Guidelines for the Establishment and Functioning of the Centre for Skill Development Courses and Career Planning (CSDCCP)

THE KERALA STATE HIGHER EDUCATION COUNCIL

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1. Introduction

The Centre for Skill Development Courses and Career Planning (CSDCCP) is to be established in all Higher Education Institutions (HEIs) in Kerala, in accordance with UGC guidelines (December 2023) and Government Orders (G.O. Rt. No. 724/HEDN Dated 24.06.2024 and GO(Rt) No 1601/2023/HEDN dated 30-10-2023). The CSDCCP aims to integrate short-term, credit-linked, skill development courses into higher education, bridge the skill gap, and foster employability and lifelong learning.

2. Objectives of CSDCCP

1. **Bridging the Skill Gap:** Offering tailored training programs to meet industry needs.
2. **Promoting Employment:** Enhancing employability by delivering industry-demanded skills.
3. **Lifelong Learning:** Fostering a culture of continuous learning.
4. **Empowerment through Education:** Ensuring accessibility and equity in career advancement opportunities.
5. **Community Engagement:** Transforming HEIs into skill hubs for the local population.

3. Advantages to HEIs

- Improved reputation and institutional attractiveness.
- Strengthened industry-academia partnerships.
- Enhanced employability and student satisfaction.
- Utilization of underutilized institutional resources.
- Access to additional funding and revenue generation.

4. Structure of CSDCCP

- **Establishment:** Each HEI shall establish a CSDCCP within its campus.
- **Leadership:** Headed by a Centre Director, nominated by the Vice-Chancellor/Principal.
- **Advisory Committee:** Constituted by the VC/Principal, includes:
    - Centre Director (Chair)
    - Experts from academia, industry, and awarding bodies
    - Representatives from relevant sectors
- **Reporting:** Advisory Committee formation must be reported to KSHEC.

5. Operational Procedures

- **MoU:** HEIs may sign MoUs with industries/professional skilling agencies for:
    - Infrastructure setup
    - Course delivery
    - Internships and placements
- **Infrastructure:**
    - Building/workshop/lab space
    - Machinery, tools, computer labs
    - Use of nearby industrial or training facilities as required

6. Guidelines for Course Delivery

- **Faculty:** Courses may be taught by HEI faculty, skill instructors, or industry professionals.
- **Credit System:**
    - Duration: 3–6 months
    - Credit range: 12–30 credits
    - Credit breakup: 1 credit = 15 hours theory / 30 hours practical
    - Skill component: 60–70% of total credits
- **Curriculum Composition:**
    - Practical training in labs, workshops, or industry
    - General education including communication, ICT, and soft skills
- **Delivery Modes:** Physical, online, or hybrid for theory; practical components must be physical.
- **Assessment:**
    - Conducted transparently as per HEI's Statutory Body approval
    - Aligned with NSQF wherever possible
    - Joint certification with Sector Skill Councils if applicable
    - Credits deposited to Academic Bank of Credit (ABC)
- **Digital Certification:** Issued via NAD and/or DigiLocker

- **Financial Sustainability:** Courses shall be run in a self-sustaining mode as per institutional policy

7. Focus Areas for Courses

CSDCCP may offer courses in:

- Artificial Intelligence & Machine Learning
- IoT / Smart Cities
- Data Science & Analytics
- Cloud Computing
- Cyber Security
- Robotics & Industrial Automation
- VR/AR/XR
- 5G Technologies
- CAD/CAM, Mechatronics
- BIM & 3D Printing
- FinTech, Health & Wellness
- Digital Marketing, Soft Skills
- Foreign Languages, English
- Web Design, Gig Economy
- Fashion Technology, Electricals

8. Role of State-Level Vocational and Skill Development Cell (VSDC)

- **Establishment:** VSDC will be formed under KSHEC.
- **Functions:**
    - Recommend empanelled agencies
    - Coordinate curriculum development
    - Monitor course delivery
    - Recommend courses for university approvals

9. Expert Committees at University Level

- **Purpose:** Guide course development and ensure NSQF alignment

- **Structure:**
    - Chairperson: Senior academic/professional
    - Members (max 15):
        - BoS Faculty
        - Skill domain experts
        - Industry professionals
        - Government/policy representatives
        - Alumni/practitioners
        - Student representatives
- **Domains:** Industrial Skills, Emerging Tech, Creative Industries, Services, Sustainability

10. Credit Integration in FYUG Programmes

- Credits from skill courses may be counted in lieu of minor courses
- Students may opt for 1–2 short-term skill development courses during their degree/diploma
- Promotes integration of skilling with traditional academics

11. Conclusion

The establishment of CSDCCP will ensure that Kerala's higher education sector remains aligned with national skill development priorities, enhances student employability, and responds dynamically to regional and global employment trends. These guidelines provide a robust framework for HEIs to design, implement, and sustain impactful skill development initiatives in collaboration with industry and professional bodies.

Annexures:1

University Level Expert committee for Vocational Education and Training

Establish a Vocational Education and Skill Development Cell (VESDC) in each university to coordinate vocational training, skill development, and partnerships. The cell can act as a bridge between academic departments, CSDCCPs, KSHEC VSDC, industry stakeholders, and skilling agencies.

To promote seamless integration of vocational education, skilling, and training, universities can establish expert committees under this Skill development Cell by grouping skill domains aligned with the National Skill Development (NSD) initiative. These committees will focus on designing and implementing industry-relevant programs, ensuring alignment with the National Skills Qualification Framework (NSQF). Each group will cater to specific sectors, such as industrial skills, emerging technologies, creative industries, service excellence, and sustainability. This structure will enable universities to collaborate with industries, offer modular credit-based courses, and provide hands-on training, fostering employability and lifelong learning among students. This approach ensures comprehensive and focused skill development across diverse domains.

Proposed Structure of the Expert Committees

Chairperson: A senior academic or professional with significant experience in the relevant skill group.

Members

1. Faculty members from the university's Board of Studies (BoS) in related disciplines with expertise in vocational training.
2. Skill Domain experts (Professionals certified in specific skill areas)
3. Industry Experts(Senior professionals or HR leads from relevant industries)
4. Government/Policy Experts(Representatives from state or national bodies involved in skill development)
5. Alumni or Practitioners (Successful alumni or practitioners working in the skill domains)
6. Student Representatives: (students or research scholars with an interest in skilling initiatives)

Maximum members of the committee may be limited to 15 including the chairman

Proposed Expert committees and associated Skill domains. University may add more skill domain if required in to any of these groups

1: Expert Committee for Core Industrial and Infrastructure Skills

Associated Skill Domains

- Construction
- Plumbing
- Electrician and Electrical Works
- Welding and Metal Fabrication
- Civil Engineering Assistance
- Renewable Energy Technician
- HVAC (Heating, Ventilation, Air Conditioning)

2: Expert Committee for Emerging Technologies and Digital Proficiency

Associated Skill Domains

- Information Technology and IT-Enabled Services (ITES)
- Artificial Intelligence and Machine Learning
- Cybersecurity
- Robotics and Automation
- Cloud Computing
- Data Science and Analytics
- Digital Marketing
- Blockchain and Fintech

3: Expert Committee for Service Excellence and Hospitality

Associated Skill Domains

- Tourism and Hospitality Management
- Retail Services
- Beauty and Wellness
- Healthcare and Paramedics
- Travel and Logistics Management
- Facility Management
- Food Processing and Baking

4: Expert Committee for Creative and Knowledge-Based Careers

Associated Skill Domains

- Media and Entertainment
- Fashion Design and Textile
- Animation and Graphic Design
- Language and Translation Services
- Publishing and Content Writing
- E-Learning Development

5: Expert Committee for Agriculture and Sustainability

Associated Skill Domains:

- Organic Farming
- Horticulture and Floriculture
- Fisheries and Aquaculture
- Dairy and Animal Husbandry
- Food Technology
- Environmental Management
- Water Conservation Techniques

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