Course Curricula
For
Short Term Courses based on Modular Employable Skills (MES)
In

Security Sector

DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
MINISTRY OF LABOUR AND EMPLOYMENT
GOVERNMENT OF INDIA

Course curricula for Short Term Courses based on Modular Employable Skills (MES) in Security Sector.

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Skill Development based on Modular Employable Skills (MES)

Introduction

With economy of India growing like never before and many multinational companies bringing money, establishing their offices, business houses, enterprises and industry in India, there is need to provide good, stable and secure social environment. To address their safety concerns and requirements is the need of the hour. Police looks after the law and order situation in civil life in general. But with increasing demand for specialized security personnel in industry, business undertakings as well as at private level, there is a need of an established system for providing training to the unemployed youth, grooming them to take up jobs in security sector. Such trained youth can fill in the void that is present in our system earning their livelihood respectably and also playing a constructive role in society. This initiative has been taken up by the Department of Employment Generation and Training as it considers providing training through courses having Modular Employable Skill format under its Skill Development Initiative Programme. This will also help in improving the workings and standards of the security agencies hiring such trainees.

The need for giving emphasis on the Skills Development, especially for the less educated, poor and out of school youth has been highlighted in various forums. The skill level and educational attainment of the work force determines the productivity, income levels as well as the adaptability of the working class in changing environment. Large percentage of population in India is living below poverty line. One of the important causes is lower percentage of skilled persons in the workforce.

The skill development at present is taking place mostly in the informal way, i.e. persons acquire skill at the work-place when they help their parents, relatives and employers etc. Such persons do not have a formal certificate and thus earn lower wages and are exploited by employers. They have come through informal system due to socio-economic circumstances of the

family and the compulsions of earning a livelihood rather than attending a formal course. While their productivity is low, their contribution to the national GDP cannot be ignored. If the country can create a system of certification which not only recognizes their skills but also provides education and

training in a mode that suits their economic compulsions, it will not only benefit the workforce to earn an decent living but also contribute to the national economy by better productivity of this workforce.

Another related problem to be tackled is large number of students dropt outs (About 63% of the school students drop out a different stages before reaching Class-X).

Frame work for Skill Development based on 'Modular Employable Skills (MES)'

Very few opportunities for skill development are available for the above referred groups (out of school youth & existing workers especially in the informal sector). Most of the existing Skill Development programmes are long term in nature. Poor and less educated persons cannot afford long term training programmes due to higher entry qualifications, opportunity cost etc. Therefore, a new frame work for Skill Development for the Informal Sector has been evolved by the DEGT to address to the above mentioned problems. The key features of the new frame work for skill development are:

- Demand driven Short term training courses based on modular employable skills decided in consultation with industry.
- Flexible delivery mechanism (part time, weekends, full time).
- Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups.
- Government will facilitate and promote training under public private partnership structure.

- Optimum utilization of existing infrastructure to make training cost effective.
- Testing of skills of trainees by independent assessing bodies who would not be involved in conduct of the training programme, to ensure that it is done impartially.
- Testing & certification of prior learning (Skills of persons acquired informally).

The Short Term courses would be based on 'Modular Employable Skills (MES)'. The concept for the MES is:

- Identification of 'minimum skills set' which is sufficient to get an employment in the labour market.
- It allows skills upgradation, multiskilling, multi entry and exit, vertical mobility and life long learning opportunities in a flexible manner.
- It also allows recognition of prior learning (certification of skills acquired informally) effectively.
- The modules in a sector when grouped together could lead to a qualification equivalent to National Trade Certificate or higher.
- Courses could be available from level 1 to level 3 in different vocations depending upon the need of the employer organizations.
- MES would benefit different target groups like:
    - Workers seeking certification of their skills acquired informally.
    - Workers seeking skill upgradation.
    - Early school drop-outs and unemployed.
    - Previously child labour and their family.

Age of participants

The minimum age limit for persons to take part in the scheme is 18 years and there is upper age limit of 65 years.

Curriculum Development Process

Following procedure is used for developing courses curricula

- Identification of Employable Skills set in a sector based on division of work in the labour market.
- Development of training modules corresponding to skills set identified so as to provide training for specific & fit for purpose.
- Organization of modules in to a Course Matrix indicating vertical and horizontal mobility. The course matrix depicts pictorially relation among various modules, per requisites for higher level modules and how one can progress from one level to another.
- Development of detailed curriculum and vetting by a trade committee and by the NCVT.

(Close involvement of Employers Organizations, other states / union Government, experts, vocational training provides and other stake holders is ensured at each stage.)

Development of core Competencies

Possession of proper attitudes is one of the most important attribute of a competent person. Without proper attitudes, the performance of a person gets adversely affected. Hence, systematic efforts will be made to develop attitudes during the training programme.

The trainees deal with men, materials and machines. They handle sophisticated tools and instruments. Positive attitudes have to be developed in the trainees by properly guiding them and setting up examples of good attitudes by demonstrated behaviors and by the environment provided during training.

Some important core competencies to be developed are:

1. Role and responsibility of security officer.
2. Knowledge of law (civil and criminal).
3. Customer service.
4. Access control.
5. Reporting.
6. Avoid conflict and reducing risks.
7. Managing aggression.
8. Safety consciousness and safe working practices.
9. Care of equipment and tools.
10. Punctuality, discipline and honesty.
11. Concern for quality of service.
12. Respect for rules and regulations.
13. Concern for health and hygiene.
14. Cordial relationship, Cooperation and team work.
15. Positive attitude and behavior.
16. Responsibility and accountability.
17. Learn continuously.
18. Communication skills.
19. Concern for environment and waste disposal.
20. Coordination with local administration including law and order agencies.
21. Multitasking capability.

Following competencies should also be developed during level-II and higher courses:

i. Pre-emptive.
ii. Motivating and deriving the best out of team.
iii. Post incident consideration.
iv. Verbal and non verbal communication.
v. Identify different types of behaviors.
vi. Ability for planning, organizing and coordinating.

vii. Creative thinking, problem solving and decision making.

viii. Leadership.

ix. Ability to bear stress.

x. Capacity to negotiate.

Duration of the Programmes:

Time taken to gain the qualification will vary according to the pathway taken and will be kept very flexible for persons with different backgrounds and experience. Duration has been prescribed in hours in the curriculum of individual module, which are based on the content and requirements of a MES Module. However, some persons may take more time than the prescribed time. They should be provided reasonable time to complete the course.

Pathways to acquire Qualifications:

Access to the qualification could be through:

- An approved training programme; Or
- A combination of an approved training programme plus recognition of prior learning including credit transfer; Or
- The recognition of prior learning that provides evidence of the achievement of the competencies for the qualification.

Methodology

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on

“Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for ‘hands on training’.

The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

Instructional Media Packages

In order to maintain quality of training uniformly in the entire state, instructional media packages (IMPs) will be developed and will be suitably made available.

Assessment

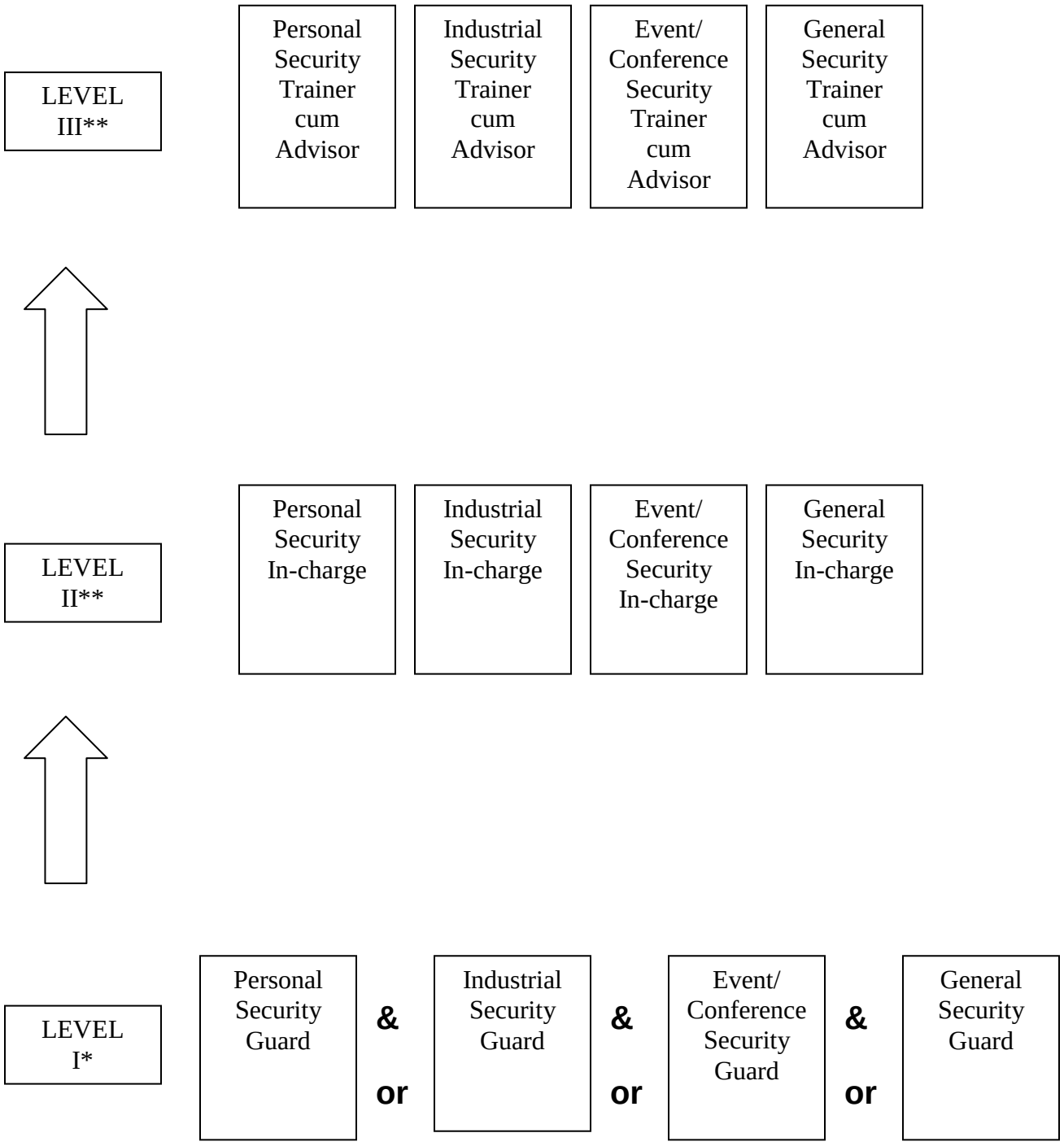
DEG&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/ testing of large number of persons through out the state and to avoid monopoly, more than one assessing bodies will be appointed

Certificate

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT). Skills that the candidates gain by undergoing these courses being corroborated by the certificate of a standardized certifying agency like NCVT will go a long way in helping the trainee to make a successful carrier in a security agency.

Course Matrix

Security sector



* Curricula for Level-I has been finalized.
** Curricula for Level-II and Level-III are being finalized. The name of the courses is hence subject to change.

MODULES

MODULE – PERSONAL SECURITY GUARD

NAME : Personal Security Guard

SECTOR : Service in Security Sector

CODE : **SEC101**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age

COMPETENCIES : After completing the course the trainee would be able to provide personal security to an individual.

DURATION : 150 Hours (30 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 15 days, 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training
1) Duties and Responsibilities of a Personal Security Guard. **2) Basic Imperatives of Proximate Security.** **3) Attitudinal Shaping-up of a Personal Security Guard.** **4) Acquaintance with different Security Gadgets/Mechanisms.** **5) Sensitization about Threat Potential from different quarters in different situations.** **6) Orientation about Pre-emptive/ Preventive Personal Security Measures.** **7) Manners and Courtesies required to be observed by a Personal Security Guard.**	**1) Physical Fitness Exercises** **2) Endurance Practice** **3) Proper Wearing of Dress** **4) Saluting/Greeting** **5) Proper Body Movements and Basics of Marching** **6) Un-armed Combat** **7) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Surveillance** **v) Body Search, Premises Search and**

8) Role of a Personal Security Guard in Crisis/Emergency situations. **9) Co-ordinative role of a Personal Security Guard.** **10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.** **11) Cautionary and Advisory Role of a Personal Security Guard.** **12) Professional Ethics and Commitments of a Personal Security Guard.** **13) Brief case studies of Important Incidents having Security Implications:-** **a. Beant Singh Murder Case.** **b. Rajiv Gandhi Assassination Case.** **c. Sant Longowal Murder Case.** **d. Partap Singh Kairon Murder Case.** **e. Lala Jagat Narain Murder Case.**	**Area Search.** **vi) Handling and Operating Basic Fire-fighting Equipments.** **vii) Close quarter combat Techniques.** **viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **ix) Handling and Operation of Wireless Communication Equipments.**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground having obstacle course
2. Gymnasium
3. Area cordoning off equipment
4. Anti-sabotage checking gadgetry
5. Metal detector
6. Fire fighting equipment
7. Wireless communication equipment
8. Surveillance equipment
9. Bullet proof jacket
10. Blast resistant security contraception
11. Personal and parcel search equipment
12. Electric and electronic security devices
13. Monitoring system
14. Explosives
15. Gun and revolver

MODULE – INDUSTRIAL SECURITY GUARD

NAME : Industrial Security Guard

SECTOR : Service in Security Sector

CODE : **SEC102**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age

COMPETENCIES : After completing the course the trainee will be able to cater to security requirements of an industry.

DURATION : 150 Hours (30 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 15 days, 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training
1) Perimeter Security.	**1) Physical Fitness Exercises**
2) Access Regulation.	**2) Endurance Practice**
3) Record keeping and Document Scrutiny.	**3) Proper Wearing of Dress**
4) Handling Industrial Unrest.	**4) Saluting/ Greeting**
5) Pre-emptive Security from Hazardous Industrial Operations and Substances.	**5) Proper Body Movements and Basics of Marching**
6) Preventive and Combative Standard Operating Procedures related to Industrial Security.	**6) Un-armed Combat**
7) Periodic Operational Security Audit.	**7) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)** **i) Access Control/ Frisking** **ii) Anti-sabotage Checking**
8) Duty Shift Management and Prioritization of Security Imperatives in accordance with Time Considerations.	**iii) Cordoning and Sealing** **iv) Surveillance** **v) Body Search, Premises Search and Area Search.**
9) Special Anti-sabotage and Cargo checking	**vi) Handling and Operating Basic Fire-**

operations related to Industrial Security. **10) Contingency-management with special reference to Industrial Security.** **11) Handling, Operation and Maintenance of Gadgetry and Surveillance Systems used for Industrial Security.** **12) Monitoring and Surveillance to safeguard Vital Installations/ Industries from Subversion and Sabotage.** **13) Liaison and Co-ordinative role of Industrial Security/ Guards.**	**fighting Equipments.** **vii) Close quarter combat Techniques.** **viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **ix) Handling and Operation of Wireless Communication Equipments.**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground having obstacle course
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Anti-sabotage checking gadgetry
    a. electron vapour detector
    b. non-linear junction detector
    c. linear junction detector
    d. probes/ piercing rod
    e. elevated/ mounted mirror
    f. trolley mirror
    g. deep search metal detector
5. Hand held metal detector
6. Door frame metal detector
7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance system
10. Cargo checking equipment
11. CCTV/ video recording camera
12. Electronic/ biometrical devices
13. Electric and electronic security devices
14. Portable barricade
15. Sound warning system
16. Tear gas/ pungent spray
17. Hand baton and protective shield

MODULE – EVENT/ CONFERENCE SECURITY GUARD

NAME : Event/ Conference Security Guard

SECTOR : Service in Security Sector

CODE : **SEC103**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age

COMPETENCIES : After completing the course the trainee will be able to cater to security requirements of an event or a conference.

DURATION : 150 Hours (30 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 15 days, 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training
1) Role of Security Personnel/ Agencies at the Time of Planning and Site-selection of Mega- events/ Conferences. **2) Infrastructural/Logistical Back-up for Security and Regulatory arrangements for Mega Events/Conferences.** **3) Security Sectors/Zones and Buffer Areas for Contingency Management.** **4) Parking and Traffic Regulatory Arrangements for Mega-events/ Conferences.** **5) Access Control Arrangements.** **6) Strategic Deployment of Security Staff for Surveillance, Preventive, Combative, Striking, Chasing and Evacuation duties in accordance with Integrated Security Perspective for the given Event/Conference.**	**1) Physical Fitness Exercises** **2) Endurance Practice** **3) Proper Wearing of Dress** **4) Saluting/ Greeting** **5) Proper Body Movements and Basics of Marching** **6) Un-armed Combat** **7) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)** **i) Access Control/ Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Surveillance** **v) Body Search, Premises Search and Area Search.** **vi) Handling and Operating Basic Fire-**

7) Contingency Management in different Emergency Situations **8) Thread-bare discussions about all aspects of security arrangements at different events.** **9) Through acquaintance with different aspects of Event/Conference Security.** **10) Role of different security support mechanisms in the context of Event/Conference Security.** **11) Discussions on Standard Operating Procedures to be followed in different situations.** **12) Co-ordinative Role of Security Personnel with the different Agencies/ Organizations involved in Event/Conference Management to prevent Over-lapping and emergence of Grey Areas of Security.** **13) Judicious Assessment of Threat-perception and Realistic Planning of Counter-measures from Security Point of View.**	**fighting Equipments.** **vii) Close quarter combat Techniques.** **viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **ix) Handling and Operation of Wireless Communication Equipments.**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground having obstacle course
2. Gymnasium
3. Barricades
4. Anti-sabotage checking gadgetry
5. Door frame metal detector
6. Hand held metal detector
7. CCTV, X-ray, laser beam, video camera
8. Electronic/ biometric identification device
9. Fire fighting equipment
10. Wireless communication equipment
11. Surveillance equipment
12. Public address system
13. Shoulder strapped sound horn
14. Remote controlled mike

MODULE – SECURITY GUARD (GENERAL)

NAME : Security Guard (General)

SECTOR : Service in Security Sector

CODE : **SEC104**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age

COMPETENCIES : After completing the course the trainee will be able to cater to security requirements of an event or a conference.

DURATION : 150 Hours (30 days)
Indoor training spread over 15 days (39 working days), 2 days out of which are for testing & evaluation.
Outdoor training spread over 15 days (39 working days), 2 days out of which are for testing & evaluation.

Indoor Training	Outdoor Training	
1) Legal and Procedural Provisions related to Security. **2) Vital Security Operations and their Practical Methodology.** **3) Role of Security Personnel in Contingency Management.** **4) Use of Computer (basic operations of computer – accessing internet, booting, shut down, sending- receiving mail, working on notepad, taking print etc.) / Electronic Appliances in Security Arrangements.** **5) Public Dealing and Self-Development.** **6) General Knowledge and Awareness about Current Events.**	**1) Physical Fitness Exercises** **2) Endurance Practice** **3) Proper Wearing of Dress** **4) Saluting/Greeting** **5) Proper Body Movements and Basics of Marching** **6) Un-armed Combat** **7) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Evacuation** **v) Surveillance**	

	vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect **vii) Identification of I.E.Ds and Explosive/Narcotic Material.** **viii) Body Search, Premises Search and Area Search.** **ix) Defensive Driving.** **x) Working of Anti-sabotage Checking Gadgetry.** **xi) Role of Sniffer Dogs in Security Operations.** **xii) First-aid.** **xiii) Type and Techniques of Patrolling.** **xiv) Handling a Mob-attack.** **xv) Handling and Operation of Wireless Communication Equipments.** **xvi) Handling and Operating Basic Fire-fighting Equipments.** **xvii) Close quarter combat Techniques.** **xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **8) Musketry Handling and Firing of personal weapon**	**06**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ten computers.
2. Ground having obstacle course
3. Gymnasium
4. Area cordoning off and sealing equipment
5. Anti-sabotage checking gadgetry
6. Hand held metal detector
7. Door frame metal detector
8. Fire fighting equipment
9. Wireless communication equipment
10. Surveillance system
11. CCTV/ video recording camera
12. Electronic/ biometrical devices
13. First aid equipment
14. Bugging devices
15. X-ray monitoring machine
16. Bullet proof shields/ jackets
17. Night vision device
18. Micro recorder
19. Magnifying glass
20. Binoculars

21. Flash light
22. Search light
23. Weapon and ammunition
24. IED/ explosive/ narcotic material.

MODULE – SECURITY GUARD (GENERAL) AND PERSONAL SECURITY GUARD

NAME : Security Guard (General) and Personal Security Guard.

SECTOR : Service in Security Sector

CODE : **SEC205**

ENTRY QUALIFICATION : 8th Pass with at least 16 years of age and
(A) course in security guard (general) or
(B) Course in personal security guard.

COMPETENCIES : After completing the course the trainee will Be able to cater to security requirements of an Event or a conference and / or provide security To an individual.

(A) FOR 8TH PASS WITH COURSE IN SECURITY GUARD (GENERAL)

DURATION : 90 Hours (20 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 5 days, 1 day out of which is for testing & evaluation.

Indoor Training	**Outdoor Training**
1) Duties and Responsibilities of a Personal Security Guard. **2) Basic Imperatives of Proximate Security.** **3) Attitudinal Shaping-up of a Personal Security Guard.** **4) Acquaintance with different Security Gadgets/Mechanisms.** **5) Sensitization about Threat Potential from different quarters in different situations.** **6) Orientation about Pre-emptive/ Preventive**	**1) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Surveillance** **v) Body Search, Premises Search and Area Search.** **vi) Handling and Operating Basic Fire-fighting Equipments.** **vii) Close quarter combat Techniques.** **viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **ix) Handling and Operation of**

Personal Security Measures. **7) Manners and Courtesies required to be observed by a Personal Security Guard.** **8) Role of a Personal Security Guard in Crisis/Emergency situations.** **9) Co-ordinative role of a Personal Security Guard.** **10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.** **11) Cautionary and Advisory Role of a Personal Security Guard.** **12) Professional Ethics and Commitments of a Personal Security Guard.** **13) Brief case studies of Important Incidents having Security Implications:-** **a. Beant Singh Murder Case.** **b. Rajiv Gandhi Assassination Case.** **c. Sant Longowal Murder Case.** **d. Partap Singh Kairon Murder Case.** **e. Lala Jagat Narain Murder Case.**	**Wireless Communication Equipments.**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off equipment
4. Anti-sabotage checking gadgetry
5. Metal detector
6. Fire fighting equipment
7. Wireless communication equipment
8. Surveillance equipment
9. Bullet proof jacket
10. Blast resistant security contraception
11. Personal and parcel search equipment
12. Electric and electronic security devices
13. Monitoring system
14. Explosives
15. Gun and revolver

(B) FOR 8TH PASS AND COURSE IN PERSONAL SECURITY GUARD

DURATION : 90 Hours (23 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 8 days, 1 day out of which is for testing & evaluation.

Indoor Training	**Outdoor Training**
1) Legal and Procedural Provisions related to Security. **2) Vital Security Operations and their Practical Methodology.** **3) Role of Security Personnel in Contingency Management.** **4) Use of Computer/Electronic Appliances in Security Arrangements.** **5) Public Dealing and Self-Development.** **6) General Knowledge and Awareness about Current Events.**	**1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Evacuation** **v) Surveillance** **vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect** **vii) Identification of I.E.Ds and Explosive/Narcotic Material.** **viii) Body Search, Premises Search and Area Search.** **ix) Defensive Driving.** **x) Working of Anti-sabotage Checking Gadgetry.** **xi) Role of Sniffer Dogs in Security Operations.** **xii) First-aid.** **xiii) Type and Techniques of Patrolling.** **xiv) Handling a Mob-attack.** **xv) Handling and Operation of Wireless**

	Communication Equipments. **xvi) Handling and Operating Basic Fire-fighting Equipments.** **xvii) Close quarter combat Techniques.** **xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **9) Musketry Handling and Firing of personal weapon**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Anti-sabotage checking gadgetry
5. Hand held metal detector
6. Door frame metal detector

7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance system
10. CCTV/ video recording camera
11. Electronic/ biometrical devices
12. First aid equipment
13. Computer
14. Bugging devices
15. X-ray monitoring machine
16. Bullet proof shields/ jackets
17. Night vision device
18. Micro recorder
19. Magnifying glass
20. Binoculars
21. Flash light

22. Search light
23. Weapon and ammunition
24. IED/ explosive/ narcotic material

MODULE – SECURITY GUARD (GENERAL) AND EVENT/ CONFERENCE SECURITY GUARD.

NAME : Security Guard (General) and Event / Conference Security Guard.

SECTOR : Service in Security Sector

CODE : **SEC206**

ENTRY QUALIFICATION : 8th Pass with at least 16 years of age and (A) course in security guard (general) OR (B) Course in event/ conference security.

COMPETENCIES : After completing the course the trainee will be able to cater to security requirements of an Event or a conference.

8TH PASS WITH COURSE IN SECURITY GUARD (GENERAL)

DURATION : 90 Hours (20 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 5 days, 1 day out of which is for testing & evaluation.

Indoor Training	**Outdoor Training**
1) Role of Security Personnel/ Agencies at the Time of Planning and Site-selection of Mega- events/ Conferences. **2) Infrastructural/Logistical Back-up for Security and Regulatory arrangements for Mega Events/Conferences.** **3) Security Sectors/Zones and Buffer Areas for Contingency Management.** **4) Parking and Traffic Regulatory Arrangements for Mega-events/ Conferences.** **5) Access Control Arrangements.**	

6) Strategic Deployment of Security Staff for Surveillance, Preventive, Combative, Striking, Chasing and Evacuation duties in accordance with Integrated Security Perspective for the given Event/Conference. **7) Contingency Management in different Emergency Situations** **8) Thread-bare discussions about all aspects of security arrangements at different events.** **9) Through acquaintance with different aspects of Event/Conference Security.** **10) Role of different security support mechanisms in the context of Event/Conference Security.** **11) Discussions on Standard Operating Procedures to be followed in different situations.** **12) Co-ordinative Role of Security Personnel with the different Agencies/ Organizations involved in Event/Conference Management to prevent Over-lapping and emergence of Grey Areas of Security.** **13) Judicious Assessment of Threat-perception and Realistic Planning of Counter-measures from Security Point of View.**	

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Barricades
4. Anti-sabotage checking gadgetry
5. Door frame metal detector
6. Hand held metal detector
7. CCTV, X-ray, laser beam, video camera
8. Electronic/ biometric identification device
9. Fire fighting equipment
10. Wireless communication equipment
11. Surveillance equipment
12. Public address system

13. Shoulder strapped sound horn
14. Remote controlled mike

8TH PASS WITH COURSE IN EVENT/ CONFERENCE SECURITY

DURATION : 90 Hours (23 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 8 days, 1 day out of which is for testing & evaluation.

Indoor Training	Outdoor Training
1) Legal and Procedural Provisions related to Security. **2) Vital Security Operations and their Practical Methodology.** **3) Role of Security Personnel in Contingency Management.** **4) Use of Computer/Electronic Appliances in Security Arrangements.** **5) Public Dealing and Self-Development.** **6) General Knowledge and Awareness about Current Events.**	**1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Evacuation** **v) Surveillance** **vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect** **vii) Identification of I.E.Ds and Explosive/Narcotic Material.** **viii) Body Search, Premises Search and Area Search.** **ix) Defensive Driving.** **x) Working of Anti-sabotage Checking Gadgetry.** **xi) Role of Sniffer Dogs in Security Operations.** **xii) First-aid.** **xiii) Type and Techniques of Patrolling.** **xiv) Handling a Mob-attack.** **xv) Handling and Operation of Wireless Communication Equipments.** **xvi) Handling and Operating Basic Fire-fighting Equipments.** **xvii) Close quarter combat Techniques.**

	xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places. **10) Musketry Handling and Firing of personal weapon**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Anti-sabotage checking gadgetry
5. Hand held metal detector

6. Door frame metal detector
7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance system
10. CCTV/ video recording camera
11. Electronic/ biometrical devices
12. First aid equipment
13. Computer
14. Bugging devices
15. X-ray monitoring machine
16. Bullet proof shields/ jackets
17. Night vision device
18. Micro recorder
19. Magnifying glass
20. Binoculars
21. Flash light
22. Search light

23. Weapon and ammunition
24. IED/ explosive/ narcotic material

MODULE – SECURITY GUARD (GENERAL) AND INDUSTRIAL SECURITY GUARD.

NAME : Security Guard (General) and Industrial Security Guard

SECTOR : Service in Security Sector

CODE : **SEC207**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age and
(A) course in general security guard OR
(B) Course in industrial security guard.

COMPETENCIES : After completing the course the trainee will be able to cater to security requirements of an event or a conference and security requirements of an industry.

8TH PASS WITH COURSE IN SECURITY GUARD (GENERAL)

DURATION : 90 Hours (20 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 5 days, 1 day out of which is for testing & evaluation.

I Indoor Training	Outdoor Training
1) Perimeter Security.	**8) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)**
2) Access Regulation.	**i) Access Control/ Frisking**
	ii) Anti-sabotage Checking
	iii) Cordoning and Sealing
3) Record keeping and Document Scrutiny.	**iv) Surveillance**
	v) Body Search, Premises Search and Area Search.
4) Handling Industrial Unrest.	**vi) Handling and Operating Basic Fire-fighting Equipments.**
5) Pre-emptive Security from Hazardous Industrial Operations and Substances.	**vii) Close quarter combat Techniques.**
	viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.
6) Preventive and Combative Standard Operating Procedures related to Industrial Security.	**ix) Handling and Operation of Wireless Communication Equipments.**

7) Periodic Operational Security Audit. **8) Duty Shift Management and Prioritization of Security Imperatives in accordance with Time Considerations.** **9) Special Anti-sabotage and Cargo checking operations related to Industrial Security.** **10) Contingency-management with special reference to Industrial Security.** **11) Handling, Operation and Maintenance of Gadgetry and Surveillance Systems used for Industrial Security.** **12) Monitoring and Surveillance to safeguard Vital Installations/ Industries from Subversion and Sabotage.** **13) Liaison and Co-ordinative role of Industrial Security/ Guards.**	

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Anti-sabotage checking gadgetry
    a. electron vapour detector
    b. non-linear junction detector
    c. linear junction detector
    d. probes/ piercing rod
    e. elevated/ mounted mirror
    f. trolley mirror
    g. deep search metal detector
5. Hand held metal detector
6. Door frame metal detector
7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance system
10. Cargo checking equipment
11. CCTV/ video recording camera
12. Electronic/ biometrical devices
13. Electric and electronic security devices
14. Portable barricade
15. Sound warning system
16. Tear gas/ pungent spray

17. Hand baton and protective shield

8TH PASS WITH COURSE IN INDUSTRIAL SECURITY GUARD

DURATION : 90 Hours (23 days)
Indoor training spread over 15 days, 2 days out of which are for testing & evaluation.
Outdoor training spread over 8 days, 1 day out of which is for testing & evaluation

Indoor Training	Outdoor Training
1) Legal and Procedural Provisions related to Security. **2) Vital Security Operations and their Practical Methodology.** **3) Role of Security Personnel in Contingency Management.** **4) Use of Computer/Electronic Appliances in Security Arrangements.** **5) Public Dealing and Self-Development.** **6) General Knowledge and Awareness about Current Events.**	**1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealing** **iv) Evacuation** **v) Surveillance** **vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect** **vii) Identification of I.E.Ds and Explosive/Narcotic Material.** **viii) Body Search, Premises Search and Area Search.** **ix) Defensive Driving.** **x) Working of Anti-sabotage Checking Gadgetry.** **xi) Role of Sniffer Dogs in Security Operations.** **xii) First-aid.** **xiii) Type and Techniques of Patrolling.** **xiv) Handling a Mob-attack.** **xv) Handling and Operation of Wireless Communication Equipments.** **xvi) Handling and Operating Basic Fire-fighting Equipments.** **xvii) Close quarter combat Techniques.**

	xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places. **11) Musketry Handling and Firing of personal weapon**

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Anti-sabotage checking gadgetry
5. Hand held metal detector
6. Door frame metal detector

7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance system
10. CCTV/ video recording camera
11. Electronic/ biometrical devices
12. First aid equipment
13. Computer
14. Bugging devices
15. X-ray monitoring machine
16. Bullet proof shields/ jackets
17. Night vision device
18. Micro recorder
19. Magnifying glass
20. Binoculars
21. Flash light
22. Search light

23. Weapon and ammunition
24. IED/ explosive/ narcotic material

MODULE – PERSONAL SECURITY AND INDUSTRIAL SECURITY GUARD

NAME : Personal Security Guard and Industrial Security Guard

SECTOR : Service in Security Sector

CODE : **SEC208**

ENTRY QUALIFICATION : 8th Pass with atleast 16 years of age and
(A) course in personal security guard OR
(B) Course in industrial security guard.

COMPETENCIES : After completing the course the trainee would be able to provide personal security to an Individual and cater to security needs of industry.

8TH PASS WITH COURSE IN PERSONAL SECURITY GUARD

DURATION : 90 Hours (15 days)
Indoor training spread over
15 days, 2 days out of which are for testing & Evaluation.
Outdoor training of 0 hours.

Indoor Training	Outdoor Training
1) Perimeter Security. **2) Access Regulation.** **3) Record keeping and Document Scrutiny.** **4) Handling Industrial Unrest.** **5) Pre-emptive Security from Hazardous Industrial Operations and Substances.** **6) Preventive and Combative Standard Operating Procedures related to Industrial Security.**	

7) Periodic Operational Security Audit. **8) Duty Shift Management and Prioritization of Security Imperatives in accordance with Time Considerations.** **9) Special Anti-sabotage and Cargo checking operations related to Industrial Security.** **10) Contingency-management with special reference to Industrial Security.** **11) Handling, Operation and Maintenance of Gadgetry and Surveillance Systems used for Industrial Security.** **12) Monitoring and Surveillance to safeguard Vital Installations/ Industries from Subversion and Sabotage.** **13) Liaison and Co-ordinative role of Industrial Security/ Guards.**	

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Area cordoning off and sealing equipment
2. Anti-sabotage checking gadgetry
    i. electron vapour detector
    ii. non-linear junction detector
    iii. linear junction detector
    iv. probes/ piercing rod
    v. elevated/ mounted mirror
    vi. trolley mirror
    vii. deep search metal detector
3. Hand held metal detector
4. Door frame metal detector
5. Fire fighting equipment
6. Wireless communication equipment
7. Surveillance system
8. Cargo checking equipment
9. CCTV/ video recording camera
10. Electronic/ biometrical devices
11. Electric and electronic security devices
12. Portable barricade
13. Sound warning system
14. Tear gas/ pungent spray
15. Hand baton and protective shield

8TH PASS WITH COURSE IN INDUSTRIAL SECURITY GUARD

DURATION : 90 Hours (20 days)
Indoor training spread over
15 days, 2 days out of which are for testing
&
Evaluation.
Outdoor training spread over
5 days, 1 day out of which is for testing &
Evaluation.

Indoor Training	Outdoor Training
1) Manners and Courtesies required to be observed by a Personal Security Guard. **2) Role of a Personal Security Guard in Crisis/Emergency situations. Duties and Responsibilities of a Personal Security Guard.** **3) Basic Imperatives of Proximate Security.** **4) Attitudinal Shaping-up of a Personal Security Guard.** **5) Acquaintance with different Security Gadgets/Mechanisms.** **6) Sensitization about Threat Potential from different quarters in different situations.** **7) Orientation about Pre-emptive/ Preventive Personal Security Measures.**	**1) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)** **i) Access Control/Frisking** **ii) Anti-sabotage Checking** **iii) Cordoning and Sealin** **iv) Surveillance** **v) Body Search, Premises Search and Area Search.** **vi) Handling and Operating Basic Fire-fighting Equipments** **vii) Close quarter combat Techniques.** **viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.** **ix) Handling and Operation of Wireless Communication Equipments.**

8) **9) Co-ordinative role of a Personal Security Guard.** **10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.** **11) Cautionary and Advisory Role of a Personal Security Guard.** **12) Professional Ethics and Commitments of a Personal Security Guard.** **13) Brief case studies of Important Incidents having Security Implications:-** **f. Beant Singh Murder Case.** **g. Rajiv Gandhi Assassination Case.** **h. Sant Longowal Murder Case.** **i. Partap Singh Kairon Murder Case.** **j. Lala Jagat Narain Murder Case.**	

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off equipment
4. Anti-sabotage checking gadgetry
5. Metal detector
6. Fire fighting equipment
7. Wireless communication equipment
8. Surveillance equipment
9. Bullet proof jacket
10. Blast resistant security contraception
11. Personal and parcel search equipment
12. Electric and electronic security devices
13. Monitoring system
14. Explosives
15. Gun and revolver

MODULE – PERSONAL SECURITY AND EVENT / CONFERENCE SECURITY GUARD

NAME : Personal Security Guard and Event/ Conference Security Guard

SECTOR : Service in Security Sector

CODE : **SEC209**

ENTRY QUALIFICATION : 8th Pass with at least 16 years of age and
(A) course in personal security guard

OR

(B) Course in event/ conference security guard.

COMPETENCIES : After completing the course the trainee would be able to provide personal security to an Individual and cater to security needs of an event/ Conference.

8TH PASS WITH COURSE IN PERSONAL SECURITY

DURATION : 90 Hours (15 days)
Indoor training spread over 15 days, 2 days out of which are for testing & Evaluation.
Outdoor training of 0 hours.

Indoor Training	Outdoor Training
1) Role of Security Personnel/ Agencies at the Time of Planning and Site-selection of Mega- events/ Conferences. **2) Infrastructural/Logistical Back-up for Security and Regulatory arrangements for Mega Events/Conferences.** **3) Security Sectors/Zones and Buffer Areas for Contingency Management.** **4) Parking and Traffic Regulatory Arrangements for Mega-events/**	

Conferences. **5) Access Control Arrangements.** **6) Strategic Deployment of Security Staff for Surveillance, Preventive, Combative, Striking, Chasing and Evacuation duties in accordance with Integrated Security Perspective for the given Event/Conference.** **7) Contingency Management in different Emergency Situations** **8) Thread-bare discussions about all aspects of security arrangements at different events.** **9) Through acquaintance with different aspects of Event/Conference Security.** **10) Role of different security support mechanisms in the context of Event/Conference Security.** **11) Discussions on Standard Operating Procedures to be followed in different situations.** **12) Co-ordinative Role of Security Personnel with the different Agencies/ Organizations involved in Event/Conference Management to prevent Over-lapping and emergence of Grey Areas of Security.** **13) Judicious Assessment of Threat-perception and Realistic Planning of Counter-measures from Security Point of View.**	

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Barricades
2. Anti-sabotage checking gadgetry
3. Door frame metal detector
4. Hand held metal detector
5. CCTV, X-ray, laser beam, video camera
6. Electronic/ biometric identification device
7. Fire fighting equipment
8. Wireless communication equipment
9. Surveillance equipment
10. Public address system
11. Shoulder strapped sound horn
12. Remote controlled mike

8TH PASS WITH COURSE IN EVENT/ CONFERENCE SECURITY GUARD

DURATION : 90 Hours (15 days)
Indoor training spread over
15 days, 2 days out of which are for testing
&
evaluation.
Outdoor training of 0 hours.

Indoor Training	Outdoor Training	
1) Duties and Responsibilities of a Personal Security Guard. **2) Basic Imperatives of Proximate Security.** **3) Attitudinal Shaping-up of a Personal Security Guard.** **4) Acquaintance with different Security Gadgets/Mechanisms.** **5) Sensitization about Threat Potential from different quarters in different situations.** **6) Orientation about Pre-emptive/ Preventive Personal Security Measures.** **7) Manners and Courtesies required to be observed by a Personal Security Guard.** **8) Role of a Personal Security Guard in Crisis/Emergency situations.** **9) Co-ordinative role of a Personal Security Guard.** **10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.** **11) Cautionary and Advisory Role of a Personal Security Guard.** **12) Professional Ethics and Commitments of a Personal Security Guard.** **13) Brief case studies of Important Incidents having Security Implications:-** **k. Beant Singh Murder Case.** **l. Rajiv Gandhi Assassination Case.** **m. Sant Longowal Murder Case.** **n. Partap Singh Kairon Murder Case.** **o. Lala Jagat Narain Murder Case.**		

LIST OF TOOLS AND EQUIPMENT REQUIRED FOR BATCH OF 20 TRAINEES:

1. Ground
2. Gymnasium
3. Area cordoning off equipment
4. Anti-sabotage checking gadgetry
5. Metal detector
6. Fire fighting equipment
7. Wireless communication equipment
8. Surveillance equipment
9. Bullet proof jacket
10. Blast resistant security contraception
11. Personal and parcel search equipment
12. Electric and electronic security devices
13. Monitoring system
14. Explosives
15. Gun and revolver

List of Members For Trade Committee on Security Courses

1.	Director General of Police, Punjab	Chairman
2	Sh.Satish Kumar Sharma, IPS I.G (Training) Punjab Police	Member
3	Sh.H.R.Chadda, IPS ADGP Administration, Punjab	Member
4.	Secretary, Employment Generation & Training	Member
5.	Director Technical Education	Member
6.	Director Sainik Welfare	Member
7.	Representative from CRPF	Member
8.	Representative of Home Department, Punjab	Member
9.	APS Group Penninsula House 267 Satya Niketan, Ring Road New Delhi-110021	Member
10.	Mr. Harshwardhan, CEO, Group 4	Member

ASSISTANT SECURITY OFFICER - GENERAL /EVENT / CONFRENCE / INDUSTRIAL SECURITY

NAME : **Assistant Security Officer in – charge: Security (General); Industrial Security; Event / Conference Security**

SECTOR : **Security Sector**

CODE : **SEC -210**

ENTRY QUALIFICATION : **8th Pass+SEC101/102/103/104 / or having served Minimum - 15 yrs service in Armed Forces.**

Existing skill sets of defence personnel in security environment taken in to consideration whilst course- planning and duration.

COMPETENCIES : After completing the course, the trainee will be able to oversee and cater to security requirements of an event or a conference. Attain competence to organize and supervisor security requirement of an industrial / commercial establishment.

DURATION : 180 Hours (26 days)
Indoor training spread over 20 days including 2 days for testing and evaluation. Outdoor training spread over 6 days.

Indoor Training	Outdoor Training
1. Historical perspective of Security 2. Principles of Industrial Security 3. Organization of Industry 4. Security of Personnel, Material & Information 5. Physical Security 6. Problems of Industrial Security 7. Org and Duties of Industrial Security Force 8. Prevention of Fire in the Industry 9. Planning for Security 10. Documentation in Industrial Security & Safety 11. Investigation, Industrial Unrest, Sabotage and Bomb Threat in Industry. 12. Electronics in Industrial Security	1. Fundamental of Security Skill Practices:- * Access Control / Frisking * Anti-Sabotage checking * Evacuation * Identification of IEDS / explosives / narcotics 2. Cordoning and providing Security cover 3. Handling and operating Basic Fire Fighting Equipment.

13. Industrial Labour & Laws 14. Liaison with civil Police 15. Role of Security personnel in planning and site selection for events / conference. 16. Logistic back-up for security and regulatory arrangements for mega – events. 17. Disaster Planning & Emergency Control 18. Hotel Security 19. Bank Security 20. Medical First – Aid 21. Fire Fighting – Classes of Fire, Basic fire prevention & protection, Fire Fighting Equipment 22. Electronic Security and Surveillance- electronic access and monitoring 23. Communication Skills 24. Environment Awareness Post – retirement	

LIST OF TOLLS AND EQUIPMENT REQUIRED FOR TRAINEES

1. Training Ground
2. Gymnasium
3. Area cordoning off and sealing equipment
4. Hand-held metal detector
5. Door- frame metal detector
6. Fire- Fighting equipment
7. Wireless communication equipment
8. Surveillance System – CCTV/ Video Cameras
9. First – Aid Equipment
10. Computer
11. X-ray monitoring machine
12. Bullet proof shields/ jackets
13. Night Vision devices
14. Binoculars
15. Search light / flash lights
16. IED / explosive/ narcotic materials.

List of the Members attended in the Trade Committee Metering for designing the Course Curricula under Skill Development Initiative Scheme (SDIS) based on Modular Employability Skills (MES) on Security sector held at DGE&T HQtrs., New Delhi on 29.07.2013

Sr. No.	Name with Designation Shri / Shrimati	Organisation Name	Remarks
1.	Manjari Jaruhar, IPS(Retd.)	Former Special DG, CISF, New Delhi	Chairman
2.	Dinesh Nijhaman, Director	DGE&T, HQtrs. New Delhi	Member
3.	Rituraj Sinha, Group COO	SIS Group	Member
4.	Brig. (Retd.) S. Sreeramalu,	International Instt. Of Security & safety Management	Member
5.	Srinivasa Rao, Jt. Director	CSTARI, Kolkata	Member
6.	Jassi Dimple, Behavioural Trainer & Lead Consultant	PROGILENCE Capability Dev. (P) Ltd.	Member
7.	Hiranya Mohanty, Asstt. Vice President	Security Skills Council India Ltd. New Delhi	Member
8.	Gopal Prasad Chowdhary, Chief of Security.	Tata Steel Limited, Jamshedpur	Member
9.	Brig. Bhanu Sud, ED (Security & Vigilance)	IFFCO, New Delhi	Member
10.	Manjit Ranjan, MD	Peregrine Security Pvt. Ltd., Gurgaon	Member
11.	Viktram Mahurkar, MD	Checkmate Services Pvt. Ltd, Baroda	Member
12.	Director	Ministry of Home Affairs, New Delhi	Member
13.	Col. Alok Jha, Dy. Head Security	Bharati Airtel Ltd., Gurgaon	Member
14.	Jitendra Vaidya, Sr. VP & Head Security & Facility Management	Yes Bank, Mumbai	Member
15.	S. K. Dheri, Group Head, Fire & Safety	DLF Limited, New Delhi	Member
16.	Dr. R. S. P. Singh, Associate Professor	SOVET, IGNOU, New Delhi	Member
17.	Prof. Venugopal Reddy, Regional Director	IGNOU, New Delhi	Member
18.	Prof. B. N. Pattnaik, Former Principal	BJB College, Bhubaneswar	Member
19.	Suraj Mal, DIG (Retd.)	Skill Development Academy	Member

Syllabus-Security Guard

Name of the Sector	**Security Sector**
Name of the Trade/Course	Security Guard
Duration	300 Hrs
Code	SEC 501
Qualification : a) Education : b) Age: c) Physical Standard d) Medical Standard	 10^{th} Pass 18-45 years **i) Height:** Male- 170cm, Female- 155cm (concession of 5cm for hill tribes & scheduled tribes). **ii) Chest: Male** Minimum. 80cm with min. expansion of 5cm. **Female** There is no requirement of chest for female candidates. **iii) Weight:** Proportionate to height and age as per medical standards. **I. Eye Sight:** Minimum distant vision should 6/6 and 6/9 of 2 eyes without correction i.e. without wearing of glasses. **II. General:** Candidates should not have know knee, flat foot, varicose vein or squint in eyes, bow legs, inability to close the left eye, Inability to flex the fingers properly and any other obvious deformities. He must be in good mental and bodily health and free from any physical defect likely to interfere with efficient performance of the duties.
Training Format	Residential

Practical Competencies	Underpinning Knowledge (Theory)
1. <u>Core Skills & Knowledge - (115 Hrs)</u>	• Importance of security for the society, institutions and corporate • Common risks, threats and emergencies to the society and various institutions • Need and role for private security • Role private security guard • Legal provisions relevant to role and tasks of a private security guard _ The Indian Penal Code, 1860. (a) Right to private defence (b) Important property & bodily offences and their punishments _ The Code of Criminal Procedure, 1973. (a) Arrest by private person and procedure on such arrest (b) No unnecessary restraint/ detention (c) Lodging of complaint and first information report with police _ Special and Local Laws - (Applicable sections only.) (a) The Arms Act, 1959 (b) Explosive Act, 1884 and The Explosive Substances Act, 1908 (c) Private Security Agencies Regulation Act - 2005 _ The Private Security Agencies Central Model Rules - 2006. (d) Labour laws (e) Minimum wages and its components. (f) PF contribution, yearly statement. (g) ESI contribution, membership card, benefits etc. (h) Overtime rules. (i) Types of leave and offs.

Access Control • Establish identity, purpose and authorization of different category of people/ vehicles seeking to enter or exit from the premises • Take action as per procedure on encountering irregularities faced during access control operations • Prepare and issue passes/ permits to people/ vehicles entering the premises • Record information and check the documentation as required by the entry and exit procedures for people/ vehicles/ goods/ materials/ postal packages. • Report irregularities to designated authority as per timelines and requirement • Operate mechanical and electronic access control equipment used by security guards	• Category of people/ vehicles seeking access to the premises • Key functions performed by a security guard with respect to movement of materials, personnel and vehicles • Types of identity/ authorization documents carried by people, vehicle and material seeking entry or exit • Documents required to process entry or exit of people, vehicle and material • Areas within the premises having restricted/ controlled entry • Irregularities that may arise during access control operations • Common access control equipment used by security guards • Potential risks and threats during screening and search operations • Possible Items that are prohibited to enter/ exit from the premises
Searching and Frisking • Organize queue and manage crowd at the screening and search point • Manually frisk people and search their baggage for unauthorized items • Respond to situations arising in screening and search operations based on laid down procedures • Respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity • Conduct a manual check of the boot, bonnet, base of the vehicle • Search people, baggage and vehicles using common scanning and searching equipment- i.e — Handheld scanner, Doorframe scanner, Under vehicle mirror — Introduction to XBIS AND EVD • Maintain personal safety and safety of others while carrying out search	• Introduction to dangerous materials and weapons and other harmful items. • Queue and crowd management techniques at the screening and search point • Limits of the role of a security guard in screening and search operations • Procedure for screening and search on person/ baggage • Person's right to dignity, privacy and gender/ religious/ cultural sensitivity • Methods and techniques adopted by people to defeat the screening and search equipment • Aim and importance of patrolling duty
Patrol Duty • Respond appropriately to any situation that increases the risk to security or safety without undue risk to self or colleagues • Use the '5 senses' while observing irregularities and suspicious people, objects and potential criminal activities during patrolling	• Types of security and safety equipment in the designated patrol area • Common safety and security equipment malfunctions and their likely causes • Types and sources of risks to security and safety encountered during patrolling, • Pre start briefing and preparations i.e. route choosing, equpt to carried while doing patrolling duty i.e. torch, lathi, radio set/mobile, whistle etc. • Debriefing after patrolling duty including reporting and logging of incidents.

Facilitating Parking and Traffic movement • Record details of vehicle movement • Issue and retrieve parking ticket • Assist drivers in safe and proper parking of vehicles • Ensure orderly movement of vehicles by directing and controlling flow of traffic • Utilise appropriate hand signals for directing vehicles in and out of parking areas • Deal with various parking area problems in line with instructions from clients • Complete escort guarding duties	• Various duties and responsibilities of a parking lot Security Guard • Layout and traffic plan of the parking areas, location of rest areas and site map • Various traffic signals, signage and markings required to assist parking operations • Traffic control and protective equipment used in parking operations
2. Incident Management - (35 Hrs) • Use verbal and non-verbal communication to help calm a potentially violent situation • Take appropriate actions to deal with a violent situation whilst maintaining personal safety* • Follow instructions in the event of accidents, emergencies, natural disasters or security incidents • Bomb threat handling including questions and observations while handling bomb threat telephone call. • IED handling including use of sand bags etc. • Cordoning off the site. • Protect any casualties and other affected people from further risk during accidents, emergencies, natural disasters or security incidents. • Preserving and handling of evidences. • Use common portable fire extinguishers and other fire fighting equipment on different types of fires • Brief on fire detection system i.e. Smoke detectors etc. • Identify common fire related safety signs. • Administer first aid in case of minor injuries sustained due to accidents at place of duty	• Procedure for dealing with accidents, emergencies and security situations • First aid procedures in case of minor injuries sustained due to accidents at place of duty • Techniques of controlling various types of crowd/mob • Precautionary activities to prevent the fire accident • Various causes of fire • Common fire related safety signs
3. Electronic security - (15 Hrs) • Identify various types of CCTV systems in use for surveillance by private security • Identify the major parts of the CCTV equipment and their respective functions • Continually monitor the screen(s) and be alert for any irregular or suspicious activities or incidents • Follow set procedures as prescribed by the organizational operational procedures in case of irregular or suspicious incident or events • Maintain security and confidentiality of information • Follow organizational procedures to respond to and operate security, surveillance and safety alarms, sensors and panels • Identify causes of alarm activations • Follow organizational procedures to operate communication systems	• The major parts of CCTV equipment and their functions • The signage and terminology used for CCTV monitoring • The local geography of the areas that has to be monitored • Common irregular or suspicious activities or incidents that should be recorded and reported • Documentation to be completed, its importance and timescale for completion • Common electronic systems (Alarms Systems, Sensors, Fire Panel, Communication systems) used for security of an establishment, their uses and operation • Brief on PIDS, turnstiles, biometric equipment etc.

4. Health and Safety - (10 Hrs) • Demonstrate good housekeeping in order to prevent accidents or illness • Demonstrate personal cleanliness and hygiene • Stay free from intoxicants (alcohol, cigarette, tobacco and drugs)	• Importance of health and safety in the workplace • Personal cleanliness and hygienic practices to be followed by a security guard • HIV precautions to be taken against infections • Commonly used safety signs • Common personal protective equipment used by a security guard
5. Soft Skills & Computers (35 Hrs) • Accurately receive and pass on information on need to know basis • Display helpful behavior by assisting others in performing tasks in a positive manner • Consult with and request for help from others, to maximize effectiveness and efficiency in carrying out tasks • Respond promptly to a customer seeking assistance • Use appropriate greetings for the customers • Comply with organisation's standards of grooming and personal behavior • Interact with the public in a professional manner • Perform key actions of a drill when commanded or as per the requirement of the situation • Greet people respectfully and warmly • Use the words & phrases commonly used by security guards during duty • Communicate security-related procedures to people in a polite but firm manner • Follow communication protocols while interacting with different categories of people as per organisation culture and guidelines • Display positive body language and understand common non-verbal behaviour patterns in self and others • Operate communication equipment (Radio, walky-talky and Telephone) in line with organisation's instructions • Identify and describe the basic components of a computer i.e monitor, CPU, keyboard, mouse, speakers, printers, modem, scanner etc. • Set up and operate the basic components of a the computer • Turn 'on', log 'on', log 'off and 'Shutdown' a computer	• The limits of responsibility and authority of a security guard • Importance of customer care to the security guard. Non-discrimination on the basis of religion, caste and culture • Treating women, children, elderly people and people with special needs with sensitivity • Organisation's standards of grooming and personal behavior • Items of uniform and accessories and their correct method of wearing • Importance of maintaining professionalism while dealing with others at all times • Various techniques of effective communication Barriers to effective communication and the steps to be taken to reduce them • The importance of active listening and assertiveness for a security guard • Common non-verbal behavior patterns that can be used by a security guard for effective communication • Explain the importance of using the communication equipment correctly • List the agreed terminology and etiquette that the security guard should use while communicating with a radio, walky-talky and telephone • The importance of learning to work with a computer • The activities of a security guard that need a computer • Names and uses of major components and peripherals of the computer

6. Multi-Sector Exposure - (20 Hrs) • Identify and respond to domain-specific risks and threats – Commercial Domain: residential establishments, educational institutions, banks & ATMs, Business parks, offices, shops, warehouses, hotels, restaurants, guest houses, hospitals, nursing homes, Malls, markets, bazars, shops, theatres, multiplexes, fairs, exhibitions, events and functions, Public places, tourist spots, monuments – Industrial Domain: factories, plants, mines, refineries, ports, air ports, container yards, and warehouses, transport and logistics, infrastructure, sensitive and critical infrastructures • Identify and adapt to domain-specific behavioral standards	• Various types of commercial and industrial establishments and their nature of business • Major concerns and potential security threats to various commercial and industrial establishment • Security activities performed by a security guard at various commercial and industrial environments • Behavioural adaptation required from a security guard in commercial and industrial establishments • Various areas to be secured in some commercial and industrial establishments • Organisation's chain of command and reporting procedure in various deployment contexts
7. Physical Training - (70 Hrs) • Practice a routine for improving the physical fitness in terms of agility, stamina and strength to be able to deal with aggression and violence when the need arises	• Various routines used to develop physical endurance, stamina and strengths • Do's and dont's of following a physical fitness routine

Broad Syllabus-Security Guard

Name of the Modules	Name of Subjects	Duration	
		Periods	Total hours
Core Skills & Knowledge	A. Awareness about Pvt. Security Industry	22	115 hrs
	B. Basic concepts and application of Pvt. Security	38	
	C. Various Type of Security Duties	47	
	D. Awareness about legal aspects applicable to Security Guard	15	
	E. Role play. Case studies and Assessments	32	
	Sub total of (A+B+C+D+E)	154	
Incident Management	F. Basics of Fire prevention	19	35 Hrs
	G. Role of Security Guard in Disaster Management & Crisis Situation	10	
	H. First Aid	10	
	1. Incident Reporting and coordination	08	
	Sub total of (E+F+G+H)	47	
Electronic Security	J. Use of Security Equipment & Device	20	15 hrs
Health and Safety	J. Health and Safety awareness and practices	13	10 hrs
Soft Skills & Computers	L. Awareness of Basics Computer	15	35 hrs
	M. Basics of Communication	23	
	N. Manner & Etiquettes	09	
	Sub total of (K +L+M)	47	
Multi Sector Exposure	O. Exposure to security duties of different types of sectors	27	20 hrs
Physical Training	P. Physical Training	94	70 hrs
	Total Periods (each period 45mins)	402	300hrs

Detailed Syllabus with Period wise Breakup

Name of the Modules	Name of Subjects and Units	Duration Hours/Periods
Core Skills & Knowledge	**A. Awareness about Pvt. Security Industry**	**115 hrs/ 154 periods**
	1. History and evolution of private security industry	2
	2. Role of private and govt. Security Agencies	2
	3. Present, Past and Future in security industry	2
	4. Characteristic of security guard	4
	5. Code of conduct for security guard	4
	6. Badges of rank in police and military forces	3
	7. Identification of Improvised explosives	3
	8. Identification of different types of arms in use in public and private	2
	B. Basic concept and application of Security	
	9. Access Control	4
	10. Physical security.	4
	11. Security of assets	2
	12. Function of security.	4
	13. Observation and description technique	4
	14. Introduction to gate pass/ registers	8
	15. Intelligence	6
	16. Awareness about Site Instruction & Duty Post Standing order	4
	17. Examining identification of papers including identity cards, passports and smartcards	2

Name of the Modules	Name of Subjects /Units	Duration Hours/Periods
Core Skills & Knowledge	C. Various Types of Security Duties	
	18. Main gate duty	6
	19. Material gate duty	6
	20. Control room duty	2
	21. Traffic duty	3
	22. Parking duty	4
	23. Frisking & Searching	6
	24. Reception duty	6
	25. Escorting	6
	26.watch tower duty	2
	27. weigh bridge duty	2
	28. Patrolling Duty	4
	D. Awareness about legal aspects applicable to Security Guard	
	29. Rudimentary knowledge of Indian Penal Code	4
	30. Right of private defence	4
	31. Procedure for lodging FIR in the police station	4
	32. Arms Act (only operative sections) and Explosive Act. (operative sections)	3

Name of the Modules	Name of Subjects/ Unit	Duration Hours/Periods
	E. Role play, Case studies and Assessments	32
Incident Management	F. Basics of Fire prevention	35 Hrs/ 47 Periods
	33. Introduction and Classification of Fire	2
	34. Identification and Use of Portable fire Extinguisher	8
	35. Introduction about Fire Drill	7
	36. Fire Prevention through good house keeping	2
	G. Role of Security Guard in Disaster Management & Crisis Situation	
	37. Response of Security Guard in Crisis Situations (crowd, mob, accident and other emergencies)	6
	38. Role of security Guard in Disaster Mitigation	4
	H. First Aid	
	39. Principles of first aid	2
	40. Bandage and its use	2
	41. First aid for Fracture	2
	42. First aid to the victim of different type of burn (fire , steam)	1
	43. First Aid for Snake bite, dog bite, other insects	1
	44. First Aid for Electric shock	1
	45. First Aid for Poison and sun strock	1
	1. Incident Reporting and Coordination	
	46. Reporting (verbal and written Joan Incident	4
	47. Formats and Protocol of Incident Reporting	4

Name of the Modules	Name of Subjects/ Unit	Duration Hours/Periods
Electronic Security	J. Use of Security Equipment & Device	15 hrs/ 20 Periods
	48. Application & Function of CCTV	3
	49. Role of Security Guard in CCTV Monitoring	3
	50. Use of alarms in Security (fire alarm, smoking alarm etc)	4
	51. Use of HHMD, DFMD and Turn- style and different in access control	6
	52. use of baggage scanners in security	4
Health and Safety	K. Health and Safety awareness and practices	10 hrs/ 13 periods
	53. Personal Hygiene and Sanitation	6
	54. Awareness about HIV and AIDS	4
	55. Awareness about potential Health Hazard & its Prevention at work place	3
Soft Skills & Computers	L. Awareness of Basics Computer	35 hrs/ 47 periods
	56. Awareness of Computer Hardware (Monitor, Mouse, Keyboard, CPU, UPS etc.)	5
	57. Awareness of Computer Application	10
	M. Basics of Communication	
	58. Principles of effective communication 2	
	59. Tips for Security Guard for effective communication at work place	2
	60. Communication with Walky-Talky	2
	61. Communication in Telephone, intercom and mobile	3
	62. Basic knowledge of functional English	14
	N. Manner & Etiquettes	
	63. Conduct in public and correct wearing of uniform	3
	64. Conduct with women, elderly and children	3
	65.. Conduct with visitors at work place	3

Name of the Modules	Name of Subjects/ Unit	Duration Hours/Periods
Multi Sector Exposure	O. Exposure to security functions of different sectors	20 hrs/ 27 Periods
	66. Security of Malls and retail store	3
	67. Security of building , Apartment and household security	3
	68. Security of Hospital	3
	69. Security of Bank and ATM	3
	70. Security of Go down , Depots	3
	71. Security in Mines	2
	72. Security in Telecom Sector	2
	73. Security in Educational Institution	2
	74. Security in Hotels	2
	75. Security of events and Functions	2
	76. Personnel security	2
Physical Training	P. Physical Training	70hrs/ 94 Periods
	77. Physical Fitness Training	34
	78. Drill	60

List of Infrastructure, Tool & Equipment for VTP Centre		
Sl.No	**Name of Items**	**Batch wise Requirement**
		Training Equipment Required per centre
1	Computer	5
2	Printer (any model commonly in use)	1 for per center
6	Projector	1
7	Board/flip cart	1
11	HHMD	2
12	DFMD	1 (either at center or tie-up an agency for field visit)
13	fire fighting Equipment	**Appendix -1**
14	handheld wireless communication Equipment	2
15	Portable barricade	2 + as per requirement
16	flash light/ torch	1
17	First Aid Kit	1
20	Hand baton, whistle and protective shield	5
21	CCTV System	
26	suitable Power back up	
List of Physical Infrastructure (Minimum requirement) in square feet's		
27	Class Room	600 sq feet for one batch of 40 students
30	Ground (owned/hired/locally arranged)	2000sqft (per center)
32	Barrack with living amenities	2000sqft (per center)
Kit & Uniform (per candidate)		
35	one set PT uniform (Per Candidate)	

Appendix -1

Fire Fighting Equipment		
Sl.No	**Description of material**	**Requirement for one Batch in 40 candidate**
1	Water CO2 9 Liters fire extinguisher	1
2	Mechanical Foam 9 Liters fire extinguisher	1
3	DCP 5kg fire extinguisher	1
4	ABC Dry powder 2kg fire extinguisher	1
5	CO2 4.5kg fire extinguisher	1
6	Delivery hose pipe 7.5 meters & 2.5" with male and female coupling.	3 + as per requirement
7	Short branch pipe	1
8	Single hydrant post	1
9	Hose box double	1
10	Fire beater	1
11	Fire hook	1
12	Fire bucket with stand	1 + as per requirement

	Instructor Requirement	3 instructor for 2 batches
	Minimum Instructor Eligibility	Minimum education qualification- 12th Pass and One level higher than the level being trained 2 years of field experience (Private security/military/paramilitary/police) Completed relevant training/familiarization on conducting the course and adult training methods

MODULES

MODULE – **Security Supervisor (General)**

SECTOR : Security

Course Code : SEC 701

ENTRY QUALIFICATION : 12th Pass or a certified guard under MES with 3 years experienced in Security Guard

DURATION : 500 (300hrs of Security guard course +200hrs) to be conducted in 60 days

Qualification :

a) Education : 12th Pass or a certificate guard under MES with 3 years experienced security Guard

b) Age: 25yrs to 45 years

c) Physical Standard

i) **Height:** Male- 170cm, Female- 155cm (concession of 5cm for hill tribes & scheduled tribes).

ii) **Chest: Male** Minimum. 80cm with min. expansion of 5cm. **Female** There is no requirement of chest for female candidates.

iii) **Weight:** Proportionate to height and age as per medical standards.

d) Medical Standard

I. **Eye Sight:** Minimum distant vision should 6/6 and 6/9 of 2 eyes without correction i.e. without wearing of glasses.

II. **General:** Candidates should not have know knee, flat foot, varicose vein or squint in eyes, bow legs, inability to close the left eye, Inability to flex the fingers properly and any other obvious deformities. He must be in good mental and bodily health and free from any physical defect likely to interfere with efficient performance of the duties.

Practical Competencies	Underpinning Knowledge (Theory)
1. <u>Core Skills & Knowledge - (115 Hrs)</u>	• Importance of security for the society, institutions and corporate • Common risks, threats and emergencies to the society and various institutions • Need and role for private security • Role private security guard • Legal provisions relevant to role and tasks of a private security guard – The Indian Penal Code, 1860. (a) Right to private defence (b) Important property & bodily offences and their punishments

	_ The Code of Criminal Procedure, 1973. (a) Arrest by private person and procedure on such arrest (b) No unnecessary restraint/ detention (c) Lodging of complaint and first information report with police _ Special and Local Laws - (Applicable sections only.) (a) The Arms Act, 1959 (b) Explosive Act, 1884 and The Explosive Substances Act, 1908 (c) Private Security Agencies Regulation Act - 2005 _ The Private Security Agencies Central Model Rules - 2006. (d) Labour laws (e) Minimum wages and its components. (f) PF contribution, yearly statement. (g) ESI contribution, membership card, benefits etc. (h) Overtime rules. (i) Types of leave and offs.

Access Control • Establish identity, purpose and authorization of different category of people/ vehicles seeking to enter or exit from the premises • Take action as per procedure on encountering irregularities faced during access control operations • Prepare and issue passes/ permits to people/ vehicles entering the premises • Record information and check the documentation as required by the entry and exit procedures for people/ vehicles/ goods/ materials/ postal packages. • Report irregularities to designated authority as per timelines and requirement • Operate mechanical and electronic access control equipment used by security guards	• Category of people/ vehicles seeking access to the premises • Key functions performed by a security guard with respect to movement of materials, personnel and vehicles • Types of identity/ authorization documents carried by people, vehicle and material seeking entry or exit • Documents required to process entry or exit of people, vehicle and material • Areas within the premises having restricted/ controlled entry • Irregularities that may arise during access control operations • Common access control equipment used by security guards • Potential risks and threats during screening and search operations • Possible Items that are prohibited to enter/ exit from the premises
Searching and Frisking • Organize queue and manage crowd at the screening and search point • Manually frisk people and search their baggage for unauthorized items	• Introduction to dangerous materials and weapons and other harmful items. • Queue and crowd management techniques at the screening and search point

• Respond to situations arising in screening and search operations based on laid down procedures • Respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity • Conduct a manual check of the boot, bonnet, base of the vehicle • Search people, baggage and vehicles using common scanning and searching equipment- i.e — Handheld scanner, Doorframe scanner, Under vehicle mirror — Introduction to XBIS AND EVD • Maintain personal safety and safety of others while carrying out search	• Limits of the role of a security guard in screening and search operations • Procedure for screening and search on person/ baggage • Person's right to dignity, privacy and gender/ religious/ cultural sensitivity • Methods and techniques adopted by people to defeat the screening and search equipment • Aim and importance of patrolling duty
Patrol Duty • Respond appropriately to any situation that increases the risk to security or safety without undue risk to self or colleagues • Use the '5 senses' while observing irregularities and suspicious people, objects and potential criminal activities during patrolling	• Types of security and safety equipment in the designated patrol area • Common safety and security equipment malfunctions and their likely causes • Types and sources of risks to security and safety encountered during patrolling, • Pre start briefing and preparations i.e. route choosing, equpt to carried while doing patrolling duty i.e. torch, lathi, radio set/mobile, whistle etc. • Debriefing after patrolling duty including reporting and logging of incidents.

Facilitating Parking and Traffic movement • Record details of vehicle movement • Issue and retrieve parking ticket • Assist drivers in safe and proper parking of vehicles • Ensure orderly movement of vehicles by directing and controlling flow of traffic • Utilise appropriate hand signals for directing vehicles in and out of parking areas • Deal with various parking area problems in line with instructions from clients • Complete escort guarding duties	• Various duties and responsibilities of a parking lot Security Guard • Layout and traffic plan of the parking areas, location of rest areas and site map • Various traffic signals, signage and markings required to assist parking operations • Traffic control and protective equipment used in parking operations
2. Incident Management -65 Hrs(35+30) • Use verbal and non-verbal communication to help calm a potentially violent situation • Take appropriate actions to deal with a violent situation whilst maintaining personal safety* • Follow instructions in the event of accidents, emergencies, natural disasters or security incidents • Bomb threat handling including questions and observations while handling bomb threat telephone call. • IED handling including use of sand bags etc. • Cordoning off the site. • Protect any casualties and other affected people from further risk during accidents, emergencies, natural disasters or security incidents. • Preserving and handling of evidences. • Use common portable fire extinguishers and other fire	• Procedure for dealing with accidents, emergencies and security situations • First aid procedures in case of minor injuries sustained due to accidents at place of duty • Techniques of controlling various types of crowd/mob • Precautionary activities to prevent the fire accident • Various causes of fire • Common fire related safety signs

fighting equipment on different types of fires • Brief on fire detection system i.e. Smoke detectors etc. • Identify common fire related safety signs. • Administer first aid in case of minor injuries sustained due to accidents at place of duty	
3. Electronic security - (15 Hrs) • Identify various types of CCTV systems in use for surveillance by private security • Identify the major parts of the CCTV equipment and their respective functions • Continually monitor the screen(s) and be alert for any irregular or suspicious activities or incidents • Follow set procedures as prescribed by the organizational operational procedures in case of irregular or suspicious incident or events • Maintain security and confidentiality of information • Follow organizational procedures to respond to and operate security, surveillance and safety alarms, sensors and panels • Identify causes of alarm activations • Follow organizational procedures to operate communication systems	• The major parts of CCTV equipment and their functions • The signage and terminology used for CCTV monitoring • The local geography of the areas that has to be monitored • Common irregular or suspicious activities or incidents that should be recorded and reported • Documentation to be completed, its importance and timescale for completion • Common electronic systems (Alarms Systems, Sensors, Fire Panel, Communication systems) used for security of an establishment, their uses and operation • Brief on PIDS, turnstiles, biometric equipment etc.

5. <u>Health and Safety</u> - <u>30 Hrs(10+20)</u> • Demonstrate good housekeeping in order to prevent accidents or illness • Demonstrate personal cleanliness and hygiene • Stay free from intoxicants (alcohol, cigarette, tobacco and drugs)	• Importance of health and safety in the workplace • Personal cleanliness and hygienic practices to be followed by a security guard • HIV precautions to be taken against infections • Commonly used safety signs • Common personal protective equipment used by a security guard
6. <u>Soft Skills & Computers-65Hrs(35+30)</u> • Accurately receive and pass on information on need to know basis • Display helpful behavior by assisting others in performing tasks in a positive manner • Consult with and request for help from others, to maximize effectiveness and efficiency in carrying out tasks • Respond promptly to a customer seeking assistance • Use appropriate greetings for the customers • Comply with organisation's standards of grooming and personal behavior • Interact with the public in a professional manner • Perform key actions of a drill when commanded or as per the requirement of the situation	• The limits of responsibility and authority of a security guard • Importance of customer care to the security guard. Non-discrimination on the basis of religion, caste and culture • Treating women, children, elderly people and people with special needs with sensitivity • Organisation's standards of grooming and personal behavior • Items of uniform and accessories and their correct method of wearing • Importance of maintaining professionalism while dealing with others at all times • Various techniques of effective communication Barriers to effective communication and the steps to be taken to

• Greet people respectfully and warmly • Use the words & phrases commonly used by security guards during duty • Communicate security-related procedures to people in a polite but firm manner • Follow communication protocols while interacting with different categories of people as per organisation culture and guidelines • Display positive body language and understand common non-verbal behaviour patterns in self and others • Operate communication equipment (Radio, walky-talky and Telephone) in line with organisation's instructions • Identify and describe the basic components of a computer i.e monitor, CPU, keyboard, mouse, speakers, printers, modem, scanner etc. • Set up and operate the basic components of a the computer • Turn 'on', log 'on', log 'off and 'Shutdown' a computer	reduce them • The importance of active listening and assertiveness for a security guard • Common non-verbal behavior patterns that can be used by a security guard for effective communication • Explain the importance of using the communication equipment correctly • List the agreed terminology and etiquette that the security guard should use while communicating with a radio, walky-talky and telephone • The importance of learning to work with a computer • The activities of a security guard that need a computer • Names and uses of major components and peripherals of the computer

6. Multi-Sector Exposure-40 Hrs(20+20) • Identify and respond to domain-specific risks and threats – **Commercial Domain:** residential establishments, educational institutions, banks & ATMs, Business parks, offices, shops, warehouses, hotels, restaurants, guest houses, hospitals, nursing homes, Malls, markets, bazars, shops, theatres, multiplexes, fairs, exhibitions, events and functions, Public places, tourist spots, monuments – **Industrial Domain:** factories, plants, mines, refineries, ports, air ports, container yards, and warehouses, transport and logistics, infrastructure, sensitive and critical infrastructures • Identify and adapt to domain-specific behavioural standards	• Various types of commercial and industrial establishments and their nature of business • Major concerns and potential security threats to various commercial and industrial establishment • Security activities performed by a security guard at various commercial and industrial environments • Behavioural adaptation required from a security guard in commercial and industrial establishments • Various areas to be secured in some commercial and industrial establishments • Organisation's chain of command and reporting procedure in various deployment contexts

7. Supervisor duties-50hrs •Collect information from security manager or security incharge about the work to be done by the security team at the location in terms of – the outcomes to be achieved – the order in which activities need to happen – the required quality standards for the work – the resources available like manpower, time, material and equipment – constraints and challenges •Develop work allocation plan, work goals, and schedules for the security team at the location	•How to identify the resource requirements for a piece of work i.e manpower, manhours, material, equipment, etc. •The purpose and benefits of work goals, plans and schedules •How to develop work goals and schedule activities and resources for the team •Key steps of planning for a given amount of work, while ensuring required standards • How to make best use of resources, including staff skills

•Report the plan to relevant authorities and take their feedback to make improvements • Allocate work to the security staff •Brief the security staff regarding their role and responsibilities and check that they understand what is expected of them •Update the plans to take account of any changes in requirements or resources •Develop contingency plans for things that may go wrong	•Importance of consulting with other relevant people about the work plans •Various constraints which could influence the planning for day-to-day work •How to brief the security staff on the plans for their work •The importance of checking that the staff understand the plans for their work •The types of situations that may cause one to update plans •Importance of contingency planning

Monitor the security team and processes Check the work of the security team to make sure their work meets the agreed requirements Perform routine and surprise checks at the various security duty posts to ensure work is being done as per plan and upto the standard expected Observe and inspect security processes to evaluate their effectiveness Identify areas and ideas for improvement Pass the information collated along with recommendations to the security team and the management	• monitoring principles, methods, tools and techniques

Provide Training & Support to the Security Team • Assess and review the competence of the security guards on a periodic basis to ensure it is upto the standards required for the work task • Collect feedback on the work done by the security team from staff and customers • Give constructive feedback to the security team to help them improve their performance • Conduct on-the job training of security guards in order to achieve required standard of performance • Encourage the security guards to ask questions if there is information that they do not understand • Ensure the security guards are aware of how to present themselves and of the required standards of behaviour	• Knowledge of the team goals as well as the goals for each individual member • The purpose for assessing and reviewing the competence of the security guard on a periodic basis • The importance of identifying areas of work where staff could improve thei performance • How to assess the work of the security guards • What the competence requirements for the security guards • How to review staff competence • The purpose and benefits of giving and receiving constructive feedback • How to make use of feedback to improve the work of others and the work of the team as a whole • How to give feedback to the security guard • The need for security guards to be aware of how to present themselves and the standard of behaviour expected from them

• Provide the security team with guidance, equipment, backup, etc. • Co-ordinate between management and the security team by passing suggestions, instructions, information, material, equipment, etc. • Listen to and address the concerns and grievances of the security guards that are impacting their performance negatively • Deal with any problems that occur within the limits of your responsibility, knowledge and skill • Report any problems that you cannot solve in accordance with company operating procedures • Guide the security guards in matters of career progression • Facilitate their development for higher responsibilities	• How to conduct on-the job training for security guards • The problems commonly faced by the security staff and their possible resolutions • Various tools for passing information, suggestions and instructions • Good practices for handing grievances and concerns • Range of jobs available within the Security Industry • The importance of career progression • The importance of knowledge, skills and recognition for career progression • The importance of lifelong learning

Key Holding Duties • Receive and give handover of key control unit that includes the keys, key records and key storage facility* • Mark and label all keys using the labelling or coding system followed by the employer • Store keys and key records in a secure condition that is protected against fire and theft • Issue and return keys after checking for authorisation • Record and maintain relevant details of issuance and return of keys* • Conduct a key inventory and record details of the same • Report misplaced, lost or stolen keys or any unusual occurrence with regards to issuance of keys to the person authorised by the employer • Ensure the security of the entire key control unit	• Various avenues and support available for professional development and lifelong learn • Barriers to learning and development • Basics of Leadership and Motivation • State the activities involved in key control* • List the different types of keys that a security guard would be required to handle* • Explain why key control and security is important • Describe the various processes of labelling and marking keys • List the various records that need to be maintained for key control.

8. Administrative duties- (40hrs) • Record, maintain and retrieve security team personal details, job role assignment details • Manage the daily roster of the security team along with the allotment and recording of	• Importance of accurate recording and maintaining of personal and assignment details of team, daily roster, leaves and overtime • Procedure for handling lost and found items • Various departments in the security

leave and overtime for the security team • Dealing with lost and found items as per the process set by the client company • Facilitate preparation and delivery of billing to the client organisation • Follow-up for and receive bill payment from the client organisation • Facilitate resolution of HR and administrative queries and concerns of the security team by coordinating with the relevant department	organisation as well as client establishment • Key contact people in the HR, administration and Accounts department of the security organisation as well as client establishment • Various HR and Administrative policies -Office hours and holidays -Leave and overtime -Transfer policy -Termination or Resignation policy -Expenses Re-imbursement • Relevant sections of Labour law that the security team may have queries and concerns about -Employees' Provident Funds -Working hours, leave, minimum wage -Employee's State Insurance

Front office duties •Greet visitors appropriately and enquire about purpose of visit or call •Enquire appropriately to identify and confirm the visitor's expectations Respond promptly to a visitor seeking assistance •Locate and give information that will help the visitor per organisational guidelines •Explain clearly to the visitors any reasons why their needs or expectations cannot be met where applicable •Provide appropriate and the right level of information while responding to enquiries •Maintain decorum and deal with potential and actual disturbances in the reception area •Confirm appointments and inform the relevant member of staff promptly •Check whether the visitors fully understand the information received •Refer enquiries which cannot be dealt with promptly to the relevant person for action •Answer the telephone at the reception •Record messages accurately and pass them to the relevant person at the right time •Perform postal mail and deliveries services appropriately as per guidelines of the organisation •Maintain the reception area to give a positive impression of the organisation	• List key security risks in the reception area • The purpose and value of the receptionist function as the first point of contact between the public/client and the organisation • How to present a positive image of self and the organisation • The organisation's structure and lines of communication • Security considerations and good practice while providing information in response to enquiries from visitors • List procedures to deal with potential disturbances in the reception/lobby area List procedure to deal with postal mail and deliveries

Ensure Health and Safety of the team	• Working practices that ensure that the

•Ensure the security team complies with the health and safety standards required for the location of deployment •Recognise health and safety risks for security team and the client organisation at the location of deployment •Take appropriate actions to control and reduce health and safety risks for security team and the client organisation at the location of deployment •Make and implement physical fitness regime for self and security team Demonstrate various unarmed combat and defensive techniques to the security team	working environment is conducive to good health • Key factors in a functional physical fitness regime for the security team Various unarmed combat and defensive techniques to the security team

. Physical Training - 80Hrs(70+10) • Practice a routine for improving the physical fitness in terms of agility, stamina and strength to be able to deal with aggression and violence when the need arises	• Various routines used to develop physical endurance, stamina and strengths • Do's and don'ts of following a physical fitness routine

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	E. Role play, Case studies and Assessments	31	
	Sub total of (A+B+C+D+E)	**153**	
Incident Management	F. Basics of Fire prevention	39	65 hrs (35 +30)
	G. Role of Security Guard in Disaster Management & Crisis Situation	17 1/	
	H. First Aid	10	
	I. Incident Reporting and coordination	21	
	Sub total of (F+G+H+I)	**87**	
Electronic Security	J. Use of Security Equipment & Device	20	15 hrs
Health and Safety	K Health and Safety awareness and practices	40	30 hrs (10+20)

Soft Skills & Computers	L. Awareness of Basics Computer	36	65 hrs (35+30)
	M. Basics of Communication	23	
	N. Manner & Etiquettes	28	
	Sub total of (L+M+N)	**87**	
Multi Sector Exposure	O. Exposure to security duties of different types of sectors	53	40 hrs (20+20)
Supervisor duties		67	50 hrs
Administrative duties		53	40 hrs
Physical Training	P. Physical Training	107	80 hrs (70+10)
	Total Periods (each period 45mins)	667	500hrs

Detailed Syllabus with Period wise Breakup

Name of the Modules	Name of Subjects and Units	Duration Hours/Periods
Core Skills & Knowledge	**A. Awareness about Pvt. Security Industry**	2
	1. History and evolution of private security industry	2
	2. Role of private and govt. Security Agencies	2
	3. Present, Past and Future in security industry	2
	4. Characteristic of security guard	4
	5. Code of conduct for security guard	4
	6. Badges of rank in police and military forces	3
	7. Identification of Improvised explosives	3
	8. Identification of different types of arms in use in public and private	2
	B. Basic concept and application of Security	
	9. Access Control	4
	10. Physical security.	4
	11. Security of assets	2
	12. Function of security.	4
	13. Observation and description technique	4
	14. Introduction to gate pass/ registers	8
	15. Intelligence	6
	16. Awareness about Site Instruction & Duty Post Standing order	4
	17. Examining identification of papers including identity cards, passports and smartcards	2
	C. Various Types of Security Duties	
	18. Main gate duty	6
	19. Material gate duty	6
	20. Control room duty	2
	21. Traffic duty	3

	22. Parking duty	4
	23. Frisking & Searching	6
	24. Reception duty	6
	25. Escorting	6
	26.watch tower duty	2
	27. weigh bridge duty	2
	28. Patrolling Duty	4
	D. Awareness about legal aspects applicable to Security Guard	
	29. Rudimentary knowledge of Indian Penal Code	4
	30. Right of private defence	4
	31. Procedure for lodging FIR in the police station	4
	32. Arms Act (only operative sections) and Explosive Act. (operative sections)	3
	E. Role play, Case studies and Assessments	31
	F. Basics of Fire prevention	
	33. Introduction and Classification of Fire	2
Incident Management	34. Identification and Use of Portable fire Extinguisher	8
	35. Introduction about Fire Drill	7
	36. Fire Prevention through good house keeping	2
	37.Fire drill practical	20

	G. Role of Security Guard in Disaster Management & Crisis Situation	
	38. Response of Security Guard in Crisis Situations (crowd, mob , accident and other emergencies)	6
	39. Role of security Guard in Disaster Mitigation	4
	40. Role of security Supervisor during disaster management	6
	H. First Aid	
	41. Priciples of first aid	2
	42. Bandgae and its use	2
	43. First aid for Fracture	2
	44. First aid to the victim of different type of burn (fire , steam)	1
	45. First Aid for Snake bite, dog bite, other insects	1
	46. First Aid for Electric shock	1
	47. First Aid for Poison and sun strock	2
	I. Incident Reporting and Coordination	
	48. Reporting (verbal and written)of an Incident	4
	49. Formats and Protocol of Incident Reporting	4
	50. Report writing Practice	13
	J. Use of Security Equipment & Device	
	51. Application & Function of CCTV	3
Electronic Security	52. Role of Security Guard in CCTV Monitoring	3
	53. Use of alarms in Security (fire alarm, smoking alarm etc)	4
	54. Use of HHMD, DFMD and Turn- style and different in access control	6

	55. use of baggage scanners in security	4
Health and Safety	**K. Health and Safety awareness and practices**	
	56. Personal Hygiene and Sanitation	6
	57. Awareness about HIV and AIDS	6
	58. Awareness about potential Health Hazard & its Prevention at work place	10
	59.CPR	8
	60. Bandage Practical	10
Soft Skills & Computers	**L. Awareness of Basics Computer**	
	61. Awareness of Computer Hardware (Monitor, Mouse, Keyboard, CPU, UPS etc.)	5
	62. Awareness of Computer Application	10
	63. Computer Practical operation	26
	M. Basics of Communication	
	64. Principles of effective communication	2
	65. Tips for Security Guard for effective communication at work place	2
	66. Communication with Walky-Talky	5
	67. Communication in Telephone, intercom and mobile	5
	68. Basic knowledge of functional English	23
	N. Manner & Etiquettes	
	69. Conduct in public and correct wearing of uniform	3
	70. Conduct with women, elderly and children	3
	71. Conduct with visitors at work place	3
Multi Sector Exposure	**O. Exposure to security functions of different sectors**	
	72. Security of Malls and retail store	3
	73. Security of building , Apartment and household security	3
	74. Security of Hospital	3
	75. Security of Bank and ATM	3
	76. Security of Godounwe , Depots	3
	77. Security in Mines	2
	78. Security in Telecom Sector	2
	79. Security in Educational Institution	2
	80. Security in Hotels	2
	81. Security of events and Functions	2
	82. Personnel security	2
	83 Field visits	26
Supervisory Role/Skills	84. Principles of Man Management	4
	85.Leadership Skills of a Supervisor	4
	86.Team building Skills	4
	87.Role of a Supervisor as a 'Trainer'	4
	88.Coordination	4
	89.Pre deployment of Security Survey	4
	90.Knowledge of SOP and Site Institutions	5
	91.Awareness about statutory compliance to run as assignment-	4

	92.Threat and vulnerability	5
	93.Industrial Intelligence or espionage	4
	94.Assignment /unit Management or operations	5
	95.Case Studies	20
Administra-tive Duty	96.Manpower allotment Plan	3
	97.Unit Checking and Inspection	3
	98.Grievance Redressal	3
	99.Kit and uniform distribution and Inspection	3
	100.Briefing and debriefing sessions for Guards	3
	101.Documentations related to unit/assignments	3
	102.Basic Accounting and Petty Cash Management	3
	103.Assignment Specific recruitment	3
	104.Wage distribution process and related do's and does	3
	105.Practical experience through unit visit	26
Physical Training	**P. Physical Training**	
	106. Physical Fitness Training	47
	107. Drill	60

List of Infrastructure, Tool & Equipment for VTP Centre		
No	**Name of Items**	**Batch wise Requirement**
		Training Equipment Required per centre
1	Computer	5
2	Printer (any model commonly in use)	1 for per center
6	Projector	1
7	Board/flip cart	1
11	HHMD	2
12	DFMD	1 (either at center or tie-up an agency for field visit)
13	fire fighting Equipment	Appendix -1
14	handheld wireless communication Equipment	2
15	Portable barricade	2 + as per requirement
16	flash light/ torch	1
17	First Aid Kit	1
20	Hand baton, whistle and protective shield	5
21	CCTV System	
26	suitable Power back up	
List of Physical Infrastructure (Minimum requirement) in square feet's		
27	Class Room	600 sq feet for one batch of 40 students
30	Ground (owned/hired/locally arranged)	2000sqft (per center)
32	Barrack with living amenities	2000sqft (per center)
Kit & Uniform (per candidate)		
35	**one set PT uniform (Per Candidate)**	

Appendix-1

Fire Fighting Equipment

No	**Description of material**	**Requirement for one Batch in 40 candidate**
1	Water CO2 9 Liters fire extinguisher	**1**
2	Mechanical Foam 9 Liters fire extinguisher	**1**
3	DCP 5kg fire extinguisher	**1**
4	ABC Dry powder 2kg fire extinguisher	**1**

5	CO2 4.5kg fire extinguisher	**1**
6	Delivery hose pipe 7.5 meters & 2.5" with male and female coupling.	**3 + as per requirement**
7	Short branch pipe	**1**
8	Single hydrant post	**1**
9	Hose box double	**1**
10	Fire beater	**1**
11	Fire hook	**1**
12	Fire bucket with stand	**1 + as per requirement**
	Instructor Requirement	**3 instructor for 2 batches**
	Minimum Instructor Eligibility	**Minimum education qualification -12th pass and one level higher than the level being trained 2 years of field experience (Private security/military/paramilitary/police) Completed relevant training/familiarisation on conducting the course and adult training methods.**