



BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Chapter wise Division of Marks (2026-27)

Class- 12th Subject: Private Security (NSQF) Code:SEC928

General Instructions:

1. There will be an Annual Examination Based on the Entire Syllabus.
2. The Annual Examination will be of 60/2=30Marks, External Assessment (Practical) Examination will be of 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- One 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 02Marks 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



Course Structure (2026-27)

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Unit. No.	Unit Name	Unit Marks
Vocational Skill		
1	Module 1 : Tagging Audit Findings (Session 1 to 2)	15
2	Module 2 : Security Incident Reporting and Documentation (Session 1 to 2)	10
3	Module 3 : Backing up of CCTV Video Footage (Session 1 to 2)	15
4	Module 4 : Occupational Health and Safety (Session 1 to 2)	10
Employability Skill		
1.	Unit 1: Communication Skill (Session 1 to 3)	2
2.	Unit 2: Self-Management Skill (Session 1 to 3)	2
3.	Unit3: Information and Communication Technology Skill (Session 1 to 8)	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 Private Security Subject Book:

Module 1: Tagging Audit Findings.

Session 1: Audit Preparation.

Session 2: Library Maintenance.

Module2: Security Incident Reporting and Documentation.

Session 1: Recording and Preparing Report.

Session 2: Interpreting Patterns and Reporting Formats in CCTV Footage.

Module3: Backing up of CCTV Video Footage.

Session 1: Sorting and Retrieving CCTV Video Footage.

Session 2: Data Protection and Confidentiality.

Module4: Occupational Health and Safety.

Session 1: Health and Hygiene at Workplace.

Session 2: Procedures and Techniques for Preventing Injuries and Hazards.



Employability Skill Book:

Unit 1: Communication Skills.

Session 1: Active Listing.

Session 2: Parts of Speech.

Session 3: Writing Sentences.

Unit 2: Self- Management Skills.

Session 1: Motivation and Positive Attitude.

Session 2: Result Oriented.

Session 3: Self - Awareness.

Unit 3: Information and Communication Technology Skills.

Session 1: Getting Started with Spreadsheet.

Session 2: Performing Basic Operations in a Spreadsheet.

Session 3: Working with Data and Formatting Text.

Session 4: Advance Features in Spreadsheet.

Session 5: Presentation Software.

Session 6: Opening, Closing, Saving and Printing a Presentation.

Session 7: Working with Slides and Text in a Presentation.

Session 8: Advance Features used in Presentation.

Unit 4: Entrepreneurship Skills.

Session 1: Entrepreneurship and Entrepreneur.

Session 2: Barriers to Entrepreneurship.

Session 3: Entrepreneurial Attitudes.

Session 4: Entrepreneurial Competencies.

Unit 1: Green Skills.

Session 1: Green Jobs.

Session 2: Importance of Green Jobs.



Monthwise NSQF Syllabus Teaching Plan (2026-27)

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Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<u>Vocational Skill.</u> Module 1: Tagging Audit Findings. Session 1 Audit Preparation. <u>Employability Skill.</u> Unit 1: Communication Skill. Session 1 Active Listening. Session 2 Parts of Speech.	5	5	4
		4	4	2
May	<u>Vocational Skill.</u> Module 1: Tagging Audit Findings. Session 2 Library Maintenance. <u>Employability Skill.</u> Unit 1: Communication Skill. Session 3 Writing Sentences. Unit2: Self-Management Skill. Session 1 Motivation and Positive Attitude.	5	5	4
		4	4	2
June	During Summer Vacation Home Work/Project			
July	<u>Vocational Skill.</u> Module 1: Tagging Audit Findings. Session 2 Library Maintenance. <u>Employability Skill.</u> Unit 3: Self-Management Skill. Session 2 Result Orientation. Session 3 Self - Awareness.	5	5	4
		4	4	2
August	<u>Vocational Skill.</u> Module 2: Security Incident Reporting and Documentation. Session 1 Recording and Preparing Reports. <u>Employability Skill.</u> Unit 3: Information and Communication Technology Skill. Session 1 Getting Started with Spreadsheet. Session 2 Performing Basic Operations in a Spreadsheet. Session 3 Working with Data and Formatting Text.	5	5	2
		4	2	6



September	Half Yearly Examination <u>Vocational Skill.</u> Module 2: Security Incident Reporting and Documentation. Session 2 Interpreting Patterns and Reporting Formats in CCTV Footage. <u>Employability Skill.</u> Unit3: Information & Communication Technology Skill. Session 4 Advanced Features in Spreadsheet. Session 5 Presentation Software. Session 6 Opening, Closing, Saving and Printing a Presentation.	5	5	2
October	<u>Vocational Skill.</u> Module 3: Breaking up of CCTV Video Footage. Session 1 Storing and Retrieving CCTV Video Footage. <u>Employability Skill.</u> Unit3: Information & Communication Technology Skill. Session 7 Working with Slides and Text in a Presentation. Session 8 Advanced Features used in Presentation.	5	5	2
November	<u>Vocational Skill.</u> Module 3: Breaking up of CCTV Video Footage. Session 2 Data Protection and Confidentiality. <u>Employability Skill.</u> Unit 4: Entrepreneurship Skill. Session 1 Entrepreneurship and Entrepreneur. Session 2 Barriers to Entrepreneurship.	5	5	4
December	<u>Vocational Skill.</u> Module 4: Occupational Health and Safety. Session 1 Health and Hygiene at Workplace. <u>Employability Skill.</u> Unit 4: Entrepreneurship Skill. Session 3 Entrepreneurial Attitudes. Session 4 Entrepreneurial Competencies.	5	5	4



January	<u>Vocational Skill.</u> Module 4: Occupational Health and Safety. Session 2 Procedures and Techniques for preventing Injuries and Hazards.	5	5	2
	<u>Employability Skill.</u> Unit 5: Green Skill. Session 1 Green Job. Session 2 Importance of Green Jobs.	5	5	2
February	<u>Vocational Skill.</u> Revision of Complete Syllabus.	5	5	2
	<u>Employability Skill.</u> Revision of Complete Syllabus.	5	5	
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 XII, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class XII, PSSCIVE Publication.



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