### MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI

<table>
<thead>
<tr>
<th></th>
<th>Name of syllabus</th>
<th>C.C. In Handcraft &amp; Work experience Teacher (409203)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Max.Nos of student</td>
<td>25 Students</td>
</tr>
<tr>
<td>03</td>
<td>Duration</td>
<td>1 Year</td>
</tr>
<tr>
<td>04</td>
<td>Type</td>
<td>Full Time</td>
</tr>
<tr>
<td>05</td>
<td>Nos.of Days/Week</td>
<td>6 Days</td>
</tr>
<tr>
<td>06</td>
<td>Nos.Of Hours/Days</td>
<td>7 Hours</td>
</tr>
</tbody>
</table>
| 07 | Space Required    | Practical Room = 700 Sq.feet  
                              | Class Room = 200 Sq.feet  
                              | Total = 900 Sq.feet |
| 08 | Entry Qualification | H.S.C. Pass |
| 09 | Objective of Syllabus/ introduction | 1) To get acquainted with work experience.  
                                          2) To develop skill for developing Product from card board and card paper. |
| 10 | Employment opportunity | 1) Can have this own venture for screen printing / card board & Paper Product or can work in that establishment.  
                                      2) He can take class of cardboard & paper product etc. |
| 11 | Teacher’ Qualification | 1) Art Teacher Diploma  
                                2) Certificate course of Handcraft & work experience Teacher Passed with one year teaching experience.  
                                3) B.Ed. |
| 12 | Training system | Training System Per Week |

<table>
<thead>
<tr>
<th></th>
<th>Thoery</th>
<th>Practical</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>18 Hours</td>
<td>24 Hours</td>
<td>42 Hours</td>
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<table>
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<tr>
<th>Sr. No.</th>
<th>Paper Code</th>
<th>Name of Subject</th>
<th>TH/PR</th>
<th>Hours</th>
<th>Max. Marks</th>
<th>Min. Marks</th>
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<tr>
<td>01</td>
<td>40920311</td>
<td>Card Board &amp; Card Paper work</td>
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<td>3 hours</td>
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<td>02</td>
<td>40920312</td>
<td>Theory of Work Experience</td>
<td>TH-II</td>
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<td>03</td>
<td>40920313</td>
<td>Education Psychology &amp; Education Technique</td>
<td>TH-III</td>
<td>3 hours</td>
<td>100</td>
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<td>04</td>
<td>40920321</td>
<td>Card Board &amp; Card Paper work</td>
<td>PR-I</td>
<td>3 hours</td>
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<td>50</td>
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<tr>
<td>05</td>
<td>40920322</td>
<td>Screen Printing &amp; other Work Experience</td>
<td>PR-II</td>
<td>3 hours</td>
<td>100</td>
<td>50</td>
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<tr>
<td>06</td>
<td>40920323</td>
<td>Drawing &amp; Clay Work &amp; Computer</td>
<td>PR-III</td>
<td>3 hours</td>
<td>100</td>
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<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
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<td>600</td>
<td>255</td>
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</table>
SYLLABUS

(Note: Theory and practical go hand in hand and wherever necessary practicals can be taken and recorded by students)

Subject : Cardboard and Card paper - Theory - I

Unit 1 : Tools

A) Different types of tools used in preparing hand craft, their names, classification, uses, care and precautions while using it.

Unit 2 : Hand Craft

A) History of Handcraft, characteristics, Nature and Purpose
B) History of paper, types and method of preparations.
C) Method of making cardboard, types and uses.
D) Care while doing cardboard things.
E) Making different articles using models.
F) Work experience - daily work, Occasional, Special work, Production work, and their information.

Unit 3 : Book Binding

A) Materials used for sticking their information.
B) History of books-binding, sticking of books, types of book-binding and material.
C) Repairing of old books.
D) Preparation of book after binding, material and uses.

Unit 4 : Drawing and Clay work

A) Colour and information on colour scheme.
B) Primary & Secondary colours, different cubical shapes.
C) Types of clay and their characteristics.
D) Tools used for making clay articles.
E) Methods and care while using clay
**Unit 5: Screen Painting**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A)</td>
<td>Screen Painting - Origin and development</td>
</tr>
<tr>
<td>B)</td>
<td>Materials</td>
</tr>
<tr>
<td>C)</td>
<td>Netted cloth</td>
</tr>
<tr>
<td>D)</td>
<td>Net fitted on wooden frame</td>
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<tr>
<td>E)</td>
<td>Ink for screen printing</td>
</tr>
<tr>
<td>F)</td>
<td>Scope of screen printing.</td>
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<tr>
<td>G)</td>
<td>Proper Pictures for printing &amp; their information</td>
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</table>

**Unit 6: Music An Introduction**

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<table>
<thead>
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<tr>
<td>A)</td>
<td>Dance Drama.</td>
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<tr>
<td>B)</td>
<td>Singing, Playing.</td>
</tr>
<tr>
<td>C)</td>
<td>Screen Play an information.</td>
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<tr>
<td>D)</td>
<td>Indian Music and information.</td>
</tr>
<tr>
<td>E)</td>
<td>Combination of Sur with Taal.</td>
</tr>
<tr>
<td>F)</td>
<td>Patriotic songs in different languages</td>
</tr>
<tr>
<td>G)</td>
<td>Presenting Drama on a seen accusation.</td>
</tr>
<tr>
<td>H)</td>
<td>Presentation of collected articles.</td>
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</tbody>
</table>

**Unit 7: Moral Education Patriotism**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A)</td>
<td>National Integrity</td>
</tr>
<tr>
<td>B)</td>
<td>Secularism</td>
</tr>
<tr>
<td>C)</td>
<td>Fame</td>
</tr>
<tr>
<td>D)</td>
<td>Scientific attitude</td>
</tr>
<tr>
<td>E)</td>
<td>Courtesy</td>
</tr>
<tr>
<td>F)</td>
<td>Sensitive</td>
</tr>
<tr>
<td>G)</td>
<td>Punctuality</td>
</tr>
<tr>
<td>H)</td>
<td>Sophistication</td>
</tr>
</tbody>
</table>
### Unit 8: Environment

| A) Definition of Environment |
| B) Characteristics          |
| C) Nature                   |
| D) Geographical changes and environment |
| E) Four Principles of environments |
| F) Natural Environments     |
| G) Man made environments    |
| H) Air Pollution            |
| I) Water Pollution          |
| J) Environments & pollution |
| K) Sound pollution          |
| L) Waste water & sewage management |
| M) Sea pollution            |
| N) River pollution.         |

****
## SUBJECT : WORK EXPERIENCE  - Theory - II

### Unit 1: Work Experience

| A) What is experience? It’s scope in education, mental Development |
| B) School work experience’s characteristics and its classification. |
| C) School educational work experience and its characteristics. |

### Unit 2: Work experience Practical

| A) Preparation of chalk |
| B) Preparation of best out of waste. |
| C) Personal cleanliness & cleanliness of school and surrounding. |
| D) Village cleanliness, upkeep of trees and importance |
| E) Child welfare centers, Hospital visits, First Aid, and Importance of social work. |
| F) Proper disposal of waste, save environments importance of moral education and pot culture |
| G) Importance of handcraft exhibition organizing of exhibition |
| H) Information on paper mesh work business |
| I) Visit to related field industry |

### Unit 3: Steps in Teaching experience

| A) Direction |
| B) Execution |
| C) Trial and error method |
| D) |
| E) Preparation of part and assembly |
### Unit 4: Development of Skill

<table>
<thead>
<tr>
<th>A) How to develop skill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Determination of skills, minor details, clarity, speed of work and presentation.</td>
</tr>
<tr>
<td>C) How to measure skill?</td>
</tr>
<tr>
<td>D) Educational work and its importance</td>
</tr>
<tr>
<td>E) Selection of two subjects from work experience and which skills help to develop overall development and its importance.</td>
</tr>
</tbody>
</table>

### Unit 5:

| A) Balance between school subjects and work experience subjects |
| B) How to balance study? |
| C) Learning Teaching Produce improvement |

### Unit 6: Organization of Units

| A) Organization of units of two subjects of work experience, explanation and characteristics, changes, educational experience, materials required and gaining feedback. |

### Unit 7: Characteristics of Work Experience

| A) Habit of hard work |
| B) Social of Importance |
| C) Obtaining games |
| D) Importance in business field |
| E) Importance in production |
| F) Responsibility of social well being |
| G) Developments of hidden skills |
| H) Meeting needs of man |
| I) Focus of Business education |
Unit 8: Characteristics of work experience course

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A)</td>
<td>Introduction of production work</td>
</tr>
<tr>
<td>B)</td>
<td>Scientific and general view on various activities.</td>
</tr>
<tr>
<td>C)</td>
<td>Use of raw materials, resources and machinery.</td>
</tr>
<tr>
<td>D)</td>
<td>Supervision of Practical work</td>
</tr>
<tr>
<td>E)</td>
<td>Planning and organization of work</td>
</tr>
<tr>
<td>F)</td>
<td>Developments of production skills</td>
</tr>
<tr>
<td>G)</td>
<td>Importance of production work and social work</td>
</tr>
<tr>
<td>H)</td>
<td>Ability to self judge</td>
</tr>
<tr>
<td>I)</td>
<td>Closeness of nature and society</td>
</tr>
<tr>
<td>J)</td>
<td>Development of self respect, team work</td>
</tr>
<tr>
<td>K)</td>
<td>Earn and learn</td>
</tr>
</tbody>
</table>

Unit 9: Introduction of business world

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<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A)</td>
<td>Importance of work reduction in human life</td>
</tr>
<tr>
<td>B)</td>
<td>Human needs characteristics, types</td>
</tr>
<tr>
<td>C)</td>
<td>Various Businesses</td>
</tr>
<tr>
<td>D)</td>
<td>Necessary needs to start a business</td>
</tr>
<tr>
<td>E)</td>
<td>Courses on different business educations</td>
</tr>
<tr>
<td>F)</td>
<td>Importance of work experience from class 1^{st} - 8^{th}</td>
</tr>
<tr>
<td>G)</td>
<td>Importance of businessmen in society</td>
</tr>
</tbody>
</table>

*****
Unit 1: Method of Teaching and Technicality of work education

Direction Method:

A) Characteristics of direction method, units of teaching
B) Good and bad effect of Direction

Imitation Method

A. Lesson characteristics in method of imitation, teaching unit, study result, instrument for education, Evaluation, result of work, Scheme of Marks
B. Good and Bad effects of Imitation

Method of Attempt-error (Mistake)

A. Lesson characteristics in Method of Attempt-error (Mistake) teaching unit, study result, instrument for education, Evaluation, result of work, Scheme of Marks, Pre knowledge.
B. Good and Bad effects of Attempt-error (Mistake)

Analysis method.

A. Lesson characteristics in Analysis method, teaching unit, study result, instrument for education, Evaluation, result of work, Scheme of Marks’ Pre knowledge
B. Good and Bad effects of Analysis method.

Organization Method:

A. Lesson characteristics in Organization method, teaching unit, study result, instrument for education, Evaluation, result of work, Scheme of Marks’ Pre knowledge
B. Good and Bad effects of Organization method.
### Unit : 02. Effect of unit on learning work experience

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A.</td>
<td>Need</td>
</tr>
<tr>
<td>B.</td>
<td>Stimulus</td>
</tr>
<tr>
<td>C.</td>
<td>Interest</td>
</tr>
<tr>
<td>D.</td>
<td>Inspirational</td>
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</table>

### Unit : 03 Use of educational instruments and benefits of teaching and learning.

### Unit : 04 Teacher’s part and characteristics of practical education subjects.

### Unit : 05 Method micro teaching and Practice lesson

- **Practice lesson / annual lesson**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>Practice lesson of hard work and work experience.</td>
</tr>
<tr>
<td>B.</td>
<td>Importance of lesson observation.</td>
</tr>
<tr>
<td>C.</td>
<td>Taking lesson on 1\textsuperscript{st} to 8\textsuperscript{th} standard by card paper and colour paper.</td>
</tr>
</tbody>
</table>

- **Micro Teaching**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td>Introduction Skill</td>
</tr>
<tr>
<td>B.</td>
<td>Explanation skill</td>
</tr>
<tr>
<td>C.</td>
<td>Various stimulus Skill</td>
</tr>
<tr>
<td>D.</td>
<td>Black board writing skill</td>
</tr>
<tr>
<td>E.</td>
<td>Question skill</td>
</tr>
<tr>
<td>F.</td>
<td>Use of educational teaching Aids skill</td>
</tr>
<tr>
<td>G.</td>
<td>Example and to exemplify skill</td>
</tr>
<tr>
<td>H.</td>
<td>Concluding skill</td>
</tr>
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</table>

Details information about all above skills.

- **Division 2**

*Educational psychology and educational science*

01) Psychological nature and scope : Need of psychology to the teacher] Relation of Psychology and educational science
| 02 | Steps of development: Childhood, Youngster, Elders. |
| 03 | Effects of Units on development of person |
| 04 | Educational importance of Heredity and environment, Attentions and Interest |
| 05 | Attentions and interest |
| 06 | Easy tendency and general tendency, curiosity, and saving tendency knowledge |
| 07 | Thinking process and reasons of individualism |
| 08 | Learning process, memory, oblivion. |
| 09 | Rules of teaching |
| 10 | Boring and Tiredness, Imitations, Habit, discipline, IQ test, Imaginations, thinking, a plateau stage, attempt-error method, mental age, educational age, daily practice. |
| 11 | Hobbit’s Panchpadi: lesson observation of Hobbit’s Panchpadi. |
| 12 | Types of lesson, What is education?, Types of education, and goal, question is lesson’s soul. |
| 13 | Practical education, Hardwork education, Audio visual Aids, Teaching Aids and its importance, And importance of blackboard. |
| 14 | Question, Importance of question, family, House, School, Society, its importance in education of child, playway method. |
| 15 | Quality of ideal teachers |
| 16 | Good and bad results in examination system, practical education. |
| 17 | Importance handwork education |
| 18 | Health in school life, school discipline, cultural program awards. |
| 19 | Modern educational system. |
| 20 | Montessori Dalton’s method, Wardha educational system. |
| 21 | Educational formula: Easy to hard, concrete to abstract, knowable to unknown, unique to common. |
| 22 | School library, importance of school, importance of educational strips, Parent-teacher’s meeting, school time table, school office, etc... |
# Subjects: Cardboard and paper paperwork – Practical - I

## Cardboard work

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Square of Hexagonal table lamp shade</td>
</tr>
<tr>
<td>02</td>
<td>Letter rack</td>
</tr>
<tr>
<td>03</td>
<td>Square or rectangular tray</td>
</tr>
<tr>
<td>04</td>
<td>Square or rectangular box</td>
</tr>
<tr>
<td>05</td>
<td>Pencil box</td>
</tr>
<tr>
<td>06</td>
<td>Flower pot</td>
</tr>
<tr>
<td>07</td>
<td>Wall piece</td>
</tr>
<tr>
<td>08</td>
<td>Port folio</td>
</tr>
<tr>
<td>09</td>
<td>Letter</td>
</tr>
<tr>
<td>10</td>
<td>Best out of waste</td>
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## Book binding

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Notebook flesh cut</td>
</tr>
<tr>
<td>02</td>
<td>Double tape notebook</td>
</tr>
<tr>
<td>03</td>
<td>Quarter bound notebook</td>
</tr>
<tr>
<td>04</td>
<td>Half book bound notebook</td>
</tr>
<tr>
<td>05</td>
<td>Full bound notebook</td>
</tr>
<tr>
<td>06</td>
<td>Voucher file</td>
</tr>
<tr>
<td>07</td>
<td>Office file</td>
</tr>
<tr>
<td>08</td>
<td>Repairing of old notebook</td>
</tr>
<tr>
<td>09</td>
<td>Wire stitching</td>
</tr>
<tr>
<td>10</td>
<td>Multi section stitching</td>
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## Thermocol Cutting

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<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Cutting of various letters</td>
</tr>
<tr>
<td>02</td>
<td>Temple or house from thermocol</td>
</tr>
<tr>
<td>03</td>
<td>Cutting of thermocol designs</td>
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</table>
### Paperwork, Card Sheet Work, Preparation of Educational Material

#### Paperwork

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<th>Item</th>
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<tr>
<td>01</td>
<td>Paper Ornaments</td>
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<tr>
<td>02</td>
<td>Paper Envelops</td>
</tr>
<tr>
<td>03</td>
<td>Folded Fan</td>
</tr>
<tr>
<td>04</td>
<td>Preparation of Toran, Pataka, kites,</td>
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<tr>
<td>05</td>
<td>Paper dolls</td>
</tr>
<tr>
<td>06</td>
<td>Articles from mesh paper</td>
</tr>
<tr>
<td>07</td>
<td>Lantern</td>
</tr>
<tr>
<td>08</td>
<td>Wall flower pot</td>
</tr>
<tr>
<td>09</td>
<td>Photo frame</td>
</tr>
<tr>
<td>10</td>
<td>Bottle box</td>
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#### Card Sheet Work

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<tr>
<td>01</td>
<td>Hexagonal, triangular, Cube preparation</td>
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<tr>
<td>02</td>
<td>Sweet boxes</td>
</tr>
<tr>
<td>03</td>
<td>Triangular or square index</td>
</tr>
<tr>
<td>04</td>
<td>Pencil box</td>
</tr>
<tr>
<td>05</td>
<td>Various letters and design</td>
</tr>
<tr>
<td>06</td>
<td>Table, chair, T pot,</td>
</tr>
<tr>
<td>07</td>
<td>Car, Airplane</td>
</tr>
<tr>
<td>08</td>
<td>Stencil face</td>
</tr>
<tr>
<td>09</td>
<td>Hexagonal or square flower vase</td>
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<tr>
<td>10</td>
<td>Lantern or stars</td>
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#### Educational Material

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<td>01</td>
<td>Preparations of lesson according to units</td>
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<td>02</td>
<td>Shobhadarshak</td>
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<td>03</td>
<td>Periskop</td>
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*****
Subject: Screen printing and other work experience

Practical - II

Screen Printing

01) PVC Sticker
02) Transfers
03) Letter heads, visiting cards, invitations cards.
04) Paper sticker labels.
05) File sticker Labels
06) Use of velvet powder
07) Cloth board
08) Silk banners
09) Printed Circuit
10) Acrylic keychain and other items
11) Printing of front page
12) Printing on pen and refill
13) Printing on tin shed
14) Printing on thick front page
15) Bottle, jar, printing

Work experience

01) Repairing of chalk
02) Preparation of candles
03) Paper of flowers
04) Tooth power
05) Tree plantation
06) Save environment
07) Social and cultural activities
08) Exhibition of handcraft
09) Conservation and protection of trees
10) Daily activities
11) Cleanliness and upkeep of school
12) Personal cleanliness
13) Village cleanliness activity to be organized.

*****
**Subject : Drawing, Clay work, and computer education**

### Practical - III

#### Drawing

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<tbody>
<tr>
<td>01</td>
<td>Memory drawing</td>
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<tr>
<td>02</td>
<td>Nature Drawing</td>
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<tr>
<td>03</td>
<td>Man made nature</td>
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#### Clay work

<table>
<thead>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Animals</td>
</tr>
<tr>
<td>02</td>
<td>Birds</td>
</tr>
<tr>
<td>03</td>
<td>Utensils</td>
</tr>
<tr>
<td>04</td>
<td>Stencils</td>
</tr>
<tr>
<td>05</td>
<td>Idols</td>
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</table>

#### Computer education

<table>
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*****
**Material required for handcraft and work experience certificate course**

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**Raw Material for Practical**

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<td>Prof. Kailas Takle, Shree kala Prakashan, Krishna smurti, Ramwadi, Navpada, Thane-400602</td>
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<td>Prof. Sharad Keshav shahashrabuddhe, Vasant Book Stall Mumbai</td>
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