DIPLOMA IN SECURITY MANAGEMENT

Term-End Examination

June, 2010

00292

BSEI-011 : MANAGERIAL SKILLS

Time : 3 hours   *Maximum Marks : 100*

Note :   (i)   *Question No. 1 is compulsory for Part-A, B and C.*

(ii)   *Question 2 attempt any 7 out of to 10 question and.*

(iii) *Question 3 attempt any 3 out of 5 questions.*

PART - A

All questions are compulsory.

1.   Fill in the blanks :   10x1=10

(a)   The storage place should be adequately secured against _____ .

(b)   Keys must be deposited in _____ .

(c)   The paper of an Identity card should be _____ .

(d)   _____ register is an important document must be kept under security office.

(e)   All confidential files/documents must be kept under _____ .

(f)   Records of all key deposites/withdrawls should be entered in the _____ .

(g) Security survey is conducted to ascertain the strength of _____ .

(h) Security of premises inclueds _____ according to availability.

(i) Security audit of an organisation is carried out by _____ .

(j) Welfare includes _____ programme.

PART - B

1. Tick (✓) *true/false* on the following :   10x1=10

    (a) Another name of letter Bomb is suspicious mail.

    (b) Should we deploy security cameras/motion sensors for security reasons.

    (c) We should not Install special locking devices on manhole covers in / around facilities.

    (d) Found items should not be handed over to the correct claimant.

    (e) Staff conditions of employment will apply to all security personnel.

    (f) Nothing but Prescribed contents should be kept in a first aid box or cup board.

    (g) Telephone number for first aid Immediate action is 101.

    (h) We should use electric hand gloves and rubber shoes during electrical work.

    (i) We should not affix 'DANGER' on all high voltage panels.

    (j) During suffocation by smoke, we should not open windows and doors.

PART - C

1. Choose the correct answers :   8x1=8

   (a) Industrial unit can be divided into :
       (i)   3
       (ii) 2
       (iii) 5
       (iv) 1

   (b) Types of classification of documents in Govt.
       offices/public sectors are :
       (i)   7
       (ii) 5
       (iii) 3
       (iv) 2

   (c) Who makes the fire Investigation report ?
       (i)   Fire safety officer
       (ii) Chief Fire officer
       (iii) Security staff
       (iv) None of them

   (d) How many sets of uniforms are issued to a
       security guard ?
       (i)   3
       (ii) 1
       (iii) 2
       (iv) 4

   (e) First Aid Kit contains :
       (i)   Burn ointment
       (ii) Anticeptic cream
       (iii) Scissors
       (iv) All of them

(f) During medical emergency service we should call the ambulance on number :

(i) 100

(ii) 103

(iii) 101

(iv) 102

(g) In front of the switch boards/panels, one should keep a minimum clearance of :

(i) 2 feet

(ii) 4 feet

(iii) 1 feet

(iv) 3 feet

(h) Earth resistance should be checked once in :

(i) Two months

(ii) Six months

(iii) Four months

(iv) Seven months

2. Attempt *any seven* questions out of **10** questions :

7x6=42

(a) What process is carried out in issuing of materials ?

(b) How will you carry out the security of plant/machinery ?

(c) What points should one keep in mind while designing an identity card ? Write.

(d) What are responsibilities of security staff for Information security ?

(e) How does survey of building and premises of plant and factory take place ?

(f) Differentiate between security survey and security Audit ? How is security survey planned ?

(g) Define management ? What is the general objectives of the personnel management ?

(h) What are the different qualities that a leader must possess ?

(i) Define Interview. How is the selection of the best candidate carried out ?

(j) What is an Improvised Explosive Device ? Write at least three points each for Do's and Don'ts.

3. Attempt *any three* out of *Five* questions :   10x3=30

(a) Define Industrial Relations and its scope. What are the impacts of a good Industrial relations on production ?

(b) What is standing orders ? Write any ten points on it.

(c) Write any ten points of Do's/Don'ts for electrical accidents ?

(d) What are the principles of man-management skills. Explain in detail.

(e) What is security Audit ? How is security Audit Management carried out ? Explain in details.