

FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

M. A. POLICE ADMINISTRATION (Semester: I-IV)

Examinations: 2014-15



**GURU NANAK DEV UNIVERSITY
AMRITSAR**

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**(ii) Subject to change in the syllabi at any time.
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SCHEME OF PAPERS**Semester-I:**

Paper	Subject	Marks
I	Law – I	100
II	Police Studies-I	100
III	Police Psychology	100
IV	Criminology	100

Semester-II:

Paper	Subject	Marks
I	Law – II	100
II	Police Studies-II	100
III	Sociology	100
IV	Public Administration	100

Semester-III:

Paper	Subject	Marks
I	Law – III (Special Laws)	100
II	Indian Political System	100
III	Forensic Science	100
IV	Research Methodology	100

Semester-IV:

Paper	Subject	Marks
I	Management Theory	100
II	Forensic Medicine	100
III	International Police Concerns	100
IV	Field Work Report	100

PAPER-I
LAW-I (Indian Penal Code)

Time: 3 Hours

Max. Marks: 100

Note: The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

India Penal Code

Unit-I

Ch. IV General Exceptions Sec. 76 to 106

Ch. V-A Criminal Conspiracy Sec.120-A & 120-B.

Ch. VI Offences against State Sec. 121 to 130

Unit-II

Ch. VIII Offences against Public Tranquility Sec.141 to 160

Ch. X Contempts of the lawful Authority of Public Servants Sec.182-188

Ch. XVI Offences against Human Body Sec, 299 to 377

Unit-III

Ch. XVII Offences against property Sec. 378 to 420

Ch. XVIII Offences relating to Documents and to property Marks
Sec.463 to 477-A

Unit-IV

Ch. XX-A Marital Cruelty, Sec 498-A

Ch. XXII Criminal Intimidation, Insult and Annoyance Sec.503 to 510

Ch. XXIII Attempt to commit offences. Sec.511

Books Recommended:

1. Durga Das Basu : Constitutional Law of India
2. R.V. Kelkar : Outlines of Criminal procedures.
3. Rattan Lal and Dhiraj Lal : Law of Evidence.
4. Rattan Lal & Dhiraj Lal : Law of crimes
5. Syed Amir Ali : Law of Evidence Act
6. Justice Jaspal Singh : Indian Penal Code
7. Shoni : Code of Criminal Procedure
8. Batuk Lal : Law of Evidence
9. Monir : Law of Evidence Act
10. H.S. Gaur : Penal Law of India.
11. R.R.Mitra : Code of Criminal Procedure

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PAPER- II
POLICE STUDIES - I

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

1. Introduction to investigation- General Principles and Steps of Investigations
2. Core skills of an Investigating Officer, Information and Investigation:
Legal Aspects [Sec – 156 to 176 Cr.PC. relevant provisions of Punjab Police Rules
3. Registration of Crime and Scene of Crime: Preparation of crime map & Special Reports.
 - A: Preparation of FIR [Sec 154, 155 Cr PC.] including practical exercise
 - B: Scene of Crime Proceeding: Inspection & Guarding of Scene of Crime – Visit of Scene of Crime by Scientific Experts.
 - C: Recording – Photography – Sketching – Note Taking –Location and Identification of evidences
 - D: Handling and Lifting – Packing – Labeling and sealing -Forwarding and letter of advice
 - E: Maintaining chain of custody of the exhibits & their production to trial court.
 - F: Procedure of tendering pardon and approver.

Unit-II

4. Collection of Documentary evidences property, and material objects : Search and Seizure – Preparations of Seizure list [Sec 99, 100, 102,165 and 166 CrPC.- Sec. 61 to 90 of Indian Evidence Act.]
5. Inquest [sec 174 to 176 Cr. Pc] – Preparation of Inquest report [in prescribed format given in Punjab Police Rules] - Observation and directions of NHRC.
6. Identification – recording of physical features, principles regarding identification of a person – test, Identification Parade of person and property (Relevant Sections of Identification of Prisoner’s Act)

Unit-III

7. Case Diary: Methodology writing case diary, Evidence chart & Memo of Evidence, Writing of statements under 161 Cr.PC3
8. Arrest – Custody – Remand – Bail Preparation of Custody memo – Forwarding Report - – [Sec 41 to 60, 167, 436, 439 CrPc], Arrest memo, Remand Application, Bail Bond, Information sheets, Notice under 160 Cr.PC, Use of Handcuff .
9. Filing of Charge Sheets and Final Reports

Unit-IV

10. Help from police station record/software, MOB, District Crime Record Branch, SCRB, NCRB during investigation.
11. Pre-trial disposal of narcotic and contrabands.
12. Investigation of specific offences:
 - A House Breaking
 - B Robbery and Dacoity
 - C Rape
 - D Murder
 - E Hit and Run cases
 - F Arson
 - G Dowry Death by burning
 - H Cyber Crime
 - I NDPS (Narcotics Drugs Prevention Act)

Books Recommended:

1. Dave Davis: A Guide to Investigating Using the Internet, 2001
2. Nandan Kamath : Law relating to Computers and Internet-Universal Publishers, New Delhi. (2000)
3. Law Relating to Computers: Rahul Manthan Publishers Butter and Internet Worths, New Delhi. (2000)
4. N.R Madhawa Menon (Edu.): National Law, School of India, Bangalore. Police Manual, Publishers
5. K.Koshy: Punjab Police Rules (1939); Vol. I,II & III

ACTS / RULES:

1. Code of Criminal Procedure, 1973
2. Indian Panel Code, 1860
3. Indian Evidence Act, 1872

PAPER- III
POLICE PSYCHOLOGY

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

1. Introduction and scope of Psychology – Application of Psychology to Police working.
2. Introduction to Personality, Traits of Personality with Special reference to Police Personnel.

Unit-II

3. Concept, Need and Means of Attitudinal Change in Police.
4. Concept of Emotions, types and Co-Relates, Introduction to the Concept of Emotional Intelligence with special reference to Policing

Unit-III

5. Psycho-Social Dimensions of Drug Abuse.
6. Psychological Aspects of Aggression, Violence and Suicide.

Unit-IV

7. Stress – Concept, Symptoms, Causes and Coping Strategies with special reference to Police Work.
8. Mental Health & Well-being in Police.

Books Recommended:

1. Adair, John : Effective Time Management.
2. Atkinson, (Jacqueline Meenakshi) : Coping with stress at work.
3. Batra, Pramod : Simple ways to Manage stress.
4. Coleman James,C : Abnormal Behaviour and Modern Life
5. Gillen, Terry : Assertiveness for Managers.
6. Gilmer, D.B. : Organizational Psychology
7. Hacon, Richard. E.d. : Personal Organizational Effectiveness.
8. Luthans , F. : Organizational Behaviour, New York, McGraw Hill, 1986.
9. Mackensie, R. Alec : Successful Time Management Methods.
10. Morgan and King : Introduction to Psychology
11. Rao, S.N. (1981) : Counselling Psychology, New Delhi, Tata, McGraw Hill.
12. Sarason and Spelberger : Stress and Anxiety
13. Sherman, M. : Personality Enquiry and Application.

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**PAPER- IV
CRIMINOLOGY**

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

1. Nature, Scope and Principles of Criminology and its application to Policing.
2. Criminogenic Factors-Psychological, Sociological, Economic and Political & Radical.

Unit-II

3. Special Forms of Crime: Organized Crime: Gangs/Criminal Networks, Socio-Economic Crime, Custodial Crime, White-Collar Crime, Crime against Women/Children, Sex Offences.
4. Juvenile Delinquency – Nature, Causes and Treatment.

Unit-III

5. Victimology : Nature, Scope and objectives ; its relevance to Police work.
6. Penology: Meaning, Scope, Objectives & Forms of Punishment.

Unit-IV

7. Violence: Concept, Nature & Extent, Individual and collective violence, Terrorism and Insurgency.
8. Measures of Crime Prevention.

Books Recommended:

1. Billot : Crime in Modern Society.
2. Chockalingan, K. (1991), Readings in Victimology, Madras : Rair Raj Publications.
3. Edwin Sutherland : Principles of Criminology
4. Feldman, MP (1977), Criminal Behaviour: A psychological analysis. London, Wiley.
5. Gillin : Criminology and Penology.
6. Goyal, R.K.(1992), Reforms in Jails. Chandigarh : New India
7. Johnson, E.B : Crime, Correction & Society.
8. R.Deb : Criminology, Sociology & Police Science.
9. Reid, S.T. (1979) : Crime and Criminology New York : Holt Rinehart & Winston.
10. Reckless, Walter.C. (1970) The Crime Problem. Bombay : Vakiles, Feltner and Simons Ltd.
11. Sirohi, J.P.S. (1983) Criminology and Criminal Administration. Allahabad; Allahabad Law Agency.

PAPER- I**LAW- II (Criminal Procedure Code & Indian Evidence Act)****Time: 3 Hours****Max. Marks: 100****Note The Question paper will consist of two sections A and B:**

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Criminal Procedure Code:**Unit-I**

- Ch.II Constitutions of Criminal courts and officer Sec 6 to 25
 Ch. IV Power of Superior Officers of Police and aid to Magistrate
 and Police Sec. 36 to 43
 Ch. V Arrest of persons. Sec. 41 to 60

 Ch. VI Process to compel appearance, summons and warrants Sec.41
 to 60
 Ch. VII Process to compel the production of things Sec.91 to 98

Unit-II

- Ch. VIII Security for keeping the peace and for good behaviour Sec.
 106 to 110.
 Ch. X Maintenance of public order and tranquility Sec. 129 to 132,
 133, 134, 144, 145, to 148.
 Ch. XI Preventive action of Police, Sec. 149 to 152.
 Ch. XII Information to Police and their power to investigate Sec. 154
 to 176.

Unit-III

- Ch. XIV Conditions requisite for initiation of proceedings Sec. 190,
 195, 196, 197.
 Ch. XXIV General provisions as to enquiries and trial Sec. 306 to 308.
 Ch. XXXIII Bail Provisions. 436 to 439.
 Ch. XXXVI Limitation for taking cognizance of certain Offences, Sec. 468 to 473.

Unit-IV**Indian Evidence Act:**

- Ch. II Relevancy of Facts, Sec. 3,4,5 to 11,14 to 17,21,24 to 30,32 (1), 45, 47.
- Ch. IV Of Oral Evidence, Sec. 59, 60.
- Ch. V Documentary Evidence, Sec. 61 to 65, 73, 75.
- Ch. VII Burden of Proof, Sec. 101 to 106, 113-A, 113-B, 114, 114-A,
- Ch. IX Witness, Sec. 123,133
- Ch. X Of the Examination of Witnesses, Sec. 145,157, 165

Books Recommended:

1. Durga Das Basu : Constitutional Law of India
2. R.V. Kelkar : Outlines of Criminal procedures.
3. Rattan Lal and Dhiraj Lal : Law of Evidence.
4. Rattan Lal & Dhiraj Lal : Law of crimes
5. Syed Amir Ali : Law of Evidence Act
6. Justice Jaspal Singh : Indian Penal Code
7. Shoni : Code of Criminal Procedure
8. Batuk Lal : Law of Evidence
9. Monir : Law of Evidence Act
10. H.S. Gaur : Penal Law of India.
11. R.R.Mitra : Code of Criminal Procedure

PAPER- II
POLICE STUDIES- II

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

General Functioning of the Police Station

Police Station– Broad features of day to day functioning of the Police Station in respect of prevention of crime & maintenance of law and order, Responsibilities and Powers of the officer in-charge of a Police Station, Role as a manager of human and material resources of police station and response to the needs of various stakeholders and accountability, Supervision of works of Constables/Head Constables at PS, Maintenance of Govt. building, properties of Police Station Care and Custody of Arms & Ammunition, Maintenance of lock-up in Police Station and escorting the accused as per directives of the Supreme Court and NHRC, Maintenance & disposal of Case property, Welfare of police personnel and their families

Unit-II

Prevention of Crime

Prevention of Crime – Techniques and strategies, Beats and Patrol: Purpose and procedure – Beat system in Urban and Rural area - planning, deployment and supervision. Introduction to Electronic beat, Collection of Criminal Intelligence- Motive of giving information to Police, Dissemination of criminal intelligence, Surveillance – Objectives and techniques, Legal provisions and procedure- directions of the courts on Crime Prevention and Detection, Village Touring and its importance in prevention of Crime, Community Policing and to Prevention of Crime, Hue & Cry notices, Strangers roll, information sheets etc, Crime Record Management and its utilization including Computer Records, CCTNS for prevention of crime, Crime Mapping

Unit-III**Police Organisational Structure :**

State, Commissionrate System Range, District, Sub–Divisional and Police Station Levels, Village Police. Types of Police force, Police Units: District Prosecution Branch, District Crime Record, Finger Print Section, Home Guards, Village Voluntary force, Special Police Officers.

Functioning of Central Agencies :

Intelligence Bureau, Central Bureau of Investigation. National Technical Research Organization (NTRO), National Investigation Agency (NIA), Bureau of Police Research and Development, National Institute of Criminology and Forensic Science, Central Detective Training Schools.

Unit-IV**Police Functions and Duties**

1. Maintenance of Law and Order - Emergencies arising out of accidents, natural calamities like fire, flood and earthquakes, elections, Collection of Intelligence, Prosecution and Court Duties and Prevention of offences.
2. Security of VIP's, Vital Installations, Railways, Industrial Establishments, Hijacking and Sabotaging of Air Craft, Supervision and Espionage by foreign agents.
3. Traffic Control and Management.
4. Information Technology in Police Work:
 - i) Communication network
 - ii) Computers for records & statistics.
 - iii) Cyber crime and related issues.

Books Recommended:

1. Dave Davis: A guide to investigating using the internet, 2001
2. Nandan Kamath: Law relating to Computers and Internet-Universal Publishers, New Delhi. (2000)
3. Law relating to computers: Rahul Manthan Publishers Butter and internet worths, New Delhi. (2000)
4. N.R Madhawa Menon (Edu.): National Law, School of India, Bangalore. Police Manual, Publishers
5. K.Koshy: Punjab Police Rules (1939) ; Vol. I,II & III
6. Chaudhary, Rohit, Policing: Re-Invention Strategies, Sage Publications, 2009.

ACTS / RULES:

1. Code of Criminal Procedure, 1973
2. Indian Panel Code, 1860
3. Indian Evidence Act, 1872

PAPER- III
SOCIOLOGY

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

1. Basic Concepts of Sociology : Meaning, nature & scope of Society, Community, Associations, Institutions, Norms, Customs and Values.
2. Meaning, nature and scope of social institutions: Family, Marriage, Kinship, Educational Institutions and Prison as social institution.

Unit-II

3. Community - Police Interface: Role & Responsibilities of citizens in Policing. Public expectations from Police and implications for Police:
 - (i) Transparency
 - (ii) Honesty and Morality
 - (iii) Role of Society in re-defining the image of Police.
4. Crowd: General Characteristics, Types and Role of Police. Mob Violence and Role of Police. Social Tensions and Role of Police in Conflicts: Caste, Communal, Ethnic.

Unit-III

5. Social Conformity & Social Deviance: Nature, meaning & scope; Social Control– Meaning, Factors and Role of Police.
6. Meaning, nature & scope of Social Disorganization & Social Problems; Important social problems like crime, unemployment and poverty.

Unit-IV

7. Gender Issues: Sex Discrimination, Sexual harassment at work place,
8. Role of Women in Police and Attitude of Police towards Women.

Books Recommended:

1. Kingsley, Davis : Man and Society.
2. Desai, A.R. : Rural Sociology
3. Srinivas, M.N. : Indian Village
4. Srinivas, M.N. : Social Change
5. Ghurya, G.S. : Caste and Race in India
6. Gupta, Dipankar : Social Stratification
7. Mandelbaum, Devdi G. : Society in India.
8. Rustamji, K.F. : India Police.
9. Pimpley, P.N. : Struggle for Status
10. Misra, S.C. : Indian Police
11. Singh, Jaspal : Society, Culture and Socio/Cultural change National book organization, New Delhi, 1996.
12. Choudhary Rohit : Policing Reinvention Strategies in a Marketing framework, New Delhi.

PAPER-IV:
PUBLIC ADMINISTRATION

Time: 3 Hours

Max. Marks: 100

Note The Question paper will consist of two sections A and B:

Section-A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section-B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section shall be 72 marks.

Unit-I

1. Introduction to Public Administration: Meaning, nature and scope of Public Administration, Development Administration, New Public Administration.
2. Indian Administration: State Administration: Governor, Chief Minister, Council of Ministers, and Chief Secretary, State Legislature. District Administration Objectives; Structure; Deputy Commissioner; Maintenance of Law and order; Principles, Agencies, Methods. Local Administration: Structure and role of Municipal Bodies; Panchayati Raj.

Unit-II

3. Authority, Responsibility and Accountability of Administration with special reference to Police.
4. Organizational Communication : Concept, Characteristics, types and barrier.

Unit-III

5. Supervision : Concept, need, types of Supervision. Qualities of good supervisor.
6. Police training & its methods.

Unit-IV

7. Citizen and Administration Interface: Concept and Philosophy. Recent Trends in Governance: Good Governance, E-Governance, Citizens' Charter, Right to Information.
8. District Police Administration – Characteristics of a Model Police Station.

Books Recommended:

1. P.M. Bakshi : Constitution of India.
2. S.S Nanda : Indian Political System.
3. Avasthi A : Central Administration Tata McGraw Hill, New Delhi.
4. Avasthi A : Municipal Administration in India, Lakshmi Narayan Aggarwal, Agra.
5. Bayley, D.H. : Police and Political Development in India, New Jersey.
6. Bhattacharya Mohit : Governing Rural India, Uppal Publishing House, New Delhi.
7. Maheshwari, S.R. : Indian Administration, Orient Longman, New Delhi.
8. Reddy, Ram G. : Police in a Developing Society Osmania and Seshadri K. University, Hyderabad.
9. N.F. Iannone : Supervision of Police Personnel Englewood Cliffs, New Jersey.
10. Bhattacharya, Mohit : New Horizons of Public Administration, Jawahar Publishers & Distributors, New Delhi, 2003.

PAPER-I: LAW-III (SPECIAL LAWS)**Time: 3 hours****Max. Marks: 100****Note:- The Question paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Punjab Police Act-2007: Section 30,31,40,41,43,46,58,59,61,63,54,66,67,68,
2. Public Gambling Act, 1967. Section.
3. The Narcotic Drugs and Psychotropic Substances Act, 1985,
Section - 2,15,18,20,41,42,50, 52-A.

Unit-II

4. Motor Vehicles Act, 1988, Sec. 2,177 to 197 with amendments.
Section-2,3,4,181,183,184, 185,186,187,192,192-a, 196,201,202,207.
5. Arms Act, 1959 Sec. 2 to 9,25,27 to32,39.
6. Prevention of Corruption Act, 1988, Sec. 2,7, 8,9,11,13, 17 to 19.

Unit-III

7. Dowry Prohibition Act, 1961 with amendments especially the amendment of 1986.
8. Immoral Traffic (Prevention) Act, 1956 with amendments Section 2,3-8,18,20.
9. Right to Information Act. – 2005 Section- 2,6,7,8,12,15,19,20.
10. Right to Service Act-2011 (Pb.).

Unit-IV

11. Domestic Violence Act – 2005 Section: 3, 5, 12,17,to 22,31
12. IT Act, 2000, Section: 65,66,67.
13. The Juvenile Justice (Care & Protection of Children) Act, 2000
Section:2,12,15,16,23,24,25,26 with special reference to the recent development.

Books Recommended:

1. K.Kumar : Narcotic Drugs & Psychotropic Substances Act, 1985.
2. A.P. Mathur : Law relating to Motor Vehicle
3. A.N. Gaur : Law relating to Arms, Ammunition and Explosives.
4. Dr. Paras Diwan : Women and Legal Protection & Peeyushi Dewan
5. K.Koshy IPS : Police Manual
6. Sachdeva & Sh. B.P. Shrivastav : Police Manual.
7. Jaspal Singh, : Handbook of Socio-Economic Offences.
8. Mahesh Chandra : Socio-Economic Crimes.
9. Dhani Ram : Role of Various organisations in Juvenile Justice Act.
10. Khera's : Central Criminal Minor Acts, (1999)

PAPER-II: INDIAN POLITICAL SYSTEM**Time: 3 hours****Max. Marks: 100****Note:- The Question Paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Introduction to the Constitution of India: Features, Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
2. Democracy: Parliamentary and Presidential- Concept, Features, Merits and Demerits. Role of Police. Constitution and Constitutional Government, Rule of Law.

Unit-II

3. Political System: Concept, Features, Functions and Police Functioning.
4. The State: Elements, Functions (Police and Welfare) and Federalism in India.

Unit-III

5. Concepts: Rights, Liberty, Equality, Property and Justice.
6. Human Rights: Concept, Development and Importance. Mechanism for Human Rights Protection in India- National and State Human Rights Commissions, Judicial Directions.

Unit-IV

7. Indian Government: (a) Central- President, Prime Minister, Council of Minister, Parliament and Supreme Court; (b) State- Governor, Chief Minister, Legislative Assembly and High Court, Judicial Review; (c) Election Commission in India: Structure, Functions and Role of Police.
8. Coalition Politics and Emerging Trends in Indian Polity. Regionalism and Communalism and Police Functioning. Politician-Civil Servant Relationship in India

Books Recommended:

1. Ramesh K. Arora and : Indian Public Administration: Rajni Goyal Institutions and Issues, Wishwa Prakashan, New Delhi, 1997.
2. Avasthi and Avasthi : Indian Administration, Lakshmi Narain Agarwal, Agra, 1995.
3. Norman D. Palmer : The Indian Political System, Houghton Hiffin, New York, 1975.
4. Iqbal Narain (Ed.) : State Politics in India, Meenakshi Publications, Meerut, 1976.
5. Granville Austin : The Indian Constitution: Cornerstone of a Nation, Oxford University Press, London, 1966.
6. Sriram Maheshwari : State Government in India, Macmillan, New Delhi, 2000.
7. Bambri, C. P. : The Indian State – 50 Years, Shipra Publications, Delhi, 1977.
8. Singh, Hoshiar (Ed.) : Indian Administration, Aalekh Publishers, Jaipur, 1990.
9. Pye, Lucian W. and : Political Culture and Political Sidney Verba (Eds.) Development, Princeton University Press, New Jersey, USA, 1965.
10. D.D Basu : Introduction to Constitution of India.
11. P.M. Bakshi : Constitution of India.
12. S.S Nanda : Indian Political System.
13. Avasthi A : Central Administration Tata McGraw Hill, New Delhi.

PAPER-III: FORENSIC SCIENCE**Time: 3 hours****Max. Marks:100****Note:- The Question paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Scene of Occurrence - Introduction, Crime Scene people and things, Locard's principle of exchange, Limitations, Preservation of the crime scene, Recording of crime scene, Methodic Search for evidence, value of trace Evidence.
2. Physical Evidence - Handling of Physical Evidence, Packing and labeling of Evidence, Chain of Evidence, Special Instructions for specific types of Exhibits.
3. Footprints – Introduction, Nature, Location, Preservation and collection of Footprints, Collection of Comparison Print, Identification Characteristics, Sole and Shoe Prints.

Unit-II

4. Finger Prints - Classifications, Types Impressions, collecting (lifting or Photograph), Recording (Ten digits and single digit records), Identification and palm prints.
5. Identification of Trace Elements - Hair, Fibres, Fabric, Blood, Semen and other Body fluids, Soil Dirt and Dust, type Impressions and skid. Marks, Glass, Paints, DNA-Source, Applications and Evidentiary value in court of law.

Unit-III

6. Documents - Factors Affecting the writing, Identification of Signatures, Detection of Forgery, Free hand or simulated forgery, Traced Forgery, Defects of Free Hand and Trace Forgeries, Handwriting standards.
7. 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 on hand, Nature of Injuries, Entrance wound, Exit wound, Handling collection and Preservation of Evidence.
8. Photography in Police Work, Ultraviolet, Infrared, Xrays-Their Importance and Applications.

Unit-IV

9. 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.
10. Lie detection and Narco Analysis.

Books Recommended:

1. B.S. Babar - Forensic Science in Crime Investigation.
2. Saferstein: Forensic Science Handbook Volume - I,II & III.
3. Sharma: Forensic Science in Criminal Investigation & Trials 1990.
4. Kholer & Meyer 1993: Explosive, 4th revision edition.
5. Soddermann: Forensic Science.
6. Haward, Lionel: Forensic Science.

PAPER-IV: RESEARCH METHODOLOGY**Time: 3 hours****Max. Marks: 100****Note:- The Question Paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Social Research – Meaning, Nature, assumptions & objectives. Steps for Social Research Qualities of a good researcher.
2. Selection and Formulation of problem & Hypothesis, Types of Hypothesis and Utility of Hypotheses in social research.

Unit-II

3. Research Design, Types (Experimental, Ex post facto and Quasi Experimental)
4. Descriptive Method and Survey Method.

Unit-III

5. Methods of Data Collection: Observation, Questionnaire, Interview, Interview Schedule and Case Study.
6. Sampling Techniques and Types.

Unit-IV

7. Data Tabulation and Report Writing.
8. Ethical Issues in Social Research.

Books Recommended:

1. Garrett, H.E. (1986) : Statistics in Psychology and Education, New York : David Mc Kay Col. Inc.
2. Kerlinger, F.N. (1964) : Foundations of Behavioural Research. New York, Holt, Rinehart and Winston.
3. S.R.Bajpay, (1960) : Methods of Social Survey & Research. Kitab Ghar, Pub.
4. Singh, A.K. (1986) : Tests, Measurements and Research Methods in Behavioural Sciences. New Delhi, Tata McGraw Hill.
5. Legal Research Methodology – Publication of the Indian Law Institute, New Delhi (2001).
6. Methods & Techniques of Social Science – Dr. Jaspal Singh, Kanishka Publications, New Delhi, 2001.
7. M.L.A. Handbook for writers of research Papers thesis and dissertations –John Willey Eastern Co. New Delhi.

PAPER-I: MANAGEMENT THEORY**Time: 3 hours****Max.Marks:100****Note:- The Question Paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Introduction to Management: Concept, Features, Levels of Management, Functional Areas of Management, Difference between Management and Administration, Principles and Functions of Management.
2. Qualities of a Modern Manager, Human Skills, Conceptual Skills and Diagnostic Skills in a Manager.

Unit-II

3. Introduction, Concept and Features of Organization, Types of Organization and their Functions.
4. Management Planning–Its Nature, Classification and Process: Features of Planning, Objectives/Significance and Limitations.

Unit-III

5. Authority-Features, Types and Sources. Delegation of Authority: Features, Principles and Importance. Responsibility and Accountability -Meaning and Features. Decentralisation and Centralisation: Advantages and Disadvantages.
6. Controlling: Meaning, Objectives. Features and Techniques.

Unit-IV

7. Communication: Features, Elements, Importance and objectives; Types of Communication.
8. Motivation: Concept and Types, Factors affecting motivation. Techniques of Motivation.

Books Recommended:

1. Sahni, N.K., Management Theory, Kalyani Publishers: New Delhi.
2. Sahni, N.K., Personnel Management, Kalyani Publishers: New Delhi.
3. Bansal, S.P., Marketing Management, Kalyani Publishers: New Delhi.
4. Srivastava, O.S., Business Management, Kalyani Publishers: New Delhi.

PAPER-II: FORENSIC MEDICINE**Time: 3 hours****Max.Marks:100****Note:- The Question Paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section- B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Personal Identity - Definition, Identification of living, Dead Bodies, Bones and fragmentary / Mutilated remains of Body, Parameters of Identification, Age and Sex determination, Medico-Legal Aspects of Age, Importance of Finger prints, Hair, Foot Prints, Scars and Tattoo marks for Identification.
2. Post-Mortem Examination (AUTOPSY) - Objectives and rules, Cause of death, Examination of Decomposed, Mutilated Bodies, Fragments and Bones, Post-mortem artifacts.

Unit-II

3. Examination of Biological Stains and Hair - Theory of Inheritance, Blood, Examination of saliva stains, Examination of other Biological stains and Tissues, Collection and Preservation for Laboratory Examinations, Hair and Fibres.
4. Death in its Medico – Legal Aspects -Legal Definition, Types of Death, Signs of Death, Time since death.

Unit-III

5. Death from Asphyxia - Hanging, Strangulation, Suffocation, Drowning (Immersion).
6. Injuries from Burns, Scalds, Electricity and their medico-legal aspects.

Unit-IV

7. Injuries by Mechanical Violence, Medico-Legal Aspects of Wounds - Examination of the injured persons, Nature of injury, Simple, Grievous or Dangerous Hurt, Examination of Exhibits, Age of injury, Cause of Death from Wounds, Difference between suicidal, homicidal and accidental wounds.
8. Sexual Offences - Rape, Examination of the victim and accused Medico Legal Questions, sex related homicides AIDS, Unnatural Sexual offences, Prenatal sex determination test (PNDT) and Female Foeticide and its medicolegal aspects.
9. Poison and there Medico-Legal Aspects - Definition, Law Relating to Poisons, Sale of Poisons, Narcotic Drugs and psychotropic substances act, The Drug Act, 1940 (23 of 1940), Drugs and cosmetics Act, 1940, the Pharmacy Act, Medico Legal Aspects of Poisoning in India-Alcohol, opium, Dhatura, Organo- Phosphours Compounds, Arsenic.

Books Recommended:

1. Modi's : Medical Jurisprudence & Toxicology.
2. Precis on indoor subjects (Forensic Medicine and Forensic Science) Punjab Police Academy, Phillaur, Available in Hindi and English.
3. Dr. Haripad Dutt : Forensic Medicine & Toxicology.
4. Notes on Forensic Medicine : Sardar Vallabh Bhai Patel, National Police Academy, Hyderabad.
5. Dr. P.V. Chadha : Hand Book of Forensic Medicine & Toxicology (Medical Jurisprudence)
6. Dr. S.C. Basu : Hand Book of Medical Jurisprudence and Toxicology.

PAPER-III: INTERNATIONAL POLICE CONCERNS**Time: 3 Hours****Max.Marks:100****Note:- The Question Paper will consist of two sections A and B :-**

Section- A: The examiner shall set 10 questions and the candidates will attempt 7 questions carrying 4 marks each. Answer to each question shall not exceed half of the page. The total weightage of this section shall be 28 marks.

Section -B: The examiner shall set 8 questions for the entire syllabus, 2 from each unit. The candidates shall attempt any 4 questions one from each unit. Each question shall carry 18 marks. The total weightage of this section will be 72 marks.

Unit-I

1. Human Trafficking- Concept, Challenges and Strategies.
2. Drug Trafficking – with special reference to Narco-Terrorism.

Unit-II

3. Cyber crime & other Technology related Crimes.
4. Ethnic Conflicts –Causes and Remedies.

Unit-III

5. Religious Terrorism
6. Money Laundering

Unit-IV

7. Refugees – Concept and International Extradition and Traits
8. Biological Warfare.

Books Recommended:

- a. Police Without Borders: The Fading Distinction between Local and Global, edited by Cliff Roberson, Jennie K. Singer, and Dilip Das, *International Police Executive Symposium, New York, USA, 2010.*

M.A. POLICE ADMINISTRATION (SEMESTER – IV)

- b. Urbanization, Policing, and Security: Global Perspectives, Editor(s): Gary Cordner, *Kutztown University, Pennsylvania, USA*; Dilip K. Das, *International Police Executive Symposium, New York, USA*; AnnMarie Cordner, *Kutztown University, Pennsylvania, USA*, 2009.
- c. Global Trafficking in Women and Children, Editor(s): Obi N.I. Ebbe, *University of Tennessee, Chattanooga, USA*; Dilip K. Das, *International Police Executive Symposium, New York, USA*, 2007.
- d. Contemporary Issues in Law Enforcement and Policing, Editor(s): Andrew Millie, Ph.D.; Dilip K. Das, *International Police Executive Symposium, New York, USA*, 2008.
- e. Community Policing: International Patterns and Comparative Perspectives, Editor(s): Dominique Wisler, *United Nations Consultant, Troinex, Switzerland*; Ihekwoaba D. Onwudiwe, *Texas Southern University, Houston, USA*, 2009.
- f. Trends in Policing: Interviews with Police Leaders Across the Globe, Dilip K. Das, *International Police Executive Symposium, New York, USA*; Otwin Marenin, *University of Washington, Pullman, USA*, 2009.
- g. International Police Cooperation: A World Perspective, *Edited by Daniel J. Koenig and Dilip K. Das*, Lexington Books, New Delhi, 2001.
- h. Policing: Toward an Unknown Future, Edited by John Crank, 2011, Routledge Publishers.

PAPER-IV: FIELD WORK REPORT**Max. Marks: 100**

Each student will carry out a Field Work under the supervision of the course supervisor. For allotment of topic for the Field Work the candidates will get themselves registered at Punjab Police Academy, Phillaur before the start of the Semester-IV at their own level. Each student has to carry on field work for a minimum period of six weeks and prepare a daily diary for that period. The field work of about 20,000 words excluding foot notes and references shall be submitted along with the Daily Diary Report for evaluation through Punjab Police Academy Phillaur. The evaluation of each field work report (submitted after being duly signed by the courses supervisor) will be done by the Board of Examiners as per the Ordinances of the University.

Note:- In courses involving project report/ dissertation/ thesis/ case study/ status report/ training report/ term report or any other such assignments, the candidate shall be required to submit any such assignments, required in the partial fulfillment of the degree, by the 31st March of the last semester of the course, in which he/she is registered. The Principal/ Head of the Institution may, however, give an extension of one month after this date, i.e. upto 30th April.