



GOVERNMENT OF KERALA
HIGHER EDUCATION (C) DEPARTMENT

No. 16563/C1/14/H.Edn

Dated: 09.07.2015, Thiruvananthapuram.

CIRCULAR

Sub:- Higher Education Department-ASAP-Providing office space for the Project and classrooms on skill training days- engaging Security personnel for the protection of Assets created- reg.

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

Additional Skill Acquisition Programme (ASAP), 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 students enrolled in the Project will undergo Skill Training in the Skill Development Centres (SDCs). Each Skill Development Centre caters to about 300 students allocated in ten batches. Institutions including schools and colleges were identified and they are being converted as SDCs by modifying/refurbishing the existing infrastructure, improving them to smart classrooms by fixing LCD projectors, interactive boards, white boards etc. along with establishing high-tech Computer Lab with 10 KV power back up and with internet connectivity.

Each Skill Development Centre, which caters to a minimum of 300 students from different educational institutions in the vicinity of the SDC, requires space for the functioning as the office of SDC Programme Manager which ensures the upkeep of the activities of ASAP in the SDC as well as the partner Institutions attached to the SDC.

Under the circumstances, it is directed that the following shall be ensured by the Principal of the College/Higher Secondary School as the case may be, for the conduct of the Skill classes of ASAP:

- i. A room is allotted to ASAP to function as the Office of the SDC for the exclusive use of ASAP on all days including normal working days.
- ii. The rooms identified/refurbished by ASAP for the SDC classes are provided exclusively to ASAP on holidays, Saturdays and Sundays for conduct of the skill classes
- iii. The Office Attendant, identified to assist the SDC, opens the gates and doors of all the identified rooms, laboratories etc., well before the commencement of the classes
- iv. The toilets, drinking water facilities and other amenities in the campus are made available to the students, SDEs, Programme Managers etc. of the Project on the functioning days

- v. If there are no night watchmen/security personnel available in the institution for night duty, ASAP will engage night watchman in the SDC, in two shifts of eight hour each for the protection of the assets created by ASAP in the institution. This arrangement will be discontinued when the regular night watchman is posted in the institution by the parent Department or engaged by PTA.

This circular shall be endorsed to the heads of respective Skill Development Centers 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