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# **JHARKHAND POLICE ACADEMY, HAZARIBAG.**

## **SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.**

### **BLOCK SYLLABUS**

**Time Calculation**

1.	Duration of the course	:	08 weeks (56 days)
2.	Working days (less Sundays)	:	48 days
3.	Test examination	:	01 days (At Sunday)
4.	Training at other institutions/ tours and visits	:	05 days (At Sunday)
5.	Working days in a week	:	06 days
6.	Numbers of periods per day		
	(a) Indoor - 7		
	(b) Outdoor - 2		
7.	Total number of periods available	:	336 periods
	(a) Indoor (48 X 7)	:	96 periods
	(b) Outdoor (48 X 2)	:	432 periods
	<b>Grand Total</b>		

**Block Syllabus**

Sl. no. Code Letter			Subject			Allotment of Periods			
				Day	Night	Total			
<b><u>Indoor Training</u></b>									
1.	Law-1	IPC/Cr.P.C./Evd. Act.	48	-		48			
2.	Law-2	Minor Acts	48	-		48			
3.	Sup.	Police Supervision and Internal Administration	30	-		30			
4.	FS	Scientific aid to investigation	18	-		18			
5.	Ins.	Investigation and prosecution	30	-		30			
6.	HR	Constitution of India Human Right and Administration	12	-		12			
7.	Mgt	Management Concepts	18	-		18			
8.	PM	Police Manual	12	-		12			
9.	COMP	Computer Awareness	48	-		48			
10.	Eth	Police Behaviour and Attitude	24	-		24			
11.	Exp.	Expérience Sharing	34	-		34			
12.	Jf.	Jungle warfare School	14	-		14			
Total -			336	-		336			
<b><u>Outdoor Training</u></b>									
11.	PT	Physical Training/ Yoga	48	-		48			
12.	WT	Weapon Training and Field Craft	14	-		14			
14.	Exp.	Explosive and I.E.D.	10	-		10			
15.	Tac	Tactics (Including two day jungle Training camp)	16	-		16			
16.	MR	G.P.S. Navigation	08	-		08			
Total -			96	-		96			

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****1. Law Paper I-****INDIAN PENAL CODE****Allotted periods - 16****REFRESHING KNOWLEDGE :-****MUST KNOW : CRIMINAL LAW AMMENDMENT 2013****CR.PC****Allotted periods - 16****REFRESHING KNOWLEDGE :-****MUST KNOW : CRIMINAL LAW AMMENDMENT 2013****EVIDENCE ACT****Allotted periods - 16****REFRESHING KNOWLEDGE :-****MUST KNOW : CRIMINAL LAW AMMENDMENT 2013**

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****2. LAW PAPER II****MINOR ACT****ALLOTTED PERIOD - 48**

1. NATIONAL SECURITY ACT 1980
2. ARMS ACT AND RULES 1959
3. INDIAN EXPLOSIVE ACTS AND RULES 1984
4. EXPLOSIVE SUBSTANCE ACT 1950
5. NDPS ACT 1985
6. I.T ACT 2000
7. PROTECTION OF HUMAN RIGHT ACT 1993
8. IMMORAL TRAFFIC PREVENTION ACT 1956
9. CRIMINAL LAW AMENDMENT ACT 1908, 1932, 1938, 1961, 1969, 1972, 1983, 1983(2ND), 1990, 1993, 2005
10. UAPA ACT 1967
11. PROTECTION OF CHILDREN FROM SEXUAL EXPLOITATION ACT 1912
12. PROTECTION OF WOMEN FROM DOMESTIC VIOLENCE ACT 2005
13. JUVENILE JUSTICE (CARE AND PROTECTION OF CHILDREN ACT) 2000
14. INDECENT REPRESENTATION OF WOMEN (*PROBIHITION*) ACT 1986
15. SEXUAL HARRASHMENT OF WOMEN AT WORK PLACE 2013
16. COPY RIGHT ACT. 1957
17. CHILD LABOUR (RESTRICTION AND REGULATION) ACT, 1986
18. THE PREVENTION OF CORRUPTION ACT, 1988
19. BIHAR CONTROL OF CRIME ACT, 1981
20. THE PREVENTION OF WITCH PRACTICES ACT. 2000
21. THE BONDED LABOUR SYSTEM (ABOLITION) ACT 1976



**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****3. POLICE SUPERVISION AND INTERNAL ADMINISTRATION****ALLOTTED PERIOD - 30**

1. CRIMINAL JUSTICE ADMINISTRATION IN THE DISTRICT
2. PROCEDURE FOR CONDUCTING DEPARTMENTAL ENQUIRY
3. INSPECTION OF POLICE STATION AND DISTRICT OFFICE
4. SUPERVISION OF SR/NON-SR CASES
5. PROPOSAL FOR OPENING OP/TOP/PS
6. REWARD
7. PUNISHMENT
8. PROMOTION
9. INSPECTION
10. NSA/CCA PROPOSAL

**INTERNAL ADMINISTRATION****SOCIOLOGICAL AND TERRORISM AND POLITICAL EXTREMISM****POLICE MANUAL CHAPTER: 4, 25, 26***A*

**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****4. SCIENTIFIC AID TO INVESTIGATION****ALLOTTED PERIOD - 18**

1. LAW RELATING TO EXPERTS AND SCIENTIFIC EVIDENCE OTHER EXPERTS INSTITUTIONS
2. SCENE OF OCCURRENCE
3. PHYSICAL EVIDENCE
4. FINGER PRINTS
5. D.N.A. FINGER PRINTING
6. BALLISTICS
7. NARCOTICS DRUGS AND POISONS
8. EXPLOSIVES-EXAMINATION OF REMAINS AT SCENE OF EXPLOSION
10. EXAMINATION OF COUNTER FEIT COINS AND NOTES
11. VOICE ANALYSIS , NARCO ANALYSIS, BRAIN FINGER PRINTING POLYGRAPH
12. DIGITAL FORENSIC
13. TECHNICAL SURVEILLANCE

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****5. INVESTIGATION AND PROSECUTION****ALLOTTED PERIOD - 30**

1. WHAT IS INVESTIGATION DISTINCTION BETWEEN ENQUIRY AND INVESTIGATION
2. PREPARATION OF F.I.R
3. PROCEDURE AND METHOD OF INVESTIGATION
4. INSPECTION OF SCENE OF CRIME
5. RIGHT WAY TO COLLECT EVIDENCE ( ORAL, PHYSICAL, DOCUMENTARY)
6. INTERROGATION OF SUSPECTS/ EXAMINATION OF WITNESSES
7. COMMON LACUNAE IN INVESTIGATION
8. RECORDING OF CONFESSIONAL STATEMENT EXTRA JUDICIAL CONFESSION, DYING DECLARATION.
9. SEARCH AND SEIZURES
10. PREPARATION OF CASE DIARIES/ STATION DIARIES/P.D
11. PREPARATION OF FINAL REPORT/ CHARGESHEET
12. PREPARATION OF SPECIAL REPORT
13. HOW TO RECORD STATEMENT OF RAPE VICTIM
14. HOW TO GET STATEMENT OF ACCUSED/WITNESS RECORDED U/S 164 CR.P.C
15. HOW TO GET EVIDENCE RECORDED UNDER 299 CR.P.C IN COURT AFTER SUBMITTING FINAL FORMS
16. HOW TO MOVE COURT FOR CANCELLATION OF BAIL
17. HOW TO INVESTIGATE UNNATURAL DEATH CASES
18. HOW TO MOVE COURT FOR POLICE REMAND
19. INVESTIGATION OF WHITE COLLAR CRIMES
20. INVESTIGATION OF ORGANISED CRIME
21. INVESTIGATION OF PLASTIC CARD/ATM CARD/DEBIT CARD FRAUD
22. INVESTIGATION OF JUVENILE CASES
23. INVESTIGATION OF RAPE CASES
24. INVESTIGATION OF DOWRY DEATH/ HOMICIDE
25. INVESTIGATION OF BANK FRAUD/COMMERCIAL FRAUD MONEY LAUNDERING CASES
26. INVESTIGATION OF CYBER FRAUD CASES
27. INVESTIGATION OF HUMAN TRAFFICKING CASES
28. WITH HONOURABLE HC/SC EXAMPLES.

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****6. CONSTITUTION OF INDIA HUMAN RIGHT AND ADMINISTRATION**  
**ALLOTTED PERIOD - 12**

1. PREAMBLES, FUNDAMENTAL RIGHT, ARTICLE 12 TO 14 19 TO 22, 25, 26, 29, 32, 33, 51A, 105, 124, 308 TO 312A AND 323 B
2. HUMAN RIGHTS AND CONSTITUTIONAL PROVISIONS USE OF FORCE BY POLICE. LEGAL PROVISIONS FOR PROTECTION OF HUMAN RIGHTS IN POLICE WORK WITH EMPHASIS ON PROVISIONS IN INDIAN LAWS ENFORCEABLE BY THE POLICE.
3. ARTICLES 20 AND 21 OF THE CONSTITUTION-SUPREME COURT AND HIGH COURT JUDGMENTS
4. DEPARTMENTAL INSTRUCTION AND COURT JUDGMENTS ON THE TREATMENT OF COMPLAINTS. VICTIMS OF CRIME.
5. WITNESSES, SUSPECTS AND ARRESTED PERSONS. DEPARTMENTAL AND SUPREME COURT DIRECTIONS ON THE USE OF HANDCUFFS.
6. VIOLATION OF HUMAN RIGHTS BY POLICE :
  - (A) CUSTODIAL CRIMES
  - (B) EXTRA JUDICIAL EXECUTIONS
  - (C) TORTURE AND OTHER INHUMAN TREATMENT OF PEOPLE TO OBTAIN EVIDENCE CAUSES AND CURES.
  - (D) DO'S AND DON'TS WITH REGARD TO HUMAN RIGHTS AND ETHICAL STANDARDS FOR LAWFUL POLICING. UN CODE OF CONDUCT FOR LAW ENFORCEMENT OFFICIALS.
7. ARREST - WHEN AND HOW TO BE MADE-DIRECTION OF SUPREME COURT. OBSERVANCE OF HUMAN RIGHTS IN AND AFTER ARREST
08. INVESTIGATION OF CUSTIDIAL DEATH



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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****7. MANAGEMENT CONCEPTS****ALLOTTED PERIOD - 18**

1. AIMS AND OBJECTIVES OF MANAGEMENT
2. TYPE OF MANAGEMENT
3. MANAGEMENT IN POLICE ORGANISATION
4. POLICE LEADERSHIP AND MANAGEMENT
5. HOW TO CONDUCT MEETING EFFECTIVELY
6. TEACHING & TRAINING
7. QUALITIES OF AN EFFECTIVE LEADER MANAGING CHANGE
8. DECISION MAKING
9. MOTIVATING PEOPLE
10. MANAGING CONFLICTS
11. COMMUNICATION SKILL
12. GROUP BEHAVIOUR IN POLICE
13. GROUP IDENTITY AND GROUP SUPPORT IN POLICE
14. INTER GROUP AND INTRA GROUP BEHAVIOUR IN POLICE
15. GROUP DYNAMICS AND PRINCIPLE OF GROUP DYNAMICS
16. GRIEVANCE AND GRIEVANCE HANDING
17. DISCIPLINE AND DISCIPLINARY ACTION
18. EMPLOYEE MORALE
19. POLICE PUBLIC CO-ORDINATION
20. CONCEPT OF SELF MOTIVATION, LEADERSHIP AND TEAM BUILDING
21. TIME MANAGEMENT

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****8. POLICE MANUAL****ALLOTTED PERIOD - 12****ONLY REFRESHING KNOWLEDGE :-**

Chapter 1 Rule 1 to 7

Chapter 3 Rule 14 to 34 B

Chapter 4 Rule 35 to 50

Chapter 5 Rule 53 to 72

Chapter 6 Rule 73 to 135

Chapter 11 Rule 221 to 234, 238, 239 to 244

Chapter 14 Rule 155 to 408

Chapter 15 Rule 409 to 438

Chapter 22 Rule 688 to 720

Chapter 24 Rule 771 to 823

Chapter 25 Rule 824 to 854 A

Chapter 26 Rule 855 to 861 B



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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****9. COMPUTER AWARENESS****ALLOTTED PERIOD - 48**

1. WHAT IS COMPUTER
2. DIFFERENCE BETWEEN COMPUTER AND CALCULATOR
3. SYSTEMATIC REPRESENTATION OF COMPUTER
4. INPUT-OUTPUT DEVICE
5. GENERATION OF COMPUTER
6. WORKING PROCEDURE OF C.P.U.
7. ADVANTAGES OF USING COMPUTER
8. SORT NOTES ON (FLOPPY DISK, HARD DISK MAGNETIC TAPE, PUNCH CARD, OMR ETC.)
9. TYPES OF PRINTER
10. TYPES OF COMPUTER
11. TYPE OF MEMORY (TYPE OF RAM AND ROM)
12. LANGUAGES OF COMPUTER
13. NETWORKING SYSTEM (SERIAL, STAR, FULLY INTER CONNECTED, LAN, INTERNET ETC.)
14. MODEM
15. OPERATING SYSTEM
16. COMPUTER VIRUS
17. COMPUTER CRIMES
18. CYBER CRIME
19. MOBILE PHONE/CDR ANALYSIS.

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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****10. POLICE BEHAVIOUR AND ATTITUDE****ALLOTTED PERIOD - 24**

1. WHAT IS POLICE ATTITUDE & NEED FOR ATTITUDINAL CHANGE
  2. POLICE IMAGE & ITS NEED TO IMPROVE
  3. EFFECTIVE COMMUNICATION SKILL
  4. POLICE STRESS & HOW TO COPE WITH
  5. DO'S & DON'T BY POLICE PERSONNEL WHILE DEALING THE PEOPLE
  6. ETHICS AND MORAL OF POLICE
  7. CODE OF CONDUCT FOR POLICE PERSONNEL'S
  8. TIME MANAGEMENT
  9. ETHICAL BEHAVIOUR AND ATTITUDE
  10. LEADERSHIP AND TEAM WORK
  11. NEGOTIATION SKILL.
  12. HOW TO DEAL VICTIMS (VICTIMOLOGY)
  13. DEVELOPING POSITIVE ATTITUDE
  14. DEVELOPING SOFT SKILL AMONG POLICE PERSONNEL
  15. PRO ACTIVE POLICING POLICE-COMMUNITY RELATION-IMPORTRANCE & TECHNIQUE
  16. CONDUCT IN UNIFORM
  17. ETIQUETTE AND MANNERS
  18. AUTO-BIOGRAPHY OF MAHATMA GANDHI, BIO-GRAPHY OF SWAMI VIVEKANAND, BIO-GRAPHY OF MOTHER TERESHA
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**JHARKHAND POLICE ACADEMY, HAZARIBAG.****SYLLABUS OF PROMOTIONAL COURSE FOR SUB-INSP. TO INSP.****DETAILED SYLLABUS****11. PHYSICAL TRAINING****ALLOTTED PERIOD - 48**

1. INTRODUCTION TO PHYSICAL TRAINING AND IMPORTANCE OF VARIOUS BODY ORGANS
2. RECRUIT P.T. TABLES 1 TO 6
3. P.T. WITH RIFLE
4. OBSTACLE TRAINING
5. UNARMED COMBAT
6. YOGA
7. ROAD RUN (1,2 MILES.)

**12. WEAPON TRAINING****ALLOTTED PERIOD - 14**

1. 7.62 SLR
2. 5.56 INSAS
3. 9mm Pistol
4. 7.62 LMG
5. 5.56 LMG
6. AK47
7. HE 36 Grenade
8. UBGL
9. 51mm Mortar
10. 83mm Mortar

**14. EXPLOSIVE AND I.E.D.****ALLOTTED PERIOD - 10**

1. WHAT IS EXPLOSIVE
2. TYPES OF EXPLOSIVE
3. ACCESSORIES OF EXPLOSIVE
4. I.E.D. AND TYPES OF I.E.D.
5. PRECAUTION TAKEN FROM I.E.D.
6. RSP PROCEDURE
7. POST BLAST INVESTIGATION

**15. TACTICS (INCLUDING TWO DAY JUNGLE TRAINING CAMP)****ALLOTTED PERIOD - 16**

1. NAXALS, THEIR ORGANISATION, DOCTRINE & PRESENT SITUATION IN JHARKHAND
2. PRECAUTIONARY GUIDELINES TO UNDERTAKE ANTI-NAXAL OPERATION IN JHARKHAND
3. CASE STUDIES ON LWE
4. INT COLLECTION BY TECHNICAL MEANS IN LWE AFFECTED AREA OF JHARKHAND
5. SURVEILLANCE
6. STAGES OF PLANNING OF TACTICAL OPS WITH EMPHASIS ON BRIEFING & DEBRIEFING
7. AMBUSH, COUNTER AMBUSH
8. ROP & CONVOY PROTECTION
9. UGRAWADI ILAKON ME POLICE OUTPOST KA LAGANA AUR USKI SURKSHA
10. TACTICAL MOVE IN JUNGLE
11. RAID ON HIDE OUT CORDEN AND SEARCH OPS
12. COMBING
13. IMMEDIATE ACTION DRILL
14. ROOM INTERVENTION
15. NAKABANDI
16. POLICE ENCOUNTER

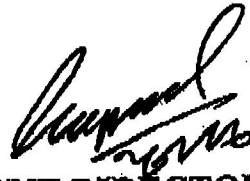
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**17. WALK AND RUN (10,16 KM)****FIRING From****10 Rds Each**

1. 7.62 SLR
2. 5.56 INSAS
3. 9mm Pistol
4. AK47

**16. G.P.S. NAVIGATION****ALLOTTED PERIOD - 08**

1. GRID & NON-GRID MAP SE PARICHAY, CONVENTIONAL SIGNS AUR DHARATALIYA AAKRITIYA
2. GPS GENRAL INFORMATION
3. HOW TO SET A GPS
4. HOW TO KNOW OWN POSITION IN MAP
5. HOW TO REGISTER A PLACE
6. HOW TO SEE A REGISTERED WAYPOINT
7. HOW TO MOVE FROM PLACE 'A' TO PLACE 'B'



**JOINT DIRECTOR,  
JHARKHAND POLICE ACADEMY, HAZARIBAG.**