

## MINUTES OF MEETING

<b>Type of Meeting:</b>	Heads meeting	
<b>Meeting called by:</b>	AS&TL	
<b>Location:</b> Conference room, ASAP HQ	<b>Date:</b> 17 <sup>th</sup> August 2018	<b>Time:</b> 10.30 AM

### Meeting Audience

<b>Attendees:</b>	
<i>Names</i>	<i>Designation</i>
Smt. Reetha S Prabha	Additional Secretary and Team Leader, ASAP
Sri Anwar Hussain.L	Head- Finance, ASAP
Sri. Sreekantan Nair	Chief Engineer, ASAP
Sri. Anil Kumar T V	Head Training, ASAP
Sri. Harimohan	Electrical Engineer, ASAP
Smt. Suseela James	Head - BDU , ASAP
Sri. Jai Kiran	Head Curriculum, ASAP
Prof R. Pakasham	Head - Quality and Research, ASAP
Sri. Vivekanandan Nair	Head Public Relations and Documentation, ASAP
Sri. Vigilkumar V V	Head- IT, ASAP
Sri. Sajeev S	Section Officer, ASAP
Sri. Charlez Kurian John	EA to CEO & AS, ASAP
Smt. Aleema Asif	PM- CSP, ASAP
Sri. Nisanth Narayanan	PM- HR, ASAP
Sri. Sujith J	PM- Administration, ASAP

### Agenda

#	Agenda Item Description
1.	Follow up on decisions taken during previous heads meetings at PS/CEO/AS& TL level
2.	Discussion on File no. 1961/2016 (AMC For Elevator In Asap Secretariat Annex)
3.	Discussion on File no. 1271/2018 (ID card issuance to PM)
4.	Allotting temporary charge for divisions managed by Sri. Ajith
5.	Discussion on file No. 54/2017 ( Entrusting skill courses to TSPs )

Open Action Items/Action Items from Previous Meeting

#	Action Item Description	Owner	Previous deadline	Updates with new deadline
1.	Conduct the postponed finance oriented Training for heads and Sector PMs urgently.	Head- Finance	23 <sup>rd</sup> June 2018	Initially postponed due to 19 <sup>th</sup> EC meeting. It shall be conducted immediately on or before 12 <sup>th</sup> September 2018.
2.	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	27 <sup>th</sup> July 2018	File to be tracked and submitted to CEO on or before 31 <sup>st</sup> August 2018.
3.	<ul style="list-style-type: none"> <li>• Detailed scrutiny of payments already done to Odepec and Hotel Mascot shall be done urgently.</li> <li>• Based on letters regarding pending payment sent by Odepec and Hotel Mascot, details shall be prepared listing down the payments already done and those not yet done.</li> <li>• After scrutiny, concerned divisions/sectors/PMs shall be intimated to process payment urgently.</li> </ul>	Head Finance with support of Finance team, administration and Facilities division	4 <sup>th</sup> August 2018	Briefing to be done on 18 <sup>th</sup> August 2018
4.	Launch of new ASAP website	Head PRD	10 <sup>th</sup> July 2018	After test run, launching to be done on or before 21 <sup>st</sup> August 2018.
5.	<p>Decided to recognize best performing district and PMs who excelled in the recently held Youth Skill Day celebrations of ASAP on 15<sup>th</sup> July 2018.</p> <ul style="list-style-type: none"> <li>• A sub-committee involving Head- Training, Head –PRD and Head- IT is formed.</li> <li>• This committee shall discuss on fixing the criteria for best performance and submit for approval.</li> </ul>	Head- Training	10 <sup>th</sup> August 2018	Discussions to be held and criteria to be published by 29 <sup>th</sup> August 2018.
6.	Modification suggested during the meeting of 27 <sup>th</sup> July 2018 for the prescribed qualification of system analyst shall be incorporated and submitted for approval.	Head- IT	-	Head IT shall track the submitted file and keep it as agenda for next EC meeting.

Decisions Taken

	<b>Action Item Description</b>	<b>Owner</b>	<b>Deadline</b>
1.	Decided to allot charges of division handled by the relieved officer, Sri. Ajith K temporarily to following heads as follows: <ul style="list-style-type: none"><li>• Institution coordination – Head Training</li><li>• Placement – Head BD and Stakeholder Relations</li><li>• Planning – Head Curriculum</li></ul> - Proceedings to be issued from HR	Under Secretary	21 <sup>st</sup> August 2018.
2.	Decided to initiate a file on how to outsource Housekeeping activities of CSPs till it is being handed over to Ops.	CE- ASAP	29 <sup>th</sup> August 2018
3.	Based on discussion with held on file no. 1961/2016 (AMC For Elevator In Asap Secretariat Annex), it was decided by the core committee that owner of India heights himself shall renew the AMC for elevator In Asap Secretariat Annex directly with OTIS. A letter shall be sent to the owner in this regard.	EE- ASAP	21 <sup>st</sup> August 2018.
4.	*Based on discussion held on file no. 1271/2018 (ID card issuance to PM), it was decided to issue ID card to concerned PM based on existing proceedings designated him as SPM.	Facilities division	–
5.	Based on discussion held on file no. 54/2017, core committee decided to go ahead with entrusting skill courses to TSPs as mentioned in the ddfs note presented by Head training.	Head Training	–
6.	Decision taken to call RFP for empanelling centres having required facilities for accommodating training programmes of ASAP.	Procurement division	21 <sup>st</sup> August 2018.

Signature:



Designation:

**Reetha S Prabha**  
Additional Secretary & Team Leader  
Additional Skill Acquisition Programme  
Department of Higher Education  
Government of Kerala

Date: 18<sup>th</sup> August 2018