

**SYLLABUS STRUCTURE  
FOR  
DIPLOMA IN  
SECURITY MANAGMENT**

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**SHIVAJI UNIVERSITY,  
KOLHAPUR**



**Community CollageinSECURITY MANAGMENT**

**Syllabus**

*For*

**C.C Part-I (Diploma)**

**Diploma in SECURITY MANAGMENT**

**(To be implemented from Academic Year 2020-2021onwards)**

SHIVAJI UNIVERSITY, KOLHAPUR  
**PROPOSED STRUCTURE AND SYLLABUS (SEMESTER PATTERN )**

**Community Collage(C.C) Part I – 2020-21**

**1.TITLE:Community CollagePartI(Security Management)**

Syllabus (SemesterPattern)

**2.YEAR OF IMPLEMENTATION :** Syllabus will be implemented fromthe academic year 2020-2021

**3.DURATION:** **Community Collage-** Diploma (First Year)

**4.PATTERN OF EXAMINATION - SemesterPattern**

- Theory Examination – At the end of semester as per ShivajiUniversityRules
- Practical Examination–
  - i) In the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester of B. Voc. there will be internal assessment of practical record, related report submission and projectreports.
  - ii) In the second semester of B. Voc. I there will be internal practical examination.
  - iii) In the 4<sup>th</sup> and 6<sup>th</sup> semester of B. Voc. There will be external practical examination at the end of thesemester.

**5. MEDIUM OF INSTRUCTION :** English /Marathi

**6. STRUCTURE OF COURSE :C.C – I**

Two Semester Per Year  
Two General Papers per year / semester  
Three Vocational Papers per Year / Semester  
Three Practical papers per Year / Semester  
One Project / Industry Visit/ Study Tour / Survey

**7. SCHEME OF EXAMINATION – A) THEORY–**

- a. The theory examination shall be at the

end of the eachsemester.

b. All the general theory papers shall carry 40 marks and all the vocational theory papers shall carry 50marks.

c. Evaluation of the performance of the students in theory shall be on the basisof semester examination as mentioned above.

- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- Nature of question paper for Theory examination ( excluding Business Communication paper )–
  - i. There will be seven questions carrying equal marks.
  - ii. Students will have to solve any five questions.
    - Q. No. 1 : Short answer type question with internal choice ( Two out of Three )
    - Q. No. 2 to Q. No. 6 : Long answer type questions
    - Q. No. 7 : Short Notes with internal choice (Two out of Three )

### **B ) PRACTICAL**

Evaluation of the performance of the students in practical shall be on the basis of semester examination ( Internal assessment at the end of I, III and V Semester and external.

### **STANDARD OF PASSING –**

As per the guidelines and rules of C.C (Attached separately – Annexure I )

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## 8. STRUCTURE OF THE COURSE

### C.C Part I (Diploma) Semester – I

Sr No.	Paper No.	Title	Theory/Practical/Project	Marks (Total)	Theory	Practical
1	I	Business Communication - I	Theory /Practical	50	40	10
2	II	Human Resources in security Management I	Theory /Practical	50	40	10
3	III	Introduction of Security management	<b>Theory</b>	50	50	-
4	IV	Public and Private Security management	<b>Theory</b>	50	50	-
5	V	Physical Security management	<b>Theory</b>	50	50	-
6	VI	Laboratory Work Paper No. III	<b>Practical</b>	50	-	50
7	VII	Laboratory Work Paper No. IV	<b>Practical</b>	50	-	50
8	VIII	Laboratory Work Paper No. V	<b>Practical</b>	50	-	50
9	IX	Project	<b>Practical</b>	50	-	50

**C.C. Part I (Diploma) Semester – II**

Sr No.	Paper No.	Title	Theory/Practical/ Project	Marks (Total)	Theory	Practical
<b>10</b>	<b>X</b>	Business Communication - II	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>11</b>	<b>XI</b>	<b>Industrial security Management</b>	Theory /Practical	<b>50</b>	<b>40</b>	<b>10</b>
<b>12</b>	<b>XII</b>	<b>Cyber Security Management</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>13</b>	<b>XIII</b>	<b>VIP Security Management</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>14</b>	<b>XIV</b>	<b>Fire safety &amp; First Aid</b>	<b>Theory</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>15</b>	<b>XV</b>	Laboratory Work Paper No. XII	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>16</b>	<b>XVI</b>	Laboratory Work Paper No. XIII	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>17</b>	<b>XVII</b>	Laboratory Work Paper No. XIV	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>
<b>18</b>	<b>XVIII</b>	Industrial Visit /Study Tour	<b>Practical</b>	<b>50</b>	<b>-</b>	<b>50</b>

**SCHEME OF TEACHING :****C.C. Part I ( Diploma ) Semester – I**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
<b>1</b>	<b>I</b>	Business Communication - I	<b>4</b>	<b>2</b>	<b>6</b>
<b>2</b>	<b>II</b>	Human Resources in security Management I	<b>4</b>	<b>2</b>	<b>6</b>
<b>3</b>	<b>III</b>	Introduction of Security management	<b>4</b>	<b>-</b>	<b>4</b>
<b>4</b>	<b>IV</b>	Public and Private Security management	<b>4</b>	<b>-</b>	<b>4</b>
<b>5</b>	<b>V</b>	Physical Security management	<b>4</b>	<b>-</b>	<b>4</b>
<b>6</b>	<b>VI</b>	Laboratory Work Paper No. III	<b>-</b>	<b>4</b>	<b>4</b>
<b>7</b>	<b>VII</b>	Laboratory Work Paper No. IV	<b>-</b>	<b>4</b>	<b>4</b>
<b>8</b>	<b>VIII</b>	Laboratory Work Paper No. V	<b>-</b>	<b>4</b>	<b>4</b>
<b>9</b>	<b>IX</b>	Project	<b>-</b>	<b>-</b>	<b>-</b>
			<b>20</b>	<b>16</b>	<b>36</b>



**C.C. Part I (Diploma) Semester – II**

Sr No.	Paper No.	Title	Distribution of workload		
			Theory	Practical	Total
<b>10</b>	<b>X</b>	Business Communication - II	<b>4</b>	<b>2</b>	<b>6</b>
<b>11</b>	<b>XI</b>	<b>Industrial security Management</b>	<b>4</b>	<b>2</b>	<b>6</b>
<b>12</b>	<b>XII</b>	<b>Cyber Security Management</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>13</b>	<b>XIII</b>	<b>VIP Security Management</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>14</b>	<b>XIV</b>	<b>Fire safety &amp; First Aid</b>	<b>4</b>	<b>-</b>	<b>4</b>
<b>15</b>	<b>XV</b>	Laboratory Work Paper No. XII	<b>-</b>	<b>4</b>	<b>4</b>
<b>16</b>	<b>XVI</b>	Laboratory Work Paper No. XIII	<b>-</b>	<b>4</b>	<b>4</b>
<b>17</b>	<b>XVII</b>	Laboratory Work Paper No. XIV	<b>-</b>	<b>4</b>	<b>4</b>
<b>18</b>	<b>XVIII</b>	Industrial Visit /Study Tour	<b>-</b>	<b>-</b>	<b>-</b>
			<b>20</b>	<b>16</b>	<b>36</b>

Eligibility for Admission: 10 + 2 from any faculty or equivalent Diploma / Advanced Diploma in any related stream.

- Eligibility for Faculty:
- 1) **Ex Army**
  - 2) **Diploma in Security Management**
  - 3) **B.P.Ed.**

Eligibility for Lab Assistant: Graduation with related field

### **Staffing Pattern**

Teaching: In the 1<sup>st</sup> year of C.C. – One FullTime

One C. H. B. for Business Communication

Lab. Assistant: For 1<sup>st</sup> Year of C.C. – 1 PartTime

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**SEMESTER I**  
**GENERAL EDUCATION PAPER:**

**C.C Part-I (Diploma)**  
**Paper: I**  
**Business Communication-I**

**Total Workload: 06 lectures per week of 60 mins. ( 45 Lectures)**

**Distribution of Workload:**

Theory: 04 lectures per week  
Practical: 02 lectures per week per batch of 20 students

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**Unit 1: Use of English in Business Environment ( 11 Lectures) Topics:**

Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations

What is a sentence?

Elements of a sentence

Types of sentence: Simple, compound, complex

**Unit 2: Writing a Letter of Application and CV/ Resume ( 12 Lectures)**

**Topics:**

Structure of a letter of application for various posts

CV/ Resume and its essentials

**Unit 3: Presenting Information/Data ( 11 Lectures) Topics:**

Presenting information/data using graphics like tables, pie charts, tree diagrams, bar diagrams, graphs, flow charts

**Unit 4: Interview Technique ( 11 Lectures)**

**Topics:**

Dos and don'ts of an interview

preparing for an interview

Presenting documents

Language used in an interview

**Practical: Based on the theory units 10 Marks.**

**Reference Books:**

- Sethi, Anjane & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGrawHill
- Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student
- Aid Publication, 2008.
- Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
- Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.

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**Pattern of a Question Paper**  
**B. Voc. Part-I**  
**Business Communication-I**  
**Semester –I Paper: I**

**Time: 2 hours**

**Total Marks: 40**

Q. 1 Do as directed. Question items on **Unit 1** to be asked.  
10

(10 out 12)

Q. 2 Write a letter of application.  
10

OR

Draft a CV/ Resume for a particular post.

Q. 3 Present a given information or data using a table/ chart/ pie diagram, etc.  
10

(Any one diagram to be drawn.)

Q. 4 Fill in the blanks in the given interview.  
10

**Practical Evaluation: 10 Marks**

Oral and Presentation based on the units prescribed.

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**Community collage(C.C.) Part I - Sem. I**  
**Paper II**  
**HUMAN RESOURCES IN SECURITY MANAGEMENT**  
**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures / week

**Practical :** 2 lectures /week /batch

**Total Marks : 50** (Theory 40 + Practical 10)

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**Unit 1: The Concept of Professionalism in Security Staff (12 Lectures)**

1. General Introduction about the concept of professionalism
2. Educational Qualification
3. Physical fitness,
4. Recruitment,
5. Training and Development

**Unit 2: Duties and Responsibilities of Security staff (10 Lectures)**

1. Senior Level - CSO /Director,
2. Middle Level - General Manager /Manager / Security officer,
3. Field Level -Security Supervisor, Security Guard.

**Unit 3: Equipment of Security Staff (11 Lectures)**

1. Dress, ID, Baton, Walkie/Talkie, Mobile,
2. Whistle, Torch, Wrist Watch, Pen, Note Book, Fire Extinguishers,
3. First Aid Kit, Fire Arms and Transport.

**Unit 4: Documentation by Security Staff (12 Lectures)**

1. Security SOPs,
2. Registers
3. Reports.

**ReferenceBooks :**

1. Sabharwal, O.P., 2006, Security Management, Alpha Publications, New Delhi
2. Shrivastava, R.K. and Guru Prasad. 1990. Industrial Security, some new challenges – a Collection of Papers. Central Industrial Security Force. Delhi P 29-31
3. Rockley, L.E. and Hill D.A. 1981. Security-Its Management and Control Business books Ltd.

**Practical's (Based on the above Units):**

1. Visit to Industry
2. Oral /Seminar

**Community collage (C.C.) Part I - Sem.I**  
**Paper III**

**INTRODUCTION SECURITY MANAGEMENT**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures / week

**Total Marks : 50** (Theory )

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<b>Unit 1: Security and Management</b>	<b>(12 Lectures)</b>
1. Conceptual Definitions	
2. Philosophical and Legal basis of Security	
3. Principles of Security	
<b>Unit 2: Basic Types of Security</b>	<b>(10 Lectures)</b>
1. Personnel	
2. Physical	
3. Information	
4. Document Security	
5. Important Assets and Threats to them	
<b>Unit 3: Historical perspective of Security</b>	<b>(12 Lectures)</b>
1. UK	
2. USA	
3. INDIA	
<b>Unit 4: Security Management Principles</b>	<b>(11 Lectures)</b>
1. Developing Security Policy	
2. Organizing Security Resources	
3. Implementing Security Plans / Programmes	

List of referencebooks

1. Hill D.A & Rockley I.E, 1981, Security: Its management and control, Business Books.
2. Haldar, Dipak, 1986, Industrial Security in India, Ashish Publishing House.
3. Sabharwal, O.P., 2006, Security Management, Alpha Publications, New Delhi.
4. Rockley, L.E. and Hill D.A. 1981. Security-Its Management and Control Business books Ltd.
5. Sennewald, C., & Baillie, C. (2011). Effective Security Management.Elsevier Publication.
6. Fay, J. (2011). Contemporary Security Management.Elsevier Publication.

# Community collage (C.C.) Part I - Sem.I

## Paper IV

### PUBLIC AND PRIVATE SECURITY MANAGEMENT

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures / week

**Total Marks : 50** (Theory )

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**Unit 1: Public Sector Security Management Systems (12 Lectures)**

1. National Security by Defence Forces,
2. Internal Security by Central Armed Police Forces
3. Law and Order Security by Police.

**Unit 2: Private Sector Security Management Systems (12 Lectures)**

1. Security in Public places: Security of Banks, Hotels, Hospitals, Malls,
2. Security in Factories,
3. Security in Commercial areas,
4. Security in Residential Locations

**Unit 3: Special Security Services (10 Lectures)**

1. Personal Security,
2. Event Security,
3. Product Security,
4. Cash-In-Transit Security,
5. Canine (K9) Security,
6. Electronic / ECM Security,
7. Coastal Security,
8. Rail Security.

**Unit 4: Legal Basis for Public/Private Sectors Security Management Systems (11 Lectures)**

1. Defence Services,
2. CAPF,
3. Police Acts,
4. PSA (Regulation) Act.

**Reference Book :**

1. Barefoot, J.Kirk and Maxwell David. A, 1987, Corporate Security Administration and Management, Butterworth – Heinemann Publishers
2. Koithara, Varghese, 1999, Society, State and Security – The Indian experience Sage Publications
3. Mathur, K.M.1989. Internal Security Challenges and Police in a Developing Society, RBSA Publishers, Jaipur

**Community collage (C.C.) Part I – SemI  
Paper –V**

**PHYSICAL SECURITY MANAGEMENT**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures / week

**Total Marks : 50** (Theory )

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**Unit 1: Emergence and levels of Physical Security**

**(12 Lectures)**

1. Emergence and development of physical security
2. Security for survival and safety
3. Levels of Physical Security: Minimum Security, Low Level Security, Medium Security, High Level Security and Maximum Security.

**Unit 2: Perimeter Security Measures**

**(12 Lectures)**

1. Moats, Walls, Fences, Watch Towers,
2. Lighting, Alarms, Windows, Grills,
3. Upgrading Roofs, Floors, Doors, Locks,
4. Key Control, Response Force,
5. Communications and Patrolling,

**Unit 3: Access Control**

**(10 Lectures)**

1. Personnel and Vehicle Entry / Exit Points,
2. ID Badges, Smart Cards, Visitor Pass,
3. Baggage Check, Searching, Frisking and Escorting.

**Unit 4: Security Areas and Security Barriers**

**(11 Lectures)**

1. Designing Security Area,
2. Demarcating Restricted and Control area,
3. Limited and Exclusion Areas
4. Security Barriers: Natural, Structural, Human, Animal and Energy Barriers.

**Books/ReferenceBooks**

1. Fennelly, L. (2016). Effective Physical Security. Butterworth-Heinemann.
2. Truett A. Ricks, Bobby E. Ricks, Jeffrey Dingle (2014). Physical Security and Safety: A field guide to practitioner. CRC Press.
3. Khairallah, M. (2005). Physical security systems handbook: The design and implementation of electronic security systems. Butterworth-Heinemann.
4. White, J. M. (2014). Security Risk Assessment: Managing Physical and Operational Security. Butterworth



**Community collage(C.C) Part I – Sem I**  
**Paper VI**  
**Laboratory Work Paper III**

Total Marks : 50 Practical : 4 lectures / week/Batch

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**Practical's :**

**Demo Weapons Part 1 Training:**

1. Pochita (Chainsaw Man)
2. Nightblood (Cosmere)
3. Demon's Scar (Dark Souls III)
4. Devil Arms (Devil May Cry series)
5. Devil Sword Dante (Devil May Cry series)
6. Rebellion (Devil May Cry series)
7. Sparda/Force Edge (Devil May Cry series)

**Real Life Weapons Parts 1 Training :**

weapon, **an instrument used in combat for the purpose of killing, injuring, or defeating an enemy.** A weapon may be a shock weapon, held in the hands, such as the club, mace, or sword.

**Referencebooks**

1. Hill D.A & Rockley I.E, 1981, Security: Its management and control, Business Books.
2. Haldar, Dipak, 1986, Industrial Security in India, Ashish Publishing House.
3. Sabharwal, O.P., 2006, Security Management, Alpha Publications, New Delhi.
4. Rockley, L.E. and Hill D.A. 1981. Security-Its Management and Control Business books Ltd.
5. Sennewald, C., & Baillie, C. (2011). Effective Security Management.Elsevier Publication.

**Community collage(C.C) Part I – Sem I**  
**Paper VII**  
**Laboratory Work Paper III**

Total Marks : 50 Practical : 4 lectures / week/Batch

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**Practical's :**

❖ **Fire Extinguisher Part 1 Training :**

Fire extinguishers apply an agent that will **cool burning heat, smother fuel or remove oxygen so the fire cannot continue to burn**. A portable fire extinguisher can quickly control a small fire if applied by an individual properly trained.

❖ **Real Life Air gun Shooting Parts 1 Training :**

An **air gun** or **airgun** is a gun that fires projectiles pneumatically with compressed air or other gases that are mechanically pressurized *without* involving any chemical reactions, in contrast to a firearm, which pressurizes gases *chemically* via oxidation of combustible propellants that generates propulsive energy by breaking molecular bonds.

Air guns come in both long gun (air rifle) and handgun (air pistol) forms. Both types typically propel metallic projectiles that are either Diablo-shaped pellets or spherical shots called BBs, although in recent years Mine ball-shaped cylindro-conoidal projectiles called slugs are gaining more popularity. Certain types of air guns (usually air rifles) may also launch fin-stabilized projectile such as darts (e.g. tranquilizer guns) or hollow-shaft arrows (so-called "air bows").

**Reference Books :**

1. Barefoot, J.Kirk and Maxwell David. A, 1987, Corporate Security Administration and Management, Butterworth – Heinemann Publishers
2. Koithara, Varghese, 1999, Society, State and Security – The Indian experience Sage

## Publications

3. Mathur, K.M.1989. Internal Security Challenges and Police in a Developing Society, RBSA Publishers, Jaipur

### **Community collage(C.C) Part I – Sem I Paper VIII Laboratory Work Paper III**

Total Marks : 50 Practical : 4 lectures / week/Batch

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➤ **Physical Security Parts 1 Training :**

Physical security is **the protection of personnel, hardware, software, networks and data from physical actions and events that could cause serious loss or damage to an enterprise, agency or institution.** This includes protection from fire, flood, natural disasters, burglary, theft, vandalism and terrorism

➤ **VIP Security Training :**

It is the responsibility of the Special Protection Group (SPG), NSG (National Security Guards), CRPF(Central Reserve Police Force), and the state police to provide security covers to high-risk individuals. **Six types of security covers are provided depending on the threat perception.**

## **Reference Books :**

1. Fennelly, L. (2016). Effective Physical Security.Butterworth-Heinemann.
2. Truett A. Ricks, Bobby E. Ricks, Jeffrey Dingle (2014). Physical Security and Safety: A field guide to practitioner. CRC Press.
3. Khairallah, M. (2005). Physical security systems handbook: The design and implementation of electronic security systems. Butterworth-Heinemann.
4. White, J. M. (2014). Security Risk Assessment: Managing Physical and Operational Security. Butterworth

**Paper –IX :Project Work**  
**Community collage(C.C) Part I – Sem I**  
**Paper IX**

**Project**

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**Internal Practical evaluation 50 Marks**

- i) Submission of practical record book = 20 Marks
- ii) Submission of visit report = 15 Marks
- iii) Viva-voce = 15 Marks

## **SEMESTER II**

### **GENERAL EDUCATION PAPER:**

**C.C Part-I (Diploma)  
Paper: X  
Business Communication-II**

**Total Workload: 06 lectures per week of 60 mins. ( 45 Lectures)**

**Distribution of Workload:**

Theory: 04 lectures per week  
Practical: 02 lectures per week per batch of 20 students

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**Units Prescribed for Theory:**

**Unit 1: Group Discussion (11 Lectures)**

**Topics:**

Preparing for a Group Discussion  
Initiating a Discussion  
Eliciting Opinions, Views, etc.  
Expressing Agreement/ Disagreement  
Making Suggestions; Accepting and Declining Suggestions  
Summing up.

**Unit 2: Business Correspondence (10 Lectures)**

**Topics:**

Writing Memos, e-mails, complaints, inquiries, etc.  
Inviting Quotations

**Unit 3:** Placing Orders, Tenders, etc. (11 Lectures)  
**Topics:** **English for Negotiation**

Business Negotiations  
Agenda for Negotiation  
Stages of Negotiation

**Unit 4 :** **English for Marketing** (13 Lectures)  
**Topics:**

Describing/ Explaining a Product/ Service  
Promotion of a Product  
Dealing/ bargaining with Customers  
Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/ Festival

### Reference Books:

Sethi, Anjane & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.  
Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.  
Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.  
Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Publications, 2003.  
Rai, Urmila & S. M. Rai. *Business Communication*. Himalaya Publishing House, 2007.

## COMMUNITY COLLAGE (C.C) Part I - Sem II Paper XI

### INDUSTRIAL SECURITY MANAGEMENT

**Total Workload:** 06 lectures per week of 60 mins.

Theory : 4 lectures/ week  
Practical : 2 lectures/week/batch

Total Marks : 50 (Theory 40 + Practical 10 )

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**Unit 1: An overview** (12 Lectures)

1. An introduction to Industrial Security in India  
2. Security management of Industries with Planned Growth & level of Industrialization  
3. Security at Blue Print Stage and to be Cost Effective.

**Unit 2: Categorization of Industries** (11 Lectures)

1. A B C Category on basis of the National Defence,  
2. Categorisation on the basis of National Economy: importance & relevancy

**Unit 3: Threats to Industries** (12 Lectures)

1. Industrial Espionage,  
2. Sabotage and Subversion  
3. Critical Industrial Situations: Strike, Lockout, Layoff, Closure, Holdups, Gherao,  
4. Thefts, Pilferages, Mob Violence, Fire & Natural Calamities.

**Unit 4: Preventive Skills****(10 Lectures)**

1. Secret Enquiry,
2. Surveillance,
3. Other Intelligence Skills

**TextBooks/ReferenceBooks**

1. Subramanian, S. (2006). Industrial Security Management. Gyan Publishing House.
2. Sharma, R. P. (2005). Industrial Security Management. New Age International.
3. Russell, D. L., & Arlow, P. C. (2015). Industrial Security: Managing Security in the 21st Century. John Wiley & Sons.
4. Cabric, M. (2015). Corporate security management: Challenges, risks, and strategies. Butterworth-Heinemann

**(A) Practical's (Based on the above Units):**

1. Visit to Industry
2. Oral /Seminar

**COMMUNITY COLLAGE (C.C) Part I -Sem II**  
**Paper XII**  
**CYBER SECURITY MANAGEMENT**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory** :4 lectures / week**Total Marks : 50** (Theory )**Unit I Introduction to cyberspace****(10 Lecture)**

1. Cyber Crime- Overview, Internal and External Attacks, Attack Vectors.
2. Cybercrimes against Individuals – E-mail spoofing and online frauds, Phishing and its forms, Spamming, Cyber-defamation, Cyberstalking, Cyber Bullying and harassment, Computer Sabotage,
3. Pornographic offenses, Password Sniffing.
4. Keyloggers and Screenloggers.
5. Cyber Crimes against Women and Children.

## **Unit II Cybercrime**

**(12 Lecture)**

1. Cybercrime against organization – Unauthorized access of computer, Password Sniffing, Denial-of service (DOS) attack, Backdoors and Malwares and its types, E-mail Bombing, Salami Attack, Software Piracy, Industrial Espionage, Intruder attacks.
2. Security policies violations,
3. Crimes related to Social Media, ATM, Online and Banking Frauds.
4. Intellectual Property Frauds.

## **Unit III- Introduction to International Standards and Audit Methodology** **(12 Lecture)**

1. Audit Life Cycle Initiation – Commencement, Discovery Stage, Maturation Stage, Predictive Stage.
2. PDCA – Cycle Plan, Do, Check, Act.
3. Types of Audit - Internal, External - Mandatory and – Statutory.
4. ISMS 27001 ISO Standards – Introduction and Applicability.
5. SOX – International Compliance – Introduction and Applicability.
6. HIPPA – International Compliance – Introduction and Applicability.
7. Oversight and Introduction to Common Risk Infrastructure.

## **Unit IV - Risk Management**

**(11 Lecture)**

1. Introduction. Method and Principles.
2. Classes or Types of Risk.
3. Process, Mitigation - Potential risk treatments - Risk management plan- Implementation, Limitation.
4. Types of risk management for projects - For natural disasters - Of information technology - In petroleum and natural gas.
5. Business Continuity and Planning

## **Reference Books**

1. Nina Godbole and Sunit Belapore; “Cyber Security: Understanding Cyber Crimes, Computer Forensics and Legal Perspectives”, Wiley Publications, 2011.
2. Bill Nelson, Amelia Phillips and Christopher Steuart; “Guide to Computer Forensics and Investigations” – 3rd Edition, Cengage, 2010 BBS.
3. Atul Jain; “Cyber Crime: Issues, Threats and Management”, 2004.

## **COMMUNITY COLLEGE (C.C) Part I - Sem II** **Paper XIII**

### **VIP SECURITY MANAGEMENT**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :** 4 lectures / week

**Total Marks : 50** (Theory )

## **Unit 1: An overview (12 Lecture)**

1. Security of VIPs
2. Security of Other Protected Dignitaries
3. Assessing Nature and Degree of Security Threats to them



**Unit 2: Forms of threats (10Lecture)**

1. Acts of Violence
2. Assassination by IEDs,
3. Use of Fire Arms, Letter and Parcel Bombs
4. Other Lethal Weapons - Swords, Knives, Poison, Substances

**Unit 3: Acts of Sabotage in the Offices & VIPs residence(12 Lecture)**

1. Residential Buildings by hidden IEDs,
2. Listening Devices,
3. Anonymous Letters
4. False Threat Calls

**Unit 4: Various categories of Security and schemes(11 Lecture)**

1. Z, Y and X categories
2. Protection Schemes,
3. Training,
4. Use of Weapons,
5. Equipments of PSOs/BGs

**TextBooks/ReferenceBooks**

1. Fay, J. (2007). Encyclopaedia of security management. Elsevier.
2. S. M. Shukla (2017). Security Management: A Comprehensive Guide for Improving Security Environment. Notion Press.
3. Fay, J. (2010). Contemporary security management. Elsevier.
4. Sennewald, C. A., & Baillie, C. (2015). Effective security management. Butterworth-Heinemann.
5. Davies, S. J. (Ed.). (2007). Security supervision and management: The theory and practice of asset protection. Elsevier.
6. Stuart, S. (2016). Protection Officer Training Manual. Elsevier.

**COMMUNITY COLLEGE (C.C) Part I -Sem II  
Paper XIV  
FIRE SAFETY & FIRST AID**

**Total Workload:** 06 lectures per week of 60 mins.

**Theory :**4 lectures / week

**Total Marks : 50 (Theory )**

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**Unit 1: Fire safety Introduction****(12 Lecture)**

1. Principles of combustion in fire safety
2. The main causes of fire and fire spread
3. Fire introduction

**Unit 2: Fire Types of extinguisher****(11 Lecture)**

1. Water type fire extinguisher
2. Water CO<sub>2</sub> type fire extinguisher
3. Soda Acid type fire extinguisher
4. Foam type fire extinguisher
5. Chemical type fire extinguisher

**Unit 3: Major Fire Fighting Equipments****(10 Lecture)**

1. Trailer fire pump
2. Liquid air foam solutions
3. Hose clamps

**Unit 4: First Aid****(12 Lecture)**

1. First Aiders at the time of Accident
2. Procedure for stop Bleeding
3. First Aid Box

**Reference Books**

- 1.S. M. Shukla (2017). Security Management: A Comprehensive Guide for Improving Security Environment. Notion Press.
- 2.Fennelly, L. (2016). Effective Physical Security.Butterworth-Heinemann.
3. Fire Safety Book
- 4.First Aid

## Laboratory Work Paper XII

Total Marks : 50 Practical : 4 lectures / week/ Batch

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### Practical's :

#### ➤ Demo Weapons Part II Training :

Users can create and/or wield any weaponry imbued with incredible demonic power and make it so that no one can use the weapons except for those worthy of its power. The power the weapon possesses highly varies on the type of demonic force that empowers it. Still, it can either be capable of small yet efficient feats or have the ability to control vast demonic plane forces.

- Demonic Element Manipulation: Take control of powerful demonic, destructive elements as well as infuse one's weapons with them.
- Demonic Energy Manipulation: The weapon is capable of controlling an unlimited reservoir of destructive demonic energy.
- Demonic Magic: The user's weapons are imbued with powerful satanic magic that allows them to gain control over demonic forces.
- Demonic Infusion: The user is able to channel the demonic power into their weapons

#### ➤ Real Life Weapons Parts II Training :

**Stun guns, taser guns, mace, pepper spray, or other similar self defense weapons.**

Swords, machetes, and other edged/bladed weapons. Explosives, bombs, and bomb making supplies and/or equipment

- Guns, including airsoft guns, air guns, blow guns, paintball guns, antique guns, replica guns, and imitation guns
- Gun parts and accessories, including gun mounts, grips, magazines, and ammunition
- Rental of guns (other than from shooting ranges)
- Stun guns, taser guns, mace, pepper spray, or other similar self defense weapons
- Swords, machetes, and other edged/bladed weapons
- Explosives, bombs, and bomb making supplies and/or equipment
- Fireworks, flamethrowers, and other pyrotechnic devices
- Knives, including butterfly knives, fighting knives, switchblades, disguised knives, and throwing stars

### Reference Books :

1. Subramanian, S. (2006). Industrial Security Management. Gyan Publishing House.
2. Sharma, R. P. (2005). Industrial Security Management. New Age International.
3. Russell, D. L., & Arlow, P. C. (2015). Industrial Security: Managing Security in the 21st Century. John Wiley & Sons.
4. Cabric, M. (2015). Corporate security management: Challenges, risks, and strategies. Butterworth-Heinemann

**Bachelor of Vocation (C.C) Part I – Sem II**  
**Paper XVI**  
**Laboratory Work Paper XIII**

Total Marks : 50 Practical : 4 lectures / week/ Batch

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**Practical's :**

➤ **Fire Extinguisher Part II Training :**

fire extinguisher, portable or movable apparatus used to put out a small fire by directing onto it a substance that cools the burning material, deprives the flame of oxygen, or interferes with the chemical reactions occurring in the flame.

There are two main types of fire extinguishers: stored-pressure and cartridge-operated. In stored pressure units, the expellant is stored in the same chamber as the firefighting agent itself.

Depending on the agent used, different propellants are used. With dry chemical extinguishers, nitrogen is typically used; water and foam extinguishers typically use air. Stored pressure fire extinguishers are the most common type. Cartridge-operated extinguishers contain the expellant gas in a separate cartridge that is punctured prior to discharge, exposing the propellant to the extinguishing agent. This type is not as common, used primarily in areas such as industrial facilities, where they receive higher-than-average use. They have the advantage of simple and prompt recharge, allowing an operator to discharge the extinguisher, recharge it, and return to the fire in a reasonable amount of time. Unlike stored pressure types, these extinguishers use compressed carbon dioxide instead of nitrogen, although nitrogen cartridges are used on low temperature (–60 rated) models. Cartridge operated extinguishers are available in dry chemical and dry powder types in the U.S. and in water, wetting agent, foam, dry chemical (classes ABC and B.C.), and dry powder (class D) types in the rest of the world.

➤ **Real Life Air gun Shooting Parts II Training :**

An **air gun** or **airgun** is a gun that fires projectiles pneumatically with compressed air or other gases that are mechanically pressurized without involving.

- Air guns come in both long gun (air rifle) and handgun (air pistol) forms. Both types typically propel metallic projectiles that are either diabolo-shaped pellets or spherical shots called BBs, although in recent years Minié ball-shaped cylindro-conoidal projectiles called slugs are gaining more popularity. Certain types of air guns (usually air rifles) may also launch fin-stabilized projectile such as darts (e.g. tranquilizer guns) or hollow-shaft arrows (so-called "airbows").
- The first air guns were developed as early as the 16th century, and have since been used in hunting, shooting sport and even in warfare. There are three different power sources for modern air guns, depending on the design: spring-piston, pneumatic, or bottled compressed gas (most commonly carbon dioxide)

**Reference Books**

1.S. M. Shukla (2017). Security Management: A Comprehensive Guide for Improving Security

Environment.

Notion Press.

2.Fennelly, L. (2016). Effective Physical Security.Butterworth-Heinemann.

3. Fire Safety Book

4.First Aid

**Bachelor of Vocation (C.C) Part I – Sem II**  
**Paper XVII**  
**Laboratory Work Paper XIV**

Total Marks : 50 Practical : 4 lectures / week/ Batch

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➤ **Physical Security Parts II Training :**

Physical security is **the protection of personnel, hardware, software, networks and data from physical actions and events that could cause serious loss or damage to an enterprise, agency or institution.** This includes protection from fire, flood, natural disasters, burglary, theft, vandalism and terrorism.

At its core, physical security is about **keeping your facilities, people and assets safe from real-world threats.** It includes physical deterrence, detection of intruders, and responding to those threats

Physical security involves the use of multiple layers of interdependent systems that can include **CCTV surveillance, security guards, protective barriers, locks, access control, perimeter intrusion detection, deterrent systems, fire protection,** and other systems designed to protect persons and property

➤ **Cyber Security :**

Cyber security is **the application of technologies, processes and controls to protect systems, networks, programs, devices and data from cyber attacks.** It aims to reduce the risk of cyber attacks and protect against the unauthorised exploitation of systems, networks and technologies.

- **Malware**, such as ransomware, botnet software, RATs (remote access Trojans), rootkits and bootkits, spyware, Trojans, viruses and worms.
- **Backdoors**, which allow remote access.
- **Formjacking**, which inserts malicious code into online forms.
- **Cryptojacking**, which installs illicit cryptocurrency mining software.
- **DDoS (distributed denial-of-service) attacks**, which flood servers, systems and networks with traffic to knock them offline.
- **DNS (domain name system) poisoning attacks**, which compromise the DNS to redirect traffic to malicious sites

**Reference Book :**

1. Barefoot, J.Kirk and Maxwell David. A, 1987, Corporate Security Administration and Management,

Butterworth – Heinemann Publishers

2. Koithara, Varghese, 1999, Society, State and Security – The Indian experience Sage Publications

3. Mathur, K.M.1989. Internal Security Challenges and Police in a Developing Society, RBSA Publishers, Jaipur

## **Paper –IX :Project Work**

### **Community collage(C.C) Part I – Sem II Paper XVIII**

#### **Project**

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#### **Internal Practical evaluation 50 Marks**

- i) Submission of practical record book = 20 Marks
- ii) Submission of visit report = 15 Marks
- iii) Viva-voce = 15 Marks

## Annexure I

### Standard of passing:

- A. For B.Voc. programme total credits shall be 180 with 30 credits for each semester. There shall be 12 credits for theory and 18 credits for practical per semester.
- B. Subject wise credits are mentioned in the concerned syllabus of every B.Voc. Program.
- C. The standard of passing shall be 35 % where the student will have to score 18 marks out of 50, 14 marks out of 40 and 4 marks out of 10.
- D. Rules for ATKT are mentioned below:
  - I. Internal examination will be compulsory for all students. If the student is absent/fail in the internal examination then he/she will have to clear the internal examination. However ATKT rules will be followed in respect of theory and practical papers only. Then the student is allowed to keep term in the third fifth semester even if he/she has failed in the three or less than three heads (i.e. theory and practical) of passing each semester. However he/she shall have to clear all the papers of semester I & II before taking admission to the fifth semester.
  - II. In the B.Voc. Part II, every student has to complete internship of concerned industry.

### Award of degree:

- B.Voc.is a six semester integrated course spread over the period of 3 years. The course of B.Voc. will be 3 years integrated course commencing from the years as mentioned below:
  - a. B.Voc. Part – I : Semester I & II – Diploma
  - b. B.Voc. Part – II : Semester III & IV – Advanced diploma
  - c. B.Voc. Part- III: Semester V & VI – B.Voc. Degree
- The candidate may take exit after one year of successful completion of the course. After successful completion of one year (Semester I & II) the candidate will get Diploma. After successful completion of two years (Semester III & IV), the candidate will get Advanced Diploma. The students those who have completed the entire three years (Semester V & VI) integrated course shall be awarded B.Voc. Degree programme, inclusive of Diploma and Advanced Diploma.
- The candidate admitted for direct second year or third year will get Class (First/Second/Pass class) as per their performance for B.Voc.

**Scheme of mark:****Grading chart:****A. Grading Chart of 100 points:**

Sr.No.	Marks obtained	Numerical grade (Grade Point)	CGPA	Letter Grade
1	Absent	0 (Zero)	-	-
2	0-34	0 (Zero)	0.0 – 4.99	F (Fail)
3	35- 44	5	4.50 – 5.49	C (Satisfactory)
4	45-54	6	5.50 – 6.49	B (Average)
5	55-64	7	6.50 – 7.49	B+ (Good)
6	65-74	8	7.50 – 8.49	A (Very Good)
7	75-84	9	8.50 – 9.49	A+ (Excellent)
8	85 - 100	10	9.50 – 10.00	O (Outstanding)

**B. Grading chart of 50 points:**

Sr. No.	Marks Obtained	Numerical grade (Grade point)	CGPA	Letter grade
1	Absent	0 (Zero)	-	-
2	0 -17	0 (Zero)	0.0 – 4.99	F (Fail)
3	18-22	5	4.50 – 5.49	C (Satisfactory)
4	23-27	6	5.50 – 6.49	B (Average)
5	28-32	7	6.50 – 7.49	B+ (Good)
6	33-37	8	7.50 – 8.49	A (Very Good)
7	38-42	9	8.50 – 9.49	A+ (Excellent)
8	43-50	10	9.50 – 10.00	O (Outstanding)

**Note:**

- i. Marks obtained  $\geq 0.5$  shall be rounded off to next higher digit.
- ii. The SGPA & CGPA shall be rounded off to 2 decimal points.
- iii. Marks obtained in 50 marks or 200 marks paper shall be converted to 100 marks.

**Calculation of SGPA & CGPA****1. Semester Grade Point Average (SGPA)**

$$\text{SGPA} = \frac{\sum(\text{Course Credits} \times \text{Grade Points Obtained}) \text{ of a semester}}{\sum(\text{course credits}) \text{ of respective semester}}$$

**2. Cumulative Grade Point Average (CGPA)**

$$\text{CGPA} = \frac{\sum(\text{Total Credits Of A Semester} \times \text{SGPA Of Respective Semester}) \text{ of all semesters}}{\sum(\text{Total Course Credits}) \text{ of all semester}}$$