

**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 | DSP  Legal | IP | IP  Legal | 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:**