

**SARDAR PATEL UNIVERSITY OF POLICE, SECURITY
AND CRIMINAL JUSTICE
JODHPUR, RAJASTHAN, INDIA**



सरदार पटेल पुलिस, सुरक्षा एवं दण्डिक न्याय
विश्वविद्यालय, जोधपुर
(राजस्थान सरकार के राज्य विधान सभा के अधिनियम के तहत स्थापित)



B.A. in Security Management

SYLLABUS

From the Academic Year 2019 Onwards

Designed by

Dr. Swikar Lama, Assistant Professor

Department of Criminology and Police studies

**SARDAR PATEL UNIVERSITY OF POLICE, SECURITY AND
CRIMINAL JUSTICE, JODHPUR, RAJASTHAN, INDIA**

B.A. in Security Management

From the academic year 2019 onwards

About Course:

The course will comprise of multi-disciplinary subjects that are required for excelling in the field of security management including criminology, criminal investigation, management, etc. A major portion of the syllabus will include practical subjects like physical education, self-defense, fire-fighting, etc. Apart from the core subjects, the course will also include ability enhancement subjects like communication skills, personality development, foreign languages, information technology, etc. The course will also include field visits and internships which will help the students get direct exposure to the security organizations and industry.

Objectives:

1. This course will generate human resource equipped and skilled to work in the field of security management.
2. To impart holistic knowledge in the domain of security management to both interested candidates eager to enter the field of security management and security professionals interested to enhance their skills.

Scheme, Regulations and Syllabus

Title of the course

Bachelor of Arts in Security Management

Duration of the course

Three (3) Years under Semester Pattern.

Eligibility

Senior Secondary (10+2) in any discipline with atleast 55% marks. (5% relaxation for SC/ST/PH candidates)

Structure of the programme

This Bachelor's programme will consist of *Discipline Specific Core papers, Discipline Specific Elective papers, Ability enhancement core course papers and skill development course papers in each semester.*

I Semester (7 Papers): (28 Credits)

3 Discipline Specific Core papers, 1 General Elective paper, 2 Ability enhancement course papers, 1 skill development course paper

II Semester (7 Papers) (28 Credits)

3 Discipline Specific Core papers, 1 General Elective paper, 3 Ability enhancement course papers

III Semester: (34 Credits)

3 Discipline Specific Core papers, 1 General Elective paper, 2 Ability enhancement course paper, 1 skill development paper and 1 internship report/viva-voce

IV Semester: (26 Credits)

3 Discipline Specific Core papers, 1 General Elective paper, 2 Ability enhancement course papers

V Semester: (34 credits)

3 Discipline Specific Core papers, 1 General Elective paper, 2 Ability enhancement course paper, 1 skill development paper and 1 internship report/viva-voce

VI Semester: (26 credits)

2 Discipline Specific Core papers, 1 General Elective paper, 2 Ability enhancement course papers and 1 Minor Project

- **Electives:** Electives will be offered only if a minimum of 5 students opt for that paper. If there are two parts of a paper eg. Basics of Management-I, a student who opts for that paper in a semester must opt for the 2nd part in the next semester. Students who have not opted for 1st part in the previous semester will not be allowed to opt for the 2nd part in the forthcoming semester. Electives will be offered depending upon the availability of faculty members.
- **Practical :** Practical may include any of the/some of the following activities such as field activities, Institutional field visits(for practical) & debate on particular issues or article writing on particular issues related to the subject / subject related discussion on short-films/ field based case-study etc.

The department committee may also decide other innovative methods for implementation of the practical, and the same may be followed by the subject teachers concerned according to the convenience of course.

- **Institutional Field Visits:** During the six semesters, the department arranges institutional field visit for providing opportunity to the students to visit various security management related Institutions/ organizations. The field visit is one component of the curriculum. This will enable the students to have an exposure and orientation about the structure of organization, functions and services being offered by those

organizations as a response to peoples’ needs. The major aim of the institutional field visit is to enhance the practical and application oriented understanding of security management and to compare between theory and practice in security management.

EXAMINATION SCHEME

Course Type	Internal Evaluation	External Evaluation	Total Marks	Duration of Examination	Credits
Core Course	30	70	100	3 Hours	6
Generic Elective	30	70	100	3 Hours	4
Skill Enhancement Elective	30	70	100	2 Hours	2
Ability Enhancement Compulsory Course	30	70	100	2 Hours	2

- Internal Evaluation (For 30 Marks) will be evaluated by concerned supervisor. For those papers which have practical, mid-term exams will carry 10 marks and **20 marks will be for practical assignments.**
- External Evaluation (For 70 Marks) will be evaluated by External Examiner

The following Grading system is applicable for the program ‘B.A. in Security Management’: -

Grade Point	Grade Definition	Letter Grading	Marks Range
10	Outstanding	O	90%-100%
9	Excellent	A+	80%-89.99%
8	Very Good	A	70%-79.99%
7	Good	B+	60%-69.99%
6	Above Average	B	50%-59.99%
5	Average	C	45%-49.99%
4	Below Average	P	40%-44.99%
0	Fail	F	Less than 40%
0	Unfair Means	U	---
0	Withdrawn	W	---
0	Absent	X	---

Detailed Scheme

SEMESTER-I

(Total Credits: 28)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			Lectures (L)	Practical (P)	Tutorial (T)	
Discipline Specific Core	DSC 101	Introduction to Security Management	4	0	2	6
	DSC 102	Basic Security Roles	3	3	0	6
	DSC 103	Security Technologies	3	3	0	6
Generic Elective (Any one)	GE101	Basics of Management- I	3	0	1	4
	GE102	Police & Prisons in India: The Security Aspects	3	1	0	4
	GE103	English Literature-I	3	0	1	4
Ability Enhancement Compulsory Course	AECC-101	General English and Communication skills-I	2	0	0	2
	AECC-102	Information and Communication Technology	1	1	0	2
Skill Enhancement Elective	SEE-101	NCC	1	1	0	2
	SEE-102	Physical education-I	1	1	1	2

SEMESTER-II

(Total Credits: 28)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			L	P	T	
Discipline Specific Core	DSC201	Fire Security	4	2	0	6
	DSC202	Advance Security Roles	3	3	0	6
	DSC203	Laws & Regulations for Private Security	4	0	2	6
Generic Elective (Any one)	GE 201	Basics of Management-II	3	1	0	4
	GE202	Crime Prevention	3	1	0	4
	GE203	English Literature-II	3	1	0	4
	GE204	Introduction to Cyber Crimes	3	1	0	4
Ability Enhancement Compulsory Course	AECC 201	General English and Communication skills-II	2	0	0	2
	AECC 202	Personality development and soft skills	2	0	0	2
	AECC 403	Environmental Science	2	0	0	2

SUMMER INTERNSHIP: After the end of second semester, students have to engage in their summer internship up to 45 days in any one of the areas related to security management. The marks of the Internship will be awarded in the Semester-III Mark statement. i.e. 'Summer Internship' is a part of Semester-III.

SEMESTER-III

(Total Credits: 34)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			L	P	T	
Discipline Specific Core	DSC301	Environment, Health and Safety Management	4	2	0	6
	DSC 302	Security Management of Installations	3	3	0	6
	DSC 303	Accounting & Budgeting	3	3	0	6
Generic Elective (Any one)	GE 301	Office Management	3	0	1	4
	GE302	Psychology of Crime	3	0	1	4
	GE303	English Literature-III	3	0	1	4
	GE304	Organizational Behaviour	3	0	1	4
Ability Enhancement Compulsory Course	AECC 301	General English and Communication skills- III	2	0	0	2
	AEC302	Mathematical ability and reasoning- I	2	0		2
Skill Enhancement Course (Elective)	SEC 301	NCC-II	1	2	0	2
	SEC 302	Physical Education-II	1	2	0	2
Summer Internship	IN301	Summer Internship	0	0	0	6

SEMESTER-IV

(Total Credits: 26)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			L	P	T	
Discipline Specific Core	DSC401	Transportation Security	3	3	0	6
	DS402	Protocols & Liaison	4	2	0	6
	DSC403	Intelligence and Investigations	4	2	0	6
Generic Elective (Any one)	GE401	Entrepreneurship Management-I	3	0	1	4
	GE402	Criminal Law and Procedure-I	3	0	1	4
	GE403	English Literature-IV	3	0	1	4
	GE404	Introduction to Information Security	3	1	0	4
Ability Enhancement compulsory course	AECC 402	General English and communication skills-IV	2	0	0	2
	AEE-402	Mathematical reasoning and ability-II	2	0	0	2

SUMMER INTERNSHIP: After the end of fourth semester, students have to engage in their summer internship up to 45 days in anyone of the areas related to security management. The marks of the Internship will be awarded in the Semester-V Mark statement. i.e. 'Summer Internship' is a part of Semester-V

SEMESTER-V

(Total Credits: 34)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			L	P	T	
Discipline Specific Core	DSC501	Disaster Prevention & Management	4	2	0	6
	DSC502	Security Leadership	4	2	0	6
	DSC503	Research Methods and Statistics	4	2	0	6
Generic Elective (Any one)	GE501	Entrepreneurship Management- II	3	0	1	4
	GE502	Criminal Law and Procedure-II	3	0	1	4
	GE503	English Literature-V	3	0	1	4
	GE504	Sociology of social Disorganization and Deviance	3	1	0	4
Ability Enhancement Compulsory Course	AECC 502	Hindi	2	0	0	2
	AECC-503	French- I	2	0	0	2
Skill Enhancement Course (Elective)	SEC 501	NCC-III	1	2	0	2
	SEC 502	Physical Education-III	1	2	0	2
Summer Internship	IN501	Summer Internship	0	0	0	6

SEMESTER-VI

(Total Credits: 26)

	Paper Code	Subject Paper	Contact Hours/week			Credit Points
			L	P	T	
Discipline Specific Core	DSC601	Corporate Security	4	2	0	6
	DSC603	Risk Analysis & Loss Control	4	2	0	6
	MP 601	Minor Project	0	0	6	6
Generic Elective (Any one)	GE601	Criminal Investigation	3	1	0	4
	GE603	English Literature-VI	3	0	1	4
Ability Enhancement Compulsory Course	AECC 601	Hindi	2	0	0	2
	AECC 602	French-II	2	0	0	2

SEMESTER-I

INTRODUCTION TO SECURITY MANAGEMENT

Subject Code- DSC101

Credits: 6(5L+1T)

Hours: 60 Hours

UNIT-I

- Understanding Security
- Evolution and Necessity of Industrial Security

UNIT- II

- Principle of Security and components
- Security Ethics & Code of Conduct

UNIT-III

- International Security
- National Security
- Terrorism & insurgency

UNIT-IV

- Security Establishments
- Corporates and security

UNIT-V

- Loss Prevention
- Components of Security System

SUGGESTED READINGS:

1. Charles A. Sennewald, Curtis Baillie (2016), Effective Security Management, Elsevier Inc.
2. James F. Broder Risk Analysis and the Security Survey
3. John Fay, Contemporary Security Management

BASIC SECURITY ROLES

Subject Code- DSC102

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Patrolling & Static Guarding
- Searching and Frisking
- Cash Handling

UNIT-II

- Duties and Responsibilities of Various Security Posts
- Rank structure and responsibilities of Security Officer
- Visitor Management

UNIT-III

- Controlling entry and exit of Vehicles
- Duties and Responsibilities at Materials Gate
- Functions and Responsibilities of Control Room

UNIT-IV

- Patrolling and Search
- Access Control
- CCTV, Networked Access Control
- Surveillance

UNIT-V

- Controlling Material Movement
- Lost & found articles
- Physical Security measures - Barriers, Gates, Security lighting, watch Towers

SUGGESTED READINGS

1. The Role of the Security Officer: A Comprehensive Instruction Manual of Safety and Security for the Security Profession in America by Michael James Jaquish

SECURITY TECHNOLOGIES

Subject Code- DSC201

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Security Devices and Systems
- Communication technologies

UNIT-II

- Radio and Line Communication
- Access Control Devices

UNIT-III

- Security Gadgets
- Functioning
- Daily Maintenance

UNIT-IV

- Computer Applications
- Security Applications and Models

UNIT-V

- Intrusion detection
- Robotic Technology in Security

SUGGESTED READINGS:

1. Contemporary Security Management by John J. Fay and David Patterson

BASICS OF MANAGEMENT-I

Subject Code- GE101

Credits: 6(4L+2P)

Hours: 60 Hours

Unit I- Introduction to Management:

Management- Definition, Nature, Functions and Challenges; Levels of Management; Managerial Skills, of Management; Evolution of Management: Classical Approach, Scientific Management, Behavioral approach, Systems Approach and Contingency Approach

Unit II- Planning and Decision Making

Planning: Meaning, Importance, Scope and Limitations; Framework for Planning – Planning Process, Types of Plans, Management by Objectives;

Decision making and Problem Solving – Programmed and Non Programmed Decisions, Steps in Problem Solving and Decision Making; Bounded Rationality and Influences on Decision Making

Unit III-Organizing and Staffing

Organizing: Meaning, Importance and Scope; Principles of Organization; Organizational Structures: Departmentalization, Delegation, Centralization, and Decentralization

Staffing: Meaning, Need and Scope; Recruitment and Selection; Training and Development; Performance Appraisal

Unit IV-Directing

Leadership: Meaning and Importance; Power and Authority; Theories of Leadership (Trait Theory, Contingency Theory, Behavioral Theory etc.); Styles of Leadership

Motivation: Meaning and Importance; Types of Incentives; Relationship between Motivation and Performance; Content Motivational Theories – Needs Hierarchy Theory, Two Factor Theory, Theory X and Theory Y

Unit V-Controlling

Control- Meaning and Importance; Types and Strategies for Control (Budgetary and Non- Budgetary); Steps involved in Controlling Process; Characteristics of Effective Controls

Recommended Readings:

1. Management Fundamentals, Robert N Lussier, 5e, Cengage Learning, 2013.
2. Essentials of Management, Koontz Kleihrich, Tata Mc – Graw Hill.
3. Fundamentals of Management, Stephen P. Robbins, Pearson Education, 2009.
4. Management Essentials, Andrew DuBrin, 9e, Cengage Learning, 2012.
5. Management- Robbins & Coulter, New Delhi: Prentice Hall, 2013.

POLICE & PRISONS IN INDIA: THE SECURITY ASPECTS

Subject Code- GE102

Credits: 6(4L)

Hours: 45 Hours

Unit-I: Introduction to Police in India

- History of Police and Role of Police in Independent India, Constitutional provisions regarding policing in India
- Central Police Organization & Institutions :- CBI, BPR & D, CRPF, BSF, RPF, CISF, NPA, NICFS, NCRB, NIA, SSB, Assam Rifles, CDTS, Central Forensic Science Laboratory, Central Finger Print Bureau
- State Police Organization (State Level, Range Level, Commissionerate System, District level, Sub-division/Circle level, Police Station level)
- Relation of Police with Judiciary, Prosecution Agency, Health Officers and civil society, Rank & Badges of Police

Unit-II: Present scenario related to emerging challenges in Indian Police

- Internal and external challenges in policing; Depiction of Police in Media: Print and Visual media, Modernization of Policing
- Police Image, Police Corruption, Police and Human Rights,
- Contemporary issues in policing: Internal challenges to national integration: Caste-ism, Communalism, and Fundamentalism;
- Role of police in Crimes against women, Children and Weaker sections of the society, Gender sensitization: Women police and their role in police work

Unit-II: Introduction to Prisons in India

- Introduction to evolution of Correctional Philosophy, organization and structure of prisons, overview of duties of prison officers
- Types of Prisons: Central Jail, District Jail, Sub jail, Women jail, Borstal School, Open jail, Special Jail
- Types of Prison inmates
- Current scenario of prisons

Unit-IV: Prison Security and Custody

- Types of security - Physical, Procedural, and Dynamic security - Standard security ,
- Prison Environment, Existing risks within prison-risk evaluation, Intelligence gathering – Classification - Maintaining security in emergency situations(including use of weapons); Security of Locks and Bars-Bar testing

- Checking of Prisoner's Property - Classification of high risk offenders based on security threats – Facilities and care for high security prisoners - Alarm parade –Quick Reaction Team
- Prohibited Articles: Meaning, Understanding the illegal ways of obtaining them into prison, Power of Prison Authority to Prohibit, Searching, identification, procedure to handle the seized prohibited articles
- Operation and maintenance of metal detectors, scanners, CCTV cameras, Video conferencing, Communication devices, etc - Security arrangements during construction and maintenance in the prisons

Unit-V: Management of Emergencies in Prisons

- General Emergencies: Escapes – Riots – Outbreaks – Fire – Hunger Strikes - Violent Protests/Agitations – Overcrowding
- Failure of water supply, electric lighting arrangements, and other essential prison services like conservancy and plumbing- Non-supply of food or raw materials resulting in the interference of prison routine etc.
- Natural Calamities: Flood, Earthquakes, Cyclones, etc.
- Hostage Situations – Terrorist Attacks. Use of minimal force: meaning and principle-situations to use minimal force/force
- Medical Emergencies: Death/Custodial Death - Suicides - Accidents– Epidemics – Food Poisoning etc – Procedure to be followed.

SUGGESTED READINGS

1. Rohit Choudhary, 2009. Policing... Reinvention Strategies in a Marketing Frame-Work. New Delhi: Sage Publication
2. Coffey, A.R. (1975) *The Prevention of Crime and Delinquency*, Englewood Cliffs, NJ: Prentice Hall.
3. Diaz, S.M., (1976), *New Dimensions to the Police Role and Functions in India*,
4. Reports published by the National Police Academy, Hyderabad.
5. Krishna Mohan Mathur, (1994), *Indian Police, Role and Challenges*, Gyan Publishing House, New Delhi.
6. Lab, S. (2000). *Crime Prevention: Approaches, Practices and Evaluations*. Anderson Publishing Company.
7. Morley, W.H., (1958), *Administration of Justice in India*, New Delhi, Metropolitan
8. Nehad Ashraf, (1992), *Police and Policing in India*, Common Wealth Publishers

ENGLISH LITERATURE-I

THE RENAISSANCE

Code: GE303
Credits: 4(3+1)

Hours: 45 Hours

UNIT I- POETRY

Thomas Wyatt

- Whoso list to hunt
- I find no peace

Christopher Marlowe

- The Passionate Shepherd to his Love
- Hero the Faire from Hero and Leander

UNIT II- POETRY

Edmund Spenser

- Faire Proud
- One Day I Wrote upon the Strand
- Fresh Spring the Herald from Amoretti

Sir Philip Sidney

- Astrophel and Stella: I
- Come Sleep! O Sleep!

Unit III- POETRY

William Shakespeare

- When to the Sessions
- Shall I compare Thee
- Not Marble Not the Gilded Monuments
- Like as the Waves
- When in Disgrace

UNIT IV- PROSE-ESSAYS

Francis Bacon

- Of Truth
- Of Studies
- Of Friendship
- Of Youth and Old Age

UNIT V-DRAMA

A. William Shakespeare-

- The Merchant of Venice

B. The social and historical background of the age, enlightened humanism, features of the Renaissance, the Elizabethan Drama and different genres covered therein like- the sonnet and its types, the pastoral, the aphoristic essay etc.,

Recommended Readings:

- Abrams, M.H.- A Glossary of Literary terms, Cengage Learning
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP
- Boulton, Marjorie- The Anatomy of Drama, Routledge& Kegan Paul/ Kalyani Publishers
- Boulton, Marjorie- The Anatomy of Poetry, Routledge& Kegan/Kalyani Publishers
- Carter, Ronald and John McRaed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Cuddon, J.A.- A penguin Dictionary of Literary Terms and Literary Theory, Penguin
- Daiches, David- A Critical History of English Literature , Vol.I- The Earliest to to the Renaissance, Random House
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets, Oxford University Press
- Ford, Boris- Ed. The Age of Shakespeare- The Pelican Guide to English Literature, Vol. 2, Penguin
- Gordon, G- Shakespearean Comedy and Other Studies, OUP
- Hadfield, Andrew and A.L. Prescott. Ed. Edmund Spenser's Poetry. Norton Critical Edition. Pennsylvania: Norton.
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, George.G.Harrap& Co.
- Jain, Jasbir- Ed. Srings of Gold, Part I, Macmillan India
- Legouis and Cazamian- A History of English Literature – The Middle Age and the Renascence, Trinity Publication
- Lockett, C.H.-Ed. The Art of the Essayist, Longman
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press.
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- Scholes, Robert, Elements of Drama.Oxford UP
- Shakespeare, William – The Merchant of Venice, Rupa Publication
- Walker, Hugh- The English Essay and Essayist, S. Chand & Co.

GENERAL ENGLISH AND COMMUNICATION SKILLS-I

Code: AECC-101

Hours: 30

Credits: 2(1L+1L)

UNIT I- READING TEXTS (Stories)

- The Luncheon- William Somerset Maugham
- The Open Window- H.H. Munro 'Saki'
- Home- Coming- Rabindranath Tagore
- The Cherry Tree- Ruskin Bond
- The Chameleon- Anton Chekhov

UNIT II- GRAMMAR

- Errors in the use of nouns, pronouns and articles
- Verb forms and tenses and their types
- Basic sentence construction including sentences of negation and interrogation
- Modal auxiliaries
- Determiners

UNIT III- COMPREHENSION PASSAGES, FUNCTIONAL GRAMMAR AND WRITING SKILLS

- Analysis of comprehension passages- seen and unseen. (MCQ type)
- Idioms and phrases (Selected)
- Synonyms and Antonyms
- Vocabulary building exercises.
- Paragraph writing
- Precis- writing

Books Recommended-

Suitable texts are to be chosen by the instructors from texts and references listed below as well as from other sources.

Bolton, David- English Grammar in Use, Oxford University Press.

Bond, Ruskin- Collected Short Stories, Rupa & Co.

Chekhov, Anton- The Collected Short Stories of Anton Chekhov, Halcyon Press Ltd.

Leech, Geoffrey and Svartvik, Jan- Communicative Grammar of English, Longman

Maugham, Somerset- Collected Short Stories, Vintage Classics

Maugham, W. Somerset- Collected Stories, Penguin Publication.

McCarthy, Michael and Dell, Felicity O- English Vocabulary in Use, Cambridge University Press.

Munro, H,H- The Complete Short Stories of Saki, Wordsworth Editions Limited.

Murphy, Raymond- English Grammar, Cambridge University Press.

Sampson, Paul- English Language through Literature: An Introduction, Routledge.

Stannard, Allen- Living English Structure, Oxford University Press

Swan, Michael- Practical English Usage Oxford University Press

Tagore, Rabindranath- The Tagore, Collected stories, Wisdom Tree

Thomson and Martinet- Practical English Grammar, Oxford University Press

Thorpe, Edward- Objective English, Pearson Publication.

Turton, N.D & Heaton, J. B- Longman Dictionary of Common Errors, Pearson Publication.

Wood, F.T. and Aggarwal, N.K- J.C. Nesfield- English Grammar, Composition and Usage, Macmillan.

Wren, P.C. and Martin- High School English Grammar and Composition, S. Chand & Co.

INFORMATION & COMMUNICATION TECHNOLOGY

Code: AECC-102

Hours: 30 Hours

Credits: 2 [1L + 1P]

Unit –I-Computer Systems and Networking

Basic components of a computer and various related computational tasks, Computer Networks and its requirement, IPV4 and IPV6 addressing, LANs Topologies, Repeaters, Bridges, Routers and Hubs, Networking models (TCP-IP and OSI) and protocols in the subsequent layers.

Unit II Information Processing and Presentation

Information processing and information systems, raw data generation, Impact and applications of ICT, various digital data representations, Office applications example and their usage and requirements, other ICT tools (Skype, VPN, Remote System software) ,Multimedia authoring and production tools (MS PowerPoint, MS Paint, Adobe Photoshop etc.) and web authoring tools (Adobe Dreamweaver).

Unit II-Internet and its Applications

Evolution of Internet and various developed intranet models (DARPA, ARPANET, USENET) and World Wide Web, Various Internet Services (Social Media, E Banking, Open Access Research Platforms, E Mails Service Providers) ,Risks and measures to safeguard end users in Internet, and Mitigation strategies to protect users, E-Commerce platforms, their usage and risks associated with using it.

Recommended readings:

Basics of Computer Science by Forouzan

NATIONAL CADET CORPS-I

Subject-SEC301

Hours: 30 Hours

Credits: 2 [1L + 1P]

Unit I

The NCC, Aims and Objective of NCC, Organisation and Training and NCC Song, Incentives, Duties, Responsibility & Conduct by NCC Cadet; Military History (MH), Biographies of renowned Generals (Carriapa/Sam Manekshaw), Indian Army War Heroes – PVCs, Study of battles of Indo Pak War 1965, 1971 and Kargil, War Movies

Unit II

National Integration and Awareness, Heritage of India, Freedom Struggle and Nationalist Movement in India, Introduction to Constitution of India, National Integration: Importance and Necessity, Factors Affecting National Integration, Unity in Diversity, Slogans & Images of National Integration, Role of NCC in Nation Building, NCC and Nation Integration; Armed Forces, Basic Organisation of Armed Forces, Organisation of Army, Badges and Ranks, Task and role of fighting arms, Task and Role of supporting arms and service, Honors and Awards, Modes of entry to army

Unit III

Personality Development Life Skills, Introduction to Personality Development, Factors influencing/shaping personality: Physical, Social, Psychological and Philosophical, Self - awareness: Know yourself/insight, Empathy, Critical & Creative Thinking, Communication Skills, Decision Making & Problem Solving, Coping with stress and Emotion, Change your Mindset, Time Management, Sociability, Social Skills, Etiquettes & Mannerism, Importance of Group/ Team Work, Interview Skills, Career Counselling

Practical Learning: Drill (Foot Drill), Weapon Training: Characteristics of a rifle/rifle ammunition and its fire power, Stripping, assembling, care and cleaning and sight setting of .22 rifle, Loading, cocking and unloading, the lying position, holding and Aiming

Recommended readings:

1. NCC Website
2. NCC Course Book, Upkar Publication

PHYSICAL EDUCATION-I

HEALTH & SAFETY EDUCATION

Code: SEC102
Credits: 2(L+P)

Hours: 30hrs

UNIT- I: - Health & Wellness:

- Concept of Health & Wellness, Positive Health,
- Determinants of Health, Dimensions of Health, Ecology of Health,
- Factor effecting health.
- Balance diet and Nutrition & its components.
- Function of food in the body.

UNIT- II:-Health Education

- Meaning, Definition and need of health education.
- Aims and objectives of health education.
- Meaning, Concept, Objectives, Principles Health Education
- Scope of communication in Health Education
- Need and Importance of Health Education

UNIT- III:-First Aid and Safety:

- Meaning, Definitions & Principles of First aid
- Need & importance of First aid & safety Education.
- Symptoms and management of Common/sports injuries & wounds (i)Contusion (ii)Abrasion (iii)Laceration (iv)Sprain (v)Strain (vi)Hematoma (vii)Fracture (viii)Dislocation
- The responsibility and priority of first aider.
- Major first aid technique, first aid kits, first aid rules(ABC)

SUGESTED READINGS:

- 1."First Aid" Authorized Manual of St. John Ambulance Association, New Delhi.
- 2.Park, J.E.: Text Book of Preventive and Social Medicine Banarsidass Bharat.
- 3.Evans. A.: William: Everyday Safety, Chicago, Lyons and Camaban.
- 4.Floria, A. A. and Stafford, G.T.: Safety Education, McGraw Hill Book Co. New York.
- 5.Johns, Edward P. Suttan, Wilfred C. and Webster, Lloye E.: Health for effective living, McGraw Hill Book Company, New York.
- 6.Lawrence, Thomas Gorden, Schriver, Alice, Powers, Douglas, F. and Verhans Levia J.: Your Health and Safety, Har Court, Brace and world, Inc.
- 7.Stack, Harbert J. Juke Kikow: Education for safe Living, Englewood Cliffs, New Jersey, Prentice Hall Inc.

SEMESTER-II
FIRE SECURITY

Subject Code- DSC201

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Types of Fire and causes of fire
- Fire Fighting Chemistry

UNIT-II

- Fire extinguisher and functioning
- Fire Hydrant System

UNIT-III

- Fire Prevention, Safety and Responsibility
- Fire Protection

UNIT-IV

- Basic Fire Fighting tasks
- Fire Security & Investigation

UNIT-V

- Bomb/IED Threat

SUGGESTED READINGS:

1. Manual of Fire Safety Paperback – 1 Dec 2011 by Sesha Prakash
2. Principles of Fire Safety Engineering: Understanding Fire and Fire Protection Paperback – 2014 by A.K. Das

ADVANCE SECURITY ROLES

Subject Code- DSC202

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Importance of Uniform and Professional wearing
- Basic Security Procedures

UNIT-II

- Duties of Security Personnel
- Perimeter Security, principles and Functions

UNIT-III

- Identification & Certification of Documents
- Identification of personal data- Identity Card, Smart Card, Biometric Card, ATM Card

UNIT-IV

- Car Parking & Traffic Control Management
- Lift operation Management
- Internal industrial security and functions

UNIT-V

- Qualities of Security Staff
- Selection Procedure of Security Staff
- Use of Dogs
- Weapons and Firearms

SUGGESTED READINGS:

1. The Role of the Security Officer: A Comprehensive Instruction Manual of Safety and Security for the Security Profession in America by Michael James Jaquish

LAWS & REGULATIONS FOR PRIVATE SECURITY

Subject Code- DSC203

Credits: 6(5L+1T)

Hours: 60 Hours

UNIT-I

- Important Provisions of Cr. P.C. 1973

UNIT-II

- Private Security Agencies Regulation Act
- Private Security Agencies Regulation Rules

UNIT-III

- Labour Laws
- Factories Act
- Labour Licence

UNIT-IV

- Investigations, Intelligence and FIR
- Right of Self-Defence
- Use of Forensic Science in legal matters related to security

UNIT-V

- Constitution of India –important articles
- Human rights
- Gender Sensitisation

SUGGESTED READINGS:

1. Introduction to the Constitution of India by Durga Das Basu, V. R. Manohar, Bhagabati Prosad Banerjee, Shakeel Ahmad Khan; Lexis Nexis Butterworths Wadhwa Nagpur, 2008
2. Cr.PC by Ratanlal Ranchhoddas, Dhirajlal Keshavlal Thakore

BASICS OF MANAGEMENT-II

Subject Code- GE201

Credits: 6(4L +2P)

Hours: 45 Hours

Unit I- Marketing Management

Marketing: Definition, Nature and Importance; Elements of Marketing - Needs, Wants, Demands, Customer, Consumer, Markets and Marketers; Consumer markets and Industrial markets;

Marketing Management: Concept, Function and Importance; Marketing – Mix (4 Ps) Functions of Marketing Management; Marketing Environment; Marketing Research

Unit II- Financial Management

Concept, Meaning and Scope; Profit Maximization vs Wealth Maximization; Financial Decision (Financing, Investment Dividend); Capital Structure; Cost of Capital (Equity Shares, Preferential Shares and Debt); Working Capital and Fixed Capital; Ratio Analysis

Unit III- Human Resource Management

Concept, Meaning and Scope; Job Analysis (Job Description and Job Specification) and Job Evaluation; Strategic Human Resource Planning; Compensation and Reward Management; Talent Management

Unit IV-Corporate Social Responsibility

Meaning and Importance; Evolution of CSR; CSR and Social Legitimacy; Business and Ethics; Relevance of CSR in Business Landscape; Stakeholders: Organization, Government, Society and Regulatory Environments; CSR and Sustainability

Unit V

Case Studies and Project Reports

Recommended Readings:

1. Marketing Management, Analysis, Planning, Implementations and Control- Philip Kotler, New Delhi: Pearson Education, 2015
2. Financial Management- M.Y. Khan and P.K. Jain; New Delhi: Tata McGraw Hill, 2016.
3. Human Resource Management, Text & Cases- K. Aswathappa, McGraw Hill Education; Eighth edition (5 July 2017)

4. Case Studies in Management- Akhilesh Chandra Pandey- I K International Publishing House Pvt. Ltd; 2nd Revised edition edition (30 April 2015)
5. Management Cases- Peter F. Drucker- HarperBusiness; Revised edition edition (30 December 2008)
6. Corporate Social Responsibility – Emerging Opportunities And Challenges In India- K.S. Ravichandran- Lexis Nexis; First edition (26 August 2016)
7. Implementing Corporate Social Responsibility: Indian Perspectives- Subhasis Ray- Springer; First edition (20 March 2014)
8. Corporate Social Responsibility: Readings and Cases in a Global Context- by Andrew Crane, Dirk Matten, Laura Spence- Routledge

CRIME PREVENTION

Subject Code- GE202

Credits: 6(4L+2P)

Hours: 45 Hours

Unit- I: Introduction to Crime Prevention

- Introduction to the concept of Crime prevention
- History of crime prevention, Primary, Secondary and Tertiary crime prevention
- Role of Police in Prevention of various types of crimes
- Role of Educational programs, training and assistance to Police, regarding crime prevention

Unit -II: Theoretical perspective-

- Spatial theories of crimes
- Chicago school of crime
- Situational crime prevention theory

Unit-III- Theoretical perspectives

- Routine Activity Theory.
- Rational Choice Theory.
- Criminal Pattern Theory.

Unit -IV: Methods of Crime Prevention and Its Strategies

- Crime Prevention Through Environmental Design
- Crime prevention initiatives by Police – Police Information Centres, Community Policing, Intervention Programs, Mediation etc
- Patrolling and Beats, Intelligence, Surveillance
- Crime analysis and Crime mapping

Unit –V: Contemporary programs

- Police Community Relation: Developing healthy Police Public relationship
- An Introduction to Police public relations in India and abroad :Peace Committee , FOP, Village Police system , Koban (Japan) , Police Board (UK) ,Sheriff (USA mode)
- Responsibilities of NGO's & activists in Crime Prevention
- Role of media in Crime Prevention

SUGGESTED READINGS

1. Bawa P.S., 1989, Policing for people, Rupa and Co.
2. Ramanujam T, 1992, Prevention and Detection of Crime, Madras Book Agency
3. Jeffery, e. Ray, 1971, Crime Prevention though Environmental design, Sage Publications. Inc.
4. Gilling, Daniel, 1997 Crime Prevention: Theory, Policy and Politics, UGL Press Ltd., U.K.
5. Magurie Mike, Morgan, Rod and Reiner Robert, 2007, The Oxford Handbook of Criminology Oxford University Press.
6. Paranjape NV, 2009, Criminology and Penology, Central Law Publications, Allahabad, UP
7. Reid Sue Titus, 2006, Crime and Criminology-Mc Graw Hill Publishers.
8. Burrows John, Ekblour and Heal Kevin, 1979 Crime Prevention and Police, Crown Copyright.
9. Atri, Parvesh K, 1998, Dynamics of Crime Prevention and Criminology, Anmol Publications Pvt. Ltd.
10. Hughes Gordon, Mc Laughlir Engene, Muncie John, 2002, Crime Prevention and Community Safety, New Directions, Sage Publications Ltd.

ENGLISH LITERATURE-II

THE METAPHYSICAL AGE

Code:GE203
Credits: 4(3L+1T)

Hours:45 Hours

UNIT I- POETRY

John Donne

- Death, be not Proud
- The Good Morrow
- Go and Catch a Falling Star
- A Valediction: Forbidding Mourning
- Sweetest Love, I do not go

UNIT II- POETRY

Andrew Marvell,

- The Definition of Love
- The Garden

UNIT III- POETRY

George Herbert

- The Pulley
- Virtue

Robert Herrick

- To the Virgins, To Make Much of Time
- Delight in Disorder

UNIT IV- POETRY

John Milton

- On His Blindness
- On Shakespeare
- Satan's Adjuration from Paradise Lost Book I

UNIT V- PROSE

A .Abraham Cowley

- Of Greatness
- The Dangers of an Honest Man in Much Company

B. The social and historical background of the age and different genres covered therein like- the characteristics of Metaphysical and Cavalier poetry, the Metaphysical conceit, the concept of carpe diem, features of the Metaphysical age etc.

Recommended Readings

- Abrams, M.H.- A Glossary of Literary terms, Cengage Learning
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP
- Carter, Ronald and John Mc Rae-ed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Daiches, David- A Critical History of English Literature , Vol.II- The Restoration to the Present Day, Random House
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets, Oxford University Press
- Ford, Boris-Ed. From Donne to Marvell- The Pelican Guide to English Literature, Vol. 3, Penguin
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Helen Gardner, Ed. The Metaphysical Poets. London: Oxford
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, G.Bell
- Jain, Jasbir- Ed. Srings of Gold, Part II, Macmillan India
- Kermode, Frank, et al. The Oxford Anthology of English Literature, Vol.1 London: OUP
- Legouis and Cazamian- A History of English Literature – The Middle Age and the Renascence, Trinity Publication
- Lockitt, C.H.-Ed. The Art of the Essayist, Longman
- Milton, John. A Critical Study by T Joseph and Francis.New Delhi: Anmol Publications
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- Williams, Emrys. Ed. A Book of English.London: Pelican

ORGANIZATIONAL BEHAVIOR

Code: GE204

Credits: 4 (3L+1T)

Hours: 45 Hours

Unit I

Concept of Organizational Behaviour (OB)- Concept and Importance of Organizational Behaviour, Key Elements of Organizational Behavior, Contributing disciplines, Emerging Challenges and Opportunities for OB

Unit II

Motivation: Definition and Meaning, Theories of Motivation, Application of theories in Organizational Scenario

Leadership: Concept, Styles, Theories of Leadership

Unit III

Organizational Communication: Meaning and Importance of Communication, Functions , process, types, Barriers in effective communication, Interpersonal Communication, Organizational Communication, Tips for Effective Communication

Unit IV

Conflict: Definition and Meaning, Sources of Conflict, Types of Conflict, Conflict Management Approaches

Stress: Definition and Meaning , Sources of Stress, Types of Stress, Impact of Stress on Organizations, Stress Management Techniques

Unit V

Introduction to Groups and Teams: Meaning and Importance of Groups, Reasons for Group Formation, Types of Groups, Stages of Group Development, Meaning and Importance of Teams, Types of Teams, Creating an Effective Team

SUGGESTED READINGS:

- Robbins, S. & Judge, T. (2008) Essentials of Organizational Behavior. 9 th ed. New Jersey: Pearson/Prentice Hall
- Huczynski, A. & Buchanan, D. (2007) Organisational Behaviour: An Introductory Text, 6 th ed., Harlow: FT/Prentice Hall
- Mullins, L. (2007) Management and Organizational Behaviour. 8 th ed. FT/Prentice Hall

- Gibson, J., Ivancevich, J., Donnelly, J. & Konopaske, R. (2006) Organizations: behavior, structure, processes. 12 th ed. McGraw Hill
- Kinicki, A. & Kreitner, R. (2006) Organizational Behavior: key concepts, skills, & best practices. 2 nd ed. McGraw Hill
- Mullins, L. (2006) Essentials of organizational behaviour. Harlow: Prenticehall
- Nelson, D. & Quick, J. (2006) Organizational Behavior: Foundations, Realities & Challenges. 5 th ed. Thomson South-Western
- Fincham, R. & Rhodes, P. (2005) Principles of organizational behaviour. 4 th ed. Oxford: Oxford University Press
- Luthans, F. (2005) Organisational behaviour. (10th ed.) McGraw Hill Irwin

GENERAL ENGLISH AND COMMUNICATION SKILLS-II

Code: AECC-201

Credits: 2(L)

Hours: 30 Hours

UNIT I- READING TEXTS (ESSAYS)

- Third thoughts- E.V. Lucas
- On the rule of the road- A.G. Gardiner
- All about a dog- A.G. Gardiner
- English is a crazy language- Richard Lederer
- Fearlessness- M.K. Gandhi

UNIT II- GRAMMAR

- Errors in the use of adjectives and degrees of adjectives
- Subject - Verb agreement
- Active and Passive voice
- Sentences in negation and interrogation

UNIT III- COMPREHENSION PASSAGES AND TRANSLATION, FUNCTIONAL GRAMMAR AND WRITING SKILLS

- Analysis of comprehension passages- seen and unseen (Question Types)
- Translation of sentences from Hindi to English
- Homonyms and homophones
- Phrasal verbs
- Vocabulary building exercises.
- Essay writing- descriptive, narrative and reflective essays
- Letter and writing- personal and official
- Precis- writing contd.

Books Recommended-

Suitable texts are to be chosen by the instructors from texts and references listed below as well as from other sources.

Bolton, David- English Grammar in Use, Oxford University Press.

Leech, Geoffrey and Svartvik, Jan- Communicative Grammar of English, Longman

Lederer, Richard- English is a Crazy Language, Digital Commons@ Butler University.

Lokitt, C.H- The Art of the Essayist, Orient BlackSwan.

McCarthy, Michael and Dell, Felicity O- English Vocabulary in Use, Cambridge University Press.

Murphy, Raymond- English Grammar, Cambridge University Press.

Sampson, Paul- English Language through Literature: An Introduction, Routledge.

Selected Works of Mahatama Gandhi, Gandhi Ashram Sevagram Publication.

Stannard, Allen- Living English Structure, Oxford University Press

Swan, Michael- Practical English Usage, Oxford University Press.

Thomson and Martinet- Practical English Grammar, Oxford University Press

Thorpe, Edward- Objective English, Pearson Publication.

Turton, N.D & Heaton, J. B- Longman Dictionary of Common Errors, Pearson Publication.

Wood, F.T. and Aggarwal, N.K- J.C. Nesfield English Grammar, Composition and Usage, Macmillan.

Wren, P.C. and Martin- High School English Grammar and Composition, S. Chand & Co.

Code: AECC-202

PERSONALITY DEVELOPMENT AND SOFT SKILLS

Credits: 2

Hours:30 Hours

Unit-I

Positive Communication: Components of positive communication, appropriate use of nonverbal communication and Body language, Practicing Active Constructive Communication

Assertiveness: Meaning and Benefits, Continuum of Passive, Aggressive and Assertive Assertive communication, Techniques for developing assertiveness

Unit-II

Emotional intelligence: Concept of emotion and its influences, Model and characteristics of EI, Assessing and increasing EI

Self Management: Concept of self and its development, Biases and issues, Enhancement of self-esteem, Understanding self through SWOT analysis

Unit-III

Time Management: Time wasters- Procrastination, Time management tips and strategies, Advantages of time management.

Stress Management: Definitions and manifestations of stress, Stress coping ability and stress inoculation training, Management of various forms of fear (examination fear, stage fear or public speaking, anxiety).

SUGGESTED READINGS:

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata Mc Graw Hill.
2. Cathcart, Robert. S. and Larry A. Samovar. 1970. *Small Group Communication: A Reader*. 5th Edition. Wm. C. Brown Publishers. Iowa
3. Tambllyn, Doni and Sharyn Weiss. 2000. *The Big Book OF Humorous Training Games*. 2004 Edition. Tata McGraw-Hill. New Delhi
4. Lucas, Stephen.2001. Art of Public Speaking. Mc-Graw Hill.
5. Swaminathan. V.D & Kaliappan. K.V(2001). Psychology for Effective Living. Chennai. The Madras Psychology Society.
6. Smith, B (2004). Body Language. Delhi: Rohan Book Company.
7. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill.

ENVIRONMENTAL STUDIES

Code: AECC203

Credits: 2 [2L]

Hours: 30 Hours

UNIT-I

Definition, Scope and importance of Environmental Studies. Ecosystem: Concept of ecosystem, structure and function of an ecosystem. Energy flow in the ecosystem. Food chains, food web and ecological pyramids. Characteristics, features, structure and function of Desert Ecosystem.

UNIT-II

I. Natural resources and associated problems.

- a. **Forest resources:** Use and over-exploration, deforestation, effects of mining on forest and tribal people.
- b. **Water Resources:** Use and over-utilization of surface and ground water, floods, drought, conflicts over water.
- c. **Food Resources:** World food problem, change caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems.
- d. **Energy Resources:** Growing energy needs, renewable and non-renewable energy sources, use of alternate energy source.

II. Biodiversity and its conservation: - Introduction, Definition, levels: genetic, species, ecological diversity, Global Biodiversity status, Biodiversity status in India and its conservation. Important Endangered and endemic species of India. Introductory studies of National Parks, Sanctuaries and Biosphere Reserve.

UNIT-III

I. Introduction to Environmental Pollution:

- a. Air pollution
- b. Water pollution
- c. Noise pollution
- d. Nuclear hazards to Man & Environment

II.

- Water conservation: - Rain water harvesting, wastewater management.
- Liquid Waste Management: - Introduction to sewage and its treatment.
- Solid Waste Management: - Causes Effects and Control measures of Urban and Industrial waste.
- Role of an individual in prevention of pollution.

Recommended readings:

1. Bhatia A and Kohli KS. (2010) Ecology and Environment. Ramesh book Depot., Delhi
2. Earl. D.H. (1993) Animal diversity Prentice Hall.
3. Wallace R.A. (1975) Biology, the world of life. Good year Publishing co. Japan
4. Odium, E.P. (1982) fundamentals of Ecology W.B. Saunders
5. Proceeding of the National Academy of Sciences (1993) India. Section B. Biological Science vol. 63
6. Sharma V.D (1981) Environmental Pollution. Haryana Sahitya Academy
7. Lal. J.B. (1992) Forest Ecology, Natras Publishers
8. Edward J.K. (1996) Concept of Ecology, Prectice Hall. Saddle River. New Jersey USA.
9. Sharma P.D. (2007) Ecology and Environment, Rastogi Publication, Meerut.

SEMESTER-III

ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT

Subject Code- DSC301

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Environmental Pollution
- Waste Management

UNIT-II

- Aim, Principles and Rules of First Aid
- First Aid Management
- Accident Prevention

UNIT-III

- Emergency Services
- Emergency Evacuation

UNIT-IV

- Health & Hygiene
- Housekeeping

UNIT-V

- Safety norms while monitoring security operations
- Food Security

SUGGESTED READINGS:

1. Safety, Health and Environment Handbook Hardcover – 2017 by K.T. Narayanan
2. Principles of Environmental, Health and Safety Management by Gordon West (Author), Ronald Michaud
3. Environmental and Health and Safety Management: A Guide to Compliance by Nicholas P. Cheremisinoff & Madelyn L. Graffia

SECURITY MANAGEMENT OF INSTALLATIONS

Subject Code- DSC302

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Scope & principles of Installation Security
- Hotel Security Management

UNIT-II

- Hospital Security Management
- Bank Security Management

UNIT-III

- Residential Security Management
- Educational Institution Security Management

UNIT-IV

- Event Management
- Retail Security Management

UNIT-V

- Oil and Gas Industrial Security Management

SUGGESTED READINGS:

1. Security: A Guide to Security System Design and Equipment Selection and Installation 2nd Edition by Neil Cumming

ACCOUNTING & BUDGETING

Subject Code- DSC303

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Minimum Wages
- Employees Provident Fund (EPF)

UNIT-II

- Employee State Insurance Corporation (ESIC)
- Goods and Services Tax

UNIT-III

- Accounting
- Record keeping

UNIT-IV

- Preparation of Quotations & Tenders
- Security Documentation
- Budgeting

UNIT-V

- Inventory Management of Security Equipment
- Information Security

SUGGESTED READINGS:

1. Encyclopedia of Security Management: Techniques and technology 2nd Edition
by John Fay

OFFICE MANAGEMENT

Subject Code- GE301

Credits: 6 (4L+2P/T)

Hours: 45 Hours

Unit-I

Office Management- Meaning, Functions and Importance; Office Management and Organization; Principles of Office Management

Unit-II

Principal Departments of Modern Office – Finance, Marketing, Operations, HR; Approaches of Office Management- Centralization and Decentralization of Office Services

Unit-III

Office Communication: Means, Applicability, Utility, Merits and Demerits; Selection of means of Communication; Correspondence through Internet

Unit-IV

HRM for office Management: Recruitment, Selection and Training of office staff; Office Supervision- Duties and Responsibilities of Supervisory Staff; Motivation: Financial and Non-financial incentives

Unit V

Office Manager: Qualifications and Qualities of Office Manager; Functions, Authorities and Responsibilities of an Office Manager;

Company Secretary: Qualities, Qualifications, Rights, Duties and Responsibilities

Recommended Readings:-

1. Office Management- R.K. Chopra (Author), Priyanka Gauri (Author), Himalaya Publishing House, 17 edition (2015)
2. Office Management- Pillai R.S.N. (Author), S Chand & Company, 2010
3. Office Management in Organizations + Human Resource Management in Organizations- Louis Bevoc, NutriNiche System LLC (14 October 2016)

Subject Code: GE302

PSYCHOLOGY OF CRIME

Credits: 6(4L+2P/T)

Hours: 45 Hours

Unit I

- Criminal Psychology: Definition, Nature, Purpose and Scope
- Criminal Behaviour: Definition, Sign and Symptoms, Psycho-social and Biological Determinants of Crime

Unit II

- Mental Health and Criminal Behaviour: Personality and Other Significant Mental Disorders, Psychopath, Sociopath
- Drugs and Crime: Types of drugs and their psycho-physical influences, Links between drug and crime

Unit III

- Theoretical perspective of understanding crime: Psychoanalytic and Humanistic
- Learning Criminal behaviour: Instrumental and Classical Conditioning, Social Learning

Unit IV

- Psychological Analysis: Psychometric Testing and Personality Assessment of Criminals
- Criminal Profiling: Concept and process

Unit V

- Psycho-neurological Instruments Used to detect Criminal Behaviour: Brain Imaging Techniques, Polygraph, Narco Analysis, Plethysmograph Testing

SUGGESTED READINGS:

- Bartal Curt R. (1999). Criminal Behavior: A Psychosocial approach 5th Edition, Prebuce Hall , New Delhi.
- Arrigo, Bruce,A, (2000). Introduction to Forensic Psychology, Academic Press.
- Mess Allen K & Weiner, Iroing B (1999). The Handbook of Forensic Psychology, 2nd Edition, John Wiley and Sons, Inc. `
- Kaul, Satyendra K & Zaidi, Mohd.H. (2008). Narco Analysis, Brain Mapping, Hypnosis and Lie Detector Tests in interrogation of suspects.
- Howitt, D. (2008). Introduction to Forensic and Criminal Psychology. Pearson Education
- Samenow, S. (2004).Inside the Criminal Mind: Revised and UpdatedEdition. Crown Publication.
- Forbes, R. (2016). Criminal Psychology: Understanding the Criminal Mind and Its Nature Through Criminal Profiling. Createspace Independent Publications

ENGLISH LITERATURE-III

THE RESTORATION AGE

UNIT I- POETRY

Alexander Pope

- Who sees with Equal Eye from An Essay on Man
- Not with More Glories from The Rape of the Lock

John Dryden

- A Song for St. Cecilia's Day
- Alexander's Feast

Samuel Johnson

- The Scholar's Life
- Let Observation with Extensive View from The Vanity of Human Wishes

UNIT II- POETRY

Thomas Gray

- Elegy Written in a Country Churchyard

William Cowper

- On the Receipt of My Mother's Picture

James Thomson

- Autumn from Seasons

William Collins

- Ode to Simplicity
- Ode to Evening

III-PROSE-ESSAY

Richard Steele

- The Spectator Club
- The Art of Conversation

Joseph Addison

- Sir Roger at Home
- Meditations in Westminster Abbey

UNIT IV-PROSE-ESSAY

Jonathan Swift

- The Spider and the Bee from The Battle of Books
- A Treatise on Good Manners and Good Breeding

Oliver Goldsmith

- Beau Tibbs at Home
- On the Instability of World Grandeur

UNIT V- DRAMA

Oliver Goldsmith-

- She Stoops to Conquer

The social and historical background of the age and different genres covered therein like- the characteristics of the Restoration age/ Augustan age, neo-classicism, satire and its types, the periodical essay, sentimental drama etc.

Recommended Readings:

- Abrams, M.H.- A Glossary of Literary terms, Cengage Learning
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP

- Bevis, Richard W. English Drama: Restoration and Eighteenth Century Routledge
- Carter, Ronald and John Mc Rae-ed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Daiches, David- A Critical History of English Literature , Vol.II- The Restoration to the Present Day, Random House
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets, Oxford University Press
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, G.Bell
- Kermode, Frank, et al. The Oxford Anthology of English Literature, Vol I OUP
- Kermode, Frank, et al.The Oxford Anthology of Poetry 3rd Ed. WW Norton
- Legouis and Cazamian- A History of English Literature – The Middle Age and the Renaissance, Trinity Publication
- Lockitt, C.H.-Ed. The Art of the Essayist, Longman
- Parfitt, George.English poetry of the seventeenthCentury, Pearson.
- Parry, Graham, Seventeenth Century Poetry: The Social Context,Harper Collins Publishers Ltd.
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press.
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- Ford, Boris. Ed.From Dryden to Johnson - The Pelican Guide to English Literature (Vol.4),PenguinWalker, Hugh.English Essay and Essayists,J.M. Dent & Sons

INTRODUCTION TO CYBER CRIMES

Code: GE504

Hours: 45 Hours

Credits: 4(3L+1T)

Unit I Important Computer terminology and Definitions

- Introduction to Cyber Crime: definition, meaning , jurisdiction
- Basic Computer terminology related to cybercrime: Cache, Phishing, ROM, RAM, Byte, Data, encrypt, decrypt, Cryptography, Denial of Service, Internet, intranet, HTML, Packet
- Types of Cyber crimes: Against people, against Property, Against Government

Unit II: Brief introduction to Cyber Crime related Issues

- Unauthorized access, Hacking, cyber stalking, Cyber voyeurism, obscenity in internet, web jacking, Salami attack
- Computer contamination: Virus, Malware, Worm, Trojan, Ransomware
- Software piracy, Data Theft, Cyber Espionage, Identity theft, Spam, Phishing, Information security, malicious code, Cyber warfare

Unit III Overview of Important Laws in India relating to Cyber crime

- Information Technology Act 2000: offences and contraventions under it, Information technology (amendment) Act, 2008. ,
- Overview of amended laws by the IT Act, 2000: The Indian Penal Code, 1860, The Indian Evidence Act, 1872, The Banker's Book Evidence Act, 1891, The Reserve Bank of India Act, 1934
- CrP.C. and Indian Penal Code overview with reference to Cyber crime,

Unit IV Introduction to Information Technology Act, 2000

- Important definitions under Section 2 of Information Technology Act 2000
- Concept of Criminal liability under cyber law with special reference to IT Act and Law in India.
- Digital signature, Critical infrastructure, Cyber Appellate Tribunal, Role of intermediaries, Electronic evidence, Cyber terrorism, protected system.

Unit V Emerging trends in Cyberspace and Cyber safety

- IPRs in Digital / Technology Environment: with special introduction to Copyright, Patents, Trademark , Domain Names, Disputes, Web related Issues,

- Emerging issues in Information Technology and Cyber laws: with special reference to Social media, and Data protection.
- Protection and Prevention of Cybercrime.

SUGGESTED READINGS:

1. Cyber Security, Cyber Crime and Cyber Forensics: Applications and Perspectives, Raghu Santanam, M. Sethumadhavan, Information Science Reference
2. Cyberlaw – The Indian Perspective By Pavan Duggal, Saakshar Law Publications.
3. Cyber Laws by Justice Yatinder Singh , Universal Publishing House

GENERAL ENGLISH AND COMMUNICATION SKILLS-III

Code: AECC-301

Hours: 30 Hours

Credits: 2(L)

UNIT I- READING TEXTS- (POETRY AND DRAMA)

- If- Rudyard Kipling
- Daffodils- William Wordsworth
- Lochinvar- Walter Scott
- Leisure- W.H. Davies
- Stopping by woods on a snowy evening- Robert Frost
- Granny's tree climbing- Ruskin Bond
- The Merchant of Venice- excerpts from Act III and IV

UNIT II- GRAMMAR AND VOCABULARY

- Uses of adverbs
- Reported speech
- Punctuation marks
- Prepositions- I
- Words commonly misspelt.
- Word formation- Nouns to verbs and adjectives and vice- versa.
- Vocabulary building exercises
- Phonetic Symbols and transcription for correct pronunciation. (Basic Level)

UNIT III- SPEAKING SKILLS AND WRITING SKILLS

- Effective speaking skills
- Barriers to effective speaking
- Group discussions- The do's and don'ts. Features of a group discussion.
- Interview techniques
- Essay writing- Expository and Imaginary
- Application writing including CV writing.

Books Recommended-

Suitable texts are to be chosen by the instructors from texts and references listed below as well as from other sources.

Bolton, David- English Grammar in Use, Oxford University Press.

Bond,Ruskin- Collected Short Stories, Rupa & Co.

Gill, Stephen- ed. William Wordsworth- The Major Works including The Prelude, Oxford World Classics.

ILeech, Geoffrey and Svartvik, Jan- Communicative Grammar of English, Longman

McCarthy, Michael and Dell, Felicity O- English Vocabulary in Use, Cambridge University Press.

Murphy, Raymond- English Grammar, Cambridge University Press.

Poems to be downloaded from [www. poemhunter. com](http://www.poemhunter.com) or [www. poetryfoundation.com](http://www.poetryfoundation.com)

Sampson, Paul- English Language through Literature: An Introduction, Routledge.

Shakespeare, William- The Merchant of Venice, Folger Shakespeare Library.

Stannard, Allen- Living English Structure, Oxford University Press

Swan, Michael- Practical English Usage, Oxford University Press.

Thomson and Martinet- Practical English Grammar, Oxford University Press

Thorpe, Edward- Objective English, Pearson Publication.

Turton, N.D & Heaton, J. B- Longman Dictionary of Common Errors, Pearson Publication.

Wells, J.C- Longman Pronunciation Dictionary, Pearson/ Longman.

Wood, F.T. and Aggarwal, N.K- J.C. Nesfield English Grammar, Composition and Usage, Macmillan.

Wren, P.C. and Martin- High School English Grammar and Composition, S. Chand & Co.

MATHEMATICAL ABILITY AND REASONING-I

Paper Code: AECC-302

Hours: 30 Hours

Credit: 2 (2L)

UNIT-I

- Basic concept of Sets (subsets, intersection and union)
- Introduction to the numbers and their sets
- Laws of indices
- Factorization of simple algebraic expressions
- Linear equations in two variables
- Quadratic equations

UNIT-II

- Profit and Loss
- Discounts
- Simple and Compound interest.
- Average
- Work and time

UNIT-III

- Basic Concept of Mathematical Reasoning
- Deductive and Inductive Reasoning
- Structure of Arguments
- Syllogism
- Logical Venn diagrams

Books Recommended:

1. S. Lang, Basic Mathematics, Springer-Verlag, 1998, New York.
2. P. N. Arora, S. Arora, Quantitative Aptitude Mathematics Volume-I, 2007, S. Chand & Co., New Delhi.
3. R. S. Agarwal, Quantitative Aptitude for Competitive Examinations, 2017, S. Chand & Co., New Delhi.
4. R. S. Agarwal, A Modern Approach to Verbal and Non-Verbal Reasoning, 2012 S.Chand & Co., New Delh

NATIONAL CADET CORPS-II

Code: SEC-301

Credits: 6(4L+2P)

Hours: 30

Hours

Unit-I

Leadership, Leadership Traits, Indication of Good Leadership, Leadership & Motivation, Case Studies on effects of Leadership in NCC, Moral Values & Character traits, Honors Code Concept, Case Study: Vivekanand, Kiran Bedi and MS Dhoni; Map Reading (MR), Introduction of types of Maps and conventional signs, Scales and Grid system, Topographical forms and technical terms, Relief, contours and Gradients, Cardinal points and types of north, Types of Bearings and use of service protractor, Prismatic compass and its use and GPS, Setting a map, finding north and own position, Map to Ground, Ground to Map, Point to Point March

Unit-II

Disaster Management, DM Organisation Legislation Policies, Types of emergencies/Natural Disaster, Essential Service and their maintenance, Traffic control during disaster under Police Supervision, Role of NCC during Natural Disaster, Do's & Don't's for NCC Cadet performing DM duties, Fire Service and Fire Fighting, Civ Defense Organisation & its duties; Field Craft and Battle Craft (FC & BC), Judging Distance, Description of ground, Recognition, description and indication of landmarks and targets, Observation, Camouflage and Concealment, Field Signals, Section Formations, Fire Control Orders, Fire and Movement, Types of knots and lashings

Unit-III

Social Awareness and Community Development, Basics of Social Service its needs, Rural Development Programs, NGOs: Role and Contribution, Civic Responsibility : Swachh Bharat Abhiyan, Contribution of Youth towards Social Welfare, Social Security Schemes, Social Evils viz Dowry/Female Feticide/Child abuse and trafficking etc, Drug Abuse & trafficking, Causes and Prevention of HIV/ AIDS : Role of Youth, RTI and RTE, Protection of Children, Road/Rail Travel Safety, Govts new Initiative, Counter Terrorism

Practical Learning: Drill With Arms (AD), Weapon Training: Trigger control and firing a shot, Range procedure and safety precautions, Theory of group and snap shooting

Recommended readings:

1. NCC Website
2. NCC Course Book, Upkar Publications

PHYSICAL EDUCATION-II

KINESIOLOGY & CORRECTIVE PHYSICAL EDUCATION

Code: SEC302

Credits: 2(L+P)

Hours:30hrs

UNIT- I: - Introduction

- Brief history, Definition and concept of Kinesiology.
- Aims and objectives of Kinesiology.
- Role of Kinesiology in Physical Education and Sports.
- Fundamental Concepts of the following terms :- (i) Axes and Planes (ii) Centre of Gravity (iii) Line of Gravity Base (iv) Starting Positions
- Analysis of Movement

UNIT- II: - Anatomical Concepts

- Types of Muscle Contraction (Isometric, Isotonic: Concentric & Eccentric & Isokinetic)
- Strength of Muscle Contraction in terms of motor units, Muscular Co- ordination.
- Concept of mechanical basic of Kinesiology and its application to Physical Education and Sports.
- Simple mechanics found in the Muscular and skeletal system (Leverage and its application to human body)
- Laws of motion and their application in sports activities.

UNIT- III: - Correctives & Rehabilitation

- Meaning and scope of " Correctives" in Physical Education. Posture and its deviation
- Definition, standard of standing posture values of good posture causes and drawbacks of bad posture.
- Common Postural deviations, their causes and remedial exercises (i) Kyphosis (ii) Scoliosis (iii) Lordosis (iv) Knock knees (v) Bowleg (vi) Flat foot
- Definition, Aims, objectives and scope of Rehabilitation.
- An introduction effects and uses of Therapeutic Modalities & Exercises in injuries & Rehabilitation.

SUGGESTED READINGS:

1. Deshpande S.H.(2002). Manav Kriya Vigyan – Kinesiology (Hindi Edition) Amravati :Hanuman Vyayam Prasarak Mandal.
2. Hoffman S.J. Introduction to Kinesiology. Human Kinesiology publication In.2005.
3. Steven Roy, & Richard Irvin. (1983). Sports Medicine. New Jersey: Prentice hall.
4. Thomas. (2001). Manual of structural Kinesiology, New York: Me Graw Hill.
5. Uppal A.K. Lawrence Mamta MP (2004) Kinesiology. Delhi, Friends Publication .
6. Uppal, A K. (2004), Kinesiology in Physical Education and Exercise Science, Delhi, Friends publications.
7. Williams M (1982) Biomechanics of Human Motion, Philadelphia; Saunders Co.

SEMESTER-IV
TRANSPORTATION SECURITY

Subject Code- DSC401

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Transportation Security
- Surface Transportation Security

UNIT-II

- Fleet Management
- Metro Security

UNIT-III

- Aviation Security
- Marine Security

UNIT-IV

- Logistics Security
- Supply Chain Security

UNIT-V

- Cash in Transit

SUGGESTED READINGS

1. Air Transport Security: Issues, Challenges and National Policies (Comparative Perspectives on Transportation Security series) by Joseph S. Szyliowicz (Author, Editor), Luca Zamparini (Author, Editor)
2. Transport Security By: Bruce Newsome In: *A Practical Introduction to Security and Risk Management* DOI: <http://dx.doi.org/10.4135/9781506374437.n15>
Subject: Security & Crime (general), Risk Management
3. Maritime Transport Security: Issues, Challenges, and National Policies, Khalid Bichou, Joseph S. Szyliowicz, Luca Zamparini Edward Elgar, 2013

PROTOCOLS & LIAISON

Subject Code- DSC402

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Administration of Justice
- District authorities

UNIT-II

- Courts
- Police stations

UNIT-III

- VIP handling
- Airport protocol
- Railways protocol

UNIT-IV

- Events
- Situational Management

UNIT-V

- Security manager as part of corporate management system
- Protocols during Power Point Presentations

SUGGESTED READING:

Security Management, Volume 32, Issues 1-6, American Society for Industrial Security., 1988 - Industries

INTELLIGENCE AND INVESTIGATIONS

Subject Code- DSC403

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Definitions & Role of Intelligence in Installations
- Crime Scene Management / Reconstruction

UNIT-II

- Investigative Interviewing
- Forensic Science
- Evidence Collection & Preservation

UNIT-III

- Internal Vigilance
- Accident Investigation
- Background Checks

UNIT-IV

- Corporate Intelligence
- Counter Measures

UNIT-V

- Intelligence Cell & Undercover Operations
- Enquiries & Internal Investigations

SUGGESTED READING:

Security Intelligence Systems: Principals, Policies, Plans and Practice by Barrister Adebayo Akinade

ENTREPRENEURSHIP MANAGEMENT-I

Subject Code- GE401

Credits: 4 (L+T)

Hours: 45 Hours

Unit I-Entrepreneur

Meaning and Importance; Characteristics and Personality Traits; Skill Set and Knowledge Base; Relevance in Present Business Environment; Case Study of Successful Entrepreneurs

Unit II-Entrepreneurship

Concept, Meaning and Need; Role in Economic Development; Entrepreneurship Process; Factors Impacting Emergence of Entrepreneurship; Managerial and Entrepreneurial Approach

Unit III-Business Opportunity Recognition/ Starting a Venture

Generating Business Idea: Sources of New Idea, Method of Generating Ideas; Opportunity Recognition; Environment Scanning (Internal & External) Competitor and Industry Analysis; Feasibility Study: Market feasibility, Technical Feasibility, Financial Viability; SWOT Analysis; Preparing a Business Plan

Unit IV-Functional Plans

Marketing Plans: Marketing Research for New Venture, Steps Involved, and Contingency Planning;

Organizational Plan: Form of Ownership, Designing Organization Structure, Job Analysis and Design, Manpower Planning;

Financial Plan: Fixed Capital, Working Capital, Cash Budget, Break- Even Analysis, Income Statement, Balance Sheet

Unit V-Sources of Finance

Debt and Equity Financing, Commercial Banks, Venture Capitalist, Financial Institutions, Government Schemes and Programmes

Recommended Readings:

1. Fundamentals of Entrepreneurship- Nandan H- Prentice Hall India Learning Private Limited; Third edition (2013)
2. Entrepreneurship Simplified: From Idea to IPO- Ashok Soota, S.R. Gopalan- Penguin Random House India; Latest edition (17 October 2016)
3. Entrepreneurship (Includes CD)- Rajeev Roy- Oxford University Press; Second edition (19 August 2011)
4. Entrepreneurship Management- Rajeev Roy- Oxford University Press India (26 June 2008)
5. Entrepreneurial Development- Khanka S.S.-S Chand & Company; Reprint Edn. 2006 edition (1 December 2007)

CRIMINAL LAW AND PROCEDURE-I

Paper Code: GE402
Credits: 4(L+P)

Hours: 45 Hours

UNIT-I

- Law and Sources of Law, Sources of Criminal Law,
- General Principles of Crime, Distinction between Crime and other wrongs, Elements of Crimes
- Stages in Commission of a Crime: Doctrine of Mens-rea, Preparation and Attempt;
- General Explanation : Public servant, movable property, wrongful gain and wrongful loss, Dishonestly, Fraudulently, Valuable Security, 'Act' and 'Omission', Voluntarily, Offence, Good faith, Illegal, Injury, Document, 'Of Punishments'
- Territorial jurisdiction of I.P.C. (Ss. 1-5)

UNIT-II

- General Exceptions (A): Excusable defences (Sec. 76-95)
- General Exceptions (B): Justifiable defences (Sec. 96-106)

UNIT-III

- Joint and constructive liability: Common intention, common object;
- Criminal conspiracy; Offences against the State(Waging War and Sedition);
- Offences against the public tranquillity (Unlawful Assembly, Riot, affray)

UNIT-IV

- Hurt, Grievous hurt, Voluntarily causing hurt and grievous hurt,
- Wrongful restraint and wrongful confinement
- Assault, Kidnapping and Abduction
- Offences affecting the Human Body; Culpable homicide, Murder,

UNIT-V

- Criminal Amendment Act 2013
- Introduction to Sexual Harassment at work place Act
- Introduction to POCSO Act
- Introduction to PCPNDT Act

Suggested Readings

- H.S. Gour: Penal Law of India
- T. Bhattacharya: Indian Penal Code
- S. N. Mishra: Indian Penal Code
- K. D. Gaur: Indian Penal Code

ENGLISH LITERATURE-IV

THE ROMANTIC AGE

Code: GE403

Credits:4(3L+1T)

Hours:45 Hours

UNIT I- POETRY

William Blake

- The Tiger
- The Lamb
- The Chimney Sweeper (Songs of Innocence)

William Wordsworth

- The Solitary Reaper
- The Stolen Boat from The Prelude Book I
- The Sounding Cataract from Tintern Abbey

Samuel Taylor Coleridge

- Dejection : An Ode
- Frost at Midnight

UNIT II-POETRY

George Gordon Byron

- She Walks in Beauty
- When We two Parted

John Keats

- La Belle Dame sans Mercy
- Ode to Autumn

Percy B Shelley

- Ozymandias
- To a Skylark

UNIT III- PROSE- ESSAY

Charles Lamb

- Dream Children- A Reverie
- Mackerey End in Hertfordshire

William Hazlitt

- On Going a Journey
- On Familiar Style

UNIT IV—PROSE

William Wordsworth

- Excerpts from Preface to Lyrical Ballads- page 162 to 177 from English Critical Texts ed. Enright, D.J and Chickera, Ernst D.

UNIT V-- FICTION

Jane Austen

- Pride and Prejudice

B. The social and historical background of the age and different genres covered therein like- the transitional poets and the features of their poetry, the characteristics of the Romantic age, pantheism and the return to nature, themes of melancholy, the supernatural, the personal essay, the domestic novel etc.

Recommended Readings:

- Abrams, M.H.- A Glossary of Literary terms, Cengage Learning
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP
- Bone, Drummond. The Cambridge Companion to Byron, Cambridge University Press
- Bowra, C.M. The Romantic Imagination.London: OUP
- Carter, Ronald and John Mc Rae-ed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Daiches, David- A Critical History of English Literature , Vol.II- The Restoration to the Present Day, Random House
- Enright D.J. and Chickera, Ernst D.- ed. English Critical Texts 16th Century to 20th Century, OUP
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets, Oxford University Press
- Ford, Boris Ed. From Blake to Byron - The Pelican Guide to English Literature (Vol.5), Pelican
- Gill, Stephan- ed. William Wordsworth- The Major Works including The Prelude, Oxford World Classics.
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, G.Bell
- Jain, Jasbir- Ed. Strings of Gold, Part III, Macmillan India
- Kettle, Arnold- An Introduction to the English Novel, Volume I To George Eliot, Universal Book Stall
- Kettle, Arnold- An Introduction to the English Novel, Volume II Henry James to 1950, Universal Book Stall.
- Lamb, Charles- Essays of Elia, Macmillan
- Legouis and Cazamian- A History of English Literature – The Middle Age and the Renaissance, Trinity Publication
- Morton, Timothy.The Cambridge Companion to Shelley,Cambridge: Cambridge University
- Newlyn, Lucy. The Cambridge Companion to Coleridge,Cambridge: Cambridge University Press
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press.
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- Wolfson, Susan J. The Cambridge Companion to Keats, Cambridge: Cambridge University Press

INTRODUCTION TO INFORMATION SECURITY

Code: GE404

Credits: 4[3L + 1P]

Hours: 45 Hours

Unit-I Information Concepts and Processing

Definition of Information, quality and value of information, categories of Information in business organization level of information, storage and retrieval of data, comparison of manual and electronic storage of data, Organization of data as files, Data Extraction Transformation and Processing Electronic digital computer, the number system (binary, digital, octal and hexadecimal and their inter conversions), character code (ASCII and EBCDIC)

Unit-II Network Infrastructure and its basics

LAN, WAN and MAN; Various network topologies, Network Architectures and Protocols, Network Security Fundamentals, Switch, Router, Hub and Bridge usage, Network security techniques using Firewall, IDS, IPS and log management. Forensic Analysis requirement of Network.

Unit-III Information Security Evolution

Evolution of Encryption Techniques, Historical Perspective of Information Security, Various Encryption and Decryption Techniques, Stream and Block Cypher introduction, Introduction of Asymmetric and Symmetric Encryption Techniques, Business Continuity Planning and Disaster Planning

Unit-IV Risk assessment, Audit and Standards

Threats to Computerized Environment, Cyber Crimes categories, Threats due to Cyber Crimes, Risk Assessment, Techniques for Risk Evaluation;

Unit-V Security Policies and Acts

Drafting of Information Security Policy and Audit Policy, ISO 27001 Information Security Management Standard, COBIT- IT Governance Model, Information Technology (Amendment) Act 2008 and its important Sections

Recommended readings:

1. Computer Security: Art and Science by Matt Bishop, Addison-Wesley
2. Information systems control and audit, Vol I & II by ICAI

GENERAL ENGLISH AND COMMUNICATION SKILLS-IV

Code: AECC-401

Credits: 4 (3L+1T)

Hours: 30 Hours

UNIT I- READING TEXTS (NOVEL)

- Swami and Friends- R.K. Narayan (Chapters- 1 to 9)

UNIT II- GRAMMAR

- Conjunctions and their correct usage
- Conditionals
- Relative clauses
- Prepositions- II

UNIT III- COMMUNICATION SKILLS

- Effective communication
- Barriers to communication
- Verbal and Non- verbal communication

UNIT IV- FUNCTIONAL GRAMMAR

- Homonyms- contd.
- One- word substitutes
- Vocabulary building exercises

UNIT V- WRITING

- Presentation writing
- Report writing.

Books Recommended-

Suitable texts are to be chosen by the instructors from texts and references listed below as well as from other sources.

Bolton, David- English Grammar in Use, Oxford University Press.

Leech, Geoffrey and Svartvik, Jan- Communicative Grammar of English, Longman

McCarthy, Michael and Dell, Felicity O- English Vocabulary in Use, Cambridge University Press.

Mitra, Barun. K- Personality Development and Soft Skills, Oxford University Press

Murphy, Raymond- English Grammar, Cambridge University Press.

Narayan, R.K- Swami and Friends, Indian Thought Publications.

Prasad, Hari Mohan and Sinha, Uma Rani- Objective English for Competitive Examinations, Tata McGraw Hill Publishing Company Limited.

Sampson, Paul- English Language through Literature: An Introduction, Routledge.

Stannard, Allen- Living English Structure, Oxford University Press

Swan, Michael- Practical English Usage, Oxford University Press.

Thomson and Martinet- Practical English Grammar, Oxford University Press

Thorpe, Edward- Objective English, Pearson Publication.

Turton, N.D & Heaton, J. B- Longman Dictionary of Common Errors, Pearson Publication.

Wood, F.T. and Aggarwal, N.K- J.C. Nesfield English Grammar, Composition and Usage, Macmillan.

Wren, P.C. and Martin- High School English Grammar and Composition, S. Chand & Co.

MATHEMATICAL ABILITY AND REASONING-II

Paper Code: AECC-402

Hours: 30 Hours

Credits: 2 (2L)

UNIT I

- Basic concept of permutation and Combination
- Formation of words
- Formation of numbers
- Formation of Committees
- Basic concept of Probability
- Sample space
- Different type of events
- Computation of probabilities (simple examples).

UNIT II

- Number Series
- Alphabet Series
- Coding
- Decoding
- Arithmetical reasoning

UNIT III

- Measure of Central Tendency:
- Mean
- Median
- Mode
- Variance
- Standard Deviation

Books Recommended:

1. S. Lang, Basic Mathematics, Springer-Verlag, 1998, New York.
2. P. N. Arora, S. Arora, Quantitative Aptitude Mathematics Volume-I, 2007, S. Chand & Co., New Delhi.
3. R. S. Agarwal, Quantitative Aptitude for Competitive Examinations, 2017, S. Chand & Co., New Delhi.
4. R. S. Agarwal, A Modern Approach to Verbal and Non-Verbal Reasoning, 2012 S. Chand & Co., New Delhi.

SEMESTER-V

DISASTER PREVENTION & MANAGEMENT

Subject Code- DSC501

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Natural Disasters
- Manmade Disasters

UNIT-II

- Emergency and Crises
- Disaster Management Cycle

UNIT-III

- Risk
- Vulnerability

UNIT-IV

- Preparedness and Mitigation
- Emergency Responses

UNIT-V

- Incident Command System
- Crisis Management

Recommended Readings:

1. Disaster Management- G.K Ghosh - A.P.H. Publishing Corporation
2. Disaster Administration and Management, Text & Case studies- SL Goel- Deep and Deep Publications

3. Encyclopedia of Disaster Management- SL Goel - Deep and DeepPublications, New Delhi, 2006
4. Disaster Management Paperback-Mrinalini Pandey, Wiley (2014)
5. Disaster Management- M. M. Sulphery; PHI Learning (2 May 2016)
6. Handbooks on Various Aspects of Disaster Management published by National Disaster Management Authority, Government of India
7. Disaster Management - S.K. Singh, S.C. Kundu, Shobha Singh- William Publications, New Delhi
8. Natural Hazards and Disaster Management: Vulnerability and Mitigation- R. B. Singh- Rawat; Reprint edition (1 December 2006)
9. Disaster Management : Text And Case Studies- D.B.N. Murthy

SECURITY LEADERSHIP

Subject Code- DSC502

Credits: 6(4L+2P)

Hours: 60 Hours

UNIT-I

- Security Attitudes
- Interpersonal skills

UNIT-II

- Etiquettes
- Physical Fitness and Bearing

UNIT-III

- Ceremonials
- Welfare

UNIT-IV

- Supporting and Motivating
- Human Resource Management
- Recruitment, Training and Development

UNIT-V

- Inter/Intra Department Coordination
- Client Management

SUGGESTED READINGS:

Security Leader Insights for Effective Management: Lessons and Strategies from Leading Security Professionals by: Randy Harrison

RESEARCH METHODOLOGY

Code: DSC303

Credits: 6 (4L+2T)

Hours: 60 Hours

Unit-I: Nature of Research

- Nature and characteristics of research
- Selection of topic and problem formulation; Steps in conducting research and making research proposal
- Hypothesis and causation; attributes of good hypothesis.
- Approaches to research: Quantitative and qualitative.

Unit-II: Research design

- Research design: Exploratory, Descriptive and Experimental
- Sub-types of Experimental Research design; Quasi-Experimental Research design

Unit-III: Sampling

- Types of data sources: primary and secondary data – use and limitations.
- Sampling: Purpose, types; advantages and disadvantages of different types of sampling.

Unit-IV: Data Collection & Processing

- Sources of data: Primary and Secondary Data
- Techniques of data collection: Questionnaire, Schedule, Observation, Interview
- Data Processing: Editing, Coding, Classification
- Presentation of data: tables, graphs, histograms

Unit-V: Elementary Statistics and Report writing

- Measures of Central tendency: Mean, Median, Mode;
- Dispersion: Mean Deviation and Standard Deviation
- Interpretation of Data: Basics of research report writing and style, Referencing.

SUGGESTED READINGS

1. Ronet Bachman & Russell K. Schutt (2014). Fundamentals of Research in Criminology and Criminal Justice. Sage publication : New Delhi
2. M.L.Dantzker, Mark L. Dantzker, Ronald D. Hunter (2006). Research Methods for Criminology and Criminal Justice . Jones & Bartlett Publishers.
3. W. Lawrence Neuman & Larry W. Kreuger (2007). Social Research Methods.. Pearson Education
4. Ranjit Kumar (2011). Research Methodology: A Step- By-Step Guide for Beginners 3rd Edition. Sage publication: India
5. C.R.Kothari (2013). Research Methodology: Methods and Techniques (3rd Ed) . New Age International Pvt Ltd Publishers.
6. Young, Pauline V.: Scientific Social Research and Surveys, Prentice Hall, New Delhi, 2000.
7. Goode, William J. and Paul K. Hatt: Methods in Social Research, Surjeet Publications, New Delhi, 2006.
8. Jagam. Framl E, 1982, Research Methods in Criminal Justice and Criminology, Mcmillan Co., New York.
9. Thakur, Devendra, 2003, Research Methodology in Social Sciences, Deep and Deep Publications, New Delhi.
10. Bachman, Ronet, 2003, The Practice of research in Criminology and Criminal Justice, Pine Forge Press.
11. Gokhale, Neela, 2007, Research Methodology in Criminology, Shree Publishers and Distributors.
12. Maxfield Michael G, 2001, Research Methods for Criminal Justice & Criminology Wadsworth/Thomas Learning.
13. Jupp, Victor 2000, Doing Criminological Research, Sage Publications.
14. Choudhary, CM, 1998, Research Methodology, Subline Publications, Jaipur.

15. Susan, Klaus and Kerner, Hans Jurgen, 1991, Developments in Crime and Crime control Research, German studies on victims, Offenders, and the public springer verlag Publications.
16. Verma S.P., 2007, Practical Approach to Research Methodology, Akansha Publishing House, Delhi.
17. Pannerselvam R, 2004 Research Methodology Prentice Hall of India.
18. Sellitz Clasure, Jahoda. Marie, Deutseh Morton Cook W. Strart, 1959, Research Methods in Social Sciences, Holt, Rinehart and Winston.
19. Bernstein Stepheer and Bernstein Ruth, 2005, Elements of Statistics I: Descriptive statistics and probability, Tata Mc. Graw Hill edition.
20. Gupta S.P., Gupta Archana, 2005, Statistical Methods, Sultan Chand and Sons, New Delhi.

ENTREPRENEURSHIP MANAGEMENT-II

Subject Code- GE501

Credits: 4(3L+1T)

Hours: 45 Hours

Unit I- Legal Dimensions

Selecting the Legal Form of New Venture, Adhering to the Legal Requirements (Stating, Running and Closure of Business Unit); Intellectual Property Rights; Licensing and Franchising

Unit II-Managing Growth

Characteristics of High Growth New Ventures; Strategies for Growth and Consolidation of the Business Unit

Unit III-Selling Off / Closure

Life Cycle of a Business Entity (Inception, Growth, Maturity, Decline); Harvesting Reward: Exit Strategy, Selling the Business Unit; Succession; Closure, Bankruptcy

Unit IV-Indian Context

Entrepreneurship in India: SWOT Analysis; Enablers and Drags: Political, Economic, Socio-Cultural, Legal, Technological and Administrative Factors; Ease of Doing Business Analysis; Case Studies (India and Global)

Unit V-Project Report: Business Plan

Recommended Readings:

1. Entrepreneurship Development- Sangeeta Sharma- PHI LEARNING PVT LTD (RS) (2017)
2. Entrepreneurship: New Venture Creation –Holt- Pearson Education India; First edition (10 March 2016)
3. Entrepreneurship Development and Small Business Enterprises- Charantimath- Pearson Education India; Second edition (2013)
4. The Entrepreneur Mind- Kevin D. Johnson- Jaico Publishing House
5. Entrepreneurship: A South-Asian Perspective- T.V Rao, Donald F. Kuratko- Cengage; 1 edition (8 November 2012)
6. The Third Wave: An Entrepreneur's Vision of the Future- Steve Case- Simon & Schuster (5 April 2016)
7. No Shortcuts: Rare Insights from 15 Successful Start-up Founders- NisthaTripathi- SAGE Publications india Pvt Ltd; 1 edition (1 October 2018)
8. Entrepreneurship Development: Text & Cases- B. Janakiram, M. Rizwana- Excel Books (1 January 2011)

CRIMINAL LAW AND PROCEDURE-II

Paper Code: GE-402

Credits: 4(3L+1T)

Hours: 45 Hours

UNIT-I

- Introduction- Object and extent of Criminal Procedure,
- Nature of Criminal Procedure, Preliminary Considerations,
- Classification of offences, Definitions under the Code,
- Constitution of Criminal Courts, Functionaries under the Code.

UNIT-II

- Arrest- Meaning and purpose, how made, with a warrant, without a warrant, of a woman, arrest by a private person, Remand, Custody
- Search and Seizure- With a warrant, without a warrant and general provisions.

UNIT-III

- Investigation- Meaning and purpose of Investigation; Who can investigate?; When police can investigate?; Information to the police; F.I.R. and procedure after the recording of the F.I.R; Evidentiary value of statements made to the police; Investigation in the case of unnatural deaths and suicides, in police custody etc.
- Chargesheet
- Bail- Concept, Purpose; When release on bail is mandatory?; When release on bail is Discretion?; Anticipatory bail

UNIT-IV

- Charge- Framing of Charge;
- Maintenance of Wives, Children and Parents
- Trials- Trial before a court of session; of warrant cases; of summons cases; Summary trials
- Judgment, Appeal, Reference, Revision

UNIT-V

- Indian Evidence Act: Introduction-Relevancy and admissibility of facts,
- Admissions and confessions, Relevancy of confessions and dying declarations
- Expert opinion, Burden of proof.

SUGGESTED READINGS:

- Rattan LalDhirajLal; The code of Criminal Procedure (Student edition).
- R.B.Kelkar's; Criminal Procedure Code
- D.D.Basu; Criminal Procedure code- II
- Avtar Singh: Indian Evidence Act
- Rattan Lal and DheerajLal : The Law of Evidence.
- BatukLal : Law of Evidence.

ENGLISH LITERATURE-V THE VICTORIAN AGE

Code: GE503
Credits: 4(L+T)

Hours: 45 Hours

UNIT I- POETRY

Alfred, Lord Tennyson

- Tithonus
- Break, Break, Break

Robert Browning

- My Last Duchess
- The Last Ride Together

Elizabeth Barrett Browning

- Sonnets from the Portuguese- 21 and 22

Matthew Arnold

- Dover Beach
- Isolation: To Marguerite

UNIT II-POETRY

Gerard Manley Hopkins

- Spring and Fall
- The Windhover

Dante Gabriel Rossetti

- The Woodspurge
- Autumn

Christina Rossetti

- Remember
- Passing and Glassing

Thomas Hardy

- The Darkling Thrush
- After a Journey

UNIT III- PROSE

Hillaire Belloc

- On an Educational Reform

William Henry Hudson

- The Saphire Gatherer

Robert Louis Stevenson

- An Old Scotch Gardener

UNIT IV- DRAMA

Oscar Wilde

- Lady Windermere's Fan

UNIT V- FICTION

Charles Dickens

- A Tale of Two Cities

C. The social and historical background of the age and different genres covered therein like- the features of the age, the dramatic monologue, sprung rhythm, instress and inscape, satire in drama and the depiction of social realism in the different genres.

Recommended Readings:

- Abrams, M.H.- A Glossary of Literary terms, Cengage Learning
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP
- Bonamay, Dobree and Batho Edith Clara :ed.The Victorians and After, Cresset Press.
- Boris Ford, ed : Pelican Guide to English Literature (From Dickens to Hardy)
- Buckley, F.H.- The Victorian Temper, Harvard University Press
- Carter, Ronald and John McRaed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Chesterton, G.K.- The Victorian Age in Literature, William and Norgate
- D. Thomson : England in the Nineteenth Century, Pelican
- Daiches, David- A Critical History of English Literature , Vol.II- The Restoration to the Present Day, Random House
- David Cecil : Early Victorian Novelists, Harper Collins
- F.H. Buckley : The Victorian Temper, Harvard University Press.
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets (OUP)
- G.K. Chesterton : The Victorian Age in Literature
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, G.Bell
- Hugh Walker : English Essay and Essayists, S. Chand & Co.
- Hugh Walker : Literature of the Victorian Era, Cambridge University Press
- Legouis, Emile and Cazamian, Louis- A History of English Literature – The Middle Age and the Renascence, Trinity Publication
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Ricks, Christopher- ed. Tennyson, Lord Alfred- Selected Poems, Penguin Classics.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press.
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- The Complete Works of Oscar Wilde, Harper Perennial Modern Classics.
- The Norton Anthology of Poetry
- The Works of G.M. Hopkins (The Wordsworth Poetry Library)

SOCIOLOGY OF SOCIAL DISORGANIZATION AND DEVIANCE

Code: GE304

Credits: 4(3L+1T)

Hours: 45 Hours

Unit-I: Social Disorganization

Meaning and Nature; Family Disorganization and Personality Disorganization; Causes and Consequences

Unit- II: Theories of Deviant Behaviour

Early Explanations: Classical, Positivist, Psychological, Geographical

Sociological Explanations: Differential Association, Delinquent Subculture, Opportunity structure, Social structure and Anomie, Labeling theory

Unit- III: Crime and Punishment

Concepts of Crime, Characteristics of Crime in India,

Juvenile Delinquency: Nature, Characteristics, Types, Factors and Consequences of Juvenile Delinquency

Theories of Punishment: Retributive, Deterrent, Reformative.

Unit-IV: Social Deviance in India

Terrorism: Meaning, Causes and Consequences; Communalism: Meaning, Causes and Consequences, Casteism: Meaning, Causes and Consequences, Regionalism: Meaning, Causes and Impact, Corruption: Meaning, Causes and Impact

Unit-V: Atrocities against women and Children

The Problem of Child Labour; Types, Causes and Effects of Child Abuse.

Violence against Women: Nature, Extent and Characteristics; Characteristics of Victims and Perpetrators of Violence. Theoretical Explanations of Violent behaviour against women, Online Victimization of women

Recommended Readings

1. Ahuja, Ram. 2000. *Criminology*. New Delhi: Rawat Publications.
2. Bajpai, Anju and Bajpai, P.K.2000. *Female Criminality in India*. New Delhi: Rawat Publications.
3. Sharma P.D. *Criminal Justice Administration: The Relay Race for Criminal Justice*.1998. New Delhi: Rawat Publications.
4. Ahuja, Ram, 2000, *Social Problems in India*, New Delhi: Rawat Publications.
5. Innes, Martin. 2003. *Understanding Social Control: Deviance, Crime and Social Order*. Maidenhead, UK: Open University Press.
6. Akers, R. L., & Sellers, C. S. (2008). *Criminological theories: Introduction, evaluation, and application*. New York, NY: Oxford University Press.
7. Belknap, J. (2007). *The invisible woman: Gender, crime, and justice*. Belmont, CA: Wadsworth.
8. Gill, S.S. 1998: *The Pathology of Corruption*, New Delhi: Harper Collin Publishers.
9. Chandra Bipin, 1984, *Communalism in Modern India*, Vikas Publication House, New Delhi.
10. Sen, Amartya, 2006, *Identity and Violence*, New York: W W Norton and Company

सामान्य हिन्दी-I

सामान्य हिन्दी एवं हिन्दी भाषा

Code:AECC501

Credits: 02 (L)

Hours: 30 Hours

इकाई 1 - विभिन्न गद्य विधाएँ

- कहानी: पर्दा - यशपाल
- रोज - अज्ञेय
- आत्मकथा- अपनी खबर - पांडेय बेचेन शर्मा 'उग्र'
- हास्यव्यंग्य- एकलव्य ने गुरु को अंगूठा दिखाया - हरिशंकर परसाई
- रेखाचित्र- गिल्लू - महादेवी वर्मा
- निर्धारित गद्य विधाओं की व्याख्या
- विभिन्न विधाओं पर आलोचनात्मक प्रश्न

इकाई 2 - व्याकरण

- तत्सम एवं तद्भव, पर्यायवाची, विलोम शब्द, युग्म शब्द, शब्द शुद्धि एवं वाक्य शुद्धि
- संक्षेपण, पल्लवन, अपठित गद्यांश

इकाई 3

- प्रारूपण पत्र लेखन , वैयक्तिक व्यावसायिक एवं शासकीय पत्र
- निबंध लेखन- समसामयिक सामाजिक, सांस्कृतिक एवं राजनैतिक विषय पर

सहायक ग्रंथ सूची:-

- हिन्दी: उद्भव, विकास और रूप- डॉ. हरदेव बाहरी किताब महल, इलाहाबाद 2001 ई.
- हिन्दी भाषा का इतिहास- डॉ. भोलानाथ तिवारी वाणी प्रकाशन, नई दिल्ली, 1987 ई.

- व्यावहारिक हिन्दी व्याकरण- डॉ. हरदेव बाहरी लोक भारती प्रकाशन, इलाहाबाद, 1975 ई.
- व्यावहारिक हिन्दी- ओम प्रकाश पीताम्बर पब्लिकेशिंग कम्पनी, करोलबाग, नई दिल्ली
- हिन्दी शब्द- अर्थ प्रयोग- डॉ. हरदेव बाहरी अभिव्यक्ति प्रकाशन, इलाहाबाद, 1997 ई.
- सामान्य हिन्दी- डॉ. राघव प्रकाश, माधोप्रकाशन जयपुर।
- कहानी एकादशी-सम्पादक- डॉ. विजयलक्ष्मी, प्रगति संस्थान दिल्ली
- प्रकीर्णिका- सम्पादक- बालकृष्ण राव एवं श्री राम शर्मा, राजकमल प्रकाशन, दिल्ली।

FRENCH-I

Code: AECC-502

Credits: 2(L)

Hours: 30 Hours

UNIT I- GRAMMAR

- Nouns- Singular and Plural
- Nouns- Gender- Masculine and feminine
- Pronouns- Je, Tu il, elle, nous, vous, ils, elles
- Articles- Indefinite- Un, Une, Des; Definite- Le, La, Le
- Adjectives- Descriptive, Possessive, Demonstrative
- Verbs and their Conjugations- As covered in chapters 1 to 14 of the text book- Langue et Civilisation Francaises.
- Tense- Simple Present, Present Perfect and Future Indefinite
- Numbers-Cardinals and Ordinals as mentioned in chapters 1 to 14 in the text.

UNIT II- TRANSLATION AND CONVERSATION EXERCISES

- Translation from English to French- Words and Sentences
- Translation from French to English- Words and Sentences
- Asking short questions in French and answering them in French.
- Short Conversation Exercises using fill in the blanks or one- line answers

UNIT III- TEXT

- Prescribed Text- Cours de Langue et de Civilisation Francaises- G. Mauger Volume I
Lessons- 1 to 14

Books Recommended-

Cours de Langue et de Civilisation Francaises- G. Mauger Volume I

Cours de Langue et de Civilisation Francaises- G. Mauger Volume II

Hugo's French Grammar Simplified- The Bennet College, Sheffield.

Le Francaise et La Vie- G. Mauger- for Conversation Practice

NATIONAL CADET CORPS-III

Code: SEC501

Credits: 2 (1L+1P)

Hours:30Hours

Unit-I

Health and Hygiene; Structure and functioning of the human body, Hygiene and Sanitation (Personal and Food Hygiene), Physical and Mental Health, Infectious and Contagious Diseases and its prevention, First Aid in common medical emergencies, Treatment and Care of Wounds, Introduction to Yoga and Exercises

Unit-II

Environment Awareness and Conservation; Natural Resources Conservation and Management, Water Conservation and Rain water harvesting, Waste Management, Energy Conservation

Unit-III

Introduction to Infantry Weapons and Equipment (INF), Characteristics of 5.56 mm INSAS rifle, ammunition, firepower, stripping, assembling and cleaning, Organisation of Infantry Battalion, Characteristics of Infantry Company support weapons, Characteristics of Infantry Battalion support weapons; Communication, Types of Communications, Characteristics of Wireless (Mobile, Wi Fi etc), Characteristics of Walkie/ Talkie, Basic RT Procedure, Latest trends and development (Multi Media, Video Conferencing, IT); Cyber Awareness

Practical Learning: Ceremonial Drill (CD), Adventure Training, Obstacle Training

Recommended readings:

1. NCC Website
2. NCC Course Book, Upkar Publication

PHYSICAL EDUCATION-III YOGA & FITNESS MANAGEMENT

Code: SEC502

Credits:2(1L+1P)

Hours:30hrs

UNIT- I: - Introduction

- Meaning and Definition of Yoga. Astanga Yoga: Yama, Niyama, Asana, Pranayama, Prathyahara, Dharana, Dhyana, Samadhi,
- Asanas: Types- Techniques and Benefits, Surya Namaskar: Methods and benefits.
- Pranayama: Types- Methods and benefits.
- Nadis: Meaning, methods and benefits,
- Chakras: Major Chakras- Benefits of clearing and balancing Chakras.

UNIT- II: - Fitness and training.

- Meaning and Definition" of Physical Fitness, Principles of physical fitness,
- Components of Physical Fitness.
- Sports training: Definition – Aim, Characteristics,
- Principles of Sports Training,
- Training structure & performance. Over Load: Definition, Causes of Over Load, Symptoms of Overload, Altitude Training – Cross Training

UNIT- III: - Management of performance & facility:

- Evaluation and its techniques in physical education & sports.
- Sports competition and its system.
- Ethics of sports.
- Layout of Health Clubs/Fitness Center.
- Procurement of Equipments and their maintenance.

SUGGESTED READINGS:

1. Iyengar, B.K.S. (2000), Light on Yoga. New Delhi: Harper Collins Publishers. Karbelkar N.V.(1993)
2. Kuvalyananada Swami & S.L. Vinekar, (1963), Yogic Therapy – Basic Principles and Methods. New Delhi: Govt. of India, Central Health Education and Bureau.
3. Moorthy A.M. & Alagesan. S. (2004) Yoga Therapy. Coimbatore: Teachers Publication House.
4. Swami Kuvalayanda, (1998), Asanas. Lonavala: Kaivalyadhama.
5. Swami Satyananada Sarasvati. (1989), Asana Pranayama Mudra Bandha. Munger: Bihar School of Yoga.
6. Swami Sivananda, (1971), The Science of Pranayama. Chennai: A Divine Life Society Publication.
7. Tiwari O.P. (1998), Asanas-Why and How. Lonavala: Kaivalyadham.
8. David K. Miller & T. Earl Allen, Fitness, A life time commitment, Surjeet Publication Delhi 1989.
9. Dr. A.K. Uppal, Physical Fitness, Friends Publications (India), 1992.
10. Emily R. Foster, Karyn Hartiger & Katherine A. Smith, Fitness Fun, Human Kinetics Publishers 2002

SEMESTER-VI

RISK ANALYSIS & LOSS CONTROL

Subject Code- DSC601

Credits: 6(3L+3P)

Hours: 60 Hours

UNIT-I

- Security Design
- Security Survey

UNIT-II

- Risk and Threat
- Security Analysis

UNIT-III

- Security Audit
- Defence in Depth

UNIT-IV

- Security Planning
- Security Advisory

UNIT-V

- Risk Mitigation
- Rehearsals, Mock Drills

SUGGESTED READINGS:

1. Security Risk Management Body of Knowledge By Julian Talbot, Miles Jakeman
2. Practical Introduction to Security and Risk Management Book by Bruce Newsome

CORPORATE SECURITY

Subject Code- DSC602

Credits: 6(5L+1T)

Hours: 60 Hours

UNIT-I

- Security Types and Models

UNIT-II

- Loss Prevention

UNIT-III

- Organisational Security Culture
- Corporate Security Policy

UNIT-IV

- Corporate Defence Strategy
- Private Police

UNIT-V

- Corporate Social responsibility
- Women Security professionals

SUGGESTED READINGS:

1. Corporate Security Management: Challenges, Risks, and Strategies 1st Edition Marko Cabric
2. The Manager's Handbook for Corporate Security: Establishing and Managing a Successful Assets Protection Program 1st Edition by Gerald L. Kovacich CFE CPP CISSP (Author), Edward Halibozek MBA (Author)
3. Corporate Security in the 21st Century: Theory and Practice in International Perspective

CRIMINAL INVESTIGATION

Course Code: GE202

Credits: 4 (3L+1T)

Hours: 45 Hours

Unit- I: Basics of Investigation

- Objectives of Criminal Investigation; Characteristics and role of Investigating officer
- Legal Issues in Investigation: Case Laws on Registration of FIR, Drafting various kinds of FIR, recording of statements, arrest, confession, summons and warrants.
- Techniques of Interviews & Interrogation: Do's & Don'ts during interrogation/format of writing of interrogation report.
- Follow-up Investigative Processes: Identification of Criminal Suspects; Criminal Intelligence and surveillance operations; Management of Informants and Undercover Operations

Unit- II: Crime Scene Management

- The Crime Scene: Field Notes, Documenting and Reporting
- Sketch drawing of scene of crime, Photography, use of video and CCTV
- The First Officer's Responsibilities, Securing the Crime scene, Handling Special situations at crime scene, Assessing the Crime Scene
- Physical clues with regard to various offences: Guidelines for searching, collection, packaging, marking and transportation of physical evidence.

Unit –III: Investigation of Crimes against person

- Medical Jurisprudence and Homicide Investigation
- Investigation of body offences and rape : guidelines to deal with missing persons; investigation of kidnapping and abduction cases

Unit-IV-Investigation of crimes against property

- Investigation of property offences
- Investigation of Traffic accident cases

Unit –V: Investigation of Contemporary Crimes

- Investigation of Economic Offences
- Investigation of Organised Crimes
- Investigation of Cyber Crime Cases
- Investigation of Terrorism & Arson cases

SUGGESTED READINGS:

1. Nabar, B.S. 2007, *Forensic Science in Crime Investigation*, 3rd Edition, Asia Law House, Hyderabad.
2. Sharma B.R, 2007, *Forensic Science in Criminal Investigation and Trials* Universal Law Pub. Co. Pvt. Ltd.
3. Douglas Cruise (2002) *The Business of Private Investigations*, Texas: Thomas Investigative Publications.
4. Ramanujam T, 1992, *Prevention and Detection of Crime*, Madras Book Agency
5. Nehad Ashraf, (1992), *Police and Policing in India*, Common Wealth Publishers, New Delhi.

ENGLISH LITERATURE-VI

THE MODERN AGE

Code: GE603
Credits: 4(3L+1T)

Hours: 45 Hours

UNIT I- POETRY

William Butler Yeats

- Sailing to Byzantium
- The Second Coming

T.S. Eliot

- The Love Song of J. Alfred Prufrock
- The Journey of the Magi

W.H. Auden

- Lay your Sleeping Head My Love
- Musee de Beaux Art

UNIT II- POETRY

Rupert Brooke

- The Soldier

Siegfried Sassoon

- The Death Bed

Wilfred Owen

- Anthem for Doomed Youth
- Strange Meeting

Ted Hughes

- The Thought Fox
- Hawk Roosting

UNIT III- PROSE (THE STORY)

William Somerset Maugham

- Letter

Katherine Mansfield

- A cup of Tea

James Thurber

- The Night the Ghost Got In

UNIT IV- DRAMA

George Bernard Shaw

- Candida

UNIT V- FICTION

George Orwell

- Animal Farm
- **B. The social and historical background of the age and different genres covered therein like- the features of the age, Features of war poetry, satire in drama and the depiction of social realism in the different genres.**

Recommended Readings:

- A.C. Ward : Twentieth Century Literature (Methuen & Co. Ltd.- ELBS)
- A.Norman Jeffares : Yeats' Selected Poems, Pan Classics.
- Albert, Edward- History of Literature, Oxford University Press
- Alexander, L.G.- Poetry and Prose Appreciation for Overseas Students, OUP
- Boris Ford, ed. The New Pelican Guide to English Literature (From James to Eliot)
- Boris Ford ed. Pelican Guide to English Literature (vol. 8)
- Carter, Ronald and John Mc Rae-ed. The Routledge History of Literature in English, Routledge, Taylor and French Group.
- Chris, Baldick- The Oxford Dictionary of Literary Terms, OUP
- Christopher Hollis : A Study of George Orwell,Penguin
- Cuddon, J.A.- A Penguin Dictionary of Literary Terms and Literary Theory, Penguin
- Daiches, David- A Critical History of English Literature , Vol.II- The Restoration to the Present Day, Random House
- Ferguson, Margaret ,Mary Jo Salter, and Jon Stalworthy-Ed.The Norton Anthology of Poetry, W.W.Norton
- Fifteen Poets, Oxford University Press
- Gifford, Terry and Neil Roberts:Ted Hughes: A Critical Study.London: Faber & Faber
- Hayward, John-ed. The Faber Book of English Verse, Faber and Faber.
- Hudson, William Henry- An Introduction to the Study of Literature, George.G.Harrap& Co.
- Hudson, William Henry- An Outline History of English Literature, G.Bell
- Hugh Walker : English Essay and Essayists
- Hunter, Adrian- The Cambridge Introduction to the Short Story in English, Cambridge University Press.
- Kettle, Arnold- An Introduction to the English Novel, Volume I To George Eliot, Universal Book Stall
- Kettle, Arnold- An Introduction to the English Novel, Volume II Henry James to 1950, Universal Book Stall.
- Lawrence Brander : George Orwell (London)
- Legouis, Emile and Cazamian, Louis- A History of English Literature – The Middle Age and the Renaissance, Trinity Publication
- Lidstrom, Subanna-Nature, Environment and Poetry: Ecocriticism and Poetics of Seamus Heaney and Hughes,Routledge
- Lubbock, Percy- The Craft of Fiction, Readaclassic.com
- Rickett, Arthur Compton- A History of English Literature- From Earliest Time to 1916, Universal Book Stall.
- Sampson, George- ed. The Concise Cambridge History of English Literature, Cambridge University Press.
- Sanders, Andrew- A Short Oxford History of English Literature, OUP
- Shaw, G.B- Candida, Peacock Books./ Orient Longman
- Tamplin, Ronald- A preface to T.S. Eliot, Pearson Education
- The Complete Poems of Christina Rossetti, A Digireads.com Books
- The Complete Short Stories of Saki (H.H.Munro) , A Digireads.com Books
- The Complete Works of Oscar Wilde, Harper Perennial Modern Classics.

- The Norton Anthology of PoetryThe Collected Stories of Katherine Mansfield, Wordsworth Classics
- The Oxford Anthology of English Literature (Vol. II) eds. Frank Kermode et.al.OUP

सामान्य हिन्दी एवं हिन्दी भाषा-II

Code: AECC-601

Credits: 2(L)

Hours: 30 Hours

इकाई I - विभिन्न विधाएँ

- कविता-
 1. परिवर्तन - सुमित्रानन्दन पंत
 2. प्रतिबद्ध हूँ एवं फसल - बाबा नागार्जुन
 3. आम्रपाली - अनामिका
- यात्रा वृत्तांत- शान्ति निकेतन में (मेरी जीवन यात्रा से)- राहुल सांकृत्यायन
- निबंध- मेरे राम का मुकुट भीग रहा है - विद्यानिवास मिश्र
- होली- प्रतापनारायण मिश्र
- निर्धारित विधाओं की व्याख्या
- विभिन्न विधाओं पर आलोचनात्मक प्रश्न

इकाई II - व्याकरण

- संधि, समास, उपसर्ग, प्रत्यय, वाक्यांश के लिए एक शब्द, अनेकार्थी एवं समानार्थी शब्द
- मुहावरे एवं लोकोक्तियाँ, विराम चिह्न।

इकाई III-

- पारिभाषिक शब्दावली
- अनुवाद- अंग्रेजी से हिन्दी में
- देवनागरी लिपि एवं वर्तनी का मानक रूप - वर्ण, शब्द एवं वाक्य संरचना
- कार्यालयी प्रारूपण- शासकीय पत्र, अर्द्धशासकीय पत्र, शासनादेश, परिपत्र, ज्ञापन, अधिसूचना,
- निबंध- आर्थिक, वैज्ञानिक एवं साहित्यिक विषय

सहायक ग्रंथ सूची:-

- हिन्दी: उद्भव, विकास और रूप- डॉ. हरदेव बाहरी किताब महल, इलाहाबाद 2001 ई.
- हिन्दी भाषा का इतिहास- डॉ. भोलानाथ तिवारी वाणी प्रकाशन, नई दिल्ली, 1987 ई.
- व्यावहारिक हिन्दी व्याकरण- डॉ. हरदेव बाहरी लोक भारती प्रकाशन, इलाहाबाद, 1975 ई.
- व्यावहारिक हिन्दी- ओम प्रकाश पीताम्बर पब्लिकेशिंग कम्पनी, करोलबाग, नई दिल्ली
- हिन्दी शब्द- अर्थ प्रयोग- डॉ. हरदेव बाहरी अभिव्यक्ति प्रकाशन, इलाहाबाद, 1997 ई.
- सामान्य हिन्दी- डॉ. राघव प्रकाश, माधोप्रकाशन जयपुर।
- कहानी एकादशी-सम्पादक- डॉ. विजयलक्ष्मी, प्रगति संस्थान दिल्ली
- प्रकीर्णिका- सम्पादक- बालकृष्ण राव एवं श्री राम शर्मा, राजकमल प्रकाशन, दिल्ली।

FRENCH-II

Code: AECC602

Credits: 2(L)

Hours: 30 Hours

UNIT I GRAMMAR

- Words and their French equivalents
- Contracted Articles -du, de,la,(of the) des (to the)
- Verb forms and Conjugation as covered in chapters 15 to 25 in Cours de Langue et de Civilisation Francaises- G. Mauger Volume I
- Adjectives as covered in chapters 15 to 25 in Cours de Langue et de Civilisation Francaises- G. Mauger Volume I Lessons
- Tenses- Recent Past and Future Proche

UNIT II TRANSLATION AND CONVERSATION EXERCISES

- Translation from English to French- Small Paragraphs of five to seven lines
- Translation from French to English- Small paragraphs of five to seven lines
- Asking short questions in French and answering them in French.
- Short Conversation Exercises using fill in the blanks or one- line answers.
- Short Dialogues in French

UNIT III- TEXT

- Prescribed Text- Cours de Langue et de Civilisation Francaises- G. Mauger Volume I Lessons- 15 to 25.
- There will also be a Viva- Voce in French for 100 Marks in II Semester.

Books Recommended-

Cours de Langue et de Civilisation Francaises- G. Mauger Volume I

Cours de Langue et de Civilisation Francaises- G. Mauger Volume II

Hugo's French Grammar Simplified- The Bennet College, Sheffield.

Le Francaise et La Vie- G. Mauger- for Conversation Practice

MINOR PROJECT

The minor project is compulsory to all the students for the award of degree of B.A. in Security Management by Sardar Patel University of Police, Security and Criminal Justice. The objective of this minor project is to create an opportunity for the students to make use of their knowledge in research methodology conducting a research project within the scope of security management under the guidance of a supervisor/faculty member of the department. The supervisor will guide the students for their research projects. The student may be attached with a security organization for a period of 1-2 months.

Question Paper Format

DISCIPLINE SPECIFIC CORE AND GENERIC ELECTIVE

SARDAR PATEL UNIVERSITY OF POLICE,
SECURITY AND CRIMINAL JUSTICE, JODHPUR

BA in Security Management

Paper –
Paper Code–

Time allotted:-3 hours
Maximum Marks – 70

Section A (10 marks)

Part- A is compulsory. Attempt all 10 questions. The word limit of each answer is 15 to 20 words. Each question carries 1 mark

Section B (30 marks)

Attempt FIVE questions from all and at least one question must be from each unit. The word limit of each answer is 250 to 300 words. Each question carries 6 marks.

Section C (30 marks)

Attempt any THREE questions from this part. The word limit of each answer is 350 to 400 words. Each question carries 10 marks.

Section -A

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----

**Section-B
UNIT-I**

11(a) -----

OR

11(b) -----

UNIT-II

12(a) -----

OR

12(b) -----

UNIT- III

13(a) -----

OR

13(b) -----

UNIT-IV

14(a) -----

OR

14(b) -----

UNIT-V

15(a) -----

OR

15(b) -----

SECTION –C

16. -----

17. -----

18. -----

19. -----

20. -----

Question Paper Format

ABILITY ENHANCEMENT COMPULSORY COURSE AND SKILL ENHANCEMENT
ELECTIVE

SARDAR PATEL UNIVERSITY OF POLICE,
SECURITY AND CRIMINAL JUSTICE, JODHPUR

BA in Security Management

Paper –

Time allotted:-2 hours

Paper Code–

Maximum Marks – 70 marks

Section A (25 marks)

Part- A is compulsory. Attempt all 25 questions. Each question carries 1 mark

Section B (15 marks)

Attempt THREE questions from all and at least one question must be from each unit. The word limit of each answer is 150 to 200 words. Each question carries 5 marks.

Section C (30 marks)

Attempt THREE questions from this part. The word limit of each answer is 350 to 400 words. Question carries 10 marks

Section -A

25 MCQs/objective questions (fill in the blank, true or false and match the following) of 1 marks each

Section-B

UNIT-I

26(a) -----

OR

26(b) -----

UNIT- II

27(a) -----

OR

27(b) -----

UNIT-III

28 (a) -----

OR

28 (b) -----

SECTION -C

- 29. -----
- 30. -----
- 31. -----
- 32. -----
- 33. -----