

## 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> 24 <sup>th</sup> September 2018	<b>Time:</b> 11.30 AM

### Meeting Audience

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

### Agenda

#	Agenda Item Description
1.	HR and other administrative matters

### Decisions Taken

#	Decisions	Owner	Deadline
1	<p>IT division shall take urgent measures for ensuring proper monitoring, maintenance and service of defects aroused in KSWAN connection, all in one PCs, laptops and UPS systems across SDCs in the state.</p> <ul style="list-style-type: none"> <li>ITD shall also conduct a discussion urgently with authorities of KELTRON to find a move forward for rectifying the above mentioned issues on a time bound manner.</li> </ul> <p>Considering the effectiveness of work done by FPMs in districts as agreed unanimously by the heads, steps for reviving the post shall also be done urgently as per DDFS file - <i>SPM Training/1081/2016</i>.</p>	IT Head	1 week
2	<p>Considering the urgency, committee decided to allot SPMs from existing CSP rank list to CSPs at Perumbavoor and Kasaragode.</p> <ul style="list-style-type: none"> <li>A mail shall be send to SPMs in the CSP rank list to get their willingness to join these CSPs.</li> </ul>	Under Secretary and HRD	Within 2 days

	<ul style="list-style-type: none"><li>• Their willingness/non-willingness shall be properly recorded to avoid future grievances.</li></ul> <p>Consequent to the above transfer and posting, vacancies arising at HQ/field etc. shall also be duly filled.</p>		
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Signature:



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

Date: 26<sup>th</sup> September 2018