

Period-wise Details of Topics of Theory Subjects
(to be taught in class-room)

Paper-I

Subject : Legal and Regulatory Mechanisms dealing with Security (36 Periods)

Sr. No	Topic	Periods
1.	Study of Private Security Agencies Regulation Act 2007 alongwith the Rules and Notifications issued by the State Govt.	2
2.	Role of Controlling Authority as envisaged in Private Security Agencies Regulation Act.	1
3.	Procedure for registration of a Private Security Agency alongwith details of verification and documentation work required to be carried out for this purpose	2
4	Perimeters of periodic checking and monitoring of the functioning of a Private Security Agency by the Controlling Authority established under Private Security Agencies Regulation Act.	1
5.	An introduction to Central Association for Private Security Industry (CAPSI) and its role in streamlining and supporting the functioning of Private Security Agencies.	1
6.	Legal/Procedural provisions pertaining to allowances, other remunerations and allied terms and conditions of service for Security Guards employed by Private Security Agencies.	2
7.	Enforceable provisions related to medical reimbursement, pension and other welfare measures of the Security Guards contained in different Acts and statutes of the Union and the State Governments.	2
8.	Study of the provisions of Labour Conciliation Laws governing the adjudication on labour/industrial disputes.	1
9.	Study of Employees State Insurance Laws and other pieces of Central and state legislations dealing the employees of the public and private sector undertakings.	2
10.	In depth study of the guidelines pertaining of the basic training of Security Guards and the establishment of a training institute by a private entity.	2
11.	An introduction to and familiarization with the selective provisions of the Indian Penal Code dealing with right to self defence, illegal trespass, arson, rioting and affray, damage to property, threat to peace and tranquility, illegal obstruction, offences against person and property, cheating, impersonation and forgery.	4
12.	Study of the provisions contained in the Criminal Procedure Code, Police Act and Police Rules pertaining to the lodging of an FIR, submission of final investigation report by police and to the initiation of preventive police action.	4

13.	Basic knowledge about the command structure and jurisdictional spheres of Police, Civil and Judicial Magistracy and state Revenue authorities.	2
14.	Elementary knowledge about the procedures governing the functioning of the main portals of justice dispensation system i.e. police, civil magistracy, prosecution wing and judiciary.	2
15.	Knowledge about the vital provisions of National Flag Act and the significance of other national emblems and insignias.	2
16.	Identification of rank and flag insignias of the constitutional, civil, judicial, police, paramilitary and civil-defence authorities.	2
17.	<p><u>Knowledge about the following procedures:</u></p> <ul style="list-style-type: none"> i) Antecedents verification by Police. ii) Issuance of Passport iii) Getting a Weapon License issued/renewed or revalidated. iv) Vehicle Registration and getting a driving licence made. v) Custody and disposal of unclaimed/lost and found articles. vi) Obtaining Security Clearance for mega events. 	2
18.	Introduction to the Fundamental Rights contained in the Indian Constitution, functioning of the National and State Human Rights Commissions and the basic provisions of the Right to Information Act.	2
Total :		36

Paper-II

Subject : Attributes of Modern Security Gadgets and Study of its Operational Methodology (40 periods)

Study of the technical specifications, functional potential and operational methodology of the security equipments/gadgets classified under the following categories :

a) <u>Access Control Equipments:</u>	Periods
1) Door Frame Metal Detector 2) Hand-held Metal Detector 3) Hand-held Trace Detector for Explosives, Industrial Chemicals and Narcotics 4) X-ray Baggage Scanner 5) Bio-metric Access Control System 6) Hand-held licence plate scanner 7) E-card Access Regulation System 8) Portable Finger Print Reader 9) Boom Barrier 10) Mechanically / Electronically operated Turnpike Barrier 11) Visitors Photo Identity-card making system 12) Anti-intrusion Perimeter Security Equipment	10

b) Anti-sabotage Checking Equipments:	Periods
<ul style="list-style-type: none"> 1) Electron Vapour Detector 2) Linear junction Detector 3) Non-linear junction Detector 4) Deep-search Metal Detector(Super broom) 5) Vehicle under-carriage Scanning System 6) Trolley Mirrors 7) Prodders and Probes 8) Extension Mirrors. 9) Familiarization with the following explosive and narcotic substances : <ul style="list-style-type: none"> a) TNT b) PENT c) RDX d) Gelatine Sticks e) Sulphuric and Hydrochloric Acids f) Gunpowder and Ammunition g) Heroine h) Opium i) Poppy Husk j) Cocaine k) Marijuana (l) Parcel Bomb (m) Miniature Weapons (n) Pen Pistol (o) Stick gun etc. (p) Different types of Detonating Devices 	8

c) <u>Monitoring and Surveillance Equipments:</u>	Periods
1) Close Circuit T.V. Surveillance Network 2) Night Vision Device 3) Video-door Phone 4) Pan and Tilt Rotating Security Light 5) High-beam Rechargeable Torch (portable) 6) High Resolution Magnification Field Glasses Binoculars) 7) Parcel Bomb Detector	6
d) <u>Security Communication Equipments.</u> 1) Static Wireless Communication System 2) Walkie Talkie Wireless Communication Network 3) GSM, WLL and Satellite Mobile Phone System 4) Radio Frequency Identification System 5) Mega Phone (portable) 6) Composite Public Address System with remote controlled operations 7) Sound Alarm System 8) Tele-Exchange Network for local communications 9) Tele-fax and Video-Conferencing System.	8
e) <u>Contingency Management Equipments:</u> 1) First-aid Training Equipment (Stretchers, Wheelchairs, first-aid kits for different types of emergencies like drowning, physical injury, asphyxia, burning, animal bite, hemorrhage, bone-fracture, cardiac arrest etc.) 2) Smoke Detection and Alarm System 3) Mobile Robotic Smoke Sensor 4) Lightning Conduction System 5) Fire-Fighting Equipments 6) Defensive Mob Control Equipments	8
Total:	40

Paper-III

Security Threat Analysis and Pre-emptive and Combative

Counter measures (34 Periods)

1. Introduction.	Periods
	1
2. A perspective into the types and attributes of Pre-emptive Security.	1
3. Relative magnitude of threat and Security categorization.	1
4. Analysis of the factors determining the accentuation and alleviation of the quantum of threat in different situations and circumstances.	2
5. Case studies of different types of threats posed by different criminal and terrorist organizations in different strife-torn countries of the world.	2
6. A brief insight into the constituent factors of security threat	1
7. Study of the modus operandi adopted by criminal/terrorist outfits to create Security threat.	2
8. Genesis of the evolution and growth of the vital causative factors leading to major Security threats.	2
9. Techniques and methodology used for different types of pre-emptive security measures.	2
10. Relative merits and limitations of different types of pre-emptive security measures.	2
11. Study of the feasibility and sustainability of different types of pre-emptive security measures.	2
12. Analysis of the inherent inadequacies and flaws in pre-emptive security measures.	2
13. Deterrence potential of demonstrable combative security measures.	2

14. Categories and types of combative security measures and their strategic modalities.	2
15. Tools, techniques and operational devices of used in combative security measures.	1
16. Formulation of Standard Operating Procedures in different situations to combat security threat and to minimize loss and collateral damage.	2
17. Assessment of the limitations and extent of operational thrust of the security personnel in combative security operations.	2
18. Supportive and co-ordinative role of the security personnel in threat combative measures carried out by specialized agencies.	2
19. Analysis of the lapses and failures of the security personnel in the 26/11 terrorist attacks in Bombay.	2
20. Psychological grooming of security personnel for maintaining equipoise in the face of grim security emergencies.	1
Total:	34

Paper-IV

Security Liaison, Co-ordination and Contingency

Management (30 periods)

	Periods
1. Introduction and significance of Security Liaison in planning and operationalizing effective security arrangements.	1
2. Tools, techniques and methodology of Security Liaison and their applied dynamics in different situations.	2
3. Polemical analysis of vertical and horizontal concepts of Security Liaison.	2
4. Role of security supervisors/managers in security liaison and co-ordination and inculcation of the professional skills needed for the same.	1
5. Formulation of appropriate security strategy in sync with advance security liaison and co-ordination to eliminate duplication, over-lapping, vacuity and grey areas.	2
6. Anticipation and analysis of security contingencies and their threat potential.	1
7. Pre-emptive contingency management measures and a study of their practical efficacy in different types of security emergencies.	1
8. Advisory role of a security supervisor/manager in planning and putting in place different types of infrastructural features aimed at fore-stalling security emergencies.	2
9. Preparation of standard operating procedures to counter different types of emergencies and their periodic review as per situational dynamics.	2

<p>10. Orientation about dealing with the following types of contingencies :</p> <ul style="list-style-type: none"> i) Flash Floods. ii) Industrial Conflagrations. iii) Earthquake. iv) Radio-active Emissions. v) Leakage of Poisonous Gas. vi) Furnace Blast. vii) Hostage Taking due to Labour Strike. (viii) Rioting and Arson. (ix) Electrocution. (x) Stampede and Trampling. 	5
<p>11. Analytical review and audit of preparedness to effectively deal with various emergencies.</p>	1
<p>12. Study of the limitations and potentialities of different types of contingency management equipments and gadgets and their periodic maintenance and replenishment.</p>	2
<p>13. Planning of evacuation and trauma mitigation measures and their implementation strategy.</p>	2
<p>14. Sensitivity and vulnerability based prioritization of mitigation and relief measures keeping in view the individual and situational susceptibilities.</p>	2
<p>15. Case studies dealing with the weak and strong points of highly publicised contingency management operations and the lessons learnt thereof.</p>	3
<p>16. Conceptual pre-requisites and basis for contingency management planning.</p>	1
<p>Total:</p>	<p>30</p>

Paper-V

Official Procedures and Human and Material Resource Management : (30 periods)

	Periods
1. Role of documentation in official work and its methodology thereof.	
2. Proper channels of official working and imperativeness of adhering to the same.	1
3. Essentials of Report writing/Incident Reporting.	1
4. Different branches of official functioning and distribution of their day to day work.	1
5. Basic postulates of accounts keeping and familiarization with different tools and techniques of accounts keeping.	1
6. Diary and Dispatch work.	
7. Methodical procedures of Record keeping.	1
8. Chronological numeric ordering of documents and files for reference and retrieval purposes.	
9. Syntactical and stylistic characteristics of officialise.	1
10. Different modes of official communication and acquaintance with their essential ingredients and standard formats: <ol style="list-style-type: none"> i. Official noting ii. Proposal iii. Memo iv. Endorsement v. Demi-official letter vi. Official Order vii. Financial sanction viii. Follow-up reminder ix. Warning x. Advisory xi. Guidelines/Instructions 	4

11. Periodic Internal and External Audit of Accounts.	1
12. Preparation of Circular and Standing Orders for delineation of normative procedural regulations.	1
Preparation of : <ul style="list-style-type: none"> a. Minutes of a Meeting. b. Work Schedules. c. Minute to Minute Programmes. d. Invitations. e. Acknowledgements. f. Felicitations. g. Obituaries. 	2
13. Basics of note-taking and their reproduction in presentable form.	1
14. Elementary acquaintance with: <ul style="list-style-type: none"> i. Caption/Subject writing. ii. Gist making/ Precis Wring. iii. Event recording. iv. Graphic presentation. v. Statistical Brief. vi. Resume. vii. Systematic ordering (Alphabetical chronological etc.) viii. Reference quoting/Extract writing. ix. Result compilation. x. Editing. xi. Press note and classified and non-classified advertorials. xii. E-mail browsing and response drafting. 	4
15. Discussions about the significance and role of the following concepts and practices in Human Resource management : <ul style="list-style-type: none"> i. Selection/Suitability Evaluation. ii. Purpose specific skill orientation. iii. Quality analysis of work output. iv. Labour conservation through mechanization. v. Target-setting. 	2

<ul style="list-style-type: none"> vi. Individual/Group Tasking. vii. Periodic Monitoring, Appraisal and Correction. viii. Morale and Motivation. ix. Reward and Punishment. x. Welfare and Training. 	
<p>16. An Insight into the role of following factors for facilitating effective Human Resource Management:</p> <ul style="list-style-type: none"> i. Discipline and Rectitude. ii. Ethics and Morality. iii. Logic and Persuasion. iv. Creation of Role Models. v. Alleviation of Work Tedium. vi. Growth of Team Spirit. 	2
<p>17. Study of the theoretical aspects of Human Resource Management and their relative practical applicability.</p>	1
<p>18. Conceptual appraisal of different theories/aspects of Material Resource Management and their practical relevance.</p>	1
<p>19. Orientation about the following modes and practices of Material Resource Management :</p> <ul style="list-style-type: none"> i. Procurement Process. ii. Installation/Operationalization of equipment. iii. Care and Custody. iv. Maintenance and Replenishment. v. Distribution and Entrustment. vi. Updation and Renewal. vii. Checking and Stock-taking. viii. Physical verification. ix. Obsolescence and Disposal. x. Maintenance of Log-books and History-sheets. 	5

Paper VI

Dynamics of Inter-personal Relationships and Self-Development:(30 periods)

	Periods
1. Desirable traits of a dynamic personality.	1
2. How to acquire and cultivate good manners and etiquettes for facilitating effective social inter-action.	1
3. Role of communication and articulation in forging and developing inter-personal relationships for self-advantage.	1
4. Contribution of sartorial aspects of personality in leveraging personal effectiveness in social life.	1
5. An insight into the shades and complexities of human mindset and its significance in cultivation of pleasant inter-personal relationships.	1
6. Applicability of broader know-how as stepping stone for better social interaction.	1
7. Role of reciprocity and empathy in human relationships.	1
8. How to get rid of dogmatic inhibitions and proclivities for acquiring wholesomeness and equipoise.	1
9. Finer nuances of polite conversation.	1
10. How to acquire understanding of the dynamics of a particular social set-up/group/milieu and desirability of due adjustments thereof in the interest of social cordiality.	2
11. Importance of observing social/official protocol and behavioural niceties in inter-personal relationships.	1
12. Social calling-on and exchange of courtesies/pleasantries.	1
13. Proper mode of address, greetings, physical posturing and gestures in a genteel society.	1

<p>14. <u>Special Attributes of polite interaction with :</u></p> <ul style="list-style-type: none"> i. Ladies. ii. Senior Citizens. iii. Superiors/Executives. iv. Patrons/Clients. v. Peers. vi. Specially-endowed/Physically challenged. vii. Children. viii. Physically indisposed/ Emotionally charged- up. ix. Juniors/Plebeians. 	2
<p>15. Role of hierarchical considerations in determining the limits of inter-personal relationships.</p>	1
<p>16. <u>Role of the following in enhancing social effectiveness and acceptability :</u></p> <ul style="list-style-type: none"> i. Ethics and morality. ii. Probity. iii. Techno-savviness. iv. Straight-forwardness and candidness. v. Aesthetic sense. vi. Humility and self-effacement. vii. Self-critical attitude. viii. Open-mindedness and hilarity. ix. Courtesy and cordiality. x. Introspection and Inquisitiveness. xi. Humanistic propensities. 	3
<p>17. How to enhance concentration for better work out-put.</p>	1
<p>18. Fundamentals of time management and their role in optimalizing work-output.</p>	2
<p>19. Growth and development of relaxed work culture for performance enhancement.</p>	1

<p>20. <u>Contribution of the following in self-development :</u></p> <ul style="list-style-type: none"> i. Book reading. ii. Net-surfing/Operating a personal computer. iii. Body care and exercise. iv. Diary-writing. v. Hobby cultivation. vi. Games and sports. vii. Healthy social interaction. viii. Traveling. ix. Writing and elocution. x. Music and fine-arts. 	3
<p>21. <u>Negative aspects of social behaviour and imperativeness of curbing the same :</u></p> <ul style="list-style-type: none"> i. Impudence. ii. Rashness/Mercurial Temper. iii. Waywardness and whimsicality. iv. Temperamental aberrations. v. Deliberate disputation. vi. Abrasive domineering. vii. Self-righteousness and Self-aggrandizement. viii. Apathy/Indifference/Callousness. ix. Snobbery and Vulgarity. x. Dogmatism and Cynicism. xi. Peevishness and Self-centered attitude. xii. Fastidiousness and Stiff-neckism. xiii. Repetitiveness leading to boredom. xiv. Uncouthness and ill manners. <p style="text-align: center;">Behavioural complexes and Social isolation.</p>	3
Total:	30