

CURRICULUM FOR SECURITY TRAINING (AS PER NATIONAL OCCUPATIONAL STANDARDS)

| SN O | SUBJECT | DURATION (Initial Alotment) | REMARKS |
|-----------------|--|--|----------------|
| 1 | <u>INTRODUCTION</u> | 8 HOURS | |
| | I. PRESENT SECURITY SCENARIO - DIFFERENT TYPES OF THREAT (VIP/ INSTITUTION/ INTERNAL SECURITY) | | |
| | II. GOVERNMENT SECURITY AGENCIES LIKE ARMY, CISF, BSF, POLICE, SSB | | |
| | III. ROLE OF PRIVATE SECURITY AGENCIES. | | |
| | IV. THE PRIVATE SECURITY AGENCIES (REGULATION) ACT-2005 AND RULES OF HARYANA PRIVATE SECURITY AGENCIES (REGULATION) RULES, 2009 AND ITS SUBSEQUENT IMPORTANCE | | |
| 2 | <u>PRIMARY/ ELEMENTARY KNOWLEDGE</u> | 12 HOURS | |
| | I. RUDIMENTARY KNOWLEDGE OF THE INDIAN PENAL CODE, 1860 (45 OF 1860), RELATING TO RIGHT TO PRIVATE DEFENSE, PROCEDURE FOR LODGING FIRST INFORMATION REPORT IN POLICE STATION AS MENTIONED IN CODE OF CRIMINAL PROCEDURE, 1973; | | |
| | II. BASIC PROVISION OF LAW – RIGHT OF PRIVATE DEFENSE, ARREST BY PRIVATE PERSON, ARMS ACT, EXPLOSIVES ACT ETC. | | |
| | III. POLICE / ARMY ORGANIZATION – FUNCTIONAL HIERARCHY. | | |
| | IV. POLICE AND ARMY BADGES. | | |
| | V. CONDUCT IN PUBLIC AND CORRECT WEARING OF UNIFORM | | |
| 3 | <u>VITAL SECURITY OPERATIONS AND THEIR PRACTICAL METHODOLOGY</u> | 20 HOURS | |
| | A. PHYSICAL SECURITY, SECURITY OF THE ASSETS, SECURITY OF THE BUILDINGS/APARTMENTS, PERSONNEL SECURITY, HOUSEHOLD SECURITY. | | |
| | I. MAINTAINING & CHECKING OF ENTRY AND EXIT REGISTERS. | | |
| | II. TRAINING TO SECURE ACCESS TO AND FROM THE SITE OF DEPLOYMENT. | | |
| | III. AUTHORIZED AND REGULATED ENTRY OF MAN, MATERIAL, VEHICLE, ETC. | | |
| | IV. PREVENTION AND PROHIBITION OF ANY ACTIVITY, MOVEMENT OF MAN, MATERIAL AND VEHICLE, WHICH HAS BEEN MANDATED IN THE CONTRACT BETWEEN THE PARTIES. | | |
| | V. BASIC READING OF LAYOUT BUILDING PLANS, SITE PLAN OF GROUP HOUSING SOCIETIES, RESIDENTIAL COLONIES AND COMMERCIAL / RESIDENTIAL ENCLAVES. | | |
| | VI. ONSITE DECISION-MAKING REGARDING DEPLOYMENT OF PERSONNEL AT CRITICAL, ENTRY AND EXIT POINTS. | | |

| | | | |
|---|---|-----------------|--|
| | VII. FOR PERSONAL SECURITY OF CLIENTS, BASIC SENSITIZATION TOWARDS NEEDS OF BUSINESS, HOME AND SOCIETAL ENVIRONMENTS. | | |
| | VIII. SENSITIZATION ABOUT DIFFERENT TYPES OF SECURITY RESPONSIBILITIES, EG. RECEPTION, GATE, STORE, FACTORY, RESIDENCE, HOTELS, FARM HOUSE, MALL, BANK, ATM CASH IN TRANSIT ETC. | | |
| | IX. USE AND HANDLING OF COMMUNICATION DEVICES SUCH AS WALKIE-TALKIE, MOBILE, HAM-SET, BASIC TELEPHONES ETC. | | |
| | X. PRACTICAL EXPOSURE TO CONTROL ROOM DUTIES. | | |
| | B. A.) STANDARD OPERATION PROCEDURES TO BE FOLLOWED | | |
| | I. IN TIME OF ANY CRISIS | | |
| | II. WHENEVER SUSPICIOUS OBJECTS ARE FOUND. | | |
| | III. CRISIS AND DISASTER CONTROL | | |
| | IV. IDENTIFICATION OF CRISIS-PRONE AND DISASTERS-PRONE AREAS AT THE SITE OF DEPLOYMENT. | | |
| | V. FRAMING UP OF SITE-SPECIFIC MANAGEMENT PLAN INCLUDING MAKING UP OF RESOURCE INVENTORY, PLANNING OF DEPLOYMENT DURING THE CRISIS, EVACUATION, RELIEF OF VICTIMS IN CIRCUMSTANCES OF CRISIS AND DISASTERS. | | |
| | VI. MOCK DRILL PLANS TO BE MADE BY SUPERVISORS FOR CRISIS MANAGEMENT AND DISASTER MANAGEMENT ONSITE-BASIS SHOULD BE PRACTICED. | | |
| | VII. SENSITIZATION OF IMPORTANT TELEPHONE NUMBERS OF STATE ACTORS WHOSE MINIMUM INTERVENTION WOULD BE REQUIRED IN CRISIS / DISASTER SITUATIONS. | | |
| | <u>DUTIES OF SECURITY GUARDS</u> | 20 HOURS | |
| 4 | I. POST DUTIES. | | |
| | A. DEFINITION OF POST DUTY. | | |
| | B. DOS AND DON'TS OF POST DUTY. | | |
| | C. ESSENTIAL ELEMENTS OF POST DUTY | | |
| | II. ACCESS CONTROL MEASURES. | | |
| | 1. PHYSICAL SECURITY | | |
| | 1.1 ACCESS CONTROL SYSTEM OPERATION | | |
| | 1.2 CREDENTIAL | | |
| | 1.3 ACCESS CONTROL SYSTEM COMPONENTS | | |
| | 1.4 ACCESS CONTROL TOPOLOGY | | |
| | 1.5 TYPES OF READERS | | |
| | 1.6 ACCESS CONTROL SYSTEM TOPOLOGIES | | |
| | 1.7 SECURITY RISKS. | | |
| | 2. COMPUTER SECURITY | | |
| | 2.1 AUTHORIZATION. | | |
| 2.2 IDENTIFICATION AND AUTHENTICATION (I&A) | | | |
| 2.3 ACCESS APPROVAL | | | |

| | | | |
|----------|--|-----------------|--|
| | 2.4 ACCOUNTABILITY | | |
| | 2.5 ACCESS CONTROL MODELS | | |
| | III. ANTI-SABOTAGE CHECKS. | | |
| | A. PROCESS. | | |
| | B. GADGETRY. | | |
| | IV. PATROLLING | | |
| | A. PRINCIPLES OF PATROLLING | | |
| | V. CHECKING OF VARIOUS DOCUMENTS. | | |
| | A. EXPOSURE TO VARIOUS KINDS OF IDENTIFICATION PAPERS, IDENTITY CARDS, PASSPORTS AND SMART CARDS. | | |
| | B. RECOGNITION OF CRITICAL MARKS, STAMPS, HOLOGRAM, ETC. OF VARIOUS AGENCIES IN ORDER TO DIFFERENTIATE BETWEEN THE ORIGINAL AND FAKE IDENTIFICATION PAPERS. | | |
| | C. WHOM TO APPROACH IN CASE OF DETECTION OF FORGED / SUSPICIOUS DOCUMENTS | | |
| | VI. INTELLIGENCE COLLECTION | | |
| | VII. CROWD CONTROL | | |
| | A. TO ADDRESS CROWD OVER PUBLIC ADDRESS SYSTEM IN CROWDED SITUATION. | | |
| | B. PROPER APPEALS TO BE MADE TO THE PUBLIC TO | | |
| | C. PREVENT CHAOS, STAMPEDE, ETC. IN A CROWDED SITUATION. | | |
| | D. TO CREATE A ROPE BARRIER, HUMAN BARRIERS, METAL BARRICADES TO SECURE GIVEN AREA IN CROWDED SITUATION. | | |
| | E. TO MAN, PLANNED SITE EVACUATION DURING THE CROWDED SITUATION. | | |
| | MEASURES FOR BRINGING ORDER IN A CROWDED SITUATION. | | |
| 5 | <u>SOFT SKILLS</u> | 12 HOURS | |
| | I. PRIMARY ENGLISH (ALPHA NUMERIC)-PRONUNCIATION, FUNCTIONAL GRAMMAR, READING, WRITING, SPEAKING. | | |
| | II. COMMUNICATION SKILLS- MEANING OF COMMUNICATION AND ITS IMPORTANCE, PROCESS AND TYPE OF COMMUNICATION, BARRIERS OF COMMUNICATION, HANDLING NERVOUSNESS. | | |
| | III. LISTENING SKILLS-HEARING AND LISTENING, EFFECTIVE LISTENING, BARRIERS TO ACTIVE LISTENING, ACTIVE LEARNING SKILLS. | | |
| | IV. MOTIVATIONAL TRAINING-CHARACTERISTIC ESSENTIAL TO ACHIEVING SUCCESS, THE POWER OF POSITIVE ATTITUDE, IMPORTANCE OF COMMITMENT, ETHICS AND VALUES, WAYS TO MOTIVATE ONESELF, PERSONAL GOAL SETTING. | | |
| | V. TIME MANAGEMENT SKILL-TOOLS TO PLAN YOUR WORK, GETTING ORGANIZED, MAXIMIZING THE AVAILABLE TIME. | | |
| | VI. QUALITY TOOLS- INTRODUCTION TO QUALITY CONSCIOUSNESS QUALITY CONCEPT. | | |

| | | | |
|----------|---|-----------------|--|
| | VII. OCCUPATIONAL SAFETY AND HEALTH- DEFINITION OF OCCUPATIONAL SAFETY AND HEALTH, OCCUPATIONAL HAZARDS, PREVENTION AND CONTROL OF ACCIDENTS. | | |
| | VIII. REPORT WRITING (ENGLISH AND HINDI) | | |
| | IX. INTERFACE WITH PUBLIC/POLICE / OTHER DEPARTMENTS | | |
| | X. BASIC KNOWLEDGE OF COMPUTER | | |
| 6 | <u>DOCUMENTATION</u> | 6 HOURS | |
| | MAINTENANCE OF RECORDS BY THE GUARDS AS FOLLOWS: | | |
| | I. IN AND OUT REGISTER | | |
| | II. MATERIAL DISPATCH REGISTER | | |
| | III. POST DUTY REGISTER | | |
| | IV. SAFETY EQUIPMENT MAINTENANCE REGISTER | | |
| | V. PATROLLING REGISTER | | |
| | VI. INCIDENCE REPORTING REGISTER | | |
| 7 | <u>SECURITY RELATED EQUIPMENT USAGE</u> | 12 HOURS | |
| | A) ARMS AND EXPLOSIVES | | |
| | I. EXPLOSIVE AND IEDS – IDENTIFICATION AND FOLLOW-UP DRILL, | | |
| | II. HANDLING AND OPERATION OF NON PROHIBITED WEAPONS AND FIREARMS (OPTIONAL); | | |
| | III. IDENTIFICATION OF DIFFERENT TYPES OF ARMS IN USE IN PUBLIC AND POLICE, | | |
| | B) OTHER EQUIPMENTS | | |
| | I. COMMUNICATION EQUIPMENTS | | |
| | II. SECURITY ALARMS | | |
| | III. SCREENING EQUIPMENTS | | |
| | IV. CCTV | | |
| | V. GENERAL ELECTRICAL EQUIPMENTS | | |
| 8 | <u>FIRE FIGHTING</u> | 6 HOURS | |
| | I. FIRE AND ITS CHEMISTRY. | | |
| | II. SOURCE OF FIRE | | |
| | III. TYPE OF FIRE | | |
| | IV. TYPES OF FIRE PREVENTION | | |
| | V. FIRE PRECAUTIONS, CAUSES OF FIRE IN INDUSTRY AND ESTABLISHMENTS | | |
| | VI. HANDLING OF FIRE FIGHTING EQUIPMENTS | | |
| | VII. ROLE OF SECURITY GUARD IN PREVENTION AND FIGHTING OF FIRE. | | |
| | VIII. FIRE FIGHTING PROCESS | | |

| | | | |
|-----------|--|------------------|--|
| | <u>FIRST-AID</u> | 4 HOURS | |
| 9 | I. PRINCIPLES OF FIRST-AID (STRUCTURE AND FUNCTIONS OF THE BODY). | | |
| | II. BLEEDING AND TYPE OF BANDAGES, TREATMENT OF FRACTURES AND WOUNDS. | | |
| | III. TRANSPORTATION OF INJURED. EMERGENCY HANDLING OF STROKE, HEART ATTACK, TRAUMA, FALLS, CASUALTY, POISONING ETC. | | |
| | IV. EMERGENCY HANDLING OF BURN. | | |
| | V. BASIC OF COMMUNICATION BOTH VERBAL AND NONVERBAL, TO BE MADE DURING THE TIMES OF MEDICAL CASUALTIES IN PUBLIC PLACES. | | |
| | | | |
| | TOTAL | 100 HOURS | |
| | | | |
| 10 | WEARING OF UNIFORM/ DRILL/ SALUTING (TO BE CONDUCTED ADDITIONALLY) | | |
| | | | |
| | GRAND TOTAL | 100 HOURS | |