## Government of India Ministry of Home Affairs



## Block No. 11, 3<sup>rd</sup> floor CGO Complex, Lodhi Road New Delhi – 110 003

# BUREAU OF POLICE RESEARCH & DEVELOPMENT

No.78/36/2016/Trg.(PP)/BPR&D 05 /09/2016

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To

The Director General/Inspector General of Police All States/UTs

Commissioner of Police, Delhi

Sub: Nominations for Union Home Minister's Trophy for Best Police Training Institutions for the year 2015-16.
Sir.

MHA, vide their ID Note No.23011/16/2014-PT dated 27/07/2015 has approved SOP for award of Union Home Minister's Trophy for Best Police Training Institutions and has notified this scheme vide their Notification F. No. 23011/16/2014-PT/PMA dated 11<sup>th</sup> May, 2016.

- 2. Nominations for Training Institutes one in each of the following category are hereby invited from States/UTs for award of the Trophy for their performance in the year 2015-16.
  - a. Training Institute for training of Gazetted officers
  - b. Training Institute for training of Non-Gazetted officers
  - c. Training institute for training of other Ranks (Constables)
- 3. Nomination should be submitted as per Annexure 'A' (Copy enclosed) of SOP duly self-assessed in each Training Areas/Sub Areas.
- 4. Each States/UTs may nominate only one Training Institute in each category to compete for the Trophy.
- 5. Nominated training institutes will be assessed/evaluated at National Level by a Committee of Officers constituted by DG, BPR&D and then the Best Training institutions will be selected in each of the three categories.

- 6. Before the selection at National level, the nominated training Institution will have to compete in Zonal level. For Zonal level, following six zones have been formed and the States/UTs included in Zones are:
  - North Zone: Haryana, Himachal Pradesh, J&K, Punjab, Rajasthan
  - Central Zone : Chhattisgarh, Uttar Pradesh, Delhi, Manipur,(UTs), Uttarakhand
  - North Eastern zone: Meghalaya, Mizoram, Nagaland, Sikkim, Assam Tripura, Arunachal Pradesh
  - Western Zone: Gujarat, Maharashtra, Madhya Pradesh, Goa
  - Southern Zone: Telangana, Andhra Pradesh, Tamil Nadu, Kerala, Karnataka
  - Eastern Zone: Bihar, Odisha, Jharkhand, West Bengal
- 7. The nominated Training Institutions of States/UTs will first be assessed/evaluated by the Zonal committee to be detailed by DG, BPR&D for each Zone and the Zonal Committee will select one training Institute in each category from each zone for national level Competition.
- 8. The winner of the training institute at Zonal level in each category will be given an amount of 2 lakhs as Grant-in-aid for its infrastructural development.
- 9. Each winner training institution at National Level will be awarded with a running trophy and an amount of Rs. 20 lakhs as Grant-in-aid for its infrastructural development.
- 10. While recommending the Training Institute, the name and designation of the Head of the Institution may also be mentioned. In case, two or more officers served as head of institution, the name of officer who served for a longer period (in 2015-16) should be mentioned.
- 11. The Head of winner Training Institution will be awarded Home Minister's Disc.
- 12. Further details and procedure for nominations may be seen in the Standard Operating Procedure (SOP) which is available in BPR&D website under URL <a href="http://www.bprd.nic.in/content/384">http://www.bprd.nic.in/content/384</a> 1 SOPforTrophy.aspx

- 13. Nominations must reach Director (Training), Bureau of Police Research & Development, 4<sup>th</sup> Floor, Block-11, CGO Complex, Lodhi Road, New Delhi-110003 along with the self-assessed performa in Annexure 'A' for each nominated Training Institute by 30 th Sept,2016.
- 14. It is clarified that the recommendation of Board of Officer for award of Trophy for the year 2014-15 is under consideration.
- 15. Your kind attention is drawn to the Para B (4) of the notification wherein it has been mentioned that the winner institute of the year cannot be nominated for the next 2 years, in case institutions are plural in numbers. Hence, in case, a trophy winning institute in 2014-15 is nominated for 2015-16, then the concerned States/UTs may be required to revise their nomination in accordance with Para B(4) of the notification.

Encl: As above

(Parvez Hayat) Addl. Director General

1. Name of Training Institute	
2. Category: (GOs/NGOs/OR (Constables))	
3. Name and Designation of Head of the Training Institute who served max tenure in 20	15-
16	

## PARAMETERS FOR SELECTING THE BEST TRAINING INSTITUTION

S.	Criteria / Test Areas	Sub areas of Tests	Sub	MAX	Marks given in
No.			Areas	Marks	self-assessment
	0		Marks		
Α	GENERAL				
1	CAPACITY				
	Capacity to Train	1) As per authorization	05		
		2) Less than authorization	02		
		3) More than double authorization but	10	7.5	
		without compromising on quality			
2	Variety of Training				
		a) Basic	02		
		b) In addition conducting Service Course	02		
		c) In addition, imparting training to	02		
		trainees of other Organizations			
		d) foreign trainee	02	08	
3	Upkeep & Maintenance of				

	Infrastructure			
		ISO/NQC Certification Lower Grade to	05, 7.5	10
		Upper Grade	& 10	
4	Websites and contents			
		1) Standard	04	
		2) Update	05	5
5	Trainees – Trainer Ratio			
	As per BPR&D Norms	Availability	05	
	Increased output despite		05	10
	vacancy position, by the			
	available staff			
6	How many annual events were			
	held (Parade/Training			
	Conference/Other training related events)			
	related events)	Anniversary/ Independence day/ Republic	05	
		day Parade	03	
		State /National level Training Conferences	05	
		Other Training related events	05	
		Trg. Courses for other departments	05	20
7	Social Responsibility - New	11g. courses for other departments	03	
,	Initiatives			
		Visit/Contact by the trainees to the nearby	05	
		villages		
		Villagers/Youth (Civilians) associated with	05	10
		the Training Institute.		
8	<b>Productivity of Resources</b>	Budget utilization productivity	10	
	(Best utilization of allocated			
	budget)			

		Innovation in utilization of resources	15	25	
9	Existence and promotions of campaign for dignity of labor and self help groups (@05 Marks each)  a) Swachha Campus b) Shramadaan c) Signboards and their maintenance d) Neatly laid out parking places e) Ecological consciousness	innovation in utilization of resources		25	
10	New Initiatives & Community Assistance like (@05 Marks each) A) Participation of the outside school children in the play grounds B) Promotion of patriotism through celebration of important national days along with neighboring villages C) Organizing blood deposition camps. D) Organizing Medical camps			25	
	Sub Total			145.5	
В	Training Infrastructure				
11	Availability and functioning of clubs for trainers.				

		For each cl Marks	ub & func	tioning maxi	mum 05	01	05	
12	Availability of Welfare	Trainees		Staff				
	Measures for Trainees and Staff	Available	Upkeep	Available	Upke ep			
	a) Wet Canteen	01	02	01	02			
	b) Dry Canteen	01	02	01	02			
	c) CSD/CPC	01	02	01	02			
	d) Health Centres	01	02	01	02			
	e) Family Welfare Centres	01	02	01	02			
	f) Clubs	01	02	01	02			
	g) Recreation Centres	01	02	01	02		24	
13	Innovations (@05 Marks each )							
	1) Creative work( statues, landscaping etc.,)							
	2) Water harvesting							
	3) Greenery Promotion							
	4) Hygiene/ sanitation							
	5) Upkeep of Toilet/bathrooms					05 each		
	6) Medical facilities and response systems							
	7) Incident management in case of Injuries/ death							
	8) Library / e-library / mobile library							
	9) Labs/sand model							
	10) Cyber law promotion							
	11) Solar Energy initiatives							

	12) Organic farming				
	13)Bio waste disposal / non				
	Plastic use				
	14) Construction of structures				
	using local materials				
	15) Others			75	
14	Availability of physical Training	Infrastructure as per authorized capacity and		13x5 = 65	
	Training requirement				
A	Class Room	Note:- as per authorization and training	05		
В	Conference Hall	requirement 05 marks	04		
C	Office Complex	Less than authorization, upto 70% of the	03		
D	Mess	authorized strength	02		
E	Accommodation for Trainee	Less than authorization, upto 50% of the	00		
F	Accommodation for Staff	authorized strength			
G	Parade ground	Less than 50%			
Н	Sport Complex and facilities	Not available			
	(as per training requirement)				
I	Auditorium				
J	Computer Lab				
K	Firing Range				
L	Outdoor Training				
	activity(squad Post/ Tactical				
	area)				
M	Stimulators and Model rooms				
	Sub Total			104+65=	
				169	
C	Training Methodology and				
	Study Material				
15	Training				
	Methodology/Techniques				

	1	'\ T 1'.' 1 0 .1 \	01 01	
		i) Traditional (indoor & outdoor)	01+01	02
			= 02	
		ii) New methodologies related with trg	Each	20
		only	02	
			Marks	
		For <b>OUTDOORS</b>		
		a) Using GPS		
		b) Simulated firing/SATS etc.		
		c) Using Electronic Sand models		
		d) Using 3D mapping System through		
		Satellite/Google Maps		
		e) Using net connectivity to classrooms		
		and web based resources		
		and not tubbulled		
		For <b>INDOOR</b>		
		1) Using the free resource material		
		2) Electronic accessibility available to the		
		Students		
		3) Using Documentary, training aid, films		
		from reputed Universities		
		4) Case Studies latest Judgments and		
		online resources of courts		
		5) Electronic writing boards and latest		
		gadgets like laptops, tabs etc.,		
		(free on line resources for the best		
		universities in the world e.g Harvard,		
		MIT etc )		
16	Standard Study Material	WIII etc. )		
10	Developed by the Training			
	Institutes			
		a) Study material given to the trainees	02	
		b) Annual upgrading of study materials	05	

		c) Implementation of Standardized Lesson Plan (INDOOR / OUTDOOR)	10	17
17	Research papers published			
	a) Presentation in Seminar	a) Addressed in Seminar (local Govt. Offices)	01	
		a) Addressed in Seminar (National level)	03	
		b) Addressed in Seminar (International level)	10	20
18	Whether Journal/Books is			
	being published only related			
	to Training and not biographies / auto biographies			
	or professional experiences			
	etc., the books/articles should			
	be scientific in nature and not			
	essay type			
	V V.1	1) Journals	02	
		2) By BPR&D	05	
		3) By NPA (MAX three)	05	
		4) Others reputed Institutes (MAX three)	05	17
19	Feedback System from			
		1) From trainees / participants	05/05	
		2) From outside agencies including Battalions(MAX three)	10 each	
				40
	Sub Total		_	116
D	Quality of Trainer			
20	<b>External</b> Faculty			

	(Quality/Quantity/Subjects taught)			
		From outside Organization / Prominent Speakers	05	
		2) Reputed Prominent Speakers/ Celebrity Speaker in any particular subjects(one time only)	10	15
21	Faculty of Institutes being invited by other institutes as guest faculty			
		1) Outside Organization	05	
		2) National Universities	10	
		3) International level( only one time)		Max 50
22	Talent Management Plan Policy and implementation for development of trainers		10	10
	Sub Total			75
23	PROFESSIONAL			
	COMPETENCE OF TRAINEES/TRAINERS			
	(A) Test of trainees			
	Test of 25 randomly selected recruits/ trainees on the following parameter:			
	(i) Drill		15	
	(ii) Turn out		05	
	(iii)Tactics	Tactical exercise involving briefing, use of ground, field signal etc.	25	
	(iv)Weapon handling (INSAS Rifle, LMG)		10	

(v) Firing — 100 meters — 1) Grouping Firing target 4x4' up to 4" group — 5 marks from 4.1 to 8" group — 3 marks from 8.1 to 16" group — 2 marks 8 smarks 8 smarks from 8.1 to 16" group — 2 marks 8 smarks 8 smarks from 8.1 to 16" group — 2 marks 8 smarks 8 smarks from 8.1 to 16" group — 2 marks 8 smarks 8 smarks from 8.1 to 16" group — 2 marks 8 smarks 8 smarks 10				
will be the score here .max quotient here will be 85  (B) Test of trainers – Each a) Turn out/appearance of the trainer 02 (Max	INSAS Rifle – 25 rounds (Each practice of 5 rounds)  (vi)Physical training – 5 km BEPT in scale B run may be	group – 5 marks from 4.1 to 8" group – 3 marks from 8.1 to 16" group – 2 marks  2) SNAP (Standing Position) – 01 mark will be awarded for each hit on the target)  Target to appear for 4 seconds and Firer to engage the target within this period and then a gap of 5 to 7 seconds will be given. One round will be fired on each appearance. Total 5 rounds will be fired.  3) Deliberate fire – (Each hit on the target will carry 01 mark)  i) Lying – Own time  ii) Sitting – Own time  iii) Kneeling – Own time  Up to 23 minutes – 5 marks  23.01 to 24 minutes – 3 marks	05 05 05 05	max for each candidacy. Cumulativ e score of all 25 candidate will be divided by
parameter 5 marks b) Skill c) Education 02 20x8=160 max	(B) Test of trainers — Each parameter 5 marks	b) Skill		e score of all 25 candidate will be divided by 25 and this will be the score here .max quotient here will be 85 (Max 20for each 20x8=160

		0.0	
	d) Medal	02	quotient here will
	e) Disc	02	be 16)
	f) No. of Course Attended	02	be 10)
	g) Extra Initiatives	02	
	h) Productivity	02	
	-	02	
	BMI ratio	02x10	20max
	BMR ratio (most favorable BMI for each	02x10	20 max
	candidate will get 02 marks if beyond BMI		
	is more than 25 a candidate will get 0		
	marks same is the case with BMR)		
(C)Best practices	Maximum 10 practices may be taken into		Max
	consideration - @ 5 marks per practice		number
	during the test (five best practices for		of marks
	Indoor and five best practices for Outdoor)		will be
	which are as follows		50
	W11341 412 415 10116 W6		
	FOR OUTDOORS		
	1. Using GPS		
	2. Simulated firing/SATS etc.		
	3. Using Electronic Sand models		
	4. Using 3D mapping System through		
	Satellite/Google Maps		
	5. Using net connectivity to		
	classrooms and web based resources		
	EOR DIDOOR		
	FOR INDOOR		
	6) Using the free resource material		
	7) Electronic accessibility available to the		
	Students		
	8) Using Documentary, training aid, films		

		T	I	1	
		from reputed Universities			
		9) Case Studies latest Judgments and			
		online resources of courts			
		10) Electronic writing boards and latest			
		gadgets like laptops, tabs etc.,			
		<b>Note:</b> Tests will be conducted taking 25		A =85	
		trainees randomly and each one's score will		B=16	
		be noted and added up and the cumulative		C=50	
		score will be divided by the number 25 and		total	
		that will be the Quotient. This is done to		151)	
		ensure equality and quality. This same			
		methodology will be applicable for the			
		trainers who are tested. There will be Five			
		outdoor and Five indoor trainers who will			
		be tested randomly. The Director of the			
		Academy or the Principal of CTC, RTC or			
		Police Training Colleges (PTCs) can also			
		be part of this test if they are teaching			
		subjects in indoor or outdoor. The			
		following are the branches of training.  1) Law – I			
		,			
		2) Law – II			
		3) Accounts			
		4) Management			
2.4	0 110 41 0 0	5) IT			
24	Qualifications of Faculty	105	0.1		
		1)Pre degree	01		
		2)Degree	02		
		3) PG	03		
		4) Special Courses from reputed	05		
		universities of all India level like IIT and			
		IIM			

		5) PhD from (Central University/IIT /IIM/NPA etc)	10	
		Remarks as given as Note in Point no. 13		Subject to max 10 marks (Quotien t)
25	Number of National/ International Awards Medal & Rewards won by Faculty			
		1) Cash Reward	01	Will be
		2) Commendation	02	divided by
		3) DG's DISC	03	number of Staff
		4) Police Medal For Meritorious Service	04	Posted
		5) Police Medal for Distinguished Service	05	(Quotient)
		6) Parakram/PMG/ PPMG	06	ref -
		7) Other Army/Government of India Medals @2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc., )	02 per each categor	caseappro x 10 Max.
26	How many of faculty members were awarded punishment/ pending enquiries. (Negative Marking)			
		In Currency of Punishment	-1	
		For each Punishment	-1	
27	How may faculty members were awarded punishment after joining Training Institutes/ordered enquiries (Negative Marking)			

	Before joining the Institute	Chronic Tolerance of bad Character	-1	
	After joining the Institute	Inquiry Ordered for Indiscipline for each	-3	
		case		
28	Negative marking			
		Fraudulent claims	-1 each	
		Un matching Realities	-1 each	
	Sab Total			211
29	Performance of trainees under the institution			10
	Grand Total			Approxi mately 726.5

## **Note:**

1. In case any institution gets 25 negative marks in total such institution shall be barred not only for the current year but for the next year.

### 2. **Case:**

Number of National/International Awards Medal & Rewards won by Faculty			
	7) Cash Reward	01	Will be
	8) Commendation	02	divided by
	9) DG's DISC	03	number of
	10) Police Medal For Meritorious Service	04	Staff Posted
	11) Police Medal for Distinguished Service	05	Posted (Quotient)
	12) Parakram/PMG/ PPMG	06	ref -case
	7) Other Army/Government of India Medals	02 p	per

@2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc., )	each category	
	-	

#### In x institute suppose there are-

M number of indoor instructor and N number of outdoor instructor each of M+N = numbers of Instructors can get numerous rewards in terms of Sl no. 1,2,3,6 and the limitation is only for serial no 4 and 5 and to some extent serial no. 7, hence there cannot be any maximum number quotient here will be the total marks of rewards divided by M+N.

As a case study if X institute has 10 indoor and 100 outdoor and all indoor faculty has 2 commendation, 2 DG Disc, 1 Police Medal for meritorious service, 1 distinguish service, 1 hard duty medal and similarly each outdoor has 2 each cash reward and DG Disc and 10 numbers has PMG and 50 numbers has police hard duty medal then the score here will be like the following:-

- $10x^2 + 10x^2 + 10x^2 + 10x^2 = 70$  for Indoor.
- 100x(2+3) + 10x(6) + 50x02 = 500+60+100 (660) for Outdoor.
- 70+660 = 730/110 = 6.7 (so it cannot be more than approx. 10)

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