

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	Smt. Reetha S Prabha, AS & TL	
Location: Conference room, ASAP HQ	Date: 15 th September 2018	Time: 2.30 PM

Meeting Audience

Attendees:	
<i>Names</i>	<i>Designation</i>
Sri. Deepak Paul	Head HR
Sri. Anil Kumar T V	Head Training
Smt. Suseela James	Head - BDU
Dr. Jai Kiran	Head Curriculum
Sri Pakasham K	Head - Quality and Research
Sri Anwar Hussain.L	Head- Finance
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sr. Anil Prasad	Director- CSP
Sri. Charlez Kurian John	EA to CEO and AS
Sri. Sijeesh P	PM-HRD

Agenda

#	Agenda Item Description
1.	HR Mapping

Decisions Taken

- To select PMs (2 No.s) inducted in ASAP who are Engineering graduates (Electrical/Civil) to the construction and monitoring Team for CSP as a temporary arrangement.
 - HRD shall ask for willingness of PMs with above qualification citing the vacancy no. and complete selection procedures urgently.
- Decision taken not to consider the posting of PMs from existing CSP rank list for the time being. The rank list shall be kept alive and posting of PMs from this list shall be considered based on special requirements in future.
- Decision taken to fill the currently aroused PM vacancies at HQ/DPM Unit/SDCs urgently. Accordingly, PMs newly inducted to ASAP shall be posted as discussed below –

S.no	Name	Posted to
1	Devika D S	New Initiative Program – DCE (On special duty)
2	Ankur A	New Initiative Program – DCE (On special duty)
3	Jishin Shylin John	New Initiative Program – DCE (On special duty)
4	Sreedeeep Gupta	New Initiative Program – DCE (On special duty)
5	Adarsh Dinesh	Govt.HSS Mathil, Kannur
6	Ginoy George	Govt. Boys HSS, Pathanamthitta

7	Anju Mathew	GHSS Mavelikkara, Alappuzha
8	Rahmathunnisa M A	DPM Unit – Wayanad
9	Krishnendu P S	Govt HSS Kodakara, Thrissur
10	Anu Mary Yohannan	Tagore Vidyaniketan Govt Vhss Taliparamba, Kannur
11	Ranimol S R	Govt College Chittur, Palakkad
12	Prannob James Mankombil	Govt VHSS Edayannur(Chavassery), Kannur
13	Dhanesh K	GVHSS Mananthavady, Wayanad
14	Rinu Jaison	DPM Unit – Pathanamthitta
15	Praful Raj M	CSP Construction & Monitoring
16	Anagha C M	CSP Construction & Monitoring
17	Anandhulal Sankar C S	DPM Unit – Malappuram

- Name of members in the recruitment board for upcoming selection of VHSE staffs on deputation shall be send for govt. approval. E- File shall be processed for the same urgently.

Signature:



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

Date: 15th September 2018