

Minutes of Meeting

Date & Time of Meeting	May 26, 2018 6.00 P.M.
Agenda	Heads Meeting.

Attendees			
S. No.	Name	Designation	Organization
1.	Dr. Usha Titus IAS	Principal Secretary	Higher Education
2.	Smt. Haritha V Kumar IAS	Chief Executive Officer	ASAP
3.	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
4.	Sri. Anil Kumar T V	Head Training	ASAP
5.	Sri. Sajeev S	Section Officer	ASAP
6.	Sri. BalaGopal K K	Head HR	ASAP
7.	Sri. Ajith K	Head Planning	ASAP
8.	Smt. Suseela James	Head - BDU	ASAP
9.	Sri Pakasham K	Head - Quality and Research	ASAP
10.	Sri Riyas P M	Head CSP	ASAP
11.	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
12.	Sri. Chandramohanan Nair P	Finance Officer	ASAP
13.	Sri. Sreekantan Nair	Chief Engineer	ASAP
14.	Sri. Anoop Markose Mani	Planning Division	ASAP
15.	Sri. Sujith J	Planning Division	ASAP
16.	Smt. Asha A L	Planning Division	ASAP
17.	Smt. Ann Melisha	Planning Division	ASAP

18.	Smt. Laxmi Mohan	Planning Division	ASAP
19.	Sri. Steaphen Alexander	EA to CEO	ASAP
20.	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

Decision	Action to be taken by	Date of Completion
➤ If Operating partners are available for Amaravila CSP in response to EOI, by June 18, proceed with them else citing all reasons, prepare a proposal to take up with Government for terminating the contract with contractor.	CSP, CE	
➤ Decided to call an EOI for getting Operating Partners for Kattapana CSP.	CSP Team	
➤ In the previous EOI presentations for selection of operating partners, Siemens had presented a model of unitary skilling, with a requirement of a customized building. Siemens shall be requested for their requirements so that the building at Kannur Engineering College, Kazhakuttam and Ramanattukara can be designed accordingly.	CSP Team	
➤ In order to furnish the office space in Trans Towers, limited tender may be called from SIDCO, FIT and other agencies that are accredited for the purpose. The earlier direction to directly contact SIDCO is hereby overruled.	CE, Procurement Division	
➤ As the project completion period is June 2019, ADB may be requested to permit ASAP to retain the amount required for the completion of current batch (2018 – 2020)	Finance Division	

<ul style="list-style-type: none"> ➤ A meeting should be conducted with CDIT immediately to negotiate the terms and conditions for rectification of MIS and development of further activities as required and if the discussion fails, the development and support for MIS can be awarded to the Startup (NEONIX). 	IT Team	
<ul style="list-style-type: none"> ➤ CMD is now recruiting for several Govt. Departments/Agencies. Their Training needs can be met by ASAP. Initiate action to sign an MoU with CMD. 	Training Division	
<ul style="list-style-type: none"> ➤ ASAP has a mandate to develop the entrepreneurial ecosystem in the colleges. As part of this, tinkering labs/Fab labs will be set up in all 40 technical schools and all 45 Polytechnics. Director IIITMK, Dr. Saji Gopinath has promised to share a proposal based on his experience in providing Fab labs to Engineering colleges. This proposal should be fine-tuned in discussion with DTE. This may be done by 20th June. 	Training Division	
<ul style="list-style-type: none"> ➤ 24 * 7 Call Centre shall be set up as part of HQ 	Administration	

<ul style="list-style-type: none"> ➤ A proposal shall be sent to Government for availing the service of Sri. Vigil, Assistant Professor, Government Engineering College, Idukki as Head IT. 	<p>Administration</p>	
<ul style="list-style-type: none"> ➤ SDCs shall be set up at "Govt. Tribal Schools". Skill courses shall be developed for tribal community, by utilizing the financial support from S.T Dept. 	<p>Planning Division</p>	

In the end, The Planning Division of ASAP did a presentation of ASAP Phase II, and Principal Secretary, H Edu gave a green signal to do the costing and background information to the data presented in Power Point.