

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI

1	Name of Course	Certificate Course in Book Binder				
2	Max no. of Students	25		Course Code - 406108		
3	Duration	6 month				
4	Course Type	Part Time				
5	No. of Days per week	6 days				
6	No. of hours per day	4 Hrs				
7	Space require	Theory Class Room – 200 sqft Practical Lab – 200 sqft Total – 400 sqft				
8	Entry qualification	S.S.C. Pass				
9	Objective of syllabus	To understand and handle working of various tools used in book binding work, to perform various task related to various types of book binding work.				
10	Employment opportunities	work as book binder in stationary manufacturing workshop, printing press, and other book industries, can start his own work of book binder				
11	Teachers Qualification	Any Graduate with Experience in book binding work. and 1 year Experience				
12] Teaching Scheme – Training System for 6 Month						
Training System per Week						
		Theory	Practical	Total		
		06 Hours	18 Hours	24 Hours		
13] Examination Scheme –						
Sr	Paper code	Name of Subject	TH/PR	Hours	Max. Marks	Min Marks
1	40610811	Book Binding Theory	Theory - I	3 Hrs	100	35
2	40610821	Book Binding Preparation	Practical – I	3 Hrs	100	50
3	40610822	Book Binding	Practical- II	6 Hrs	200	100
		Total			400	185

THEORY - I - Book Binding Theory

1.	Brief history of printing, comparative analysis of different printing processes.
2.	Outline of the development of the structure of the book and of book- binding methods.
3.	Materials used in binding industry- paper, boards book cloth leather etc.
4.	Paper- standards sizes. Division and – sub division kinds and qualities handling and care of printed And un printed sheets of the paper.
5.	Machinery and equipments used in building- perforating ruling and guillotine machines, their mechanical and operational features handling and care. Handling, care and maintenance of machine, equipment and other materials, lubricants overhauling
6.	Folding . standard folding schemes up to the 16 pages knowledge of imposition of simple imposing schemes up to 16 pages folding sub- divisions. Folding, folding machine, setting and operation for different folding scheme.
7.	Gathering and collecting, signature- their use.
8.	Stitching and sewing hand and machine methods end paper, kinds purpose Stitching, wire stitching machines kinds, capacity and setting and operation
9.	End paper kind purpose. End paper, kinds preparation use.
10.	Forwarding ,sequence of operation Forwarding operation- library binding, stationery & account book binding
11.	Rounding and backing case masking by hand tools required . handling and care. Rounding and backing by hand and machine.
12.	Safety- hazards in a building shop- preventive measures.
13.	Sewing ,section sewing machine for printed work (book work) and stationery work and side sewing for library and school books.
14.	Ruling different patterns for various kinds of work stationery and account books.
15.	Case- making and casing in by machine
16.	Loose – leaf binding ,kinds.
17.	Edge decoration, marbling indexing tabbing, blind &gold tooling.
18.	Unsewn, equipments and materials used, their handling and care.
19.	Blocking ink gold and foils, materials their handling and care.
20.	Leather- binding, velum, cloth spiral wire and plastic- comb type binding.
21.	Guillotines- single three knife- trimmer.
22.	Safety- single preventive methods.

PRACTICAL - I - Book Binding Preparation

1.	Handling and care of materials, machinery and equipments used for book binding dress, correct working posture
2.	Cleaning, lubrication and general maintenance of machinery and equipments.
3.	Hand folding, standard folding schemes up to 16 pages
4.	Gathering and collecting, signatures, their use ,making up in to books.
5.	Stitching, thread stitching by hand , wire –stitching
6.	Sewing hand sewing.
7.	Rounding and backing
8.	Tipping, knocking, counting.
9.	End- paper preparation and pasting, ordinary and reinforced
10.	Forwarding operations.
11.	Adhesives- preparation and use.
12.	Guillotine- handling, care and use, cutting, trimming
13.	Other operations ruling performing. Numbering eye letting etc. equipments used, their handling & operation

14.	Flush binding- work involving perforating numbering, duplicate and triplicate copies.
15.	Case – binding- simple exercise
16.	Edge decoration, marbling, indexing tabbing, blind and gold tooling.
17.	Blocking ink gold and files, materials used, their handling and care.
18.	Safety- hazards, preventive measures.

PRACTICAL - II - Book Binding

1)	Out line of binding and finishing styles. Letter- press binding stationery binding etc.
2)	Material used in binding industry, their banding & storage.
3)	Ruling- ruling machines- punching disc. Ruling kinds ruling for various kinds of work.
4)	Machinery and equipments used in binding industry- guillotine folding, ruling etc. Mechanical operational features handling, care and maintenance.
5)	Ruling- ruling machines- punching disc. Ruling kinds ruling for various kinds of work.
6)	Folding-Folding machines, various folding schemes factors governing the schemes
7)	Gathering and collecting, kinds of machinery in use, mechanical and operational features.
8)	Stitching and sewing, machinery equipments and materials used, stitching wire , thread etc specifications
9)	Rounding, backing, forwarding case making and casting in materials used and their handling.
10)	Edge decoration marbling blind and gold tooling blocking materials used and their handling.
11)	Unsewn binding, leather, vellum, block cloth binding, spiral binding- equipments and material used styles of binding for different classes of work- factors governing selection of style plastics use in binding.
12)	Humidity and its measurement its effect on paper and binding materials
13)	Paper and board, hand made and machine made, kinds weights GSF system, selection and use, handling and storage of printed and unprinted stock
14)	Book binding materials, elastic properties , flexibility suitability and selection.
15)	Adhesives, kinds properties effects upon materials used.
16)	Fungus, inspection. causes And control
17)	Modern development electronic devices use in binding industry
18)	Daily routine docket and out put records, maintenance
19)	Planning and arrangements of a binding section.
20)	Safety- hazards, preventive methods.

LIST OF TOOLS EQUIPMENTS
BOOK BINDER

SL NO	DESCRIPTION	QUANTITY
1.	Wire stitching machine 1' (3.5)	2nos
2.	Screw press (2 different sizes_)	1each
3.	Paper cutting machine, size (90 cm or above	1nos
4	Wooden planks (size 2/1 x 1' (60x 30 x2.5 cm)	1nos
5	Needle for sewing	4nos
6.	Bone knife for folding	32nos
7.	Dice ruling machine 75cm	16nos
8.	Pen ruling machine	1nos
9.	Hand numbering machine	1nos
10.	Perforating machine(60 cm)	4nos
11.	Punching machine (with a set of punches)	1nos
12.	Eyeletting and punching machine	1nos
13.	Corner cutting machine (treadle type)	1nos
14.	Creasing machine	1each
15.	Board cutter	1nos
16.	Paper cutting knives hand	1nos
17.	Scissors	1nos
18.	Hammer 250 gm.	16nos
19.	Bodkins	16nos
20.	Pairing knives (for leather)	16nos
21.	Vessel for preparing glue	16nos
22.	Vessel for making paste.	8nos
23.	Brushes 25mm. 50 mm ,100mm	1nos
24.	Steel rule 60 cm)	1nos
25.	Racks for	3each
26.	Work table 240x120x 75 cm.	1nos
27.	Instructor table	2nos
28.	Instructor chair	4nos
29.	Almirah steel	1nos
30.	Stools	16nos
31..	Black board with stand	1nos
