



BOARD OF SCHOOL EDUCATION HARYANA

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

Class- 10th

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- 10th

Subject: Private Security

Code: SEC 928

Sr. No.	Vocation Skill Units	Marks
1.	Unit 1 Duties, Personal Safety and Hygiene (Session 1 to 2).	20
2.	Unit 2 Tackling Hazards and Emergencies (Session 1 to 2).	20
3.	Unit 3 Documentation (Session 1).	10
	Employability Skill Units	
1.	Unit 1: Communication Skill (Session 1 to 7).	2
2.	Unit 2: Self-Management Skill (Session 1 to 5).	2
3.	Unit 3: Information and Communication Technology Skill. (Session 1 to 4).	2
4.	Unit 4: Entrepreneurship Skill (Session 1 to 4).	2
5.	Unit 5: Green Skill (Session 1 to 2).	2
	Total	(60/2) = 30
	Practical Examination	50
	Internal assessment	20
	Grand Total	100

Vocational Skill Security Subject Book:

Unit 1: Duties, Personal Safety and Hygiene.

- Session 1: Duties and Responsibility of an Unarmed Security Guard.
- Session 2: Maintaining Personal Safety and Hygiene at the Workplace.

Unit 2: Tackling Hazards and Emergencies.

- Session 1: Hazards.
- Session 2: Emergencies.

Unit 3: Documentation.

- Session 1: Documentation.



Employability Skill Book:

Unit 1:Communication Skills.

- Session 1: Methods of Communication.
- Session 2: Verbal Communication.
- Session 3: Non-Verbal Communication.
- Session 4: Communication Cycle and Importance of Feedback.
- Session 5: Barriers to Effective Communication.
- Session 6: Writing Skills: Parts of Speech.
- Session 7: Writing Skills: Sentences.

Unit 2:Self-Management Skills.

- Session 1: Stress Management.
- Session 2: Self –Awareness – Strength and Weakness Analysis.
- Session 3: Self - Motivation.
- Session 4: Self –Regulation – Goal Setting.
- Session 5: Self –Regulation – Time Management.

Unit 3:Information andCommunication Technology Skills.

- Session 1: Basic Computer Operations.
- Session 2: Performing Basic File Operation.
- Session 3: Computer Care and Maintenance.
- Session 4: Computer Security and Privacy.

Unit 4:Entrepreneurship Skills.

- Session 1: Entrepreneurship and Society.
- Session 2: Qualities and Functions of Entrepreneurship.
- Session 3: Myths about Entrepreneurship.
- Session 4:Entrepreneurship as a Career Option.

Unit 5:Green Skills.

- Session 1: Sustainable Development.
- Session 2: Our Role in Sustainable Development.



Monthwise NSQF Syllabus Teaching Plan (2023-24)

Class- 10th

Subject: Private Security

Code: SEC 928

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p><u>Vocational Skill.</u> Unit 1: Duties, Personal Safety and Hygiene. Session 1 Duties and Responsibility of an Unarmed Security Guard.</p>	5	5	4
	<p><u>Employability Skill.</u> Unit1: Communication Skill. Session 1 Method of Communication. Session 2 Verbal Communication. Session 3 Non-Verbal Communication. Session 4 Communication Cycle and Importance of Feedback.</p>	4	4	2
May	<p><u>Vocational Skill.</u> Unit 1: Duties, Personal Safety and Hygiene. Session 1 Duties and Responsibility of an Unarmed Security Guard.</p>	5	5	4
	<p><u>Employability Skill.</u> Unit1: Communication Skill. Session 5 Barriers of Effective Communication. Session 6 Writing Skill-Parts of Speech. Session 7 Writing Skills- Sentences.</p>	4	4	2
June	During Summer Vacation Home Work/Project			
July	<p><u>Vocational Skill.</u> Unit 1: Duties, Personal Safety and Hygiene. Session 2 Maintaining Personal Safety and Hygiene at the Workplace.</p>	5	5	4
	<p><u>Employability Skill.</u> Unit 2: Self-Management Skill. Session 1 Self-Management. Session 2 Self Awareness- Strength and Weakness Analysis. Session 3 Self-Motivation.</p>	4	4	2
August	<p><u>Vocational Skill.</u> Unit 1: Duties, Personal Safety and Hygiene. Session 2 Maintaining Personal Safety and Hygiene at the Workplace.</p>	5	5	2
	<p><u>Employability Skill.</u> Unit 2: Self-Management Skill. Session 4 Self- Regulation – Goal Setting. Session 5 Self- Regulation – Time Management. Unit 3: Information and Communication Technology Skill. Session 1 Basic Computer Operations. Session 2 Performing Basic File Operations.</p>	4	2	6



September	<p align="center">Half Yearly Examination</p> <p><u>Vocational Skill.</u> Unit 2: Tackling Hazards and Emergencies. Session 1 Hazards.</p> <p><u>Employability Skill.</u> Unit 3: Information and Communication Technology Skill. Session 3 Computer Care and Maintenance. Session 4 Computer Security and Privacy.</p>	5	5	2
October	<p><u>Vocational Skill.</u> Unit 2: Tackling Hazards and Emergencies. Session 1 :- Hazards.</p> <p><u>Employability Skill.</u> Unit 4: Entrepreneurship Skill. Session 1 Entrepreneurship and Society. Session 2 Qualities and Functions of an Entrepreneurship.</p>	5	5	2
November	<p><u>Vocational Skill.</u> Unit 2: Tackling Hazards and Emergencies. Session 2 Emergencies.</p> <p><u>Employability Skill.</u> Unit 4: Entrepreneurship Skill. Session 3 Myths About Entrepreneurship. Session 4 Entrepreneurship as a Career Option.</p>	5	5	4
December	<p><u>Vocational Skill.</u> Unit 2: Tackling Hazards and Emergencies. Session 2 Emergencies.</p> <p><u>Employability Skill.</u> Unit 5: Green Skill. Session 1 Sustainable Development.</p>	5	5	4
January	<p><u>Vocational Skill.</u> Unit 3: Documentation. Session 1 Documentation.</p> <p><u>Employability Skill.</u> Unit 5: Green Skill. Session 2 Our Role in Sustainable Development.</p>	5	5	2
February	<p><u>Vocational Skill.</u> Revision of Complete Syllabus.</p> <p><u>Employability Skill.</u> Revision of Complete Syllabus.</p>	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 PSSCIVE Skill 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 X, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class X, PSSCIVE Publication.



NSQF Question Paper Design(2023-24)

Class- 10th

Subject: Private Security Code: SEC 928

Time 2 Hours 30 Minutes

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	Question Internal option will be given in all the Questions.	15
Total		30		60