

Minutes of Meeting

Meeting of ASAP Heads held on 25th May 2018, 11.30 AM at ASAP Conference hall, Trans Towers

Agenda	
1.	Association of ASAP with 'Nallapadam' initiative of Malayala Manorama
2.	360 degree appraisal of ASAP PMs
3.	Association of ASAP with 'Cloud Skill Readiness Programme' of Amazon

S#	Decision	Action to be taken by	Date of Completion
1	Proposal presented by Head - PR to associate with 'Nallapadam' initiative of Malayala Manorama shall be modified with changes suggested.	Head PR	-
2	In principle approval for associating with Amazon's 'Cloud Skill Readiness Programme'. After file has been approved in DDFS, necessary steps shall be taken.	Head- CSP	-
3	Approval given to go ahead with 360 degree appraisal plan presented by Head-Quality and Research. Once appraisal format is ready, it shall be circulated to get feedback of Programme Managers before locking.	Head-Quality and Research	4 th June 2018
4	Preparation of a draft modus operandi for already approved two Q-file courses.	Head- Curriculum	28 th May 2018
5	Convert industry experienced personnel to trainer pool of ASAP. Preliminary identification of such persons shall be done through organizations such as NORKA.	Head- Business Development	6 th June 2018
6	Associate with government offices such as IMG, KILA etc. to give life skill training to government employees.	Head- Curriculum	-

Attendees			
S. No.	Name	Designation	Organization
1.	Smt. Haritha V Kumar IAS	Chief Executive Officer	ASAP
2.	Smt. Reetha S Prabha	Additional Secretary and Team Leader	ASAP
3.	Sri. Anil Kumar T V	Head Training	ASAP
4.	Sri. Balagopal K K	Head HR	ASAP
5.	Smt. Suseela James	Head – Business development and Stakeholder relations	ASAP
6.	Sri. Jai Kiran	Head Q Filing and curriculum Development Division	ASAP
7.	Sri Prakasham K	Head – Quality and Research	ASAP
8.	Sri Riyas P M	Head CSP	ASAP

9.	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
10.	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP

Signature:



Chief Executive Officer

26-5-2018