

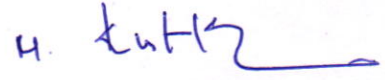

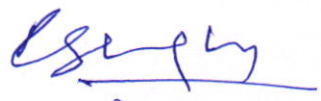




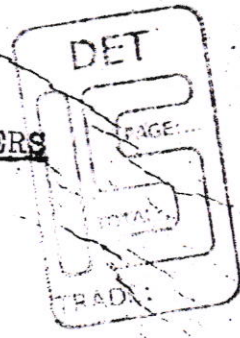
LIST OF COMMITTEE MEMBERS FOR THE

TRADE BOOK BINDER

Sl.No.	Members and Experts	Signature
1.	K. Panneerselvam, Regional Joint Director of Training Chennai Region Guindy, Chennai	
2.	S. Valsakumar, Principal, Govt. Industrial Training Institute, Guindy, Chennai 600 032	
3.	M. Rudrakumar, Jr. Trg. Officer, Govt. Industrial Training Institute, North Chennai.	
4.	B.V. Kumudha, Instructor, Govt. Industrial School for Blind Ponamalle, Chennai 56	
5.	R. Sukumari, Instructor, Govt. Industrial School for Blind Ponamalle, Chennai 56	
6.	C. Anbuvel, Instructor, Govt. Industrial School for Blind Ponamalle, Chennai 56	
7.	A. Daniel, Instructor, St. Louis Institute of printing for deaf, Adayar, Chennai 20	

COURSE DETAILS

Name of the trade	Book Binding
Qualification	VIII pass
Age	14-40 yrs
Duration	1 Year
No. of Trainees	20
No. of Practical Hours	32 hrs per week
No. of Theory Hours	12 hrs per week
Space Required	
Workshop	300 Sq.ft
Theory	200 Sq.ft
Power required in Kilo watt	2 KW



LIST OF COMMITTEE MEMBERS
FOR THE TRADE OF Book Binder

MEMBERS AND EXPERTS :

1. Mr. K. PANNEER SELVAM, M.E.,
Regional Joint Director of Training,
Madurai.
2. Mr. K. Ramasamy,
Deputy Works Manager,
Govt. Branch Press,
Madurai.
3. P.T. Gajendran,
Vice Principal,
Govt. I.T.I.,
Madurai.
4. T. Govindarajan,
Vice Principal (IIIrd Shift),
Govt. ITI,
Madurai.
5. G. Vivekanandan,
Proprietor,
The Minerva Printers,
63, East Marret Street,
Madurai.1.
6. Mr. V. Wilson,
Instructor,
A.G. Industrial School,
Tenkasi.
7. Mr. K. Saravana Swan,
Instructor,
Fathima Industrial School,
Palayamkottai,
Tirunelveli.

Trade : BOOK BINDER

COURSE CONTENT



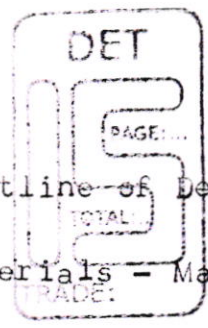
PRACTICAL:

1. Handling and Care of Material - Equipments - Tools - Machines used in Binding Section.
2. Hand Folding - Folding Schemes Standard Schemes.
3. **Jogging**, Gathering, Collecting, Counting.
4. Paper cutting - Cutting Machine Description - Handling - Adjustment - Fixing Knife etc. - Cutting paper to different sizes (Sub-Divisional)
5. Stitching - Hand and Wire Stitching.
6. Sewing - Hand Sewing.
7. Simple covering methods.
8. Adhesives - Preparation & use.
9. Forwarding operations - Fining the back - End Papers Board Attaching - Covering the back - Sides - Pasting down.
10. Simple Styles of Binding (Letter Press Binding)
11. Simple Styles of Binding (Stationery Binding)
12. Finishing operations - Edge Decoration - Gilding - Gold Blocking.
13. Loose Leaf Binding and Rebinding - Attaching single Leaves to the books. (*)
14. Extra operations - Ruling Practice - Numbering Practice.
15. Composing and Printing Machine Operations.
16. Safety - Preventive Measures.

Revisions.

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(*) Spiral Binder, Ring Binder, Comb Binder etc...



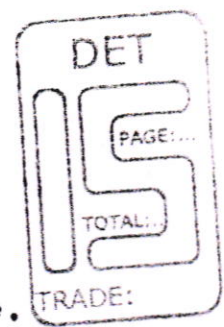
THEORY:

1. History of Printing - Outline of Development of Binding Methods.
2. Handling and care of Materials - Machineries - Tools and Equipments.
3. Paper, Board-Kinds manufacture - Standard sizes - Sub Divisions - Handling and care - Storage - Seasoning.
4. Folding - Hand Folding - Standard Schemes - Imposition schemes Machine Folding.
5. Jogging, Counting, Gathering, Collecting.
6. Paste of Book and Page Format.
7. Adhesives - Kinds - Preparation - Usage.
8. Stitching - Sewing methods - Suitabilities - Machine gearing.
9. End Papers - Kinds - Usage.
10. Forwarding operations - Finishing operations
11. Paper Back - Simple covering methods for Small books.
12. Binding methods for different kinds of book.
13. Classification of Binding - Letterpads and Stationery Bindings.
14. Loose Leaf Binders - Rebinding Old books *(S) Spiral, Ring & Con Binder*
15. Ruling, Preparing, Numbering - Index cutting - Case binding - Treatment of edges.
16. Outline of ~~composition~~ composing - Printing machine Operation.
17. Modern developments in Binding Industry.

Revision.

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BOOK BINDER.
WEEKWISE SPLITUP SYLLABUS.
PRACTICAL.



Week No.

Exercise.

- 1-2
 - 1. Introduction about the Binding and Printing Technology. ✓
 - 2. Binding Room Tools and Equipments Handling. ✓
- 3-4
 - Hand Folding (Practice) ✓
 - Folding schemes - Standard Schemes.
- 5-8
 - 1. Jagging 2. Gathering iii. Collating ✓
 - 4. Counting.
- 9-10
 - 1. Paper cutting - Description of Cutting Machine Handling - Adjustment - Fixing knife etc. ✓
 - 2. Cutting the paper in different sizes. ✓
 - 3. Regular paper sizes and sub divisions. ✓
- 11-12
 - Practice of Side stitching. ✓
 - Practice of Centre Stitching. ✓
 - Practice of wire Stitching. ✓
- 13-16
 - 1. Hand Sewing 2. Tape Sewing ✓
 - 3. Two on sewing 4. Flexible sewing.
- 17-18
 - Simple covering. ✓
- 19-20
 - Adhesive - Preparation Glue - Paste. ✓
- 21-22
 - Forwarding Operations. ✓
 - 1. Lining the back 2. End Papers.
- 23-24
 - 1. Board attaching - covering the back of side. ✓
 - 2. Plasting down. ✓
- 25-26
 - 1. Simple styles of Binding ✓
 - 2. Letter Press Binding. ✓
- 27-30
 - Styles of Binding - Stationary Binding. ✓

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31-34

Finishing Operations

- 1. Edge Decorations
- 3. Gold Binding. ✓

2. Gilding ✓

35-38

- 1. Loose Leaf Binding
- 2. Rebinding.

3. Spiral Binding, Ring Binding, Comb Binding

39-42

Extra Operations. 1. Ruling Practice

- 2. Numbering Practice. ✓

LEDGER BINDING

43-46

Composing and Printing Machine Operations. ✓

47-48

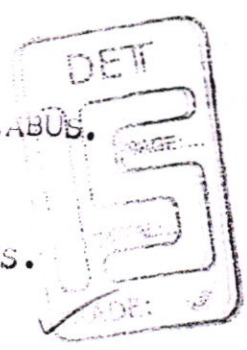
Safety - Preventive Measures. ✓

49-52

Revisions. 2 TEST ✓

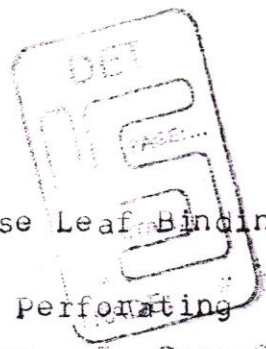
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BOOK BINDER
WEEK WISE SPLITUP SYLLABUS.
THEORY



Week No.	LESSONS.
1-2	History of Printing Outline of Development of Binding Methods. ✓
3-4	1. Handling and care of Materials, Tools and ✓ 2. Machineries. ✓
5-6	1. Kinds of Papers - Sizes and Sub Divisions ✓ Uses.
7-8	1. Kinds of Books - Sizes - Sub Divisions ✓ - Uses.
9-12	Folding 1. Hand Folding 2. Standard Schemes ✓ 3. Machine Folding 4. Imposition. ✓
13-16	1. Jogging 2. Counting 3. Gathering ✓ 4. Collating.
17-18	1. Parts of a Book 2. Page Formate. ✓
19-20	Adhisives - Kinds - Preparation and usage. ✓
21-24	Stitching and Hand sewing Methods. ✓ 2. Machine sewing Methods usages. ✓
25-26	End Papers - Kinds - Usages. ✓
27-28	1. Forwarding operations ✓ 2. Finishing operations. ✓
29-30	Paper Backs - Simple covering methods for ✓ small books.
31-34	Binding Methods of different kinds of Books. ✓
35-36	Classification of Binding 1. Letter Press ✓ Binding. 2. Stationery Binding. ✓

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- 37-38 Rebinding (Loose Leaf Binding) (★) ✓
- 39-44 1. Ruling 2. Perforating 3. Numbering ✓
 4. Index cutting 5. Case Binding ✓
 6. Treatment of Edges. ✓
- 45-46 Learning about Basic composing and Printing Machine Operation. ✓
- 47-48 Learning about the Modern developments in Binding Industries. ✓
- 49-52 Revisions. & TEST ✓

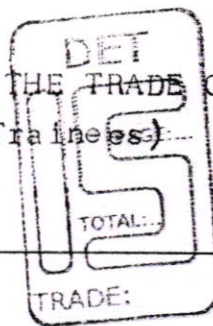
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(★) Preparing the leaves for Spiral Binding ✓
 Ring Binders, Comb Binders. ✓

LEADER BINDING FULL LEATHER

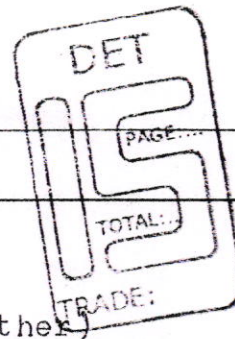
LIST OF TOOLS AND EQUIPMENT IN THE TRADE OF BOOK BINDER.

(For a batch of 20 Trainees)



S. No.	Description of Items	Quantity
1.	2.	3.
1.	Wire stitching machine 1"(2.5cm)	2 Nos. ✓ (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" x 1") (60 x 30 x 2.5cm)	4 Nos. ✓
5.	Needle for sewing	40 Nos. ✓
6.	Bone knife for folding	20 Nos. ✓
7.	Disc ruling machine (75cm)	1 No. ✓
8.	Pen ruling machine (75cm)	1 No. ✓
9.	Hand numbering machine	4 Nos. ✓
10.	Perforating machine (60cm) (treadle type)	1 No. ✓
11.	Punching machine (with a set of Punches)	1 No. ✓
12.	Eyeletting 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	20 Nos. ✓
17.	Scissors	20 Nos. ✓
18.	Hammer 250gm.	20 Nos. ✓

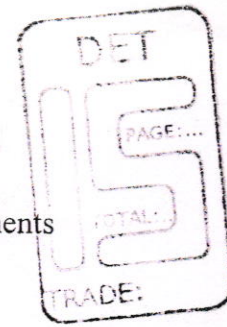
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1.	2.	3.
19.	Bookins	20 Nos. ✓
20.	Pairing knives (for leather)	10 Nos. ✓
21.	Vessel for preparing gule	1 No. ✓
22.	Vessel for making paste	1 No. ✓
23.	Brushes 25mm, 50mm, 100mm (In Equivalent metric sizes) available.	3 Each. ✓
24.	Steel rule (60cm)	1 No. ✓
25.	Racks for Paper	2 Nos. ✓
26.	Work table (240 x 120 x 75cm)	5 Nos. ✓
27.	Instructor table	1 No. ✓
28.	Instructor chair	1No. ✓
29.	Almirah steel	1 No. ✓
30.	Stools	20 Nos. ✓
31.	Black board with stand	1 No. ✓
32.	Spiral Binding Machine with Comb Binders }	1No. ✓

ACHIEVEMENTS

BOOK BINDER



23

1. To Know the Proper use and handling of Tools & Equipments
2. To acquire skill in stitching and sewing by hand
3. To know the forwarding operation to be carried out in Book binding
4. To know the Finishing operations carried out in Book Binding
5. to Know different styles of Binding under classification of
a) Letter press Binding and b) Stationery Binding
6. To acquire skill in the speedy usage of Hand Numbering Machine, Ruling machine etc.,