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DR 846733

**Undertaking to be signed by Institution/ NGO/ Association for sanctioning the
Programmes of
Additional Skill Acquisition Programme (ASAP) Kerala**

This undertaking is signed at Kumminiparamba on the 28th day of June 2022
Lt. Abdul Rasheed. P on behalf of Principal, EMEA College of Ars & Science, Kondotty,
P.O Kumminiparamba here in after referred to as Institution/ NGO/ Association.

1. The Institution hereby agrees to conduct ASAP Kerala training programmes in accordance with the design of the Training modules prescribed by ASAP Kerala.
2. The Institution/ NGO/ Association shall be responsible for providing best quality infrastructure and arrangement for the stationery or any items as directed by ASAP Kerala from time to time.
3. The Institution hereby agrees to the incentive scheme as per General Proceedings No. ASAPHQ/650/2021-BD-BS Dated.08/04/2022 in the following manner,
If an institution/ NGO/ Association mobilizes the minimum batch size of students for a course, it will be eligible for an incentive of 10 % of the total student fee.
If the institution/ NGOs/ Associations mobilizes half or more of the minimum batch size, it will be eligible for an incentive of 7% of the total student fee.
The institution/NGO/Association eligible for the incentive shall have the discretion to

No. 14019
28.6.2022
Rs 100. Principal E.M.G.A.
College Kummini paramba.
Kondotty SRO. Ag. Vendor
P. Jayachandran
S/o Ramachandran Nair (Late)





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use the incentive amount for rent or for procuring learning assets or for disbursal among the Coordinator, Principal and/or students or as desired, in the larger interests of the students.

4. The Institution/ NGO/ Association further undertakes to ensure the following.
- The Institution/ NGO/ Association shall undertake to provide sufficient infrastructure facilities as specified by ASAP Kerala from time to time for conducting the training which includes spacious smart classroom/s (30"X20"), well lit, ventilated /air conditioned with sufficient furniture to seat 30 trainees. The Institution shall arrange for the equipment like computer/ laptop, whiteboard, marker pen, duster, Projector, projector screen and speaker facilities to enable activity based and IT enabled curriculum transaction of the training programmes.
- Computer lab with a minimum number of 15 systems with network and internet connectivity shall be provided for courses that requires the same.
- Institution/ NGO/ Association shall arrange for the purchase and supply of training aids like chart papers, worksheets, and other stationery items like notepad, pen, pencil and gift items for the training as per the written request of the Trainers.

No. 12020 | Rs 100, Principal G.M.G.O
College Kummintiparamba
Kondotty SRO. Ag. Vendor
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28.6.2022



The Institution/ NGO/ Association shall nominate a faculty committed to the cause of providing additional skills to students as Faculty Coordinator/Nodal Officer, and he shall be responsible for the following:

- i. Organizing and monitoring the smooth conduct of the training.
- ii. Ensuring regular student attendance, quality programme delivery, and punctuality of the trainer. Faculty co-ordinator/ Nodal Officer shall be responsible for intimating the class schedule, recording of the attendance and effectively coordinating the training. He/she shall also be responsible for maintaining records and accounts related to the training programme. (if any).
- iii. The Faculty Co-ordinator/ Nodal Officer shall be available in the institution on all training days till the end of the training.

The Institution/ NGO/ Association shall forward any data or information including the Utilization Certificate related to the training as and when required by ASAP Kerala.

The continuance of the existing batches or sanction of new batches in the Institution/ NGO/ Association will be solely based on the quality of the infrastructure facilities provided and the administrative support and cooperation extended by the Institution/ NGO/ Association.

The Institution/ NGO/ Association shall instruct the students to remit the fees through online mode before the class commencement. The concerned Programme Manager of ASAP Kerala shall support the Institution/ NGO/ Association coordinator to resolve issues that may arise during fee remittance.

The Institution hereby agrees to the fee payment options as below:

- I. The Institution/ NGO/ Association shall pay the total fee collected from the students to ASAP Kerala before the class commencement after deducting the incentives and subsidy as per clause 3.
- II. ASAP Kerala shall commence the training only after receipt of payment of total fees as per clause 4.8(I) of this agreement

OR

- I. ASAP Kerala shall directly collect the fees from the student and the applicable incentives and subsidy as per clause 3 shall be payable to Institution/ NGO/ Association and the students respectively after the class commencement.

OR

- I. The Institution/ NGO/ Association shall pay total fees as installment to ASAP Kerala as per the Table below,

Installment	Payment	Method
1st	50% of total training cost, one day before the class commencement.	Directly pay to ASAP Kerala without deducting the incentives or subsidy applicable as per clause 3
2nd	50% of total training cost before completion of 70% the training.	Directly pay to ASAP Kerala after deducting the incentives or subsidy applicable as per clause 3

- II. The Institution/ NGO/ Association shall ensure that the payments as per the above Table are effected to ASAP Kerala, failing which ASAP Kerala shall have the right to pause the training process.

Student selection for the programme will start with an orientation session/s conducted by the Programme Manager of ASAP Kerala. The Institution/ NGO/ Association shall arrange for / permit the Programme Manager to conduct awareness programmes to the students. The interested students shall be supplied with application forms for the course, which is to be collected and scrutinized by the committee constituted for the purpose.

A committee consisting of the (Manager/ PTA President, Principal, Faculty Co-ordinator, Programme Manager) and trainer shall be constituted for the administration, coordination and monitoring of ASAP Kerala activities.

Student selection process shall be conducted by ASAP Kerala. Institution/ NGO/ Association shall facilitate and support ASAP Kerala for student selection and related activities.


We understand that assigning Trainers to train the students rests with ASAP Kerala. It is also understood that the implementation of the training programme in this institution is solely dependent on the availability of suitable Trainer selected and trained by ASAP Kerala.

We also understand that ASAP Kerala holds the right to monitor the entire process of training through multipronged approach to ensure the quality of the training and to visit and verify any records, documents and information related to the implementation of the programme in the institution. ASAP Kerala shall have all the rights to discontinue the training programme in the Institution, in case the Institution/ NGO/ Association fails to provide the services successfully as mentioned in this Undertaking, or violates any of the conditions mentioned in the Undertaking, or misuses the partnership with ASAP Kerala in any way.

In witness whereof the parties do hereby sign this undertaking on the 28 day June and year 2022.

Signed and delivered by

LT. Abdul Rasheed. P
Principal, BARA College of Arts and Science


25 June 2022


Authorized Signatory

Anandok, District Programme Manager (DPMA),
Malappuram Dist, ASAP Kerala, Govt. of Kerala.


25-6-2022


Witnesses:

1. Anto Jose, Programme Manager
ASAP Kerala, Malappuram.


28/06/2022

2. Abdul Taleem
Assistant Professor
PG Department of English
EMEA college, Kondotty


28/06/2022