

**PUNJAB POLICE**

**POLICE TRAINING COLLEGE, FORMAL INSPECTION FORM**

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

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

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

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

**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  | WaterCarrier  | 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:**