

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	AS&TL	
Location: Conference room, ASAP HQ	Date: 18 th August 2018	Time: 11.00 AM

Meeting Audience

Attendees:	
<i>Names</i>	<i>Designation</i>
Smt. Reetha S Prabha	Additional Secretary and Team Leader, ASAP
Sri. Deepak Paul	Under Secretary, ASAP
Sri Anwar Hussain.L	Head- Finance, 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
Sri. Nisanth Narayanan	PM- HR, ASAP

Agenda

#	Agenda Item Description
1.	Offering support of ASAP team in ongoing flood relief operations
2.	Proposed employability survey

Decisions Taken

#	Action Item Description	Owner	Deadline
1.	<ul style="list-style-type: none">Decided to extend all support of ASAP to the ongoing disaster management operations across Kerala. Team ASAP shall intervene on war foot in this regard.As a pre-requisite, Head- Curriculum, Head- PRD and Head- IT shall assess the requirements of affected people immediately.	Head- Curriculum	-
2.	Attendees of core committee meeting shall keep a level of secrecy in the confidential decisions especially in transfer and posting decisions taken during the meeting.	All attendees of Team meeting	-

3.	Decided to conduct a meeting of all heads, HQ PMs and DPMs on 31 st August 2018 to brief them on the importance of proposed Employability survey.	Head- Quality and Research	-
4.	Issue ID card and visiting cards to Head- Quality and Research immediately by today (18 th August 2018)	PM - Facilities	18 th August 2018
5.	Based on discussion held in the meeting, it was decided that since the ddfs file concerning appointment of Mr. Riyas P M as CSP consultant in ASAP was initiated by CSP division, remaining procedures of issuing appointment order shall be taken up by same division itself and the final orders will be issued by processing in e-file by HR.	CSP Division	-

Signature:

Designation:

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

Date: 18th August 2018