

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	Principal Secretary – Higher Education	
Location: Office of the Principal Secretary	Date: 1st January 2019	Time: 10.30 AM

Attendees:	
<i>Names</i>	<i>Designation</i>
Smt. Reetha S Prabha	CEO-ASAP
Sri. Anil Prasad	Director – CSP
Sri. Anwar Hussain	Head-Finance
Prof. Prakasam R	Head- Quality and Research
Sri. Harimohan	Electrical Engineer-ASAP
Sri. Vigil Kumar	Head- IT
Sri. Basanth Kumar	Procurement Officer
Sri. Charlez Kurian John	EA to CEO and AS
Ms.Mohana Rajan	EA to PS

Decisions

CSP-

- After completing all pending works including Building numbers, existing CSPs should be handed over to concerned Operating Partners in January 2019.
- CEO - ASAP along with Electrical Engineer shall urgently meet higher officials of KSEB at Trivandrum to speed up the High Tension connection formalities for all the CSPs.
- Construction and Engineering wing of ASAP shall make sure to follow the timelines as attached in the Annexure with respect to the processes to be followed for the forthcoming CSP at Pampady, Kottayam.
- Finalization of operating partners for the 6 new CSPs shall be taken up immediately after the 20th Empowered Committee finalizes the location for constructing next set of CSPs. Continuous follow up shall be done with Ashok Leyland and Tata Motors in this regard. Letter to L&T shall also be sent urgently.
- Instead of ASAP doing the road development works at CSP Pandikad, Panchayath shall be asked to do the same and engineering wing shall take urgent follow up in this regard.
- Explore the possibility of inauguration of CSP -Kalamassery by Hon. Chief Minister, Govt. of Kerala on 10th February 2019.

Phase 2 –

- CEO-ASAP shall put up the detailed Phase 2 proposal within a week.

100% tracer study-

- Since the rates proposed by the companies who have come forward in the EoI are very high, ASAP may call L1 and negotiate. Thereafter ASAP may issue a letter to Centre for Continuing Education (CCEK) asking them to give a proposal including financials if interested.
- Parallely, Dept. of Statistics shall be approached to know whether sample study or 100% tracer study is better to assess the impact of ASAP training in a time bound and effective manner.

ASDCs

- In order to encourage students to learn themselves, MatLab tools shall be purchased by ASAP for it to be used in all Engineering colleges except Idukki where the faculty are not interested.

Internship portal

- In order to finalize the modality of a tripartite agreement between ASAP, Fourth Ambit and KTU, CEO shall conduct a meeting with Registrar - KTU urgently. Based on the discussion held with Registrar- KTU, changes shall be made in the MoU and same shall be signed on or before 5th Jan 2019.

Yane
3/1/18

