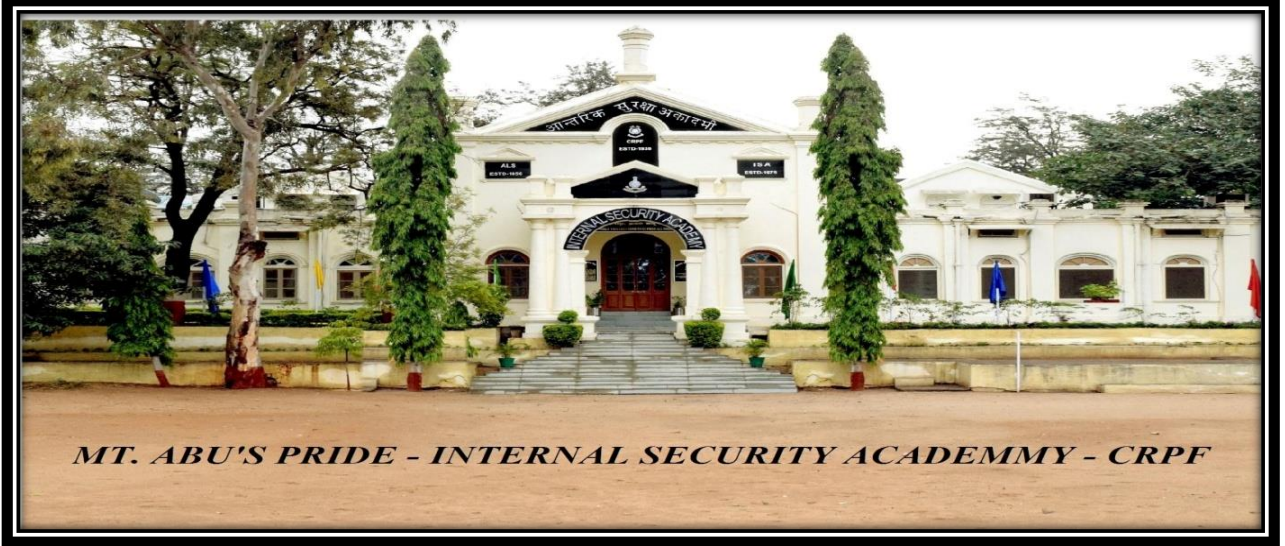




## JOINING INSTRUCTIONS FOR

**Understanding & Managing the Media Course Sl.No-11, Presentation & Effective Communication Course Sl.No-14 &16, LWE operational Appreciation Course Sl.No-25 and Cyber & Information Course Sl.No-10 to Be Conducted In August -2019 At ISA.**



ज्ञानेन साध्यते शक्तिः –The ISA

## 2. GENERAL

**Internal Security Academy, Central Reserve Police Force, Mount Abu** is a premier institution of the country and has been assigned the responsibility of conducting various courses which include in-service and pre-promotional courses for officers from CRPF and internal security courses for officers from CAPFs, Civil Administration, State Police and the Armed Forces.

## 3. LOCATION, TOPOGRAPHY AND DEMOGRAPHY

Mount Abu is located at a distance of 28 Kms from Abu Road, which is the nearest railhead on Delhi -Ajmer-Ahmedabad railway route. It is a sub divisional HQ of district Sirohi of Rajasthan. Mount Abu is the only hill station of Rajasthan located on Aravalli Range of Rajasthan, which is one of the world's oldest mountain ranges, at an average height of about 1220 meters above sea level. The mountain forms a distinct rocky plateau 22 km long by 9 km wide. The highest peak of Aravalli range is **Guru Shikhar**, at 1722 meters above sea level which is around 12 Kms from Mt. Abu. It is referred to as '**an oasis in the desert**', as its heights are home to rivers, lakes, waterfalls and evergreen forests. The ancient name of Mount Abu is "**Arbudaanchal**". It is also one of the major pilgrimage sites of India for both Hinduas well as Jain religions. Besides the temples and sites of historical importance, Mt. Abu is also rich in natural scenic beauty.



*Panoramic view of Nakki - Lake*

The town is located in approx 25 Sq Kms. As of 2011 India census, Mount Abu has a population of 24,982. Male constitute 58% of the population and female 42%. Mount Abu has an average literacy rate of 67%.

### **3. CLIMATE**

Mount Abu has a healthy and salubrious climate throughout the year. The summer season lasts from April to June and the average maximum and minimum temperatures are 34°C and 23°C respectively. The rainy season lasts from July to September and the average annual rainfall is 70-180 cm. The average maximum and minimum temperatures during these months are 25°C and 15°C respectively. The winter season lasts from November to February and the average maximum and minimum temperatures ranges from 25°C and 10°C to -8°C (in Night). The peak **tourist seasons** at Mount Abu last from March to June and from September to December.

### **4. ARRIVAL**

Participants coming for course will directly report at the Academy's Participant Hostel within the main campus.

### **5. RECEPTION / CONTACT/TRANSPORT**

Transport will be provided by the Academy at Abu Road Railway Station / Mount Abu bus stand on receipt of advance intimation regarding the date and time of arrival. Regular buses and taxies also ply during the day from Abu Road to Mount Abu and back. The Rajasthan State Transport Corporation plies direct Buses from Ahmedabad, Delhi, Ajmer, Jaipur, Sirohi and Udaipur to Mount Abu. The nearest Airports are Udaipur (180Kms) and Ahmedabad (225 Km). However, for those travelling by air, Ahmedabad would be more convenient due to availability of number of flights connecting various destinations. Ahmedabad is also well connected with Mt. Abu by road/rail and the journey takes around 4 to 5 hours. Rail connectivity from Udaipur is not proper and public transport services are also limited.

The Participants are required to intimate their travel plan i.e. mode, date and time of their arrival at ISA, CRPF Mount Abu well in advance for arranging reception at Abu Road Railway Station or at Mt Abu Bus Stand, as the case may be. This Academy will arrange reception & shared transportation at Udaipur airport as per the following schedule only.

Sl. No.	Name of Course	Duration	Date & Time of arrival of shared transportation at Udaipur airport.		Time of departure of shared transportation from Udaipur airport to ISA.
01	Understanding & Managing the Media Course Sl.No-11	01/08/19 To 03/08/19	31/07/19	1300 Hrs.	1500 Hrs.
02	Presentation Skill & Effective Communication Course Sl.No-16	05/08/19 To 10/08/19	04/08/19	1300 Hrs.	1500 Hrs.
03	LWE Operational Appreciation Course SL.No-25	13/08/19 To 20/08/19	12/08/19	1300 Hrs.	1500 Hrs.
04	Cyber & Information Security Course SL.No-10	26/08/19 To 31/08/19	25/08/19	1300 Hrs.	1500 Hrs.
05	Presentation Skill & Effective Communication Course Sl.No-14	26/08/19 To 31/08/19	25/08/19	1300 Hrs.	1500 Hrs.

However participants are at liberty to book their own transportation at their own cost which can be reimbursed as per the Govt. rules. Similarly for the return journey the following arrangements will be made in shared transportation.

Sl. No.	Course Name	Date of Departure	Time of Departure of shared transportation from ISA to Udaipur airport.
01	Understanding & Managing the Media Course Sl.No-11	04/08/19	0900 Hrs.
02	Presentation Skill & Effective Communication Course Sl.No-16	11/08/19	0900 Hrs.
03	LWE Operational Appreciation Course SL.No-25	21/08/19	0900 Hrs.
04	Cyber & Information Security Course SL.No-10	01/09/19	0900 Hrs.
05	Presentation Skill & Effective Communication Course Sl.No-14	01/09/19	0900 Hrs.

#### **COURSE DIRECTOR –**

Sh. Rakesh Singh Chauhan,  
DIG (Trg) –02974-298259  
Email - [digtrgisa@crpf.gov.in](mailto:digtrgisa@crpf.gov.in)

#### **COURSE COORDINATOR–**

Sh. T.P. Singh  
DC(Training) 9119157732  
Email – [dctrigisa@crpf.gov.in](mailto:dctrigisa@crpf.gov.in)



*Administrative Block*

Phone No.	STD Code	(O)
Commandant (Adm.&Trg.)	02974	298260
Control Room/Fax	02974	298268

## ACCOMMODATION AND MESSING



*Officer's Mess-“The Retreat”*

The participants will be accommodated in the Participant's Hostel. The Officers are not permitted to bring their family. However, they may do so at their own arrangement with prior approval of the Director ISA and with the condition that it will not hamper the training and its schedule. It will also not be possible to provide any type of services to those staying out of the campus. Participants are advised to strictly adhere to the proper dress code in the Officer's Mess. In case, any participant wants to stay out of the camp, in hotel etc, he can do so but entirely at his own risk and arrangements.



*The trainee's abode – “Participant's Hostel”*

### 6. BOOKS AND READING MATERIALS

Though the Officers will be provided with reading materials for the course, they are however, advised to bring with them the case studies pertaining to operational situations in their area of responsibility or any other material pertaining to and public order maintenance which they think will be of interest to other participants for discussion. Such literature can also be submitted to the ISA R&D cell for further necessary action. The ISA has a well – stocked library containing more than 55,000 books and is subscribing to large number of periodicals and journals. The participants can avail these facilities accordingly.

Officers should bring presentations on following subjects for sharing the same with other participants:

- Presentation on their respective organization highlighting their role and duties.
- Short presentation about best practices followed in their respective Force/unit/institution.
- A PPT on case study for discussion and sharing lessons learnt with other participants.
- All participants coming for future LWE, JCMC, MCMC & SCMC should bring one case study for discussing thread bare issues connected with it to draw lesson learnt.
- All participants coming for Emerging Trends in Space Technology for Real Time Operations Course should bring one GPS for field exercise.



*Knowledge Bank – “The library”*

## 7. DRESS CODE

The dress in the forenoon sessions would be **uniform on Monday and Friday** for all participants and for remaining days formal dress (Shirt/trousers/Lounge/ Combination Suits with Tie and formal shoes) for gentleman and for ladies, it would be Saree/Suits. Sports dress/Track suits/informal dresses with shoes can be worn during afternoon sessions on all days.

Participant Officers of the course are required to be appropriately dressed during mess functions and are advised to bring appropriate and sufficient clothing as per season. Winter clothing's will be required during evenings and nights from October to March and even during daytime from November to February. Light warm clothing is recommended from July to September and summer clothing during April to June.

**Note:** Officers belonging to uniformed forces are requested to bring complete set of uniform to attend functions like 26<sup>th</sup> January - Republic Day, 15<sup>th</sup> August - Independence Day and 21<sup>st</sup> October - Police Commemoration Day. Participation in such functions in proper uniform is mandatory for all participants.

## 8. RECREATION AND SPORTS

Facilities for the following games are available in the Academy:-

- (a) Basket Ball (b) Lawn Tennis (c) Volley Ball (d) Gym  
(e) Table Tennis (f) Billiards (g) Badminton (outdoor)

Sports equipment will be provided by the Academy. However, Officers interested in playing Tennis / Badminton etc should bring their own rackets.



***“Fitness Centre”***

***“Billiards Room”***

## 9. BANKING FACILITIES

Branches and ATM facility of following Banks are available at Mount Abu:-

- State Bank of India.
- Union bank of India.
- Bank of Baroda.

## 10. DISPERSAL

Participants will be permitted to leave after the Valedictory Address in the afternoon of the concluding day of each course. They can leave on the same day by the evening trains/buses departing Mount Abu/ Abu Road at 1800 hrs onwards. The officers should arrange the return journey reservation in advance. In case of any problem, they should contact the Course Director on their arrival. All Officers should clear their dues (Mess/Library /Canteen/Lodging etc.) before their departure.

**Officers may use debit/credit cards for clearing their dues. Payment by cheque is not accepted.**

- Presentation Skills & Effective Communication Course:** Officers should bring pen-drive along with a power point presentation of about 25 slides on any subject of their choice.
- LWE Operational Appreciation Course:** Officer should bring a case study of their respective AOR, preferably of operations in which they were personally involved.

Officers having personal laptop and camera should preferably bring the same. However, it is not a mandatory requirement. All officers attending the

above courses are expected to comply with these instructions for making the courses more participative and effective.

**Note:** In the event of non-compliance, the Academy will be forced to report the non-compliance of above directions to their respective institute/organization.

### **MISCELLANEOUS**

The Academy will provide room boys to course participants from other services for assistance. Participants are not permitted to bring any type of pets and are advised not to bring arms/ammunition and valuables i.e. jewellery etc. All participants will be honorary members of the Academy Offices' Mess for the duration of their stay at the Academy.

Mount Abu has a number of places of interest, historic value and scenic beauty. It is also famous for ancient Jain temples of '**DELWARA**' and '**ACHALGARH**', which attract a large number of foreign and local tourists every year. Besides, above general instructions relating to the courses and the Academy are also available on the Academy's website: [www.crfp.gov.in](http://www.crfp.gov.in) ➔ [Training](#) ➔ [Internal Security Academy](#) ➔ [Joining Instruction](#).



*"Achalgarh Temple"*

*"Delwara Temple"*



*Academy's "Motto"*