



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Unit Wise Division of Marks (2023-24)**

**Class- 11th**

**Subject: Private Security**

**Code: SEC 928**

### **General Instructions:**

1. There will be an Annual Examination Based on the Entire Syllabus.
2. The Annual Examination will be (60/2)30 Marks and, External Assessment (Practical) Examination will be 50 Marks and 20 Marks weightage shall be for Internal Assessment.
3. For External Assessment (Practical) Examination:
  - (i) External Assessment- Hand on Skill of 25 (Written 10, Practical 15).
  - (ii) External Assessment- Portfolio of 10.
  - (iii) External Assessment- Viva of 15.
4. For Internal Assessment:

There will be Periodic Assessment that would include:

  - (i) For 6 Marks- Three SAT Exams will be conducted and will have a weightage of 06 Marks towards the Final Internal Assessment.
  - (ii) For 2 Marks- Half Yearly Exam will be conducted and will have a weightage of 02 Marks towards the Final Internal Assessment.
  - (iii) For 2 Marks- Subject Teacher will Assess and give Maximum 02 Marks for CRP (Class Room Participation).
  - (iv) For 5 Marks- A Project Work to be Done by Students and will have a weightage of 05 Marks towards the Final Internal Assessment.
  - (v) For 5 Marks- Attendance of Student will be Awarded 05 Marks as:

75% to 80%	- 01 Marks
Above 80% to 85%	- 02 Marks
Above 85% to 90%	- 03 Marks
Above 90% to 95%	- 04 Marks
Above 95% to -	- 05 Marks



# NSQF Course Structure (2023-24)

Class- 11th

Subject: Private Security

Code: SEC 928

Sr. No.	Vocational Skill Units	Marks
1.	Unit 1 Introduction to Security (Session 1 to 10).	15
2.	Unit 2 Introduction to CCTV Video Surveillance (Session 1 to 5).	10
3.	Unit 3 Introduction to CCTV Video Footage Auditor (Session 1 to 7).	10
4.	Unit 4 Investigation and Detection of Incidence from Video Footages (Session 1 to 10).	15
	<b>Employability Skill Units</b>	
1.	Unit 1: Communication Skill (Session 1 to 14).	2
2.	Unit 2: Self-Management Skill (Session 1 to 8).	2
3.	Unit 3: Information and Communication Technology Skill. (Session 1 to 8).	2
4.	Unit 4: Entrepreneurship Skill (Session 1 to 7).	2
5.	Unit 5: Green Skill (Session 1 to 4).	2
	<b>Total</b>	<b>(60/2) =30</b>
	<b>Practical Examination</b>	<b>50</b>
	<b>Internal assessment</b>	<b>20</b>
	<b>Grand Total</b>	<b>100</b>



## **Vocational Skill Private Security Subject Book:**

### **Unit 1: Introduction to Security.**

**Session 1: Introduction to Security.**

**Session 2: Terminologies used in Security System and Usage.**

**Session 3: Principles of Security.**

**Session 4: Difference between Public and Private Security.**

**Session 5: Structure and function of Private Security in India.**

**Session 6: Types of Security Guards (Personal, Residential, Corporate, Private, Mobile Static, etc.)**

**Session 7: Security Equipment.**

**Session 8: Guarding Duties (Observation, Access Control, and Handling Information.)**

**Session 9: Security Tasks in Commercial and Industrial Developments.**

**Session 10: Routine Activities in the Premises (as per the Industry Vertical.)**

### **Unit 2: Introduction to CCTV Video Surveillance.**

**Session 1: Elements of Basic CCTV System.**

**Session 2: Camera, Monitor and Digital Recorder.**

**Session 3: Types of CCTV Cameras (Dome Camera- Bullet Type Camera –C- Mount Camera – Day/Night Camera – Infrared/ Night Vision CCTV Camera – Vertical Camera – Wireless Camera.)**

**Session 4: Network Devices (Switches, Routers, OLT and ONT, Types and Application Configuration and Termination.)**

**Session 5: Application of CCTV Cameras on Police Operations and Security.)**



### **Unit 3: Introduction to CCTV Video Footage Auditor.**

**Session 1: Role and Importance of CCTV Footage.**

**Session 2: Retrieving CCTV Footage.**

**Session 3: Ensuring Authenticity of CCTV Footage.**

**Session 4: Preserving CCTV Footage.**

**Session 5: Video Tampering and Detection.**

**Session 6: Analysing CCTV Footage.**

**Session 7: Use of CCTV Footage as Evidence before Court.**

### **Unit 4: Investigation and Detection of Incidence from Video Footage.**

**Session 1: Introduction to Forensic Analysis.**

**Session 2: Internet of Things (IoT) Forensic (Cloud, Network, IoT Device Level Forensics.)**

**Session 3: Difference between Digital Forensic and IoT Forensics.)**

**Session 4: Law- Enforced Forensic Video and Analysis.**

**Session 5: Forensic Analysis for Video and Multimedia.**

**Session 6: Image/ Video Comparison.**

**Session 7: Enhance Forensic Video Analysis.**

**Session 8: Evidence Identification and Acquisition.**

**Session 9: Evidence Examination Presentation, Analysis and Correlation.**

**Session 10: Tools for Forensic Analysis (Autopsy, Wire Shark, Encrypted Disk Detector or Magnet RAM Capture, Network Miner.)**

**1. Process of Carrying out the Forensic Analysis as per Standard Operating Procedure (SOP).**



## **Employability Skill Book:**

### **Unit 1: Communication Skills.**

- Session 1: Introduction to Communication.**
- Session 2: Verbal Communication.**
- Session 3: Non-Verbal Communication.**
- Session 4: Pronunciation Basics.**
- Session 5: Communication Style - Assertiveness.**
- Session 6: Saying No – Refusal Skills.**
- Session 7: Writing Skills: Parts of Speech.**
- Session 8: Writing Skills: Sentences.**
- Session 9: Greetings and Introduction.**
- Session 10: Talking about Self.**
- Session 11: Asking Questions.**
- Session 12: Talking about Family.**
- Session 13: Describing Habits and Routines.**
- Session 14: Asking for Directions.**

### **Unit 2: Self-Management Skills.**

- Session 1: Strength and Weakness Analysis.**
- Session 2: Grooming.**
- Session 3: Personal Hygiene.**
- Session 4: Team Work.**
- Session 5: Networking Skills.**
- Session 6: Self - Motivation.**
- Session 7: Goal Setting.**
- Session 8: Time Management.**

### **Unit 3: Information and Communication Technology Skills.**

- Session 1: Introduction to ICT.**
- Session 2: Basic Computer Operations.**
- Session 3: Saving, Closing, Opening and Printing Document.**
- Session 4: Formatting Text in a Word Document.**
- Session 5: Checking Spelling and Grammar.**
- Session 6: Inserting Lists, Tables, Pictures, and Shapes.**
- Session 7: Header, Footer and Page Number.**



## **Unit 4: Entrepreneurship Skills.**

- Session 1: Introduction to Entrepreneurship.**
- Session 2: Values of an Entrepreneurship.**
- Session 3: Attitude of an Entrepreneurship.**
- Session 4: Thinking like an Entrepreneurship.**
- Session 5: Coming Up with a Business Idea.**
- Session 6: Understanding the Market.**
- Session 7: Business Planning.**

## **Unit 5: Green Skills.**

- Session 1: Sectors of Green Economy.**
- Session 2: Policies for a Green Economy.**
- Session 3: Stakeholders in Green Economy.**
- Session 4: Government and Private Agencies.**





## Monthwise NSQF Syllabus Teaching Plan (2023-24)

**Class- 11th**

**Subject: Private Security**

**Code: SEC 928**

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p><b><u>Vocational Skill.</u></b>            Unit 1: Introduction to Security.            Session 1 Introduction to Security.            Session 2 Terminologies used in Security System and Usage.            Session 3 Principles of Security.</p>	5	5	4
	<p><b><u>Employability Skill.</u></b>            Unit 1: Communication Skill.            Session 1 Introduction to Communication.            Session 2 Verbal Communication.            Session 3 Non-Verbal Communication.            Session 4 Pronunciation Basics.            Session 5 Communication Styles – Assertiveness.            Session 6 Saying No – Refusal Skills.            Session 7 Writing Skills: Parts of Speech.</p>			
May	<p><b><u>Vocational Skill.</u></b>            Unit 1: Introduction to Security.            Session 4 Difference between Public and Private Security.            Session 5 Structure and Function of Private Security in India.            Session 6 Types of Security Guards (Personal, Residential, Corporate, Private, Mobile, Static, etc.)</p>	5	5	4
	<p><b><u>Employability Skill.</u></b>            Unit 1: Communication Skill.            Session 8 Writing Skills: Sentences.            Session 9 Greetings and Introduction.            Session 10 Talking about Self.            Session 11 Asking Questions.            Session 12 Talking about Family.            Session 13 Describing Habits and Routines.            Session 14 Asking for Directions.</p>			
June	During Summer Vacation Home Work/Project			



July	<p><b><u>Vocational Skill.</u></b>            Unit 1: Introduction to Security.            Session 7 Security Equipment.            Session 8 Guarding Duties (Observation, Access Control, Handling Information).            Session 9 Security Tasks in Commercial and Industrial Deployments.            Session 10 Routine Activities in the Premises (as per the Industry Vertical).</p> <p><b><u>Employability Skill.</u></b>            Unit 2: Self-Management Skill.            Session 1 Strength and Weakness Analysis.            Session 2 Grooming.            Session 3 Personal Hygiene.            Session 4 Team Work.</p>	5	5	4
August	<p><b><u>Vocational Skill.</u></b>            Unit 2: Introduction to CCTV Video Surveillance.            Session 1 Elements of a Basic CCTV System.            Session 2 Camera, Monitor and Digital Recorder.            Session 3 Types of CCTV Cameras (Dome Camera- Bullet Type Camera – C Mount Camera- Day/Night Camera - Infrared/Night Vision CCTV Camera – Vertical Camera –Wireless Camera).</p> <p><b><u>Employability Skill.</u></b>            Unit 2: Self-Management Skill.            Session 5 Networking Skills.            Session 6 Self-Motivation.            Session 7 Goal Setting.            Session 8 Time Management.            Unit 3: Information and Communication Technology Skill.            Session 1 Introduction of ICT.            Session 2 Basic Interface of Libra Office Writer.            Session 3 Saving, Closing, Opening and Printing Document.</p>	5	5	2





September	<p style="text-align: center;"><b>Half Yearly Examination</b></p> <p><b><u>Vocational Skill.</u></b>            Unit 2: Introduction to CCTV Video Surveillance.            Session 4 NetworkDevices(Switches, Routers, OLT and ONT, Types andApplications, Configuration and termination).            Session 5 Applications of CCTV Cameras on Police Operations and Security.</p> <p><b><u>EmployabilitySkill.</u></b>            Unit3:Information &amp;CommunicationTechnologySkill.            Session 4 Formatting Text in a Word Document.            Session 5 Checking Spelling and Grammar.            Session 6 Inserting Lists, Tables, Pictures and Shapes.            Session 7 Header, Footer and Page Number.            Session 8 Tracking Changes in Libra Office Writer.</p>	5	5	2
October	<p><b><u>Vocational Skill.</u></b>            Unit 3: Introduction to CCTV Video Footage Auditor.            Session 1 Role and Importance of CCTV Footage.            Session 2 Retrieving CCTV Footage.            Session 3 Ensuring Authenticity of CCTV Footage.            Session 4 Preserving CCTV Footage.</p> <p><b><u>EmployabilitySkill.</u></b>            Unit 4:EntrepreneurshipSkill.            Session 1 Introduction to Entrepreneurship.            Session 2 Values of an Entrepreneurship.            Session 3 Attitude of an Entrepreneurship.            Session 4 Thinking Like an Entrepreneurship.</p>	5	5	2
November	<p><b><u>Vocational Skill.</u></b>            Unit 3: Introduction to CCTV Video Footage Auditor.            Session 5 Video Tampering and Detection.            Session 6 Analysing CCTV Footage.            Session 7 Use of CCTV as Evidence before Court.</p> <p><b><u>EmployabilitySkill.</u></b>            Unit 4:EntrepreneurshipSkill.            Session 5 Coming Up with a Business Idea.            Session 6 Understanding the Market.            Session 7 Business Planning.</p>	5	5	4



December	<b><u>Vocational Skill.</u></b> Unit: - 4 Investigation and Detection of Incidence from Video Footage. Session 1 Introduction to Forensic Analysis. Session 2 Internet of Things (IoT) Forensics (Cloud, Network, IoT Device Level Forensics). Session 3 Difference between Digital Forensics and IoT Forensics. Session 4 Law- Enforced Forensic Video Analysis. Session 5 Forensic Analysis for Video and Multimedia.	5	5	4
	<b><u>EmployabilitySkill.</u></b> Unit 5: GreenSkill. Session 1 Sectors of Green Economy. Session 2 Polices for a Green Economy.	4	4	2
January	<b><u>Vocational Skill.</u></b> Unit: - 4 Investigation and Detection of Incidence from Video Footage. Session 6 Image/ Video Comparison. Session 7 Enhanced Forensic Video Analysis. Session 8 Evidence Identification and Acquisition. Session 9 Evidence Examination, Preservation, Analysis and Correlation. Session 10 Tools for Forensic Analysis (Autopsy, Wire Shark, Encrypted Disk Detect or Magnet RAM Capture, Network Miner). 1. Process of Carrying out the Forensic Analysis as per Standard Operating Procedure(SOP).	5	5	2
	<b><u>EmployabilitySkill.</u></b> Unit 5: GreenSkill. Session 3Stakeholders in Green Economy. Session 4 Government and Private Agencies.	5	5	2
February	<b><u>Vocational Skill.</u></b> Revision of Complete Syllabus.	5	5	2
	<b><u>EmployabilitySkill.</u></b> Revision of Complete Syllabus.	5	5	2
March	Annual Examination			

**Note:**

- **Skill Subject Teachers are advised to direct the students to prepare Practical Notebook of the Terminology/Definitional Words/ Glossary used in the Chapters for Enhancement of Vocabulary or Clarity of the Concept.**
- **The PSSCIVESkill Textbook Present Information in Boxes the book. These help Students to get Conceptual Clarity. However, the Information in these Boxes would not be Assessed in the Year- End Examination.**

**Prescribed Books:**

1. Security Skill Book- Text Book for Class XI, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class XI, PSSCIVE Publication.



## NSQF ngiseD repaP noitseuQ(2023-24)

Class- 11th

Subject: Private Security

Code: SEC 928

Competencies	Total
Knowledge	40%
Understanding	30%
Application	20%
Skill	10%
Total	100%

Type of Question	Marks	Number	Description	Total Marks
Objective Type Question	1	15	6 Multiple Choice Questions, 3 Fill in the Blanks Questions, 3 One Word Answer Type Questions, 3 Assertion-Reason Question.	15
Very Short Answer Type Question	2	6	Internal Choice will be given in any 2 Questions.	12
Short Answer Type Question	3	6	Internal Choice will be given in any 2 Questions.	18
Essay Type Question	5	3	QuestionInternal option will be given in all the Questions.	15
Total		30		60