

**Undertaking to be signed by the ASAP institution for sanctioning  
Additional Skill Acquisition Programme (ASAP), Implemented  
through ASAP Secretariat, Government of Kerala (2017-18)**

This undertaking is signed at \_\_\_\_\_ (place) on the \_\_\_\_\_  
day of \_\_\_\_\_ 2017 by Mr/Mrs/Dr. \_\_\_\_\_ (Principal) Mr/Mrs/Dr  
\_\_\_\_\_ (PTA President/Manager ) on behalf of  
\_\_\_\_\_ (Institution name) here in after referred to as  
Institution.

1. The Institution hereby agrees to conduct the ASAP training programme/s in accordance with the design of the Training modules prescribed by ASAP vide GO (Ms)No.559/2012/H.Edn dated 16.11.2012 which shall be a part of this undertaking.
2. The Institution shall be generally responsible for the administrative and academic implementation of the entire training program.
3. The Institution shall be responsible for providing best quality infrastructure and arrangement for the supply of refreshments, study material and stationery or any items as directed by ASAP time to time.
4. The Institution further undertake to ensure the following.
  - 4.1 The Institution shall undertake to provide the sufficient infrastructure facilities as being specified by ASAP from time to time for conducting the training which includes spacious smart classroom/s (30"X20") , well lit , ventilated /air conditioned with sufficient furniture to seat 30 trainees. The institution shall arrange for equipment like computer/ laptop, whiteboard, Marker pen, duster, LCD Projector , projector screen in addition to the audio and video facilities to enable activity based and IT enabled curriculum transaction as specified by ASAP.
  - 4.2 Computer lab with a minimum number of 15 systems with network and internet connectivity shall be provided.

- 4.3 Institution shall arrange for the purchase and supply of training aids like chart papers, worksheets, and other stationery items like notepad, pen, pencil and gift items for the activities conducted during the training as per the written request of the Skill Development Executives (SDE), from the funds allotted , subject to the limits and directions put forth from time to time by ASAP.
- 4.4 Institution shall arrange and supply refreshments good quality to the ASAP trainees every ASAP class day at the rate of Rs.20/- per head.
- 4.5 Institution shall nominate one of their faculty members who has dedication and inclination to ASAP as the ASAP Faculty Co-coordinator and he shall be responsible for the following:
  - i. Organising and monitoring the smooth conduct of the training.
  - ii. Ensuring regular student attendance, quality programme delivery, and punctuality of the SDE. Faculty co-ordinator shall responsible for intimating the class schedule, recording of the attendance and effectively co-ordinating the training in the Institution. He/she shall also be responsible for maintaining records and accounts of ASAP.
- 4.6 The institution shall nominate a class IV employee for assisting the smooth conduct of the training sessions.
- 4.7 Institution shall forward any data or information including the Utilisation Certificate related to the training as and when required by ASAP.
- 4.8 The Faculty Co-ordinator and the class IV employee are available in the institution on all training days till the end of the training .Principal shall ensure the security of students and the SDE.
- 4.9 Institution shall be responsible for providing quality infrastructure throughout the course period , failing which ASAP holds the right to discontinue the course. The continuance of the existing batches or sanction of new batches in the institution will be solely based on the quality of the infrastructure facilities provided and the administrative support and co operation extended by the institution.

- 4.10 Institution shall collect the prescribed fee from the students as per the schedule being communicated from ASAP on a time bound basis and shall remit to the ASAP account on the next working day itself
- 4.11 Student selection for the ASAP programme will start with an orientation session/s conducted by the Programme Manager of ASAP. The institution shall arrange for / permit the Programme Manager to conduct awareness programmes to the students and parents by the Programme Manager. The interested students shall be supplied with application forms for the ASAP course which is to be collected and scrutinised by the committee constituted for the purpose.
- 4.12 A committee consists of the Manager/ PTA President, Principal, Faculty Co-ordinator ,Programme Manager and SDE shall be constituted for the administration, co ordination and monitoring of ASAP activities.
- 4.13 The student selection process in the institution which shall examine the background , aptitude for skills of the students and conduct personal interviews ,if necessary, to select the students for ASAP training .The process of selection of students shall be in accordance with the directions and norms stipulated in the Government Order issued as GO(MS) 514/ 2012 HEdn Dated 18/10/2012..
- 4.14 We understand that assigning Skill Development Executive (SDE) to train the ASAP students rests with ASAP . It is also understood that the implementation of the training programme in this institution is solely dependent on the availability of suitable Skill Development Executive ( SDE) selected and trained by ASAP.
- 4.15 We also understand that ASAP holds the right to monitor the entire process of training through multipronged approach to ensure the quality of the training and to visit and verify any records, documents and information related to the implementation of the programme in the institution and that ASAP reserves all the rights to discontinue the training programme at any time without assigning any reason.

In witness whereof the parties do hereby sign this undertaking on the \_\_\_\_\_ day \_\_\_\_\_ and year \_\_\_\_\_ .Signed

and delivered by Signed and delivered by

principal PTA PRESIDENT/ MANAGER

Witnesses:

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