

GENERAL INSTRUCTIONS

- Read carefully the Undertaking. The G.Os mentioned in the undertaking is appended herewith for reference.
- Principal should convene a meeting of PTA members, Manager (For Aided Institutions) and the related faculty before signing the Undertaking. A resolution should be passed agreeing the above conditions.
- This Undertaking shall be taken on Rs 200/- stamp paper and signed by the Principal, PTA president/Manager of your institution and sent to ASAP in the following address on or before 15th July 2017.
- Identify one faculty as ASAP Faculty co-ordinator to arrange the facilities and co-ordinate the training.
- For clarifications, you can contact in- 0471 2722500 or mail at “highersecondary@asapkerala.gov.in”
- Send the signed the Undertaking to

Dr. Reju MT IAS

Chief Executive Officer,

Additional Skill Acquisition Programme

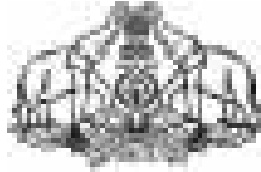
Third Floor, Transtower Buildings

Vazhuthacaud, Trivandrum 695014

Contact Numbers

Sl no	District	Phone numbers
1	Trivandrum	9495999635
2	Kollam	9495999647
3	Pathanamthitta	9495999636
4	Alappuzha	9495999642
5	Kottayam	9495999634
6	Idukki	9495999633
7	Ernakulam	9495999620
8	Thrissur	9495999616
9	Palakkad	9495999627
10	Malappuram	9495999663
11	Kozhikode	9495999626
12	Wayanad	9495999657
13	Kannur	9495999638
14	Kasargode	9495999654

Reference



GOVERNMENT OF KERALA

Abstract

Higher Education Department- Selection of Students for the Additional Skill Acquisition Programme- Guidelines accepted- Orders issued

HIGHER EDUCATION (C) DEPARTMENT

G.O. (Ms.) No: 514/2012/H.Edn

Dated, Thiruvananthapuram, 18.10.2012

Read:-1)GO(Ms)No:271/2012/HEdn Dated 7-8-2012

- 2) Minutes of the Empowered Committee on Additional Skill Acquisition Programme held on 5-10-2012

ORDER

The Empowered Committee for the Additional Skills Acquisition Programme (ASAP) held on 5-10-2012 suggested following guidelines for the selection of students for Additional Skill Acquisition Programme.

A Student Selection Committee consisting of

1. Principal of the School/College
2. ASAP Faculty Coordinator for the School/College
3. Programme Manager of ASAP

shall examine the background, aptitude for skills and conduct personal interviews if necessary to select the students.

In selecting the students, care has to be taken to ensure that students who have already decided to adopt a specific career for themselves e.g. Teaching/Research in any subject/Professions like Law, Medicine, Engineering etc. are discouraged from joining the courses. There might be a tendency for

students who do not have a real aptitude for acquiring an extra skill to join the course simply viewing the same simply as an extra-curricular accomplishment. Such a tendency should also be discouraged.

Government have pleased to accept the guidelines and ordered accordingly.

(By order of the Governor)

Dr.K.M Abraham

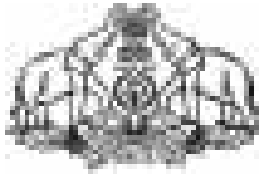
Principal Secretary to Government

To

Director of Collegiate Education , Thiruvananthapuram Director of
Higher Secondary Education Thiruvananthapuram All Principals of
Government Arts and Sciences Colleges All Principals of
Government Higher Secondary Schools

Forwarded / By Order

Section Officer



GOVERNMENT OF KERALA

Abstract

Higher Education Department - Additional Skill Acquisition Programme- Payment and Receipt of Fees – Foundation and Skill courses of ASAP - 2014-15 Batches – Approved - orders issued

HIGHER EDUCATION (C) DEPARTMENT

G.O. (Rt.) No: 1664/2015/H.Edn

Dated, Thiruvananthapuram, 01.07.2015

Read:-1) GO(Ms) No. 546/2012/H.Edn dated 03.11.2012 2)

GO(Ms) No. 559/2012/H.Edn dated 16.11.2012

ORDER

Government are pleased to approve the revised fee-structure and procedures for fee-payment , applicable to the foundation courses and skill courses of ASAP , pertaining to 2014-15 and onwards.

The Incentive –Linked fee structure as constituted by the GO read 1st above , will continue to be in operation . Students will be grouped in two categories as per the practice followed in the previous year. Of this , students from the BPL* , SC,ST, SEBC families or who are physically challenged and two exempted general students by District Level Committee will form the Category –I and those General category students [who fall outside Category-1] will form the Category-2 of ASAP.

[For this purpose , the BPL Certificate issued by the Village Officer /List maintained by Local Body/Rationa Card Entry will be considered as the Certificate of economic backwardness to determine whether the student is from a BPL family.]*

Category 1 students need not pay the Incentive-linked fee during the period of study. However , if students of this category do not successfully complete and pass the course , they have to pay the entire fee within a specified period (3 years for students in UG courses and 5 years for students in Higher Secondary courses.)

Category 2 students will have to pay 75% of the entire fees (Foundation and Skill) during their period of study in monthly instalments . Such students who successfully complete the course will get an incentive of 25% of the total fee and they will be exempted from payment of this portion of the fee. However , if such students do not successfully complete the course , they will have to pay the unpaid 25% of the fee within a specified period (3 years for students in UG courses and 5 years for students in Higher Secondary courses).

Successful completion of the course means attending not less than 80% of the class-transaction hours , appearing for all exams , attending all internships , wherever provided and submitting all assignments and project-works stipulated as part of the course requirements.

Students selected for courses and who are liable to pay fees during the term of study should remit the first instalment at the time of joining.

At the time of joining the course , all students / parents have to execute an agreement with ASAP on the conditions stated above. (The agreement should be executed by the parent in the case of minors) . The agreement shall be signed in the presence of the Programme Manager and the Co-ordinator/Institutional Teacher.

Fee-collection in respect of Foundation Courses will be carried out by the Institutional Co-ordinators of ASAP , while that of Skill Courses will be carried out by the respective SDC_PMs .

Collection of Fees from students who are obliged to effect payments shall begin from the month of July 2015 and shall conclude by the month of December, 2015.

In the case of Skill courses with fees above Rs.10,000/- , the portion of fees exceeding Rs.10,000/- shall be paid by all students , irrespective of whether they belong to Category 1 or Category 2.

Such fees shall be collected upfront as a single instalment by or within the 5th of July, 2015

The Institutional Co-ordinators and the SDC_Programme Managers of ASAP shall remit the fees collected , to the Head of Account "67201923728 " , maintained at the Main Branch of SBT Thiruvananthapuram maintained for fee collection of ASAP.

(By order of the Governor)

George Thomas K.

Additional Secretary to Government

To

All Principals of Colleges and Higher Secondary Schools of ASAP

All Heads of ASAP

All Programme Managers of ASAP

ASAP Finance Department

AG (A&E/Audit)Thiruvananthapuram

Stock File / Office Copy

Forwarded / By Order

Section Officer

SL NO	Annexure Courses with fees upto Rs.10,000/- TABLE:1 Courses	Foundation				Skill Course				Total payments:Foundation+Skill	
		Total	Amount payable Per month		Last Total	Total	Amount payable Per month		Last Total	Total payable upto 8 months	Total payable on 9th month
			(75	Payment(uptoMonth			(75	Payment(uptoMonth			
		Percent) 8 month)		Payment	Percent) 8 month)		Payment				
1	2	3	4	5	6	7	8	9	10	11	12
1	CERTIFICATE COURSE IN DOMESTIC DATA ENTRY OPERATOR(Team Lease)	3200	2400	400	400	4100	3075	500	575	900	975
2	BIL CERTIFIED BANKING SERVICE ASSOCIATE PROGRAM M E (BSE)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
3	CERTIFICATE IN BUSINESS CORRESPONDENCE & FACILITATIONS (aptech)	3200	2400	400	400	7200	5400	900	900	1300	1300
4	CERTIFICATE IN JUNIOR RUBBER TECHNICIAN (RSDC)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
5	CERTIFICATE IN MOBILE COMMUNICATION (BSNL)	3200	2400	400	400	7000	5250	900	750	1300	1150
6	NSE CERTIFIED CAPITAL MARKET PROFESSIONAL (NCCMP)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
7	CERTIFICATE COURSE IN OPTICAL FIBRE COMMUNICATIONS (BSNL)	3200	2400	400	400	7000	5250	900	750	1300	1150
8	CERTIFICATE IN PC HARDWARE AND NETWORKING (BSNL)	3200	2400	400	400	7000	5250	900	750	1300	1150
9	GLOBAL BUSINESS FOUNDATION SKILLS (ICT ACADEMY)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
10	CERTIFICATE IN PLUMBING APPRENTICE PROGRAMME (ASMACS)	3200	2400	400	400	7000	5250	900	750	1300	1150
11	Certificate in Retail Sales Associate (Empower Pragathi)	3200	2400	400	400	4100	3075	500	575	900	975
12	Certificate in Retail Sales Associate (Team Lease)	3200	2400	400	400	4100	3075	500	575	900	975
13	3D MODELLING AND TEXTURING FOR ANIMATION FILM MAKING (VISMAYASMAX)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
14	CERTIFICATE IN ACCOUNTING TECHNICIANS (ICAI)	3200	2400	400	400	8600	6450	1100	950	1500	1350
15	CERTIFICATE IN BASIC LEVEL AUTOMATION TECHNOLOGY (LABOURNET)	3200	2400	400	400	6000	4500	750	750	1150	1150
16	CERTIFICATE COURSE IN JUNIOR CORRESPONDENT (KERALA PRESS ACADEMY)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
17	Certificate in Banking Correspondent and Facilitator (LAQSH)	3200	2400	400	400	4100	3075	500	575	900	975
18	CERTIFICATE IN BUSINESS CORRESPONDENT & FACILITATOR (Team Lease)	3200	2400	400	400	4100	3075	500	575	900	975
19	CERTIFICATE IN WELDING (LABOURNET)	3200	2400	400	400	4500	3375	600	375	1000	775
20	CERTIFICATE IN MACHINIST (LABOURNET)	3200	2400	400	400	5200	3900	650	650	1050	1050
21	CERTIFICATE IN PLUMBING APPRENTICE PROGRAMME (LABOURNET)	3200	2400	400	400	5600	4200	700	700	1100	1100
22	CERTIFICATE IN HANDSET IN STORE PROMOTER (LABOURNET)	3200	2400	400	400	4800	3600	600	600	1000	1000
23	CERTIFICATE IN CUSTOMER CARE EXECUTIVE (LABOURNET)	3200	2400	400	400	5000	3750	600	750	1000	1150
24	Certificate in Basic Level Supervisor (LabourNet)	3200	2400	400	400	6000	4500	750	750	1150	1150
25	CERTIFICATE IN HOUSE KEEPING OPERATIONS (LABOURNET)	3200	2400	400	400	4500	3375	600	375	1000	775
26	CERTIFICATE IN COMPUTERISED ACCOUNTING PROFESSIONAL (ICA)	3200	2400	400	400	4750	3563	600	563	1000	963
27	CERTIFICATE IN STEWARD (LABOURNET)	3200	2400	400	400	5990	4493	750	743	1150	1143
28	CERTIFICATE IN PAINTING (LABOURNET)	3200	2400	400	400	4170	3128	500	628	900	1028
29	CERTIFICATE IN FASHION RETAIL (ARC)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
30	CERTIFICATE IN INDIRECT TAXES PROFESSIONAL (ICA Infotech)	3200	2400	400	400	4400	3300	550	550	950	950
31	CERTIFICATE IN DIRECT TAXES PROFESSIONAL (ICA Infotech)	3200	2400	400	400	4400	3300	550	550	950	950
32	CERTIFICATE IN MUTUAL FUND AGENT (ISTAR)	3200	2400	400	400	8000	6000	1000	1000	1400	1400
33	CERTIFICATE IN BANKING AND FINANCE PROFESSIONAL (EDUBRIDGE)	3200	2400	400	400	8000	6000	1000	1000	1400	1400
34	CERTIFICATE IN BANKING AND FINANCE (INURTURE)	3200	2400	400	400	7,750	5813	950	1063	1350	1463

73	TECHNICIAN (IKYA)	3200	2400	400	400	5000	3750	600	750	1000	1150
	CERTIFICATE COURSE IN BPO										
74	NON- VOICE (HELIOS)	3200	2400	400	400	9,500	7125	1150	1325	1550	1725
	CERTIFICATE IN PRESS (KERALA										
75	MASTER PRINTERS ASSOCIATION)	3200	2400	400	400	10,000	7500	1300	1000	1700	1400
	CERTIFICATE IN PRE PRESS										
76	(KERALA MASTER PRINTERS ASSOCIATION)	3200	2400	400	400	10,000	7500	1300	1000	1700	1400
	CERTIFICATE IN POST PRESS										
77	(KERALA MASTER PRINTERS ASSOCIATION)	3200	2400	400	400	10,000	7500	1300	1000	1700	1400
	CERTIFICATE PROGRAMME ON										
78	BASIC LEVEL ON AUTOMATION	3200	2400	400	400	9788	7341	1200	1341	1600	1741
	TECHNOLOGIES (BOSCH)										
	CERTIFICATE FOR PICK & PLACE										
79	OPERATOR (SAHASRA SAMBHAV)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
	CERTIFICATE COURSE IN PCB										
80	MANUFACTURING (SAHASRA SAMBHAV)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
	CERTIFICATE COURSE IN LED										
81	LIGHT MECHANICAL ASSEMBLY (SAHASRA SAMBHAV)	3200	2400	400	400	10000	7500	1300	1000	1700	1400
	CERTIFICATE IN MACHINIST										
82	(NTTF)	3200	2400	400	400	10000	7500	1300	1000	1700	1400

Courses with Fees above Rs.10,000/-

TABLE :2

Courses with Fees above Rs.10,000/-

SL NO	Courses	Foundation				Skill Course				Total payments:Foundation+Skill	
		Total	Amount Per month payable Payment(upto 75 Percent) 8 month)	Last Payment	Month	Total	Amount Per month payable Payment(upto 75 Percent) 8 month)	Last Payment	Month	Total payable upto 8 months	Total payable on 9th month
1	2	3	4	5	6	7	8	9	10	11	12
1	CNC OPERATOR 1 (PCFCT)	3200	2400	400	400	11000	8250	1400	1250	1800	1650
2	CLINICAL SAS PROGRAMMING (KREARA)	3200	2400	400	400	12000	9000	1500	1500	1900	1900
3	BUSINESS ANALYTICS (KREARA)	3200	2400	400	400	12000	9000	1500	1500	1900	1900
4	CERTIFICATE IN CNC MACHINING (NTTF)	3200	2400	400	400	12000	9000	1500	1500	1900	1900
5	CERTIFICATE ROBOTIC PROGRAMMING & MAINTENANCE (NTTF)	3200	2400	400	400	11000	8250	1400	1250	1800	1650
6	PRINTED CIRCUIT BOARD MANUFACTURING COURSE (ITI PALAKKAD)	3200	2400	400	400	15000	11250	1875	1875	2275	2275
7	ELECTRONIC PRODUCT TESTING (ESSCI) BASIC CERTIFICATE IN	3200	2400	400	400	15000	11250	1900	1750	2300	2150

COMMUNITY
NURSING AND
PALLIATIVE CARE
(INSTITUTE OF
PALLIATIVE
MEDICINE)
Field Technician -
9 Computing and
Peripherals (IT)

3200	2400	400	400	10,600	7950	1350	1200	1750	1600
3200	2400	400	400	10500	7875	1300	1375	1700	1775

TABLE:3

General Schedule of Fee - Payment

