



# Gujarat Council of Vocational Training Gandhinagar



1. Name of Course:

**Name of Trade : Envelop making (6 Months)**  
**(for Persons with intellectual and Developmental Disabilities)**

N.C.O. No. for Skills Covered:  
(Please refer National Classification of  
Occupations -2004 available  
on [www.dget.nic.in](http://www.dget.nic.in))


2. Engineering OR Non-engineering : Non-engineering+

3. No. of students per batch: 10

4. Duration in Hours. : 4 Hours Daily

5. Duration in Month: 6 Months@ 24 hours/Week.= 576 Hours

6. Examination Scheme:

No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding Sessional)	Minimum Marks required for Passing (Excluding Sessional).	Sessional Marks if any.
Subject-1	Theory (Oral)	192	100	40	-
Subject-2	Practical	384	300	180	-

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	Educational -NIL (Disability Certificate From Competent Authority)
Desirable:	NIL

8. Minimum qualification for Trainer:

Minimum qualification (Essential):	Diploma in Special Education (MR/Autism/CP/MD)
Desirable:	B.Ed.in Special Education (MR/Autism/CP/MD) ,Training in Art & Craft







## Gujarat Council of Vocational Training Gandhinagar



### 9. Syllabus Committee Members:

Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1	Mr. B.R.Vyas	ITI Gandhinagar	Principal Class-2	DME, DEE, PDPE	28 Yrs	
2	Mr. J.M.Kanani	ITI Gandhinagar	Co-Ordinator	ITI, B.A.	30 Yrs	
3	Mr. R.B.Thakkar	Sadhna Parents Association Gandhinagar	Vice President	Sadhna Parents Association Gandhinagar	37 Yrs	
4	Mr. Jignesh Raval	Special Olympics Gujarat	Special Educator	Diploma in Special Education	11 Yrs	
5	Mr. Ajitbhai S. Gurjar	Sadhna Vocational Training Center Gandhinagar	Special Educator	B.Ed. in Special Education (M.R.)	10 Yrs	
6	Mr. B.M.Chauhan	Sadhna Parents Association Gandhinagar	General Secretary	Sadhna Parents Association Gandhinagar	25 Yrs	

### 10. Terminal Skills of trainee: (Should be well defined and having reference to NCO):

The trainee, after successful completion of training, will have following skills...

1. Identification of different types of paper, wax, clay, shapes, colours and sizes
2. Skills of paper folding, pasting, threading, punching and cutting
3. Counting, Measurement, weight, temperature, arrangements of mould and pouring, Money concept
4. Understanding of common dangerous and safety measures
5. Decoration, Packing and stacking
6. Marketing, sale, Bill making, Communication
7. Making of donna and paper plates

(please attach separate sheet, if more space is required)







**Gujarat Council of Vocational Training**  
**Gandhinagar**



**Name of Trade : Envelop making (6 Months)**  
**(for Persons with intellectual and Developmental Disabilities)**

11. Approximate cost of Tools  
/ Equipments / Machinery for  
starting one batch of the course:

Rupees 50000

Reference Year -  
2015

12. Area required for practical / Workshop for one batch.-

20 Sq. Meter

13. Minimum Power connection

2 K.W.

14.1 No of items in Standard list of Machinery:

14.1.1. Page NO

0

14.2 No of items in Standard list of Shop outfit:

14.2.1. Page NO 4

9

14.3 No of items in Standard list of Trainee Toll-Kit:

14.1.1 Page NO

0

\*\*\*\*\* FOR OFFICIAL USE \*\*\*\*\*

Approved by GCVT in Governing Body meeting on :

6.3.2016

Syllabus implemented w.e.f. admission session

next session

Revision History :

1. Revision No..... Revision Date.
2. Revision No..... Revision Date.
3. Revision No..... Revision Date.







**Gujarat Council of Vocational Training**  
**Gandhinagar**



**Standard List of Machinery-Equipment/Shop-outfit/ or Trainee Toolkit**  
**Name of the Trade of : Envelop making (6 Months)**

Sr. No.	Description of Item with detailed specifications	Item type i.e. Machinery / Equipment OR Shop Outfit OR Trainee Toolkit	Quantity Required per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required
					(Total of previous two columns)
1	Paper (News paper)		360 Kg	40Kg	400 Kg
2	Fancy Paper		500 Sheets	100 Sheets	600 Sheets
3	Adhesive		10 kg	2 kg	12 kg
4	Cello tap		100	10	110
5	Packaging bags/Box		900	100	1000
6	Decoration material (For All Skills)		10	1	11
7	Paint Brush of different sizes		10 sets	1Set	11 Sets
8	Plastic containers (Different sizes)		10	1	11
9	Stationery for Training		10 rim	1 Rim	11 Rim

(As many sheets as required should be used to accommodate all items)







**Gujarat Council of Vocational Training**  
**Gandhinagar**



**Name of Syllabus : Envelop making (6 Months)**

**Sector :**

**Terminal Competency :**

Week No.	Theory	Practical
1-2	Introduction of course	Identification of Envelops
3-4	Use of Envelops	Use of Envelops
5-6	Identification of Raw materials & Machineries for Envelops	Caution of using Raw materials & Machineries Envelops
7-8	Understanding of different types of Papers/ Envelops	Learning to cut papers Envelops
9-10	Learning to cut papers for Envelops	Learning to cut papers Envelops
11-13	How to make Envelops	Learning to pest papers with gum
14-15	Measurement of papers Envelops	Keeping of Envelops
16-18	Repeat of Theory	Repeat of Practical
19-20	Counting	Packaging
21-22	Marketing, Selling	Marketing, Selling
23-24	Evaluation	Evaluation
25	Examination	Examination

