

**Government of India
Ministry of Home Affairs**



**Block No. 11, 3rd floor
CGO Complex, Lodhi Road
New Delhi – 110 003
No.78/37/2016/Trg.(PP)/BPR&D
05 /09/2016**

**BUREAU OF POLICE RESEARCH
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To

The Director/Director General
NEPA/NIA/SVPNPA/NSG/NCRB/NICFS/IB/
AR/ITBP/SSB/CISF/BSF/CRPF/NHRC

**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 11th May, 2016.

2. Nominations for Training Institutes one in each of the following category are hereby invited from CAPFs/CPOs 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 CAPF/CPO may nominate only one Training Institute in each category to compete for the Trophy.

5. Nominated training institutes will be assessed/evaluated 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. 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 there infrastructural development.
7. 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.
8. The Head of winner Training Institution will be awarded Home Minister's Disc.
9. Further details and procedure for nominations may be seen in the Standard Operating Procedure (SOP) which is available in BPR&D website under URL http://www.bprd.nic.in/content/384_1_SOPforTrophy.aspx
10. Nominations must reach Director (Training), Bureau of Police Research & Development, 4th 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.
11. It is clarified that the recommendation of Board of Officer for award of Trophy for the year 2014-15 is under consideration.
12. Your kind attention is drawn to the Para A (3) 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 CAPFs/CPOs may be required to revise their nomination in accordance with Para A(3) of the notification.

Encl: As above



(Parvez Hayat)
Addl. Director General

ANNEXURE A

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 2015-16_____.

PARAMETERS FOR SELECTING THE BEST TRAINING INSTITUTION

| S. No. | Criteria / Test Areas | Sub areas of Tests | Sub Areas Marks | MAX Marks | Marks given in self-assessment |
|--------|---|---|-----------------|------------|--------------------------------|
| A | GENERAL | | | | |
| 1 | CAPACITY | | | | |
| | Capacity to Train | 1) As per authorization | 05 | | |
| | | 2) Less than authorization | 02 | | |
| | | 3) More than double authorization but without compromising on quality | 10 | 7.5 | |
| 2 | Variety of Training | | | | |
| | | a) Basic | 02 | | |
| | | b) In addition conducting Service Course | 02 | | |
| | | c) In addition, imparting training to trainees of other Organizations | 02 | | |
| | | d) foreign trainee | 02 | 08 | |
| 3 | Upkeep & Maintenance of Infrastructure | | | | |
| | | ISO/NQC Certification Lower Grade to Upper Grade | 05, 7.5 & 10 | 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 vacancy position, by the available staff | | 05 | 10 | |
| 6 | How many annual events were held (Parade/Training Conference/Other training related events) | | | | |
| | | Anniversary/ Independence day/ Republic day Parade | 05 | | |
| | | State /National level Training Conferences | 05 | | |
| | | Other Training related events | 05 | | |
| | | Trg. Courses for other departments | 05 | 20 | |
| 7 | Social Responsibility - New Initiatives | | | | |
| | | Visit/Contact by the trainees to the nearby villages | 05 | | |
| | | Villagers/Youth (Civilians) associated with the Training Institute. | 05 | 10 | |
| 8 | Productivity of Resources (Best utilization of allocated budget) | Budget utilization productivity | 10 | | |
| | | Innovation in utilization of resources | 15 | 25 | |
| 9 | Existence and promotions of campaign for dignity of labor and self help groups (@05 Marks each) | | | 25 | |

| | | | | | |
|----------|--|--|--------------|--------------|--------|
| | <ul style="list-style-type: none"> a) Swachha Campus b) Shramadaan c) Signboards and their maintenance d) Neatly laid out parking places e) Ecological consciousness | | | | |
| 10 | <p>New Initiatives & Community Assistance like (@05 Marks each)</p> <ul style="list-style-type: none"> 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 | |
| B | Training Infrastructure | | | | |
| | | | | | |
| 11 | Availability and functioning of clubs for trainers. | | | | |
| | | For each club & functioning maximum 05 Marks | 01 | 05 | |
| 12 | Availability of Welfare Measures for Trainees and Staff | Trainees | Staff | | |
| | | Available | Upkeep | Available | Upkeep |

| | | | | | | | | |
|----|--|----|----|----|----|---------|-----------------|-----------|
| | 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.,) | | | | | 05 each | | |
| | 2) Water harvesting | | | | | | | |
| | 3) Greenery Promotion | | | | | | | |
| | 4) Hygiene/ sanitation | | | | | | | |
| | 5) Upkeep of Toilet/ bathrooms | | | | | | | |
| | 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 Training requirement | | | | | | 13x5= 65 | |

| | | | | | |
|----|---|--|---------------|-----------|--|
| A | Class Room | Note:- as per authorization and training requirement 05 marks Less than authorization, upto 70% of the authorized strength Less than authorization, upto 50% of the authorized strength Less than 50% Not available | 05 | | |
| B | Conference Hall | | 04 | | |
| C | Office Complex | | 03 | | |
| D | Mess | | 02 | | |
| E | Accommodation for Trainee | | 00 | | |
| F | Accommodation for Staff | | | | |
| G | Parade ground | | | | |
| H | Sport Complex and facilities (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 | | | | |
| C | Training Methodology and Study Material | | | | |
| 15 | Training Methodology/Techniques | | | | |
| | | i) Traditional (indoor & outdoor) | 01+01 = 02 | 02 | |
| | | ii) New methodologies related with trg only For <u>OUTDOORS</u> a) Using GPS b) Simulated firing/SATS etc. c) Using Electronic Sand models d) Using 3D mapping System through | Each 02 Marks | 20 | |

| | | | | | |
|----|---|--|----|-----------|--|
| | | <p>Satellite/Google Maps</p> <p>e) Using net connectivity to classrooms and web based resources</p> <p>For INDOOR</p> <p>1) Using the free resource material</p> <p>2) Electronic accessibility available to the Students</p> <p>3) Using Documentary, training aid, films from reputed Universities</p> <p>4) Case Studies latest Judgments and online resources of courts</p> <p>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)</p> | | | |
| 16 | Standard Study Material 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 | | | | |
| | | 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 | External Faculty (Quality/Quantity/Subjects taught) | | | | |
| | | | | | |
| | | 1) 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 – INSAS Rifle – 25 rounds (Each practice of 5 rounds) | 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 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 | 05 05 05 05 | | |

| | | | | | |
|--|---|--|--|--|--|
| | | iii) Kneeling – Own time | 05 | | |
| | (vi)Physical training – 5 km BEPT in scale B run may be conducted | Up to 23 minutes – 5 marks 23.01 to 24 minutes – 3 marks 24.01 to 26 minutes - nil | 05 | Total 85 max for each candidacy. Cumulative score of all 25 candidate will be divided by 25 and this will be the score here .max quotient here will be 85 | |
| | (B) Test of trainers – Each parameter 5 marks | a) Turn out/ appearance of the trainer b) Skill c) Education d) Medal e) Disc f) No. of Course Attended g) Extra Initiatives h) Productivity | 02 02 02 02 02 02 02 | (Max 20for each 20x8=160 .max quotient here will be 16) | |
| | | BMI ratio | 02x10 | 20max | |
| | | BMR ratio (most favorable BMI for each candidate will get 02 marks if beyond BMI is more than 25 a candidate will get 0 marks same is the case with BMR) | 02x10 | 20 max | |
| | (C) Best practices | Maximum 10 practices may be taken into consideration - @ 5 marks per practice during the test (five best practices for Indoor and five best practices for Outdoor) | | Max number of marks will be | |

| | | | | | |
|--|--|---|--|--|--|
| | | <p>which are as follows</p> <p style="text-align: center;"><u>FOR OUTDOORS</u></p> <ol style="list-style-type: none"> 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 <p style="text-align: center;"><u>FOR INDOOR</u></p> <ol style="list-style-type: none"> 6) Using the free resource material 7) Electronic accessibility available to the Students 8) Using Documentary, training aid, films from reputed Universities 9) Case Studies latest Judgments and online resources of courts 10) Electronic writing boards and latest gadgets like laptops, tabs etc., | | 50 | |
| | | <p>Note: Tests will be conducted taking 25 trainees randomly and each one's score will be noted and added up and the cumulative score will be divided by the number 25 and that will be the Quotient. This is done to 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</p> | | A =85 B=16 C= 50 total 151) | |

| | | | | | |
|----|--|---|--------|---|--|
| | | 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 5) IT | | | |
| 24 | Qualifications of Faculty | | | | |
| | | 1)Pre degree | 01 | | |
| | | 2)Degree | 02 | | |
| | | 3) PG | 03 | | |
| | | 4) Special Courses from reputed universities of all India level like IIT and IIM | 05 | | |
| | | 5) PhD from (Central University/IIT /IIM/NPA etc) | 10 | | |
| | | Remarks as given as Note in Point no. 13 | | Subject to max 10 marks (Quotient) | |
| 25 | Number of National/ International Awards Medal & Rewards won by Faculty | | | | |
| | | 1) Cash Reward | 01 | Will be divided by number of Staff Posted (Quotient) ref - caseappro | |
| | | 2) Commendation | 02 | | |
| | | 3) DG's DISC | 03 | | |
| | | 4) Police Medal For Meritorious Service | 04 | | |
| | | 5) Police Medal for Distinguished Service | 05 | | |
| | | 6) Parakram/PMG/ PPMG | 06 | | |
| | | 7) Other Army/Government of India | 02 per | | |

| | | | | | |
|----|--|--|---------------|----------------------------|--|
| | | Medals @2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc.,) | each category | x 10 Max. | |
| 26 | How many of faculty members were awarded punishment/ enquiries. (Negative Marking) | | | | |
| | | In Currency of Punishment | -1 | | |
| | | For each Punishment | -1 | | |
| 27 | How may faculty members were awarded punishment after joining 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 case | -3 | | |
| 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 | | | Approximately 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 divided by number of Staff Posted (Quotient) ref -case |
| | 8) Commendation | 02 | |
| | 9) DG's DISC | 03 | |
| | 10) Police Medal For Meritorious Service | 04 | |
| | 11) Police Medal for Distinguished Service | 05 | |
| | 12) Parakram/PMG/ PPMG | 06 | |
| | 7) Other Army/Government of India Medals @2 Marks for each. (Police Hard Duty Medal, Internal Security Medal etc.,) | 02 per 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:-

- $10 \times 2 + 10 \times 2 + 10 \times 1 + 10 \times 2 = 70$ for Indoor.
- $100 \times (2+3) + 10 \times (6) + 50 \times 02 = 500+60+100$ (660) for Outdoor.
- $70+660 = 730 / 110 = 6.7$ (so it cannot be more than approx. 10)
