

Minutes of Meeting

Date & Time of Meeting:	20 th July, 2018 3.30 PM.
Venue:	Conference Hall, ASAP
Agenda:	1. Finalizing RFP for Internship portal

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	Prof. R Pakasam	Head - Quality and Research	ASAP
8	Sri. Vivekanandan Nair	Head Public Relations and Documentation	ASAP
9	Sri. Vigilkumar V V	Head- IT	ASAP
10	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Following decisions were taken:

S#	Decision	Champion	Date of Completion
1	After discussion on draft RFP on internship portal was held and before finalizing, it was decided to share the same with Principal Secretary for her perusal.	Head- Planning	-
2	<ul style="list-style-type: none"> • Additional Secretary and Team Leader being the second in command of the organization is authorized to look into the HR, administration & Facilities, Finance related matters. • Hence necessary decisions pertaining to these division shall be taken at the level of Additional Secretary and Team Leader. Matters related to Policy decisions only need to be escalated to CEO for approval. 	-	-
3	Heads who are on contract basis had agreed to execute an agreement with ASAP.	-	-

4	Decision taken to temporarily allot the additional charge of Procurement division to Head-Planning.	-	-
5	A system analyst shall be appointed as an expert to look after the MIS. Preferred qualification and other requirements shall be prepared urgently.	IT Head	
6	Pending issues of Travel allowance of PMs and Excess mobile bills shall be consolidated and submitted to CEO urgently.	Under Secretary guided by AS & TL	1 week

Signature:



Chief Executive Officer

24-7-2018