

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	AS&TL	
Location: Conference room, ASAP HQ	Date: 7 th September 2018	Time: 11.30 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
Sri. Anil Kumar T V	Head Training, ASAP
Sri. Vigilkumar	Head-IT, 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
Sri. Sujith J	PM-Administration

Agenda

#	Agenda Item Description
1.	Filling vacancies aroused recently at HQs/DPM units/SDCs

Decision

- Meeting decided to fill in the vacancies aroused recently at HQs/DPM units/SDCs except those positions of 'SPM -Institution coordination' and 'SPM HR'.

Signature:


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

Date: 7th September 2018