

# **MAHARASHTRA POLICE ACADEMY, NASHIK**

**Prob. Dy. Superintendents State Wireless Dept.**

**Training Duration- 16 Weeks**

## **Syllabus**

### **1. DRILL**

- 1.1. Squad Drill, Platoon Drill, Induction Ceremonial.
- 1.2. Sword Exercise. (Basic).
- 1.3. Skirmishing and Extended discipline and control.
- 1.4. Physical Exercise.
- 1.5. Self Defense and the use of the lathi and the Baton.
- 1.6. Bugle Calls. (Basic)
- 1.7. Weapons Training.

### **2. POLICE ORGANIZATION IN GENERAL**

- 2.1. History of Police in India Police.
- 2.2. Organization and Management.

### **3. MANAGEMENT CONCEPTS AND TECHNIQUES**

- 3.1. Organization and Management.
  - 3.1.1. Evaluation of Managements as a sciences, Different Schools of Thoughts..
  - 3.1.2. Basics task and concepts of Managements.
  - 3.1.3. Application of Management concepts in various profession and social intuition.
  - 3.1.4. Principles and process of Management: planning, organizing, controlling and coordinating, communication.
  - 3.1.5. Formal and informal organizations, structure, its functions, problems and effectiveness.

- 3.1.6. Line staff functioning, Authority and responsibility delegation.
- 3.1.7. Decision making: Analytical skill, relational skill, conceptual skill.
- 3.1.8. Sensitivity / awareness to self.
- 3.1.9. Time Management, Managing by result, exception, objectives and styles.

## 3.2. PERSONAL MANAGEMENT

- 3.2.1. Concept of personal Management: Why personal management.
- 3.2.2. Man power planning.
- 3.2.3. Job Analysis and Job Evaluation.
- 3.2.4. Selection: Application, testing, Interviewing.
- 3.2.5. Performance Appraisal, Counseling.