



## **GOVERNMENT OF KERALA**

No:HEDN-C4/202/2016-HEDN  
Higher Education (C) Department  
Thiruvananthapuram,  
Dated: 25/05/2016

### **CIRCULAR**

Sub: Higher Education Department-Additional Skill Acquisition Programme-  
Skill Batches conducted outside Skill Development Centres- Guidelines  
-Reg

Ref:

The following guidelines are issued for ensuring the smooth conduct of skill batches outside SDCs and at the industry/related locations.

1. Cases where the entire course is conducted outside and only the Practical sessions are conducted at the off campus centre, will be attached to an SDC and the SDC PM concerned will be responsible for the conduct of the courses.

2.Scheduling of Batches in MIS shall be done by the PM in charge of the SDC to which the batch is attached to.

3. Students should be supplied with MIS generated identity cards and learning materials (if any) under the supervision of the SDC PM or representative. Instructions regarding the training venue and the rules and regulations of ASAP training should be conveyed to the students on the first day itself. There will be a course coordinator at each of these training venues assigned by the TSP (a faculty of the technical institution in most of the cases). Students should be instructed to report to the course coordinator at the training venue.

4.Attendance: Institutions/industries working as OJT centres will be supplied with a Biometric device to record attendance. Coordinator of the centre will be the person responsible for recording attendance.

5 No refreshments and TA to students should be arranged at the OJT centres.

6.There are a few batches which have part of the training/practical sessions conducted outside SDCs. Students should be intimated the reporting time and venue of the practical sessions well in advance in consultation with the PM in charge of sector of such courses.

7.The Programme Manger attached to the SDC will remain the first reporting person for all aspects in OJT model.

**B.SRINIVAS, PRL SECY (H.EDN), O/o Principal Secretary Higher  
Education**

To

All Programme Manager and Senior Programme Managers

All Heads of Division

Finance, ASAP

AG (A&E/Audit) Thiruvananthapuram

Forwarded / By Order  
Section Officer