

**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)



**Diploma in Police Administration**

**SYLLABUS**

**From the Academic Year 2022 - 2023 Onwards**

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

**Diploma in Police Administration**

**Scheme, Regulation and Syllabus**

<b>Name of the Programme</b>	Diploma in Police Administration
<b>Duration of the Programme</b>	1 Year
<b>Scheme Type</b>	Semester Pattern i.e. (2 Semesters)
<b>Eligibility</b>	Senior secondary (12 <sup>th</sup> Standard) pass in any discipline <b>Selection Criteria:</b> Entrance Examination may be opted by the University if required.
<b>Programme Mode</b>	Options: 1) Regular Mode & 2) Private Mode
<b>Total Credit Points</b>	24
<b>Intake Capacity</b>	Regular Mode -40; Private Mode - No Maximum Limit

**Structure of the Programme**

**This Diploma Programme consists of 4 Compulsory Theory Papers**

**Semester I:** 2 Theory Papers

**Semester II:** 2 Theory Papers

**Contact Hours:** Each Theory Paper Requires 6 Contact Hours

**6 Contact Hours** = 4 Lectures + 1 Tutorial + 1 Seminar (Only for Regular Mode)

## EXAMINATION

**Duration of University Exam for All Theory Papers: 3 Hours**

**Maximum Marks of Each Subject Paper: 100Marks**

**A minimum of 40 % marks in each course is approved for obtaining pass in the programme.**

**The following Grading system is applicable for the program ‘Diploma in Police Administration’:**

<b>Grade Point</b>	<b>Grade Definition</b>	<b>Letter Grading</b>	<b>Marks Range</b>
9.0-10.0	Outstanding	O	90%-100%
8.0-8.9	Excellent	A+	80%-89.99%
7.0-7.99	Very Good	A	70%-79.99%
6.0-6.99	Good	B+	60%-69.99%
5.0-5.99	Above Average	B	50%-59.99%
4.5-4.99	Average	C	45%-49.99%
4.0-4.49	Below Average	P	40%-44.99%
0-3.99	Fail	F	Less than 40%
0	Unfair Means	U	---
0	Withdrawn	W	---
0	Absent	X	---

Grading system can be modified based on the changes happen in common grading system if any is followed by the university.

## SYLLABUS

### **Diploma in Police Administration (DPOA)**

#### **Programme Specific Outcomes**

1. On pursuing this Diploma programme , learner can gain adequate understanding of Police Administration, Maintenance of Law and Order.
2. The programme will provide the learners an opportunity to familiarize with the Criminal Justice System and Roles
3. The programme introduces the skills required in Police Investigation
4. The programme will encourage the learner to be prepared for jobs in Policing

### **SEMESTER-I**

**(Total Credits: 12)**

	<b>Course Code</b>	<b>Subject Paper</b>	<b>Total Marks</b>	<b>Credit Points</b>
<b>Theory Papers (Compulsory )</b>	DPOA11	Police Administration	100	6
	DPOA12	Criminology and Criminal Justice	100	6

**SEMESTER-I**  
**(Total Credits: 12)**

**PAPER-1**

**POLICE ADMINISTRATION**

**COURSE CODE -DPOA11**

**Course Outcomes:**

1. Learners will be able to acquaint themselves with history and basic organization of Indian Police
2. Learners will acquire information regarding various departments and divisions concerning Indian Police
3. Learners will be able to understand various aspects related with recruitment, training, reforms, powers and duties in policing.
4. Learners can analyze present scenario and emerging challenges in Policing

**Unit-I: Indian Police: A Glance in History and Present Day Structure**

- History of police and policing in India: Pre-Independence & Post Independence era
- Principle Provisions: Constitutional Provisions regarding police in India and Role of Ministry of Home Affairs, GOI in police matters/matters relating police. Police Organization in India: At the State Level & District Level
- An Introduction to Central Police Organizations: Intelligence Bureau (IB), Central Bureau of Investigation (C.B.I), Bureau of Police Research and Development (BPR &D), National Crime Records Bureau (NCRB) National Investigation Agency (NIA), Sardar Vallabhbhai Patel National Police Academy (NPA), National Institute of Criminology & Forensic Science (NICFS), North Eastern Police Academy (NEPA), National Disaster Response Force (NDRF)
- An Introduction to Central Armed Police Forces: Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG), Sashastra Seema Bal (SSB)

**Unit-II: Indian Police: Police at State Level and Other related organizations**

- Rank & Badges of Police
- State Home Department, State Crime Records Bureau, CID, State Crime Branch, Women Police, Railways Police, Police Telecommunication

- Police Headquarters, Armed Police, Home Guards and Civil Defence, Special Police Officer, Armed Reserve Battalions (District level)with special reference to Rajasthan Armed Constabulary (RAC), State Police Academy, State Commando Unit, State Vigilance Bureau, Fire Services
- State Forensic Science Laboratory, Prosecution Agency, Court duties for police

### **Unit-III: Police Recruitment, Training, Reforms and Police Community Relations**

- An introduction to police recruitment and training,
- Rajasthan Police Act 2007
- Police Reforms in Independent India: overview regarding recommendations given by Gore committee, National police commission, Reibro committee, Padmanabhaiah committee, Malimath committee, Supreme Court directions in Prakash Singh vs. Union of India, Police act drafting committee (2005-06)
- An introduction to Police Community Relations

### **Unit-IV: Styles of Policing and Ways of Increasing Effectiveness in Policing**

- Introduction to various styles of policing, Traditional Vs Community Policing,
- Overview about Police Personality, Problems in Police Personnel Management, Professionalism (police),
- Individual officer and factors affecting discretionary decisions of individual police officers
- Effectiveness of Policing, Creation of service standards, Present Scenario-Short comings- Complaint Redress Value and Ethics in Policing

### **Unit-V: Powers, Duties of Police and Corresponding Challenges**

- Executive powers and duties of police officers in the investigation of crime (CrPC. provisions)
- Mechanisms of Police Accountability-Internal and external
- Depiction of Police in Media: Print and Visual media
- Gender sensitization: Women police and their role in police work; Sexual Harassment at workplace

### **Unit-VI: Present Scenario and emerging challenges in Policing**

- Police Image, Police Interface with other agencies like Judiciary, Prosecution and Non-Governmental Organizations
- Corruption and Human Rights violation in police work
- Use of technology in policing and Modernization of Policing
- The Role of police in dealing with Crimes against Women, Children and Weaker sections of the society.

## 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. 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, New Delhi.
9. Parmar M.S., (1992), *Problems of Police Administration*, Reliance Publishing House, New Delhi.
10. Dennis P., Arthur J. Lurigio, and Robert C. Davis (1998). *The Prevention of Crime: Social and Situational Strategies*. Wadsworth Publishing. Belmont CA.

## **PAPER-2 CRIMINOLOGY AND CRIMINAL JUSTICE COURSECODE -DPOA12**

### **Course Outcomes:**

1. Learners will be able to explain the terminologies related to fundamentals of criminology
2. Learners will be able to categorize Crime and Criminal Typology
3. Learners can analyse the present trend of crime patterns and crime rate through crime statistics
4. Learners will be able to compare the roles of criminal justice agencies and recommend for its effectiveness

### **Unit-I: Crime and Criminology**

- Definitions: Crime, Criminology; Major Elements and Characteristics of Crime
- Understanding the Concepts: Sin, Vice, Crime, Wrong & Torts - Deviance and Delinquency
- Historical Perspectives of criminology - Nature of Criminology -Scope of Criminology
- Relationship between Criminology and Other Disciplines; Special emphasis to Victimology and Penology

### **Unit-II: Crime and Criminal Typology**

- Typology of Crimes: Types in CrPC, Classification under IPC- Special Emphasis to Crimes against Human body and Crimes against Property; Felony and Misdemeanour
- Crimes against Vulnerable Groups- Vulnerable Groups -Meaning; Special Emphasis to Crimes against Women and Children
- Generic Typology of Crimes: White Collar Crimes Economic Crimes, Organized crimes, Environmental Crimes, Cyber Crimes, Terrorism, Victimless Crimes, Hate Crimes, Honour Crimes
- Criminal Typology: Adult offenders and Children in Conflict with Law, Habitual Offenders, Professional Offenders, Recidivist, Violent Offenders, Cyber Criminals

### **Unit-III: Crime Statistics**

- Crime Statistics: Crime Clock, Crime Rate, NCRB in India - NCRBs Major Crime reports-Crime in India, Accidental Deaths and Suicides in India, Prison Statistics India



- Crime Trends in India including Contemporary Issues; Crime Pattern and its Types
- Dark Figures of Crime (Hidden crimes) and Victimization Survey,
- Uniform Crime Reporting Statistics (UCR) and National Crime Victimization Surveys (NCVS)

#### **Unit -IV: Criminal Justice System**

- Meaning: Criminal Justice and Criminal Justice System
- CJS: Purpose and Social Relevance; Legislative Process in CJS;
- Accusatorial and Inquisitorial Systems of Criminal Justice System
- Co-Ordination in CJS; Reforms in CJS (Malimath Committee Report).

#### **Unit -V: Police and Judiciary**

- Police Act 1861; Organization Set up of Indian Police in Modern Society
- Objective of Police System: Maintenance of Law and Order, Investigation of Crimes, Protection of Life, Protection of Property Rights, Prevention of Crime;
- Judicial Administration in India: Structure and Functions of Criminal Courts; Understanding the Roles of Presiding Officer, Prosecutor and Defence Counsel;
- Salient Features of Indian Judicial System: Independence, Public and Fair Trial-Due Process, Speedy Trials and Access to Justice. Alternative Dispute Resolution System (ADRS); Special Courts: Mahila courts, Fast Track Courts, Children Court, JJB.

#### **Unit-VI: Correctional System**

- Meaning: Correctional System; Prison and Prison Organization
- Punishment Philosophies; Objectives of Imprisonment
- Types of prisons and Correctional Institutions in India
- Modernization of Prisons in India; Reformation & Rehabilitation approaches in Prisons.

#### **SUGGESTED READINGS**

1. Afsal Quadri,S.M.(2018). Ahmad Siddique's 'Criminology, Penology and Victimology'. Eastern Book Company, Lucknow
2. Ahmed Siddique, (1993), *Criminology, Problems and Perspectives*, III Edn. Eastern Book House: Lucknow.
3. Ahuja Ram, 2000, *Criminology*, Rawat Publications, Delhi.
4. Albanese Jay S. 2000, *Criminal Justice*. Allyn and Bacon.
5. Allen, Friday, Roebuck and Sagarin, (1981), *Crime and Punishment: An introduction to Criminology*. The Free press. New York.
6. Banerjee,D, 2005, *Central Police Organizations Part I and Part II*, Allied Publishers Pvt. Ltd.
7. Brendan Maguire & Polly F. Radosh, (1999), *Introduction to Criminology*, Wadsworth Publishing Company, Boston, U.S.A.
8. Chaturvedi J.C, 2006, *Penology and Correctional Administration*, Isha Books Delhi.
9. *Crime in India*, 2019, National Crime Record Bureau, Ministry of Home Affairs, New Delhi.
10. Ebbe, Obi N. Ignatius, 2000, *Comparative and International Criminal Justice System: Policing, Judiciary and Corrections*, Butterworth, Boston.
11. Justice Malimath Committee on Criminal Justice Reforms, Universal Law Publication 2003.
12. Harries, K., (1999) *Mapping Crime – principle and practice*, Crime Mapping Research Center, National Institute of Justice, U.S Department of Justice, Washington, DC
13. John E.Conklin, J.E., (1981), *Criminology*, Macmillan, London.
14. K. Padmanabhaiah Committee Police Reforms, 2001.
15. Paranjpe, N.V.(2020.Edition). *Criminology & Penology including Victimology*, Central Law Publications, Allahabad. *Criminology& Penology Including Victimology*
16. Pallone et. al. (1980), *Criminal Justice: A Public Police Approach*, Jovanovich Publishers, Harcourt Brace. Morley, W.H., (1958), *Administration of Justice in India*, New Delhi, Metropolitan.
17. Reid, Sue Titus, 2006, *Crime and Criminology*. Mc. Graw Hill Publishers
18. Schmalleges. Frank, 1999, *Criminal Justice today*, Prentice Hall, New Jersey.
19. Shekhar,Beulah.(2012). *Dimensions of Violations and Victimization*.University Publication Division, Tirunelveli-ManonmnaiamSundaranar University

20. Shekhar,Beulah.(2019). Criminology & Victimology-Through the Looking Glass, University Publication Division, Tirunelveli-ManonmnaiamSundaranar University
21. Shweta, 2009, Crime, Justice and Society. MD Publications

**SEMESTER-II**

**(Total Credits: 12)**

<b>Theory Papers (Compulsory)</b>	<b>Course Code</b>	<b>Subject Paper</b>	<b>Total Marks</b>	<b>Credit Points</b>
	DPOA21	Police and Maintenance of Law and Order	100	6
	DPOA22	Criminal Investigation	100	6

**SEMESTER-II  
(TOTAL CREDITS: 12)**

**Course Outcomes:**

1. Learners shall acquaint themselves with concepts of maintenance of law and order
2. Learners will acquire information regarding techniques of crowd management
3. Learners will understand various aspects related to traffic management
4. Learners will be able to analyze present scenario and emerging challenges in internal security

**UNIT-I: Maintenance of Public Order and Peace**

- Concept and importance of Public Order and Peace
- Role of Police in Preservation of Public Peace and Maintenance of Order: Collection of Intelligence, Assessing the Situation, Watching the Developments, Preventive Action
- Role of Police in case of Breach of Peace & Order: Use of Force, Investigation of Cases
- General Principles of Handling violent L&O situations: Situation Assessment and Management

**UNIT-II: Crowd and Unlawful Assemblies**

- Crowd psychology and behaviour; Principles of crowd control
- Collection of intelligence, Rumours, Anticipation of Law-and-order situations
- Police attitudes in dealing with different classes of agitators; Special problems in dealing with agitations of women, students, labour, farmers, etc., Handling communal problems
- Use of force and less than lethal methods of dealing with violent crowd

**UNIT-III: Crowd Management**

- Arrangements for fairs/ melas and for festivals
- Broad principles of Anti-Riot Schemes, Problems of mobilization command and control
- Election management
- Handling crises created by natural disasters, major accidents, etc

#### **UNIT-IV Traffic Management**

- Concept and techniques of traffic management including engineering, education and enforcement;
- Traffic Police organization and function Traffic Control Devices, Road signs, Road markings, Speed Breakers, Traffic signals Area traffic control system, removal of environment barriers; Handling equipments used in enforcement of traffic laws, Radar Gun, Breath analyzer, axle load weighing, auto exhaust emission analyzer, etc.
- Traffic Drill - Principles of Traffic control, manual control by hand drill, two three multiphase traffic control through road drill
- Motor Vehicles Accidents - First Aid to accident victim, Movement line, Reaction Time, Skid marks and Forensic evidence, Causes and Prevention, Reporting/Recording of Accident Data and Analysis

#### **UNIT V- Disaster Management**

- Definition of disaster management, types of disasters- natural disasters and man-made disasters
- Incident Management Preparedness, setting up of Control Room, Alerts to Public, Evacuation from Low Lying Areas / From Scene of Disaster, setting up of Relief Camps and Distribution of Essential Commodities, Medical Relief Camps and Medical Aid, Protection of Properties& Maintenance of Order, Restoration of Essential Services, Traffic Control and Regulation, Shifting of Injured and Disposal of Dead bodies
- Plane Crash and Train collisions: Identification of the dead, Pandemic situation
- Post - Incident Management: Providing of Security / Patrolling, Coordination with other departments for restoring normalcy, Sending of Reports, Investigation of Cases

#### **UNIT VI-Internal Security**

- Introduction to Internal Security- Concepts, Dynamics and Challenges, J&K militancy, LWE/ Maoism/ Naxalism, Insurgency in the North East

- Legal aspects in Internal security: martial law and other laws related to internal security, CAPF
- Counter Insurgency Doctrine etc.
- Intelligence collection, co-ordination and surveillance

## **SUGGESTED READINGS**

1. Ashok Kumar(2010)Challenges to Internal Security of India
2. Asthana, N.(2012)Terrorism, Insurgencies and Counter Insurgency Operations
3. Chris Kemp (2007) Case Studies in Crowd Management
4. Kanchan Sinha(2009)VIP Security: What You Need to Know
5. Shrikant Paranjpe (2012), Internal security of India

**PAPER-4 CRIMINAL INVESTIGATION**

**COURSE CODE -DPOA22**

**Course Outcomes:**

1. Learners will be able to acquaint themselves with various skills and techniques of criminal investigation
2. Learners will be able to acquire information regarding crime scene management
3. Learners will understand about investigation procedures in various kinds of crimes
4. Learners will learn about documentation in investigation

### **UNIT I: Basics of Investigation**

- Introduction to investigation, General principles and steps in investigations, Core skills of an 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 (to be covered in practical mode for regular candidates).**

- The Crime Scene: Field Notes, Documenting and Reporting, Location and Identification of evidence
- 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, Maintaining chain of custody of the exhibits & their production before trial court

### **Unit –III: Investigation of Traditional Crimes**

- Medical Jurisprudence and Homicide Investigation



- Investigation of body offences and rape: Medical examination and recording of statements of victims, accused and witnesses; collection of evidence; guidelines to deal with missing persons; investigation of kidnapping and abduction cases; hostage negotiation
- Investigation of property offences: Modus operandi; police station records; importance of crime maps; property recovery; intelligence collection and use of scientific aids
- Investigation of Traffic accident cases: Investigation/Collection of evidence including tire/skid marks in road accident cases, traffic accident scene management.

#### **Unit –IV: Investigation of Contemporary Crimes**

- Investigation of Economic Offences: Investigation of cases of forgery, Cheating and Misappropriation, Investigation of ATM Card, Credit Card/ Debit Card Frauds.
- Investigation of Organised Crimes: Investigation of cases related to Human Trafficking, Bonded Labour, Drug trafficking.
- Investigation of Cyber Crime Cases: Steps and tools/software for tracing and investigation of cyber crimes; procedure for investigation in social networking site; technical surveillance- tracing criminals through cell-phone; internet interceptions.
- Investigation of Terrorism & Arson cases: Various forms of terrorism and modus operandi; psychological profiling of a terrorist; investigation of post blast cases; post-blast intelligence collection; lifting of evidence from SOC in arson cases.

#### **UNIT-V: Collection of Oral and Documentary Evidence**

- Collection of Oral Evidence: Principles and Techniques of Interviewing including audio-video recording Interviewing the Witnesses; Questioning the Suspects and Accused
- Identification - Recording of physical features, principles regarding identification of a person – Test Identification Parade of person and property
- Confessions: - Judicial and Extra-Judicial [ reinforce relevant sections of law], Recording dying declaration [reinforce relevant sections of law and Rules], Admissions
- Collection of Documentary evidence, property, and material objects

## **UNIT-VI: Documentation in Investigation**

- Search and Seizure including preparation of Search memo, Seizure list /memo [ Sec 99, 100, 102,165 and 166 CrPC.- Sec. 61 to 90 of Indian Evidence Act.]
- Inquest [sec 174 to 176 Cr. Pc] – Preparation of Inquest report [in prescribed format] - Observation and directions of NHRC
- Case Diary [sec 172 CrPC.]- writing case diary, Evidence chart & Memo of Evidence
- Preparation of Custody memo – Forwarding Report - [Sec 41 to 60, 167, 436, 439 CrPc], Arrest memo, Remand Application, Bail Bond, Information sheets, Notice under 160 Cr.PC, ; Filing of Charge Sheet and Final Report

## **SUGGESTED READINGS**

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

**A. FOR STUDENTS IN REGULAR MODE**

Attending sufficient number of classes or sufficient percentage of attendance fixed by the university in each course paper is mandatory. Depends on the circumstance, either online or offline or blended method of learning will take place. In this regard, the students of this program have to abide by the university's decision.

**B) FOR STUDENTS IN PRIVATE MODE**

No Regular classes for the students who join under private mode for this programme.

**PROPOSED SCHEME OF EXAMINATION FOR THOERY PAPERS**

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

**Diploma in Police Administration  
Model Question Paper for I Semester (2022-23)**

**Paper: POLICE ADMINISTRATION**

**Duration: 3 hours**

**Paper Code: DPOA11**

**Maximum Marks –100**

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**SECTION A      (10x3= 30 MARKS)**

Part –A is compulsory. The word limit of each answer is 35 to 50 words. Each question carries 3 marks.

**SECTION B      (6X5=30 MARKS)**

Attempt all SIX questions, by choosing option either (a) or (b) from each question. The word limit of each answers is 250 to 300 words. Each question carries 5 marks.

**SECTION C      (4X10=40 MARKS)**

Choose any FOUR questions out of Six Questions. The word limit of each answer is 350 to 500 words. Each question carries 10 marks.

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**SECTION -A**

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

10.

**SECTION- B**

11 (a) **(OR)**

11 (b)

12 (a) **(OR)**

12 (b)

13 (a) **(OR)**

13 (b)

14 (a) **(OR)**

14 (b)

15 (a) **(OR)**

15 (b)

16 (a) **(OR)**

16 (b)

**SECTION- C**

17.

18.

19.

20.

21.

22.