

**SYLLABUS FOR THE TRADE OF**

**BOOK BINDER**

**UNDER CRAFTMEN TRAINING SCHEME**

*DIRECTORATE OF EMPLOYMENT & TRAINING*  
Block No. 1/8, 3<sup>rd</sup> Floor, Dr. Jivraj Mehta Bhavan,  
Gandhinagar, Gujarat State.

## **GENERAL INFORMATION**

1. Name of the Trade : **Book Binder**
2. N.C.O. Code No. : 927.10
3. Entry Qualification : Passed in 8<sup>th</sup> class examination under 10+2 system of education or its equivalent.
4. Duration of Craftsmen Training : 1 Year
5. Duration of Apprenticeship Training : 2 Years including 1 Year Basic Training.
6. Rebate for Ex-I.T.I. Trainers : 1 Year (Book Binder)
7. Ratio of Apprentice Workers : 1 : 5

**SYLLABUS FOR THE TRADE OF**  
**BOOK BINDER UNDER CRAFTMEN TRAINING SCHEME**

Period of Training: 1 Year

**SYLLABUS FOR PRACTICAL TRAINING:**

1. Handling and care of materials, machinery and equipment used for book binding dress, correct working posture.
2. Cleaning, Lubrication and general maintenance of machinery and equipment.
  1. Hand folding, standard folding schemes up to 16 pages.
  2. Gathering and collating, signatures, their use, making up into books.
  3. Stitching thread stitching by hand, wire – stitching.
  4. Sewing, hand sewing, rounding and backing.
  5. Tipping, knocking, counting.
  6. End- paper, preparation and pasting, ordinary and reinforced.
  7. Forwarding operations.
  8. Adhesives-preparation and use.
  9. Guillotine-handling, care, and use, cutting, trimming.
  10. Other operations, ruling, perforating, numbering eyeleting etc., equipment used, their handling & operation.
11. Flush binding – work involving perforating, numbering, duplicated and triplicate copies.
12. Case binding – simple exercises.
13. Edge decoration, marbling, indexing, tabbing, blind, and gold tooling.
14. Blocking, ink, gold and files materials used, their handling and care.
15. Safely – Hazards, preventive measures.

## **SYLLABUS FOR RELATED INSTRUCTION (THEORY)**

1. Brief history of printing, comparative analysis of different printing processes.
2. Outline of the development of the structure of the book and book – binding methods.
3. Materials used in binding industry – paper, boards, book, cloth leather etc.
4. Paper – standard sizes, divisions and sub – divisions, kinds and qualities, handling and care of printed & unprinted sheets of paper.
5. Machinery and equipment used in binding – perforating ruling and guillotine machines, their mechanical and operational features. Handling and care.
6. Folding, standard folding schemes up to 16 pages, knowledge of imposition of simple imposing schemes up to 16 pages. Folding sub-divisions.
7. Gathering and collating, signatures –their use.
8. Stitching and sewing, hand and machine, methods.
9. End paper, kinds, purpose.
10. Forwarding, sequence of operations.
11. Rounding and backing, case making by hand, tools required, handling and care.
12. Safety – hazards in a binding shop – preventive measures.

**LIST OF TOOLS AND EQUIPMENT FOR CRAFTMEN TRAINING  
SCHEME IN THE TRADE OF **BOOK BINDER****  
(For a batch of 16 trainees)

<i>Sr. No.</i>	<i>Description of items</i>	<i>Quantity</i>
1	Wire stitching machine 1”(2.5 cm).	2nos. (one power and one treadle operated).
2	Screw press (2 different sizes).	1 Each
3	Paper cutting machine, size. 90cm or above.	1 no.
4	Wooden planks (size 2/1 x1”).	4 Nos.
5	Needle for sewing.	32 Nos..
6	Bone knife for folding.	16 Nos.
7	Dice ruling machine (75cm).	1. Nos.
8	Pen ruling machine (75 cm).	1. No.
9	Hand numbering machine.	4. Nos.
10	Perforating machine (60 cm).	1. No. (treadle type)
11	Punching machine (with a set of punches).	1. Nos.
12	Eyeleting and punching machine.	1. Each.
13	Corner cutting machine (treadle type).	1. No.
14	Creasing machine.	1. No.
15	Board cutter.	1. No.
16	Paper cutting knives, hand.	16. Nos.
17	Scissors.	16. Nos.
18	Hammer 250 gm.	16. Nos.
19	Bodkins.	16. Nos.
20	Pairing knives (for leather).	8. Nos.
21	Vessel for preparing glue.	1. No
22	Vessel for making paste.	1. No.
23	Brushes 25 mm, 50 mm, 100 mm.	3 Each (In equivalent metric sizes) available.
24	Steel rule (50 cm).	1.No
25	Racks for paper.	2. Nos
26	Work table (240 x 120 x 75 cm).	4. Nos.
27	Instructor table.	1. No.
28	Instructor chair.	1. No.
29	Almirah, steel.	1. No.
30	Stools.	16. Nos.
31	Black board with stand.	1. No.