

Serial No	Subject & Break Up
1	<p><b><u>Introduction</u></b></p> <p>(SSS/N0101)</p> <ul style="list-style-type: none"> <li>• Introduction to course and ice-breaking.</li> <li>• Learn about role of an Unarmed Security Guard and job opportunities in the Private Security Sector</li> </ul>
2	<p><b><u>Physical Training</u></b></p> <p>(SSS/N0111)</p> <ul style="list-style-type: none"> <li>• Improve physical health, strength and dexterity in trainees.</li> <li>• Inculcate good personal hygiene practices.</li> <li>• History of Physical Training.</li> <li>• Various Types of Exercise.</li> <li>• Routine Exercise and standard PT Exercise.</li> <li>• Physical Fitness and Mental Robustness.</li> <li>• Meditation Exercise (Yoga).</li> <li>• Vertical rope climbing.</li> <li>• Beam Balancing.</li> <li>• Climbing.</li> <li>• Race.</li> <li>• Long Jump.</li> <li>• High Jump.</li> <li>• Shot put.</li> <li>• Cricket Ball Throw.</li> <li>• Obstacles drills.</li> <li>• Balancing of Beam</li> <li>• Prevention Of Injury.</li> <li>• Duty Log.</li> </ul>

3	<p><b><u>Parade and Drill</u></b></p> <p>(SSS/N0111)</p> <ul style="list-style-type: none"> <li>• Importance of Parade.</li> <li>• Improve bearing and deportment and grooming trainees into smart</li> <li>• Drill and March past, fall in line, fall out, stand in attention , don't move, stand at Ease; stand eases, Quick March, Halt.</li> <li>• Dress on Right, Dress on Left, Open march, Close march, Turn right, Turn left, About turn, Look right, Look left, Look front ,etc.....</li> <li>• Front Salute, Salute on the right, Salute on the left, Double march at a time.</li> <li>• In thrice right turn, In thrice left turn, take over the charge, Join on parade. Break off Parade command, correct posture of all positions (attention, stand at ease, etc...).</li> <li>• Reporting of Parade, Salute with message, Drill Practice and March Past for passing out.</li> <li>• Guard of Honor.</li> <li>• Reporting and salute.</li> <li>• Ceremonial Parade.</li> <li>• Flag hosting Parade</li> <li>• Passing out Parade</li> </ul>
4	<p><b><u>Unarmed Combat and Self Defense</u></b></p> <p>(SSS/N0111)</p> <ul style="list-style-type: none"> <li>• Introduce trainees to unarmed combat techniques for self-defense.</li> <li>• History of self Defense.</li> <li>• Delicate points and parts.</li> <li>• Basic Practice.</li> <li>• Punch Kick, Block.</li> <li>• Defense.</li> <li>• Use of arms and leg as weapons.</li> <li>• Attack on face, stomach and groin area.</li> <li>• Collar hold, neck hold.</li> <li>• Moving base technique defense and attack some self-defense and fighting system of KRV MAGA.</li> </ul>
5	<p><b><u>Conduct in Public</u></b></p> <ul style="list-style-type: none"> <li>• Importance of correct wearing of Uniform.</li> </ul>

6	<p><b><u>Crowd Control</u></b></p> <ul style="list-style-type: none"> <li>• Types of Crowd.</li> <li>• Significance of Crowd.</li> <li>• Strength of crowd.</li> <li>• Methods of Controlling.</li> <li>• Equipment and items used control</li> </ul>
7	<p><b><u>Reading of English Alphabets and Arabic Numerals</u></b></p> <ul style="list-style-type: none"> <li>• Identification of documents, Arms, License, Travel documents and security inspection sheets.</li> </ul>
8	<p><b><u>Security and security practices and tasks</u></b></p> <p>(SSS/N0101)</p> <p><b>Learn about : -</b></p> <ul style="list-style-type: none"> <li>• Security organizations.</li> <li>• Private Security Sector (PSS).</li> <li>• Private security tasks and guarding duties.</li> <li>• Arrest by a private person, Weapons and firearms</li> <li>• Risks, Threats, Hazards/ Disasters and Emergencies, Types of Crises response theory and immediate action.</li> <li>• Improvised explosive devices (IED), Military and police ranks.</li> <li>• Uses of Security equipment and devices.</li> <li>• Identification and handling of Weapons and arms used in public and Civil Police.</li> <li>• Identification, type, shape, action and handling Of IED.</li> <li>• Handling and operations of non-prohibited weapons and fire arms.</li> <li>• Bomb Threat, handling of unidentified objects, Anti sabotage checks, handling equipment, calling Experts, etc....</li> </ul>

9	<p><b><u>Basic rules pertaining to private security service and security personnel</u></b></p> <p>(SSS/N0102)</p> <p><b>Learn about : -</b></p> <ul style="list-style-type: none"> <li>• Right to private defense, important body and property offences and cognizable and non-cognizable offences(IPC+Cr.PC)</li> <li>• Aid to magistrate, duty of public to inform about certain offences, arrest by private person, complaints and first information report and warrants and summons.</li> <li>• Difference between legal and illegal activities; take cognizance of offences and report to superiors and police.</li> <li>• Basics of Human Rights; obligations of the holder of an arms license, explosives and explosive substances.</li> <li>• Physical standards, security training, verification, uniform, ID cards for security guards as per PSA(R)Act – 2005 and Rules 2020.</li> <li>• Rights and entitlements of workers.</li> <li>• Roles and responsibilities of unarmed security guard.</li> <li>• Internal or police investigations and giving evidence in the court.</li> <li>• Lodging of complaints or assisting others in filing First Information Report.</li> <li>• Arms Act, Explosive Substance Act , Wages Act and Labor codes-4nos</li> <li>• ESI-PF, Employees Compensation, bonus gratuity etc.....</li> </ul>
10	<p><b><u>Private guarding services to people, property and premises</u></b></p> <p>(SSS/N0103)</p> <p><b>Learn about : -</b></p> <ul style="list-style-type: none"> <li>• Physical Security.</li> <li>• Security of the Assets.</li> <li>• Security of the building apartment</li> <li>• Personnel security</li> <li>• Household security</li> <li>• Security of Information.</li> <li>• Types of buildings and premises and visitors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk and threats to life, property and premises and security breaches.</li> <li>• Taking briefing and instructions, assuming charge of area of responsibility and carrying out guarding operations.</li> <li>• Carryout patrolling, Search of a place and area.</li> <li>• Prevent tampering of evidence, Personal and stakeholder’s safety.</li> <li>• Identify, understand characteristics, and Operate safety and security equipment.</li> <li>• Reporting and recording incidents and Visits as per formats and procedures accurately.</li> </ul>
<p style="text-align: center;"><b>11</b></p>	<p><b><u>Control access</u></b></p> <p>(SSS/N0104)</p> <ul style="list-style-type: none"> <li>• Implementation of Covid-19 protocol</li> <li>• Understand organizational procedure on access control</li> <li>• Know types of visitors, vehicles and material entering or exiting premises</li> <li>• Identify, read, and interpret identification and authorization documents issued to Employees, visitors, vehicles and material.</li> <li>• Prepare, issue and collect permit and passes to visitors, vehicles and material.</li> <li>• Understand capability and limitation of equipment.</li> <li>• Check and report functioning of equipment.</li> <li>• Discern signals emanating from the equipment and respond accordingly.</li> <li>• Understand methods adopted by criminals for gaining access to a premises.</li> <li>• Identify and operate access control equipment.</li> <li>• Be able to carry out manual operation if needed</li> <li>• Manage adverse situations arising during access control operations.</li> <li>• Direct or escort visitors to their destination.</li> <li>• Receive mail and parcel from couriers.</li> <li>• Secure received mail and parcel and deliver to the designated person.</li> <li>• Discern suspicious packages, segregate the same and report to superiors.</li> <li>• Report cases of infringement to superiors.</li> <li>• How to improve Listening skill, communication skill.</li> </ul>

<p style="text-align: center;"><b>12</b></p>	<p><b><u>Screening and search</u></b></p> <p>(SSS/N0105)</p> <ul style="list-style-type: none"> <li>• Understand organizational procedure on screening and search.</li> <li>• Understand capability and limitation of equipment.</li> <li>• Check and report functioning of equipment.</li> <li>• Discern signals emanating from the equipment and respond accordingly.</li> <li>• Items and persons who cannot be put through the equipment.</li> <li>• Be able to carry out manual operation if needed.</li> <li>• Manage adverse situations arising during screening and search operations.</li> <li>• Search and screening of people, vehicle and material, Read authorization documents.</li> <li>• Understand visitor’s right to privacy, religious and gender.</li> <li>• Understand prohibited and unauthorized items.</li> <li>• Understand methods adopted by criminals to hoodwink the system.</li> <li>• Manage adverse situations arising operations.</li> <li>• Report cases of infringement to superiors.</li> </ul>
<p style="text-align: center;"><b>13</b></p>	<p><b><u>Traffic, Parking and Traffic Management</u></b></p> <p>(SSS/N0106)</p> <ul style="list-style-type: none"> <li>• Traffic Laws and Rules.</li> <li>• Traffic signs.</li> <li>• Traffic control by handle signals.</li> <li>• Safe Driving.</li> <li>• Understand organizational procedure on parking and traffic management.</li> <li>• Familiarize with layout, capacity, traffic, lighting and other infrastructure and Conditions in parking area.</li> <li>• Identify various types of vehicles.</li> <li>• Identify and use various traffic control equipment.</li> <li>• Identify and use security, safety and communication equipment necessary for operations.</li> <li>• Identify and use personal protective equipment.</li> <li>• Report functioning of equipment.</li> <li>• Familiarize with signage and other fixtures in the parking area.</li> <li>• Guide and communicate with drivers effectively.</li> <li>• Understand irregular situations and control defaulting persons and vehicles.</li> </ul>

	<ul style="list-style-type: none"> <li>• Control emergency arising from incidents and seek assistance, Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and Communication. Chart on Traffic signals and symbols. Unarmed</li> </ul>
14	<p><b><u>Security Escort</u></b></p> <p>(SSS/N0107)</p> <ul style="list-style-type: none"> <li>• Organizational procedure regarding security escort.</li> <li>• Risk and threat during escorting.</li> <li>• Readiness of vehicle, driver and guard for assignment.</li> <li>• Understand equipment and document required for assignment.</li> <li>• Communicate and report effectively.</li> <li>• Response to risks and emergencies.</li> <li>• Assist person (s) being escorted.</li> </ul>
15	<p><b><u>Health and Safety</u></b></p> <p>(SSS/N0108)</p> <ul style="list-style-type: none"> <li>• Understand, follow and enforce organizational procedures and instructions on workplace health and safety.</li> <li>• Ensure health and safety of self and others.</li> <li>• Understand about risks, hazards, accidents and emergencies concerning life at workplace and their management and mitigation.</li> <li>• Understand details of floor plan, emergency exit, alarm, signage and firefighting equipment at workplace</li> <li>• Maintain safety equipment.</li> <li>• Report malfunctioning of equipment.</li> <li>• Check and report about non-adherence of rules by workers and other stakeholders and give report.</li> <li>• Identify and use safety and personal protection equipment.</li> </ul>
	<p><b><u>Fire Fighting</u></b></p> <p>Definition of fire</p> <ul style="list-style-type: none"> <li>• Fire Triangle</li> <li>• Classes of Fire</li> <li>• Prevention of Fire</li> <li>• Distinguishing method of Fire</li> <li>• Types of Fire and fire Extinguishing</li> <li>• Course of fire</li> </ul>

	<ul style="list-style-type: none"> <li>• Counter fire method</li> <li>• Chemical/Ingredients</li> <li>• Fire equipment and Accessories.</li> <li>• Understand and identify types and causes of fire.</li> <li>• Understand, identify and operate firefighting equipment and participate in Training and drills.</li> </ul> <p><b><u>First Aid</u></b></p> <ul style="list-style-type: none"> <li>• History of First Aid</li> <li>• Principle of First Aid</li> <li>• Steps in First Aid</li> <li>• Golden hour</li> <li>• Qualities for First Aid</li> <li>• Personal; Protective equipment(PPE)</li> <li>• First Aid Kit</li> <li>• CPR</li> <li>• Clinical and Biological deals</li> <li>• Automated External Deliberator(AED)</li> <li>• Choking</li> <li>• Bleeding</li> <li>• Fracture</li> <li>• Sprain Bandage</li> <li>• Electrocutation</li> <li>• Burns</li> <li>• Understand, identify and deal with medical emergencies occurring at workplace.</li> <li>• Render first-aid at workplace.</li> <li>• Participate in training and drills and evacuation of premises and casualties.</li> <li>• Keep hazards away from workplace.</li> </ul> <p>Raise alarm and call for help from emergency service organizations.</p>
16	<p><b><u>Provide security in commercial and industrial deployments</u></b></p> <p>(SSS/N0109 &amp; N0110)</p> <ul style="list-style-type: none"> <li>• Understand types and peculiarities of commercial and industrial deployments.</li> <li>• Follow organizational procedure and instructions</li> <li>• Understand domain-specific risks and threats.</li> <li>• Provide guarding services at the commercial and industrial deployments.</li> <li>• Show desired behavioral standards while carrying out guarding duties.</li> </ul>



17	<p><b><u>Image projection</u></b></p> <p>(SSS/N0111)</p> <ul style="list-style-type: none"> <li>• Comply with organization’s standards of grooming and personal behavior.</li> <li>• Wear organization’s uniform correctly and smartly.</li> <li>• Carry and use personal protection gear and equipment.</li> <li>• Observe organization’s ‘Meet and Greet Procedure.</li> <li>• Observe confidentiality as per organizational procedure.</li> <li>• Observe discipline and punctuality.</li> <li>• Communicate effectively and assertively.</li> </ul>
18	<p><b>Leadership and Management</b></p>
19	<p><b>Examination</b></p>
20	<p><b>Passing out Parade and Certificate Distribution</b></p>