

## **SENIOR COMMAND MANAGEMENT COURSE**

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

### **AIM OF THE COURSE**

The aim of the course is to make the Commandants of CRPF conversant with new aspects of self-motivation and man management with a view to revitalize them for achieving organizational objective and refresh administrative knowledge for effective administration of the Group Centers / Ranges.

### **SCOPE OF THE COURSE**

1. Update professional knowledge and skills by providing latest management inputs for better command of troops.
2. Refresh the knowledge on the matters related to Administration, Management, Operations, Training and Provisioning for effective administration of the Group Centers / Ranges.

### **ELIGIBILITY:-**

Officers of the rank of Commandant in the CRPF. This is also a pre-promotional course for Commandants of CRPF to become eligible for promotion to the next rank i.e. DIsG in CRPF.

### **CAPACITY**

35

### **BLOCK TIME TABLE**

<b>DURATION</b>	<b>12 working days</b>
Total periods in a day.	09
Total periods during course.	108
Duration of a period.	40 Mins

### **BLOCK SYLLABUS**

<b>S/NO</b>	<b>SUBJECT</b>
01	Soft Skill Management Science.
02	Management of Administration.
03	Management of Training.
04	Management of Operation.
05	Human Rights.
06	Human Resource Development.
07	Syndicate presentation.
08	Miscellaneous.

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

**01. Soft Skill Management Science-**

<b>S/No</b>	<b>SUBJECT</b>
<b>A.</b>	<b>Personnel &amp; Behavioral Management</b>
	<b>a) Issues in management at individual level.</b>
	i) Understanding behavior and self in relation to others.
	ii) Performance Appraisal – latest instructions.
	<b>b) Issues in management at group level (Team work).</b>
	i) Motivating self and subordinates.
	ii) Employee counseling.
	iii) Managing interpersonal conflicts in Units/Lower Formations.
	iv) Emotional intelligence.
	<b>c) Others</b>
	i) Leadership.
	ii) Communication skills.
	iii) Decision making.
<b>B.</b>	<b>Stress Management</b>
	i) Identifying sources of stress.
	ii) Stress Management.

**02. Management of Administration -**

<b>S/No</b>	<b>SUBJECT</b>
<b>A.</b>	<b>General Administration</b>
	i) Administrative Accountability.
	ii) Values & Commitment (Brain storming & discussion).
	iii) Developing a vision (experience sharing).
	iv) Duties of Estate Officer, Major works, minor works, ARMO – presentation and discussion.
	v) Management of various institutions in Group Centres.
	vi) Management of recruitment processes at Group Centres.
	vii) Functioning of pairavi-Cells and pairavi of court cases by Group Centres.
<b>B.</b>	<b>Provisioning</b>
	i) Force policy on provisioning.
	ii) Latest instructions related to provisioning.
	iii) E –procurement and E – auction.

**03. Management of Training -**

<b>S/No</b>	<b>SUBJECT</b>
	i) Management of Rotational Training and Pre-Induction Training.
	ii) Raising of new units under GCs.
	iii) Evaluation of training.

#### 04. Management of Operations -

S/No	SUBJECT
A.	<b>IS Scenario</b>
	i) Operation Theatre LWE
	ii) Strategy, response and challenges for the Force in LWE areas.
	iii) Operation Theatre J&K
	iv) Operation Theatre NE
	v) Ops case studies
B.	<b>Co-ordination and Integration with State Security &amp; DM Plan</b>
	i) Role of NDRF and State Police and Administration in managing calamities and effective coordination.

#### 05. Human Rights -

S/No	SUBJECT
	i) Code of conduct and Dos & Don'ts for security forces.
	ii) Gender sensitization, sexual harassment at work places, dealing with complaints of sexual harassment.

#### 06. Human Resource Development -

S/No	SUBJECT
	i) HRD in the Force-Planning & Implementation
	ii) Recruitment pattern at GOs & NGOs level- Policy Evaluation

#### 07. Syndicate Presentation -

S/No	SUBJECT
	<b>ON A SUBJECT RELATED TO MANAGEMENT &amp; ADMINISTRATION</b>
	i) Briefing of Syndicate Subjects.
	ii) Preparation / Library.
	iii) Presentation by Syndicates.

#### 08. MISCELLANEOUS

S/No.	SUBJECT
	i) Brain storming/open sessions/group discussions /workshops / 60 seconds exercise.
	ii) Span for lectures of distinguished guest speakers
	iii) 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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