

കേരളം കേരल KERALA

AY 698743

**Project Document**

**For**

**Training Partner Scheme**

**Under Additional Skill Acquisition Programme**

Additional Skill Acquisition Programme (ASAP) is an initiative of the Departments of Higher Education and General Education, Government of Kerala, with a view to improve the employability quotient of students studying in Higher Secondary Schools and Undergraduate students of Arts and Science Colleges. Additional Skill Acquisition Programme (ASAP) is part of the State Skill Development Project designed with the objective of advancement of Skill proficiency and Development in Kerala. ASAP commenced operations in July 2012.

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11.5.2017

ബി.എ.ടി. സെന്റർ കോളേജ്

ആർ.എ.പി. ടി. സുബ്ബൻ കുമാർ  
 എച്ച്.ആർ. ഓഫീസർ

മെമ്പർമാർ വെണ്ടി  
 ടി.എ. മോർട്ടിസ്





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This Project Document is signed at Chengannur (place) on the 12<sup>th</sup> day May of 2017, by Mr/Mrs/Dr. Achamma Alex, Principal, Christian College (signature) behalf of Christian College Chengannur (institution name), a Training Partner Institution (here in after referred to as TPI) for Additional Skill Acquisition Programme (here in after referred to as ASAP).

The TPI agrees to conduct a training programme in accordance with the design of the Communicative English Trainer (here in after referred to as CET) Programme of ASAP. The training program will be fully residential for a period of 21 continuous days. There will not be any classes on Sundays. The sessions of each day will start at 9.00 am and end at 8.00 pm. This programme concentrates mainly on four main focus area of communication trainers such as Language Skills, Trainer Skills, Soft Skills & ICT Skills.

Detailed session wise timetable will be provided by ASAP. The TPI is responsible for the administrative and academic implementation of the entire training program. 3 days TPI should provide infrastructure, faculty for the training.



Dr. ACHAMMA, ALEX  
Drawing and Disbursing Officer  
Chengannur

11.5.2017. കോളേജ് അധ്യക്ഷനായ അലക് ടി. അച്ചമ്മ സി. എ. ക്രിസ്ത്യൻ കോളേജ് ചെങ്ങന്നൂർ  
സത്യം ജയിക്കും  
കോളേജ് അധ്യക്ഷനായ അലക് ടി. അച്ചമ്മ  
സത്യം ജയിക്കും



accommodation and food, necessary study materials and stationery items. The faculty for the training program will be 4 for each batch, which includes 3 faculties from English and 1 from IT. The Course Director shall preferably be one of the faculties. ASAP will monitor the quality of the delivery and adherence to the time schedule of the Training Program.

## 1. RESPONSIBILITIES OF THE TRAINING PARTNER INSTITUTION

- 1.1. The Training Partner Institution) shall provide the entire infrastructure facilities to conduct the training. The infrastructure including spacious classrooms (20"X30") well lit and ventilated with sufficient number of chairs (preferably Jefferson chair) having arm rest to seat 30 trainees. Other equipments like, computer, whiteboard, pen, duster, LCD Projector and screen shall be provided for each batch of the course.
- 1.2. Computer lab with a minimum number of 15 systems with network and internet connectivity shall be provided. Training aids like handouts, worksheets, materials and other stationery items like notepad, pen and pencil shall be provided.
- 1.3. TPI shall provide the lodging facilities (separate for boys and girls) ensuring the security of trainees. If lodging facility is not available within the campus, institution shall arrange the same near the institution. Transportation facility shall be provided if the lodging facility is away from the training centre. Utmost care shall be given to secure the safety and security of the girl students throughout the training period.
- 1.4. TPI shall post a warden, preferably from among the faculty, to coordinate food and accommodation of the trainees and their welfare and security.
- 1.5. TPI shall post security personnel at the place of accommodation as well as training to ensure the safety of trainees.
- 1.6. TPI shall provide adequate support staff at the place of accommodation as well as training.
- 1.7. TPI shall provide food (breakfast, lunch, dinner, tea and snacks -2 times /day) to the trainees. Quality food shall be served in sufficient quantity to the trainees.



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- 1.8. TPI shall provide four faculties to conduct the training of one batch. Out of the four, three are from the Dept. of English and one IT/Computer Science Faculty. If sufficient number of English faculty is not available with the Department, Institution shall arrange retired faculty or qualified guest faculty. If the IT/Computer Science faculty is not available, the institution shall choose one from the panel provided by ASAP.
- 1.9. Same faculty shall not take more than two sessions (each of two hours) on a day in the same batch.
- 1.10. TPI shall adhere to the timetable scheduled by ASAP. Deviation from the same is not entertained.
- 1.11. TPI shall issue individual intimations to the trainees to attend the programme and at the end of the programme TPI shall also provide the certificate of participation issued by ASAP to trainees who have successfully completed the training with a minimum of 90% attendance.
- 1.12. TPI shall keep the details (like attendance, bio-data and individual records of performance in the training) of each trainee. The institution shall also keep session wise details of the faculty. The institution shall handover the same to ASAP on the completion of training.
- 1.13. TPI shall send the intimation letter with the details of residential training to the list of trainees, provided by ASAP and ensure timely participation.
- 1.14. Continuity of further training programs in the institution shall be based on the percentage of students, who meet the specified level of competency.

## 2. RESPONSIBILITIES OF ASAP

- 2.1. Maximum budget of the entire training program, for one batch, shall be Rs.4, 50,000. For details please refer to the table attached below. Out of the total budget 50% shall be allotted in advance to the institution.



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Department of English  
Institution

Sl No	Cost Item	Amount	Unit	Total
1	Honorarium for Subject Experts	750/Hr	18X750X8.5	1,14,750
2	Accommodation	200/person	30X200X21	1,26,000
3	Food and Refreshments	250/person	30X250X21	1,57,500
4	Administrative Charges *			40,000
5	Stationery & Contingency Charges *			11,750
<b>Total</b>				<b>4,50,000</b>

- Out of Rs.4.5 lakhs, the amount for food and accommodation (items 2 &3) shall be calculated on the basis of batch attendance (per trainee @ 450/day). The other items will be fixed for each batch.
  - Administrative Charges include the water bill charges, electricity bill charges, the TA of trainee, Remuneration of Support Staff – Rs.3000/- per person (minimum) and Course Director Allowance Rs.10,000/- (minimum) etc..
  - Stationery Charges include the materials like handouts, worksheets, notepad, pen etc.
  - Re-appropriation of expenditure among the heads is admissible
- 2.2. ASAP shall conduct Training for the faculty(Master Trainers) provided by the partner institutions, for both English and IT. Only these faculties shall be entrusted to handle the entire training program.
- 2.3. ASAP shall provide training schedule, training manual and materials for the master trainers to equip them for conducting the 21 day training program. ASAP shall also provide Content of the training aids that need to be circulated among the trainees.
- 2.4. ASAP shall provide participation Certificate for the trainees, which is to be issued by the institution at the successful completion of the training program.



- 2.5. ASAP shall provide the participant list of trainees well in advance to the TPI so as to send the intimation letter for individual participant.
- 2.6. ASAP shall monitor the entire process of training through multipronged approach to ensure the quality of the training.

**GENERAL CONDITIONS**

- 1. ASAP shall provide the list of trainees, cost of training, subject matter of the training program, and training of Master trainers for the training program. The Trainer Institution shall be responsible for sending individual invitation letter to the student trainees from the list provided by ASAP, arranging food and accommodation for the trainees, making available suitable infrastructure, ensuring quality delivery of the training, ensuring the safety and security of the trainees.
- 2. ASAP is entitled to cancel any batch of training program
  - a) If the number of students who opt for training in a particular institution in a batch is below 20.
  - b) If there are serious lapses or inadequacies noted in the conduct of the training program
- 3. ASAP shall issue the terms and conditions of the training program to the Trainees and the TPI shall ensure the adherence to the same.

In witness whereof the parties have signed this Project Document on the day

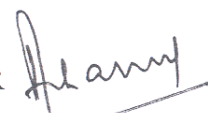
12<sup>th</sup> May and year 2017

Signed and delivered by

**CHIEF EXECUTIVE OFFICER, ASAP**

Signed and delivered by

**Principal/ MANAGER**



**Principal/ MANAGER**  
Training and Placement Officer  
Christiana College of Education

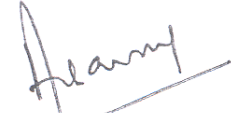
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Witnesses:

1. Dyrin Jacob  
Head Accountant  
Christian College  
Chengannur



2. V.K. Sathkesh  
Senior Clerk  
Christian College  
Chengannur



**Dr. AZHAMMA ALEX**  
Drawing and Disbursing Officer  
Christian College, Chengannur

**GENERAL INSTRUCTIONS**

1. Read carefully the Project Document and ensure that the TPI satisfies conditions as stipulated for becoming a training partner institution.
2. Take the printout of the Project Document on 200 rupee stamp paper, ensure that it is duly signed by you and sent to ASAP in the following address on or before 13<sup>th</sup> April 2017.
3. Identify the faculty (3+1 for each batch) and course director to arrange the facilities for training.
4. Prepare the schedule (duration) of training, number of batches, accommodation details and other infrastructural facilities.
5. Fill up the online data capture form that will be attached with the confirmation mail sent from ASAP after getting your signed project document.
6. For further details you can contact in this numbers.  
Binish George, SPM Quality Division @ 9495999676 / B S Chithralekha,  
SPM University Integration @ 9495999617
7. Signed Project Document to be sent to this address,  
**Dr. MADHUSUDHANAN C.,**  
**HEAD (QUALITY CONTROL) ASAP SECRETARIAT,**  
**3RD FLOOR, TRANS TOWERS, VAZHUTACAUD,**  
**THIRUVANANTHAPURAM - 695014**