

## Minutes of Meeting

<b>Date &amp; Time of Meeting:</b>	11 <sup>th</sup> July, 2018 2.30 PM.
<b>Venue:</b>	CEO's Chamber
<b>Agenda:</b>	1. Bringing in KITES (Kerala Infrastructure and Technology for Education) as new agency for doing construction works (including that of remaining CSPs) of ASAP.

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	Smt. Suseela James	Head - BDU	ASAP
6	Prof. R Pakasam	Head - Quality and Research	ASAP
7	Sri. Vivekanandan Nair	Head Public Relations and Documentation	ASAP
8	Sri. Sreekantan Nair	Chief Engineer	ASAP
9	Sri. Chandramohanan Nair P	Finance Officer	ASAP
10	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	<p>Decision taken to entrust KITES (Kerala Infrastructure and Technology for Education) with all the construction works (including that of remaining CSPs) of ASAP from hereon as suggested by Principal Secretary.</p> <p>Following reasons are cited to supplement the decision:</p> <ul style="list-style-type: none"> <li>• KITES is having an established construction wing with technical expertise across Kerala.</li> <li>• Since KITES is a company, their work and operation is flexible.</li> </ul> <p>A letter shall be given to KITES regarding the modalities of transfer.</p>	Chief Engineer- ASAP	-
2	Once KITES is entrusted with the construction works, Chief-Engineer shall hand hold and monitor them for better output.	Chief Engineer- ASAP	-

Signature:



Chief Executive Officer

18-7-2018