

## MINUTES OF MEETING

<b>Type of Meeting:</b>	Heads meeting	
<b>Meeting called by:</b>	CEO	
<b>Location:</b> Conference room, ASAP HQ	<b>Date:</b> 12 <sup>th</sup> October 2018	<b>Time:</b> 2.45 PM

<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
Dr. Jai Kiran	Head Curriculum
Prof. Prakasam R	Head- Quality & Research
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sri. Anwar Hussain	Head-Finance
Sri. Charlez Kurian John	EA to CEO and AS

### Agenda

<b>Agenda Item Description</b>
1. Concern of DPM-Malappuram against PM in charge of SDC Perinthalmanna
2. Cent percent tracer study – pWc TEAM
3. Employability Study – Mettle
4. ASAP/SPM-ADMINISTRATION/676/2018 the " SDC TA Slab Fixing"
5. ASAP/DPM_KKD/1542/2018 the "Electricity expense of SDC_Excess bill"
6. ASAP/Finance Management/1584/2018 - constitution of Finance & Audit Monitoring Committee
7. DDFS file no:ASAP/SPM-ADMINISTRATION/1436/2018 the "Agenda for 20th EC Meeting "

### Decisions Taken

#	Decisions	Owner	Deadline
1	<ul style="list-style-type: none"> <li>The employability survey report 2018 presented by Mettle through VC was briefed to all by Head-Quality and research.</li> <li>Timelines are fixed as below –</li> </ul> <p>-22<sup>nd</sup> October 2018: Mettle will share the updated report after incorporating the corrections.                      -23<sup>rd</sup> October 2018: ASAP will share feedback to Mettle on updated report shared                      -25<sup>th</sup> October 2018: Submission of final report by Mettle</p>	Head Quality	As per timeline
2	<p>Timelines for publishing RFP for allotting Tracer study to a 3<sup>rd</sup> party agency is also fixed as below –</p> <p>-16<sup>th</sup> October 2018: Uploading of RFP                      -29<sup>th</sup> October 2018: Pre bid meeting                      -15<sup>th</sup> November 2018: Final application receipt date                      -29<sup>th</sup> November 2018: Selection of agency</p>	Procurement Division	As per timeline
3	Decision taken to issue a Memo to PM in charge of SDC Perinthalmanna	Head-Training	Within 2 days

	based on the complaint received from DPM-Malappuram.		
	<u>SDC TA Slab Fixing (File no. 676):</u>		
4	<p>Following decisions are made:</p> <ol style="list-style-type: none"> <li>1. PTA of the SDC PM may be calculated on the basis of the distance to the farthest institution from SDC. It won't be on the basis on number of institution under a particular SDC.</li> <li>2. The CSP PMs may be brought under the PTA slab system at par with the DPMs.</li> <li>3. Programme Managers working in Head Quarters may be kept under a TA slab of Rs.2500/- per month.</li> <li>4. Implementation date has been suggested as 1st of Oct 2018 for all the discussion points with no retrospective effect.</li> </ol>	Head-Finance	2 days
	<u>Electricity expense of SDC Excess bill (File no. 1542):</u>		
5	Decision taken to consider excess electricity expense of each SDCs individually on a case to case basis.	EE-ASAP, Head-Training and Head-Finance	2 days
	<u>Constitution of Finance &amp; Audit Monitoring Committee (file no. 1584)</u>		
6	<ul style="list-style-type: none"> <li>• It was decided to form a Finance &amp; Audit Monitoring Committee with CEO, AS&amp;TL, Head-Finance, Head- Training and Finance Officer as core members. Concerned Heads will be co-opted as committee members based on the issues raised in the Audit Report.</li> <li>• Along with the same, an internal audit cell shall be formed with Head-Finance as Chairman, One DPM and two SPMs in-charge of sector, one divisional PM.</li> </ul>	Head, Fin	3 days.
	Among those agendas submitted by concerned divisions, decision taken to consider only following for the upcoming 20 <sup>th</sup> Empowered Committee -		
7	<ul style="list-style-type: none"> <li>• 360 degree performance appraisals system for PMs of ASAP and approval of pending increments and grade progression.</li> </ul> <p>Other agenda items shall be processed in file and send to Princ. Secretary- Higher Education for taking necessary approval.</p>	Administration division	

*[Handwritten Signature]*  
17/10/2018

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