

Minutes of Meeting

Date & Time of Meeting	5 th July, 2018 11.00 AM.
Agenda	<ol style="list-style-type: none"> 1. Discontinuing service of CDM Smith from monitoring new three CSPs. 2. Proposed tracer Study by ASAP.

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. Anil Kumar T V	Head Training	ASAP
4	Sri. Ajith K	Head Planning	ASAP
5	Smt. Suseela James	Head - BDU	ASAP
6	Dr. Jai Kiran	Head Curriculum	ASAP
7	Prof. R Pakasam	Head - Quality and Research	ASAP
8	Sri. Vigilkumar V V	Head- IT	ASAP
9	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
10	Sri. Sreekantan Nair	Chief Engineer	ASAP
11	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	<p>To discuss the letter been furnished by CDM Smith which are having three potential problems.</p> <ol style="list-style-type: none"> 1. CDM Smith is demanding for minimum 6 weeks to submit DPRs of three new CSPs and it means there is no surety that they will submit the same in stipulated time. Ideally they should have submitted the same during September 2017, but later they have extended it to January 2018. Now they are linking it with additional charges as reason for further extension. 2. For submitting the DPRs, CDM Smith is demanding additional charges stating the implementation of BIPV technology and Prefabrication methodology in construction without quantifying the cost. 3. CDM Smith is claiming an interim release of 2.8 Crores as agreed by Principal Secretary which is 	<p>Chief Engineer and CEO,ASAP</p>	-

	<p>potentially false as the minutes of the meeting is not approved by the Principal Secretary's office.</p> <p>Therefore it's decided to recommend to the Govt. for limiting the service of CDM Smith to Nine CSPs under construction and not for remaining ones.</p>		
2	<p>To do the design, supervision and consultation of remaining CSPs, an accredited agency shall be selected rather than going in for a tender process since the latter will take more time.</p>	Chief- Engineer, ASAP	-
3	<p>As part of the proposed tracer study by ASAP, urgent action shall be taken on war foot for bringing ASAP alumni to SDCs across Kerala on 15th July 2018 when World Skill Day is been celebrated.</p> <ul style="list-style-type: none"> ○ The day can be utilized as a platform to capture data of alumni for tracer study and give them opportunity to talk on their experience with ASAP. ○ To increase the participation of alumni, prize money or other innovative means shall be adopted. ○ ASAP Alumni should be informed about the event primarily through SDC PMs and by making use of social media: ○ An e-proforma to capture the details of alumni shall be prepared by PwC team. IT team shall make necessary arrangement to host it in server. 	<p>Head Training & Head- PRD</p>	-

Signature:



Chief Executive Officer
5-7-2018