

ORDINANCES
For B.A. Semester System
(UNDER THE +3 SCHEME)

Applicability of Ordinances for the time being in force.

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the University from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.


1. B.A. is an integrated courses comprising three parts (six semesters) spread over three years. Each part will consist of two semesters. The course of study of B.A. shall be divided into six semesters and university examination will be held at the end of every semester in the months of November/December (for Semester I, III & V) and May/June (for semester II, IV & VI) or as fixed by the Vice Chancellor.
2. A candidate must complete the whole course of three years within a maximum of six years from the date of admission in B.A. first semester.
3. The outlines of tests and syllabi shall be such as prescribed by the Academic Council from time to time.
4. **Eligibility:** Admission to B.A. Part- I course (Semester-1) is open to any candidate who:
 - (i) has passed 10+2 examination of the Punjab School Education Board or any other Board Examination recognized as equivalent thereto;

OR

- (ii) has passed pre-Engineering/Pre-Medical/B.A. Part - I/B.Sc. Part-I/B.Com. Part - I (old scheme) examination of this University or any other examination recognized as equivalent thereto or Intermediate examination of Panjab University or any other statutory University, Board or Three Years Diploma in Engineering.

OR

- (iii) has been declared to have reappear/compartament in one subject in 10+2 examination of Punjab School Education Board or any examination recognized as equivalent thereto. But such a candidate shall have to clear reappear/compartament subject in the supplementary examination of the same year, failing which his/her admission to B.A. Part-I course shall automatically stand cancelled.



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5. Semester examination will be open to regular candidates who have been on the rolls of a college affiliated to this University and meet the attendance and other requirements as prescribed in the Ordinance No. 7.
6. Subject to fulfillment of requirement of House examinations, the attendance requirements and these ordinances there will be no condition of passing papers for promotion from odd semester to even semester in an Academic Session.
 - (a) To qualify for admission to 3rd semester of the Course, the candidate must have passed 50% of total papers of the two semesters of the 1st year. In case, the result of 2nd Semester is not declared at the time of admission to 3rd Semester, the student may be admitted provisionally and will be allowed to take examination of 3rd semester if he/she has passed in 50 % of the total papers of first year (i.e. Ist and 2nd Semesters). Similarly, to qualify for admission to 5th semester of the course, the student may be admitted provisionally if the result of previous semester has not been declared and will be allowed to take examination of 5th semester, if he/she has passed 50% of the total papers of previous semesters.
 - (b) Students may be admitted provisionally to next semester as per the situation with respect to the declaration of result of previous semester/s.
 - (c) A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two years/chances i.e. to pass in a paper the candidate will have a total of three chances, one as regular student and two as reappear candidate.

The examination of reappear papers of odd semesters will be held with regular examination of the odd semester and reappear examination of the even semester will be held with regular examination of even semester. But if a candidate is placed under reappear in the last semester of the course, he will be provided chance to pass the reappear with the examination of the next semester, provided his reappear of lower semester does not go beyond next semester.

7. Attendance and Other Requirements

- (a) Every candidate will be required to attend a minimum of 75% lectures delivered to that class in each paper as well as 75% of the laboratory work, seminars etc. separately. Provided that a deficiency in attendance may be condoned for special reasons, as per the relevant ordinances on the subject.
- (b) To be eligible to appear in the semester examination, a candidate must have obtained in the house examination at least 25% marks in each paper,


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25% marks in the aggregate of all subjects of the semester. The Principal at his discretion may allow a special test to a candidate who could not appear in the House examination owing to unavoidable reason, or fails to secure the minimum marks as prescribed above.

8. **Late College Students:** A candidate who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared, has failed in the examination, may appear as a late college student within the prescribed period.
9. The pass and reappear students of B.A. Part-I and II from Panjab University, Guru Nanak Dev University and Punjab Technical University Shall be treated at par with the corresponding students of this University. But in case such a student is admitted in B.A. semester III in this University, he/she will be required to clear deficient papers, if any.
10. Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the University from time to time.
11. Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per University rules. The last date by which admission forms and fees must reach the Registrar shall be as follows:

Semester	Without late fee	With late fee of Rs. 800/-	With late fee of Rs. 1200/-	With late fee of Rs. 5000/-	With late fee of Rs. 10000/- *
Semester Exam (Nov/Dec)	Sept. 30	Oct. 15	Oct. 21	Oct. 31	Nov. 10
Semester Exam (May/June)	Feb. 28	Mar. 15	Mar. 21	Mar. 31	April 15

* No Examination Form will be accepted after this date.

12. University medal will be awarded to a candidate who secured first position in the University on the basis of the marks of all the six semesters taken together. The general rules and conditions of the University for the Award of Medal/Prizes etc. will be applicable in the award of University medal to the topper of this examination.
13. The medium of instruction and examination will be English/Punjabi/Hindi, except for the language subjects whose medium of instruction and examination will be that of the language subject.


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14. Subject to the restrictions contained in the Ordinances, a candidate for B.A. +3 Scheme shall be required to take up the following subjects from B.A. I (Semester- 1) consistently in B.A. II and B.A. III.

Besides English (Communication Skills) and Punjabi Compulsory/Punjabi Lazmi (Mudhla Gian), a student can take up the combination of required three elective subjects, taking up one subject from a group, out of following groups of elective subjects:

1. Economics/Defence & Strategic Studies/Fine Arts/Education/Folk Art and Culture.
2. History/Math/Psychology/Philosophy.
3. Political Science/Police Administration/Statistics/Tabla/Indian Classical Dance/Dramatic Art.
4. Punjabi Literature/Hindi Literature/English Literature/Urdu/Persian/Sanskrit/French/ German/Russian Literature.
5. Public Administration/Home Science/Physical Education/History of Art/Music (Instrumental).
6. Geography/Linguistics/Music (Vocal)/Computer Applications/Information Technology/Gurmat Sangeet.
7. Tax Procedure and Practice/Principle and Practice of Insurance/Rural Development/Office Management and Secretarial Practice/Home Management/Functional English/Business and Office Practice/Sociology/Social Work.
8. Fashion Designing/Agro Services/Journalism and Mass Communication/Advertising and Sales Promotion and Sales Management/Religion.

Note:

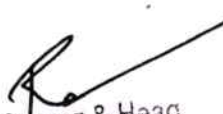
1. English Literature is not compulsory for those candidates who take the subject of Functional English.
2. Candidate can take maximum two elective subjects having practicals.

Note: Candidates who have passed B.A. Part-I/B.A-II examination from this University with regard to combination of subjects, shall take the same subjects in B.A. Part- III examination which were taken by him/her in B.A. Part-II examinations.

15. Punjabi Lazmi (Mudhla Gian) in lieu of Punjabi Compulsory shall be allowed to the following categories of candidates.

Candidates who have passed their Matriculation examination from a School located outside the State of Punjab or an examination recognised as equivalent thereto.

1. Candidates who have passed their Matriculation examination from a School located in the State of Punjab will not be allowed to take up the subject of Punjabi Lazmi (Mudhla Gian) in lieu of Punjabi Compulsory at


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the graduate level. This clause will not apply to students covered by clause No. 3 given below.

2. Children of Defence personnel/Para military personnel (serving as well as retired) will be allowed to take up the subject of Punjabi Lazmi(Mudla Gian), provided the father of the mother/guardian (in case father is deceased) of the candidate gives an affidavit that the candidate has not studied Punjabi at the School level.
16. The Candidate shall also be entitled to grace marks as admissible under the ordinances, relating to the 'Grace Marks.'
 17. (a) The minimum number of marks required to pass the examination in each Part shall be 35% in each subject, in theory paper, practical examination and internal assessment separately.
 - (b) Internal assessment and its Components: Internal assessment, in each subject, shall be 25% of the total marks in each paper and shall be uniformly applicable to all the Subjects/Papers. The three Components for Internal Assessment shall be as follows:

(i) Class Attendance:	5
marks	
(ii) Average of Two Mid Semester House Examination:	10
Marks	
(iii) Written Assignment etc. :	10
Marks	
 - (c) Papers having practical/viva, the marks of theory and practical/viva will be reduced equally percentage wise, to make room for 25% internal assessment(as per (b) above).
18. **A Candidate shall be allowed to join:**
 - (i) **First Semester:**
Provided that he/she has passed at least, one academic year previously, the +2 examination (with or without reappear) of Punjab School Education Board, or any other. This shall be as per the Ordinances related to Eligibility in (Para 4, above).
 - (ii) **Second Semester:**
Provided that he/she has undergone a regular course of studies of first semester.
 - (iii) **Third Semester:**



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Provided that he/she has undergone a regular course of studies of First and Second semesters as provided under the regulations in sequential order and fulfils the conditions as laid in ordinance 6(a).

(iv) **Fourth Semester:**

Provided that he/she has undergone a regular course of studies of First, Second and Third semesters as provided under the regulations in sequential order and has passed the First Semester Examination as a whole, and fulfils the conditions as laid in ordinance 6(a).

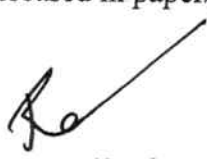
(v) **Fifth Semester:**

Provided that he/she has undergone a regular course of studies of First, Second, Third and Fourth semesters as provided under the regulations in sequential order and fulfils the conditions as laid in ordinance 6(a).

(vi) **Sixth Semester:**

Provided that he/she has undergone a regular course of studies of First, Second, Third, Fourth and Fifth semesters as provided under the regulations in sequential order and has passed 50 % of the total papers of previous semesters and fulfils the other conditions as laid in ordinances.

19. Three weeks after the termination of examination or as soon thereafter as possible, the Registrar shall publish the result of the candidates. Each candidate shall receive a certificate indicating details of marks obtained in each examination. Successful candidates at the end of Semester- VI examination shall receive a degree stating the division according to ordinance 21.
20. The Successful candidates shall be classified on the basis of aggregate marks secured in all the six semesters of B.A. taken together as under:
- 75% or more with Distinction.
 - 60% or more in the First division.
 - 50% or more but less than 60% in the Second division.
 - Below 50% in the Third division.
21. A candidate who has passed B.A. +3 examination from this University shall have one chance within a period of two years after passing the examination to improve division or 55% marks. Improvement shall be allowed in not more than three theory papers offered in each semester. However, previous marks of Practical/Project will be carried forward in the paper (s) in which he/she appears for improvement and be awarded one percent of grace marks on the basis of given papers, out of the papers taken up, the candidate will be given benefit of increase in marks, where the marks have increased in paper/papers.


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22. In addition to B.A. (Pass) examination, a student may opt for Honours in anyone of the subjects in which syllabus exists, provided he/she has offered that subject in the Pass course.

Provided further that a student can opt for Honours only in a subject he/she has obtained at least 50% marks in that subject in the pass course of B.A. Part- I examination.



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Syllabus

B.A. - I POLICE ADMINISTRATION (Semester System) (2021-22, 2022-23, and 2023-24 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	<u>25 Marks</u>
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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-I

PAPER : 1 POLICE ADMINISTRATION IN INDIA

SEMESTER-II

PAPER : 2 INDIAN CONSTITUTION


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B.A. I (POLICE ADMINISTRATION) Sem-I
(2021-22, 2022-23, and 2023-24 Sessions)
PAPER: POLICE ADMINISTRATION IN INDIA

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% Total Teaching Periods: 75
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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

Concept, Role and Significance of Police: Origin and Development of Police in Ancient, Medieval and British Period. Police Reforms in Indian after Independence.

Organization and working of Union Ministry of Home Affairs; Organization and Working of Central Police Organizations with special reference to Central Bureau of



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Investigation (CBI); Intelligence Bureau (IB); bureau of Police Research and Development (BPR & D).


Section-B

Origin, Structure and Working of Central Armed Police Forces (CAPFs) with special reference to BSF,CRPF,ITBP, CISF.

Organization and Working of Police Administration at the State Level, District Level and Police Station Level, Commissionerate System of Policing.

Suggested Readings

1. Gupta, Anandswarup : The Police in British India :1861-1947, Bureau of Police Research & Development, New Delhi, 2007.
2. Srivastava, Aparna : Role of Police in a Changing Society, A.P.H. Publishing Corporation, New Delhi, 1999.
3. Sharma, P.D. Indian Police-A Development Approach, Research Publications, New Delhi, 1977.
4. Sen, Shankar: Indian Police Today, Ashish Publishing House, New Delhi, 1994.
5. K.P.Singla Police Gyan Vigyan, Bright Law House, New Delhi, 2004.
6. Vadackumchery, James: National Police Commission: Issues for Rethinking, APH Publishing Corporation, New Delhi, 1998.
7. Saxena, Anil K. : Professionalism in Indian Police, A.P.h.Publishing Corporation, New Delhi, 1997.
8. Chaturvedi, J.C. : Police Administration and Investigation of Crime, Isha Books, Delhi, 2006.
9. Bailey, David, H. : The Police and Political Development in India, Princeton University Press, New Jersey, 1969.
10. Kataria, S.K.: Bharat Mein Police Adhunikikaran, National Publications, Delhi, Ist Edition, 2017.(Hindi)


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11. Mathur, K.M.: Police in India, Gyan Publishing House, Delhi, Reprint 2013.
12. Roja, B.: Police Administration under the British Rule, Gyan Publishing House, Delhi, 2014.



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B.A. I (POLICE ADMINISTRATION) Sem.-II
(2021-22, 2022-23, and 2023-24 Sessions)
PAPER: INDIAN CONSTITUTION

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% Total Teaching Periods: 75
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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

Preamble, Citizenship, Fundamental Rights, Restrictions of Police Rights, Directive Principles of State Policy & Fundamental Duties.



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Executive at the Union Level: President, Prime Minister and Council of Ministers; Union Legislature: Lok Sabha and Rajya Sabha; Judiciary at the Union Level: Supreme Court.


Section-B

Executive at the State Level: Governor, Chief Minister and Council of Ministers. State Legislature: Vidhan Sabha and Vidhan Parishad. Judiciary in the State: High Court and Subordinate Courts.

Public Accountability of Police: National Human Rights Commission; Scheduled Caste/Scheduled Tribe Commission; Lokpal and Lokayukta.

Suggested Readings

1. Ramesh K.Arora and Rajni Goyal : Indian Public Administration : Institutions and Issues, New Age International Publishers, New Delhi, 2012.
2. Avasthi and Avasthi : Indian Administration, Lakshmi Narain Agarwal, Agra, 2017.
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.


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9. Pye, Lucian W. and Sidney Verba (Eds.) :Political Culture and Political Development, Princeton University Press, New Jersey, USA, 1965.
10. Agarwal, P.K. and Chaturvedi, K.N.: Constitution of India, Prabhat Prakashan, New Delhi, 2020. (Hindi and English).
11. Basu, D.D.: Bharat Ka Samvidhan-Ek Prichay, 11th Edition, LexisNexis, Chennai, 2015.



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**PROGRAMME AND SUBJECT CODE OF B.A.(POLICE ADMINISTRATION)
PART-I, II & III (SEMESTER SYSTEM)**

Programme Code: POLADB3PUP

Paper No.	Semester	Title of Paper	Paper Code
PAPER-I	I	POLICE ADMINISTRATION IN INDIA	POLADB101
PAPER-II	II	INDIAN CONSTITUTION	POLADB201
PAPER-I	III	Police Personnel Administration	POLADB301
PAPER-II	IV	Law and Order Administration	POLADB401
PAPER-I	V	Organization Behaviour with Special reference to Police Administration	POLADB501
PAPER-II	VI	Law and Police Administration	POLADB601



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**PROGRAMME AND SUBJECT CODE OF B.A.(PUBLIC ADMINISTRATION) PART-I, II & III
(SEMESTER SYSTEM)**

Programme Code: PUBADB3PUP

Paper No.	Semester	Title of Paper	Paper Code
PAPER-I	I	Administrative Theory	PUBADB101
PAPER-II	II	Indian Administration	PUBADB201
PAPER-I	III	Personnel Administration in India	PUBADB301
PAPER-II	IV	Financial Administration in India	PUBADB401
PAPER-I	V	Local Government in India (With Special Reference to Punjab)	PUBADB501
PAPER-II	VI	Development Administration in India (With special Reference to Punjab)	PUBADB601

HONOURS

B.A.(PUBLIC ADMINISTRATION)- HONOURS PART- II & III (SEMESTER SYSTEM)

PAPER-I	III	Administrative Thought	PUBADBAH311
PAPER-II	IV	Contemporary Issues in Public Administration	PUBADBAH411
PAPER-I	V	Environmental Policy and Administration	PUBADBAH511
PAPER-II	VI	Organisational Behaviour	PUBADBAH611



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