



AKI'S Skill Development Institute

Poona College of Arts, Science & Commerce
Camp, Pune- 411001



8087800454



www.poonacollege.edu.in

Vision:

To create a state-of-the-art Skill Development Institute that empowers the youth with the necessary skills and knowledge to succeed in their chosen careers, and contributes to the growth and development of the community and the nation as a whole.

Mission:

Providing high-quality, industry-relevant skill development programs through practical training and partnerships with industry leaders to empower youth as leaders and change-makers.



History of AKI :

In dedication to the noble cause of orphans, Education, and welfare, Y & M Anjuman Khairul Islam began in the pre-independence era in 1927, with 6 Orphans and 2 students.

The first step in acquiring an organizational form was an informal but elected managing committee under the Late Munshi Mohammed Maqbool Hussain Presidentship. A few regular donors were formed in 1930 with 84 students.

The first milestone was reached in 1946 when Khairul Islam Manzil adjacent to Bengali Masjid was purchased for the orphanage for Rs 16000/-. Also, the first informal Trust was established with Munshi Asrarul Haq Ansari, Munshi Mohammed Ishaque, and Munshi Mohammed Yahya & Alhaj Ansari Abdur Rehman Atlaswala as its members.

During 1947-48 Mr Munshi Moinuddin Gorakhpuri, himself a civil construction professional entered as a member of the trust and within two years, owing to his hard work was elected as its first President. His zeal and enthusiasm proved to be a spur to the institution. In 1952 under the stewardship of the late Munshi Mohammed Moinuddin Gorakhpuri, the trust was formalized and registered with the Ld. Charity Commissioner under Bombay Public Trust Act 1950 at PTR No B-399 (Mumbai). This was indeed a milestone in the advancement of the institution.

Y & M AKI under dynamic management members have an inspiring journey of 5 Orphanages and 50 Educational Institutions with over 23000 students.

About the Institute :

The AKI'S Skill Development Institute was founded in 2019 to cater to the need for vocational training for the students of all communities in and around Pune. The Centre aims to provide vocational training to students to bring out their latent abilities which can result in self-employment and profitable careers. The main focus of the Centre is to enable economically constrained youth to undertake courses that shall make them confident and independent so that they can sustain themselves and their families with dignity in this competitive world.

Our Objectives :

To provide infrastructure and a supportive environment to blend Teaching and research for both students and faculty members.

To provide opportunities to the faculty members to update their knowledge related to their subjects.

To create research and learning opportunities for self-growth and improved teaching for faculty members.

The continuous growth of our students through the constant growth of teachers.

To unleash the human potential within students by providing the necessary forum for co-curricular and extracurricular activities.

Make efforts to introduce the students to the contemporary realities of the world.

To maintain good academic standards through innovative and effective teaching and learning methods.

To imbue the students with ethically sound and socially beneficial values along with the curriculum and make them socially responsible citizens for a new India.

PLACEMENT :

Students are given assistance in securing jobs in their various fields.

MEDIUM OF INSTRUCTION :

The medium of instruction is English and Hindi which enables students from all levels of society to avail the facilities at the Institute.

ATTENDANCE :

1) Regular attendance is essential. Students must complete minimum 75% attendance before appearing for examinations. If any student is absent for more than 3 days at a stretch, a written letter by the parent or local guardian has to be submitted.

2) In case of illness a medical certificate should be submitted

3) If a student is absent for more than 15 days without notice, her admission will be considered as a withdrawal.

DISCIPLINE :

Students must strictly abide by the rules of the institution and obey the instructions of the teachers. The rules and regulations are liable to change and such additions and alterations shall be binding on all the students.

COURSES :

The AKI'S Skill Development Institute conducts courses recognized by, MSBSD (Maharashtra State Board of Skill Development), It also offers job oriented Diploma & Professional Certificate autonomous courses.

A certificate is given on successful completion of the Course. The courses are being taught by qualified, experienced staff.

Rules and Regulation :

- Every student must have an Identity Card and must produce the same at the time of payment of fees and on demand by any staff member
- A duplicate Identity Card will be issued on payment of Rs 100/
- The office hours are from 10.00 a.m. to 5.00 p.m. on all working days.
- Class timings are from 10.00 a.m. to 5.00 p.m. Monday to Friday.
- Misbehaviour / misconduct by the students causing disturbance to the campus will not be appreciated
- Students should keep the premises of the institution Clean & Ordely. All waste should be thrown in the dustbins provided.
- The management will not be responsible for any accident that may be caused to any student while she / he is on campus.
- Damage to the property of any kind, or loss of any equipment or cosmetics will be punishable and the whole class will be fined if the culprit is not identified.
- The certificate will not be issued if the candidate's work is not satisfactory or is incomplete or if all dues are not completely paid.
- The students are required to collect their original certificates and all the work submitted to the teacher for correction/ assessment, within a month of completing the course. The institute will not be responsible for the certificates and articles not collected till the specified date.
- The students should approach the Associate Director for any counseling, guidance, or help.
- Students have to appear for autonomous internal examinations at the specified dates. If due to some unavoidable reasons they could not appear for the examinations, a retest may be given at the discretion of the Director on payment of Rs. 200/- as retest fees per subject.
- Government examination dates can not be changed.
- Students are requested not to bring any valuables or large amounts of money to the class. If damaged or lost, the institute will not be held responsible.
- Fees once paid will NOT be refunded and if not paid payable.

Courses affiliated with the Maharashtra State Board of Skill Development. :



Course	:	Preschool Teachers Training Course
Duration	:	1 year
Time	:	10 am to 1 pm / 2 pm to 5 pm
Eligibility	:	HSC
Admission Fees	:	Rs. 500/-
Fees	:	Rs. 22,500/-
Medium	:	English, Hindi

Course Content:

Theory 1	:	Child Development Health and Hygiene
Theory 2	:	Planning for Instructions
Theory 3	:	Nutrition Health and Hygiene
Practical 1	:	Child Development Health and Hygiene
Practical 2	:	Planning for Instructions, Internship.
Practical 3	:	Nutrition Health and Hygiene

Course	:	Travel and Tourism
Duration	:	6 months
Time	:	10 am to 1 pm / 2 pm to 5 pm
Eligibility	:	SSC
Admission Fees	:	Rs. 500/-
Fees	:	Rs. 5000/-
Medium	:	English, Hindi

Course Content:

Theory 1	:	Tourism & Travel Operation
Practical 1	:	Hospitality Management And Communication Skills
Practical 2	:	Fares, ticketing & Communication Skills

Course : **German Language**
Duration : 6 months
Time : 10 am to 1 pm / 2 pm to 5 pm
Eligibility : SSC
Admission Fees : Rs. 500/-
Fees : Rs. 5000/-
Medium : English, German

Course Content:
Theory 1 : German Foundation And Basic
Practical 1 : German Conversation, Reading
Practical 2 : Dictation, Speaking

Course : **Desktop Publishing**
Duration : 6 months
Time : 10 am to 1 pm / 2 pm to 5 pm
Eligibility : SSC
Admission Fees : Rs. 500/-
Fees : Rs. 5000/-
Medium : English, Hindi

Course Content:
Theory 1 : Desk Top Publishing
Practical 1 : Computer Fundamental
Practical 2 : Desk Top Publishing (DTP)

Course : **French Language**
Duration : 6 months
Time : 10 am to 1 pm / 2 pm to 5 pm
Eligibility : SSC
Admission Fees : Rs. 500/-
Fees : Rs. 5000/-
Medium : English, French

Course Content:
Theory 1 : French Foundation And Basic
Practical 1 : French Conversation, Reading
Practical 2 : Dictation, Speaking

Course : **AC and Refrigeration**
Duration : 6 months
Time : 10 am to 12 pm / 5 pm to 7 pm
Eligibility : 8th Passed
Admission Fees : Rs. 500/-
Fees : Rs. 5000/-
Medium : English, Hindi

Course Content:
Theory 1 : Air Conditioner
Practical 1 : Refrigerator
Practica 2 : Maintenance And Repairing Of Air Conditioner

Course : **Electric Wireman**
Duration : 6 months
Time : 10 am to 12 pm / 5 pm to 7 pm
Eligibility : 8th Passed
Admission Fees : Rs. 500/-
Fees : Rs. 5000/-
Medium : English, Hindi

Course Content:
Theory 1 : Wireman
Practical 1 : Basic Electricity
Practica 2 : Domestic Appliances

Autonomous Courses :

Course	:	Preschool Teachers Training Course
Duration	:	1 year
Time	:	10 am to 1 pm / 2 pm to 5 pm
Eligibility	:	HSC
Admission Fees	:	Rs. 500/-
Fees	:	Rs. 22,500/-
Medium	:	English, Hindi

Course Content:

Theory 1	:	Child Development Health and Hygiene
Theory 2	:	Planning for Instructions
Theory 3	:	Nutrition Health and Hygiene
Practical 1	:	Child Development Health and Hygiene
Practical 2	:	Planning for Instructions, Internship.
Practical 3	:	Nutrition Health and Hygiene

Course	:	Computer Aided Designing (CAD)
Duration	:	3 months
Time	:	10 am to 12 pm
Days	:	Tuesday and Friday
Eligibility	:	SSC
Admission Fees	:	Rs. 500/-
Fees	:	Rs. 5000/-
Medium	:	English, Hindi

Course Content:

Theory 1	:	Adobe Illustrator
Theory 2	:	Adobe Photoshop
Practical 1	:	Adobe Illustrator
Practical 2	:	Adobe Photoshop

Course	:	Certificate Course in Digital Fashion Designing
Duration	:	3 months
Time	:	10 to 12 pm & 2 pm to 4 pm
Eligibility	:	SSC
Admission Fees	:	Rs. 500/-
Fees	:	Rs. 5000/-
Medium	:	English, Hindi

Course Content :

Section A

Introduction of Software
Tools and their functions
Tracing and Modifying
Color pallets
Print Development
Designing & Editing
Filter Application

Section B

Initial Research work
Brainstorming Sessions
Theme and Mood board
Design Evaluation
Fabrics, Textures, Colours,
and Finishing
Final Adaptation Process
Digital Portfolio Presentation

Internship Program

Preschool Teachers Training Course :

1. Kinder Brook International School. (Kalyani Nagar)
2. Rainbow Kids School (Taboot Street)
3. Little Millenium School (Bhawani Peth)
4. Gurunanak Public School (Racecourse)
5. Vivero International Preschool (Kalyani Nagar)
6. Caranations Preschool (Salisbury Park)
7. St Mary's Church Nursery School (Camp)
8. Moledina Primary School (Camp)
9. Playcubes Preschool (Camp)
10. St Clares Girl's High School. (Quarter Gate)

Field Trip :

A field trip enhances students' critical thinking skills and gives students a chance to think about a topic or theme from a different perspective. A field trip gives students an opportunity to experience new venues.

Field trips are conducted for all the course students.





Recognized By:
Maharashtra State Board of Skill Development



AKI'S Skill Development Institute

**Poona College of Arts, Science & Commerce
Camp, Pune- 411001**