

**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.

CONTENTS

1.	Introduction.....	2
2.	Frame work for Skill Development based on Modular Employable Skills.....	3
3.	Age of participants.....	4
4.	Curriculum Development process.....	4
5.	Development of core competencies.....	5
6.	Duration of courses.....	6
7.	Pathways to acquire qualification.....	6
8.	Methodology.....	7
9.	Instructional media packages.....	7
10.	Assessment.....	7
11.	Certificate.....	7

12.	Course matrix.....	8
13.	Module – Personal Security Guard.....	9
14.	Module – Industrial Security Guard.....	11
15.	Module – Event/ Conference Security Guard.....	13
16.	Module – Security Guard (General).....	15
17.	Module – Security Guard (General) and Personal Security Guard.....	17
18.	Module – Security Guard (General) and Event/ Conference Security Guard.....	21
19.	Module – Security Guard (General) and Industrial Security Guard.....	25
20.	Module – Personal Security Guard and Industrial Security Guard.....	29
21.	Module – Personal Security Guard and Event/ Conference Security Guard.....	33
22.	Module – Assistant Security Officer in-charge: Security (Gen):Industrial:Event/Conference	

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 a 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

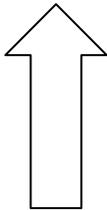
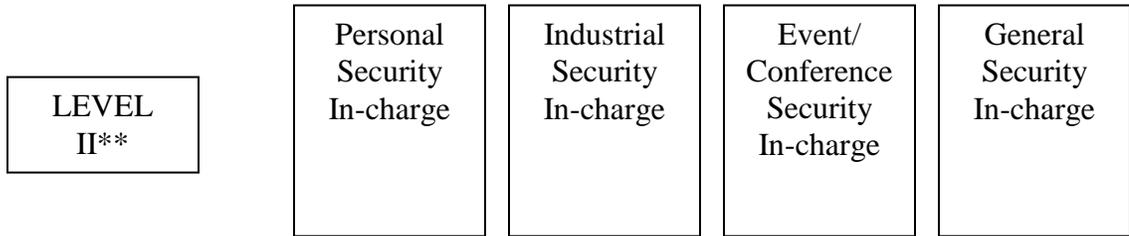
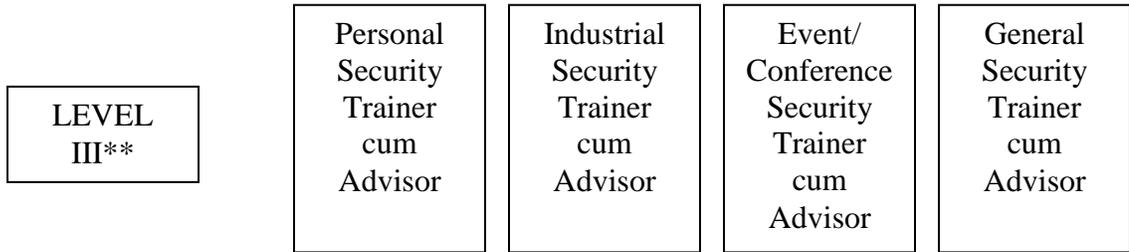
DEG&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the 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.	1) Physical Fitness Exercises
2) Basic Imperatives of Proximate Security.	2) Endurance Practice
3) Attitudinal Shaping-up of a Personal Security Guard.	3) Proper Wearing of Dress
4) Acquaintance with different Security Gadgets/Mechanisms.	4) Saluting/Greeting
5) Sensitization about Threat Potential from different quarters in different situations.	5) Proper Body Movements and Basics of Marching
6) Orientation about Pre-emptive/ Preventive Personal Security Measures.	6) Un-armed Combat
7) Manners and Courtesies required to be observed by a Personal Security Guard.	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

<p>8) Role of a Personal Security Guard in Crisis/Emergency situations.</p> <p>9) Co-ordinative role of a Personal Security Guard.</p> <p>10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.</p> <p>11) Cautionary and Advisory Role of a Personal Security Guard.</p> <p>12) Professional Ethics and Commitments of a Personal Security Guard.</p> <p>13) Brief case studies of Important Incidents having Security Implications:-</p> <ol style="list-style-type: none"> 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. 	<p>Area Search.</p> <p>vi) Handling and Operating Basic Fire-fighting Equipments.</p> <p>vii) Close quarter combat Techniques.</p> <p>viii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.</p> <p>ix) Handling and Operation of Wireless Communication Equipments.</p>
--	--

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	:	8 th 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)
8) Duty Shift Management and Prioritization of Security Imperatives in accordance with Time Considerations.	i) Access Control/ Frisking
9) Special Anti-sabotage and Cargo checking	ii) Anti-sabotage Checking
	iii) Cordoning and Sealing
	iv) Surveillance
	v) Body Search, Premises Search and Area Search.
	vi) Handling and Operating Basic Fire-

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

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	:	8 th 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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> 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-

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

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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> i) Access Control/Frisking ii) Anti-sabotage Checking iii) Cordoning and Sealing iv) Evacuation v) Surveillance

	<ul style="list-style-type: none"> 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. <p>8) Musketry Handling and Firing of personal weapon</p>	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.	1) Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)
2) Basic Imperatives of Proximate Security.	i) Access Control/Frisking
3) Attitudinal Shaping-up of a Personal Security Guard.	ii) Anti-sabotage Checking
4) Acquaintance with different Security Gadgets/Mechanisms.	iii) Cordoning and Sealing
5) Sensitization about Threat Potential from different quarters in different situations.	iv) Surveillance
6) Orientation about Pre-emptive/ Preventive	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.	Wireless Communication Equipments.
<p>7) Manners and Courtesies required to be observed by a Personal Security Guard.</p> <p>8) Role of a Personal Security Guard in Crisis/Emergency situations.</p> <p>9) Co-ordinative role of a Personal Security Guard.</p> <p>10) Understanding the Personal Attributes of the Protectee and Harmonization of the same with Security Imperatives.</p> <p>11) Cautionary and Advisory Role of a Personal Security Guard.</p> <p>12) Professional Ethics and Commitments of a Personal Security Guard.</p> <p>13) Brief case studies of Important Incidents having Security Implications:-</p> <ul style="list-style-type: none"> 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. 	

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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations) <ol style="list-style-type: none"> 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

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

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

<p>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.</p> <p>7) Contingency Management in different Emergency Situations</p> <p>8) Thread-bare discussions about all aspects of security arrangements at different events.</p> <p>9) Through acquaintance with different aspects of Event/Conference Security.</p> <p>10) Role of different security support mechanisms in the context of Event/Conference Security.</p> <p>11) Discussions on Standard Operating Procedures to be followed in different situations.</p> <p>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.</p> <p>13) Judicious Assessment of Threat-perception and Realistic Planning of Counter-measures from Security Point of View.</p>	
--	--

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
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations) <ul style="list-style-type: none"> 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.

	<p>xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.</p> <p>10) Musketry Handling and Firing of personal weapon</p>
--	---

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

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

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
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1) Fundamentals of Security Skills/ Practices: (Practical Field Demonstrations) <ol style="list-style-type: none"> 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.

	<p>xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.</p> <p>11) Musketry Handling and Firing of personal weapon</p>
--	---

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.	

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

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

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

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 Conference	:	Personal Security Guard and Event/ Security Guard
SECTOR	:	Service in Security Sector
CODE	:	SEC209
ENTRY QUALIFICATION	:	8 th Pass with at least 16 years of age and (A) course in personal security guard OR (B) Course in event/ conference security guard.
COMPETENCIES would event/	:	After completing the course the trainee be able to provide personal security to an Individual and cater to security needs of an 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
<p>1) Role of Security Personnel/ Agencies at the Time of Planning and Site-selection of Mega- events/ Conferences.</p> <p>2) Infrastructural/Logistical Back-up for Security and Regulatory arrangements for Mega Events/Conferences.</p> <p>3) Security Sectors/Zones and Buffer Areas for Contingency Management.</p> <p>4) Parking and Traffic Regulatory Arrangements for Mega-events/</p>	

<p>Conferences.</p> <p>5) Access Control Arrangements.</p> <p>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.</p> <p>7) Contingency Management in different Emergency Situations</p> <p>8) Thread-bare discussions about all aspects of security arrangements at different events.</p> <p>9) Through acquaintance with different aspects of Event/Conference Security.</p> <p>10) Role of different security support mechanisms in the context of Event/Conference Security.</p> <p>11) Discussions on Standard Operating Procedures to be followed in different situations.</p> <p>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.</p> <p>13) Judicious Assessment of Threat-perception and Realistic Planning of Counter-measures from Security Point of View.</p>	
---	--

--	--

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

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 / CONFERENCE / 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
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Fundamental of Security Skill Practices:- <ul style="list-style-type: none"> * 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.

<ul style="list-style-type: none"> 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)
<p>1. <u>Core Skills & Knowledge - (115 Hrs)</u></p>	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> _ The Indian Penal Code, 1860. <ul style="list-style-type: none"> (a) Right to private defence (b) Important property & bodily offences and their punishments _ The Code of Criminal Procedure, 1973. <ul style="list-style-type: none"> (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.) <ul style="list-style-type: none"> (a) The Arms Act, 1959 (b) Explosive Act, 1884 and The Explosive Substances Act, 1908 (c) Private Security Agencies Regulation Act - 2005 <ul style="list-style-type: none"> _ 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.

<p>Access Control</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<p>Searching and Frisking</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> — Handheld scanner, Doorframe scanner, Under vehicle mirror — Introduction to XBIS AND EVD • Maintain personal safety and safety of others while carrying out search 	<ul style="list-style-type: none"> • 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
<p>Patrol Duty</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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, <ul style="list-style-type: none"> • 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.

<p>Facilitating Parking and Traffic movement</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<p>2. Incident Management - (35 Hrs)</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<p>3. Electronic security - (15 Hrs)</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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.

<p>4. <u>Health and Safety - (10 Hrs)</u></p> <ul style="list-style-type: none"> • Demonstrate good housekeeping in order to prevent accidents or illness • Demonstrate personal cleanliness and hygiene • Stay free from intoxicants (alcohol, cigarette, tobacco and drugs) 	<ul style="list-style-type: none"> • 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
<p>5. <u>Soft Skills & Computers (35 Hrs)</u></p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

<p>6. Multi-Sector Exposure - (20 Hrs)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
<p>7. Physical Training - (70 Hrs)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	: 12 th 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 :	12 th Pass or a certificate guard under MES with 3 years experienced security Guard
b) Age:	25yrs to 45 years
c) Physical Standard	<p>i) Height: Male- 170cm, Female- 155cm (concession of 5cm for hill tribes & scheduled tribes).</p> <p>ii) Chest: Male Minimum. 80cm with min. expansion of 5cm. Female There is no requirement of chest for female candidates.</p> <p>iii) Weight: Proportionate to height and age as per medical standards.</p>
d) Medical Standard	<p>I. Eye Sight: Minimum distant vision should 6/6 and 6/9 of 2 eyes without correction i.e. without wearing of glasses.</p> <p>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.</p>

Practical Competencies	Underpinning Knowledge (Theory)
1. <u>Core Skills & Knowledge - (115 Hrs)</u>	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Legal provisions relevant to role and tasks of a private security guard <ul style="list-style-type: none"> _ The Indian Penal Code, 1860. <ul style="list-style-type: none"> (a) Right to private defence (b) Important property & bodily offences and their punishments _ The Code of Criminal Procedure, 1973. <ul style="list-style-type: none"> (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.) <ul style="list-style-type: none"> (a) The Arms Act, 1959 (b) Explosive Act, 1884 and The Explosive Substances Act, 1908 (c) Private Security Agencies Regulation Act - 2005 <ul style="list-style-type: none"> _ 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.
--	--

<p>Access Control</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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
--	---

<ul style="list-style-type: none"> • Report irregularities to designated authority as per timelines and requirement • Operate mechanical and electronic access control equipment used by security guards 	<ul style="list-style-type: none"> • 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
<p>Searching and Frisking</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> — Handheld scanner, Doorframe scanner, Under vehicle mirror — Introduction to XBIS AND EVD • Maintain personal safety and safety of others while carrying out search 	<ul style="list-style-type: none"> • 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
<p>Patrol Duty</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.

<p>Facilitating Parking and Traffic movement</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
--	--

<p>2. Incident Management -65 Hrs(35+30)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Various causes of fire • Common fire related safety signs
<p>3. Electronic security - (15 Hrs)</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Brief on PIDS, turnstiles, biometric equipment etc.

<p>5. Health and Safety - 30 Hrs(10+20)</p> <ul style="list-style-type: none"> • Demonstrate good housekeeping in order to prevent accidents or illness • Demonstrate personal cleanliness and hygiene • Stay free from intoxicants (alcohol, cigarette, tobacco and drugs) 	<ul style="list-style-type: none"> • 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
---	--

	<ul style="list-style-type: none"> • Common personal protective equipment used by a security guard
<p>6. <u>Soft Skills & Computers-65Hrs(35+30)</u></p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

<p>6. Multi-Sector Exposure-40 Hrs(20+20)</p> <ul style="list-style-type: none"> • Identify and respond to domain-specific risks and threats <ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> • 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
--	---

<ul style="list-style-type: none"> - 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 	<p>security guard in commercial and industrial establishments</p> <ul style="list-style-type: none"> • Various areas to be secured in some commercial and industrial establishments • Organisation's chain of command and reporting procedure in various deployment contexts
---	--

<p>7. Supervisor duties-50hrs</p> <ul style="list-style-type: none"> •Collect information from security manager or security incharge about the work to be done by the security team at the location in terms of <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - constraints and challenges <ul style="list-style-type: none"> •Develop work allocation plan, work goals, and schedules for the security team at the location •Report the plan to relevant authorities and take their feedback to make improvements • Allocate work to the security staff <ul style="list-style-type: none"> •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 	<ul style="list-style-type: none"> •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 •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
---	--

<p>Monitor the security team and processes</p> <p>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</p> <p>Observe and inspect security processes to evaluate their effectiveness</p> <p>Identify areas and ideas for improvement</p>	<ul style="list-style-type: none"> • monitoring principles, methods, tools and techniques
---	--

Pass the information collated along with recommendations to the security team and the management

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
- 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

- 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 their 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
- 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

<p>Key Holding Duties</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Describe the various processes of labelling and marking keys • List the various records that need to be maintained for key control.

<p>8. Administrative duties- (40hrs)</p> <ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> • 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 organisation as well as client establishment <ul style="list-style-type: none"> • Key contact people in the HR, administration and Accounts department of the security organisation as well as client establishment • Various HR and Administrative policies <ul style="list-style-type: none"> -Office hours and holidays -Leave and overtime -Transfer policy -Termination or Resignation policy -Expenses Re-imbusement
--	--

<p>queries and concerns of the security team by coordinating with the relevant department</p>	<ul style="list-style-type: none"> • Relevant sections of Labour law that the security team may have queries and concerns about <ul style="list-style-type: none"> -Employees' Provident Funds -Working hours, leave, minimum wage -Employee's State Insurance
---	---

<p>Front office duties</p> <ul style="list-style-type: none"> • Greet visitors appropriately and enquire about purpose of visit or call • Enquire appropriately to identify and confirm the visitor's expectations <p>Respond promptly to a visitor seeking assistance</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
--	---

<p>Ensure Health and Safety of the team</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Working practices that ensure that the 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
---	--

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	
---	--

. 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
---	---

Broad Syllabus-Security Supervisor

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	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	
	H. First Aid	1/10	
	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
Incident Management	E. Role play, Case studies and Assessments	31
	F. Basics of Fire prevention	
	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
	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. Principles of first aid	2
	42. Bandage 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 stroke	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
Electronic Security	J. Use of Security Equipment & Device	
	51. Application & Function of CCTV	3
	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	6

	control	
	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
	84. Principles of Man Management	4
	85. Leadership Skills of a Supervisor	4
	86. Team building Skills	4

Supervisory Role/Skills	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
Administrative 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.

List of members attended in the “**Security Sector**” under Skill Development Initiative Scheme (SDIS) based on Module Employable Skills (MES) held at Oodles residency Hotel, New Delhi on 26.11.2014.

Sl. No.	Name & Designation S/Shri./Smt.	Organization	Remarks
1.	R. N. Bandyopadhyaya	CSTARI, Kolkata	Chairman
2.	L. K. Mukherjee. Dy. Director.	CSTARI, Kolkata.	Member
3.	Nirmalya Nath. Asstt. Director.	CSTARI, Kolkata.	Member
4.	Colonel K. G. Ramani.	C3i Consultants India (P) Ltd.	Member
5.	Major Gen. S. Mohindra. AVSM	Retired Army	Member
6.	Jasbir S. Wasu.	JW Securagard Solution Pvt. Ltd.	Member
7.	Capt. B. N. Yadav.	Consultant Retd. Chief Security officer IIT Delhi.	Member
8.	Brejesh Lall	IIT Delhi	Member
9.	DNS Bisht IGP (Retd.) V.P. Security Walk Delhi.	Security Walk Mall, Saket, New Delhi.	Member
10.	Major A. K. Moudgil.	RBJ, New Delhi.	Member
11.	Capt. Sukhjeet Singh	SBI, LTTO, New Delhi.	Member
12.	Capt. Shakti Tahlan.	SBI, LTTO, New Delhi.	Member
13.	Rani Farida	Patani Solution Pvt. Ltd.	
14.	S. S. Ramela. ACP.	Delhi, Police. (Security)	Member
15.	Col. Alok Akhauri. Director (Courses)	International Institute of security & safety Mgt. (IISSM).	Member
16.	Brig. A. K. Pathak (Retd) Director.	International Institute of security & Safety Mgt. (IISSM), East of kailash, New Delhi.	Member
17.	Col. K. S. Ahluwala. Director.	C3i Consultant India (P) Ltd.	Member
18.	Col. Snish Kakh	C3i Consultants India (P) Ltd.	Member
19.	D. L. Meena. Asst. Director	RDAT, Faridabad,	Member
20.	Dr. V. K. Kaul.	Central Electronic Limited	Member
21.	Hiranya Mohanty. VP (BD)	SIS (India) Ltd.	Member

Course MatrixSecurity sector

Module	Level-1
1	Control Room Operator (New)
2	Security Image Interpretation Course (X-Ray Baggage Inspection System) (New)

GENERAL INFORMATION FOR SECURITY

Name of Sector	0 SECURITY
Name of Module	CONTROL ROOM OPERATORS'

MES Code	SEC 502
Duration of Course	504 hours including Employability Skills
Entry Qualification of Trainee	10th Pass + 18 Years of age
Unit Size (No. of Trainees)	25
Power Norms	4 KW
Space Norms	20 sq. mtrs (Class Room) with minimum width 4 meter
Instructors Qualification	Army / Para Military with Security Background
Desirable	Graduate with 3 years of similar teaching experience

Control Room Operators'

Terminal Competency : The Successful candidate would be able to:

- Handle all aspects of man guarding security including fire fighting evacuation and first aid
- Handle & use of all CCTVs including PTZ, IP Camera/DVR/NVR and their sighting on the ground
- Establish and use control room effectively
- Anticipate and identify incidents along with perpetrators in different situation and will be able to initiate actions post incident.
- Safe storage and retrieval of data from DVR/NVR
- Handling of various communication devices like walkie. PA system and telephone.

Practical Competencies	Underpinning Knowledge (Theory)
SOFT SKILLS	
DEVELOPMENT COMPETENCY / PROFICIENCY IN ENGLISH / VERNACULAR –	
<u>Development Competency / Proficiency in English / Vernacular</u>	
Practice on	
1. Oral / spoken communication skill & testing – voice and accent, voice clarity, voice modulation & intonation, word street etc.	
2. Feedback & questioning technique:	
3. Objectiveness in argument (Both one on one and in groups)	
4. 5 Ws & 1 H & 7 Cs for effective Communication	
5. Development Etiquette and manners 1	
6. Study of different pictorial expression of non-verbal communication and its analysis	
EFFECTIVE COMMUNICATION	

Concept of Effective Communication

1. Components of Effective Communication – Conviction, confidence & enthusiasm, Listening
2. Communication Process & Handling them
3. KISS (keep it short & simple) in communication – composing effective messages
4. Barriers to Communication – Int. & Ext Barriers: - Intrinsic Motivation, Perception, Language, Fear Power of speech etc.
5. Listening –it’s importance, Good and bad listening
6. Non – Verbal Communication – its importance and Nuances :- Facial Expression, Posture, Gesture, eye contact, Appearance (Dress Code)

SELF & TIME MANAGEMENT**Self Management**

1. Self Evaluation
2. Self Discipline
3. Self Criticism
4. Recognition of one’s own limits and deficiency etc.
5. Thoughtful & Responsible
6. Self Awareness

Self Management

1. Identifying one’s strength and weakness
2. Planning & Goal Setting
3. Managing Self – Emotions, Ego, Pride

Time Management Technique

1. Practice by game play and other learning methodology for achieving targets and getting of right first time

Time Management Concept

1. Attendance, Discipline & Punctuality
2. Act in time on commitment
3. Quality / Productive time

MOTIVATION TECHNIQUES**Motivation / Inspiration**

1. Ability to shape and direct working / process methods according to self defined criteria
2. Motivate customers
3. Ability to think for oneself
4. Apply oneself to a task independently with self motivation

Motivation Techniques

1. Motivation technique based on needs and field situation
2. Idealising

INTERPERSONAL SKILL DEVELOPMENT**Interpersonal Skill Development**

1. Positive Relationship
2. Positive Attitudes
3. Empathise: comprehend other opinions points of views, and face them with understanding
4. Mutuality
5. Trust
6. Emotional Bonding
7. Handling Situations (Interview)

Interpersonal Skill

1. Importance of Interpersonal Skill

COMPUTER LITERACY**Computer Fundamentals – Customize the Desktop Environment**

Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Setting – Folder Views, Accessibility Setting

MS Word**Computer Fundamentals, MS – Office & Internet**

Introduction to Computer
History of Computer
Components of Hardware Peripherals

Concept of Operating System

Explain the factors that affect the development of entrepreneurship

Factors that affect the development of entrepreneurial spirit in people

- Environment (Immediate family and friends), community, National, International
- Financial
- Displacement, etc.

The role of the

- Government
- Society
- Families and Friends
- Other stakeholders for example financial institutions play in the development of entrepreneurship in the Country.

Define Employment

Employment is working to learn a living, payment could be in the form of wages or salaries depending on the nature of work.

Describe the types of employment

Types of employment

- Wage Employment
- Self Employment

State the advantage and disadvantage of wage and self employment

Types and characteristics of wage employment and self employment.

Outline the reasons why people go into wage or self employment persists

- Self employment
- Regain lost image
- Exercise control over business
- Become boss
- Wage employment
- Assured income
- Commitment may be less.

Define small business

Small business are defined based on the number of people and the capital employed

State the characteristics of small business

Characteristics of small business:-

Labour intensive

Small capital outlay, etc.

List the areas of small operation

Areas: Trading, Catering, Etc

Outline the role of small businesses

The role that small businesses play in the country.

They form the:

Nursery for other entrepreneurs technical base for economic development platform for mobilizing resources for economic development etc.

Explain the challenges / problems facing small business

Challenges / problems facing small business include:

- Financing
- Access to Markets
- Government Policies
- Inadequate managerial skills

<p>Define the business environment</p> <ul style="list-style-type: none"> ➤ Definition or the terms: ➤ Business ➤ Environment ➤ Business Environment 	
<p><u>Business development service providers in India.</u> DIC, MSME, NSIC, SIDCO, Financial Institutions and Banks</p>	
<p>Describe the procedure for registering a business Define Business Idea Definition of business idea; source of business idea. Programmes / procedure and available schemes.</p>	
<p>Describe how to generate Business Plan Generation of business ideas consider talents, skills and knowledge required Identify problems and find innovative solutions to them, market survey etc.</p>	
<p>Mention the sources of Business Ideas External environment ➤ Hobbies and interest</p>	
<p>State the process of starting a New Enterprises Process Mobilize Resources Reorganize Resources</p>	
<p>Assess the suitability of the various sources /uses of fund The advantages and disadvantages of the various sources of funds.</p>	
<p>Distinguish between: Money, Cash and Cheques, Notes, Coins and Currency Detail description of money, cash, cheques, notes, coins, currency How to open bank account? How to fill up Cheque ? How to deposit cheque in the bank? What is a PAN Card? Why it is mandatory? Explain on – line banking.</p>	
<p>Explain source Documents Source Documents Receipts, Honour Certificate, Invoice.</p>	
<p>List the Basic Books kept by Small Business Basic Books: Cash record Stock Credit purchase (Creditors Account Record) Credit Sales Book (Customers Account Records) Record Books (Ledger) Trial Balance</p>	
<p>OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT EDUCATION</p>	
Safety & Health	Introduction to Occupational Safety and Health importance of Safety and health at workplace
Occupational Hazards	<ol style="list-style-type: none"> 1. Basic Hazards, Chemical Hazards, Vibrant caustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. 2. Occupational Health, Occupational Hygienic, Occupational Diseases / Disorders & its Prevention.

Accident & Safety	1. Basic Principles for Protective Equipment. 2. Accident Prevention Techniques – Control of Accident and Safety Measures.
First Aid	Care of injured & Sick at the workplaces, First – Aid & Transportation of sick person
Basic Provisions	Idea of basic provision of safety, health, welfare under legislation of India.
Ecosystem	Introduction to Environment, Relationship between Society and Environment, Ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy , Re – use and recycle.
Environment	Right attitude towards environment, Maintenance of in – house environment.

CONTROL ROOM OPERATORS' PROGRAMME
(CROP)

Practical Competencies	Underpinning Knowledge (Theory)
OVERVIEW OF SECURITY AS RELATED TO SURVEILLANCE	
1. Areas & Zones & Creating Additional Elbow Room 2. Security & Safety Device 3. Type of Fence & Intrusion Detectors 4. Car Bomb(Model) 5. Manning an Access Control Point 6. Demonstration	1. Risk <ul style="list-style-type: none"> a) What is a Risk b) Types of Risk c) Security & Safety d) Purpose of providing Security <ul style="list-style-type: none"> • To prevent an Incident • To ensure business continuity 2. Facility <ul style="list-style-type: none"> a) What is a Facility b) Type of Facilities c) Area of Interest & Influence d) Zones & Restricted Area e) Layers of Security <ul style="list-style-type: none"> • Layers • Need • Relationship with Area

3. Method of Providing Security
 - a) Principles & Designing of Security
 - b) Purpose of Providing Security (To Prevent an Incident) (i.e. to take action within Area of Influence)
 - From Outside
 - From Within
 - c) Security Equipment & Devices
 - d) Safety Equipment & Devices
 - e) Deployment of Security Equipment & Devices
4. Threat & Response to a Facility
 - a) From Outside the Facility
 - Intrusion
 - Response
 - b) From Within the Facility
 - How is it likely
 - Response
5. Overview about Access Control
 - a) Meaning and purpose
 - b) Pass System
 - c) Access Control
 - d) Loitering
6. Purpose of Surveillance
 - a) To prevent an Incident
 - b) To take immediate Response on Occurrence of Incident
 - Type of likely Incident
 - Disaster Handling
 - c) To have a Record if Possible
 - d) Type of Surveillance
 - Pro – Active

	<ul style="list-style-type: none"> • Passive <p>e) Means of Providing Surveillance</p> <ul style="list-style-type: none"> • Surveillance Camera & Related Equipment • Response Team <p>f) Role of Humans & Machine</p> <ul style="list-style-type: none"> • Human <ul style="list-style-type: none"> ✓ Interpret / Recognise ✓ Identify • Machine <ul style="list-style-type: none"> ✓ Detect
Feminization on with Equipment	
<ol style="list-style-type: none"> 1. Workshop - Basic Still Camera <ol style="list-style-type: none"> a) Parts b) Light Controls Including Inter – relationship c) Explain FOV 2. Ex – Handling Basic Still Camera 3. Workshop - Video Camera (Magnetic Tape Type) <ol style="list-style-type: none"> a) Parts b) Working Principle of Video c) Modern Video Camera 4. Ex – Identifying Different Type of Surveillance Camera & Lens 5. Ex – Installing Basic Surveillance System 6. Workshop – Recorders <ol style="list-style-type: none"> a) DVR <ul style="list-style-type: none"> • Basic Components • Types • Control & Setting b) Difference between DVR & NVR c) Working with NVR 	<ol style="list-style-type: none"> 1. Transmission System <ol style="list-style-type: none"> a) Cables b) Microwave c) IP

<p>7. Ex – DVR</p> <p>8. Ex – NVR</p> <p>9. Ex – Cables</p> <p>10. Workshop - Setting up a Basic Surveillance System</p> <p>11. Test – DVR Operation</p> <p>12. Workshop – Lighting of Scenery</p> <p>a) Lighting of Scenery / Subject Area</p>	
CONTROL ROOM	
<p>1. Visit – Control Room & Finding Fault Their in</p> <p>2. 2 x Ex – Control Room</p> <p>3. 2 x Test</p>	<p>1. Purpose of Control Room</p> <p>2. Functional Layout & Purpose</p> <p>a) Control Station</p> <p>b) Control Room</p> <p>c) Control Suite</p> <p>d) Control Centre</p> <p>3. Other Equipments in a Control Room & Purpose</p> <p>4. Room Layout</p> <p>5. Ergonomics</p>
SURVEILLANCE SKILLS	
<p>1. Workshop - Camouflage & Concealment</p> <p>2. Ex – Anticipation</p> <p>3. Ex – Camouflage & Concealment</p> <p>4. Ex – Distraction</p> <p>5. Ex - Profiling</p>	<p>1. Why are Things Seen</p> <p>2. What are we looking for & Why</p> <p>a) Parts of an Incident</p> <ul style="list-style-type: none"> • Pre-Incident • Incident • Post Incident <p>b) Incident in the Making</p> <ul style="list-style-type: none"> • Anticipation of Incident • Studying the People ✓ Unusual Dress ✓ Unusual Behavior ✓ Foreigner

	<ul style="list-style-type: none"> • Studying Surrounding Circumstances <ul style="list-style-type: none"> ✓ Unusual Activity ✓ Person Avoiding Camera ✓ Circumstances • How to Improve Anticipation <ul style="list-style-type: none"> ✓ Common Type of Incidents & their Signature ✓ Hot Spot a) Immediate Response post Incident (IRPI) <ul style="list-style-type: none"> • How soon and where can the Response be • What is Involved in Providing Response <ul style="list-style-type: none"> ✓ QRT ✓ Direction to QRT 3. Peopling Profiling <ul style="list-style-type: none"> a) Types of People related to an Incident <ul style="list-style-type: none"> • Perpetrator • Victim • Bystander b) Anticipation an Incident by Observing <ul style="list-style-type: none"> • Perpetrator • Victim 4. Distraction
--	--

TACTICAL SKILLS

<p>1. Workshop - Labeling & Tagging</p> <ul style="list-style-type: none"> a) Why Required b) How to Label <ul style="list-style-type: none"> • Mandatory Description <ul style="list-style-type: none"> ✓ Height ✓ Gender ✓ Age 	<p>1. Method of Scanning Screen & a Frame</p> <ul style="list-style-type: none"> a) What is Screen & Frame b) Optimum Number of Frames per Screen c) Z Method d) Circular Method <p>2. Important Terms related to Observation & Relationship to Frame Size</p>
--	--

<ul style="list-style-type: none"> • Optional Description (Why is it optional) <ul style="list-style-type: none"> ✓ Clothes ✓ Anything being Carried ✓ Classification <p>c) How to Tag & Why</p> <p>2. Ex – Labeling & Tagging</p> <p>3. Workshop - Recognising Field of View on Ground</p> <ul style="list-style-type: none"> a) Why Required b) Blind Area & Cone Effect <p>4. Workshop - Reaching the Floor Team / QRT to Incident Spot</p> <ul style="list-style-type: none"> a) Ex – Reaching the Floor Team b) Ex – Maintaining a Log <p>5. Test – Labeling & tagging & reaching the Floor Team</p>	<ul style="list-style-type: none"> a) Monitoring b) Detection c) Recognition d) Identification <p>3. Log Maintenance</p> <ul style="list-style-type: none"> a) Why Required b) What is Recorded c) Logging Methods <p>4. Method of Monitoring in the Control Room</p> <p>5. Parades</p> <ul style="list-style-type: none"> a) First b) Intermediate c) Last
--	---

MACHINE SKILLS

<p>1. Workshop – Machine Skills</p> <ul style="list-style-type: none"> a) Full Screening Selected Frame b) Projecting Selected Frame onto Central Projector c) Cleaning the Lens d) Operating a PTZ Camera e) Logging On an IP Camera f) Simple Fault Finding g) Retrieval of Images h) Working with IR Camera Including Problems <p>2. Ex – Control Station Operation</p> <p>3. Ex – PTZ</p> <p>4. Ex – IP Camera Registration</p> <p>5. Ex – Cleaning the Lens</p> <p>6. Ex – Image Retrieval</p> <p>7. Test - PTZ</p>	<p style="text-align: center;">11</p>
--	---------------------------------------

ASSOCIATED SKILLS

<ol style="list-style-type: none"> 1. workshop :- <ol style="list-style-type: none"> a) MAP Reading b) Communication c) Using the Radio d) Using the PA System e) Understanding the Fire Panel f) Management of Keys g) Handling the FAX Machine h) Work with Google Map i) Using Voice Recorders 2. Ex – Map Reading 3. Ex – Radio Communication 4. Ex – PA System & Hooter 5. Ex – Fire Panel 6. Ex – Fax Machine 7. Ex – Google MAP 8. Ex – Voice Recorder 9. Test - Radio 	<ol style="list-style-type: none"> 1. Introduction to Advanced Camera / DVR etc. <ol style="list-style-type: none"> a) Intelligent Camera b) Setting and Viewing Cameras as per a Set Sequence c) HD Camera
--	--

PRACTICAL WORKING

<ol style="list-style-type: none"> 1. Ex – Avoiding Boredom 	<ol style="list-style-type: none"> 1. Handling number of cameras in a Facility 2. Prioritizing 3. Avoiding Boredom 4. Some Common Problems <ol style="list-style-type: none"> a) Most Camera deployed Top Down b) Inadequate Lighting of Edges / Far Areas (Based on Inverse Square Law) c) Non – Uniform Intensity of IR light and it's implication d) No Proper delegation of Power to take Immediate Action e) No Clear Understanding related to Detection / Recognition / Identification as applicable per
--	--

	camera.
SECURITY OF ATM	
Visit – ATM	<ol style="list-style-type: none"> 1. What is an ATM 2. Camera in the ATM Machine 3. Cameras in the ATM Booth 4. Recording
DISASTER MANAGEMENT	
<ol style="list-style-type: none"> 1. Workshop Fire Fighting <ol style="list-style-type: none"> a) Type of Fire b) Working with Fire Panel and Surveillance System in Managing Evacuation c) Fire Fighting in High Rise Building d) Evacuation Procedures & Personnel <ul style="list-style-type: none"> • Floor Marshal • Fire Exit & Designated Routes • PA System for Guidance • Assembly Area • Looking for Survivors who are still Trapped • Safe Guidance • Working with Outside Agencies. 2. Ex – Fire Fighting 3. Test – Fire Fighting & Evacuation 	<ol style="list-style-type: none"> 1. Role of Surveillance System in Disaster Management 2. Types of Disaster <ol style="list-style-type: none"> a) Natural b) Man made 3. Fire Fighting

CONTROL ROOM OPERATORS' PROGRAMME
LIST OF EQUIPMENT

S. No.	Name of Items	Quantity
--------	---------------	----------

1	Laptop	1 No.
2	LCD Projector	1 No.
3	Screen	1 No.
4	Desktop Computer Latest	4 Nos.
5	Safety Devices	As per Annx I
6	Security Device	As per Annx II
7	SLR Camera a) Camera with Standard Lens b) Zoom Lens for above	1 1
8	Video Camera / Cam Corder	1
9	Surveillance Camera	Ref Annx III
10	A large room (10 ft x 20 ft min) with a) Single Point of Illumination at one end of Room, with b) An empty Cardboard box 2'x2'x2' with <ul style="list-style-type: none"> • Glossy White Cover • Matt White Cover • Gloss Grey Cover • Matt Grey Cover • Gloss Black Cover • Matt Black Cover c) Wall Hanging & Floor covering as follows <ul style="list-style-type: none"> • White Gloss • Black Matt • Brown Matt • Wall Paper with Dense Trees of Dark Green Background d) Light Intensity Meter (External Exposure Setting Meter as with Professional Photographs)	1 No.
10	DVR for at least 8 Cameras	2 Nos.
11	Laptop Monitor to work with DVR	1No.
12	Cables a) Minimum 100' of Coaxial Cable b) Of 3' Length of Twisted Pair c) Of 3' Length of CAT 6 d) Of 3' Length of Telephone Cable e) Connectors f) Cable Jointers g) Tool Box Containing <ul style="list-style-type: none"> • Screw Driver • Pliers • Splicer • Spanner 	
13	NVR with 4 Video Cards	1 No.
14	Control Room of 10' x 15' with a) Three – Four Control Station each with <ul style="list-style-type: none"> • Proper desk Lighting • Monitor • Telephone b) Connecting Cables as required	14
15	Video Footage as Appropriate to subject matter at least 30 Min duration	5 Nos.

16	Appropriate Courseware in PPT form preferably related to a) Overview of Security b) Teaching Surveillance Skills c) Tactical Skills d) Machine Skills e) Control Room f) Associated Skills g) Practical Working	
17	Log Books as required	As Required
18	Lens Cleaning Cloth	As Required
19	Media (Flash Drive) 4 GB Minimum	2 Nos.
20	Maps a) Of the Locality b) Of the Building c) Of the Room d) Graph Sheets	} Two per each Candidate Four per Candidate
21	Walkie - Talkie	1 Set
22	PA System	1No.
23	Fire Panel a) Demonstration Model b) Smoke Detector c) Sprinkler	1 No.
24	Key Management Board	Original & Duplicate Key Board
25	Fax Machine	1No.
26	Voice Recorders a) Digital b) Magnetic	1No. 1No.

Annx I

Control Room Operators'
SAFETY DEVICES

Sl No	Name of Items	Quantity
1.	Fire Panel	1 No.
2.	Heat Detector Sprinkler Fire Extinguishers or Suitable Pictures of each a) Foam b) Co ₂ c) Dry Powder Ropes	As Required
3.	Smoke Detector	1 No
4.	Stretcher Foldable	1 No.

Annx II

Control Room Operators'

SECURITY DEVICES / EQUIPMENTS

Sl No.	Name of Items	Quantity
1.	Under Carriage Mirror	1No.
2.	HHMD	4Nos.

3.	DFMD	1No.
4.	Pictures of Explosive Trace Detectors	1No.
5.	Video on Working of Explosive Sniffing Dog	1No.

Annx III

Control Room Operators'
SURVEILLANCE CAMERA

1. By Time of use Pictures of following
 - Day cameras
 - Day / Night Cameras
 - Night Vision Cameras
2. By Axis Pictures of following
 - Fixed Axis
 - Bullet camera
 - Box Camera
 - Dome camera
 - Heavy Duty Camera
 - PTZ (Pan Tilt Zoom Camera)
3. By Method of Use Pictures of following
 - Overt
 - Covert

GENERAL INFORMATION FOR SECURITY

Name of Sector	SECURITY
Name of Module	BAGGAGE SCREENER INTERPRETATION
MES Code	SEC 503
Duration of Course	504 hours including Employability Skills
Entry Qualification of Trainee	10th Pass + 18 Years of age + No Colour Blindness
Unit Size (No. of Trainees)	25
Power Norms	4 KW
Space Norms	20 sq. mtrs (Class Room) with minimum width 4 meter
Instructors Qualification	Army / Para Military Security Background
Desirable	Graduate with 3 years similar teaching experience

TERMINAL COMPETENCY: The Successful candidate would be able to:

1. Correctly and efficiently identify items in each bag / container and so clear a minimum of 200 – 300 such bags / container per hour.
2. Always Identify, Critical Threats Items and take Appropriate Action
3. Works as an effective crew at an Access Control Point with X-BIS

Practical Competencies	Underpinning Knowledge (Theory)
SOFT SKILLS	
DEVELOPMENT COMPETENCY / PROFICIENCY IN ENGLISH / VERNACULAR –	
<u>Development Competency / Proficiency in English / Vernacular</u>	
Practice on	
7. Oral / spoken communication skill & testing – voice and accent, voice clarity, voice modulation & intonation, word street etc.	
8. Feedback & questioning technique:	
9. Objectiveness in argument (Both one on one and in groups)	
10. 5 Ws & 1 H & 7 Cs for effective Communication	
11. Development Etiquette and manners	
12. Study of different pictorial expression of non-verbal communication and its analysis	
EFFECTIVE COMMUNICATION	

Concept of Effective Communication

7. Components of Effective Communication – Conviction, confidence & enthusiasm, Listening
8. Communication Process & Handling them
9. KISS (keep it short & simple) in communication – composing effective messages
10. Barriers to Communication – Int. & Ext Barriers: - Intrinsic Motivation, Perception, Language, Fear Power of speech etc.
11. Listening –it’s importance, Good and bad listening
12. Non – Verbal Communication – its importance and Nuances :- Facial Expression, Posture, Gesture, eye contact, Appearance (Dress Code)

SELF & TIME MANAGEMENT**Self Management**

7. Self Evaluation
8. Self Discipline
9. Self Criticism
10. Recognition of one’s own limits and deficiency etc.
11. Thoughtful & Responsible
12. Self Awareness

Self Management

4. Identifying one’s strength and weakness
5. Planning & Goal Setting
6. Managing Self – Emotions, Ego, Pride

Time Management Technique

2. Practice by game play and other learning methodology for achieving targets and getting of right first time

Time Management Concept

4. Attendance, Discipline & Punctuality
5. Act in time on commitment
6. Quality / Productive time

MOTIVATION TECHNIQUES**Motivation / Inspiration**

5. Ability to shape and direct working / process methods according to self defined criteria
6. Motivate customers
7. Ability to think for oneself
8. Apply oneself to a task independently with self motivation

Motivation Techniques

3. Motivation technique based on needs and field situation
4. Idealising

INTERPERSONAL SKILL DEVELOPMENT**Interpersonal Skill Development**

8. Positive Relationship
9. Positive Attitudes
10. Empathies: comprehend other opinions points of views, and face them with understanding
11. Mutuality
12. Trust
13. Emotional Bonding
14. Handling Situations (Interview)

Interpersonal Skill

2. Importance of Interpersonal Skill

COMPUTER LITERACY**Computer Fundamentals – Customize the Desktop Environment**

Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Setting – Folder Views, Accessibility Setting

Computer Fundamentals, MS – Office & Internet

Introduction to Computer
History of Computer
Components of Hardware Peripherals

MS Word**Concept of Operating System**

<p>Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit Track Mode etc.</p> <p><u>Formatting & Managing Documents</u> MS Excel Creating, Analyzing & Formatting Data & Content Collaborating – Insert, View, Edit etc. Managing Workbooks.</p> <p><u>MS Power Point</u> Creating & Formatting Content Collaborating – Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations</p> <p><u>Internet Concepts</u> Opening website and downloading data writing, regarding and sending emails.</p> <p><u>Computer in Security Overview</u> Connect up the Computer & Printer Make a Pass with Photograph</p>	<p>Window XP Exploring & Configuring the Window XP Desktop Environment – Customize the Desktop, Start Menu and Taskbar etc. Configuring & Migrating Files & Folder.</p> <p><u>Setting – Folder Views, Accessibility Setting</u> Feature of Window XP Understanding Concepts of Word Processing Using MS – Word Understanding concepts of Electronic spreadsheet and various types of entries in it.</p> <p><u>Understanding Concepts of URL</u> Creating and Opening an E- Mail Account. Receiving and sending emails Searching information on internet.</p> <p><u>Computer in Security Overview</u> Attaching a Camera / Devices Printing Photographing Practice</p>
---	--

LIFE SKILLS

7. Know how to use technology to communicate safely and effectively
8. Knows and understands the concepts of “Community”
9. Knows how to access community resources in case of emergency.
10. Knows how to obtain copies of personal documents
11. Knows how to book train ticket, Bus ticket and air ticket.
12. Knows how to get a driver’s license.

ENTREPRENEURSHIP

Define the term Entrepreneurship

Definition of entrepreneurship from different perspective.

Outline the importance of entrepreneurship importance of entrepreneurship:

Enhance creativity and innovation
Builds self confidence in people
Serves as a tool for nation building
Serves as the engine of growth for the nation’s economy.

Explain the reasons why entrepreneurship should be developed in a country

Reasons include: employment generation increased national
Production re – investing national
Resources harnessing youth vigor,

Describe who an entrepreneur is and who a business person is

An entrepreneur refers to one who undertakes to organize and manage
Resources and assumes the risk of a business to come out with goods and services.

State the characteristics of an entrepreneur

Characteristics of the entrepreneurs
Risk taking Need to achieve
Innovation and creativity Opportunity Orientation

Explain the factors that affect the development of entrepreneurship

Factors that affect the development of entrepreneurial spirit in people

- Environment (Immediate family and friends), community, National, International
- Financial
- Displacement, etc.

The role of the

- Government
- Society
- Families and Friends
- Other stakeholders for example financial institutions play in the development of entrepreneurship in the Country.

Define Employment

Employment is working to learn a living, payment could be in the form of wages or salaries depending on the nature of work.

Describe the types of employment

Types of employment

- Wage Employment
- Self Employment

State the advantage and disadvantage of wage and self employment

Types and characteristics of wage employment and self employment.

Outline the reasons why people go into wage or self employment persists

- Self employment
- Regain lost image
- Exercise control over business
- Become boss
- Wage employment
- Assured income
- Commitment may be less.

Define small business

Small business are defined based on the number of people and the capital employed

State the characteristics of small business

Characteristics of small business:-

Labour intensive

Small capital outlay, etc.

List the areas of small operation

Areas: Trading, Catering, Etc

Outline the role of small businesses

The role that small businesses play in the country.

They form the:

Nursery for other entrepreneurs technical base for economic development platform for mobilizing resources for economic development etc.

Explain the challenges / problems facing small business

Challenges / problems facing small business include:

- Financing
- Access to Markets
- Government Policies
- Inadequate managerial skills

<p>Define the business environment</p> <ul style="list-style-type: none"> ➤ Definition or the terms: ➤ Business ➤ Environment ➤ Business Environment 	
<p><u>Business development service providers in India.</u> DIC, MSME, NSIC, SIDCO, Financial Institutions and Banks</p>	
<p>Describe the procedure for registering a business Define Business Idea Definition of business idea; source of business idea. Programmes / procedure and available schemes.</p>	
<p>Describe how to generate Business Plan Generation of business ideas consider talents, skills and knowledge required Identify problems and find innovative solutions to them, market survey etc.</p>	
<p>Mention the sources of Business Ideas Courses of ideas</p> <ul style="list-style-type: none"> ➤ Needs and wants of the community ➤ External environment ➤ Hobbies and interest 	
<p>State the process of starting a New Enterprises Process Mobilize Resources Reorganize Resources</p>	
<p>Assess the suitability of the various sources /uses of fund The advantages and disadvantages of the various sources of funds.</p>	
<p>Distinguish between: Money, Cash and Cheques, Notes, Coins and Currency Detail description of money, cash, cheques, notes, coins, currency How to open bank account? How to fill up Cheque ? How to deposit cheque in the bank? What is a PAN Card? Why it is mandatory? Explain on – line banking.</p>	
<p>Explain source Documents Source Documents Receipts, Honour Certificate, Invoice.</p>	
<p>List the Basic Books kept by Small Business Basic Books: Cash record Stock Credit purchase (Creditors Account Record) Credit Sales Book (Customers Account Records) Record Books (Ledger) Trial Balance</p>	
<p>OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT EDUCATION</p>	
Safety & Health	Introduction to Occupational Safety and Health importance of Safety and health at workplace
Occupational Hazards	<p>3. Basic Hazards, Chemical Hazards, Vibrant caustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards.</p> <p>214. Occupational Health, Occupational Hygienic, Occupational Diseases / Disorders & its Prevention.</p>

Accident & Safety	3. Basic Principles for Protective Equipment. 4. Accident Prevention Techniques – Control of Accident and Safety Measures.
First Aid	Care of injured & Sick at the workplaces, First – Aid & Transportation of sick person
Basic Provisions	Idea of basic provision of safety, health, welfare under legislation of India.
Ecosystem	Introduction to Environment, Relationship between Society and Environment, Ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of Energy , Re – use and recycle.
Environment	Right attitude towards environment, Maintenance of in – house environment.

BAGGAGE SCREENER INTERPRETATION PROGRAMME
(BSIP)

Practical Competencies	Underpinning Knowledge (Theory)
OVERVIEW OF SECURITY AS RELATED TO X-BIS	
1. Visit to some facilities 2. Demonstration at a Facility <ul style="list-style-type: none"> a) Area of Influence & Interest b) Secure & Non Secure Zones c) Type of Fences available at various Facilities 	1. Principles and Designing of Security 2. Facility <ul style="list-style-type: none"> ➤ What is a Facility <ul style="list-style-type: none"> • Mall • Factory • Aircraft • Hotel • Bus etc. ➤ Risks faced by a Facility <ul style="list-style-type: none"> • Types of Risks • Type of Physical Risks <ul style="list-style-type: none"> ❖ Physical Attack ✓ Defensive Measures ❖ Discreetly
22	

	<ul style="list-style-type: none"> ✓ By Intrusion <ul style="list-style-type: none"> ▪ Why Detection ✓ Through Authorised Access & Exit Points <ul style="list-style-type: none"> ▪ Why Control ➤ Area of Influence & Area of Interest ➤ Secure & Non Secure Zones 3. Overview about Threat <ul style="list-style-type: none"> ➤ Items of Threat ➤ Means of Delivery 4. What to Watch For <ul style="list-style-type: none"> ➤ During Access ➤ During Exit
--	--

ACCESS CONTROL

<ol style="list-style-type: none"> 1. Creating a Secure Zone 2. Use of Each Equipments at Access Control Point 3. Pat down Search 	<ol style="list-style-type: none"> 1. Creating the Secure Zone <ul style="list-style-type: none"> ➤ Layout ➤ Location of Various Control Equipment / Devices 2. Equipment & Devices used for Access Control <ul style="list-style-type: none"> ➤ Workshop on Metal Detectors <ul style="list-style-type: none"> • DFMD • HHMD ➤ Under Carriage Inspection Mirror / Modification ➤ Explosive Detector (Video) <ul style="list-style-type: none"> • Bulk Detector • Trace Detector 3. Principles of Screening 4. Pat Down Search <ul style="list-style-type: none"> ➤ Why
--	--

	<ul style="list-style-type: none"> ➤ How 5. Care and Maintenance of Various Equipment / Devices <ul style="list-style-type: none"> ➤ DFMD ➤ X-BIS 6. Use of other Access Control Equipment / Devices <ul style="list-style-type: none"> ➤ DFMD ➤ HHMD ➤ Pat down search 7. Use of Dogs
--	---

OVERVIEW OF THREATS & OTHER RESTRICTED ITEMS

	<ol style="list-style-type: none"> 1. Types of Threat Items <ul style="list-style-type: none"> ➤ What is a Threat Item ➤ Guns ➤ Sharp Objects ➤ Dangerous Items & Hazardous Substances ➤ Explosives 2. Damage by different Threat Item <ul style="list-style-type: none"> ➤ Likely Extent and Immediacy of Damage ➤ Threats Items to watch out for in a Facility 3. Other Restricted Items <ul style="list-style-type: none"> ➤ What is a Restricted Item ➤ Types of Restricted Item
--	---

DETAILS OF THREAT & OTHER RESTRICTED ITEM IN REAL LIFE (i.e. NOT X-RAY IMAGES)

<ol style="list-style-type: none"> 1. Site Visit (To any Military / Police Unit) <ol style="list-style-type: none"> a) Familiarisation Components of Threat Items b) Identifying Different Components 	<ol style="list-style-type: none"> 1. Components of Threats <ul style="list-style-type: none"> ➤ Why is knowledge of Components Important ➤ Guns <ul style="list-style-type: none"> • Major Component ➤ Sharp Objects <ul style="list-style-type: none"> • Normal Objects • Special Type of Objects
---	---

2. Exercise making an Explosive Train
3. Exercise Identifying Various Media
4. IED & Switch Familiarisation

- Dangerous Items
 - Types of Dangerous Items
 - Where and to what extent are they likely to be a Threat
- Hazardous Substances
 - Different Types
- 2. Explosives
 - What is an Explosive
 - Types of Explosive
 - ❖ Sensitivity
 - ❖ Intensity
 - Explosive Train
 - Basic Components of Explosive Train
- 3. Restricted Items
 - Media
 - Hard Drive
 - Camera
- 4. IED
 - What all can be improvised
 - Explosive
 - Detonator
 - Power Source / Initiator
 - ❖ Electric
 - ❖ Non Electric
 - Timer / Switches
 - ❖ Timer
 - ❖ Switches
 - Different Types of IED

<ol style="list-style-type: none"> 1. Exercise on Handling the Mouse 2. Exercise on Familiarisation with Simulator Software 3. Exercise “ Practical Handling of Control Panel” 	<ol style="list-style-type: none"> 1. Components of Computer relevant to X-BIS 2. Actions by X-BIS Computer <ul style="list-style-type: none"> ➤ Stitching the Scanned Strips ➤ Store some images for immediate recall ➤ Archiving ➤ To help in Assorted Detection Function 3. Actions by Control Panel <ul style="list-style-type: none"> ➤ Control Panel is modified Keyboard ➤ Controls on Control Panel ➤ Location of Keyboard in Smiths’ X-BIS
---	---

X-RAY BAGGAGE INSPECTION SYSTEM

FUNDAMENTAL OF X-BIS

<ol style="list-style-type: none"> 1. Ex – Recognition of Different types of X-Ray Images 2. Ex – Recognition of types of X-BIS from the Models 	<ol style="list-style-type: none"> 1. History 2. X-rays <ul style="list-style-type: none"> ➤ Production & Characteristics ➤ Difference between Medical X-ray / Security X-ray 3. X-BIS <ul style="list-style-type: none"> ➤ Basic Machine & Basic Components including their function ➤ Different types of X-BIS 4. Switching ‘On’ / ‘Off’ 5. Security Features & Safety Precautions <ul style="list-style-type: none"> ➤ Difference between the two ➤ Security Features ➤ Safety Precautions 6. Feeding, Alignment <ul style="list-style-type: none"> ➤ Alignment of Bag <ul style="list-style-type: none"> • Why ➤ Feeding <ul style="list-style-type: none"> • Spacing
---	--

	➤ Small Articles & Liquids Handling
INTERPRETATION ON IMAGES	
<p>1. Ex – Recognising Everyday Objects from their X-ray Images & vice versa</p> <p>2. Use of IMF</p> <p>3. Exercise - Camouflage</p> <p>4. Exercise - Concealment</p>	<p>1. Fundamentals</p> <ul style="list-style-type: none"> ➤ Importance of Perspective ➤ Relevance of Periodic Table and X-Ray Images ➤ Basis for Organisation of Colour Code ➤ Difference between Detection, Recognition, Identification <p>2. Interpretation Techniques</p> <ul style="list-style-type: none"> ➤ Associating Objects with Colour ➤ Recognising Tonal Variation ➤ X-ray images of Everyday Objects in 3 different Perspectives ➤ Problems with Impenetrable Objects ➤ Exemptions to the Colour Code ➤ Symmetry & Out of Place Items ➤ Alignment of Baggage for Proper Perspective <p>3. Recognising X-ray Images of everyday Objects</p> <ul style="list-style-type: none"> ➤ Anticipating Colour ➤ Interpreting Thickness <p>4. Image Manipulation Features (IMF)</p> <ul style="list-style-type: none"> ➤ Purpose ➤ Basic Image Manipulation Features & Purpose <ul style="list-style-type: none"> • Sector Zooming • Organic Stripping • Inorganic Stripping • Inverse • Black & White <p>5. Revisit Control Panel</p> <ul style="list-style-type: none"> ➤ Placement of Image Manipulation Feature on
27	

	<p>Different Machines</p> <ul style="list-style-type: none"> ➤ Everyday objects seen along with X-ray Image <p>6. Camouflage & Concealment</p> <ul style="list-style-type: none"> ➤ Concealment ➤ Camouflage <ul style="list-style-type: none"> • Explosive • Detonator • Wires • Power Source • Timers
RECOGNISING THREATS ITEMS	
<p>1. Ex – Recognising type of Containers from their X-Ray Image</p> <p>2. Ex – Recognising Threat in Complete Form from their X-Ray Images</p> <p>3. Ex – Recognising Components of Threat from their X-Ray Images</p> <p style="text-align: right;">28</p>	<p>1. Familiarity with Expected Containers</p> <ul style="list-style-type: none"> ➤ What are expected Containers ➤ X-ray images of expected containers in different perspective <ul style="list-style-type: none"> • Symmetry • Possible places for Concealment <p>2. Unexpected Containers</p> <ul style="list-style-type: none"> • What to look out for <p>3. Recognising X-ray Images of Threat Items</p> <ul style="list-style-type: none"> ➤ In Complete Form <ul style="list-style-type: none"> • Guns • Sharp Objects • Dangerous Item • Hazardous Item • Explosive • Restricted Items ➤ In Disassembled Form <p>4. Critical Threat</p> <ul style="list-style-type: none"> ➤ Depends on Facility

	5. Modus Operandi of Terrorist
ACTION BY SCREENER	
1. Explosive, Sniffing Dogs etc.	<ol style="list-style-type: none"> 1. What are we Looking For 2. When working with X-BIS <ul style="list-style-type: none"> ➤ Indicating Presence of Threat to Crew Members ➤ Action to be taken for bags with Non – Explosive Threats / Hand Searching of Bags ➤ Action to be taken for bags with Explosive 3. Working with external agencies <ul style="list-style-type: none"> ➤ Explosive Sniffing Dogs ➤ Bomb Disposal Crew 4. Theory Test
IMAGE INTERPRETATION PRACTICE USING THE SOFTWARE SIMULATOR	
<ol style="list-style-type: none"> 1. Ability to Recognise Individual Articles, Their Orientation, in an Image of Mixed Bag 2. Ability to Recognise Critical Threat 3. Ability to work at different Levels of Difficulty 4. On line Test of Competency Level 	
PRACTICAL WORKING USING THE SOFTWARE SIMULATOR	
Workshop on :- <ol style="list-style-type: none"> 1. Calibration Using CTP <ul style="list-style-type: none"> ➤ Features of CTP ➤ Filling of Form 2. Switching ‘On’ <ul style="list-style-type: none"> ➤ Normal ➤ After Emergency Stop ➤ Machine Not Switching On 3. Working as a Crew <ul style="list-style-type: none"> ➤ Need for Rotation ➤ Loader ➤ Screener ➤ Searcher 	<ol style="list-style-type: none"> 1. Humans & Crowd Behavior 2. Principle of Screening <ul style="list-style-type: none"> ➤ Separation

<ul style="list-style-type: none"> ➤ Working at the Access Control Point with XBIS <p>4. Working with Bags</p> <ul style="list-style-type: none"> ➤ Feeding (To Include Alignment & Spacing) ➤ Tagging Image to Bag ➤ Indicating Presence of Threat ➤ Conducting a Hand Search of Suspected Bag ➤ Placement of Small Items & Liquids <p>5. Ex – CTP (To Include)</p> <ul style="list-style-type: none"> ➤ Switching ➤ Security Precaution ➤ Recognising Startup Problem ➤ CTP <p>6. Ex – Access Control Point Operation (To Include)</p> <ul style="list-style-type: none"> ➤ Crowd Handling ➤ Crew Work ➤ Rotation & Handling <p>7. Ex – Working on X-BIS - Simulator</p> <p>8. Ex – Final Test on Practical Handling</p>	
---	--

BAGGAGE SCREENER INTERPRETATION

(BSI)

LIST OF EQUIPMENT

S. No.	Name of Items	Quantity
1	LCD Projector	1No.
2	Screen	1 No.
3	Safety Devices	As per Annx I
4	Security Device	As per Annx II
5	Dummy Explosive Parts a) Explosive • High Explosive • Low Explosive b) Detonator • Electric • Non Electric c) Power Source d) Timers • Mechanical	30

	• Digital	
6	Desk Top Computer (Window 7) a) CPU <ul style="list-style-type: none"> • RAM – 2 GB • HDD – 180 GB • HD Graphic Card – Intel R b) Keyboard a) Colour Monitor b) Mouse	1No.
7	Desktop / Laptop as per specifications given by the manufacturer Image Interpretation software with Mouse	13 (One each per two candidate)
8	Dummy Bags a) Brief Case of at least 4 different types b) Backpack 4 different types mixed colours & size c) Ladies Purse 4 different types d) Loose Cloths Bundle e) Cartons f) Overnighter g) Leather Document Holder h) Packing Items <ul style="list-style-type: none"> • Men's & Women's Clothes • Books • Stationery • Children's Toy • Batteries & Battery Pack • Toiletry Articles Men & Women • Deodorant & Perfumes • Crystal Glasses j) Gunny Bags	As required to pack at least 10 bags
9	Image Interpretation Software	1 No.
10	CTP (Video)	1 No.
11	Forms for use with CTP	
12	X-BIS Simulator	Ref Annx III

Annx I**BAGGAGE SCREENER INTERPRETATION**
(BSI)**SAFETY DEVICES**

Sl No.	Name of Items	Quantity
1.	Fire Panel	1 No.
2.	Smoke Detector	1 No.
3.	Heat Detector	1 No.
4.	Sprinkler	1 No.
5.	Fire Extinguishers or Suitable Pictures of each d) Foam e) Co ₂ f) Dry Powder	As required

6.	Stretcher Foldable	1 No.
----	--------------------	-------

Annx II

BAGGAGE SCREENER INTERPRETATION
(BSI)

SECURITY DEVICES / EQUIPMENTS

Sl No.	Name of Items	Quantity
1	Under Carriage Mirror	1No.
2	HHMD	4Nos.
3	DFMD	1No.
4	Pictures of Explosive Trace Detectors	As Required
5	Video on Working of a Explosive Sniffing Device	As Required

Annx III

BAGGAGE SCREENER INTERPRETATION
(BSI)

X-BIS SIMULATOR