



GOVERNMENT OF KERALA

Abstract

HIGHER EDUCATION—TECHNICAL—KGTE PRINTING TECHNOLOGY—RESTRUCTURING  
AND REVISION OF CURRICULUM AND SYLLABUS—ORDERS ISSUED

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HIGHER EDUCATION (L) DEPARTMENT

G O. (Ms.) No. 780/2014/H.Edn. *Dated, Thiruvananthapuram, 12th September, 2014.*

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- Read:—* 1. G O. (Ms.) No. 147/2008/H.Edn. dated 19-11-2008.  
2. Government Letter No. 40113/L2/08/H.Edn. dated 8-7-2011.  
3. Letter No. Ex.A5/57668/2008/CGE, dated 20-12-2008 received from the Commissioner for Government Examinations, Thiruvananthapuram.  
4. Letter No. C3/45334/2008 dated 2-10-2011, 20-3-2013 and 15-7-2014 received from the Senior Joint Director (PS) of Technical Education, Thiruvananthapuram.

ORDER

As per the Government order read as first paper and the letter read as second paper above Government have entrusted the duty of conducting KGTE Book Binding (Lower) Practical and Theory Examination with the Controller of Technical Examinations. Later Government have entrusted the Curriculum Development Centre, Kalamassery which is now renamed as State Institute of Technical Teachers Training and Research to restructure the KGTE Printing Courses.

Now the Director of Technical Education has forwarded revised curriculum, syllabus and courses on KGTE Printing Technology prepared by the State Institute of Technical Teachers Training and Research for the approval of Government. Government have considered the report and are pleased to

GCPT. 3/3878/2014/S-2.

restructure the KGTE Printing Technology Courses as proposed by the SITTR. New pattern of the KGTE Printing Technology Courses, the Curriculum, Syllabus and Scheme for the examination are appended to this Government Order.

The newly structured courses shall be under the control of the Director of Technical Education/Joint Controller of Technical Examinations.

By order of the Governor,

T. J. VARKEY,  
*Deputy Secretary to Government.*

The Director of Technical Examinations, Thiruvananthapuram.

The Senior Joint Director (PS) of Technical Education, Thiruvananthapuram.

The Joint Director, State Institute of Technical Teachers Training and Research, Kalamassery.

The Joint Controller of Technical Examinations, Kaimanam, Thiruvananthapuram.

The Director of Printing, Thiruvananthapuram.

The Superintendent, Government Presses, Thiruvananthapuram.

The Director, Information and Public Relations Department, Thiruvananthapuram.

The Commissioner for Government Examinations, Thiruvananthapuram.

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**RULES AND REGULATIONS FOR THE CONDUCT OF VARIOUS COURSES  
IN PRINTING TECHNOLOGY UNDER THE STATE BOARD OF  
TECHNICAL EDUCATION, KERALA**

**Course**

There shall be three separate courses focussing the three major operational areas in the printing industry.

**Course Title**

The course title shall be:

1. KGTE Pre Press Operation
2. KGTE Press Work
3. KGTE Post Press Operation and Finishing.

**Duration of the Course**

The duration of each course shall be one year.

**Equivalent courses**

The course will supersede/replace all the existing KGTE Printing Technology Courses offered as detailed below. The equivalency of the existing courses in relation to the proposed courses shall be as under.

<i>New/Proposed course</i>	<i>Equivalent existing course</i>
KGTE Pre Press Operation	<ol style="list-style-type: none"> <li>1. KGTE Proof Reader (Higher)</li> <li>2. KGTE Stereo Typing (Higher)</li> <li>3. KGTE Compositors Work (Higher)</li> <li>4. KGTE Type Casting (Higher)</li> </ol>
KGTE Press Work	<ol style="list-style-type: none"> <li>1. KGTE Machine Work (Higher)</li> <li>2. KGTE Press Work (Higher)</li> <li>3. KGTE Printers Ware House (Higher)</li> </ol>
KGTE Post Press Operation and Finishing	KGTE Book Binding (Higher)



### Conduct of the Course

- The course shall be conducted through approved and affiliated institutions.
- The institutions shall be affiliated to the State Board of Technical Education, Kerala.
- Institutions interested in conducting the course shall apply to the Director of Technical Education for approval and affiliation.
- Approval of institutions shall be granted for conducting sanctioned number of divisions of the course based on the available facilities. The maximum number of students per division is limited to 20.
- Application for approval shall be submitted along with the supporting documents in the prescribed format appended in Annexure I.
- The institutions that do not have sufficient infrastructure for imparting practical training as envisaged in the curriculum can utilise the facilities available at established industrial units operating in the field. In such cases, the institution has to sign a Memorandum of Understanding in stamp paper ₹ 100 with the industrial unit as Skill Knowledge Partner (SKP) for imparting the required practical training to the students. A copy of the MoU is appended in Annexure II. In such case the theory classes will be conducted at the premises of the approved institution and practical classes at SKP.
- The MoU shall permit the students to undergo practical training at the premises of the SKP utilising their infrastructure and allow the Technical Education Department/Government of Kerala to inspect the practical training premises at its discretion. The Joint Controller of Technical Examinations (JCTE) shall schedule the year end examinations.
- For institution conducting more than one course, equipments common to the courses can be used on sharing basis.
- The following documents shall be submitted along with the application for approval.
  - (a) Proof of ownership of institution building with a certified sketch.
  - (b) MoU for tie up with SKP executed in stamp paper ₹ 100.
  - (c) Proof of payment of fees.

- The fees shall be remitted under the revenue head of A/c of Department of Technical Education at any of the Government Treasury in the State. (Head of Account shall be specified in the Notification).
- The particulars of fees to be remitted are given as under:
  1. Inspection fee for recognition— ₹ 2,000.
  2. Recognition fee— ₹ 1,000 per course.
  3. Fee for renewal of recognition— ₹ 1,000.
  4. Fee for shifting of an institution to another location— ₹ 3,000.
- The duration of the recognition shall be for a period of two academic years.
- The approval of recognition can be renewed on request. The renewal of recognition shall be subject to satisfactory performance of the institution. The duration of renewal shall be for a period of three years.
- Each division of KGTE course shall have one teaching faculty for theory subject and one instructor for practicals.
- The minimum qualification for Teacher shall be Pass in three year Diploma in Printing Technology or equivalent for the theory subjects. The minimum qualification for Instructor shall be pass in KGTE or equivalent in the concerned trade for practical subjects.
- Institution conducting the course shall have separate theory and practical class room with sufficient moving space and storage for 20 students. Separate and hygienic toilet facilities for boys and girls shall be provided.

### Medium of Instruction

The medium of instruction shall be Malayalam.

### Eligibility for Admission

For admission to the KGTE Printing Technology Courses, the candidate shall be required to have passed the 10th standard examination conducted by Board of Public Examinations Kerala State or any other equivalent examinations recognised by the Board of Public Examinations, Kerala.

### Registration of Candidates for Examination

Joint Controller of Technical Examinations shall issue necessary guidelines regarding registration of candidates.



### Registration of in-service candidates

Candidates employed with the Government of Kerala and possessing KGTE (Lower) Certificate and experience for a minimum of five years in the respective area (Pre Press, Press Work or Post Press and Finishing as the case may be) will be exempted from attending the academic programme through approved institutions and can register with the O/o the Joint Controller of Technical Examinations for the end of the year examinations directly. Joint Controller of Technical Examinations shall invite registrations from such candidates separately. They shall be exempted from the academic requirements such as minimum attendance, maintenance of practical records, internal assesment.

### Instructional Duration in an Academic Year

The academic year shall consist of a minimum of 36 weeks of instruction including intervening holidays, but excluding the period of examination and study holidays. There shall be 7 instructional periods of 55 minutes duration per day and there shall be 5 working days per week from Monday to Friday and thereby 35 periods per week.

### Minimum attendance to appear for the Examinations

A candidate must secure a minimum of 80% attendance to secure eligibility for examination. In the case of those students with 65% or more attendance, but could not attain 80% attendance due to medical reasons, the Principal/Head of Institution, at his/her discretion, may grant the eligibility to appear for the examination.

### Scheme of Evaluation

The scheme of evaluation shall consist of End of the year examination in Theory and Practical subjects. The maximum marks for end of the year examinations for theory and practical subjects shall be 100 each. The total marks for the course shall be 200 marks.

All the end of the year examinations will be of 3 hour duration.

- Polytechnic Colleges and Technical High Schools in the State shall be the centres for the conduct of theory examinations.
- The Practical Examinations can be conducted at IPT and GPTC, Shoranur, Institutions under Directorate of Technical Education and other Institutions under Government having required facilities, selected by Joint Controller of Technical Examinations.

### Examination

In each theory subject, there will be an end of the year examination conducted by the Board of Technical Examinations as per the pre-announced notification of examination.

- The time-table for the examination will also be published ahead of its conduct.
- There will not be any separate supplementary examination.
- The scheme of Question Paper shall be issued by Joint Controller of Technical Examinations along with notification.
- For practical examinations, the Board of Technical Examinations shall appoint examiners, who will set a question paper for conducting practical exercises.

### Minimum marks for pass

A candidate must secure a minimum of 40% (forty percentage) marks in the end examination, in theory and practical for a pass in each subject. There will be no minimum for pass in the internal assessment, but the total marks for the end of year examination and the internal assessment should not less than 40% (forty percentage) for a pass in each subject.

### Classification of successful candidates

A candidate will be declared to have passed the course only if he/she secured a pass in all the theory and practical subjects, within the validity period of his/her registration.

There shall be two classifications of passed candidates: --

- (i) First Class.
- (ii) Second Class.

A candidate will be declared to have passed the course in First Class if he/she secures a pass in all the subjects, with an aggregate minimum of 60% (sixty percentage) within the normal duration of the course. All other successful candidates will be declared to have passed the course in Second Class.



**KGTE PRE PRESS OPERATION****Subjects of Study, Scheme of Examination and Evaluation**

Sl. No.	Subject Code	Subject	Periods/Week	Evaluation (marks)
1	PPO 111	Pre Press Operation (Theory)	15	100
2	PPO 112	Pre Press Operation (Practical)	20	100

*Subject Title* : Pre Press Operation (Theory)

*Subject Code* : PPO 111

*Periods/week* : 15

*Total Marks* : 100

**Time Schedule***Periods*

UNIT I—Designing for Printing	..	127
UNIT II—Colour Separation	..	143
UNIT III—Softwares for Pre-Press Work I	..	127
UNIT IV— Softwares for Pre-Press Work II	..	103

**OBJECTIVES****UNIT I—Designing for Printing**

- 1.1 Computer—Input/output devices—Scanner etc.
- 1.2 Computer Printer—Laser, Inkjet, Dot matrix etc.
- 1.3 Understand Operating system MS DOS, Windows, Text manipulation
- 1.4 Study Layout—Different Types
- 1.5 Working with Illustrations
- 1.6 Study Desktop Publishing
- 1.7 Study Concept of DTP System
- 1.8 Study Typography
- 1.9 Study Designing for Printing
- 1.10 Study Basic Principles of Design
- 1.11 Preparation of layout, RIP.

**UNIT II—Colour Separation**

- 2.0 Study Colour Separation
- 2.1 Study Basic Colour Theory
- 2.2 Understand Light and Colour
- 2.3 Understand Additive Primary Colours
- 2.4 Understand Subtractive Primary Colours
- 2.5 Study Basic Separation Theory
- 2.6 Study Image Assembly
- 2.7 Study Imposition—Sheet and Half sheet
- 2.8 Study Purpose of Proofing
- 2.9 Understand Digital Proofing.

**UNIT III—Software for Pre Press Work I**

- 3.0 Study Software for Graphic Arts—Introduction
- 3.1 Study Page Maker—Basics of Page Maker and Indesign Job suitability overview of tools in indesign
- 3.2 Study Setting up of Printer and Page Setting—Paragraphs, Bullets, Columns, Drop letters
- 3.3 Study Creating Style sheets
- 3.4 Study Importing of Text and Graphics
- 3.5 Understand Master pages and Multiple Master pages
- 3.6 Study Layers
- 3.7 Understand Plug in Operations—Imposition of pages
- 3.8 Understanding Paper size and Quality.

**UNIT IV—Software's for Pre Press Work II**

- 4.0 Study Photoshop—Basics
- 4.1 Study Overview of Tools
- 4.2 Study Illustrator and Corel Draw, Quark Express
- 4.3 Study Creating Various Images
- 4.4 Understand Creating Monograms
- 4.5 Understand Saving the File
- 4.6 Understand Computer to Film (CTF)

- 4.7 Understand Image Setter—its Principle and Functions
- 4.8 CTP and Associated Software's
- 4.9 In Design, Quark Express and PIFS (page set up software's)
- 4.10 Thorough understanding on CTP (screen angle)
- 4.11 CTP Thermal and Violet.

### SUBJECT DETAILS

#### Unit I—Designing for Printing

Design Principles, Typography, Layout, Working with Illustrations, Desktop Publishing, Concept of DTP System, Input devices, Output devices, Operating Systems and Text Manipulation.

#### Unit II—Colour Separation

Colour separation, Basic colour theory, Light and colour, Additive Primary Colours, Subtractive Primary colours, Basic separation theory, Image assembly—Stripping and proofing, Imposition—sheet and halfsheet, Equipment and tools used for stripping, Elementary stripping techniques—masking sheets, Laying outspread—Printed massing sheet, attaching film negatives, opaqucing and attaching the flat attaching film positives, Purpose of proofing, Photo mechanical proofing, Digital Proofing.

#### Unit III—Software for Pre Press Work I

Software for Graphic Arts—Introduction, Page maker—Basics of Page maker and Indesign job suitability overview of tools in indesign, Setting up of Printer and Page setting—Paragraphs, Bullets, Columns drop letters, Creating style sheets, Importing of text and graphics, Master pages and Multiple master pages, Layers, Plug-in operations—Imposition of pages.

#### Unit IV—Software for Pre Press Work II

Photoshop—Basics, Overview of tools, Illustrator and Corel Draw, Creating monograms, saving the file, Computer to film (CTF), Image setter—its principle and functions, CTP and associated software's.

*Subject Title* : Pre Press Operation (Practical)

*Subject Code* : PPO 112

*Periods/week* : 20

*Total Marks* : 100

Exercise I—Windows OS

Exercise II—MS-Word

Exercise III—Lettering for layouts

Exercise IV—Design—Preparation of design for visiting cards, letter heads

Exercise V—Preparation of design for title cover

Exercise VI—Designing monograms, Trademarks

Exercise VII—Proof Reading—Procedure of showing text and marginal marks

Exercise VIII—Correction of at least four proofs (four exercises)

Exercise IX—Preparation of imposing schemes for two and four pages—sheet and half sheet methods

Exercise X—Preparation of imposition schemes for eight and sixteen pages—sheet and half sheet methods

Exercise XI—Identification of image carriers for letter press

Exercise XII—Preparation of image carriers for PS plates, CTP Plates

Exercise XIII—Acquaintance with Photoshop, Corel draw, Indesign etc.

**Project Work**—Preparation of a magazine with cover (of not less than 48 pages).

#### List of equipments and facilities required for conducting one division of the course

Desktop computer with supporting software's—10 Nos.

Printing down frame (plate printer)—1 No.

Plate Processor or processing sink —1 No.

Lining up table/Ruling up table—1 No.

Color printer—1 No.

CTP Machine (not compulsory but desirable)—1 No.

LCD Projector—1 No.

Internet connectivity

White board/Black board—1 No.

Furniture—in sufficient Nos.



**Tools and materials**—Screen ruling tester, Linen prover (eye glass), Scalpels, NT cutter, Scissors, Markers, Brush of varying sizes, Astronal sheets, Cellophane tapes, Petroleum jelly, Layout papers, Masking papers, Ruling pen, Compressed sponge, Gum Arabic solution, Desensitising solution, Image remover or delition fluid, Plate developers, Opaque.

### KGTE PRESS WORK

#### Subjects of Study, Scheme of Examination and Evaluation

Sl. No.	Subject Code	Subject	Periods/Week	Evaluation (marks)
1	PW 221	Press Work (Theory)	15	100
2	PW 222	Press Work (Practical)	20	100

*Subject Title* : Press Work (Theory)

*Subject Code* : PW 221

*Periods/week* : 15

*Total Marks* : 100

#### Time Schedule

##### Periods

UNIT I—Introduction to Printing Presses	..	80
UNIT II—Offset Press Works	..	140
UNIT III—Print Media materials	..	112
UNIT IV—Maintenance, Cleaning and Safety	..	100

#### OBJECTIVES

##### UNIT I—Introduction to Printing Presses

- 1.0 Understand various Printing Presses—Introduction (Explanation of Principle of Letterpress, Offset, Gravure, Screen printing, flexography, Digital printing)
- 1.1 Understand Press Development in Letterpress process—Platen presses, Flat bed cylinder presses and Rotary presses. (Introduction only required)
- 1.2 Introduction to Lithography
- 1.3 Understanding Offset Press

- 1.4 Understanding (a) Infeed unit (b) Feeder unit
- 1.5 Study Registration systems
- 1.6 Study Printing unit
- 1.7 Study Dampening unit
- 1.8 Study Inking unit
- 1.9 Study Delivery unit
- 1.10 Understand Sheet fed presses
- 1.11 Understand Single colour sheet fed presses
- 1.12 Understand Multicolour Sheet fed presses
- 1.13 Types and Configuration
- 1.14 Make ready procedure (a) Pre make ready (b) Final make ready.

##### UNIT II—Offset Press Works

- 2.0 Study Offset Presses
- 2.1 Study its types and configurations
- 2.2 Study Multi-colour Web presses
- 2.3 Understand Perfecting printing (Back and back)
- 2.4 Study Printing materials used for Offset process and job suitability
- 2.5 Study equence of printing colours
- 2.6 Understand Digital printing.

##### UNIT III—Printing Media Materials

- 3.1 Ink
- 3.2 Paper
- 3.3 Plates
- 3.4 Blankets
- 3.5 Chemicals.

##### UNIT IV—Maintenance, Cleaning and Safety

- 4.1 Quality control and devices
- 4.2 Maintenance and lubrication
- 4.3 Trouble shooting
- 4.4 Safety precautions.

**SUBJECT DETAILS****UNIT I—Introduction to Printing press**

Printing Presses—Introduction (explanation of Principle of Letter press, Offset and Gravure), Press Development in letterpress process—Platen Presses, Flat bed cylinder Presses and rotary Presses, Classify Offset lithography Presses, Understanding Offset Press operation, Feeder Unit, Registration Unit, Printing unit, Inking Unit, Dampening Unit, Delivery Unit, Sheet fed presses—Introduction, single colour sheet fed presses, Multicolor Sheet fed presses.

**UNIT II—Offset Press works**

Offset Presses, Study Multi-colour Web Presses. Understand Perfecting Printing (Back and back). Study Printing Materials used for Offset process and job suitability. Study sequence of printing colours. Study Web-offset presses, its types and configurations, elements of Web-offset, Reel stand, Printing unit, Dampening unit, Inking unit, chilling, Folders, Delivery, Understand Digital printing.

**UNIT III—Printing Media Materials**

Ink-manufacturing, types, drying methods, paper—manufacture, types, qualities required, sizes, Plates—types, metals used, thickness, need of graining, methods of graining, Blankets—types of blankets, quality, manufacture, Chemicals—different chemicals and solutions used for offset printing.

**UNIT IV—Maintenance, cleaning and safety**

Temperature and humidity control, storage of materials, Quality control and devices, Maintenance and lubrication, Trouble shooting, safety precautions.

*Subject Title* : Press Work (Practical)

*Subject Code* : PW 222

*Periods/week* : 20

*Total Marks* : 100

Exercise I—Feeder settings and paper jogging

Exercise II—Plate and blanket fixing—pre make ready.

Exercise III—Make ready on Offset machines

Exercise IV—Printing single Colour Job

Exercise V—Printing Two Colour and multicolor Jobs

Exercise VI—Colour printing by Screen printing method

**Project work:**—1. Field visit to Offset printing Press and newspaper presses for Study of web offset printing (Sheet fed).

2. A work record of the activities undertaken during the course to be prepared and to be presented for evaluation during the term end practical examination.

**List of equipments and facilities required for conducting one division of the course**

Single colour offset machine/Mini offset machine—1 No. (institutions are at liberty to use large format machines)

Colour offset printing machine (Single dummy size or higher version)—1 No.

Cutting machine—1 No.

Screen printing unit—1 No.

Flexography and gravure printing machines—(desirable)

LCD Projector—1 No.

White board/Black board—1 No.

Furniture—In sufficient quantity.

**Tools and Materials**—T-wrench, Ink knife, Oil can, Feeler gauge, Star target, screw drivers, offset blankets, Dampening roller covers, French chalk powder, Ink—book black and four colour ink, Dampening solution, Scum remover, Silk screen frames, paper of varying types, Boards, Turpentine, Kerosene, Baniyan waste, Roller wash, Linen prover/eye glass, Racks for storing materials, provision for proper paper storage.

**KGTE POST PRESS OPERATION AND FINISHING****Subjects of study, Scheme of Examination and Evaluation**

<i>Sl. No.</i>	<i>Subject Code</i>	<i>Subject</i>	<i>Period/Week</i>	<i>Evaluation (Marks)</i>
1	PPOF 331	Post Press Operation and Finishing	15	100
2	PPOF 332	Post Press Operation and Finishing	20	100



*Subject Title* : Post Press Operation and Finishing (Theory)

*Subject Code* : PPOF 331

*Periods/week* : 15

*Total Marks* : 100

#### **Time Schedule**

##### *Periods*

UNIT I—Introduction to Binding—100

UNIT II—Sewing and Binding Operations—116

UNIT III—Advanced Bindery Operations—116

UNIT IV—Packaging—100

#### **OBJECTIVES**

##### **UNIT I—Introduction to Binding**

- 1.1 Understanding Definition of Binding
- 1.2 Study Ware housing—various operations
- 1.3 Understand Paper sizes—GSM, GSM calculations
- 1.4 Understand Tools, Equipments and Machineries
- 1.5 Study Classification of Binding—Letter press stationary
- 1.6 Study Account Book Binding, Mechanical Binding

##### **UNIT II—Sewing and Binding Operations**

- 2.1 Folding
- 2.2 Forwarding
- 2.3 Gathering
- 2.4 Collating
- 2.5 Block binding
- 2.6 Wire stitching
- 2.7 Thread sewing
- 2.8 Case binding

2.9 Finishing operations

2.10 Lamination

2.11 Gold foiling

##### **UNIT III—Advanced Bindery Operations**

- 3.1 Understand Programmable cutting machine
- 3.2 Study Folding machine, Bundling machine
- 3.3 Study Gathering machine, wire stitching machine
- 3.4 Wire stitching machine Study Perfect Binding machines
- 3.5 Study Case binding machines, study flow line machine
- 3.6 Understand Definition of packing—types of packing
- 3.7 Understand Materials for packaging

##### **UNIT IV—Packaging**

- 4.1 Study the materials used for packaging—paper board, metal, glass, plastics, timber and textiles
- 4.2 Study the Plastic based packaging materials
- 4.3 Study the Flexib Packaging
- 4.4 Understand Speciality Packaging
- 4.5 Understand Plastic corrugated boxes
- 4.6 Understand Rigid boxes
- 4.7 Understand Converting Process—Introduction Principles of carton design Sequence of operations involved in die-making for carton and envelopes
- 4.8 Study Die-cutting and creasing make ready Folding and gluing

#### **SUBJECT DETAILS**

##### **UNIT I—Introduction to binding**

Defining of Binding, Paper sizes—different types, GSM, Tools, Equipments and machineries, Classification of Binding—Letter press stationary, Account Book binding, Spiral Binding



**UNIT II—Sewing and Binding operations**

Folding methods, Forwarding operation, Gathering, Collating, Blockbinding, Wirestitching, Threadsewing, Casebinding, Finishing operations, Lamination, Gold foiling

**UNIT III—Advanced Bindery Operations**

Edge decoration—painting, sprinkling, marbling, gilding, Different covering materials, Binding materials calculations, Finishing—Finishing Tools, blind blocking and tooling, Gaufforing, gliding. Case binding machines, Perfect Binding machines, Folding machine, Bundling machine, Gathering machine, wire stitching machine, Programmable cutting machine, definition of packaging—types of packing, Materials for packing.

**UNIT IV—Packaging**

Materials used for packaging—paper board, metal, glass, plastics, timber and textiles, Plastic based packaging materials, Flexible packaging, Speciality packagings, Plastic corrugated boxes, Rigid boxes, Converting Process—Introduction principles of carton design Sequence of operations involved in die-making for cartons and envelopes, Die-cutting and creasing make ready Folding and gluing.

*Subject Title* : Post Press Operation and Finishing (Practical)

*Subject Code* : PPOF 332

*Periods/week* : 20

*Total Marks* : 100

Exercise 2—Jogging, Counting, Folding (Hand and machine)

Exercise 3—Folding, (hand, machine) types of folding

Exercise 4—Gathering, Collating

Exercise 5—Sewing practice—various types

Exercise 6—Forwarding and covering operations—attaching plates and Maps

Exercise 7—Case binding practice—stitching, sewing, perfect binding

Exercise 8—Account Book Binding

Exercise 9—Lamination, Varnishing, UV coating

Exercise 10—Familiarise with Modern Binding machinery

Exercise 11— Adhesive binding (Perfect binding), wire stitching, section sewing

Exercise 12—Cutting machine operations

Exercise 13—Mechanical binding, spiral, comb, wire, loose leaf etc.

Exercise 14—Packaging—different methods

**List of equipments and facilities required for conducting one division of the course**

Wire stitching machine—1 No.

Wire stitching machine—1 No.

Cutting machine (fully automatic or programmable) -1 No.

LCD Projector—1 No.

Furniture—sufficient Nos.

It is desirable to have Folding machine, case making machine/case binding machine, carton making machine, box making machine, Corrugating machine, etc. at the institutes. Tools and materials—Paper, Board and corrugated sheets of varying size and thickness. Needleless, Threads, Calico, Paste, Glue, End paper making materials, scissors, bodkins, binding hammers, handsaw, utensils for preparing gum, paste and glue, binding leathers, fancy papers, colouring inks, gold leafing sheets, marbling materials.



**Application for Approval of Institution for conducting KGTE  
Printing Technology Course**

1. Name and address of the Institution :
2. Name and address of the Manager :
3. Name of the course applied for :
4. Date of establishment of the Institution :
5. Nature of Application : Initial/Renewal
6. Date and No. of the Proceedings regarding existing approval, if any :
7. Name of the Approved Course if any :
8. Name and Address of the owner of the institution :
9. Details of faculty and their qualification :

Sl. No.	Name of Faculty	Educational Qualification	Age and Date of Birth	Designation	Subject Taught	Remarks

10. Location of institution
  - (1) Building No.
  - (2) Name of local body
11. List of training equipments available at the institution (attach additional sheets if necessary)
12. Whether opting for the Skill Knowledge Partner (SKP) route
13. Name and address of the Skill Knowledge Partner (if any)
14. Name and address of the authorised person/Manager of the above SKP
15. List of training equipments available at SKP (attach additional sheets if necessary)
16. List of Registers maintained
17. Availability of separate toilet facility available for Boys and Girls
18. Whether library register maintained
19. Details of tuition and other fees
20. Document attached
  - (a) Attested copy of the ownership of the building with Certified sketch
  - (b) In case of tie up with SKP, attested copy of the MOU as per Annexure II
  - (c) Proof of payment of fees
  - (d) any other (pl. Specify)

**Declaration**

On behalf of the management of the Institution I hereby declare that, the information furnished above is true to the best of my knowledge and belief and further declare that the Institution will abide by the rules and regulations contained in the code of regulations for industrial schools published by the Government of Kerala. Further it is assured that it will abide all the directions issued by the Government of Kerala and Technical Education Department for the conduct of the Course.

Place :

(Sd.)

Date :

Authorised Person/Manager.

(Seal)



**MoU for imparting practical training to students undergoing KGTE Printing Technology Course at recognized institutions under the Department of Technical Education**

This MoU is made on ..... (date) between .....  
 ..... (Name and address) (here in  
 after called the institution which expression shall include its heirs and successors)  
 and ..... (name and address)  
 (hereinafter called as skill knowledge provider (SKP) which expression shall  
 include its heirs and successors) for imparting practical training to students of  
 KGTE Printing technology courses on the machineries and the equipments  
 available with SKP.

Whereas the institution is desirous of conducting KGTE courses in Printing Technology offered by the Technical Education Department.

Whereas the institution do not have the machineries and equipments required for imparting practical classes as envisaged in the approved curriculum of Technical Education Department, Government of Kerala.

Whereas the rules and regulations for the conduct of the KGTE Printing Technology Course permits institution to utilize the facilities of industrial establishment for imparting practical training.

Whereas ..... (Name and address of SKP) is an industrial establishment engaged in Printing activity and is having the machinery and equipments in good conditions required for conducting the KGTE Printing Technology course.

Whereas ..... (Name and address of SKP) is willing to render practical classes to students enrolled at the institution with the available machineries and equipments, this MoU is signed on the terms and conditions mutually agreed upon as detailed below.

It is agreed that the SKP is fully aware of the conditions in which the institution is conducting the courses in printing technology and will provide practical training to the students admitted at the institute as per approved Curriculum utilizing the machineries, equipments and expertise.

It is agreed that the faculty for handling practical classes will be provided at the expenses of SKP and it is its responsibility to effectively complete the practical training of students.

It is agreed that this MoU will be active for a period of five years from the date of signing and can be renewed for further period by mutual consent.

It is agreed that for effective implementation of this MoU, the institution and SKP will operate a Co-ordination cell, with equal representative from both sides. The cell will be headed by the representative of the institution and it is the responsibility of this Head to co-ordinate the activities.

It is agreed that, the institution and SKP will jointly decide on the schedule of practical training within the course period.

It is agreed that this MoU permit the person or persons authorized by institution to visit SKP training premises to monitor the training activity.

It is agreed that this MoU permit the person or persons authorized by the Director of Technical Education to inspect the training facility and activity records and registers.

It is agreed that this MoU permits the technical education department to conduct year end practical examinations as per its schedule at the premises of SKP. The SKP will handover the machinery and equipments required for conducting the examinations to the Controller of technical Examinations, Government of Kerala the day before the first day of the examination and will be at their disposal up to the last day of the examination.

It is agreed that for financial dealings, if any connected with this MoU, institution and SKP will sign separate contract. It is agreed that in the event of any dispute arising out of this MoU, will be between the parties and Technical Education Department will not be a party to the dispute.

It is agreed that both signatories will not make any claim or legal action against the Technical Education Department of Government of Kerala in case any dispute arising out of this MoU.

It is agreed that this MoU is meant only for imparting the practical classes as envisaged in the approved curriculum to the students admitted at the institute and do not ensure employment to the students at SKP and also the students are not bound to take up employment with SKP.

It is agreed that both signatories will not withdraw from this MoU on any event during the course of the academic year. The termination of the MoU, for any reasons will be effective after the closure of the year end examinations for the academic year.

It is agreed that in the event of any accident to the student, damage or breakdown to equipments/machineries during practical classes the onus will rest with SKP only and they themselves have to make for the damages if any.

It is agreed that both signatories has this right to terminate this MoU, by giving 90 days written notice.

It is agreed that, in the event of any dispute arising out this MoU, the signatories agree that the courts of ..... Kerala alone will have the jurisdiction.

It is agreed that the signatories will act in good faith and spirit to facilitate the desired objectives of the MoU.

Signed this ..... day of ..... 20

Sign, Name and Designation of Institution

Sign, Name and Designation of SKP

Witness 1.

2.

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