

AKSFPSA

All Kerala Self Financing Private School Association

(Regd .Under Govt. of Kerala Reg.No: 165/IV/)

(Affiliated to ICCM, New Delhi.)

Every effort needs to be made to inspire “every child” to become both “good and smart”, or “good” before “smart”

AKSFPSA is a non-profit, non –government organization established in 1995 (Registration No. 165/IV/). AKSFPSA has a large number of CBSE/STATE Syllabus schools and teachers Training Institutions under its aegis in Kerala .

The Board of Directors, elected from the principals of member schools, is the administrative authority for all the institutions under its banner .Pre-primary Teachers Training Institutions gives the best opportunity for women to become pre-Primary Teachers as the course is 100% job oriented.

AKSFPSA has special range of text books for pre-primary and primary School children.

AKSFPSA also has a Pre-School Educational Research Institute (PERI) for the development of Early Childhood Care and Education (ECCE).

COURSES OFFERED

Sl No	Course name	Course Code	Eligibility	Duration (in hrs)	Duration	Fees	Installments
1	Professional Diploma in Pre-Primary Teachers Training Course(PDPPTT)	D51	SSLC Or Above	(429hrs+366hrs)795 hrs	ONE YEAR	15000/-	3000x5
2	Diploma in Montessori Teacher Training (DMTT)	D53	PLUS TWO or Above	(357hrs +453hrs)810hrs	ONE YEAR	25000/-	5000x5

COURSE – 1: PROFESSIONAL DIPLOMA IN PRE PRIMARY TEACHERS TRAINING(PDPPTT)

COURSE NAME :Professional Diploma in Pre Primary Teachers Training	Course code :WTE 1
Duration : 795 Hrs (12 months) (429 Hrs Theory + 366 Hrs Practical)	Eligibility :SSLC or Above
	Course Fee :Rs. 15000
	05 Installment :
	<ol style="list-style-type: none"> 1. Rs . 3000/-, of the Time of Joining 2. Rs . 3,000/-, due on 1st day of 2nd Month 3. Rs . 3000/-, due on 1st day of 3rd Month 4. Rs . 3000/-, due on 1st day of 4th Month 5. Rs . 3000/-, due on 1st day of 5th Month
	NB: if any Discount is offered on Course fee that shall be applied on last installment only.

COURSE CONTENTS

Teaching Methods (Pre School education)

Teaching and learning purpose, Preparation of books and Curriculum, Development of Teaching language skills, Learner & Learning, Development of motor skill, Teaching Methods, educational thinkers, Evaluation & Assessment, Best Teacher.

Child Psychology & Development

Educational psychology, Growth and Development, Development of motor skills, Cognitive development , Language Development & Learning disabilities, Models of Emotional development, Stages of Growth &Development, Characteristics of stage development, Personality development & Heredity , Learner & learning , From intelligence to genius, Education & path finding . Education through child, Education & value.

Health, Nutrition and Hygiene

Cleanliness & Health, Food and nutrition, Food groups and Diet, Childhood diseases, Infection/Epidemics, Problematic children and special care, First Aid.

Pre School Organization & Management

Organization & Supervision, Children & Clothing, School programs and activities, Curricular & Co curricular learning, Child welfare & Assessment.

Communicative English

Communicative English, Spoken English classes and personality development training will be added during the course of time to help the trainees to mold as a full fledged teachers.

COURSE – 2: DIPLOMA IN MONTESSORI TEACHER TRAINING(DMTT)

COURSE NAME : Diploma in Montessori Teachers Training	Course code : WTE 2
Duration : 810Hrs (12 months) (357 Hrs Theory + 453 Hrs Practical)	Eligibility :Plus Two or Above Course Fee :Rs. 25000 05 Installment : 1. Rs . 5000/-, of the Time of Joining 2. Rs . 5,000/-, due on 1st day of 2nd Month 3. Rs . 5000/-, due on 1st day of 3rd Month 4. Rs . 5000/-, due on 1st day of 4th Month 5. Rs . 5000/-, due on 1st day of 5th Month NB: if any Discount is offered on Course fee that shall be applied on last installment only.

COURSE CONTENTS

Montessori Methodology.

Maria Tecla Artemisia Montessori, Salient Feature of Montessori Method and traditional method, Cognitive Development, Stages of Child development, Sensitivity, Normalization and Deviation, Society of new children, Montessori Environment. Role of teacher and Montessori class rooms, Importance of Movement, Nature of man, Terminologies.

Child Psychology & Development

Psychology ,Educational Psychology, Child development & Growth, Physical & Motor development ,Social development ,Emotional Development ,Mental or Intellectual Development ,Language Development ,Psychological & Socio-Emotional Needs ,Individual difference, defence mechanism.

Child Health & Nutrition

Health and Physical Fitness, Inspired Hygiene Activities and Resources, Food & Nutrition, Balanced diet, Common childhood diseases, First Aid, Essential Ingredients for a Child's Mental Health, Immune System Activities and Resources, Food habits, Child welfare.

Organization & Administration of a Montessori school

School Management ,management of office system, Institutional planning, Communication ,Development profile, Structure of the class room ,Education & Human values, Good manners, Supervising and reporting ,Human & Environment.

Communicative English

Communicative English, Spoken English classes and personality development training will be added during the course of time to help the trainers to mold as a full fledged teachers.

RULES AND REGULATIONS FOR STUDENTS / TRAINEES

Validity of Admission

Students are advised to join on or before the due dates specified by AKSFPSA.

If students want to seek admission for the next batch they have to apply afresh and go through the admission process again.

Course Change

Students who have taken admission to a particular course cannot change to another after processing is completed or during the course of study, choosing another course will be considered as new registration.

Refund of fee

Fee once paid will not be refunded under any circumstances. If any student is terminated on account of disciplinary problems, she will not be eligible for any fee reimbursement.

Due to constant up-gradation, AKSFPSA reserves the right to make modifications in the Syllabus, working pattern, course structure and fee structure.

Examination –Criteria for improvement and revaluation of answer sheet

Improvement on subjects and revaluation of answer sheets shall not be allowed. Those students who failed for any subjects / modules shall re-appear for the examination within six months from the date of publication of the respective results.

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APPLICATION FORM

Name of the Course & code:

PHOTO

Admn. No.....

1. Candidate's Name :

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2. Guardian's Name :

.....

3. Date of Birth

: Date

Month

Year

4. Sex

:

Female

5. Category (Write SC/ST/OBC/OBC(Minority) General:

6. Do you belong to physically challenged category:

Yes

No

7. Permanent Address:

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Mobile No Phone No.....

8. Nationality.....email.....

9. Academic Record (Please enclose the documentary evidence for the entries in these columns)

Name of Examination	Board/ University	Year of Passing/ Appearing	Subject	Marks Scored	Max Marks	%
High School or Equivalent						
Intermediate Equivalent(10+2 level)						
Graduation (Bachelor's Degree)						

IN CASE OF INCOMPLETE APPLICATION FORM OR NON SUBMISSION OF RELEVANT CERTIFICATE/DOCUMENT IN SUPPORT OF ANY INFORMATION DESIRED IN THE APPLICATION FORM, THE APPLICATION FORM SHALL NOT BE CONSIDERED NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS BEHALF.

DECLARATION

I hereby declared that all the particulars stated above have been filled in by me in my own handwriting and that the information given by me in the application form is true and no fact has been suppressed .I have read the information bulletin and the terms and condition given there in and satisfied myself that I fulfill all the admission eligibility requirements. In case any information furnished by me is found wrong, my candidature for admission be cancelled outright without giving me any opportunity and further that any disciplinary action be also taken against me.

Place: Name of the Candidate:

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Date: Signature of the Candidate:

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LIST OF ENCLOSURES:

List the documents enclosed with the application form

RULES AND REGULATIONS FOR THE STUDENTS / TRAINEES

- Attendance: Students have to attend all the theory and practical classes without any exemption. Minimum of 80% attendance is essential for appearing in the examination. Any students suffering from contagious disease shall refrain from attending classes and relaxation in attendance to the extent of such absence may be granted on production of medical certificate issued by a 'A' class medical practitioner.
- Fees: fees once paid is not refundable. However if a student / trainee and on payment of 10% of the fee as administrative charge.
- Discipline: The students/trainees shall be present in the class during the hours allotted to their branch. Late arrivals/ early pack-up shall not be permitted.
 - Students/trainees shall not loiter around the center before and after the specified timings of their batch.
 - Students/trainees shall not engage in any other activities (personal/antisocial/illegal) while they are in the premises of the center.
 - Visitors are not allowed in the center premises .In case of any emergency they shall take special permission form Head of the Center. Telephone calls & personal mail for students will not also be entertained.
 - Students / trainees shall maintain good conduct and manners in the dealings with staff and fellow students/trainees.
 - Students/trainees shall not form unions or association of any sort or enter into strike or such other activities that would hamper the normal functioning of the center.
 - Students/trainees shall take proper care of the valuables/money in their possession. The Centre shall not be responsible for any losses due to any reason.
 - Students/trainees shall handle the equipment/systems with care and shall not cause any damage to the properties of the center .In the event of losses or damages occurring due to the neglect or act of a students /trainees, shall be liable to make good the

loss within 7 days of occurrence. Assessment of the loss made by HoC would be final.

- Students/trainees shall obey the instruction of the faculty/other staff members and any matter of dispute shall be brought to the attention of the Head of Center, whose decision shall be final in such matters.
- Smoking/use of other stimulants in the center /premises is strictly prohibited.
- Mobile Phone shall not be allowed during the class time.
- The Head of Center will have the right to dismiss any Students/trainees if proper discipline is not maintained in such cases the Students/trainees will not be eligible for refund of fees remitted.

Evaluation: The grading awarded to trainees will be based on the attendance, class performance and score in the final examination. Examinations of courses shall be held at the center at the end of each course. For university affiliated courses the evaluation/examination shall be as per the norms/schedules of the institution/university conducting the courses.

Certificate: Certificate shall be issued only after successful completion of the course and upon receipt of “No dues clearance” from the Head of the Centre.

Place:

Date:

Signature of candidate