

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	CEO	
Location: Conference room, ASAP HQ	Date: 7 th & 8 th November 2018	Time: 2.30 PM

Attendees:	
<i>Names</i>	<i>Designation</i>
Sri. Anil Prasad	Director - CSP
Sri. Jaikiran	Head-Curriculum
Smt. Suseela James	Head - BDU
Prof. Prakasam R	Head- Quality and Research
Sri. Anwar Hussain	Head- Finance
Sri. Sreekantan Nair	CE-ASAP
Sri. Harimohan	EE-ASAP
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sri. Vigil Kumar	Head- IT
Sri. Basanth Kumar B S	Procurement Officer
Sri. Sujith	PM-HR
Sri. Sijeesh	PM-HR
Sri. Sarin S	PM-Administration
Sri. Charlez Kurian John	EA to CEO and AS


Agenda

Agenda Item Description
1. Finalization of agenda items for next EC.
2. <u>File no. 365/2018</u> (Alappuzha_PE Recruitment)
3. <u>File no.1165/2017</u> – Contract extension of STARK – CEO
4. <u>File No. 390/2017</u> : Starting SDCs in Engg, Sanskrit colleges by March 2019- Head Training .
5. <u>File No. 1721/18</u> : Disbursement projections to be submitted to ADB – Head Finance .
6. <u>File No. 957/2018</u> : Inviting Fresh Applications for the Post of Programme Managers on deputation - HR .
7. <u>File no. 295/2017</u> : Proposal for Warranty Extension of 700 numbers of Acer Laptops – IT Div .
8. <u>File No. 827/2018</u> - Pre Placement Grooming- Master training programme – CEO
9. ASDC – ML course update – ASDC division
10. Pencilton – Gaming simulation software

Decisions Taken

#	Decisions	Owner	Deadline																																
1	<ul style="list-style-type: none"> Further to the decision taken during heads meeting chaired by Principal Secretary on 29th October 2018 on redrafting the phase 2 proposal, it was decided to form a team involving CEO, Head- BD, Director-CSP, Head-Curriculum and PMs of Business Development Division for the same. The team shall bring in innovative and exciting ideas while developing the proposal. The total cost of phase-2 proposal shall be limited to Rs. 1000 Cr. Components such as university integration, skill university etc. shall be incorporated in the proposal. The team shall finalize and submit the proposal on or before 30th November 2018 	BD Division	Start immediately																																
2	Decision taken to on-board KITE as the Design and Supervisory Consultant of CSPs. The decision is taken in view of CDM Smith backing out from the interim agreement signed on 29/09/2018.	EE-ASAP	-																																
3	<p>Following items were finalized as agenda for next EC –</p> <ol style="list-style-type: none"> Approval of 360 degree performance appraisal for PMs and waiving of the same for promotion due from 11-04-2017 till date Statement of account – Finance Division Handover of 7 new CSPs to KITE.- - CSP Division 	Administration	2 days																																
4	<p>For administrative convenience, transfer and posting of PMs as discussed during the meeting has been approved.</p> <table border="1"> <thead> <tr> <th>S#</th> <th>Name</th> <th>Current Location</th> <th>Proposed Seat</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chandni S Kumar</td> <td>Govt. HSS Kottila, Kannur</td> <td>Tourism & Hospitality Sector - Skill Sector Operations</td> </tr> <tr> <td>2</td> <td>Giphy George</td> <td>Govt. Model HSS Calicut University Campus Thenjippalam</td> <td>ASDC - PM</td> </tr> <tr> <td>3</td> <td>Thasneem Nizar</td> <td>GVHSS Koodal, Pathanamthitta</td> <td>Agriculture - SPM</td> </tr> <tr> <td>4</td> <td>Anagha C M</td> <td>CSP Construction and Monitoring</td> <td>DPM unit-Malppuram</td> </tr> <tr> <td>5</td> <td>Anjali Gopi & Abhilash Babu</td> <td>Govt. Model Boys HSS, Irinjalakuda & Govt. Boys HSS Wadakkanchery</td> <td>Mutual Transfer</td> </tr> <tr> <td>6</td> <td>Jis George</td> <td>SPM _Wellness Sector</td> <td>Govt. Girls HSS Thalassery</td> </tr> <tr> <td>7</td> <td>Juby Sumi Mathew</td> <td>Summer Skill Skool</td> <td>Govt. Girls HSS, Kayamkulam</td> </tr> </tbody> </table>	S#	Name	Current Location	Proposed Seat	1	Chandni S Kumar	Govt. HSS Kottila, Kannur	Tourism & Hospitality Sector - Skill Sector Operations	2	Giphy George	Govt. Model HSS Calicut University Campus Thenjippalam	ASDC - PM	3	Thasneem Nizar	GVHSS Koodal, Pathanamthitta	Agriculture - SPM	4	Anagha C M	CSP Construction and Monitoring	DPM unit-Malppuram	5	Anjali Gopi & Abhilash Babu	Govt. Model Boys HSS, Irinjalakuda & Govt. Boys HSS Wadakkanchery	Mutual Transfer	6	Jis George	SPM _Wellness Sector	Govt. Girls HSS Thalassery	7	Juby Sumi Mathew	Summer Skill Skool	Govt. Girls HSS, Kayamkulam	HR	2 Days
S#	Name	Current Location	Proposed Seat																																
1	Chandni S Kumar	Govt. HSS Kottila, Kannur	Tourism & Hospitality Sector - Skill Sector Operations																																
2	Giphy George	Govt. Model HSS Calicut University Campus Thenjippalam	ASDC - PM																																
3	Thasneem Nizar	GVHSS Koodal, Pathanamthitta	Agriculture - SPM																																
4	Anagha C M	CSP Construction and Monitoring	DPM unit-Malppuram																																
5	Anjali Gopi & Abhilash Babu	Govt. Model Boys HSS, Irinjalakuda & Govt. Boys HSS Wadakkanchery	Mutual Transfer																																
6	Jis George	SPM _Wellness Sector	Govt. Girls HSS Thalassery																																
7	Juby Sumi Mathew	Summer Skill Skool	Govt. Girls HSS, Kayamkulam																																

8	Arun Mohan	Govt. Girls HSS, Kayamkulam, Alappuzha	Summer Skill Skool		
Also, three former PMs who expressed willingness to join back with ASAP are decided to be posted as below –					
<ol style="list-style-type: none"> 1. Niyas Ali – SDC Govt. HSS Kottila 2. Mini P – SDC Govt Model HSS Calicut University Campus Thenjippalam 3. Sreekanth Lal – SDC GVHSS KOODAL 					
5	SDC Management training shall be urgently given to those PMs who are yet to undergo the same.			HR	2 weeks
6	With respect to file no. 365/2018, decision taken to allot one or more Programme Executives (PEs) in DPM unit if situation demands/requirement arises.			Training/HR	1 Week
7	With respect to file no.1165/2017, a committee consisting of CEO, Head Finance, Procurement Officer and concerned head shall be formed to finalize the proposal submitted by STARK regarding CSP promotions			CSP and PRD	2 days
8	Decision taken to appoint a permanent electrician in ASAP on a consolidated pay scale of Rs. 15000 per month subject to the approval of government.			Construction division	2 days
9	<p>With regard to file no. <u>1721/18</u>, disbursement projection to be submitted to ADB was <u>discussed and approved with a minor change as mentioned below.</u></p> <ul style="list-style-type: none"> • Out of Rs. 15 Crore earmarked for Trainers Training Academy, only 1 Cr. shall only be allotted for the same and remaining amount shall be re-appropriated to CSP construction and operations. 			Finance and Construction	–
10	With regard to file no. 390/2017, necessary modifications suggested by the committee on the guidelines for implementation of Communication & Life Skill Training for Engineering/Polytechnic students shall be incorporated and put for approval.			Head-Training	–
11	With regard to file no. 957/2018, the staffs from VHSE coming to ASAP on deputation shall be considered for CSP operation job roles.			HR	–
12	<ul style="list-style-type: none"> • With regard to File no. <u>295/2017</u>, the proposal submitted by IT Division for warranty extension of 700 numbers of Acer Laptops was approved by the committee. • Also a negotiation meeting shall be held with M/S Emerson for issue rectification of UPS. 			IT Division and Procurement	1 Week
13	With regard to File no. <u>827/2018</u> concerning Pre-placement grooming for Master trainers by empanelled agencies, it was decided to close the ddfs file and not to proceed with the proposal.			CEO	–
14	The update on Machine learning course was presented by ASDC division and the minor changes suggested by the committee shall be incorporated into.			ASDC Division	–
15	With regard to file no. 1192/2018 in connection with purchase of game mode software for students from Pencilton, same shall be scrutinized by Procurement division before CEO's meeting with the team on 12 th October 2018.			Procurement & Training	2 days


Reetha. S. Prabha
 Chief Executive Officer
 Additional Skill Acquisition Programme
 Department of Higher Education
 Government of Kerala