

# **JHARKHAND RAKSHA SHAKTI UNIVERSITY**

Ranchi.



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## **Certificate Course in Police Science**

[Duration: One year]

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## **Certificate Course in Police Science**

### **General Guidelines:**

1. The course shall be a one-year academic course in Police Science and the certificate shall be called “*Certificate course in Police Science*”.
2. The course shall be divided into two semester systems each of 6 months duration.
3. The candidate seeking admission to the course must have passed 10+2 with minimum 60% marks. Since the number of candidates that can be admitted to the course is limited and fixed, the candidates will be admitted on merit on an all India basis.
4. The Examination Fee and schedule for payment of Fees shall be such as is prescribed from time to time by the University.
5. A student will be required to attend not less than 80 % of the lectures delivered and practicals, for becoming eligible to appear in the Term-end Examination. A candidate, who falls short of the prescribed percentage of attendance, shall not be allowed to take the examination.
6. The Examinations shall be held on such dates as may be fixed by the University.
7. University reserves the right to frame or adopt or change the rules regarding course curriculum and examinations from time to time.
8. Syllabus shall be such, as may be prescribed from time to time.

## **SCHEME OF THE COURSE**

- The syllabus of CCPS will have two components –  
(1) Classroom Teaching                      (2) Outdoor Training
- Total number of days in the course = 90 per semester \* 2 = 180 Days  
No. of hours per day = 6 Hours  
Total No. of hours in the entire course duration = 180 x 6 = 1080 Hours  
Classroom Teaching = 720 Hours                      Outdoor Training = 360 Hours
- Outdoor training duration per semester = 180 Hours.
- Indoor/ Classroom Teaching:

<b>Semester – I</b> [Total Duration = 180 Days]	<b>Semester – II</b> [Total Duration = 180 Days]
<b>Total No. of Hours = 360</b>	<b>Total No. of Hours = 360</b>
<b>Total Papers = 6</b>	<b>Total Papers = 6</b>
<b>Hours per paper = 360/6 = 60 Hours</b>	<b>Hours per paper = 360/6 = 60 Hours</b>

**CERTIFICATE COURSE IN POLICE SCIENCES (CCPS)**

**SEMESTER-I**

<b>Paper No.</b>	<b>Paper</b>	<b>Paper Code</b>
1	Fundamentals of Law – I	CCPS 101
2	Language & Soft Skills	CCPS 102
3	Basics of Computer	CCPS 103
4	Social Science -I	CCPS 104
5	Security Management-I	CCPS 105
6	Basic Lessons in Typing in Hindi & English- I	CCPS 106
7	Outdoor Training - I	CCPS 107

**Paper 1: Basics of Computer**

**(Lectures – 60) (THEORY =33 PRACTICAL=27)**

Unit	Subjects	Periods (60)	
		Theory (33)	Practical (27)
1	<b>Introduction to Computer</b> a.)What is Computer? b.)History of Computers? c.)Hardware and Software d.)Input and Output Devices	04	00
2	<b>Working on a MS Word document</b> a.)Different versions of MS-Word(2003,2007,2010) b.)Uses of MS-Word c.)Different tools of MS-word d.)Mail merge in word document e.)Extension for a word file	06	08
3	<b>Introduction to MS Excel sheet</b> a.)Different versions of MS- Excel (2003,2007,2010) b.)Uses of MS-Excel c.)Different tools of MS-Excel d.) Use of different formulas in Excel e.)Extension for a Excel file	06	06
4	<b>Introduction to MS PowerPoint</b> a.)Different versions of MS-PowerPoint (2003,2007,2010) b.)Uses of MS-PowerPoint c.)Different options in MS-PowerPoint d.)Extension for a PowerPoint file	05	05
5	<b>Installation of Windows, formatting, Printer installation and sharing</b> a.)Different versions of Operating Systems (Windows 2003,2007,2010,Windows-Xp) b.) Installation of O.S, Partitions and allocating the memory	00	04
6	<b>Saving computer from virus</b> a.) What is virus? b.)How does Virus affects the computer? c.)Different Antivirus software's available and their working.	04	01
7	<b>Introduction to Internet and e-mailing</b> a.)What is internet? b.)What are advantages and disadvantages of Internet? c.)E-mail and its uses.	04	02

8	<b>Use of Accessories/Peripherals such as cell-phones, cameras and pen-drive.</b> a.)Attaching an external hardware b.)How to access the external Hardware?	04	01
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## Paper 2: Language & Soft Skills

(Lectures – 60)

Unit	Topics	Periods
1	<b>English</b> The Sentences, Subject, Predicate; The Phrase and Clause The Nouns- kind of nouns; Noun – gender – Number, Noun Number Pronouns – kinds of pronouns; Uses of pronouns Adjective – kinds of adjectives; adjectives used as Nouns, Formation of Adjectives Comparison of Adjectives The verb- introduction- list Tenses – kinds of Tenses, Uses of Present and Past Tenses Uses of Future tense; Irregular and Regular Verbs Auxiliaries and models – their uses Adverb – Introduction; kinds of adverbs Comparison of Adverbs Formation and position of adverbs Preposition- kinds and uses Conjunction- Uses Active and Passive Voice Transitive and Intransitive verbs- their uses Direct and Indirect Speech- Introduction Rules for changing Direct Speech into Indirect Speech and vice-versa	25
2	ijXqk#m#g#pUliu) aQ u#lga#lmk#y lky#^Pl#fmk#jXqD# aM#r#j#n#i#r#m#D# i#>#/#i#>#i#r#m#Wjg#k#D# rsj) k#/#i#>#hD#	20

	<p>l&gt;n&gt;nsk#nq#/gnig#nq#yjnig#nq#imn#&gt;#rlnkuniq#nqD#</p> <p>uAh#/rWuqEn#nqD#</p> <p>nG&gt;ig d#t #gmD#</p> <p>hjm#/#hngnG&gt;#</p> <p>aVln#ijD#/#yjsQh#hñjD#</p> <p>ylEu#{ ;mD#</p> <p>l@)nñj#/#g&gt;n&gt;k#ymñj#ym#Yl1n#hñjD#</p> <p>#Unuhqfn#l#</p> <p>aynig#ijXk#&gt;gmIn#msjæ #naqn#vj#læq</p>	
3	<p><b>Soft Skills</b></p> <p>Communication Skills</p> <p>Teamwork Skills</p> <p>Leadership Skills</p> <p>Interpersonal Relationship Skills</p> <p>Time Management Skills</p> <p>Stress Management Skills</p> <p>Body language Skills</p> <p>Presentation Skills</p> <p>Self confidence</p>	15

#### Suggested book-

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**Paper 3: Social Science-I**

**(Lectures – 60)**

<b>Unit</b>	<b>Topic</b>	<b>Periods</b>
<b>1</b>	<b>History &amp; Culture of Jharkhand</b>  <b>History-</b>  Beginning of Chotanagpur History  Medieval Period – Muhammadan and Mughal period  Modern Period – Coming of British and revolts in Jharkhand – from Kol/Munda revolt to Birsa Munda’s Hulgulan  Jharkhand movement for a separate State  <b>Culture-</b>  Cultural components – Different Tribes of Jharkhand, Sadans and Non-Tribals  Culture and Traditions of Jharkhand- Religious beliefs, festivals, hats  Cultural assimilation between Tribals and Non Tribals  Impact of modern day factors viz Christianity, Urbanization and Industrialization on the culture of Jharkhand, especially Tribal Society	<b>30</b>
<b>2</b>	<b>Logical Reasoning &amp; aptitude</b>	<b>10</b>
<b>4</b>	<b>G.K. &amp; current Affairs</b>	<b>20</b>

**Suggested books-**

Cultural Jharkhand (Problems and Prospects) by B.P. Keshari

An Historical Outline of Pre-British Chotanagpur (From Earliest Times to 1765) by Mangobinda Banerjee

An Historical Outline of Pre-British Chotanagpur (From Earliest Times to 1765) by Mangobinda Banerjee



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The Tribal Culture of India by L P Vidyarthi and B.K. Rai

Tribes in Transition (A Case Study of Village Hesag near HEC) – Dr. G, N. Chaudhuri

**Paper-4: Fundamentals of Law – I**

**(Lectures – 60) (IPC=20; Constitution & HR = 40)**

Unit	Topics	Periods
	<b>IPC</b>	<b>20</b>
<b>1</b>	Introduction to Indian Penal Code, Stages of Crime Extension of Code to extra-territorial offences. Public Servant, Fraudulently, Common intension and common object punishment.	
<b>2</b>	General exception, Abatement, Conspiracy, Sedition Unlawful Assembly, Rioting, Affray Rash driving or riding on a public way	
<b>3</b>	Culpable Homicide and Murder, Dowry Death & 498- A Attempt to Murder, Hurt and grievous hurt	
	<b>Indian Constitutional Law &amp; Human Rights</b>	<b>40</b>
<b>5</b>	Historical Background, Nature of Constitutional Law. Salient features of the Indian Constitution.	
<b>6</b>	Preamble of the Indian Constitution, Fundamental Rights, Directive Principles of state policy and Fundamental Duties,	
<b>7</b>	Structures of the Union Government; President – Vice President; Prime Minister – Cabinet – Parliament. State Government – Structure and Functions – Governor – Chief Minister, Cabinet – State Legislature	
<b>8</b>	Supreme Court and High Courts, Elections,	
<b>9</b>	Emergency <b>The Protection of Human Rights Act, 1993;</b> The Human Rights Commissions - State & National	

**Paper 5: Security Management-I**

(Lectures – 60)

Unit	Topics	Periods (60)	
		Theory (54)	Practical (06)
1	<b>Security Gadgets</b> Role of security gadgets in internal security Categories of security gadgets Security gadgets for industrial and perimeter security Security gadgets for frisking of individuals & baggage Security gadgets for VIP Security	15	05
2	<b>Security Guards</b> Responsibilities and Duties Knowledge Domain Discipline and Punctuality Soft skills Use of Gadgets Areas of Responsibility First Aid	15	
3	<b>Industrial Security</b> Need for Industrial Security Perimeter Security Access Control Knowledge Domain Discipline and Punctuality Facial Recognition Fire-fighting Use of Gadgets First Aid	20	05

**Paper 6: (Lectures – 60)****Basic Lessons in Typing in Hindi & English****Paper 7- OUTDOOR TRAINING –I****Semester 1****100 Marks****180 Periods**

Sr. No.	Code		Subject	Periods	
				No. of Period	Total Period
<b>1</b>	<b>PT</b>		<b>Physical Training</b>		<b>12</b>
			P.T. Tables (12)		
<b>2</b>	<b>FD</b>		<b>Foot Drill</b>		<b>25</b>
		D-1	Drill ki am baten (Introduction)/Demo	2	
		D-2	Word of Command	2	
		D-3	Savdhan, Vishram aur Aaramse	1	
		D-4	Khare Khare murna, Piche, Dahine, Bayen (Adha Dahine Bayen)	2	
		D-5	Sajna(Dressing)	1	
		D-7	Ginti Karneka	1	
		D-8	Khuli Line aur Nikat Line	1	
		D-9	Visarjan aur Line Torna	1	
		D-10	Sizing Drill	2	
		D-11	Parade par aur Squad aur Platoon banana	2	
		D-13	Tez chal aur tham	3	
		D-14	Aage,Pichhe,Dahine ya Baen Qadam Lena	2	
		D-15	tez chal main ghumna qadamtal age barh aur tham	3	
		D-16	Tez chal se qadam badalna	2	
<b>3</b>	<b>AT</b>		<b>Athletics</b>		
			5km. Running (Twice in a week)		<b>25</b>
<b>4</b>	<b>AT</b>		<b>Athletics</b>		
			Cross Country (Ones a week)		<b>15</b>

<b>5</b>	<b>AT</b>		<b>Athletics</b>		<b>10</b>
			Long Jump	3	
			High Jump	3	
			Shot Put	4	
<b>6</b>	<b>YG</b>		<b>Yogasana</b>		<b>30</b>
			<b>Asan</b>	20	
		1	Padmasan		
		2	Budha Padmasan		
		3	Utkatasan		
		4	Vajrasan		
		5	Pachittonasan		
		6	Matsendrasan		
		7	Naukasan		
		8	Bhujangasan		
		9	Dhanurasan		
		10	Shalbhasan		
		11	Pavanmuktasan		
		12	Mayurasan		
		13	Sarvagasan		
		14	Padhastasan		
		15	Chakrasan		
		16	Janushirasan		
		17	Shirshasan		
		18	Ushtrasan		
		19	Uttanpadmasan		
		20	Savasan		
			<b>Pranayam</b>	5	
		1	Kapalbhati		
		2	Aalom Vilom		
		3	Bhramari		
		4	Shitkari		
		5	Shitali		
		6	Omkar		

			<b>Mudra</b>	2	
		1	Surya		
		2	Vayu		
		3	Pruthvi		
		4	Pranayam		
		5	Shankh		
			<b>Suryanamaskar</b>	3	
<b>7</b>	<b>SW</b>		<b>Swimming</b>		<b>30</b>
<b>8</b>	<b>TG</b>		<b>Team Game</b>		<b>30</b>
		1	Volley Ball	10	
		2	Kabaddi	10	
		3	Kho-Kho	10	
		4	Foot Ball/ optional	10	
<b>9</b>			<b>Theory</b>		<b>3</b>
			General talk about hygiene and discipline Fitness, Diet, Exercise		
			<b>Total</b>		<b>180</b>

**CERTIFICATE COURSE IN POLICE SCIENCE**

**SEMESTER-II**

<b>Paper No.</b>	<b>Paper</b>	<b>Paper Code</b>
8	Fundamentals of Law – II	CCPS 108
9	Security Management– II	CCPS 109
10	Social Science-II	CCPS 110
11	Communicative English	CCPS 111
12	Police Organization	CCPS 112
13	Basic Lessons in Typing in Hindi & English- II	CCPS 113
14	Outdoor Training- II	CCPS 114

## **Paper-8: Fundamentals of Law – II**

**(Lectures – 60)**

<b>Unit</b>	<b>Topics</b>	<b>Periods</b>
<b>1</b>	<b>Criminal Procedure Code</b> <b>Subject-Introduction.</b> <ul style="list-style-type: none"><li>a. The historical background, extent and commencement</li><li>b. Some changes introduced by the new Act.</li></ul> <b>Definitions</b> Understanding the essential definitions such as: Bailable Offence, Non-bailable Offence, Charge, Complaint, Inquiry, Investigation, officer In charge of a police station, Public Prosecutor, Police Report, Judicial Proceeding, Cognizable Offence, Non-cognizable Offence, Summons case, Warrant case ,etc... <b>Public Nuisance</b> <b>Urgent Cases of Nuisance for Apprehended Danger</b> <b><u>Police to prevent cognizable offences</u></b> <b><u>Information of design to commit cognizable offences</u></b> <b>Information to the Police and their Powers to Investigate</b> <b>Provisions as to Bail and Bonds</b>	<b>20</b>
<b>2</b>	<b>Indian Penal Code (IPC)</b> Wrongful restraint and wrongful confinement Force, Criminal Force and Assault Kidnapping and Abduction, Rape and Unnatural offences Theft, Extortion, Robbery and Dacoity, Dacoity with murder Making preparation to commit dacoity Dishonest misappropriation of property Criminal breach of trust, Stolen property Dishonestly receiving stolen property Cheating and Cheating by impersonation, Criminal Trespass	<b>20</b>
<b>3</b>	Marrying again during lifetime of husband and wife Adultery, Defamation, Punishment for attempting to commit offences punishable with imprisonment for life or other imprisonment	<b>10</b>
<b>4</b>	<b>Minor Acts:</b> <ul style="list-style-type: none"><li>1. Police Act, 1861</li><li>2. Motor Vehicle Act</li><li>3. Right to Information Act</li><li>4. SC/ST (atrocities Prevention of Atrocities) Act.</li></ul>	<b>10</b>

**Paper 09: Security Management – II**

(Lectures = 60)

Unit	Subjects	Periods	
		Theory	Practical
1	<b>Disaster Management</b> Kinds of natural disasters Administrative structure for Disaster Management Responses during different kinds of natural disaster – Floods, Drought, Earthquakes, Major Fires, Lightning Strikes etc. Government compensation schemes	10	10
2	<b>Extremism</b> Naxalism – An introduction; Various Naxal organizations History of Naxalism and Naxalite Movement Causes for rise of Naxalism in India Changing tactics & current trends in Naxalism Role of Government and security agencies in curbing Naxalism Meaning, Nature and Forms of Terrorism Causes of Terrorism National and International roots of Terrorism Role of Government and security agencies in Counter-Terrorism Case Studies	10	
3	<b>Traffic Management</b> Need for traffic management – road accidents Traffic signs and signals Major traffic offenses and penal laws Compensation and claims payable to victims of road accidents Visit to Traffic PS	15	5
4	<b>Value of Scientific Evidence</b> Crime scene management Crime scene sketching Crime scene Photography	10	



	Finger print analysis		
	Foot print analysis		

**Paper 10: SOCIAL SCIENCE-II**

**(Lectures- 60)**

Unit	Topics	Periods	
		Theory	Practical
1	<b>Geography</b>  <i>Physical Feature -</i>  Location, boundary and importance  Main geographical formations according to elevation  The Pat Plateau  The Ranchi Plateau  The Lower Chotanagpur Plateau  The Rajmahal Highland  Rivers and waterfalls  Climate and Soil  <b>Resources and economic activities –</b>  Agriculture and irrigation sources  Animal Husbandry  Minerals – Metallic, Non-metallic and Atomic minerals - special emphasis on Coal belts  Forest Products  Industries  Transport and Communication	15	

	Power Population- ST/SC Population Tourism <b>Natural Heritage of Jharkhand -</b> Forest covered areas National Parks/sanctuaries and wildlife in Jharkhand Conservation – Measures and status		
2	<b>Economics</b> Price mechanism- concept of demand and supply Factors of Production- Labour, Land, Capital, Entrepreneurship Forms of Business Organizations and State Enterprises Tackling poverty and unemployment – Poverty alleviation programmes National Income – GDP, GNP, NDP, NNP Monetary Policy, Fiscal Policy, Budget, Deficit Budget Money, Banking and Insurance Nature and consequences of Inflation Consumer awareness Environment and Sustainable Development SHGs in Jharkhand and their role in economic development <b>Reference –</b> Economics for Indian Students by A. Samuel Raj	15	
3	<b>Political Parties &amp; Panchayati Raj (5 + 5)</b> Definition of Political Parties Classification of Political Parties Conditions for recognition of political parties Free symbols and Reserve symbols Election Commission of India & State Election Commission Panchayati Raj Institutions & Urban Local Bodies – A historical perspective	10	

	Modes of election, powers and responsibilities		
4	<b>Logical Reasoning &amp; aptitude</b>	10	
5	<b>GK &amp; Current Affairs</b>	10	

### Suggested books-

Inside Jharkhand by Dr. Sunil kumar Singh

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### Paper 11: Communicative English

(Lectures= 60)

Unit	Topics	Periods
1	<b>UNIT 1</b> <b>COMMUNICATION SKILLS IN ENGLISH</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• The Importance of English</li> <li>• English as the First or Second language</li> <li>• Uses of English</li> </ul> <b>UNIT 2</b> <b>LISTENING SKILLS</b> <ul style="list-style-type: none"> <li>• What is Listening?</li> <li>• Types of Listening</li> <li>• Objectives</li> <li>• Active Listening- an</li> </ul>	60

	<p>Effective Listening Skill</p> <ul style="list-style-type: none"> <li>• Note Taking Tips</li> <li>• Barriers for Good Listening</li> <li>• Outlines and Signposting</li> <li>• Gambits</li> <li>• Exercise</li> </ul> <p><b>UNIT 3</b> <b>READING SKILLS</b></p> <ul style="list-style-type: none"> <li>• Importance of Reading</li> <li>• Definition of Reading</li> <li>• Levels of Reading</li> <li>• Requirements of Reading</li> <li>• Types of Reading</li> <li>• Techniques of Reading</li> <li>• Academic Reading Tips</li> <li>• Exercise</li> </ul> <p><b>UNIT 4</b> <b>WRITING SKILLS</b></p> <ul style="list-style-type: none"> <li>• What is Writing?</li> <li>• The Sentence</li> <li>• The Phrase</li> <li>• Kinds of Sentences</li> <li>• Parts of Sentence</li> <li>• Parts of Speech</li> <li>• Articles</li> <li>• Types of Sentences</li> <li>• Time Management Tips</li> <li>• Test Preparation Tips</li> <li>• Tips for Taking Exams</li> <li>• What is a Paragraph? 3</li> <li>• Construction of Paragraph</li> <li>• Academic Essay Writing</li> <li>• Precis Writing</li> <li>• Letter Writing</li> <li>• Memo</li> <li>• Cover Letter</li> <li>• Resume writing</li> </ul> <p><b>UNIT 5</b> <b>COMMUNICATION SKILLS- SPEAKING</b></p>	
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	<b>SKILLS</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Barriers of Communication</li> <li>• Types of Communication</li> <li>• Know What You Want To Say</li> </ul>	
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### **Paper 12: Police Organization**

**Total Duration = 60 Lectures**

<b>Unit</b>	<b>Topic</b>	<b>Periods</b>
1	History of Indian Police Recruitment Rules – Police & Paramilitary Forces Paramilitary Forces- Organization & Objectives Structure of Jharkhand Police Structure of District Police Structure of Jharkhand Railway Police Functions of various Branches Structure & Function of ATS Structure of DGP Office Police Head Quarters Structure of JAP Functions of a Police Constable (a) Armed (b) Unarmed Important Registers maintained in a Police Station	40
2	<b>Field Visits</b> Rural Police Stations Urban Police Stations Police Training Colleges/Academies	20

### **Paper - 13 Basic Lessons in Typing in Hindi & English-II**

**(Lectures = 60)**

**Paper 14: Outdoor Training-II**

**(180 Periods)**

Sr. No.	Code		Subject	Periods	
				No.of Period	Total Period
<b>1</b>	<b>PT</b>		<b>Physical Training</b>		<b>12</b>
			P.T. Tables (12)		
<b>2</b>	<b>FD</b>		<b>Foot Drill</b>		<b>30</b>
		D-17	Khare Khare Salute Karna	2	
		D-18	Chalte Chalte Salute Karna (Samne Dahine/Bayen)	4	
		D-19	Dhire Chal aur Tham	3	
		D-22	Tez chal se Lamba, Madhya, Chhota Qadam Lena	1	
		D-25	Daur Chal se march karna aur tham	2	
		D-26	Daur Qadamtal, age barh aur tham	2	
		D-29	Tez chal se dahine, bayen,samne salute karna	6	
		D-31	Patra ke sath samne salute karna	2	
		D-32	Chalte Chalte dahine bayen dekh	4	
		D-33	Platoon/ Squad line aur Tino tin se march karna aur march ke dauran blank file ka kam	2	
		D-36	Khare Khare tin line se do line banana aur do line se tin line banana	2	
<b>3</b>	<b>AT</b>		<b>Athletics</b>		
			5km. Running (Twice in a week)		<b>25</b>
<b>4</b>	<b>AT</b>		<b>Athletics</b>		
			Cross country (Once a week)		<b>15</b>
<b>5</b>	<b>SD</b>		<b>Karate</b>		<b>55</b>
			Self Defense	60	
<b>6</b>	<b>FD</b>		<b>First Aid</b>		<b>3</b>
<b>7</b>	<b>TG</b>		<b>Team Game</b>		<b>30</b>
		1	Volley Ball	10	
		2	Kabaddi	10	
		3	Kho-Kho	10	
		4	Foot Ball/ optional	10	
<b>8</b>	<b>SW</b>		<b>Sports week Celebration</b>		<b>10</b>
			<b>Total</b>		<b>180</b>

