

University of Madras
Institute of Distance Education
Proposal

Name of the Diploma Course: Diploma in Police Administration

Eligibility: A candidate who has passed any degree from recognised University/Institution, thereto is eligible for Diploma Course in Police Administration.

Duration: One Year

Total No. of Credits: 40 Credits

Number of Paper: 8 Papers (4 papers each semester)

Semester Course Component	Subjects	Credit	Max Marks		Total
			Internal	External	
Semester I					
Paper I	Police Administration	5	25	75	100
Paper II	Human Rights in Criminal Justice Administration	5	25	75	100
Paper III	Social and Community Psychology	5	25	75	100
Paper IV	Forensic Science	5	25	75	100
Semester II					
Paper V	Indian Constitution and Criminal Laws	5	25	75	100
Paper VI	Police Station Management	5	25	75	100
Paper VII	Community Policing	5	25	75	100
Paper VIII	Crowd Control Management	5	25	75	100

University of Madras
Institute of Distance Education
 Proposal

Name of the Certificate Course: Certificate Course in Police Administration

Eligibility: A candidate who has passed any degree from recognised University/Institution, thereto is eligible for Diploma Course in Police Administration.

Duration: 6 Months

Total No. of Credits: 20 Credits

Number of Paper: 4 Papers (2 papers each semester)

Semester Course Component	Subjects	Credit	Max Marks		Total
			Internal	External	
Semester I					
Paper I	Police Administration	5	25	75	100
Paper II	Human Rights in Criminal Justice Administration	5	25	75	100
Semester II					
Paper III	Indian Constitution and Criminal Laws	5	25	75	100
Paper IV	Police Station Management	5	25	75	100

Police Station Management

Unit – I: Duties of Police

Duties and Responsibilities of Station House Officer – Maintenance of General Diary – Registration of Cases – Maintenance of Case Diary Files – Enquiry into cognisable Complaints and petitions – Roll Call – Station Guards – Weekly routine duties of police men in cities and villages

Unit – II: Police Station Records administration

General Diary, Sentry Relief Book – Duty Roster, Village roster – Government Property register – Gun license register, arms deposit register – Process register, Tapal register

Unit – III: Record related to accused

Prisoner's search register, search list – Arrest card, Bail bond – Petty case register – Crime cards, Crime memo – Community Service Register – FIR index, Arrest Card, Bails Bonds – Modus operandi Index – Ex-Convict Register

Unit – IV: Functions in Police Station

Police Writer's Duties – Executing warrants and summons – Crime Investigation – Interrogation and prevention of crime – Maintenance of the building premises – Security of the premises. Maintenance of arms and ammunition.

Unit-V: Prevention, Detection of crime and Maintenance of Law and order

Beat – Marching and receiving of beats – Patrolling – Types of patrols – Collection of Intelligence regarding Law-and-Order problems – Visits to villages – Mobilization of force – informing authorities

Reference

Muruganandam. (2021). *Police Station Records and their Maintenance* (1st ed.). Kalaiselvi Media House Private Limited

Bureau of Police Research and Development (n.d.). *Maintenance of Police Station Records*. <https://bprd.nic.in/WriteReadData/userfiles/file/1930072729Maintenance%20of%20Police%20Station%20records.pdf>

Indian Constitution and Criminal Laws

UNIT – I: Indian Constitution

Basis of Criminal Justice System in India – India Constitution – Fundamental Rights – Fundamental Duties – Directive Principles of State Policy

Unit – II: Indian Penal Code

Criminal Law: Vice – Sin – Tort and Crime – Meaning – Actus Reus – Mens Rea – General Exceptions – private defence – Murder, Hurt and rape – Theft, Extortion, Robbery and Dacoity, Cheating.

Unit – III: Criminal Procedure (Cr.P.C.)

Investigation in criminal cases - Arrest, bail proceedings, search, interrogation, identification – Criminal Courts, District, State and Union, Jurisdictions and Powers – Types of Trials: Summary, Summons and Warrant, trials, Appeal, Revision and Review.

Unit – IV: Indian Evidence Act

Evidence: Meaning, Principles, Concepts of Relevancy and Admissibility – Presumption of innocence – the concept of fair trial – burden of proof – Types of Evidence: Declarations, Confessions etc. Expert Evidence: Medico-legal opinion – Legal Aid

Unit – V: Special and Local Laws

Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 – The Protection of Women from Domestic Violence Act, 2005 – The Juvenile Justice Care and Protection Act 2015 - The Protection of Children from Sexual Offences Act, 2012

Reference

Alexander, L., Morse, S., & Ferzan, K. (2011). *Crime and culpability: A theory of criminal law*. Cambridge University Press, United Kingdom.

Basu, D. D. (2022). *INTRODUCTION TO THE CONSTITUTION OF INDIA*.

Ratanlal & Dhirajlal (2000). *The Code of Criminal Procedure*, Wadhwa & Co.

Sarathy, V. P. (1994). *Elements of law of evidence*. Eastern book Co.

The Juvenile Justice (Care and Protection of Children) Act, (2015).
https://legislative.gov.in/sites/default/files/A2016-2_0.pdf

Thomas, K. & Rashid, M. (2016). *Ratanlal & Dhirajlal's The Indian Penal Code* (34th ed.). LexisNexis.

Community Policing

Unit I: History of Community Policing ✓

Historical, philosophical, and practical dimensions of community policing. Need for community policing – Defining community policing – Planning and implementing community policing

Unit II: Community Policing in Different Countries ✓

Community Policing Models in USA, UK, Asian Countries, European Countries – Community policing strategies for solving problems – Community policing and Crime prevention

Unit III: Activities related to Community Policing ✓

Community policing vs. traditional policing – Community policing in Action: Officers tasks and work routines – Community and beat officers – Improving detection and convictions – Role of Community

Unit IV: Community Policing Practices in India ✓

Community policing in the Indian context – “PRAHARI”: in Assam – Himachal Pradesh – Punjab – West Bengal – “MAITHRI”: in Andhra Pradesh – The Parivar Paramarsh Kendra, Raigarh District, Madhya Pradesh – Gram/Nagar Raksha Samiti,

Unit V: Community Policing Practices in Tamil Nadu ✓

Friends of Police (FOP) – Coimbatore City Community Policing – Trichy community policing – Karur community policing – Thoothukudi community policing — Police Boys Clubs

Reference:

Kappeler, V., & Gaines, L. (2015). *Community policing*. New York: Routledge.

Miller, H. (2018). *Community Policing: Partnerships for Problem Solving*. Boston: Cengage Learning ✓

Palmiotto, M. (2011). *Community policing*. New York: Routledge.

Prabhu, S. (2011). *Community Policing in a Democratic Society: A Study of Cyberabad Police Commissionerate in Andhra Pradesh, India*. LAP LAMBERT Academic Publishing ✓

Thichempully Krishnadas, V. (2013). *Public events and police response*. New Delhi: Oxford University Press ✓

CROWD CONTROL AND RIOT MANAGEMENT

Unit I: Crowds

Crowds and unlawful assemblies – Principles of crowd control – Crimes against public tranquillity (IPC): Riot, affray, unlawful assembly; Promoting enmity between different classes– Counselling and mediation

Unit II: Crowd Dispersal

Dispersing violent crowds-lathi charge and opening fire – Nonlethal weapons: long range Acoustic device, tear gas, salt shell, rubber bullets, water cannon, etc.,

Unit III: Police Strategies

Mobilization of force and command and control – Deployment of home Guards, Para military forces – Field Strategies: – Temporary fencing, mojo barriers, snatch squad and mass arrest – Protective gears: body armour, riot helmet, gas mask

Unit IV: Maintenance of Law and Order

Preventive action for maintenance of law and order – Patrols, preventive arrests – Collection of intelligence from various sources –Collation and dissemination of intelligence

Unit V: Peace Management

Maintaining peace during elections – Security arrangements during elections – Security arrangements for major festivals and fairs – Mass Evacuation – Conflict Prevention Management

Reference:

Diaz, S. M. (1976). *New dimensions to the police role and functions in India*. National Police Academy.

Heyer, G. D. (2016). *Delivering Police Services Effectively*. CRC Press.

Heyer, G. D. (2019). *Police Response to Riots: Case Studies from France, London, Ferguson, and Baltimore*. Springer Nature.

Hughes, G. (2002). *Crime prevention and community safety: New directions*. Sage.

Siddhu, P.P.S. (2016). *Precis on Crowd Control*. Bureau of Police Research and Development

APPENDIX - 73 (S)
UNIVERSITY OF MADRAS
DIPLOMA COURSE IN POLICE ADMINISTRATION
SYLLABUS

PAPER - I - POLICE ADMINISTRATION

Unit I : Introduction :

Nature, Scope and importance of Police Administration - Approaches to Police Administration - Evolution of Police in India - Police in British India - Role of Police in Indian Democracy - Criminology causes for crime - Prevention of crime - Detention - Law - IPC - Criminal Procedure Code - Evidence Act - Special Act.

Unit II : Police Organisation in India :

Central Police System - Home Ministry of India - State Home Ministry - State Level Police - District Police - Police in Union Territories - Special Central Police Structures - Special State Police Structures - Women Police in India - Technological Advance and Police.

Unit III : Police Personal Management :

Police Classification - Police Recruitment - Training - Pay and Compensation - Promotion - Job Enrichment - Retirement - Police Associations - Police Welfare - Police Reforms.

Unit IV : Police Behaviour :

Legal Knowledge of Police - Pressure on Police - Autonomy and Accountability - Police and Human Rights - Police Ethics and Code of Conduct - Police Violence - Police corruption - Police Culture.

Unit V : Police and Society :

Police and Civil Service - Police and Judiciary - Police and Mass Media - Urban Policing - Rural Policing - Community Policing - Police and Terrorism - Police and insurgency - Police and Women - Police and Juvenile Delinquency - Police and Economic Crimes.

PAPER - II - HUMAN RIGHTS IN CRIMINAL JUSTICE

ADMINISTRATION

Unit I : Introduction :

Human Rights - Nature, Definition, Scope and Development - Universal Declaration of Human Rights - International Convention on Civil and Political Rights (1966) - Second Optional to the International Covenant on Civil and Political Rights.

Unit II : Criminal Justice Administration :

Definition, Structure and functions of various wings of criminal justice administration - Police, Judiciary - Prison - Corrections - Probation.

Unit III : Human Rights in India :

Human Rights Principle in the Constitution of India - Fundamental Rights and directive Principles of State Policy - Protective role of Police.

Unit IV : Rights of the Victims :

Human Rights of the accused - Victims, witnesses and prisoners - Protection of Human Rights Act, 1993 - Judicial Activism and Judicial Review.

Unit V : Redressal of Grievances :

National and State human rights commissions - Role of NGOs in Protecting Human Rights of Accused and Victims - Amnesty International, People's Union of Civil Liberties (PUCL), Human Rights Watch, AIDWA, United Nations Human Rights Commission (UNHRC)

Books for Reference :

Devasia, V.V and Devasia, Leelma (1998) - Human Rights and Victimology, Nagpur: Dattsons.

Sinha, P. Ced. (2000) Global Source book on Human Right, in 3 Volumes, New Delhi : Kanishka Publishers and Distributors.

Bajwa, G.S. (1995), Human Rights in India, New Delhi ; Anmol Publications Private Limited.

Thilagaraj, R., ed(2002) Human Rights and Criminal Justice Administration, New Delhi: A.P.H Publishing Corporation.

Kulashreshtra, S.K. (1995) Fundamental Rights and the Supreme Court, New Delhi : Rawat Publications.

Book Recommended for study :

1. Chaturvedi, T.N. and Venugopal Rao, S : Police Administration.
2. Ghosh, S.K. and Rustamji, K.F: Encyclopaedia of Police in India.
3. Mohan Rao, P. : Police Personnel Management
4. Saha, B.P. : Indian Police
5. Rajinder Prasher : Police Administration
6. Raghavan, R.K : Indian Police
7. Shamin Allem : Women in Indian Police
8. Sunita Singh and Sengupta : Work Culture in Police Administration

PAPER - III - SOCIAL AND COMMUNITY PSYCHOLOGY

Unit I :

- a) Basic concept of social Psychology - Scope - Individual, Society and Culture.
- b) Social Interaction - Social perception - Language and communication - Interpersonal attraction - Sociometry.

Unit II :

- a) Socialization - Society makes us Human - Social Motivation - Social Attitude - Social Reality and Social Comparison Process - Self and Personality.
- b) Group process - Formation of groups - Conformity and Deviation - Leadership and Social power - Public opinion, propaganda and prejudice.

Unit III :

Social change tension and conflicts - National Integration - War and its social Psychology ✓
Crowd Psychology - Theories of group mind.

Unit IV :

- a) Community and Society - Role of Community Psychology - Community control and Community in India.
- b) Models - Mental health model - Behaviouristic Model Organisation model - Ecological model - Social model.

Unit V :

Social Indicators - Populations - Poverty - Beggary - Problems of Education - Unemployment and Underemployment problems of Women - Alcoholism and drug dependence - Delinquency and Crime - Mental health and mental illness - Principles of healthy mental life - Mental health service in India.

Unit VI :

Strategies of Interventions - Complexity of Intervention - Strategy levels of interventions - Training of personnel - Training model - Educational Pyramid - two - Track Training programme.

Book for Reference :

Kuppuswamy. B: An introduction to Social Psychology - Bombay - Asia Publishing House
1965.

Shanmugam T.E : Community Psychology - Utsav Shanmugam 19, Rajastreet, T.Nagar,
Chennai - 17, 1987.

PAPER - IV - FORENSIC SCIENCE

Unit I : Forensic Science - Scope and Definition :

Development of Forensic Science in India and other Countries - Statutory Recognition of Forensic Science - Indian Evidence Act and Code of Criminal Procedure.

Unit II : Physical Evidence :

Classification of Physical Evidence - Stages in Physical Evidence Analysis.

Unit III :

General Crime Science procedure and Fundamentals of the Forensic Science Photographs.

Unit IV :

Tool Marks and Fire Arms - Arson - Accelerence and Explosives.

Unit V :

Drug analysis and Toxicology - Classification of Drugs and Poison - Alcohol and Traffic Accidentence.

Books for Reference :

William G. Eckert, (1997) Introduction to Forensic Science, London : CRC Press.

Peter R. De Forest, Gaensslen and Henry e Lee (1983) Forensic Science : An Introduction to Criminologists, New York : Mc Graw Hill.

Safferstein, Richard (1995) Criminologists : An introduction to Forensic Science, New Jersey Prentice Hall.