

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION,
THIRUVANANTHAPURAM.

No.L4/34413/09/DTE.

Dated : 9.10.2009.

From

THE DIRECTOR OF TECHNICAL EDUCATION

To

1. The Principals of all Government Engineering Colleges.
2. The Principals of all Government Polytechnic Colleges.
3. The Superintendents of Government Commercial Institutes.
4. The Superintendent of Technical High Schools.

Sir,

Sub: Education - Technical – Proposal for the establishment of
Skill Development Centers in the State of Kerala – Reg.
Ref: Govt. letter No.31845/K3/ 2009/H.Edn dated, 18.9.09.

....

It has been observed that there is a gap prevailing between the skills required by the industry and that the job seekers have acquired through their study. In order to bridge this gap and to ensure that the work force are competent employable work force, there should be some fine tuning in the skill set of the students with respect to the needs of the industry and the global market. It is very essential to transform the "unskilled unemployable work force" to a "productive employable work force" by providing the required Skill Development training. In the Government letter referred above, Government have decided to establish 1500 Skill Development Centers in the existing institutional set up at the Engineering Colleges, Polytechnic Colleges, Technical High Schools, Arts and Science Colleges and at Vocational Higher Secondary and Higher Secondary School of the State with minimal financial investment. It is decided to conduct short term courses of 3 days to 3 months through these Skill Development Centers.

The following are the example of courses proposed to be started in institutions as shown.

Engineering Colleges/Polytechnics

1. Total Station Survey
2. Computer Maintenance
3. DTP works
4. Ferro cement works
5. Plumbing
6. F.R.P. works
7. House Wiring
8. Book Binding
9. Composing
10. Screen Printing

Technical High Schools

1. House Wiring
2. Painting and Polishing
3. Masonry and Concrete Works
4. Maintenance of Domestic Appliances
5. Book Binding
6. Plumbing
7. Welding
8. Refrigeration and Air Conditioning Mechanic
9. Motor Mechanic
10. T.V. Maintenance & Repair
11. Radio, Transistor Service Technician
12. Maintenance of two wheeler and three wheeler
13. Electrical Wiring

Government Commercial Institutes

1. Computer Word Processing
2. Tally Software
3. DTP Work
4. Malayalam/English Typewriting
5. Short Hand (English/Malayalam)

The list is not complete. You are free to start any courses of this sort up to a maximum duration of 3 months.

You are requested to forward a Project proposal for the establishment of a Skill Development Centre in your institution, utilizing the existing infrastructure and staff, without affecting the regular programmes. The proforma for preparing the Project proposal is available in the website www.dtekerala.gov.in You are requested to fill up the proforma and e-mail to the Project Officer of this office (e-mail Id- projectofficerdte@gmail.com) on or before 13.10.2009 positively followed by post copy to the undersigned.

Yours faithfully,

DIRECTOR OF TECHNICAL EDUCATION

TGT/9/10/09

Project Proposal for participating in the
scheme for establishing
Skill Development Centres in the State of Kerala

Submitted by:

Name and Complete Postal Address of the Institute [With PIN Code]	
District	
Telephone Number(s) [With STD Code]	
Fax Number(s) [With STD Code]	
E-mail address	
Website	

Submitted to :



**DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF KERALA
THIRUVANANTHAPURAM**

Establishing Skill Development Centres in the State of Kerala

I PROFILE OF THE INSTITUTION

1	Name and Complete Postal Address of the Institute [With PIN Code]	
2	District	
3	Telephone Number(s) [With STD Code]	
4	Fax Number(s) [With STD Code]	
5	E-mail address	
6	Website	
7	Name and designation of the head of the Institution	
8	Mobile no.	
9	Year of establishment of the Institution	
10	Category of the Institution <i>[Government / Aided / Unaided / Self-financing /Autonomous]</i>	
11	Approval /Affiliation details [AICTE / UGC / University]	

12	Regular Programmes/ Courses offered in the institute	
No.	<i>Certificate/ Diploma / Degree / PG / PG Diploma in</i>	<i>Approved students intake</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

13	Whether the institution is offering any part-time programmes?	
14	Whether the Institution is registered as a sub-centre of the Centre for Continuing Education Kerala?	
a.	If yes, the details of registration and	
b.	details of programmes offered	
No.	Name of course	Duration
1		
2		
3		
4		
5		
6		

15	Manpower available in the institution (number)	
a.	Permanent / Regular teaching staff	
b.	Contract / Adhoc teaching staff	
c.	Permanent / Regular supporting staff	
d.	Contract / Temporary supporting staff	
e.	Administrative staff	

16	Infrastructure available in the institution	
a.	Total land area of the campus	
b.	Total area of the building	
c.	No. of classrooms with seating capacity	
d.	No. of laboratories [with names]	
e.	No. of workshops [with names]	
f.	No. of computer terminals available	
g.	Details of Internet facility available	
h.	Details of Library facility available	

II Details of Skill Development Programmes proposed

Note: 1) The programmes proposed should be Certificate programmes for “Skill Development for Employment”
2) Separate sheet may be used for each programme

1	Name of the programme	
2	Target Group	
3	Target Population	
4	Skills proposed to be developed through the programme	
5	Duration of the programme	
6	No. of batches proposed in a year	
7	Fee structure proposed per participant	
8	Whether the Institution is having adequate infrastructure and resources for offering the programme, including building, furniture, tools and equipment, consumables, human resources, etc.?	
a.	If yes, the methodology on how the same can be spared for the programmes without detrimental to the regular programme	
b.	If no, how much amount is to be spent for providing the required infrastructure [with split up details for each item]	
9	Rate of remuneration proposed for:-	a. The trainers b. The supporting staff
10.	Anticipated expenditure for each programme [Specify each item]	