

Minutes of Meeting

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| Date & Time of Meeting | June 13, 2018 5.00 P.M. |
| Agenda | Heads Meeting |

| Attendees | | | |
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| 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. BalaGopal K K | Head HR | ASAP |
| 5. | Sri. Anil Kumar T V | Head Training | ASAP |
| 6. | Sri. Ajith K | Head Planning | ASAP |
| 7. | Smt. Suseela James | Head - BDU | ASAP |
| 8. | Dr. Jai Kiran | Head Curriculum | ASAP |
| 9. | Sri Pakasham K | Head - Quality and Research | ASAP |
| 10. | Sri. Sajeev S | Section Officer | 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. | Ms. Nimmy George | EA to Principal Secretary | ASAP |
| 15. | Sri. Steaphen Alexander | EA to CEO | ASAP |
| 16. | Sri. Charlez Kurian John | EA to Additional Secretary | ASAP |

Following decisions were taken:

| Decision | Action to be taken by | Date of Completion |
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| <p><u>AIML initiative:</u></p> <ul style="list-style-type: none"> ➤ Hardware and software requirements for conducting AI and ML courses shall be collected from Dr. Joseph Davis. ➤ Kerala State IT Infrastructure Ltd. shall be contacted to set up the classrooms under SDPK in colleges to act as the ASDCs at the earliest and put up high end computers there which facilitate the software. These shall be set up in at least 25 institutions. ➤ DTE shall be requested to complete negotiations with MathWorks so that the colleges have a discounted rate to acquire MATLAB and Simulink for their ASDCs. ➤ BAC for AIML initiative to be formed urgently. Industries shall also be represented. Dr.Rajasree Principal Barton Hill Engineering college and Dr Saji Gopinath may be approached to get the leads | <p>Head, Training/Head IT</p> | |
| <p><u>Internship Initiative</u></p> <ul style="list-style-type: none"> ➤ The firms who submitted their bids as per norms, in response to the EoI, shall be called for a presentation on 26th June after ascertaining the convenience of members. Venue shall be Mascot Hotel. ➤ Based on the presentation, the bidders shall be shortlisted and asked to submit their RFP for a software based internship solution. ➤ Payment for the service providers may be considered on the basis of numbers of internship offers. But other options may be explored as well. | <p>Head Planning</p> | |

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| <ul style="list-style-type: none"> ➤ In addition to industry, Government Undertakings, Research Labs under Universities and accredited Colleges and Central Govt Institutes may be included for Internship programs. | | |
| <p><u>Ongoing Skill Development Programmes</u></p> <ul style="list-style-type: none"> ➤ Penalty conditions shall be included for PSUs such as KSRTC, KTDC etc to ensure that the training is given seriously. | Head Training | |
| <p><u>Skill Training in PSUs</u></p> <ul style="list-style-type: none"> ➤ Business Development team shall pre-select PSUs in which ASAP's skill training can be conducted. ➤ A request letter shall be forwarded to such PSUs for the same. | Head, Business Development | |
| <p><u>Furnishing of Office Space</u></p> <ul style="list-style-type: none"> ➤ In order to furnish the office space in Trans Towers, limited tender shall be called from among the agencies that are accredited for the purpose. By June 18 | CE, Procurement Division | |
| <p><u>MIS:</u></p> <p>CDIT's proposal for fixing the pending issues will take 3400 hours (5 Months). A fresh agreement is to be executed including a detailed drill down regarding the pending issues. By 20th June.</p> | IT Team | |
| <p><u>Call Centre:</u></p> <ul style="list-style-type: none"> ➤ RFP shall be floated for a 24 * 7 Call Centre to be set up as part of ASAP HQ by June 25 | Administration | |

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| <p><u>Tinkering/Robotic/Fab labs</u></p> <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. | <p>Training Division</p> | |
| <p><u>Relocation of SDCs</u></p> <ul style="list-style-type: none"> ➤ As part of the “Vidhyabhyasa Samrakshana Yaknjam” many schools are being renovated. SDC that are being demolished may choose suitable options as suggested below whichever is appropriate. <ol style="list-style-type: none"> 1. A Government high school or UP school may be utilized. 2. A temporary space may be rented for the functioning of the SDC. | | |
| <p><u>New SDCs</u></p> <ul style="list-style-type: none"> ➤ 30 New SDCs that are suggested need urgent inspection/attention by CE-ASAP. This should be completed by June 30 ➤ SDCs shall be set up at Govt. Colleges and schools in tribal areas. Skill courses shall be developed for tribal community, by utilizing the financial support from S.T Dept. | <p>Head Training/CE</p> | |
| <ul style="list-style-type: none"> ➤ Other courses to be offered in proposed ASDCs shall be identified in consultation with BAC Eg: Design, drone Technology. By June 30 | <p>Head Training/Head IT</p> | |

