

Office of the Director of Higher Secondary Education,  
Housing Board Buildings,  
Santhinagar,  
Thiruvananthapuram.

**No. Acd/ Spc(2)/ 1041/EAP/2012-13**

**Dated: 14/02/2013**

**CIRCULAR**

Sub: Enhancement of Academic Programme-2012-13-HSSTs Field Level  
Management Training- guidelines for fund utilization-instructions to the  
Principals of the training venues-reg.

**HSSTs'** 5-day field level Management Training will be conducted at 54 selected centres in 3 spells viz. (1)18/02/2013 to 22/02/2013 (2) 25/02/2013 to 01/03/2013 and (3) 22/03/2013 to 23/03/2013 & 25/03/2013 to 27/03/2013. Only half of the teachers will be trained this year and the rest in the next academic year. Number of teachers selected for training this year and the venues allotted to them are published in the portal.

Teachers of Vocational Higher Secondary Schools will also attend training along with the HSSTs.

The principals of the venues are the Course Co-ordinators who are directed to adhere to the following instructions for the smooth conduct of the training.

**A. General Instructions.**

1. Management Training is restricted to the teachers of Government and aided Schools.
2. The training programme is non-residential and the duration of each spell is 5 days.
3. Teachers of vocational higher Secondary schools are also permitted to attend the training programme.
4. Attendance register shall be kept for the trainees and trainers. Duty certificate should be issued to all the participants at the close of each spell.
5. Only teachers attached to a given venue should be permitted to attend the training at that training venue. The number of teachers who are to report at each venue is published in the VHSE portal.

**B. Utilization of fund.**

Funds shall be utilized as per the following guidelines.

1. Allowance of the trainees : Rs. 200/- per day.  
( Allowance of the VHSE teachers  
will be paid by the VHS Directorate)
2. TA of trainees : Actual bus fare per day.(ie. only actual ticket  
charge will be reimbursed)
3. Allowance of the Trainers including master trainers: Rs. 250/- per day.

4. Honorarium of the Trainers: Rs. 300/- per day.

( Trainers are eligible for claiming allowance and honorarium for six days as they should conduct a planning session on a day prior to the commencement of the training programme).

5. TA of RPs : As per KSR

6. Light refreshment : Not to exceed Rs.30/- per participant.

(Refreshment may be provided to all the trainees of the Govt., Aided HSS & VHSE and the RPs.)

7. Stationery (Note book, pen etc): Rs. 50/- per participant.

8. Rent for audio-visual equipment, Generator, movable chair etc. : As per the prevailing rate in the area.

### **C. Organisational Expenditure.**

1. Allowance for the Principal of the training centre: Rs. 1500/- per spell of 5 days.

2. Clerical works : Rs. 200/- per day of training.

3. Peon : Rs. 100/- per day of training.

Note:-

1. A batch is limited to 40 as far as possible. But the addition of teachers of VHS Schools may raise it to about 45.

2. Generator shall be provided on rent in the centre to ensure uninterrupted power supply.

3. Only movable chairs should be used in the class rooms.

4. Photocopies of the required documents shall made available to the participants. A voucher copy of the same shall be kept with the cash bills for audit purpose.

5. Sufficient funds are placed at the disposal of the venue Principals.

6. Care shall be taken to provide all the facilities required for the smooth conduct of the training.

**Sd/-**

**JOINT DIRECTOR (Academic)**