

## 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> 7 <sup>th</sup> December 2018	<b>Time:</b> 10.00 AM

<b>Attendees:</b>	
<i>Names</i>	<i>Designation</i>
Sri. Deepak Paul	Under Secretary
Sri. Anil Kumar	Head- Training
Sri. Jaikiran	Head-Curriculum
Prof. Prakasam R	Head- Quality and Research
Sri. Anwar Hussain	Head- Finance
Sri. Basanth Kumar	Procurement Officer
Sri. Vigil Kumar	Head- IT
Sri. Charlez Kurian John	EA to CEO and AS

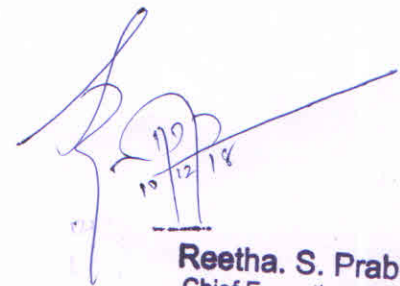
### Agenda

<b>Agenda Item Description</b>
<ol style="list-style-type: none"> <li>1. Selecting name for proposed company/Society from among the names suggested by PMs</li> <li>2. Concern raised by students of Vaikom Govt. High School</li> <li>3. File No. 157/2014- Invoice of TSP Shriram</li> <li>4. File No. 1861/2018- Request for furniture - DPM unit Trivandrum</li> <li>5. File No. 1625/2018 - Petty Cash Purchase_ For curtaining windows in SDC computer lab and office_SDC GHSS Kottappuram</li> <li>6. File No. 1084/2018 - SDE Work Report_Discrepancy_Action Taken</li> <li>7. PM Ms.Thasneem's TA disbursement</li> <li>8. Presentation by Head IT on activities under his division/sector</li> <li>9. File 1341/2018 – Draft proposal for FAB and Robotics lab</li> </ol>

### Decisions Taken

#	<b>Decisions</b>	<b>Owner</b>	<b>Deadline</b>
1	Regarding selection of name for the proposed company/Society from among those suggested by PMs, few of the names were shortlisted by the committee for the next level discussions/action.	Head Training	Immediate
2	Regarding the concern raised by students of Vaikom Govt. High School before Kerala State Commission For Protection Of Child Rights, it was decided that before appearing in-front of the commission, the file for the same shall be transferred to Chief Engineer ASAP for getting his remark.	CE- ASAP and Head - Training	-
3	Further to the presentation done by Head IT on the current activities under his sector/division, CEO directed the concerned division to prepare a minutes on the discussion held.	Head IT	Immediate

4	Regarding <b>File No. 1084/2018</b> (Concerning SDE Work Report – Discrepancy - Action Taken), the committee suggested to make suitable changes to the draft memo as discussed before issuing the same. Support of Under Secretary and Head-Quality and Research shall also be taken for making changes.	Head Training, Under Secretary and Head Quality & Research	-
5	<b>File No. 1341/2018</b> (Concerning draft proposal for FAB and Robotics lab), was presented before the committee to share with all the details of proposal and the financials involved in the procurement of equipment and softwares required for setting up of Fab Labs in selected polytechnics in Kerala. The committee approved the proposal.	Head- IT	-
6	Regarding PM Ms. Thasneem Nizar's concern on pending TA, it was decided to start a ddfs file for the same. The committee decided to have a detailed scrutiny of TA bills submitted by the PM before disbursing the allowances.	Head Training and Finance Officer	-
7	Regarding <b>File No. 157/2014</b> (Pending Invoice of TSP Shriram), since govt. decision is awaited in similar other cases, the file shall be returned to the owner.	-	-
8	Regarding <b>File No. 1625/2018</b> (Concerning Petty Cash Purchase For curtaining windows in SDC computer lab and office - SDC GHSS Kottappuram), it was decided to transfer the file to mentor of the district to get his remark.	Mentor concerned	-
9	Regarding <b>File No. 1861/2018</b> (Concerning request for furniture for DPM unit Trivandrum), it was decided to transfer the file to Procurement Officer to do a detailed requirement analysis in the DPM unit, Trivandrum.	Procurement Officer	-
10	Decision taken to give the charge of a sector to Procurement Officer.	-	-



**Reetha. S. Prabha**  
 Chief Executive Officer  
 Additional Skill Acquisition Programme  
 Department of Higher Education  
 Government of Kerala