



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Chapter wise division of Marks (2024-25)**

**Class- 12<sup>th</sup> Subject: Private Security (NSQF) Code: SEC 928**

### **General Instructions:**

1. There will be an Annual Examination Based on the Entire Syllabus.
2. The Annual Examination will be of 60/2=30 Marks, 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 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 |



## Course Structure (2024-25)

Class- 12<sup>th</sup> Subject: Private Security (NSQF) Code: SEC 928

| Unit. No. | Unit Name  | Unit Marks     |
|-----------|--|----------------|
|           | <b>Vocational Skill</b>  |                |
| 1         | Module 1 : Tagging Audit Findings<br>(Session 1 to 2)                        | 15             |
| 2         | Module 2 : Security Incident Reporting and Documentation<br>(Session 1 to 2) | 10             |
| 3         | Module 3 : Backing up of CCTV Video Footage<br>(Session 1 to 2)              | 15             |
| 4         | Module 4 : Occupational Health and Safety<br>(Session 1 to 2)                | 10             |
|           | <b>Employability Skill</b>   |                |
| 1.        | Unit 1: Communication Skill<br>(Session 1 to 3)                              | 2              |
| 2.        | Unit 2: Self- Management Skill<br>(Session 1 to 3)                           | 2              |
| 3.        | Unit 3: Information and Communication Technology Skill<br>(Session 1 to 8)   | 2              |
| 4.        | Unit 4: Entrepreneurship Skill<br>(Session 1 to 4)                           | 2              |
| 5.        | Unit 5: Green Skill<br>(Session 1 to 2)                                      | 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:**

### **Module 1: Tagging Audit Findings.**

**Session 1: Audit Preparation.**

**Session 2: Library Maintenance.**

### **Module 2: Security Incident Reporting and Documentation.**

**Session 1: Recording and Preparing Report.**

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

### **Module 3: Backing up of CCTV Video Footage.**

**Session 1: Sorting and Retrieving CCTV Video Footage.**

**Session 2: Data Protection and Confidentiality.**

### **Module 4: 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 (2024-25)

Class- 12<sup>th</sup> Subject: Private Security (NSQF) Code: SEC 928

| Month | Subject- Content   | Teaching Periods | Revision Periods | Practical Work |
|-------|--|------------------|------------------|----------------|
| April | <b><u>Vocational Skill.</u></b><br>Module 1: Tagging Audit Findings.<br>Session 1 Audit Preparation.   | 5                | 5                | 4              |
|       | <b><u>Employability Skill.</u></b><br>Unit 1: Communication Skill.<br>Session 1 Active Listening.<br>Session 2 Parts of Speech.  | 4                | 4                | 2              |
| May   | <b><u>Vocational Skill.</u></b><br>Module 1: Tagging Audit Findings.<br>Session 2 Library Maintenance.   | 5                | 5                | 4              |
|       | <b><u>Employability Skill.</u></b><br>Unit 1: Communication Skill.<br>Session 3 Writing Sentences.<br>Unit 2: Self- Management Skill.<br>Session 1 Motivation and Positive Attitude. | 4                | 4                | 2              |
| June  | During Summer Vacation Home Work/Project   |                  |                  |                |
| July  | <b><u>Vocational Skill.</u></b><br>Module 1: Tagging Audit Findings.<br>Session 2 Library Maintenance.   | 5                | 5                | 4              |
|       | <b><u>Employability Skill.</u></b><br>Unit 3: Self- Management Skill.<br>Session 2 Result Orientation.<br>Session 3 Self - Awareness.  | 4                | 4                | 2              |



|           |   |   |   |   |
|-----------|---|---|---|---|
| August    | <b><u>Vocational Skill.</u></b><br>Module 2: Security Incident Reporting and Documentation.<br>Session 1 Recording and Preparing Reports.   | 5 | 5 | 2 |
|           | <b><u>Employability Skill.</u></b><br>Unit 3: Information and Communication Technology Skill.<br>Session 1 Getting Started with Spreadsheet.<br>Session 2 Performing Basic Operations in a Spreadsheet.<br>Session 3 Working with Data and Formatting Text. | 4 | 2 | 6 |
| September | <b>Half Yearly Examination</b>  |   |   |   |
|           | <b><u>Vocational Skill.</u></b><br>Module 2: Security Incident Reporting and Documentation.<br>Session 2 Interpreting Patterns and Reporting Formats in CCTV Footage.   | 5 | 5 | 2 |
|           | <b><u>Employability Skill.</u></b><br>Unit 3: Information & Communication Technology Skill.<br>Session 4 Advanced Features in Spreadsheet.<br>Session 5 Presentation Software.<br>Session 6 Opening, Closing, Saving and Printing a Presentation.           | 4 | 2 | 6 |
| October   | <b><u>Vocational Skill.</u></b><br>Module 3: Breaking up of CCTV Video Footage.<br>Session 1 Storing and Retrieving CCTV Video Footage.   | 5 | 5 | 2 |
|           | <b><u>Employability Skill.</u></b><br>Unit 3: Information & Communication Technology Skill.<br>Session 7 Working with Slides and Text in a Presentation.<br>Session 8 Advanced Features used in Presentation.   | 4 | 2 | 6 |
| November  | <b><u>Vocational Skill.</u></b><br>Module 3: Breaking up of CCTV Video Footage.<br>Session 2 Data Protection and Confidentiality.   | 5 | 5 | 4 |
|           | <b><u>Employability Skill.</u></b><br>Unit 4: Entrepreneurship Skill.<br>Session 1 Entrepreneurship and Entrepreneur.<br>Session 2 Barriers to Entrepreneurship.  | 4 | 4 | 2 |



|          |  |   |   |   |
|----------|--|---|---|---|
| December | <b><u>Vocational Skill.</u></b><br>Module 4: Occupational Health and Safety.<br>Session 1 Health and Hygiene at Workplace.                               | 5 | 5 | 4 |
|          | <b><u>Employability Skill.</u></b><br>Unit 4: Entrepreneurship Skill.<br>Session 3 Entrepreneurial Attitudes.<br>Session 4 Entrepreneurial Competencies. | 4 | 4 | 2 |
| January  | <b><u>Vocational Skill.</u></b><br>Module 4: Occupational Health and Safety.<br>Session 2 Procedures and Techniques for preventing Injuries and Hazards. | 5 | 5 | 2 |
|          | <b><u>Employability Skill.</u></b><br>Unit 5: Green Skill.<br>Session 1 Green Job.<br>Session 2 Importance of Green Jobs.                                | 5 | 5 | 2 |
| February | <b><u>Vocational Skill.</u></b> Revision of Complete Syllabus.   | 5 | 5 | 2 |
|          | <b><u>Employability Skill.</u></b> 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.



## NSQF Question Paper Design (2024-25)

Class- 12<sup>th</sup> Subject: Private Security (NSQF) 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,<br>3 Fill in the Blanks Questions,<br>3 One Word Answer Type Questions,<br>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          |