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

**NAME OF UNIT: POLICE TRAINING COLLEGE, TVPM**

<table>
<thead>
<tr>
<th>Subject/issue/event dealt with</th>
<th>Channels of Supervisors</th>
<th>Norms set by it for discharge of functions</th>
<th>Rules/Regulations/Instructions/Manuals/records used by officers for discharging its functions</th>
<th>Statement of categories of documents that are held by or under control</th>
<th>Any other Information</th>
</tr>
</thead>
</table>
| Inservice Courses for PCs to DySPs and Ministerial Staff | Action taken officer (Designation) | Supervisory officers (Designation) | There are two types of courses conducted at the PTC  
1. Courses conducted at PTC with the aid from IMG  
2. Courses conducted without the aid from IMG  
There are two Training Calendars existing, one for IMG Course and the other for PTC course are prepared by the Principal, PTC and submitted to IMG and ADGP (Training) respectively for approval. The approved courses are conducted as per the Training Calendars by collecting nominations throughout the state | Police Standing Order, PTC Manual, Manual of Office Procedure, KPDIP Rules, Orders, Circulars and Executive Directives from PHQ | PTC Manual, Rare Reference Books at Library, Case Diary of important cases for training, Training Films etc… |