

Course Curricula

On

HANDMADE PAPER & PAPER PRODUCTS SECTOR

Based on

Modular Employable Skill (MES)

Under

Skill Development Initiative Scheme (SDIS)



**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training**

**Course Curricula under Skill Development Initiative Scheme (SDIS)
based on Modular Employable Skills (MES)
on Paper Products sector**

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**List of members attended the Trade Committee Meeting for
designing the course curriculum on PAPER PRODUCTS
SECTOR under Skill Development Initiative Skill (SDIS)
based on Modular Employable Skills (MES)
held on 03.06.2009**

Shri S.D.Lahiri, Director, CSTARI, Kolkata

Sl. No.	Name and Designation S/Sri	Organisation	
1.	P. Das, Secretary	Bengal Social Service League, Kolkata	Chairman
2.	M. C. Sharma, Joint Director	CSTARI, Kolkata	Member
3.	L.K. Mukherjee, Dy. Director of Trg.	C.S.T.A.R.I., Kolkata	Member
4.	B. Chandra, Asstt Secretary	Bengal Social Service League, Kolkata.	Member
5.	Md. Azad, Proprietor	National Paper Products, Kolkata	Member
6.	Zolfaquar Hoossain, Supervisor	Grand Paper Plate, Kolkata	Member
7.	Md. Serafuddin, Supervisor	H .B, Paper Products, Kolkata	Member
8.	Nazir Ahmed, Proprietor	Kwality Paper Plate, Kolkata	Member
9.	Md. Salem, Asstt Supervisor	Shabuddin Paper Box, Kolkata	Member
10	Reyaz Mehmood, Proprietor	R. A. Enterprise, Kolkata	Member
11	Zamir Ahmed, Proprietor	Samrat Traders, Kolkata	Member
12.	P.K.Dutta, Asst. Director of Trg.	C.S.T.A.R.I., Kolkata	Member
13.	S.B. Sardar, Asst. Director of Trg.	C.S.T.A.R.I., Kolkata	Member
14.	T. K. Ghosh, Training Officer.	C.S.T.A.R.I., Kolkata	Member
15.	R.N.Manna, Training Officer.	C.S.T.A.R.I., Kolkata	Member

Skill Development based on Modular Employable Skills (MES)

Background

The need for giving emphasis on Skill Development, especially for the educated unemployed youth (both for rural & urban) has been highlighted in various forums. Unfortunately, our country's current education system does not give any emphasis on development of skills. As a result, most of the educated/uneducated unemployed youths are found wanting in this area, which is becoming their Achilles heel.

As India is on the path of economic development and the share of service sector's contribution to the GDP of the country is increasing (54% of GDP) it is becoming imperative that Government of India along with other nodal agencies play an important role in providing employable skills, with special emphasis on Skills.

Hence, need of the hour is some policy change at Apex level which will address the needs of the changing economy and look at providing mandatory skills training to all educated unemployed youths, with a view to have them gainfully employed. This shift in policy will ultimately benefit all the stake holders, namely the individuals, industry, Government and the economy by way of providing employment, increasing the output/productivity and ultimately resulting in a higher GDP for the nation.

- **Frame work for skill development based on 'Modular Employable Skills (MES)'**

Very few opportunities for skill development are available for the above referred groups (educated unemployed youth). Most of the existing skill development programmes are long term in nature. Poor and less educated persons cannot afford long term training programmes due to higher entry qualifications, opportunity cost, etc. Therefore, a new framework for skill development has been evolved by the DGET to address the employability issues.

The **key features of new framework for skill development** are:

- Demand driven short term training courses based on modular employable skills decided in consultation with Industries.
- Flexible delivery mechanism (part time, week ends, full time)
- Different levels of programmes (foundation level as well as skill up gradation) to meet demands of various target groups
- Central Government will facilitate and promote training while vocational training providers (VTP) under the Govt. and Private Sector will provide training.
- Optimum utilization of existing infrastructure to make training cost effective.

- Testing of skills of trainees by independent assessing bodies who would not be involved in conduct of the training programme, to ensure that it is done impartially.
- Testing & certification of prior learning (skills of persons acquired informally)

The Short Term courses would be based on “Modular Employable Skills (MES)”.

The **concept for the MES** is:

- ✓ Identification of minimum skills set. Which is sufficient to get an employment in the Labour market.
- ✓ It allows skills upgradation, multi skilling, multi entry and exit, vertical mobility and life long learning opportunities in a flexible manner.
- ✓ It also allows recognition of prior learning (certification of skills acquired informally) effectively.
- ✓ The modules in a sector when grouped together could lead to a qualification equivalent to National Trade Certificate or higher.
- ✓ Courses could be available from level 1 to level 3 in different vocations depending upon the need of the employer organisations.
- ✓ MES would benefit different target groups like:
 - Workers seeking certification of their skills acquired informally
 - Workers seeking skill upgradation
 - Early school drop-outs and unemployed
 - Previously child Labour and their family

INTRODUCTION

Economic growth in India is increasingly supported by robust industrial growth. Paper Product Sector is one of the relatively lesser known but significant sectors that support almost all industrial activities. However, notwithstanding its importance and size (INR 4 trillion), it has traditionally not been accorded the attention it deserves as a separate sector in itself. The level of inefficiency in Paper Product activities in the country has been very high across all modes.

The required pace of efficiency and quality improvement will demand rapid development of capabilities of Paper Product service providers. And with Paper Product being a service oriented sector, skill development will emerge as a key capability.

This lack of focus on developing manpower and skills for the sector has resulted in a significant gap in the numbers and quality of manpower in the Paper Product sector.

This gap, unless addressed urgently, is likely to be a key impediment in the growth of the Paper Product sector in India and in consequence, could impact growth in industry and manufacturing sectors as well.

This underscores the need identifying areas where such manpower and skill gaps are critical, and developing focused action plans to improve the situation.

A look at the required initiatives for manpower development in the sector makes it clear that sustainable development of the sector's manpower requires a collaborative public private effort. The level of commitment demonstrated by each stakeholder would largely determine the direction that the sector heads towards.

Age of participants

The minimum age limit for persons to take part in the scheme is 14 years but there is no upper age limit.

Curriculum Development Process

Following procedure is used for developing course curricula

- Identification of Employable Skills set in a sector based on division of work in the Labour market.
- Development of training modules corresponding to skills set identified so as to provide training for specific & fit for purpose
- Development of detailed curriculum and vetting by a trade committee and by the NCVT

(Close involvement of Employers Organizations, State Governments and experts, vocational Training providers and other stakeholders are ensured at each stage).

Development of Core Competencies

Possession of proper attitudes is one of the most important attributes of a competent person. Without proper attitudes, the performance of a person gets adversely affected. Hence, systematic efforts will be made to develop attitudes during the training programme.

The trainees deal with men, materials and machines. They handle sophisticated tools and instruments. Positive attitudes have to be developed in the trainees by properly guiding them and setting up examples of good attitudes by demonstrated behaviors and by the environment provided during training.

Some important core competencies to be developed are:

1. Communication skills
2. Better usage of Vernacular/Local Language
3. Presentation skills
4. Self management
5. Resume preparation
6. GD participation/facing techniques
7. Interview facing techniques

Following competencies should also be developed:

1. Ability for planning, organizing and coordinating
2. Creative thinking, problem solving and decision-making
3. Leadership

4. Ability to bear stress
5. Negotiation

Duration of the Programmes

Time taken to gain the qualification will vary according to the pathway taken and will be kept very flexible for persons with different backgrounds and experience. Duration has been prescribed in hours in the curriculum of individual module, which are based on the content and requirements of a MES Module. However, some persons may take more time than the prescribed time. They should be provided reasonable time to complete the course.

Pathways to acquire Qualification:

Access to the qualification could be through:

- ✘ An approved training Programme.

Methodology

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on “Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for learning through active participation and involvement.

The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

Instructional Media Packages

In order to maintain quality of training uniformly all over the country, instructional media packages (Imps) will be developed by the National Instructional Media Institute (NIMI), Chennai.

Assessment

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programme. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view, the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area.

Certificate

Successful persons will be awarded competency-based certificates issued by **National Council for Vocational Training (NCVT)**.

Course Matrix

HANDMADE PAPER & PAPER PRODUCTS
SECTOR

LEVEL-I

Module - I

Manufacturing of Envelopes

Module - II

Manufacturing of Donas & Plates

Module-III

Manufacturing of Tumbler & Cup

Level - I

Module - I

1. Name: - **Manufacturing of Envelopes.**
2. Sector: - Paper Products.
- 3 Code:- **PAP 101**
- 4 Entry qualification: - 5th pass
- 5 Age: - 14 years and above.
- 6 Terminal Competency: – After completion of the training participants will be able to Prepare Envelops of different kinds & Sizes.
- 7 Duration: - 80 Hrs.

Course Contents:-

Sl no.	Practical Competencies	Underpinning knowledge
1	Cutting of basic material to required sizes.	Knowledge of pre lamination and cloth lining. Types of Envelopes, their use. Knowledge about Bamboo paper, Craft paper, Glazed paper, Card sheet, Cello tape. Different kinds of Adhesives.
2	Creasing and Folding.	
3	Sticking of sides as required.	
4	Pasting of Windows/Motives as required.	
5	Envelope finishing in all. Quality checking / Testing of different Envelope by materials, pasting, measurement & weight. Practice on packaging & storing.	Concept of Quality assurance. Method of proper packaging of finished products & proper storing.
6	Practice on collection of orders and delivery of Paper Products.	Maintaining various records and filling up format for booking of Paper Products for selling.
7	Safety measures for handling various Paper Products machineries & accessories.	Environmental concern & Pollution measure in Paper Products Workshop.

<u>Lists of Tools & Equipments for a batch of 16 trainees</u>	<u>Quantity</u>
1. Roll to roll attachment for Coated cloth machine	1 no.
2. Rotary Reel to Sheet Cutter with Gear Box Motor Pulley belt and width 32".	1 no.
3. Hand press machine one ton capacity for Paper Envelop Making	5 nos.
4. Envelope dies of different sizes (3",4" ,5")	5 nos.
5. Manual as well as power operated paper cutting machine, Width 36".	1 no.

Level - I

Module - II

1. Name: - **Manufacturing of Donnas and Plates.**
2. Sector: - Paper Products.
3. Code:- **PAP 102**
4. Entry qualification :- 5th pass
5. Age: - 14 years and above.
6. Terminal Competency: – After completion of the training participants will be able to :
 1. Prepare Donnas of different sizes & patterns.
 2. Prepare Plates of different sizes & Patterns.
7. Duration: - 120 Hrs.

Course Contents:-

Sl no.	Practical Competencies	Underpinning knowledge
1	Procurement of raw materials as utility of Paper Products.	Knowledge of different kinds of craft paper (180 GSM to 240 GSM). Different types of metalized film from 6 to 12 micron. Laminated sheets of different weights.
2	Lamination of craft paper for Donas and plates.	
3	Sheet cutting from bulk laminated roll.	
4	Circle cutting of sheets in the sizes of 6" and 12" dia. from laminated sheets.	
5	Converting of circular laminated sheets to Dona and Plates (plain and three sections etc) in dies.	
6	Donas & Plate finishing in all. Quality Checking /Testing of different Donas & Plate by materials, pasting, measurement & weight. Practice on packaging & storing.	Concept of Hygiene and Quality assurance. Method of proper packaging of finished products & proper storing.
7	Practice on collection of orders and delivery of Paper Products.	Maintaining various records and filling up format for booking of Donas & Plate Products for selling.
8	Safety measures for handling various Donas & Plate Products machineries & accessories.	Environmental concern & Pollution measure in Paper Products Workshop.

Lists of Tools & Equipments for a batch of 16 trainees

Quantity

1. Roll to roll attachment for lamination machine	1 no.
2. Lamination machine Width 32", 2HP Or 3 HP Variable Speed Motor, Pulley belt and complete Electric panel.	1 no.
3. Rotary Reel to Sheet Cutter with Gear Box Motor Pulley belt and width 32".	1 no.
4. Circular Laminated Sheet Cutting Machine with Motor 36" width.	1 no.
5. Dona paper cutting die 6" dia.	1 no.
6. Paper plate cutting die - 12" dia.	1 no.
7. Hand press machine One ton capacity for Dona making Size 6" (No. 5 & 6).	5 nos.
8. Dona dies 12-13 kg. 6" dia.	5 nos.
9. Ice Cream Die 4", 5"	5 nos.
10. Hand press machine 3 ton capacity for Plate making size 12".	5 nos.
11. Paper plate dies 15-17 kg, 12" dia.	5 nos.
12. Paper plate die, three section 15-17 kg, 12" dia.	5 nos.
13. Manual as well as power operated paper cutting machine, width 36".	1 no.

Level - I

Module - III

1. Name: - **Manufacturing of Cup and Tumbler.**
2. Sector: - Paper Products.
3. Code:- PAP 103
4. Entry qualification :- 5th pass
5. Age: - 14 years and above.
6. Terminal Competency : - After completion of the training participants will be able to :
 1. Prepare tumbler of different sizes & patterns.
 2. Prepare cup of different sizes & Patterns.
7. Duration: - 100 Hrs.

Course Contents:-

Sl no.	Practical Competencies	Underpinning knowledge
1	Procurement of raw materials as utility of cup and tumbler Products.	Knowledge of different kinds of craft paper/board used for production of cup and tumbler. Different paper/board sheets of different weights.
2	Cutting of craft paper /board as per size of cup and tumbler.	
3	Pasting of ends and forming the shape of cup and tumbler in dies.	
5	Sticking & pasting of circular cone with the base/bottom and rounding the edge.	
6	Cup and tumbler finishing in all. Quality Checking /Testing of different cup and tumbler by materials, pasting, measurement & weight. Practice on packaging & storing.	Concept of Hygiene and Quality assurance. Method of proper packaging of finished cup and tumbler products & proper storing.
7	Practice on collection of orders and delivery of cup and tumbler Products.	Maintaining various records and filling up format for booking of Products for selling.
8	Safety measures for handling various cup and tumbler Producing machineries & accessories.	Environmental concern & Pollution measure in Paper Products workshop.

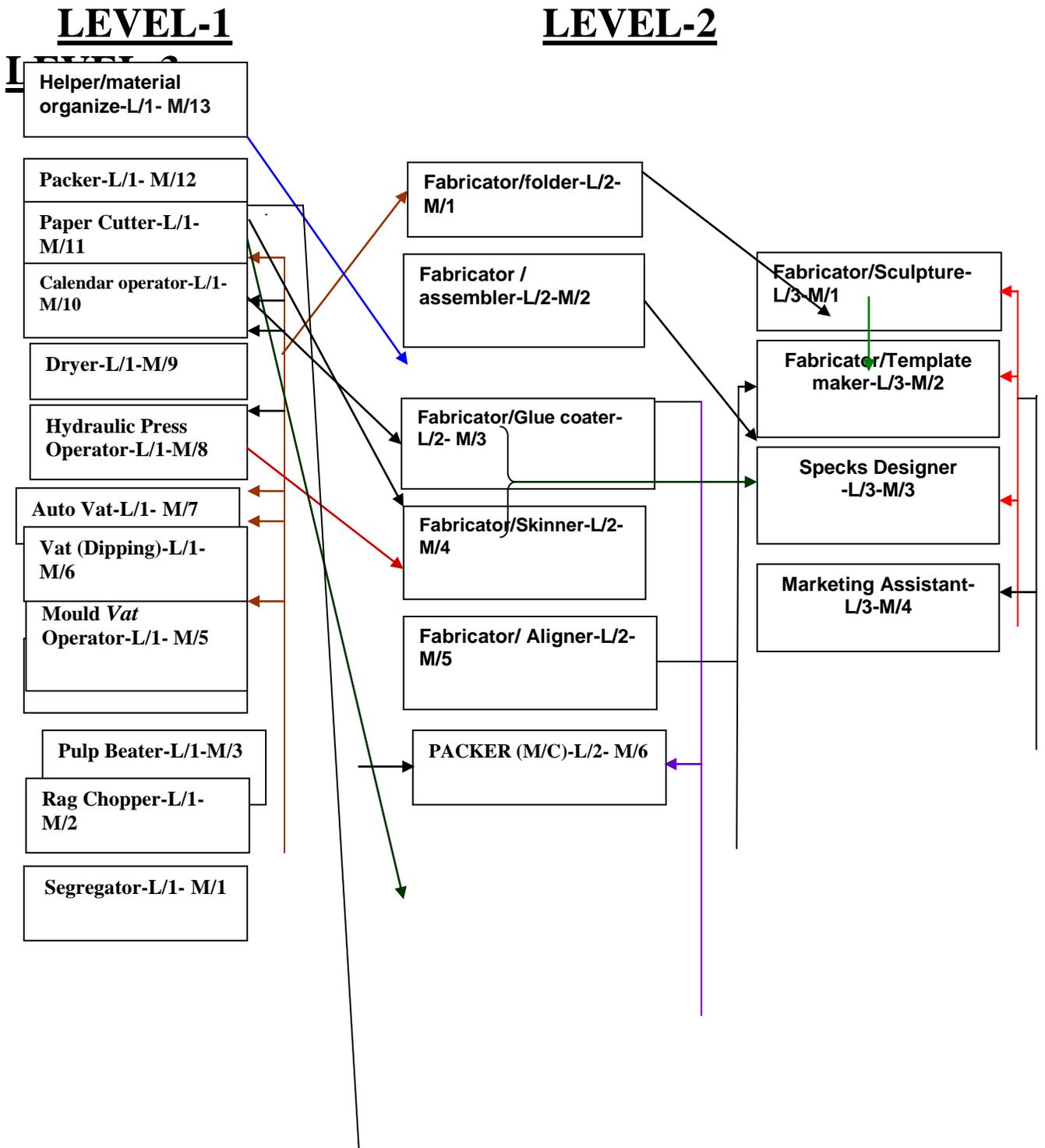
Lists of Tools & Equipments for a batch of 16 trainees

Quantity

- | | |
|---|--------|
| 1. Rotary Reel to Sheet Cutter with Gear Box Motor
Pulley belt. | 1 no. |
| 2. Hand press machine for Paper Cup & tumbler Making
(Base/bottom joiner and round shaper) | 5 nos. |
| 3. Cup dies of different sizes | 5 nos. |
| 4. Tumbler dies of different sizes | 5 nos. |
| 5. Manual as well as power operated paper cutting machine. | 1 no. |

Course Matrix

HANDMADE PAPER AND PAPER PRODUCTS



1. Name of the Module : **Segregator (Raw material sorting)**
 2. Sector : **Handmade Paper and Paper products**
 3. Code : PAP 104
 4. Entry Qualification : 5th Standard
 5. Age : 14 yrs.
 6. Terminal Competency : The successful candidate will be able to separate cotton, other fibers, paper and other solid wastes.

7. Duration : 60 hrs.

8. Contents :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Identification of the agents, raw materials by touch, size, shape, familiarity of package & place. • Use of hand gloves, face mask and gum boots. • Importance of personal hygiene, use of disinfectant after the work. • Keeping the working environment clean and tidy. • After the segregation of the raw materials, storing them in separate containers with identifying marks. • The candidate should develop skills of identification. 	<ul style="list-style-type: none"> • Knowledge of the raw materials used in Hand made paper Industry. • Importance of identifying the raw martial like paper cotton and other fibers. • Importance of personal cleanliness. • Precautions for safety while working

Tools and equipments

1. Buckets andf dusting net. : As required
 2. Raw materials like waste paper and cotton cuttings with storage space. : As required
 3. Stick or brush or wooden framed wire mesh for sieving : As required

1. Name of the Module : **Rag Chopper**
2. Sector : **Handmade Paper and Paper products**
3. CODE : **PAP105**
4. Entry Qualification : Minimum 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to chop the waste in required sizes by using hand and chopping machines.
7. Duration : 60 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Identification of the agents/raw materials by size, by shape & familiarity of package & place. • Select the raw materials weigh in the Speaking scale as per the requirements and put them in to hopper. • As per the required size set the machine for chopping & also practice chopping manually as per requirement sizes. • Store the chopped raw materials in separate containers with identifiable marks. • Use of standard safety equipments like rubber sole shoes and hand gloves and face mask. • First Aid practices. 	<ul style="list-style-type: none"> • Identifying the place for storage of raw materials. • Importance of chopping the raw materials in to the required size. • Care and precautions to be taken while handling the machines and choppers.

Tools and equipments required

1. Raw materials like waste paper and cotton cuttings with storage space. :
- As required
2. knives, scissors and cutters; shovel, bags for storing chopped materials-----: As required
3. Weighing scale..... :
- As required
4. First aid kit :
- As required

1. Name of the Module : **Pulp Beater**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP106
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to mix raw material in a specific proportion to add dyes. Transfer raw materials to beater. Produce pulp from waste.
7. Duration : 60 hrs.
8. Contents :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Familiarization of the area and the equipments. • Introducing the raw materials into the beater. • Identifying the raw materials. • Weighing & mixing of paper and fiber as specified. Calculating the proportions for mixing. • Use of speaking calculator. • Setting the beater as per requirements. • Allow water flow to the beater. • Fixing the timer. • Check the pulp for the required grade. • Safety practices to be followed. • Physical Feeling/identification of the pulp, skills to be developed. • Handling of pulp with quality consciousness initially to be handled with supervision and later develop skills to identify pulp. 	<ul style="list-style-type: none"> • Theory and methods of selecting the waste and its processes. • Importance of mixing raw materials and preparing the pulp. • Identifying the pulp with the end product and the purpose for which it is made. • Concept of proportion • Regarding weighing, identify the raw materials by touch and feel. • Importance of environment friendly, safe and clean work place. • Application of necessary chemicals with the duration of pulping. • Develop skills of physical observation & identification of varieties, use standard and familiar measure and tools for application. • Waste management & minimizing waste.

Tools and equipments

1. Pulp beater. : As required
2. Required tools and equipment like buckets, mugs And water drums. : As required
3. Raw materials like waste paper and cotton cuttings with space for storage, press cuttings, old cotton tests, tailors cuttings, bamboo fibre etc. : As required
4. Weighing scale, Apron : As required
5. First aid kit. : As required

1. Name of the Module : **Agitator – Pulp Q C**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP107
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to refine the pulp and check the quality and consistency of the pulp.
7. Duration : 60 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Through Operation, develop skills of identification. Use of standard measures. • Physical Feeling/identification of the pulp, skills to be developed. • Handling of pulp with quality consciousness initially to be handled with supervision and develop skills to identify fineness of the pulp by using the mug or any handling tools. 	<ul style="list-style-type: none"> • Importance of application of necessary chemicals for pulping. • Develop skills of physical verification & identification of varieties, use of standard and familiar measures and tools for application. • Knowledge of proportion , GSM (i.e., gram per square meter) which is the basis of paper weight.

Tools and equipments

1. buckets and Mugs : As required
2. Training to be imparted with an agitator/ Head Box. : As required

1. Name of the Module : **Mould Vat Operator**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP108
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : After completion of the course, the successful candidate will be able to operate the mould vat Machine to produce papers of varying thickness and quality.

7. Duration : 90 hrs.

8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Practicing of setting the machine for obtaining various thickness of the paper. {gram mage} • Setting the cylinder mould for the required gram mage of the paper. • Checking the quality and thickness of the paper re-setting the mould for the required quality and thickness. • Ensuring consistency of the quality and thickness of the paper. • Swiftness & Rhythm. • Use of safety gadgets. 	<ul style="list-style-type: none"> • Introduction of quality pulp and the techniques of setting the machines as required. • General Principles of operating the Mould Vat Machine. • Testing the gram mage and quality of the paper and nature of it. • Knowledge of proportion, GSM

Tools and equipments

1. Trolley : As required
2. Masks. : 16 nos.
3. Hand gloves. : 16 nos.
4. Aprons. : 16 nos.
5. Gum boots : 16 nos.

1. Name of the Module : **Sheet formation on Vat (Dipping)**
 2. Sector : **Handmade Paper and Paper Products**
 3. Code : PAP109
 4. Entry qualification : 5th standard
 5. Age : 14 years
 6. Terminal Competency : The successful candidate would be able to form sheets i.e., make the paper.
 7. Duration : 90 hrs.
 8. **Contents** :

Practical competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Thorough Operation, develop skills of dipping and lifting. Use of standard measures. • Physical Feeling, skill of mixing the pulp, judging proportions. • Skill for handling the wooden frames • Skill to maintain consistence in sheet formation. • Physical strength • Swiftiness & Rhythm 	<ul style="list-style-type: none"> • Physically strong. • Knowledge of proportion , GSM (i.e., gram per square meter) and paper size which are the basis of measure of the end product (ream weight and size)

Tools and equipments

1. Buckets, Mugs required : As
 2. Wooden frame with a wire mesh or a bamboo stick mat for dipping required : As
 3. Aprons required. : As

- | | |
|------------------------|---|
| 1. Name of the Module | : Sheet formation on Auto - Vat (Lifting) |
| 2. Sector | : Handmade Paper and Paper products |
| 3. CODE | : PAPI10 |
| 4. Entry Qualification | : 5 th Standard |
| 5. Age | : 14 yrs. |
| 6. Terminal Competency | : The successful candidate would be able to form sheets on an Auto-Vat. |
| 7. Duration | : 90 hrs. |
| 8. Contents | : |

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Through Operation, develop skills of lifting. • Physical Feeling, skill of mixing the pulp, judging proportions. • Skill to maintain consistence in sheet formation. • Physical strength • Swiftiness & Rhythm 	<ul style="list-style-type: none"> • Physically strong. • Knowledge of proportion , GSM (i.e., gram per square meter) and paper size which are the basis of measure of the end product (ream weight and size)

Tools and equipments

- | | |
|----------------------------------|---------------|
| 1. Auto-Vats | : As required |
| 2. Mugs | : As required |
| 3. Wooden frame with a wire mesh | : As required |
| 4. Aprons | : As required |

1. Name of the Module : **Hydraulic Press Operator**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP111
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : After completion of the course, the successful candidate will be able to work as a Hydraulic press operator in hand made paper plant
7. Duration : 60 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Familiarize with various functional parts of the Hydraulic Press. Observe their function. • Mark out the Park/area where the vat molded papers are placed. • Ensure proper positioning and placement of the vat moulded paper. • Operate the machine for pressing the finished vat moulded paper, repeat the operation. • After moulding the paper the water must be drained out in a proper method. • Precaution should be taken while operating machine. • Practice personal health & hygienic environment. • First Aid practice. 	<ul style="list-style-type: none"> • Principles behind the use of hydraulic press for squeezing of the vat molded paper. • Precaution and safety measures to be taken. • Highlighting the Importance of favourable weather conditions for the formation of the paper. • Demonstrations of different conditions like temperature, humidity etc.

Tools and equipments

1. Ply board and supporting sheet. : As required
2. Powered and hand operated hydraulic press. : As required
3. Wooden Hobbes, tools etc. : As required

1. Name of the Module : **Dryer**
2. Sector : **Handmade Paper and Paper products**
3. CODE :PAP112
4. Entry Qualification : Minimum 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : After completion of the course, the successful candidate will be able to assist in handmade paper plant as a Dryer. Any unit where drying operations are required.
7. Duration : 60 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Should be able to identify the required process of handmade paper through physical feeling. • Identify the drying area. • Tying the Rope or wire for clipping the paper sheets. Under supervision. • Pile up the paper on the trolley. 	<ul style="list-style-type: none"> • Introduction of quality paper and required pressing and drying in proper temperature. • Importance of the drying the paper. • Orientation of favorable weather conditions for the formation of the paper.

Tools and equipments

1. Drying yard and equipment like wire, clip and cloth (Felts). : As required

1. Name of the Module : **Calendaring Operator**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP 113
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to calendar the dried paper into smooth surface. (Ironing the ruff surface to smooth)
7. Duration : 75 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Calendaring /Ironing • Physical Strength. • Qualities checking by touch and feel method. • Orientation regarding different standard & safety measures to be used. • Working with different machines and minimum maintenance. • Practice safety methods. • First Aid practice. 	<ul style="list-style-type: none"> • Introduction to the process of converting the dried paper to smooth finishing. • Importance of Working with different machines and knowledge of minimum maintenance. • Awareness about safety measures, and timely quality and quantity production. • Importance of healthy environmental conditions.

Tools and equipments required

1. Calendaring Machine : 1 no.
2. G.I. sheets/ Zinc sheets : As required

1. Name of the Module : **Paper Cutter**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP114
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to cut the finished products according to the requirements of the market by using power operated machine.
7. Duration : 75 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Practice use of scale for measurement. • Taking the readings of the orders for the required size of the paper. • Setting the machine as per the required size. Ensure Practice on different types of machines • Feeding the paper to the machine & Cutting the paper. • Orientation regarding different standard and safety measures to be used. • First Aid practice. 	<ul style="list-style-type: none"> • The calendared paper should be trimmed as per the market demand. • Working with different machines and minimum maintenance. • Awareness about safety measures, and timely quality and quantity production. • Importance of environmental conditions. • Waste management & minimizing waste

Tools and equipments

1. Brailed scale : As required
2. Cutting machine. : As required

1. Name of the Module : **Packer**
2. Sector : **Handmade Paper and Paper products**
3. CODE : **PAP115**
4. Entry Qualification : **5th Standard**
5. Age : **14 yrs.**
6. Terminal Competency : **The successful candidate will be capable of counting and packing the products in an attractive manner.**
7. Duration : **60 hrs.**
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Rapping the paper/plastic/gunny and stitching. • Using of strapping machine. • Using the hand strapping. • Orientation regarding different standard and safety measures to be used. 	<ul style="list-style-type: none"> • Importance of handling and packing of paper. • Attractive and safe packing methods. • Avoid damages in packing. • Improve mental mapping techniques for packing. • Working with different machines and knowledge of minimum maintenance. • Awareness about safety measures, and timely quality and quantity production. • Importance of healthy environmental conditions. • Waste management & minimizing waste

Tools and equipments

1. Strapping machine : 1 no
2. Scissors : As required
3. Cutters : As required
4. Adhesive : As required
5. Packing table. : 1 no

1. Name of the Module : **Material organizer/helper**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP 116
4. Entry Qualification : 5th Standard
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to identify, procure the raw materials, and co-ordinate with other processors, also work as all round helper in pre and post fabrication.
7. Duration : 100 hrs.
8. Contents :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Calculations of conversions of materials to different materials, logistics. • Locating the place of viability and procedures of procurement • Communication skills • Identification of the raw materials by touch, size, shape smell, familiarity of different raw materials and its consistency, stability response with bonding agents and limitations by showing physical models. • Keeping the working environment clean and tidy. • After using the raw materials storing them in respective orders and with identifying marks. • Should develop skills of identification by touch. • Use of standard safety measures for prevention of fire, water spillage, pest control and wind litter. • Calculations on conversions of materials to different materials, logistics • Use of standard safety measures for prevention of fire, water spillage, pest control and wind litters. 	<ul style="list-style-type: none"> • Identification and importance of the raw materials like paper board, accessories and other consumables • Importance of personal cleanliness. Hygienic.

Tools and equipments required

Required tools and equipment, like pallets, trays, measuring Aids set, sponges.
required

: As

1. Name of the Module : **Fabricator/Folder**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP217
4. Entry Qualification : 5th Standard & completed anyone module of Level – I from PAP108 to PAP114
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to perform folding techniques to convert the raw materials for further process.
7. Duration : 60 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Using of tools and machines like creasing(hand/power operated), Punching(hand /power operated). • Identification of the Raw Materials by, size, shape. • Familiarity of different raw materials & its consistency and stability. • Keeping the working environment clean and tidy. • Consuming of the Raw materials & storing them in their Respective order and with identifying marks. • Use a standard safety measure. 	<ul style="list-style-type: none"> • Knowledge of the tools and machinery • used in stationary and Raw materials. • Importance of personal folding process. • Knowledge of cleanliness. • Knowledge of Hygienic.

Tools and equipments

1. Creasing machine : As required
2. Punching machine : As required
3. Trimming knife : As required
4. Measuring aids set : As required
5. First aid box. : As required.

1. Name of the Module : **Fabricator/ Assembler**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP 218
4. Entry Qualification : 5th Standard +PAP116
5. Age : 14 yrs.
6. Terminal Competency : The successful candidate will be able to perform the techniques of assembling the different components.

7. Duration : 100 hrs.

8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Using of tools like dyes, templates, and specs modules. • Practice of measuring skills measure matches and find measure matches. • Practice the different assemblymen's outer assembly, group assembly, split assembly etc. through models and moulds. • Identification of the Raw Materials by size, shape, familiarity of different raw materials & its consistency, stability. • Keeping the working environment & clean and tidy. • After consuming of the Raw materials storing them in respective orders & with identification marks. • Use standard safety measures. 	<ul style="list-style-type: none"> • Theoretical knowledge of the dyes, templates and specs module used in the process. • Importance of assembly in different moulds. • Importance of personal cleanliness. Hygienic.

Tools and equipments

1. Dyes, Templates and Modules, : As required
2. Measuring aids set. : As required
3. First aid box. : As required

1. Name of the Module : **Fabricator/ Glue Coater**
 2. Sector : **Handmade Paper and Paper products**
 3. CODE : PAP 219
 4. Entry Qualification : 5th +completed anyone module of PAP113/114.
 5. Age : 14 yrs.
 6. Terminal Competency : The successful candidates can use Glue coating tools and equipments safely and effectively.

7. Duration : 60 hrs.

8. **Contents** :

Practical Competencies	Theory
<ul style="list-style-type: none"> • Understanding the different parts and different function of the glue coating Machines. Adjustment of glue coating thickness. Adjustment of coating pressure. Adjustment of size setup. Proper Cleaning the machines. • Using spray coating machine for Various coating purposes Like cylinder coating, curvature coating Passive coating, ETC. • Use of the spray distance measurement Tool. Familiarization use of glue mask. • Setting of vacuum pressure spray. Timely and proper cleaning of spray gun the dipping slots. • Identification of the Raw Materials by size, shape, familiarity of different raw materials & its consistency, stability. • Dress for safety measures. Head and facemask, Industrial apron, synthetic glues safety footwear. Eye mask. Use a standard safety measure. • Keeping the working environment clean and tidy. • Consuming the Raw materials, storing them in Respective orders And with identifying marks. 	<ul style="list-style-type: none"> • Importance of different and use of glue. • Knowledge of coating machines. • Impotence of proper maintenance and up keepings. • The area of working, and handling the tools equipments. • Importance of following safety regulations. • Knowledge of First aids equipments.

Tools and equipments required

1. Handled coater, sponges and waste cloths : As required
 2. Glue coating machine, industrial Drying equipments, squeezers : As required
 3. washing agents. : As required
 4. First aid box. : As required

1. Name of the Module : **Fabricator/Skinner**
 2. Sector : **Handmade Paper and Paper products**
 3. CODE : PAP 220
 4. Entry Qualification : 5th Standard+ PAP111.
 5. Age : 14 yrs.
 6. Terminal Competency : The successful candidate will be able to carry out the skinning of the design according to the requirement of prime and sensitive skinning technique.
 7. Duration : 100 hrs.
 8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Familiarization of tools equipments and Using of tools and machineries like handheld rollers, thermal drying machine, squeezers cutters and shapers. • Familiarizing and practice of the technique of drying like Thermal drying • Heat blower drying. • Handgun drying. • Identification of the Raw Materials by size, shape, familiarization of different raw materials its consistency, stability, • Keeping the working environment clean and tidy. • Proper use of Raw materials. • Giving finishing touches to the products. • Placing the finished goods in a particular order. • Placing back raw materials and tools with identifying marks. • Use of glues, apron etc. • Use a standard safety measure. 	<ul style="list-style-type: none"> • Knowledge of the tools and machinery and steps of skinning. • Skinning techniques on different material surfaces. • Importance of personal cleanliness. • Knowledge of Hygiene.

Tools and equipments

1. Handheld roller, sponges, waste cloths, industrial drying equipments, squeezers, cutters and trimmers.
 2. Pressure press. : As required
 3. First aid box..... :
 As required

1. Name of the Module : **Fabricator/aligner**
 2. Sector : **Handmade Paper and Paper products**
 3. CODE : PAP 221
 4. Entry Qualification : 5th Standard+ PAP114.
 5. Age : 14 yrs.
 6. Terminal Competency : Successful candidate will be able to match the alignment of different components of the products as per design.
7. Duration : 60 hrs.
 8. **Contents** :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Formalisation and use of tools like handheld rollers, slide calipers, squeezers cutters and spacers, brackets, pressing machines, letting machines . • Identification of the Raw Materials by size & shape. • Familiarity of different raw materials & its consistency & stability, • Keeping the working environment clean and tidy. • After finishing the process keep the products and tools in proper place with identifying marks. • Use a standard safety measure. 	<ul style="list-style-type: none"> • Knowledge of the machinery and importance of alignment and fixing procedure Followed in fixing templates. • Settings in to the anglers. • Locking the alignments and • Alignment fixing on different material surface. • Importance of personal cleanliness. • Knowledge of Hygiene.

Tools and equipments

1. Required tools and equipment, like handheld roller, waste cloths, Industrial drying equipments, squeezers, slide calipers, measuring tool kit, pressure machine. : As required
2. First aid box kit. : 1no

1. Name of the Module : **Packer (M/C)**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP222
4. Entry Qualification : 5th Standard+ completed module PAP115& PAP219.
5. Age : 14 yrs.
6. Terminal Competency : Successful candidate can pack the products for safe delivery and preserving.
7. Duration : 100 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Familiarisations of tools & equipments like handheld strapping machine & Tap dispenser equipment. • Practice to operator the followings Semi automatic strapping machines, Shrink machine Cutter. • Practice of loading the tape into the dispenser & dispensing methods. • Use of handled strapping machine, Loading of strap cartridges, Positioning of strap, Tightening of strap. • Practice on Sealing and cutting strap & Shrink raping machine. • Setting the thermal temperature, inserting the product into the rap hose. • Setting the vacuum pressure & Setting of timer. • Identification of the products - touches and feel method, size, shape, familiarity of different materials and its consistency, stability. • Keeping the working environment clean and tidy. • After packing the products storing them in respective orders and with identifying marks. All packing materials and machinery should be kept back to its original position. 	<ul style="list-style-type: none"> • Knowledge of the machinery alignment and surface. • Handling of tools with safety measures. • Importance of personal cleanliness and hygienic. • Importance of keeping the shape, size, aesthetic look, free from pest and dampness while packing and preserving should be made known.

Tools and equipments

1. Tape dispenser, adhesive tape, shrink rapping rolls strapping machine, sealing machine, semi automatic strapping machine, shrink raping machine heat blower gun. Thermo coal sheets. : As required
2. First aid box. ----- : As required

1. Name of the Module : **Fabricator/ Sculpture**
 2. Sector : **Handmade Paper and Paper products**
 3. CODE : PAP 323
 4. Entry Qualification : 5th Standard+ completed module PAP217
 5. Age : 14 yrs.
 6. Terminal Competency : Successful candidate will be able to decorate or brand by using various media like kundan work, embroidery, stuffing accessories, satin ribbons etc. according to the design.
7. Duration : 100 hrs.
 8. **Contents** :

Practical Competencies	Under pinning knowledge (Theory)
<ul style="list-style-type: none"> • Familiarisation and Use of tools and templates like, cutters, embroidery sticks & colour threads, cups coded templates. • Using of the raw materials like kundans, glitters, marble pieces as per design. • Identification of the Raw materials by size & shape. • Familiarisation of different raw materials & its consistency & stability. • Keeping the working environment clean and tidy. • Consuming the Raw materials & storing them in respective orders and with identifying marks. • Use of standard safety measures. 	<ul style="list-style-type: none"> • Importance and use of different sculpturing materials. • Basic combinations of colours and Permutation & combinations of accessories • Novelties kundan stone fixing techniques on different material surface. • Importance of personal cleanliness. • Knowledge of Hygiene.

Tools and equipments required

1. Waste cloths, kundan stones, stone glue, colour threads, glitters, instrumental box, erasers, glue. : As required
2. First aid box kit. : one no

1. Name of the Module : **Fabricator/ template maker**
 2. Sector : **Handmade Paper and Paper products**
 3. CODE : PAP 324
 4. Entry Qualification : 10th Standard + PAP218 & PAP221.
 5. Age : 18 yrs.
 6. Terminal Competency : Successful candidate will be able to make templates for fabrication.
 7. Duration : 100 hrs.
 8. Contents :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Using of tools and machines like creasing (hand/power operated), Punching (hand /power operated), cutters, adhesives, slide calipers, screw gauge, different measuring aids. • Maintenance of the tools and machinery. • Settings of the machinery. • Readings of measuring tools and take measurements. • Dos and don'ts of the tools and machinery while operating. • Operation of creasing machine, Settings of horizontal and vertical. • Creasing wheel pressure • Use of slide calipers in measuring outer and cylindrical objects. • Measuring of thickness of objects by Screw gauge. • Measuring the thickness of paper and board. Process of checking the accuracy. • Identification of the Raw materials by, size, shape, familiarity of different raw materials & its consistency, stability, • Keeping the working environment clean and tidy. After consuming of the Raw materials, storing them back in order and with identifying marks. • Use of standard safety measures. 	<ul style="list-style-type: none"> • Theoretic knowledge of the tools and machinery used in processor templates making. • Mathematical applications of angles and circles. • Registration principles. • Usage of various raw materials in templates making • Theoretic knowledge of the tools and machinery used in processor templates • Making.

Tools and equipments

1. Creasing machine, slide calipers, screw Gauge, holing machine, punching machine, trimming knife, measuring aids set ----- : one no each
 2. First aid box ----- : one no

1. Name of the Module : **Fabricator/ Specks designer**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP325
4. Entry Qualification : 10th +PAP219 & PAP220
5. Age : 18 yrs.
6. Terminal Competency : Successful candidate will be able to create and design specks nodules to produce customized samplings.
7. Duration : 100 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Using of tools and machines like creasing (hand/power operated), Punching (hand /power operated), cutters, adhesives, slide calipers, screw gauge, different measuring aids, holding machine, pressing machine. • Maintenance of the tools and machinery, Settings of the machinery. • Readings of measuring tools and take measurements. • Dos and don'ts of the tools and machinery while operating. • Operation of creasing machine, Settings of horizontal and vertical. • Creasing wheel pressure • Use of slide calipers for measuring outer and cylindrical objects. • Measuring thickness of object by Screw gauge • Measuring the thickness of paper and board. • Process of checking the accuracy. • Identification of the Raw materials by, size, shape. • Familiarity of different raw materials & its consistency, stability. • Keeping the working environment clean and tidy. Use standard safety measures. • After consuming of the Raw materials storing them back in orders and with identifying marks. 	<ul style="list-style-type: none"> • Knowledge of the tools and machinery used in folding process. • Knowledge of Raw material given mathematical calculations for specks drawing • Effective use of raw materials is imparted Importance of personal cleanliness, Hygienic.

Tools and equipments

1. Creasing machine, slide calipers, screw gauge, holing machine, punching machine, trimming knife, measuring aids set -----: As required
2. First aid box -----: As required

1. Name of the Module : **Marketing Assistant**
2. Sector : **Handmade Paper and Paper products**
3. CODE : PAP 326
4. Entry Qualification : 10th Standard+ completed anyone module of Level – 3 of PAP323-PAP325
5. Age : 18 yrs.
6. Terminal Competency : Successful candidate can do effective marketing of the products.
7. Duration : 100 hrs.
8. **Contents** :

Practical Competencies	Under pinning knowledge
<ul style="list-style-type: none"> • Familiarizations of various products, • Marketing game, Survey of the market, • Creating the market. • Building rapport with clients. • Marketing competency. • Costing of the products, • use of calculator. • Area of focus • Using various sales materials like, samples, rate list, brushers, • Mock marketing. • Identifying and approaching Target clients. • Special features of the products. like eco friendly, made by VIs etc. , • Strategic study of parallel products. • Competition in the marketing. • Communication skill behavior skill, Body language . Dress code and presentation skill. • Using rate list. • Front end marketing. • Backend marketing like, Face to face marketing. • Telemarketing. • Cold calling. 	<ul style="list-style-type: none"> • Knowledge of the products and its variants. • Costing strategy, cooperative products, and scheme structures. • Swot analyses.

Tools and equipments required

1. Required tools: - calculator. Presentation tools like laptop. : Two nos. each
2. Rate list. : As required

