

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI - 51

1	Name of Course	Certificate Course in Binding (406107)																																									
2	Max.Nos. of Student	25 Students																																									
3	Duration	6 Month																																									
4	Type	Part Time																																									
5	Nos Of Days / Week	6 Days																																									
6	Nos Of Hours /Days	4 Hrs																																									
7	Space Required	Theory Class Room – 200 sqft Workshop – 200 sqft																																									
8	Entry Qualification	VIII Passed																																									
9	Objective Of Syllabus/ introduction	To get knowledge of Binding																																									
10	Employment Opportunity	The trainee will be able to take jobs in related enterprise or with working experience will be in a position to work in his own venture.																																									
11	Teacher’s Qualification	Diploma in Printing or S.S.C. with Certificate Course in Printing or NCTVT Certificate holder with 3 years experience.																																									
12	Training System	<table><tr><th colspan="7">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td colspan="5">Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td colspan="5">24 Hours</td></tr></table>							Training System Per Week							Theory	Practical	Total					6 Hours	18 Hours	24 Hours																		
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40610711</td><td>Introduction of Binding</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40610721</td><td>Binding Technique</td><td>PR-I</td><td>6 hrs</td><td>200</td><td>100</td></tr><tr><td>3</td><td>40610722</td><td>Machines Operations & Finishing</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table>							Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40610711	Introduction of Binding	TH-I	3 hrs	100	35	2	40610721	Binding Technique	PR-I	6 hrs	200	100	3	40610722	Machines Operations & Finishing	PR-II	3 hrs	100	50			Total			400	185
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Binding Syllabus

(Theory) – Introduction of Binding

1. Introduction of Binding
2. Safety precautions & safety hazards
3. Book Binding-Purpose : Importance
4. Kinds of binding : Suitability to works.
5. Machines – paper cutting machines, straw board cutter, wire stitching machine, perforating machine, numbering machine, paper ruling machine
6. Binding tools and equipments.
7. Binding materials.
8. Binding operations.
9. Pre-forwarding , forwarding & finishing operations.
10. Calculations of requirements of material
11. Paper.
12. Sizes kinds & subdivision.
13. Properties & suitability.
14. Modern developments – Introduction to machines used in all operations.
15. Standard folding schemes, gathering & collating, signatures & their use.

(Practical - I)

Binding Technique

1. Introduction of Binding
2. Hand folding, standard folding schemes upto 16 pages.
3. Gathering & collating, signatures, their use, making up in to Stitching, thread stitching by hand, wire stitching.
4. Sewing : hand sewing, machining sewing.
5. Pasting : Cover, end paper, marble paper.

(Practical - I)

Machines Operations & Finishing

1. Handling & care of materials, machinery & equipment used for book binding.
2. Cleaning, lubrication & general maintenance of machinery & equipment.
3. Gathering & collating, signatures, their use, making up in to
4. Stitching, thread stitching by hand, wire stitching.
5. Sewing : hand sewing, machining sewing.
6. Pasting : Cover, end paper, marble paper.
7. Binding : Accounts Books, Ledger, Pad, perforator, duplicate etc.
8. Safety Precautions & safety hazards.

List of Tools and Equipment (Basic courses under Book Binding)

Sr. No.	Description of items
1.	Wire stitching machine 1" (2.5 cm)
2.	Screw press (2 different sizes)
3.	Paper cutting machine, size (90 cm) or three size trimmer
4.	Wooden planks (size 2'2/1) (60 x 30 x 2.5 cm)
5.	Needle for sewing
6.	Bone knife for folding
7.	Spiral binding machines
8.	Nipping Press
9.	Hand numbering machine
10.	Perforating machine (60 cm), (treadle type)
11.	Punching machine (With a set of punches)
12.	Eyeleting and punching machine
13.	Corner cutting machine (treadle type)
14.	Creasing machine
15.	Board cutter
16.	Paper cutting knives, hand
17.	Scissors
18.	Hammer 250 gm.
19.	Bodkins
20.	Pairing knives (for leather)
21.	Brushes 25mm, 50mm, 100mm (In equivalent metric sizes available.
22.	Steel rule (60 cm)
23.	Racks for paper
24.	Work table (240x120x75)