

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,
MUMBAI**

01	Name of syllabus	C.C. In Handcraft & Work experience Teacher (409203)																				
02	Max.Nos of student	25 Students																				
03	Duration	1 Year																				
04	Type	Full Time																				
05	Nos.of Days/Week	6 Days																				
06	Nos.Of Hours/Days	7 Hours																				
07	Space Required	Pratical Room = 700 Sq.feet Class Room = 200 Sq.feet Total = 900 sq.feet																				
08	Entry Qualification	H.S.C. Pass																				
09	Objective of Syllabus/ introduction	1) To get acquainted with work experience. 2) To devoelp skill for developing Product from card board and card paper.																				
10	Employment opportunity	1) Can have this own venture for screen printing / card board & Paper Product or can work in that establishment. 2) He can take class of cardboard & paper product etc.																				
11	Teacher' Qualification	1) Art Teacher Diploma 2) Certificate course of Handcraft & work experience Teacher Passed with one year teaching experience. 3) B.Ed.																				
12	Training system	Training System Per Week <table><tr><td colspan="2">Thoery</td><td colspan="2">Practical</td><td colspan="3">Total</td></tr><tr><td colspan="2">18 Hours</td><td colspan="2">24 Hours</td><td colspan="3">42 Hours</td></tr></table>							Thoery		Practical		Total			18 Hours		24 Hours		42 Hours		
Thoery		Practical		Total																		
18 Hours		24 Hours		42 Hours																		
13	Exam System	Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks.	Min. Marks														
		01	40920311	Card Board & Card Paper work	TH-I	3 hours	100	35														
		02	40920312	Theory of Work Experience	TH-II	3 hours	100	35														
		03	40920313	Education Psychology & Education Technique	TH-III	3 hours	100	35														
		04	40920321	Card Board & Card Paper work	PR-I	3 hours	100	50														
		05	40920322	Screen Printing & other Work Experience	PR-II	3 hours	100	50														
		06	40920323	Drawing & Clay Work & Computer	PR-III	3 hours	100	50														
				Total			600	255														

SYLLABUS

(Note : Theory and practical go hand in hand and wherever necessary practicals can be taken and recorded by students)

Subject : Cardboard and Card paper - Theory - I

Unit I : Tools

A) Different types of tools used in preparing hand craft, their names, classification, uses, care and precautions while using it.

Unit 2 : Hand Craft

A) History of Handcraft, characteristics, Nature and Purpose
B) History of paper, types and method of preparations.
C) Method of making cardboard, types and uses.
D) Care while doing cardboard things.
E) Making different articles using models.
F) Work experience- daily work, Occasional, Special work, Production work, and their information.

Unit 3 : Book Binding

A) Materials used for sticking their information.
B) History of books-binding ,sticking of books, types of book-binding and material.
C) Repairing of old books.
D) Preparation of book after binding, material and uses.

Unit 4 : Drawing and Clay work

A) Colour and information on colour scheme.
B) Primary & Secondary colours, different cubical shapes.
C) Types of clay and their characteristics.
D) Tools used for making clay articles.
E) Methods and care while using clay

Unit 5: Screen Painting

A) Screen Painting- Origin and development
B) Materials
C) Netted cloth
D) Net fitted on wooden frame
E) Ink for screen printing
F) Scope of screen printing.
G) Proper Pictures for printing & their information

Unit 6 : Music An Introduction.

A) Dance Drama.
B) Singing, Playing.
C) Screen Play an information.
D) Indian Music and information.
E) Combination of Sur with Taal.
F) Patriotic songs in different languages
G) Presenting Drama on a seen accusation.
H) Presentation of collected articles.

Unit 7 : Moral Education Patriotism

A) National Integrity
B) Secularism
C) Fame
D) Scientific attitude
E) Courtesy
F) Sensitive
G) Punctuality
H) Sophistication

Unit 8 : Environment

A) Definition of Environment
B) Characteristics
C) Nature
D) Geographical changes and environment
E) Four Principles of environments
F) Natural Environments
G) Man made environments
H) Air Pollution
I) Water Pollution
J) Environments & pollution
K) Sound pollution
L) Waste water & sewage management
M) Sea pollution
N) River pollution.

SUBJECT : WORK EXPERIENCE - Theory - II

Unit 1: Work Experience

A) What is experience ? It's scope in education, mental Development
B) School work experience's characteristics and its classification.
C) School educational work experience and its characteristis.

Unit 2 : Work experience Practical

A) Preparation of chalk
B) Preparation of best out of waste.
C) Personal cleanliness & cleanliness of school and surrounding.
D) Village cleanliness, upkeep of trees and importance
E) Child welfare centers, Hospital visits, First Aid, and Importance of social work.
F) Proper disposal of waste, save environments importance of moral education and pot culture
G) Importance of handcraft exhibition organizing of exhibition
H) Information on paper mesh work business
I) Visit to related field industry

Unit 3 : Steps in Teaching experience

A) Direction
B) Execution
C) Trial and error method
D)
E) Preparation of part and assembly

Unit 4 : Development of skill

A) How to develop skill ?

B) Determination of skills, minor details, clarity, speed of work and presentation.

C) How to measure skill ?

D) Educational work and its importance
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E) Selection of two subjects from work experience and which skills help to develop overall development and its importance.
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Unit 5 :

A) Balance between school subjects and work experience subjects

B) How to balance study?

C) Learning Teaching Produce improvement
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Unit 6 : Organization of Units

A) Organization of units of two subjects of work experience, explanation and characteristics, changes, educational experience, materials required and gaining feedback.

Unit 7 : Characteristics of work experience

A) Habit of hard work

B) Social of Importance

C) Obtaining games

D) Importance in business field

E) Importance in production

F) Responsibility of social well being
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G) Developments of hidden skills

H) Meeting needs of man

I) Focus of Business education

Unit 8 : Characteristics of work experience course

A) Introduction of production work
B) Scientific and general view on various activities.
C) Use of raw materials, resources and machinery.
D) Supervision of Practical work
E) Planning and organization of work
F) Developments of production skills
G) Importance of production work and social work
H) Ability to self judge
I) Closely ness of nature and society
J) Development of self respect, team work
K) Earn and learn

Unit 9 : Introduction of business world

A) Importance of work reduction in human life
B) Human needs characteristics ,types
C) Various Businesses
D) Necessary needs to start a business
E) Courses on different business educations
F) Importance of work experience from class 1 st - 8 th
G) Importance of businessmen in society

SUBJECT ; Education Psychology & Education Technique

Theory - III

Paper -I

Unit 1 : Method of Teaching and Technicality of work education

Direction Method :

A) Characteristics of direction method, units of teaching

B) Good and bad effect of Direction

Imitation Method

A. : Lesson characteristics in method of imitation, teaching unit , study result, instrument for education, Evaluation, result of work, Scheme of Marks

B. Good and Bad effects of Imitation

Method of Attempt-error (Mistake)

A. Lesson characteristics in Method of Attempt-error (Mistake)teaching unit , study result, instrument for education, Evaluation, result of work, Scheme of Marks, Pre knowledge.

B. Good and Bad effects of Attempt-error (Mistake)
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Analysis method.

A. Lesson characteristics in Analysis method, teaching unit , study result, instrument for education, Evaluation, result of work, Scheme of Marks' Pre knowledge
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B. Good and Bad effects of Analysis method.

Organization Method :

A. Lesson characteristics in Organization method, teaching unit , study result, instrument for education, Evaluation, result of work, Scheme of Marks' Pre knowledge
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B. Good and Bad effects of Organization method.

Unit : 02. Effect of unit on learning work experience

A. Need
B. Stimulus
C. Interest
D. Inspirational

Unit : 03 Use of educational instruments and benefits of teaching and learning.

Unit : 04 Teacher's part and characteristics of practical education subjects.

Unit : 05 Method micro teaching and Practice lesson

- **Practice lesson / annual lesson**

A. Practice lesson of hard work and work experience.
B. Importance of lesson observation.
C. Taking lesson on 1 st to 8 th standard by card paper and colour paper.

- **Micro Teaching**

A. Introduction Skill
B. Explanation skill
C. Various stimulus Skill
D. Black board writing skill
E. Question skill
F. Use of educational teaching Aids skill
G. Example and to exemplify skill
H. Concluding skill

Details information about all above skills.

- **Division 2**

Educational psychology and educational science

01) Psychological nature and scope : Need of psychology to the teacher] Relation of Psychology and educational science
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02) Steps of development : Childhood, Youngster, Elders.
03) Effects of Units on development of person
04) Educational importance of Heredity and environment Attentions and Interest
05) Attentions and interest
06) Easy tendency and general tendency, curiosity, and saving tendency knowledge
07) Thinking process and reasons of individualism
08) Learning process, memory, oblivion.
09) Rules of teaching
10) Boring and Tiredness , Imitations, Habit, discipline, IQ test, Imaginations, thinking, a plateau stage, attempt-error method, mental age, educational age, daily practice.
11) Hobbit's Panchpadi" : lesson observation of Hobbit;s Panchpadi.
12) Types of lesson, What is education ?, Types of education , and goal, question is lesson's soul.
13) Practical education, Hardwork education, Audio visual Aids, Teaching Aids and its importance, And importance of blackboard.
14) Question, Importance of question, family, House, School, Society, its importance in education of child, playway method.
15) Quality of ideal teachers
16) Good and bad results in examination system, practical education.
17) Importance handwork education
18) Health in school life, school discipline, cultural program awards.
19) Modern educational system.
20) Montessori Dalton's method, Wardha educational system.
21) Educational formula : Easy to hard , concrete to abstract, knowable to unknown, unique to common.
22) School library, importance of school, importance of educational strips, Parent-teacher's meeting, school time table, school office, etc...

Subjects : Card board and paper paperwork – Practical - I

Cardboard work

01)	Square of Hexagonal table lamp shade
02)	Letter rack
03)	Square or rectangular tray
04)	Square or rectangular box
05)	Pencil box
06)	Flower pot
07)	Wall piece
08)	Port folio
09)	Letter
10)	Best out of waste

Book binding

01)	Notebook flesh cut
02)	Double tape notebook
03)	Quarter bound notebook
04)	Half book bound notebook
05)	Full bound notebook
06)	Voucher file
07)	Office file
08)	Repairing of old notebook
09)	Wire stitching
10)	Multi section stitching

Thermocol Cutting

01)	Cutting of various letters
02)	Temple or house from thermocol
03)	Cutting of thermocol designs

B) Paperwork , card sheet work, Preparation of educational material

Paperwork

01)	Paper Ornaments
02)	Paper Envelops
03)	Folded Fan
04)	Preparation of Toran, Pataka, kites,
05)	Paper dolls
06)	Articles from mesh paper
07)	Lantern
08)	Wall flower pot
09)	Photo frame
10)	Bottle box

Card sheet work

01)	Hexagonal, triangular, Cube preparation
02)	Sweet boxes
03)	Triangular or square index
04)	Pencil box
05)	Various letters and design
06)	Table, chair, T pot,
07)	Car, Airplane
08)	Stencil face
09)	Hexagonal or square flower vase
10)	Lantern or stars

Educational Material

01)	Preparations of lesson according to units
02)	Shobhadarshak
03)	Periskop

Subject : Screen printing and other work experience

Practical - II

Screen Printing

01)	PVC Sticker
02)	Transfers
03)	Letter heads, visiting cards, invitations cards.
04)	Paper sticker labels.
05)	File sticker Labels
06)	Use of velvet powder
07)	Cloth board
08)	Silk banners
09)	Printed Circuit
10)	Acrylic keychain and other items
11)	Printing of front page
12)	Printing on pen and refill
13)	Printing on tin shed
14)	Printing on thick front page
15)	Bottle , jar, printing

Work experience

01)	Repairing of chalk
02)	Preparation of candles
03)	Paper of flowers
04)	Tooth power
05)	Tree plantation
06)	Save environment
07)	Social and cultural activities
08)	Exhibition of handcraft
09)	Conservation and protection of trees
10)	Daily activities
11)	Cleanliness and upkeep of school
12)	Personal cleanliness
13)	Village cleanliness activity to be organized.

Subject : Drawing, Clay work, and computer education

Practical - III

Drawing

01)	Memory drawing
02)	Nature Drawing
03)	Man made nature

Clay work

01)	Animals
02)	Birds
03)	Utensils
04)	Stencils
05)	Idols

Computer education

01)	Assembly of computers
02)	Input output Devices
03)	Software, Hardware
04)	M.S. Office
05)	Windows
06)	Use of PowerPoint
07)	Use of word
08)	Use of excel
09)	Letter printing (output)
10)	Use the Internet

Material required for handcraft and work experience certificate course

A)

01)	Cupboard with lock -1
02)	Glass cupboard-1
03)	Board-1
04)	Table-1
05)	chairs
06)	scissors small-1
07)	scissors big-1
08)	Metal scale-1
09)	Knife small-1
10)	Knife big -1
11)	I let punch machine-1
12)	Tocya -1
13)	Card board cutter-1
14)	Compass box-1
15)	Stitching work frame-1
16)	Drawing rack-1
17)	G – compass-1
18)	Wooden frame-1
19)	Big tray-1
20)	Tabla-1
21)	Wire stitching machine-1
22)	Shikandha-1
23)	Needles-5
24)	Clip I-lets
25)	Bucket-1
26)	Hammer-1
27)	Iron – cutting rod-1
28)	Girmeter-1

29)	Screw-driver set-1
30)	Holder
31)	Drawing material
32)	Big wooden
33)	First Aid box-1
34)	Persing Mashin-1
35)	Computer - 4
36)	Chalk mould-1
37)	Printing table-1
38)	Squeezy-1
39)	Exposing table-1 with tubelight-1
40)	Harmonium-1
41)	Two pictures and sculpture-1

B)

01)	Big wooden compass box
02)	Frames
03)	Colored chalks
04)	T-scalar
05)	Duster

c)

01)	Different types of papers
02)	Card paper-card Board
03)	Rexene /

04)	Needle / Thread
05)	colour Box
06)	Pogar
07)	I-let Ring

08)	Drawing pin
09)	Sticking material
10)	coloured paper
11)	Books
12)	Hole punch

D)

01)	Scissors
02)	Compass box
03)	One kerchief
04)	Hard Board Sheet
05)	Hammer
06)	Port Folio
07)	Note book (Job work book)
08)	T-scalar
09)	Box for paste
10)	Holder

Raw Material for Practical

01)	Card board
02)	Thick card board paper
03)	Mirror paper
04)	Kite paper
05)	Crape paper
06)	Plastic marble paper
07)	Gum, fevicol
08)	Thermocol sheet
09)	White lace
10)	Sea shells
11)	Different beads

12)	Design lace
13)	Plastik Marbal Paper
14)	Plaster of parries
15)	Rough paper
16)	Design marble paper
17)	Velvet paper
18)	Brown paper
19)	Century Paper
20)	Clay
21)	Bandage cloth
22)	Old books
23)	I-let Rings
24)	Round and square mirror
25)	Coloured mirrors
26)	Needle/thread
27)	Colours
28)	Blue
29)	Powdered Clay
30)	Squeezy
31)	Wooden frame
32)	Net cloth
33)	Films for stencils
34)	PVA solution
35)	Ink
36)	Nylon Brush
37)	Soap, Vim powder , Bleach powder
38)	Caustic soda
39)	Refined flour
40)	Gelatin paper
41)	Alum
42)	Rexene paper
43)	Drawing paper
44)	Material for screen painting
45)	Mount board

Books for reference :

SR.No	Name of Books	Publisher
01.	Hastkala Shikshak margadarshak	Bedse H.B. Chhaya Publishing House Aurangabad
02.	Sushmaadyapan	Dr. Mohan Khathal NityaNutan Prakashan Dattawadi pune.
03.	Sushmadyaphan	Dr. Deshpande, Dr. Karandikar, Nutan Prakashan Pune.
04.	Screen Chapayi	Prof. Kailas Takle, Shree kala Prakashan,Krishna smurti, Ramwadi, Navpada,Thane-400602
05.	Gharguti chapayi Udyog- screen printing	Prof. Sharad Keshav shahashrabuddhe, Vasant Book Stall Mumbai
06.	Vayu Pradushan	Anil Kulkarni, Akshay Prakashan Pune
07.	Jal Pradushan	Anil Kulkarni Akshay Prakashan Pune
08.	Sagar Pradushan	Anil Kulkarni Akshay Prakashan Pune
09.	Mruda Pradushan	Prof. Milind Joshi, Akshay Prakashan Pune
10.	Dwani Pradusan	Prof. Milind Joshi, Akshay Prakashan Pune
11.	Paryavaran Olkh	Prof. Milind Joshi, Akshay Prakashan Pune
12.	Hasre Paryavaran	Dilip Kulkarni, Rajhans PrakashanSadashiv Peth, Pune
13.	Shaishanik Manasshastra	Dr. S.B. Chaudhari, Chhaya Publishing house ,Aurangabad.
14.	Gwalher-Gharane, Raag – Vidyachi Gangotri	Pt. Shamrao Kulkarni, Rajhans Prakashan,sadashiv peth, pune.
15.	Dynamic Memory-Windows 98 XP & internet	Davinder singh Minhas, Fusion Books,New Delhi-110020
16.	Dynamic Memory, Computer Hardware	Davinder singh Minhas, Fusion Books,New Delhi-110020
