

**DIRECTORATE OF TECHNICAL EDUCATION**  
**THIRUVANANTHAPURAM**

**PROCEEDINGS**

Education-Technical- Establishment of Finishing School for unemployed diploma Pass out and final year Students of Polytechnic Colleges-guidelines-Order issued

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***PLANNING (L) SECTION***

***NO. L2/35568/2009***

***Thiruvananthapuram dated.23 .9.2009***

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Read: - I.GO (Rt) No. 286/09/HEdn dated 02-03-2009

**ORDER**

As per GO read above Government have granted Sanction for establishing Finishing School for providing training on Technical and Soft Skills to enhance the employability of Diploma Passout and the Final Year Students Studying in Polytechnic College and there by making the Polytechnic Education System in the State more attractive. The aim of starting Finishing School is to bridge the gap between the Competencies expected of by the present day employer and to make the one developed by the institutions highly competent to meet the needs of the world of work. Further Government have directed the undersigned to chalk out method of operation of the Finishing School. The following guidelines are therefore prescribed.

1. The Finishing School shall provide training so as to acquire technical skill in Computer, Telecommunication, Information Technology, Networking and also in Soft Skills.
2. The target group for the training shall consist of unemployed Diploma Passouts including those Diploma passouts of Kerala who have completed the Course out side the State and the Final Year Students of Polytechnic Colleges.
3. As a first step, the Finishing School shall function in selected Seventeen Polytechnic Colleges in the State (Particularly Nodal Polytechnics) and three Womens Polytechnic under the direct control of the respective Principals.
4. The selection of trainees shall be on first come first served basis.
5. The Finishing School Programme shall be conducted in Polytechnic through continuing Education Cell of the Institution concerned during any time of the year without affecting the normal work of the Institution. The Strength of participants in a batch will be 20(minimum) and 30(maximum).
6. The duration of the Programme shall be 120 hours in 6 weeks including evaluation and the areas of the training are as follows.

(i)	Technical skills	-	60 Hours
(ii)	Soft Skills	-	40 Hours
(iii)	Lab _____	-	20 Hours
	Total	-	120 Hours
7. The training Curriculum and Syllabi will be designed by the experts from academic and Industrial fields with proper guidance and control of the Joint Director, CDC, Kalamassery.
8. The Finishing School Programmes will run on Self Supporting basis without involving any financial Commitment of the Government.
9. Course Fee

A course fee of Rs. 1250/- shall be collected from the trainees. 50% fee concession for BPL and Physically Challenged Candidates. There will be no fees for SC/ST candidates.

10. Fees of trainees shall be the source for the course. The fees collected shall be accounted separately by the continuing Education Manager and the amount if any shall be withdrawn for the conduct of the Programme with the concurrence of the Principal concerned with proper vouchers authorized by him.
11. The Programme shall be conducted in a No Loss No Profit manner.
12. Rate of remuneration for faculty and Supporting Staff to be engaged in the Financing School Programme.
  - (i). For Theory Hours

Remuneration to faculty	- Rs. 200/- per hour
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  - (ii). For Lab Hours

Remuneration to faculty	- Rs. 200/- per hour
Remuneration to Supporting Staff	- Rs. 100/- per hour
  - (iii). Honorarium to Principal and Officer in Charge

Officer in Charge	- Rs.250/- each (Per month)
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  - (iv). Remuneration to Ministerial staff - Rs. 500/-(to be shared)  
who actually attend the work
13. There will be State and Institution Level Monitoring Committees for the Proper Monitoring of the Finishing School Programmes. The Joint Director, CDC, Kalamassery will be the State Level Monitor. The Institution Level Monitoring Committee Comprsing of the Principal, senior most Head of Section, Continuing Education Manager and Senior/Junior superintendent shall be engaged in Monitoring the Progress of Programme under the guidance and directions of the State Monitor. The Joint Director (CDC) shall send a monthly Report to Senior Joint Director (PS) and SJD (PS) shall send a trimonthly report to DTE.
14. The training shall be evaluated at the Institutional Level at the end of the programme and Certificates will be issued to the trainees by the JD, CDC, Kalamassery under the authority of the DTE.

Sd/-

**Dr. Kuncheria. P. Issac**

Director of Technical Education (I/C)

To

1. The Principals of Selected Government Polytechnic Colleges
2. The Joint Director, Curriculum Development Centre, Kalamassery
3. The Principal Secretary to Government, Higher Education(L)Department with C/L
4. CA to Senor Joint Director(PS), Directorate of Technical Education
5. The Accountant general(A&E), Kerala, Thiruvananthapuram
6. The DD (General), Directorate of Technical Education
7. Stock File & Office Copy

Forwarded / By Order

Superintendent