

## MINUTES OF MEETING

<b>Type of Meeting:</b>	Heads meeting		
<b>Meeting called by:</b>	AS&TL		
<b>Location:</b>	<b>Date:</b>	<b>Time:</b>	
Conference room, ASAP HQ	30 <sup>th</sup> August 2018	11.00 AM	

### Meeting Audience

Attendees:	Names	Designation
	Smt. Reetha S Prabha	Additional Secretary and Team Leader, ASAP
	Sri Anwar Hussain.L	Head- Finance, 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. Charlez Kurian John	EA to CEO & AS, 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. 1154/2018 (Training for children affected by Okhi)
3.	Budget proposal for 2019-20 and Revised Budget for 2018-19
4.	19 <sup>th</sup> EC – ATR updation

### Decisions

#	Action Item Description	Owner	Deadline
1.	Decided that - <ul style="list-style-type: none"> <li>• Tracer study shall be conducted by a third party to ASAP</li> <li>• Planning board shall be approached for conducting impact study of ASAP.</li> </ul>	Head – Quality and Research	DDFS file has to be initiated within a week.
2.	Action taken report of 19 <sup>th</sup> EC shall be submitted by the respective champions urgently.	PM - Administration	2 days
3.	A mail shall be sent to all concerned to share the agenda items for placing before next EC meeting.	PM - Administration	2 days
4.	Based on discussion held on File no. 1154/2018, it was decided that a letter shall be sent to fisheries dept. asking them to share the list of those students who are affected by Okhi. A proposal	Head- Training	-

	shall be submitted by ASAP once the data is received.		
5.	All heads shall share the budget proposal for 2019-20 and Revised Budget for 2018-19 urgently to finance division.	All concerned / Head - Finance	2 days
6.	IT division shall urgently do a physical assessment of IT assets in those SDCs affected by recent flood calamity. (Idukki and Alappuzha)	Head - IT	1 Week
7.	Based on discussion held with respect to utilization of donations by ADB officials in view of recent flood, it was decided to utilize the amount by distributing cycles for the needy.	Head – Curriculum	–
8.	<ul style="list-style-type: none"> <li>Core Committee decided to consider the request made by PMs Ms. Veena and Ms. Kavitha for deferring their appointment in HQ on personal ground.</li> <li>At the same time, committee accepted PM Mr. Abi's request seeking extension to join HQ. But he should join HQ by 1<sup>st</sup> October 2018 positively. Further extension will not be allowed.</li> </ul> <p>-HR shall initiate necessary action to find replacement for those PMs who had expressed their unwillingness to join HQ.</p>	Under Secretary	Within 2 days

Signature:

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

Date: 31<sup>st</sup> August 2018