

“UPPER SCHOOL COURSE” as per SO HRD/48/2022

I INTRODUCTION

Those Assistant Sub-inspectors of Police who are recently promoted to the rank of Sub-Inspectors have to compulsorily undergo their upper school course before they are confirmed in the rank of Sub-inspectors.

II DURATION

The duration of the Upper School Refresher Course shall be of 4 weeks. This shall be a residential course.

III JOINING PERIOD

All trainees of a batch will join training on the same day. However, maximum relaxation of 3 working days can be given in exceptional cases by Director of Delhi Police Academy. The attendance of a trainee should be taken from the 1st day of commencement of the promotional course.

IV OBJECTIVES OF TRAINING

The main objective of training of the newly promoted Sub-inspectors is to enhance their professional knowledge and to inculcate appropriate attitude to serve the community. Following aspects are to be kept in view while planning the training programme:

- a) The need for inculcating moral values and importance of justice and fair play.
- b) Develop and reinforce their commitment to basic values of society.
- c) Harmonizing police roles in changing political and socio-economic scenario of the society.
- d) Increase effectiveness of the police officers to the best of their potential in performing administrative responsibilities working as Division Officer.
- e) Enhancement of professional and investigative skills by giving more attention to practical and scientific aspects of investigation and its procedure.

V TRAINING NEEDS

The training needs of the department are based on assessment of various job requirements undertaken by Police in day to day functioning. Delhi Police has responsibility of maintaining peace and order in National Capital Territory with efficiency and effectiveness. The training needs of Delhi Police are based on experiences gained through various incidents and handling of different kind of situations from time to time. The emphasis should be on ensuring a steady improvement in performance of duties by Delhi Police personnel and to achieve aims and objectives mentioned above.

VI TRAINING SET-UP

The Training at Delhi Police Academy is two-fold i.e. Indoor for professional knowledge, skills and appropriate attitude and Outdoor for mental health, physical fitness, sharpening reflexes and strengthening of the fiber of discipline.

A. OUTDOOR TRAINING

- i) An Assistant Director, assisted by Chief Drill Instructor/Yoga Instructor will supervise outdoor training. CDI will issue weekly programme after obtaining approval of AD/Training/Outdoor.
- ii) The detailed scheme of outdoor training containing syllabus and periods is at **Annexure-‘B’**.

B. INDOOR TRAINING

- i) An Assistant Director designated, as AD/Training/Indoor assisted by Inspector (course coordinator) will be incharge of Indoor training under the overall supervision of Joint Director/Deputy Director/Indoor. Joint Director/Deputy Director/Indoor shall allot subjects to the instructors. The lectures and talks shall be delivered by using various instructional and teaching aids. Involvement or participation of trainees by questions and answers is the best method of teaching and must be adopted by the instructors.
- ii) For better comprehension of duties in a police station and to inculcate the awareness of the actual working and problems of the police station, trainees will be taken to the model police station at DPA. The scenes of important crimes shall be simulated and the trainees will be asked to locate and pick-up clues and traces of evidence and complete investigation of such cases. The importance of scientific aid to investigation will be emphasized and insisted at this stage. The trainees will be given full exposure of simulated exercises on crime investigation. The importance and necessity of using scientific aids in the investigation will be repeatedly and continuously emphasized on them.
- iii) The trainees will be given a good understanding of subjects like terrorism and anti-terrorist measures, their theoretical implications and practical impact on national security as a whole.
- iv) The role of police in controlling traffic, enforcement of traffic laws etc. will be covered in this course.
- v) All trainees will be given general understanding of crowd control and management during demonstrations/protests and handling of media and monitoring of social media.

- vi) In addition, demonstrations, syndicate discussions, written papers and practical exercises, group discussions, case studies, role plays, lectures by eminent guest speakers on different subjects from various fields will be arranged. Emphasis shall be on an integrated method of teaching. Different aspects of the same topic will be covered comprehensively through demonstrations, guest speakers etc., so as to enable participants to develop an in-depth understanding of various aspects of diverse situations.
- vii) The detailed scheme of Indoor training containing syllabus, periods and marks is at **Annexure-‘C’**.

VII TRAINING METHODOLOGY

Lectures, case studies, group discussions, practical exercises, simulation of scenes of crime, demonstration, visuals and audiovisual aids will be the methods of training during the course.

TRAINING MATERIAL

Published material, case files, and simulated crime scenes will be used as training materials during the course.

VIII ASSESSMENT AND PROGRESS OF TRAINING

An assessment of each trainee shall be maintained by the course coordinator/Delhi Police Academy.

IX FINAL EXAMINATION

On completion of training course, trainees shall be examined by a Board of examiners consisting of a Deputy Director assisted by AD/Inspectors for Indoor tests to be constituted by the Joint Director/Deputy Director/DPA. Joint Director/Deputy Director/DPA will nominate officers of rank of ADs/Senior PPs from DPA to set question papers and evaluate answer sheets.

The Board will consolidate marks. The pass percentage for the trainees will be 45% in each subject and 50% in aggregate.

No trainee will be confirmed in the rank of Sub-Inspector unless he/she qualifies the prescribed examination. A trainee will be given maximum 3 chances to clear the examination. The next 2 chances will be given to reappear with subsequent batches. His/her promotion will be cancelled, if he/she fails to qualify the test in 3 chances including the examination conducted after the initial training.

X MERIT LIST

After final examination those trainees who stand first in Paper-I (Law Paper) and Paper-II (Police Practical Work) and all-round best will be granted commendation certificates with suitable cash reward by Director/DPA.

All trainees who complete the course successfully shall be issued with a proficiency certificate by Joint Director/Deputy Director/DPA. These proficiency certificates will be in the format as at Annexure 'D'. These certificates will be sent to the concerned Districts/Units for entry in the Character Rolls of the individuals concerned. The result shall be circulated to all Districts/Units of Delhi Police.

XI CAUTION

In order to eliminate an unsuitable trainee from force at the stage of his/her training any one of the following grounds shall be sufficient for initiation of disciplinary action:

1. More than 06 days continuous unauthorized absence from outdoor/indoor programme.
2. Submission of false medical certificate from any doctor for availing leave or light duty or rest.
3. Gross misconduct with indoor/outdoor instructors or with other trainees/staff.
4. If he/she commits any mischief or any crime involving moral turpitude during his/her training.
5. Any information submitted by trainee is found to be false.
6. Any other ground which adversely reflects his/her behaviour and the officer is otherwise found unsuitable for police service.
7. A trainee shall not be allowed to take final examination until he/she has successfully undergone a stipulated period of training at Delhi Police Academy. The compulsory attendance in indoor periods is 90%, failing which he/she will be debarred from taking the final examination and he/she shall have to further undergo training with the next batch.

XII WOMEN TRAINEES

Women who are pregnant will not be allowed to join training. Women trainee who incapacitates on account of pregnancy during training will be re-batched.

XIII NO REPRESENTATION

No representation with regard to any result of the final examination will be entertained after 30 days of the declaration of the result.