

Syllabus for the Trade of

SECURITY GUARD (GENERAL DUTY)

(Apprenticeship Training Scheme Non-Designated Trade)

Designed in : 2017

General Information

Name of the Trade : Security Guard (General Duty)

1. **N. C. O. code No** :

2. **Duration of Apprenticeship Training** : One Year & Three Month (15 months)

Duration of Basic Training: -Block –I: 3 months

Total duration of Basic Training: 3 months

Duration of Practical Training (On -job Training): - Block–I: 12 months

Total duration of Practical Training: 12 months

3. **Power Norms** : 2 KW

4. **Space Norm** : 1000 Sq Mtrs. for practical Training area

5. **Entry Qualification** :

a. Passed class 10th Examinations under 10+2 system of education or its equivalent.

b. **The minimum physical requirements are**

- i. **Height:** Male- 170cm, Female- 155cm (concession of 5cm for hill domicile, Scheduled castes & scheduled tribes)
- ii. **Weight :** Proportionate to height and age as per medical standards
- iii. **Chest:** Normal 81 cm - Expanded 85 cm, no requirement of chest for female candidates
- iv. **Eye Sight:** Minimum distant vision should 6/6 and 6/9 of 2 eyes without correction i.e. without wearing of glasses
- v. **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
- vi. A registered MBBS doctor must certify that the candidate is medically fit to undertake the course

Note 1: Industry may impart training as per above time schedule, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspect is compromised and duration of industry training(OJT) to be remain as 1 year.

Note 2: a . Training area measuring 1000 Sq Mtrs for Practical Training, common to all courses is required/ used for all the three courses Viz Security, Safety, Industrial Safety and security Management, if an institute is running all the above mentioned trade courses.

b. Training Ground can be away from the Institute at the distance of maximum 20 kms in the safe zone. So that parade and practical training don't affect the local population.

c. Material List is provided with syllabus may have some common safety equipment can be used for other trades.

6.1COURSE STRUCTURE

Training duration details: -

Time (in months)	1-3	4-15
Basic Training	Block– I	-----
Practical Training (On - job training)	----	Block – I

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SYLLABUS
7.1 BASIC TRAINING
(BLOCK – I)
DURATION: 03 MONTHS

GENERAL INFORMATION

Name of the Trade	: Security Guard (General Duty)
Hours of Instruction	: 500Hrs.
Batch size	: 20
Power Norms	: 02 KW for Workshop
Space Norms	: 1000 Sq.mtrs.
Examination	: The internal assessment will be held on completion of the Block.

Instructors' /Trainers Qualification: Degree in Fire & Safety Engineering/
With one year experience in the relevant field.

OR

Post Graduate Diploma in Industrial Safety
Engineering/ /Post Graduate Diploma in Health,
Safety & Environment with two year experience in
the relevant field.

OR

Defense/security/military/paramilitary/police
officer JCOs/NCOs with 10 years of experience
in the relevant field.

Desirable Qualification	: Preference will be given to a candidate with experience in Security and investigation.
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Tools, Equipments & Machinery required : - As per Annexure – I

7.2 DETAIL SYLLABUS OF BASIC TRAINING

7.2.1DETAIL SYLLABUS OF PROFESSIONAL SKILLS & PROFESSIONAL KNOWLEDGE

Block –I Basic Training

Week No.	Professional Skills (270 Hours) Including Basic numeracy	Professional Knowledge (120 Hours)
1	<p>Safety: - its importance, classification, personal, general, workshop and job safety. Occupational health and safety. Basic injury prevention, Basic first aid, Hazard identification and avoidance, safety signs for Danger, Warning, caution & personal safety message. Preventive measures for electrical accidents & steps to be taken in such accidents.</p> <p>Importance of housekeeping & good shop floor practices. Disposal procedure of waste materials like cotton waste, metal chips/burrs etc. Fire& safety: Use of Fire extinguishers.</p>	<p>Importance of safety and general precautions observed in the industry/shop floor. All necessary guidance to be provided to the new comers to become familiar with the working of Institute system including stores procedures.</p> <p>Introduction of First aid. Safety attitude development of the trainee by educating him to use Personal Protective Equipment (PPE). Response to emergencies eg; power failure, fire, and system failure. Accidents- Definition types and causes. First-Aid, nature and causes of injury and utilization of first-aid.</p> <p>Introduction to 5S concept & its application. Fire: - Types, causes and prevention methods. Fire Extinguisher, its types.</p> <p>Global warming its causes and remedies. Industrial Waste its types, sources and waste Management.</p>
2	Familiarization with the organization	<p>Introduction</p> <ul style="list-style-type: none"> ➤ Trade, ➤ its utility & Scope ➤ Job Prospects
3	<p>Meaning and Definition of Security: Define Security, Types of security, Personal Security, Industrial Security, Access Control, Authorized and Unauthorized access</p> <p>Importance of security: Need of security for the society, families, service industry, Educational institutions, Financial Institution, Events and corporate</p> <p>Security Concept : Introduction to security Management, Safety and security Policy, Responsibility of Management for security, Security Officers Duties & Responsibilities, Security Check Points Objectives, Standards, Practices and Performances.</p>	<p>What does security means exactly? What kind of security is required by someone. Difference in types of security.</p> <p>Where security is required, why it is required and from whom the security is required. What Assurance has been provided to the receiving end. Know the level of security that has been provided and what it involves.</p> <p>What is the level of security in different types of institutions. What is the objective of the security provided. What countermeasures are to be taken according to the situation.</p>
	<p>Risks And Threats: Common risks, threats and emergencies to the society and various institutions as mentioned in serial number-2</p> <p>Role of Government for Safety and Security:</p>	<p>What are the risks involved. What to be done in case of receiving the threats depending upon the severity the issue.</p> <p>What is the role of the government in providing the security. What are different government agencies</p>

<p>4 to 6</p>	<p>Role and function of various security and surveillance agencies including Police, NIA, Department of Narcotics control and informers,</p> <p>Need for Private Security: Need and role for private security agencies for society, families, service industry, Educational institutions, Financial Institution, Events and corporates</p> <p>Role and Responsibilities of Private Security Guard: Role private security guard as responsible for security and safety of general public/ hirer /guest and visitors at society, families, service industry, Educational institutions, Financial Institution, Events and corporates</p> <p>Laws and Legal Provisions for Private Security Agencies and Guards: Laws and Legal provisions defining limits, authorities and responsibilities relevant to role and tasks of a private security guard/agency, provisions of Indian Penal Code 1860 relevant for private Security Guard specifically Right of Private Defense and Offences related to trespass, private property, bodily offences and their punishment</p>	<p>providing security and what type of security do they provide. In case of involvement of government agencies, what support to provide them. When to contact the government security like Police , in case of emergencies.</p> <p>Why private security service is required. Where it is required? What is the role of private security personnel hired by anyone. What are the legal boundaries of the private security guard and to what extent one must go to secure the hirer.</p>
<p>7</p>	<p>The Code of Criminal Procedure, 1973 : Arrest by private person and procedure on such arrest, No unnecessary restraint/ detention, procedure to Lodging of complaint and first information report with police and other relevant provisions</p> <p>Special and Local Laws: Provisions of local laws state specific relevant sections only of The Arms Act, 1959, Explosive Act, 1884 and The Explosive Substances Act, 1908</p>	<p>One must know the boundary of the private security to make arrest and procedure on it. When the FIR is to be filed or local government authorities are to be called to take hold of the situation.</p> <p>Awareness about the local and state specific laws and different acts under which a person can be arrested on suspicion.</p>
<p>8 to 10</p>	<p>Private Security Agencies Regulation Act-2005: Relevant sections of Private Security Agencies Regulation Act-2005 and The Private Security Agencies Central Model Rules – 2006</p> <p>Awareness about employment rights and wages: Provisions of Labour laws, Minimum wages and its components, PF contribution its yearly statement, ESI contribution its membership card, ESI benefits, Overtime rules and types of leave and offs etc</p> <p>First Aid, Resuscitation: Definition of First-Aid, Qualities of first aider, Shock-Signs and Symptoms, Asphyxia-Signs and Symptoms, Wounds and Hemorrhage -Classification of injuries, Signs, Symptoms and management, Burns, Scalds and frost Bits signs and symptoms and management. Causes and types of fractures Sprain & Dislocation-Signs and symptoms, Snake Bite-Treatment</p> <p>Automatic Fire Detection cum Alarm System: Introduction of Types of Detectors- Smoke, Heat, Flame/Gas Detectors, Operating</p>	<p>Awareness about the private security agency regulations act. Awareness about the self rights as security guard if employed by a private security company and the minimum wages as set by the state.</p> <p>Types of first aid and it's use in case of emergency. Types of automatrice alarm systems and its Working. What to do in case the alarm goes active.</p>

	principles, Control Panel, quick response technics, raising alarm, safe evacuation, creation of safe passage for evacuation.	
11 & 12	<p>Discipline: Introduction, Importance of Discipline, General Principles of discipline, essentials for discipline and outward Signs.</p> <p>Hazard and Risk: Causes, Identification, Evaluation & Control. Hazard and Operability Study (HAZOP), Sources for Information on Hazard Evaluation. Risk and Risk Analysis.</p> <p>Electronic Security: Under the electronic security security guard must learn the following in third semester:</p> <p>Identify various types of CCTV systems in use for surveillance by private security.</p> <p>The major parts of CCTV equipment and their functions</p> <p>The signage and terminology used for CCTV monitoring.</p> <p>Continually monitor the screen(s) and be alert for any irregular or suspicious activities or incidents.</p> <p>The local geography of the areas that has to be monitored.</p> <p>Follow set procedures as prescribed by the organizational operational procedures in case of irregular or suspicious incident or events.</p> <p>Common irregular or suspicious activities or incidents that should be recorded and reported.</p> <p>Maintain security and confidentiality of information, Documentation to be completed, its importance and timescale for completion.</p> <p>Common electronic systems (Alarms Systems, Sensors, Fire Panel, Communication systems) used for security of an establishment, their uses and operation.</p> <p>Follow organizational procedures to respond to and operate security, surveillance and safety alarms, sensors and panels.</p> <p>Brief on PIDS, turnstiles, biometric equipment etc.</p>	<p>Discipline requirement so as to perform the duty assigned proficiently.</p> <p>Ability to identify the potential hazard and risks and notifying it promptly as per severity.</p> <p>Monitoring of CCTV and and its working.</p> <p>Following procedures in case of seeing any suspicious activity.</p> <p>Knowledge of the area which is being monitored so as to respond effectively in case of any problem or occurrence of any issue.</p> <p>Maintain the log of any problem Occurrence in premises or exactly outside the premises that might cause any issue inside of the premises.</p>
13	Revision & Assessment	

7.3 EMPLOYABILITY SKILLS

GENERAL INFORMATION

- | | | |
|-----------------------------|---|--|
| 1) Name of the subject | : | EMPLOYABILITY SKILLS |
| 2) Applicability | : | ATS- Mandatory for fresher only |
| 3) Hours of Instruction | : | 110Hrs. |
| 4) Examination | : | The examination will be held at the end of the Training. |
| 5) Instructor Qualification | : | |

i) **MBA/BBA with two years experience or graduate in sociology/social welfare/Economics with two years experience and trained in Employability skill from DGT Institute.**

And

Must have studied in English/Communication Skill and Basic Computer at 12th /diploma level

OR

ii) **Existing Social Study Instructor duly trained in Employability Skill from DGT Institute.**

7.3.1 SYLLABUS OF EMPLOYABILITY SKILLS

A. Block – I Basic Training

Topic No.	Topic	Duration (in hours)
	English Literacy	15
1	Pronunciation : Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)	
2	Functional Grammar Transformation of sentences, Voice change, Change of tense, Spellings.	
3	Reading Reading and understanding simple sentences about self, work and environment	
4	Writing Construction of simple sentences Writing simple English	
5	Speaking / Spoken English Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.	
	I.T. Literacy	15
1	Basics of Computer Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.	
2	Computer Operating System Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.	
3	Word processing and Worksheet Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets	
4.	Computer Networking and INTERNET Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in	

	Information Security, Awareness of IT - ACT, types of cyber crimes.	
	Communication Skill	25
1	Introduction to Communication Skills Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body - language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort. Case study/Exercise	
2	Listening Skills Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.	
3	Motivational Training Characteristics Essential to Achieving Success The Power of Positive Attitude Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning. Case study/Exercise	
4	Facing Interviews Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview	
5	Behavioral Skills Organizational Behavior Problem Solving Confidence Building Attitude Decision making Case study/Exercise	
	Entrepreneurship skill	15
1	Concept of Entrepreneurship Entrepreneurship- Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. Management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.	
2	Project Preparation & Marketing analysis Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of Product Life Cycle (PLC), Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.	
3	Institutions Support Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non	

	financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.	
4	Investment Procurement Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.	
	Productivity	10
1	Productivity Definition, Necessity, Meaning of GDP.	
2	Affecting Factors Skills, Working Aids, Automation, Environment, Motivation How improves or slows down.	
3	Comparison with developed countries Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.	
4	Personal Finance Management Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.	
	Occupational Safety, Health & Environment Education	15
1	Safety & Health Introduction to Occupational Safety and Health importance of safety and health at workplace.	
2	Occupational Hazards Basic Hazards, Chemical Hazards, Vibro-acoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.	
3	Accident & safety Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.	
4	First Aid Care of injured & Sick at the workplaces, First-Aid & Transportation of sick person	
5	Basic Provisions Idea of basic provision of safety, health, welfare under legislation of India.	
6	Ecosystem Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.	
7	Pollution Pollution and pollutants including liquid, gaseous, solid and hazardous waste.	
8	Energy Conservation Conservation of Energy, re-use and recycle.	
9	Global warming Global warming, climate change and Ozone layer depletion.	
10	Ground Water Hydrological cycle, ground and surface water, Conservation and Harvesting of water	
11	Environment Right attitude towards environment, Maintenance of in -house environment	
	Labour Welfare Legislation	5
1	Welfare Acts	

	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.	
	Quality Tools	10
1	Quality Consciousness : Meaning of quality, Quality Characteristic	
2	Quality Circles : Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.	
3	Quality Management System : Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.	
4	House Keeping : Purpose of Housekeeping, Practice of good Housekeeping.	
5	Quality Tools Basic quality tools with a few examples	

7.4 PRACTICAL TRAINING (ON-JOB TRAINING)

(BLOCK – I)

DURATION: 12 MONTHS

GENERAL INFORMATION

- 1) **Name of the Trade** : Security Guard (General Duty)
- 2) **Duration of On-Job Training** : 12 months
- 3) **Batch size** : 20
- 4) **Examination** :
 - i) The internal assessment will be held on completion of the block
 - ii) Exam will be conducted at the end of Apprenticeship Training

1) Instructor Qualification :

Degree in Fire & Safety Engineering/
With one year experience in the relevant field.

OR

Post Graduate Diploma in Industrial Safety Engineering/ /Post Graduate Diploma in Health,
Safety & Environment with two year experience in the relevant field.

OR

Defense/security/military/paramilitary/police officer JCOs/NCOs with 10 years of experience in
the relevant field.

Desirable Qualification : Preference will be given to a candidate with experience in
Security and investigation.

2) Infrastructure for On-Job Training : - As per Annexure – II

7.4.1 BROAD SKILL COMPONENT TO BE COVERED DURING ON-JOB TRAINING

BLOCK – I (12 Months)

Shop Floor Training

- I. Familiarization with the Institute, Documentation of apprentices, Issuance of Dress, Books, Hostel Accommodation (If required) and Store. Importance of trade training, Equipment used in the trade, types of work done by the trainees in the trade. Introduction to security equipment and their uses. Introduction of first aid, Road safety, operation of Electrical mains, Evacuation plan, Security Check points and Knowledge of General Safety, Occupational health and hygiene.
- II. 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

Demonstration of:

- Hand Held Metal Detectors (HHMD)
- Door Held Metal Detectors (DFMD)
- First Aid
- Fire Fighting Equipment
- Organic flammable liquids and commonly used

industrial chemicals

- Practical Use of security equipment
- **Maintenance of tools and equipment.**

- I. Familiarization and demonstration of security check points, patrolling points, access routes, assembling locations
- II. Methods of entry into building, Searching of location
- III. Methods of rescue in fire, disaster or earth quack
- IV. Importance of health and safety in the workplace
- V. Personal cleanliness and hygienic practices to be followed by a security guard
- VI. Demonstrate good housekeeping in order to prevent accidents or illness
- VII. Demonstrate personal cleanliness and hygiene
- VIII. HIV precautions to be taken against infections
- IX. Stay free from intoxicants (alcohol, cigarette tobacco and drugs)

- X. Commonly used safety signs
- XI. Common personal protective equipment used by a security Guard
- XII. Familiarization to Fire Station Writing practices of following
 - a. Duty Card/ Register
 - b. Log Book
 - c. Occurrence Book
 - d. Stock Register

Physical Training:

- I. 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
- II. Various routines used to develop physical endurance, stamina and strengths
- III. Do's and don'ts of following a physical fitness routine

Visit to industrial/Institutional unit and adoption of Security Practice:

- I. Practices of good House Keeping
- II. Study of trespassing and safe access and checks on them
- III. **Hands on experience with security guards/supervisors.**

Practical:

- I. Role play for security communication
- II. Practice of Verbal and Non Verbal communication
- III. Wearing Uniform properly
- IV. Use of Night vision Camera
- V. Use of Binoculars
- VI. Monitoring of CCTV
- VII. Record keeping register entries
- VIII. Computer Operations and functions
- IX. Display of Various alarms and sensors and their operations

1. Access Control: Following Concepts to be learnt for Access Control

- a. Establish identity, purpose and authorization of different category of people/ vehicles seeking to enter or exit from the premises
- b. Category of people/ vehicles seeking access to the premises
- c. Key functions performed by a security guard with respect to movement of materials, personnel and vehicles
- d. Types of identity/ authorization documents carried by people, vehicle and material

seeking entry or exit

- e. Prepare and issue passes/ permits to people/ vehicles entering the premises
- f. Record information and check the documentation as required by the entry and exit procedures for people/ vehicles/ goods/ materials/ postal packages.
- g. Take action as per procedure on encountering Take action as per procedure on encountering irregularities faced during access control operations
- h. Areas within the premises having restricted/ controlled entry
- i. Report irregularities to designated authority as per timelines and requirement that may arise during access Irregularities
- j. Operate mechanical and electronic access control equipment used by security guards
- k. Potential risks and threats during screening and search operations
- l. Possible Items that are prohibited to enter/ exit from the premises
- m. Introduction to dangerous materials and weapons and other harmful items.

2. Searching and Frisking: Following has to be learnt during 4th semester for frisking:

- a. Queue and crowd management techniques at the screening and search point
- b. Limits of the role of a security guard in screening and search operations
- c. Procedure for screening and search on person/ baggage
- d. Respect persons' right to dignity, privacy and gender/ religious/ cultural sensitivity
- e. Methods and techniques adopted by people to defeat the screening and search equipment
- f. Maintain personal safety and safety of others while carrying out search

3. Patrol Duty: following are to be learnt

- a. Aim and importance of patrolling duty
- b. Types of security and safety equipment in the designated patrol area
- c. Respond appropriately to any situation that increases the risk to security or safety without undue risk to self or colleagues
- d. Use the '5 senses' while observing irregularities and suspicious people, objects and potential criminal activities during patrolling
- e. Types and sources of risks to security and safety encountered during patrolling,
- f. 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.
- g. Debriefing after patrolling duty including reporting and logging of incidents.

4. Facilitating Parking and Traffic movement:

- a. Various duties and responsibilities of a parking lot Security Guard
- b. Record details of vehicle movement, Issue and retrieve parking ticket
- c. Layout and traffic plan of the parking areas, location of rest areas and site map
- d. Assist drivers in safe and proper parking of vehicles
- e. Various traffic signals, signage and markings required to assist parking operations
- f. Ensure orderly movement of vehicles by directing and controlling flow of traffic
- g. Traffic control and protective equipment used in parking operations
- h. Utilise appropriate hand signals for directing vehicles in and out of parking areas
- i. Deal with various parking area problems in line with instructions from clients

5. Incident Management:

- a. Procedure for dealing with accidents, emergencies and security situations
- b. Techniques of controlling various types of crowd/mob
- c. Use verbal and non-verbal communication to help calm a potentially violent situation
- d. Take appropriate actions to deal with a violent situation whilst maintaining personal safety
- e. First aid procedures in case of minor injuries sustained due to accidents at place of duty
- f. Follow instructions in the event of accidents, emergencies, natural disasters or security incidents
- g. Bomb threat handling including questions and accidents observations while handling bomb threat telephone calls.
- h. Precautionary activities to prevent the fire Various causes of fire Common fire related safety signs
- i. Improvised Explosive Device (IED) handling including use of sand bags etc
- j. Cordoning off the site
- k. Protect any casualties and other affected people from further risk during accidents, emergencies, natural disasters or security incidents
- l. Preserving and handling of evidences.

6. Multi-Sector Exposure:

- a. Various types of commercial and industrial establishments and their nature of business
- b. Commercial Domain: residential establishments, educational institutions, banks & ATMs, Business park
- c. Identify and respond to domain-specific risks and threats at 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, monument

- d. Behavioral adaptation required from a security guard in commercial and industrial establishments
- e. Major concerns and potential security threats to various commercial and industrial establishment
- f. Security activities performed by a security guard various commercial and industrial environments
- g. Various areas to be secured in some commercial and industrial establishments
- h. Organization's chain of command and reporting procedure in various deployment context
- i. Industrial Domain: factories, plants, mines, refineries, ports, air ports, container yards, and warehouses, transport and logistics, infrastructure, sensitive and critical infrastructures
- j. Identify and adapt to domain-specific behavioral standards

Practical:

- Techniques 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
- Conduct a manual check of the boot, bonnet, base of the vehicle
- Search people, baggage and vehicles using common scanning and searching equipment- i.e Handheld scanner, Doorframe scanner, Under vehicle mirror
- Introduction to X-Ray Baggage Inspection System (XBIS) AND Explosive Vapor/Trace Detector (EVD/ ETD)
- Common Safety and security equipment malfunctions and their likely causes
- Administer first aid in case of minor injuries sustained due to accidents at place of duty
- Mock Drill for disaster, crowd management, flash crowd
- Practice for incident briefing and reporting
- Practice of communications on Walky-Talky, Radio and Telephone
- Fire Drill

Visit to industrial/Institutional unit and adoption of Security Practice.

- I. Practices of Patrolling, handling patrolling equipment
- II. Use and operation of XBIS and EVD
- III. Hands on experience on Parking management

8.1 FINAL ASSESSMENT- (SUMMATIVE ASSESSMENT)

	SUBJECTS	Marks	Internal assessment based on competency	Full Marks	Pass Marks	Duration of Exam.
Block – I	Block – I					
	Professional Skill	300	100	400	240	8 hrs.
	Professional Knowledge	100	20	120	48	3 hrs.
	Employability Skill	50		50	17	2 hrs.
	Grand Total	450	120	570		

ANNEXURE – I

TRADE: Security Guard (General Duty)

LIST OF TOOLS & EQUIPMENT

TRAINEES TOOL KIT FOR 20 TRAINEES +one

Sl No.	Name of The Equipment	Quantity Required for Batch in Nos
1	Computer System *	6
2	Computer Table *	6
3	Computers Chairs *	6
4	White Board	1
5	L.C.D. Projectors	1
6	UPS 650 VA offline	1
7	Detectors (Smoke and fire)	6
8	HHMD	2
9	DFMD	1
10	Handheld wireless communication (Walky-Talky) Equipment	4
11	Portable Barricade	6
12	Cordoning Tape (Warning)	100 meter
13	Flash light/ Torch	4
14	Binoculars	1
15	Night vision Camera	1
16	First Aid Kit	2
17	Hand baton, whistle and protective Shield (Each)	10
18	CCTV System (Including Cameras and Monitoring System)	1
19	White Cotton Gloves for Frisking	10
20	Signage Boards (Display boards)	4
21	CPR Charts	1
22	Mirror to search Vehicles	2

Trainees Kit & Uniform

Sl No.	Name of The Equipment	Quantity Required for Batch
1	one set PT uniform (Per Candidate)	1 per candidate
2	PT Shoes	1 pair per candidate
3	Summer Uniform	2 per Candidate
4	Winter Uniform	1 per Candidate
5	Shoe (One pair Per Year)	1 per candidate
6	Whistle, Cap and Belt	1 set Per Candidate

A. Fire Fighting Equipment Required

Sl No.	Name of The Equipment	Quantity Required for Batch in Nos
1	Water CO2 9 Liters fire extinguisher	2
2	Mechanical Foam 9 Liters fire extinguisher	2
3	DCP 5kg fire extinguisher	2
4	ABC Dry powder 2kg fire extinguisher	2
5	CO2 4.5kg fire extinguisher	2
6	Delivery hose pipe 7.5 meters & 2.5" with male and female coupling.	2 Set
7	Single hydrant post	1
8	Hose box double	1
9	Fire beater	2
10	Fire hook	2
11	Fire bucket with stand	2

INFRASTRUCTURE FOR ON-JOB TRAINING

TRADE: Security Guard (General Duty)

For Batch of 20 APPRENTICES

Actual training will depend on the existing facilities available in the establishments. However, the industry should ensure that the broad skills defined against On-Job Training part (i.e. 12 months) are imparted. In case of any short fall the concern industry may impart the training in cluster mode/ any other industry.

GUIDELINES FOR INSTRUCTORS AND PAPER SETTERS

1. Due care to be taken for proper & inclusive delivery among the batch. Some of the following some method of delivery may be adopted:

- A) LECTURE
- B) LESSON
- C) DEMONSTRATION
- D) PRACTICE
- E) GROUP DISCUSSION
- F) DISCUSSION WITH PEER GROUP
- G) PROJECT WORK
- H) INDUSTRIAL VISIT

2. Maximum utilization of latest form of training viz., audio visual aids, integration of IT, etc. may be adopted.

3. The total hours to be devoted against each topic may be decided with due diligence to safety & with prioritizing transfer of required skills.