

**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)



PG Diploma in Police Administration and Investigation (PGDPAI)

SYLLABUS

From the Academic Year 2016 - 2017 Onwards

**SARDAR PATEL UNIVERSITY OF POLICE, SECURITY AND CRIMINAL
JUSTICE, JODHPUR, RAJASTHAN, INDIA
PG Diploma in Police Administration and Investigation**

Scheme, Regulations and Syllabus

Title of the course

PG Diploma in Police Administration and Investigation (Executive Program)

Duration of the course: 10 months under Semester pattern

Eligibility: Any police officer with a graduate degree

Total Credit Points: 36 credits

Structure of the programme

This diploma programme will consist of 4 Theory Papers and 1 Minor Project.

I Semester: 2 Theory Papers

II Semester: 2 Theory Papers and Minor Project

Theory Papers: Each theory paper comprises 4 Contact hours / week.

4 Contact Hours = 2 Lectures+ 1 Tutorial+ 1 Seminar

Minor Project (20 Credits)

EXAMINATION

Duration of University Exam for All Theory Papers : 3 Hours

Maximum Marks of each subject paper (Theory Papers): 100 Marks

A minimum of 40 % marks in each course is prescribed for a pass in the course

**SYLLABUS OF PG Diploma in Police Administration and Investigation
(PGDPAI)
SEMESTER-I**

(Total Credits: 8)

Theoretical Papers	Paper Code	Subject Paper	Total Marks	Credit Points
	TH101	Police Organisation and Administration	100	4
	TH102	Organizational Behaviour in Policing	100	4

SEMESTER-I

PAPER-1 POLICE ORGANISATION & ADMINISTRATION

Objectives

To familiarize the students with history of policing, organizational structure, police administration and issues in policing

UNIT I: History and Organization of Police

- Evolution, Origin and history of Police in India
- Central Police Organization & Institutions :- IB, CBI, BPR & D, CRPF, BSF, RPF, CISF, NPA, NICFS, NCRB, NIA, SSB, RAW, 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)
- Functioning of different wings of district police – District Intelligence Branch, District Enforcement Branch, SP office, Police Lines, District Traffic Wing, and Telecommunication Unit etc.

UNIT II: Organizations related with Police

- Prosecution agency, SCRB, Finger Prints Bureau, CID, State Crime Branch, Women Police, Railways Police, Police Telecommunication, Traffic Police & Highway Traffic Police
- State Forensic Science Laboratory, Armed Police, Home Guards and Civil Defence, Special Police Officer, Indian Reserve Battalions, State Police Academy, State Commando Unit, Police Headquarters, State Vigilance Bureau, Fire Services
- Home Department
- Prosecution Agency and Court duties

UNIT III: Administrative Set-up

- Administrative set-up of the central Govt
- Administrative set-up of the State Govt.
- District administrative set-up
- Local self Government (Urban & Rural)

UNIT IV: Other issues in administration

- Relation of Police, Judiciary, Prosecution Agency, Health Officers and civil society
- Rank & Badges of Police, Army, Navy and Air Force
- Flags/stars/insignia of vehicles of dignitaries, police, civil, military and judicial officers
- Relation with Non Governmental Organizations

UNIT V: Contemporary issues and challenges in policing

- Contemporary issues in policing
- Internal challenges to national integration: Caste-ism, Communalism, and Fundamentalism; Terrorism, Militancy, and left wing extremism
- Crimes against women, Children and Weaker sections of the society - Role of police
- Gender sensitization: Women police and their role in police work; Sexual Harassment at workplace

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

ORGANIZATIONAL BEHAVIOR IN POLICING

Objective

- To introduce the concepts, structures and processes influencing the behavior of Police personnel

Unit-I: Psychology of Human Behaviour

- Introduction to Police Psychology:
- Factors affecting human behaviour:
 - Perception, Attitude
 - Prejudice, stereotype and biases
- Personality:
 - Development of Human personality
 - characteristics of stable personality
- Mental health: Anxiety and dealing with anxiety.

Unit-II: Organizational Behaviour

- Introduction of organization: Group behaviour and dynamics
- Team building and functioning
- Communication– Oral, written, non-verbal; Transactional Analysis; Barriers in Communication and measures to overcome these; Art of Listening, empathy in Communication and skill in giving effective feedback
- Leadership– Concept, Traits and Style

Unit-III: Behaviour in Police organization

- Police sub-culture
- Police image vis-a-vis Police –public interaction and relationship.
- Behaviour of police with public : its importance, need for change and ways & means for bringing in change
- Interaction with different social and critical groups

Unit-IV: Managerial Skills

- Media management
- Time management
- Counselling and developing subordinates
- Stress and anger management

Unit- V: Managerial Functions

- Personnel management
- Performance appraisal
- Conflict management and negotiation
- Training and development strategies

SUGGESTED READINGS

1. Morgan, Clifford T.: Richard A. King,. John R. Weise & John Schopler. Introduction to Psychology, Tata Mc Graw Hill, New Delhi, 2007
2. Carson, Robert C., James N. Butcher& Susan Mineka : Abnormal Psychology and Modern Life, & Pearson Education, Delhi, 2003.
3. Sarason, Irwin G. and Barbara R. Sarason: Abnormal Psychology: The Problem of Maladaptive Behaviour, Prentice Hall, NewDelhi, 2006.
4. Dempsey, John S. & Linda S. Forst : An Introduction to Policing, Thomson- Wadsworth, CA, 2005.

5. Vadackumchery, James & Kattakayam, John: Human Behaviour and Law Enforcement, Ashish Publishing House, New Delhi, 1995.
6. Khan S.A. and Bhandari Anuradha: The Police Edifice Standing or Crumbling, Siddharth Publications, New Delhi, 2006.
7. Gilmer Haller Von B. : Industrial Psychology, McGraw Hill Book Company, New York, 1961.
8. Gilmer Haller Von B. : Industrial and Organisational Psychology, McGraw Hill, Tokyo, 1971
9. Moorhead, Gregory &: Organizational Behaviour: Managing People & Griffin, Ricky W. Organizations, Biztantra, New Delhi,
10. Robert D. McCrie (2001) Security Operations Management, Butterworth-Heinemann Publishers, Woburn
11. Michael Cavallaro (2010) How to Open & Operate a Financially Successful Private Investigation Business, Atlantic Publishing Company
12. Prasad, L.M. : Organisation Behaviour, Sultan Chand & Sons, New Delhi, 2007.
13. Moorhead, Gregory &: Organizational Behaviour: Managing People & Griffin, Ricky W. Organizations, Biztantra, New Delhi, 2007.
14. Robbins, Stephen P. : Organizational Behaviour, Prentice-Hall of India Private Limited, New Delhi, 2001.
15. Michael Armstrong (2006) A Handbook of Human Resource Management Practice. Kogan Page Publishers.
16. Aswathappa, K. : Organisational Behaviour, 7th Edition, Himalaya Publishing House, New Delhi, 2007.

SEMESTER-II

(Total Credits: 28 credits)

Theoretical Papers	Paper Code	Subject Paper	Total Marks	Credit Points
	TH103	Forensic Science and Medicine	100	4
	TH104	Criminal Investigation	100	4
Minor Project	MP101	Minor Project	200	20

SEMESTER-II

PAPER-3

FORENSIC SCIENCE AND MEDICINE

Objectives

- i) To familiarize the students about the use of science and scientific techniques in the field of crime scene investigation and, its importance in Prosecution.
- ii) To make the students aware about various scientific and Medical-legal aspects of age, sex, injuries, death, changes after death, finger prints, body fluids etc.

Unit-I: Introduction to Forensic Science

- Forensic Science and its role in crime investigation
- FSL and other expert institutions and their utilization in police work; Law relating to expert opinion (Section 45 to 48 of Evidence Act, Section 293 of CrPC)
- Crime scene management : Protection of crime scene, Recording of crime scene by Photography, Videography, Notes & Writing & Sketching, techniques of search of crime scene.
- Protection of Recording in search of crime scene for evidence of examination.
- Physical evidence and its importance, techniques of collection of physical clues from scene of crime, Lifting, Packing, Labeling, Forwarding and Transportation of physical exhibits

Unit II- Forensic Physical Sciences

- Documents: Handwriting and signature examination.
- Fingerprints: various techniques for development of latent fingerprints, fingerprint comparison, class and individual characteristics, AFIS- introduction
- Forensic Ballistics & Explosives: Forensic aspects of Fire arms and Explosives
- Forensic importance of other evidences: Glass, Paint, Soil, Fibres, Footprints/Footwear impressions, Tool marks, Tyre Impressions, Speaker recognition.

Unit III- Forensic Chemical and Biological Sciences

- Analysis of alcohol: Overview of Forensic aspects of alcoholic and non-alcoholic, country made liquor, illicit liquor.

- Narcotic Drugs and Psychotropic Substances: Introduction of NDPS, Procedure of Sampling of seized NDPS for Forensic Examination
- Biological Evidence: (Hair, Blood, semen, saliva, etc.,) Importance in crime investigation
- **Contemporary Techniques in Forensic Psychology:** Brain mapping, polygraphy and Narco analysis
- DNA Finger Printing: Importance in Crime Investigation

Unit-IV Forensic Medicine-I

- Definition of Forensic Medicine - Medico-legal evidence Scope & Importance of forensic
- Examination of Scene of occurrence from the point of view of medico-legal evidence; Transportation of injured & dead bodies Medico-legal aspects of death with emphasis on causes and time since death
- Identification of living and dead ; Sexual offences – Rape, illegal abortion & infanticide

Unit –V Forensic Medicine-II

- Analysis of Poisons: definitions, classification of poisons, types of poisoning, collection and preservation of toxicological exhibits in fatal and survival cases, significance of forensic toxicological examinations.
- Wounds : Medico-legal importance - Suicidal, accidental and homicidal wound
- Homicidal, suicidal, accidental & natural death; Asphyxia - death by hanging, strangulation, throttling, suffocation & drowning
- Exhumation, post mortem examination, examination of mutilated dead bodies; Common terms used in Post mortem and medico-legal reports

Suggested Field Visit*: Forensic Science Laboratory/ Any related organization.

1. James E.Girard, Criminalistics: Forensic Science and Crime, Jones and Bartlett
2. Nabar, B.S. 2007, Forensic Science in Crime Investigation, 3rd Edition, Asia Law House,
3. Sharma B.R, 2007, Forensic Science in Criminal Investigation and Trials Universal Law
4. Saferstein Richard, 1982 Forensic Science Handbook, Prentice, Hall Inc.,(also refer Criminalistics – by the same author)

5. Nickolas L.C, 1956, The Scientific Investigation of Crime. Butterworth and Co.
 6. Siegel jay A , 2007, Forensic Science, the babies, Taylor and Francis group.
 7. Subrahmanyam BV, 2004, Modi's Medical Jurisprudence and Toxicology, 11th Edition, Liexis Nexis Buternooths Publications.
 8. Parikh C.K, Parikh's Text Book of Medical Jurisprudence, Forensic Medicine and
 9. Bridges, B.B. August Velma & M Moner, 2000, Criminal Investigation, Practical Fingerprinting Thumb impressions, Handwriting expert testimony, Opinion Evidence, The University Book Agency, Allahabad.
 10. Donell, Christian R, 2003, Forensic Investigation of Clandestine Laboratories CRC Press,
 11. Monis N Ron, 2000, Forensic Handwriting Identification, Bath Press Avan UK.
 12. Brenner, John C, 2000, Forensic Science, an illustrated Dictionary CRC Press, . USA
- Sharma J,D, 1998 Forensic Science and Toxicology, Lawyers Home, Indore

PAPER-4 CRIMINAL INVESTIGATION

Objectives

To familiarize the students with various skills and techniques of criminal investigation

UNIT I: Basics of Investigation

- Introduction to investigation
- General principles and steps in investigations
- Core skills of an Investigating Officer
- Information and Investigation: Legal Aspects; Chapter-VIII of CrPc & Section 149 &142 CrPc

UNIT II: Crime Scene Management (to be covered in practical mode).

- Scene of Crime proceedings: Inspection & Guarding of SOC – Visit of SOC by Scientific Experts

- Recording – Photography – Sketching and Plan drawing – Note Taking – Location and Identification of evidence
- Handling, Lifting, Packing, Labeling and sealing of exhibits, Forwarding of exhibits and letter for advice
- Maintaining chain of custody of the exhibits & their production before trial court

UNIT III: Investigation of specific offences

- Investigation of House Breaking, Robbery and Dacoity
- Investigation of Murder and Poisoning; Investigation of Hit and Run cases
- Investigation of Rape
- Investigation of Arson; Rioting and Dowry death by burning

UNIT IV: 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 V: 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. 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.

MINOR PROJECT AND VIVA –VOCE

(PROJECT ON ANY TOPICS RELEVANT TO CRIMINOLOGY AND POLICE STUDIES)

The dissertation/project is compulsory to all the students for the award of degree of PGDPAI by this Sardar Patel University of Police, Security and Criminal Justice. The objective of this project is to create an opportunity for the students to understand police administration and investigation through observation and field work.