

Rajasthan Skill & Livelihoods Development Corporation

1. Module Name	Manufacturing of Donnas and Plates
2. Sector	Paper Products
3. Entry Qualification	Minimum 5 th Pass
4. Minimum Age (in years)	15
5. Duration	29 days/ 174 hrs.
6. Provision of Tool kit	No
7. Terminal Competency	<p>After completion of the course the trainee will be able to:</p> <ul style="list-style-type: none"> • familiarize with different kinds of craft paper/ metalized film and laminated sheets; • procure raw material; • laminate craft paper; • cut sheets and circles from bulk laminated roll in size, as per need; • convert circular sheets to donna and plates of different sizes & patterns; • carry out finishing of dona and plates; • undertake quality checking and testing; • carry out packaging and storing; • collect orders and maintain records;

	Approx. hrs.
8. Registration, Inauguration, introduction and objectives of the course	2

9. Course content			
Practical competencies	Approx. hrs.	Underpinning Knowledge (Theory)	Approx. hrs.
• Procurement of raw materials as utility of Paper Products.	6	<ul style="list-style-type: none"> • Knowledge of different kinds of craft paper (180 GSM to 240 GSM). • Different types of metalized film from 6 to 12 micron. • Laminated sheets of different weights. 	6
• Lamination of craft paper for Donas and plates.	10		
• Sheet cutting from bulk laminated roll.	10		
• Circle cutting of sheets in the sizes of 6" and 12" dia. from laminated sheets.	18		
• Converting of circular laminated sheets to Dona and Plates (plain and three sections etc.) in dies.	18		
<ul style="list-style-type: none"> • Donas & Plate finishing in all. • Quality Checking / Testing of different Donas & Plate by materials, pasting, measurement & weight. • Practice on packaging & storing. 	30	<ul style="list-style-type: none"> • Concept of Hygiene and Quality assurance. • Method of proper packaging of finished products & proper storing. 	6

<ul style="list-style-type: none"> Practice on collection of orders and delivery of Paper Products. 	4	<ul style="list-style-type: none"> Maintaining various records and filling up format for booking of Donas & Plate Products for selling. 	6
<ul style="list-style-type: none"> Safety measures for handling various Donas & Plate Products machineries & accessories. 	4	<ul style="list-style-type: none"> Environmental concern & Pollution measure in Paper Products Workshop. 	4
		Entrepreneurship & Soft Skills and Computer Literacy Module:	0
		<ul style="list-style-type: none"> Entrepreneurship – its necessity and charms of being an entrepreneur. 	1
		<ul style="list-style-type: none"> Who is an entrepreneur and characteristics of a successful Entrepreneur? 	2
		<ul style="list-style-type: none"> How to identify Business opportunities? 	2
		<ul style="list-style-type: none"> Steps for setting up a small scale venture. 	1
		<ul style="list-style-type: none"> Institutional support for entrepreneurship (whom to contact for what) 	2
		<ul style="list-style-type: none"> Government (Central/ State) Schemes and assistance from Banks/ other financial institutions - Procedures and formalities for getting loan. 	2
		<ul style="list-style-type: none"> How to prepare Business plan? 	2
		<ul style="list-style-type: none"> Financial literacy-Costing, Pricing, Profitability and Break Even Analysis. 	2
		<ul style="list-style-type: none"> Cash management in small enterprises. 	2
		<ul style="list-style-type: none"> Accounting and Book Keeping 	2
		<ul style="list-style-type: none"> Introduction to Taxation 	1
		<ul style="list-style-type: none"> Shop and Establishment Act and its provisions. 	1
		<ul style="list-style-type: none"> Creativity, Problem solving & decision making. 	1
		<ul style="list-style-type: none"> Common mistakes generally made by entrepreneurs. 	1
		<ul style="list-style-type: none"> Interaction with successful entrepreneur and success stories. 	2
		<ul style="list-style-type: none"> Communication and Negotiation skills. 	1
		<ul style="list-style-type: none"> Interpersonal skills 	1
		<ul style="list-style-type: none"> How to Deal with customer attitude – Effective selling. 	1

		<ul style="list-style-type: none"> Marketing – Basic concepts/ Skills and effective mode of advertising. 	1	
		<ul style="list-style-type: none"> Introduction to e-commerce. 	2	
Computer Fundamentals Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders & Settings - Folder Views, Accessibility Settings	2	Computer Fundamentals, MS-Office & Internet Introduction to Computers History of Computers Components of Hardware Peripherals	1	
MS Word Creating, Organizing & Formatting Content Collaborating – Merge, Insert, View, Edit, Track Mode etc. Formatting & Managing Documents	4	Concept of Operating System – Windows XP, Exploring & Configuring the Windows XP Desktop Environment-Customize the Desktop, Start Menu, and Taskbar etc. Configuring & Migrating Files, Folders	1	
MS Excel Creating, Analyzing & Formatting Data & Content Collaborating - Insert, View, Edit etc. Managing Workbooks	3	Settings - Folder Views, Accessibility Settings Features of Windows XP Understanding concepts of Word processing using MS-Word Understanding concepts of Electronic spreadsheet and various types of entries in it	1	
MS PowerPoint Creating & Formatting Content Collaborating - Track, Edit, Add, Delete Comments, Merge Managing & Delivering Presentations	3			
Internet Concepts Opening websites and downloading data Writing, reading and sending emails	4	Understanding concepts of URL Creating and Opening an E-mail account. Receiving and sending emails Searching information on Internet.	1	
Approx. Total Practical hours	116	Approx. Total Theory hours	56	
			Grand Total (2+116+56)	174

10. Tools, Equipments and Material for a batch of 30 trainees		
S.No.	Item	Quantity
1	Roll to roll attachment for lamination machine	1 no.
2	Lamination machine Width 32", 2HP Or 3 HP Variable Speed Motor, Pulley belt and complete Electric panel.	1 no.
3	Rotary Reel to Sheet Cutter with Gear Box Motor Pulley belt and width 32".	1 no.
4	Circular Laminated Sheet Cutting Machine with Motor 36" width.	1 no.
5	Dona paper cutting die 6" dia.	1 no.
6	Paper plate cutting die - 12" dia.	1 no.
7	Hand press machine One ton capacity for Dona making size 6" (No.5 & 6)	5 nos.
8	Dona dies 12-13 kg. 6" dia.	5 nos.
9	Ice Cream Die 4", 5"	5 nos.

10	Hand press machine 3 ton capacity for Plate making size 12".	5 nos.
11	Paper plate dies 15-17 kg, 12" dia.	5 nos.
12	Paper plate die, three section 15-17 kg, 12" dia.	5 nos.
13	Manual as well as power operated paper cutting machine, width 36".	1 no.

S.No.	Item	Quantity	S.No.	Item	Quantity
	Hardware			Software:	
1	Computers/Laptops	10 (one for three trainee)	6	Microsoft Windows 7/8/10 or UNIX/ LINUX or latest software	For all Systems
2	Power backup	For all Systems	7	Microsoft Office 2007/ 2010/ 2013 or latest software	For all Systems
3	Inkjet/Laser Printer (Network/USB Printer)	1	8	Antivirus Software (TVD/ Norton/ Quick Heal Total Security/ Kaspersky/ Any Popular brand)	For all Systems
4	Speaker	1	9	Internet Connection	For all Systems
5	Spare H/W components	As per requirement			