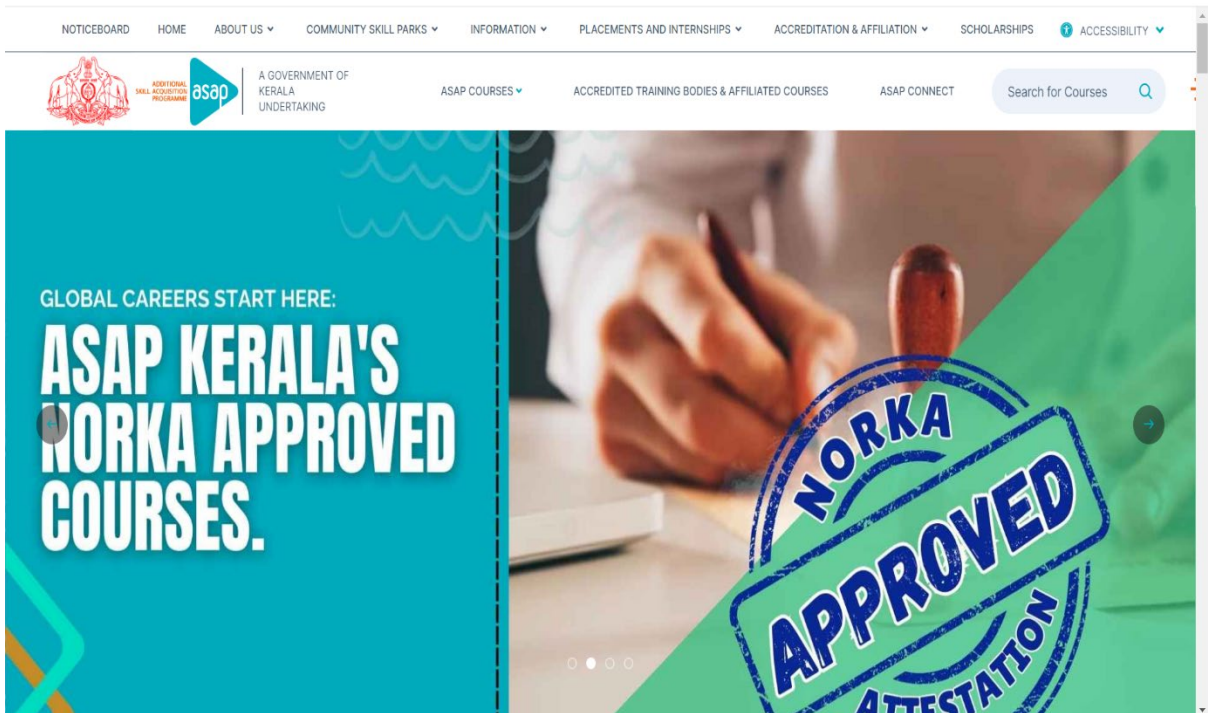


Additional Skill Acquisition Programme (ASAP)



Additional Skill Acquisition Programme (ASAP) Kerala is a Section-8 Company of the Department of Higher Education, Government of Kerala, that focuses on skilling students and the general community to enhance their employability. Instituted in 2012, ASAP Kerala transitioned to a company under the Companies Act, 2013, in 2021.


With nearly a decade of service, we at ASAP Kerala have become a premier government edTech company, building integrated learning and talent management solutions. ASAP Kerala has nearly become synonymous with skilling, upskilling and reskilling in corporate and academic domains, by offering 150+ contemporary courses in 19 domains and curating a ready-to-deploy workforce. We undertake training through 16 Community Skill Parks and 126 Skill Development Centres instituted across Kerala.



NOTICEBOARD HOME ABOUT US COMMUNITY SKILL PARKS INFORMATION PLACEMENTS AND INTERNSHIPS ACCREDITATION & AFFILIATION SCHOLARSHIPS ACCESSIBILITY

ASAP A GOVERNMENT OF KERALA UNDER TAKING

ASAP COURSES ACCREDITED TRAINING BODIES & AFFILIATED COURSES ASAP CONNECT Search for Courses



ISO 21001:2018 Certified by IRQS

NABCB

ISO 21001:2018 certified

ASAP Kerala received the internationally recognised ISO 21001:2018 qualification certificate

WHERE WE STAND



274449 Students Trained	150+ Skill Courses	16 Community Skill Parks	12 NSQF Skill Qualifications
2,700+ Skill Development Executives	19 Skill Sectors		


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Learn IBM

Artificial Intelligence by IBM Skillsbuild (Free)



ANNEXURE: ASAP CELL

Objectives

1. To create alumni of ASAP in every college associated with ASAP. · To have an active link with the student community.
2. To disseminate new initiatives of ASAP to the student community.
3. To create a platform for the students to gather occasionally and have meaningful discussions and seminars on global trends in jobs and skillsets.
4. To provide the industry connect support for the institution.
5. To provide grooming sessions including interview preparations to students as part of placement support.
6. As a feeding point for developing customized training programs.
7. To have a constant liaison with the teaching fraternity.

Structure

1. · The Principal will be the Patron of the cell.
2. The Principal shall assign a faculty as the Faculty Coordinator of the cell.
3. The Faculty Coordinator shall initiate the membership drive in the institution. · The SDE assigned shall give an orientation to the registered members of the cell regarding the objectives and desired outcomes of the cell in the presence of the Programme Manager.
4. The membership to ASAP cell is purely voluntary and no student is compelled or forced to join the cell if they do not wish to.
5. One student from the senior batch shall be the Chairperson of the cell. · One student either from the senior batch or the junior batch shall be appointed as the Treasurer.
6. One faculty member assigned to ASAP shall be the Faculty Coordinator of the cell. At least one faculty should be associated with the club.
7. There will not be any upper or lower limit in the membership of the cell. There shall be a WhatsApp group for each ASAP Cell.

8. The Programme Manager assigned to the institution shall be the Advisor of the cell. · Skill Development Executive (SDE) assigned to the institution shall be a Joint Advisor of the cell.

Benefits to the members

1. To provide the members with training programmes/courses which will help them in their desired career path.
2. Placement grooming sessions, Mock Interviews, Aptitude tests, etc with the support of Industry.
3. Badges can be provided as Activity Points to the members against the active involvement in club activities. These Activity points can be redeemed against future ASAP Training programmes as early bird offers or fee subsidies.
4. Can make them part of ASAP events such as volunteers for Hackathons, Industry Meets, Placement drives, etc.
5. Alumni connect.
6. Exclusive Faculty Development programmes for the faculty member coordinating the activities of ASAP cell.
7. Chance to meet and talk with well-reputed industry representatives, academicians and luminaries across various domains.
8. Exclusive opportunities shall be provided to the members for ASAP placement drives. · Opportunity for exemplary performers to attend the boot camps organised by ASAP.

Operational aspects

1. The cell should convene a meeting twice in every month.
2. The activities of the cell shall be strictly in the domains of technical & non-technical skills.
3. The cell should function as the chief campaigning body in the respective institution for the programmes announced ASAP. Cell members shall provide application guidance to the students in the college.
4. The cell shall lead the launch and publicity of every new initiative of ASAP at the

college.

5. The cell shall conduct at least one event such as webinars, paper presentations, workshops with experts, etc. every month.
6. The Programme Manager assigned to the institution shall have the primary responsibility in setting up the ASAP cells in each college.
7. The Programme Manager must visit the colleges assigned to him/her and should have a discussion with the Principal of the institution and should brief the Principal regarding the intended objectives and outcomes of the initiative.
8. SDE shall be incentivised for the orientation sessions considering a session of at least 45 minutes as a session similar to the Foundation Module.
9. The Chairperson shall hold the position for a duration of 1 year and after that, a new Chairperson shall be selected.
10. The selection of the Chairperson shall be done either on the basis of an election among the members or through a unanimous vote
11. The Chairperson shall have the primary responsibility of convening the sessions of the cell.
12. The Chairperson shall chart programmes to be held as part of ASAP cell activities with the support of the Faculty Coordinator and the Programme Manager.
13. SDE shall be incentivised for encouraging students to take admission in ASAP courses. A digital coupon for registration shall be allotted to each SDE and the students who use that coupon for admission will get special discounts. This coupon submission shall be considered as a token of validation of admission done by a student through the SDE. Rs 100/- shall be allotted to an SDE for each admission.
14. District Programme Manager can request funds for incentivising SDEs. · ASAP Cell can jointly work/associate with any other clubs/cells in the institution.

ASAP Cell Network

1. The ASAP cell network will be a statewide alumni cell of ASAP which will be open for all the trainees of ASAP (from the student community) both past and present. · Similar to the ASAP cell at the institution level, the ASAP cell network too shall have a Teamlead and Coordinator.
2. The Business Development Division Head of ASAP shall be the Teamlead of the ASAP Cell Network.
3. PM-Institution Relations shall be the Coordinator of the ASAP cell network and he/she shall have the prime responsibility of hosting the sessions of the network. · The ASAP cell network shall conduct special sessions related to skilling, emerging jobs and global trends in the job market.
4. Alumni students shall be encouraged to take sessions for the ASAP Cells in their colleges and also facilitate internships and placements for the students of ASAP Cells. · The ASAP cell network shall be a virtual network. It would be a closed Facebook group or a closed clubhouse room and admission to the group shall be done only after scrutinizing the credentials of the applicant.
5. The sessions in ASAP cell network shall be held either through the Youtube channel of ASAP or through platforms like Webex.
6. The ASAP Cell network shall be slowly converted into a professional network in a phased manner with the involvement of industry experts.

Responsibilities of the Programme Manager in charge of the institution

1. He/ She shall be responsible for creating ASAP cells at the institutions assigned · He/ She shall hold timely reviews of the activities of the ASAP cell
2. He/ She shall send a compiled monthly report of the activities of the ASAP cells in the institutions assigned to him/her
3. He/ She shall provide guidance to the Chairperson of the institution level ASAP cells
- 4 · He/ She shall identify the volunteers from among the cell members for various

activities of ASAP

Responsibilities of PM- Institution Relations

1. He/she shall be responsible for monitoring and coordinating the activities of ASAP cell network
2. He/she shall ensure that the sessions of the ASAP cell network are held on a timely basis and that the activities of the programmes are in line with the objectives of the network
3. He/she shall liaise with industry, technocrats, academicians and other experts and should invite such eminent personalities to conduct sessions under the banner of ASAP Cell Network
4. Special attention is to be given to ensure that the etiquettes are followed by all members of the Cell



sri vyasa nss college <mail@srivyasanss.ac.in>

Empowering New Students: Join Our Induction Training Program!

1 message

outreach@asapkerala.gov.in <outreach@asapkerala.gov.in>
To: mail@srivyasanss.ac.in

Sat, Aug 5, 2023 at 1:35 PM

Dear Sir/Madam,

Greetings from ASAP Kerala!

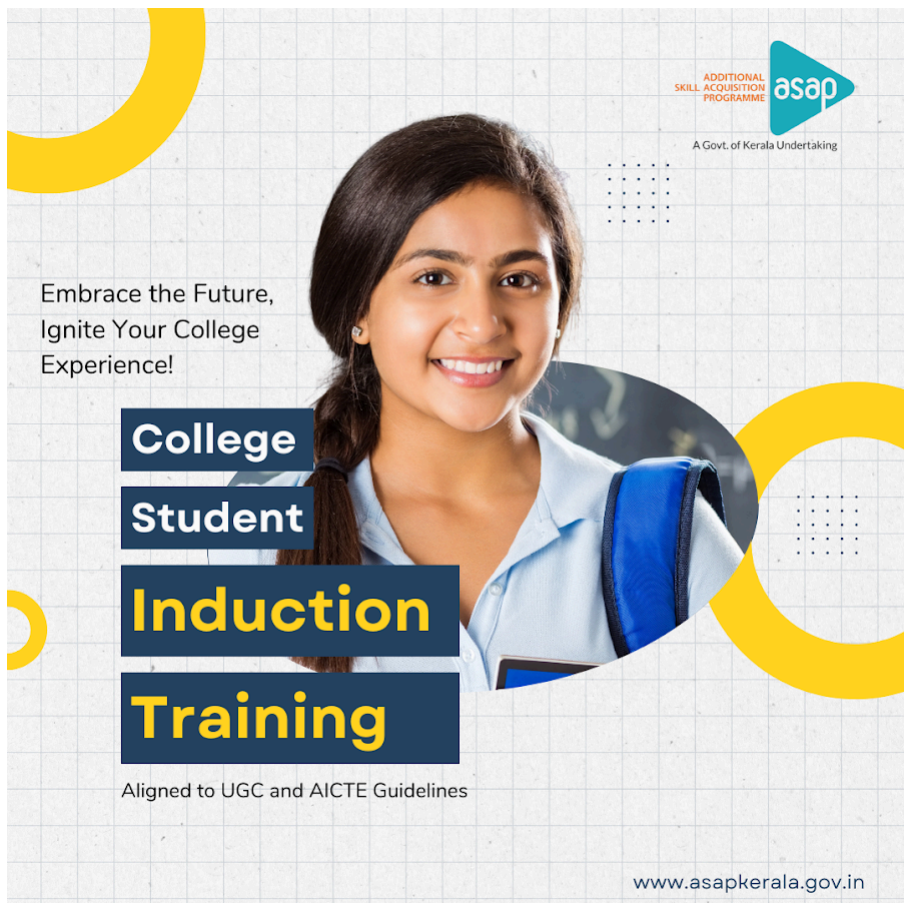
We are eager to collaborate with your esteemed institution to offer induction training for your incoming first-year students.

As we all know, the transition from high school to college can be overwhelming for new students. To ease this transition and provide them with a solid foundation for their academic journey, we have designed a comprehensive induction training program. The program aims to equip students with essential skills, knowledge, and resources to thrive in their college experience.

The College Student Induction Training is a 3- to 6-hour training program designed to provide essential information and guidance to newly admitted college students. The training aims to equip students with the necessary knowledge, skills, and resources to smoothly transition into college life and maximize their academic and personal growth.

The training sessions will be conducted by experienced facilitators who understand the challenges faced by new students. Moreover, our program can be adapted to suit your college's unique needs and schedule.

We firmly believe that well-structured induction training can significantly contribute to your students' overall success and retention rates. By equipping them with the necessary skills and knowledge, we aim to empower your first-year students to excel in their academic pursuits and beyond.



No . ASAPHQ/315/2024-T AND D

Date : 20-05-2024

From

Chairperson & Managing Director

To

The Principal

Dear Sir/Madam,

Sub : ASAP Kerala - Establishing ASAP Skill Development Centers - Meeting of Govt & Aided Institutions in Palakkad, Thrissur, Ernakulam, Idukki & Alappuzha - reg

Greetings from ASAP Kerala.

The recent emphasis on short-term skill development courses by both the Kerala Department of Higher Education and the University Grants Commission (UGC), along with the upcoming implementation of the Four-Year Undergraduate Programme (FYUP) in Arts and Science colleges, creates a unique opportunity to integrate industry-relevant skill training into higher education. ASAP Kerala, the flagship skilling agency within the Higher Education Department, proposes establishing ASAP Skill Development Centers (ASDCs) within all higher education institutions in Kerala, including Engineering, Arts & Science, and Polytechnic colleges.

These centers, operating collaboratively under the control of each institution, will offer a diverse range of courses – online, offline, and server-based online (ASAP iLike) – catering to both students and the general public.

We also propose collaborating to develop jointly certified programs that leverage ASAP's expertise and your institution's strengths. This initiative will create a win-win situation for all stakeholders. Students will gain industry-relevant skills, improving their employability and access to internship and placement opportunities. The general public will have access to high-quality skill development programs for career advancement or personal enrichment.

Your institution can enhance its curriculum offerings, attract new student populations, and generate additional revenue through a sustainable revenue-sharing model with ASAP Kerala. Ultimately, Kerala State will benefit from a workforce equipped with in-demand skills, making them more competitive in the job market.

To discuss the scope of this initiative and its modus operandi in detail, ASAP Kerala is conducting a regional meeting at the **Conference Hall, Dept of Electronics, CUSAT Campus, Kalamassery, Ernakulam** on **23rd May 2024, from 10:30 AM to 4:00 PM**. A limited traveling assistance of ₹ 500 will be provided to the participants.

We sincerely invite you to participate and contribute your ideas in this new initiative and explore this exciting opportunity for collaboration. In the rarest possibility of any other emergencies, we request you to depute suitable staff from your team to attend the meeting.

Yours Faithfully,



Saji T
Head Training
For Chairperson & Managing Director
ASAP Kerala