

No.RD2/24/2012/RCTVM

Dated, 13..02..2013

To

All Head of Institutions under IHRD

Sir,

Sub: Kerala State Skill Development Project – Additional Skill Acquisition Programme (ASAP) – reg –

Ref:- Order No. DB1/9272/2012/IHRD dated 12/02/2013 of the Director, IHRD, Thiruvananthapuram.

In order to have a readily employable talent pool for the benefit of the students and that of industries of this state, Government of Kerala has started a State Skill Development project. Considering the achievements and the infrastructure facilities of IHRD, Government of Kerala has decided to implement the project by using the services of our esteemed organization.

As part of the above, IHRD is directed to train the selected students for the implementation of the State Skill Development Project. In this regard the undersigned is directed to obtain the willingness of the staff members of IHRD, especially those who are working in IT to train the selected students for the project, through the head of the institutions. It is proposed to conduct the training for two batches each lasting for about a month, in the months of April and May 2013.

You are hereby requested to inform the staff members about the project and forward the list of the willing staff members to participate in the referred project of Government of Kerala, to the undersigned with in **three days** through return e-mail. It is decided to give training to the staff members who were selected for this project, during the month of March 2013.

You are also requested to forward the list of all willing staff members working in your institution in the following table.

Name of faculty	Designation	Experience	Whether part of IHRD Skill Development training for women and weaker section	Whether regular or guest	Remarks of the Head of Institution

IHRD is requested to conduct the training for selected students in 60 centers. Each Centre has to provide required facilities for training of 30 students including food and accommodation. The expenses in this regard will be met by the Government of Kerala. Engineering Colleges are requested to explore the possibility of simultaneously conducting two programmes at a time consisting of sixty students.

You are requested to forward the following information

SI No	Particulars	Remarks
1	Name of Institution	
2	Does the Institution has the infrastructure facility to accommodate 30 students for the conduct of this course	
3	Whether hostel facility for Girls and Boys available separately.	
4	If not, your suggestion for alternative arrangements	

Kindly treat this matter as most urgent.

Yours sincerely,

Sd/-

SINDHU.K
ASAP-IHRD Co-ordinator