

## Syllabus for\_Paper Bag Maker

<b>Course Name</b>	<b>Paper Bag Maker</b>
<b>Course Code</b>	<b>SGJ/2024/PBMA/431</b>
<b>Sector</b>	<b>Green Jobs</b>
<b>Occupation</b>	<b>Paper Bag Maker</b>
<b>Job Description</b>	<b>A Paper Bag Maker is responsible for making Paper Bag by performing manual tasks. They handle materials such as kraft or recycled paper and ensure quality standards are met during the cutting, folding and assemble processes. They also responsible for applying logos, block printing as per customer specifications.</b>
<b>Course Duration</b>	<b>Total Duration 80 Hrs. (T-28, P-32, OJT-20)</b>
<b>Trainees' Entry Qualification</b>	<ul style="list-style-type: none"> <li>No formal education</li> <li>May require ability to read and write for some qualifications</li> </ul>
<b>Trainers Qualification</b>	B.Tech Or Diploma In Packaging Technology / Mechanical Engineering / Chemical Engineering with 2 Yrs relevant experience/Graduate with any discipline 5 years relevant experience.

**Structure of Course:**

<b>Module No.</b>	<b>Module name</b>	<b>Outcome</b>	<b>Compulsory/ Elective</b>	<b>Theory (Hrs)</b>	<b>Practical (Hrs)</b>	<b>OJT (Hrs.)</b>	<b>Total (Hrs) [Multiple of 30]</b>
1	<b>Introduction to Paper Bag Making</b>	Identify different types paper and their GSM, including repurposed materials and the key phases of bag production.	Compulsory	12	8		20
2	<b>Techniques and Customization</b>	Select appropriate paper dimensions and cutting measurements and accurately cut, mark, crease and fold paper for bag production.	Compulsory	8	12		20
3	<b>Sourcing, Design and Sales</b>	Create unique logos and blocks for printing in the paper bag	Compulsory	4	6		10
4	<b>Costing &amp; Sales</b>	Estimate the cost of paper Bag Making		4	6		10
5	<b>OJT</b>	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	Compulsory			20	20
		Total		28	32	20	80

**Detailed Syllabus:****Module 1: Introduction to Paper Bag Making**

**Outcome:** Identify different types paper and their GSM, including repurposed materials and the key phases of bag production.

**Theory Content (12 Hours)**

1. **Common Paper Types Used in Bag Making**
  - Understanding Kraft paper, art paper and recycled paper, their properties and applications in bag making.
2. **Types and Origins of Paper**
  - Exploring the history and origins of different types of paper, including newsprint and magazine paper.
3. **Identify Grams per Square Meter (GSM) of Various Papers**
  - Understanding GSM and its relevance to paper strength and suitability for different types of bags.
4. **Use of Repurposed/Processed Paper in Bag Manufacturing**
  - Discussing the benefits and methods of using repurposed or processed paper for making eco-friendly bags.
5. **Reach and Objectives of Using Paper Bags**
  - Analyzing the demand for paper bags in various sectors and their environmental impact as an alternative to plastic.
6. **Identifying Demand for Paper Bags**
  - Understanding market demand across different sectors: shops, retail outlets, wholesale outlets, and high-end brands.
7. **Identifying Sources of Different Types of Paper**
  - Exploring sources and suppliers of various types of paper suitable for bag production.
8. **Identifying Sources of Raw Materials**
  - Learning where to source essential raw materials like eyelets, laces, tags, and other embellishments.

**Practical Content (8 Hours)**

1. Examine and compare the texture, strength and flexibility of Kraft, art and recycled paper
2. Measure the GSM of different paper samples using a digital scale
3. Create bags from repurposed or processed paper and assess the eco-friendliness and strength of the final product
4. Visit retail, wholesale and high-end stores to analyse current demand for paper bags, record the types of bags used and compile market insights.
5. Identify local suppliers of different types of paper, collect samples
6. Identify cost-effectiveness and quality for bag manufacturing.

**Module 2 : Techniques and Customization**

**Outcomes:** Select appropriate paper dimensions and cutting measurements and accurately cut, mark, crease and fold paper for bag production.

**Theory Content (8 Hours)**

1. **List out Different Types of Paper**
  - Introduction to various paper types (Kraft paper, art paper, recycled paper, etc.) used in bag making.
2. **Explain How to Select the Appropriate Paper Based on BF, GSM**

- Exploring the relationship between Burst Factor (BF) and GSM and how to choose paper for specific bag designs.
- 3. **Select Dimensions of the Paper Bag**
  - Theoretical session on determining the right size and dimensions for different types of paper bags based on usage.
- 4. **Select Appropriate Cutting Measurements**
  - Learning how to calculate and determine precise cutting measurements to ensure minimal waste and accuracy.

### **Practical Content (12 Hours)**

1. **Cut the Paper as per Selected Dimensions**
  - Hands-on activity to cut the paper accurately based on the selected dimensions for the desired bag size.
2. **Mark the Paper as per Required Dimensions**
  - Marking the cut paper to guide the folding, creasing, and assembling processes.
3. **Crease the Paper**
  - Practice making clean and accurate creases to prepare for folding and assembling the paper bag.
4. **Fold Paper Based on the Creasing**
  - Learn how to fold paper neatly along the creases for a well-formed paper bag structure.
5. **Making Gum at Home**
  - Practical demonstration of making homemade gum/glue for assembling the paper bags.
6. **Applying Gum to Finish the Base Envelope**
  - Applying the homemade gum to assemble the base of the paper bag and complete its structure.
7. **Step-by-step practical training on the process of paper bag manufacturing:**
  1. Selecting appropriate paper.
  2. Measuring and cutting the paper.
  3. Folding and creasing.
  4. Applying adhesive (gum).
  5. Final assembly of the paper bag.
8. **Making Handmade Paper**
  - Hands-on training on making your own paper from scratch, focusing on techniques, materials, and processes for high-quality handmade paper.

### **Module 3: Logos & Block Printing**

**Outcome:** Create unique logos and blocks for printing in the paper bag

### **Theory Content (4 Hours)**

1. Role of logos and block printing in the paper bag
2. Key element of logo design, including colour, typography, shapes and their impact in the bag
3. Types of inks for printing on paper bags
4. Importance of proper logo placement on paper bags to ensure visibility, symmetry and balance
5. Different printing methods viz. screen printing, block printing, digital printing etc.
6. Eco friendly printing techniques

### **Practical Content (6 Hours)**

1. **Creating a Logo**
  - Practical session on designing a logo that reflects individual personality and identity, incorporating elements of branding.

2. **Designing Blocks for Differentiation**
  - Developing custom block designs for printing on paper bags to create unique, differentiated products.
3. **Create Your Own Designs for Blocks and Prepare Them**
  - Design and prepare custom blocks for printing that make the bags unique and stand out in the market.
4. **Do Block Printing to Make the Envelope Look Unique**
  - Applying block printing techniques to decorate and differentiate the paper bag with custom designs.

#### **Module 4: Costing & Sales: 10 hours**

**Outcome:** Estimate the cost of paper Bag Making

##### **Theory Content (4 Hours)**

1. Importance of accurate cost estimation in the Paper Bag Making
2. Various cost factors involved in paper bag production, such as raw material costs (paper, ink, embellishments), labor, machinery, utilities and overhead costs (rent, electricity, maintenance).
3. Calculate the cost of different types of paper, printing materials
4. Identify different profit margins for different category of bag
5. Explanation of tax implications (local GST/VAT rates).
6. Demonstrate how to prepare quotation and invoice format for bulk orders.
7. Overview of payment collection methods (online and offline) and setting up effective payment systems for customers.
8. Analyse market trends and customer preference

##### **Practical Content (6 Hours)**

1. Calculate the cost of different types of paper. Create a sample costing sheet
2. Calculate overhead cost and allocate them per unit bags produced
3. Set selling price with profit margin
4. Develop a sales plan
5. Draft a sample invoice with itemized costs, Taxes and payment terms for a customer order
6. Set up effective payment method for customer off line/online.
7. Generate quotation for bulk orders
8. Promote product through social media and digital marketing
9. Identify potential risks related to operations, finance and customer safety
10. Implement secure procedures for managing bank transactions

#### **Module 5: OJT (20 hours)**

#### **Learning Outcome – Assessment Criteria**

Module No.	Outcome	Assessment Criteria
1	Identify different types paper and their GSM, including repurposed materials and the key phases of bag production.	<p><b>After completion of this module students will be able to:</b></p> <p>1.1 Identify and differentiate between various types of paper, including repurposed materials.</p> <p>1.2 Select appropriate paper based on bag requirements.</p> <p>1.3 Explain the key phases of paper bag production.</p> <p>1.4 Explain the objectives and environmental impact of using paper bags.</p> <p>1.5 Identify the demand of paper bags in different sectors.</p> <p>1.6 Identify paper types and selects appropriate GSM</p> <p>1.7 Identify local suppliers of different types of paper</p>
2	Select appropriate paper dimensions and cutting measurements and accurately cut, mark, crease and fold paper for bag production.	<p><b>After completion of this module students will be able to:</b></p> <p>2.1 Measures and cuts paper precisely to required dimensions.</p> <p>2.2 Neatly creases and folds paper along marked lines.</p> <p>2.3 Prepares and applies homemade gum effectively.</p> <p>2.4 Creates and applies custom block designs accurately.</p> <p>2.5 Apply block printing techniques to decorate the paper bags</p>
3	Create unique logos and blocks for printing in the paper bag	<p><b>After completion of this module students will be able to:</b></p> <p>3.1 Explain the role of logos and block printing for branding of paper bags.</p> <p>3.2 Select the logo design, including the use of color, typography and shapes</p> <p>3.3 Check for familiarity with various types of inks suitable for printing on paper bags</p> <p>3.4 Select appropriate logo placement on the bag for visibility, symmetry and balance.</p> <p>3.5 Create custom block designs for paper bag differentiation.</p> <p>3.6 Evaluate the process and quality of preparing custom blocks for printing.</p> <p>3.7 Identify the practical application of block printing techniques in making the paper bag look unique and marketable.</p>

Module No.	Outcome	Assessment Criteria
4	Estimate the cost of paper Bag Making	4.1 Calculate the cost of paper, printing materials for paper bag making 4.2 Identify various cost factors such as labors. Machinery, utilities and overhead costs 4.3 Allocate the cost per unit of bags produced to ensure accurate cost estimation 4.4 Set selling prices with appropriate profit margins 4.5 Draft a simple invoice with itemize costs including taxes 4.6 Implement effective online and offline payment methods 4.7 Prepare professional quotation for bulk orders detailing cost breakdowns and payment terms
5	OJT	Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).

**List of Tools, Equipment & materials needed for 30 Trainees (Practical)**

SI No	Items Name	Specification	Qty
1	Papers for bag-making	Brown Paper, old Newspaper	100 each
2	Eyelets	Metal	300
3	Laces and buttons	Variety of laces and buttons	30
4	Hardboard	To make the base of the bags	100
5	Arrowroot powder/flour	Normal available in the market	5 kg
6	Plastic scissors	Scissors without sharp edges	5
7	Scales	Metal scales	5
8	Wooden Blocks	Variety of blocks for printing	10
9	Threads	For making handles of bags	100
10	Pencils	Normal pencils	10
11	Handmade papers	Variety of handmade papers	30 sheets

**Marks Distribution**

Outcome	Outcome Code	Total Th hrs	Total Pr hrs	Total OJT hrs
Identify different types paper and their GSM, including repurposed materials and the key phases of bag production.	SGJ/1409/OC1	70	190	0
Select appropriate paper dimensions and cutting measurements and accurately cut, mark, crease and fold paper for bag production.	SGJ/1409/OC2	50	220	0
Create unique logos and blocks for printing in the paper bag	SGJ/1409/OC3	40	170	0
Estimate the cost of paper Bag Making	SGJ/1409/OC4	40	170	0
Work in real job situation with special emphasis on basic safety and hazards in this domain (OJT).	SGJ/1409/OC5	0	0	50