STANDING ORDER NO. HRD/53/2024

BASIC TRAINING OF RECRUIT CONSTABLE PHOTOGRAPHER (Duration - 02 + 01 Months)

I. INTRODUCTION

This standing order provides the guidelines for basic training of newly recruited Photographer in Delhi Police. The purpose of training is to prepare them professionally to discharge their duties and transform them into a qualified and professional photographer. Besides subjects of professional trade and Outdoor activities like PT, Parade etc., Indoor subjects such as Police & Society, Police Administration and day-to-day police working have been included in the training programme to improve their knowledge regarding police work.

II. OBJECTIVES OF TRAINING

The objective of their basic training is as follows: -

i) To inculcate force discipline;
ii) To impart knowledge of Delhi Police Services Rules, Laws, Police Administration etc.;
iii) To impart extensive theoretical knowledge;
iv) To impart intensive practical training in their trade to make them learn about its requirements & the manner of doing it in a disciplined organization.
v) To make them aware about role of Photographer in day to day working;
vi) To make them understand the importance of Photography & videography as per the mandate of new criminal laws.

III. DURATION

The period of basic training of Photographer will be of 02 months. After completing their basic training, they will be attached with Mobile Crime Team of Crime Unit for 01 month for their practical training.

IV. JOINING PERIOD

All trainees of a batch will join the training on the same day. However, maximum relaxation of 03 working days can be given in exceptional cases by Director/Joint Director, Delhi Police Academy. Relaxation of 05 can be given with the approval of Special Commissioner of Police, Training. The whole batch enlisted in a year should undergo training during that year and no one shall be exempted from the basic training.

V. TRAINING NEEDS

The basic aim of this training is to enable them to perform their duties according to their trade efficiently and effectively. Training is required to inculcate into them the habit of maintaining mental and physical health, hygiene, discipline, punctuality, courtesy, straight-forwardness and requisite knowledge of office procedures, Practical Photography and Videography of Simulated Crime Scene, Use of camera (Focus, Exposure, White Balance, Subject Control {topic, focus or image), Demonstration of Crime Scene Photography and Videography of Physical Clues for Indoor Simulated Crime Scene such as Rape, Murder etc.

VI. TRAINING ASPECTS

1. The training at Delhi Police Academy is of different folds i.e.
   - "Outdoor" aspect for all round physical fitness, strengthening of the fibre of discipline and toughening up in general;
   - "Indoor" and Practical training for imparting professional knowledge, Develop skills of the said trade.
2. The schedule for basic training, syllabus of Outdoor Training/examination, Indoor Training/examination is given at **Annexures I, II & III** respectively.

S. No.	Training Aspects	Maximum Marks
1.	Outdoor Training	100
2.	Indoor Training	300
	Total	**400**

A. OUTDOOR TRAINING

i. The training in outdoors shall be in accordance with the principle laid down in the Police Manual prescribed from time to time.

ii. The Outdoor training shall be supervised by the Asstt. Director, who will be the In-charge Outdoor training assisted by the Chief Drill Instructor (CDI).

iii. The Chief Drill Instructor will issue weekly programme after obtaining approval of Assistant Director, Outdoor.

iv. The daily duration/schedule of the outdoor training shall be as follows: -

Day time	**Period**	**Activity**	**Duration**
Morning	1	P.T.	40 Minutes
	2	Drill/Parade, Weapon Tactics & Training	40 Minutes (10 minutes break in-between)
	3	Yoga, Crowd Control, Traffic Control	40 Minutes
Evening	Games/Gym/UAC		60 Minutes

Details of Outdoor subjects, periods & marks are given at **Annexure - II.**

v. In order to ensure effective training and proper supervision over the outdoor training, the trainees shall be divided into platoons of not more than 30 trainees, each under the command of a drill instructor as the platoon commander.

vi. He will be responsible for the maintenance of discipline and the general conduct of all the trainees of his squad. He will also ensure cleanliness of rooms and barracks under occupation by his trainees.

vii. Team games will also form a regular part of outdoor training schedule.

B. INDOOR TRAINING

i. Indoor training shall be supervised by the Asstt. Director, who will be the In-charge Indoor training, assisted by Chief Law Instructor (CLI).

ii. The General paper in Indoor subjects will cover Organization & Administration, Police & Society, Law etc. and Syllabus of the concerned trade will be taught through theoretical & practical papers.

iii. The training will be conducted carried out according to the prescribed syllabus for which regular weekly time-table will be drawn. The main emphasis of the training will be on practical aspects of the trade. Practical training will be imparted to the trainees in the concerned workshops.

iv. There will be 06 indoor periods (03 Theory and 03 Practical) and each period will be of 45 minutes duration & the indoor classes will run from 10:00 AM to 3:30 PM with a recess of 60 minutes duration.

v. Details of Indoor Subjects, Periods & Marks are given at **Annexure - III**.

VII. STUDY MATERIAL

The Director/Joint Director, Delhi Police Academy will constitute a committee under the Chairmanship of Deputy Director or an Assistant Director in order to prepare comprehensive study material. The same shall be made available in the Delhi Police Academy library for the trainees. Digital content available on e-ustaad BPR&D, Knowledge management system, i-Got Karamyogi & Delhi Police website may also be used as training material.

VIII. GUIDANCE AND PROGRESS OF INDIVIDUAL TRAINEES

The Indoor & Outdoor training shall be supervised by an Assistant Director of Police, who shall be assisted by Chief Law Instructor (CLI) for Indoor Training and Chief Drill Instructor (CDI) for Outdoor training separately. The training will be conducted according to the prescribed syllabus for which regular weekly time table will be issued. It will be the responsibility of these officers to ensure that the Indoor faculty is well conversant with their subjects to teach the trainees ensuring that they follow the instructions and make satisfactory progress. In all cases, where it is found that any trainee is lagging behind, special attention shall be paid so that she/he is brought to the desired level.

The Director/Joint Director/DPA and DD/Training shall effectively supervise. An Assessment of each trainee shall be done by the CLI with the help of Course Guide to ensure improvement in professional skills and Assistant Director/Training ensure that the trainees are fully and comprehensively trained in all aspects.

IX. ATTENDANCE AND LEAVES

90% attendance in Outdoor/Indoor periods is compulsory, failing which he/she will be debarred from appearing in the examination. 10 % relaxation in attendance may be given by Director, DPA in case of any unavoidable exigency. The trainee who could not achieve the benchmark will be re-batched and be directed to proceed on leave without pay with

the directions to join training from the beginning with the next scheduled batch. A trainee will be re-batched only twice, no further opportunity will be given. Attendance of a trainee will be counted from the date of joining of training. However, those who join late, their syllabus will be covered by conducting extra classes.

No leave should be granted during this period and only under exceptional circumstances, it may be sanctioned with prior approval of Deputy Director.

X. DISCIPLINE

During basic training at Delhi Police Academy, the trainees shall be deemed to be under the administrative control of Director/Joint Director for all intent and purposes.

During practical training of Photographers in the Crime Unit, the concerned DCP would be the controlling authority/Disciplinary Authority.

XI. EXAMINATION

The examination of the trainee will be held in the form of Periodical Examination and Final Examination as under: -

i. Periodical Examination

One internal test of the respective trade, involving practical work related to their jobs will be conducted after completion of 01 month of training. Maximum 05 marks will be awarded to trainee on the basis of his performance in the monthly test.

ii. Final Examination

On completion of their basic training course, the trainees shall be examined by a Board of Examiners to be constituted by the Director/Joint Director, Delhi Police Academy, Delhi on the request of the Jt. Director or Deputy Director, Delhi Police Academy. The Board shall be chaired by an officer of the rank of Jt. Director or Deputy Director, Delhi Police Academy with Asstt. Directors/Delhi Police Academy as members. The exact strength of the Board will be decided keeping in view the total number of examinees. The Board shall test all the candidates in Outdoor, Indoor subject and trade test for the final examination as per practical test mentioned in the relevant **Annexure-III** ('A' to 'C'). Board of examiners shall hold written test of the trainees regarding the Indoor subjects.

There will be 03 papers for Indoor subject i.e. 1st for theory on Organization/Laws etc., 2nd on theory of concerned trade & 3rd paper on the Practical aspect of the concerned trade. Beside this, there will be examination for Outdoor activities.

The Board of Examiners will consolidate the marks and declare the results. The examinees will be required to obtain at least 45 % marks in each subject and 50 % marks in aggregate in order to pass the final examination. The board shall further recommend whether any of the trainees failing in the final examination is to be given a further chance, or whether to relegate them to the next batch or extend the period of their training for a specified period to be followed by the fresh test. A Photographer shall not be passed into the ranks/sent to the Districts/Unit to which he is allocated for drawl of pay for any purpose whatsoever, unless he has successfully completed the training and has passed out of the Delhi Police Academy. However, 02 additional chances will be given to the failed trainees within next 03 months from passing out of his/her batch or with the next batch whichever is earlier. If anyone does not pass in all the papers even after availing the additional chances, his/her services will be terminated by the competent authority under Rule 5 of the Central Civil Services (Temporary service) Rules, 1965.

XII. HONOUR LIST

Commendation Certificate will be awarded to the best Trainees on the basis of their performance in final examination by Director/Joint Director, Delhi Police Academy: -

1	All Round Best	Commendation Certificate with a cash Reward of Rs. 5,000/-
2	First in Indoor	Commendation Certificate with a cash Reward of Rs. 3,000/-
3	First in Outdoor	Commendation Certificate with a cash Reward of Rs. 3,000/-
4	First in Trade test	Commendation Certificate with a cash Reward of Rs. 3,000/-

In case the number of trainees is up to 15, then only 01 prize mentioned at S. No. 1 will be given. If the number of trainees is above 15, but up to 50, then prize mentioned at S. No. 1, 2 & 3 will be given. If the number of trainees is more then 50, then all the prizes mentioned above will be awarded. An entry to this effect will be made in the Service Book of the individual and updated in the Intra DP record also.

XIII. ATTESTATION PARADE

On the completion of course, an oath-taking ceremony will be held for the successful candidates. However, no trainees shall be sent to the Distt/Unit to which he/she is allocated for withdrawal of pay or for any other purpose whatsoever, unless he/she has successfully completed the training and has passed out of Delhi Police Academy.

XIV. ATTACHMENT FOR PRACTICAL TRAINING

After completion of their basic training successfully, they will report to Crime Branch Unit for their practical training for a period of 01 month. 01-month training program should be chalked out by DCP, Crime Branch for effective Hands-on training. On completion of their practical training, the trainee photographers will return to Delhi Police Academy for further course of action and their posting.

XV. CAUTION

While the trainee is undergoing the basic training course, Director/Jt. Director/Delhi Police Academy shall be the competent authority to initiating and finalizing disciplinary action against the trainee. He shall also be the competent authority to pass an order regarding termination of services of the trainee under The CCS (Temporary Services) Rules, 1965 & The Delhi Police (Punishment & Appeal) Rules, 1980. In order to eliminate any unsuitable trainee from the force at the stage of his/her training itself, any one of the following grounds shall be sufficient for termination of services-

i. Frequent absence of the trainee from outdoor/Indoor programme leading to a conclusion that he is an inefficient trainee and a habitual absentee and is thus not likely to render satisfactory services to the organization in future.
ii. Submission of a false information and fake medical Certificate from any doctor for availing leave or light duty or rest.
iii. A trainee who avails medical rest for a period of exceeding 14 days continuously will have to appear before a medical board for opinion, if required.
iv. Gross misconduct with Indoor/Outdoor Instructors or with other trainees/staff.
vi. Any mischief or any crime involving her/his moral turpitude during the training.

vii. Any information submitted by the trainee which is found to be false, fabricated or manipulated to gain employment.

viii. Any other ground which adversely reflects upon his/her behaviour, and the employee being found unsuitable for Police services.

XVI. MEDICAL CONDITION/HEALTH STATUS & AGE FACTOR

i. Women trainee who is pregnant will not be allowed to join the training. Women trainees who are incapacitated on account of pregnancy during training will be re-batched. She will be allowed to join training from the beginning with the next scheduled batch within 2 years.

ii. Trainees suffering from serious ailments/diseases or who had sustained a physical injury resulting in a medical disability before joining the training/during training, such cases will be considered appropriate for appropriate remedy/facilitation i.e. writer/translator etc. with the approval of Deputy Director, Delhi Police Academy on the recommendation of the Assistant Director, Training.

XVII. DRESS CODE FOR TRAINING

The dress code for the trainees for PT, Drill, Parade, Indoor Classes, Practical Training, Sports, etc. for summer and winter as well as for the attestation-cum-passing out parade shall be specified by the Director, Delhi Police Academy.

XVIII. INTER-SE-SENIORITY

The seniority shall be fixed as per the provision of Rule - 22 of Delhi Police (Appointment & Recruitment) Rules, 1980.

XIX. REPRESENTATION

No representation with regard to result of any examination will be entertained after 30 days of the declaration of the result.

XX. RELAXATIONS

The Commissioner of Police Delhi may relax any conditions laid down in this Standing Order as per requirement from time to time.

XXI. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No. HRD/53/2024 issued vide 451-600/Record Branch/PHQ dated Delhi, the 14.03.2024. This Standing order shall come into force with immediate effect.

XXII. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Delhi Police Department.

(SANJAY ARORA)
COMMISSIONER OF POLICE:
DELHI.

No. 10751-10900 /Record Branch/PHQ dated Delhi, the 17/9/24.

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Inspr./Knowledge Center/PHQ.

ANNEXURE – I

SCHEDULE OF BASIC TRAINING COURSE FOR PHOTOGRAPHER

Distribution of Training Days

Sl. No.	Particulars	Days
1.	Duration of the course	02 Months (60 Days)
2.	Holidays (Sundays, Saturdays & GH)	12 days
3.	Number of working days available for training	48 days
4.	Total numbers of days for Indoor/Outdoor training at DPA.	44 days
5.	No. of days for Indoor & Outdoor Final Exam	04 days
6.	Number of Indoor (Theory) Periods (44 x 3)	132 periods
7.	Number of Indoor (Practical) Periods (44 x 3)	132 periods
8.	Number of Outdoor Period (44 x 4)	176 periods

Note: -

1. A week will consist of 06 working days except 2nd Saturday/Gazetted Holidays.
2. There will be 06 Indoor (03 period for theory & 03 periods for Practical) and 03 Outdoor periods on every working day.
3. Indoor period will be of 45 minutes duration, while in Outdoor PT will be of 40 minutes duration, Drill will be of 40 minutes duration and Yoga, Crowd Control, Traffic control will be of 40 Minutes duration.
4. The evening Outdoor periods will be of 60 minutes duration.
5. In case of Law & order duties, GH/2nd Saturday/Sunday will be deemed as working days.
6. However, this schedule is subject to change/modified in case of an emergency/contingent condition/requirement by the Director/Joint Director, DPA.

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ANNEXURE – II

OUTDOOR TRAINING SYLLABUS/EXAMINATION OF BASIC TRAINING COURSE FOR PHOTOGRAPHER

S. No.	Subject	Periods	Marks
1.	Physical Training (PT)	44	30
2.	Drill	44	30
3.	Weapon Training & Firing	20	20
4.	Yoga	12	10
5.	Basics of Crowd Control	08	05
6.	Basics of Traffic Control	04	05
7.	Games/Gym/UAC (Evening)	44	--
	TOTAL	**176**	**100**

DETAILED OUTDOOR TRAINING SYLLABUS/EXAMINATION OF BASIC TRAINING COURSE FOR PHOTOGRAPHER

Periods - 132 **Marks – 100**

S. No.	Subjects	Periods	Marks
1.	**PHYSICAL FITNESS** • Physical fitness stamina building and strengthening of arms, Pull-ups, Push-Ups, chin- ups. • Shuttle Race, Sit-ups, Lifting and carrying • Ground Work (front, back roll)	44	**30**
2.	**DRILL** • Turnout, wearing of uniform. • Attention, stand at ease. • Turing. • Marching (slow & Quick) • Saluting without Arms & with Arms/Cane • Marching & Kadam Tall • Squad Drill With & Without Arms • Rifle Exercise • Formations	44	**30**
3.	**WEAPON TRAINING**	20	
	Viva/Musketry & Elementary knowledge of the following:-		10
	• AK - 47		
	• .38 Revolver/Glock Pistol		
	• 9 MM Pistol		
	Firing (Short Range Weapons)		10
	Total Marks		**20**
4.	**YOGA** **Standing Asanas** • Surya Namaskar aasan • Tadasan • Triyak Tadasan • Ardh chakrasan • Kati chakrasan **Sitting Asanas** • Vajrasan • Ustrasan • Paschimottanasan • Vakrasan/ Ardhmatsyendrasan	12	**10**

	• Shashankasan • Mandukasan • Prone Position Asanas • Shalabhasan • Bhujangasan • Dhanurasan • Makarasan **Lying position Asanas** • Sarvangasan • Halasan • Markatasan • Chakrasan • Pawanmuktasan • Uttanpadasan • Savasan • Pranayam • Kapalbhati • Anulom vilom • Brahmari • Ujjai Pranayam		
5.	**Crowd Control Basics** • Type of Crowd • Crowed Control with rope and barricades • Lathi Drill/Cane Drill • Tear Smoke • Control of mob and unlawful assemblies • Use of Gas Mask and Protective Equipment.	08	**05**
6.	**Traffic Control** • Principles of traffic control • Road Sign and discipline • Road Signal • Manual control by hand drill, two, three & multiphase traffic control through hand drill • Classification of Vehicles	04	**05**
7.	**Sports/Games/UAC** in the evening	44	--
	TOTAL	**176**	**100**

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ANNEXURE – III

INDOOR TRAINING SYLLABUS/EXAMINATION OF BASIC TRAINING COURSE FOR PHOTOGRAPHER

Paper No.	Subject	Periods	Marks
General Paper			
I.	Organization, Administration, Police & Society, Laws and Service Rules	65	100
Trade Specific Papers (Theory and Practical)			
II.	Theory pertaining to job requirement of concerned Trade	67	100
III.	Practical training of concerned trade	132	100
TOTAL		**264**	**300**

GENERAL PAPER

PAPER – I (Organization, Administration, Police & Society, Laws and Service Rules)

Periods - 65 **Marks - 100** **Time - 03 Hours**

Sl. No.	Subject	Periods
1.	**Organization & Administration**	**20**
	• Organization of Central Government	02
	• Organization of state government, state, district and sub-division	02
	• Commissioner of Delhi Police, Districts, Battalions, Addl. C.P., Joint C.P., Spl. C.P.	02
	• Commissioner of Police system	
	• Personal hygiene, health and family care	02
	• Turnout and care of Uniform	01
	• Discipline in police force: Rules and regulation etc.	01
	• Clothing and equipment	02
	• Pay and allowances, I.T. Calculation	01
	• Rewards and decorations	01
	• Leave Procedure	01
	• Retirement benefits	01
	• Administration	01
	• Medical Benefits	01
	• Badges/flags of cars of all rank of police	01
2.	**Police and Society**	**20**
	• Organization of Political & Communal parties.	
	• Understanding human behavior --	02
	o Individual	05
	o Group behavior	
	• Police public relations --	
	o It's Importance	04
	o Interpersonal relationship	
	• Expectations of the people Intervention centre etc.	
	• Human Rights –	
	o Concept of human rights and their importance in Police work	04
	o Dos and Don'ts for protection and observance of human rights	05

	○ Provisions of Indian constitution of Human Rights and provisions in various other laws ○ Human Rights organization and civil liberties ▪ Uplift of weaker sections of the society ▪ Gender Sensitization	
3.	**Law** • Constitution of India – Salient features • Fundamental rights, duties and directive principles • Articles 303 to 311 of the constitution of India • General Structure of The Bharatiya Nyaya Sanhita, 2023 • General Structure of The Bharatiya Nagarik Suraksha Sanhita, 2023 & The Bhartiya Sakshya Adhiniyam, 2023 • Relevant section regarding role of Photographer/ Videographer as per new criminal laws • General Structure of Delhi Police Act, 1978 • Delhi Police (Promotion & Confirmation) Rules, 1980 - Rules 4 to 19 & 23 • Delhi Police (General Conditions of Services) Rules, 1980 - Rules 7, 8, 10 to 13, 15, 16 & 17 • Delhi Police (appointment & Recruitment) Rules, 1980 - Rules 3 to 5, 7 to 11, 14, 21 to 25, 28 & 29 • CCS (Central Civil Services) Rules • CCA (Classification, Control & Appeal) Rules 1965	**20** 01 02 02 02 02 02 02 01 02 01 02 01
4.	**Fire Fighting** • Elementary knowledge of fire fighting • Equipment for fire-fighting- Practical exercise	**03** 01 02
5.	**First Aid** • First aid and it's importance • Fracture and wounds • First Aid in poisoning, burn, snakebite & electrocution cases • Basic Life Support Awareness/Cardio Pulmonary resuscitation (CPR)	**02**
	Total	**65**

PAPER – II (THEORY OF TRADE)

Periods - 67 **Marks - 100** **Time - 03 Hours**

S. No.	Topics	Periods
1.	**Introduction** of the job of photographer, its aim/objective and procedures to be adopted	02
2.	**Old procedure of Photograph**y - Dark Room, Roll Film, Camera and Film Development	01
3.	**Digital Photography/Videography Concept:** - What is photography, importance in police work, kit/gears of photography, expose to photography Lighting etc.	04
4.	**Camera** - What is camera, types of cameras, parts of cameras	02
5.	**DSLR Camera operations** - Different lighting on different elements, shutter and its working, aperture and its working, exposure, ISO, Lenses, Framing.	08
6.	**Use of Camera & angles**, photographic subject matter such as Portrait, Landscape, Macro, Close-up and use of Scale, Laser Light, UV Light and Poly Light.	04
7.	**Use of Computer in Digital photography**, loading and unloading of media and editing. Maintain of all digital record of cases; function etc. in original SD Card and into PC in Crime Team Photo Section of Delhi Police.	04
8.	**Role of Photography/Videography: -** Photography & Videography as per provisions of BNSS, 2023, In District/Units, In Crime Team of Delhi Police & in Courts during proceedings, Police functions, National pride functions etc.	04
9.	**Forensic Photography/Videography and principle of Crime Scene photography -** - Focus Adjust, Dossier of arrested/convicted person, Scene of Crime, Seizure of evidence i.e. Chance print, fingerprint, foot print etc. - Photography/Videography of witness, Identification (person, UIDB etc.), NDPS Act case, Riots/Communal Riots, Raids,	20

	Recruitments, Agitation etc. - Photography/Videography of theft/burglary cases, doubtful person, Inquest proceeding, Murder case, Fire/Arson case, Explosive and Blast Case, burn case, Rape case, Electric shock death, Poison, Accident, Document photography & all cases wherein punishment of offences is 07 years or more. - Proper storage & preservation of Videography/Photograph - To make complete report on Videography/photograph. -	
10.	**Basic computer concept** - E-mail and Social Media sites/App & e-Halaat/E-Sakshya apps - MS Word, MS Excel, MS Power Point - Latest Photography related software and App - Concept of Hash Value, Metadata and its properties - Collection of evidence and preservation of evidence as per laws - Certificate as per The Bharatiya Sakshya Adhiniyam, 2023	18
TOTAL		**67**

PAPER – III (PRACTICAL OF TRADE)

Periods - 65 **Marks - 100** **Time - 03 Hours**

S. No.	Topics	Periods
1.	**Concept of Digital Photography/Videography: -** Photography, introduction to kit/gears of photography, expose to photography lighting etc.	03
2.	**Camera: -** Use of different types of cameras and their parts.	02
3.	**DSLR Camera operations: -** Different lighting on different elements, shutter - its working, Aperture - its working, exposure, ISO, Lenses, Framing	30
4.	**Use of Camera and angles**, photographic subject matter such as Portrait, Landscape, Macro, Close-up and use of Scale, Laser Light, UV Light and Poly Light.	05
5.	**Use of Computer in Digital photography: -** loading and unloading of media and editing. Maintain of all digital record of cases; function etc. in original SD Card and into PC in Crime Team Photo Section of Delhi Police.	10
6.	**Role of Photography/Videography: -** Photography & Videography as per provisions of BNSS, 2023, In District/Units, In Crime Team of Delhi Police & in Courts during proceedings, Police functions, National pride functions etc.	10
7.	**Forensic Photography/Videography and principle of Crime Scene photography: -** - Setting, focus & adjusting of Camera, - Dossier of arrested/convicted person, - Scene of Crime, Chance print, fingerprint, foot print, challenges, Identification (person, UIDB etc.), NDPS Act case, Riots/Communal Riots, Raids, Recruitments, Agitation Photography/Videography, - Theft/burglary, suicide, murder, Fire/Arson cases, Explosive and Blast Cases, burn case, rape case, electric shock death, poison, accident, document photography v& videography, - Photography from scene of crime to court proceedings	30

	process. - Demonstration of Crime Scene Photography and Videography of Physical Clues for Indoor Simulated Crime Scene such as House theft, Burglary, Rape, Murder etc.	
8.	**Simulation Exercise (Practical on Photography): -** *Indoor Cases* - Case of Rape with murder, Suicidal Case, Homicide *Outdoor Cases* - Use of UV Light and Forensic Light Source for Outdoor Simulated Crime Scenes of Murder etc., - Road accident case, Riots etc. - Photography/Videography of witness - Proper storage and preservation of Videography/Photograph - To make complete report on Videography/photograph (Both Indoor & Outdoor cases).	10
9.	**Modalities/Instruction for Videography in sensitive cases: -** Postmortem Videography, Raid/seizures of NDPS case, Cops moving for Raid/search & seizure of evidence, Enforcement Directorate Cases, Raid for recovery of trafficked Children's.	07
10.	**Basic computer concept** - E-mail and Social Media sites/App & e-Halaat/E-Sakshya apps - MS Word, MS Excel, MS Power Point - Latest Photography related software and App - Concept of Hash Value, Metadata and its properties - Collection of evidence & preservation of evidence as per laws - Certificates as per The Bharatiya Sakshya Adhiniyam, 2023	25
	TOTAL	**132**

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