

DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN
NORTH EASTERN POLICE ACADEMY, MINISTRY OF HOME AFFAIRS,
UMSAW, MEGHALAYA

SN	Name of Post	Duties & Responsibilities
01	Director	<p>(i) To Function as Director and Head of the Department of North Eastern Police Academy. To conduct Basic training for the directly recruited DySsP and Sub-Inspectors of Police from all the eight North Eastern States. To plan, design and organized in-service courses for all ranks of Police Officers up to the IG level from all over the country.</p> <p>(ii) To Review training courses, syllabi, study materials and training aids, etc. To constantly liaise with various agencies to arrange proficient and experienced faculties. To Assess and identify police training needs and upgrade training infrastructure, etc.</p> <p>(iii) To organize study tour for basic course trainees both inland as well as overseas, in addition to army attachment.</p> <p>(iv) To ensure smooth functioning of office administration, management of the accounts/ budget matters, monitoring of the construction activities etc. To ensure various policies of Government are implemented. Suitable action to be taken for the welfare of the staff and trainees. To do any additional work as directed by MHA.</p>
02	Additional Director	<p>Second in command in the Academy and as such will assist Director, NEPA in following functions-</p> <p>(a)Ensuring smooth functioning of administration and maintenance of discipline.</p> <p>(b)Planning, coordinating and organizing various training activities in the Academy.</p> <p>(c)Developing administrative and training infrastructure in the Academy.</p> <p>(d)Ensuring morale and welfare of staff and trainees in the Academy & will discharge duties as Head of Office.</p>
03	Joint Director	<p>He/she will assist the Director and Addl. Director in all matters pertaining to the Academy. He/she will be especially responsible for the Academic content of training courses and general administration, including supervision of the Academy office. He/she will be responsible for the all the training activities undertaken in the Academy – both indoor and outdoor. He/she will look</p>



		after the function of Additional Director and Director in their absence.
04	Dy. Director (Adjutant)	He is responsible for outdoor training and management of uniform personnel of the Academy. He is also responsible for smooth running of establishment office, provisioning and communication etc. & responsible to carry-out other duties related to outdoor training assigned to him by the Director from time to time.
05	Dy. Director (Indoor)	To assist in planning and execution of indoor content of various courses run in the Academy. To supervise and conduct all indoor training activities of the Academy and to carry-out other duties related to training assigned to him by the Director, NEPA from time to time.
06	Sr. Medical Officer	i) Provide specialized treatment for trainees, staff and their family members in NEPA. ii) Supervise efficient functioning of ten bedded hospitals in NEPA. iii) Organizing training programme on the subject like Forensic Medicine, First Aid etc. for NEPA trainees. iv) Besides, to take classes to the trainees on the subject of Forensic Science.
07	Medical Officer	To perform all the duties of authorized medical attendant to the trainees and all the staff and its family members and nearby villages. Besides, to take classes to the trainees on the subject of Forensic Science.
08	Asst. Director (O/L)	The Assistant Director (Official language) will be responsible to teach Hindi to the Police Officers attending various courses at NEPA from Non-Hindi speaking region. He will be responsible for translating official documents to Hindi and also responsible to organize training programmes for the Academy staff to promote use of Hindi in line with the Government's policy. Besides that, officer will be required to perform any other task assigned to him by the authority.
09	Asst. Director (Law)	Officer to teach Law subjects to the DySPs and Sub-Inspectors of the basic trainees including various short-term courses. Also, to carry out other duties related to training assigned to him by the Director from time to time.



10	Asst. Director (Sc. Aids)	To teach Forensic Science covering subjects like finger prints, foot prints, hand writing, document verification and investigation, evidence ballistic explosive, chemical analysis, toxicology etc. to the Basic courses and in-service courses. Also, to carry out other duties related to training assigned to him by the Director from time to time.
11	Asst. Director (Lect.)	To teach Social Science covering subjects like Human Behavior police attitude along with Modern India and Role of Police Criminology etc. to the Basic Course and in-service courses. Also carry-out other duties related to training assigned to him by the Director from time to time.
12	Asst. Director (Mgmt.)	To take classes of various training courses run by the Academy. He will specifically be responsible to take classes on subject like Human Resource Management, leadership, Morale Motivation, Stress Management/Ethics/Management . Function Behavior/Social Process in Behavioral issues/Human Resource Planning/Organizational Dynamics/Employment relations/Managing change in organization. He will also assist the Dy. Directors to execute all the training programmes pertaining to basic training and in-service training courses and manage the training schedules undertaking in the Academy and other works assigned by the authority.
13	Asst. Director (IT)	To take classes of various training courses run by the Academy. He is to assist the Dy. Directors to execute all the training programmes pertaining to basic training and other in-service training courses related to computer subjects undertaken by the Academy like CIPA/CCTNS/Cyber Crime etc. and other administrative works assigned by the authority.
14	Dy. Asst. Director (Outdoor)	The duties and responsibilities of the post is to take classes on outdoor subjects like physical training, Drill, Weapon Training etc. of the trainees of Basic Course as well as the short term in-service courses and assist the seniors to execute all the training programmes undertaken by the Academy and other administrative works assigned by the authority from time to time.



