

## Minutes of Meeting

<b>Date &amp; Time of Meeting</b>	<b>29<sup>th</sup> Oct, 2018 5.30 P.M.</b>
<b>Agenda</b>	<b>Heads Meeting</b>

<b>Attendees</b>			
<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Organization</b>
1.	Dr. Usha Titus IAS	Principal Secretary	Higher Education
2.	Smt. Reetha S Prabha	CEO, Additional Secretary and Team Leader	ASAP
4.	Sri. Anil Kumar T V	Head Training	ASAP
5.	Sri. Anil Prasad	Director CSP	ASAP
6.	Sri. Deepak Paul	Head HR	ASAP
7.	Sri. Vigil Kumar V V	Head IT	ASAP
8.	Smt. Suseela James	Head - BDU	ASAP
9.	Prof Prakasam R	Head - Quality and Research	ASAP
11.	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
12.	Sri Anwar Hussain L	Head Finance	ASAP
13.	Sri. Sreekantan Nair	Chief Engineer	ASAP
14.	Sri Hari Mohan	Electrical Engineer	ASAP
15.	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP
16.	Ms Nimmy George	EA to Principal Secretary	ASAP

## CSPs

- CSP team to make arrangements to visit the pre-fab Skill Center in Bhopal along with KITE officials so that new CSPs can be built using pre-fab technology.
- KITE shall be contacted for redesigning roof of CSP Pambady in view of CE's opinion that the roof design is raising the costs.
- Operating partner for Perumbavoor CSP shall be finalized by 3<sup>rd</sup> Nov, 2018.
- Since DSC has not provided the soft copies of CSP designs at Kalavoor, Palayad and Puthucaud so far, they may be informed that ASAP is going ahead with new plan.
- An industrial meet involving already enrolled Operating Partners of CSPs along with other potential industries who are interested to associate in next phase shall be conducted

### **Regarding pending issues of Programme Managers. ASAP**

- Since the approval of PM pool done by the empowered committee, the increment and the grade progression were withheld by the ASAP for want of formulation of 360-degree performance appraisal. The 360-degree performance appraisal is now ready. However, Program Managers have completed 2 years since then. It is decided to disburse the withheld increment and implement the 360 degree appraisal linked promotion after its approval.
- After properly documenting the case of excess telephone charges pertaining to CUG SIM deducted from salary of the concerned PMs, excess amount incurred shall be waived.

## **Fab lab/ Robotic Lab**

- All the fab labs/ robotic labs in Polytechnics will function as SDCs. As is done in Palakkad Polytechnic, it may be explored with KSUM whether KSUM can run mentoring services.
- The procurement of fab labs/robotic labs shall be completed by 15<sup>th</sup> Dec, 2018. Head (IT) shall discuss with Director KSUM to find out the costs and benefits of procurement through KSUM. If

there are no significant gains by associating with KSUM, procurement shall be done through e-tender.

### **ASDCs**

- Draft MoA shall be shared by Prof Krishnakumar after discussing with Prof Ramesh, Director CCE.
- Training of ML course shall commence on 11<sup>th</sup> November 2018.

### **Phase 2 of ASAP**

- Heads of ASAP shall bring in innovative and exciting ideas and develop proposals for Phase 2 by 30<sup>th</sup> Nov positively. By 15<sup>th</sup> Dec, the proposal shall be circulated to all concerned departments for remarks.

### **IT related issues in ASAP**

- After giving necessary training, Facility PMs (FPMs) selected from among the PM pool of ASAP shall commence addressing software/OS level issues in the districts urgently by 15<sup>th</sup> November 2018. 10% increment in TA for these FPMs shall be considered.
- IT Technical Committee shall be revamped with members who can suggest practical and implementable solutions for addressing issues of all IT equipment (Laptops, All in one PC, projector, UPS etc.) in ASAP. An academician shall compulsorily be included in the Committee.

- Dysfunctional computers in SDCs shall be identified and repair shall be done by 30<sup>th</sup> November 2018. These systems which cannot be repaired shall be removed through Clean Kerala Company and replaced with new ones. The details of exercise done in this regard shall be submitted to PS in one month time.
- With regard to issues existing with UPS in SDCs across the state, AMC shall be renewed with the original manufacturer. EE-ASAP and Head IT shall work together to get this done.

Done  
31/10