Adarsh Institute

Reg. No. GJ-11-0012778

Vraj Vihar Society, Junagadh 362001, Gujarat (INDIA)

An ISO 9001: 2015 Certified Organization

Since 2022...

Choose the Best





Adarsh Institute Of Information Technology Organization

Main Branch Office: Gaurav Complex, First Floor, Tower Road, Near BOB, MANGROL. 362225. Gujarat (INDIA)

Visit us at: WWW.aiito.org.in

E-Mail: info@aiito.org.in

Our PROFILE

The main objective of the Adarsh Institute of Information Technology Organization (AIITO) is to provide a better life and make them self reliant by encouraging children and women in remote areas with education and employment education. our priority will be to educate and educate the people by promoting technical education along with Indian culture and culture. This is because technical education plays an important role in human resource development of the country by generating efficient collective power, increasing industrial production and improving the quality of life of the people.

It will be our moral duty to respect the spirit of encouragement and stimulus that contributes to education and technical education. our goal is to develop education and provide technical education in the lives of people living in remote mountainous areas and provide them with livelihood tools to connect with the mainstream of the country's development. For this short term camps will be organized and certificate courses will be given.

Adarsh Institute of Information Technology Organization is a private autonomous organization with self-financing. we provide training and certification of skills and vocational courses for the sole purpose of employing candidates in the private sector. The institute does not in any way guarantee the acceptance of its certificates / diplomas by any government department or others and no claim can be filed against the institute for non-acceptance of its certificates / diplomas by any government department or others.

This is a small step in determining your participation in Skilled India, but with a sincere and meaningful effort with a transparent mindset, we will continue to make every effort to make it a landmark. Under the scheme Anganwadi, Early Childhood Education etc. courses will be run. Courses in Computer Operations, DTP, Tailoring, Handicraft, and Small Scale Industries will be run under Skills Based Course. In addition, special attention will be given to vocational courses - health work, social work, community health work, arts and crafts etc.

Adarsh Institute of Information Technology Organization has taken the initiative to encourage local entrepreneurs to set up institutions to impart vocational training to students for their skill development and management is completely non-political. Franchise learning centers that will provide quality job-oriented technology and vocational and strive for continuous growth in management processes. The top management of Adarsh Institute of Information Technology Organization is constantly striving to provide new opportunities to its centers as well.

Adarsh Institute of Information Technology Organization specializes in computer software and hardware graphic designing, web designing, web development, computer application, finance and accounting, office automation, computer teacher training, employment, Skills, business and management and entrepreneurship development.

Quality Certification ISO 9001: 2015 by the renowned international organization "UASL, England, UK"

Educational activities run by the institute for the purpose of increasing livelihood, development of education and imparting technical education:

- Information Technology Universal Management System
- Perfect Professionally Sewing Management System
- Naturally Divine Beauty Management System

FRANCHISEE Proposal

Authorized Study Center under AIITO Banner,

The center must have fulfill the below requirements

- 1. The institute will be responsible for issuing certificates to the students studying in the authorized center of AIITO.
- 2. The authorized center will not have any share of the institute in the study fee. Also the study fee will not be the responsibility of the institute.
- 3. While according to the structure prepared by the committee, the student studying in the vacation bench will be entitled to get the scholarship on the basis determined by the institute.
- 4. The information of the verification certificate coming from the recruitment department will be given to the center by the organization.
- 5. Student Verification, Center Registration Certificate and Center Login ID Password on the Website.(www.aiito.org.in).

Agreement / Terms and Conditions for Authorization with AIITO

- 1. To set up an authorized center at AIITO, the first Affiliation charge is will have to be paid. Affiliation charge is not refundable.
- 2. The audit charge will be paid to the institute by the authorized center at the end of the annual session.
- 3. Certificate will be given free by the institute after completion of the study session, Maintenance charge (costing charge) must be paid.
- 4. Maintenance charge (costing charge) is levied on the verification certificate from the recruitment department, which has to be paid to the organization by the authorized center.
- 5. The organization will not have any responsibilities related to staff salaries, taxes, computer software and your officer.
- 6. Maintenance charges for online course study will have to be paid separately by the center.
- 7. When students are admitted to the study center, full details have to be added on the website of the institute (add admission).
- 8. Certificate containing "Enrollment Number, Admission Date, Course Completion Date, Examination Date, Certificate Issue Date" provided by the institute will be considered as authorized by "AIITO".
- 9. The organization reserves the right to make any additions or changes to its terms and conditions.

Visit us at: WWW.aiito.org.in

BENEFITS



Information Technology Universal Management System

AIITO's philosophy has been to add value to the activities of its franchise partners. Will monitor the flow of activities, The doors of top management are also open to its franchise partners who always offer all possible consultancies and also provide innovative ideas for marketing and administration. Here is a short list.

Benefits to the Franchise Partner from AIITO Head Office:

- ✓ BRAND AIITO Use authority in your promotional activities.
- ✓ Franchisee at low cost with flexible terms and conditions.
- ✓ Get structured courses designed by market demand mind.
- ✓ Support from head office for low cost purchase of branded / second hardware.
- ✓ The course is conducted throughout the year in a controlled environment of examinations and admissions.
- ✓ Opportunity for additional activities regarding new franchises.
- ✓ After becoming the authorized center of AIITO, the Center Director will be able to establish the following sub-centers..
 - ☑ Spoken English class (Information Technology Universal Management System)
 - ☑ Beauty parlor class (Naturally Divine Beauty Management System)
 - ✓ Mehndi class (Naturally Divine Beauty Management System)
 - ☑ Sewing class (Perfect Professionally Sewing Management System)

Note: Activating one or more sub-centers can create a means of activities benefit and a means of marketing.

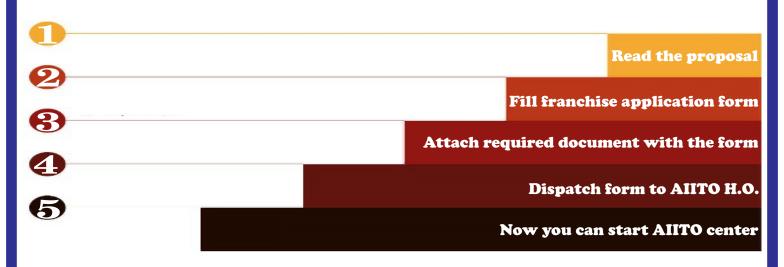
- ✓ Large courses like computer hardware-network will be able to prepare online study without the need of teacher.
- ✓ The AIITO head office will provide franchise start-up kits.

IN THE TIME TO COME

In The Time To Come

- ✓ Specially designed unique course materials.
- ✓ A chance to participate in various events conducted by AIITO such as scholarship exams, career fair etc.
- ✓ Faculty training programs and seminars.
- ✓ Continued support and advice from experts on good marketing and management techniques.
- ✓ Assistance in printing promotional materials such as banners, bags, book, posters, etc.
- ✓ Identity card for all the students in the head and head office of each center.
- ✓ Appointment assistance to clever students passing through AIITO Center.
- ✓ Continuous support and advice from experts relating to good marketing and management techniques..

PROCEDURE FOR TAKING FRANCHISE



Procedure for taking franchise:

The study center should be centered on the main location of the area. The center should have separate class room, computer lab and reception / office room. The center should have proper ventilation, fire safety and proper lighting. Block and sub-block level centers do not have the above infrastructure but should have a generally clean environment.

AIITO will abide by the terms and conditions followed by the organization. Courses will be run in accordance with the rules and syllabus prescribed by AIITO. The processing charge will be credited by the AIITO organization in advance to the non-refundable affiliation charge.

This amount will be credited at the time of signing the Affiliation Agreement.

- **Step 1.** You can send the request by e-mail or apply the application form from the web site www.aiito.org.in and send it to the main branch.
- **Step -2.** Attach the following documents to the franchise application form.
 - 1. Photo identity proof of the Center Director.
 - 2. Address proof of the Center Director.
 - 3. Qualification proof of the Center Director.
 - 4. One photograph of the Center Director.
 - 5. Registration certificate of the center by the organization, if already existing (This does not apply in case of opening a new center).
 - 6. Photographs inside and outside of the center.
 - 7. The Center Director will have to provide photo identity proof of the faculty.
 - 8. The Center Director will have to provide the address proof of the faculty.
 - 9. The Center Director will have to provide proof of the qualification of the faculty.

Step -3. The franchise can pay the affiliation charge through a valid internet transfer by sending the franchisee's application along with the documents mentioned in step no.2 at the AIITO main branch along with the payment of the first affiliation charge.

Our Head Office Address:

Reg. Office : Vraj Vihar Society,

Junagadh – 362001, Gujarat (INDIA)

Main Branch Office: Gaurav Complex, First Floor,

Tower Road, Near BOB,

MANGROL. – 362225. Gujarat (INDIA)

Help Line - +91 99047 60144

Our Bank Account Details:

Bank Name: ICIC Bank Ltd.

RADHE, GROUND FLOOR,

Tower Rd, Near Old Bus Stand, Mangrol - 362225.

A/C Name : ADARSH INSTITUTE OF INFORMATION TECHNOLOGY ORGANIZATION

A/C No. : 447801000014 IFSC Code : ICIC0004478

Step – 4. After receiving the franchise application form, documents and affiliation charge, we will send a startup kit and an authorization certificate. You can start using the AIITO brand from the day specified in our Authorization Certificate.

AIITO Head office will provide the following as franchise start-up kit.

- ⇒ Flex board 8/4 with font designed in your center, (without frame).
- Authorization Certificate (with your center name format).
- Authorized Computer Centers will receive attractive gifts from the organization.
- Authorized Computer Centers will get a sample of student's certificates and mark sheet from the institute.
- ☆ For sub Centers activity Sample of centers owner certificate.
- For sub Centers activity Sample of student's certificate.

 (Certificate Sample of Spoken English Class, Beauty Parlor Class, Mehndi Class and Sewing Class)
- \Rightarrow The rubber stamp of the center name.

AIITO Autonomous Computer Programs





- ➤ Course On Computer Concept (CCC)

 Eligibility:- 10th & Above Duration:- 3 Months
- Basic Computer Course (BCC)
 Eligibility: 8th & Above Duration: 3 Months
- Certi. Microsoft Office (CMO)Eligibility: 5th & Above Duration: 3 Months
- ➤ Certificate Course In Computer Application (CCA)
 Eligibility:- 10th & Above Duration:- 6 Months
- ➤ Diploma In Computer Application (DCA)

 Eligibility: 10th & Above Duration: 12 Months
- ➤ Advance Diploma In Computer Application (ADCA)
 Eligibility:- 12th & Above Duration:- 1 Year
- ➤ Advance Diploma In Finance & Accounts (ADIFA)
 Eligibility:- 12th & Above Duration:- 1 Year

Business Accounting Programs

- ➤ Certi. Tally 9.0 (CT)
 Eligibility:- 10th & Above Duration:- 3 Months
- ➤ Certi. Computer Accounting (Miracle With Gst) (CM) Eligibility:- 11th & Above Duration:- 3 Months
- ➤ Diploma In Computer Professional Accountant (DCPA)
 Eligibility:- 8th & Above Duration:- 6 Months
- ➤ Diploma in Financial Accounting (DFA)
 Eligibility:- 10th & Above Duration:- 6 Months
- ➤ Advance Diploma In Finance & Accounts (ADIFA)
 Eligibility:- 12th & Above Duration:- 1 Year



AIITO Autonomous Computer Programs





Certi. Corel Draw (CCD)
Eligibility: - 8th & Above Duration: - 2 Months

➤ Certi. Dtp (Desk Top Publishing) (DTP)
Eligibility:- 8th & Above Duration:- 6 Months

➤ Diploma in Web Designing&2DAnimation (DWDA)
Eligibility:- 10th & Above Duration:- 6 Months

➤ Diploma in Graphic Designing (DGD)

Eligibility:- 10th & Above Duration:- 6 Months

➤ Diploma in Multimedia Techniques (DMT) Eligibility :- 10th & Above Duration :- 6 Months

➤ Diploma in 3D Animation with VisualFX (DAV) Eligibility:- 10th & Above Duration:- 1 Year

➤ Diploma in 2D Animation with Graphic Designing (DAGD)

Eligibility :- 10th & Above Duration :- 1Year

➤ Advance Diploma in Animation with VFX&Graphic Designing(ADAVD)

Eligibility :- 10th & Above Duration :- 1 Year

➤ Advance Diploma in Animation with Graphic Designing (ADAGD)

Eligibility :- 10th & Above Duration :- 1 Year

➤ Advance Diploma in Graphic, Web Designing & Animation (ADGDA)

Eligibility:-10th & Above Duration:-1 Year

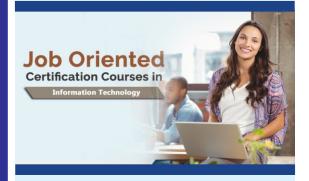
Hardware & Networking Programs

- ➤ Certificate In Hardware Engineering (CHE)
 Eligibility:- 10th & Above Duration:- 6 Months
- ➤ Diploma in Computer Hardware&Networking (DCHN)
 - Eligibility: 10th & Above Duration: 6 Months
- ➤ Advance Diploma in Hardware&Networking (ADHN)
 Eligibility:- 10th & Above Duration:- 1 Year



AIITO Autonomous Computer Programs

Job Oriented Training Programs



Certificate Course In Computer Teacher Training (CCTT)

Eligibility :- 12th & Above Duration :- 1 Year

➤ Data Entry Operator Program (DEOP)

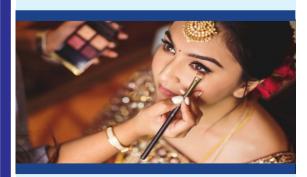
Eligibility :- 10th & Above Duration :- 1 Year

Proficiency Programs

- ➤ Certificate Coursein C,C++ (CC)
 - Eligibility: 10th & Above Duration: 2 Months
- ➤ Certificate Course in JAVA Programming (CCJP)
 Eligibility:- 10th & Above Duration:- 2 Months
- ➤ Certificate Course in Oracle&RDBMS (CCO)
 Eligibility:- 10th & Above Duration:- 2 Months
- ➤ Certificate Coursein Windows&VisualBasic (CCWV)
 Eligibility:- 10th & Above Duration:- 2 Months
- ➤ Diploma In Computer Teacher Training (DCTT)
 Eligibility:- 12th & Above Duration:- 1 Year
- ➤ Advance Diploma In Software Engineering (ADSE) Eligibility: 12th & Above Duration: 18 Months
- ➤ Advance Diploma In Software Development (ADSD)
 Eligibility:- 12th & Above Duration:- 12 Months



Beauty



- Airbrush Makeup
 - **Duration : -** 4 days
- ➤ Colour Course Level 1
 - **Duration: -** 4 days
- Colour Course Level 2
 - **Duration: -** 5 days
- Hair Up-Styles Course 2
 - Duration: 5 days
- ➤ Hair Up-Styles Course 1
 - **Duration:** 6 days
- ➤ Texture Level Course 1
 - **Duration:** 6 days
- Bridal Makeup Course
- **Duration:** 6 days

Beauty

- Classic Haircuts Course 1
 - **Duration: -** 6 days
- Creative Cuts Course
 - **Duration: -** 6 days
- Basic Hairstyling Course
 - **Duration: -** 6 days
- ➤ Corporate Makeup Course
 - **Duration: -** 6 days
- Classic Haircuts Course 2
 - **Duration: -** 10 days
- Personal Grooming Course
 - **Duration: -** 12 days



Beauty



Manicure And Pedicure

Duration: - 1 month

Professional In Nail Art And Extensions

Duration: - 1.5 month

Foundation Course In Cosmetology

Duration: - 6 months

Advanced Course In Cosmetology

Duration: - 1 year

➤ Foundation Course In Beauty Therapy(Skin)

Duration: - 3 months

Advanced Course In Beauty Therapy

Duration: 6 months

➤ Foundation Course In Hair

Duration: - 3 months

Beauty

Advanced Course In Hair

Duration: 6 months

Foundation Course In Makeup

Duration: - 3 months

Advanced Course In Makeup

Duration: 6 months

Certificate Course In Hair Designing

Duration: - 6 months

Certificate Course In Make Up

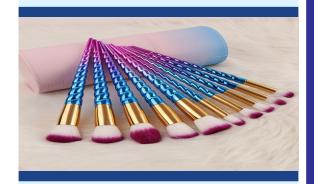
Duration: - 6 months

Certificate Course In Beauty Therapy

Duration:- 1 year

Certificate Course in Spa Therapy

Duration:- 6 months



Sewing



➤ Short Term Class

Duration: - 1 week

> Two Months Basic Class In Sewing

Duration: - 2 Months

> Six Months Diploma Course In Sewing

Duration: - 6 Months

Certificate In Cutting & Sewing

Duration: - 1 Year

Certificate In Dress Designing & Sewing

Duration: - 1 Year

Sewing

Certificate In Cutting & Sewing

Duration: 1 Year

Certificate In Stitching & Sewing Technology

Duration: 1 Year

Diploma In Cutting & Sewing

Duration: - 6 Months

Diploma In Apparel Manufacturing Technology

Duration: 6 Months

Diploma In Fashion Designing

Duration: - 1 Year



Mehndi



> Basic Mehndi Course

Duration: - 10 days

Advance Mehndi Designing Course

Duration: - 15 days

Advance Bridal Mehndi Designing

With Basic Figure Course

Duration: - 25 days

Mehndi

➤ Advance Bridal Figure Course

Duration: - 10 days

➤ Portrait Bridal Mehndi Designing Course

Duration: - 3 days



Spoken



Fundamental English (Spoken English)

Duration: 1 month

Strengthen Your Grammar Ability (Spoken English)

Duration: 2 months

Spoken

Advance Level For English Proficiency (Spoken English)

Duration: 2 monthsSpoken English

Duration: - 3 months



Certificate In Computer Concepts (CCC)

Duration 90 Hrs
Eligibility SSC Pass

CCC Course Contains Based On Syllabus As Per General Adm. Dept.Govt. Of Gujarat CRR No 10-2007-120320 G.5. Sachivalaya, Gandhinagar Date: 13-08-2008

Section -1, Duration: 40 Hours

Operating System & Office Productivity Tools

- Microsoft Windows XP/2003
- MS Word 2003 Including Advanced Features
- MS Outlook 2003
- File And Folder Management
- · Internet Familiarity, Usage And E-Mail
- Understanding Wide Area Net Work, Wireless LAN And Connecting LAN To WAN
- Information On Internet Explorer Usage And Various Options Settings Available
- Overview & Usage Of PDF

Section -2, Duration: 30 Hours

Microsoft Office Indic 2003 (Gujarati)

- Introduction About MS Office 2003 Indic
- Introduction About Desktop, Mouse, Keyboard, Etc.
- How To Start Word? Methods Of Starting Word 2003
- How To Changes Language English To Gujarati
- Introduction About The Gujarati Keyboards
- Introduction About The Gujarati IME.
- · Difference Between Remington And Transliteration Keyboard
- · How To Operate The Keyboard.
- What Is Transliteration Keyboard?
- How To Type Different Characters And Words From
- Transliteration Keyboard.
- How To Use IME Help?
- How To Use Spelling Grammars Check In Gujarati?
- What Is Smart Tag? What Is Thesaurus?
- How To Change The Menu Form English To Gujarati?
- Convert The ASCII Font To Unicode Form TBIL Converter

Section -3, Duration: 20 Hours

Troubleshooting, Installation And Best Practices

- Understanding Storage Devices
- How To Use A DVD/CD ROM
- Burning A DVD/CD
- Taking Data On And Resources From A Pen Drive
- Using Data And Resources From A Local Area Network
- Using Uploading And Downloading Of Data From The Internet
- Information On Scanner And Scanner Software Usage/Configuration

Installations

- Installing Basic Software's Like MS
- · Office, Etc.
- CD Burning Software (Nero Etc.)
- Installing Or Adding Printers
- Installing Or Adding Fonts
- Installing Sound Drivers
- Installing Drivers For Any New Hardware
- Installing New Software And Removing Them Using The Control Panel

Best Practices

- Understanding Patches, Upgrades, Versions And Installing Them
- General Security Concepts
- Covering Orientation On The Criticality Of The Password Protection.
- · Guidelines On Protection Of The
- Assigned Accounts
- Disk Cleanup
- Regular Updating Of Anti Virus Software
- Scandisk
- Backups IN Detail Including The Following.
- · Backup Through Application
- · Record Retention

Troubleshooting

- Troubleshooting Tools
- Troubleshooting Viruses
- Troubleshooting Fundamentals
- Problems That Keep A Computer From Starting
- Troubleshooting OS
- Problems After A Computer Boots



Our

CERTIFICATES

SPOKEN ENGLISH

Adarsh Institute Of Information Technology Organization Society, Rep. No. Caj. 4345

1 Reg. No. GJ-11-0012778 S An ISO 9001 : 2015 Certified Organization

Information Technology Universal Management System

Certificate

Enrollment No. : XXXXX001

This is to certify that

STUDENT FULL NAME

has successfully completed the Course in CERTI. SPOKEN ENGLISH COURSES

and has passed the final examination conducted by the Controller of Examinations with B+Grade and has been Awarded this Certificate

Date of Joining : XXXXX001
Date of Issuance : XXXXX001

Study Center STUDY CENTER NAME

g Excellent Very Good Good Satisfactory nec, 81% - 90%, 71% - 80%, 61% - 70%, 51% - 60%,

Gnak Sale: A+ A B+ B C+ C+ D

Head Office: - Adarsh Institute Gaurav Complex, 1" Hoor, Tower Road, MANGROL - 362225.

Wrify Certificate Our Website: aiits.org.in E-mail: info@aiits.org.in









BEAUTY PARLOUR

A.I.I.T.O. - Reg. No. F/4291, Society. Reg. No. Guj / 4345. An ISO 9001 : 2015 Certified Organization

Naturally Bivine Beauty Management System

Certificate on Completion

This is to certify that

STUDENT FULL NAME

CERTI. BEAUTY PARLOUR COURSES

and has passed the final examination conducted by the Controller of Examinations with A+Grade

and has been Awarded this Certificate.

Study Center

STUDY CENTER NAME

Grade Scale : A+ A B+ B

Head Office : - Adarsh Institute Gaurav Complex, 1" Flor



SEWING

A.I.I.T.O. - Reg. No. F/4291, Society. Reg. No. Guj / 4345. Reg. No. GJ-11-0012778

An ISO 9001: 2015 Certified Organization

Perfect Professionally Sewing Management System

Certificate on Completion

This is to certify that

STUDENT FULL NAME

has successfully completed the Course in

CERTI, SEWING COURSES

and has passed the final examination conducted by the Controller of Examinations with A+Grade and has been Awarded this Certificate.

Study Center

STUDY CENTER NAME

Gode Scale : A* A B* B C Head Office: - Adarsh Institute Gaurav Complex, 1" Hoor, To Verify Certificate Our Website: alito.org.in







MEHNDI

A.I.I.T.O. - Reg. No. F/4291, Society. Reg. No. Guj / 4345. Reg. No. GJ-11-0012778

An ISO 9001: 2015 Certified Organization

Naturally Bivine Beauty Management System

Certificate on Completion

This is to certify that

STUDENT FULL NAME

has successfully completed the Course in

CERTI, MEHNDI COURSES

and has passed the final examination conducted by the Controller of Examinations with B+Grade and has been Awarded this Certificate.

Study Center

STUDY CENTER NAME

 Performance:
 Out Standing
 Excellent
 Very Good
 Good
 Sar

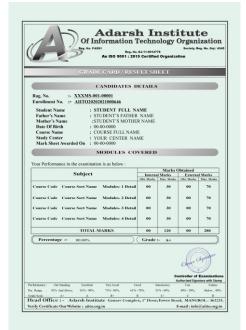
 Mark Runge:
 9195 And Above
 8195 - 90%
 7196 - 80%
 6195 - 70%
 519

 Grade Scale:
 A*
 A
 B*
 B

 Head Office:
 Adarsh Institute
 Gaurav Complex, 1" Floor,7



MARK SHEET



AUTHORIZATION

Adarsh Institute Of Information Technology Organization Region: Reg. No. Guj / 4345 Reg. No. GJ-11-0012778 An ISO 9001: 2015 Certified Organization

Authorization Certificate Autho Study Center Name

> This is to Certify that Mr./Ms.

Center Owner Name

Has been Recognized as Authorized Training Center for Conducting Education Programs Under

Your Applicable Educational Management System

Branch Code : XXXMS-000 Renewal Date : 00-00-0000

norized Signature





Adarsh Institute Of Information Technology Organization



Visit us at : <u>WWW.aiito.org.in</u>

E-Mail: info@aiito.org.in

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