

## 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> 4 <sup>th</sup> October 2018	<b>Time:</b> 2.45 PM

### Meeting Audience

<b>Attendees:</b>	
<i>Names</i>	<i>Designation</i>
Sri. Deepak 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. Anwar Hussain	Head-Finance
Sri. Vigil Kumar	Head-IT
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><u>Regarding re-joining request received from already resigned PMs-</u></p> <ul style="list-style-type: none"> <li>Decision taken to consider re-appointment based on verification of disciplinary actions/liabilities taken/fixed against if any during their tenure with ASAP.</li> </ul>	HR	2 days
2	Since MIS for University Integration mode is still in developmental stage, decision taken to operate the ASAP batch at Sree Sankara College, Kalladi (2018-19) and two ongoing batches of 2017-18 in regular-Single institution mode.	Head -Training	-
3	The grading rubric for ToT of Skill trainers presented was approved for next level of action.	Head -Training	-

4	<ul style="list-style-type: none"> <li>• Decision taken to fill the vacant positions currently existing in the SDC.</li> <li>• Committee decided to consider the request received from PM Norbu Pavithran asking for an extension of two more months to join HQ.</li> <li>• Committee decided to change Abi K who is currently SPM-Health and Media sector to SPM Finance Management.</li> <li>• PM Resmi Ann Thomas being a feeding mother is allowed to continue in the same station.</li> <li>• New PM joining at IT Asset Management Division shall be attached to Procurement Division for managing both IT and Non-IT assets.</li> </ul>	HR	1 day
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Date of approval : 8/10/18.