

## MIDDLE COMMAND MANAGEMENT COURSE

(Approved by Training dte. Signal No. S.XII. 10/2014-TRG.DA.13, dtd 30/05/14)

### AIM OF THE COURSE

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 OF THE COURSE

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

### ELIGIBILITY:-

Second-in Commands of the force. This is also a pre-promotional course for Second-in-Command of CRPF to become eligible for promotion to the next rank i.e. Commandant in CRPF

### CAPACITY

40

### BLOCK TIME TABLE

<b>DURATION</b>	<b>12 working days</b>
Total periods in a day	09 periods
Total no of indoor periods during course (12x9)	108 periods
Duration of indoor periods	40 minutes
No of outdoor (PT/Yoga) periods	10 periods
Duration of outdoor (PT/Yoga) period	40 minutes
<b>TOTAL PERIODS</b>	<b>118 periods</b>

### BLOCK SYLLABUS

S/NO	SUBJECT
01	PT/Yoga
02	Soft Skill Management Science
03	Management of Administration
04	Management of Accounts
05	Management of Operation
06	Management of Training
07	Miscellaneous
	<b>TOTAL PERIODS (108 Indoor+10 Outdoor)</b>

**Note:- Games period after the end of training sessions– 01 period of 40 minutes duration daily.**

**01. PT/YOGA-****02. SOFT SKILL MANAGEMENT SCIENCE-**

<b>S/No</b>	<b>SUBJECT</b>
1	Leadership challenges at unit level, Participative, Developmental and Combat Leadership.
2	Motivational Techniques, Creating of High Performer Teams and its sustenance.
3	MBO - KRA at Unit level, Training & Development-Empowering Subordinates.
4	Effective Communication * Barriers * Listening skills * Presentation skills * Drafting Skills
5	Inter Personal Skills, Negotiation Skills, Emphasis on Subordinates- Peers- Superior Relationship, Conflicts Management
6	Emotional Intelligence.
7	Time Management.
8	SWOT analysis and Change Management.
9	Transactional Analysis.
10	Personnel & Behavioral Management.
11	Counseling & grievances handling with special reference to fratricidal killings & suicide in the Force.
12	Decision Making.
13	Perception Management & Image Elevation, Promoting the organizational culture & climate.
14	Stress Management, Coping Strategies including Art of living.
15	Positivity at Unit level, Core Values and Ethics.

**03. MANAGEMENT OF ADMINISTRATION -****A) ADMINISTRATION**

<b>S/No</b>	<b>SUBJECT</b>
01	Duties and powers of Comdt including statutory powers.
02	APAR writing - Latest instructions and doubt clearing.

**B) PROVISIONING**

<b>S/No</b>	<b>SUBJECT</b>
01	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.
02	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.

C) ENQUIRIES

S/No.	SUBJECT
01	DE under CCS/CCA and CRPF Acts & Rules, disposal of DE and COI files.
02	JT and practical exercises.

4. MANAGEMENT OF ACCOUNTS-

A) ACCOUNTS –

S/No.	SUBJECT
01	Contingent's charges and its different kinds, various types of bills- AC bills, DC bills, FVC bills etc
02	Salient instructions regarding Medical Attendance Rules, Cashless treatment facility with recognised hospital, MOU/MOA agreement procedure
03	Various kinds of Pensions, LPA and Benefits, watching payment of terminal dues
04	Income tax guidelines and procedures related to filing of returns, TDS, VAT deductions etc.

B) BUDGET

S/No.	SUBJECT
01	Budgetary management in CRPF, Sanction & proportionate utilization of Budget.

5. MANAGEMENT OF OPERATIONS-

A) ISSUES RELATED TO INTERNAL SECURITY OPERATION

S/No.	SUBJECT
01	Insurgency/Terrorism/Extremism- Contemporary view point on LWE/NE/J&K problems with ref. to challenges before CRPF and suggested remedies including case studies of successful and unsuccessful ops.
02	Latest intelligence reports regarding Internal Security threats, Collection/obtaining actionable intelligence in real time in fields (conflict theatres) and counter intelligence -presentation/discussion.
03	Table top exercises and tactical appreciation on various scenarios related to Internal security, communal tensions, student unrest, organizing large scale religious/social congregation, political events like rallies/ elections, discussion on case studies etc.

B) LAWS RELATING TO INTERNAL SECURITY -

S/No.	SUBJECT
1	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.
2	Latest court orders from High Courts and Supreme Courts relevant to CRPF.

## 6. MANAGEMENT OF TRAINING

S/No.	SUBJECT
01	Evaluation of Training, Training at unit level-innovations and best practices.
02	Parameters of progressive training in CRPF, Theatre specific rotational training, PI training, SWATI training etc.

## 07. MISCELLANEOUS

S/No.	SUBJECT
01	Review of previous days learning.
02	Brain storming/open sessions/group discussions /workshops / 60 seconds exercise.
03	Implementation of Rajbhasa as Official Language.
04	Spare / library studies.
05	Syndicate presentation.
06	Course overview, inaugural and Valedictory address.

**Note:-** 1) In addition to above, screening of training films etc. will also be a part of the course in pursuance to Training Directorate, CRPF directives to include smart practices.

2) Academy can do some para-phrasing of the sub-topics mentioned in detailed syllabus as per need, requirement, immediate feedback and utility of trainees, without changing the block time table and block syllabus.

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