



BOARD OF SCHOOL EDUCATION HARYANA

Syllabus and Unit Wise Division of Marks (2024-25)

Class- 9th

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:
 - (i) For 6 Marks- Three SAT Exams will be conducted and will have 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 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 (2024-25)

Class- 9th

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Sr. No.	Vocation Skill Units	Marks
1.	Unit 1 Introduction to Security Services (Session 1 to 2).	15
2.	Unit 2 Private Security Regulation and Equipment (Session 1).	10
3.	Unit 3 Introduction to Arms and Improvised Explosive Devices (Session 1 to 3).	15
4.	Unit 4 Access Control (Session 1 to 2)	10
	Employability Skill Units	
1.	Unit 1: Communication Skill (Session 1 to 10).	2
2.	Unit 2: Self-Management Skill (Session 1 to 6).	2
3.	Unit 3: Information and Communication Technology Skill. (Session 1 to 12).	2
4.	Unit 4: Entrepreneurship Skill (Session 1 to 7).	2
5.	Unit 5: Green Skill (Session 1 to 3)	2
	Total	(60/2) = 30
	Practical Examination	50
	Internal assessment	20
	Grand Total	100

Vocational Skill Security Subject Book:

Unit 1: Introduction to Security Services.

Session 1: Roles and Responsibilities of Security Personnel.

Session 2: Risks, Threats, Hazards and Emergency Responding and Reporting.

Unit 2: Private Security Regulations and Equipment's.

Session 1: Cooperation with Police and Other Organization.

Unit 3: Introduction to Arms and Improvised Explosive Device.

Session 1: Identification of Arms.

Session 2: Improvised Explosive Device.

Session 3: Security Equipment's for Unarmed Security Guard.

Unit 4: Access Control.

Session 1: Search and Seizure.

Session 2: Structures and Techniques for Access Control.



Employability Skill Book:

Unit 1: Communication Skills.

- Session 1: Introduction to Communication.
- Session 2: Verbal Communication.
- Session 3: Non-Verbal Communication.
- Session 4: Writing Skills: Parts of Speech.
- Session 5: Writing Skills: Sentences.
- Session 6: Pronunciation Basics.
- Session 7: Greetings and Introduction.
- Session 8: Talking about Self.
- Session 9: Asking Questions-I.
- Session 10: Asking Questions-II.

Unit 2: Self-Management Skills.

- Session 1: Introduction to Self-Management.
- Session 2: Strength and Weakness Analysis.
- Session 3: Self - Confidence.
- Session 4: Positive Thinking.
- Session 5: Personal Hygiene.
- Session 6: Grooming.

Unit 3: Information and Communication Technology Skills.

- Session 1: Introduction to ICT.
- Session 2: ICT Tools: Smartphones and Tablets -I.
- Session 3: ICT Tools: Smartphones and Tablets -II.
- Session 4: Parts of Computer and Peripherals.
- Session 5: Basic Computer Operations.
- Session 6: Performing Basic File Operation.
- Session 7: Communication and Networking – Basics of Internet.
- Session 8: Communication and Networking – Internet Browsing.
- Session 9: Communication and Networking – Introduction to E Mail.
- Session 10: Communication and Networking – Creating an E Mail Account.
- Session 11: Communication and Networking – Writing an E Mail.
- Session 12: Communication and Networking – Receiving and Replying to E Mails.

Unit 4: Entrepreneurship Skills.

- Session 1: What is Entrepreneurship.
- Session 2: Role of Entrepreneurship.
- Session 3: Qualities of Successful Entrepreneurship.
- Session 4: Distinguishing Characteristics of Entrepreneurship and Wage Employment.
- Session 5: Types of Business Activity.
- Session 6: Product, Service and Hybrid Business.
- Session 7: Entrepreneurship Development Process.

Unit 5: Green Skills.

- Session 1: Society and Environment.
- Session 2: Conserving Natural Resources.
- Session 3: Sustainable Development and Green Economy.



Month wise NSQF Syllabus Teaching Plan (2024-25)

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Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<u>Vocational Skill</u> . Unit 1: Introduction to Security Services. Session 1 Roles and Responsibilities of Security Personal.	5	5	4
	<u>Employability Skill.</u> Unit 1: Communication Skill. Session 1 Introduction to Communication. Session 2 Verbal Communication. Session 3 Non-Verbal Communication. Session 4 Writing Skills: Parts of Speech.	4	4	2
May	<u>Vocational Skill</u> . Unit 1: Introduction to Security Services. Session 2 Risks, Threats, Hazards and Emergency Responding and Reporting.	5	5	4
	<u>Employability Skill.</u> Unit 1: Communication Skill. Session 5 Writing Skills: Sentences. Session 6 Pronunciation Basics. Session 7 Greetings and Introduction. Session 8 Talking about Self. Session 9 Asking Questions-I. Session 10 Asking Questions-II.	4	4	2
June	During Summer Vacation Home Work/Project			
July	<u>Vocational Skill</u> . Unit 2: Private Security Regulations and Equipment. Session 1 Cooperation with Police and Other Organization.	5	5	4
	<u>Employability Skill.</u> Unit 2: Self-Management Skill. Session 1 Introduction to Self-Management. Session 2 Strength and Weakness Analysis. Session 3 Self-Confidence. Session 4 Positive Thinking.	4	4	2



August	Vocational Skill Unit 3: Introduction to Arms and Improvised Explosive Device. Session 1 Identification of Arms. Employability Skill. Unit 2: Self-Management Skill. Session 5 Personal Hygiene. Session 6 Grooming. Unit 3: Information and Communication Technology Skill. Session 1 Introduction of ICT. Session 2 ICT Tools: Smartphones and Tablets -I. Session 3 ICT Tools: Smartphones and Tablets -II.	5	5	2
September	Half Yearly Examination Vocational Skill. Unit 3: Introduction to Arms and Improvised Explosive Device. Session 2 Improvised Explosive Device. Employability Skill. Unit 3: Information and Communication Technology Skill. Session 4 Parts of Computer and Peripherals. Session 5 Basic Computer Operations. Session 6 Performing Basic File Operations. Session 7 Basic of Internet. Session 8 Internet Browsing.	5	5	2
October	Vocational Skill. Unit 3: Introduction to Arms and Improvised Explosive Device. Session 3 Security Equipment for Unarmed Security Guard. Employability Skill. Unit 3: Information and Communication Technology. Session 9 Introduction of E-Mail. Session 10 Creating and E-Mail Account. Session 11 Writing an E-Mail. Session 12 Receiving and Replying to E-Mail.	5	5	2
November	Vocational Skill. Unit: - 4 Access Control. Session 1 Search and Seizure. Employability Skill. Unit 4: Entrepreneurship Skill. Session 1 What is Entrepreneurship. Session 2 Role of Entrepreneurship. Session 3 Qualities of a Successful Entrepreneurship. Session 4 Distinguishing Characteristics of Entrepreneurship and Wage Employment.	5	5	4
		4	4	2



December	Vocational Skill.	5	5	4
	Unit: - 4 Access Control. Session 1 Structure and Techniques for Access Control. Employability Skill. Unit 5:GreenSkill. Session 1 Society and Environment.	4	4	2
January	Vocational Skill. Revision of Complete Syllabus. Employability Skill. Unit 5:GreenSkill. Session 2 Conserving Natural Resources. Session 3 Sustainable Development and Green Economy.	5	5	2
		5	5	2
February	Vocational Skill. Revision of Complete Syllabus. Employability Skill. Revision of Complete Syllabus.	5	5	2
		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 IX, PSSCIVE Publication.
2. Employability Skill Book- Text Book for Class IX, PSSCIVE Publication.



NSQF Question Paper Design(2024-25)

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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