

# BOOK BINDER

## COMPETENCY BASED CURRICULUM

(Duration: 1 Yr. 3 Months)

## APPRENTICESHIP TRAINING SCHEME (ATS)

NSQF LEVEL- 3



कौशल भारत कुशल भारत  
**SECTOR – Production and Manufacturing**



GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING

*Book Binder*

# BOOK BINDER

(Revised in 2018)

APPRENTICESHIP TRAINING SCHEME (ATS)



NSQF LEVEL - 3

Skill India  
कौशल भारत - कुशल भारत

Developed By

Ministry of Skill Development and Entrepreneurship  
Directorate General of Training  
**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**  
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Special acknowledgement is extended by DGT to the following expert members who had contributed immensely in this curriculum.

**Co-ordinator for the course:** Shri. N Nath, ADT, CSTARI-Kolkata

Sl. No.	Name & Designation Sh./Mr./Ms.	Organization	Expert Group Designation
1.			



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### 1.1 Apprenticeship Training Scheme under Apprentice Act 1961

The Apprentices Act, 1961 was enacted with the objective of regulating the Programme of training of apprentices in the industry by utilizing the facilities available therein for imparting on-the-job training. The Act makes it obligatory for employers in specified industries to engage apprentices in designated trades to impart Apprenticeship Training on the job in industry to school leavers and person having National Trade Certificate (ITI pass-outs) issued by National Council for Vocational Training (NCVT) to develop skilled manpower for the industry. There are four categories of apprentices namely; **trade apprentice, graduate, technician and technician (vocational) apprentices.**

Qualifications and period of apprenticeship training of **trade apprentices** vary from trade to trade. The apprenticeship training for trade apprentices consists of basic training followed by practical training. At the end of the training, the apprentices are required to appear in a trade test conducted by NCVT and those successful in the trade tests are awarded the National Apprenticeship Certificate.

The period of apprenticeship training for graduate (engineers), technician (diploma holders and technician (vocational) apprentices is one year. Certificates are awarded on completion of training by the Department

### 1.2 Changes in Industrial Scenario

Recently we have seen huge changes in the Indian industry. The Indian Industry registered an impressive growth during the last decade and half. The number of industries in India have increased manifold in the last fifteen years especially in services and manufacturing sectors. It has been realized that India would become a prosperous and a modern state by raising skill levels, including by engaging a larger proportion of apprentices, will be critical to success; as will stronger collaboration between industry and the trainees to ensure the supply of skilled workforce and drive development through employment. Various initiatives to build up an adequate infrastructure for rapid industrialization and improve the industrial scenario in India have been taken.

### **1.3 Reformation**

The Apprentices Act, 1961 has been amended and brought into effect from 22<sup>nd</sup> December, 2014 to make it more responsive to industry and youth. Key amendments are as given below:

- Prescription of number of apprentices to be engaged at establishment level instead of trade-wise.
- Establishment can also engage apprentices in optional trades which are not designated, with the discretion of entry level qualification and syllabus.
- Scope has been extended also to non-engineering occupations.
- Establishments have been permitted to outsource basic training in an institute of their choice.
- The burden of compliance on industry has been reduced significantly.



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### **2.1 GENERAL**

Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers range of vocational training courses catering to the need of different sectors of economy/ Labour market. The vocational training programmes are delivered under aegis of National Council of Vocational Training (NCVT). Craftsman Training Scheme (CTS) and Apprenticeship Training Scheme (ATS) are two pioneer programmes of NCVT for propagating vocational training.

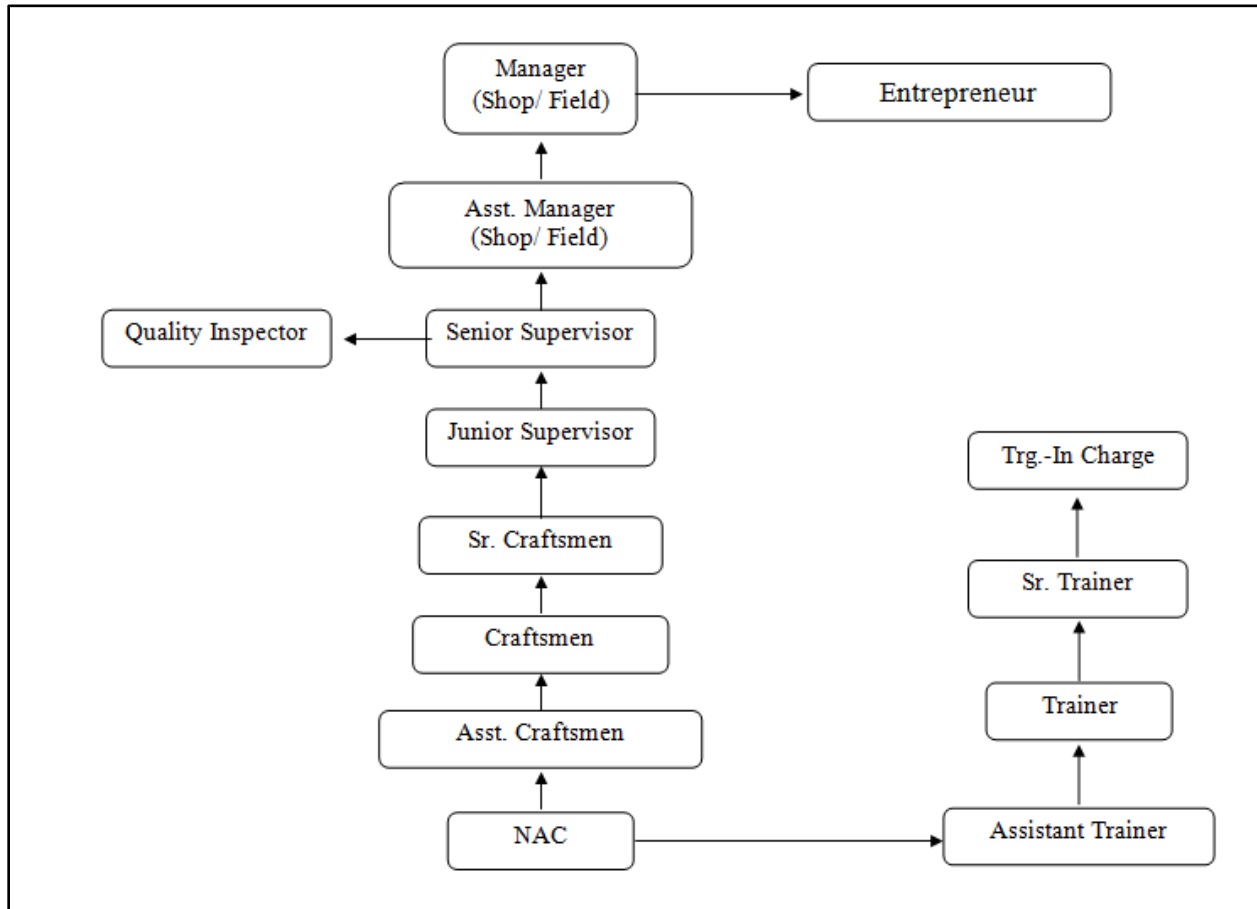
Book Binder trade under ATS is one of the most popular courses delivered nationwide through different industries. The course is of one year three months (01 Block of 15 months duration including basic training) duration. It mainly consists of Domain area and Core area. In the Domain area Trade Theory & Practical impart professional - skills and knowledge, and Employability Skills imparts requisite core skills & knowledge and life skills. After passing out the training programme, the trainee is being awarded National Apprenticeship Certificate (NAC) by NCVT having worldwide recognition.

**Broadly candidates need to demonstrate that they are able to:**

- Read & interpret technical parameters/document, plan and organize work processes, identify necessary materials and tools;
- Perform task with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge, core skills & employability skills while performing jobs and solve problem during execution.
- Perform Book Binding
- Document the technical parameters related to the task undertaken.

## 2.2 CAREER PROGRESSION PATHWAYS:

- Indicative pathways for vertical mobility.



## 2.3 COURSE STRUCTURE:

Table below depicts the distribution of training hours across various course elements during a period of two years (*Basic Training and On-Job Training*): -

**Total training duration details: -**

Time (in months)	1-3	4-15
Basic Training	Block- I	-----
Practical Training (On - job training)	----	Block - I



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### A. Basic Training

For 02 yrs. course (Non-Engg.): - **Total 06 months:** 03 months in 1<sup>st</sup>yr. + 03 months in 2<sup>nd</sup> yr.)

For 01 yr. course (Non-Engg.): - **Total 03 months:** 03 months in 1<sup>st</sup> yr.)

Sl. No.	Course Element	Total Notional Training Hours (For 01 yr. Course)
1	Professional Skill (Trade Practical)	270
2	Professional Knowledge (Trade Theory)	120
3	Employability Skills	110
	<b>Total (including Internal Assessment)</b>	<b>500</b>

### B. On-Job Training:-

For 01 yr. course (Non-Engg.): - **(Total 12 months)**

Notional Training Hours for On-Job Training: 2080 Hrs.

### C. Total training hours:-

Duration	Basic Training	On-Job Training	Total
For 02 yrs. course	500 hrs.	3640 hrs.	4140 hrs.
For 01 yr. course	500 hrs.	2080 hrs.	2580 hrs.

## 2.4 ASSESSMENT & CERTIFICATION:

The trainee will be tested for his skill, knowledge and attitude during the period of course and at the end of the training programme as notified by Govt of India from time to time. The Employability skills will be tested in first two semesters only.

a) The **Internal assessment** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline (section-2.4.2). The marks of internal assessment will be as per the template (Annexure – II).

b) The final assessment will be in the form of summative assessment method. The All India Trade Test for awarding NAC will be conducted by NCVT on completion of course as per

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guideline of Govt of India. The pattern and marking structure is being notified by govt of India from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check individual trainee's profile as detailed in assessment guideline (section-2.4.2) before giving marks for practical examination.**

### 2.4.1 PASS REGULATION

The minimum pass percent for Practical is 60% & minimum pass percent for Theory subjects 40%. The candidate pass in each subject conducted under all India trade test.

### 2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking assessment. Due consideration should be given while assessing for team work, avoidance/reduction of scrap/wastage and disposal of scarp/wastage as per procedure, behavioral attitude, sensitivity to environment and regularity in training. The sensitivity towards OSH and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work

Evidences of internal assessments are to be preserved until forthcoming semester examination for audit and verification by examination body. The following marking pattern to be adopted while assessing:

Performance Level	Evidence
(a) Weightage in the range of 60 -75% to be allotted during assessment	
For performance in this grade, the candidate with occasional guidance and showing due regard for safety procedures and practices, has produced work which	<ul style="list-style-type: none"><li>• Demonstration of good skill in the use of hand tools, machine tools and workshop equipment</li></ul>

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demonstrates attainment of an acceptable standard of craftsmanship.	<ul style="list-style-type: none"><li>• Below 70% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li><li>• A fairly good level of neatness and consistency in the finish</li><li>• Occasional support in completing the project/job.</li></ul>
<b>(b) Weightage in the range of above 75% - 90% to be allotted during assessment</b>	
For this grade, the candidate, with little guidance and showing due regard for safety procedures and practices, has produced work which demonstrates attainment of a reasonable standard of craftsmanship.	<ul style="list-style-type: none"><li>• Good skill levels in the use of hand tools, machine tools and workshop equipment</li><li>• 70-80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li><li>• A good level of neatness and consistency in the finish</li><li>• Little support in completing the project/job</li></ul>
<b>(c) Weightage in the range of above 90% to be allotted during assessment</b>	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none"><li>• High skill levels in the use of hand tools, machine tools and workshop equipment</li><li>• Above 80% tolerance dimension/accuracy achieved while undertaking different work with those demanded by the component/job/set standards.</li><li>• A high level of neatness and consistency in the finish.</li><li>• Minimal or no support in completing the project.</li></ul>

**Brief description of Job roles:**

1. Attach end papers to tops and bottoms of book bodies, using sewing machines, or glue endpapers and signatures together along spines, using brushes or glue machines.
2. Compress sewed or glued signatures to reduce books to required thicknesses, using hand presses or smashing machines.
3. Cut binder boards to specified dimensions, using board shears, hand cutters, or cutting machines.
4. Cut cover material to specified dimensions, and fit and glue material to binder boards manually or by machine.
5. Fold and sew printed sheets to form signatures, and assemble signatures in numerical order to form book bodies.
6. Glue outside endpapers to covers.
7. Imprint and emboss lettering, designs, or numbers on covers, using gold, silver, or colored foil, and stamping machines.
8. Insert book bodies in devices that form back edges of books into convex shapes and produce grooves that facilitate attachment of covers.
9. Perform highly skilled hand finishing operations, such as grooving and lettering, to bind books.
10. Place bound books in presses that exert pressure on covers until glue dries.
11. Trim edges of books to size, using cutting or book trimming machines or hand cutters.
12. Design original or special bindings for limited editions
13. Establish production procedures based on job orders.
14. Make boxes or specialty items such as binders and photograph albums.
15. Meet with clients, printers, and/or designers to discuss job requirements and binding plans.
16. Pack and weigh books, and stack them on pallets to prepare them for shipment.
17. Repair, restore, and rebind old or damaged books, including rare books.
18. Apply glue to backs of books, using brushes or glue machines, and attach cloth backing and headbands.

**Reference NCO - 2015:**

- i) 7323.0100 - Book Binder
- ii) 7323.0400 - Book Binding Worker

**4. NSQF LEVEL COMPLIANCE**

NSQF level for Book Binder trade under ATS: **Level 3**

As per notification issued by Govt. of India dated- 27.12.2013 on National Skill Qualification Framework total 10 (Ten) Levels are defined.

Each level of the NSQF is associated with a set of descriptors made up of five outcome statements, which describe in general terms, the minimum knowledge, skills and attributes that a learner needs to acquire in order to be certified for that level.

Each level of the NSQF is described by a statement of learning outcomes in five domains, known as level descriptors. These five domains are:

- a. Process
- b. professional knowledge,
- c. professional skill,
- d. core skill and
- e. Responsibility.



The Broad Learning outcome of Book Binder trade under ATS mostly matches with the Level descriptor at Level- 3.

The NSQF Level- 3 descriptor is given below:

Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility
Level 3	Person may carry put a job which may require limited range of activities routine and predictable	Basic facts, process and principle applied in trade of employment	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment	Under close supervision Some Responsibility for own work within defined limit.

<b>Name of the Trade</b>	BOOK BINDER
<b>NCO-2015</b>	7323.0100, 7323.0400
<b>NSQF Level</b>	Level – 3
<b>Duration of Apprenticeship Training</b> (Basic Training + On-Job Training)	One year +3 months (01 Block of 15 months duration including basic training)
<b>Duration of Basic Training</b>	a) Block –I : 3 months <b>Total duration of Basic Training: 3 months</b>
<b>Duration of On-Job Training</b>	a) Block–I: 12 months <b>Total duration of Practical Training: 12 months</b>
<b>Entry Qualification</b>	Passed 8th class examination under 10+2 system of education or its equivalent.
<b>Selection of Apprentices</b>	The apprentices will be selected as per Apprenticeship Act amended time to time.
<b>Instructors Qualification for Basic Training</b>	As per ITI instructors qualifications as amended time to time for the specific trade.
<b>Infrastructure for Basic Training</b>	As per related trade of ITI
<b>Examination</b>	The internal examination/ assessment will be held on completion of each block. Final examination for all subjects will be held at the end of course and same will be conducted by NCVT.
<b>Rebate to Ex-ITI Trainees</b>	-----NA-----
<b>CTS trades eligible for Book Binder Apprenticeship</b>	-----NA-----

**Note:**

- Industry may impart training as per above time schedule for different block, however this is not fixed. The industry may adjust the duration of training considering the fact that all the components under the syllabus must be covered. However the flexibility should be given keeping in view that no safety aspects is compromised.
- For imparting Basic Training the industry to tie-up with ITIs having such specific trade and affiliated to NCVT.

**6.1 GENERIC LEARNING OUTCOME**

The following are minimum broad Common Occupational Skills/ Generic Learning Outcome after completion of the Book Binder course of 02 years duration under ATS.

**Block I:-**

1. Recognize & comply safe working practices, environment regulation and housekeeping.
2. Select and ascertain measuring instrument and measure dimension of components and record data.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.
6. Plan and organize the work related to the occupation.

**6.2 SPECIFIC LEARNING OUTCOME**

**Block – I**

1. Handling and care of binding materials and equipment
2. Jogging the sheets
3. Counting the sheets
4. Folding sheets by hand
5. Gathering & collating, signatures, their use for making up a book
6. Stitching - hand and wire stitching, side and center stitch
7. Book sewing by hand, different kinds of sewing, sawn in sewing, tape sewing, flexible sewing & overcast sewing.
8. Use of Guillotine machine ( 3 side trimmer)and safety precautions.
9. Adhesives its preparation and use
10. Perforating, numbering, eyeleting, equipment used and handling and precautions
11. Flush binding, Case binding & Spiral binding of different types
12. Edge decoration - Guiding, Marbling, Colouring, Tinting indexing, tabbing, gold tooling, Blind tooling
13. Paper Testing, physical and chemical properties of paper. Blistering & folding strength, GSM, ph value, sizing material, conditioning etc.

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14. Complex imposing scheme and its relation to the type of folding methods applicable on different kind of printing work on sheet work and half sheet work, upright, oblong, work and turn, work and tumble, work and twist. Inset & Outset sections
15. Advanced bindery machines for automatic folding.
16. Automatic case making machines
17. Automatic sewing Machine
18. Automatic numbering machines
19. Lamination and spiral binding machine

**Note:** *Learning outcomes are reflection of total competencies of a trainee and assessment will be carried out as per assessment criteria.*



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## 7. LEARNING OUTCOME WITH ASSESSMENT CRITERIA

GENERIC LEARNING OUTCOME	
LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment regulation and housekeeping.	1. 1. Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements.
	1. 2. Recognize and report all unsafe situations according to site policy.
	1. 3. Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1. 4. Identify, handle and store / dispose off dangerous/unsalvageable goods and substances according to site policy and procedures following safety regulations and requirements.
	1. 5. Identify and observe site policies and procedures in regard to illness or accident.
	1. 6. Identify safety alarms accurately.
	1. 7. Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1. 8. Identify and observe site evacuation procedures according to site policy.
	1. 9. Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	1. 10. Identify basic first aid and use them under different circumstances.
	1. 11. Identify different fire extinguisher and use the same as per requirement.
	1. 12. Identify environmental pollution & contribute to avoidance of same.
	1. 13. Take opportunities to use energy and materials in an environmentally friendly manner
	1. 14. Avoid waste and dispose waste as per procedure
	1. 15. Recognize different components of 5S and apply the same in the working environment.
2. Select and ascertain measuring instrument and measure dimension of components and record	2.1 Select appropriate measuring instruments such as Steel Rule, Divider, steel tape, etc. (as per tool list).
	2.2 Ascertain the functionality & correctness of the instrument.

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data.	2.3 Measure dimension of the components & record data to analyze them with given drawing/measurement.
3. Explain the concept in productivity, quality tools, and labour welfare legislation and apply such in day to day work to improve productivity & quality.	3.1 Explain the concept of productivity and quality tools and apply during execution of job.
	3.2 Understand the basic concept of labour welfare legislation and adhere to responsibilities and remain sensitive towards such laws.
	3.2 Knows benefits guaranteed under various acts
4. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	4.1 Explain the concept of energy conservation, global warming, pollution and utilize the available recourses optimally & remain sensitive to avoid environment pollution.
	4.2 Dispose waste following standard procedure.
5. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	5.1 Explain personnel finance and entrepreneurship.
	5.2 Explain role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
	5.3 Prepare Project report to become an entrepreneur for submission to financial institutions.
6. Plan and organize the work related to the occupation.	6.1 Use documents, drawings and recognize hazards in the work site.
	6.2 Plan workplace/ assembly location with due consideration to operational stipulation
	6.3 Communicate effectively with others and plan project tasks
	6.4 Assign roles and responsibilities of the co-trainees for execution of the task effectively and monitor the same.
<b>SPECIFIC OUTCOME</b>	
<b>Block-I (Section:10 in the competency based curriculum)</b>	
<p><i>Assessment Criteria i.e. the standard of performance, for each specific learning outcome mentioned under <b>block – I</b> (section: 10) must ensure that the trainee achieves well developed skill with clear choice of procedure in familiar context. Assessment criteria should broadly cover the aspect of <b>Planning</b> (Identify, ascertain, etc.); <b>Execution</b> 1)Perform, illustration, etc. by applying basic methods, tools, materials and information 2) Knowledge of basic facts, process and principle applied in trade of employment 3) Basic Mathematical Skills and <b>Checking/ Testing</b> to ensure functionality during the assessment of each outcome. The assessments parameters must also ascertain that the candidate is responsible for own work within defined limit.</i></p>	

**BASIC TRAINING (Block – I)****Duration: (03) Three Months**

Week No.	Professional Skills (Trade Practical)	Professional Knowledge (Trade Theory)
1.	Familiarization & orientation of the course	Introduction of Book Binder
2.	Familiarization with the general tools and equipment used in printing industry. Cleaning/lubricating and general maintenance of the machinery & equipment	Safety precautions: a. Workshop safety rules b. Tools (advantages & disadvantages) safety rules c. Machine safety rules and d. Personal safety rules.
3.	Jogging the sheets, Counting the sheets, Folding the sheets by hand	Standard Paper sizes, Indian and British. Divisions, sub-divisions, kinds, qualities and its suitability to different printing jobs. Handling & care of printed and unprinted paper.
4.	Standard folding/standard folding schemes of 16 pages Rules of imposition, Simple imposing scheme and its relation to the type of folding methods applicable, Lining up table, Lay out sheets preparation	Simple imposing scheme and its relation to the type of folding methods applicable upto 16 pages
5.	Gathering & collating, signatures, their use for making up a book	Classification of various Book Binder methods
6.	Use of Guillotine machine ( 3 side trimmer)and safety precautions.	Machinery & Equipment used in Binding - Guillotine, three sides trimmer, perforating, etc., handling, care and safety precautions.
7.	Stitching - hand and wire stitching, side and center stitch. Book sewing by hand, different kinds of sewing, sawn in sewing, tape sewing, flexible sewing & overcast sewing	Stitching & sewing, hand & machine methods.
8.	Forwarding operations, Case making and finishing Operation Rounding and backing, tipping knocking and counting	Forwarding operations, Case making and finishing operation: Rounding and backing, tipping knocking and counting backing, case making by hand, tools required
9.	Adhesives its preparation and use All kinds of End papers pasting	Gathering and collating, signature and their use, End paper, kinds and purpose

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10.	Edge decoration - Guiding, Marbling, Colouring, Tinting indexing, tabbing, gold tooling, Blind tooling	Tipping and pasting of plates, maps etc.
11	Perforating, numbering, eyeleting, equipment used and handling and precautions	Binding Room Tools, Materials & equipments.
12	Flush binding, Case binding, Spiral binding of different types	Miscellaneous binding
13	<b>Internal Assessment/Examination 03days</b>	

**Note:** - More emphasis to be given on video/real-life pictures during theoretical classes. Some real-life pictures/videos of related industry operations may be shown to the trainees to give a feel of Industry and their future assignment.



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## 9.1 EMPLOYABILITY SKILLS

(DURATION: - 110 HRS.)

<b>Block – I</b> (Duration – 110 hrs.)	
<b>1. English Literacy</b> Duration : 20 Hrs. <span style="float: right;">Marks : 09</span>	
<b>Pronunciation</b>	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
<b>Functional Grammar</b>	Transformation of sentences, Voice change, Change of tense, Spellings.
<b>Reading</b>	Reading and understanding simple sentences about self, work and environment
<b>Writing</b>	Construction of simple sentences Writing simple English
<b>Speaking / Spoken English</b>	Speaking with preparation on self, on family, on friends/ classmates, on know, picture reading gain confidence through role-playing and discussions on current happening job description, asking about someone's job habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing messages on and filling in message forms Greeting and introductions office hospitality, Resumes or curriculum vita essential parts, letters of application reference to previous communication.
<b>2. I.T. Literacy</b> Duration : 20 Hrs. <span style="float: right;">Marks : 09</span>	
<b>Basics of Computer</b>	Introduction, Computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down of computer.
<b>Computer Operating System</b>	Basics of Operating System, WINDOWS, The user interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc, Use of Common applications.
<b>Word processing and Worksheet</b>	Basic operating of Word Processing, Creating, opening and closing Documents, use of shortcuts, Creating and Editing of Text, Formatting the Text, Insertion & creation of Tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.

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<b>Computer Networking and Internet</b>	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web Browser, Web Site, Web page and Search Engines. Accessing the Internet using Web Browser, Downloading and Printing Web Pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.
<b>2. Communication Skills</b>	
Duration: 15 Hrs. <span style="float: right;">Marks : 07</span>	
<b>Introduction to Communication Skills</b>	Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non verbal communication -characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.
<b>Listening Skills</b>	Listening-hearing and listening, effective listening, barriers to effective listening guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.
<b>Motivational Training</b>	Characteristics Essential to Achieving Success. The Power of Positive Attitude. Self awareness Importance of Commitment Ethics and Values Ways to Motivate Oneself Personal Goal setting and Employability Planning.
<b>Facing Interviews</b>	Manners, Etiquettes, Dress code for an interview Do's & Don'ts for an interview.
<b>Behavioral Skills</b>	Problem Solving Confidence Building Attitude
<b>3. Entrepreneurship Skills</b>	
Duration : 15 Hrs. <span style="float: right;">Marks : 06</span>	
<b>Concept of Entrepreneurship</b>	Entrepreneur - Entrepreneurship - Enterprises:-Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation.

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	Performance & Record, Role & Function of entrepreneurs in relation to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, The process of setting up a business.
<b>Project Preparation &amp; Marketing analysis</b>	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution Management. Different Between Small Scale & Large Scale Business, Market Survey, Method of marketing, Publicity and advertisement, Marketing Mix.
<b>Institutions Support</b>	Preparation of Project. Role of Various Schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non financing support agencies to familiarizes with the Policies /Programmes & procedure & the available scheme.
<b>Investment Procurement</b>	Project formation, Feasibility, Legal formalities i.e., Shop Act, Estimation & Costing, Investment procedure - Loan procurement - Banking Processes.
<b>4. Productivity</b>	
Duration : 10 Hrs. <span style="float: right;">Marks : 05</span>	
<b>Benefits</b>	Personal / Workman - Incentive, Production linked Bonus, Improvement in living standard.
<b>Affecting Factors</b>	Skills, Working Aids, Automation, Environment, Motivation - How improves or slows down.
<b>Comparison with developed countries</b>	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
<b>Personal Finance Management</b>	Banking processes, Handling ATM, KYC registration, safe cash handling, Personal risk and Insurance.
<b>5. Occupational Safety, Health and Environment Education</b>	
Duration : 15 Hrs. <span style="float: right;">Marks : 06</span>	
<b>Safety &amp; Health</b>	Introduction to Occupational Safety and Health importance of safety and health at workplace.
<b>Occupational Hazards</b>	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygienic, Occupational Diseases/ Disorders & its prevention.
<b>Accident &amp; safety</b>	Basic principles for protective equipment. Accident Prevention techniques - control of accidents and safety measures.
<b>First Aid</b>	Care of injured & Sick at the workplaces, First-Aid & Transportation of

**Book Binder**

	sick person.
<b>Basic Provisions</b>	Idea of basic provision legislation of India. safety, health, welfare under legislative of India.
<b>Ecosystem</b>	Introduction to Environment. Relationship between Society and Environment, Ecosystem and Factors causing imbalance.
<b>Pollution</b>	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
<b>Energy Conservation</b>	Conservation of Energy, re-use and recycle.
<b>Global warming</b>	Global warming, climate change and Ozone layer depletion.
<b>Ground Water</b>	Hydrological cycle, ground and surface water, Conservation and Harvesting of water.
<b>Environment</b>	Right attitude towards environment, Maintenance of in-house environment.
<b>6. Labour Welfare Legislation</b>	
Duration : 05 Hrs. <span style="float: right;">Marks : 03</span>	
<b>Welfare Acts</b>	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act.
<b>7. Quality Tools</b>	
Duration : 10 Hrs. <span style="float: right;">Marks : 05</span>	
<b>Quality Consciousness</b>	Meaning of quality, Quality characteristic.
<b>Quality Circles</b>	Definition, Advantage of small group activity, objectives of quality Circle, Roles and function of Quality Circles in Organization, Operation of Quality circle. Approaches to starting Quality Circles, Steps for continuation Quality Circles.
<b>Quality Management System</b>	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
<b>House Keeping</b>	Purpose of House-keeping, Practice of good Housekeeping.
<b>Quality Tools</b>	Basic quality tools with a few examples.



## **10. DETAILS OF COMPETENCIES (ON-JOB TRAINING)**

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BROAD LEARNING TO BE COVERED IN INDUSTRY FOR BOOK BINDER TRADE:

1. Safety and best practices /Basic Industrial Culture (5S, KAIZEN, etc.)
2. Record keeping and documentation
3. Book sewing by hand, different kinds of sewing, sawn in sewing, tape sewing, flexible sewing & overcast sewing
4. Edge decoration - Guiding, Marbling, Colouring, Tinting indexing, tabbing, gold tooling, Blind tooling
5. Carryout Book Binder

*Note: Actual training will depend on the existing facilities available in the establishments.*

The **competencies/ specific outcomes** on completion of On-Job Training are detailed below: -

### **BLOCK – I (09 Months)**

- 1) Handling and care of binding materials and equipment
- 2) Jogging the sheets
- 3) Counting the sheets
- 4) Folding sheets by hand
- 5) Gathering & collating, signatures, their use for making up a book
- 6) Stitching - hand and wire stitching, side and center stitch
- 7) Book sewing by hand, different kinds of sewing, sawn in sewing, tape sewing, flexible sewing & overcast sewing.
- 8) Use of Guillotine machine ( 3 side trimmer)and safety precautions.
- 9) Adhesives its preparation and use
- 10) Perforating, numbering, eyeleting, equipment used and handling and precautions
- 11) Flush binding, Case binding & Spiral binding of different types
- 12) Edge decoration - Guiding, Marbling, Colouring, Tinting indexing, tabbing, gold tooling, Blind tooling
- 13) Paper Testing, physical and chemical properties of paper. Blistering & folding strength, GSM, ph value, sizing material, conditioning etc.
- 14) Complex imposing scheme and its relation to the type of folding methods applicable on different kind of printing work on sheet work and half sheet work, upright, oblong, work and turn, work and tumble, work and twist. Inset & Outset sections
- 15) Advanced bindery machines for automatic folding.
- 16) Automatic case making machines
- 17) Automatic sewing Machines

## ***Book Binder***

- 18) Automatic numbering machines
- 19) Lamination and spiral binding machine

### **Note:**

1. Industry must ensure that above mentioned competencies are achieved by the trainees during their on job training.
2. In addition to above competencies/ outcomes industry may impart additional training relevant to the specific industry.



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INFRASTRUCTURE FOR PROFESSIONAL SKILL & PROFESSIONAL KNOWLEDGE

<b>BOOK BINDER</b>			
<b>LIST OF TOOLS AND EQUIPMENT for Basic Training (For 20 Apprentices)</b>			
<b>A. TRAINEES TOOL KIT ( For each additional unit trainees tool kit Sl. 1-18 is required additionally)</b>			
<b>Sl. no.</b>	<b>Name of the Tool &amp; Equipments</b>	<b>Specification</b>	<b>Quantity</b>
1	Wire Stitching machine	1" (2.5cm)	1
2	Screw press	(2 different sizes)	1
3	Paper cutting machine,	size (90 cm) or three side trimmer	1
4	Wooden planks	(size 2'1/1') (60 x 30 x 2.5 crn)	2
5	Needle for sewing	Needle for sewing	
6	Bone knife for folding	Bone knife for folding	10
7	Spiral binding machines		1
8	Nipping Press <sup>10</sup>		1
9	Hand numbering machine		5
10	Perforating machine	(60 cm), (tradle type)	1
11	Punching machine	(with a set of punches )	2
12	Eyeleting and punching machine		1
13	Corner cutting machine	(treadle type)	1
14	Creasing machine		1
15	Board cutter		2
16	Paper cutting knives, hand		10
17	Scissors		20
18	Hammer	250 gm.	10
19	Bodkins		10
20	Pairing knives (for leather)		10
21	Brushes	25 mm.,50 mm., 100 mm (In equivalent metric size) available	5 each
22	Steel rule	(60 cm)	5
23	Racks for paper		2
24	Work table		4

<b>TOOLS &amp; EQUIPMENTS FOR EMPLOYABILITY SKILLS</b>		
<b>Sl. No.</b>	<b>Name of the Equipment</b>	<b>Quantity</b>
1.	Computer (PC) with latest configurations and Internet connection with standard operating system and standard word processor and worksheet software	10 Nos.
2.	UPS - 500VA	10 Nos.
3.	Scanner cum Printer	1 No.
4.	Computer Tables	10 Nos.
5.	Computer Chairs	20 Nos.
6.	LCD Projector	1 No.
7.	White Board 1200mm x 900mm	1 No.

*Note: - Above Tools & Equipments not required, if Computer LAB is available in the institute.*

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**FORMAT FOR INTERNAL ASSESSMENT**

Name & Address of the Assessor :		Year of Enrollment :												
Name & Address of ITI (Govt./Pvt.) :		Date of Assessment :												
Name & Address of the Industry :		Assessment location: Industry / ITI												
Trade Name :		Semester:		Duration of the Trade/course:										
Learning Outcome:														
Sl. No	Maximum Marks (Total 100 Marks)		15	5	10	5	10	10	5	10	15	15	Total internal assessment Marks	Result (Y/N)
	Candidate Name	Father's/Mother's Name	Safety consciousness	Workplace hygiene	Attendance/ Punctuality	Ability to follow Manuals/ Written instructions	Application of Knowledge	Skills to handle tools & equipment	Economical use of materials	Speed in doing work	Quality in workmanship	VIVA		
1														
2														