

Procedure followed in decision making process including channels of supervision and accountability

Name of Unit: Police Training College, Thiruvananthapuram.

Subject/issue/ Event dealt with	Channels of Supervisors		Norms set by it for discharge of functions	Rules/Regulations/Instructions/ Manuals/records used by officers for discharging its functions	Statement of categories of documents that are held by or under control	Any other Information
	Action taken officer (Designation)	Supervisory officers (Designation)				
Inservice Courses for PCs to DySP and Ministerial Staffs	N.Jayakumar Vice Principal, PTC	Thomas Jolly Cherian Principal, PTC	There are two types of courses conducted at the PTC. 1. Courses conducted at PTC with the aid from IMG 2. Courses conducted without the aid from IMG. Two Training Calendars, one for IMG Course and the other for PTC course are prepared by the Principal, PTC with and submitted to IMG and ADGP(Training) respectively for approval. The approved courses are conducted as per the Training Calendar by collecting nominations throughout the state.	Police Standing Order, PTC Manual, Manual of Office Procedure, KPDIP Rules, Orders, circulars and Executive Directives from PHQ	PTC Manual, Rare Reference books at Library, Case diary of important cases for training, Training Films etc.	