

MINUTES OF MEETING

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|---------------------------|--------------------------------|--------------|--|
| Type of Meeting: | Heads meeting | | |
| Meeting called by: | CEO | | |
| Location: | Date: | Time: | |
| Conference room, ASAP HQ | 10 th December 2018 | 10.30 AM | |

| Attendees: | |
|--------------------------|----------------------------|
| <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. Harimohan | EE-ASAP |
| Sri. Charlez Kurian John | EA to CEO and AS |

Agenda


| Agenda Item Description |
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| <ol style="list-style-type: none"> 1. Taking action against PM In-Charge of SDC Thycaud 2. File No. 1425/2018 – Transfer and posting of PMs 3. Regarding conduct of In2It workshop 4. File 1390/2018 - Aswati Anil Warriar_Programme Manager_Request For Extending of LOP 5. File 1797/2018 - Increased electricity bill of SDCs in Kasaragod district 6. File 944/2018 - Assessment Platform |

Decisions Taken

| # | Decisions | Owner | Deadline |
|---|--|----------|-------------|
| 1 | <p>In light of the absence of PM In-charge of SDC Thycaud – Trivandrum during the NAC test on 9th Dec 2018, it was decided that following disciplinary action shall be taken against the concerned person responsible –</p> <ol style="list-style-type: none"> 1. PM In-charge of SDC shall be transferred immediately to the farthest district. Parallel to the same, a letter shall be issued to the PM asking him to give valid explanation if any on his absence for not initiating disciplinary action. Earlier complaints received against the PM shall also be cited in the letter. 2. Concerned Programme Executives who were in charge of the test during the day, but was also absent at the venue during the time of test shall be terminated with immediate effect. 3. A letter shall also be issued to the concerned DPM in-charge of the district asking him to give valid explanation on his absence at | Head -HR | Immediately |

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| | <p>the DPM unit during the time of test for not initiating any disciplinary action.</p> <p>Till a suitable replacement is identified, DPM of the district shall hold the charge of SDC Thycaud.</p> | | |
| 2 | <p>Regarding File no. 1425/2018 (<i>Concerning transfer and posting of PMs</i>), committee decided not to consider the transfer cancellation request of PM Ms. Sithara Sadanandan since the reasons are not found to be genuine.</p> <p>Also committee decided to place PMs in a particular sectors/division based on the seniority list.</p> | Head -HR | Immediately |
| 3 | <p>Also, strict action shall be taken against the SDC PM of PTM College, Perinthalmanna for not following proper hand over procedures during his leave period. Also the cases of fault document preparation in the same SDC shall also be recorded and considered while taking action against the concerned PM. Prior to the same, a report in this regard shall be obtained from current PM In-charge.</p> | Head -HR | Immediately |
| 4 | <p>Regarding the conduct of In2It workshop, it was decided to revive the parked file concerning the same urgently. Business development & Stakeholder Relation division shall initiate action to conduct the workshop parallel with the training document submission by TSPs selected for conducting courses in AY 2018-19.</p> | BD and Stakeholder Management | - |
| 5 | <p>Regarding File no. 1797/2018, the response from PM Aswathy Anil's willingness to rejoin duty as a fresh appointment by forfeiting past service was approved. Her re-appointment shall be done by fixing further leave conditions/criteria.</p> | Head -HR | - |
| 6 | <p>Regarding File No. 1797/2018 (<i>Concerning Increased electricity bill of SDC Hosdurg- Kasaragod district</i>), the committee approved the sanctioning of electricity bill for Sep 2018. To reduce the electricity charges from hereon, urgent measures for rectification shall be taken.</p> | Administration division | - |
| 7 | <p>Regarding File no. 944/2018 (<i>Concerning Assessment platform</i>), the committee approved the proposal of establishing an assessment platform for NSQF aligned courses for ASAP.</p> | Head- Quality and Research | - |


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