

## **“LOWER SCHOOL COURSE” as per SO No HRD/50/2022**

### **I. INTRODUCTION**

Those Police Constables who are recently promoted to the rank of Head Constables have to compulsorily undergo their Lower school course before they are confirmed in the rank of Head Constables.

### **II. DURATION**

The duration of the Lower School Course shall be of three months.

### **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 1<sup>st</sup> day of commencement of the promotional course.

### **IV. OBJECTIVES OF TRAINING**

The main objective of training of the newly promoted Head Constables is to enhance their professional knowledge and to inculcate appropriate attitude to serve the community. Following aspects are to be kept in view while in 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 and prepare them for taking up responsibilities to the best of their potential.

After promotion to the rank of Head Constable, the officer will be assigned with investigation of minor offences and preparation of kalandara under Cr.P.C, under DP Act and other relevant Acts. He is also required to work as duty officer and incharge of malkhana, records, guards, mess and I/C VB (warrants and summons). He has to personally maintain records and he should have good understanding and practice of maintaining the same. He is assigned job of beat officer and is expected to have control over the police force under him.

## **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 physical fitness, sharpening reflexes inculcation and strengthening of the fibre of discipline and toughening in general.

### **A. OUTDOOR TRAINING**

- i) An Assistant Director designated as AD/Training/outdoor assisted by Chief Drill Instructor will supervise outdoor training. The CDI will issue weekly program after obtaining approval of Assistant Director/Outdoor.
- ii) The training in outdoor shall be in accordance with the principles laid down in police manual.
- iii) In order to ensure effective training and proper supervision over outdoor training, trainees will be divided into platoons of not more than 30 trainees. They will be under the command of a drill instructor of the rank of Head Constable. Platoon commander will be responsible for maintenance of discipline and general conduct of trainees of his squad. He will ensure cleanliness of rooms and barracks under occupation by his trainees. Games and sports will form regular part of outdoor training schedule.
- iv) Intensive training shall be imparted in handling and use of fire-arms. The trainees who fail to secure 45% marks in firing will be disqualified. They will be given further intensive musketry training to enable them to qualify firing test.
- v) The trainees of lower school course will carry out short range firing.
- vi) The detailed scheme of outdoor training containing syllabus, periods and marks is at **Annexure-‘B’**.

## **B. INDOOR TRAINING**

- i) An Assistant Director designated, as AD/Training/Indoor assisted by Inspector (course coordinator) will be in-charge of Indoor training under the overall supervision of Deputy Director/DPA. Deputy Director/DPA 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 best method of teaching and must be adopted by the instructors. The lecture will be of practical nature and will be as per syllabus for each course.
- ii) For better comprehension of duties in a police station and to inculcate the awareness of 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 trainees will be asked to locate and pick-up clues and traces of evidence and complete investigation of such crimes. 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 investigation will be repeatedly and continuously emphasized on them.
- iii) The trainees will be given a good understanding of various aspects of security (security of the VIP's, security of vital installations). The subjects like espionage and counter-espionage, anti-sabotage, terrorism and anti-terrorism 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 audio visual 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/DPA.

## **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 as well as Outdoor tests separately to be constituted by Joint Director/Deputy Director/DPA. Joint Director/ Deputy Director/DPA will nominate officers of rank of Assistant Directors/Senior PPs from DPA to set question papers, evaluate answer sheets and take outdoor tests.

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 Head Constable 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 secure first position in Law paper, Police science, Behavioural science, Outdoor (PT/Parade/Firing) 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. This proficiency certificate will be in the format as at **Annexure-“D”**. These certificates will be sent to the concerned Distt/Unit for entry in the character roll 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 the trainee is found to be false.
6. Any other ground which adversely reflects his/her behaviour and the trainee 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. 90% attendance in indoor/outdoor periods is compulsory, 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 trainees who are pregnant will not be allowed to join training. Women trainee who incapacitate 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.