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Physical Proficiency Card
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Website
The request from the State Nodal Officer of Student Police Cadet Project Kerala to prepare a training manual for their trainers is indeed an honour for SCERT. This, we consider a recognition by the academia of the state, to our decades-long interventions in pedagogic practices in general and teacher training in particular.

I hope this manual will be highly useful for the trainers to inculcate positive qualities among the cadets.

I expect all stakeholders of the Student Police Cadet Project will seriously reflect on the ideas put forward in the manual and make the best of it. Suggestions for improvement are always welcome.

Wish you all the best.

Prof. K.A. Hashim
Director, SCERT Kerala
The Student Police Cadet project is a far-sighted youth development programme that facilitates development of today’s youth into disciplined, capable and leading citizens of tomorrow through a well-planned school-level training regimen. Developing in today’s students the fundamental virtues of citizenship such as adherence to law, respect for other's rights, empathy for needy sections of the society, commitment towards the betterment of the community - these are the broad aims of the SPC training programme. Designed by senior officials of Kerala Police and experienced educationists, the two-year training programme comprises various modules meant to facilitate each student police cadet acquire these capabilities.

All training programmes require a strong framework and clear guidelines for the trainers to achieve the stated aims. The training manuals developed for the SPC project are designed to enable each student police cadet to develop all the qualities and virtues expected. While engaged in this process, it is also anticipated that the inner capabilities of each cadet will blossom as a result of the various activities and exposure given to them. In this journey of self-discovery each official associated with the SPC project must take a personal interest in mentoring the cadets. It has been anticipated that India will have the world's largest youth population by the year 2030. Hence the future of our nation itself will be determined by the training imparted to this group of future leaders. I commend all the educationists and police personnel who have helped develop this original training manual for the SPC project. Special thanks are due to Prof. K.A. Hashim (Director, SCERT, Kerala) Sri Arun Jyothi S. (Research Officer, SCERT), Sri Abdul Karim U. (Superintendent of Police, Computer Cell, Police Computer Center, Thiruvananthapuram) whose passionate interest in the SPC project have contributed significantly to the creation of this training manual.
Acknowledgement

On behalf of State Council of Educational Research and Training, I would like to thank the Kerala Police for the kind-hearted cooperation for developing this manual. Special mention is to be made for their support and contribution in developing the first 15 chapters of this manual and the whole-hearted support from SAP Camp officials who facilitated the video coverage for the DVD.

I would also like to thank all educationists, educational institutions, VICTERS Channel, IT@School for their sincere cooperation.

Arun Jyothi.S
General Co-ordinator
Research Officer
SCERT, Kerala
The Student Police Cadet Project is aimed at moulding a young generation committed to the society and nation at large. As per GO (P) No.121/2010/Home dated 29.05.2010, the SPC project was launched on the 2nd of August, 2010. The project forays into areas concerning the overall development of a child and is implemented jointly by the Department of Home and Education and supported by departments of Transport, Forest, Excise and Local Self Government.

Aim of SPC

There is a growing tendency among the youth to disregard the norms of the society and lead an unhealthy and irresponsible life. The SPC Project envisages the forging of a student community that is physically and emotionally healthy. It teaches the students to discipline themselves, by taking up adventurous and responsible tasks and by keeping away from anti-social activities. The students are required to maintain courageous disposition as and when situations demand. While engaging in activities that demand
concentration, commitment and quality, they are instilled with the spirit of inquiry and self discovery, which in turn fosters progressive thinking and creativity. The SPC project lays a foundation for responsible citizenship and gears up the students' ability to be law-abiding citizens of the state.

**The Teachers' Manual and its purpose**

The Teachers' Manual is a comprehensive package that focuses on developing the spiritual quotient of each learner. It aims at instilling qualities such as self awareness, flexibility and adaptability and the capacity to stand pain and suffering.

Various activities such as parade, physical training, instructional practice, cross country race and indoor classes are envisaged to forge healthier citizens who are responsible and courageous.

Physical activities are aimed at channelizing the surplus energy of the child. They instil discipline in the learner along with the development of leadership qualities in him/her. A cadet also develops responsiveness, the ability to co-ordinate and manage things, problem-solving ability, the ability to take decisions, optimism and self-reliance.

In the course of two years ample opportunities are provided for students to intervene in social issues. They are sensitized on the necessity to fight against social evils such as fundamentalism, sectarianism and communalism. The cadets develop the ability to identify the positive and negative aspects of what they come across. With the overall development of the child in focus, the project aims at bringing in behavioural change along with a change in perspective. Physical activities enhance the spiritual quotient of the learner, which in turn helps him/her improve personal, familial and social relationships.
To have a hands-on experience in maintaining the law and order in the state, the cadets are taken for field visits to police stations, courts, prisons and fire stations. They are provided opportunities to interact with the administrators and executive personnel who brief them on the functioning of the respective office. Field trips to bird and wildlife sanctuaries, forests, reservoirs and dams are also conducted in order to expose the cadets to the diverse natural resources of the state. Community level activities such as blood donation, pain and palliative care and visits to orphanages and old-age homes are organized in order to sensitise the cadets on the role of an individual in spreading the message of caring and sharing. Camps are organized to bring out the innate potential in the cadets, by making them engage in unique activities such as hiking, trekking and treasure hunt. Orientation programmes on life skill activities are emphasized. The CPO,ACPO and DI are expected to encourage the learners to improve their general health, food habits and cleanliness. Observance of national days are given importance in the project to enhance the levels of patriotism, secularism and the willingness for co-operation, which are already inherent in the learner. Thus a cadet is given an opportunity to awaken and improve his/her spiritual quotient during his/her schooling.
Moulding a society which is law-abiding

Inculcating the values of civic sense, sense of equality, secular outlook, spirit of enquiry, power of observation, leadership qualities and love of adventure among the cadets

Fostering among the cadets social commitment, readiness of service and love for the fellow members of society

Equipping the cadets to react against social evils like terrorism, separatism, communalism and drug abuse

Enabling the cadets to work with the police in ensuring internal security eradicating crimes, maintaining law and order, traffic control and social service

Bringing up SPC as an independent action force like any other voluntary organization such as NCC, NSS etc.

Promoting among the cadets love of nature and awareness regarding the protection of environment and the readiness to be active in managing disasters

Promoting the readiness to be helpful and active during and emergency and in solving social problems

Moulding a model student community that upholds high values of character and conduct

Shaping a young community which strives selflessly for the all-round progress of the society as a whole
Advisory Committees

Multi-level advisory committee with the responsibility of making policy decisions, and implementing the SPC project with efficiency and effectiveness.

State Level Advisory Committee

Chairman - Director General of Police
Convener - Secretary, General Education
Members - DPI, Directors of HSE and VHSE, Head of the institutions of Forest, Excise and Motor Vehicles Departments, Local Self Government bodies, State Liaison Officer of NSS

Nodal Officer

- State Nodal Officer
- State Asstt. Nodal Officer
- District Nodal Officers

District Level Advisory Committee

Patron - District Collector
Chairman - Superintendent of Police/Commissioner of Police
Members - Deputy Directors under the DPI, HSE and VHSE. District level officers of Excise Department, Motor Vehicle Department & Representatives of District Panchayath/Corporation
A) **School Level Advisory Committee**

Principal/HM (as per the allotment of SPC Project) as Chairman and Circle Inspector/Sub Inspector of the region, PTA President, Staff Secretary, representatives of Departments like Education, Forest, Excise, Motor Vehicle and Local Self-Government Bodies should be the members.

<table>
<thead>
<tr>
<th>Hierarchy</th>
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<tbody>
<tr>
<td>State Level Advisory Committee</td>
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<tr>
<td>State Nodal Officer</td>
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<tr>
<td>State Asst. Nodal Officer</td>
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<tr>
<td>District Level Advisory Committee</td>
</tr>
<tr>
<td>District Nodal Officer</td>
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<tr>
<td>School Level Advisory Committee</td>
</tr>
<tr>
<td>Police Student Liaison Officer</td>
</tr>
<tr>
<td>Community Police Officer</td>
</tr>
<tr>
<td>Additional Community Police Officer</td>
</tr>
<tr>
<td>Drill Instructors</td>
</tr>
<tr>
<td>Cadets</td>
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</tbody>
</table>
1. The CPO must play a lead role in implementing the project in the respective schools.
2. The register issued should be properly maintained.
3. A detailed bio-data of the cadets in the prescribed form must be retained in the SPC office and a copy of it should be sent to the District Nodal Officer.
4. PT and Parade must be conducted as per the Activity Calendar.
5. Cadets must wear the uniform properly and behave with a high degree of discipline and integrity.
6. During inspection, the CPO is responsible to hand over the registers for inspection.
7. The CPO must be well-mannered.
8. The CPO must take the initiative to organize school level camps.
9. The CPO must maintain a good relation with the Liaison Officer (C.I)/S.I, Drill Instructor/HM. A meeting of parents, school authorities, police authorities etc. shall be conducted every three months.
10. While administering the test at the school level the CPO must help the Headmaster and District Nodal Officer. The cadets should be given opportunities to celebrate special days of national and international importance.
11. Uniform is compulsory while taking part in SPC programmes.
12. The CPO must prepare the monthly report of the project and send it through the HM/Principal to the District Nodal officer and a copy of the report must be sent to the DDE concerned.
13. During the indoor classes, students must be encouraged to visit the SPC website and SPC blogs of various schools.
14. The schools must upload the names and photos of the CPOs and the ACPOs as well as the photos and videos of various programmes of SPC.
15. The office of SPC should be properly maintained.
As per circular Number 19/2011, No. T 1/74315/2010 dated 12.07.2011

1. The Drill Instructor must organize PT and Parade as per the Activity Calendar of SPC cadets.

2. The Drill Instructors must wear proper uniform while participating in all SPC programmes and should treat the cadets with desired manners.

3. The Drill Instructor must help the CPO/ACPO
   (a) for preparing the monthly report
   (b) for developing and maintaining records
   (c) during the inspection of higher officials

4. The Drill Instructor must assure that discipline is maintained by the cadets.

5. Drill Instructors must always be present along with SPC cadets while engaging in the activities of the project.

6. Must give report to the CI (PSLO) regarding
   (a) Physical training of the cadets
   (b) Parade done by the cadets

7. Drill inspector should maintain a good behaviour.
It is mandatory to have:
1. Student Police Cadet Office
2. Board with SPC emblem (4x3 ft, white letters in blue background)
3. SPC Flag (4x3 ft, SPC emblem at the centre in white having 1 feet diameter)
4. Separate rooms for boys and girls for changing dress
5. A general assembly hall

**Records to be Maintained at School**

<table>
<thead>
<tr>
<th>No.</th>
<th>Records</th>
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<tbody>
<tr>
<td>1</td>
<td>Visitors' Book for recording superior officers' remarks</td>
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<tr>
<td>2</td>
<td>Register for recording minutes</td>
</tr>
<tr>
<td>3</td>
<td>A joint bank account pass book</td>
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<tr>
<td>4</td>
<td>A Cash book for SPC money transfer</td>
</tr>
<tr>
<td>5</td>
<td>Profile/Bio data of CPOs &amp; ACPOs</td>
</tr>
<tr>
<td>6</td>
<td>Profile/Bio data of SPC cadets</td>
</tr>
<tr>
<td>7</td>
<td>Particulars of School level Advisory Committee</td>
</tr>
<tr>
<td>8</td>
<td>Details of Drill Instructors</td>
</tr>
<tr>
<td>9</td>
<td>Register for PT/Drill conducted</td>
</tr>
<tr>
<td>10</td>
<td>Register for Indoor Class and Camp/Field visit conducted</td>
</tr>
<tr>
<td>11</td>
<td>Journal for CPO/ACPO (Hand Note book)</td>
</tr>
<tr>
<td>12</td>
<td>Journal for SPC cadets</td>
</tr>
<tr>
<td>13</td>
<td>Monthly assessment registers</td>
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<tr>
<td>14</td>
<td>Register for Drill Instructors' performance</td>
</tr>
<tr>
<td>15</td>
<td>Attendance Register</td>
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Guidelines

1. DNO/CI/SHO/Principal/HM/CPO/DI must function strictly according to the Activity Calendar.
2. In the first week of June itself, the School level Advisory Committee must be held. The Community Police Officer must take the initiative to coordinate the various bodies in it along with the CI.
3. The school level Advisory Committee should be held at least twice a year. The committee should review the work done and plan the future programmes based on the Activity Calendar keeping in mind the special days and the camps. The committee should ascertain the financial status for the year.
4. Parade and Physical Training must start as per the Activity Calendar.
5. Junior batch cadets are to be selected under the supervision of DNO/CI/SHO/Principal/Headmaster/CPO/DI according to the given procedure.
   a. Applications are to be invited (by the second week of June) from students of 8th standard only. If the project is allotted to HSS, First Year higher secondary students have to be admitted.
   b. From each school 44 students need to be selected. In the case of co-educational institutions 22 boys and 22 girls need to be selected.
   c. The selection must be under the supervision of DNO/CI/SHO/Principal/Headmaster/CPO/DI. The Community Police Officer must coordinate all of them.
   d. Invite applications from all the students who are interested.
6. Eligibility criteria
   a. The candidate should have at least C+ grade in the previous annual examination
   b. He/She should have minimum physical fitness
   c. Conduct Certificate from HM/Principal
   d. Declaration from parents
   e. Medical Doctors' certificate

7. If the number of applicants exceeds 44, the selection procedure will include physical test, written test (general knowledge) & Interview

8. The CPOs/ACPOs, Drill Instructors and SPC students are to be in full uniform whenever they report for parade. PT uniform or civil dress will not be permitted during parade.

9. The drill time will be divided into two halves by 5 minutes' interval after the first 40 minutes. Lime juice with sugar & salt and snacks may be supplied to SPCs after the parade.

10. Details of day to day incidents regarding the activities of SPC should be recorded in the cadets' journal of CPOs and ACPOs.

11. Details of day to day incidents regarding activities of SPC should be recorded in the cadets' journal of Student Police Cadets.

12. Drill Instructors, CPO, ACPO and the Cadets should be present in the parade ground five minutes before the commencement of PT/Drill.
13. Monthly Assessment Report of SPCs should be prepared by Community Police Officer in consultation with ACPO and Drill Instructor. The Assessment Report has to get the approval of the head of the institution and has to be submitted to Student Police Liaison officer (CI) on the 2nd of every month.

14. The CI should submit the same to the Dist. Nodal Officer on or before the 4th of every month.

15. Evaluation Proforma should be obtained from five cadets of each school immediately after the completion of each event/session. CPO evaluation and Drill Instructors evaluation must be made in the month of December. The Physical Proficiency card must be maintained by the CPO and Drill Instructor.

16. School Advisory Committee is requested to choose appropriate topics in suitable date and time. There is ample liberty to select Resource Persons to take classes and intimate the same to Dist. Nodal Officer.
A parade is a public march or procession honouring a particular occasion which includes honouring a special person, celebrating/observing a national day or special events.

The terminology comes from the tradition of close order formation combat, in which cadets were held in very strict formations as to maximise their combat effectiveness. As long as their formation could be maintained, regular troops could maintain a significant advantage over a less organised opponent.

A good parade depends on good words of command. Drill Instructors and those who are in charge of a parade must frequently practise giving words of command. There are cautionary and executive words of command. The word of command must be given with precision all the time.

The primary objective of parade is to build up and maintain among the cadets, high standard of discipline, turn-out, bearing and pride in self and in the group. Parade will also indirectly build up self respect. Drill helps in bringing about coordination between the mind and the body and serves as the basis for imparting other steams of training.

The ceremonial drill provides valuable opportunity for the cadets to demonstrate to the public their high standard of discipline and coordination. It also gives the spectators a feeling of pride and confidence about the cadets.
**Method of Instruction**

Action is the main mean of instruction in a parade. Words alone are of little value and a talkative instructor will soon make his squad disinterested. The following should always be adhered to:

1) Complete demonstration
2) Demonstration by numbers with explanation
3) Explanation of drill movements by the instructor
4) Collective practice of squads by numbers
5) Individual practice by numbers
6) Collectively, by squad counting time
7) Collectively by squad judging time
8) Checking and correcting each cadet during individual practice sessions

**Principles of Instructions:**

- The Drill Instructor must bear in mind that instruction is an art and should be studied as such.
- The Drill Instructor must remember that he/she is a teacher like any other type of instructor.
- He/she must employ normal principles and methods of instruction (simple to complex) to teach his/her squad.
- He/she should always bear in mind the fact that the example he/she sets will retard or improve the performance of the cadets.
While giving a word of command to his/her squad, the DI has to stand in attention. He/She will be free to move afterwards in his/her own time to check faults or errors in the squad. He/She must promote and maintain a high standard of discipline, turn-out etc. To achieve the best result, the instructor must display the qualities that the drill is expected to bring about among the cadets.

Uniform

Uniform for parade: Khaki pants, half sleeve khaki shirt, khaki socks, black shoes, black web belt without crust, blue black whistle lane cord, blue black barrette cap with SPC emblem, metallic shoulder badge of SPC and name-plates with white letters in black background with border.
(Duration - 90 mins.)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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| 4.15 pm - 4.20 pm (5 mts) | Fall in, proving and reporting  
  - *Ask the cadets to assemble in a line*  
  - *Ask them to fall in three ranks (lines)* |
| 4.20 pm - 4.35 pm (15 mts)  | Demonstration, explanation by the Drill Instructor, practice (in by number) |
| 4.45 pm - 5.00 pm (15 mts)   | Practice by the cadets by number and corrections                          |
| 5.00 pm - 5.05 pm (5 min)    | Break / leisure time                                                      |
| 5.05 pm - 5.20 pm (15 mts)   | Practice by cadets in quick time                                          |
| 5.20 pm - 5.35 pm (15 mts)   | Instructional Practice  
  - *All the cadets in the platoon must practice the command learned during the day* |
| 5.35 pm to 5.40 pm (5 mts)    | Review of the class taken                                                |
| 5.40 pm - 5.45 pm            | Feedback and briefing about the next session                              |
| 5.45 pm                     | Break off                                                                 |
The cadets must be trained to perform the following drills periodically.

1. Formation of squad with interval, attention, stand at ease and stand easy
2. Dressing a squad with intervals
3. Turning and inclining by numbers at the halt (turning to right, turning to left, turning about)
4. Length of pace and time in marching and position in marching
5. Marking time in quick time
6. Marching in quick time
7. Changing step in quick time
8. Turning while on the march in quick time
9. Falling in squad/Platoon
10. Dressing, Numbering, Opening for inspection and closing
11. Pace forward and Step Back
12. Left close and Right close
13. Marching in threes
14. Mark time, Marching in double time
15. Saluting at the halt and salute with message
16. Saluting on the march and miscellaneous points
17. Break-off
1. Formation of squad with interval, Attention, Stand at Ease and Stand Easy

a) Single Rank Fall in

All the cadets will stand in front of the commander in a single line in equal distances, except the person on the named flank, will take a short sharp pace forward, pause, turn his/her head and eyes to the right and at the same time extend his/her right arm with fist clenched, knuckles touching the shoulder of the cadet on his/her right.

b) Attention

"Squad, Attention"

Squad/Platoon, Attention: Spring up to the following position by raising the left foot keeping the thigh parallel to the ground, heels together and in line. Feet turned out at an angle of about 30 degrees. Knees straight. Body erect and carried evenly over the thighs with the shoulders down and moderately back. This should bring the chest to the natural forward position without any strain or stiffening. Arms hanging from the shoulders as straight as the natural bend of the arms will allow. Wrists straight, hands closed and slightly clenched, fingers slightly touching the thighs, thumbs to the front and close to the forefinger, thumbs just behind the seam of the pants. Neck erect. Head balanced evenly on the neck and eyes looking their own level and straight to the front.
Common faults

a) A strained and exaggerated position causing restricted breathing
b) Unsteadiness and movement of the eyes
c) Feet and body not square to the front, heels not closed, one foot more extended than the other
d) Arms slightly bent and creeping forward
e) Back of the hands to the front, thereby opening the shoulder blades and constricting the chest

c) Stand at ease

"Squad, Stand at Ease"

Squad/Platoon, Stand at Ease: Carry the left foot raising the thigh parallel to the ground about 10 inches to the left so that the weight of the body rests equally on both the feet. At the same time carry the hands behind the back and place the back of the right hand in the palm of the left, grasping it lightly with the finger and thumb and allowing the arms to hand at their full extent.
Common faults

a) Failure to carry the foot off 10 inches
b) Movement of the right foot with consequent laws of dressing
c) Bending at the waist while picking the foot up
d) Stand Easy

"Squad, Stand Easy"

Squad/Platoon, Stand Easy: The limbs, head and body may be moved but the cadet does not move his feet, so that on coming to Attention there will be no loss of dressing. Slouching attitudes are not to be permitted. If either foot is moved cadets are inclined to lose their dressing.

On the caution "Squad", the correct position of Stand at Ease will be resumed.

Common faults

a) Moving the feet thereby losing dressing
b) Slouching and talking
2. **Dressing a squad with intervals**

a) **Right Dress**: Each cadet except the cadet on the named flank will take a short sharp pace forward, pause, turn his head and eyes to the right and at the same time extent his right arms with fist clenched, knuckles touching the shoulder of the cadet on his right. The cadet will then take up his dressing in line by moving with short quick steps till he/she is just able to distinguish the lower part of the face of the second cadet beyond him. Care must be taken to carry the body backward or forward with the feet, the shoulders being kept perfectly square in their original position.

b) **Eyes Front**: When the squad is correctly dressed the instructor will give the command "Eyes-Front". The head and eyes will be turned smartly to the front, the arms cut away to the side and the position of Attention is resumed.

c) **Numbers**: The instructor will ask the front rank cadets to take numbers from right to left and he will assess the total number in the particular Squad / Platoon.

**Common faults**

a) *Jumping forward with both feet off the ground at once*

b) *Feet and shoulders not held square to the front; leaning forward while taking up the dressing*

c) *Bending at the waist while moving the feet*

d) *Incorrect distance, interval and covering off*
3. Turning and inclining by numbers (Turning to the Right, Turning to the Left, Turning About)

i) "Turning to the Right, by number One" : Keeping both knees straight and body erect turn to the right 90 degrees on the right heel and left toe, raising the left heel and right toe while doing so.

On completion of this preliminary movement, the right foot must be flat on the ground with the left heel raised; both knees should be straight and the weight of the body on the right foot, with body erect.

ii) "Squad, Two" : Bring the left foot smartly up to the right, lifting it clear from the ground (as in the case of Attention).

iii) "Turning to the Left, by number One" : Keeping both knees straight and body erect, turn to the left 90 degrees on the left heel and right toe, raising the right heel and left toe while doing so.

On completion of this preliminary movement, the left foot must be flat on the ground and the right heel raised; both knees straight and the weight of the body on the left foot with the body erect.

iv) "Squad, Two" : Bring the right foot smartly up to the left, lifting it clear from the ground while doing so (as in the case of Attention).
v) **"Turning about, by number One"** : Keeping both the knees straight and the body erect turn to the right and completely about pivoting on the right heel and the left toe, raising the right toe and the left heel in doing so but keeping the right heel firm on the ground. On completion of this movement the right foot must be flat on the ground and the left heel raised, both knees straight and the weight of the body on the right foot. During the first movement of the turn, the hands must be held close to the side and not allowed to wave about.

vi) **"Squad Two"** : Bring the left foot smartly up to the right lifting it clear from the ground.

Throughout all turns, the arms must be kept closed to the sides as in the position of attention. In turning 'judging the time', commands are "Right Turn" or "Left Turn" or "About Turn" - the movements described above will be carried out on the command observing the two distinct motions.

vii) **Inclining to the right/ left**: On command **right/ left incline** the cadets will turn half of right or left.

**Common faults**

a) *The weight being put on the rear foot; allowing the heel of the forward foot to move over the ground instead of simply pivoting*

b) *Moving the arms particularly when bringing in the rear foot*

c) *Bending at the waist when bringing in the foot*
4. **Length of pace and time in marching and position in marching**
   At the time of marching a comfortable pace and timing should be there. Head, body, eyes etc. should be straight.

5. **Marking time in quick time**
   As for quick time, except that the ball of foot only is put to the ground and the arms are kept to the side in the bent position. The rate of double marching is maintained.

6. **Marching in quick time**
   Forward quick march. *Squad will advance, by the right, Quick March*
   The Platoon steps off with the left foot dressing by the right. The first steps should be shaped, the pace 24 inches, heads held erect, eyes looking to the front, the arms as straight as the natural bend will allow, hands should swing to the front and not across the body.

7. **Changing step in quick time**
   i) "Changing step by Number One" : Complete the pace with the left foot so that the left foot is flat on the ground and 24 inches in front of the right foot.
   ii) "Squad, Two" : Bring the right foot forward so that the foot is placed flat on the ground with the hollow in the heel of the left foot.
iii) "Squad Three" : Shoot the left foot forward, placing the foot flat on the ground 24 inches in front of the right foot.

**Common faults**

a) While marching, swinging the shoulders and not making a full pace for the third movement

b) While marking time, body rolling and increasing the rate of marching

8. **Turning while on the march in quick time**

Turnings on the march are to be taught by numbers. Throughout all turnings on the march, the correct position of marching must be maintained, the turn must be made squarely to the new direction and covering, dressing, distance and interval must be corrected by each individual member of the squad immediately after turning.

Turnings and changes on the march should always be preceded by a cautionary word of command. Eg: "Move to the Right in Threes", "Squad will Advance", etc.

i) "Squad will Advance, Right Turn"

ii) "Squad will Advance, Left Turn"

iii) "Squad will Retire, About Turn"
**Common faults**

a) Not making a full and square turn with head and shoulders

b) Allowing the hands and arms to swing away from the position of Attention

9. **Falling in squad/ Platoon "Squad/Platoon Fall in"**

All the cadets will stand in front of the commander in three lines of equal distance.

10. **Dressing, Numbering, Opening for inspection and closing**

i) **Right Dress:** Each cadet except the right hand cadet will take a short step forward, pause, turn his/her head and eyes to the right and at the same time extend his/her right arm, with fist closed, knuckles touching the shoulder of the cadet on the right. He/She will then take up his/her dressing in line by moving with short quick steps, till he/she is just able to distinguish the lower part of the face of the second cadet beyond him/her. Care must be taken to carry backward or forward with the feet, the shoulders being kept perfectly square in their original position and the body kept erect.

ii) **Eyes Front:** When the squad is correctly dressed the instructor will give the command "Eyes-Front". The head and eyes will be turned smartly to the front, the arms cut away to the side and the position of Attention resumed.

**Common faults**

a) Jumping forward with both feet off the ground at once

b) Feet and shoulders not held square to the front; leaning forward while taking up the dressing
c)  *Bending at the waist while moving the feet*

d)  *Incorrect distance, interval and covering off*

"**Squad/Platoon Number...**" : When the command is received the right number will start counting as one and others will continue to the left as 2, 3, etc. Only the cadets in front line will count and the others will bear the number in minds.

**Open Order/ Close Order March**

This is an important drill movement. If the Platoon is formed in three lines the following commands are used:

i)  "**Squad, Open Order March**"

When the command is received all the cadets of the front rank will put two paces forward and halt whereas the cadets of the rear rank will put two paces backward and halt. There will be no movement for the cadets of the middle rank.

ii)  "**Squad, Close Order March**"

When the command is received all the cadets of the front rank will put two paces backward whereas the cadets of the rear rank will put two paces forward and halt. There will be no movement for the cadets of the middle rank.
11. Paces forward, Step Back
i) "Paces Forward March"

"...... Paces Forward March": Forward the named number of paces of 24 inches straight to the front commencing with the left foot, keeping the arms still by the sides.

The maximum number of paces that the cadets will be ordered to step forward or to the rear will be four.

ii) "Paces Step Back March"

"........ Paces Step Back March" : Step back the named number of paces of 24 inches straight to the rear commencing with the left foot, keeping the arms still by the sides.

The maximum number of paces that the cadets will be ordered to step back will be 'Four'.

**Common faults**

a) Hurrying the movement so that an incorrect length of pace is taken

b) Bending the leg taking the step forward and hopping with both feet off the ground

c) Bending at the waists

12. Left Close and Right Close

i) "........ Paces Left Close March" : Carry the left foot off 10 inches to the left instantly closing the right foot to it in similar manner. Continue the movement until the specified number of paces have
been completed. Except for the movement of the feet the correct position of Attention will be maintained.

ii) ".........Paces Right Close March": Carry the right foot off 10 inches to the right instantly closing the left foot to it in similar manner. Continue the movement until the specified number of paces have been completed. Except for the movement of the feet, the correct position of Attention will be maintained.

**Common faults**

a) Uneven pace, loss of covering and dressing
b) Failure to close the heels at each pace
c) A tendency to hop instead of bringing in the right foot sharply as the left foot touches the ground

iii) Right Close March: When the command is received without specifying the number of steps, everybody will do the action of Right Close March to a maximum of 8 paces and will halt automatically.

iv) Left Close March: When the command is received without specifying the number of steps, everybody will do the action of Left Close March to a maximum of 8 paces and will halt automatically.

### 13. Marching in Threes

i) "Squad will Advance, by the Right, Quick March"

The platoon steps off with the left foot dressing by the right. The first step should be shaped, the pace 24
inches, heads held erect, eyes looking to the front, the arms as straight as the natural bend will allow, arms swinging to the front and not across the body.

Marching will be in threes and in line. Before starting the march, cautionary commands have to be given.

"Squad will Advance, Quick March": The squad will step off together with the left foot in quick time.

The length of one step is fixed as 24 inches as the cadets are children below 15 years.

**Common faults**

a) *Incorrect distance between ranks*

b) *While marching in line, incorrect interval between files*

c) *At all times lack of dressing and covering, unequal arm swinging, loss of rhythm, stiffening the legs too much and scraping the ground when feet move forward*

ii) "Squad, Halt": A pace of 24 inches will be completed with the left foot and the right foot brought up in line with it. At the same time the right hand will be cut smartly to the side.

**Common faults**

a) *Bending the arms of the body*
b) Looking down

c) Swaying about immediately after the halt

14. Marching in Double Time

1. The Double March- Threes by the Left/ Right, Double March"

Step off with the left foot and double on the toes with easy swinging strides, inclining the body slightly forward, but maintaining its correct carriage.

Common faults

a) Swinging the shoulders

b) Looking down

c) Stepping too long at the head of the squad

d) Running on the heels and loss of dressing, distance and interval

e) Hurrying the rate of marching

2. Marking Time

As for quick time, except that the ball of the foot only is put to the ground and the arms are kept to the side in the bent position.
3. **Halting**

As for quick time, at the same time cutting the arms to the side. The word of command "Halt" is given in both the cases as the left foot leaves the ground, after which three more paces are taken.

**Common faults**

a) **Hopping with both feet off the ground at once**
b) **Loss of precision in halting**

15. **Saluting at the halt**

Salute is the method of greeting a superior. It is an outward sign of the inward discipline and respect towards superiors. Salute given by a subordinate to his superior is a basic matter of discipline.

i) **"Salute to the Front by Number One"** : The right arm is kept straight and raised sideways until it is horizontal, palm of the hand to front, fingers extended and thumb close to the forefinger.

ii) **"Two"** : Keeping the upper arm still and the hand and wrist straight, bend the elbow until the forefinger tip of the right hand is one inch above the right eye.

**Points to note are** :

- Upper arm horizontal and at right angles to the side; forearm, wrists and fingers all in one straight line.
Palm of the hand vertical

iii) "Squad Three" : Return to the position of Attention the hand is kept the shortest way to the side by dropping the elbow towards the front. The fingers are curled up on the way down.

**Common faults**

In coming up to the salute:

a) Leaning to the left, straining the muscles and leaning backwards

b) Elbow forward forearm, wrist and fingers not in a straight line

c) Hand too high or too far over towards the centre of the forehead hand tilted forward fingers not together, moving of the left arm pushing the head forward

In cutting the hand away

d) Dropping the hand before the elbow

e) Not straightening the arm and therefore not resuming a proper position of attention; moving the left hand while cutting the right arm away

In general, the most common fault in saluting to the front is that the movement is started before the cadet halted, stopped speaking etc and then he/she starts speaking before the movement has been properly completed.
Salute to the Right Squad Salute:

Commands are "**Eyes - Right / Eyes - Left**" : This is commonly used in ceremonial parades.

This is best taught from the correct position of the salute to the front. Get the cadets to turn their heads and eyes square off to the right and without upsetting the position of the right arm, wrist or hand to shift the hand so that the right eye can just look along the palm of the hand.

16. **Salute with message**

i) **Salute with message, Squad, Salute**

When the command is received while on marching, the cadets will halt two paces away from the V.I.P/ Superior officer, salute, after a pause, put one step forward, address the officer, deliver/receive the message/thing, then put one step backward, salute, turn about and march off in quick time.

This shall be practised in threes as well as individually. All the cadets shall be instructed to look at the face of the V.I.P/Superior officer while saluting and delivering/receiving the message.
**Common faults**

a) Forgetting to salute after halt
b) Looking towards the message/thing instead of looking at the face of the V.I.P/ Superior officer
c) Forgetting to salute after delivering/receiving the message
d) Halting very closely without any further pace to put one step forward

**ii) Saluting without head-dress and while wearing plain clothes, etc.**

When a cadet is passing an officer in plain clothes, he will cut his hands to his sides, turn his head and eyes to the flank on the left foot, remain so for six paces, turn his head to the front and will resume walking or marching.

While speaking to an officer, in plain cloth, the cadet will stand in attention.

**Saluting on Miscellaneous occasions**

a) Whenever the NATIONAL ANTHEM is played, all cadets in uniform will stand in "Attention."
b) While driving a mechanical vehicle and the vehicle is stationary, the cadet will salute by giving an eye right or left, but will not take his hands off the handlebar or steering wheel.

**17. Saluting on the march**

1. Saluting on the march may be to a flank or to the front and may be done in quick time.
2. "Saluting to the Right/Left-Salute" (words of command given as the left foot comes to the ground). Come up to the salute the next time the left foot touches the ground and cut the hand away on the sixth pace.

3. When passing an officer- When a subordinate passes an officer, he will salute on the third pace before reaching him, and lower the hand on the third pace after passing him. During the salute the cadet will look at the officer full in the face.

4. "Salute to the Front": "Salute to the Front-Squad Salute"- The word of command is given as the right foot passes the left foot. The squad halts, salutes to the front, waits for a regulation pause, salutes to the front again, pauses, turns about, pauses and leads off in quick time.

5. "Eyes Right/ Left" : When the command is received, the cadets except the right / left number 1 will look towards the right/ left (without salutes). The instructor only/ will salute by turning his/her head to the right/ left. This is commonly used while the platoon is marching in front of a guard, superior officer etc.

17. Break-off

"Squad/Platoon, Break-off": The squad will turn to the right. The head and eyes should not be turned towards the officer and after the pause equal to two beats in quick time, break ranks and leave the parade ground in quick time.
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(2) A line-changing direction to a flank
(3) Formation change
(4) Marching in Single File
(5) Form Two Ranks/ Three Ranks
(6) Dismiss
(7) Ceremonial Parade
1. **Revision of the First Year**

2. **A line-changing direction to a flank**

1. This movement is used to change the alignment of the body. It is generally employed so as to face to the right or to the left. It is a turn through an angle of 90 degrees. It can, however, be used to turn the line half right or half left (through an angle of 45 degrees). In such a case the usual caution is preceded by the command "Halt".

2. It can be done either when halted or while marching. It is best to practise from the halt first.

3. A line-changing direction from the halt, **Change direction Right, Right Form/ Change Direction Left, Left Form.**

4. The right guide turns full right, the rest of the front rank half right. The remainder stand fast.

**Quick March**

5. The Right Guide marches forward three paces and then marks time, the rest of the front rank march round into position, picking up their dressing from the right. Ranks 2 and 3 march round into position behind their front rank cadet. The whole platoon continues marking time until a new command is given.

6. **"Change Direction Left, Left Form, Quick March"**: This order is used when the line has to be formed to the left. The general movements are the same, the left hand cadet turns full left. The cadets dress by the left on coming into position.
A Line-changing Direction when on the move:

1. The command "Quick March" is not required when on the move. If it is desired that the line shall halt on completing the movement, the caution "At the Halt" precedes "Right Form".

2. "Change Direction Right, right Form" (Left, Left form) : Here 'Form' is the final executive. The Right Guide turns to his/her right, continues marching for three paces and marks time, the second and third rank cadets follow him/her round. The rest of the front rank turn half right and come up into line with the right guide, picking up their dressing. The other two ranks follow round and dress by the right.

3. Formation change
   (a) To form two ranks from three ranks
   (1) 'Form - Two Ranks''

   First Movement - The centre rank carry the left foot, a side pace of 24 inches to the left.

   Second Movement - Odd numbers bring the right foot forward a full pace of 30 inches, even numbers bring the right foot to the rear a full pace of 30 inches.

   Third Movement - The centre rank resume the position of Attention - odd numbers in the intervals of the front rank, even numbers in the intervals of the rear rank.
(2) If there is a blank file in the centre rank, the left hand cadet of that rank will carry out the reverse of the above i.e., if an odd number he/she will act as an even number, and vice versa, except that in the case of a squad with an even number of cadets in the front rank and no centre or rear rank cadet in the blank file, the left hand cadet of the centre will act in accordance with the detail of his/her even number.

**Common faults**

a) Centre rank not knowing their correct numbers

b) Incorrect interval in three ranks thereby not leaving room for the centre rank cadets to move into. This can be overcome by giving "Right-Dress"

c) Not carrying the left foot far enough to the left in the first movement, thereby causing collisions and uneven covering

d) Not reaching out far enough in the second movement, thereby failing to reach the correct new alignment

3. **"In Two Ranks, Right-Dress"**: The normal drill movement is carried out except that dressing is without arms interval, each cadet being allowed 24 inches in the ranks, the rear rank remains two paces of 30 inches in rear of the front rank.
(b) To form three ranks from two ranks

(1) "Form - Three Ranks": The original centre rank cadets take up their original position as follows:

First Movement - If in the front rank they bring the left foot to the rear a full pace of 30 inches. If in the rear they bring the left foot a full pace of 30 inches forward.

Second Movement - All concerned will carry the right foot a side pace of 24 inches.

Third Movement - Centre rank resume the position of Attention.

1. "In Three Ranks, Right - Dress": Dressing will be carried out as normal at arms length.

Common faults

a) Not carrying the right foot off far enough in the second movement thereby failing to cover off.

4. Marching off in Single file

It is often necessary for a squad in three ranks to form single file. e.g. While marching into a building or through a narrow opening.

A Squad facing its right flank in threes with the front rank on the left, marching off in a single file.

1. When Halted:

"Form Single File from the Left - Quick March" - At the command "Quick March," the front rank will march off and the remaining two sections will mark time. When the last cadet of the front rank passes the cadet
in front of the centre rank, the centre rank will follow on behind the front rank. Similar action will be taken by the rear rank.

2. **On the March**

"Form Single File, from the Left" - At the command "Left," the section on the left (Front rank) will continue marching and the remaining two (Centre and Rear ranks) will mark time. When the last cadet of the rank passes the Guides of the sections, the remaining two ranks will follow.

5. **Forming Threes**

1. **When Halted**:

"At the Halt on the Right, Form Threes - Quick March" - At the command "Threes" the front rank will remain stationary and the other two ranks will make a right incline. At the command "Quick March" the middle and the rear ranks will form up on the right of the front rank in Threes.

2. **On the March**:

"On the Right, Form Threes" - At this command, the front rank will mark time and the remaining two ranks will form up on the right of the front rank in Threes and mark time.
A squad in three ranks (Line) in the advance position, marching off in single file

1. **When Halted**: "Advance in Single File, from the Right - Quick March" - At the command "Right" the Right guides of the three ranks remain stationary and the remaining cadets of the Squad incline to the Right.

   At the command "Quick March", the Right Guide of the front rank makes an advance and the remaining cadets of the front rank follow him/her. The other two ranks (middle and rear rank) mark time. When the last cadet of the front rank is passing the Right Guide of the middle rank, the middle rank will advance with its Right Guide leading and follow the front rank. Similar action will be taken by the rear rank.

2. **On the March**: "Form Single File, from the Right" - At this command the whole squad will mark time and incline to the right except for the guides of the section. At the same time the front rank will advance with its right guide leading. When the last cadet of the front rank is passing the Right Guide of the middle rank, the middle rank will advance forward and follow the front rank. Similarly the rear rank will follow the middle rank.

   **Note**: While forming single file the ranks will wheel from the point from where their respective guides moved.
Forming Three Ranks (Line)

1. **When Halted**:

"At the Halt, on the Left Form Line - Quick March" - At the command "Line" the Right Guide of the three ranks will remain stationary and the remaining cadets of the squad will incline to the left.

At the command "Quick March" the Right Guide of the front rank will remain stationary and the remaining cadets of the front rank will march off and form line on the left of the Right Guide.

Similar action will be taken by the middle and rear ranks. They will advance forward and form line behind the front rank. Interval and distance between the ranks will be the same as for a squad in Three Ranks.

2. **On the March**:

"On the Left, Form Line" - At this command the Right Guide of the front rank will mark time and the remaining cadets of the front rank will form line on his/her left. The other two sections who will be marking time will advance forward and form line behind the front rank and correct their interval and distance.

*Note:* If "At the Halt" precedes the command, the cadets will halt when they reach their correct positions.

**Wheeling in Threes**

"Change Direction Left (or Right), Left (or Right) Wheel" : The inner cadet of the leading section of threes will move round a quarter of the circumference of a circle having a radius of four feet, stepping short to enable the outer cadets of the file who would step out during the wheeling to keep the dressing
with him/her. The inner cadet of each file will turn his/her head and eyes towards the outer cadet of his/her file, the remainder of the file, will turn their heads and eyes towards the inner cadet. When the quarter circle is completed the file will turn their heads and eyes to the front and move on in the new direction. The other files in succession will follow the leading file without increasing or diminishing their distances from each other or altering time.

Note:

(1) In a good wheel, each section will come round at the same point, and dressing and covering will be retained. If the movement is done slowly, the column is apt to be pushed out towards the right.

(2) If the Instructor wishes to wheel through less than a right angle he/she gives the command "FORWARD" when he/she wishes.

**Forming Line from Threes facing the same direction**

1. A very useful movement for parade purposes is to form the Threes into Line, facing the same direction in which it is marching. If the platoon is moving to its right in Threes or advancing in Threes, the command should be as follows:

2. "**On the Left, Form Squad/Platoon**" : The left-hand cadet (Right Guide) leads forward three paces and then marks time, his/her right-hand cadets (the other section commanders) follow round behind him/her, covering off at the correct interval. The rest of the Squad/Platoon turn half left and march
up into position in three ranks covering off and dressing by the right. The whole Squad/Platoon continues to mark time, making sure that the dressing is correct, and awaits the next order.

Note:

If it is desired to halt the men on the completion of the movement, the caution "At The Halt" precedes the order. The left-hand cadet (Right Guide) then halts when he has completed his three paces, and the other cadets halt as they come up.

3. "On the Right, Form Squad/Platoon" : This would bring the third rank (Rear rank) in front. It should only be used if it is desired to form the platoon in line in the opposite direction to that in which it is marching. The order will then be followed by the command "About Turn" which of course brings the front rank into its correct position.

Note:

(1) If the Squad/Platoon were marching in Threes to the Left, these orders would be reversed, e.g. "On the Right, Form Squad / Platoon" would bring the front rank forward.

(2) Dressing will always be picked up from the flank on which the platoon pivots, unless a contrary command is given.
6. **Dismiss**

"**Squad/Platoon Dismiss**"- The squad will turn to the right, salute. The heads and eyes should not be turned towards the officer and after the pause equal to two beats in quick time, break ranks and leave the parade ground in quick time.

7. **Ceremonial Parade**

It provides valuable opportunity for the cadets to demonstrate to the public as a whole, their high standard of discipline and co-ordination. It also gives the spectators, a feeling of pride and confidence about the cadets.

Review order march may not be practised by the cadets. At the time of fall in itself, they will be ordered to fall in with a distance of Open Order march. Some of the words of command are as follows:

When the V.I.P. comes and stands on the Dias,
- **Parade, Attention**
- **Parade, General salute, Salute**

(Only the Parade Commander, Under Commander and the Platoon Commanders will salute, after a pause, cut away their hands and resume the position of Attention).

(Parade commander will march to the VIP, halt, salute, put one step forward, deliver the message that, 'the parade is ready for inspection sir'; put one step back, salute again and move to three paces to the left and accompany the VIP for inspection in the vehicle. After the inspection, salute the VIP, turn about, march to his or her position, halt turn about and ...)

- **Parade, Close Order March**
- **Parade will march past in column of routes, Number one platoon leading**
- **Move to the right in column of threes, Parade, Right turn**

The Parade Commander, Under Commander and all Platoon commanders alone will march forward and halt in front of their concerned platoons

- **Number one platoon, By the left, Quick march**

(After 10 paces, each Platoon Commander will command as "Number Two platoon, Quick march", "Number Three platoon, Quick March", etc.)

- **Eyes Right**
- **Eyes Front**
● **Number One Platoon, Halt**

(Each Platoon Commander will halt their platoons at their respective positions and wait for the next command of the Parade Commander)

● **Parade will Advance into line, Parade, Left Turn**

● **Parade, Open Order March**

● **Parade, On the Centre, Dress**

● **Parade, General salute, Salute**

● **Parade, Stand at ease**

After the speech of the V.I.P,

● **Parade, Attention**

(Parade Commander will march to the VIP, halt, salute, put one step forward, deliver the message that the parade is over, put one step back, salute again, and after a pause, turn about and march to his/her position, halt, turn about and deliver the following commands:

● **Parade will peel off, from the centre,**

● **Parade, Right and Left Turn,**

● **Quick March**
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What is meant by Physical Training?

Physical training is an activity that is planned, structured and repetitive for the purpose of conditioning the body. This is to promote physical fitness and strength.

Research shows that regular physical activity:
- strengthens bones and muscles
- maintains flexibility
- helps to achieve a healthy body weight
- promotes good posture and balance
- improves fitness

strengthen the cardio-vascular system
- improves physical self-esteem
- increases relaxation
- enhances healthy growth and development
- helps to socialise with fellow beings

Uniform for PT: White T Shirt with collar and half sleeves with SPC emblem on the left side above the pocket, black lower, white canvas shoes and white socks.

Preparation: Before doing exercise, proper stretching is important to prevent the possibility of soft tissue injury resulting from tight muscles, ligaments and other related structures.

Warming-up: To run for 3 to 4 minutes, to tone up the heart, muscles, joints and ligaments for the impending activities.

Aftercare: Proper cool down after exercise is important in reducing the occurrence of painful muscle spasms. Stretching also decreases the muscle stiffness and makes the muscles supple throughout the day.
### 4.15 pm - 4.20 pm (5 min)
**Fall in, Proving & Reporting**
- Ask the cadets to assemble in a line
- Ask them to fall in three ranks

### 4.20 pm - 4.35 pm (15 min)
**Warm-up Activity**
- Ask the cadets to inter-lock both hands
- Stretch upward; over head; sideward
- Stretch legs, upper body, lower limbs etc.
- Slow-walking
- Speed-walking
- Slow-jogging
- Slow-running
- Speed-running etc.

### 4.35 pm - 5.35 pm (1 hour) Major game

OR

### 4.35 pm - 4.45 pm (10 min.)
**Mobility Activity - (Free-hand exercise)**
Demonstration, Explanation by Drill Instructor, practice (by number) & correction

**Physical Exercises**
- Arm & shoulder
- Trunk & leg
- Breathing exercise

*The three sets of exercises will be practised by juniors & the remaining three will be practised by seniors.*

### 4.45 pm - 5.00 pm (15 min)
Practice by number and correction
5.00 pm - 5.05 pm (5 min)
Break / Rest time

5.05 pm - 5.20 pm (15 min)
Practice by Cadets in quick time

5.20 pm - 5.30 pm (10 min)

Value-based Activity or Instructional Practice

Value-based Activities such as
- Cleaning the scribbled walls/surroundings
- Keeping the campus plastic free, gardening etc.

OR

Instructional Practice :- All the cadets in a platoon must practise the command learnt on that day

5.30 pm - 5.40 pm (10 min)
Minor Game

5.40 pm - 5.45 pm
Review and Briefing on the next session.
1. Arms and shoulders

Feet astride, arms sideways, hands loosely closed-Arms swinging downward forward, downward sideways - upward to arms crossed, followed by arm swinging, midway-upward followed by arm circling in front of body to arms sideways (keep palms facing forward in the mid-way upward position and make the arm circling movement as large as possible).

2. Trunk

Feet astride, hands on hips-Trunk rolling with a smooth continuous circling movement with uniform speed throughout and passing through side bent position to one side, relaxed downward, side bent position to opposite side and slight backward bent position.
3  Legs
Jumping to standing astride.
(1) Jumping to bring feet together
(2) Jumping to crouch with finger support
(3) Jump upward before bending knees forward to crouch position on third movement and continue the exercise from crouch

4  Arms and Shoulders
Feet astride, arms across bend. Hands loosely closed, Elbow circling backward slowly with shoulder rolling (keep the body erect and shoulder relaxed).
5  Trunk
Relax trunk, bending downward to touch the ground as far back as possible behind legs with tips of finger followed by knees bending forward to crouch followed by knees stretching, followed by trunk bending down, fingers touching the ground. (Try to touch knees with forehead during relaxed trunk bending downward movement and keep legs straight).

6  Legs
Skip jumping with knees raising high after given count.

7  Breathing
Feet astride, hands on hips-Breathing.
Minor games, as the name suggests is a short duration game (10 to 15 mts) with rules and regulation made and modified for the convenience of the players, instructors and situation. The aim of minor games is to achieve fun and enjoyment through vigorous activity within a short period. It helps to develop dexterity and improve physical fitness.

Minor games should be called off within 10 to 15 mts. Otherwise it may cause boredom.

Note : The decision of the instructor will be final and binding.

**Dodge ball**

- The cadets are made to stand in a single rank.
- They are divided into two teams, by the command "from the right in two count".
- "Number twos five steps forward march"
- They form a circle around Number 1
- They draw the circle with their feet
• Then they throw the ball at the players standing without entering the circle.
• Once all the number ones are made out then it is the turn of number twos to get inside the circle, and number one will be the new throwers.

**Scoring** : The teacher will record the time taken by each team to make the other 'out'.

**Rules**
1. Use a volleyball.
2. The throwers are not allowed to cross the line while throwing the ball. If anybody does so the players outside the circle will get another chance to play inside the circle.
3. The ball should only hit below the waist level. Otherwise it is not 'out'.
4. The decision of the teacher is final.

**Simple relay**
• The cadets are devided to stand in single rank.
• The cadets are made into two teams "from the right in two count"
• "Number 2 five steps forward march"
• Two small plastic pipes or relay batons of equal length are given to each team.
The cadets are made to stand behind the restricting lines. On the whistle the cadets will run and touch the wall or encircle a person or a cone or a chair, come back and exchange the baton.

Rules

1. The baton should not be thrown.
2. The baton should not be exchanged before reaching the restraining line.
3. Each cadet will get only one lap for running.
4. This can be repeated for the best of three relay or for the best of five.
5. The decision of the instructors is final. Similarly - Ball Bounce relay - Rolling the ball relay - kicking the ball etc., can be played.

1. Ball passing backward relay

Here on the whistle, the player in front will pass the ball backward and when the ball reaches the last player he/she will rush with the ball to the front and pass. The game completes when the teams' 'starters' get the ball and rush forward to occupy their position in front of the respective lines. Then, the ball is placed between the legs, sideways through the right or left.
2. **Balancing the book, relay**

The cadets are divided into two teams. Each team is again divided into two groups and two restraining lines are drawn. The starters will balance the book/cardboard and pass to their team mate and the relay continues. If the book or cardboard falls down, pick it up and then continue.

3. **Standing Kho-Kho (Tag game)**

The cadets are made to stand in a single line. Two cadets are chosen. One is designated as 'the runner' and the other is designated as 'the chaser'. The other cadets form a circle and get themselves paired looking at the centre of the circle. As in a normal tag game, the chaser has to chase the runner. If touched, they interchange their positions i.e., the runner becomes the new chaser and the chaser, the new runner.

The ways the runners can evade the chaser is by running and faking.

4. **Runners change**

1. By standing in front of the pairs and yelling "Kho" loudly. Here, the person who stands the third will automatically become the new runner.

2. Once the chaser touches a runner that runner becomes the new chaser and vice versa.

**Don'ts**

1. The runner and chaser should run in the specified area.
2. If the runner stands behind the pair and yells 'kho' runner's change will not be allowed. The decision of the instructor is final.

5. Fisherman's Net

This is a tag game.

The instructor will choose one good 'runner' and make him 'the catcher'. He/She will try to touch the other players scattered in the ground. The ones who get touched will join hands and will start running by holding the hands. The net will grow bigger and the winner will be the last person who evades the net.

Rules: The instructor should mark the boundary. If any runner crosses the boundary he will automatically join the net. The decision of the instructor is final.

6. Blanket Volleyball

This is a good co-operative game and can be used with any number of players. Group of players use a blanket or net to catch the ball and then throw it over.

Rules: Regular volleyball rules can be used.

7. Crabs Soccer

This game is like traditional soccer, though the players are in a crab position. Only the feet may be used to advance the ball and there are no offsides.
Apart from parade, physical training, minor games and cross-country race, some major games such as football, handball, volley ball, basketball, and hockey (depending upon the facilities available in the school or nearby area) can be incorporated during the physical training session or other days of the week. The cadets can also be encouraged to play some indoor games like chess, caroms etc. The time schedule in the lesson plan must be adhered to (90 minutes) and under the strict supervision of CPO/DI/Physical Education teacher/any other teacher.

**General Objectives**

1. To develop the sense of cohesion
2. To socialize
3. To develop leadership qualities

**Specific Objective**

1. To develop cardio vascular endurance
2. To maintain consistency in mental and physical endurance
3. To develop a healthy body and sound mind and overall perseverance
4. For fun and enjoyment
5. To give an opportunity to learn a game
The classification and selection of athletic items are as per Kerala School Sports Manual.

Note

- A cadet can participate in three items, other than relay.
- Cadets talented in sprint must be encouraged in explosive activities like 100m, 200m, Long Jump, High Jump etc.
- Cadets talented in middle distance race must be encouraged in 400m, 800m, 1500m
- Cadets talented in long distance must be encouraged in 3 km, 5 km, cross country.
- Cadets with good body weight may specialize in throws.
Treasure hunt is an activity in which the children should be engaged to develop their sense of enquiry, critical thinking and problem solving. The CPO / Drill Instructor must see that the cadets are engaged in this activity at least twice a year. It may be during a camp and a physical training period.

One or more players try to find hidden articles by using a series of clues. This may be an indoor or outdoor activity. How to make clues, build ideas please visit- www.google.co.in and type--`treasure hunt clues `or `treasure hunt ideas`. 
Cross country is a sport in which teams or individuals run a race in an open-air course over a natural terrain. The course, typically 4 - 12 km long, may include a surface of grass, earth, woodland, hills, flat ground etc. It is both an individual and team sport. Runners are judged on individual time recorded and points scored.

**Scoring methods for team**

Chest numbers (starting from 101)

Boys - 5 km, Girls - 3 km

Coloured Flag

- Red Flag - Left Turn
- Yellow Flag - Right Turn
- Blue Flag - For continuing straight ahead

Finish - Funnel that keeps athletes' single file in the order of finish and facilitates accurate scoring.

- Recorder
- Timekeeper
Points are awarded to the individual runners of eligible teams, equal to the position in which they cross the finishing line (first place gets one point, second place gets 2 points etc.). Add the points scored by these runners and declare the lowest scoring team as winners.

Scores are determined by summing up the top 7 individuals' finishing places in each team.

Individual athletes and athletes from incomplete teams are excluded from scoring.

Ties can be broken

1. Ties are resolved in favour of the team whose last scoring member finishes nearer to the first place or

2. Ties are resolved in favour of the team whose next non-scoring member finishes first
It is a provision for initial care in case of illness or injury. It is usually done by non-expert, but trained personnel to the sick or injured. It is a life-saving exercise with minimum equipments.

**Aim**

- To prevent further harm
- To promote recovery

**The first aid kit contains**

<table>
<thead>
<tr>
<th>First aid manual</th>
<th>Sharp scissors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterile gauze pad of different sizes</td>
<td>Safety pin</td>
</tr>
<tr>
<td>Adhesive bandage of different sizes</td>
<td>Disposable instant cold packs</td>
</tr>
<tr>
<td>Adhesive tape</td>
<td>Calamine lotion</td>
</tr>
<tr>
<td>Elastic bandage</td>
<td>Thermometer</td>
</tr>
<tr>
<td>Splint</td>
<td>Tooth preservation kit</td>
</tr>
<tr>
<td>Antiseptic swipes soap</td>
<td>Plastic non latex gloves</td>
</tr>
<tr>
<td>Antibiotic ointment</td>
<td>Mouth piece for administering of CPR</td>
</tr>
<tr>
<td>Antiseptic solution</td>
<td>Emergency contact numbers</td>
</tr>
<tr>
<td>Hydrocortisone cream</td>
<td>Tweezers</td>
</tr>
</tbody>
</table>
1. A Camp is a temporary place where cadets assemble and experience active socialization through group work, interaction, fun and enjoyment. The cadets are geared up and streamlined to achieve the desired objective of the mission of Student Police Cadet project.

2. Camps are of two types
   - Non Residential
   - Residential

   A non residential camp starts early in the morning and ends by dusk and is organised for a period of 2 to 5 days. A residential camp may be for a span of three to ten days.

3. Physical training is imparted in the form of parade, physical exercises, cross country, road run or walk, hiking, trekking, field visit etc.

   Mental or spiritual training is can be in the form of psychology classes, interaction with personalities from various spheres, management classes etc. The cadets also get opportunities to express themselves individually as well as in groups. Various cultural programmes are to be organized. The cadets need to be engaged from early morning till night based on a well-designed schedule.
Certain camp etiquettes are to be followed. Some of them are mentioned below.

1. Registration must be made on the first day of the camp and camp rules and regulations must be announced soon after the inaugural ceremony. This makes the cadets, CPO, ACPO and DI aware of the specific rules that should be adhered to during the camp.

2. The camp site must be kept neat and tidy. This includes the parade ground, the rooms or dormitory, the dining hall or open area provided for dining, the lecture hall, the toilet, bathrooms, wash-basin, surroundings etc.

   a. **Room or Dormitory**

      • The cadets will be provided with room, dormitory or tent to stay. They must keep the rooms/dormitory clean and tidy. They should keep the bags and luggage in proper places. The bedding should be kept neatly in proper places. The shoes and slippers should be arranged and properly kept. The washed clothes should be properly hung in hangers.

      • The parade ground should be a litter-free zone. The cadets must take up the task of clearing out unwanted paper or rubbish before the parade starts. Ensure the waste materials are disposed of properly.

   b. **The Dining Hall/Open Air Dining**

      • Open place for dining must be clean. Each and every cadet is expected to maintain cleanliness.
The cadets must take adequate quantity of food.
The cadets must maintain queue, when food is served. They should not make noise.
The cadets must bring plates and tumblers, in order to reduce garbage (of paper plates and plastic cups) while coming for the camp.
The food waste must be disposed in a pit which must be covered each day. A new pit must be dug for the next day.
Chlorine powder must be strewn at proper intervals. Don't burn garbage. Avoid plastic materials.
Protect water resources from contamination. Use biodegradable soap and tooth paste and dispose water at least 100 feet away from the natural water resources and well or focussed water sources. Proper management of gray water after washing dishes, laundry and bathing etc. should be there to see that the toilet waste is away from water sources.

c. Other general rules

- Keep the bathrooms clean.
- Don't wash dishes in bathrooms.
- The toilets must be flushed after use.
- Admire the natural environment; keep the trees and shrubs alive and growing.
- Don't nail the trees for tying cloth-line.
• Don't burn anything close to the trees.
• Never cut logs or twigs while hiking or trekking.
• Respect wild life, do not touch or intimidate the animals, remembering that, it is their home and not yours.
• While hiking, keep to designated tracks, to prevent damage to vegetation.
• Don't cut through camp site. Cadets must not be encouraged to trespass into other rooms/dormitory. But they should be allowed to socialize, make friends, be helpful, polite and respect privacy. They should not stare at anyone.
• Sound travels faster at night and in humid conditions. Quiet hours are to be typically observed between 10 pm and 5 am. Lights should be switched off and sleeping time must be strictly adhered to.
• Cadets must be engaged with a lot of activities and they should always be on their toes. Playing loose games or games for fun should not be allowed after or before the scheduled programme.
• The Cadets must remain seated and listen carefully and should not distract the lecturer on the dais.
• Use of mobile phones and camera should be restricted.
• Use of alcohol and tobacco is banned in camp premises.
• Torch lights can be used instead of candles, but used batteries are not to be discarded in the camp premises.
• Light camp-fire at an appropriate place area and extinguish the fire after use. Before leaving the camp site, clean your fire pits for the next camp.
A field trip is a journey made by a group of people to study something in its natural environment. The purpose of the trip is usually education through observation or to provide the cadets, an experience beyond their day to day activities.

The Student Police Cadet project arranges field trips to police stations, courts, prisons, fire stations, historical, cultural, national monuments, centres for science and technology, hospitals, juvenile homes, old-age homes, medical offices, administrative centers, palliative care centres etc.

The cadets should follow certain field trip etiquettes.

1. The cadets must wear uniform while attending field trips.
2. Discipline should be maintained while moving from one place to another in a specific pattern (single line or double line etc.).
3. Horseplay must be discouraged.
4. The CPO /ACPO/DI should guide the cadets while escorting them.
5. The CPO/ACPO/DI must divide the platoons into smaller groups and provide a leader for every such group. A leader must be there to look after the smaller groups.
6. The cadets must not bully anyone.
7. The cadets must not stare at or annoy anyone.
8. The cadets must not criticize anyone or be a nuisance.
9. The cadets must note that field trips are not leisure trips.
10. The cadets must not inscribe anything on walls, leaves or barks of trees.
11. After alighting from the bus, the cadets must assemble in their respective platoons, give attendance, and listen to the instruction given by the CPO/ACPO/DI/GUIDE/Officer-in-charge.
12. Let them form a single rank or double rank before entering the place of visit.
13. The cadets must assemble for attendance after the field visit.

Some specific field trip etiquettes

While visiting a police station, court, prison, fire station and juvenile home

1. In the court, the cadets must keep silence during the court proceedings.
2. The cadets must listen to and watch the proceedings in the court and note them down.
3. While visiting a police station, prison and fire station, the cadets must talk with respect and courtesy to the officers.
4. The cadets must try to ask genuine and sensible questions.
5. The cadets must not touch any weapon (gun, baton), computer, documents, hand-cuffs etc.
6. Prior permission must be taken by the cadets before interacting with prisoners or persons in custody.
7. Don't touch or sit on a confiscated vehicle.
8. The cadets must not giggle at, tease or provoke the prisoners.
9. They must not touch the plants cultivated in the jail premises.
10. The cadets must not inscribe on any wall.

**While visiting historical, cultural and national monuments**

Museums are places where you can explore the past, present and future. A number of rules will be inscribed on the notice boards. Many dos and don'ts will be instructed by the guide. All these are mandatory and need to be followed. Rules are to protect the artefacts and collections from damage.

1. The cadets must not drink, eat or chew (gum, candy etc) while they are inside the premises of the museum.
2. The cadets must not take photographs or videograph anything if prohibited.
3. The cadets must not touch any antiques or paintings. Remember "finger prints are forever". The dirt in our hands can damage the articles in a museum.
4. The cadets must maintain complete silence.
5. The cadets must stay away from prohibited areas.

**Centres for Science and Technology**

1. Perfect silence should be maintained in the planetarium.
2. The cadets must note down any new information they get.
3. The cadets should touch the equipments for "try out" only once.
4. Cadets must listen to demonstrations patiently.
5. Cadets must ask sensible questions.
6. Cadets must try some models at the school level exhibitions.

**Hospitals and Old-age homes**

Hospitals and old-age homes are institutions or places for rest and recovery. The cadets must bear in mind that their visit should not disturb the atmosphere there. The cadets must give a helping hand to those who are in distress by sharing their emotion, reducing their stress, expressing care and soothing their pain with soft words and touches. The cadets can help to keep the surroundings neat and tidy.
A leader should know how to organise and administer a programme. The cadets who are trained to be leaders must be aware of the skills in organising and administering an event. For this the CPO/ACPO/Drill Instructor should share the responsibilities (especially while organising a programme within the four walls of the schools) to the grass root level.

In a school, many programmes like Republic Day, Independence Day, Gandhi Jayanthi, Children’s Day and World Earth Day are organised during the calendar year. The Student Police Cadet cadets must co-operate with other organizations like NCC, JRC and Scouts and Guides while celebrating important days with the guidance of respective teachers in charge.

Certain events like SPC Day, Onam Camp, Christmas Camp, District Camp (if organised in a school) etc. must be observed. The cadets must be given opportunity to organise events. For this, there should be a three-tier meeting.

**Preliminary meeting**

CI, SHO, CPO and DI must meet and schedule the programme for the event and finalize the allocation of fund.

**Second meeting (School level or Advisory Committee)**

The school HM/Principal (as per the allotment of SPC project) must convene the meeting along with the
above-mentioned Core Group and with the co-operation of PTA, Staff Secretary, officials from Forest, Excise, Fire Force and Motor Vehicle departments.

A blue-print of the whole schedule must be tabled. The CPO must try to seek help from fellow teachers for co-ordinating different committees. The cadets must be divided and entrusted with responsibilities of various committees.

The Committees are

1. **Finance Committee**: (CI, SHO, HM, CPO) Note - Here the cadet involvement is not necessary.
2. **Publicity**: Cadets may be involved for tying the flex boards, sticking notices, distributing pamphlets etc.
3. **Reception Committee**: Cadets may be entrusted with stage decoration, campus decoration, flag, flower arrangement, receiving guests etc.
4. **Accommodation Committee**: This committee must see to the seating arrangement and if it is a camp they must see the allotment of classrooms to specific schools. For this, they should draw a map of the venue indicating accommodation, bathroom or toilet facilities and canteen and make placards, giving directions etc.
5. **Transport**: Transportation arrangement is normally made by the camp authorities. The cadets can help while loading and unloading logistics.
6. **Medical**: A team may be equipped with first aid kit and trained to use the kit.
Proper warming-up is needed before conducting self assessment test is conducted.

Sick cadets may not be forced to undergo the test items.

Absentees/sick must be given a second chance.

Ten test items are described here.

The items are scheduled in a pattern so that the cadets will get rest at regular intervals. Proper cooling down exercises have to be done at the end of the circuit training.

**Standing Broad Jump**

The purpose is to test the explosive strength of the leg in the forward direction and extensibility of the hip joint.
Requirements/Materials: Tape, Soft landing area, Take-off line (clearly marked)

Procedure: The cadet stands behind a line marked on the ground with feet slightly apart. The cadet must take off both the feet and also land in the jumping area with both the feet. He/She may raise his/her arm and flex his/her knee at the time of take-off.

Note: After the jump he/she must not step backward.

Scoring: Two trials must be given for each cadet. The best may be recorded.

**Vertical Jump**

Purpose: This test is used to measure the explosive strength of the leg in the upward direction.

Requirements/Materials: Measuring tape to mark on the wall, chalk, wall at least 12 feet from the floor.

Procedure: Standing reach height - Keep the feet flat on the ground, choose a side (left or right) and stand closer to the wall and draw a line with the chalk by stretching upward without raising the heel.

Jumping reach height

Procedure: Now flex your knee and leap upward as high as possible and mark with the chalk.

Scoring: The difference between 'the standing reach height' and 'jumping reach height' gives the vertical jump score of the cadet.
A cadet may be given two trials. The best jump is to be recorded.

**Medicine Ball throw**

**Purpose:** It is a test to measure the total body strength.

**Requirements/Materials:** Medicine Ball weighing 1 Kg

**Procedure:** The cadets stand facing in the forward direction. He/She collects the medicine ball. The cadet bends forward, downward, arches backward and then throws the medicine ball forward with both hands. He can take a short step forward after the throw, but should not cross the restraining line.

**Scoring:** The cadets are given two chances. The best of the two throws may be recorded.

**Zig-Zag run**

**Purpose:** It is a test of agility, body balance, coordination and speed.

**Requirements/Materials:** 10 cones to be arranged 1 metre apart in a straight line, a stop watch.

**Procedure:** A restraining line is drawn 1 meter from the starting cone. Then 10 cones are arranged one meter apart in a straight line. The cadets are made to stand behind the restraining line. On the whistle the cadets must rush forward and change direction by crossing between the cones in the forward and backward direction.

**Note:** The participants must not cross the cone or touch the cone.
**Scoring**: Time taken to cover the distance in both the upward and downward directions.

**Push-ups**

**Purpose**: Push-ups is a test of muscular endurance of the arm.

**Procedure**: The cadet lies on his/her tummy (prone lying), with legs closed. His/Her hands, pointing forward, are positioned under the shoulders. To begin, the participant pushes up from the floor by fully straightening the elbows, using the toes as the pivotal point. The upper part of the body must be kept in a straight line. The participant returns to the starting position. Here, neither the tummy nor the thighs should touch the ground.

**Scoring**: Number of push-ups taken consecutively without pause.

**Pull-ups**

**Purpose**: Pull-ups is also a test of muscular endurance and strength of the shoulder and upper back.

**Procedure**: Grip-over grasp, under grasp, mixed grasp can be used.

**Apparatus**

- A horizontal bar
- A horizontal bar should be positioned at a height which is reachable for the cadets. When the cadet is ready, the test leader should give the signal "Go". On hearing the signal 'Go', the cadet should start to raise the body by flexing the arm until the chin is pulled over the bar. Then
the cadet should lower his/her body back to the starting position and hang from the bar and repeat raising his/her body.

- The test will be over when the cadet pauses for two or more seconds.

**Scoring** : Number of pull-ups taken consecutively without pause.

**Sit up/Curl ups**

**Purpose** : It is to evaluate the abdominal muscular strength and endurance.

**Requirements/Materials** : Stopwatch/mobile, clean floor

**Procedure** : The cadet lies in supine position with the head resting on the ground, knees flexed, feet on the floor with the hands crossed and placed on the opposite shoulders. The feet are held by the partner to keep them in touch with the ground. The cadet, by tightening his/her abdominal muscles asks to the sitting position. Arm contact with the chest must be maintained. A complete sit up is done when the elbows touch the thighs and the cadet returns to the down position until the mid-back makes contact with the testing surface.

**Scoring** : Total number of curl-ups done consecutively without pause.

**6 x 10m relay**

**Purpose** : This is a test to determine the agility (ability to change direction), speed endurance and body control.
Requirements/Materials: Three identical wooden or plastic blocks, measuring tape, stopwatch

Procedure: Mark two lines 10 meter apart using a measuring tape. Three blocks are placed on the line opposite to the starting line. On the whistle sound, the cadets sprint to the opposite line, pick up a block of wood, run back and places it beyond the starting line and turns around to fetch the second block and again for the third block. Here, the cadets run thrice in one direction and thrice in the opposite direction.

Scoring: Time taken to finish the activity.

3 km run/walk

Purpose: This test is used to measure the cardiovascular endurance.

Requirements/Materials: Stopwatch, 200m or 400m track or a road for race. Note: All precautions of cross country race need to be taken.

Procedure: Mass Start is used here and all participants are encouraged to cover the full distance in the least possible duration. Walking or speed walking is permitted.

Note: Instruct the cadets not to fall down (tripping) during the start.

Funnel Finish
This is to prevent mass finish. Only one cadet can enter the funnel at the time of finish. The width of the line shall not be more than 1.22m.

**Scoring:** Time taken to cover the distance.

**50m dash**

**Purpose:** The purpose is to test exclusively the speed component (acceleration phase)

**Requirements/Materials:** Stopwatch, 50 m and additional 10m free space at the finishing line.

**Procedure:** A standing start is used. The cadets are made to stand with both feet behind the starting line, with one foot slightly advanced than the other. The teacher will announce 'ready' followed by whistle. The cadets must sprint the whole 50m, pass the finishing line, without decelerating at the finish.

**Scoring:** Time taken to cover the distance.

**Administration of the test items**

The syllabus for physical training is concise and so, ample time is there for the Drill Instructor and Community Police Officer (CPO/ACPO) to plan different activities.
For example, any of the following activities can be done as part of physical training.

1. A 90 minute value-based activity such as cleaning or gardening can be organized
2. 90 minutes can be used for treasure hunt or
3. 90 minutes may be used for testing the physical proficiency of the cadet (which is to be done periodically in the month of July, October and January).

Note: A model programme is illustrated below, describing the way it should be organized.

Requirements/Materials:
Cones, jumping pit, pull up-bar, scaling for vertical jump, chalk, and stopwatch/mobile, 10 recording sheet (for each station) and whistle.
Depending upon the available facility, prepare ten or five stations.

- Deploy the senior batch girls and boys at each station for recording or for timekeeping or for assistance (starter with whistle, recording sheet).
- Similarly, divide the junior batch to each station and they will undergo the test. Their performance will be recorded in their respective Physical Proficiency Card.

**Note:**

1. At some stations test can be conducted as a solo item as in the case of standing broad jump or in pairs as in the case of sit-up.
2. The tests in one station for a group may not last for more than 8 minutes. After completion of test item by all the cadets in one station; they shift clock wise, at the whistle.
3. After the entire junior batch has undergone the test items, the senior batch will do the same and the junior batch will administer the test.
4. If the test item is not completed within the stipulated period of 90 minutes, the test may be continued in the next class.
5. The Drill Instructor/CPO/ACPO will give timely help at each station wherever necessary.
6. Don't persuade the cadets who are physically ill and also don't compel the cadets to overdo the activity.
7. General instruction or an idea must be given to both junior and senior cadets.

*About the test items, How to do each item, How to measure each item (administration of test)*
Purpose

Self evaluation of the CPO, ACPO and the Drill Instructor self evaluation are to be conducted during the month of December (if possible during the camp). This is to appraise the CPO, ACPO and Drill Instructor whether they are above or below the expectation levels of the cadets. This evaluation procedure is to make the CPO, ACPO and Drill Inspector to come up to or above the level of the cadets' expectation.

This will help the CPO, ACPO and Drill Instructor to get close to each and every cadet and cater to their needs. The CPO, ACPO and Drill Instructor should take the evaluation programme positively. This is only to enhance their abilities and potential.

Note

1. CPO, ACPO must take 90 photocopies of the evaluation questionnaire and distribute them to the cadets.
2. The following expressions of the cadets are given
   Happy 😊 Pleasant 🙂 Unhappy ☹
3. The cadet should darken the circle which he/she feels appropriate. The CPO, ACPO or Drill Instructor should not prompt the cadet in any way.
4. The CPO, ACPO or Drill Instructor must collect the evaluation sheets within half an hour.
5. They must consolidate the marks of each student and prepare a marklist.
6. Finally the average of the same may be taken and then compared with the set marks.
7. 1 mark ½ mark 0 mark

Consolidation

<table>
<thead>
<tr>
<th>Name of Cadets</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>24</td>
</tr>
<tr>
<td>2.</td>
<td>20</td>
</tr>
<tr>
<td>3.</td>
<td>16</td>
</tr>
<tr>
<td>4.</td>
<td>14</td>
</tr>
<tr>
<td>5.</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>16</td>
</tr>
<tr>
<td>7.</td>
<td>20</td>
</tr>
<tr>
<td>8.</td>
<td>24</td>
</tr>
<tr>
<td>9.</td>
<td>22</td>
</tr>
<tr>
<td>10.</td>
<td>22</td>
</tr>
<tr>
<td>11.</td>
<td>20</td>
</tr>
</tbody>
</table>

Average = \[
\frac{\text{Total}}{\text{No. of cadets}}
\]

20 - 25 Excellent
15 - 20 Good
Below 15 Needs to improve
DRILL INSTRUCTOR EVALUATION

Drill Instructor is the heart and soul of Student Police Cadet project. The efforts they make in achieving their goals are adorable. They need to be evaluated periodically so as to keep them aware of their responsibility. The following questionnaire may be distributed to the cadets.

Questionnaire

1. My instructor gives me good direction.
   ☺ / ☻ / ☻
2. My Instructor will repeat direction if I misinterpret them.
   ☺ / ☻ / ☻
3. My Instructor gives me a second chance to learn what I need if I don't understand an instruction at the first instance.
   ☺ / ☻ / ☻
4. He/She calls me by my name.
   ☺ / ☻ / ☻
5. He/She talks to me politely.
   ☺ / ☻ / ☻
6. My drill instructor keeps me engaged throughout the class.
   ☺ / ☻ / ☻
7. He /She is regular and punctual.
   ☺ / ☻ / ☻
8. He/She is happy teaching us.
   ☺ / ☻ / ☻
9. He/She never complains of his/her workload.
   ☺ / ☻ / ☻
10. He/She enjoys teaching us.
    ☺ / ☻ / ☻
11. His/Her turnout is neat and tidy.
    ☺ / ☻ / ☻
12. He/She is approachable.
    ☺ / ☻ / ☻
13. He/She shares his/her experiences with us.
    ☺ / ☻ / ☻
14. He/She is active.
    ☺ / ☻ / ☻
15. He/She co-operates with my teacher in charge of SPC.
    ☺ / ☻ / ☻
16. He/She accompanies us to camps.
    ☺ / ☻ / ☻
17. He/She escorts us during field visits.
    ☺ / ☻ / ☻
18. He/She accompanies us during community service.
    ☺ / ☻ / ☻
19. He/She motivates us in every field.
    ☺ / ☻ / ☻
20. He/She schedules work according to the Activity Calendar.
    ☺ / ☻ / ☻
21. He/She follows the lesson plan in the Drill Manual.
    ☺ / ☻ / ☻
22. He/She accompanies us for special parade practices.
    ☺ / ☻ / ☻
23. He/She helps in organizing the camp at school.
    ☺ / ☻ / ☻
24. He/She enquires about our family.
    ☺ / ☻ / ☻
25. He/She helps to solve my problems.
    ☺ / ☻ / ☻
CPO/ACPO EVALUATION

The appraisal of teachers provides necessary feedback to help teachers make objective decisions concerning successful teaching. Therefore, the evaluation of CPO/ACPO is vital for continuous success and maintenance of Student Police Cadet project. The following questionnaire can be distributed to the cadets for evaluating the CPO/ACPO.

Questionnaire

1. My teacher gives me good directions.
2. My teacher will repeat directions if I misinterpret them.
3. My teacher gives me a second chance to learn what I need if I don't understand an instruction at the first instance.
4. My teacher calls me by name.
5. My teacher talks to me politely.
6. My teacher keeps me engaged.
7. My teacher organizes field visits and community service activities every month.
8. My teacher motivates us by interacting with us in between sessions.
9. My teacher helps to set realistic goals.
10. My teacher helps me to solve problems.
11. My teacher arranges food and refreshment after parades and physical training.
12. My teacher arranges food and refreshment during the school level camp.
15. My teacher follows the Activity Calendar as seen in the SPC website.
16. My teacher is punctual in reporting to the parade ground.
17. My teacher wears parade/PT uniform on relevant days.
18. My teacher accompanies during the district level & state level camps.
19. My teacher escorts us with special day parade practices.
20. My teacher organizes indoor classes every month.
21. My teacher distributes uniform in proper time.
22. My teacher utilizes the SPC room for SPC activities only.
23. My teacher is a role model for me.
24. My teacher enquires the details of my home and family members.
25. My teacher assesses the results of my terminal examination, achievements and extra-curricular activities.
PHYSICAL FITNESS PROFICIENCY CARD (20.. - 20..)

Name of the Cadet: ________________________________
Name and Address of the school: ____________________
Date of birth: ________ ________ Height m

Weight kg * BMIndex: \( \frac{Wt}{(Ht)^2} \) Gender: M/ F

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Events</th>
<th>Fitness component</th>
<th>First Year</th>
<th>Second Year</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1st week of July</td>
<td>1st week of Oct</td>
</tr>
<tr>
<td>1</td>
<td>Pull-ups</td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Push-up</td>
<td></td>
<td>.</td>
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</tr>
<tr>
<td>3</td>
<td>Sit up</td>
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</tr>
<tr>
<td>4</td>
<td>Shuttle run</td>
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</tr>
<tr>
<td>5</td>
<td>Zig-zag run</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>6</td>
<td>Vertical jump</td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Standing broad Jump</td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>50 mts dash</td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6 x 10 mts shuttle run</td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>3 km run or walk</td>
<td></td>
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SPECIALIZATION CARD

<table>
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<th>Events</th>
<th>Fitness component</th>
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<th>Second Year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1st week of July</td>
<td>1st week of Oct</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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</tbody>
</table>

8th Boys/ Girls - 100m, 200m, 400m, 600m, 80MH, Long Jump, High Jump, Shotput, Discuss Throw 9th Boys - 100m, 200m, 400m, 800m, 1500m, 3000m, Long Jump, High Jump, Triple Jump, Pole Volt, Shot, Discuss Throw (1.5 kilo), Javelin Throw 700g, Hammer (5 kilo), 5km walk 9th Girls - 100m, 200m, 400m, 800m, 1500m, 3000m, Long Jump, High Jump, Triple Jump, Pole Volt, Shotput (4 kilo), Discuss Throw (1 kilo), Javelin Throw 600g, Hammer Throw (4 kilo)
APPLICATION PROFORMA FOR FRESH BATCH

1. Name of the Student : 
2. Gender : 
3. Class, Division : 
4. Date of Birth : 
5. Blood Group : 
6. Name of Father : 
7. Name of Mother : 
8. Residential Address : 
9. Telephone No. : Landline : Mobile : Any other : 

10. Details of Family Members :

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Age</th>
<th>Relation</th>
<th>Occupation</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

List of SPC cadets in your locality

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Result of Last Examination

<table>
<thead>
<tr>
<th>Class</th>
<th>Percentage of Mark scored (Total marks) with Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mention your Hobbies

Write about your Ambition

Date : 

Signature of Applicant

DECLARATION

I hereby express my willingness to enroll my ward/son/daughter ........................................, Std. VIII (Div....), ................................................................., in the Student Police Cadet Project. 

Place :

Date : 

Name : 

(Parent / Guardian) :

Address : 
## BODY MASS INDEX CHART

<table>
<thead>
<tr>
<th>BOYS</th>
<th>Age 10</th>
<th>Age 11</th>
<th>Age 12</th>
<th>Age 13</th>
<th>Age 14</th>
<th>Age 15</th>
<th>Age 16</th>
<th>Age 17+</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMI</td>
<td>14-18</td>
<td>14.5-18.5</td>
<td>15-19</td>
<td>15.5-21</td>
<td>16-21.5</td>
<td>16.5-21.5</td>
<td>17-22</td>
<td>17.5-22.5</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>Age 10</th>
<th>Age 11</th>
<th>Age 12</th>
<th>Age 13</th>
<th>Age 14</th>
<th>Age 15</th>
<th>Age 16</th>
<th>Age 17+</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMI</td>
<td>13-23</td>
<td>13.5-23.5</td>
<td>14-24</td>
<td>14.5-24.5</td>
<td>15-25</td>
<td>15.5-25.5</td>
<td>16-26</td>
<td>16.5-26.5</td>
</tr>
</tbody>
</table>

### ABBREVIATIONS

- **SNO**: STATE NODAL OFFICER
- **ASNO**: ASSTT. STATE NODAL OFFICER
- **DNO**: DISTRICT NODAL OFFICER
- **ADNO**: ASSTT. DISTRICT NODAL OFFICER
- **PSLO/CICI**: POLICE STUDENT LAISON OFFICER/CIRCLE INSPECTOR
- **SHO/SI**: STATION HOUSE OFFICER/SUB INSPECTOR
- **CPO**: COMMUNITY POLICE OFFICER
- **ACPO**: ADDITIONAL COMMUNITY POLICE OFFICER
- **DI**: DRILL INSTRUCTOR

### VISIT WEBSITES

- **www.fiba.com**: Basketball
- **www.fifa.com**: Football
- **www.ihf.info**: Handball
- **www.fivb.org**: Volleyball
- **www.fih.ch/en/home**: Hockey
- **www.chess.com**: Chess
- **www.fide.com**: Chess
- **www.indiancarrom.com**: Carrom
- **www.carromuk.co**: Carrom
- **www.teachingideas.co.uk/pe/contents_games.htm**: Minor games