



**GOVERNMENT OF KERALA**

No: HEDN-C4/282/2016-HEDN  
Higher Education (c)Department  
Thiruvananthapuram,  
Dated: 25/06/2016

**CIRCULAR**

Higher Education Department- ASAP – Providing travelling allowance,  
Sub: accommodation and food to students during internships during regular  
ASAP training – Procedures-reg

Ref: Circular No. 2374/15/HEdn dated 03.06.2015 and 05.06.2015.

Based on the requests from the students, parents and field officials, it has been decided to provide travel allowance, boarding and food to students during internships connected to the Summer Skill Skool ( SSS) training of Additional Skill Acquisition Programme vide circular read above.

Considering the importance of the process of internship in skill development and the scarcity of internship venues and industries within the state, it is hereby decided and ordered to extend the assistance for food accommodation and travel for the students attending Regular ASAP batches .

Following guidelines are issued for the purpose.

1. First priority of the internships should be provided within the district to the maximum extent possible possibly in the near proximity of the SDC to which the skill batch is attached.
2. The TSPs should propose internships outside the District/ State, only in the cases where internships are not possible within the District/State. If it is outside the State, same shall be either linked to placement or paid internship to the maximum extend possible. The TSPs should submit the proposal in this respect with sufficient justifications to the Sector Head for approval and Sector Heads should recommend the proposal on merit on a case to case basis only.Such internship shall be organised only after the approval of the Head in charge of the sector officially.
3. ASAP will reimburse the expenses incurred for travel, accommodation and food for students only if the internship is provided outside district/state as recommended by the sector Head
4. The internship so arranged should have a one to one relationship with the content and industrial application of the skill course leading to genuine on the job skill development to the student .
5. While arranging internships outside the District/State, the Training

Service Provider should arrange secured and moderate accommodation and good quality food to the students as detailed below.

6. In all cases, the TSP should submit detailed proposal showing the place of internship, place of accommodation, list of students mapped to each location of internship including the detailed costing for each of the items which shall be approved by the Sector Head before proceeding to conduct the internship.

7. In case of internship outside the district / state, the place of internship and the accommodation shall be visited by ASAP officials before finalisation.

8. ASAP representative should accompany the students during their travel, if the place of internship is outside the District/State.

9. Once the internship venue and other arrangements are fixed and approved, the PM in charge of the SDC to which the skill batch is attached should convene a meeting of the students and their parents preferably in presence of the TSP representative or the trainer. In the meeting the representative of the TSP should explain the nature and procedure of the internship and distribute the internship willingness form and other report forms.

10. The students should submit the internship willingness form signed by them and their parent to the SDC on a date specified by the PM prior to the commencement of the internship. Only those who submit the willingness should be sent for internship.

#### **A c c o m m o d a t i o n**

1. If the Internship venue is within the district, accommodation need not be arranged for students. If the distance of travel for majority of students is too long so as to affect the effectiveness of internship process, the Head in charge of sector may process a special request for providing the accommodation and food for the students only in cases of extremely genuine cases. As a general rule payment of accommodation and food expenses may be discouraged in cases where the students can attend their own on a daily basis.

2. Accommodation may be arranged in rooms or dormitories with moderate comfort and affordably moderate cost only. The accommodation should have sufficient security, sanitation and drinking water facility.

3. Sufficient numbers of clean toilets should be available at the venue of accommodation.

4. The services of a warden should be available at the dormitory/venue round the clock.

5. The girl trainees should be provided separate dormitory/ accommodation with the above facilities and services of a female warden.

6. In case of necessity, medical facility should be provided.

7. The TSP should arrange accommodation within the proximity of the actual place of internship. If transportation is required between the place of accommodation and the internship centre, it should be borne by the TSP and will not be reimbursed by ASAP.

### **Food and refreshments**

1. Students should be provided good quality of food in sufficient quantity on days of internship. There should be a breakfast, lunch and dinner supported with two sessions of tea and snack at 11AM and 3.30PM. The items of food may be intimated and approved by the sector team of ASAP
- 2 . If the internship requires field visit, arrangements should be made to provide food during such field visits/travels as detailed above.

7. The TSPs should meet these costs and get it reimbursed from ASAP on completion of the internship.

### **Travelling Expenses**

1. Travelling expenses shall be met by ASAP only in cases of internships conducted long away from the SDC where the students may find it difficult to meet the expenses as recommended by the sector head. Even in cases of internships out side the district , the head in charge of sector may judiciously decide and recommend the payment of TE on a reimbursement basis only.
2. In eligible cases, ASAP will reimburse the Travelling Expense to the students as per the following norms:
  - a. In cases where accommodation is provided, actual expenses of one onward journey to the place of accommodation for internship and one return journey to home will be reimbursed to the students by the PM in charge of the SDC to which the skill batch is mapped after submission of the internship completion documents.No TA will be paid for journeys other than the one time to and fro journeys mentioned above if accommodation id provided in the internship venue.
  - b. If the student travels regularly to the place of internship in cases where accommodation is not arranged, the actual TA as per public transport rates shall be calculated and reimbursed through PM in charge of the SDC after submission of internship completion documents after verifying the attendance.The SDC PM has to prepare a statement

of TA to be reimbursed to students after successful completion of the internship. The amount as recommended by the sector head shall be allotted to the SDC PM concerned for reimbursement to students.

11. On completion of the internship, the students should submit the internship report to the SDC for certification as well as to get the reimbursement of TA.

12 The TSP should request the reimbursement of boarding and food expenses of the students with relevant proof including bills through the sector head indicating the attendance of students and internship completion certificates which on approval shall be paid directly to the TSP.

**GEORGE THOMAS.K, AS (ASAP) (H.EDN), O/o Additional Secretary  
Higher Education (ASAP)**

To

All the SPMs/PMs in charge of the Districts

All SPMs/PMs in charge of SDCs

All the Heads of Divisions

ASAP Finance

Finance Officer, ASAP

All the Sector PMs

All the Training Service Providers

Administration/Training/ Finance Units at ASAP Secretariat

Forwarded / By Order  
Section Officer