

Minutes of the meeting on Capacity Building Training Review for CCTNS Project held under the chairmanship of SP (SCRB) on 28th Aug, 2014 in his chamber, Police Headquarters, Meghalaya, Shillong

The following members were present in the meeting:

1. Shri D.N. Jyrwa, SP (SCRB), Meghalaya, Shillong – in Chair
2. Shri Samir Pradhan, PM, SPMU for CCTNS Project, Meghalaya, Shillong
3. Shri Arif Anwar, SI for CCTNS Project, Meghalaya, Shillong
4. Shri Shashank Kumar, SI for CCTNS Project, Meghalaya, Shillong
5. Shri Pradeep Kumar, SI for CCTNS Project, Meghalaya, Shillong
6. Shri Saurav Raj, SPMU for CCTNS Project, Meghalaya, Shillong
7. Shri Manoj Kumar, SPMU for CCTNS Project, Meghalaya, Shillong

Superintendent of Police (SCRB), Shillong welcomed all the members present in the meeting.

Following Points were discussed and decisions were made:

1. Updates regarding Capacity Building were presented in the meeting by the Training Co-ordinator of SI as under:-

S No.	Course Name	Trained Numbers	To be Trained Numbers	Remaining Numbers
1	Role Based Training	1530	2100	570
2	System Administration	240	400	160
3	Train the Trainers	26	85	49

2. It was brought into notice that the training quality has degraded gradually and no actions have been taken by SI to improve the quality of training. SI was asked to prior train their trainers about the effectiveness of the program and to make sessions interactive and informative.
3. During inspections of DTC's and Computer Labs, it was observed that all the computers have not been configured for offline use of CAS and thereby creating difficulties for trainees to learn effectively.
4. The Chairman asked the Training Coordinator, SI to provide the Feedbacks of System Administration and Train the Trainers (TOT) to State Police.
5. It was brought into notice by SI that the trainers were seen using their mobile phones during sessions and also that after 2-3 days of training, some are called back to duty on site which totally hampers the objective of training program.
6. Training coordinator, SI informed about the low attendance in the training programs. SP (SCRB) informed that State Police is considering MPRO officers to include for CCTNS training program.
7. SP (SCRB) instructed training coordinator, SI to coordinate with CCTNS cell in order to compile a list of all police officers who can be provided CAS Role based training in the buffer of 600. These police officers should include and not limited

to all DSP's, ASP's, OC's, MPRO, IO, SI, SW, CID officials etc. The list should be provided ASAP.

8. It was decided that the best performed trainees of CAS role based program would be selected for System Admin Program and the best performed trainees of Sys Admin would be selected for Train the Trainers(TOT) Program. Training Coordinator, SI should take note of it before starting of any training program.
9. SI was asked to update all the presentations related to different training programs according to the feedback as received from State / SPMU and to implement the changes/modifications from the very next batch.
10. It was observed that since 10 Handholding Staffs have been deployed presently at police stations, initial batches of training program should include police officers from these 10 police stations.
11. Subsequently, police officers from remaining 10 police stations which have been declared go-live should be considered for training and thereafter all other sites to be considered for all training programs.
12. As per the MHA advisory of 20th June 2014, SI was asked to conduct ONLINE TEST for all the training programs (MHA Advisory is attached herewith for reference and necessary action for Training Coordinator, SI).
13. SI has asked for minimum strength of 15-20 police officers at all the training programs for effectiveness of the training.
14. It was decided that initially CAS role based training should be conducted at Shillong and Tura from 8th Sept 14. System Admin and ToT should subsequently follow.


Instructions to Training Coordinator, System Integrator

1. Screening of the Trainers from the very next batch of providing training. Screening should be completed with the involvement of SPMU and State Police.
2. To properly check that all the computers of DTC / Lab / PTS are working fine and configured for offline version of CAS before start of the next batch, both at Shillong and Tura.
3. To provide all feedbacks of Sys Admin and ToT to State for their evaluation and further nominations.
4. Prior train the trainers for more domain knowledge and how to make sessions interactive.
5. Training coordinator, SI to coordinate with CCTNS cell in order to form a list of all police officers who can be provided CAS Role based training in the buffer of 600. These police officers should include and not limited to all DSP's, ASP's, OC's, MPRO, IOs, SIs, Literate Constables/Station Writers, CID etc.
6. List for different training programs should include best performed trainees of CAS role based program and be selected for System Admin Program. Also, the best performed trainees of Sys Admin would be selected for Train the Trainers Program.
7. To provide Change Management Program / CAS related training to all District SP's individually at their site office.
8. To conduct ONLINE Test for all training programs. Passing marks should be 75% as per the MHA Advisory. Please refer MHA advisory of 20th June 14 for proper implementation of its guidelines from next training batch.


Recommendations to District SP's regarding CCTNS Training programs and its effective conduction

1. District SP's to motivate their police officers about CCTNS project and should seek their feedback about training program, once they return after attending training.
2. Police officers attending training should be instructed not to use mobile phones during the sessions.
3. Police officers who are nominated to attend the program for a week should not be called back on duty in middle of the session.
4. Police officers having few months left for their superannuation should be ignored while nominations for training batches.
5. District SP's to nominate adequate police officers for maintaining minimum batch strength of 15-20 trainees for each batch and at each location.

The meeting concluded with the thanks to the chair.


Project Manager,
SPMU, CCTNS Project
Meghalaya, Shillong


Supdt of Police (SCRB)
Meghalaya, Shillong


Project Manager
SI, CCTNS Project
Meghalaya, Shillong

Memo No.S-290/Monthly CCTNS/Review Meeting/2010-14/302 Dated Shillong the 2nd Sept, 2014
Copy to:

1. The Asstt. Inspector General of Police (A), for information of the Director General of Police, Meghalaya, Shillong.
2. The Inspector General of Police, (CID), Meghalaya, Shillong for favour of information.
3. The Inspector General of Police, (W/R), Tura for favour of information.
4. The Inspector General of Police, (ER), Meghalaya, Shillong for favour of information.
5. The Superintendent of Police, EKH/WKH/WJH/EJH/SWKH/Ri-Bhoi/WGH/SWGH/EGH/NGH/SGH for favour of information and necessary action.
6. The Project Manager, State Project Management Unit for information and necessary action
7. The Project Manager, System Integrator for information and necessary action

Sd/-
Superintendent of Police, SCRB
Meghalaya, Shillong.