

Minutes of the Meeting

Weekly meeting of ASAP Heads with Principal Secretary Higher Education held on 8th May, 2018 at 11 am in ASAP Headquarters

Agenda

1. Office space extension in Trans towers
2. Signing the Agreement of Operating partners (CSP)
3. Contract extension with M\`s CDM Smith
4. Deadlines of 3 CSP's Inaugurations
5. Installation of Solar panels Tender
6. Review of the issues and pending tasks in MIS
7. IT head Recruitment
8. DDFS Agreement
9. New SDC's In Engineering colleges
10. Advanced Foundation Module Curriculum Development
11. Marginalized programs
12. Quality Assurance programs

Decisions taken:

1. ASAP office functioning in Annexe shall be transferred to Trans Tower. ASAP will retain the conference hall. Chief Engineer, ASAP will work out the depreciation cost of office infrastructure and take up responsibility of shifting procedures. A letter shall be given to MD KTDFC to transfer the vacant space on **09th May 2018**. The space in Annexe shall be handed over to RUSA (Dr. Driveesh) after collecting depreciated amount.
2. CSP Agreement signing may be done in the presence of Chief Secretary. A note shall be prepared for the same.
3. Siemens has participated in the EOI of CSPs but could not be allotted a CSP since they need a customized CSP. It is decided to allot in principle 3 new CSP's at Govt. Engineering College – Kannur, KINFRA Video and Film Park, Kazhakuttam and Ramanattukara/Kulakkada.
4. Foundation stone of next three CSPs (Kalavoor, Palayad, Puthukad) may be laid by **June 2018** for which design has to be shared by CDM Smith on or before **15th May 2018**. Once the design is submitted, technical Committee evaluation may be completed by **25th May 2018**.
5. For solar panel installation in rooftops of CSPs, direction is given to follow and adopt OPEX model through selected agencies empaneled by ANERT for the 3 Parks that are in advanced stages of construction. In other Parks, tender may be done to select the Operating Partner.

6. Chief Engineer ASAP shall coordinate with internal audit team of ASAP to prepare a note on the amount spent by contractor of CSP Venniyur to consider termination if he is unable to start work.
7. A meeting with Minister of Industries may be arranged to take up persisting issues of Amaravila CSP.
8. At Pandikkad CSP, the request shall be made to KWA to provide water. The well shall be segregated from CSP compound.
9. CEO ASAP shall have discussions with ADB Procurement Manager Mr. Bala Subramanyam on **11th May 2018** and with the company. The final proposal may be submitted by **16th May 2018**.
10. ASAP shall take support of IT mission to rectify issues persisting with MIS (regarding assessment, certification & batch creation) and to draw a new MIS system incorporating our future requirements.
11. IT consultant shall prepare Note for having a support team of three persons. The team should be selected on or before **30th May 2018**.

- 12.Steps have been initiated by the former CEO to hand over the MIS project to a Startup (NEONIX) for revamping MIS and solve the current issues. Necessary steps shall be initiated to implement it.
- 13.The existing vacancy of IT Head to be filled.
- 14.The current payment mode of 'per user software charge' of DDFS shall be stopped. Only license charge shall be paid to DDFS. Negotiation shall be held with authorities of SIDCO and Ospyn Technologies (P) Ltd.
- 15.The universally accepted 'Industrial consultancy and software research' model shall be followed to operate High- end courses in SDCs to be set up in engineering colleges. A 'Challenge fund model' should be thought of while updating existing lab facilities of the institutions.
- 16.MOOC courses may be introduced in the classes as part of High end course delivery, wherein the students may be taken through each session in the presence of a Trainer.
- 17.Mathematics, Statistics, Economics students of regular colleges can also be mobilized to access Data Analytics courses in engineering colleges.
- 18.Faculties interested in taking responsibility of this program may be identified from the Engineering colleges and SDCs established. The batches shall be commenced on or before **August 2018**.
- 19.File to be moved to issue GO for newly proposed SDCs.

20. Curriculum Committee has to be revamped for revising the foundation module of ASAP.

21. A BAC may be set up to develop courses for students belonging to marginalized society following 'Place and skill model'. Members of the BAC should include representatives of industries who are currently employing marginalized skill personnel (Eg: VKC), NGOs, philanthropic organizations (Eg: Palium India) etc. and who are working in social security missions.

22. Heads should continue as mentors for each districts. However they should not be saddled with routine work.

23. Head QC may draw up responsibilities in consultation with Heads and PMs.

24. Head-in-charge of Quality and Research shall ensure Quality Assurance in all activities of ASAP

25. An Imprest money of Rs 5000 may be paid to DPMs. A Note shall be moved after studying this by Team Leader.

Meeting adjourned by 12.30 PM

Attendees of the meeting were:

Attendees			
S/n	Name	Designation	Organization
1	Smt Usha Titus IAS	Principal Secretary	Higher Education
2	Smt Haritha V Kumar IAS	CEO	ASAP
3	Smt Reetha Prabha	Additional Secretary	ASAP
4	Sri Balagopal K K	Head HR	ASAP
5	Sri Suseela James	Head - BDU	ASAP
6	Sri. Jai Kiran	Associate Professor in Geology	University College, Thiruvananthapuram.
7	Sri Pakasham K	Head - Quality and Research	ASAP
8	Sri Riyas P M	Head CSP	ASAP
9	Sri Chandra Mohan	Finance Officer	ASAP
10	Shri Rajesh K R	IT Consultant	ASAP
11	Shri Suneesh C R	PM - MIS, IT Division	ASAP

12	Shri Steaphen Alexander	Programme Manager (Executive Assistant to CEO)	ASAP
13	Shri Charlez John Kurian	Programme Manager (Executive Assistant to Additional Secretary)	ASAP
14	Ms Nimmy George	Programme Manager (Executive Assistant to Principal Secretary)	ASAP