

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	CEO	
Location: Conference room, ASAP HQ	Date: 14 th & 20 th December 2018	Time: 10.30 AM

Attendees:	
<i>Names</i>	<i>Designation</i>
14th December 2018	
Sri. Vigil Kumar	Head- IT
Prof. Prakasam R	Head- Quality and Research
Sri. Jaikiran	Head-Curriculum
Sri. Basanth Kumar	Procurement Officer
Sri. Charlez Kurian John	EA to CEO and AS
20th December 2018	
Sri. Deepak Paul	Under Secretary
Sri. Anil Kumar	Head-Training
Sri. Anil Prasad	Director CSP
Sri. Vigil Kumar	Head- IT
Sri. Anwar Hussain	Head- Finance
Sri. Harimohan	EE - ASAP
Sri. Sarin P	PM- Administration
Sri. Sujith	PM-HR
Sri. Charlez Kurian John	EA to CEO and AS

Agenda

Agenda Item Description

Discussed on 14th December 2018:

1. ASAP/ADMINISTRATOR/1955/2015 – Regarding existing BSNL Network connection
2. ASAP/ADM-ENGR/892/2015 – Regarding UPS maintenance estimate
3. ASAP/KM&LV - PM/685/2018 – Regarding Kaleidoscope
4. ASAP/KM&LV - PM/1816/2018 - Participation in "Unaruka"
5. ASAP/FIELD TRAINING PROG- SPM/1192/2018 - Game Mode Software of Pencilton

Discussed on 20th December 2018:

1. C Apt – Pending payment – Head Training
2. Agenda for 20th EC – All concerned
3. Update on CEO's field visit – CEO
4. Draft MoU for forming ASAP as a company.
5. DDFS Files-
 - Transfer and posting of PMs
 - IPM-2016-17 Regular batches-Palliative Care
 - M/s Skills Academy_2015-16 regular batches_MoU and Work Order
 - Programme Manager Recruitment_2018
 - Professional Fee to M/s. Mohan & Mohan Associates, Chartered Accountants

Decisions Taken

#	Decisions	Owner	Deadline
1	Regarding File No. 892/2015 (<i>Concerning UPS maintenance estimate</i>), it was decided to replace the faulty UPS by new ones (without battery - existing battery can be used) under buy back policy. Later, open tender shall be invited for the renewal of AMC of other UPS.	Procurement Division	1 Week
2	Regarding File no. 1955/2015 (<i>Existing BSNL Network connection in ASAP</i>), the proposal for up-gradation to 100 Mbps BSNL leased line connection was approved. The committee also discussed in detail the existing internet connection used in ASAP right now, with the expenditure against each service. Also it was decided to disconnect the railtel connection wef 01/April/2019.	Head - IT	-
3	<ul style="list-style-type: none"> • Regarding File no. 1816/2018 (<i>Concerning participation in "Unaruka"</i>), it was decided that HR shall keep the list of those PMs in ASAP who had participated/are participating in external workshops/ capacity building programmes from hereon. An entry shall be made in Hrapp as well. • Also, the committee decided to entrust Quality & Research division with the duty of conducting capacity building programmes for PMs & Heads of ASAP/ recommending them for external workshops. Head-Quality and Research shall be given a login in Hrapp to view the list of PMs who had attended workshops previously. • Publishing of reports in ASAP website after participation in external workshop shall be done from January 2019. 	ITD, Head Quality and HRD	-
4	Regarding File no. 1192/2018 (<i>Concerning procurement of gaming software of Pencilton</i>), the proposal submitted by the firm was approved. The firm shall be invited for a presentation on the software before the core Committee.	Procurement Division	1 Week
5	The revised budget for 2018-19 and proposed budget for 2019-20 submitted by concerned division/sectors shall be revisited immediately. All concerned shall update the expected expenditure for the last 4 months of this financial year (Dec 2018 to March 2019). Also a revised realistic plan with regard to the budget proposal already furnished for 2019-20 shall be shared with finance division. E-File for perusal of PS- Higher education be submitted.	Head- Finance	1 Week
6	In light of field visit conducted by CEO recently, it was decided to consolidate the details of those institutions where ASAP labs are being demolished as part of General Education Protection Mission. Immediate intervention shall be taken by the concerned divisions for addressing the same. Also it was decided to get the report from Vaikom SDC urgently.	Head Training, Head IT and CE-ASAP	1 day
7	Regarding pending payment to C-apt, the committee decided to cross check the payment processing status using the E-file/DDFS no.s mentioned against each item of the list presented.	PMs in-charge of certification and Administration	-
8	In addition to the earlier agenda proposed to be kept before 20 th EC, following ones also were decided to be added – <ol style="list-style-type: none"> 1. Formation of ASAP as a company 2. To place before the committee an introduction on the general status of CSP project along with finalization of working principles of four hour time sharing between ASAP and the CSP Operating 	Administration	-

	<p>Partners/ to bring in a new concept of 30% seat sharing instead of or as a combination of time sharing.</p> <p>3. Freezing the final list of next 7 CSPs</p> <p>4. ASDC with fee component.</p> <p>The agenda items with detailed notes shall now be send to PS- Higher Education for her perusal and to get a date for convening EC.</p>		
9	<p>Further to the draft MoA and AoA for establishment of Company presented before the committee, it was decided to keep the same as an agenda for 20th EC after finalizing changes if any to the document shared. An E-file has to be send to govt. urgently.</p>	Head- Quality	-
10	<p>Regarding File No. 1425/2018, committee rejected again the request of PM Ms. Sithara Sadanandan to cancel her transfer posting at ASAP HQ.</p> <p><u>Additionally, following decisions mattering HR were taken –</u></p> <ul style="list-style-type: none"> • Mr. Abi K, SPM- Finance Management shall be allotted with the additional duty of liaisoning with ministers offices with regard to CSP operation files and other matters in general. • Mr. Arun C Vijayan, PM – Facilities Management shall be given the additional duty of works related to ASDC division. • Ms. Indu S Kumar, PM- PRD shall be given additional responsibility of SPM-Media & Entertainment sector. • Re-joining PM Mr. Abhilash V T shall be posted in SDC Medical College, Calicut. • PM Ms. Ardra Ashok (Currently placed in DPM Unit Calicut) shall be transfer posted to SDC Thycaud, Trivandrum in the vacant position. 	Head HR	-
11	<p>Regarding File no. 285/2017 (<i>Concerning IPM-2016-17 Regular batches- Palliative Care</i>), it was decided to proceed with extension of the agreement validity for one more year for Institute of Palliative Medicine.</p> <p>Since the course, Community Nursing and Palliative Care is not NSQF aligned, ASAP shall proceed with Q-filing of the same.</p>	-	-
12	<p>Regarding File no. 493/2016 (<i>M/s Skills Academy_2015-16 regular batches_MoU and Work Order</i>), since govt. decision is awaited in similar other cases (File No. ASAP/SKILL TRAINING & SECTOR -SPM/1842/2018), the file shall be returned to the owner.</p>	-	-
13	<p>Regarding File No. 1698/2018 (<i>Finalizing panel for PM recruitment</i>), it was decided to discuss the same with PS- Higher Education for finalization.</p>	-	-
14	<p>Regarding 931/2018 (<i>Professional Fee to M/s. Mohan & Mohan Associates, Chartered Accountants</i>), it was decided to issue their payment for the month of October 2018, but their contract shall not be extended and subsequently new RFP shall be kept ready for inviting new firms.</p>	-	-
15	<p>PM – In charge of Communication shall ensure that success stories of students are updated in ASAP Website on a weekly basis.</p>	-	-


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