waste disposal – Hygiene and prevention of food poisoning - Types of cooking: gas cooking, steam cooking etc. – Prevention of pilferage - Complaints about food etc.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
19.	Clothing and Bedding: Issuance of clothing and bedding - Register of clothing and bedding - Disposal of clothing and bedding - Scale of clothing and bedding to various category prisoners – Maintenance of cloth store and cleaning measures- Submission of clothing and bedding indents.	4.5 hrs	
<u>Practical/Assignment:</u> a. Arrange for visit to prison kitchen and observe cooking activities, distribution of food, different types of diet scale etc. b. Visit prison cloth store and observe issuance procedures of clothing and bedding to prison inmates, washing of prison clothing, hospital clothing etc.		-	
Total duration		9 hrs	



Unit – 7

Prisoners' Contact with Outside World

Overview:

Prisoners' lives are physically cut off from outside world. However, their rights to maintain contact with outside world, especially with their own kith and kin remain intact. It is therefore necessary that prisons shall have arrangements to allow prison inmates to maintain their contact with their family, friends, lawyers, etc. This unit deals with key aspects and provisions related to prisoners' contact and communication with outside world.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Understand the importance of prisoners' contact with outside world;
- Have basic knowledge on key provisions related to prisoners' contact with outside world.

Sl. No.	Topics	Dur.	Method of Instruction
20.	Forms of contacts - Importance of regular contacts – Different types of interviews: family interviews, interview with lawyers etc. - Regulation of interviews – Supervision of interviews - Search of articles - Powers of superintendent - Role of warders in interviews - Maintenance of records etc.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
21.	Role of warders in dealing with parole, furlough, emergency leaves etc. E–Mulakat (E-Interview) - Contact through letters – Telephone facilities- Frequency and supervision etc.	3 hrs	
<u>Practical/Assignment:</u> a. Arrange for a visit to prison and ask the trainees to watch interviews and procedures therein. b. Arrange for interaction with prisoners on interviews.		-	
Total duration		6 hrs	



Unit – 8

Medical Care in Prisons

Overview:

Medical and healthcare of prison inmates is an important aspect of prison administration. Prison guarding force, who are in charge of direct supervision of prison inmates, should be aware of basic rules regarding prisoners' medical issues and healthcare. This unit details about basic healthcare and medical services for prison inmates.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about the basic provisions related to medical services and hospital management in prisons (emphasis on warders' roles / duties);
- Have an understanding of important provisions related to psychological and mental healthcare of inmates.

Sl. No.	Topics	Dur.	Method of Instruction
22.	Medical Care: Medical services, healthcare and hospital management – Warder's duties and responsibilities – Out patients and In patients in hospitals – Inmates' malingering.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
23.	Mental Healthcare: Prisoners with psychological and psychiatric problems – Warders role.	3 hrs	
<u>Practical/Assignment:</u> a. Visit to prison hospital.		-	
Total duration		6 hrs	



Unit – 9

Security and Custodial Management in Prisons

Overview:

To ensure fair and efficient operation of prisons, secure and safe custody of prison inmates are of utmost importance. This unit primarily focuses on security, discipline and custodial management in prisons. Maintenance of discipline among inmates being crucial to ensure law and order in prisons, this unit also explains different prison offences and punishments thereby.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Be able to know about major provisions on prison security and safe custody;
- Have an understanding about prison discipline and major and minor offences.

Sl. No.	Topics	Dur.	Method of Instruction
24.	Prison Security and Custody: Types of security - Physical, Procedural, and Dynamic security - Standard security - Intelligence gathering – Classification - Use of weapons against prisoners - Security of Locks and Bars-Bar testing - Checking of Prisoner's Property - Classification of high risk offenders basing on security threats – Facilities and care for high security prisoners - Alarm parade - Quick Reaction Team - Prohibited Articles – Operation and maintenance of metal detectors, scanners, CCTV cameras, Video conferencing, Communication devices etc.	9 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
25.	Discipline: Jail offences – Minor and Major - Punishment for jail offences.	3 hrs	
<u>Practical/Assignment:</u> a. Visit to prisons to study guarding arrangements, duty rosters, patrolling, night watch, watch towers, night time arrangements and alarm parade. b. Interaction with prison officers to learn about usual type of prison offences and their way of dealing with such offences.			
Total duration		12 hrs	



Unit – 10

Management of Emergencies in Prisons

Overview:

Prison is vulnerable to different types of emergencies and crises situations. Therefore it is necessary to formulate provisions and mechanisms to handle emergency situations in prisons. It is the guarding force who plays a major role in effectively handling such situations. This unit details major provisions and procedures relating to handling of emergency situations in prisons.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an understanding about major crises/emergencies in prisons;
- Have an understanding about how to deal with prison emergencies.

Sl. No.	Topics	Dur.	Method of Instruction
26.	General Emergencies: Escapes – Riots – Outbreaks – Fire - Hunger Strikes - Violent Protests/Agitations – Overcrowding – Failure of water supply, electric lighting arrangements, and other essential prison services like conservancy and plumbing - Non-supply of food or raw materials resulting in the interference of prison routine etc. Natural Calamities: Flood, Earthquakes, Cyclones, etc.– Hostage Situations – Terrorist Attacks - Bomb Explosion - War/Bombing - Nuclear, Biological and Chemical Disasters.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
27.	Medical Emergencies: Death/Custodial Death - Suicides - Accidents – Epidemics – Food Poisoning etc – Procedure to be followed.	3 hrs	
<u>Practical/Assignment:</u> a. Screening of films on prison escape, outbreaks etc. b. Case illustration of various prison emergency incidents and analysis of ways used to deal with them.			
Total duration		7.5 hrs	



Unit – 11

Welfare and Treatment Programmes

Overview:

Reformation and rehabilitation of prisoners are the key objectives of correctional administration. There are various welfare programmes and reformatory measures conducted in prisons. Committed involvement of guarding personnel is required for effective implementation of such programmes. This unit aims to provide necessary knowledge on provisions related to reformatory programmes, welfare measures, vocational training and rehabilitation of prison inmates.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an understanding about provisions related to various welfare measures in prisons;
- Have an understanding of various types of vocational training provided for prisoners, prison industries etc.

Sl. No.	Topics	Dur.	Method of Instruction
28.	Reformative measures: Education for prisoners - Library facilities- Recreational activities - Cultural activities- Spiritual programmes – Prison Canteen - Legal aid etc – Event management – Importance of these measures.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
29.	Vocational Training and Work Programmes: Prison Industries – Wages - Raw Materials – Finished Products – Prison Stores– Sales of Finished Products etc – Escorting prisoners to work etc.	3 hrs	
<u>Practical/Assignment:</u>		-	
a.	Visit to prisons to understand various reformatory and welfare measures.		
b.	Visit to prison industries and learn about vocational training and work programmes.		
Total duration		6 hrs	



Unit – 12

Remission System and Release of Prisoners

Overview:

Remission, temporary release and premature release of prisoners are important components in rehabilitation process. This unit deals with general rules of remission, different types of remission and release of prisoners under parole/emergency leave, furlough/ordinary leave etc. This unit also deals with rules related to premature release, advisory board and other committees in prisons.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an understanding of remission system;
- Have knowledge of releasing prisoners under parole/emergency parole, furlough/ordinary leave etc;
- Have an understanding of premature release of prisoners and related rules.

Sl. No.	Topics	Dur.	Method of Instruction
30.	Remission System: Ordinary Remission – Special Remission – Remission Rules – Calculation of Remission - Release of Prisoners under Remission Rules.	4 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
31.	Temporary Release: Advisory Board - Parole / Emergency Leave, Furlough /Ordinary Leave - Other Committees in Prison.	1.5 hrs	
32.	Premature Release: Rules related to Premature Release.	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Demonstration of calculation of remission of various types of sentenced prisoners etc.	-	
Total duration		7 hrs	



Training Manual Title	Training Manual of Basic Course for Jail Warders
Training Phase	I
Module Category	Indoor Main (Exam in 100 Marks)
Module No.	ID-2
Module Title	Basics of Criminology, Victimology and Penology
Duration	50 Hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Criminology: Criminology - Conceptual Background

Unit – 2.....Theories of Crime and Delinquent Behaviour

Unit – 3.....Contemporary Crimes and Crime Prevention

Unit – 4.....Children in Conflict with Law Adolescent offenders and Borstal Schools

Unit – 5..... Victimology - Conceptual Background and Vulnerable Group of Victims

Unit – 6..... Restorative Justice and Victim Assistance

Unit – 7..... Penology – Conceptual background and Objectives of Punishment

Unit – 8Recent trends in corrections and Alternatives to imprisonment



A. Introduction to the Subject

Crime is a major social, economical and political problem and the source of much academic debate and research. Criminology is heavily connected to law, studying the connection between law breaking and the reaction to it. Criminology as a subject in this module covers the causes and patterns of criminal and deviant behaviour, as well as possible applications of theory for treatment and crime prevention. This module is to provide trainees with a basic understanding of the nature and extent of crime and deviance in contemporary society, and the main ways in which they can be explained and controlled. Further, this module provides an introductory explanation of criminal victimization via an overview of current theories of Victimology and victimization types. Penology, which is the study of punishment, in prisons and in the community is also included in this module. Aim of this module is to provide very basic information about Criminology, Victimology and Penology to warders as they are required to have basic knowledge in the conceptual framework of these subjects in order to understand and orient themselves with the objectives of correctional system.

B. Instructions to the Faculty

- The present module is developed to give an outline of the subjects to make the trainees approach the prisoners in a professional manner, hence, the faculty should have basic idea about all the topics covered in the module.
- While conducting classes, the faculty should try to relate the conceptual framework with the contemporary issues in correctional administration.
- There will always be a considerable difference between 'what is in theory' and 'what is in practice'. Emphasis should be given in this aspect also.

C. General References

1. S.V.Paranjape, *Criminology&Penology*, sage Publications, New Delhi
2. Chockalingam. K., *Readings in Victimology*, Rajan Publications, Chennai
3. Vadackamcherry James *Criminology & Penology*, Kairali Books International , Trivandrum
4. Siddique Ahmed, *Criminology Problems and Perspectives*, Eastern Book Company Lucknow
5. Phulia, Chasdha N.K., & Surendharnath, *Criminology – A psychological and Anthropological Analysis*, Friends Publication Newdelhi



6. Subhra Ghosh, *Female Criminal in India*, Uppal Publishing Company, New Delhi
7. Venugopal Rao, *Victims of Crime*, Allied Publishers Ltd. New Delhi.
8. V.Rajan *Victimology in India*, Allied Publishers Ltd. New Delhi
9. Handbook of Basic Principles and Promising Practices on Alternatives to Imprisonment 2007 – United Nations Office on Drugs and Crime
10. Introductory Handbook on the Prevention of Recidivism and Social Reintegration of Offenders 2012 - United Nations Office on Drugs and Crime.
11. Books available in vernacular of the state

Materials required for the sessions:

- White board, marker, LCD projector, computer, power point presentations, printed handouts on each topic, videos, Prison Manual, etc.



Unit – 1

Criminology - Conceptual Background

Overview:

This unit introduces the trainees to the discipline of criminology and explores how crime impacts society-at-large. It covers the major aspect of the basic concepts in Criminology, the term crime, criminal behaviour and delinquency. It also focuses on the importance of criminological knowledge in correctional set up.

Learning Objectives:

Upon successful completion of this Unit, the trainee will:

- Have a basic understanding of the concept of crime and Criminology;
- Be able to differentiate criminal and non-criminal behaviour;
- Have basic knowledge on the importance of Criminology in correctional set up;
- Know the major causes of crime.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Introduction: Concept and definition of crime - Criminal behaviour - Non criminal behaviour	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Importance of Criminology in corrections	1.5 hrs	
3.	Difference between Crime and Delinquency	1.5 hrs	
4.	Etiology of Crime: Criminogenic factors - Major causes of crime	1.5 hrs	
<u>Practical/Assignment:</u> a. Assignments b. Institutional Visits		-	
Total Duration		6 hrs	



Unit – 2

Theories of Crime and Delinquent Behaviour

Overview:

This unit traces out the historical background of theoretical explanations of crime and delinquent behaviour and introduces the trainees to the different theories of criminology and explores how an individual becomes deviant. It covers the major biological, social, and economical theories of Criminology as well as Multifactor approach

Learning Objectives:

Upon successful completion of this Unit, the trainee will:

- Be able to examine the historical evolution of criminological theory;
- Have knowledge in the causes of traditional and non-traditional forms criminal behaviour;
- Have basic knowledge in different theories of crime;
- Help the trainee to have basic understanding of criminal behaviour in a changing and developing socio-economic and political context.

Sl. No.	Topics	Dur.	Method of Instruction
5.	Historical Background: Evolution of criminological thought - Gandhian perspectives on crime	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
6.	Schools of Criminology: Classical School - Neo Classical School - Positive School/ Biological School	1.5 hrs	
7.	Sociological School of Criminology : Anomie by Durkheim - Differential Association theory by Emile Durkheim – Labelling Theory by Howard Becker - Containment Theory by Walter C. Reckless	3 hrs	
8.	Economy and Crime : Economic Factors – Poverty and unemployment – Contributions of Marx	1.5 hrs	
9.	Multifactor Approach by William Healy	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Case studies to understand theoretical explanations	-	
Total Duration		9 hrs	



Unit – 3

Contemporary Crimes and Crime Prevention

Overview:

This unit gives basic explanations for different types of crime and criminal behaviour and introduces the trainee to the definitions and classification of new forms of crime and its pattern. The concept and definition of Recidivism is also covered in this unit. Further this unit deals with the formal and informal methods of crime prevention.

Learning Objectives:

Upon successful completion of this Unit, the trainee will:

- Have basic knowledge on the contemporary crimes and understand the main components of contemporary crimes in India ;
- Understand the concept and definition of Recidivism and methods to deal with it;
- Be able to describe the major crime prevention methods.

Sl. No.	Topics	Dur.	Method of Instruction
10.	Forms of Crime: Professional Crime - Organised Crime - White Collar Crime - Alcoholism & Drug Addiction – Political Crime- Violence – Extremism and Terrorism – Cyber Crime	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
11.	Recidivism : Definition – Meaning - Causes - Prevention	1.5 hrs	
12.	Crime prevention : Concept - Crime prevention methods: Situational crime prevention – Formal and Informal crime prevention methods – Role of police and other agencies	1.5 hrs	
<u>Practical/Assignment:</u> a) Visit to prisons and have Case illustrations of different types of criminals b) Case study of a recidivist c) Visit to Police stations to learn different types of crime prevention methods.		-	
Total Duration		6 hrs	



Unit – 4

Children in Conflict with law, Adolescent offenders and Borstal Schools

Overview:

Though warders do not directly deal with Children in Conflict with law, this unit tries to orient them to the basic issues of children in conflict with law and also introduces the process of children becoming delinquents in the society as well as within the juvenile justice system. Fundamental issues in delinquent behaviour, Children in conflict with law and institutions to deal with them are covered in this unit in order to provide basic knowledge about Juvenile Justice System. This unit further explains about the adolescent offenders, first time and young offenders and gives basic knowledge about the purpose and functioning of Borstal school.

Learning Objectives:

Upon successful completion of this Unit, the trainee will:

- Have an understanding about causes and forms of delinquent behaviour;
- Be aware of Children in conflict with law, adolescent offenders and institutions to deal with them;
- Understand about adolescent offenders and Borstal schools.

Sl. No.	Topics	Dur.	Method of Instruction
13.	Children in Conflict with law: Causes and Forms of Delinquent behaviour - Children in Conflict with Law – Process of becoming a criminal - Institutions and Salient features of under Juvenile Justice Care and Protection Act 2006.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
14.	Adolescent offenders: Meaning and Definition - Borstal School; Purpose – Functioning – Dealing with First time offenders and Young offenders	3 hrs	
<u>Practical/Assignment:</u>		-	
a.	Case illustrations of children in conflict with law		
b.	Visit to institution under Juvenile Justice Act		
c.	Visit to Borstal School		
Total Duration		6 hrs	



Unit – 5

Victimology - Conceptual Background and Vulnerable Group of Victims

Overview:

Victimology is a new subject to deal with the victims of crime and abuse of power. This module tries to explain why do some individuals become victims of crime while others do not. Conceptual boundaries, basic definitions and contemporary developments in the field of Victimology are discussed in this unit. This unit discusses about the unreported crimes or dark figures and its impact over the society. Different types of victims and vulnerable groups of victims are also discussed in this unit. Victimology helps those working in criminal justice, especially those in correctional set up to understand the psychology of offenders through the effects of criminal acts on victims.

Learning Objectives:

Upon successful completion of this unit, the trainee will:

- Have an awareness of the history and development of Victimology;
- Have familiarity with concept and basic terms in Victimology;
- Understand the meaning and definition of dark figures/ unreported crimes;
- Know the vulnerable group of crime victims.

Sl. No.	Topics	Dur.	Method of Instruction
15.	Introduction: Concept and definition – Victim and Victimology - Unreported crimes/ dark figures - Primary Victimization – Secondary Victimization	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
16.	Contributions of Major Victimologists: Benjamin Mandelson – Hans Van Hentig – Marvin Wolfgang – Ezzat A. Fattah and others	1.5 hrs	
17.	Vulnerable group of victims: Family Violence - Battered Women - Child Victims – Elderly Victims – Problems of Victims of crime	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Videos on victims of crime and abuse of power	-	
Total Duration		4.5 hrs	



Unit – 6

Restorative Justice and Victim Assistance

Overview:

This unit aims to provide with an introductory knowledge of contemporary issues and trends in victim Justice. More broadly, it aims to teach the trainees about Restorative Justice System and gives an outline of Victim Assistance schemes with particular reference to Victim compensation fund from the wages of prisoners followed by Judgment of Supreme Court of India in State Of Gujarat And Another vs Hon'ble High Court Of Gujarat on 24 September, 1998 .

Learning Objectives:

Upon successful completion of this unit, the trainee will:

- Demonstrate an understanding about the restorative justice system;
- Have fundamental knowledge on legal provisions dealing with compensation and restitution;
- Learn about the victim compensation fund from the wages of prisoners.

Sl. No.	Topics	Dur.	Method of Instruction
18.	Restorative Justice System: Concept and definition – Restorative Justice – Forms of Restorative Justice – Peace making Criminology	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
19.	Victim Assistance Programmes: Victim Compensation – Victim Restitution – Victim Service centres - Legal provisions in India -	1.5 hrs	
20.	Victim Compensation Fund: Victim Compensation Fund from the wages of prisoners – Equitable wages - State Of Gujarat And Another vs Hon'ble High Court Of Gujarat on 24 September, 1998	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Assignments on Victim assistance programmes	-	
Total Duration		4.5 hrs	



Unit – 7

Penology – Conceptual background and Objectives of Punishment

Overview:

This unit teaches the trainee about the definition, significance and practice of punishment, with a particular emphasis on the use of imprisonment. This subject will touch up on correctional practices, reforms, and their consequences as well as correctional methods used in Indian prisons.

Learning Objectives:

Upon successful completion of this Unit, the trainee will:

- Know the concept, definition and significance of punishment;
- Have basic knowledge in objectives / theories of punishment;
- Know different types of punishment from penological perspective.

Sl. No.	Topics	Dur.	Method of Instruction
21.	Introduction: Concept - Definition - Significance of Penology - Evolution of Punishment - Ancient to Modern	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
22.	Objectives / Theories of Punishment: Deterrence (General and specific) - Retribution – Preventive (Imprisonisation) – Reformation – Restoration - Expiation	2 hrs	
23.	Types of Punishment : Then and Now Corporal Punishments: Flogging, Whipping, Branding, Stoning, Pillory, Banishment etc - Institutional Treatment (Vs) In community Treatment – Imprisonment – Capital Punishment	3 hrs	
<u>Practical/Assignment:</u> a. Assignments		-	
Total Duration		6.5 hrs	



Unit – 8

Recent Trends in Corrections and Alternatives to Imprisonment

Overview:

This unit will help to develop the trainee's ability to understand ethical values relating to the correctional system and the different types of psychological therapies and its effectiveness in prison administration. This unit will further teach the trainees about few important forms of alternatives to imprisonment. Additionally, the importance of parole, after care and rehabilitation is also discussed in this unit.

Learning Objectives:

Upon successful completion of this unit, the trainee will:

- Acquire basic knowledge of current philosophies in the correctional system;
- Grasp the basics and significance of different treatment methods;
- Have fundamental understanding about alternatives to imprisonment.

Sl. No.	Topics	Dur.	Method of Instruction
24.	Corrections and correctional methods: Concept of Correction - Importance of correction Treatment programmes - 3 Rs - The need and importance of psychological therapies and counselling	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
25.	Recent Trends in Corrections and its purpose: Work Programmes – Education – Prison Products - Food Units in Kerala – Prison Brands (TJ, Freedom, Parivardhan etc) - Petrol Bunks etc – its purpose	1.5 hrs	
26.	Open Prisons: Open prisons - Semi Open Prison - Open Air Camps (Sanganer Rajasthan, Buxor, Bihar, Swatanthrapur, Maharastra) Open prison for Women (Kerala and Maharastra)	1.5 hrs	
27.	Alternatives to imprisonment : Concept and definition – Forms of alternatives - Probation – Parole – Community Service etc.	3hrs	
<u>Practical/Assignment:</u>			
b.	Visits to prisons to understand treatment programmes	-	
c.	Visit to Open prisons		
Total Duration		7.5 hrs	



Training Manual Title	Training Manual of Basic Course for Prison Officers
Training Phase	I
Module Category	Indoor
Module No.	ID-3
Module Title	Basics of Psychology
Duration	30 Hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Introduction to Psychology

Unit – 2.....Learning

Unit – 3.....Motivation and Emotions

Unit – 4.....Self and Personality

Unit – 5.....Meeting Life Challenges

Unit – 6.....Mental Health and Mental Illness

Unit – 7.....Counselling and Referrals in Prisons: The Role of Warders



A. Introduction to the Module

Psychology is the scientific study of human behaviour and mental processes. It is part of everyone's experience as it influences the way we think about everything from education and intelligence, to relationships and emotions, normality, abnormality and criminality. Knowledge of psychology will not only help individuals to understand their own self, but also other human beings' behaviour and characters. Prison service being a human service profession, it is important for prison warders to understand the basics of psychology in order to deliver their responsibilities in an efficient manner. This module will introduce the trainees to the fundamental principles and essential topics in psychology.

B. Instructions to the Faculty

- While conducting classes, the faculty should try to relate the conceptual framework with the contemporary psychological issues in correctional administration by presenting case studies and videos.
- There will always be a considerable difference between 'what is in theory' and 'what is in practice'. Emphasis should be given in this aspect also.
- Necessary arrangements should be made for the trainees to have hands-on experience about various topics covered in this subject.
- While conducting group discussions, the faculty should act as the moderator.

C. General References

1. Introduction to Psychology - N.L Munn
2. Correctional Psychology - R.J.Wicks
3. Essentials of Abnormal Psychology - B. Kleinmuntz.
4. Abnormal Psychology & Modern Life (8th Edition) - R.C Carson, J.N Butcher and J.C Coleman.
5. Criminal Behaviour: A Psychological Perspective - C.R. Bartol and A.M. Bartol.
6. Books available in vernacular of the state

Materials required for the sessions:

- White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos etc.



Unit – 1

Introduction to Psychology

Overview:

The specific goals of this unit are to introduce the trainees with the subject of psychology, its nature, scope and significance in prison setup. Different branches of psychology and their applications are also discussed in this unit.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand the definition and scope of psychology;
- Know the different branches of psychology and their applications.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Introduction: Definition - Nature - Scope and significance of psychology.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Branches of Psychology: Major branches of psychology and their applications – Difference between Criminal Psychology and Forensic Psychology.	1.5 hrs	
<u>Practical/Assignment:</u> a. Assignments.		-	
Total duration		3 hrs	



Unit –2

Learning

Overview:

Learning is often defined as a relatively lasting change in behaviour that is the result of experience. Learning brings together cognitive, emotional, and environmental influences and experiences for acquiring, enhancing, or making changes in one's knowledge, skills, values, and world views. This unit deals with introductory concepts, significance, basic approaches in studying the process of learning etc.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand the definition, and process of learning;
- Know the basic approaches in studying the process of learning.

Sl. No.	Topics	Dur.	Method of Instruction
3.	Definitions and significance of learning- Types of learning – Learning process - Basics of Behaviourism - Cognitive Theory - Constructivism	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
4.	Transfer of learning: Positive, negative and zero transfer of learning - Means to enhance learning - Effect of motivations on learning.	1.5 hrs	
<u>Practical/Assignment:</u>		-	
a.	Give case study to understand the types of learning.		
Total duration		3 hrs	



Unit – 3

Motivation and Emotions

Overview:

Motivation is the internal drive that drives an organism to achieve the desired need or goal and elicits, controls, and sustains certain goal directed behaviours. For instance: An individual feels hungry (need) and as a response he or she searches for the food (drive) and find and eat food (goal). It is the vital factor in setting and attaining goals. Emotion is often defined as a complex state of feeling that results in physical and psychological changes that influence thought and behaviour. This unit briefly discusses the meaning, nature and importance of motivation and major theories of motivation. Basic concepts in emotions and management of emotions in prison settings are also discussed in this unit.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand the meaning, importance and types of motivation;
- Have basic knowledge about theories of motivation;
- Know the basic concept of emotion and its management in prison settings.

Sl. No.	Topics	Dur.	Method of Instruction
5.	Introduction: Meaning, nature, types and importance of motivation - Intrinsic Motivation and Extrinsic Motivation- Types of motives: Primary and Secondary motives.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
6.	Brief overview of theories of motivation: Hierarchy of Needs theory by Maslow – Drive Reduction theory by Hulls – Achievement Motivation theory by McClelland	1.5 hrs	
7.	Emotion: Meaning, definition, nature, types and importance of emotion – Understanding and management of emotions in prison settings.	1.5 hrs	
<u>Practical/Assignment:</u> a. Assignments.		-	
Total duration		4.5 hrs	



Unit -4

Self and Personality

Overview:

The study of self and personality not only helps us to understand who we are; but also our uniqueness and as well as our similarities with others. By understanding self and personality, we can understand our own as well as other's behaviours in diverse situations. Study of self and personality in the context of different approaches is an effort to appraise the prison warders to understand their own self and prisoners' selves. This unit briefly discusses about self, personality, assessment of personality, personality disorders and their management.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Know the meaning of self and personality and assessment of personality;
- Have an understanding about the aspects of self;
- Have basic knowledge in identifying personality disorders.

Sl. No.	Topics	Dur.	Method of Instruction
8.	Introduction: Concept of Self - Aspects of self: Self-esteem, self-efficacy and Self-regulation; Culture and self	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
9.	Introduction: Meaning of personality– Formation of personality - Assessment of personality–Defence Mechanism.	1.5 hrs	
10.	Common Personality Disorders: (Brief Overview of Symptoms): Borderline personality disorder; Narcissistic personality disorder; Obsessive-compulsive personality disorder; Paranoid personality disorder; Anti-social personality disorder – Management of personality disorders. (See the note below)	1.5 hrs	
<u>Practical/Assignment:</u> a. Case discussions. b. Assignments.		-	
Total duration		4.5 hrs	

Note: This is to give the trainees a basic understanding of the difference between personality disorders and mental illness; not to provide the wider coverage of these two topics, which is impractical in this context.



Unit – 5

Meeting Life Challenges

Overview:

Life is full of challenges, facing them may induce stress. However the gravity of stressfulness caused by a particular challenge much depends on how a challenge is viewed. While some stress factors are inherent in the prison work, some other factors which are originated elsewhere affects the prison warders. For instance, prison warders compare themselves with police constables as the recruitment process is same/similar for both. This comparison leads to wrong perception of their roles, ultimately resulting in personal dissatisfaction. This disorientation among the warders needs to be resolved for effective functioning of the correctional system. Hence this unit is designed to cover major aspects of stress and effects of stress on psychological functioning and health and also methods to cope with stress and anger.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand the major challenges of life in a prison environment;
- Know the nature, types and sources of stress;
- Know the methods to cope with stress and anger.

Sl. No.	Topics	Dur.	Method of Instruction
11.	Introduction: Nature, Types and Sources of Stress - Effects of Stress on Psychological Functioning and Health - General Adaptation Syndrome- Stress and Immune System – Lifestyle, Stress and Anger.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
12.	Coping with Stress and Anger: Adaptation and Adjustments - Stress Management Techniques- Anger Management Techniques.	1.5 hrs	
<u>Practical/Assignment:</u> a. Case discussions. b. Assignments.		-	
Total duration		4.5 hrs	



Unit – 6

Mental Health and Mental Illness

Overview:

Mental health is a positive mental status, with which an individual is capable of coping with normal life stressors as well as the ability to work productively. The mental health status of prison inmates is invariably affected by the very nature of imprisonment. The prisoners basing on their sentence term may remain in prisons for a long time or in some cases for the whole life. Due to this they often face adjustment and mental health problems. Prison warders should have basic knowledge of mental health issues arising out of imprisonment so that they can prepare themselves to deal with these issues in prisons. Keeping the above in mind, this unit is designed to provide basic understanding of mental health and mental illness.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand what is mental health and mental illness;
- Know about basic symptoms of major mental health disorders;
- Have idea of key provisions of the Mental Healthcare Act, 2017

Sl. No.	Topics	Dur.	Method of Instruction
13.	Mental health in prisons –Mental illness - Brief overview of symptoms of Common Mental Health Problems in Prisons such as Neurotic disorders: Anxiety disorders; Phobias; Psychotic disorders: Depression, Bipolar, Schizophrenia, Obsessive Compulsive Disorder etc. - Mental Healthcare Act, 2017: Introduction; Salient features; Applicability of this Act in Prisons.	6 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
<u>Practical/Assignment:</u>			
a.	Assignments	-	
b.	Institutional Visits		
Total duration		6 hrs	



Unit – 7

Counselling and Referrals in Prisons: The Role of Warders

Overview:

Counselling is the skilled and principled use of relationship to facilitate self-knowledge, emotional acceptance and growth and the optimal development of personal resources. The need for counselling has become paramount in order to promote the well-being of the prisoners in contemporary corrections. Keeping this in mind, this unit is designed to provide basic knowledge on counselling and its importance to prison warders which will enable them to identify prisoners showing explicit symptoms of psychological disorders thereby they can take such prisoners to an expert for counselling. This unit further deals with basic aspects in identification and ways of dealing with alcoholics and drug addicts, and prisoners having suicidal ideation etc.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Know the basic concept and importance of counselling and therapeutic interventions;
- Have a basic knowledge of ways and methods to deal with alcoholics, drug addicts, suicidal inmates etc.

Sl. No.	Topics	Dur.	Method of Instruction
14.	Counselling: Importance of counselling and therapeutic interventions in prisons - Role of Psychologist and Counsellors.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
15.	Identification and ways of dealing with alcoholics and drug addicts.	1.5 hrs	
16.	Suicidal ideation among prisoners: Identification; Prevention, Referrals etc.	1.5 hrs	
<u>Practical/Assignment:</u> a. Arrange a visit to a counselling centre or mental health centre to learn about the practices of counselling.		-	
Total duration		4.5 hrs	



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Indoor
Module No.	ID-4
Module Title	Basics of Sociology and Social Work
Duration	20 hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Sociology: An Introduction

Unit – 2.....Social Control, Crime and Other Social Problems

Unit – 3.....Social Work: An Introduction

Unit – 4.....Role of Social Worker in Prisons



A. Introduction to the Module

Sociology is the scientific study of society. Sociology will help us to understand various aspects of society and social life in a systematic and scientific manner. Crime, punishment and correction have got a sociological perspective. Prison warders are expected to have some basic understanding about society and social life, because of the very fundamental reason that crime is a social problem and criminals are coming from society. While sociology scientifically studies society, social work profession aims to promote social change and enhance human well-being in every settings including prison. Correctional cadre staff holding social work degrees are appointed in prisons with designations such as welfare officer, counsellor, social case worker etc. Hence it is necessary for prison warders to know basics of social work discipline and role of social workers in prisons.

B. Instructions to the Faculty

- Necessary arrangements should be made for the trainees to have practical experience about various topics covered in this paper.
- There will always be a considerable difference between 'what is in theory' and 'what is in practice'. Emphasis should be given in this aspect also.
- While conducting discussions, the faculty should act as the moderator.

C. General References

1. Sociology: A Systematic Introduction – Harry M. Johnson
2. Sociology: Themes and Perspectives – M. Haralambos and R.M. Heald
3. Sociology – Anthony Giddens
4. Introductory Sociology – Sachdev and Vidyabhushan
5. Sociology – C.N. Shankar Rao
6. Theory & Practice of Social Work - Gordon Hamilton
7. Towards a Philosophy of Social Work in India - S. Dasguta
8. Direct Social Work Practice-Theory and Skills (8th edition). H. Dean
9. Introduction to Social Work - Paul Chowdhry
10. Competencies for Correctional Social Worker: Specialized Knowledge and Skills for Effective Practices - Leon Holtzhausen
11. Books available in vernacular of the state

Materials required for the sessions:

- White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos etc.



Unit – 1

Sociology: An Introduction

Overview:

Sociology is the scientific study of society. As we all live in society, the primary focus of this subject is 'us' and 'our living' in society. This unit briefly describes introductory aspects of sociology like definition, nature, scope and subject matter. The unit concludes with a brief overview of basic concepts in sociology.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have knowledge of definition and other key basic aspects of sociology;
- Understand basic concepts in sociology.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Definition – Nature – Scope – Importance of Sociology – Basic Sociological Concepts: Society – Community – Association - Institution: Primary and Secondary – Social System – Social Action - Role – Status – Power – Authority – Social Structure and Function.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Culture: Definition; Functions; Features; Sub-culture; Culture and Civilization – Socialisation: The Concept; Socialisation and Personality; Importance of Socialisation.	1.5 hrs	
3.	Social Process and Interactions: Cooperation; Competition; Conflict; Accommodation; Assimilation – Social Organization and Bureaucracy.	1.5 hrs	
4.	Social Institutions: Marriage; Family; Education; Economy; Political System; Religion etc.	1.5 hrs	
<u>Practical/Assignment:</u> b. Assignments. c. Group discussions.		-	
Total duration		6 hrs	



Unit – 2

Social Control, Crime and Other Social Problems

Overview:

Social life is possible only when there is an organization and order among its individual members. This is possible through the agents of social control. When the equilibrium is disturbed, there occurs social disorganization, which will affect the smooth functioning of society and it may even endanger the very existence of society itself. Social problems, in a way, are resultants of social disorganization. And some social problems generate other forms of social problems. To illustrate this, let us consider a society which is backward in education. Illiteracy and lack of education leads to unemployment and unemployment leads to poverty. This poverty may propel deviance and crime. Increased rates of crime shatter the society and make it difficult for the society to survive. It is felt that prison warders must possess basic scientific understating about social control, disorganization and social problems. This unit covers key issues related to social control, social disorganization and social problems including crime.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have basic knowledge about the concept of social control;
- Have basic knowledge of social disorganization;
- Develop an idea of basic social problems including crime and delinquency.

Sl. No.	Topics	Dur.	Method of Instruction
5.	Social Control: Definition and Importance; Formal and Informal Agents of Social Control: Family; Education; Religion; Morality; Social norms such as Folkways, Mores, and Customs; Law etc.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
6.	Collective Behaviour –Crowd and Crowd Behaviour – Mobs and Riots – Propaganda – Collective Behaviour in Prisons.	2 hrs	
7.	Social Disorganization and Problems: A Brief overview of Juvenile Delinquency; Crime; Unemployment; Poverty; Communalism; Casteism; Gender inequality etc.	3 hrs	
<u>Practical/Assignment:</u> a. Assignments. b. Group Discussions.		-	
Total duration		8 hrs	



Unit – 3

Social Work: An Introduction

Overview:

Social work is a major discipline among the social sciences. The social work profession's core mandates include promoting social change, social development, social cohesion, and the empowerment and liberation of people. The welfare and correctional measures in prisons are deeply rooted in social work principles and methods. It is necessary for warders to have basic knowledge about social work profession and understand role of social work professionals in prisons. This unit deals with fundamental concepts of social work.

Learning objective:

Upon successful completion of this Unit, the trainee will:

- Develop a basic understanding of fundamentals of social work discipline;

Sl. No.	Topics	Dur.	Method of Instruction
8.	Fundamentals of Social Work: Definition, Objectives and Scope - Concepts related to social work: Social service, Social welfare, Social reform, Social policy, Social security, Social justice and Social development.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
9.	Fields of Social Work Practice: Family and Child development, Youth development, Women development, Elderly care, Disability, Backward classes, Rural Development, Urban Community Development, Medical and Psychiatric social work, Industrial social work - Social Defence - Prison and Correctional Services.	1.5 hrs	
<u>Practical/Assignment:</u> a. Visit to prison settings and arrange for interactions/field experience with correctional social worker. b. Assignments.		-	
Total duration		3 hrs	



Unit – 4

The Role of Social Worker in Prison

Overview:

The key objective of social work profession is to promote human wellbeing and improve social justice. Considering the very nature of prisons, social work has a greater scope and relevance in corrections. Social workers can offer a variety of services in prisons such as assessment of inmates, assisting them to develop coping skills, therapeutic counselling and support, partnering with external service providers such as NGOs, CBOs, families and the community in the rehabilitative process, provide capacity building to other staff members, and organize community programmes etc. This unit provides the prison warders a basic understating about role and significance of social work professionals in prisons.

Learning objective:

Upon successful completion of this Unit, the trainee will:

- Have a basic knowledge of role and importance of social work and social work professionals in prisons.

Sl. No.	Topics	Dur.	Method of Instruction
10.	Social Work in Prisons: Concept, Scope and Importance - Need of social work practice in correctional settings - Role of social worker/welfare officer – How warders can help social work professionals in prisons - NGOs in Prisons and Correctional Institutions.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
<u>Practical/Assignment:</u> a. Assignments b. Field Visits to NGOs		-	
Total duration		3 hrs	



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Indoor
Module No.	ID-5
Module Title	Criminal Laws and Minor Acts
Duration	50 hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Introduction to Indian Penal Code

Unit – 2.....Offences and Punishments

Unit – 3.....Criminal Procedure Code and Constitution of Courts

Unit – 4.....Cr P C Sections Related to Police

Unit – 5.....Cr P C Sections Related to Prisoners

Unit – 6.....The Indian Evidence Act

Unit – 7.....Special Acts



A. Introduction to the Module

Criminal law is the body of law that relates to crime. It may be defined as the body of rules that defines conduct that is not allowed because it is held to threaten, harm or endanger the safety and welfare of people, and that sets out the punishment to be imposed on people who do not obey these laws. Indian Criminal Laws are divided into three major acts i.e. Indian Penal Code, 1860; Code of Criminal Procedure, 1973 and Indian Evidence Act, 1872. Besides these laws, Special Criminal Laws are also passed by Indian Parliament i.e. NDPS Act, Prevention of Corruption Act, Food Adulteration Act, Dowry Prohibition Act etc. Besides this, there are few legislations on prisons such as the Prisons Act, 1894, Prisoners Act, 1900; Prisoners (Attendance in Courts) Act, 1955; Transfer of Prisoners Act, 1950; Identification of Prisoners Act, 1920 etc. This module deals with these Acts briefly.

B. Instructions to the Faculty

- The faculty may handle each session on this paper by quoting related case laws to provide clear understanding about the topics dealt in the paper.
- It will be highly effective if the trainees are given opportunities to visit courts of law and observe the court proceedings to have real time experience.

C. General References

1. Criminal Major Acts by Padala Rama Reddy and Padala Srinivasa Reddy 10th Edition (2010), Asian Law House, Hyderabad.
2. Criminal Court Practice, M. Arulselvam, Malathi Publications, Chennai.
3. Sarkar Criminal Manual 2012, Kamal Publishers, New Delhi.
4. Books available in vernacular of the state

Materials required for the sessions:

- White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, Law reference books etc.



Unit – 1

Introduction to Indian Penal Code

Overview:

This unit introduces the Indian Penal Code, and covers general explanations of the terms contained in the Penal Code and description of punishments. It also details about exceptions applicable in execution of the provisions in the Penal Code in certain cases like private defence.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about general explanations of the terms used in the IPC;
- Know about various types of punishments prescribed in the code;
- Have an understanding about exceptions prescribed in the Code.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Introduction to IPC and General Explanations: Introduction to IPC - General Explanations - Of Punishments - General Exceptions - Private Defence.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
<u>Practical/Assignment:</u> a. Assignments.		-	
Total duration		4.5 hrs	



Unit – 2

Offences and Punishments

Overview:

This unit details about various types of offences where Indian Penal Code is applicable. This unit consists of the concerned sections in the Code and the punishments prescribed for such offences.

Learning objective:

Upon successful completion of this Unit, the trainee will:

- Know about different types of criminal offences, concerned sections in the IPC and punishments for such offences.

Sl. No.	Topics	Dur.	Method of Instruction
2.	Of Abetment and Criminal Conspiracy - Of offences against the State: Allowing, Helping Prisoner to escape etc	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
3.	Of offences against the Public Tranquillity: Unlawful Assembly, Rioting etc	1.5 hrs	
4.	Offences by or relating to Public Servants - Of Contempt of the Lawful Authority of Public Servants	1.5 hrs	
5.	Of False Evidence and offences against Public Justice- Of offences against Public Health etc.	1.5 hrs	
6.	Of offences affecting the Human Body - Of offences against Property	3 hrs	
7.	Offences of Forgery, Counterfeiting of Stamps, Seals, Coins and Currency Notes – Of attempt to commit offences.	1.5 hrs	
<u>Practical/Assignment:</u> a. Write assignments on types of offences and punishments. b. Organize discussions on issues related with punishments.		-	
Total duration		10.5 hrs	



Unit – 3

Criminal Procedure Code and Constitution of Courts

Overview:

This unit provides an outline of introductory sections in the Criminal Procedure Code of 1973. The first five sections are dealing with title, extent and commencement of the Code, definitions of terms used in the Code, construction of references etc. This unit further deals with CrPC sections related to constitution of Criminal Courts and their powers.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have knowledge of introductory sections in the CrPC 1973;
- Know about set up of various types of courts;
- Know about powers accorded to different category of courts.

Sl. No.	Topics	Dur.	Method of Instruction
8.	Overview of CrPC - Preliminary Sections 1 – 5.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
9.	Constitution of Criminal Courts and Offices, Executive Magistrates etc. (Sections. 6-25) - Power of Courts (Sections 26-35) – Power of Superior Officers of the Police (Sec. 36) – Aid to Magistrates and the Police – Sec.37-40).	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Visit to Courts.	-	
Total duration		3 hrs	



Unit – 4

Cr P C Sections Related to Police

Overview:

Police is an important agency in the administration of criminal justice. This unit explains about powers accorded to police to carry out their duties and functions. According to the Criminal Procedure Code the power to investigate cases of cognizable offences lies with the police. This unit also deals with this.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about various sections related with the powers of police.

Sl. No.	Topics	Dur.	Method of Instruction
10.	Arrest of Persons (Sections 41-60A) – Kinds of Arrests, Summons, Search and Seizure etc. (Sec.70-90; 91-98).	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
11.	Security for Keeping the Peace and for Good Behaviour (Section 106-124.)–Maintenance of Public Order and Tranquillity (Sections 129-132; 139, 142-143) - Preventive Action of the Police – Sections. 149-153.	1.5 hrs	
12.	Information to the Police and their Power to Investigate Relevant Sections from 154 - 176.	1.5 hrs	
13.	Jurisdiction of the Criminal Courts in Inquiries and Trials (Sections 177-183; 188) - Conditions requisite for Initiation of Proceedings Sections 190-194 - Trial of Criminal Cases (Relevant Sections from 209 – 265).	1.5 hrs	
<u>Practical/Assignment:</u> a. Visit to Police Station.		-	
Total duration		6 hrs	



Unit – 5

Cr P C Sections Related to Prisoners

Overview:

There are certain sections in the Criminal Procedure Code relating to the prisoners of various categories. This unit details about the sections dealing with attendance of prisoners in courts, inquiries, accused persons of unsound mind, execution of sentences, suspension of sentences, remissions etc.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about section related to the attendance of detained persons;
- Know about sections related to trial, insane prisoners, death sentence, appeals of prisoners, remissions, commutation of sentences, bails etc.

Sl. No.	Topics	Dur.	Method of Instruction
14.	Attendance of persons confined or detained in Prisons (Sections 266-271).	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
15.	General Provisions as to Inquiries and Trials (Sections 300-304).	1.5 hrs	
16.	Provisions as to Accused Persons of Unsound Mind. (Sections 328 – 339).	1.5 hrs	
17.	Submission of Death Sentence for Confirmation (Sections 366-371).	1.5 hrs	
18.	Appeals (Sections 372-394).	1.5 hrs	
19.	Execution, Suspension, Remission and Commutation of Sentences (Sections 413 to 435 with emphasis to Sec. 433-A) - Provisions as to Bail and Bonds (Sections 436 – 438).	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Assignments.	-	
Total duration		9 hrs	



Unit – 6

The Indian Evidence Act

Overview:

‘Evidence’ means and includes all statements which the Court permits or requires to be made before it by witnesses in relation to matters of fact under enquiry and documents produced for the inspection of the court. This unit details sections related to different types of evidences and witnesses. Production and admission of evidence during trial in courts is an important theme in criminal justice administration. Sections prescribed in the Indian Evidence Act relating to admissibility of evidence in a court of trial are also discussed in this unit. This unit also deals about presumptions of document produced before a court of trial as evidence. Examination and cross examination of witnesses is a main phase during the trial of a case. Hence this unit deals with the examination and cross examination witnesses in trial of offences.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Know about admissibility of different types of evidences;
- Have knowledge about sections related to different types of evidences;
- Have an understanding about different types of witnesses as per Indian Evidence Act;
- Have an understanding about the sections related to ‘Presumptions’;
- Know about the Cr P C sections relating to examination of witnesses and cross examination of witnesses during trial.

Sl. No.	Topics	Dur.	Method of Instruction
20.	Preliminary - Admissions and Confessions - Dying Declaration– Identification Parade.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
21.	Evidence: Oral Evidence; Expert Evidence; Primary Evidence and Secondary Evidence; Accomplice's Evidence –Witness; Hostile Witness.	1.5 hrs	
22.	Presumptions - Examination - Cross Examination.	1.5 hrs	
<u>Practical/Assignment:</u>			
a.	Visit to the courts to witness trial of offences.	-	
Total duration		4.5 hrs	



Unit – 7

Special Acts and Minor Acts

Overview:

This unit specifically deals with some of the Special Legislations related to prisons and correctional administration and also few other Acts enacted to treat certain offences which are having wider scope and necessitate special legal framework. This includes issues like national security, narcotics and drugs, immoral traffic, corruption, terrorism etc.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have knowledge about special laws dealing with administration of prisons, prisoners, operation and administration of prisons, borstal schools etc;
- Have knowledge about special legislations concerned with national security, narcotics and drugs, immoral traffic, corruption, terrorism etc.

Sl. No.	Topics	Dur.	Method of Instruction
23.	Brief Overview of: Prisons Act, 1894 - Prisoners Act, 1900 - Prisoners (Attendance in Courts) Act, 1955 - Transfer of Prisoners Act, 1950 - Identification of Prisoners Act, 1920 - Borstal Schools Act, 1925 - Habitual Offenders Act, 1952 – Probation of Offenders Act, 1958 - Repatriation of Prisoners Act, 2003 - Juvenile Justice (Care & Protection of Children) Act, 2006.	4.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
24.	Brief Overview of: The Unlawful Activities (Prevention) Act, 1967 - National Security Act, 1980 - Narcotic Drugs and Psychotropic Substances (Prevention) Act, 1985- Immoral Traffic (Prevention) Act, 1955 (amended, 1986) - Prevention of Corruption Act, 1988 - Mental Healthcare Act, 2017.	4.5 hrs	
25.	Other Minor Acts/Local Acts etc.	3.5 hrs	
<u>Practical/Assignment:</u> a. Assignments		-	
Total duration		12.5 hrs	



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Indoor
Module No.	ID-6
Module Title	Constitution of India and Human Rights
Duration	30 hours
Medium of Instruction	Vernacular of the State / Union Territory
<u>CONTENTS</u> A. Introduction to the Module B. Instructions to the Faculty C. General References Unit – 1.....Constitution of India: An Introduction Unit – 2.....Powers of the President, the Governors, and the Judiciary Unit – 3.....Human Rights and Prisoners: An Introduction Unit – 4.....Human Rights and Prisoners in India Unit – 5.....Protection of Prisoners' Rights: The Role of Warders	



A. Introduction to the Module

The Constitution is the Supreme Law of our Country. It lays down the framework defining fundamental political principles, establishes the structure, procedures, powers, and duties of government institutions, and sets out fundamental rights, directive principles, and the duties of citizens. It is a vital document that is the basis of all laws enacted by any government in power. It is based on noble principles. Adding on, the significance of Constitutional provisions has been cited by the Supreme Court in several cases on issues related to prison administration. The Court repeatedly stated that fundamental rights do not flee the person as he enters the prison although they may suffer shrinkage necessitated by incarceration. Our Constitutional culture has now crystallised in favour of prison justice and judicial jurisdiction. A prisoner wears the armour of basic freedom even behind bars and that on breach thereof by lawless officials; the law will respond to his/her distress signals through 'writ' aid. Awareness of key aspects of Constitutional provisions, especially with respect to rights and duties of citizens, is a basic requirement for every law enforcement personnel including prison warders.

Liberty is one of the most precious rights of all human beings. In certain circumstances judicial authorities may decide that it is necessary to deprive some people of that right for a period of time as a consequence of the actions of which they have been convicted or of which they are accused. When this happens the persons concerned are sent to prisons. The essence of imprisonment is deprivation of liberty and the task of the prison authorities is to ensure that this is implemented in a manner which is no more restrictive than is necessary. It is not the function of the prison authority to impose additional deprivations on those in its care. In democratic societies the law underpins and protects the fundamental values of society. The most important of these is 'respect for the inherent dignity of all human beings,' whatever their personal or social status. One of the greatest tests of this respect for humanity lies in the way in which a society treats those who have broken, or are accused of having broken, the criminal law. These are people who may well have themselves shown a lack of respect for the dignity and rights of others. Prison staff have a special role on behalf of the rest of society in respecting their dignity, despite any crime which they may have committed. Prison, being a place where one group of people (prison staff) are given considerable power over another (prisoners), is highly volatile for abuse of power and violation of human rights. Prison warders being the first line supervisors of prisoners are directly in contact with every prison inmate. Therefore the warders' awareness of and respect for human dignity and rights are fundamental to ensure safe and humane custody in our prisons.

This module deals with fundamentals of constitutional provisions and human rights.



B. Instructions to the Faculty

- Knowledge of constitution and human rights is essential for prison warders and it forms the very foundation of the good prison management. Help them to realize the practical relevance of topics covered in this subject by providing real time examples.
- The faculty must clearly impress upon the trainees that good prison management depends on the way the prison warders behaves with prisoners and protect their human rights and that the key to a well managed prison is the nature of relationship between the prison staff and prisoners. It is the prison warders who are the first point of contact for prison inmates. Therefore the warders shall be sensitized through this module the importance of constitutional provisions and human rights principles in dealing with prisoners, especially in matters of discipline and use of force.
- Explain in clear terms that the role of prison warder is:
 - to treat prisoners in a manner which is decent, humane and just;
 - to ensure that all prisoners are safe;
 - to make sure that dangerous prisoners do not escape;
 - to make sure that there is good order and control in prisons;
- Make the trainees understand that persons who are detained or imprisoned retain all their rights as human beings with the exception of those that have been lost as a specific consequence of deprivation of liberty and that the prison warders need to have a clear understanding of the implications of this principle.
- While conducting discussions, the faculty should act as the moderator.

C. General References

1. Human Rights and Prisons: A Compilation of International Human Rights Instruments concerning the Administration of Justice (2005)
2. A Human Rights Approach to Prison Management (2nd Ed.): Handbook for prison staff – Andrew Coyle
3. The Model Prison Manual, 2016
4. Human Rights and Correctional Administration - Dr. S. Subramanian IPS
5. Handbook on Prisoners with Special Needs, 2009 - UNODC
6. Standard Minimum Rules for Treatment of Prisoners (the Mandela Rules), 2015 – United Nations
7. Handbook on the Management of High-Risk Prisoners, 2016– UNODC
8. The Yogyakarta Principles, 2006 - International Commission of Jurists
9. Other UN Instruments on Human Rights.
10. The Protection of Human Rights Act, 1993



11. Prisoners' Rights (Vol. I & II) - Human Rights Law Network
12. Supreme Court and High Court Judgments
13. Constitution of India - Ministry of Law and Justice, Government of India.
14. Introduction to the Constitution of India- Durga Das Basu.
15. The Oxford Handbook of the Indian Constitution – Choudhry, Khosla, and Mehta
16. Books available in vernacular of the state
17. Websites:
 - <http://www.icpa.ca/>
 - www.bprd.nic.in/
 - www.nhrc.nic.in/
 - www.penalreform.org/
 - www.prisonreformtrust.org.uk/
 - <http://www.prisonpolicy.org/>
 - www.ohchr.org/
 - <http://ispac.cnpds.org/>
 - <http://indiacode.nic.in/>

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, Prison Manual, etc.



Unit – 1

Constitution of India: An Introduction

Overview:

The Constitution is the supreme law of the land. Preamble to the Constitution is a brief introductory statement that sets out the guiding purpose and principles of the document. The hopes and aspirations of the people as well as the ideals before our nation are described in the preamble in clear words. As far as citizens are concerned, knowledge of fundamental rights and duties of Indian citizen is very essential. This unit deals with preamble, fundamental rights, directive principles and fundamental duties prescribed in the Constitution.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an idea about the preamble of Indian Constitution and key ideals embedded therein;
- Know about three lists in Constitution, i.e., Union List, State List, and Concurrent List.
- Also have an idea of fundamental rights, duties, directive principles etc.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Preamble to the Constitution – The ideals of justice, liberty, equality and fraternity - Lists in Constitution: Union, State and Concurrent Lists.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A As applicable)
2.	Fundamental Rights (Art. 12-35) - Directive Principles of State Policy (Art. 36-51) - Fundamental Duties (Art. 51-A) – Writs etc.	3 hrs	
<u>Practical/Assignment:</u> a. Assignments.		-	
Total duration		6 hrs	



Unit – 2

Powers of the President, the Governors, and the Judiciary

Overview:

President is the executive head of the Republic of India. Constitution of India has clearly laid down functions and duties of President. In case of State administration, Governor is the executive head. Their functions and duties are also clearly stipulated in the Constitution. This unit deals with special powers accorded to the President and Governors regarding granting of pardons, suspend, remit or commute sentences on certain cases. The power to declare emergency is entrusted to the President. This provision is particularly incorporated to protect the unity, integrity and stability of the country in times of problems and disasters. India is following a unified judicial system. The structure of judiciary is defined in the Constitution clearly. This unit also describe in detail about the Supreme Court, the High Courts, Subordinate courts, Tribunals etc.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an understating about special powers accorded with the President and Governors in connection with commuting sentences awarded by the courts of law.
- Have an understanding about emergency provisions laid down in our constitution.
- Be able to understand about Supreme Court, High Courts, other subordinate courts, Tribunals of various types etc.

Sl. No.	Topics	Dur.	Method of Instruction
3.	Power of President and Governors to grant Pardons – Power to Suspend, Remit or Commute Sentences in certain cases (Art.72 and 161) - Emergency Provisions: Art. 352 – 360 – Limitations on Rights.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
4.	The Union Judiciary: Art. 124-138 and 141-146 and Art. 225-231 -The High Court in the States: Art. 214-218 - Subordinate Courts: Art. 233-235 – Tribunals: Art. 323 A and 323 B.	3 hrs	
<u>Practical/Assignment:</u> a. Write an assignment on the problems and issues relating to pardon/suspend/reduce punishments accorded by the Courts of Law.		-	
Total duration		6 hrs	



Unit – 3

Human Rights and Prisoners: An Introduction

Overview:

Rights that belong to an individual as a consequence of being human are termed as human rights. They are universal, applying to all human beings everywhere and fundamental, being essential for the very existence of mankind. Human rights are not a matter under the exclusive jurisdiction of the State or its agents. Rather, they are a legitimate concern of the international community, which has been engaged for half a century in the setting of standards, the establishment of implementation mechanisms and the monitoring of compliance with the standards. Prison officials carrying out their functions in a manner that respects and protects human rights bring honour not just to themselves, but also to the Government which employs them and the nation which they serve. This unit introduces basic concepts in human rights, basic international instruments in general and international standards for prisoner's rights in a nutshell.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Have an idea of basics of human rights;
- Gain an overview of basic international human rights instruments;
- Have an idea about international instruments prescribing rights of prisoners.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Introduction: Definition and types of human rights – Brief history of the development of human rights concept.	1.5 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
2.	Brief overview (in plain language) of: Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights.	3 hrs	
3.	Brief overview and importance (in plain language) of: UN Standard Minimum Rules for the Treatment of Prisoners (the Mandela Rules) - UN Standard Minimum Rules for the Administration of Juvenile Justice (the Beijing Rules) - The Bangkok Rules - Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.	3 hrs	
<u>Practical/Assignment:</u> a. Video show: The Story of Human Rights b. Assignments		-	
Total duration		7.5 hrs	



Unit – 4

Human Rights and Prisoners in India

Overview:

Provisions provided in the Constitution and other legislations play a vital role in protecting the rights of citizens in our country. Among the legislations, the Protection of Human Rights Act, 1993, is of utmost significance with respect to the human rights. There are also a number of judgments by the Supreme Court and High Courts regarding the rights of individuals accused and arrested on charge of crimes. It is essential for prison warders to have an understanding about those legislations and rulings. This unit deals with such legislations, mechanisms and few relevant judgments for protection of rights.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Be able to know about Protection of Human Rights Act, 1993 and its various provisions, NHRC, SHRC etc.
- Understand the role and mandate of NHRC/SHRCs in protecting basic rights.
- Know about judiciary's role in protecting prisoners rights.

Sl. No.	Topics	Dur.	Method of Instruction
4.	The Protection of Human Rights Act, 1993: National Human Rights Commission: Functions and Powers – State Human Rights Commission - Rights of prisoners: Advisories, Illustrations of cases on prisoners' rights violation.	3 hrs	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
5.	Judicial Supervision and Intervention in Prisons: Illustration of few important judgments on prisoners' rights (emphasis may be given to case laws like Sunil Batra case where the core issue is 'torture imposed by a warder on a prisoner').	1.5 hrs	
<u>Practical/Assignment:</u> a. Assignments. b. Write about 2 incidents reported where NHRC/SHRC ordered to pay compensation for improper action by the prison authorities/ law enforcement official.		-	
Total duration		4.5 hrs	



Unit – 5

Protection of Prisoners' Rights: The Role of Warders

Overview:

Everything said and done, if the prison warders do not have respect for constitutional provisions and human rights, the whole exercise to secure prisoners human rights will be a failure. Hence it is necessary that prison warders shall be made aware of key areas where they regularly interfere with prisoners' rights and how they can ensure safe and secure custody of inmates without compromising the prisoners' rights. This unit briefly outlines the key principles and procedures to be adopted by the guarding force in this regard.

Learning objectives:

Upon successful completion of this Unit, the trainee will:

- Clearly understand that no person under any form of detention or imprisonment shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment and that no circumstance whatever maybe invoked as a justification for such punishments.
- Develop critical understanding of standards that are laid in international human rights instruments, Prison manuals and Model Prison Manual 2016 in respect of prisoner's accommodation, food, maintenance of hygiene and sanitation, clothing and bedding and exercise.
- Gain critical insight into admission procedures, search procedures, special attention and sensitive handling of women prisoners.

Sl. No.	Topics	Dur.	Method of Instruction
6.	Concept of human dignity - Prevention of torture and ill treatment- Need to ensure standards of accommodation, hygiene, clothing and bedding, food, drink and exercise etc.	1.5 hr	▪ Lecture ▪ PPT ▪ Videos ▪ Discussion ▪ Group Discussion ▪ Role Play ▪ Q & A (As applicable)
7.	Respecting human rights during admission, searches, supply of foods, escort etc - Women prisoners' special needs - Handling with sensitivity - Body searches etc.	1.5 hrs	
8.	Protecting human rights while handling disciplinary issues – Use of force – Handling problematic prisoners - Complaints of violation of rights – Prison offences and punishments – Use of restraints etc.	1.5 hrs	



9.	Prison service: a public service – Role of warders (different from police and military) – Need for professionalism and transparency – Ethical base – Preventing corruption, bribes etc.	1.5 hrs	
<u>Practical/Assignment:</u> a. Visit to prisons-observation of procedures and standards. b. Films, discussion, reports and presentations.		-	
Total duration		6 hrs	



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Indoor
Module No.	ID-7
Module Title	Technology in Prison Administration
Duration	38 hours
Medium of Instruction	Vernacular of the State / Union Territory

CONTENTS

A. Introduction to the Module

B. Instructions to the Faculty

C. General References

Unit – 1.....Computer: Basic Concepts and Applications

Unit – 2.....Internet, Video Conferencing, and Prison Management Software

Unit – 3.....Use of Social Media, Cyber Crime and Information Security

Unit – 4.....Basic Trouble Shooting



A. Introduction to the Module

Computer and internet have reshaped the nature of world we live in. Use of Information Technology and IT enabled services have become integral part our daily life. As one author rightly put, in today's world someone is treated as illiterate not because he is unable to read and write, but if he is unable to use computer and internet. Computer plays such a vital role in our everyday life that basic knowledge of computer application has become essential to survive today. On the other hand, the advent of Smartphone and other devices brought everything to our fingertip. This also requires us to know information technology to some extent. Similarly, computerisation of prison administration is taking place at a fast pace. The Model Prison Manual dedicated a whole chapter to discuss about computerisation of prisons. It states that the entire prison administration needs to be computerized so that databases can be accessed easily and managed more efficiently. This is also part of the mandate of the Integrated Criminal Justice System (ICJS) which seeks to interlink prisons, courts and the police stations as a triad. Therefore, basic skills and knowledge to operate computers is essential for prison warders. This Module is intended to impart basic computer application skills to prison warders.

B. Instructions to the Faculty

- Computer knowledge is a primarily application oriented. Therefore more time may be devoted for practical experience.
- The faculty shall try to impart understanding among the trainees regarding how various computer programmes and applications can be utilized in their working place.
- Specially designed demo classes on how computers can be used in prison administration and data management may be arranged for trainees.

C. General References

1. A first course in Computers – Sanjay Saxena, Vikas Publishing House Private Limited.
2. Computer Fundamentals – Third Edition, Pardeep.K.Sinha, Priti Sinha – BPB Publications.
3. The Internet – Second Edition – Christian Crumlish – BPB Publications, New Delhi.
4. Troubleshooting, Maintaining & Repairing PC's – Fifth Edition – Stephen.J.Bigelow Tata McGraw – Hill Publishing Company Limited, New Delhi.
5. Books available in vernacular of the state

Materials required for the sessions:

- White board, marker, LCD projector, computers, power point presentations, printed handouts on each topics, videos etc.



Unit – 1

Computer: Basic Concepts and Applications

Overview:

Knowledge of basic features of computers and applications are essential requirement for prison officers working in a computerised environment. This unit provides a brief overview of the computer, its history and basic components. Further, it covers selected MS Windows programmes such as MS Word, MS Excel, MS PowerPoint etc.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Have an idea about the invention and development of computer;
- Have knowledge of basics of computer.
- Know thoroughly about computer applications and operating system.
- Learn basic applications in MS office package.

Sl. No.	Topics	Dur.	Method of Instruction
1.	Components of a Computer System - Hardware and Software - Operating System – Use of Computers and IT - MS Office Package - Desktop Settings: Desktop Icons and Meaning.	1.5 hrs	▪ Practical Sessions combined with Lecture.
2.	MS Word, wordpad and notepad: Definition - Components - Standard Toolbar and uses of each tool - Mail Merge etc	3 hrs	
3.	MS Excel: Base Concept - Types of Data Manipulation – Standard Tool Bar and uses of each Tool – Printing a Worksheet.	3 hrs	
4.	MS Power Point: Basic Concepts - Starting Power Point – Standard Tool Bar – Uses of each Tool - Delivering a Presentation - Printing the Presentation.	3 hrs	
5.	Database Management and MS Access: Basic Concepts - Starting Access - Creating Tables and Data bases - Editing the records - Sorting data - Filtering data - Data retrieval - Generating Report.	3 hrs	
6.	Multimedia: Paint; Picture Manager; Windows Media Player etc.	1.5 hrs	
Total duration		15 hrs	



Unit – 2

Internet, Video Conferencing, and Prison Management Software

Overview:

This unit explains the basic concept of internet, web browsers, search engine, mailing concept etc. This unit also explains the concept of video conferencing. It covers the components required for video conferencing, layers and modes. Adding on, key topics related to use of MIS and Prison Management Software are also covered in this unit.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand how to access the internet and identify different types of browsers;
- Understand the various internet services including e-mail, net banking, online purchase of goods and services;
- Know about video conferencing, MIS, Prison Management Software etc.

Sl. No.	Topics	Dur.	Method of Instruction
7.	Video Conferencing – Components required - Conferencing layers - Conferencing Modes - Problems – Applications – National Informatics Centre (NIC).	5 hrs	▪ Practical Sessions combined with Lecture.
8.	Use of MIS – Prison Management Software – Use of Biometric Access Control in Prisons etc - E-interview – Visitor Management using Software etc.	6 hrs	
9.	CCTV Systems-Metal Detectors (HHMD & DFMD) and Walkie Talkies – Wireless Communications – Scanners – Mobile phone detectors and jammers - etc.	6 hrs	
Total duration		17 hrs	



Unit – 3

Use of Social Media, Cyber Crime and Information Security

Overview:

The word 'social media' is a buzz word today. In a briefest way, social media is any website that allows social interaction. People, irrespective of their age and background, are joining in sites such as Facebook, Twitter etc. Apart from these, the advent of Smartphone brought cross platform messaging applications like WhatsApp. Cybercrime is a key issue to be discussed along with the advent of internet. It is a basic necessity to know about the essential features of information security. This unit gives a brief overview these topics.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand key issues related with social media usage;
- Know about important aspects of cyber crime and information security.

Sl. No.	Topics	Dur.	Method of Instruction
10.	Social Media – Facebook – WhatsApp – Instagram – Other messaging services – Do's and Don'ts in Social Media etc.	1.5 hrs	▪ Practical Sessions combined with Lecture
11.	Cyber Crime – Types –Preventive Measures.	1.5 hrs	
Total duration		3 hrs	



Unit – 4

Basic Trouble Shooting

Overview:

This unit explains the process of diagnosing the source of a problem. It is used to fix problems with hardware, software, and many other products. The basic theory of troubleshooting is that you start with the most general possible problems, and then narrow it down to more specific issues.

Learning objectives:

Upon successful completion of this Unit, the trainees will:

- Understand the common trouble shooting techniques and strategies;
- To describe the maintenance of a computer system.

Sl. No.	Topics	Dur.	Method of Instruction
12.	Definition of Trouble Shooting – Troubleshooting: Keyboard – Troubleshooting: Monitor - Common Troubleshooting Techniques and Strategies – Troubleshooting: Sound - How to maintain a Computer System.	3 hrs	▪ Practical Sessions combined with Lecture.
Total duration		3 hrs	



Training Modules for Outdoor

Prison work is a highly stressful, demanding and tasking profession. Prison warders are required to maintain discipline, good health, physical fitness and mental stability. The outdoor training modules are intended to develop discipline and order, physical fitness, stamina, endurance and certain practical skills including unarmed combat and weapon training etc. required for the prison warders to discharge their duties effectively. Another objective of the outdoor training is to inculcate in trainees a habit of undertaking physical exercise on regular basis to develop ability to withstand strain and stress of prison work. To break the monotony of training, games like volleyball, basketball, football, cricket, hockey etc are included in the games part. The training for unarmed combat and self-defence techniques like karate has been provided to infuse expertise in self-defence. Sessions on Yoga and Meditation are also included as part of training for stress management and help them to maintain a physical and mental harmony. Besides these, certain basic skills training, which are deemed essential for everyone, such as swimming, driving etc. are also included.

Calculation of Training Period: Outdoor

Total number of days available for Outdoor Training	134 Days
Total number of hours available: (Morning 6.00 am – 8.00 am = 2 hours Evening 3.30 pm – 5.30 pm = 2 hours Total hours per day = 4 hours)	$134 \times 4 = \mathbf{536 \text{ hours}}$
Total number of periods available (1 period = 45 minutes / 0.75 hour)	$536 / 0.75 = \mathbf{714 \text{ periods}}$
Total number of periods required for completion of all Outdoor Modules	714 periods

(Note: The following modules are mostly adopted from BPR&D's Training Module for Civil Police Constables. Necessary customization is made in places where it has to fit into Prison Warders training needs.)



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Outdoor
Module No.	OD-1
Module Title	Physical Efficiency Training
Duration	210 Periods (One Period – 45 minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
1.	Road Walk and Run	20
2.	PT Table Cards	50
3.	Strengthening Exercises	50
4.	Endurance Exercises	50
5.	Route March	20
6.	Shramdaan (every Friday)	20
Total Duration		210



Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Category	Outdoor
Module No.	OD-2
Module Title	Drill without Arms
Duration	80 Periods (One Period – 45 minutes)
Medium of Instruction	English / Hindi

Sl. No.	Topics / Items	Periods
1.	Attention – Stand at ease and stand easy	6
2.	Turning and inclining at the halt	4
3.	Dressing	2
4.	Forming up in three ranks	2
5.	Numbering and proving	2
6.	Open and Close order at the halt	2
7.	Dismissing and falling out – sizing	2
8.	Getting on Parade – Length of pace and time of reaching	2
9.	Formation of Squad with intervals	2
10.	Marching in quick time and halt	2
11.	Side pace – Paces forward and to the rear	2
12.	Marching in slow and at the halt	2
13.	Wheeling, Turnings and diagonal march in slow time	2
14.	Marking time forward and halt at the slow time	2
15.	Marking time forward and halt at the quick and double time	2
16.	Changing step in slow and quick time	2



17.	Marching, Making time and halting in double time	2
18.	Breaking into slow, quick and double time	2
19.	Marching in line in slow time – Wheeling in line in slow time	2
20.	Change Direction by forming at the halt – and on the march in slow time	2
21.	Change direction by forming at the halt and on the march in quick time	2
22.	Forming squad at the halt and on the march in slow time	2
23.	Forming squad on the march in quick time	2
24.	Marching off in single file and reforming three ranks	2
25.	Forming two ranks from three ranks	2
26.	Forming three ranks from two ranks	2
27.	Marching in slow time and turnings	2
28.	Marching in quick time and turnings	2
29.	Stepping out and stepping short in quick time	2
30.	Wheeling, turnings and diagonal march in quick time	2
31.	Saluting at the halt – Saluting to the front and message Salute	5
32.	Saluting to the flank – to the right and left	6
33.	Demonstration of topics 1- 32 by trainees	3
Total Duration		80



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD-3
Module Title	Drill with Arms
Duration	90 Periods (One Period – 45 minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
1.	Slope from the Order & Order from the Slope	2
2.	Present from the Slope & Slope from the Present	2
3.	Ground Arms and Take up Arms	2
4.	Fix Bayonets and Unfix Bayonets	2
5.	Port from the Slope – Slope from the Port – Port from the Order – Order from the Port	2
6.	For inspection – Port Arms – Ease Springs	2
7.	Examine from the port – Ease Springs, Port from the examine – Order from the examine	2
8.	Trail from the Order – Order from the Trail – Trail from the Slope – Slope from the Trail	2
9.	Secure from the Slope – Slope from the Secure	1
10.	Secure from the Order – Order from the Secure	1
11.	Change arms at the Slope and at the Trail	1
12.	Change Arm at the Secure	1
13.	Tighten Sling (Sling kas) and Loose Sling – (Sling dheel)	1
14.	On-Guard from the Slope – Slope from the On-Guard	2
15.	On-Guard from the Order – Order from the On-Guard	2
16.	High Port from the ON-Guard, from the Slope and from the Order	2
17.	Sling Arms and Shoulder Arms	2



18.	Attention – Stand at ease and stand easy with Rifle	2
19.	Turning and inclining with Rifle	2
20.	Dressing at the order and at the slope	2
21.	Dress up (Saj ja), Left dress – Right dress and Centre dress	2
22.	Saluting at the halt (Butt Salute) (Front Salute) and at the march and message salute	2
23.	Saluting with the Rifle on the march to the right and left	2
24.	Marching in quick time with rifle	2
25.	Marching in slow time with rifle	2
26.	Turnings and diagonal march in slow and quick time	2
27.	Marching, Making time and halting in slow and quick time with rifle	2
28.	Turnings and Wheeling in slow and quick march with rifle	2
29.	Open and close order march in slow and quick time with rifle	2
30.	Dismissing, Break off (Swasthan) fall out (Line tor) fall in (Line Ban)	2
31.	Changing directions at the halt – slow and quick time	2
32.	Forming squad at the halt – slow and quick time	3
33.	Breaking into slow, quick and double time	2
34.	Saluting with rifle, message salute and saluting to the flank	2
35.	March at attention, March at stand at ease for route march	2
36.	Stepping out – Stepping short in quick time with arms	2
37.	Squad in line – Marching off in a single file and reforming in three ranks	2
38.	Squad advance in file from line and forming column off threes and lines with rifle	2
39.	Squad advance in file from column off threes and forming in line and in column of threes with rifle	2
40.	Squad drill with arms	10
41.	Demonstration of topics 1- 40 by trainees	6
Total Duration		90



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD-4
Module Title	Guards and Sentries
Duration	15 periods (One period - 45 Minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
1.	Definition, Ceremonial and Tactical Guards – Turning out a Guard for inspection by day and night	5
2.	Tactical Guards	5
3.	Post Protection	5
Total Duration		15



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD-5
Module Title	Crowd Control Drills and Techniques
Duration	60 Periods (One Period – 45 Minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
A.	Lathi	
4.	Short lathi – Description – Attention, Stand at ease and stand easy	2
5.	Turnings and dressing at the halt with lathi	2
6.	Marching with lathi	2
7.	Saluting at the halt – Saluting at the march and message salute	1
8.	Saluting with a lathi – dismissing of squad at the halt	1
9.	Changing direction at the halt and in slow and quick time and forming squad at the halt in slow and quick time	1
10.	Lathi class opening – 1 to 4 exercises and closing the class	4
11.	Marching – Saluting to the front and message salute – saluting to the flank (Right and left)	4
12.	Practical use of lathi etc. for crowd control/mob operation	8
	Subtotal	25
B.	Non-Lethal Weapons	
13.	Taser guns / electric lathi – Introduction, effects etc.	3
14.	Water cannons - Introduction, effects etc.	3
15.	Teargas / tear Smoke - Introduction, effects etc.	3
16.	Practical exercises of Lathi, Taser guns / electric lathi, Water cannons, Tear smoke etc. for crowd control/mob operation	26
	Sub total	35
Total Duration		60



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD-6
Module Title	Weapon Training
Duration	60 Periods (One Period – 45 Minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
303 Rifle		
1.	Introduction, Characteristics, Identification and Types – Difference between .303 Rifle, .410 Musket and 7.62 SLR	2
2.	Stripping – Names of the Parts and Assembling	2
3.	Sight setting	2
4.	Care and Cleaning	2
5.	Load and Unloading	2
6.	Lying position and Hold	2
7.	Aiming – I – Range and figure target	2
8.	Trigger Control	2
9.	Firing a Shot	2
10.	Aiming – II – Alteration of sights	1
11.	Bolt manipulation	1
12.	Demonstration of topics 1- 11 by trainees	4
	Sub-total Duration	24
9 mm Pistol		
1.	Introduction, inspection of Pistol, Safety precautions, Stripping– Names of the Parts and Assembling, Drawing and returning the Pistol	4



2.	Care and Cleaning, Load and Unload, Loading of Magazine, unloading the Magazine, Firing positions, Make safe, Stoppages and immediate action	5
3.	Demonstration of topics 1- 2 by trainees	3
	Sub-total Duration	12
AK 47		
1.	Introduction, Orientation, General data – Characteristics – Limitations	2
2.	Stripping – Names of the Parts and Assembling – Care and Cleaning	4
3.	Loading and Unloading, firing positions and carrying positions, stoppages and immediate actions.	3
4.	Demonstration of topics 1- 3 by trainees	3
	Sub-total Duration	12
7.62 mm SLR		
1.	Introduction, Characteristics General description and data	1
2.	Stripping – Names of the Parts and Assembling	2
3.	Care and Cleaning	2
4.	Load and Unload – Aiming – Holding and Sight setting – Carrying positions	2
5.	Firing a Shot – Stoppages and Immediate Action	2
6.	Demonstration of topics 1- 5 by trainees	3
	Sub-total Duration	12
Total Duration		60



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD- 7
Module Title	Firing Practice
Duration	34 Periods (One Period – 45 minutes)
Medium of Instruction	English / Hindi

Sl.No.	Topics / Items	Periods
1.	303 Rifle	8
2.	9 mm Pistol	8
3.	A.K.47	10
4.	7.62 mm SLR	8
Total Duration		34



Training Manual Title	Training Manual of Basic Course for Prison Officers
Module Category	Outdoor
Module No.	OD-8
Module Title	Unarmed Combat and Self-defence Techniques
Duration	50 Periods (One Period – 45 Minutes)
Medium of Instruction	English / Hindi and Concerned Terminologies

Sl.No.	Topics / Items	Periods
1.	Unarmed Combat & Self-defence Techniques	50
Total Duration		50



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Outdoor
Module No.	OD-9
Module Title	Additional Skills and Fitness Training ▪ Wireless Communication ▪ Games ▪ Yoga/Meditation ▪ Driving ▪ Swimming
Duration	115 Periods (One Period – 45 Minutes)
Medium of Instruction	English /Hindi/Other Desirable Mode

Sl.No.	Topics / Items	Periods
Wireless Communication		
1.	Use of communication devises – walkie-talkies; wireless sets etc.	15
Games		
1.	Games of choice (Compulsory)	40
Yoga / Meditation		
1.	Basics of Meditation and Yoga	20
Driving		
1.	Driving: Theory & Two Wheeler Practical Classes	10
2.	Driving: Theory & Four Wheeler Practical Classes	20
Swimming		
1.	Basic Swimming Skills	10
Total Duration		115



Training Module for Field Visits

Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	I
Module Title	Field Visits
Duration	10 days
Medium of Instruction / Report Making	Vernacular of the State / Union Territory

Introduction to the Module

Field visits are included in the training with a key objective of giving the trainees an exposure to the real nature and functioning of prisons and other allied institutions such as police stations, courts, juvenile justice institutions, mental health centre etc. This will help them to have an opportunity to understand the working of such institutions and also provide them an opportunity to interact with officials working there.

Instructions regarding the Field Visits

The trainees are required to submit a field visit report upon completion of such visits. The report should contain the following details of visited institution. **(See Appendix-IV)**

1. Introduction about the institute
2. Origin and history of the institute (if applicable)
3. Key functions of the institute
4. Administrative hierarchy of the institute
5. Infrastructure (Total area, No. of buildings/blocks/sections/wings/departments etc)
6. Statistics, if any
7. No. of programmes run by the institute, if any
8. Apart from above details, reports on prison institutions visit should contain the following additional information:
 - a. *Industries in the prison;*
 - b. *Agricultural work, prison garden etc.;*
 - c. *Prison products and outlets;*
 - d. *Details of reformation and rehabilitation programmes etc*
9. Trainees' own opinion on the visit and about the institution
10. Key learning points.



The following are the important institutions suggested to include in the field visit module:

Sl. No.	Institutions	Dur.
1.	Central Prison	1 day
2.	Special Prison for Women / Open Prison	1 day
3.	Borstal School	½ day
4.	District Jail, Sub-Jail etc.	½ day
5.	Mental Health Centre / Prisoners Ward in General Hospital	½ day
6.	Juvenile Justice Board and Child Welfare Committee/ Special Home / Aftercare Home	½ day
7.	District Police Office and District Crime Records Bureau / Police Control Room	½ day
8.	One-Stop Crisis Centre	½ day
9.	Armed Reserve Police Camp / Police Station (including Juvenile Police Unit) / Police Training School	½ day
10.	Forensic Science Lab / Regional Probation Office	½ day
11.	District Collector Office	½ day
12.	Fire and Rescue Services Station (Demo of Fire Fighting Equipments)	½ day
13.	NGOs working in Prisons	½ day
14.	District Court, CJM Courts, Human Rights Court etc,	½ day
15.	District Legal Services Authority or Taluka Legal Services Committee / Office of the Public Prosecutor	½ day
16.	State Human Rights Commission	½ day
17.	Any other institutions, as deemed relevant	1 day
Total Duration		10 days



Training Modules for Specialised Short-term Programmes

Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Specialised Short-term Programme
Module No.	SSP-1
Module Title	Personality Development
Duration	2 Days
Medium of Instruction	English

Overview:

Personality refers to individual differences in characteristic patterns of thinking, feeling and behaving. The influence of employees' personality upon the functional efficiency of an organization has been widely recognized. The personality of individuals can also be modified to a certain extent. Accordingly, professionals in various fields started to design courses that will help develop certain positive aspects in personality. This module is specifically designed to cater to the demands of a training course on personality development organized for warders working in the prisons department, and the key objective is to improve their functional efficiency. When effectively operationalised, the module topics should ensure that participants are given adequate opportunity to gain skills that will help improve their personality and functional efficiency.

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, other materials as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Communication Skills	1.5 hrs
2.	Interpersonal Relations and Conflict Management	1.5 hrs
3.	Group Dynamics and Team Building	1.5 hrs
4.	Motivation Skills	1.5 hrs
5.	Etiquettes	1.5 hrs
6.	Time Management	1.5 hrs
7.	Stress Management	1.5 hrs
8.	Enhancing the Power of Mind and Positive Thinking	1.5 hrs
Total		12 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison officers, **only professionally qualified and experienced trainers with proven track record shall be engaged** to handle the sessions.



Training Manual Title	Training Manual of Basic Course for Prison Officers
Module Category	Specialised Short-term Programme
Module No.	SSP-2
Module Title	Prison Emergencies and their Management
Duration	3 Days
Medium of Instruction	English

Overview:

Major emergency incidents such as riots, mass escapes, hostage-takings, assaults on staff and inmates, suicides, inmate agitations etc. are key challenges for any custodial system. It is therefore needless to assert that prison department should accord greater importance to prevention and control of major incidents. The principal objective of this programme is to discuss various emergency situations in prisons and to inform the trainee officers the importance and methods of developing a strategic framework to effectively deal with such situations.

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, other materials as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Safety and security in prisons: An overview of Prison Emergencies	1 hr
2.	Hostage situations	2 hrs
3.	Escapes and outbreaks	2 hrs
4.	Fire accidents	1 hr
5.	Deaths and other medical emergencies in prisons (including self-harming)	3 hrs
6.	Hunger strikes and mass agitations	2 hrs
7.	Riots, inmate clashes and assault on staff – Dealing with formation of groups /gangs.	3 hrs



8.	Escorting and Transpiration of Prisoners - Dealing with high risk offenders in prisons	2 hrs
9.	Prison incidents: Dynamic security, Staff accountability and Legal implications – Procedures to be followed after occurrence of incidents like preservation of evidence, intimation, enquiry etc.	2 hrs
10.	Developing a strategic framework to deal with prison emergencies	2 hrs
Total		20 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison officers, **only professionally qualified and experienced prison officers and other experts with proven track record shall be engaged** to handle the sessions.



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Specialised Short-term Programme
Module No.	SSP-3
Module Title	First Aid and CPR
Duration	One Day
Medium of Instruction	Vernacular of the State / Union Territory

Overview:

Medical emergencies can happen every day, in any setting including prisons. People are injured in situations like falls or accidents, or they develop sudden illnesses, such as heart attack or stroke. Prison warders are in charge of hundreds of prisoners on a 24/7 basis, it is possible that they might have to deal with an emergency situation someday. This short-term programme is indented to provide basic knowledge and skills required to deal with a emergency medical situation at their level.

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, other materials as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Before giving Care and checking an Injured or ill Person - Cardiac Emergencies and CPR - Other Emergencies – Choking; Electric Shock; Poisoning (Artificial, Animal bite and stings, Plants etc.); Lightning; Falling; Wounds, Fractures and Burns etc.	3 hrs
2.	Demonstration of various first aid/CPR methods and hands-on sessions.	3 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison warders, **only qualified and experienced medical and paramedical professionals/trainers with proven track record shall be engaged** to handle the sessions.



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Specialised Short-term Programme
Module No.	SSP-4
Module Title	Building Maintenance and Electrical Safety
Duration	One Day
Medium of Instruction	Vernacular of the State / Union Territory

Overview:

Building maintenance includes general repairs to buildings and preventive maintenance of systems and equipment. It is important for prison warders to know about basic building maintenance. They have to make sure that prison buildings, walls and other structures are in good condition in order to ensure their own and prisoners' safety as well as prevent escapes and accidents. Similarly, safe measures to prevent electricity related accidents are also required. Electricity has long been recognized as a serious workplace hazard. Necessary precautions must be taken by warders to protect themselves and inmates from dangers such as electric shock, electrocution, fires, and explosions. This specialized session is intended to provide them basic knowledge and skills in these topics.

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, other materials as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Basics of building maintenance: General repairs – Preventive maintenance etc.	3 hrs
2.	Electricity: Safety Measures; Precautions; Do's and Don'ts etc.	3 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison warders, **only professionally qualified and experienced engineers / safety experts with proven track record shall be engaged** to handle the sessions.



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Specialised Short-term Programme
Module No.	SSP-5
Module Title	Basics Skills in Horticulture, Agriculture and Veterinary
Duration	One Day
Medium of Instruction	Vernacular of the State / Union Territory

Overview:

One of the major responsibilities of the prison warders is to supervise and guide prisoners who are engaged in farming, horticulture, agriculture, dairy management etc. Most of the open prisons and central prisons have agriculture and livestock in larger scale. Prison warders are invariably put in charge of supervision of such units and they have to guide and supervise the activities of prison inmates engaged there. Therefore it is deemed fit to provide warders the basic skills and knowledge in the areas of Horticulture, Agriculture and Veterinary management. This specialized session is intended to provide them basic knowledge and skills in these topics.

Materials and other facilities required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, field gardens as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Horticulture and Gardening Management in Prisons	2 hrs
2.	Agriculture Management in Prisons	2 hrs
3.	Veterinary, Dairy, Poultry, and Livestock Management in Prisons	2 hrs
Total		6 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison warders, **only experts in the concerned fields of horticulture, agriculture and veterinary shall be engaged** to handle the sessions.



Training Manual Title	Training Manual of Basic Course for Prison Warders
Module Category	Specialised Short-term Programme
Module No.	SSP-6
Module Title	Basic Skills in Electrical Repair, Plumbing, RO Plant Vehicle Maintenance etc.
Duration	Two Days
Medium of Instruction	Vernacular of the State / Union Territory

Overview:

Failures of electrical equipment, power supply, water supply, drainage system etc are common incidents in every prison. However, considering the closed nature of prisons, even minor faults in the above areas can cause serious problems in prison. In many occasions the prison warders themselves can/need to attend to such minor issues and rectify faults. Therefore it is necessary that prison warders need to be provided with basic skills in Electrical Repair, Plumbing, RO Plant Maintenance etc. Similarly warders are expected to have some basic knowledge of vehicle maintenance. This specialized session is intended to provide them basic knowledge and skills in these topics.

Materials required for the sessions:

White board, marker, LCD projector, computer, power point presentations, printed handouts on each topics, videos, equipments, and other materials as specified by the trainers etc.

Sl.No.	Topics / Sessions	Duration
1.	Basic Skills in Electrical Repairs, Generator etc.	3 hrs
2.	Basic Skills in Plumbing, Water Supply Management etc.	3 hrs
3.	Basic Skills in RO Plant Operation and Maintenance etc.	3 hrs
4.	Basic Skills in Vehicle Maintenance etc.	3 hrs
Total		12 hrs

Note: As this programme is intended to instil certain specialized skills and competencies to the prison warders, **only professionally qualified and experienced engineers / technicians with proven track record shall be engaged** to handle the sessions.



Introduction to Phase-I: Stage-II of Training

Stage-II of the Basic Training will be of one month duration (7th Months of the Training). This Stage is earmarked for conduction of examination, evaluation, practice of passing out parade etc. A general outline is given below:

Training Module for Examination, Evaluation and Passing out Parade **Allocation of Days**

Sl.No.	Purpose	No. of Days Allotted
1.	Firing test / examination	2 days
2.	Outdoor examination	2 days
3.	Written examination for indoor modules	5 days
4.	Ceremonial parade practice (POP)	14 days
5.	Passing Out Parade	1 day
Total Number of Days		24 days

Examination

Examination is an important part of the training process. The performance of the trainees in examinations, both indoor and outdoor, is the best indicator of the effectiveness of training, the commitment, hard work, aptitude, attitude and interest of the trainee. Hence conducting examination in all the subjects is essential component of the training.

Name of the Modules and Maximum Marks

Sl.No	Subject	Duration	Max. Marks
Indoor			
1.	Prison Manual and Rules	3 hrs	100 marks
2.	Basics of Criminology, Victimology and Penology	3 hrs	100 marks
3.	Basics of Psychology	1.5 hrs	50 marks
4.	Basics of Sociology and Social Work	1.5 hrs	50 marks
5.	Criminal Laws and Minor Acts	3 hrs	100 marks
6.	Human Rights and Constitution of India	1.5 hrs	50 marks



7.	Technology in Prison Administration	As required	50 marks
	Sub-Total (Indoor)		500 marks
Outdoor			
8.	Physical Training		30
9.	Squad Drill		30
10.	Knowledge and Ability		30
11.	Command and Control		20
12.	Sword Drill		5
13.	Lathi Drill		15
14.	Shooting		40
15.	Sports and Games		10
16.	Unarmed combat		20
	Sub-Total (Outdoor)		200 Marks
Assessment			
17.	Assessment by the Head of Training Institute		50 marks
	Sub-Total (Assessment)		50 marks
Grand Total			750 marks

Question Paper Pattern

- Question Paper for Modules on *Prison Manual and Rules; Basics of Criminology, Victimology and Penology; and Criminal Laws and Minor Acts*:**
 - Question paper will comprise of two parts, Part – A (50 marks) and Part – B (50 marks); Total 100 marks.
 - Part A will have 25 objective type questions of one word answers carrying 2 marks each.
 - Part B will have 15 short note type questions, out of which 10 questions to be answered, each answer carries 5 marks.
- Question Paper for *Other Indoor Modules*:**
 - Question paper will comprise of only objective type questions. There will be 50 multiple choice questions; each question shall carry 2 marks. (Total 50 marks).



Setting of Question Paper:

As question paper preparation is highly confidential, it should always be done confidentially by external examiners such as senior prison officers for the module on **Prison Manuals and Rules** and subject experts for other modules either from Universities or locally reputed colleges with proven track records.

Evaluation of Answer Papers:

To avoid controversies and also to have transparency, evaluation of answer sheets should also be done by external examiners such as senior prison officers and subject experts from Universities or locally reputed colleges with proven track records, preferably by those who set the question paper.

Revaluation of Answer Papers:

The Director / Head of Training Academy shall avail the services of an expert in the concerned subject for revaluation of any answer sheet/s in case of any request/appeal over the evaluation of such answer sheet/s subject to payment of prescribed revaluation charges by the trainee officer.

Minimum Marks and Attendance Required for Passing the Examination:

Minimum pass mark in the final examination is 40% in each module.

A minimum of 90 % class attendance is required to pass the training successfully.

Assessment of the Head of the Training Institute

The head of the training institute will have powers to award 50 marks basing on his assessment of the trainee during training. These marks are awarded basing on the overall performance (as observed by the head) of trainee in indoor, outdoor, discipline and interest shown in all the activities throughout the training.

Passing out Parade Practice:

Normally, the training should culminate in a Passing out Parade. Ceremonial parade practice for at least a period of fourteen days shall be conducted in this regard.

Best All Rounder Medal:

Medals are awarded in recognition of those who have performed well in training, exhibited good behaviour and shown positive attitude towards training. Medals will boost the morale of trainees and develop a sense of belongingness to the department. Best All Rounder Medal should be awarded to a trainee who has performed extremely well in examinations and consistently well in overall training.



Eligibility Criteria for Best All Rounder:

1. The trainee should have passed in all subjects and secured first class or distinction.
2. The trainee should not have involved in any misbehaviour and should not have come to any adverse notice during the entire training period including phase - 2 and phase-3 of training.

Best in Outdoor Medal:

There shall be a Medal for best in Outdoor for all the batches.

Other Medals

Basing on the need and availability, medals can be awarded in other subjects such as Best in Subjects (overall or individual subjects), and Best in shooting etc.

Disqualification for Award of Medal:

Trainee with persistent misconduct during training period may be disqualified even when he or she scores highest mark in subject/ subjects. In such an event, the medal may be awarded to next candidate who scores the 2nd highest mark with good conduct and character by overlooking the first candidate.



VII. Introduction to Phase-II of Training

It is essential that every trainee warder should have acquaintance with the operational areas and responsibilities they are going to undertake on completion of their training. This Second Phase of training, i.e., **Institutional Attachment**, will help them to have exposure to field of prisons work. This is also a module for application of the knowledge imparted to them through the theoretical training in the first 6 months (First Phase of Training) in the training institution. During the Institutional Attachment period, the trainee warder will be assigned to different types of prisons, from Sub Jails to Central Prisons for a prescribed duration. During this period, the trainee will remain to be under the administrative control of the training institute. However, the responsibility of daily supervision and guidance for the trainees will be entrusted to the head of respective prisons institutions. On completion of such field attachment, the training institute may seek a report from heads of those institutions assessing the trainees field performance and review the work undertaken by them.



Training Module for Institutional Attachment

Training Manual Title	Training Manual of Basic Course for Prison Officers
Training Phase	II
Module Title	Institutional Attachment
Duration	50 Days
Medium of Instruction / Communication	Vernacular of the State / Union Territory

Day/s	Programme	Dur.
1 st - 2 nd days	▪ Commencement of attachment at Central Prison. ▪ Meeting with the Superintendent and other senior officers. ▪ General orientation about prison and warders routine duties. <i>(In case of women warders exclusively recruited to work in Women Prisons, instead of Central Prison, such women trainee officers may be attached to Women Prison and follow the following pattern of attachments).</i>	2 days
3 rd -5 th days	▪ Attachment with Prison staff for supervision of Barracks.	3 days
6 th -9 th days	▪ Attachment with staff to study Lock up and Un-lockup.	4 days
10 th -12 th days	▪ Attachment with Prison staff to learn Census / Head counting procedures, bar testing etc.	3 days
13 th -15 th days	▪ Attachment with High Security Blocks	3 days
16 th -17 th days	▪ Attachment to learn operation of video conferencing, CCTV, control room etc.	2 days
18 th -23 rd days	▪ Attachment with Main Gate Operations: admission procedures; frisking and searches; sentry duty; operation of gadgets such as scanner, metal detector etc.	6 days



24 th -27 th days	▪ Attachment with Kitchen and Food Supply: Supervision and distribution of food, articles for cooking etc; Maintenance of hygiene; Cleaning of vessels; Safe storage and operation of cooking equipment such as gas cookers, cylinders, other machineries, fridge, freezer etc.	4 days
28 th -31 st days	▪ Attachment with Prison Industries: Escorting prisoners for work; Supervision of their work; Care and custody of tools, property, equipment, dead stock and livestock; Agriculture farm; Prison product outlets etc.	4 days
32 nd -34 th days	▪ Attachment with Interview Supervision: Search of visitors; verification of articles brought by visitors for inmates; management of inmates waiting for interview	3 days
35 th day	▪ Attachment with visitors management system operation.	1 day
36 th -38 th days	▪ Attachment with Prison Hospital/OP: Control of inmates in OP; supervision of inmates admitted in hospital; escorting prisoners referred to outside hospital etc.	3 days
39 th day	▪ Attachment with Central Tower duties.	1 day
40 th -41 st days	▪ Attachment with Prisoner's Canteen.	2 days
42 nd -43 rd days	▪ Attachment with night patrolling duties	2 days
44 th -45 th days	▪ Attachment with recreational and welfare related activities: Control and discipline in areas such as library, school, cultural and recreational activities, play ground etc.	2 days
46 th -49 th days	▪ Attachment with related Sections in the District Collector Office; District SP Office; Courts; Office of the Prosecutor etc.	4 days
50 th day	▪ Briefing with superintendent and completion of field attachment.	1 day
Total Duration		50 days



VIII. Introduction to Phase-III of Training: Debriefing on Institutional Attachment

Not mandatory; but desirable and to be conducted at the place of attachment/ headquarters)

A 2-week long Phase-III is included as the last part of Basic Training of Prison Warders. On completion of the Phase-II of training, i.e., Institutional Attachment, the trainee warders will report at the place of attachment/headquarters for Debriefing. However, this Phase is not mandatory; but considered desirable.

Training Module for Debriefing on Institutional Attachment

Training Manual Title	Training Manual of Basic Course for Prison Warders
Training Phase	III
Module Title	Debriefing on Institutional Attachment
Duration	2 Week (12 working Days) *
Medium of Instruction	Vernacular of the State

Day/s	Programme	Dur.
1 st day	▪ Reporting for Phase-III ▪ Orientation about the Phase-III	1 day
2 nd day	▪ General Overview of Institutional Attachment and Submission of Reports (own reports about institutional attachment and report from supervising officer).	1 day
3 rd -4 th day	▪ Debriefing on Attachment at Central Prison.	2 days
5 th day	▪ Debriefing on Attachment at District Prison.	1 day
6 th day	▪ Debriefing on Attachment at Open Prison.	1 day
7 th day	▪ Debriefing on Attachment at Special/Sub Jail.	1 day
8 th day	▪ Debriefing on Attachment at Police Institutions	1 day
9 th day	▪ Debriefing on Attachment at Judicial Institutions	1 day
10 th -11 th days	▪ Debriefing on Attachment at other Institutions	2 days
12 th day	▪ Conclusion of Phase-III	1 day



Part-C

APPENDICES

Appendix-I

Advisory Board for Training Institute

Purpose:

Advisory Board plays a key role in examining the quality of training and recommending changes that are required to be made in the training curriculum.

Formation of Advisory Board:

1. The Advisory Board will consist of the DG/IG Prisons as Chairman, one senior prison officer, one expert in criminology, one expert in law and human rights. The head of the institute will be the member-convener.
2. The term of Advisory Board will be of three years from the date of constitution.
3. The Advisory Board shall advise the training institute on the Syllabus, development of training manuals and other aspects of training.
4. The Advisory Board shall meet once in a year and members are eligible for honorarium, TA and DA as fixed by the concerned state government.
5. The quorum for the meeting will be chairman, one member, one subject expert member and member – convener, i.e., 4.



Appendix-II

Handbook for Trainee Warders

General Instructions to Trainee Warders:

The trainee warders are instructed to strictly observe the following rules and regulations during their training period at the institute in order to maintain the discipline and decorum of the institute as a whole.

1. The trainee warders shall at all time show proper respect to the officers of the Institute, teaching faculty and instructors and all other officers of higher ranks by wishing appropriately.
2. Trainee warders shall not enter the administrative office of their institute on any account. They are advised to contact officers or teaching faculty only who in turn will help them to solve their problems.
3. Trainee warders shall not smoke in the premises of the training institute.
4. All trainee warders shall be neatly and properly dressed at all times in the Mess. Wearing Lungi, Shorts, Bermudas, Vests in the mess/ office/ classroom/ places other than their rooms is strictly prohibited.
5. Trainee warders shall maintain absolute discipline, conduct and order both in the Institute and outside.
6. 85 % attendance is compulsory in both theory and outdoor to enable the trainee to appear for the final examination.
7. No Casual Leave / Earned Leave shall be granted except in emergency circumstances.
8. The trainee warders can be granted Casual Leave and permission on Institute Holidays at the discretion of the Head of the training institute for sufficient reasons.
9. Trainee warders are solely responsible for all the articles issued to them such as articles provided in the rooms / dormitory and outdoor materials, games articles, library books etc., and the loss and damage will be borne by them.
10. One of the trainees will be required to perform the functions of the duty warder every day, as per the detailed list put up by the training institute.



Daily Routine for the Trainee Warders:

05.50 am	Fall in
06.00 am -06.40 am	P.T.
06.40 am -06.55 am	Change of Uniforms
07.00 am – 08.00 am	Parade & Musketry
08.00 am- 09.00 am	Bath and Breakfast
09.00 am- 09.50 am	Library
10.00 am – 10.45 am	First period
10.45 am – 11.30 am	Second period
11.30 am – 11.45 am	Tea break
11.45 am – 12.30 pm	Third period
12.30 pm – 01.15 pm	Fourth period
01.15 pm – 02.15 pm	Lunch Break
02.15 pm – 03.15 pm	Rest
03.20 pm	Fall in
3.30 pm – 04.30 pm	Karate / Yoga / Driving etc.
04.30 pm – 04.45 pm	Tea break
04.45 pm – 05.45 pm	Sports and Games
06.00 pm – 07.00 pm	Rest/Recreation etc.
07.00 pm – 08.00 pm	Self study
08.00 pm – 09.00 pm	Dinner
09.00 pm	Roll Call

Note:

- i) Outdoor activities shall commence at 6.00 a.m. during summer and 6.30 a.m. during winter.
- ii) Sunday is a holiday for the Institute.
- iii) On Friday 'Shramdaan' will be conducted from 6.30 am to 8.00 am. All the trainees including those who are exempted from outdoor shall attend the Shramdaan.

Hostel Regulations

1. Trainee warders shall take utmost care of the furniture and other items provided for them in their rooms. Under no circumstances should any item be removed from the hostel or tampered with.
2. The trainee warders are responsible for the damage or loss of any articles supplied to them. Full cost for the damages or loss will be recovered from them.



3. Trainee warders shall use water and electricity economically and carefully. They shall switch off the lights and fans, when they leave their rooms. They will be suitably fined if they fail to do so.
4. Trainee warders are advised not to keep valuable things in their rooms and if they do so, it shall be purely at their responsibility and risk.
5. Guests of the trainee warders shall not be permitted to stay in hostel.
6. No male trainee shall enter female trainee's room and no female trainee shall enter male trainee's room on any account.
7. No trainee warder shall tamper with T.V. & Video installed in the hostel.
8. Gambling of any nature and taking alcohol are not permitted inside the hostel.
9. There will be roll call every night at 09.00 pm and at 09.30 pm on Saturdays and Sundays by the Officer in Charge.
10. Every trainee warder shall be present in his/her room after roll call during night. He/she shall obtain prior written permission from the Officer in Charge if he/ she want to return late to the hostel or if he/she remains out.
11. Beyond the roll call time, every trainee warder is expected to remain in his/ her room and shall not play songs/watch videos through mobile, lap top etc., to the disturbance of others.

Mess Regulations

Food will be served during the following timings:

Sl.No.	Time	Mess
1.	05.30 am to 05.45am	Bed Tea/ Coffee
2.	08.00 am to 09.00 am	Breakfast
3.	01.15 pm to 02.15 pm	Lunch
4.	04.30 pm to 04.45 pm	Tea/ Coffee
5.	08.00 pm to 09.00 pm	Dinner

Note:

1. Mess timings should be strictly adhered to and any trainee warder coming after the mess timings shall not be served the tea, breakfast or any meal.
2. No trainee warder shall involve himself in unnecessary arguments and discussion with the cooks and the hostel servants regarding quality and quantity of the food served to them and any complaints about the servants of the mess shall be reported to the officer in charge warden.
3. The trainee warders shall not enter the Kitchen and the Store room at any cost and disturb the mess arrangements.
4. The trainee warder shall maintain utmost cleanliness of the Mess premises. Throwing the eatables while eating, by throwing over cigarette butts, spitting the pan, throwing letters or bits of paper etc., is prohibited.
5. The trainees should not wash their hands in the courtyard of the Mess or in the plates.



Appendix-III

Format of Field Visit Report

Cover Page

Name of the trainee warder :
Batch No. :
Chest 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. Administrative hierarchy of the institute
5. Infrastructure (Total area, No. of buildings/blocks/sections/wings/departments etc)
6. No of programmes run by the institute, if any
7. Report for prison institutions should contain the following additional information
 - Observation made in the main gate, security arrangements, searching methods etc.
9. Comments on the visit and about the institution
10. Learning points.