

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	CEO	
Location: Conference room, ASAP HQ	Date: 5 th December 2018	Time: 10.00 AM

Attendees:	
<i>Names</i>	<i>Designation</i>
Sri. Anil Prasad	Director - CSP
Sri. Jaikiran	Head-Curriculum
Prof. Prakasam R	Head- Quality and Research
Sri. Anwar Hussain	Head- Finance
Sri. Sreekantan Nair	CE-ASAP
Sri. Basanth Kumar	Procurement Officer
Sri. Vigil Kumar	Head- IT
Sri. Harimohan	Electrical Engineer- ASAP
Sri. Charlez Kurian John	EA to CEO and AS

Decisions Taken

#	Decisions	Owner	Deadline
1	It was decided to entrust Head – Curriculum with the charge of Foreign language Skilling.	Head - Curriculum	-
2	It was decided to entrust a head and 5-9 PMs (Having Engineering/MBA background) from ASAP for the execution works of the proposed Educational Summit slated to be held on 7 th December 2018.	Head – Training	-
3	Electrical work for arranging additional power supply for 3 KV UPS in SDCs (3 No.s) shall be taken up with a local electrician.	EE-ASAP	Immediately
4	It was decided that PMs shall rent a generator if required in those SDCs where APTIS test is being conducted.	SDC PMs/All concerned	-
5	Further to the direction given by PS- Higher Education, each heads/Officers in-charge shall present a brief of activities of their concerned Division/Sector before CEO immediately. A report need to be submitted to Principal Secretary after presentations. It was decided that heads in following order shall do the presentation at their convenience. <ol style="list-style-type: none"> 1. Head IT – 7th Dec. 2018 at 10.30 AM. 2. Head- Curriculum - At a convenient time 3. Head Training – At a convenient time 4. Director CSP – At a convenient time 5. Head- Quality and Research - At a convenient time 6. Procurement Officer - At a convenient time 7. Head- Finance – At a convenient time 8. Under Secretary – At a convenient time 9. Chief Engineer – At a convenient time 10. Electrical Engineer - At a convenient time 	All concerned	-


 6/12/18

Roetha. S. Prabha
 Chief Executive Officer
 Quality Acquisition Programme