

# SYLLABI

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**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT FOR REGULAR STUDENTS OF  
POSTGRADUATE COURSES OF M-A-IN POLICE ADMINISTRATION SEMESTER SYSTEM**  
*(Effective from the First Year Admissions for the Academic Session 2007-2008)*

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students :
  - (i) Terminal Evaluation : 80 %
  - (ii) Continuous Assessment : 20 %
  - (iii) Continuous Assessment may include written assignment, snap tests, participation in discussions in the class, term papers, attendance etc.
  - (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Colleges/Departments will conduct one written test as quantified below :
    - (a) Written Test : 25 (reduced to 5)
    - (b) Snap Test : 25 (reduced to 5)
    - (c)

**Outlines of tests syllabi and courses of reading for M-A–Police Administration for the Session 6–**

**M-A– I**

**Semester I**

Paper I – Police Administration  
Paper II – Theory of Public Administration  
Paper III – Organization Behaviour and Police Administration  
Paper IV –Police Procedures and Investigation Techniques

**Semester II**

**The candidates have to select four out of the following options**

Paper I – Correctional Administration  
Paper II – Criminology and Police Administration  
Paper III – Research Methodology  
Paper IV –Sociology and Police Administration  
Paper V – Police Psychology

**M-A– II**

**Semester III**

Paper I – Law and Police Administration – I  
Paper II – Police Personnel Administration  
Paper III – Forensic Science and Police Administration  
Paper IV – Project Report

**Semester IV**

**The candidates have to select four out of the following options**

Paper I – Law and Police Administration – II  
Paper II – Forensic Medicine and Police Administration  
Paper III – International Law and Police Administration  
Paper IV – Indian Political and Administrative Systems  
Paper V – Private Security Management



### **Essential Readings**

1. Bailey, David, H. : The Police and Political Development in India, Princeton University Press, New Jersey, 1969.
2. Gupta, Anandswarup : The Police in British India: 1861-1947, Bureau of Police Research & Development, New Delhi, 2007.
3. Wilson. O.W and MacLaren Roy : Police Administration, McGraw Hill Book Company, New York, 1972.
4. Sen, Shankar : Indian Police Today, Ashish Publishing House, New Delhi, 1994.
5. Chaturvedi, J.C. : Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.
6. Dempsey, John S. & Linda S. Forst : An Introduction to Policing, Thomson-Wadsworth, CA, 2005.
7. Sharma, K.K. : Law and Order Administration, National Book Organization, New Delhi, 1985.
8. Srivastava, Aparna : Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
9. Ghosh, S.K. and Rustamji, K.F. : Encyclopaedia of Police in India, Volume I Ashish Publishing House, New Delhi, 1993.
10. Bharti, Dalbir : *Police Evam Log: Donon ke Adhikar Va Zimmedarian*, A.P.H. Publishing Corporation, New Delhi, 2007.
11. Dogra, R.S.D. : Nation Keepers: Central Reserve Police Force, (C.R.P.F.), A.P.H. Publishing Corporation, New Delhi, 2004.

### **Further Readings**

1. Gupta, Anandswarup : Crime and Police in India (Upto 1861), Bureau of Police Research & Development, New Delhi, 2007.
2. Ghosh, S.K. : Keeping the Peace: For Whom the Bell Tolls (Police Then and Now), Ashish Publishing House, New Delhi, 1989.
3. Mayhall, Pamela D. et.al.: Police-Community Relations and the Administration of Justice, Prentice-Hall Inc., New Jersey, 1995.
4. Vadackumchery, James: National Police Commission: Issues for Rethinking, APH Publishing Corporation, New Delhi, 1998.
5. Padhi, N.K : Police and the Weaker Sections, A.P.H. Publishing Corporation, New Delhi, 2007.
6. Das, Dilip K. (ed.) : World Police Encyclopedia, Routledge, Taylor and Francis Group, New York, 2006.
7. Saxena, Anil K. : Professionalism in Indian Police, A.P.H. Publishing Corporation, New Delhi, 1997.
8. Ruiz, Jim & Hummer, Don : Handbook of Police Administration, CRC Press, Taylor & Francis Group, New York, 2008.

## **Paper II Theory of Public Administration**

### **A Course Objectives**

The objective of this course is to acquaint the students with the theories and principles of Public Administration. The participants are made to understand the accountability mechanisms in place for administration. Further, administrative reforms along with the recent trends in governance are also discussed in this course.

### **B Pedagogy of the Course Work**

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

### **C Instructions for Paper Setters and Candidates**

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### **C Instructions for Paper Setters and Candidates**

- The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks.
- Time allowed will be 3 hours.
- There shall be 9 questions in all.
- The first question shall be compulsory and be short answer type containing 15 short questions spread over the whole syllabus and to be answered in about 25 to 30 words. The candidate is required to attempt any 10 short answer type questions carrying 2 marks (10x2 = 20 marks).
- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall have two questions and the candidates shall attempt one question from each unit i.e. four questions in all. Each question will carry 15 marks (4x15 = 60 marks).

### **D Course Content**

#### **Unit I**

Organization Behaviour: Concept and Rationale.

Organisational Goals: Concept and Rationale with special reference to Police Administration.

Management by Objectives: Concept and Process.

Team building: Concept and Types with special reference to Police Administration.

#### **Unit II**

Decision Making: Concept, Rationale and Rational-Comprehensive Theory with special reference to Police Administration.

Leadership: Concept, Rationale and Theories – Trait and Contingency with special reference to Police Administration.





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- Time allowed will be 3 hours.
- There shall be 9 questions in all.
- The first question shall be compulsory and be short answer type containing 15 short questions spread over the whole syllabus and to be answered in about 25 to 30 words. The candidate is required to attempt any 10 short answer type questions carrying 2 marks (10x2 = 20 marks).
- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall have two questions and the candidates shall attempt one question from each unit i.e. four questions in all. Each question will carry 15 marks (4x15 = 60 marks).

### **D Course Content**

#### **Unit I**

General Principles of Detection and Investigation including Qualities of a Good Investigation Officer and a Good Interrogator. Preparation of Comprehensive First Information Report – Various Essential Ingredients of a FIR. Procedure and Methods of Investigation: Inspection of Scene of Crime, Collection of Physical Evidence, Consultation of Crime Records (Local, District, State), Interrogation of Witnesses, Suspects and Accused Persons, Confession Statements of Accused, Search and Seizure, Arrests, Test Identification Parade, Eefa1(i)1.4 591(e)-2.808951

### **Essential Readings**

1. Adams, Thomas F. : Police Field Operations, Prentice Hall, New Jersey, 1998.
2. Petraco, Nicholas & Sherman, Hal : Illustrated Guide to Crime Scene Investigation, C.R.C. Press, Taylor & Francis Group Boca Raton, London, 2006.
3. Williams, J.E. Hall : The Role of the Prosecutor, Avebury, Gower Publishing Company, Ltd., England, 1988.
4. Carter, Robert E. : Arson Investigation, Glencoe Publishing Co., California, 1978.
5. International Association: of Chiefs of Police : Criminal Investigation: Basic Procedures, Bureau of Operations and Research, Maryland, USA, 1975.
6. Fuqua, Paul & Wilson, Jerry V. : Security Investigator's Handbook, Gulf Publishing Company, London, 1979.
7. Vadackumchery, James: Professional Police Witness Interviewing, A.P.H. Publishing Corporation, New Delhi, 1999.

### **Further Readings**

1. Singh, S.P. : Combating Bio- terrorism with Special Reference to Anthrax Bacteria, Reliance Publishing House, New Delhi, 2002.
2. Dutta, K.K. : Some Aspects of Criminal Law, A.P.H. Publishing Corporation, New Delhi, 1998.
3. Ghosh, S.K. and Rustamji, K.F. : Encyclopaedia of Police in India, Volume III Ashish Publishing House, New Delhi, 1997.
4. Vadackumchery, James: Indian Police and Miscarriage of Justice, A.P.H. Publishing Corporation, New Delhi, 1997.
5. Vadackumchery, James: Police, the Court and Injustice, A.P.H. Publishing Corporation, New Delhi, 1997.
6. Sharma, R : Human Rights and Bail, A.P.H. Publishing Corporation, New Delhi, 2002.

## **Semester II**

### **Paper I Correctional Administration**

#### **A Course Objectives**

The Prime objective of this course is to familiarize the students with the meaning, nature, scope and principles of Correctional Administration. In Correctional Administration, Prison Administration along with the alternative non-institutional methods of Probation and Parole are discussed elaborately.

## **Unit IV**

Parole: Concept, Origin and Development.

Parole in India.



## **D Course Content**

### **Unit I**

Meaning, Nature and Scope of Criminology.  
Significance of Criminology to Police Administration.  
Evolution of Criminology as a Social Science.

### **Unit II**

Crime: Concept, Classification and Characteristics.  
Causes and Forms of Crime.  
Crime Statistics in India: Sources and Problems of Collection.

### **Unit III**

Organized Crime: Concept, Characteristics and Types.  
White Collar Crime: Concept, Elements and Types.

10. Ghosh, S.K. and Rustamji, K.F. : Encyclopaedia of Police in India, Volume III, Ashish Publishing House, New Delhi, 1997.
11. Gandhirajan, C.K. : Organised Crime, A.P.H. Publishing



## **Paper III Research Methodology**

### **A Course Objectives**

This course has been designed to make the students understand how to conduct research systematically. In specific the course aims to focus on identification of the research problem, review of literature, formulation and testing of hypothesis, preparation of research design, and methods of data collection. In addition, students are familiarized with various statistical techniques for data analysis and processing. Also, the students are imparted inputs on various steps involved in report writing.

### **B Pedagogy of the Course Work**

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

### **C Instructions for Paper Setters and Candidates**

- The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks.
- Time allowed will be 3 hours.
- There shall be 9 questions in all.
- The first question shall be compulsory and be short answer type containing 15 short questions spread over the whole syllabus and to be answered in about 25 to 30 words. The candidate is required to attempt any 10 short answer type questions carrying 2 marks (10x2 = 20 marks).
- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall have two questions and the candidates shall attempt one question from each unit i.e. four questions in all. Each question will carry 15 marks (4x15 = 60 marks).

### **D Course Content**

#### **Unit I**

### Unit III

Methods of Data Collection: Documents, Observation, Interview and Questionnaire. NP Data Processing: Editing, Coding and Tabulation;  
Data Analysis: Role of Computers;  
Report Writing.

### Unit IV

Frequency, Distribution and Tabulation. Graphic Representation. Measures of Central Tendency: Mean, Median and Mode, Dispersion. Linear and Rank Correlation. Introduction to tests and significance. Chi-square test.

#### Essential Readings

1. Young, Pauline V. : Scientific Social Research and Surveys, Prentice Hall, New Delhi, 2000.
2. Goode, William J. and Paul K. Hatt : Methods in Social Research, Surjeet Publications, New Delhi, 2006.
3. Gupta, S.P. : Statistical Methods, Sultan Chand and Sons, New Delhi, 2001.
4. Nachmias, David and Chava : Research Methods in the Social Sciences, St. Martin's Press, New York, 1981.
5. Kothari, C.R. : Research Methodology: Methods and Techniques, New Age International Publishers, New Delhi, 2008.

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## **Paper IV Sociology and Police Administration**

### **A Course Objectives**

The objective of this course is to bring forth the relevance of sociology to police administration. The students are taught the basics of sociology such as status, role, norms and values and concepts of social conformity, and social change. Further, crowd, Violence, Castism, Communalism and Ethnic Conflicts along with the role of police in dealing with them are also discussed. The important issues of role of women in police, attitude of Police towards women and Police-Society relationship have also been included in the course.

### **B Pedagogy of the Course Work**

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

### **C Instructions for Paper Setters and Candidates**

- The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks.
- Time allowed will be 3 hours.
- There shall be 9 questions in all.
- The first question shall be compulsory and be short answer type containing 15 short questions spread over the whole syllabus and to be answered in about 25 to 30 words. The candidate is required to attempt any 10 short answer type questions carrying 2 marks (10x2 = 20 marks).
- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidate shall be given internal choice i.e. the

## Unit IV

Women in Police: Role and Challenges;

Attitude of Police towards Women: Need for improving gender sensitivity;

Police –Society Relationship.

### Essential Readings

1. Bhushan, Vidya and Sachdeva, D. R. : An Introduction to Sociology, Kitab Mahal, Allahabad, 2004.
2. Giddens, Anthony : Sociology, Polity Press, Cambridge, U.K., 2000.
3. Smelser, Neil J. : Introduction to Sociology, Prentice Hall of India Pvt. Ltd., 1994.
4. Kuppuswamy, B. : Social Change in India, Konark Publishers Pvt. Ltd., New Delhi, 2006.
5. Dube, S. C. : Modernization and Development: The Search for Alternative Paradigms, Vistaar Publications, New Delhi, 1988.
6. Singh, Yogendra : Social Change in India: Crisis and Resilience, Har-Anand Publications Pvt. Ltd., New Delhi, 2007.
7. Vadackumchery, James : Police, Women and Gender Justice, APH Publishing Corporation, New Delhi, 2000.
8. Williams, Christopher R.: and Arrigo, Bruce A. : Theory, Justice, and Social Change: Theoretical Integrations and Critical Applications, Springer, New York, 2005.
9. Ghosh, Gautam : Police Accountability: At the Cutting Edge Level, A.P.H. Publishing Corporation, New Delhi, 2007.
10. Koenig Samuel Hooper Rex D. & Gross Feliks : Sociology A Book of Readings, Prentice Hall, USA, 1956.

### Further Readings

1. Cotgrove, Stephen : The Science of Society: An Introduction to Sociology, Allen and Unwin, 1978.
2. Mandlebaum, David G. : Society in India, Popular Prakashan, Bombay, 1996.
3. Moore, W. E. : Social Change, Prentice Hall of India, 1963.
4. Carrabine, Eamonn, et.al. : Criminology: A Sociological Introduction, Routledge, London, 2005.
5. Mayhall, Pamela D. et.al. : Police-Community Relations and the Administration of Justice, Prentice-Hall Inc., New Jersey, 1995.
6. Stephens, Mike : Crime and Social Policy: The Police and Criminal Justice System, The Gildredge Press Ltd., U.K., 2000.

7. Padhi, N.K : Police and the Weaker Sections, A. P. H. Publishing Corporation, New Delhi, 2007.
8. Spitzer, Steven & Simon, Rita J. : Research in Law, Deviance and Social Control, London, England, 1982.
9. Vadackumchery, James : Indian Police and Equal Justice Under Law, APH Publishing Corporation, New Delhi, 1999.
10. Simons, Ronald L.; Simons, Gordon Leslie; and Wallace, Lora Ebert : Families, Delinquency, and Crime: Linking Society's Most Basic Institution to Antisocial Behavior Roxbury Publishing Company, California, 2004.

## **D Course Content**

### **Unit I**

Introduction and Scope of Psychology – Application of Psychology to Police Working. Trait Theories of Personality. Personality Development. Police Personality.

### **Unit II**

Police Sub Culture, Cynicism in Police: Causes and Remedies; Attitudinal Change: Its Need and Theories; Effective Policing and Attitudinal Change.

### **Unit III**

Psychological Aspects of Aggression, Violence and Suicide. Stress: Symptoms and Theories. Stress Among Police Force and Coping Strategies. Mental Health and Well Being – Its Enhancement for Effective Policing.

### **Unit IV**

Emotions: Definition and Types. Motivation: Meaning and Theories in the Context of Policing. Abnormality: Definition and Type of Mental Illness – Psycho-social Dimensions of Mental Health and TP T

## Semester III

### **Paper I Law and Police Administration I**

#### **A Course Objectives**

The course has been designed to impart knowledge to the students on the laws governing the 'prevention and detection of crime' which is laid down as the primary duty in the Indian Police Act 1861, which include the Indian Penal Code 1860, the Code of Criminal Procedure 1973, and the Evidence Act as without the adequate knowledge of these afore-mentioned laws, an academic course on police administration would be insufficient, incomplete and inadequate.

#### **B Pedagogy of the Course Work**

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

#### **C Instructions for Paper Setters and Candidates**

- The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks.
- Time allowed will be 3 hours.
- There shall be 9 questions in all.
- The first question shall be compulsory and be short

## **Unit II**

### **THE CRIMINAL PROCEDURE CODE**

Chapter I Definitions Section 2; Trial of Offences under IPC and Other Laws: Section 4.

Chapter II Constitutions of Criminal Courts and Officers: Sections 6 to 25

Chapter IV Power of Superior Officers of Police and aid to Magistrate and Police: Sections 36 to 40

Chapter V Arrest of Persons: Sections 41 to 60



5. Lal, Rattan and : The Code of Criminal Procedure,

- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall have two questions and the candidates shall attempt one question from each unit i.e. four questions in all. Each question will carry 15 marks (4x15 = 60 marks).

**D Course Content**

**Unit I**

Police Personnel Administration: Meaning, Nature, S

### **Further Readings**

1. Saxena, A.P. : Training and Development in Government, The Indian Institute of Public Administration, New Delhi, 1974.
2. Singh, Sahib Bhayana, Singh, Swinder and Dogra, R.K : Public Personnel and Financial Administration, New Academic. Publishing Corporation, 2012.
3. Ghosh, P. : Personnel Administration in India, Sudha Publications Private Limited, New Delhi, 1973.  
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## **D Course Content**

### **Unit I**

Scene of Occurrence - Introduction, Crime Scene People and Things, Locard's Principle of Exchange, Limitations, Inspection and Preservation of the Crime Scene, Recording of Crime Scene, Methodic Search for Evidence, Value of Trace Evidence. Physical Evidence - Handling of Physical Evidence, Packing and Labeling of Evidence, Chain of Evidence, Special Instructions for specific Types of Exhibits.

### **Unit II**

Photography in Police Work, Ultraviolet, Infrared, X – Ray: Importance and Applications. Explosives - Examination of Remains at Scene of Explosion - Introduction, Definition, What is Explosion and Detonation, Types of Ammunition, Home Made Bombs and other Improvised Explosive Devices (IEDs), Types of Explosive Found at the Scene, Bomb Disposal and Handling of Explosives, Examination of Explosive Residues.

### **Unit III**

Ballistics - Introduction, Forensic Ballistics, Fire Arms and their Classifications, Identifications of Weapon and Cartridge Case, Bullet Identification, Direction of Fire, Time of Fire, Range of Fire, Detection of Residues at the place of Occurrence, Nature of Injuries, Entrance Wound, Exit Wound, Handling Collection and Preservation of Evidence.

### **Unit IV**

8. Parikh, C.K. : Parikh's Text Book of Medical Jurisprudence: Forensic Medicine and Toxicology, CBS Publishers and Distributors, New Delhi, 2007.
9. James, Stuart H. & Nordby, Jon J. : Forensic Science: An Introduction to Scientific and Investigative Techniques, CRC Press, Taylor & Francis, London, 2005.
10. Ghosh, S.K. and Rustamji, K.F. : Encyclopaedia of Police in India, Volume III Ashish Publishing House, New Delhi, 1997.

**Further Readings**

1. Skennerton, Ian : British Service Lee: The Lee-MertforR7 0

## Semester IV

### Paper I Law and Police Administration II

#### A Course Objectives

The police system in India has to work within the ambit of legal framework laid down by the Constitution and by the enacted laws. The major responsibility of the police is to ensure the implementation of such laws. This course proposes to provide inputs to the students on various sections of the Indian Penal Code and the need based laws like The Arms Act 1959, The Dowry Prohibition Act, The Public Gambling Act 1967, The Essential Services Maintenance Act 1981, The NDPS Act 1985, The Motor Vehicles Act, 1988, The Prevention of Corruption Act, 1988, The Domestic Violence Act, etc. Thus, the course ensures comprehensive study of Indian substantive, procedural and minor Acts, which are relevant for the study of police administration.

#### B Pedagogy of the Course Work

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

#### C Instructions for Paper Setters and Candidates

- The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks.
- Time allowed will be 3 hours.
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- Rest of the paper shall contain 4 units. Each unit shall have two questions and the candidates shall be given internal choice i.e. the candidates shall have two questions and the candidates shall attempt one question from each unit i.e. four questions in all. Each question will carry 15 marks (4x15 = 60 marks).

#### D Course Content

##### Unit I

##### THE INDIAN PENAL CODE

##### Offences Affecting the Human Body Sections 99 9 A

1. Culpable Homicide (Section 299, 304)
2. Murder (Section 300, 302)
3. Causing Death by Negligence (Section 304A)







## **C Instructions for Paper Setters and Candidates**

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## **B Pedagogy of the Course Work**

80 per cent of the Course Content would be delivered through Lecture Method and rest 20 per cent would comprise of Unit Test, Snap Test, Assignment and its Presentation, Attendance and Class Room Participation.

## **C Instructions for Paper Setters and Candidates**



## **D Course Content**

### **Unit I**

Features of Indian Constitution, Political Systems: Presidential, Parliamentary, Unitary and Federal.

### **Unit II**

Political Executive at the Union Level: President, Prime Minister and Council of Ministers. Union Legislature: Lok Sabha and Rajya Sabha – Composition and Functions. Judiciary: Supreme Court and Judicial Review.

### **Unit III**

Cabinet Secretariat: Structure, Functions and Role. Prime Ministers Office: Structure, Functions and Role.

### **Unit IV**

Centre-State Relations: Legislative, and Administrative Relationship between Political and Permanent Executive withtolete d83(e)18.1(d)-10.4677(.)-5.31915()-5.1(i)(3)5c()-21-10.633.0868(a)-2.8t0

## **Paper V Private Security Management**

### **A Course Objectives**

The objective of this course is to introduce to the students the concept, rationale and challenges of private security. Further, the course intends to trace the evolution of private security in U.K., U.S.A., and India. In addition, the endeavour is to familiarize the candidates with the Private Securities Agencies (Regulations), Act 2005 and Private Securities Agencies Rules of Punjab, Haryana and Delhi. The recruitment, training and service conditions of the private security personnel along with the role of private security in various sectors are also included. The relationship between police and private security and the future prospects of the private security have also been discussed.

### **B Pedagogy of the Course Work**

## Unit IV

Role of Central Association of Private Security Industry (CAPSI) in the promotion of Private Security in India. Relationship Between Police and Private Security. Private Security - Future Prospects.

### Essential Readings

1. Nemeth, Charles : Private Security and the Law,  
Elsevier Butterworth-Heinemann, Oxford, U.K., 2005.
2. Fischer, Robert J. and:  
Green, Gion Introduction to Security,  
Elsevier Butterworth-Heinemann, Oxford, U.K.,  
1998.
3. C9.872ohe,