

REPORT
OF
THE COMMITTEE FOR
THE INTEGRATION OF POST-BASIC
AND MULTIPURPOSE SCHOOLS



MINISTRY OF EDUCATION
GOVERNMENT OF INDIA

1960

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APPENDIX

Bombay Government Syllabus for Post-Basic Schools

TEXTILE

Standard IX

Time— Number of working days	200
Number of hours	533 in school
Number of hours	200 in hostel

I. Subject and Time-allocations

1. Craft— further Weaving 400 hours
2. Side Industries— any one from the group 70 „
3. Science of Craft 33 „
4. Spinning for Cloth Self-sufficiency 134 „ in hostel
5. Garden Work for Food Self-sufficiency 66 „ in hostel

1. Craft: further Weaving— Practical

(a) Equipment— one loom between 3 students, measuring 56 inches (Simple handloom should be preferred, so that the student should get an insight in the art of weaving.)

(b) Time— 1,200 hours amongst 3 students (400 × 3).

(c) Weaving for Cloth Self-sufficiency.

(For a Group of 3 Students)

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hour for 3 Students
1	Shirts	Double Yarn	20	4	20	8	30	120
2	Dhoti	Single Yarn	20	2½	10½	10	36	60
3	Shorts	Double Yarn	16	4	13½	7	30	80
4	Sheet	Twil	12	4½	14	5	27	180
5	Towel	..	12	1½	4½	5	27	60
6	Seat	..	4 to 8	1	2½	5	27	100
				..	17½	65	..	600

(d) For further practice in Weaving :

1. To weave the yarn supplied by the school
2. To learn the designs of shirting and coating
3. To learn the designs of the sari-border both simple and fashionable

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 3 Students
1	Coating	Design	16	9	13	6	30	200
2	Shirting	Design	20	8½	30	13	48	200
3	Sari	Single Yarn	26	1¼	5	15	50	200
				18½	48			600

2. Side Industries—any one from the group

Group—Sewing, Dyeing, Calico Printing

Syllabus in Sewing—Practical and Theoretical

Syllabus in Dyeing—Practical and Theoretical

Syllabus in Calico Printing—Practical and Theoretical

3. Science of Craft (related to Weaving)

- (a) To draw designs on graph-paper of 4 varieties of border, shirting and coating. To prepare 2 new designs.
- (b) Research in loom as a machine from primitive type of loom to the power-loom. Acquaintance with the research of mechanical secret, occasions of research and lives of the inventors.
- (c) History of village handicraft movement—*Khadi* and *Swadeshi* in India with full details.
- (d) Cloth mills in India and their production. The number of spindles and looms in them, mill workers and their condition, laws regarding textile struggle, laws protecting the mill workers.
- (e) Cloth producing countries in the world. History relating to cloth trade.
- (f) To prepare the conspectus of income and expenditure in textile of the school.
- (g) New ideals in *Khadi* thought. *Khadi* for tradesake. *Khadi* for self-reliance. *Khadi* as a means of getting livelihood.
- (h) In connection with the management of *Khadi* Centres :—
 1. How to establish *Khadi* circles.
 2. In connection with the teaching of various operations.
 3. What equipments are necessary and wherefrom to get them.
 4. Community spinning, sports in spinning, etc.

5. Statements and accounts of *Khadi* Centres.
 6. Principle of self-sufficiency, etc.
- (i) Village handicrafts—in connection with sewing, dyeing and calico printing.
4. Spinning for Cloth Self-sufficiency }
 5. Gardening for Food Self-sufficiency } As per Standard VIII

Standard X

1. **Time**—Number of working days 200
 Number of working hours 533 in school
 Number of working hours 200 in hostel
2. **Subject and Time-allocations**
- (1) Craft—further Weaving 400 hours
 (2) Side Industries—any one from group II 70 „
 (3) Science of Craft 33 „
 (4) Spinning for Cloth Self-sufficiency 134 „
 (5) Garden Work for Food Self-sufficiency 66 „
- (1) Craft—further Weaving,
 (a) Time—1,200 hours among 3 students (400 × 3).
 (b) Equipment—Shuttle loom measuring 52 inches.
 (c) Weaving for Cloth Self-sufficiency—As per syllabus for Standard IX. However, time-limit will be 500 hours instead of 600 hours.
 (d) For further practice in Weaving, to weave fine and designe cloth.

(For a Group of 3 Students)

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 3 Students
1	Sari Bordered	..	26	1½	5½	15	50	150
2	Design Cloth	..	26	1½	5½	15	50	200
3	Simple Khadi	..	20	15	50	13	50	350
			..	17½	61	700

- (2) Side Industries—any one from group II :

Group II—Carpentry, Smithy
 Syllabus in Carpentry—Practical
 Syllabus in Smithy—Practical

(3) Science of Craft (related to Weaving)

- (a) To fit up a loom at a new place.
- (b) To prepare diagrams of designs of strap borders. To prepare new designs.
- (c) To prepare boxes out of designs.
- (d) Designs of zigzag and fashionable weaving, drawing designs, constructing paddles.
- (e) Problems of world cloth, invasion for cotton regions, invasion for securing coal for factories, invasion for capturing the trade of the backward country. History of India, China, Africa in connection with the above.
- (f) *Khadi*—as real solution of cloth self-sufficiency. *Khadi* and Education, *Khadi* and *Gram Swarajya*, *Khadi* and Culture.
- (g) Science of dressing—absolute need and limitations of clothes, loose and fit clothes. Art in dressing and its limitations. Sewing and its limitations. Merits and demerits of clothes made out of cotton, wool, silk, sun hemp, etc. Fashions, of clothes in different centuries and in different communities.

Science of Craft (related to Carpentry)

Science of Craft (related to Smithy)

Standard XI

1. Time —Number of working days	200
Number of working hours	533 in school
Number of working hours	200 in hostel

2. Subject and Time-allocations

Syllabus—Type I (for students desiring to go to university for Science, Courses):

1. Further Weaving	300 hours
2. Side Industries—any one learnt from Group I or II	70 „
3. Science of Craft	162 „
4. Spinning for Cloth Self-sufficiency	134 „
5. Garden Work for Food Self-sufficiency	67 „

Syllabus—Type II (for students desiring to go to university for Teachers' Training, Social Service Training, Economics, Philosophy, Language, etc. courses) :

1. Further Weaving	300 hours
2. Side Industries—(a) Further study of any one craft learnt from Group I	80 „
(b) Further study of any one craft learnt from Group II	80 „
3. Science of Craft	150 „
4. Spinning for Cloth Self-sufficiency	134 „
5. Garden Work for Food Self-sufficiency	69 „

Syllabus—Type III (for students desiring to carry on the profession) :

1. Further Weaving 500 hours
2. Science of Craft 33 "
3. Spinning for Cloth Self-sufficiency . . . 134 "
4. Garden Work for Food Self-sufficiency . . 66 "

Syllabus—Type I

I. Further Weaving

- (a) Time—500 hours of work among 2 students (300×2).
- (b) Equipment—One loom between 2 students, measuring 52 inches.
- (c) Weaving for self-sufficiency. "

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 2 Students
1	Shirt, Dhoti Sheet	Single Yarn	18	5	20	9	32	100
2	Towel, Short, Cap	Double Yarn	16	5	18	6	30	100

(d) Weaving for further practice.

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 2 Students
1	Dhoti	..	25	3	12½	14	50	100
2	Sari	..	30	3	12½	17	50	100

(e) Design Weaving

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 2 Students
1	Sari	Design	20	3	10	15	50	200
TOTAL (c), (d), (e)			..	19	73	600

2. Side Industries—further study of any one from the groups I and II already learnt

Syllabus in Sewing—Practical
Syllabus in Dyeing—Practical
Syllabus in Calico Printing—Practical

3. Science of Craft—(related to Weaving)

- (a) To fit up a loom or to repair one which is not in working order.
- (b) To prepare designs of borders, straps, zigzag weaving. To prepare graphs and to construct paddles and boxes.
- (c) To prepare conspectus for income and expenditure in textile for a family and cooperative community.
- (d) What remedies should be adopted for making the village self-sufficient in cloth,—in respect of equipment, training in various operations, raw material, rules and regulations regarding trade in the village, rules and regulations of village *Swarajya*?
- (e) Study in connection with the above things of the countries in which there is cloth self-sufficiency.
- (f) Acquaintance with the syllabus in Textile for Basic school management and class-work.
- (g) Rules, regulations and management of *Khadi* Centres and Spinning Circles.
- (h) Study of the conditions of weavers who weave mill yarn.
- (i) To study the conditions of the farmer in respect of self-sufficiency.
- (j) To study the conditions of the mill workers.
- (k) To write down the accounts of experiences and knowledge gained in textile during 4* years of the Course.

Science of Craft (related to Sewing)

Science of Craft (related to Dyeing)

Science of Craft (related to Calico Printing)

Science of Craft (related to Carpentry)

4. Spinning for Cloth Self-sufficiency
 5. Gardening for Food Self-sufficiency
- } As per Standard VIII

Syllabus—Type II

1. Further Weaving

- (a) Time—600 hours of work among 2 students (300×2).
- (b) Weaving for Cloth Self-sufficiency—As per Syllabus—Type I.
- (c) Weaving for further Practice—As per Syllabus—Type I.

2. Side Industries

- (a) Further study of any one from Group I already learnt. See the syllabus in Sewing or Dyeing or Calico Printing given in Syllabus—Type I.
- (b) Further study of any one from Group II already learnt. See the syllabus in Carpentry or Smithy given in Syllabus—Type I.

*In Bombay State, Standard VIII is included in the post-Basic stage.

3. Science of Craft—(related to Weaving)
- To study the conditions of weavers who weave mill yarn.
 - To study the conditions of farmers with respect to self-sufficiency.
 - To study the conditions of mill-workers.
 - To write the account of the experiences and knowledge gained in textile during 4* years of the course.
4. Spinning for Cloth Self-sufficiency }
 5. Gardening for Food Self-sufficiency } As per Standard VIII.

Syllabus—Type III

1. Further Weaving

- Time—1,000 hours among 2 students (500 × 2).
- Weaving for Cloth Self-sufficiency—As per Syllabus Type I—200 hrs.
- Weaving for further Practice.

Sl. No.	Cloth	Variety	Count	Weight (lbs.)	Yards	Vishi	Width (inches)	Hours for 2 Students
1	Dhoti	. Bordered	. 20	5	18	13	48	140
2	Sari	. Bordered	. 25	6	22	15	50	160
3	Sheet	. ..	12	3	5	10	54	300
4	Sari	. Design	. 20	1½	5½	13	50	200
			..	15½	50½	1,000

2. Science of Craft—As per Syllabus—Type I.
3. Spinning for Cloth Self-sufficiency }
 4. Gardening for Food Self-sufficiency } As per Standard VIII.

*In Bombay state, standard VIII is included in the post-Basic stage.

**Draft Syllabus Drawn by the Council of Secondary Education
for Higher Secondary Schools**

GROUP 4 (COMMERCIAL)

(a) Elements of Commerce

1. Introductory—The modern business world. Various types of merchants and businessmen. Extractive and manufacturing industries.

2. The organisation of a merchant's office—different departments—operations accompanying outward and incoming correspondence. Filing and indexing, labour-saving devices.

3. The methods of buying and selling goods—opening business, buying and selling, tenders, contracts etc.

4. Postal and telegraphic information—charges of letters, parcels and telegrams, writing of telegrams in codes and ciphers, the telephone.

5. Medium of remitting money—banks and post offices.

6. Retail trade—organisation of retail business, the retailer and his supplies, conditions of purchase, trade and cash discounts, delivery. Debit notes and credit notes. Types of retailers—small shopkeepers, specialist shopkeepers. Departmental stores, chain stores etc.

7. Wholesale trade: Functions of the wholesaler—organisation of the wholesale business—wholesale buying and selling.

8. Organisation of commerce—sole traders, partnership firms and joint stock companies, agents and brokers.

9. Banks—advantages of a banking account, cheques, bills of exchange and promissory notes.

10. Methods of preparing invoices of forwarding goods; means of transport and transit.

11. Methods of sale, terms of sale, transfer of risk and property.

12. Transport—rail transport, road transport, sea transport, air transport.

13. Processes of commerce—marketing of goods—description of goods—grading and standardisation—assembling and packing—packages and containers—brands and trade marks—advertisement through different media—press publicity.

14. Sales Department—its organisation—direct selling agents and salesmen—warehousing of goods—market research.

15. Import and export trade—its procedure—customs and other formalities in connection with imports and exports.

16. Invoices “francs”, “loco”, f.o.b., c. and f., c.i.f.

17. Insurance—general principles underlying different types of insurance—life, fire, marine and accident.

18. Salesmanship and advertising—definition. Their importance, fundamentals of selling, display of goods, personal qualities of a salesman. Objects of advertising and publicity in an attractive way. Different media of publicity.

MUSEUM AND LABORATORY

1. Specimen of commercial documents used in banks, insurance companies, post offices and trading houses. Charts and diagrams.

2. Specimen of account books—journal, ledger, cash book, sales day books, purchase books, minute-books, shareholders' registers.

EQUIPMENT.

1. Addressing Machine (Roneo or Addressograph).
2. Comptometer for calculation, addition, checking invoices.
3. Automatic dating, numbering and price-marking machines.
4. Gumming machine, sealing machine, stamp-affixing machine, franking machine, folding machine, stapling machine, punching machine.
5. Visible filing system

Visible charts	}	Roneo
Visible card records		
or		
Tabulating card files	}	Remington Rand
Card index unit		
Vertical card ledger tray		
Visible filing system		
6. Filing cabinets.

(b) *Commercial Geography including Economics and Civics*

(A) COMMERCIAL GEOGRAPHY

The basis of Commercial Geography. Its relation to other sciences. The influence of environment, physical and non-physical, on man's economic activities. The climatic and natural regions. Distribution of products—agricultural, mineral, pastoral, lumbering and fisheries. Modes of transport—land, water and air. Trade centres and ports—study of the Commercial Geography of India with reference to climate, natural regions, population, economic resources, foreign trade and transport.

(B) ECONOMICS

NOTE.—In Economics a student should get acquainted with elementary economic theory as well as with a description of economic life in India in different sectors. The following are the main topics.

1. The economic activities of man—subject matter. Economics—fundamental concepts—wealth, goods, utility, value and price. Demand and supply.
2. Consumption—characteristics of human wants—law of diminishing utility—total and marginal utility.
3. Production—land, labour, capital and organisation. Land and the influences affecting its productivity—law of diminishing returns. Labour—theory of population—division of labour. Capital.
4. Largescale and smallscale production—localisation of industry. Laws of constant and increasing returns. Markets.
5. Exchange—barter, money, functions of a bank, credit instruments. International trade—law of comparative costs—protection and free trade.
6. Distribution—rents, wages, interest and profit—national dividends.

(c) CIVICS

Note.—In Civics attention should also be paid to descriptive Civics, with particular reference to India.

1. Meaning and scope of the study of Civics.
2. How Government affects our daily life.
3. Public services and amenities.

4. The individual and society. The modern State. The citizen as a member of the State.

5. A citizen's rights.

6. A citizen's duties to the family, to the community and to the State.

7. Personal and moral duties.

8. Activities of the State—merits and defects of democracy—public opinion—political parties.

9. Government—the Executive, the Legislature and the Judiciary.

10. Forms of government, totalitarian, republican and socialistic.

11. The electorate.

12. Nationalism—United Nations Organisation.

13. A study of the Local, the State and the Central forms of the Government of India.

(c) *Optional Subjects*

1. BOOK-KEEPING

1. The Theory and Principles of Double Entry Book-keeping.

2. Primary Books:—

(a) Journal—The theory of Journalising.

(b) Ledger—Posting from the Journal, Marking cross references of folios, Balancing of ledger accounts.

3. Subsidiary Books and their Use:—

(a) Cash Book with Cash and Discount, Cash, Bank and Discount, and Cash and Bank Columns.

(b) Simple and Columnal Petty Cash Book on Imprest system.

(c) Purchase Book and Returns Outwards Book.

(d) Sales Book and Returns Inwards Book.

4. Posting of the above subsidiary Books into Ledger Account.

5. Compiling of Trial Balance.

6. Balancing Goods Account and preparing simple Profit and Loss Account and Balance Sheet.

7. Preparation of Bank Reconciliation Statement.
8. Different methods of calculating depreciation.
9. Recording transactions pertaining to drawing and accepting Bills of Exchange through Journal and properly ruled Bills Receivable and Bills Payable Books.
10. Recording transactions pertaining to discounting, retiring, dishonouring and renewing Bill of Exchange.
11. Opening, closing, adjusting and rectifying entries. Rectification of errors through suspense account.
12. Treatment of Real, Personal and Nominal Accounts.
13. Methods of business payments—Postal Orders, Money Orders, Cheques, Bank Drafts, Bills of Exchange—Inland and Foreign.
14. Preparation of Trial Balances, Trading and Profit and Loss Accounts and Balance Sheets (with simple adjustments) of Sole Traders.
15. Methods of ascertaining average due dates and maintaining of Accounts Current.
16. Single-entry Book Keeping—its meaning, incompleteness and defects. Preparation of statements of affairs for ascertaining the financial position.
17. Preparation of Manufacturing, Trading and Profit and Loss Accounts and Balance Sheets (with more adjustments) of (i) Sole Traders (ii) Partnership Firms.
18. Methods of recording transactions pertaining to consignments,—inward and outward.
19. General principles applicable to Partnership Firms. Usual terms in Partnership Agreements. Partners' Capital Accounts and Current Accounts etc.

2. TYPEWRITING AND SHORTHAND

Typewriting (Touch System)

1. Explanation of the key-board system of typing, principles of typing and different types of machines. Parts of a machine.
2. Fingering exercises by touch system.
3. Typing of more difficult words and sentences for gaining accuracy.

4. Sentences for speed practice.
5. Simple passages.
6. Oiling, cleaning and minor repairs.
7. Words and passages for gaining accuracy and speed.
(Speed by the end of the year should be 20 w.p.m.)
8. Commercial letters and use of carbon.
9. Demi-official letters and personal letters.
10. Tabular statements, such as, invoices, simple accounts, etc.
11. Simple manuscript work.
12. Words and passages for gaining accuracy and speed.
(Speed by the end of the year should be 25 w.p.m.).
13. Typing of difficult and confused manuscript.
14. Typing of longhand abbreviations.
15. Difficult tabular statements, such as, Balance Sheets, Profit and Loss Accounts, etc.
16. Advertisements—their adjustment.
17. Office routine—To explain the form in which work is given to the typist in Government offices.

Shorthand (Pitman's System)

1. Consonants, vowels and diphthongs.
2. Circles and loops.
3. Initial and final hooks.
4. Circles and loops to final hooks.
5. Termination.
6. Aspirate.
7. Compound consonants.
8. Medial semicircles.
9. Halving and doubling principles.
10. Suffixes and prefixes.
11. Contractions.

12. Revision of the exercises of the textbook for increasing speed.

13. Business, industrial, shipping, banking, political and insurance phrases.

14. Commercial letters.

15. Speed 60 words per minute.