



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, and 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](mailto:dcradisa@crpf.gov.in)



STAFF OFFICERS COURSE (SENIOR LEVEL) SL. NO-18

17TH Oct. to 22ND Oct. 2022

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

[www.crpf.gov.in/internal security academy](http://www.crpf.gov.in/internal-security-academy)

AIM

To prepare the participants for the efficient performance of staff duties in various offices.

SCOPE

The participants would be able to:

- Perform staff duties efficiently.
- Improve organizing ability for conferences, press conferences, ceremonies, sports events etc.
- Use latest management techniques for better man management and conflict resolution in the force.

ELIGIBILITY

Commandant and DIsG of CRPF

CAPACITY- 25

BLOCK TIME TABLE

Duration of the Course.	06 Days
Total No. of working days.	06 days
No. of periods in a day.	09 periods
Total No. of periods.	54 periods
Duration of period.	40 minutes

METHODOLOGY

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

CONTENT OF THE COURSE

- Staff duties in various offices.
- SELO – Overview, PIS data and inventory management.
- Cyber security – Internet security, mobile security and data security.
- Grievance cell and its functioning, dealing with representations and compassionate postings.
- Familiarization with recruitment procedures of various ranks.
- Organizing ceremonies, Sainik Sammelan, welfare, cultural programmes, regimental functions, sports meet, etc.
- RTI Acts, salient features concerning CRPF, role of CPIO.
- Discussion on establishment matters.
- Use of technology in enhancing ops efficiency. Ops planning on Google – Tactical appreciation.
- SOP of all theatres, documentation of Ops data (SOP in case of recoveries by CRPF), and documentation of Ops data as per DG's Monday meeting held on 26/8/13 para(ii) - ops branch.
- Preparation, utilization and monitoring of budget. Preparation of BE, RE.
- Budgetary allocation and monitoring of construction work.
- Procurement of stores – E-tendering, TEC, TPC, AOW and

Contract management.

- Discussion on provisioning matters.
- Management of training function in CRPF - Organizing Courses at unit level/adhoc Institutions, parameters of progressive training in CRPF, theatre specific rotational training, PI training, SWATI training etc. issues and remedies.
- Circuit training, ultra fit training, training in constraint scenario, demonstration and practical exercises.
- Motivational techniques and creating high performer teams.
- Emotional intelligence, personnel & behavioral management.
- Boss Management.
- Media planning, how to interact and brief the electronic and print media.
- Drafting a press release/note, reach of mass and print media, causes of bad image of police/security forces and it's cures.

