

Training Curriculum

1	Indoor Training Programme	1 to 8
2	Outdoor Training Programme	9 to 10

Indoor Training Programme Schedule

1	Date of Commencement	
2	Duration of Course	60 Days
3	Sunday/Gazetted Holiday	
4	Total No. of Working Days	
5	Total numbers of weeks	
6	Days assigned to Testing & Evaluation.	
7	Field Visits	

Indoor Training Subjects :

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.

Working Hours and Credit Weightage of different Indoor Training Subject :

Subjects	Weightage	Working Hours	Total Marks for Evaluation
Legal and Procedural Provisions related to Security.	20%	38	80
Vital Security Operations and their Practical Methodology.	25%	47	100
Role of Security Personnel in Contingency Management.	20%	38	80
Use of Computer/Electronic Appliances in Security Arrangements.	15%	29	60
Public Dealing and Self-Development.	10%	19	40
General Knowledge and Awareness about Current Events.	10%	19	40
Total:-	100%	190	400

Grading Pattern

80% and above marks	-	‘A’
70% to 79% marks	-	‘B’
60% to 69% marks	-	‘C’
50% to 59% marks	-	‘D’
Below 50% marks	-	Fail

Details of the Field Visits

- 1. Visit to an Industrial Premises.
(Sonalika Hoshiarpur, JCT Chohal Near Hoshiarpur)**
- 2. Visit to a Campus Assessed Sensitive from Security Point of View.
(PAP Campus, Jalandhar/BSF Campus, Jalandhar)**
- 3. Visit to a Bank, Petrol Pump, Shopping Mall and Hotel Complex.**
- 4. Visit to a Venue of VIP Public Meeting.**
- 5. Attachment with distt. police for one day to learn traffic regulatory and parking arrangements.**

Period-wise Details of Topics of Indoor Studies

Subject:- Legal and Procedural Provisions Related to Security:- (38 Periods)

Sr. No.	Topic-wise Details	Periods
1.	Introduction and Scope	02
2.	Rudimentary knowledge of Indian Penal Code, right to private Defence, procedure for lodging first information report in the police station, Arms Act (only operative sections), Explosives Act (operative sections).	05
3.	Different procedural provisions related to FIR and role of Security Personnel prior to take-over by Police.	04
4.	Hierarchical Structure of Army, Para-military Forces, Police and Magistracy.	04
5.	In-depth study of the provisions of the Private Security Agencies Act and Model Rules-2006.	03
6.	Arms Licensing procedure and checking of the Arms Licencees	02
7.	Study of the provisions related to illegal trespassing and role of Security Guard in preventing trespass and getting legal action initiated.	03
8.	Duties of a Security Guard at the Scene of Crime/Arson prior to Police Intervention.	02
9.	Record keeping, Report writing and Incident Reporting by a Security Guard.	04
10.	Role of a Security Guard in getting Preventive action launched through Local Police in anticipation of Breach of Public Order.	03
11.	Procedure to be adopted for getting to the antecedents of a suspected person verified.	02
12.	Provisions pertaining to grant of Passport/Visa and authorization of the Security Guard for checking Passport/Visa entries.	02
13.	Provisions pertaining to the action required to be taken by a Security Guard in Lost and Found cases and to act as trustee of recovered property before its final disposal through established channels.	02

Subject:- Vital Security Operations and Practical Methodology. (47 periods)

Sr. No	Topic-wise Details	Periods
1.	VIP Security- its Nature, Scope and Operational Tools and Techniques.	04
2.	Threat Perception Assessment and analysis of the factors determining the extent of threat.	02
3.	Protective Measures to be adopted for Personal Security at the following places:- i) Residence/Place of stay. ii) Public Meeting. iii) During Road and Rail Journeys. iv) While on the move on foot v) At a halting point enroute. vi) While intermingling with public. vii) At the Air-port/Helipad.	05
4.	Detailed theoretical discussion about the Limitations and Potentialities of Anti-sabotage Checking Equipments followed by practical training in their handling, operations, maintenance and minor adjustments.	10
5.	Operational Guidelines for the following Security related activities:- i) Access-control. ii) Anti-sabotage checking. iii) Surveillance. iv) Shadowing. v) Identification of Narcotics, Weapons, Explosives and Improvised Explosive Devices. vi) Basics of Bomb-disposal and Area Sanitization Procedures. vii) Identification of Suspect from his Body-language. viii) Techniques of Over-powering a Suspect to pre-empt strike.	08
6.	Through Orientation about the following:- i) Beat-Patrolling. ii) Point-duty. iii) Visual cover. iv) Protective cordoning. v) Watch and Ward duty. vi) Regulation of smooth flow of vehicles after a public meeting/party etc. vii) Organizing regulated parking to prevent choking of vehicular flow. viii) To handle public address system for regulatory/cautionary assignments.	08
7.	Security Imperatives for Event Management:- a) Advance Security Liaison b) Installation of security/regulatory paraphernalia for handling crowds during mega-events to prevent stampede. c) Strategic manning of vital points for guarding of huge crowds. d) Handling and control of unruly elements. e) Preventive measures needed to be taken to fore-stall eve-teasing, pick-pocketing, snatching, drunken brawls etc.	05
8.	How to prove to be an effective Personal Security Guard in the face of grave threat from the following:- a) Terrorists. b) Kidnappers. c) Gangsters/Rowdy Elements. d) Mobsters. e) Robbers and Dacoits. f) Insider Conspirators.	05

Subject : Role of Security Personnel in Contingency Management (38 periods)

Sr. No.	Topic-wise Details	Periods
1	Introduction about different contingent situations, their magnitude and response of Security Personnel in such situations.	04
2	Attitudinal orientation for effective handling of Emergencies.	02
3	Role of First Responders in the following emergent situations :- a) Road mishaps b) Rail accidents c) Fire in crowded place d) Flash-floods e) Earth-quake f) Bomb-blast g) Toxic/Radio-active/Emissions h) Medical Emergency i) Building-collapse j) Stampede k) Attack/bite by animal l) Electric shock	06
4	Modalities of co-ordinative role of Security Personnel during crisis situations	02
5	Instruments/equipments used for First-aid and their efficacy in different emergency situations.	02
6	Elementary knowledge about Life saving techniques.	02
7	Rudimentary skills for handling trauma victims in transit.	02
8	Role of Security Personnel in containing Panic Reaction and restoring normalcy.	02
9	Pre-emptive role of Security personnel to fore-stall mis-haps.	02
10	Involvement of Security Personnel in distress mitigation efforts.	02
11	Role of security-guards in providing special assistance to old, infirm, women, children etc. during emergency situations.	01
12	Supportive role of Security Personnel in rescue and relief operations of larger magnitude.	02
13	An introduction to standard operational procedures used in evacuation of disaster victims.	02
14	Advance planning and preparation of SOPs for tackling emergencies at the place of duty.	02
15	Responsibility of a Security Guard in risk detection and timely reporting to the concerned agency.	01
16	Elementary knowledge about different types of fire fighting equipments, their handling, operations and maintenance/replenishment schedule on monthly audit basis.	02
17	Response of Security Guard to disaster alarm signals and his role in prompt dissemination of the implications of alarm signals.	01
18	Advisory role of Security guard in giving timely fore-warning about potential accidental occurrences.	01

**Subject : Use of Computer/Electronic Appliances in Security Arrangements
(29 periods)**

Sr. No.	Topic-wise Details	Periods
1	Introduction to Computer, its accessories and their maintenance and functioning.	02
2	Knowledge about computer software, data processing and storage and retrieval through different software packages and programmes.	04
3	Basic orientation about the use of password and other security features to prevent hacking and corruption/distortion of data-base.	04
4	Accessing the internet for downloading requisite information.	01
5	Use of e-mail and Web Camera features on computer.	02
6	Use of Close Circuit T.V. network for Security Monitoring and its practical operation.	02
7	Rudimentary knowledge about different Bugging Devices and their security implications.	02
8	Verifying the identity of a person through Photo-Identity Cards, e-cards etc. with special emphasis on the possibilities and security risk potential of their misuse.	01
9	Cargo/baggage checking with the help of X-ray monitoring machines.	01
10	Checking of Cell-phones and other personal electrical/electronic devices to prevent their misuse for detonating improvised explosive devices.	02
11	Handling and use of Wireless communication devices for security duties.	03
12	Use of Bullet proof shields/jackets, Night Vision Devices, micro recorders and cameras, magnifying glasses/binoculars and flash/security lights for security duties.	03
13	Introductory orientation about bio-metric mode of access regulation and control.	01
14	Introduction to smart e-cards used for different types of business/monetary transactions and their potential misuse for fraudulent purposes.	01

Subject:- Public Dealing and Self-Development. (19 periods)

Sr. No.	Topic-wise Details	Periods
1.	Character-traits of a pleasant personality and their role in enhancing professional effectiveness.	01
2.	Identification of undesirable personal habits and manners and the ways and means to keep them under check.	01
3.	Proper turn-out/dress-up and cultivation of appropriate manners and etiquettes.	01
4.	Parameters of desirable social behaviour and conduct and the ways to acquire the same through conscious efforts.	01
5.	Basic attributes of the professional code of conduct for Security Personnel.	01
6.	Mess-manners.	01
7.	Niceties/Courtesies to be observed while interacting with:- a) Ladies. b) Senior Citizens. c) Patrons/Clients. d) Officers/Executives. e) Young Children f) Physically Challenged persons. g) Colleagues/Peers. h) Juniors/Subordinates.	01
8.	How to maintain high standards of personal health and hygiene.	01
9.	How to properly handle and use modern gadgets/sanitary fittings installed in public/private toilets/lavatories/kitchens common utility areas etc.	01
10.	Role of ethics and morality in shaping up individual personality.	01
11.	How to gain co-operation, trust and support from fellow workers in a group.	01
12.	Importance of self-discipline, pro-activeness and service-orientated attitude in personal and professional dealings.	01
13.	An overview of the public/private/corporate sector work culture and need to make behavioural adjustments accordingly.	01
14.	How to contribute towards the creation of a relaxed work environment.	01
15.	Proper management and utilization of time for personal and professional satisfaction.	01
16.	Confidence Building and Over coming shyness when facing the Interview.	02
17.	How to enhance concentration of mind and focus on work for better quality output.	01
18.	General Information about Bank Transactions and Railways/Air Bookings.	01

Subject:- General Knowledge and Awareness about Current Events (19 periods)

Sr. No.	Topic-wise Details	Periods
1.	Important Events of Indian History	02
2.	Elementary knowledge about History Culture and Traditions of Punjab.	03
3.	Important Geographical Facts and Figures	02
4.	General information about leading personalities at the national and state level.	02
5.	Main facts related to Science and Technology	02
6.	General knowledge about Sports, Films and Fine Arts.	03
7.	Current issues and events.	02
8.	Elementary knowledge about Indian Constitution and functioning of Local-self Govt.	03

Outdoor Training Programme Schedule

1	Duration of Course	60 Days
2	Sunday and Gazetted Holidays	
3	Total No. of Working Days	
4	Total numbers of weeks	
5	Days assigned to Testing, Evaluation and Field Visits.	

Outdoor Training Subject :

1. Physical Fitness Exercises .
2. Endurance Practice.
3. Proper Wearing of Dress.
4. Saluting/Greeting.
5. Proper Body Movements and Basics of Marching.
6. Un-armed Combat.
7. Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)
 - i) Access Control/Frisking
 - ii) Anti-sabotage Checking
 - iii) Cordoning and Sealing
 - iv) Evacuation
 - v) Surveillance
 - vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect
 - vii) Identification of I.E.Ds and Explosive/Narcotic Material.
 - viii) Body Search, Premises Search and Area Search.
 - ix) Defensive Driving.
 - x) Working of Anti-sabotage Checking Gadgets.
 - xi) Role of Sniffer Dogs in Security Operations.
 - xii) First-aid.
 - xiii) Type and Techniques of Patrolling.
 - xiv) Handling a Mob-attack.
 - xv) Handling and Operation of Wireless Communication Equipments.
 - xvi) Handling and Operating Basic Fire-fighting Equipments.
 - xvii) Close quarter combat Techniques.
 - xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.
8. Musketry Handling and Firing of personal weapon.

Working Hours and Credit Weightage of Different Outdoor Training Subject :

Subjects	Weightage	Working Hours	Total Marks for Evaluation
Physical Fitness Exercises	25%	38	80
Endurance Practice	8%	12	25
Proper Wearing of Dress	8%	12	25
Saluting/Greeting	11%	16	35
Proper Body Movements and Basics of Marching	11%	16	35
Un-armed Combat	6%	10	20
Fundamentals of Security Skills/Practices: (Practical Field Demonstrations)	25%	38	80
i) Access Control/Frisking			
ii) Anti-sabotage Checking			
iii) Cordoning and Sealing			
iv) Evacuation			
v) Surveillance			
vi) Chasing, Overpowering and Immobilization of a Mobster/Suspect			
vii) Identification of I.E.Ds and Explosive/Narcotic Material.			
viii) Body Search, Premises Search and Area Search.			
ix) Defensive Driving.			
x) Working of Anti-sabotage Checking Gadgetry.			
xi) Role of Sniffer Dogs in Security Operations.			
xii) First-aid.			
xiii) Type and Techniques of Patrolling.			
xiv) Handling a Mob-attack.			
xv) Handling and Operation of Wireless Communication Equipments.			
xvi) Handling and Operating Basic Fire-fighting Equipments.			
xvii) Close quarter combat Techniques.			
xviii) Cordoning and Providing Security Cover to a Threatened Person in Crowded Places.			
Musketry Handling and Firing of personal weapon.	6%	10	20
T O T A L:-	100%	152	320