# Syllabus for the trade of

## PLASTIC PROCESSING OPERATOR

(SEMESTER PATTERN)

#### **UNDER**

## CRAFTSMEN TRAINING SCHEME

Revised in: 2015

By Government of India

### **Central Staff Training and Research Institute**

Directorate General of Training
Ministry of Skill Development and Entrepreneurship
EN -81, Sector-V, Salt Lake City,
Kolkata-700091

# List of the Trade Committee Members for the trade of PLASTIC PROCESSING OPERATOR held on 06.4.2015 and 27.04.2015 held at DVE&T, Mumbai and Industrial Training Institute, Aurangabad, Maharashtra

SR.NO.	NAME & DESIGNATION	REPRESENTING	REMARKS
		ORGANIZATION WITH FULL ADDRESS	
1.	Mr. M. K. Mandal.	CIPET, Aurangabad	Member
	Manager (Project)		
2.	Mr. MiliindkumarBharne	CIPET, Aurangabad	Member
	Manager (P/T)		
3.	Mr. Pravin B Bachhav	CIPET, Aurangabad	Member
	Sr. Technical Officer (P/T)		
4.	Mr. S. K. Apte	A.V.T.S. Pune-07	Member
	Training Officer A.V.T.S. Plastic		
	Processing.		
5.	Mr. R. V. Mandake	I.T.I. Aundh, Pune-07	Member
	Instructor (PPO)		
6.	Mr. N. V. Kumbhar	I.T.I. Aundh, Pune-07	Member
	Instructor (PPO)		
7.	Mr. S. M. Shirsat	I.T.I. Kolhapur	Member
	Instructor (PPO)		
8.	Mr. D. M. Maharnvar	I.T.I. Satara	Member
	Instructor (PPO)		
9.	Mr. P. Y. Bagade	I.T.I. Satara	Member
	Instructor (PPO)		
10.	Mr. S. T. Thube	I.T.I.JalgaonDist-Nashik	Member
	Instructor (PPO)		
11.	Mr. G. C. Randive	I.T.I.JalgaonDist-Nashik	Member
	Instructor (PPO)		
12.	Mr. V. S. Nalavade	I.T.I. Nashik	Member
	Instructor (PPO)		
13.	Mr. B. G. Jadhav	I.T.I. Parbhani	Member
	Instructor (PPO)		

## List of the Members of Trade Committee Meeting for the trade of PLASTIC PROCESSING OPERATOR

#### held on 02nd July, 2015 at Industrial Training Institute, Maninagar, Ahmedabad, Gujarat

SR.NO.	NAME & DESIGNATION	REPRESENTING	REMARKS	
		ORGANIZATION WITH FULL ADDRESS		
1.	Shri Sanjay Kumar	CSTARI, Kolkatta	Chairman	
	Joint Director of Trg			
2.	Shri L. K. Mukherjee	CSTARI, Kolkatta	Member	
	Dy. Director of Trg			
3.	Shri A. C. Muliyana	Directorate of Employment & Training,	Member	
	Dy. Director	Gandhinagar		
4.	Shri G. N. Parekh	Directorate of Employment & Training,	Member	
	Dy. Director	Gandhinagar		
5.	Shri Vikas K Deo	Windsor, Ahmedabad	Member	
	Sr. Manager Business			
	Development			
6.	Shri B. J.Prajapati	Precision Rotogravure Pvt. Ltd.,	Member	
	Director	Ahmedabad		
7.	Shri Paritosh P Diwasali	CIPET, Ahmedabad	Member	
	Sr. Tech. Officer			
8.	Shri N. R. Parikh	ITI Kheda	Member	
	Principal			
9.	Shri Patel Pragnesh B	ITI Sarkhej, Ahmedabad	Member	
	GI – PPO			
10.	Shri B. J. Patel	ITI Kubernagar, Ahmedabad	Member	
	GI – PPO			
11.	Shri A. V. Modi	ITI Kubernagar, Ahmedabad	Member	
	GI – PPO			
12.	Shri K. V. Vyas	ITI Kubernagar, Ahmedabad	Member	
	GI – PPO			

#### **GENERAL INFORMATION**

1. Name of the Trade : PLASTIC PROCESSING OPERATOR

2. NCO Code No. :

3. Duration : 1 Year Course with 2 Semesters of 6 months each

4. Power Norms : 13.6 Kw

5. Space Norms : 300 Square Meter

6. Entry qualification : Passed 10<sup>th</sup> Class Examination under 10+2 system with

Science and Mathematics

7. Unit Size (No. of Trainees) : 16

8. Instructor Qualification : a. Degree in Plastic Technology/ Engineering from

recognized University with one year experience

OR

b. Diploma in Plastic Technology/ Engineering from recognized

board of Technical Education with 2 years post qualification

experience in relevant field

OR

c.  ${\bf 10}^{\rm th}$  Class Passed and NTC / NAC in Trade with 3 years post

qualification experience in the relevant field

9. Desirable : CIC in the trade.

Note: - At least one instructor must have Degree/ Diploma in the relevant field.

	SYLLABUS OF THE						
	PLASTIC PROCESSING TECHNICIAN UNDER CTS						
301 1-	SEMESTER TRADE PRACTICAL						
Week No.	TRADE PRACTICAL	TRADE THEORY					
1	Familiarization with the institute, importance of trade training, machinery used in the trade, types of jobs made by the trainees in the trade: introduction to safety and firefighting equipment and their use related to plastic processing	SAFETY: Introduction about safety, firefighting equipment its precautions observed in the section. Introduction about occupational health hazards followed in plastic industries					
2	Marking, Hacksawing, Filing on mild steel flat as per required dimensions using steel rule, calipers, punches etc.	Linear measuring tools. Introduction to hand tools used for marking, punching, sawing, filing etc. marking table.					
3	Practice of drilling (through & blind holes) on flat surfaces. Forming internal threads with taps to standard size and preparing studs and bolts	Bench vice-its types and parts. Files – its description types, grades & cut. Hacksaw - its type use and care.					
4	Do	Introduction to dies and taps its use and care. Introduction to precision measuring instruments - Vernier caliper, micrometer, height gauge, bevel protector. Least count calculation and its measurements.					
5 & 6	Safety precaution and first aid about electricity while working on machines. Basic knowledge about fixing and connecting of electrical accessories like switches, holders, fuse, plug sockets on electrical board. Identification & applications of electronic components used in plastic processing machines.	Safety precaution and first aid while working on machine. Drilling machines-its type – (portable, bench type, and pillar type), parts & working procedure.					
7 & 8	Making hydraulic and pneumatic circuits by using flow control valves, pressure control valves. Logic valves, pumps and compressor.	Operating and maintenance of hydraulic and pneumatic components- flow control valves, pressure control valves. Logic valves, pumps and compressor.					
9 & 10	TESTING OF VARIOUS PLASTICS MATERIAL:  Tensile test, Compressive test, Shear test, Hardness test, MFI test, Melting point test.  Demo on Impact test, Cup flow test, Water absorption test, Haze, Gloss etc.	IDENTIFICATION OF VARIOUS PLASTICS MATERIAL THERMO PLASTIC: PE,PP,ABS,POM,SAN,PMMA,PS,PC,NYLON,PVC,PET,CN,CA,CAP,PBT &THERMOSETTING PLASTIC: PF,MF,UF,EPOXY,SILICON,POLYESTER RESIN,SMC,DMC) its properties and applications. Processed data sheet of deferent plastic manufacturing.					
11,12 & 13	INJECTION MOULDING: Familiarization with the basic idea of mechanical electrical and hydraulic system of injection moulding machines in IRO and its different parts and their respective functions.  Operating and controlling of injection moulding machine in IRO & TRO (fitting of mould ejector, locking and cooling of mould, adjusting feed of screw or ram, temperature controlling, fitting and adjusting nozzle, controlling of injection pressure and speed). Parameters setting.	INJECTION MOULDING: Introduction to Injection Moulding Process. Introduction about injection moulding machine — its types (plunger type, screw type electric, co-injection moulding machine). Description about different types of injection Moulds and its parts. Processing defects, causes, remedies.  Trouble shooting of injection moulding machine.					
14 & 15	Microprocessor Controlled & PLC Injection Moulding Machine Machine setting procedure, setting for process-parameters. Types of moulds Types of runners and gates.	Microprocessor Controlled & PLC Injection Moulding machine. Introduction to basic concepts of Micro-processor control, comparison of Micro-processor controlled machine with conventional machine. Introduction to basic principles & features of Thermoset Injection Moulding Process, All electrical Injection Moulding Machines, Multi injection Moulding Machines Types of moulds Types of runners and gates.					
16	Oiling, lubrication and preventive maintenance of injection moulding machine	Introduction about Oiling, lubrication and preventive maintenance of injection moulding machine					
17	COMPRESSION MOULDING: Familiarization with basic idea of mechanical electrical and hydraulic system of compression moulding machine and its different parts and their espective functions.	COMPRESSION MOULDING: Introduction to Compression Moulding Process. Compression moulding machine – (Hand operated & Semiautomatic) its description, different parts and their respective functions.					

	SYLLABUS OF THE TRADE OF							
PLASTIC PROCESSING TECHNICIAN UNDER CTS								
SEMESTER - I								
Week	ek TRADE PRACTICAL TRADE THEORY							
No.								
18 &	Operating and controlling of compression moulding machine in	Description about different types of compression Moulds and its						
19	IRO & TRO, movement of platen top or bottom adjustment and	parts.Processing Defects, Causes, and Remedies etc.						
	its control. adjusting pressure in terms of per square area and Trouble shooting of Compression Molding Machine.							
	total tonnage, fitting and heating of molds, controlling							
	temperature, checking of bulk factor/density etc.							
20	Oiling, lubrication and preventive maintenance of compression	Transfer Molding Process.						
	molding machine	Introduction about Oiling, lubrication and preventive maintenance						
		of compression molding machine						
21 &	Fiber Reinforce Plastic (FRP) process (hand lay-up process).	Introduction of fiber reinforced plastic processing method.						
22								
23	PROJECT WORK /	/ INDUSTRIAL VISIT						
24	REVISION							
25	FIRST SEMESTER EXAMINATION (TRADE THEORY & PRACTICAL)							

	SYLLABUS OF THE TRADE OF							
	PLASTIC PROCESSING TECHNICIAN UNDER CTS							
	SEMESTER – II							
Week No.	TRADE PRACTICAL	TRADE THEORY						
1,2 &3	BLOW MOULDING PROCESS: Familiarization with basic idea of mechanical, electrical, hydraulic and pneumatic system of blow moulding machine and its different parts and their respective functions.	BLOW MOULDING PROCESS: Introduction to Blow Moulding Process and its latest processing techniques. (Stretch blow, extrusion stretch blow, injection stretch blow multilayer blow) Blow moulding machine (Hand operated & Automatic) –its description, different parts and their respective functions. Sequence of operation.						
4, 5 &6	Operating and controlling of blow moulding machine in IRO & TRO (setting of die, adjusting mandrel, controlling Parisian, adjusting thickness uniformity).	Description about Blow Moulds and its parts. Processing defects, causes, remedies etc. Trouble shooting of Blow moulding machine.						
7	Oiling, lubrication and preventive maintenance of Blow moulding machine	Introduction about Oiling, lubrication and preventive maintenance of Blow moulding machine						
8, 9 &10	EXTRUSION PROCESS: Familiarization with basic idea of mechanical, electrical and hydraulic system of extrusion machine and its different parts and their respective functions.	EXTRUSION PROCESS: Introduction to different extrusion process and its latest						
11, 12 &13	Operating and controlling of extrusion machine in IRO & TRO. (Changing and cleaning of screws in extruder, adjusting and controlling temperature, adjusting screen pack arrangement, adjusting variable speed, setting and adjusting die head for pipe, profile, reprocessing and blown film etc.).	Description about extrusion dies and its parts. Processing defects, causes, remedies etc. Trouble shooting of extruder machine.						
14	Oiling, lubricating and preventive maintenance of extruder machine.	Introduction about Oiling, lubrication and preventive maintenance of extruder machine.						
15, 16 &17	Operating and controlling of thermoforming & vacuum forming machine in IRO & TRO.	Thermoforming & vacuum forming – its brief description and use.  Processing technique of different plastic material.						
18-19	Demo about rotational moulding machine.	Introduction about Rotational Moulding process.						
20	Practice for Annealing, Stress Relieving, Warpage Control, Deflashing and Printing of finish products.	Post Moulding Operations: Annealing, Stress Relieving, Warpage Control, De-flashing and Printing.						
21	Practice of Pre-drying of Plastics Materials	Importance of Pre-drying of Plastics Materials Various pre drying equipments and ancillaries						
22-23	Fabricating acrylic sheet ABS- sheet, HIPS sheet, HMHDPE blocks etc. involving, drilling screwing buffing sanding.  Types of plastic casting	Brief description of machinery used for buffing, sanding, welding and their application.  Types of plastic casting						
24	Demo on Preservation/storage methods i.e. (scaling, corrosion, blocking, sliding, revolving parts)	Preservation methods of moulds and dies from environment and its types. (Hot runner moulds, cold runner moulds, blow moulds, Stretch mould& dies.)						
25		/ INDUSTRIAL VISIT						
26		ISION						
27	27 SECOND SEMESTER EXAMINATION (TRADE THEORY & PRACTICAL)							

	A: Trade Details								
S.N.	Particulars	As per DGT							
1	Name of the Trade	Plastic Processing Operator							
2	Duration (In Semester):	2							
3	Intake:	16							
4	Space Required (in Sq. Meter):	300							
5	Power Required (in KW):	13.6							
	B: Workshop/ Lab Furniture								
S.N.	Name of Item	Category	Qty	Unit	Remark				
1	Drum - 100 Liters	Equipment	1	Number	Per 1 Unit in a Shift				
2	Drum - 200 Liters (optional)	Equipment	1	Number	Per 1 Unit in a Shift				
3	Drum - 50 Liters (optional)	Equipment	1	Number	Per 1 Unit in a Shift				
4	Dust Bin - 50 Liters	Equipment	1	Number	One per trade				
5	Black/ White Board with Stand - 4 X 3 Feet	Furniture	1	Number	Per 1 Unit in a Shift				
6	Book Shelf/ Glass Shelf (optional)	Furniture	1	Number	Per 1 Unit in a Shift				
7	Discussion Table/ Working Table = L:W:H = 8:4:3 Feet -	Furniture	1	Number	Per 1 Unit in a Shift				
	Heavy Wooden Top								
8	Instructor/ Office Chair	Furniture	2	Number	Per 1 Unit in a Shift				
9	Instructor/ Office Table	Furniture	1	Number	Per 1 Unit in a Shift				
10	Notice Board - 2 X 3 Feet	Furniture	1	Number	Per 1 Unit in a Shift				
11	Steel Almirah - Large	Furniture	2	Number	Per 1 Unit in a Shift				
12	Steel Locker - 12 Pigeon Hole	Furniture	2	Number	Per 1 Unit in a Shift				
13	Steel Rack (optional)	Furniture	1	Number	Per 1 Unit in a Shift				
14	Stool - Height 450 mm	Furniture	10	Number	Per 1 Unit in a Shift				
	C: Workshop/ Lab Infrastructure (Tools	, Equipment's,	Machine	es, etc.)					
S.N.	Name of Item	Category	Qty	Unit	Remark				
1	Calliper - Inside Spring - 150 mm	Tool	4	Number	Per 1 Unit in a Shift				
2	Calliper - Outside - Spring - 150 mm	Tool	4	Number	Per 1 Unit in a Shift				
3	Divider spring type – 150 mm	Tool	4	Number	Per 1 Unit in a Shift				
4	Odd leg calliper firm joint 0- 150 mm	Tool	4	Number	Per 1 Unit in a Shift				
5	Screw Driver - 10 X 200 mm	Tool	6	Number	Per 1 Unit in a Shift				
6	File card	Tool	2	Number	Day 1 Hait in a Chift				
		1001	2	Number	Per 1 Unit in a Shift				
7	Hammer - Ball Peen - 500 grams	Tool	6	Number	Per 1 Unit in a Shift				
7	Hammer - Ball Peen - 500 grams  Bench Vice - 150 mm								
	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm	Tool	6	Number	Per 1 Unit in a Shift Per 1 Unit in a Shift Per 1 Unit in a Shift				
8	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm  Micrometer - Outside - 25 - 50 mm	Tool Tool Tool	6 8	Number Number	Per 1 Unit in a Shift				
8	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm	Tool Tool	6 8 2	Number Number Number	Per 1 Unit in a Shift Per 1 Unit in a Shift Per 1 Unit in a Shift				
9	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm  Micrometer - Outside - 25 - 50 mm	Tool Tool Tool	6 8 2 2	Number Number Number Number	Per 1 Unit in a Shift				
8 9 10 11	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm  Micrometer - Outside - 25 - 50 mm  VernierCalliper - Digital - 0 - 200 mm  Vernier Bevel Protractor - 300 mm Blade with Acute Angle	Tool Tool Tool Tool	6 8 2 2 2 2	Number Number Number Number Number	Per 1 Unit in a Shift				
8 9 10 11 12	Bench Vice - 150 mm  Micrometer - Outside - Digital- 0 - 25 mm  Micrometer - Outside - 25 - 50 mm  VernierCalliper - Digital - 0 - 200 mm  Vernier Bevel Protractor - 300 mm Blade with Acute Angle Attachment  Vernier Height Gauge - 0 - 300 mm with least count = 0.02	Tool Tool Tool Tool Tool	6 8 2 2 2 2 2	Number Number Number Number Number Number	Per 1 Unit in a Shift				

16	Drilling Machine - 13 mm Electric with Hammer Action	Tool	2	Number	Per 1 Unit in a Shift
17	Taps set - 3mm to 10mm, Set of 9 Pieces	Tool	1	Number	Per 1 Unit in a Shift
18	Dies Set - 3 mm to 10 mm	Tool	1	Number	Per 1 Unit in a Shift
19	Steel Rule - 300 mm, Graduated both in Metric and English Unit	Tool	4	Number	Per 1 Unit in a Shift
20	Engineer's Square - 150 mm Blade	Tool	8	Number	Per 1 Unit in a Shift
21	Hacksaw Frame - Adjustable - 300 mm	Tool	8	Number	Per 1 Unit in a Shift
22	Centre Punch - Diameter - 10 mm and Length - 100 mm	Tool	8	Number	Per 1 Unit in a Shift
23	File - Flat - Bastard - 300 mm	Tool	8	Number	Per 1 Unit in a Shift
24	File - Flat - Second Cut - 250 mm	Tool	8	Number	Per 1 Unit in a Shift
25	File - Flat - Safe Edge - 200 mm	Tool	8	Number	Per 1 Unit in a Shift
26	File - Triangular - Smooth - 200 mm	Tool	8	Number	Per 1 Unit in a Shift
27	Pillar Drill Machine - Motorized up to 13 mm Capacity	Machine	1	Number	Per Trade irresepect to number of Units
28	Pedestal Grinder - Double Ended - 200 mm	Machine	1	Number	Per Trade irresepect to number of Units
29	Test Equipment for plastic -MFI	Machine	1	Number	Per Trade irresepect to number of Units
30	Universal Testing machine for Plastic	Machine	1	Number	Per Trade irresepect to number of Units
31	Melting point tester.	Machine	1	Number	Per Trade irresepect to number of Units
32	Impact tester.	Machine	1	Number	Per Trade irresepect to number of Units
33	Plastic scrap grinder	Machine	1	Number	Per Trade irresepect to number of Units
34	Pre heater 12 trays of 25 kgs. Of 20 minutes capacity.	Machine	1	Number	Per Trade irresepect to number of Units
35	Hand operated Injection Moulding machine - 15 grams capacity	Machine	4	Number	Per Trade irresepect to number of Units
36	Hand operated Injection Moulding machine - 30 grams capacity	Machine	4	Number	Per Trade irresepect to number of Units
37	Automatic screw type Injection Moulding Machine with moulds and accessories as required 80 to 85 T capacity (with Microprocessor/PLC Controller)	Machine	1	Number	Per Trade irresepect to number of Units
38	Hand operated Compression Moulding Machine with moulds – 30 to 60 T. capacity	Machine	4	Number	Per Trade irresepect to number of Units
39	Automatic compression moulding machine with moulds and accessories as required – 100 T capacity (with Microprocessor/PLC controller)	Machine	1	Number	Per Trade irresepect to number of Units

40	Hand operated Blow Moulding accessories of 250 ml capacity v		Machine	4	Number	Per Trade irresepect to number of Units
41	Automatic Extrusion Blow Moulding Machine with set of moulds and accessories - 1 to 2 liter capacity (with Microprocessor/PLC controller)		Machine	1	Number	Per Trade irresepect to number of Units
42	Extruder of 40 kg/hr. Plasticizin die including granulator/cutter		Machine	1	Number	Per Trade irresepect to number of Units
43	Pipe extruder of 40 kg/hr. Plast (1/2 inch & 1 inch diameter ) to		Machine	1	Number	Per Trade irresepect to number of Units
44	Extruderof40 kg/hr. Plasticizing Blown film plant including die (		Machine	1	Number	Per Trade irresepect to number of Units
45	Pad Printing Machine with soft Treatment machine for plastic I		Machine	1	Number	Per Trade irresepect to number of Units
46	Thermo/Vaccum forming Mach	ine with Mould	Machine	1	Number	Per Trade irresepect to number of Units
47	Rotational moulding Machine v	vith Mould	Machine	1	Number	Per Trade irresepect to number of Units
48	Hydraulic trainer kit		Machine	1	Number	Per Trade irresepect to number of Units
49	Pneumatic trainer kit		Machine	1	Number	Per Trade irresepect to number of Units
50	Strech Blow Moulding Machine	- 1 liter with mould	Machine	1	Number	Per Trade irresepect to number of Units
51	High Frequency welding Machin	ne	Machine	1	Number	Per Trade irresepect to number of Units
52	Air compressor with air treatmo	ent accessories 5 HP	Machine	1	Number	
53	Cooling tower 10TR		Machine	1	Number	
54	Mono block pump 2HP		Machine	2	Number	
		D: Allied Trade Details (Pe	er 1 Unit in a Sh	ift)		
S.N.	Name of Allied Trade	No. of Weeks during Course			Remark	
1	Not Required	Nil			Not App	licable
		Machines/ Equipment of the A				
	se Machines/Equipment's and co	orresponding Tools have to be				
S.N.	Name of Item		Category	Qty	Unit	Remark
1	Not Required	F. Computer Lab Inf	frastructure			Not Applicable
S.N.	Name of Item	1. compater Eds in	Category	Qty	Unit	Remark
1	Not Required		Jacobs			Not Applicable
		G: Common Facility Utilization on specifies utilization of Comr	-	-	n the ITI)	
S.N.	Particulars	Hours per Week			Remark	
1	Computer Lab Utilization (Hour	2		Per 1 Unit in a Shift		
2	Drawing Hall Utilization (Hours	2			Per 1 Unit in a Shift	
3	Library Hall Utilization (Hours P	2			Per 1 Unit in a Shift	
4	Class Room Utilization (Hours P				Per 1 Unit in a Shift	
5	CNC Lab Utilization (Hours per	· · · · · · · · · · · · · · · · · · ·	0			
		H. Safety	1			

S.N.	Name of Item	Category	Qty	Unit	Remark			
1	Apron - Blue	Equipment	12	Number	Per 1 Unit in a Shift			
2	First Aid Kit	Equipment	1	Number	One per trade			
	I: Special Instructions (This section specifies instruction related to Infrastructure Management)							
S.N.	Particulars							
1	Nil	<b>.</b>						
	J: Instructor Facility (Optional) (This section specifies the items to be provided to the Instructor during Training)							
S.N	Name of Item Category Qty Unit Remark							
1	Blank CD (rewritable)	Stationary	10	Number	Per 1 Unit in a Shift			
2	Box File	Stationary	5	Number	Per 1 Unit in a Shift			
3	Calculator - Scientific	Equipment	1	Number	Per 1 Unit in a Shift			
4	Eraser	Stationary	1	Number	Per 1 Unit in a Shift			
5	Gum Bottle	Stationary	1	Number	Per 1 Unit in a Shift			
6	Highlighter pen	Stationary	5	Number	Per 1 Unit in a Shift			
7	Office File	Stationary	10	Number	Per 1 Unit in a Shift			
8	Paper Rim - A4 Size Xerox Paper	Stationary	1	Number	Per 1 Unit in a Shift			
9	Paper Rim - Legal Size Xerox Paper	Stationary	1	Number	Per 1 Unit in a Shift			
10	Pen Drive - 8 GB	Stationary	1	Number	Per 1 Unit in a Shift			
11	Pencil Box	Stationary	1	Number	Per 1 Unit in a Shift			
12	Permanent Marker Pen	Stationary	5	Number	Per 1 Unit in a Shift			
13	Punch Machine	Stationary	1	Number	Per 1 Unit in a Shift			
14	Register - 200 Pages	Stationary	2	Number	Per 1 Unit in a Shift			
15	Sharpener	Stationary	1	Number	Per 1 Unit in a Shift			
16	Sketch pen box	Stationary	1	Number	Per 1 Unit in a Shift			
17	Stapler Big	Stationary	1	Number	Per 1 Unit in a Shift			
18	Stapler Big Pins - Box	Stationary	1	Number	Per 1 Unit in a Shift			
19	Stapler Small	Stationary	1	Number	Per 1 Unit in a Shift			
20	Stapler Small Pins - Box	Stationary	1	Number	Per 1 Unit in a Shift			
21	White Board Marker/Ink Bottle/ Chalk	Stationary	10	Number	Per 1 Unit in a Shift			
22	White/ Black Board Duster	Stationary	2	Number	Per 1 Unit in a Shift			
23	Torch	Tool	1	Number	Per 1 Unit in a Shift			