

**PUNJAB POLICE**

**POLICE TRAINING COLLEGE, FORMAL INSPECTION FORM**

**Name of Training Institute: -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background of Institution**:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District:-** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date/Time of Inspection: -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Principal: -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Posted Since: -** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Staff:-**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | DIG | SP | SP/L | DSP | DSP/ Legal | IP | IP/  Legal | SI | ASI | HC | Const. | D/Const. |
| Sanctioned |  |  |  |  |  |  |  |  |  |  |  |  |
| Posted |  |  |  |  |  |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |  |  |  |  |  |

**Ministerial Staff:-**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Psychologist | OS | P.A | Asstt. | Steno | Sr. Clerk | Jr. Clerk | Daftri | N/Qasid | Pesh Imam |
| Sanctioned |  |  |  |  |  |  |  |  |  |  |
| Posted |  |  |  |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |  |  |  |

**Medical Staff:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Doctor | Compounder | Dispenser |
| Sanctioned |  |  |  |
| Posted |  |  |  |
| Shortage |  |  |  |

**Class-IV Staff:-**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Painter | Car-  penter | Mason | Tailor | Cobbler | Langri | Water  Carrier | Barber | Mali | Dhobi | S/  Worker | Electri-  cian | Plumber |
| Sanctioned |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Posted |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Standard of Training and Learning Environment**
2. **Advance Class Course**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Intake | **Total Intake** | **Not reported** | **Repatriated** | | | **Present** |
|  |  |  | | |  |
| 1. Syllabus / Modules |  | | | | | |
| 1. Faculty | **Permanent Posted** | | | **Guest Speakers** | | |
|  | | |  | | |
| 1. Level of Interest of Trainees | **Good** | **Satisfactory** | | | **Disinterested** | |
|  |  | | |  | |
| 1. Learning Environment | **Conducive** | **Comfortable** | | | **Poor** | |
|  |  | | |  | |
| 1. Usage of Learning Aids | **Adequate** | **Satisfactory** | | | **Poor** | |
|  |  | | |  | |

**ii. Specialized Operations Course**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Intake | **Total Intake** | **Not reported** | | **Repatriated** | | | **Present** |
|  |  | |  | | |  |
| b) Modules According to Course / Syllabus |  | | | | | | |
| c) Faculty | **Permanent Posted** | | | | **Guest Speakers** | | |
|  | | | |  | | |
| 1. Level of Interest of Trainees | **Good** | | **Satisfactory** | | | **Disinterested** | |
|  | |  | | |  | |
| 1. Learning Environment | **Conducive** | | **Comfortable** | | | **Poor** | |
|  | |  | | |  | |
| 1. Usage of Learning Aids | **Adequate** | | **Satisfactory** | | | **Poor** | |
|  | |  | | |  | |

**iii. Lady Recruit Course**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Intake | **Total Intake** | **Not Reported** | **Repatriated** | | | **Present** |
|  |  |  | | |  |
| 1. Modules According to Course / Syllabus |  | | | | | |
| 1. Faculty 3 | **Permanent Posted** | | | **Guest Speakers** | | |
|  | | |  | | |
| 1. Level of Interest of Trainees | **Good** | **Satisfactory** | | | **Disinterested** | |
|  |  | | |  | |
| 1. Learning Environment | **Conducive** | **Comfortable** | | | **Poor** | |
|  |  | | |  | |
| 1. Usage of Learning Aids | **Adequate** | **Satisfactory** | | | **Poor** | |
|  |  | | |  | |

**iv. Drill Course**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Intake | **Total intake** | **Not Reported** | | **Repatriated** | | | **Present** |
|  |  | |  | | |  |
| b) Modules According to Course / Syllabus |  | | | | | | |
| c) Faculty | **Permanent Posted** | | | | **Guest Speakers** | | |
|  | | | |  | | |
| 1. Level of Interest of Trainees | **Good** | | **Satisfactory** | | | **Disinterested** | |
|  | |  | | |  | |
| 1. Learning Environment | **Conducive** | | **Comfortable** | | | **Poor** | |
|  | |  | | |  | |
| 1. Usage of Learning Aids | **Adequate** | | **Satisfactory** | | | **Poor** | |
|  | |  | | |  | |

**v. Police Station Assistant Course**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Intake | **Total intake** | **Not Reported** | | **Repatriated** | | **Present** | |
|  |  | |  | |  | |
| b) Modules According to Course / Syllabus |  | | | | | | |
| c) Faculty | **Permanent Posted** | | | | **Guest Speakers** | | |
|  | | | |  | | |
| 1. Level of Interest of Trainees | **Good** | | **Satisfactory** | | | | **Disinterested** |
|  | |  | | | |  |
| 1. Learning Environment | **Conducive** | | **Comfortable** | | | | **Poor** |
|  | |  | | | |  |
| 1. Usage of Learning Aids | **Adequate** | | **Satisfactory** | | | | **Poor** |
|  | |  | | | |  |

**E-Lab & Library**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Adequate** | **Satisfactory** | **Poor** |
| E – Lab |  |  |  |
| i. Library  (4380 books |  |  |  |

1. **INFRASTRUCTURE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Offices / Classrooms Building Condition | **Good** | **Satisfactory** | | **Un-Satisfactory** |
|  |  | |  |
| 1. Hostel Building Condition |  |  | |  |
| 1. Bathroom/Lavatories |  | | | |
| i. Condition |  |  | |  |
| ii. Cleanliness |  |  | |  |
| 1. Lighting Arrangements | **Adequate** | | **Inadequate** | |
|  | |  | |
|  |  | | | |

1. **Standard of Messing**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Has a mess committee been constituted | **Yes** | | | **No** | | | | |
|  | | |  | | | | |
| 1. Members of Mess Committee |  | | | | | | | |
| 1. Weekly Menu |  | | | | | | | |
| 1. Meat/Chicken |  | | | | | | | |
| 1. Vegetables |  | | | | | | | |
| 1. Lentils |  | | | | | | | |
| 1. Dessert |  | | | | | | | |
| 1. Fruits |  | | | | | | | |
| 1. Standard of Cooking | **Good** | | **Satisfactory** | | | **Poor** | | |
|  | |  | | |  | | |
| 1. Quality of Ration | **Good** | | **Satisfactory** | | | **Poor** | | |
| * Dry Ration |  | |  | | |  | | |
| * Fresh Ration |  | |  | | |  | | |
| 1. Kitchen Hygiene | **Good** | **Satisfactory** | | | **Poor** | | | **Unhygienic** |
|  |  | | |  | | |  |
| 1. Personal Hygiene of Cooks | **Satisfactory** | | | **Unsatisfactory** | | | | |
|  | | |  | | | | |
| 1. Average Cost per Day |  | | | | | | | |
| 1. Mess Account Maintenance | **Satisfactory** | | | | | | **Unsatisfactory** | |
|  | | | | | |  | |

1. **Security Arrangements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Has the Security Plan been prepared and is being followed | **Yes** | | **No** | | | |
|  | |  | | | |
| 1. Total Deployment rank wise |  | | | | | |
| * Deployment in each shift |  | | | | | |
| 1. No. of Points |  | | | | | |
| * Deployment on each point | **Satisfactory** | | | | **Not Satisfactory** | |
|  | | | |  | |
| 1. Weapon Handling by Security Staff |  | | | |  | |
| 1. Security Equipment Usage |  | | | | | |
| **Working** | | | | **Not Working** | |
| 1. Security Cameras |  | | | |  | |
| 1. Walk Through Gates |  | | | |  | |
| 1. Security Lights |  | | | |  | |
| 1. Metal Detectors |  | | | |  | |
| 1. Weapons with Ammunition | **Adequate** | | | | **Inadequate** | |
|  | | | |  | |
| 1. Boundary Wall |  | | | | | |
| 1. Internal System of Checking | **Satisfactory** | | | | **Unsatisfactory** | |
|  | | | |  | |
| 1. Has the SOP regarding terrorist attack/evacuation plan been prepared? | **Yes** | | | | **No** | |
|  | | | |  | |
| 1. Is it being rehearsed. | **Yes** | | | | **No** | |
|  | | | |  | |
| 1. If yes | **Weekly** | **Fortnightly** | | **Monthly** | | **Six Monthly** |
|  |  | |  | |  |

1. **(I) Arms & Ammunition**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. SOP issued by Training Branch regarding Safety and Security of Armoury. | **Implemented** | | | | | **Not Implemented** | | |
|  | | | | |  | | |
| 1. Detail of Weapons | **G-III** | **SMG** | | **Revolver/**  **Pistols** | | **MP5** | | **Others** |
|  |  | |  | |  | |  |
| Unserviceable/Condemn Weapon |  | | | | | | | |
| 1. Detail of Ammunition | **G-III** | | **SMG** | | **MP5/**  **9MM** | | **Others** | |
| 1. Total Allotment |  | |  | |  | |  | |
| 1. Expended till 23.09.2016 |  | |  | |  | |  | |
| 1. Balance |  | |  | |  | |  | |

**Detail of firearm practice**

**a. Lady Recruit Class Course**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved Scale of Firearm |  |  |  |
|  |  |  |
| Expended by current Batch |  |  |  |
| Balance |  |  |  |

**b. Advance Class Course**

|  |  |  |
| --- | --- | --- |
| Approved Scale of Firearm | SMG | Pistol 9MM |
|  |  |
| Expended by current Batch |  |  |
| Balance |  |  |

**c. Specialized Class Course**

|  |  |  |
| --- | --- | --- |
| Approved Scale of Firearm | SMG | Pistol 9MM |
|  |  |
| Expended by current Batch |  |  |
| Balance |  |  |

**(III) Standard of Weapon cleaning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Weapon Cleaning held regularly | **Yes** | | **No** | |
|  | |  | |
| 1. Standard of Weapon Cleaning | **Good** | **Satisfactory** | | **Poor** |
|  |  | |  |

1. **Vehicles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Four Wheels | **Total Vehicles** | | **On Road** | **Off Road** |
|  | |  |  |
| 1. Motorcycles |  | |  |  |
| 1. Inspection | **Weekly** | **Fortnightly** | **Monthly** | **Inadequate** |
|  |  |  |  |
| 1. Log Book Maintained Regularly | **Yes** | | **No** | |
|  | |  | |
| 1. History Sheet Maintained |  | |  | |
| 1. Has the SOP regarding maintenance of vehicles been prepared and is being followed? |  | |  | |

1. **Physical Training / Parade**

|  |  |  |
| --- | --- | --- |
|  | **Morning** | **Evening** |
| 1. PT |  |  |
| 1. Parade |  |  |
| 1. Games (evening) |  |  |

1. **Welfare of the Trainees / Trainers**
2. Any steps taken:-

**On Self Help Base:**

**Out of Govt: Budget:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Level and Frequency of contacts/Access with Trainees (Daily, Weekly, Fortnightly, Monthly, Inadequate) | **Darbar** | **Mess Meeting** | **Visit of Class Rooms** | **Visit to Hostel** | **Visit to Mess** |
| 1. Commandant / Principal |  |  |  |  |  |
| 1. Dy. Commandant / DSP Admn |  |  |  |  |  |
| 1. DSP Training/CLI |  |  |  |  |  |
| 1. R.I/L.O |  |  |  |  |  |

1. **General Complaints/Feedback of Trainees**

|  |  |  |
| --- | --- | --- |
| 1. Complaint box placed | **Yes** | **No** |
|  |  |

**Lady Recruit Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Very Good** | **Good** | **Satisfactory** | **Poor** |
| 1. | Course was conducted in an organized manner. |  |  |  |  |
| 2. | Level/Standard of Instructors. |  |  |  |  |
| 3. | Trainees were provided opportunities to participate in Class Room activities by the Instructors. |  |  |  |  |
| 4. | Lectures & Exercises were understandable. |  |  |  |  |
| 5. | Learnt new information during course |  |  |  |  |
| 6. | Course would be helpful in my professional career. |  |  |  |  |
| 7. | Standard of living in hostel. |  |  |  |  |
| 8. | Standard of food in Mess. |  |  |  |  |
| 9. | Standard of hygiene in Mess. |  |  |  |  |
| 10. | Standard of cleanliness & other facilities in bathroom |  |  |  |  |
| 11. | Behaviour of staff during course |  |  |  |  |
| 12 | Medical Facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  | | | |

**Drill Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Very Good** | **Good** | **Satisfactory** | **Poor** |
| 1. | Course was conducted in an organized manner. |  |  |  |  |
| 2. | Level/Standard of Instructors. |  |  |  |  |
| 3. | Trainees were provided opportunities to participate in Class Room activities by the Instructors. |  |  |  |  |
| 4. | Lectures & Exercises were understandable. |  |  |  |  |
| 5. | Learnt new information during course |  |  |  |  |
| 6. | Course would be helpful in my professional career. |  |  |  |  |
| 7. | Standard of living in hostel. |  |  |  |  |
| 8. | Standard of food in Mess. |  |  |  |  |
| 9. | Standard of hygiene in Mess. |  |  |  |  |
| 10. | Standard of cleanliness & other facilities in bathroom |  |  |  |  |
| 11. | Behaviour of staff during course |  |  |  |  |
| 12 | Medical Facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  | | | |

**Police Station Assistant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Very Good** | **Good** | **Satisfactory** | **Poor** |
| 1. | Course was conducted in an organized manner. |  |  |  |  |
| 2. | Level/Standard of Instructors. |  |  |  |  |
| 3. | Trainees were provided opportunities to participate in Class Room activities by the Instructors. |  |  |  |  |
| 4. | Lectures & Exercises were understandable. |  |  |  |  |
| 5. | Learnt new information during course |  |  |  |  |
| 6. | Course would be helpful in my professional career. |  |  |  |  |
| 7. | Standard of living in hostel. |  |  |  |  |
| 8. | Standard of food in Mess. |  |  |  |  |
| 9. | Standard of hygiene in Mess. |  |  |  |  |
| 10. | Standard of cleanliness & other facilities in bathroom |  |  |  |  |
| 11. | Behaviour of staff during course |  |  |  |  |
| 12 | Medical Facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  | | | |

**Advance Class Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Very Good** | **Good** | **Satisfactory** | **Poor** |
| 1. | Course was conducted in an organized manner. |  |  |  |  |
| 2. | Level/Standard of Instructors. |  |  |  |  |
| 3. | Trainees were provided opportunities to participate in Class Room activities by the Instructors. |  |  |  |  |
| 4. | Lectures & Exercises were understandable. |  |  |  |  |
| 5. | Learnt new information during course |  |  |  |  |
| 6. | Course would be helpful in my professional career. |  |  |  |  |
| 7. | Standard of living in hostel. |  |  |  |  |
| 8. | Standard of food in Mess. |  |  |  |  |
| 9. | Standard of hygiene in Mess. |  |  |  |  |
| 10. | Standard of cleanliness & other facilities in bathroom |  |  |  |  |
| 11. | Behaviour of staff during course |  |  |  |  |
| 12 | Medical Facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  | | | |

**Specialized Operation Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Description** | **Very Good** | **Good** | **Satisfactory** | **Poor** |
| 1. | Course was conducted in an organized manner. |  |  |  |  |
| 2. | Level/Standard of Instructors. |  |  |  |  |
| 3. | Trainees were provided opportunities to participate in Class Room activities by the Instructors. |  |  |  |  |
| 4. | Lectures & Exercises were understandable. |  |  |  |  |
| 5. | Learnt new information during course |  |  |  |  |
| 6. | Course would be helpful in my professional career |  |  |  |  |
| 7. | Standard of living in hostel. |  |  |  |  |
| 8. | Standard of food in Mess. |  |  |  |  |
| 9. | Standard of hygiene in Mess. |  |  |  |  |
| 10. | Standard of cleanliness & other facilities in bathroom |  |  |  |  |
| 11. | Behaviour of staff during course |  |  |  |  |
| 12 | Medical Facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  | | | |

1. **Weak Areas & suggestions for improvements:**