

**HIMACHAL PRADESH UNIVERSITY,
DEPARTMENT OF PUBLIC ADMINISTRATION,
SHIMLA-5**

Proposed Outline of Syllabi and Courses of reading for Master Degree in Police Administration

ADMISSION PROCEDURE:

There will be 30 seats (10 subsidized + 10 Non-subsidized + 10 for Police Personnel and Central Police Organizations). The minimum eligibility shall be 50% Marks (45 % in case of SC/ST) in the Bachelor's degree in any discipline. The admission shall be made on the basis of academic career.

FEE STRUCTURE: The fee structure of MA Degree in Police Administration shall be:

1. As per H.P. University fee, as applicable from time to time
2. Semester Self Financing fee Rs. 10,000/- per semester

Other eligibility conditions shall be as per HPU Ordinance and Statues.

Principal/ Director, Police Training College, Darho, Distt. Kangra, Himachal Pradesh shall act as a Co-coordinator for this course.

DURATION OF COURSE

The duration of the course shall be two years spread over four semesters.

Each of the courses will be of 75 marks. Total marks for the M.A. Police Administration degree is 1200.

COURSES OF STUDY:

Semester	Marks (Theory)	Marks (Internal Assessment)
First semester		
C-I: Police Administration	60	15
C-II: Principles & Theory of Public Administration	60	15
C-III: Research Methods	60	15
C-IV: Indian Administration System and Human Rights	60	15
II SEMESTER		
C-V: Organizational Behaviour	60	15
C- VI : Correctional Administration	60	15
C-VII : Police Personnel Administration	60	15
C-VIII: Police Psychology	60	15
III SEMESTER		
C-IX: Law & Police Administration (i)	60	15
C-X: Police Procedures & Investigation Techniques	60	15
C-XI: Information Technology & Computer Application in Police Administration	60	15
C- XII: Project Report	60	15
IV SEMESTER		
C- XIII: Law & Police Administration (ii)	60	15
C-XIV: Forensic Science & Police Administration	60	15
C-XV: Criminology & Police Administration	60	15
C-XVI: Public Relations	60	15

M. A. Police Administration Syllabus

M.A. SEMESTER I

Course – I: Police Administration

UNIT – I

Concept and Rationale of Police in Society; Roles and Responsibilities of Police; Evolution of Police System in India (1861- 1947).

UNIT – II

Union Ministry of Home Affairs. Organization and Working of Central Para-Military Forces; Bureau of Police Research and Development.

UNIT – III

State Policing System: Organization of Police Force at the State and District level; Commissionerate System of Policing; Police and Panchayati Raj Relations.

UNIT – IV

Police Reforms in India: Concept, Rationale and Challenges; Concept of Community Policing; Police and Human Rights & Duties.

Recommended 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 and 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. and 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

PRINCIPLES AND THEORY OF PUBLIC ADMINISTRATION

Course -II

M.A SEMESTER II

UNIT – I

1. Public Administration: Meaning Nature, Scope and Significance of Public Administration. Difference between Public and Private Administration; Administration as an Art or Science.
2. New Public Administration.
3. New Public Management.
4. E-Governance: Concept, Rationale and significance.

UNIT – II

5. Theories of Organization – Classical, Neo classical and Modern theory.
6. Approaches to the study of Public Administration: Structural – functional, systems approach, Behavioral approach.
7. Public Choice approach.
8. Bureaucracy: Meaning; types and Weberian model of Bureaucracy.

UNIT – III

9. Organization: formal and informal organizations.
10. Principles of organization – Hierarchy, Span of control, unity of command and Co-ordination.
11. Concepts of Public Administration: Power, Authority, and responsibility.
12. Decision Making: Meaning, Classification and Essentials of decision making; Process of decision making, techniques of decision making, approaches to decision making.

UNIT – IV

13. Good Governance: Concept, characteristics, elements . Issues and Challenges.
14. Leadership: Development of leadership, Qualities of leadership.
15. Accountability and control –Executive, Legislative, Judicial.
16. Citizen and Administration: Issues and problems, Methods to promote good relationship.

Recommended Readings:

- 1 Felix, A. Nigro and C. Nigro Modern Public Administration, New York, Lloyd Harper and Row, Latest edition
- 2 Pfiffner John and Frank Sherwood Administrative Organization New Delhi: Prentice Hall, Latest ed.) 1960
- 3 Drucker Peter F. Management: Tasks, Responsibilities, Practices Bombay: Allied Publishers, latest ed. 1974
- 4 Koontz H. and Cyril O'Donnell Principles of Management, Tokyo: McGraw Hill, latest ed, 1980
- 5 Etzioni Amitai Modern Organizations New Delhi: Prentice Hall, latest ed. 1965
- 6 Golembiewsky Robert T. Public Administration as a Developing Discipline New York: Marcel, latest ed. 1987
- 7 Bhattacharya Mohit Public Administration (Calcutta: World Press, latest ed), 1987
- 8 Mokta Mamta, S.S.Chauhan, S.K. Challenges in Governance Anamica Publishers, New Delhi 2011
Mahajan and Simmi Agnihotri

RESEARCH METHODS

COURSE –III :

UNIT – I

1. Social Research : Nature , Scope and Objectives
2. Methods of Social Research
3. Nature of Science and Scientific Method.
4. Basic Elements of Research; –Research Problem , Selection and Formulation

UNIT – II

5. Hypotheses: Definition , Features and Types and Testing Procedures.
6. Research Design: Definition, Contents and Types.
7. Survey Research and Case Study Method.
8. Sampling : Concept and Types.

UNIT – III

9. Methods of Data Collection : Documents, Observation , Interview and Questionnaire
10. Data Processing : Editing, Coding and Tabulation.
11. Graphic Representation: Graphs of time series and Graphs of frequency distributions.

UNIT – IV

12. Measures of Central Tendency : Mean, Median and Mode.
13. Measures of Dispersion: Meaning , Objects and Methods
14. Correlation Analysis : Linear and Rank Correlation .
15. Report Writing: Content & Style of Report writing.

Recommended Readings:

- 1 Seltiz Clarie , Marie Jahoda: Research Methods in Social Relations (New York: Holt Rinehart and Winston, latest ed.). 1965
 - 2 Moser C.A. and G.Kalton The English Language Book Society and Heinemann Educational Books, latest ed.) 1958
 - 3 Young Pauline V. Scientific Social Research and Surveys (India: Asia Publishing House, latest ed.) 1984
 - 4 Goode William J. and Paul K. Hatt Methods in Social Research (U.S.A.: Mc. Graw Hill Book Company , latest ed.) 1952
 - 5 Gupta S.P. Statistical Methods New Delhi: Sultan Chand and Sons, latest ed.
 - 6 Bowley Arthur L. Incorporated Elements of Statistics Staples Press , New York: latest ed. 1937
 - 7 Spiegel Murray R. Theory and Problems of Statistics New York : Mc Graw –Hill International Book Company , latest ed.
- Bhandarkar F.L & T.S. Wiliknson Methodology & Techniques of Social Research, Himalaya Publishing House, Mumbai, 2000

INDIAN ADMINISTRATION SYSTEM AND HUMAN RIGHTS

Course –IV:

UNIT – I

1. Constitutional Framework of Indian Administrative System.
2. Parliamentary and Federal Features of Indian Administration.
3. Political Executive at Union level: President, Prime Minister & Council of Ministry.
4. Political Executive at State Level: Governor and Chief Minister and Council of Ministers.

UNIT – II

5. Central Secretariat and Cabinet Secretariat.
6. Prime Minister Office.
7. Centre, State Relations: Legislative, Administrative and Financial with special reference to Sarkaria Commission and Punchhi Commission Report..
8. State Secretariat and Chief Secretary.

UNIT – III

9. District Administration.
10. Law & Order Administration.
11. Paramilitary and Central Police Forces.
12. Human Rights: UN Charters, International; Treaties and Human Rights and Institutions in India.

UNIT – IV

13. Human Rights especially for the weaker sections, aged women and minorities in India.
14. Accountability in Administration: Parliamentary and Executive.
15. Transparency in Administration.
16. Corruption and Preventive Measures in India

Recommended Readings:

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|----------|--------------|--|
| 1 | Basu, D.D | Introduction to the Constitution of India (New Delhi: Wadhwa and Company, 20 th edition, 2008 |
| 2 | Mishra, B.B | Administrative History of India. |
| 3 | Sharma, S.R: | Evolution of Public Administration in India, Central |

- Book Depot , Allahabad, 1965
- 4 Maheshwari, S.R Indian Administration , Mac millan,6th edition, 2001
 - 5 Avasthi and Avasthi Indian Administration (Agra: Luxmi Narain Aggarwal, 2001
 - 6 Singh, Hoshiar (ed.) Indian Administration Jaipur: Aalekh Publishers, 2008
 - 7 Singh, Hoshiar and Singh Mohinder Public Administration in India: Theory and Practice, Sterling Publishers
 - 8 Arora Ramesh K. and Rajni Goyal Indian Public Administration Vishwa Parkashan New Delhi:, 1997
 - 9 Khera, S.S District Administration in India.
 - 10 Jain, R.B: Contemporary issues in Indian Administration, Vishal Publication , Delhi, 1976
 - 11 Mukhi,H.R. Indian Administration,SBD Publishers & Distributors,New Delhi, 2005
 - 12 Goel,S.L. The Indian Journal of Public Administration Special issue on Veerapan Moily Committee Report,July-September, 2007
 - 13 Jain R.B. Public administration in India-21st century challenges for Good governance.
 - 14 Barthwal ,C.P. Good governance in India,,Deep & Deep Publications
 - 15 Mokta Mamta, S.S.Cchauhan, S.K.Mahajan and SimmiAgnihotri Challenges in Governance (ed.) Anamica Publishers,New Delhi, 2011
 - 16 The Protection of Human Rights Acts, 1993: Universal Law Publishing Co. Pvt. Ltd., Delhi,
 - 17 Begum, S. Mehartaj A.,P. H. Human Rights in India: Issues and Perpectives, Publishing Corporation, New Delhi,

M.A. II SEMESTER

ORGANIZATIONAL BEHAVIOUR & Police Administration

Course-V :

UNIT – I

1. Organization and its analysis: Concept of Organization , Typology of Organizations.
2. Organizational goals & individual goals, integration of goals.
3. Nature of Organization behavior (OB): Concept of organization behavior, Nature of OB, Role of OB, OB knowledge and management practices.
4. Nature of Human Behaviour: Individual differences, courses of individual differences , Models of man.

UNIT – II

5. Interpersonal behavior: Interpersonal cooperative behavior , conflicting behavior Transactional analyses & its uses.
6. Social Factors & Behaviour: Social factors , status system , status determinations , functions of status system, status determinations & problems of Status system.
7. Organisational Culture: Organizational Culture, components of culture, subculture concept of organizations. Culture as a liability.
8. Concept of organizational climate; factors affecting organizational climate , impact of organizational climate , Developing sound organizational climate.

UNIT – III

9. Group Dynamics and Behaviour: Types of groups , formal and informal groups, concept of group dynamics,group behavior,& group norms, group decision making.
10. Stress & behaviour :- Concept and features of stress; potential sources of stress; Effects of stress, coping strategies for stress.
11. Organizational conflicts:- Functional & Dysfunctional aspects of conflicts . Types of conflicts conflict management .
12. Attitude: Characteristics of Attitude, Components of an attitude, attitude and behaviour and measurement of attitudes.

UNIT – IV

13. Organizational Effectiveness: Concept of organisation effectiveness Approaches to the study of organizational effectiveness factors in organizational effectiveness.
14. Organizational Change: Reasons for organizational change ; planned change, processes in planned change, Human reactions to change, overcoming resistance to change. Change agents and their role.

15. Organizational Development (OD): Organizational Development. Need of OD, steps in OD. OD interventions :- sensitivity Training process consultation and team Development.
16. Personality: Meaning , Determinants of personality. Theories of personality: Trait theory , Social learning theory and self theory.

BOOKS RECOMMENDED :

- | | | |
|----|--------------------------|---|
| 1 | R.A.Sharma | Organizational Theory & Behaviour, Tata Mc Graw-Hill Publishing co. Ltd. New Delhi. |
| 2 | Pfiffner and Sherwood | Administrative Organizations, Prentics Hall of India , New Delhi. 1960 |
| 3 | Elizioni, A | Modern Organizations, Prentice Hall of India , New Delhi. 1965 |
| 4 | L.M. Prasad | Organizational Behaviour , Sultan Chand & Sons Daryaganj, New Delhi. |
| 5 | Kumar & Mittal | Organizational Behaviour, Anmol Publications , New Delhi. |
| 6 | Lazarus , R.S. | Psychological Stress and the coping process, Mc Graw Hill, New York. |
| 7 | Fred Luthans: | Organizational Behaviour , Mc Graw Hill Singapur. |
| 8 | French & Bell: | Organization Development , Prentice Hall , New Delhi |
| 9 | Stemphen P. Rebbins: | Organizational Behaviour: Concept and Controversies (Prentice Hall, New Delhi). |
| 10 | V.S. Rao,& P.S Naryanan: | Organization Theory and Behaviour (Konark Publishers Pvt. Limited). |
| 11 | Keith Devis: | Human Behaviour at work (Mc Graw, Hill Book Co., New Delhi. |
| 12 | P. Meyer: | Administrative Organization , Copenhagen, 1957 |
| 13 | Hicks & Guellett: | Organization Theory & Behaviour, Prentice Hall, London, 1960. |

Course – VI :Correctional Administration

UNIT – I

Meaning, Nature and Scope of Correctional Administration.

Punishment: Concept and Theories.

Forms of Punishment.

UNIT – II

Prison Administration: Origin of Prison System, Statutory Prisons in India.

Classification and Organization of Various Categories of Prisons in India.

Problems of Prisons and Prisons Reforms in India.

UNIT – III

Probation: Concept, Origin and Development.

Probation in India including Probation of Offenders Act, 1958.

Probationary Supervision, Pre- Sentence Report, Revocation and Discharge.

UNIT – IV

Parole: Concept, Origin and Development.

Parole in India.

Parole Conditions, Revocation and Discharge

Recommended Readings:

1. Paranjpe, N.V. : Criminology and Penology, Central Law Publications, Allahabad, 2008

2. Ahuja, R. : Criminology, Rawat Publications, Jaipur, 2008
3. Abadinski, Howard : Probation and Parole: Theory and Practice,
Prentice Hall Inc., New Jersey, 1997
4. Richards, James, R. : Transnational Criminal Organizations,
Cybercrime, and Money Laundering, CRC Press, Boca
Raton, London, 1999
5. Foucault, Michel : Discipline and Punish: The Birth of the Prison,
Vintage Books, 1995
6. Subbian, A. : Intellectual Property Rights: Heritage Science
and Society Under International Treaties, Deep
& Deep Publications Pvt. Ltd., New Delhi, 2007
7. Davies, Martin : Prisoners of Society: Attitudes and After-Care,
Routledge & Kegan Paul Ltd., Boston, 1974
8. Backet, Simon; :Imprisonment Today: Current Issues in the
McNeill, John; Prison Debate, MacMillan Press Ltd., London, 1988
& Yellowless, Alen
9. Pal, Prankrishna : Intellectual Property Rights in India: General
Issues and Implications, Regal Publications,
New Delhi, 2008

Police Personnel Administration

Course –VII :

UNIT – I

Police Personnel Administration: Meaning, Nature, Scope and Significance.

Principles of Personnel Administration.

UNIT – II

Recruitment: Methods of Recruitment, Recruitment of Police Personnel in India.

Training: Objectives, Types and Methods, Training of Police Personnel in India. .

Promotion: Principles of Promotion. Promotion System in Police in India.

UNIT – III

Job Analysis; Job Description; and Job Specification of Police Personnel – Concept and Significance;

Pay Policy; Welfare; and Social Security Measures with reference to Police;

Performance Appraisal System in Police;

Code of Conduct and Discipline in Police.

UNIT – IV

Corruption: Concept and Forms. Machinery for Checking Corruption in India: Lok Pal, Lok Ayukta, Central Vigilance Commission, Central Bureau of Investigation and Vigilance Agencies at the State Level.

Corruption in Police: Issues, Challenges and Remedial Measures.

Recommended Readings:

1. O. Glenn Stahl : Public Personnel Administration, Oxford & IBH Publishing, New Delhi, 1975
2. Edwin B. Flippo : Principles of Personnel Management, McGraw Hill, Tokyo, 1976
3. Goel, S.L. : Public Personnel Administration, Deep & Deep Publication Pvt. Ltd., New Delhi, 2006
4. Muthuswamy, P. : Swamy's Manual on Disciplinary Proceedings, Swamy Publishers (p) Ltd.,

5. Mamoria, C.B. : Madras, 1986.
Personnel Management, Himalaya
Publishing House, Mumbai, 2007
6. Vadackumchery, James : National Police Commission: Issues for Rethinking ,
A.P.H. Publishing Corporation, New Delhi, 1998
7. Zehra, Kaneez : Training of I.P.S., Ashish Publishing House, New Delhi, 1993

Police Psychology

Course –VIII:

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 Drug Abuse.

Essential Readings:

1. Morgan, Clifford T., : Introduction to Psychology, Tata,
Richard A. King, John : Mc Graw Hill, New Delhi, 2007
R. Weise & John Schopler
2. Carson, Robert C., : Abnormal Psychology and Modern Life,
James N. Butcher & : Pearson Education, Delhi, 2003
Susan Mineka
3. Sarason, Irwin G. and : Abnormal Psychology: The Problem of

- Barbara R. Sarason Maladaptive Behaviour, Prentice Hall, New Delhi, 2006
4. Dempsey, John S. & Linda S. Forst : An Introduction to Policing, Thomson-Wadsworth, CA, 2005
5. Vadackumchery, James: Human Behaviour and Law Enforcement, & Kattakayam, John : Ashish Publishing House, New Delhi, 1995

MA SEMESTER – III

Law and Police Administration – I

Course-IX :

UNIT – I

THE INDIAN PENAL CODE

Elements of Crime:

- a) Actus Reus
- b) Mensrea

Principle of Joint Liability with special reference to Sections 34, 149

General Explanations – Sections 6-52A

General Exceptions – Sections 76-106

Of Abetment – Sections 107-120

Criminal Conspiracy – Sections 120A, 120B

Of Offences Against the State Sections 121-124A

Of Offences Against the Public Tranquility – Sections 141-153A

Of False Evidence – Sections 191-193

Of Offences Affecting the Public Health, Safety, Convenience, Decency and Morals Sections 268-294A

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

Chapter VI Process to compel Appearance, Summons and Warrants: Sections 61 to 90

Chapter VII Process to compel the Production of Things: Sections 91 to 98.

Chapter VIII Security for keeping the peace and for Good Behaviour: Sections 106 to 110.

UNIT – III

THE CRIMINAL PROCEDURE CODE (Contd.)

Chapter X Maintenance of Public Order and Tranquility: Sections 129 to 132, 133, 134, 144, 145, to 148.

Chapter XI Preventive action of Police: Sections 149 to 152.

Chapter XII Information to Police and their Power to Investigate: Sections 154 to 176.

Chapter XIV Conditions requisite for Initiation of Proceedings: Sections 190, 195, 196, 197.

Chapter XXIV General Provisions as to Enquiries and Trials: Sections 306 to 308.

Chapter XXI – A Plea Bargaining: Sections 265 A to 265 L.

Chapter XXXVI Limitation for taking cognizance of certain Offences: Sections 468 to 473.

UNIT – IV

THE INDIAN EVIDENCE ACT

Chapter I Definitions (Section 3); Presumptions (Section 4)

Chapter II Relevancy of Facts: Sections 5 to 11, 14 to 17, 24 to 30, 32 (1), 45 to 48, 53 to 54.

Chapter IV Of Oral Evidence: Sections 59 to 60.

Chapter V Documentary Evidence: Sections 61 to 65, 73, 74, to 77.

Chapter VII Burden of Proof: Sections 101 to 106, 111-A, 113-B, 114, 114-A,

Chapter IX Witness: Sections 123,124,125,133.

Chapter X Of the Examination of Witnesses: Sections 145,154 to 165.

Recommended Readings:

1. Bhattacharya, T. : Indian Penal Code, Central Law Agency, Allahabad, 2007
2. Mishra, S.N. : Indian Penal Code, Central Law Publications, Allahabad, 2007
3. Lal, Rattan and : Indian Penal Code, Lexis Nexis Dhiraj Lal Butterworths, Wadhwa, Nagpur, 2008
4. Kelkar, R.V. : Lectures on Criminal Procedure, 2nd Revised Edition by K. N. Chandrasekharan Pillai, Eastern Book Co., 1990
5. Lal, Rattan and : The Code of Criminal Procedure, Dhiraj Lal Wadhwa and Company, Nagpur, 2006
6. Sarkar, S.C. : The Law of Criminal Procedure (as amended up to date), Calcutta, 1960
7. Lal, Rattan and : Law of Evidence, Wadhwa & Wadhwa Dhiraj Lal Company, Nagpur, 2006
8. Lal, Batuk : Law of Evidence: The Indian Evidence Act, 1872; Act I of 1872 as amended by Act No. 43 of 1986, 11th Revised and

Enlarged Edition, Allahabad, Central

Law Agency, 1990

9. The Indian Penal Code : Bare Act with Short Notes, Universal
Law Publishing Co. Pvt. Ltd., Delhi, 2008

Police Procedures and Investigation Techniques

Course-X :

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, Employment of Sources and Agents, Co-ordination between various Police Stations, and Identification of Receivers of Stolen Property.

UNIT – II

Preparation of Case Diaries. Remand, Bails, Alibi, Traps, Dying Declaration. Preparation of Final Reports/Charge Sheets. Preparation of Special Reports. Investigation of special types of Crime - Robbery, Dacoity, Burglary, Rioting, Kidnapping, Abduction, Rape, Murder and Motor Vehicle Accident. Correct Registration of Crime, Investigation of Cases and Notes from Supervisory Officers, Notes and reports of Serious and Grave Crimes.

UNIT– III

Maintenance of Law and Order during Disastrous Situations: Contingencies arising out of Rail/Road Accidents, Natural Calamities like Fire, Floods and Earthquakes, Shadowing of Suspects, Collection of Intelligence, Prosecution and Court Duties and Prevention of Offences. VIP Security, Security of Vital Installations like Railways, Industrial Establishments, Defense Establishment, Emergencies arising out of

Hijacking and Sabotaging of Air Craft, Espionage by Foreign Agents. Terrorism, Insurgency and Agrarian Conflicts.

UNIT – IV

History and Growth of Police in Punjab and Police - Community Interface. Traffic Control and Management. Information Technology in Police Works: i) Communication Network; ii) Computerisation of Crime Records and Statistics.

Recommended 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

**INFORMATION TECHNOLOGY AND COMPUTER
APPLICATIONS IN PUBLIC ADMINISTRATION**

COURSE –XI :

UNIT – I

1. Meaning, Role , Evolution of Management Information Systems .
2. The Information Systems Department; Building and Maintaining Information Systems.
3. MIS and Decision Making.
4. Components of MIS with special emphasis on data organization and data base.

UNIT – II

5. General Model of a Computer System; Understanding Input Devices; Output Devices; Primary and Secondary Storage Devices and Media; CPUs.
6. Operating System Basics; PC Operating Systems; OS and User Interface Windows XP
7. Hardware; Software; Types of Software.
8. Networking; Local and Wide Area Networks.

UNIT – III

9. Word Processing Software : Uses, Interface and Special Features. Using MS Word
Spread Sheet Software: Uses, Interface and Special Feature. Using MS Excel

10. Data Base Management Software: Uses , Interface and Special Features. Using MS Access
11. Introduction to the Internet; Internet basics Using Internet Explorer.

UNIT – IV

12. E-Governance: Concept , Significance and Scope.
13. Computer Applications in Public Administration.
14. Computer Security, Cyber Crime.

BOOKS READINGS:

- 1 Leon Alexis and Mathews Introduction to Computers (New Delhi: Vikas Publishing House Pvt. Ltd. , Latest Ed.)
- 2 Crumlish Christian: ABC's of the Internet (N. Delhi: BPB Publications, latest edition)
- 3 Gordon B. Davis and Margrethe A. Olson: Management Information Systems: Conceptual Foundations , Structure and Development (Tata McGraw Hill, latest ed.)
- 4 Henry C.Lucas, Jr. Information Technology for Management (New Delhi: Tata McGraw-Hill, 2000
- 5 Laudon Kenneth C. and Jane P. Laudon: Management Information Systems: Managing the Digital Firm Pearson Education New Delhi:, 2006
- 6 James O' Brien: Management Information Systems (Tata McGraw Hill , latest edition)
- 7 Peter Hodson: Local Area Networks N. Delhi: BPB Publications, latest edition)
- 8 P.K. Sinha: Computer Fundamentals N. Delhi : BPB Publications, latest edition).

Course – XII : PROJECT REPORT

The project report will be prepared by the students in the areas relating to policing and other related issues of Police Administration.

SEMESTER- IV

Law and Police Administration – II

Course-XIII :

UNIT – I

THE INDIAN PENAL CODE

Offences Affecting the Human Body Sections – 299 - 498-A

1. Culpable Homicide (Section 299, 304)
2. Murder (Section 300, 302)
3. Causing Death by Negligence (Section 304A)
4. Dowry Death (Section 304B)
5. Abetment of Suicide (Section 306)
6. Attempt to Murder (Section 307)
7. Attempt to Commit Suicide (Section 309)
8. Hurt (Section 319-323)
9. Grievous Hurt (Section 320, 325-338)
10. Wrongful Restraint (Section 339, 341)

11. Wrongful Confinement (Section 340, 342)
12. Force (Section 349)
13. Criminal Force (Section 350)
14. Assault (Section 351)
15. Outraging Modesty of a Woman (Section 354)
16. Kidnapping (Section 359, 360, 361, 363)
17. Abduction (Section 362, 364-367)
18. Rape (Section 375-376 D)
19. Unnatural Offences (Section 377)
20. Bigamy – Section 494
21. Adultery – Section 497
22. Of Cruelty by Husband and Relatives of Husband – Section 498 – A

UNIT – II

THE INDIAN PENAL CODE

Of Offences Against Property

1. Theft (Section 378-382)
2. Extortion (Section 383 - 384)
3. Robbery (Section 390, 392, 393)
4. Dacoity (Section 391,395,396)
5. Receiving Stolen Property (Section 410 - 414)
6. Criminal Misappropriation (Section 403, 404)
7. Criminal Breach of Trust (Section 405 - 409)
8. Cheating (Section 415 - 420)
9. Mischief (Section 425)
10. Criminal Trespass (Section 441 - 462)

Forgery - Sections 463 to 473, 489

Of Criminal Intimidation, Insult and Annoyance Sections 503 - 510

Of Attempts To Commit Offences Section 511

UNIT – III

The Arms Act 1959 – Section 2 to 9, 25, 27 to 32, 39.

The Dowry Prohibition Act, 1961.

The Public Gambling Act, 1967.

The Narcotic Drugs and Psychotropic Substances Act, 1985 (Sections 2, 8, 12, 16 to 34, 41 to 62 with Amendments).

The Protection of Women From Domestic Violence Act, 2005.

UNIT – IV

The Essential Services Maintenance Act, 1981.

The Motor Vehicles Act, 1988.

The Prevention of Corruption Act, 1988.

The National Investigation Agency Act, 2008.

Recommended Readings:

1. Bhattacharya, T. : Indian Penal Code, Central Law Agency, Allahabad, 2007
2. Mishra, S.N. : Indian Penal Code, Central Law Publications, Allahabad, 2007
3. Lal, Rattan and : Indian Penal Code, Lexis Nexis Dhiraj Lal Butterworths, Wadhwa, Nagpur, 2008
4. Lal, Rattan and : The Code of Criminal Procedure, Dhiraj Lal Wadhwa and Company, Nagpur, 2006
5. The Indian Penal Code : Bare Act with Short Notes, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2008

Forensic Science and Police Administration

Course-XIV :-

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

Examination of 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. Present Day Investigative Methods – Polygraph, PSE, Brain-mapping and Narco Analysis.

Recommended Readings:

1. Sharma, B. R. : Forensic Science in Criminal Investigation Trial, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2008
2. Sharma, B. R. : Scientific Criminal Investigation, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2008
3. Sharma, B. R. : Fire-arm in Criminal Investigation, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2010
4. Kohli, Sukhdev : Crime Prosecution & Defence Investigation, The Bright Law House, New Delhi, 2008
5. Green, Hans : Criminal Investigation, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2008
6. Rao, Y. H. : Criminal Trial Fundamentals of Evidentiary Aspects, Wadhwa & Company Law Publishing New Delhi, 2008
7. Harison, W.R. : Suspect Documents, Universal Law Publishing Co. Ltd., 2008
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 :Encyclopaedia of Police in India, Volume III
Rustamji, K.F. Ashish Publishing House, New Delhi, 1997

Criminology and Police Administration

Course- XV : –

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.

Cyber Crime: Concept, Reasons and Types.

UNIT – IV

Juvenile Delinquency: Nature, Causes and Treatment.

Crime Against Women: Concept, Incidence and Remedies.

Victimology: Nature, Scope and Objectives.

Recommended Readings:

1. Paranjpe, N.V. : Criminology and Penology, Central Law Publications, Allahabad, 2008
2. Ahuja, R. : Criminology, Rawat Publications, Jaipur, 2008
3. Carrabine, Eamonn, et.al. : Criminology: A Sociological Introduction, Routledge, London, 2005
4. Abadinsky, Howard : Organized Crime, Wadsworth-Thomson Learning Academic Resource Centre, CA, 2003
5. Fitzgerald, Mike; and Gregor, McLennan; and Jannie Pawson : Crime and Society: Readings in History Theory, Routledge, London, 2001
6. Siddique, Ahmad : Criminology – Problems and Perspectives, Eastern Books Co., Lucknow, 1993
7. Sutherland, Edwin H. and Cressey, Donald R. : Principles of Criminology, J. B. Lippincott Company, Chicago, 1960
8. Neumeyer, Martin H. : Juvenile Delinquency in Modern Society, Kessinger Publishing, 2012
9. Owens, R.Glynn and Ashcraft, J. Barrie : Violence: A Guide for the Caring Professions, Croom Helm, New Hampshire, USA, 1985
10. Ghosh, S.K. and : Encyclopaedia of Police in India,

- Rustamji, K.F. Volume III, Ashish Publishing House,
New Delhi, 1997
11. Gandhirajan, C.K. : Organised Crime, A.P.H. Publishing
Corporation, New Delhi, 2004
12. Rao Venugopal Rao : Facets of Crime in India, Allied
Publishers Private Limited, Bombay, 1967

PUBLIC RELATIONS

COURSE -XVI : - UNIT – I

1. Public Relations: Evolution, Meaning, Essentials and Principles of Public Relations.
2. Major Areas of PR Activity: Public Relations, Advertising Publications, Media & Co ordination, Public Relations with constituents.
3. Communications: Meaning, Process and role of Communication in India, Barriers to effective Communication.
4. Ministry of Information and Broadcasting organization, functions.

UNIT – II

5. Media and Publicity: Publicity Media, Types of Publicity ,functions and Communicating with media .
6. Corporate Public Relations: Process elements and management of corporate Public Relations.
7. Aids to Public Relations: Photography Exhibitions, trade fair, Radio, Television and special events in Public Relations .
8. Advertising in Public Relations: Role, features and states of advertising in India.

UNIT – III

9. Employee Relations.
10. Stake holder Relations.
11. Education Relations.
12. Community Relations.

UNIT - IV

13. Professional code : Meaning , Principles and Code of Ethics (International , IPRA)
14. Research: Objectives and types of Research.
15. International Public Relation
16. Public Relations and Social Responsibility.

BOOKS READINGS:

- 1 Mehta D.S. Handbook of Public Relations in India, Allied Publishers Ltd, New Delhi. 1998

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|---|----------------------------|---|
| 2 | Sharma Diwaker | Public Relations: An Emerging Specialized Profession, Deep & Deep Publication Pvt. Ltd. New Delhi, 2004 |
| 3 | Frarier H. Moore & Frank B | 2002
Kalnpa |
| 4 | Balan K.R. | Applied Public Relations and Communication , Sultan Chand & Co., New Delhi, 2002 |
| 5 | Singh U.K. & B . Narayan | Pubic Relations Management , Anmol Publications Pvt. Ltd. , New Delhi, 1999 |

Note: The maximum marks for each paper shall be 75. The question paper will be of 60 marks and internal assessment of 15 marks. The *paper should be divided into Five Units. Paper setter is requested to set at least two questions from each unit, i.e. unit I, II, III and IV. The students are required to attempt one question from each unit. Unit V is compulsory and it should cover all the units of the syllabus, i.e. one part from each unit, hence it will consist of four parts and each part will be answered in 150 words and question must be in the form of notes and each part will have three marks*

(M. Phil.)

Master of Philosophy in Police Administration

Eligibility:

The candidates seeking admission to M. Phil. In Police Administration shall possess Master's degree in the first or second class (minimum 55%) from any University (approved by the Academic Council) in anyone of the following subjects:

i) Police Administration

Or

ii) Public Administration, Law, Forensic Science, Criminology, Political Science, Psychology, Sociology, Economics, Human Rights, Social Work and Women Studies/Gender Studies

Other eligibility conditions are as per H.P. University Rules & Regulations (cite appropriate statutory provision)

Number of Seats: 10 seats (subsidized) + 2 seats supernumerary (for in services Police Personnel/Central Police Organization). The candidate should be a regular employee of Police Department/Central Police Organization.

Admission: Admission to M. Phil course in Police Administration shall be on the basis of Entrance Test conducted by H.P. University.

Principal/ Director, Police Training College, Darho, Distt. Kangra, Himachal Pradesh shall act as a Co-coordinator for this course.

The M.Phil course will be of one year duration divided into two semester caring total 300 marks.

Semester –I

Course No-I	Name of the Papers	Marks
1. (i)	Philosophical Foundations of Police Administration	80
(ii)	Seminar	20
2. (i)	Advanced Research Methods	80
(ii)	Book Review	20

Note:

1. Theory paper : Each theory paper will be of 80 marks and duration of each paper will be 3 hours. In each theory paper, there shall be 08 questions in all. The paper shall contain four units. Each unit shall have two questions and the candidates shall attempt one question i.e. the candidate has to attempt four questions in all. Each question will carry 20 marks (4x20=80 marks).
2. Two seminars and one book review will be valued by the Department teachers/staff council. Each seminar consists of 10 marks.

Semester-II

3.	Dissertation	100
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The division of 100 marks will be as given below:

(i)	Dissertation writing	75
(ii)	Dissertation viva-voce	20
	Total	100

SYLLABUS

Semester- I

Maximum Marks:80

Philosophical Foundations of Police Administration.

Course- I :

UNIT- I

Kautilya, Robert Peel, David H. Bailey, O.W. Wilson

UNIT - II

Cesare Beccaria, Cesare Lombroso, Howard Abadinski, Michel Foucault.

UNIT - III

Robert K Merton, Edwin Sutherland, Howard Becker, Emile Durkheim.

UNIT - IV

Sigmund Freud, Abraham Maslow, Rensis Likert, Herbert Simon.

Recommended Readings:

1. Bailey, David, H. : The Police and Political Development in India, Princeton University Press, New Jersey, 1969

2. Wilson. O.W and McLaren Roy : Police Administration, McGraw Hill Book Company, New York, 1972
3. Dempsey, John S. & Linda S. Forst : An Introduction to Policing, Thomson-Wadsworth, CA, 2005
4. Simon, Herbert A. : Administrative Behavior: A Study of Decision Making Process in Administrative Organisation, Macmillan, New York, 1976
5. Maheshwari, S. R. : Administrative Thinkers, MacMillan, New Delhi.
6. Pugh, D. S. (ed.) : Organisation Theory, Penguin Books, Harmondsworth, 2nd Edition, 1984
7. Prasad, L. M. : Organisation Behaviour, Sultan Chand & Sons, New Delhi, 2007

Research Methodology in Police Administration

Course - II :

Maximum Marks 80

UNIT - I

Research- Meaning, nature and its significance for Police Administration,
 Interdisciplinary Research in Social Sciences: Rationale and Approaches
 Selection and Formulation of Research Problem.

UNIT – II

Review of Literature: Purpose and design techniques
 Hypothesis: Definition, features, types and testing
 Research Design: Meaning and types.

UNIT – III

Sampling: Concept, types, size and sampling error
 Triangulation: Concept, rationale and process

Meta Analysis: Concept, rationale and process.

UNIT – IV

Data Collection: Documents, observation; questionnaire and Interviews.

Data processing and analysis- Role of computers.

Report writing.

Recommended Readings:

1. Champion, Dean J. : Research Methods For Criminal Justice and Criminology, Prentice Hall Inc., New Jersey, 1993
2. Young, Pauline V. : Scientific Social Research and Surveys, Prentice Hall, New Delhi, 2000
3. Goode, William J. and Paul K. Hatt : Methods in Social Research, Surjeet Publications, New Delhi, 2006
4. Gupta, S.P. : Statistical Methods, Sultan Chand and Sons, New Delhi, 2001
5. Nachmias, David and Chava Nachmias : Research Methods in the Social Sciences, St. Martin's Press, New York, 1981.
6. Kothari, C.R. : Research Methodology: Methods and

Techniques, New Age International

Publishers, New Delhi, 2008

7. Creswell John W. : Reseaech Design Qualitative &
Quantitative Approaches, Sage
Publications, London, 1994.

Semester –II

Course No –III: Dissertation

Maximum marks -100

The division of 100 marks will be as given below:

(i) Dissertation Writing	75 marks
(ii)Dissertation viva-voce	15 marks
Total	100 marks

The Supervisor of the candidate will be a teacher from the Faculty of Public Administration from H.P. University, Shimla. However, for convenience of the candidate, co-guide can be appointed by the Police Training College Daroh, Distt. Kangra.

