

## Minutes of Meeting

<b>Date &amp; Time of Meeting</b>	3 <sup>rd</sup> July, 2018 2.30 PM.
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Action ahead for ASDCs in light of EC decision.</li> <li>2. Campaign for 2018-19 skill year</li> </ol>

Attendees			
S. No.	Name	Designation	Organization
1	Smt. Haritha V Kumar IAS	Chief Executive Officer	ASAP
2	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
3	Sri. BalaGopal K K	Head HR	ASAP
4	Sri. Anil Kumar T V	Head Training	ASAP
5	Sri. Ajith K	Head Planning	ASAP
6	Smt. Suseela James	Head - BDU	ASAP
7	Dr. Jai Kiran	Head Curriculum	ASAP
8	Prof. R Pakasam	Head - Quality and Research	ASAP
9	Sri. Vigilkumar V V	Head- IT	ASAP
10	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
11	Sri. Chandramohan Nair P	Finance Officer	ASAP
12	Sri. Sreekantan Nair	Chief Engineer	ASAP
13	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP
14	Sri. Steaphen Alexander	EA to CEO	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	<p>CEO directed to include an additional decision point in 19<sup>th</sup> EC meeting minutes as below:</p> <ul style="list-style-type: none"> <li>• As decided by members of 19<sup>th</sup> Empowered committee convened on 27<sup>th</sup> June 2018, MD of KASE shall be invited as a committee member of future Empowered Committees.</li> </ul>	Administration/ SO	5 <sup>th</sup> July 2018
2	A detailed action time plan for setting up the proposed ASDCs shall be prepared urgently.	Head-IT and Head Training	10 <sup>th</sup> July 2018

3	Along with implementation of Artificial Intelligence and Machine Learning course in proposed ASDCs, a set of other related courses shall also be identified urgently.	Head-IT,Head-Training and Head- BDU	11 <sup>th</sup> July 2018
4	NIELIT accredited courses can be offered in proposed ASDCs.	Head-IT	11 <sup>th</sup> July 2018
5	<ul style="list-style-type: none"> <li>• Accredited agencies offering high end courses associated with KASE could offer courses in ASDCs.</li> <li>• Originate file to get the Govt's comments on the same.</li> </ul>	Head- IT	11 <sup>th</sup> July 2018
6	<p>Viability of associating with empanelled agencies of other State Governments and projects who offer high end courses shall also be found out immediately.</p> <p>Eg: Course on Drone technology offered by an empanelled agency of Maharashtra Government shall be contacted to understand the cost/duration/opportunities of the course.</p>	Head- IT	11 <sup>th</sup> July 2018
7	<ul style="list-style-type: none"> <li>• Before finalizing the courses, an employment demand forecast as well as round table including CGPU members (2 no.s) and industry oriented faculties of Mechanical/Electrical departments (2 no.s each) of Engineering colleges shall also be called up.</li> <li>• Members shall be identified within a week and workshop shall be conducted at the earliest.</li> <li>• Only those course having industry relevance and has sufficient placement opportunities shall be selected finally.</li> <li>• Make sure that all studies on employment demand forecast shall be available on ASAP website.</li> <li>• Agencies offering high end courses which</li> </ul>	Head-IT,Head-Training and Head- BDU	11 <sup>th</sup> July 2018

	are already accredited by KASE/those empanelled through tender process could be vetted by the committee involving CGPU members and industry oriented faculties. Their curriculum shall then be submitted for the approval of BAC.	"	"
8	<ul style="list-style-type: none"> <li>A short tender inviting agencies to offer high end courses shall be put forth.</li> <li>EOI document for the same shall be prepared by Head- Curriculum, Head- Training and Head- IT.</li> </ul>	Head- Curriculum, Head- Training and Head- IT	11 <sup>th</sup> July 2018
9	<p>Meeting decided to celebrate World Skill day on July 15<sup>th</sup> by conducting unique programs to create an awareness among the students and public about importance of skilling.</p> <p>Decision taken to allot a fund to each SDC for conducting the same.</p>	Head PRD and Head- Training	-

Signature:



Chief Executive Officer

5-7-2018