

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	CEO	
Location: Conference room, ASAP HQ	Date: 15 th October 2018	Time: 2.30 PM

Attendees:	
<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
Prof. Prakasam R	Head- Quality and Research
Sri. Harimohan	EE-ASAP
Sri Vivekanandan Nair	Head Public Relations and Documentation
Sri. Sajeev S	Section Officer
Sri. Charlez Kurian John	EA to CEO and AS

Agenda

#	Agenda Item Description
1.	Finalizing the selection procedures of VHSE staffs.

Decisions Taken

#	Decisions	Owner	Deadline
1	<p>Following decisions are taken with respect to the upcoming selection process of VHSE staffs –</p> <ul style="list-style-type: none"> A screening committee has been formed for verification of documents submitted by the applicants. The committee consists of Head-CSP, Head- Training and Head- Quality & research. The committee shall scrutinize the documents received from applicants in detail. Though a decision was taken for conducting case study on 24th October 2018 with Dr. Saji Gopinath, CEO –KSUM and R. Jayasree, Prof. IMG-Trivandrum selected as the members heading the Case study presentation panel, later on Heads of ASAP decided that for finalizing the selection process, an e-file shall be processed urgently to take the decision/direction of Principal Secretary - Higher Educ. to finalize on the panel of members to the interview board. 	HR	2 days


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