

**PANJAB UNIVERSITY, CHANDIGARH**  
(Estd. Under the Panjab University Act VII of 1947-enacted by the Govt. of India)

**FACULTY OF ARTS**

**SYLLABI**

**FOR**

**CERTIFICATE COURSE**

**IN**

**CORPORATE SECURITY, SAFETY  
&  
FIRE PROTECTION MANAGEMENT**

**EXAMINATIONS, 2019**

**PANJAB UNIVERSITY, CHANDIGARH**

Outlines of tests, syllabi and courses of reading for Certificate Course in Corporate Security, Safety & Fire Protection Management for the session 2018-19.

**Certificate Course in Corporate Security, Safety and Fire Protection Management**

There will be four papers in all. The written examination will be conducted at the end of the course comprising of 100 marks each. 20 marks in each paper will be kept for internal assessment. Paper IV will be based on field Study Report consisting of 70 marks for evaluation of the Study Report and 30 marks for viva exam.

**Paper –I : Industrial Security & Safety: Concept & Important Ingredients**

M. Marks	: 100
Theory	: 80 Marks
Int. Assessment	: 20 Marks
Time	: 3 hours

**Instructions for the Examiners and Students:**

1. There shall be 9 questions in all.
2. The first question is compulsory containing 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 questions carrying 2 marks each.
3. Rest of the paper contains 4 units. Each unit shall have two questions and the candidates be given a choice of attempting one question from each Unit. Carrying 15 marks.

**Unit 1**

- Defence and civil industries and their concerns
- Need of Industrial security & safety
- Security survey and security analysis
- Physical Security and its management.

**Unit 2**

- Principals of Security
- Security of information and access control system.
- Security of Raw material, prepared goods and waste material.

### Unit 3

- Office Security, Problem areas & prevention of theft, sabotage & destruction
- Security of Personnel & equipment.
- Mob and strike control in the premises

### Unit 4

- Availability of Security equipment including electronic aids
- Gathering of information and intelligence

### **Books Recommended:**

Fay John, **Encyclopedia of security management**, Linacre house, Jordan hill, Oxford, UK, 2007.

Siljander Raymond P, **Introduction to Business and Industrial Security and Loss Control: A Primer for Business, Private Security and Law Enforcement**, Charles C Thomas Publisher limited, USA, 2008.

Phillips Bill, **The complete book of home, site, and office security: selecting, installing and troubleshooting system and devices**, Macgraw hills New York, 2006.

Fischer Robert J., Janoski Richard, **Loss prevention and security procedures: practical applications for contemporary problems**, Butterworth-Heinemann, Woburn, 1999.

**Johnson Brian R.**, Principles of security management, **Prentice Hall, 2005.**

Phillips Bill, **The complete book of electronic security**, MacGraw hills Publishers, New York, 2002.

Fischer Robert J., Green Gion, **Introduction to Security, Seventh Edition**, Butterworth-Heinemann, 2004.

**Stamp Mark**, Information security: principles and practice, **John Wiley and Sons, 2006.**

**Hawker Andrew**, Security and Control in Information Systems: A Guide for Business and Accounting , **Routledge, 2000.**

**Paper –II: Industrial Security & Safety: Specific Relevance in the Existing Environment encompassing various domains**

M. Marks : 100  
Theory : 80 Marks  
Int. Assessment : 20 Marks  
Time : 3 hours

**Instructions for the Examiners and Students:**

1. There shall be 9 questions in all.
2. The first question is compulsory containing 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 questions carrying 2 marks each.
3. Rest of the paper contains 4 units. Each unit shall have two questions and the candidates be given a choice of attempting one question from each Unit. Carrying 15 marks.

**Unit 1**

- Commercial Espionage
- Labour Intelligence
- Industrial Relation
- Industrial & Labour Laws
- Right of Private Defence

**Unit 2**

- Prevention & handling of Bomb threats
- Prevention & handling of Sabotage
- Action during Labour Agitation
- Dharnas, Gheraos, lockout & Strikes & their Management

**Unit 3**

- Investigation procedures
- Standing orders to ensure security & safety
- Security organization & its functioning

## Unit 4

- Security requirement specific to Hospitals, Hotels, Banks shopping malls etc.
- Aviation Security
- Prevention of frauds in computerized banking

**Books Recommended:**

Cheremisiyoff, **Practical Guide to Industrial Safety: Methods for Process Safety Professionals**, Taylor and Francis e-library, 2005.

**Roche Edward M**, Corporate Spy: Industrial Espionage and Counterintelligence in the **Multinational Enterprise**, Barraclough limited New York Georgetown Tokyo, 2007.

Dempsey John S, **Introduction to Private Security**, Cengage Learning, 2007.

Cliff Mariani, **Terrorism Prevention and Response: The Definitive Law Enforcement Guide to Prepare for Terrorist Activity**, Looseleaf Law Publications, 2003.

Monga M.L., **Industrial relations and labour laws in India: their implementation and awareness**, Deep & Deep, 1983.

Vallen Gary K., Vallen, **Check-In Check-Out managing hotel operation**, Pearson Education India, 2009.

Price Jeffrey C, Forrest Jeffrey S, **Practical aviation security: predicting and preventing future threats**, Butterworth-Heinemann, 2008.

Thomas Andrew R, **Aviation insecurity: the new challenges of air travel**, Prometheus Books, 2003.

Hutchinson John G, **Management under strike conditions**, Holt, Rinehart and Winston, 1966.

Welch Brian, **Electronic banking and treasury security**, Woodhead Publishing, 1999.

Bouquard Thomas J, **Arson investigation: the step-by-step procedure**, Charles C Thomas Publisher, 2004.

Daniel E. Harmon, **Careers in Explosives and Arson Investigation**, The Rosen Publishing Group, 2008.

Redsicker David R, John J. O'Connor, **Practical fire and arson investigation**, CRC Press, 1997.

**Paper-III : Fire Protection, Safety & Management**

M. Marks	: 100
Theory	: 80 Marks
Int. Assessment	: 20 Marks
Time	: 3 hours

**Instructions for the Examiners and Students:**

1. There shall be 9 questions in all.
2. The first question is compulsory containing 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 questions carrying 2 marks each.
3. Rest of the paper contains 4 units. Each unit shall have two questions and the candidates be given a choice of attempting one question from each Unit. Carrying 15 marks.

**Unit 1**

- Major Causes of Fire
- Fire hazards in various types of installations
- Preventive measures against fire
- Fire fighting Organisation & procedures

**Unit 2**

- Availability of Fire Fighting equipment to deal with common fires, FOL fires, chemical fires, fires due to electric short circuits etc.

- Requirement & use of water including hydrants in the extinction of fire

**Unit 3**

- Breathing apparatus for dealing with various types of fire.
- Fire safety & apparatus for dangerous chemicals, nuclear leaks & fire.

**Unit 4**

- Introduction to Fire Fighting Equipment.
- Practical Training concerning Fire Fighting procedures

**Books Recommended:**

Craighead Geoff, **High-Rise Security and Fire Life Safety**, Linacre house, Jordan hill, Oxford OX 8dp.,UK, 2009.

Books Lle, **Firefighting Equipment: Glossary of Firefighting Equipment**, General Books LLC, 2010.

James M. Shannon, **Fundamentals of Fire Fighter Skills: Rookie Experiences**, Jones & Bartlett Publishers, 2005.

Klaene, Bernard J, Sanders Russell E, **Structural Firefighting: Strategies and Tactics**, Jones & Bartlett Learning, 2007.

Furness Andrew, Muckett Martin, **Introduction to fire safety management**, Elsevier, 2007.

International Atomic Energy Agency, **Fire safety in the operation of nuclear power plants: safety guide**, International Atomic Energy Agency, 2000.

Jeanne Mager Stellman, International Labour Office, **Encyclopaedia of Occupational Health and Safety: Chemical, industries and occupations**, International Labour Organization, 1998.

**Paper-IV**

**Study Report:** To be submitted by the students during the last week of the course which will be evaluated out of 70 marks followed by a viva of 30 marks.

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