

## Minutes of Meeting

<b>Date &amp; Time of Meeting</b>	<b>June 30, 2018 11.00 AM.</b>
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. HR Audit and placement of PMs</li> <li>2. RFP for Internship and career portal</li> <li>3. Certificate issues - Pending no's and list</li> <li>4. Discussion with MSME - progress</li> <li>5. New SDCs at Attapady and other Backward areas</li> <li>6. Action ahead for ASDCs in light of EC decision</li> <li>7. Our QPs – Progress with timeline</li> <li>8. Website launch</li> <li>9. MIS update</li> <li>10. Skill year 2018-19 – Discussion on RFP for TSPs and ToT</li> <li>11. Trans Tower Furnishing</li> </ol>

Attendees			
S. No.	Name	Designation	Organization
1	Smt. Haritha V Kumar IAS	Chief Executive Officer	ASAP
2	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
3	Sri. BalaGopal K K	Head HR	ASAP
4	Sri. Anil Kumar T V	Head Training	ASAP
5	Sri. Ajith K	Head Planning	ASAP
6	Smt. Suseela James	Head - BDU	ASAP
7	Dr. Jai Kiran	Head Curriculum	ASAP
8	Prof. R Pakasam	Head - Quality and Research	ASAP
9	Sri. Sajeev S	Section Officer	ASAP
10	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
11	Sri. Chandramohanan Nair P	Finance Officer	ASAP
12	Sri. Sreekantan Nair	Chief Engineer	ASAP
13	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	In-principle approval for the HR audit result presented by Head - Quality & Research.	Head - Quality and Research	-
2	In-Principle approval for HQ re-arrangement and transfer list of PMs prepared. Few changes suggested by core committee shall be incorporated before finalization.	Team Leader	-
3	<ul style="list-style-type: none"> <li>• HQ Operational Manual shall be finalized on or before Friday (10<sup>th</sup> July 2018).</li> </ul>	Head - Quality and	

	<ul style="list-style-type: none"> <li>KPIs for 360 degree performance appraisal shall be finalized within two weeks. An intensive workshop shall be convened by the Champion involving all sections before finalization.</li> </ul>	Research	10 <sup>th</sup> July 2018
4	Proforma for standardizing TSP file processing shall be finalized and presented in next heads meeting.	Finance Officer and Head-Training	-
5	Modifications suggested to the draft RFP for Internship and career portal presented by Head-Planning shall be incorporated. Also expert consultation shall be done urgently before locking the same.	Head- Planning	-
6	<ul style="list-style-type: none"> <li>Service of current Procurement Officer of ASAP shall be discontinued without affecting the person's career prospects.</li> <li>Fresh application shall be called forward for appointment of Procurement Officer.</li> </ul>	Head - HR	-
7	File shall be initiated urgently to bring back VHSE staff whose deputation was over.	Head - HR	-
8	<ul style="list-style-type: none"> <li>List of pending certificates collected by Training Division from field shall be cross verified with data available with certification division. The verification process shall be completed within a week.</li> <li>After verification, certification division shall submit the verified details with remark to CEO for appropriate action.</li> <li>Decision taken to entrust PM Rahul R with additional charge of APTIS alone till the certificate pendency issues get solved.</li> </ul>	Head - Quality and Research	10 <sup>th</sup> July 2018
9	Final proposal in connection with MSME Tool Room Extension Centers for ASAP and connecting with the Entrepreneurship Development Programme of MSME on Consultancy Mode shall be submitted urgently.	Head- Curriculum	3 <sup>rd</sup> July 2018
10	<ul style="list-style-type: none"> <li>GO for newly proposed 25 SDCs shall be issued at the earliest.</li> <li>GO for SDCs at Attapady and other backward areas shall be taken up immediately once the field level inspection is done.</li> </ul>	Head- BDU	10 <sup>th</sup> July 2018
11	MoU with CDIT with regard to rectification of MIS issue shall be signed within a week.	Head IT	10 <sup>th</sup> July 2018
12	New ASAP website shall be launched immediately.	Head PRD and Head IT	10 <sup>th</sup> July 2018

13	A file containing proposal for implementing new QPs developed by ASAP shall be put forward urgently.	Head- Curriculum	-
14	<ul style="list-style-type: none"> <li>• Currently allotted skill courses in SDCs for 2017-18 year will be re-allotted for 2018-19 also. Exceptions shall be given to those courses which are totally rejected by SDC PM/DPM.</li> <li>• All non QP courses shall not be conducted in 2018-19</li> <li>• A new RFP will be called for the courses thus finalized through participation of SDC PMs, DPMs and ASAP HQ team.</li> </ul>	Head- Training	-