

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	Smt. Reetha S Prabha, AS & TL	
Location: Conference room, ASAP HQ	Date: 29 th September 2018	Time: 2.30 PM

Meeting Audience

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

Agenda

#	Agenda Item Description
1.	Matters concerning HR division
2.	Concern mail from faculty coordinator against SDC PM In charge of Thycaud
3.	Filling vacant posts of graduate Engineers in ASAP
4.	Concern mail from TSP, PCFCT
5.	Supply & Installation of Bio-metric Attendance System – File no. 1836/2017
6.	Procurement of shredder machine
7.	Stall for ASAP at Delhi for FICCI's 14 th HED Summit
8.	Construction of new SDCs
9.	Extra remuneration for Front office staffs – Demand Draft

Decisions

#	Action Item Description	Owner	Deadline
1.	Decision taken to fill the vacant post of DPM and that of other positions at HQ and field. <ul style="list-style-type: none"> • Also, necessary steps to fill the vacant posts of graduate Engineer in ASAP HQ shall be taken up immediately. 	Head-HR	Initiate action within a week.
2.	Regarding the concern mail sent by TSP- PCFCT, direction given to concerned heads to initiate processing of all their pending payments immediately.	All concerned	–

3.	Regarding file no. 1836/2017, decision taken to send across the approved biometric attendance guidelines to all heads at ASAP HQ for furnishing their comments and suggestions.	Head-HR	One week
4.	All necessary steps shall be taken to put ASAP stall for the 14 th HED summit of FICCI at Delhi.	Head -BDU	-
5.	All necessary steps shall be initiated for the purchase of IT infrastructure and civil works of newly proposed SDCs immediately.	Head- Administration	Initiate action within a day
6.	Decision taken to prepare a norm on giving remuneration to Front office staff who had verified Demand Draft	Head- Finance	3 days
7.	Decision taken to conduct a field level enquiry against SDC PM In-charge of SDC Thycaud, Trivandrum.	Head -BDU	2 days



Reetha S Prabha
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Date of Approval: 3/10/18