

भारतीय गैर न्यायिक

एक सौ रुपये

Rs. 100

₹. 100

ONE
HUNDRED RUPEES

भारत INDIA

INDIAN NON JUDICIAL

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BM 886967

Agreement for Management Partner Institution under Additional Skill Acquisition Programme

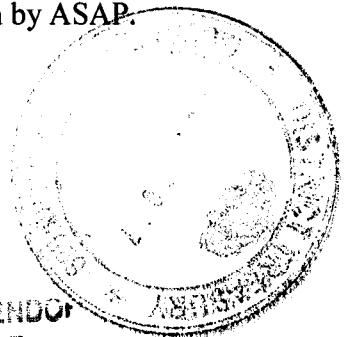
Additional Skill Acquisition Programme (ASAP) is an initiative of the Departments of Higher Education and General Education, Government of Kerala, with a view to improve the employability quotient of students studying in Higher Secondary Schools and Undergraduate students of Arts and Science Colleges. 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.

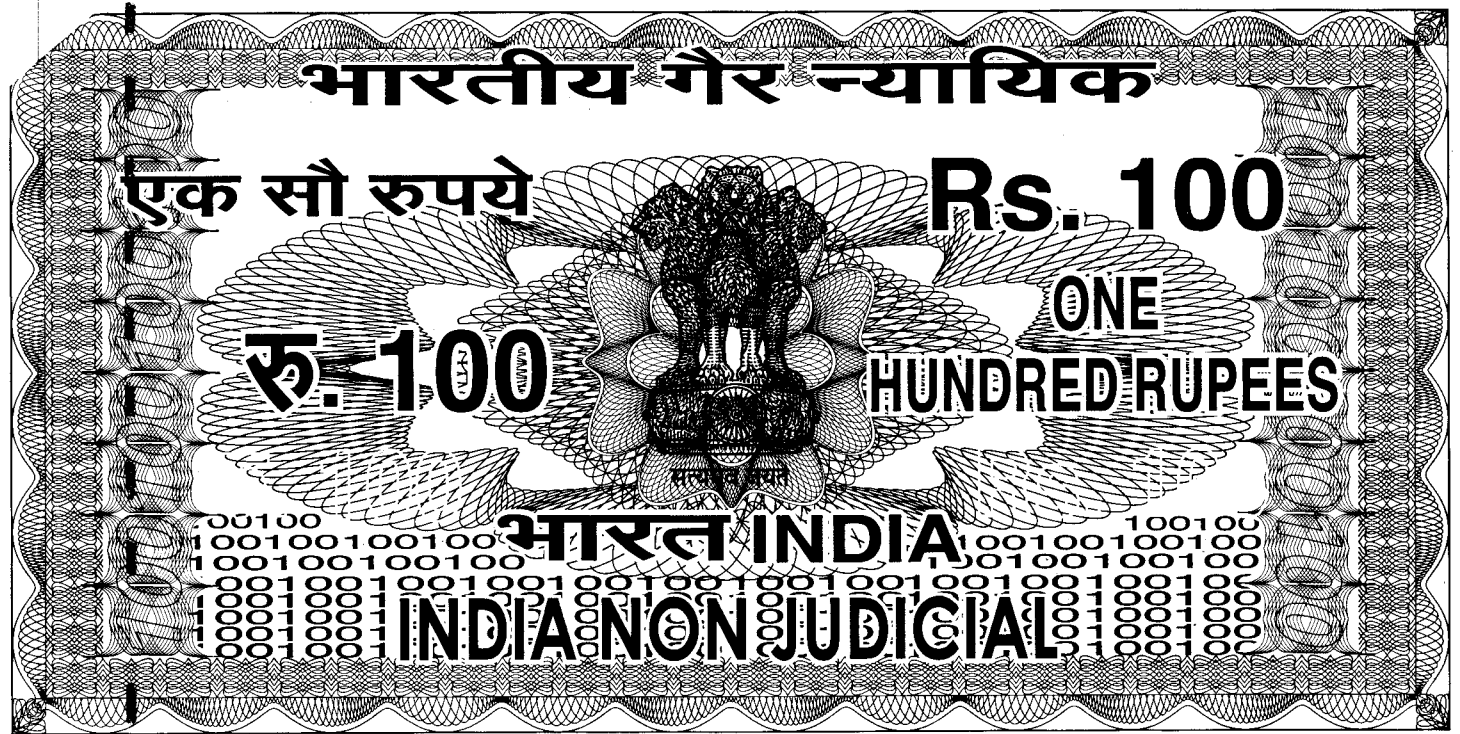
This agreement is signed at Muvattupuzha on the 20th day of March 2017 by Mr/ Ms/ Dr. T.M Joseph, Principal on behalf of Nirmala College, Muvattupuzha, a Management Partner Institute (here in after referred to as MPI) for Additional Skill Acquisition Programme (here in after referred to as ASAP) hereby undertaking to conduct a course programme under the DOT (Demand, Operate and Train) scheme which is a part of Summer Skill Skool Programme envisaged by ASAP. The institute has opted for different skill course/ courses, under the scheme. The course demanded is allocated as per the standards and guidelines laid down by ASAP.

No. 22860/100 Date 20.3.2017

Sold to: Principal Nirmala College
Muvattupuzha

MOOVATTUPUZHA VENDOR
K. A. GOPAKUMAR





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BM 886968

The MPI agrees to facilitate a training programme in accordance with the design of the DOT scheme of Summer Skill Skool. The training programme should commence by April 3, 2017 and should be completed by May 12, 2017 and Internship for the selected students should commence before 15th of May, 2017. The MPI has to ensure that the hours stipulated for the allotted course should be successfully completed. The MPI should provide infrastructure, and stationery. Fund of Rs. 20,000/- will be allocated for the execution of Summer Skill Skool Programme for each institute. ASAP will monitor the quality of the delivery and adherence to the time schedule of the Training Program.

1. RESPONSIBILITIES OF THE MANAGEMENT PARTNER INSTITUTION

1.1 The Management 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 capacity to accommodate 30 students. 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 should be provided for the course.

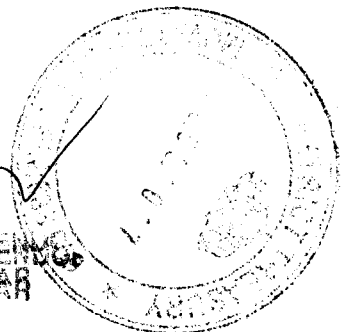
1.3 MPI shall provide a support staff at the place of training.

1.3 MPI should select a minimum of 30 students based on ASAP norms and training programme standards

No. 2786 / Rs. 100 Date 20-3-2017

Sold to...
Principal, Mirmela College
Moovattupuzha

MOOVATTUPUZHA VENG
K.A. GOPAKUMAR



1.6 MPI should designate and deploy one Course Director to co-ordinate the training activities. The Course Director can be either Principal or a person nominated by the Principal. Course Director is responsible for the co-ordination and conduct of the course.

1.7 The MPI should provide space to set up lab, if the course demand so.

1.8 The conduct of class hours is flexible, provided the stipulated hours for the particular course allotted should be completed. The Course Director has to schedule the class. The class hours may extend up to 5 hours a day. One weekly holiday should be allotted. The class may be scheduled between the hours spanning from 9.00 A.M to 4.00 P.M.

1.9 MPI should update students' attendance on MIS on a daily basis

1.10 MPI shall keep the details (like bio-data and individual records of performance in the training) of each trainee attending the programme. The institution shall also keep session wise details of the faculty. The institution shall handover the same to ASAP on the completion of training, if required by ASAP

1.11 The session wise details and hours completed of the particular course should be entered in ASAP MIS by Course Coordinator using the Log in ID provided for the purpose.

1.12 The Course Director is responsible for ensuring the disciplinary conduct of the programme.

1.13 MPI should facilitate the internship of students enrolled for the programme with the support of ASAP and the training service provider

1.14 MPI should collect fee from the students as per the norms stipulated by ASAP and should remit the same in the account given for the purpose

1.15 MPI should keep proper accounts and bills and vouchers at the Institution.

RESPONSIBILITIES OF ASAP

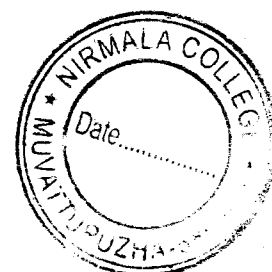
2.1 ASAP shall provide a consolidated management expenses of Rs20,000/ to the selected MPIs

2.2 ASAP shall engage training service providers from the empanelled training providers to run the programme

2.3 ASAP shall provide MIS login id and password to MPIs

2.4. ASAP shall provide necessary orientation to course Directors

2.5 ASAP shall ensure the quality of training programme through various means including that of deployment of video monitoring.



2.6 ASAP shall deploy one programme manager as a nodal point for the institution

2.7 ASAP shall conduct assessment with the support of sector skill council and Thirdparty Assessment agency.

2.8 ASAP shall monitor the entire process of training through multipronged approach to ensure the quality of the training.

2.9 ASAP shall facilitate placement to the successful students

2.10 ASAP shall issue certificate to successful students

GENERAL CONDITIONS

1. 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 30.

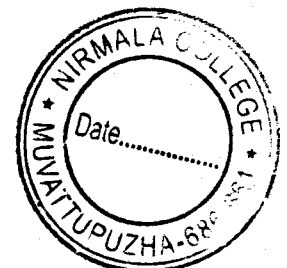
b) If there are serious lapses or inadequacies noted in the conduct of the training program.

c) If the institution failed to provide required infrastructure facilities

2. In case MPI failed to commence the training programme within the stipulated time or found that allotted funds are diverted for non-scheme, ASAP shall redeem the amount advanced to the institute for conducting the programme.

3. Maximum budget of the entire training program, for one batch, shall be Rs.20,000/-. For details please refer to the table attached below.

SL No	Cost Item	Unit	Total amount
1	Honorarium for Course Director	1*10,000	10,000/-
2	Stationery		2,500/-
3	Remuneration to support Staff	1*2500	2,500/-
4	Miscellaneous		5,000/-
	Total		20,000/-




Re-appropriation of expenditure among the heads is admissible.

In witness whereof the parties have signed this Project Document on the 20th day, March 2017.


Signed by

**CHIEF EXECUTIVE OFFICER
ADDITIONAL SKILL ACQUISITION PROGRAMME
GOVERNMENT OF KERALA**

Signed by


**PRINCIPAL
PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA**

Witnesses:

1. *Shaimon Joseph, Coordinator, ASAB* 
- 2.

