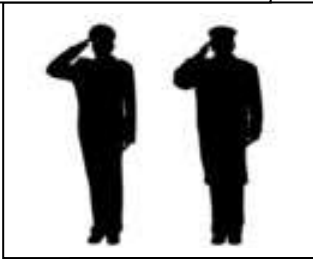


Private Security

NVEQ Level 2 – Class X

SS201-NQ2012- Basic Drill and Defensive
Techniques

Student's Workbook



प.सु.श.केन्द्रीय व्यावसायिक शिक्षा संस्थान, श्यामला हिल्स, भोपाल
PSS Central Institute of Vocational Education, Shyamla Hills, Bhopal

© PSS Central Institute of Vocational Education, 2012

Copyright protects this publication. Except for purposes permitted by the Copyright Act, reproduction, adaptation, electronic storage and communication to the public are prohibited without prior written permission.

Student Details

Student Name: _____

Student Roll Number: _____

Batch Start Date: _____

Acknowledgements

We would like to thank Professor Parveen Sinclair, Director, National Council of Educational Research and Training (NCERT), Professor R. B. Shivagunde, Joint Director, PSS Central Institute of Vocational Education (PSSCIVE), and Mr. Basab Banerjee, Head, Standards and Quality Assurance, National Skill Development Corporation for guidance and steering the whole process of the development of curricula and teaching-learning materials. We express our sincere gratitude and thanks to Kunwar Vikram Singh, Chairman, Security Knowledge and Skill Development Council (SKSDC), Lt. General S.S. Chahal (Retd.), Chief Executive Officer, SKSDC, and Major General Bhupinder Singh Ghotra (Retd.), Chief Operating Officer, SKSDC, for their guidance and help.

Sincerest thanks are due to contributor Mr. Mohit Sharma, International College for Security Studies, D-452, Ramphal Chowk, Sector 7, Dwarka, New Delhi for his earnest efforts and commitment in developing this Unit. We are grateful to Dr. Vinay Swarup Mehrotra, Associate Professor and Head, Task Group on Curriculum Development and Evaluation, PSSCIVE and Col. (Retd.) Tapes Chandra Sen who have made substantial contributions to finalizing the content and editing of the workbook.

Special thanks are due to Professor Rajaram S Sharma, Joint Director, Central Institute of Educational Technology (CIET), New Delhi for providing facilities for conducting meetings of the Curriculum Committee at CIET. We also acknowledge the help of Dr. Amarendra Prasad Behra, Associate Professor, CIET during the working group meetings. We take this opportunity to express our gratitude to Mr. Vikrant Abrol, M/s Unifiers Social Ventures Pvt. Ltd. for technical support.

Table of Contents

ACKNOWLEDGEMENTS	4
PREFACE	6
ABOUT YOUR WORKBOOK	8
INTRODUCTION	9
SESSION 1: PERFORMING DRILL	10
SESSION 2: PERSONAL HYGIENE AND GROOMING	23
SESSION 3: IDENTIFYING VULNERABLE PARTS OF HUMAN BODY	28
SESSION 4: PERFORMING BASIC SELF-DEFENSE TECHNIQUES	36

Preface

The National Curriculum Framework, 2005, recommends that children's life at school must be linked to their life outside the school. This principle makes a departure from the legacy of bookish learning which continues to shape our system and causes a gap between the school, home, community and the workplace.

The student workbook on “**Basic Drill and Defensive Techniques**” is a part of the qualification package developed for the implementation of National Vocational Education Qualification Framework (NVEQF), an initiative of Ministry of Human Resource Development (MHRD), Government of India to set common principles and guidelines for a nationally recognized qualification system covering Schools, Vocational Education and Training Institutions, Technical Education Institutions, Colleges and Universities. It is envisaged that the NVEQF will promote transparency of qualifications, cross-sectoral learning, student-centred learning and facilitate learner's mobility between different qualifications, thus encouraging lifelong learning.

This student workbook, which forms a part of vocational qualification package for students who have passed Class IX or equivalent examination, was created by a group of experts. The Security Knowledge and Skill Development Council (SKSDC) approved by the National Skill Development Corporation (NSDC) for the Private Security Industry developed the National Occupation Standards (NOS). The National Occupation Standards are a set of competency standards and guidelines endorsed by the representatives of Private Security Industry for recognizing and assessing skills and knowledge needed to perform effectively in the workplace.

The Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), a constituent of National Council of Educational Research and Training (NCERT) in association with SKSDC has developed modular curricula and learning materials (Units) for the vocational qualification package in Private Security sector for NVEQ levels 1 to 4; level 1 is equivalent to Class IX. Based on NOS, occupation related core competencies (knowledge, skills, and abilities) were identified for development of curricula and learning modules (Units).

This student workbook attempts to discourage rote learning and to bring about necessary flexibility in offering of courses, necessary for breaking the sharp boundaries between different subject areas. The workbook attempts to enhance these endeavours by giving higher priority and space to opportunities for contemplation and wondering, discussion in small groups and activities requiring

hands-on-experience. We hope these measures will take us significantly further in the direction of a child-centred system of education outlined in the National Policy of Education (1986).

The success of this effort depends on the steps that school Principals and Teachers will take to encourage children to reflect their own learning and to pursue imaginative and on-the-job activities and questions. Participation of learners in skill development exercises and inculcation of values and creativity is possible if we involve children as participants in learning, and not as receiver of information. These aims imply considerable change in school routines and mode of functioning. Flexibility in the daily time-table would be a necessity to maintain the rigour in implementing the activities and the required number of teaching days will have to be increased for teaching and training.

About Your Workbook

This workbook is to assist you with completing the Unit of Competency **SS201-NQ2012: Basic Drill and Defensive Techniques**. You should work through the workbook in the classroom, at the workplace or in your own time under the guidance and supervision of your teacher or trainer. This workbook contains sessions which will help you to acquire relevant knowledge and skills (soft and hard) on various aspects of the unit of competency. Each session is small enough to be easily tackled and digested by you before you move on to the next session. Animated pictures and photographs have been included to bring about visual appeal and to make the text lively and interactive for you. You can also try to create your own illustrations using your imagination or taking the help of your teacher. Let us now see what the sections in the sessions have for you.

Section 1: Introduction

This section introduces you to the topic of the Unit. It also tells you what you will learn through the various sessions covered in the Unit.

Section 2: Relevant Knowledge

This section provides you with the relevant information on the topic (s) covered in the session. The knowledge developed through this section will enable you to perform certain activities. You should read through the information to develop an understanding on the various aspects of the topic before you complete the exercise (s).

Section 3: Exercise

Each session has exercises, which you should complete on time. You will perform the activities in the classroom, at home or at the workplace. The activities included in this section will help you to develop necessary knowledge, skills and attitude that you need for becoming competent in performing the tasks at workplace. The activities should be done under the supervision of your teacher or trainer who will guide you in completing the tasks and also provide feedback to you for improving your performance. To achieve this, prepare a timetable in consultation with your teacher or trainer and strictly adhere to the stipulated norms or standards. Do not hesitate to ask your teacher or trainer to explain anything that you do not understand.

Section 4: Assessment

The review questions included in this section will help you to check your progress. You must be able to answer all the questions before you proceed to the next session.

INTRODUCTION



Have you ever been to the Republic Day Parade on 26th January at Rajpath in New Delhi? Some of you must have had the privilege to see it live at Rajpath or might have watched it on television. Have you ever wondered why and how this parade is organized? It was the Lahore Session of the Indian National Congress at midnight of December 31, 1929 - January 1, 1930, that the Tri-Color Flag was unfurled by the nationalists and a pledge was taken that on January 26th every year, "Republic Day" would be celebrated and that the people would unceasingly strive for the establishment of a Sovereign Democratic Republic India. The professed pledge was initiated on January 26, 1950, when the Constitution of India came into force. The Republic Day includes march past of the three armed forces, massive parades by various organizations and institutions, folk dances by tribal folk from different states in picturesque costumes, marking the cultural unity and diversity of India.



Organization of parades involves meticulous planning, arrangement of resources, practices and rehearsal by the armed forces. Another area where practice and drill are necessary for performance is self-defense or unarmed combat. Self-defense is a counter measure that involves defending oneself, one's property or well being of another from harm. In case of an actual assault on self and on others, self defense techniques are very useful to overpower and neutralize the opponents.

Through this Unit, you will acquire knowledge and skills of basic drill practices and self-defense techniques.

SESSION 1: PERFORMING DRILL

RELEVANT KNOWLEDGE



The term drill comes from the old tradition of formation combat in which soldiers were held in very strict formations as to maximize their combat effectiveness. A drill is the process of memorizing and performing certain actions through repetition until the action is instinctive to the personnel performing the drill. Drills are basically a series of actions or activities planned and carried out as a dummy exercise.

Drill is a form of physical activity carried out by a group of uniformed personnel, which teaches them discipline. It is practiced several times for perfection. This activity is mainly carried out by the Army, Police, Security forces or Firefighters to demonstrate discipline, team work, authority and uniformity. There are no individuals in a team; everyone performs the movement in exactly the same time and in exactly the same way. Complex actions are broken down into simpler ones which can be practiced in small groups so that when the whole is put together and the desired results are achieved.

Aims of Drill

The aim of drill is to produce a cadet who is alert and obedient and work in a team. The main purpose of formal parade ground drill is to enable cadets to move easily and quickly from point to point in an orderly manner. There are certain guidelines to be observed and followed. Drill in battle ensures that everyone does what they have been trained to do, irrespective of noise and other distractions.

The benefits of drills include the following:

1. It allows the team to respond rapidly and effectively in a situation or an emergency.
2. It helps the team or group to become familiar with the standard procedures and equipment.
3. It helps in developing self confidence in performing various activities.

Military parade

A drill in military terms is the action of memorising certain actions through repetition until the action is instinctive to the soldiers being drilled. Complex actions are broken down into simpler ones which can be practised in isolation as when the whole is put together the desired results are achieved. Such is necessary for a fighting force to perform at maximum efficiency in all manner of situations.

Military parade is a formation of soldiers whose movement is restricted by close-order manoeuvring known as drilling or marching. A military ceremony is organized for the following purposes:

1. Honouring a visiting high-ranking commander, official, or dignitary;
2. Presenting decorations and awards;
3. Honouring or recognizing unit or individual achievements; and
4. Commemorating events.

Parade can be given only by the parade commander and always refers to the entire parade, regardless of size. Hence, there is only one person in charge of a parade at a time.

The following rules for giving commands apply to the commander when the unit drills as a separate unit and not as part of a larger formation:

1. When at the halt, the commander faces the troops for giving commands; and
2. When marching, the commander turns his head in the direction of the troops to give commands.

Parade consists of four directions:

1. **Advance:** It is the primary direction of movement, regardless of which direction the soldiers are actually facing.
2. **Retire:** It is opposite the advance i.e. it is against the primary direction of movement.
3. **Left:** It is to the left of the Advance.
4. **Right:** It is to the right of the Advance.

If the Advance is changed, then all other directions are changed to be based on the new Advance. The typical parade commands are spoken extremely clearly and emphatically, and consist of four major parts, namely **the identifier**, **the precautionary**, **the cautionary** and **the executive**. Let us learn about each of these.

1. **Identifier** is the one or group who is to follow the command. This is typically (number) Section, (number) Platoon, (letter) Company, or (name) Regiment.
2. **Precautionary** or what is to be done. For example, move to the advance, move to the retire, etc.
3. **Cautionary** or the first part of what is to be done. It is usually drawn out to two syllables. For example, for a right wheel: "right turn", "right" is the cautionary.
4. **Executive** or execution is a single syllable on which the soldiers actually move. There is always a significant pause between the cautionary and the executive. The executive command should always be given a greater emphasis and be as loud if not louder than the preparatory.

In India, drill is performed by personnel of all uniformed organizations. These are Army, Navy, Air Force, Para Military Forces, Police, Border Security Force, Indo-Tibetan Border Police, Coast Guard, National Cadet Corps, Home Guards and Fire Brigade.

In private security, security personnel are taught basic drill movements to imbibe discipline, correct their posture and to work in team. Thus, the importance of drill in private security is to develop confidence, correct posture, and team spirit.

Drill Commands

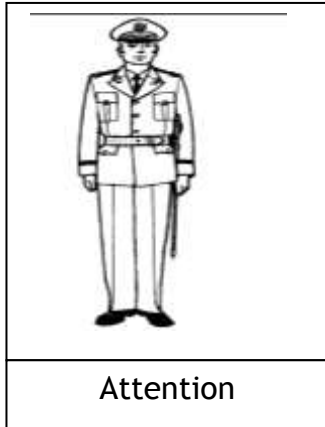
Drill commands are generally used with a group that is marching, most often in military foot drill or marching band. All branches of the military and police use drill commands.

Marching, also called as Marchpast, refers to the organized, uniformed, steady and rhythmic walking. While marching, individuals must maintain their dress, cover, interval, and distance.

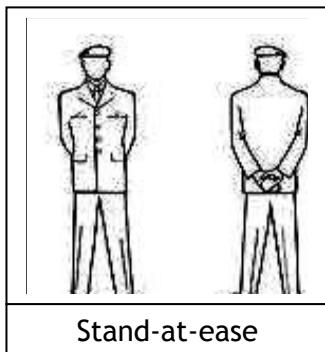
1. **Dress** – alignment with the person to the side.
2. **Cover** – alignment with the person in front.
3. **Interval** – space between the person(s) to the side.
4. **Distance** – space between the person in front.

During the British rule, the Indian Armed Forces essentially used the English drill commands. The official language of Indian armed forces is Hindi and thus Hindi words are now being used for drill commands.

Some of the state police units, however, still continue to use English drill commands. The common drill commands used by various uniformed organizations in India are as follows:



Attention



Stand-at-ease

1. **Savdhan (Attention):** The position of attention is the basic military position. It indicates you are alert and ready for instruction. On the command Savdhan (attention), stand with your heels together, feet forming an angle of 30 degrees, head and body erect, hips and shoulders level, and chest lifted. Allow your arms to hang naturally—thumbs along skirt or trouser seams and fingers joined and in their natural curl. Keep your legs straight, but not stiff at the knees. Direct your head and eyes to the front. Keep your mouth closed, and pull your chin in slightly.
2. **Vishram (Stand-at-ease):** On the command stand at-ease, you can relax and shift about, but keep your right foot in place. Left foot is moved to shoulder width and the hands are placed behind the back with arms fully extended. The right hand is placed inside the left with all fingers together and pointing rigidly downwards. Do not talk. You must not talk, but you may remain relaxed.
3. **Line Ban (Fall In):** Resume your place in ranks, and come to attention.
4. **Line Thod (Fall out):** This is done with a right turn followed by either three steps or a Quick March in a straight line to the edge of the parade square, determined by context.
5. **Hilo Matt (Stand Still or Do Not Move):**
6. **Aaram Se (Stand easy):** Legs remain at ease position, arms are brought to the sides to a more natural standing position. Make minimal movements and you should not talk or shift from the current place.

7. **Sajj-Dahine-Sajj (Dress-Right Dress):** On this command all members in the unit except the right marker take two steps forward, pause, and bring up their arms parallel to the ground and at the same time snap their heads so they are facing right, unless otherwise specified (elbow dressing or shoulder dressing). After this, they pause, and then shuffle back to a new position, where their hand is extremely close to the member's shoulder on their right. The only thing that should change is the position of the head. They should turn their head to the right at a 45° angle. They should then line themselves up with the person to their immediate right.

8. **Sajj-Bah(y)en-Sajj (Dress-Left Dress):** It is like same as Right Dress but to the left. They have to adjust themselves until they are in line with the person to their left.

9. **Salami Shastr (Present Arms):** The police/paramilitary personnel use the salute for their particular weapon. Personnel without weapons use a salute appropriate for their headdress. This is often used with the precautionary General Salute, when appropriate. The English words "General Salute" is used, but "National Salute" has been replaced with *Rashtriya Salute*.



10. **Baaju Shastr (Order Arms):** On the command of execution arms, move the right hand up and across the body and grasp the small of the stock, keeping the right elbow down. On the second count (without moving the head), release the grasp of the left hand and with the right hand move the rifle diagonally across the body (sights up) about 4 inches from the waist. At the same time, regrab the hand guard just forward of the slipring with the left hand, and resume port arms. Counts three, four, and five are the same as order arms from port arms

11. **Bagal Shastr (Shoulder Arms):** On this command weapons are thrown up using the right hand. It is caught by using both the left hand, and the right. The weapon would be in an elevated position, so that the soldier can put a finger into the trigger guard, and hold the rifle firmly. The left hand is then snapped to the left side.
12. **Bayen Shastr (Port Arms):** The weapon is brought out in front of the personnel, and held by the right hand on small of the butt, or equivalent, and the left hand about the forestock, or equivalent.
13. **Dahine Mud (Right Turn):** A 90° turn to the right done by rotating on the right heel and left ball. The cautionary and executive are both called on the left foot. The left leg is then brought up to be parallel to the ground (although different patterns are followed by the Police forces and the paramilitary forces) and slammed into the ground in the position of attention. This motion is done at a particular fixed point.
14. **Bhah(y)e Mud:** A 90° turn to the left, done by rotation on the right ball and the left heel. The right leg is then brought up to be parallel to the ground and slammed down into attention. This motion is done at a particular fixed point.
15. **Tham (Halt)**
16. **Tez Chal (Quick march):** The standard pace is 120 beats/minute with a 30 inches step. The pace is based on the individual units, the pace given by the commander, and the speed of the band's rhythm.
17. **Dheere Chal (Slow march):** This is a ceremonial pace used for funeral marches and when a unit's colors are marched out in front of the troops. The standard pace is 60 paces per minute.

18. ***Daudke Chal*** (Super quick time, or running): This is essentially a moderate jog at approximately 180 paces per minute. It creates a travel speed of approximately double that of Quick Time, designed to be used even when carrying heavy burdens.
19. ***Parade Teeno-teen mein dahine/baye chalega...*** (Move to the right/left in columns of threes): This command is given just before the orders to actually execute the turn.
20. ***Kooch Kar*** (Take charge): Usually given when a senior officer wants someone junior to him to take charge of the parade/company/troop. On hearing this command, the junior officer would take a step forward, salute and then take about turn to the men on parade.
21. ***Parade par*** (On Parade): Usually given during parades, when certain officers who would be standing as a separate group, is to march up to stand in front of the troops coming under them.
22. ***Visarjan*** (Dismiss): A fall-out where the soldiers have free time until their next designated work period.
23. ***Dahine Dekh*** (Eyes right): All persons, except those on the right (left) flank, turn their heads and eyes 45 degrees to the right (left). To return their heads and eyes to the front, the command Ready front is given as the left (right) foot strikes the ground.
24. ***Saamne Dekh*** (Eyes front): On the command front, heads and eyes are turned smartly to the front.

Characteristics of a Good Drill

A good drill should include a proper physical exercise programme, a motivational programme and a record-keeping exercise. The characteristics of a good drill include the following:

- (i) **Physical fitness:** Physical fitness has been defined as a set of attributes or characteristics that people have or achieve that relates to the ability to perform physical activity. It comprises two related concepts: (i) general fitness (a state of health and well-being), and (ii) specific fitness (a task-oriented definition based on the ability to perform specific aspects of sports or occupations). Physical fitness is generally achieved through correct nutrition, exercise, and rest. The amount of training and nutrition affects the physical fitness, therefore, rest and relaxation are part of the training programmes.

Fitness of an individual depends on his/her anatomical fitness, physiological fitness and psychological fitness. The physical fitness programme should include warming up exercise, regularity and focalisation. It should include development of coordinative abilities. The coordinative abilities include balancing ability, rhythm ability, reaction ability and adaptability.

Correct posture of standing and walking are very important. In standing position, both the heels of the feet should meet each other. Toes of the feet should be 3 to 4 inches apart. The whole body should be erect, straight, knees and chin inside, chest forward, and belly backward and pressed inside with equal body weight on both feet. While walking, the heel of the foot should touch the ground and then weight should be transferred to the toes, which means that there should be heel- toe action and the marching should be smooth and graceful with chest out.

- (ii) **Word of Command:** Good drill depends in the first instance on good words of command. A word of command to a squad of six men need not be as loud as a command to a battalion.

Words of command must be given at all times with precision. Instructors, when giving words of command, must stand to attention and should not move along with the squad.

(iii) **Motivation:** Motivation means to be inspired to do something. There are two types of motivational forces that drive a person to perform activities: (i) **Intrinsic motivation:** It comes from within oneself, and (ii) **Extrinsic motivation:** It occurs when external factors compel a person to perform something. For example, rewards and awards act as extrinsic factors. Motivation arises from the learners' interest and expressed purposes. It is necessary to arouse the learners' sustained effort in the learning activity. Briefing of the participants of the drill is done for not only telling them of the various aspects of the drill, but also motivating them. During the briefing, it is important that everyone is present and it should be ensured that everyone understands his/her role and its importance. Discussion should be made with regard to the various communication equipment and methods that would be used.

(iii) **Record-keeping:** Records are maintained for all required emergency evacuation drills and shall include the following information:

1. Identity of the person conducting the drill
2. Date and time of the drill
3. Notification method used
4. Staff members on duty and participating
5. Number of occupants evacuated
6. Special conditions simulated
7. Problems encountered
8. Weather conditions
9. Time required to accomplish complete evacuation

EXERCISE

Practice Session

Practice the movements using the following commands under the supervision of your teacher or trainer:

1. Line Ban - Fall in
2. Line Thod - Fall out
3. Savdhan - Attention
4. Hilo Matt - Stand still or Don't move
5. Vishram - Stand-at-ease
6. Dahine Mud - Right turn
7. Bhah(y)e Mud - Left turn
8. Tham - Halt
9. Dahine Dekh - Eyes right
10. Ba(h)yen Dekh - Eyes left
11. Saamne Dekh - Eyes front
12. Visarjan - Dismiss

ASSESSMENT



Fill in the Blanks

1. A _____ is the process of memorizing and performing certain actions through repetition until the action is instinctive to the personnel performing the drill.
2. Drill _____ teachers _____ d_____ and t_____ work.
3. Drill allows a team to respond r_____ and e_____ in a situation or an emergency.
4. _____ is the one or group who is to follow the command.
5. _____ is the command which implies what is to be done.

6. _____ is the single syllable on which the soldiers actually move.
7. Parade consists of four directions, namely a_____, r_____, l_____, and r_____.
8. In _____ *Matt*, no body movement is allowed but participants of the marchpast are free to talk among themselves.
9. While marching individuals must maintain their d_____, cover, i_____ and distance.
10. On the command *Savdhan*, you are alert and ready for i_____.
11. On the command *Vishram*, you may remain relaxed but you should not t_____.
12. If a senior officer wants someone junior to him/her to take charge of the parade, then he/she will give command _____ Kar.
13. The two types of motivation are i_____ and e_____.

CHECKLIST FOR ASSESSMENT ACTIVITY

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

- (a) Differentiated between different drill commands.

Part B

Discussed in class the following:

- (a) What is the need and importance of drill?
- (b) What are the characteristics of good drill command?
- (c) What are the different types of motivation?

Part C

Performance standards

The performance standards may include, but not limited to:

Performance standards	Yes	No
Demonstrate the movements on the following commands: 1. Line Ban 2. Line Thod 3. Savdhan 4. Vishram 5. Dahine Mud 6. Bhah(y)e Mud		

SESSION 2: PERSONAL HYGIENE AND GROOMING

RELEVANT KNOWLEDGE



Grooming means the act of making oneself neat and tidy. Personal grooming includes personal hygiene as it pertains to the maintenance of a good personal and public appearance. Personal grooming is an integral part of any uniformed profession. A well groomed security professional commands respect for himself/herself and his/ her organization. Correct wearing of uniform and proper turnout distinguishes security personnel from general public.

Security personnel must always be properly groomed and dress up decently, then only they will be able to create a long lasting impression on others, which in turn will help them command authority and respect. Well groomed security personnel is always taken seriously while an untidy and improperly dressed one is always taken casually by the visitors.

Personal hygiene



Personal hygiene is the first step to good grooming and good health. Personal hygiene practices include seeing a doctor, seeing a dentist, regular washing/bathing, and healthy eating. Elementary cleanliness and good looks are the result of careful and continuous grooming. Every external part of the body demands a basic amount of attention to cleanliness on a regular basis.

Body hygiene pertains to hygiene practices performed by an individual to care for one's bodily health and well being. Motivations for personal hygiene practice include reduction of personal illness, healing from personal illness, optimal health and sense of well

being, social acceptance and prevention of spread of illness to others. Body hygiene is achieved by using personal body hygiene products including: soap, hair shampoo, toothbrushes, toothpaste, cotton swabs, antiperspirant, facial tissue, mouthwash, nail files, skin cleansers, and other such products.



- U- Unique
- N- Neat & Clean
- I- Identity
- F- Full & Complete
- O- Order
- R- Respect
- M- Mandatory

Essentials of Uniform

A “uniform” is any distinctive clothing intended to identify the individual wearing it as a member of a specific group or an employee of a specific company or agency. Uniform, as the name suggests gives uniformity and a sense of equality to a select group of people carrying a particular duty or task. At the same time, it differentiates the personnel from general public. As the uniform gives responsibility and authority, it is the duty of security personnel to maintain the respect and cleanliness of the uniform.

Security guards have to wear distinct uniforms all over country. The colour of their dress should be totally different from those of police and army personnel to avoid any confusion over identity. The following points are to be kept in mind while wearing the security uniform. Private Security Companies must ensure that their employees wear uniforms on duty at all times. Such uniform must bear the logo of the company. They must also ensure that their colours and styles do not conflict with other private security companies operating in the country or with those of the primary security forces. The uniform should be:

- worn only during duty hours;
- kept neat, clean and properly ironed;
- worn only when complete set is available;
- worn as per the prevailing season.



Besides the uniform, a private security should also wear (i) An arm badge distinguishing the Agency; (ii) Shoulder or chest badge to indicate his position in the organization; (iii) Whistle attached to the whistle cord and to be kept in the left pocket; (iv) Shoes with eyelet and laces; and (v) A headgear which may also carry the distinguishing mark of the Agency.

Identification Card

A person certified as a security officer is issued with a security officer identity card. Every private security agency must furnish to its licensed employees, an identification card bearing the name and license number of the holder of the card and the name and license number of the agency. The photo identity card shall convey a full-face image in color, full name of the private security guard, name of the agency and the identification number of the individual to whom the photo identity card is issued. The photo identity shall clearly indicate the individual's position in the Agency and the date up to which the photo-identity card is valid. The photo identity card shall be maintained upto date and any change in the particulars shall be entered therein. It should be returned to the Agency issuing it, once the private security guard is no longer engaged or employed by it. Any loss or theft of photo-identity card will be immediately brought to the notice of the Agency that issued it. Every private security guard while on active security duty will wear and display photo-identity card issued under section 17 of the PSARA Act, on the outer most garment above waist level on his person in a conspicuous manner.

Good Eating Habits

In order to remain fit and healthy, it is essential that Security Personnel should eat balanced and healthy food. Obesity has become worldwide phenomenon. It

is caused due to various reasons which include eating fatty foods and over eating, anxiety and stress, life-style diseases, etc. The eating habits play an important role in obesity for example, eating while watching TV is bad habit and increases the in-take of food due to anxiety and hormonal changes. Excessive eating of fatty foods like pizza, burgers, chocolates, etc. increases the weight of the body. Intoxicants like alcohol drugs, steroids, etc. also increases food intake and the persons becomes obese. All security personnel should develop good eating habit to stay healthy and fit.

EXERCISE



Given below is the self-checklist for personal hygiene. Tick the practices that you already follow and try to practice other personal hygiene and health practices. If you face any problem, discuss with your parents and teachers.

Personal hygiene practices	Yes I do
Keep nails clipped and clean.	
Use soap and shampoo regularly.	
Avoid stepping out of the house without a bath.	
Eat breakfast after taking bath.	
Wear clean and ironed clothes.	
Wash feet well.	
Wash hands with soap before and after eating.	
Brush teeth regularly.	
Keep house and surroundings clean.	
Comb hair at intervals to avoid appearing tired and messed up.	
Keep hair trimmed and clean.	
Wash hands after using the toilet or anything that is not clean.	
Cover face with a handkerchief while sneezing or coughing.	

ASSESSMENT

Fill in the blanks



1. Grooming means the act of making oneself n_____and tidy.
2. Personal h_____ is the first step to good grooming and good h_____.
3. Personal grooming include personal h_____, as it pertains to the maintenance of a good personal and public appearance.
4. A u_____ is any distinctive clothing intended to identify the individual wearing it as a member of a _____ group of a specific company or agency.

CHECKLIST FOR ASSESSMENT ACTIVITY

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

(a) Differentiated between personal hygiene and grooming.

Part B

Discussed in class the following:

Actions required to be taken to keep the following body parts hygienic and healthy: nails, eyes, hairs, teeth, hands, and feet.

Part C

Performance standards

The performance standards may include, but not limited to:

Performance standards	Yes	No
Demonstrate good personal hygiene practices.		
Demonstrate knowledge of professional requirements of security personnel		

SESSION 3: IDENTIFYING VULNERABLE PARTS OF HUMAN BODY

RELEVANT KNOWLEDGE

***“If you know your enemies and know yourself, you will not be imperilled in a hundred battles ”
Sun Tsu***

All of us assess threats to ourselves and our property and take necessary precautions. For example, we avoid dark streets and alleys at night to save ourselves from assailant (mugger) and other dangers. We lock door to protect property from thieves. We keep valuables in bank lockers for greater protection. We may also take to learning martial arts and self-defense techniques to protect ourselves from others who may want to harm us.

Common security risks that Private Security Industry has to address are trespassing, unauthorized access, disorderly and disruptive behaviour, theft, burglary, robbery, assault, loss of information and damage to property. Being physically fit and well trained in personal protection measures will go a long way in addressing the threats to you.

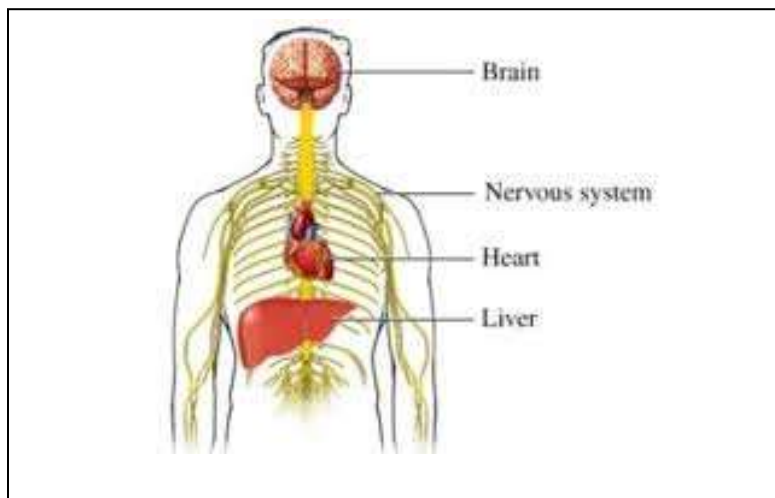
Now let us understand the whole issue of recognising threats and hostile situations through an everyday example. You might have seen that a shopping mall has security guards at the entrance, exits and other vital locations. The restaurants have their own security guards over and above to those posted by the shopping mall management. The bars or pubs too have their own security guards or bouncers. The bouncers identify potential trouble makers and drunken guests and restrict their entry accordingly. The bouncers at the bar take action by recognising threat by way of unruly or drunken behaviour of the person. In case of an unruly or violent behaviour of a visitor, the security personnel is required to take necessary steps to prevent harm to self or the general public. He or she should be able to immobilize the attackers by grappling or force. To achieve this, he/she should

have a thorough knowledge of the vulnerable parts of human body. For example, in Taekwondo, a Korean martial art, the permitted areas of attack are trunk and face. On the trunk area attacks shall not be made on the part of the back not covered by the trunk protector. Therefore, knowledge of major parts of human body system is very important and relevant in self-defense. In one way it helps us to strengthen and protect our vulnerable body parts from attack while on the other it helps us to execute an attack on the opponent in case of an assault.

In this session we will identify the various parts of human body which are vulnerable to attack. No system of the human body works in isolation, therefore it is necessary that we should study the whole body system.

1. Nervous system

The **nervous system** consists of the central nervous system (which is the brain and the spinal cord). The brain is the organ of thought, emotion, and sensory processing, and it serves many aspects of communication and control of various other systems and functions.



2. Musculoskeletal system

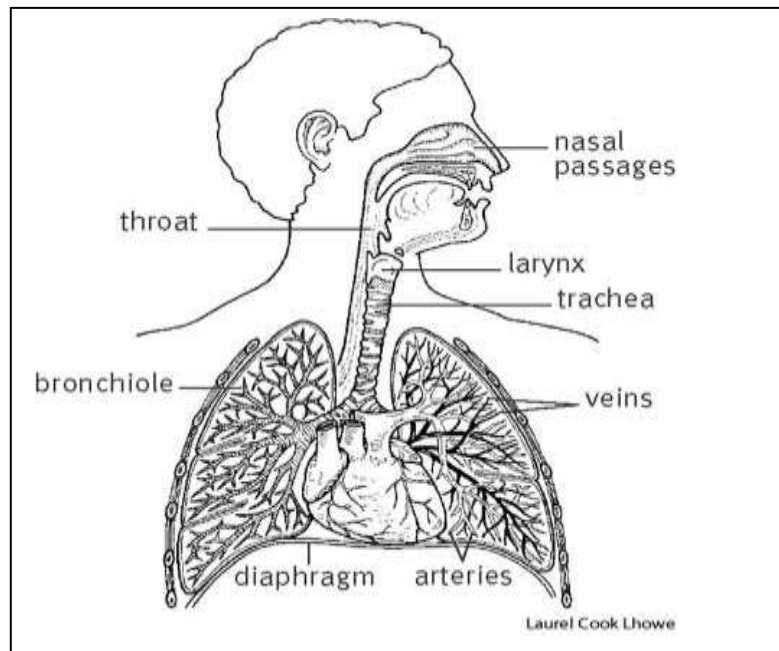
The **musculoskeletal system** consists of the human skeleton (which includes bones, ligaments, tendons, and cartilage) and attached muscles. It gives the body basic structure and the ability for movement. In addition to their structural role, the larger bones in the body contain bone marrow, which is the site of production of blood cells.

3. Circulatory system

The **circulatory system** consists of the heart and blood vessels (arteries, veins, capillaries). The heart propels the circulation of the blood, which serves as a "transportation system" to transfer oxygen, fuel, nutrients, waste products, immune cells, and signalling molecules (i.e., hormones) from one part of the body to another.

4. Respiratory system

The **respiratory system** consists of the nose, nasopharynx, trachea, and lungs. It brings oxygen from the air and excretes carbon dioxide and water back into the air.



5. Gastrointestinal system

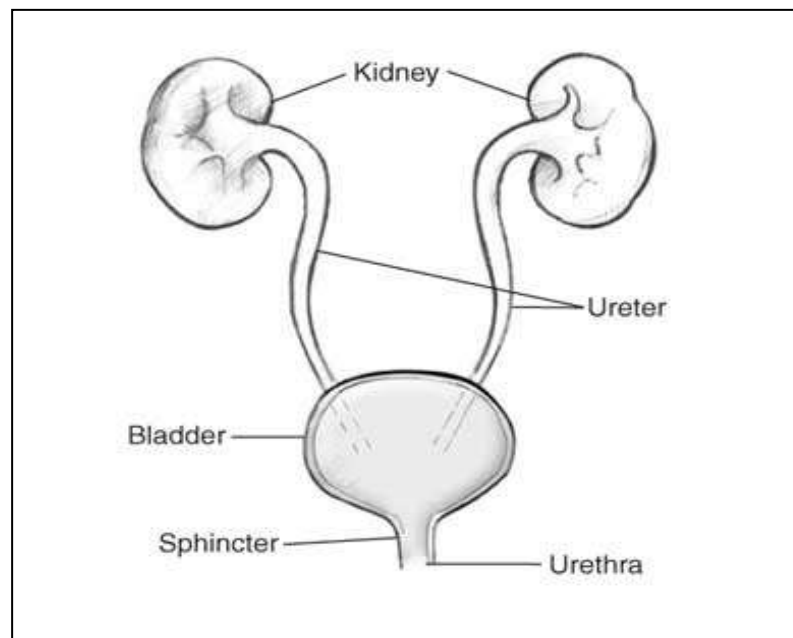
The **gastrointestinal system** consists of the mouth, esophagus, stomach, gut (small and large intestines), and rectum, as well as the liver, pancreas, gall bladder, and salivary glands. It converts food into small, nutritional, non-toxic molecules for distribution by the circulation to all tissues of the body, and excretes the unused residue.

6. Integumentary system

The integumentary system consists of the covering of the body (the skin), including hair and nails as well as other functionally important structures such as the sweat glands and sebaceous glands. The skin not only provides containment, structure, and protection for other organs, but it also serves as a major sensory interface with the outside world.

7. Urinary system

The **urinary system** consists of the kidneys, ureters, bladder and urethra. It removes water from the blood to produce urine, which carries a variety of waste molecules and excess ions and water out of the body.

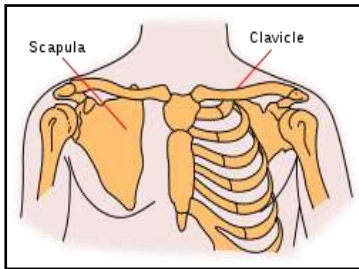




Protecting Vital Organs

You should always wear the personal protective equipment such as head gear, elbow guard, mouth guard, etc. to protect yourself from injury while practicing. There are some vital points in human body. A focused attack on any one of them will cause an immediate harm and injury to the opponent. Therefore, it is important to understand how the body part would be affected in case of injury.

1. **Base of skull:** If there is trauma to the head, head ache, disorientation or unconsciousness will occur. Sometimes, during head trauma brain shake or spine fracture will occur. Head gear should be worn to protect the head and to bring about a reduction of velocity impact forces.
2. **Ear:** If there is injury to the ear, pain and disorientation will occur. Also internal injury and loss of balance may occur, as ear is also responsible for maintaining balance of body.
3. **Eyes:** An attack on eye may affect eyesight. It may cause blindness.
4. **Temporal:** It is a vital point. If there is injury to the temporal, disorientation and unconsciousness will occur.
5. **Side of nose:** If there is injury to side of nose, bleeding will occur or it will result in fractured nasal bone.
6. **Under the ear:** If there is injury to under the ear, it will cause severe pain.
7. **Under the nose:** If there is injury to under the nose, pain and distraction will occur or fractures.
8. **Jaw:** An attack on the jaw may lead to fractured jaw. Mouth guards should be worn to protect the mouth and jaw.



9. **Clavicle:** The clavicle or the collarbone is a long bone of short length that serves as a strut between the scapula and the sternum. An attack on clavicle will lead to fracture.
10. **Throat:** If there is heavy injury to the trachea, death will happen.
11. **Solar plexus:** Solar plexus is a dense cluster of nerve cells and tissues located behind the stomach in the region of celiac artery just below the diaphragm. It is also known as **celiac plexus**. If there is injury to the solar plexus, internal organs are damaged and unconsciousness will occur or it may ever result in death.
12. **Fist and Wrist:** An attack on wrist will cause fracture or intolerable pain. Hand wraps/gloves should be worn to protect fists. It add 1/2inch of protection to your hands. You can use them under hand wraps or alone. They are available in small, medium and large sizes.
13. **Elbow joint:** Heavy injury will occur. Elbow pads should be worn for protecting the elbows.
14. **Groin:** If there is injury to the groin, reproductive organs may get damaged or it will cause unconsciousness or death. Protective cups should be worn to protect the groin.
15. **Inner thigh:** An attack on inner thigh will cause muscular grumping and numbness.
16. **Knee:** An attack on knee may result in fracture or dislocated bone.
17. **Side of ribs:** If there is injury in between 5th and 6th ribs bone, loss of lung function or breathlessness will occur. Chest protector should be worn to protect the chest and the ribs from injury.
18. **Kidney:** An attack on kidney will cause internal injury or death.
19. **Back of the neck (Fourth cervical vertebra):** An attack on the back of the neck will cause paralysis or fracture. Sometimes, death will happen.

EXERCISE

1. Visit a biological lab to identify the various parts of human body. Record your observations and submit the same as part of your portfolio.
2. Using English to Hindi dictionary, translate the following words in Hindi:
 - (i) Nervous system -
 - (ii) Musculoskeletal system -
 - (iii) Circulatory system -
 - (iv) Gastrointestinal system -
 - (v) Integumentary system -
 - (vi) Urinary system -



ASSESSMENT

A. Fill in the blanks

1. In Taekwondo, the permitted areas of attack are t_____ and face.
2. The _____ system of human body consists of brain and spinal cord.
3. The _____ system consists of the human skeleton, ligaments, tendons, cartilages and muscles.
4. The _____ system consists of heart and blood vessels.
5. The _____ system consists of nose, nasopharynx, trachea and lungs.
6. The _____ system consists of mouth, salivary glands, esophagus, stomach, gut, rectum, liver, pancreas, gall bladder.
7. The _____ system consists of the kidneys, ureters, bladder and urethra.

B. Short Answer Questions

1. List the various personal protective equipment worn to protect the vulnerable parts of body, while practicing self-defense techniques.

CHECKLIST FOR ASSESSMENT ACTIVITY

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

- (a) Differentiated between various parts of human body.

Part B

Discussed in class the following:

- (a) What are the role and functions of different human body parts?
- (b) Why is it important to understand about the vulnerability of body parts to threat or attack?
- (c) How to protect body parts, while practicing martial arts or self-defense techniques?

Part C

Performance standards

The performance standards may include, but not limited to:

Performance standards	Yes	No
Identify and locate the vulnerable body parts		
Demonstrate the use of personal protection equipment for protecting vulnerable parts during practice sessions of self-defense		

SESSION 4: PERFORMING BASIC SELF DEFENSE TECHNIQUES

RELEVANT KNOWLEDGE

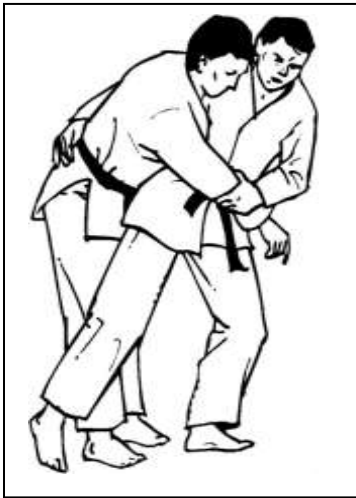


A self-defense technique is an activity of fighting without the use of weapons. Unarmed combat means a system of strikes, holds and breaks by which one can defend himself/herself and others against an attacker and subdue him/her while being unarmed.

Forms of unarmed combat

Over the centuries, innumerable forms of unarmed combat techniques have been developed across the globe. Countries, organizations and individuals use different techniques for different purposes. There are specialized training schools and training academies for training on different forms of unarmed combat. Students within individual martial art systems often undergo periodic testing and grading by their own teacher in order to advance to a higher level of recognized achievement, such as a different belt colour or title. The common forms of unarmed combat are described in Table 1.

The use of deadly force to protect property or to prevent property loss is prohibited by law. Non-deadly force may be used by a security officer to the extent necessary for self-defense or defense of another against the use of unlawful force or to prevent or terminate trespass or “interference” with property. Licensed private security officers are not law enforcement officers. They are not granted any police powers to arrest or use extreme force against a person. Deadly force may never be used by a private security officer, except in self-defense or defense of another from imminent death or great bodily harm.



Judo



Wrestling



Taekwondo

Let us now look at some of the common forms of self-defense techniques.

Judo: Judo, meaning ‘flexible way’, is a modern Japanese martial art and combat sport. Its most prominent feature is the competitive element where the objective is to throw the opponent to the ground, immobilize or subdue with a grappling manoeuvre or force an opponent to submit by joint knocking or by executing a choke.

Wrestling: Wrestling is an ancient martial art that uses grappling techniques such as clinch fighting, throws, take downs, joint locks, pins and other grappling holds. A wrestling bout is a physical competition between two competitors or sparring partners who attempt to gain and maintain a superior position. There are wide ranges of styles, both historic and modern styles. Wrestling techniques have been incorporated into other martial arts as well as military hand-to-hand combat.

Taekwondo: Taekwondo, a Korean martial art, is the national sport of South Korea. In Korean, ‘tae’ means ‘to strike or break with foot’; ‘kwon’ means ‘to strike or break with fist’; and ‘do’ means ‘way’, ‘method’ or ‘art’. Thus, taekwondo means the way of the foot and fist or the way of kicking and punching. As with many other arts, it combines combat techniques, self defence, sport, exercise, meditation and philosophy.

Boxing: Boxing is a combat sport and a martial art in which two people fight using their fists. Boxing is typically supervised by a referee during the series of one to three minute interval, called rounds. Boxers generally are of similar weight.

Karate: Karate is a striking art using punching, kicking, knee and elbow strikes and open handed techniques such as knife-hands (karate chop). Grappling, locks, restraints, throws and vital point strikes are taught. It was developed from indigenous fighting methods.



Kung Fu: Kung Fu means skill gained from hard work. It is one of the martial arts and methods of self-defense which originated from ancient China. It uses several martial art techniques, especially those in which attacks are applied to vulnerable areas on an opponent's body using fluid movements of the hands and legs.



Krav Maga: Krav Maga is a non-competitive self-defense system developed in Israel that involves striking techniques, wrestling and grappling. Krav Maga is known for its focus on real-world situations and extremely efficient, brutal counter-attacks. It was derived from street-fighting skills developed by Imi Lichtenfeld who made use of his training as a boxer and wrestler, as a means of defending the Jewish quarter against fascist groups in Bratislava in the mid-to-late 1930s. He began to provide lessons on combat training to what was to become the IDF (Israeli Defense Forces), who went on to develop the system that became known as Krav Maga. It has since been refined for civilian, police and military applications.

Common Terms

Let us first try to understand the meaning of the common terms used for self-defense technique, before we understand the basic principles of fights. Some of the terms used in self-defence are as follows:

1. **Attacker:** The attacker is the combatant initiating the technique such as a punch, kick, or slap.

2. **Victim:** The victim is the combatant on the receiving end of any attack.
3. **Fight Distance:** It is the spacing between you and your partner. It should be at least 3 to 4 feet apart.
4. **Eye Contact:** Making eye contact prior to each and every sequence in the fight is a constant reminder to be ready and prepared for the next sequence.
5. **Stance and Balance:** Always stand with your weight centered, your legs at least shoulder width apart, and with your knees slightly bent. This stance allows for freedom of movement in all directions.
6. **Cueing:** It is the signal given from you to your partner at predetermined times throughout the fight.
7. **Contact Blow:** It is a blow delivered to a major muscle group that actually strikes the victim and produces a realistic sound. The energy of the contact punch or kick is always pulled.
8. **Pulling the Energy:** Pulling the energy of a strike means the quick withdrawal of the punching or kicking action to avoid potential injury to the victim's major muscle group.
9. **Non-Contact:** It is a blow delivered with the illusion of contact. A non-contact punch always misses its target by 6 - 8 inches or more.
10. **Reverse Energy:** Reverse energy is the concept of energy moving away from the attacker's target area to protect the victim.
11. **Masking:** Masking is the concept of hiding a moment of contact so that it will look as if the blow has struck its target.
12. **Timing:** Good timing is crucial to the effectiveness of a good stage fight. Avoid anticipating the fight moves either by rushing the attack or reacting before the blow is delivered.

Basic Principles

The basic principles that you should follow when you are practicing striking techniques are as follows:

1. Practice simple hand and foot techniques before moving to the complex ones. Use pads or heavy bags for practicing. Remember that an effective and powerful strike enters the bag and ‘folds’ it a bit, but does not cause swinging.
2. Do not turn your back to the opponent.
3. Combine hand and foot techniques for maximum effectiveness
4. Use body movement and not the body power to generate quick effective bursts of force. Try to use the hips and not the torso.
5. Every second counts, therefore, avoid all fancy moves.
6. The best place to strike is the solar plexus or under the nose.
7. Hit with your palm instead of using your fist. Punching with your fist may break your knuckles.
8. Stay solidly on the ground when striking with hand or foot.
9. Avoid jumping and spinning movements until you are confident of balancing yourself.
10. Do not stop until the threat is neutralized i.e. knocked out, disarmed, tied up, etc.

EXERCISE

Practice Session

Practice the following movements under the strict supervision of your teacher/trainer:

1. Front kick.
2. Side kick.
3. Low kick.
4. Round house kick.
5. Knee kicks.
6. Elbow strikes.

7. Release from chokes from the front/side/behind.
8. Prevention with a kick or a punch.
9. Release from headlocks.
10. Release from bear hugs from the front/ behind/ side.
11. Release from bear hugs - arms free/arms caught.
12. Defence against straight punch towards the head/chest.
13. Defence against low straight punches.
14. Defence against straight punch to the ribs.
15. Defence against combination of punches.
16. Counter attacks as soon as possible.

ASSESSMENT

A. Short Answer Questions

1. What is self-defense?



2. Name three forms of unarmed combat.

B. Fill in the blanks

1. A s_____ d_____ technique is an activity of fighting without the use of weapons.
2. Unarmed combat is a system of s_____, h_____ and b_____ by which one can defend against an attacker.
3. Wrestling is an ancient martial art that g_____ technique.
4. Krav Maga is a self-defense system that involves S_____ techniques, wrestling and g_____.
5. The a_____ is the person or combatant who imitates the technique such as punch, kick or slap.
6. The v_____ is the combatant on the receiving end of any attack.
7. C _____ is the signal given from the combatant to another combatant at pre-determined times throughout the fight.

CHECKLIST OF ASSESSMENT ACTIVITY

Use the following checklist to see if you have met all the requirements for assessment activity.

Part A

- (a) Differentiated between armed and unarmed combat.
- (b) Differentiated between various forms of martial art.
- (c) Differentiated between different techniques of martial art.

Part B

Discussed in class the following:

- (a) What is the need and importance of unarmed combat?
- (b) What are the various forms of unarmed combat?
- (c) What are the various techniques adopted in martial arts?

Part C

Performance standards

The performance standards may include, but not limited to:

Performance standards	Yes	No
Demonstrate punches		
Demonstrate three types of kick		