

Note : Internal Assessment is not Applicable for the B.A. courses offered by Department of Distance Education, Punjabi University, Patiala.

Syllabus

B.A. - II POLICE ADMINISTRATION (Semester System)

Semester III&IV

(2019-20, 2020-21 and 2021-22 Sessions)

For Regular/Distance Education/Private Students

1. For Regular Students: Each paper will carry 75 marks and is of 3 hours duration. 25 marks in each paper is for Internal Assessment.

The Break up of 25 marks for Internal Assessment (Theory Papers) is as below:-

1. Class Attendance	05 Marks
2. Written Assignment etc	10 Marks
3. Two Mid-Semester Tests/ Internal Examinations*	10 Marks

Total Marks	25 Marks
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(* Average of both Mid-Semester Tests to be taken.)

2. For Distance Education and Private Students: Each paper will carry 100 marks and is of 3 hours duration. There will be no internal assessment for private students.

THE SCHEME

SEMESTER-III

PAPER : Police Personnel Administration

SEMESTER-IV

PAPER : Law and Order Administration

B.A. PART-II
(POLICE ADMINISTRATION)
(2019-20, 2020-21& 2021-22)
SEMESTER-III
Police Personnel Administration

For Regular students Six *Periods per week per paper to be delivered.*

For Regular Students Maximum Marks : 100 Theory: : 75 Internal Assessment: 25	For Distance Education And Private Students Maximum Marks: 100
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Time allowed: 3 hours Pass marks : 35% <i>Total Teaching Periods: 75</i>

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Distance Education and Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of

the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Meaning, Nature and Scope of Police Personnel Administration; Significance of Police Personnel Administration in India; Career System in Police Administration. Job Analysis and Job Description of Police Personnel – Concept and Significance; Pay Policy, Compensation and Fringe Benefits.

Section-B

Recruitment: Meaning and Methods; Recruitment of Police Personnel in India; Training: Meaning and Types; Training of IPS Officers and State Police Services in India; Promotion: Meaning and Principles; Promotion of Police Personnel in India. Performance Appraisal; Police Ethics and Code of Conduct; Corruption – Meaning and Causes; Corruption in Police Force; Disciplinary Actions; Doctrine of Pleasure – Safeguards against Arbitrary Punishment.

Recommended Books:

Essential Readings:

1. Administrative Reforms : Report on Personnel Administration, 11th Report, Commission Government of India, New Delhi.
2. Goel, S.L. : Public Personnel Administration, Deep & Deep Publication Pvt. Ltd., New Delhi, 2006.
3. Mamoria, C.B. : Personnel Management, Himalaya Publishing House, Mumbai, 2007.
4. Zehra, Kaneez : Training of I.P.S., Ashish Publishing House, New Delhi, 1993.

5. Muthuswamy, P. : Swamy's Manual on Disciplinary Proceedings, Swamy Publishers (p) Ltd., Madras, 1986.

Further Readings

1. Saxena, A.P. : Training and Development in Government, The Indian Institute of Public Administration, New Delhi, 1974.
2. Singh, Sahib Bhayana, : Public Personnel and Financial Administration, Singh, Swinder and New Academics, Jalandhar, 1990. Dogra, R.K.
3. Ghosh, P. : Personnel Administration in India, Sudha Publications Private Limited, New Delhi, 1973.

(POLICE ADMINISTRATION)

(2019-20, 2020-21& 2021-22)

SEMESTER-IV

Law and Order Administration

For Regular students Six *Periods per week per paper to be delivered.*

For Regular Students	For Distance Education And Private Students
Maximum Marks : 100	
Theory: : 75	Maximum Marks: 100
Internal Assessment: 25	

Time allowed: 3 hours

Pass marks : 35%

Total Teaching Periods: 75

INSTRUCTIONS FOR THE PAPER-SETTER

(For Regular Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 12 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 27 marks in all. Each short answer type question will carry 3 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

(For Distance Education and Private Students) : The question paper will consist of three sections: A, B and C. Sections A and B, will have four questions from the respective sections of the syllabus and will carry 16 marks each. Section C will consist of 9 short answer type questions which will cover the entire syllabus uniformly and will carry 36 marks in all. Each short answer type question will carry 4 marks. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from the sections A and B of the question paper and the entire section C. The candidates are required to answer each short type question in 50 words i.e. in 7-8 lines.

Section-A

Meaning, Nature and Scope of Law and Order Administration; Significance of Law and Order Administration in India; Law and Order Administration – Some Basic Issues and Emerging Patterns. Role, Significance and interrelationships of Law and Order Administration Agencies at the District level : The Police; Civil Administration; Court of Law; Prisons; and Health.

Section-B

Role of Law and Order Administration in Crowd Management, Communal Riots and Industrial & Agrarian Conflicts. Challenges before Law and Order Administration. National Security: Concept and Significance. Challenges to National Security in India – Contemporary Issues.

Recommended Books:

Essential Readings:

1. Bailey, David, H. : The Police and Political Development in India, Princeton University Press, New Jersey, 1969.
2. Sharma, K.K. : Law and Order Administration, National Book Organization, New Delhi, 1985.
3. Srivastava, Aparna : Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
4. Ghosh, S.K. and : Encyclopaedia of Police in India, Volume - I, Rustamji, K.F. Ashish Publishing House, New Delhi, 1993.
5. Bharti, Dalbir : *Police Evam Log: Donon ke Adhikar Va Zimmedarian*, A.P.H. Publishing Corporation, New Delhi, 2007.
6. Singh, Yogendra : Social Change in India: Crisis and Resilience, Har-Anand Publications Pvt. Ltd., New Delhi, 2007.

Further Readings

1. Mayhall, Pamela D.et.al. : Police-Community Relations and the Administration of Justice, Prentice-Hall Inc., New Jersey, 1995.
2. Ghosh, S.K. : Keeping the Peace: For Whom the Bell Tolls (Police Then and Now), Ashish Publishing House, New Delhi, 1989.
3. Vadackumchery, James : Human Behaviour and Law Enforcement, Ashish & Kattakayam, John Publishing House, New Delhi, 1995.
4. Owens, R.Glynn and : Violence: A Guide for the Caring Professions, Croom Ashcraft, J. Barrie Helm, New Hampshire, USA, 1985.
5. Singh, K.P. : Police Gyan Vigyan, The Bright Law House Delhi, 2003.