



GOVERNMENT OF KERALA

Abstract

Higher Education- Technical- Scheme for Her Empowerment in Engineering Education (SHE)- Guidelines approved- Orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O.(Rt)No.1050/2023/HEDN Dated, Thiruvananthapuram, 11-07-2023

- Read 1 G.O (Rt) No. 1793/2022/H.Edn dated 02.12.2022.
2 G.O (Rt) No.1606/2020/ H.Edn dated 23.12.2020.
3 Letter No. L5/37616/2022/DTE dated 06.03.2023, 30.05.2023 from the Director of Technical Education.

ORDER

As per Govt Order read as 1st above, Scheme for Her Empowerment in Engineering Education which was initiated at Govt. Engineering college Kannur with aim to enable girl students to realize how much potential they have and to provide support they require to become great leaders in technical fields, were extended to all Government Engineering and Polytechnic Colleges. Further, the Director of Technical Education was directed to propose a proper framework for the successful implementation of the programme.

The Director of Technical Education as per letters read above, has forwarded proposal for constitution of governing body with draft guidelines for implementation of Scheme for Her Empowerment in Engineering Education. It was submitted that most of the activities under the scheme are carried out in tune with the guidelines issued as per Government order read as 2nd above.

Government have examined the matter in detail and are pleased to approve the guidelines and structure of Governing Body for implementation of Scheme for Her Empowerment in Engineering Education(SHE) as follows:

I. Program related Guidelines

The major programs can be grouped under five heads:

1. Programs which involves resource persons such as training, talks, seminar and workshops, and conventions and conclaves.
2. Programs which are conducted by agencies (such as placement training and health camps)
3. Programs which involve students as speakers and trainers (training, hands on sessions and talks)
4. Site and office visits and other travel (external travel for attending camp and conventions of SHE and for other technical visits under SHE)
5. Student camps (day long and residential)

The following guidelines are proposed for conducting of SHE Programmes:

- i) To conduct all programs involving resource persons as per the existing guidelines issued for the FSDTC programs. (G.O (Rt) No. 1606/2020/H.Edn dated 23.12.2020, for referring to the heads under honorarium, accommodation, daily allowance, travel and local conveyance norms- for the resource persons only)
- ii) The refreshment and food expenses per student is to be limited Rs.200 per head.(Breakfast/Dinner, Lunch, Morning and Evening Tea and Snacks) for 30 students (maximum of Rs.6000) and additional fraction therein, for a full day program and Rs. 125/-per student (Morning tea and snacks, Lunch)for a half day program. If the program is conducted only in the evening then the refreshment expense is admissible and to be limited to Rs .25/-student /day.
- iii) The course material charges for students to be limited to Rs. 75/program.
- iv) The group outstation trips such as site visits, travel for internship, job shadowing, state SHE conventions, and other technical visits are to be limited for a day and the travel is to be conducted using College bus/KSRTC/other govt. facilities or the lowest fare mode of conveyance as much as possible. The traveling expenses should be reimbursed based on the actual fare of public transport and the daily food expenses should be limited to Rs.200 per student per day. The travel should be with prior permission and be accompanied by the coordinators.

- v) The expenses for banner and publicity limited to Rs.2000/-per program.
- vi) The residential camps are to be conducted with the following guidelines.
 - a. The coordinators should be present throughout the camp and there should be a minimum of two lady teachers.
 - b. The resource persons are to be paid as per FSDTC norms (travel, honorarium, local conveyance, food and accommodation)
 - c. The expenditure for refreshments for students to be limited to Rs.200/per student
 - d. The boarding charges should be as per the actuals (supported by the bill)
- vii) The total contingency amount in a year to be limited to 10% of the total anticipated expenses.
- viii) The charges for printing certificates as per actuals.
- ix) The expenses for the prize money may be fixed as below.
 - a. College level events (certificates and Prize money of Rs.2000 for winner)
 - b. District level (certificate and Prize money of Rs 5000 for winner)
 - c. State level (certificate and Prize money of Rs 10000 for winner)
- x) In case of conduct of state level or national or international events under SHE by an institute, the expenses may be limited to Rs 75,000/ per day for state event and Rs 1,00,000/ day for national and Rs 2,00,000/day for international event.

The major expenses for any program/event under SHE may be grouped as :

- 1.Honorarium/training charges
- 2.Travel
- 3.Food and refreshments
- 4.Banner/poster etc
- 5.Accommodation (Lodging and Boarding)
- 6.Local conveyance

7. Consumables (limited to 10 % of the total expense and no furniture, equipment, software, or hardware permitted)

8. Contingency (limited to 10% of the total expenses)

All the settlements should be made within four weeks of conduct of the program.

II. Structure or Hierarchy of Governing Body related Guidelines

The structure of the governing body for SHE programmes is divided into two levels:

1. Directorate Level Governing Body

The main role of the officials included in this level is to frame policies, activities for every academic year. The Committee has to review and provide instructions to the institutions in regard of the SHE programs. The Committee has to submit a half yearly report on the progress of programs conducted at Institute level to the Directors office. The same should be submitted at the meeting which is to be conducted before each academic year and financial year between the members of the governing body at the Directorate, State and Institute level.

The following are the officials deputed in this level:

- Director of Technical Education (Chairman)
- Director SPFU (Convenor)
- Senior Joint Director - ECS (Co-ordinator)
- Senior Joint Director - PS (Co-ordinator)
- State Nodal Officer (Not below the rank of Asst. Professor in Govt. Engineering Colleges with a minimum of 10 years experience)
- Assistant State Nodal Officer (Not below the rank of Lecturer in Govt. Polytechnic Colleges with a minimum of 10 years experience)
- Representative of the Higher Education Department (Not below the rank of Joint Secretary or above)
- Representative of the Kerala Start Up Mission (Not below the rank of Assistant Manager)
- Representative of the Women and Child Welfare Department (Not below the rank of Assistant Director)
- Entrepreneur from a reputed industry (a minimum of 2 women

representatives)

- CEO of a reputed industry (a minimum of 2 women representatives)
- Ministerial Staff (i.e. typists/clerks) may be deputed for administrative/official works if deemed necessary by the Chairman(state level committee)

2. Institution Level

The main role of the officials included in this level is to review and provide instructions to the faculty and co-ordinators deputed within the institutions in regard of the SHE programs. The institution level Committee has to submit a quarterly report on the progress of programs conducted at Institute level to the State level committee. The same should be submitted at the meeting which is to be conducted before each academic year and financial year between the members of the governing body at the State and Institute level.

The following are the members deputed in this level:

- Chairman (Principal of Engineering/Polytechnic Colleges)
- Convenor (Not below the rank of Lecturer/Asst. Professor in Govt. Polytechnic/Engineering Colleges with a minimum of 10 years experience)
- Student Representatives (not more than 4 numbers)
- Alumni from academic, industries and private enterprises (not more than 2 numbers from each sector)
- Technical/Ministerial Staff(not more than 2 numbers)
- Parent Nominee (PTA Representative)
- Representative from LSG Department(District Administrative Officers not less than the rank of Sub Collector)

The above guidelines are to be followed during the implementation of SHE programs and the State level Committee is to ensure that the said guidelines are being followed in every prospects.

(By order of the Governor)
C AJAYAN
ADDITIONAL SECRETARY

To:

The Director of Technical Education, Thiruvananthapuram.

The Principal Accountant General (Audit/A&E), Kerala,
Thiruvananthapuram.

The Information Officer, Web & New Media, I&PR Department.

www.highereducation.kerala.gov.in.

Stock file/Office copy.

Forwarded /By order

Signed by

Gopakumar C R

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