



# **BOARD OF SCHOOL EDUCATION HARYANA**

## **Syllabus and Chapter wise division of Marks (2025-26)**

**Class- 12<sup>th</sup> 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 (2025-26)

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

Unit. No.	Unit Name	Unit Marks
	<b>Vocational Skill</b>	
<b>1</b>	Module 1 : Tagging Audit Findings (Session 1 to 2)	15
<b>2</b>	Module 2 : Security Incident Reporting and Documentation (Session 1 to 2)	10
<b>3</b>	Module 3 : Backing up of CCTV Video Footage (Session 1 to 2)	15
<b>4</b>	Module 4 : Occupational Health and Safety (Session 1 to 2)	10
	<b>Employability Skill</b>	
<b>1.</b>	Unit 1:CommunicationSkill (Session 1 to 3)	2
<b>2.</b>	Unit 2: Self-Management Skill (Session 1 to 3)	2
<b>3.</b>	Unit3:Information and Communication Technology Skill (Session 1 to 8)	2
<b>4.</b>	Unit 4:EntrepreneurshipSkill (Session 1 to 4)	2
<b>5.</b>	Unit 5: Green Skill (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 (2025-26)

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

Month	Subject- Content	Teaching Periods	Revision Periods	Practical Work
April	<p><b><u>Vocational Skill.</u></b> Module 1: Tagging Audit Findings. Session 1 Audit Preparation.</p> <p><b><u>Employability Skill.</u></b> Unit 1: Communication Skill. Session 1 Active Listening. Session 2 Parts of Speech.</p>	5	5	4
		4	4	2
May	<p><b><u>Vocational Skill.</u></b> Module 1: Tagging Audit Findings. Session 2 Library Maintenance.</p> <p><b><u>Employability Skill.</u></b> Unit 1: Communication Skill. Session 3 Writing Sentences. Unit 2: Self-Management Skill. Session 1 Motivation and Positive Attitude.</p>	5	5	4
		4	4	2
June	During Summer Vacation Home Work/Project			
July	<p><b><u>Vocational Skill.</u></b> Module 1: Tagging Audit Findings. Session 2 Library Maintenance.</p> <p><b><u>Employability Skill.</u></b> Unit 3: Self-Management Skill. Session 2 Result Orientation. Session 3 Self - Awareness.</p>	5	5	4
		4	4	2
August	<p><b><u>Vocational Skill.</u></b> Module 2: Security Incident Reporting and Documentation. Session 1 Recording and Preparing Reports.</p> <p><b><u>Employability Skill.</u></b> 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.</p>	5	5	2
		4	2	6



September	<p align="center"><b>Half Yearly Examination</b></p> <p><b><u>Vocational Skill.</u></b> Module2: Security Incident Reporting and Documentation. Session 2 Interpreting Patterns and Reporting Formats in CCTV Footage.</p> <p><b><u>Employability Skill.</u></b> Unit3: Information &amp; Communication Technology Skill. Session 4 Advanced Features in Spreadsheet. Session 5 Presentation Software. Session 6 Opening, Closing, Saving and Printing a Presentation.</p>	5	5	2
October	<p><b><u>Vocational Skill.</u></b> Module3: Breaking up of CCTV Video Footage. Session 1 Storing and Retrieving CCTV Video Footage.</p> <p><b><u>Employability Skill.</u></b> Unit3: Information &amp; Communication Technology Skill. Session 7 Working with Slides and Text in a Presentation. Session 8 Advanced Features used in Presentation.</p>	5	5	2
November	<p><b><u>Vocational Skill.</u></b> Module3: Breaking up of CCTV Video Footage. Session 2 Data Protection and Confidentiality.</p> <p><b><u>Employability Skill.</u></b> Unit 4: Entrepreneurship Skill. Session 1 Entrepreneurship and Entrepreneur. Session 2 Barriers to Entrepreneurship.</p>	5	5	4
December	<p><b><u>Vocational Skill.</u></b> Module4: Occupational Health and Safety. Session 1 Health and Hygiene at Workplace.</p> <p><b><u>Employability Skill.</u></b> Unit 4: Entrepreneurship Skill. Session 3 Entrepreneurial Attitudes. Session 4 Entrepreneurial Competencies.</p>	5	5	4



January	<b><u>Vocational Skill.</u></b> Module4: Occupational Health and Safety. Session 2Procedures and Techniques for preventing Injuries and Hazards.  <b><u>Employability Skill.</u></b> Unit 5: GreenSkill. Session 1 Green Job. Session 2Importance of Green Jobs.	5	5	2
February	<b><u>Vocational Skill.</u></b> Revision of Complete Syllabus.  <b><u>Employability Skill.</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 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 (2025-26)

**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, 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