

Minutes of Meeting

Meeting of ASAP Heads held on 12th June 2018, 11.00 AM by Additional Secretary at ASAP Conference hall, Trans Towers

Agenda

1. Follow up of major action points of previously held meetings at Principal Secretary's and CEO's level.

S#	Action point	Ref:	Discussion update/Decision taken
1	<u>Approval of selection of Operating Partners for the community Skill Parks (CSPs)</u> - CEO ASAP should try to get land for setting up CSP's in KINFRA parks in Trivandrum and Kozhikode and other areas to ramp up the skilling requirements in data science, artificial intelligence, machine learning etc.	18 th EC	<ul style="list-style-type: none"> - File (C4/96) with remarks of Education minister has been received and is currently with CE-ASAP. - Negotiation with KINFRA started.
2	<u>ASAP as facilitator for Internship and Placement support to the educational Institutions of the State</u> - Eol may be floated at the earliest to identify the partner to help ASAP conduct internship programs.	18 th EC	<ul style="list-style-type: none"> - 17 respondents came. Approval for forming Tech. committee for evaluation of Eol put forth. - Currently file is with SO to clear queries of Principal Secretary
3	<u>ASAP Empowering Public Sector Undertakings (PSUs) to provide skill training in their area of expertise thus strengthening Skill Ecosystem</u> - CEO is entrusted to take up necessary action.	18 th EC	<ul style="list-style-type: none"> - Letter to be sent to PSUs drafted and put for approval by head – BDU. - Same will be discussed with Princ. Sec. - Once approved, it need to be sent to PSUs by Secretary- Industries.
4	<u>Administrative Sanction for the opening of a Special Treasury Savings Bank (TSB) Account for the Additional Skill Acquisition Programme</u> - It was decided that ASAP may approach Finance Department for the same.	18 th EC	<ul style="list-style-type: none"> - File put forth for approval of government (C4/95)
5	<u>Appointment of IT Head</u> - Fresh Notification may be issued.	18 th EC	<ul style="list-style-type: none"> - Initiated action and letter given to CMD. - CMD gave a reply back with their remark.
6	<u>Regarding maternity leave for Programme Managers</u> - A proposal may be moved to Cabinet	18 th EC	<ul style="list-style-type: none"> - File is currently in office of Education minister.
7	ASAP office functioning in Annexe shall be transferred to Trans Tower	Meeting of PC on 8 th May 2018	<ul style="list-style-type: none"> - Inspection by SIDCO team completed, as an initiative to get an idea about layout.
8	Siemens has participated in the EOI of CSPs but could not be allotted a CSP since they need a customized CSP. It is decided to allot in principle 3 new CSP's at Govt.	Meeting of PC on 8 th May	<ul style="list-style-type: none"> - EOI floated to identify operating partner at these three sites.

	Engineering College – Kannur, KINFRA Video and Film Park, Kazhakuttam and Ramanattukara/Kulakkada.	2018	- EoI last date extended to 30 th June
9	A BAC may be set up to develop courses for students belonging to marginalized society following 'Place and skill model'. Members of the BAC should include representatives of industries who are currently employing marginalized skill personnel (Eg: VKC), NGOs, philanthropic organizations (Eg: Palium India) etc. and who are working in social security missions.	Meeting of PC on 8 th May 2018	- Process already started by Head – BDU and will be completed before 15 th June 2018
10	File to be moved to issue GO for newly proposed SDCs.	Meeting of PC on 8 th May 2018	- Since DPMs had changed in many districts, the list is under finalization.
11	An Imprest money of Rs. 5000 may be paid to DPMs. A Note shall be moved after studying this by Team Leader.	Meeting of PC on 8 th May 2018	- Initiated a File for approval. - FO shall list down guidelines on using the imprest money by consulting with all concerned divisions.
12	Heads should continue as mentors for each districts. However they should not be saddled with routine work.	Meeting of PC on 8 th May 2018	- <u>Allotted districts to Heads</u> - Trivandrum: Ms. Suseela James - Kollam: Shri. Vivekanandan Nair - Pathanamthita: Shri. Prakasam K - Idukki & Kottayam: Shri. Vigilkumar V V(In anticipatory of appointing) - Ernakulam: Shri Ajith K - Alappuzha & Thrissur: Shri Jaikiran - Palakkad & Wayanad: Shri. Sreekandan Nair - Malappuram and Calicut: Shri. Anilkumar T V - Kannur & Kasaragode: Shri Riyas P M Head- Training shall initiate a file for the same.
13	The current payment mode of 'per user software charge' of DDFS shall be stopped. Only license charge shall be paid to DDFS. Negotiation shall be held with authorities of SIDCO and Ospyn Technologies (P) Ltd.	Meeting of PC on 8 th May 2018	A meeting was conducted by CVEO
14	CEO shall send letter to ADB requesting them for loan extension period till 30 th June, 2019.	Meeting of PS on 15 th May 2018	<ul style="list-style-type: none"> • File initiated by Finance Officer. • Currently in the seat of Head-Training for remarks.

15	Assessment/Certificates shall be issued for completed batches by July 2018 as soon as MIS is rectified.	Meeting of PS on 15 th May 2018	<ul style="list-style-type: none"> Preparation of a database of district wise pending certificates – By Head Training.
16	As ASAP already has two NSQF aligned (Q-file approved) courses, these courses may be taken up in SDCs and CSPs. ASAP can do the assessment and certification for the same.	Meeting of PS on 15 th May 2018	<ul style="list-style-type: none"> Affiliation norms and prospectus for two NSQF courses are ready. The administrative approval for offering these courses is in process.
17	HR audit should be conducted by Head – Quality & Research in consultation with Head- Training for the current job roles of Programme Managers in the Head Quarters.	Meeting of PS on 15 th May 2018	<ul style="list-style-type: none"> Audit is in process and will be completed on 13th June 2018.
18	360 degree appraisal process for PMs	Meeting of PS on 15 th May 2018	<ul style="list-style-type: none"> Process ongoing Head shall review the newly drafted KPIs shared by Head- Quality & research and give their remarks/comments urgently.
19	District mentor allocation may be considered by assigning certain roles and responsibilities. Guide lines for the role may be drafted by Sri. Ajith K and Sri. Jai Kiran	Meeting of CEO on 21 st May 2018	<ul style="list-style-type: none"> Presentation done by concerned champions. Further to the discussed points, It is proposed to conduct a mentoring workshop by Head- Quality and Research for Heads on 20th June 2018 at 10.30 am (As discussed with CEO)
20	Convert industry experienced personnel to trainer pool of ASAP. Preliminary identification of such persons shall be done through organizations such as NORKA.	Meeting of CEO on 25 th May 2018	<ul style="list-style-type: none"> It was decided to go for an open call and no need to collect details from NORKA
21	Associate with government offices such as IMG, KILA etc. to give life skill training to government employees.	Meeting of CEO on 25 th May 2018	<ul style="list-style-type: none"> Head- Curriculum has initiated action
22	As the project completion period is June 2019,ADB may be requested to permit us to retain the amount required for the completion of course in our account for the accomplishment of current batch(2018-20)	Meeting of PS on 26 th May 2018	<ul style="list-style-type: none"> File initiated
23	Implementing tinkering lab concept in first phase and to implement it in Technical schools and 35 VHSE	Meeting of PS on 26 th May 2018	<ul style="list-style-type: none"> Process initiated by Head-Planning
24	24*7 call centre has to be set up as done in NORKA HQ	Meeting of PS on 26 th May 2018	<ul style="list-style-type: none"> File has to be started. (SO)
25	Decision taken to implement skilling in tribal areas by utilizing fund from S.T dept.	Meeting of PS on 26 th May 2018	<ul style="list-style-type: none"> Head-Planning is in process of preparing a report.
26	TSP Payment processing in DDFS shall be	Meeting of CEO	

	re-routed as <i>Sector PM > Finance Officer > Head > Additional Secretary and Team leader > CEO</i> . When head Finance is posted, resubmit.	on 29 th May 2018	<ul style="list-style-type: none"> • Need to revisit on decision taken
27	<ul style="list-style-type: none"> • All GOs concerning ASAP (Esp. Finance, administration related etc.) shall be put in website for public access. • Also same shall be 	Meeting of CEO on 29 th May 2018	<ul style="list-style-type: none"> • Head PRD shall take necessary step. • If required, additional PMs can be allotted for the work.
28	To record the current status of ASAP students of earlier batches from six institutions (Medical College HSS Trivandrum, HSS Meenangal, HSS Kesavadasapuram, GBHSS Karamana, Kalady HSS Trivandrum, Big Bazar HSS Palakkad) as proposed by Sri. M. Sivasankar IAS, Secretary - Department of Electronics and Information Technology.	Meeting of CEO on 29 th May 2018	<ul style="list-style-type: none"> • In process
29	ASAP has reached a maturity and by being a stabilized system, its high time to do a social audit. A preliminary report citing the frequency and level to which audit has to be done shall be prepared.	Meeting of CEO on 29 th May 2018	<ul style="list-style-type: none"> • Head- Curriculum shall indirectly support Head-CSP
30	<p>➤ Decided to go back to the earlier system of Heads being In- charge of the sectors.</p> <p>➤ In principle approval to the reshuffling of sectors and rearrangement of HQ Programme Managers as presented by Head- Training. Minor changes are proposed as listed down.</p> <ol style="list-style-type: none"> 1. Sectors namely Media & Entertainment along with Health Care shall be clubbed together. 2. Sectors namely Retail, logistics and Printing shall be clubbed together. <p>Programme Managers currently at HQs with no/limited field experience shall be send to the field for filling currently vacant positions.</p>	Meeting of CEO on 29 th May 2018	<p>Decision taken to allot following sector clusters to each Heads as decided during the meeting-</p> <ol style="list-style-type: none"> 1. Agriculture- (Agriculture, Food processing and Rubber) – Shri Ajith K 2. Electronics (Electronics/ESSCI, Telecom and IT/ITes)– Smt. Suseela James 3. Manufacturing and Infrastructure(Automotive, Capital goods, construction, plumbing, chemicals and petrochemical) – Shri. Riyas P M 4. Wellness (Apparel, Beauty and wellness, Gem and jewellery)- Shri. Jaikiran 5. Logistics,printing and Retail– Shri. Jaikiran 6. Finance (Accounting and Banking & Finance))- Mr. Anilkumar 7. Tourism & Hospitality, Sports & leisure) – Shri Prakasam 8. Healthcare and Media & Entertainment- Shri. Vivekanandan Nair <p>Head- Training shall initiate a file for the same.</p>

31	A finance oriented training for Heads of ASAP and SPMs is proposed to be conducted.	Meeting of CEO on 29 th May 2018	<ul style="list-style-type: none"> A file describing the plan of workshop shall be put for approval by FO before 16th June 2018. Workshop will be held on 23rd June 2018.
32	Legal structuring for ASAP.	Meeting of CEO on 6 th June 2018	<ul style="list-style-type: none"> Collect documents prepared by PwC on the same for review.
33	Raising the contract period of CSP PMs from one year to three years (799/18)	Meeting of CEO on 6 th June 2018	<ul style="list-style-type: none"> DDFS File put forward with remarks on probe done.
34	Held up certificates at ASAP HQ	Meeting of CEO on 6 th June 2018	<ul style="list-style-type: none"> Field data on pending certificates to be collected by Head-Training shall be matched with data with assessment division.
35	Proposal for Work from Home for Malappuram and Kozhikode District due to Nipah Virus Fever.	Meeting of CEO on 6 th June 2018	<ul style="list-style-type: none"> Concerned PMs shall put 'Out of Office' request in HR app for the work from home period.
36	As CMD is a recruiting firm, their Training needs can be met by ASAP. Initiate action to sign an MoU with CMD.	-	<ul style="list-style-type: none"> Head Training shall initiate action.

Attendees			
S. No.	Name	Designation	Organization
1	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
2	Sri. BalaGopal K K	Head HR	ASAP
3	Sri. Anil Kumar T V	Head Training	ASAP
4	Sri. Ajith K	Head Planning	ASAP
5	Smt. Suseela James	Head - BDU	ASAP
6	Dr. Jai Kiran	Head Curriculum	ASAP
7	Sri Pakasham K	Head - Quality and Research	ASAP
8	Sri. Sajeev S	Section Officer	ASAP
9	Sri. Chandramohanan Nair P	Finance Officer	ASAP
10	Sri. Steaphen Alexander	EA to CEO	ASAP
11	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

