

## DIRECTORATE OF TECHNICAL EDUCATION

### PROCEEDINGS

Education - Technical - Establishment of Finishing Schools for unemployed diploma pass out and final year students of Polytechnic Colleges-further guidelines orders issued.

### PLANNING (L) SECTION

No.L5/16939/2012

Dated, Thiruvananthapuram: 21 /11/2012.

Read: 1. G.O (Rt) No. 286/2009/H.Edn dated. 02/03/2009

2. This office proceedings No. L2/35568/2009 dated. 23/09/2009

3. This office proceedings No. L2/35568/2009 dated. 07/10/2010

4. Letter No. P3/1717/2012 dated. 6/10/2012 from the Joint Director, Curriculum Development Centre, Kalamassery.

### ORDER

As per the Government Order cited Government have accorded sanction for establishing Finishing Schools for providing training on technical and soft skill to enhance the employability of diploma pass outs and the final year students. Accordingly, guidelines were issued for the operations of finishing schools vide proceedings 2nd and 3rd cited.

As per the letter 3rd cited the Joint Director, Curriculum Development Centre, Kalamassery has reported that many difficulties have been expressed by Principal about the implementation of the scheme. These issues was discussed during the Principal's meeting held at RTTC, Kaimanam from 17/4/2012 to 18/04/2012. The Principal have presented many operational difficulties in conducting the Finishing Schools Programme as per the existing guidelines already issued. The Principals have suggested the extension of the programme to all semesters. The Joint Director, Curriculum Development Centre has submitted a detailed note "for suggesting revised guidelines" for implementing the programme. The proposal submitted by the Joint Director, Curriculum Development Centre has been examined in detail and the following guidelines are issued revising the guidelines already issued vide reference 2nd and 3rd cited.

### Mode of Operation

- The Scheme of finishing schools shall be extended to all the Government Polytechnics in the state. Facility for language labs shall be provided to all the 43 Polytechnics. The hardware and other Infrastructure available in the Polytechnics shall be used for conducting the training programmes. The programme shall be conducted free of cost to all students
- Students of all semesters I-VI can be given training through the programme.
- The format for training can be as follows

21/11/12  
Done Copy to  
Finishing School Co-ordinator

A

29/11/2012



I. 1<sup>st</sup> Semester-Induction training.

- Role of Technical Education and importance of Polytechnic Colleges.
- Employment opportunities and Higher Education prospects for diploma holders.
- Technological advancements and Industrial growth in a global perspective.
- Role of Women in development and society
- Psychosocial problems and health issues of the adolescent.
- Time management.
- Gender equality.

II. 2<sup>nd</sup> and 3<sup>rd</sup> Semester-Bridge course in English

- The Syllabus shall include vocabulary, grammar, listening speaking, reading and study skills (the syllabus and course material will be prepared by CDC)

III. 4<sup>th</sup> Semester-Life Skills.

- The course is already part of the curriculum. The Principal shall ensure that the course is covered as per the prescribed curriculum with at least 50% of the course covered by the internal faculty.

IV. 5<sup>th</sup> and 6<sup>th</sup> semester-Employability skills. The existing syllabus shall be followed.

- d) The honorarium is eligible per session is for 1 ½ hours duration enhanced to Rs.750/- and Rs.500/- for external and internal faculties respectively.
- e) TA to external faculty shall be dealt with as per existing rules.

Sd/-

**DR. J. LETHA**

**DIRECTOR OF TECHNICAL EDUCATION**

Copy to:

1. The Principals of all Government Polytechnic Colleges
2. The Joint Director, Curriculum Development Centre, Kalamassery
3. The Principal Secretary to Government, Higher Education (L) Department
4. CA to Senior Joint Director (PS)
5. The Accountant General (A&E) Kerala, Thiruvananthapuram
6. The Deputy Director (General) Directorate of Technical Education
7. Stock file and Office Copy

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**SENIOR SUPERINTENDENT**

3/2/2014



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3/2/2011