



INTERNAL SECURITY ACADEMY

“Power through pursuit of knowledge” is the motto of Internal Security Academy (An ISO Certified Training Academy). The Academy endeavors to impart professional knowledge/skills, inculcate right attitudes and develop values in the trainee officers to enable them to serve the nation better.

The Academy was established at Mount Abu (Rajasthan) on 1st February 1975 on shifting of the Central Police Training College (later rechristened, Sardar Vallabh Bhai Patel National Police Academy) to Hyderabad. ISA took over all properties from NPA which were either hired or owned by CPWD. The main Academy campus is the campus of erstwhile the Abu Lawrence School. **“Never give in”** the motto of erstwhile Abu Lawrence school is also a motivating factor of the academy besides our own motto.

THE MISSION

The primary mission of the Internal Security Academy is to orient/re-orient officers of the CRPF/CPMF/State Police forces to carry out their assigned tasks and responsibilities with right attitude, uprightness, dedication and with a strong commitment of service to the people. The Academy aims at quality training with total quality management of the Institution. The Academy is a **“Centre of Excellence”** for training and research in various fields.



Centre of Excellence

Internal Security Academy
Mount Abu (Rajasthan)
E-Mail- dcradisa@crpf.gov.in



MIDDLE COMMAND MANAGEMENT
COURSE, SL NO. 67 (Online)

“03 Sept. to 16 Sept.” 2020

INTERNAL SECURITY ACADEMY
MOUNT ABU (RAJ)
(ISO-9001:2015)

www.crpf.gov.in/internal-security-academy

AIM

To prepare the Second -in -commands 2-I/Cs) of the CRPF to take over the command of a Unit and perform Staff Duties in Range/Sector and other formations.

SCOPE

To organize training sessions in order to:

- Update professional knowledge and skills for effective command.
- Enhance the communication skill so that the officers can effectively communicate within and outside the organization.
- Refresh the knowledge on the matters related to Administration, Management, Operations, Training and Provisioning.

ELIGIBILITY

Second -in -commands (2-I/Cs) of the CRPF.

CAPACITY -50

BLOCK TIME TABLE

Duration of the Course.	13 Days
Total No. of working days.	12 days
No. of periods in a day.	09 periods
Total No. of periods.	108 periods
Duration of period.	40 minutes

METHODOLOGY

- Lectures & Presentations.
- Interactive learning and experience sharing.
- Brain storming
- Open sessions
- Syndicate presentations

CONTENT OF THE COURSE

- Leadership.
- Motivational Techniques, Creating of High Performer Teams and its sustenance.
- MBO - KRA at Unit level, Training & Development-Empowering Subordinates.
- Effective Communication
 - * Barriers
 - * Listening skills
 - * Presentation skills
 - * Drafting Skills
- Inter Personal Skills, Negotiation Skills, Emphasis on Subordinates- Peers-Superior Relationship, Conflicts Management
- Emotional Intelligence.
- Time Management, SWOT analysis and Change Management.
- Transactional Analysis.
- Personnel & Behavioral Management.
- Counseling & grievances handling with special reference to fratricidal killings & suicide in the Force.
- Decision Making.
- Perception Management & Image Elevation, Promoting the organizational culture & climate.
- Stress Management, Coping Strategies including Art of living.
- Positivity at Unit level, Core Values and Ethics.

- Major works, Minor works, Petty works, PPP and ARMO, new constructions, preparation of LOP, preparation and obtaining of estimates, obtaining expenditure sanctions, award of work to CPWD/construction agency, monitoring of construction works, execution of minor works departmentally, H/T over of Govt. accommodation etc.
- Various modes of procurement, procurement at unit/ GC/Sector/Zone level, E-Procurement, maintenance of stores & records, condemnation/disposal of stores through public auction including E-auction, RC purchase including entire codal formalities, types of tender enquiries, TPC formalities & related procedures.
- Contingent's charges and its different kinds, various types of bills- AC bills, DC bills, FVC bills etc
- Salient instructions regarding Medical Attendance Rules, Cashless treatment facility with recognised hospital, MOU/MOA agreement procedure
- Various kinds of Pensions, LPA and Benefits, watching payment of terminal dues
- Income tax guidelines and procedures related to filing of returns, TDS, VAT deductions etc.
- Major provisions of CrPC (Sec 129 to 132, 154), IPC (Sec 96 to 106, 141-183) IEA etc., Protections to members of the Force in peace and disturbed areas.
- Latest court orders from High Courts and Supreme Courts relevant to CRPF.