



**GOVERNMENT OF KERALA**

**Abstract**

Higher Education Department - Additional Skill Acquisition Programme- The Job Description of Senior Programme Managers/Programme Managers in Charge of District.-Approved- orders issued

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**HIGHER EDUCATION (C) DEPARTMENT**

**G.O. (Rt.) No: 368/2015/H.Edn**

**Dated, Thiruvananthapuram, 25.02.2015**

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*Read:-*1. GO(Rt) No. 2268 /2013/H.Edn dated 19-11-2013

2. G.O. (Rt.) No: 2429/2014/H.Edn dated 14-10-2014

**ORDER**

As per the reference cited above (1), some of the Programme Managers were re-designated as Senior Programme Managers and have been given additional charge of the Districts and have been implementing ASAP activities in the Districts.

As per the G.O. 2nd read above, considering the additional responsibility and change in Job nature, the Senior Programme Managers in charge of District were relieved from managing the day-to-day affairs of SDCs.

In order to effectively implement skill programmes at grassroots level, a District Programme Management (DPM) Unit was envisaged in the Preliminary project report of Additional Skill Acquisition Programme. The DPM unit will consist of one or two programme Managers and a Senior Programme Manager in Charge of the District. The DPM unit will be primarily responsible for the quality delivery of Skill Training in particular and implementation of all ASAP projects in the District in general.

Government have examined the matter in detail and are pleased to approve the job description of Senior Programme Manager in charge of the District in Additional Skill Acquisition Programme and appended to this order.

(By order of the Governor )

B Srinivas

Secretary to Government

To

All Senior Programme Managers in Charge of the District

All Heads of ASAP

Forwarded / By Order

Section Officer

## Job description of Senior Programme Manager in charge of District

1. Act as a nodal point for all ASAP activities in the District
2. Coordination of implementation of the ASAP training programmes in the District.
3. Act as Convenor for District Coordination Committee
4. Coordinate with District Information Officers with respect to all media activities
5. Coordinate with District Collectors and other District Officers for the smooth implementation of the Programme.
6. Coordinate with representatives of Training Service providers to ensure quality of the Skill Programmes.
7. Coordinate with Regional Director (HSS), Deputy Director (Colleges) and Deputy Director (Education) for the smooth implementation of the programme
8. Intervene, whenever issues are reported either by the Programme Manger or the School/College Authorities.
9. Develop and implement outreach plans for bringing in new institutions for ASAP implementation in the District.
10. Recruit Skill Development Executives for ASAP foundation module delivery in the District based on systematic assessment of requirement.
11. Plan and monitor the student selection process in the District.
12. Ensure Institutional Level Committees are meeting on a monthly basis at all ASAP Institutions
13. Ensure Training Programmes are conducted as per the approved curriculum and schedule at all Institutions and SDCs in the District.
14. Develop, plan and implement quality monitoring measures for various training programmes as per the directions of Domain Heads.
15. **Ensure proper documentation is done** for all ASAP activities in the District.
16. Prepare and submit following reports of SDCs and Institutions on a monthly basis (both narrative and statistical):
  - a. Programme implementation Progress reports
  - b. Quality reports of all training programmes
  - c. Financial Reports (Expenditure and Utilisation status) and Budget Requirements
  - d. Activity Documentation Reports
  - e. Others reports and information as per the directions of Domain Heads from time to time
17. Initiate partnership with Industries for internship and placement
18. Co-ordinate the arrangements for Internship of students with representatives of TSPs.
19. Arrange job fairs and other placement services for ASAP graduates
20. Ensure sound financial management in the implementation of ASAP in the District
21. Monitor the disbursement of funds in SDCs and in Institutions as per the approved procedures.
22. Facilitate Audit of SDCs and ASAP Institutions
23. Business promotion and management support to Community Skill Park.
24. Preparing performance appraisals of the PMs in the District and furnishing the same to ASAP Head Quarters.
25. Any other professional work assigned by ASAP Secretariat including professional support to other government functions/projects.