



GOVERNMENT OF KERALA
HIGHER EDUCATION (C) DEPARTMENT

No. 16563/C1/14/H.Edn

Dated: 09.07.2015, Thiruvananthapuram.

CIRCULAR

Sub:- Higher Education Department- ASAP- Foundation Module being conducted in the Partner Institutions -Sharing of Resources and Infrastructure- guidelines issued.

Ref :- Minutes of the meeting of the Departmental Co-ordination Committee held on 27-6-2015

Additional Skill Acquisition Programme (ASAP) is a joint initiative of Departments of Higher Education and General Education intended to impart skill training, with the objective of building a pool of skilled youth in line with the demands of industry.

The programme is intended for the Plus one and Under graduate students who have to undergo a mandatory Foundation Module (FM) of 180 hrs, which comprises 100 hrs of Communicative English and 80 hrs of basic IT along with a Skill Course. FM is being transacted outside their regular hours, in the School/College, where the student is doing his/her regular course of study. The skill course is being done in the Skill Development Centres on Saturdays, Sundays and holidays.

Under the circumstances, it is directed that the following facilities shall be ensured by the Principal of the College/Higher Secondary School, as the case may be, for the conduct of the Foundation Module. If the facilities are not available in the Higher Secondary, the facilities of the High School in side the campus, shall be shared for the conduct of the Programme.

- A spacious smart classroom on a permanent basis, with adequate lighting and ventilation
- White Board
- Laptop
- LCD Projector
- Computer lab with a minimum of 15 computers in working condition and internet facility

ASAP's Faculty Coordinator selected from the teaching staff of the Higher Secondary School/College along with the office attendant should be entrusted with coordination of the activities in the Institution.

The Principals of Higher secondary/ Vocational Higher Secondary Schools/Colleges should introduce ASAP to the students on the day of commencement of first year/semester class in the institution. The support of Programme Managers/Skill Development Executives of ASAP shall be sought for wherever necessary.

This circular shall be endorsed to the respective Govt. institutions by Director of Collegiate Education, Director of Higher Secondary , Director of Public Instruction and Director of Vocational Higher Secondary for strict compliance.

B Srinivas

Secretary to Government

To

Director of Collegiate Education, Thiruvananthapuram

Director of Higher Secondary Education, Thiruvananthapuram

Director of Public Instruction , Thiruvananthapuram

All Principals of Govt Colleges,

All Principals of Higher Secondary Schools

All Heads of ASAP

All Senior Programme Managers and Programme Managers in charge of District

All Programme Managers in charge of Skill Development Centers

Forwarded / By Order

Section Officer