

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

ਸਲਾਹ - 13

PUNJABI UNIVERSITY, PATIALA

SYLLABUS

FOR

B.A. POLICE ADMINISTRATION

PART-III

SEMESTER V & VI


SESSION 2020-21, 2021-22 & 2022-23

FOR REGULAR/DISTANCE EDUCATION & PRIVATE STUDENTS



PUNJABI UNIVERSITY, PATIALA

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Professor & Head
Deptt. of Public Administration
Punjabi University, Patiala

Syllabus

B.A. POLICE ADMINISTRATION

PART-III

SEMESTER V & VI

SESSION 2020-21, 2021-22 & 2022-23

FOR REGULAR/DISTANCE EDUCATION & PRIVATE STUDENTS

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

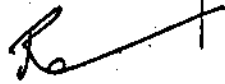
The Break up of 25 marks for Internal Assessment (Theory Papers) is as below:-

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

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

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


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THE SCHEME

SEMESTER-V

PAPER : 1 Organization Behaviour with Special Reference to Police Administration

SEMESTER-VI

PAPER : 2 Law and Police Administration



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B.A. III (POLICE ADMINISTRATION) Sem-V

SESSION 2020-21, 2021-22 & 2022-23

Paper 1: Organization Behaviour with Special Reference to Police Administration

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

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

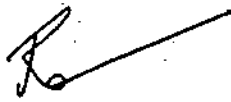
INSTRUCTIONS FOR THE PAPER-SETTER

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

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

INSTRUCTIONS FOR THE CANDIDATES

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


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Unit-I


Organizational Behaviour: Concept, Nature and Significance. Foundations of Organizational Behaviour- Scientific Management, Human Relations. Motivation: Concept and Theories - Maslow's Need Hierarchy and McGregor's Theory X & Y. Morale: Concept and Factors to Build up Morale in Indian Police.

Unit-II

Communication: Concept, Process, Types and Barriers. Communication Modes in Indian Police. Decision- Making: Concept; Types; Leadership: Concept and Qualities; Organizational Change: Concept; Rationale and Resistance to Change. Organizational Development: Concept and Rationale.

Essential Readings:

- 1) Prasad, L. M. : Organisational Behaviour, Sultan Chand & Sons, New Delhi, 2008.
- 2) Aswattappa, K. : Organisational Behaviour, 7th Edition, Himalaya Publishing House, New Delhi, 2007.
- 3) Moorhead, Gregory & Ricky W. Griffin: Organizational Behaviour: Managing People & Organisations, Biztantra, New Delhi, 2005.
- 4) Robbins. Stephen P. : Organizational Behaviour, Prentice-Hall of India Private Limited, New Delhi, 2001.
- 5) Sharma, KK. & Sahni, Pradeep: Organisation Behaviour, Deep & Deep Publishers, New Delhi. 1988.
- 6) Dubin, Robert : Human Relation in Administration, Prentice-Hall of India Private Limited. New Delhi, 1968.
- 7) George, CS. : History of Management Thought, Prentice-Hall of India Private Limited, New Delhi.
- 8) Simon, Herbert A : Administrative Behaviour: A Study of Decision-Making Process in Administrative Organisation, Macmillan, New York. 1976.
- 9) Sapru. R.K. : Theories of Administration, S. Chand, New Delhi, 3rd Edition, 2013.
- 10) Maheshwari, S. R. : Administrative Thinkers, MacMillan, New Delhi, Latest Edition.
- 11) Saiyadain, Mirza S. : Organisational Behaviour, Tata McGraw-Hill Publishing Company Ltd., New Delhi, 2006.
- 12) McShane, Steven Glinow, Mary Ann Von & Sharma, Radha R: Organizational Behaviour, Tata McGraw-Hill, Publishing Company Ltd., New Delhi, 2006.
- 13) Prasad, Prasad, Satyanarayana and Pardhasarathi: Administrative Thinkers, Sterling Publishers, New Delhi, 2010.
- 14) Renu Kapila: Maslow's Contribution to Administrative Theory - Some Lesser Known Aspects, Arun Publishers Pvt. Ltd., Chandigarh, 2003.


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Further Readings:

1. Argyris, Chris : Personality and Organisation: The Conflict Between System and the Individual, Harper and Fow, New York, 1957,
2. Argyris, Chris : Integrating Individual and Organisation, Wiley, New York, 1964.
3. Mayo, Elton : The Social Problems of an Industrial Civilization. Routledge and Kegan Paul Limited, London. 1957.
4. Hicks, Herbert G. : The Management of Organisation : A System and Human Resource Approach, McGraw Hill, New York, 1972.
5. Vadackumchery, James: Police Leadership: The Inside Story, APH Corporation Publishing, New Delhi, 1999.
6. Pugh, D. S. (ed.) : Organisation Theory, Penguin Publishers, 1977.



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B.A. III (POLICE ADMINISTRATION) Sem- VI
SESSION 2020-21, 2021-22 & 2022-23

Paper-2: LAW AND POLICE ADMINISTRATION

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

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


INSTRUCTIONS FOR THE PAPER-SETTER

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

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

INSTRUCTIONS FOR THE CANDIDATES

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


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Unit-I

The Indian Penal Code 1860: Main Provisions

- 1) Jurisdiction (Sections 1-5)
- 2) General Explanations (Sections 6-52-A)
- 3) Punishments (Sections 53, 53A, 54, 55, 60, 63, 73)
- 4) Joint & Constructive Liability Section 34 & Section 149.
- 5) Abetment (Section 107 & 108)
- 6) Criminal Conspiracy (Sections 120-A, 120-B)

Unit-II

Offences :-


- 1) Bailable and non-bailable offence
- 2) Cognizable und non-cognizable offence
- 3) Summons Case
- 4) Warrant Case
- 5) Public Prosecutor

Powers of Police Officer:

- 1) Lodging of First Information Report (FIR) (Section 154) & Effects of Refusal to lodge FIR
- 2) Power of Police to investigate
- 3) Arrest (Section 41) & Rights of Arrested Persons
- 4) Search (Section 165)

Essential Readings:

- 1. Tandon, Mahesh Prasad & Tandon, Rajesh : The Indian Penal Code, Allahabad Law Agency, Latest Edition.
- 2. Gandhi, B. M. : Indian Penal Code, Eastern Book Company, 2nd Edition
- 3. Bhattacharya, T. : Indian Penal Code, Central Law Agency, Allahabad, 2007.
- 4. Mishra, S.N.: Indian Penal Code, Central Law Publications, Allahabad. 2007.
- 5. The Indian Penal Code: Bare Act with Short Notes, Universal Law Publishing Co. Pvt. Ltd., Delhi, 2008.



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