

MINUTES OF MEETING

Type of Meeting:	Heads meeting		
Meeting called by:	CEO		
Location: Conference room, ASAP HQ	Date: 25 th October 2018	Time: 2.30 PM	

Attendees:	
Names	Designation
Sri. Deepak Paul	Head HR
Sri. Anil Prasad	Director - CSP
Sri. Jaikiran	Head-Curriculum
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. Vigil Kumar	Head- IT
Sri. Chandramohan	FO-ASAP
Sri. Charlez Kurian John	EA to CEO and AS

Agenda

Agenda Item Description
1. File no. 1425/2018 - Under Secretary
2. Forming a team of SPMs for solving HR issues as per PM Pool G.O
3. Revisiting decision taken w.r.t attaching PM under IT Asset Management to Procurement Division - Heads meeting of 4th October 2018.

Decisions Taken

#	Decisions	Owner	Deadline
1	Reg. File no. 1425/2018, decision taken to approve the request of PM Linsha M to be retained at Ernakulam district itself on personal grounds. Also it was decided post PM Anagha who is currently in construction division to a vacant SDC in Kannur district,	HR	2 days
2	Decision taken that PMs in Business Development and Stakeholder Management division will support CSP team for liaisoning with the upcoming operating partners of phase 2 CSPs	HR, BD and CSP team	-
3	Necessary action shall be taken to process pending increments of heads on contract basis in ASAP.	HR	-
4	Decision taken to defer the following decision taken during heads meeting of 4 th October 2018- "New PM joining at IT Asset Management Division shall be attached to Procurement Division for managing both IT and Non-IT assets". Same shall be changed as below - " PMs in procurement division shall hereafter be managing both IT and Non-IT assets"	HR	-


 20/10/2018

Reetha. S Prabha
 Chief Executive Officer