

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	Principal Secretary – Higher Education	
Location: Conference room, ASAP HQ	Date: 27 th November 2018	Time: 7.00 PM

Attendees:	
<i>Names</i>	<i>Designation</i>
Smt. Reetha S Prabha	CEO-ASAP
Sri. Deepak Paul	Head HR
Sri. Anil Prasad	Director – CSP
Sri. Anil Kumar	Head- Training
Sri. Anwar Hussain	Head-Finance
Smt. Suseela James	Head - BDU
Prof. Prakasam R	Head- Quality and Research
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sri. Sreekantan Nair	CE-ASAP
Sri. Vigil Kumar	Head- IT
Sri. Charlez Kurian John	EA to CEO and AS

Decisions

Addition of courses such as foreign languages:

- Explore possibility of associating with established institutions to offer foreign language courses.
 - Eg: Associating with Goethe Institute/Alliance Francaise Institute for offering German/French language courses.

Meeting with Govt. departments under chairmanship of Chief Secretary, Govt. of Kerala:

- If there are any issues persisting with KSEB, KWA or any similar departments which stand as impediments to CSP operations, steps shall be initiated to convene a meeting with them under the chairmanship of Chief Secretary, Govt. of Kerala.
- Prior to ^{the} same, a detailed list of issues with these departments shall be listed ~~down~~.

Strengthening the Engineering Division in ASAP to take care of CSPs:

- The Engineering Division in ASAP should be strengthened. Once a Chief Engineer is identified on deputation, he/she should be asked to suggest the necessary staffing required to take up projects like CSPs directly.

- Existing graduate engineers may be given an option to work at new CSP sites.
- The new graduate engineers that are recruited shall be taken against the number of PMs from the existing rank list of recently concluded selection process without exceeding the limit as per the HR policy of ASAP.

Identifying posts at ASAP HQ for VHSE teachers on deputation:

- Since VHSE teachers on deputation are not under the purview of PM pool, but are experienced, it is better that they are placed above Programme Managers. Necessary positions shall be identified at ASAP HQ for them to be placed.

New SDCs:

- Among the 25 newly sanctioned SDCs, the ones at Govt. College, Attapady and GHSS Nandikkara should be started on priority.
- In view of starting of ASDCs, the others may be started after due assessments.

Infrastructure duplication work in SDCs by KITE:

- ASAP had already done infrastructure development works of classroom and IT lab in Higher Secondary Schools where SDCs are functioning. It is seen that the same work is done by KITE as part of General Education Protection Mission. This is causing duplication. Hence ASAP shall submit a letter along with the list of institutions where there is duplication to Principal Secretary-Higher Education for giving necessary direction to officials of KITE.

New platform for MIS:

- Along with the ongoing activity of rectifying issues in existing Management Information System (MIS), a new one shall be developed alongside.
- Head IT shall give proposal with financials for approval.

Fab lab:

- Decision taken to proceed with setting up of fab lab in association with Kerala Start Up Mission (KSUM) within the budget of Rs. 22 -25 lakh. But the quality of supplier as assured by KSUM shall be ensured.
- KSUM may also be persuaded to start incubation centres in ASDCs.

ASDC:

- ASDCs in 9 engineering colleges and 45 Polytechnics shall provide English skills and life skills including team building.
- Sector specific skills shall be given in consultation with the faculty.
- The bank account started for the purpose of ASDC shall be used also for CSP operations.

Internship Portal:

- Agreement with the agency shall be signed after legal vetting at the earliest.
- An event to be held to launch it.

Geo-tagging of CSPs, SDCs and Industries etc.:

- Decided to go ahead with the proposal for associating with Kerala Start up Mission (KSUM) to geo tag CSPs, SDCs as well as the industries, institutions and facilities around them. KSUM had agreed to float EOI among startup companies and submit the shortlisted companies for further processing.

Yone
30/11/18