

**PUNJAB POLICE**

**POLICE TRAINING SCHOOL FORMAL INSPECTION FORM**

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

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

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**District** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Executive Staff:-**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | SSP | SP/Legal | DSP | DSPLegal | IP | IPLegal | SI | ASI | HC | Const. | D/Const. |
| Sanctioned  |  |  |  |  |  |  |  |  |  |  |  |
| Posted  |  |  |  |  |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |  |  |  |  |
| Attachment |  |  |  |  |  |  |  |  |  |  |  |
| Temp. Attachment for SPU course |  |  |  |  |  |  |  |  |  |  |  |

**Ministerial Staff:-**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | OS | Assist. | Steno | Sr.Clerk | Jr. Clerk | Daftri | N/Qasid | Pesh Imam |
| Sanctioned  |  |  |  |  |  |  |  |  |
| Posted  |  |  |  |  |  |  |  |  |
| Shortage  |  |  |  |  |  |  |  |  |

**Medical Staff:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Psychologist** | **Doctor** | **Dispenser** |
| Sanctioned  |  |  |  |
| Posted  |  |  |  |
| Shortage  |  |  |  |
| Pay Purpose |  |  |  |

**Menial Staff:-**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Painter | Carpenter | Meson | Tailor | Cobbler | Langri | W/Carrier | Barber | Mali | Dhobi | S/ Worker | Electrician | Plumber |
| Sanctioned  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Posted  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shortage  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Standard of Training and Learning Environment**

|  |  |
| --- | --- |
| 1. Ongoing Course
 |  |
| 1. Intake
 | **Total Trainees** | **Present** | **Repatriated** | **Not Reported** |
|  |  |  |  |
| 1. Modules According to Course/Syllabus
 |   |
| 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** |
|  |  |  |
|  | **Adequate** | **Satisfactory** | **Poor** |
| E-Lab (40 computers Provided by UNODC) |  |  |  |
| Library ( 2759 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
 | **Purchase Committee** |
| 1. Weekly Menu
 |  |
| 1. Beef Chicken
 |  |
| 1. Vegetable
 |  |
| 1. Lentils
 |  |
| 1. Dessert
 |  |
| 1. Fruit
 |  |
| 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** |
|  |  |

**4. 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
 | Yes |
| 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. **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**  | **Others** |
|  |  |  |  |
| 1. Detail of Ammunition
 | **G-III** | **SMG** | **Revolver/ Pistols** | **Others** |
| 1. Total Allotment
 |  |  |  |  |
| 1. Expended till 29.09.16

  |  |  |  |  |
| 1. Balance
 |  |  |  |  |
| Approved Scale of Firearm | **G-III** | **SMG** | **Berretta Pistols** |
|  |  |  |
| Expended by current batch |  |  |  |
| Balance |  |  |  |
| i. Weapon Cleaning held Regularly | **Yes** | **No** |
|  |  |
| ii. 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**

|  |  |  |
| --- | --- | --- |
| **Sessions** | **Morning** | **Evening**  |
| Programs | Company- A | Company- B | Company- A | Company- B |
| PT |  |  |  |  |
| Parade |  |  |  |  |
| Parade, Martial Arts, Games |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |
| Commandant/Principal  |  |  |  |  |  |
| DSP/Hqrs |  |  |  |  |  |
| DSP Training/CLI  |  |  |  |  |  |
| R.I/L.O |  |  |  |  |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. | Standard of medical facilities |  |  |  |  |
| 13. | Any issues, suggestions or proposals to improve the course. |  |

1. **New initiatives of w/IGP**
2. **Weak Areas & suggestions for improvement:**