



QUALIFICATION FILE

Security Supervisor

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 4.5

Submitted By:

Management & Entrepreneurship and Professional Skills Council (MEPSC)
20th Floor, Amba Deep, 14, Kasturba Gandhi Marg, New Delhi -110001

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Section 1: Basic Details

1.	Qualification Name	Security Supervisor																
2.	Sector/s	Management																
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: 2022/OAFM/MEPSC/05429, Security Supervisor, v.4.	Qualification Name of existing/previous version: Security Supervisor, v.4.															
4.	a. OEM Name b. Qualification Name	Security Supervisor, v5																
5.	National Qualification Register (NQR) Code &Version	QG-4.5-OA-04023-2025-V2-MEPSC, v5	6. NCrF/NSQF Level: 4.5															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other)	Certificate																
8.	Brief Description of the Qualification	A Security Supervisor in the Private Security Sector manages operational and administrative responsibilities for a security unit comprising 6-15 unarmed and armed security guards. The role now includes leveraging IoT-enabled patrol systems, secure communication tools, and cloud-based reporting to enhance team coordination and efficiency. Supervisors organize guarding duties, oversee team performance, conduct digital training sessions, and ensure compliance with modern security standards while reporting incidents to designated authorities.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>10th grade pass</td> <td>5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces</td> </tr> <tr> <td>2.</td> <td>12th grade pass</td> <td>3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces</td> </tr> <tr> <td>3.</td> <td>Previous relevant Qualification of NSQF Level 3</td> <td>5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces</td> </tr> <tr> <td>4.</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>4 years relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces</td> </tr> </tbody> </table> Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA), 2005: (1) No person shall be employed or engaged as a guard unless he fulfils the following physical standards:- (a) height: 160 cm for male and 150 cm. for females; Provided that a person belonging to the Gorkhas, or Nepalies or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cm.		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	10th grade pass	5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces	2.	12th grade pass	3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces	3.	Previous relevant Qualification of NSQF Level 3	5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces	4.	Previous relevant Qualification of NSQF Level 4	4 years relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1.	10th grade pass	5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces																
2.	12th grade pass	3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces																
3.	Previous relevant Qualification of NSQF Level 3	5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces																
4.	Previous relevant Qualification of NSQF Level 4	4 years relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces																

		(b) weight: according to stand table of height and weight; (c) chest: measurements 80 cm with an expansion of 4 cm (for females no minimum requirement for chest measurement); (d) eye sight: distant vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, shall be able to identify and distinguish colour display in security equipment; shall be able to read and understand display in English alphabets and Roman Numerals; (e) hearing: free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipment (f) free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years, 8 minutes for the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above; (g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties; (h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard; (i) the candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and (2) The agency shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard prescribed in sub-rule(1) of this rule. b. Age: 22																						
10.	Credits Assigned to this Qualification, Subject to Assessment	15		11. Common Cost Norm Category (I/II/III): II																				
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	Training in subjects stipulated in PSARA-2005 requirements.																						
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒Offline ☐Online ☐ Blended <table><thead><tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr></thead><tbody><tr><td>Classroom (offline)</td><td>154</td><td>236</td><td>60</td><td></td><td>480</td></tr><tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> (Refer Blended Learning Annexure for details) (Total hours = 480)					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	154	236	60		480	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	154	236	60		480																			
Online																								
14.	Aligned to NCO/ISCO Code/s	NCO-2015/5414.0111																						
15.	Progression path after attaining the qualification	Security Officer																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						

17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:	
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:	
19.	How Participation of Women will be Encouraged	Both men and women can equally participate	
20.	Are Greening/ Environment Sustainability Aspects Covered	☒ Yes ☐ No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☐ Yes ☒ No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC	Name: Col. Anil Kumar Pokhriyal Position in the organisation: CEO Email: ceo@mepsc.in Contact No.: 011-24645100 Website: https://www.mepsc.in/	
23.	Final Approval Date by NSQC: 08/05/2025	24. Validity Duration: 36 months	25. Next Review Date: 08/05/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%)
1.	Perform security tasks in accordance with basic security practices	MEP/N7101, v.5.	Core	3	2	20	30	10		60	40	60			100	10
2.	Provide guarding services to people, property and premises	MEP/N7103, v.5.	Core	3	1	10	10	10		30	40	60			100	10
3.	Supervise a security unit	MEP/N7201, v.4.	Core	4.5	2	20	30	10		60	30	70			100	10
4.	Carry out job specific security duties	MEP/N7202, v.4.	Core	4.5	2	20	30	10		60	40	60			100	10
5.	Process lost and found property	MEP/N7203, v.4.	Core	4.5	1	10	10	10		30	40	60			100	10
6.	Carry out administration and welfare of personnel	MEP/N7222, v.3.	Core	4.5	2	20	30	10		60	40	60			100	10
7.	Apply health and safety practices at the workplace	MEP/N9903, v.5.	Non-Core	4	1	10	20			30	40	60			100	10
8.	Apply principles of professional practice at the workplace	MEP/N9912, v.3.	Non-Core	4	1	10	20			30	40	60			100	10
9.	Communicating with clients, visitors, and colleagues effectively	MEP/N9914, v.3.	Non-Core	4	1	10	20			30	40	60			100	10
10.	Employability Skills	DGT/VSQ/N 0102	Non-Core	4	2	24	36			60	20	30			50	10
Duration (in Hours) / Total Marks					15	154	236	60		450	380	570			950	100

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Class 12 with 3 years of experience in Security sector and 2 years of training experience in Security.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Class 12 with 4 years of experience in Security sector and 3 years of training experience in Security.
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Class 12 with 3 years of experience in Security sector and 2 years of training/ assessment experience in Security.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years of experience in Security sector
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)	Class 12 with 4 years of experience in Security sector and 3 years of training experience in Security.
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
	Government /Industry initiatives/ requirement (Yes/No): Yes
	Number of Industry validation provided: 30
	Estimated nos. of persons to be trained and employed: 1000
	Evidence of Concurrence/Consultation with Line Ministry/State Departments:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure 1</i>
2	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure 2</i>
3	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure 6</i>
4	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure 7</i>
5	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	<i>Annexure 5</i>
6	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	
7	Annexure: Acronym and Glossary <i>(Optional)</i>	<i>Annexure 8</i>
8	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	<i>Model Curriculum</i>
9	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	<i>Career Progression and Occupational Map</i>
10	Supporting Document: Occupational Map <i>(Mandatory)</i>	

11	Supporting Document: Assessment SOP (<i>Mandatory</i>)	
12	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	A Security Supervisor is expected to ensure and supervise private security operations organised to secure life, premises and property from risks and threats. He/ she organises security as per site instructions and deploys manpower and resources accordingly. Through security guards a security supervisor is the first person to know about security breach/ incident in the premises. Security supervisor takes preventive counter measures, including reporting about incidents.	The Job holder is expected to supervise a security unit. They have to oversee all the activities of the security unit, assist if there are problems with visitors or others, plan and deploy security guards.	4.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	A Security Supervisor is expected to be adept in supervision, operation and administration of a security unit, aware of risk and threats, basic guarding practices, legal knowledge of job roles and domain specific security operations.	The job holder is expected to exhibit knowledge of the expected areas of work of security guard in different settings and domains, legal and regulatory framework, requirements for guarding people, property and premises, parking and surveillance duties.	4.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	A Security Supervisor is expected to deploy manpower and other resources as per site instructions on a site. He/ she supervises security operations and gives instructions to security guards as per situation. Apart from following established procedures a security supervisor is expected to take independent decision in case of emergencies.	The job holder is expected to recall and demonstrate practical skills, conduct training of the security unit in those skills, conduct routine drills, provide feedback to its members.	4.5
Broad Learning Outcomes/Core Skill	A Security Supervisor's core skill lies in ensuring effective functioning of a security unit and its deployment on a site.	The job holder is expected to exhibit effective oral communication skills so as to have pleasant and engaging conversations with the customers, co-workers, subordinates and vendors, use effective listening and probing/questioning skills to understand requirement of others, listen	4.5

		attentively and answer politely, manage stress and assist security unit to manage stress.	
Responsibility	A Security Supervisor is fully responsible for the safety and security of assigned premises and property and the conduct of security guards during his/ her course of duty.	The job holder is responsible for the administration and welfare activities of the security unit. This entails training, mentoring, conflict management, problem solving and appraisal of the team members.	4.5

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Computer		5
2.	White Board		1
3.	Marker		5
4.	Duster		2
5.	Sample accident and incident reports		30
6.	Sample feedback forms		30
7.	Half body mannequin for CPR		1
8.	First Aid Box		1
9.	Sample identity cards		30
10.	Vehicle in/ out register		5
11.	Security guard dress and equipment		30
12.	CCTV system		1
13.	Key register		5
14.	Drill/ PT ground	(60x40) m	1
15.	Door frame metal detector		1
16.	Data and document storage devices such as Pen drive, hard disk		1 each
17.	Data collection and recording software		1
18.	Personal Protective Equipment (such as mask and gloves)		1
19.	Secure Communication Devices (e.g., encrypted messaging apps)		5 - Optional
20.	Cloud-based HR and Incident Management Tools		1 - Optional

21.	IoT-enabled Patrol Monitoring Systems		1 - Optional
22.	Digital Visitor Management Systems		1 - Optional
23.	Digital collaboration tools (e.g., Google Meet, Teams, etc.)		1 (Free/ Licensed)

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Active Security & Intelligence Services	Prasanta Kumar Nayak	Managing Partner	L-269, Baramunda H.B. Colony, Bhubaneswar - 751 003		deb1092@rediffmail.com	
2.	Baba Solar Agency	Jatinder Singh	Director	H.O Awantipura, B.O. Wazirbagh Amar Singh College road, Srinagar (J&K)	7006609433	jatindersod@gmail.com	
3.	CG Resettlement Pvt.Ltd.	Aditya Dhaord	Director	H.O 6th Floor, Cosmos Vijay, Shivaji Path, Opp Jagdish Book Depot, Naupada, Thane (W), Maharashtra - 400 601	98196551015	info@cgresettlement.com	
4.	CISS Academy for Skill Human Development Pvt. Ltd.	Dr. R K Tyagi	Senior Vice President	A-305, 3rd Floor, Wall Street II, Opp. Orient Club, Gujarat College, Ellis Bridge, Ahmedabad - 380 006	91 79 26562557	rk.tyagi@cissindia.in	
5.	Care Security & Allied Services	Umeshwara mi Lohar	Managing Director	Plot No. B-13, 2nd Floor, Ruchika Market, Baramunda, Bhubaneswar-751003	0674	2354422	
6.	Cosmos Manpower Pvt Ltd	P G Maru/N B Thakar	Training Head/Head	B-183-184, Nr. Madhur Dairy, "K" Road, Sector-25, G.I.D.C., Gandhinagar-382025	8000949143	training@cosmosgroup.in	
7.	IRONMAN SECURITY SERVICES PVT. LTD.	Er. ROHIT YADAV		Head Off.: U-76, Ground Floor, Lajpat Nagar-II, New Delhi-110024, INDIA	9873960010	dgmqs.ironmansecurity@vils.com	

8.	ESPS ACADEMY OPC PRIVATE LIMITED	Amresh		Nr. Poonam Nagar, Sama Road, Vadodara - 390 024, Gujarat (India)		amresh1958@gmail.com	
9.	Exelity Skill Training Academy Private Limited	A.D.Suresh Babu	Director	No.241, Bommasandra Industrial Area, 3rd Phase, Bangalore-560099, Karnataka	9108429311	director.tr@gesta.in	
10.	SRF DETECTIVE AND SECURITY SERVICES PVT LTD	Capt Prabhat Kumar Pandit (Retd)	Vice President Training and Development	No.81, 2nd Cross, GKW Layout, Vijayanagar, Bengaluru - 560 040	9611853333	id.vptraining@srffsecurity.com	
11.	Checkmate Industrial Guards Pvt. Limited	J C Dhayan	Director	C-250, Sector 63, NOIDA Distt. Gautam Budh Nager (UP) 201307			
12.	HIRAYA TECHNOLOGIES PRIVATE LIMITED	MOHAMMAD AZAM SAQLAIN	Director		9870755532	azam.saqlain786@rediffmail.com	
13.	Highline Educare India Private Limited	Ayeshwari Mudliar	Chief Operating Officer	63 G- Floor Harvansh Vihar Danish Nagar Bhopal Madhya Pradesh-462026	9131019616	highlineeducareindia@gmail.com	
14.	Institute of Fire, Safety & Disaster Management Studies	Mr. JAlprakash B. Solanki		Ameen Towers, Suvas Colony, Fatehsgunj Main Road, Vdodara - 391510	9979895651	ibs@ifsdmindia.org	
15.	INNOVISION LIMITED	Sumit Das	Business Manager	Corporate Office: Plot No. 251, 1st floor, Udyog Vihar, Phase-4, Gurugram, Haryana - 122015	9711637673	id.sumit@innovision.co.in	
16.	STIC INFOTECH	Yeshwant Roy Parihar	Director/Founder		7006574784	info@sticinfotech.com	

17.	MILATMULTIVENTURES PRIVITELIMITEDSRINAGAR	MOHD AUZAIR BHAT	Director/C FO	Al-FayazComplexHarwanRoad Srinagar,Jammu & Kashmir,190006	9018045806	milatoffice@gmail.com	
18.	JIFSA St Joseph's International Fire and Safety Academy	Yogendra Pratap Singh	Academic Executive		9882042748		
19.	Keertika Academy Pvt. Ltd.	Bhaskar	Senior Manager	Office: 485, Madurdaha, Kalikapur, Kolkata-700107		id.bhaskar@keertika.c o.in	
20.	Kysomatic Vendors Private Limited	Shabir Ahmad	Director	Ward No.12, Shahbad, Batamaloo, Srinagar, Kashmir, Jammu & Kashmir 182204	990619564	kysomatic.vendors@g mail.com	
21.	Max Vigil Security Expert Pvt. Ltd.	R. K. Dubey	General Manager	308, 3rd Floor, A Park, Near Panchal Milan Hall, Shani Dev Mandir to Underbridge Road, Shahibaug, Ahmedabad, Gujarat - 380 004	9099978265	ops3@maxvigilsecurity .in	
22.	MPAR Tech Solutions Private Limited	Gurcharan Kaur	Director		788 912 5026	id.mpar@uoozo.in	
23.	National Security Wing	SANDEEP A SELVARAJ	PROPERITO R	#12 ,2ND CROSS, SIDDLINGESHWAR COLONY VIKAS NAGAR, HOSUR HUBBALLI-580021	8762191107	nationalswing@gmail.c om	
24.	NATIONAL SECURITY SERVICES	CAPT RAGHUVIR SINH JADEJA	PARTNER	101 DIWALI CHAMBERS, DHEBAR ROAD, RAJKOT - 360002	9825074996	rsjadeja@hotmail.com	
25.	Olive Heritage Foundation	Col. KK Singh (Retd)		Head Office: Salguru Enclave Plot No. 1/B, Sector 63A	9850210999	directorolive@gmail.co m	

26.	Peregrine Guarding Pvt. Ltd.	Capt Anil Kumar	Senior VP – Training & Admin	Registered Office : 2nd Floor, House No. 859, Khasra No. 220, Opposite Pillar No.5, Near Railway Crossing Bijwasan, New Delhi - 110077	9818571607	anil.k@gleionworld.com	
27.	PRIVATE EYE (P) Limited	P. Ravindranath	Managing Director	No. 309, 80 Feet Road, Indiranagar, Bangalore 560 038	9448927987	dir@privateeye.in	
28.	Raxa Academy	Col. (Retd) Kirit Krishnan Nair	Head of Training	Raxa Academy Raxa District – 515, Andhra Pradesh, India.	7842059391	Kirit.KrishnaNair@gmr group.in	
29.	Ranchi Security Pvt. Ltd.	Navneet Kumar Pati	Manger Operation		7209097776	nkpranchi@rsecurity.in	
30.	SIS Limited	Aryan Bharadwaj	Senior Manager	SIS House, A-9/10, Sector-11, Rohini, Delhi – 110085	7962949274	ashis@sisindia.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
	2020-21	784	557	437									
	2021-22	720	690	633									
	2022-23	1586	1565	1446									

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1.
2.

Content availability for previous versions of qualifications:

☐Participant Handbook ☐Facilitator Guide ☐Digital Content ☐Qualification Handbook ☐Any Other:

Languages in which Content is available: English, Hindi.

Annexure 5: Classroom Training

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	100:0
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	100:0
3	☒ Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	100:0
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	100:0
5	☒ Tutorials/ Assignments/ Drill/ Practice	Learning management system	100:0
6	☒ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portal, tablet/desktop/laptop/mobile for each student	100:0
7	☒ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partners in relevant field	100:0

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
MEP/N7101, v.5. Perform security tasks in accordance with basic security practices	Carry out assigned security tasks	20	30		
	PC1. carry out assigned security duties in line with procedures and instructions				
	PC2. respond to risks and threats as per organisational and legal protocols (Risks and Threats: unauthorised entry and trespass, aggressive and drunken behaviour, loitering and littering, eve teasing and molestation, robbery; theft; pilferage and shoplifting, violence and assault, murder and suicide kidnapping, public demonstration; labour unrest and crowd control)				
	PC3. respond to hazards and emergencies as per organisational policies and procedures				
	PC4. provide accurate information and access to premises, records and other resources to the police as per organisation protocol				
	PC5. identify rank by recognising the badge of rank of police and military personnel				
	PC6. identify various arms commonly used by the police and perpetrators				
	PC7. identify improvised explosive devices and take action as per established protocol				
	PC8. carry out security duties in commercial and industrial deployments				
	Conform to regulatory and legal requirements	20	30		
	PC9. carry out tasks relevant to the role while complying with applicable regulatory and legal provisions (Regulatory and legal Provisions: The Indian Penal Code-1860, The Code of Criminal Procedure- 1973, The Arms Act- 1959, Human Rights Act – 1993, Explosive Act-1884 and The Explosive Substances Act- 1908, Private Security Agencies Regulation Act –2005, The Private Security Agencies Central Model Rules – 2006, State laws)				
	PC10. work within rules and regulations governing employment (Rules and regulations: Employees' Provident Funds, Employees' Pension Scheme- 1995, Minimum Wages Act, 1948 and Central Rules- 1950, Working hours, leave, minimum wage, Employee's State Insurance)				
	PC11. give evidence accurately and clearly, when required, in court				

	Total Marks	40	60		
MEP/N7103, v.5. Provide guarding services to people, property and premises	Guard people, property and premises	21	28		
	PC1. identify layout of the premises, assets, movable or immovable property, entry and exit points				
	PC2. identify various categories of people who need guarding and type of guarding required (Categories of people: staff; residents; workers; visitors; officials; vendors; service providers; general public)				
	PC3. guard people, property and premises as per instructions				
	PC4. carry out guarding and observation tasks attentively and effectively				
	PC5. identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively				
	PC6. Perform periodic patrolling of premises to identify safety hazards or irregular activities.				
	PC7. use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively (Security Equipment: For surveillance, screening and search, communication, safety)				
	PC8. report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately				
	PC9. provide adequate briefing during shift change and to superiors				
	PC10. maintain basic security registers and records				
	Assist in managing emergencies such as minor fires or medical incidents until professional help arrives.				
	Follow fire protocols				
	Identify fire hazards, such as obstructed exits or faulty IoT-enabled safety equipment (e.g., smoke detectors or alarms), and report issues promptly.				
	Respond to fire emergencies by activating IoT-based fire alarms or systems and assisting in safe evacuation following organizational protocols.				
	Carry out search of designated premises	14	22		
	PC11. carry out required searches of premises and properties as per instructions				
	PC12. report risks, threats and hazards observed during the search				

	PC13. liaise with other authorised search parties in the premises effectively				
	PC14. detain suspect(s) during the search as per organisational and legal guidelines and procedures				
	PC15. prevent tampering of evidence and reports by taking necessary precautions				
	PC16. maintain personal safety at all times when at work				
	PC17. maintain constant communication during search with relevant authorities and seniors				
	PC18. report incident details to superiors in an accurate and timely manner, communicating all relevant details				
	PC19. follow incident reporting formats and protocols				
	Ensure inclusivity	3	6		
	PC20. use non- gendered statements in communication and reports				
	PC21. ensure smooth movement of persons with disability				
	PC22. carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times				
	Material and energy conservation practices	2	4		
	PC23. identify processes where material utilization can be optimized				
	PC24. ensure lights and equipment are switched off when not in use				
	Total Marks	40	60		
MEP/N7201, v.4. Supervise a security unit	Supervise security unit operations	20	40		
	PC1. identify manpower and equipment resources available and required for security operations at the assigned premises/area of responsibility.				
	PC2. prepare plan for manpower and equipment deployment as per the operational requirement and site instructions (Site Instruction: Site layout - perimeter, details of entry, exit and emergency exits; work shifts; guard posts, deployment of security and surveillance. equipment: patrolling and number of personnel needed for security duties)				
	PC3. prepare duty roster for the shift as per deployment plan				
	PC4. assign tasks to team members covering all operational activities				
	PC5. take attendance of personnel and report about deficiency, if any.				
	PC6. identify work instructions and relevant guidelines from the briefing received from superiors				
	PC7. extract relevant information from the shift report received from outgoing supervisor				
	PC8. take attendance of personnel and report about deficiency, if any				
	PC9. issue security and safety equipment to team members, as per deployment plan				
	PC10. assign and earmark available security personnel to cater for anticipated threat/ risks and provide necessary instructions				
	PC11. monitor deployment and functioning of security team members, using				

various techniques				
PC12. liaise with fire, maintenance and control room personnel (Liaise: Inform about the incident; provide details about location, people involved, course of events, etc.; assign manpower to provide assistance; complete necessary documentation and other formalities; support by performing necessary tasks within limits of authority; etc.)				
PC13. communicate with superiors/ team members and other stakeholders as per organizational protocol				
PC14. prepare comprehensive shift report and handover to the reliever				
Utilize IoT-enabled patrol monitoring systems to oversee the deployment and effectiveness of security team members.				
Conduct virtual briefings with security guards using secure communication tools during shift handovers.				
Maintain a centralized cloud-based repository for team performance reports and incident documentation.				
Deal with emergencies	10	30		
PC15. identify risk and hazards specific to the assigned premises				
PC16. select and nominate an on-site emergency team as required for the assigned premises matching requirements and capabilities				
PC17. carry out mock-drills as per instructions for fire alarm and evacuation				
PC18. carry out rehearsals with the team on various emergency scenarios				
PC19. report to designated superior and other agencies during an emergency promptly and accurately				
PC20. secure key assets on priority at the time of an emergency				
PC21. organize evacuation of the premises as per organizational procedure established				
PC22. ensure on-site reception, briefing and guidance for fire fighters, rescue workers and medical teams				
PC20. identify suspicious packages or mail				
PC21. report about delivery of suspicious package/s in a timely manner				
PC22. secure and store letters and packages as per organisational procedures				
PC23. ensure first aid and evacuation within available means and as per established standards				
PC24. cordon off scene of crime/ incident as per established protocol				
PC25. liaise with police in investigation (Liaise: File complaint about the incident; provide details about location, people involved, course of events, etc.; assign				

	manpower to provide assistance; complete necessary documentation and other formalities; support by performing necessary tasks within limits of authority; etc.)				
	PC26. lodge complaint of incident with the police and get first information report				
	Total Marks	30	70		
MEP/N7202, v.4. Carry out job specific security duties	Carry out front office duty	20	30		
	PC1. check authorization of visitors for entry/ visit to premises as per organisational procedures with regard to reception protocol				
	PC2. ensure that visitors to the premises are attended to promptly and appropriately. Appropriately: Provide access and guidance as per type of visitor and their purpose of visit; deal in a professional manner				
	PC3. communicate with visitors in professional manner as per organizational protocol				
	PC4. communicate over telephone in professional manner as per organizational protocol				
	PC5. answer queries about the organization promptly and within own limits of authority				
	PC6. direct visitors/ escort visitors to designated authority as per their purpose of visit				
	PC7. receive postal mail and couriers as per organisational protocol				
	PC8. respond in case of delivery of suspicious mail/ package as per established process Suspicious mail/package: potential IED device; wrongly addressed; without any sender information; suspicious place of origin, without stamp of postal authority etc.				
	PC9. deal with irregular situations arising at front office Irregular situations: irate visitor; unauthorised entry or exit; accident; unidentified personnel; improper identification documentation or permit/pass; front office personnel unable to attend to duties; etc.				
	PC10. take preventive actions to avoid irregular situations and seek assistance from relevant personal for the same as per organizational protocol				
	PC11. maintain personal safety and safety of others while performing front office duties				
	PC12. prepare passes/ permits for visitors in approved templates as per organizational guidelines				
	PC13. maintain basic security function-related documents accurately				
	PC14. report to designated superior as per procedure				

	Monitor and verify visitor and personnel entries using IoT-enabled access control systems.				
	Escalate cyber vulnerabilities in visitor management systems or access control devices to relevant authorities.				
	Control entry and exit of materials	10	20		
	PC15. control material movement as per organizational procedures Material - Raw material & finished goods; supplies from vendors; machinery, samples, scrap and organisations property				
	PC16. check authorization for material and vehicle & personnel entry or exit to/from premises				
	Supervise and troubleshoot biometric access control systems integrated with IoT alerts for unauthorized access attempts.				
	PC17. work within the limits of responsibility				
	PC18. prepare various documentation related to material movement Documents - Gate pass (returnable and non-returnable), invoice, purchase order, delivery challan, any other authorisation regarding movement of stores and machinery				
	PC19. record and report irregularities to superior promptly				
	Carry out key management	10	10		
	PC20. check authorization of personnel drawing or depositing key(s) as per organizational procedure				
	PC21. ensure original and duplicate keys are stored as per organizational procedure				
	PC22. follow appropriate key labeling system as per organizational procedure				
	PC23. carry out key issue and deposit documentation accurately Documents - Keys drawing and deposit ledger, key handling authorisation, lock and key inventory, incident reporting ledger				
	PC24. ensure security of key panels by implementing approved processes for the same				
	PC25. record and report irregular situations with regard to key management promptly Irregular Situations - Loss of keys, late deposit of keys, copying of keys, damage to keys, expiry of authorisation to draw/ deposit keys, tampering with key holding panels				
	Total Marks	40	60		
	Process lost property	20	30		
	PC1. obtain information or report of lost property directly from complainant or superiors				
	PC2. record details of lost property as per organisations procedures and guidelines				

MEP/N7203, v.4. Process lost and found property	PC3. seek additional information, on lost property, from complainant if required Additional Information: Details surfacing after investigation, relevant details not provided by the claimant				
	PC4. inform superior, on lost property complaints, as per procedure and timelines				
	PC5. take approved action, within area of responsibility to recover lost property as per organisational procedure				
	PC6. handle and store information relating to lost property confidentially and as per organisational procedures				
	Use digital tools to record and update information related to lost and found items, ensuring confidentiality and traceability.				
	Process found property	20	30		
	PC7. receive found property and handle it in line with organisations policies and procedures				
	PC8. record details of found property as per organisations procedures and guidelines				
	PC9. inform superior, about found property, as per procedure and timelines				
	PC10. identify and contact, where possible, the owner of the property				
	PC11. establish the identity of the claimant to the found property Identity of claimant: to be supported by valid identity documentation				
	PC12. seek additional information as required to establish ownership Additional information: Details about the found property, location where it was lost, day/time when it was lost, ownership proof if the property is very valuable, etc.				
	PC13. release the found property to the owner, based on organisational norms				
	PC14. store, retrieve and update information relating to found property confidentially and as per organisational procedure				
	Establish ownership of found items using digital verification systems and maintain digital logs for audit purposes.				
MEP/N7222, v.3. Carry out administration and welfare of personnel	Total Marks	40	60		
	Administrative activities for security personnel	40	60		
	PC1. maintain information about team members with respect to personal details, training needs, leave, overtime, complaints and welfare-related issues				
	PC2. enforce dress code				
	PC3. oversee that accommodation, transportation and other necessities of the team members are arranged				
	PC4. take necessary action on concerns and grievances of team members, in line with organisational protocol				

	PC5. record, report and follow-up for resolution of HR/ administration-related problems of team members				
	PC6. resolve recurring grievances or grievances that have an organisational impact and intimate management				
	PC7. display fair and impartial practices during performance of duties				
	PC8. carry out regular performance appraisal and provide feedback for improvement				
	PC9. provide appreciation to team members for exemplary work				
	PC10. prepare and share report on achievement of performance standards of personnel to the authorized personnel				
	PC11. identify high performers in the team using established performance parameters and recommend for reward/ recognition as per organizational process				
	PC12. identify training requirements of team members relevant to assigned work in performing the work deployed for				
	PC13. carry out on-the-job-training for personnel on the training requirements identified				
	Conduct virtual training sessions on updated security practices and incident management using relevant tools				
	PC14. maintain security documents in line with site instructions (Security Documents: Muster roll, shift report, duty roster, incident and complaint report forms; personnel, vehicle and material movement control documents; keys control register; training register, mock drill and other required registers)				
	Track team welfare and attendance using relevant cloud-based tools, ensuring up-to-date records and timely reporting.				
	Total marks	40	60		
MEP/N9903, v.5. Apply health and safety practices at the workplace	Apply relevant health and safety practices at the workplace	13	16		
	PC1. identify, control and report health and safety issues relating to immediate work environment according to procedures				
	PC2. follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies				
	PC3. document and report all hazards, accidents and near-miss incidents as per set process				
	PC4. document safety records according to organisational policies				
	Maintain a healthy and hygienic environment	8	21		
	PC5. maintain the work area in a clean and tidy condition				
	PC6. ensure that the work area is sanitized as and when required				
	PC7. maintain personal hygiene				

	PC8. use appropriate personal protective equipment (PPE) where required				
	PC9. wash hands using soap and water or alcohol-based sanitizer				
	PC10. report hygiene related concerns promptly to the relevant authority				
	Emergencies, rescues and first-aid procedures	6	9		
	PC11. administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.				
	PC12. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments				
	PC13. perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)				
	Follow fire safety requirements	13	14		
	PC14. follow fire safety practices				
	PC15. identify the type of fire and its stage				
	PC16. use the various appropriate fire extinguishers on different types of fires correctly				
	PC17. follow procedures to rescue victim of fire without endangering self				
	Total Marks	40	60		
MEP/N9912, v.3. Apply principles of professional practice at the workplace	Maintain a professional image and behaviour	3	5		
	PC1. display appropriate professional appearance for the workplace				
	PC2. interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner				
	Maintain and enhance professional competence	14	19		
	PC3. develop personal and professional goals and objectives				
	PC4. identify strengths and weaknesses in relation to goals and objectives				
	PC5. evaluate own capacity to meet goals and objectives				
	PC6. determine personal development needs to perform role as per desired standards				
	PC7. develop a professional development plan to enhance professional capabilities				
	PC8. document a professional practice plan designed to support the achievement of goals				
	PC9. select and implement development opportunities to support continuous learning and maintain currency of professional practice				
	PC10. research developments and trends impacting on professional practice and integrate information into work performance				
	PC11. seek feedback on performance from others and incorporate it to improve				
	Work in a disciplined and ethical manner	10	17		
	PC13. perform tasks to the required workplace standard				
	PC14. protect the rights of the client and organisation when delivering services				
	PC15. recognise unethical conduct and report to an appropriate person				
	PC16. operate within an agreed ethical code of practice				

	PC17. maintain confidentiality as per the organisational guidelines				
	Work effectively with all stakeholders	13	19		
	PC18. identify and obtain clarity regarding organisational, team and own goals				
	PC19. prioritise tasks at work as per organisational, team and own goals				
	PC20. plan to meet team performance targets and standards				
	PC21. monitor own and team performance as per agreed plan				
	PC22. share all relevant information with stakeholders in agreed formats and as per agreed timelines				
	PC23. work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes				
	PC24. recognise, avoid and/or address any conflict of interest				
	PC25. recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal, or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)				
	Total marks	40	60		
MEP/N9914, v.3: Communicating with clients, visitors, and colleagues effectively	Interact with superiors	10	14		
	PC1. seek clarification about job related requirements, performance indicators and incentives from reporting superior				
	PC2. record and report work output, exceptions and any anticipated reasons for delays to supervisor as per organisational requirements				
	PC3. escalate grievances and problems to appropriate authority				
	PC4. receive feedback on performance output and quality				
	PC5. report to appropriate authority unethical and inappropriate behaviour at the workplace				
	Communicate with colleagues	12	20		
	PC6. receive information and instructions from colleagues asking clarification where required				
	PC7. accurately pass on information to authorized persons within agreed time and confirm its receipt				
	PC8. give information to others at a pace and in a clear and specific manner				
	PC9. assist others to maximize effectiveness and efficiency in carrying out tasks				
	PC10. display appropriate communication etiquette at work (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)				
	PC11. display active listening skills while interacting with others at work				

	PC12. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism as applicable				
	PC13. demonstrate responsible and disciplined behaviours at the workplace (Disciplined behaviours: e.g., punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)				
	PC14. follow organisational protocol to resolve conflicts at the workplace				
	Communicate effectively with visitors and customers	18	26		
	PC15. meet and greet visitors promptly, treating them politely and making them feel welcome				
	PC16. provide clear and accurate information visitors as per their requirement, while following organisation policies for information access and confidentiality				
	PC17. communicate with the visitors in a polite, professional, and friendly manner				
	PC18. use feedback to clarify communicated message				
	PC19. communicate respecting the gender, cultural and social differences such as modes of greeting, formality, etc.				
	PC20. identify customer dissatisfaction, reason for dissatisfaction, and address them as per standard procedures				
	PC21. maintain proper body language, dress code, gestures and etiquette towards customers and visitors				
	PC22. engage in active listening with visitors and customers on phone				
	PC23. avoid negative questions and statements for clear communication				
	PC24. inform the customers and visitors on delays, any issues, or problems before hand and also on the developments involving them				
	PC25. respond to voice messages, e-mails, etc. of customer immediately				
	Total Marks	40	60		
DGT/VSQ/N0102: Employability skills (60 hours)	Introduction to Employability skills	1	1		
	PC1. identify employability skills required for jobs in various industries				
	PC2. identify and explore learning and employability portals				
	Constitutional values - Citizenship	1	1		
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
	PC4. follow environmentally sustainable practices				
	Becoming a professional in the 21st century	2	4		

PC5. recognize the significance of 21st Century Skills for employment				
PC6. practice the 21st Century Skills such as self-awareness, behaviour skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
Basic English skills	2	3		
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone				
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC9. write short messages, notes, letters, e-mails etc. in English				
Career Development & Goal Setting	1	2		
PC10. understand the difference between job and career				
PC11. prepare a career development plan with short- and long-term goals, based on aptitude				
Communication skills	2	2		
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings				
PC13. work collaboratively with others in a team				
Diversity and inclusion	1	2		
PC14. communicate and behave appropriately with all genders and PwD				
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act				
Financial and legal literacy	2	3		
PC16. select financial institutions, products and services as per requirement				

PC17. carry out offline and online financial transactions, safely and securely				
PC18. identify common components of salary and compute income, expenses, taxes, investments etc				
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation				
Essential digital skills	3	4		
PC20. operate digital devices and carry out basic internet operations securely and safely				
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively				
PC22. use basic features of word processor, spreadsheets, and presentations				
Entrepreneurship	2	3		
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
Customer service	1	2		
PC26. identify different types of customers				
PC27. identify and respond to customer requests and needs in a professional manner.				
PC28. follow appropriate hygiene and grooming standards				
Getting ready for apprenticeship and job	2	3		

	PC29. create a professional Curriculum vitae (Résumé)				
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC31. apply to identified job openings using offline /online methods as per requirement				
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection				
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements				
	Total marks	20	30		

Annexure 7: Assessment Strategy

Assessment system Overview

- MEPSC will certify the learners. The assessor has to pass an online assessment of theoretical knowledge of the job role and be approved by MEPSC.
- The assessment will have both theory and practical components in a 40:60 ratio.
- While theory assessment is summative and a written exam; practical will involve demonstrations of applications and presentations of procedures and other components. Practical assessment will also be summative in nature.

Testing Environment

- The training partner has to share the batch start date and end date, number of trainees and the job role. Assessment will be fixed for a day after the end date of training. It could be the next day or later. Assessment will be conducted at the training venue.
- The room where the assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, the assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial questions, etc. which will test the trainee on theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on the same day. If the number of candidates is many, more assessors and additional venues will be organized on the same day of the assessment.
- The presentation will be one mode of assessment and so computers and an LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling assessment job situations.
- The question paper will be pre-loaded onto the computer, and it will be in the language requested by the training partner.

Assessment Quality Assurance framework

- Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. The overall structure of assessment and objectivity of the marking scheme will be explained to them.
- The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.
- In the case of many candidates to be accommodated in one venue for theory assessment, caution is taken not to let the candidates who competed test meet those who have not. Once the first batch has moved out of the knowledge-based assessment area, the second batch will be taken from the main waiting area and seated in the respective seats for their knowledge-based assessment.
- For practical assessment, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.
- The assessment will be video recorded and submitted to MEPSC. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue. The assessor carries a tablet which is geotagged. This allows MEPSC to additionally track this.

Methods of Validation

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, id verification will be carried out. Adhar card number is part of registering the candidate for training. This will form the basis of further verification during the assessment. Unless the candidate's name is registered, the person cannot take the test.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries a tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment.
- Video of the practical session is prepared and submitted to MEPSC.
- Random spot checks/audit is conducted by MEPSC assigned persons to check the quality of assessment.
- The assessment agency will be responsible for putting details in SIP.
- MEPSC will also validate the data and results received from the assessment agency.

Method of assessment documentation and access

- The assessment agency will upload the result of the assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by the MEPSC assessment team. After uploading, only MEPSC can access this data. MEPSC approves the results within a week and uploads them on SIP.

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
NSQF	National Skills Qualification Framework
QP	Qualification Pack
NOS	National Occupational Standards
OS	Occupational Standards
NCO	National Classification of Occupations
ISCO	International Standard Classification of Occupations
ISIC	The International Standard Industrial Classification of all economic activities
NSQC	National Skills Qualification Committee
NCVET	National Council for Vocational Education and Training

Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	The sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.

National Occupational Standard	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective, or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.