

MINUTES OF MEETING

Type of Meeting:	Heads meeting	
Meeting called by:	CEO	
Location: Conference room, ASAP HQ	Date: 13 th February 2019	Time: 2.30 PM

Attendees:	
<i>Names</i>	<i>Designation</i>
Sri. Deepak Paul	Under Secretary
Sri. Anil Kumar	Head- Training
Sri. Anil Prasad	Director -CSP
Dr. Jaikiran K P	Head-Curriculum
Sri. Anwar Hussain	Head- Finance
Sri. Vigil Kumar	Head -IT
Sri. Harimohan	EE- ASAP
Sri. Subin Das	PM- Procurement
Sri. Jyothis	PM – Procurement
Sri. Charlez Kurian John	EA to CEO and AS

Agenda

1. Discussion on revised BOQ for the Interior Design and Execution project at ASAP Head Quarters submitted by SIDCO.
2. ASAP/HR-DEVELOPMENT/705/2018 - Conversion of Present KPI's to 360 Degree Appraisal as per Project Management Pool of ASAP
3. ASAP/HEAD (FINANCE)/488/2016 - Internal Audit Report of SDC, TMJM Govt. College, Manimalakunnu

Decisions Taken

#	Decisions	Owner	Deadline
1	<ul style="list-style-type: none"> - The revised BOQ for the Interior Design and Execution project at ASAP Head Quarters was presented before the committee. - The requirements were accepted as per the utility point of view. The technical specification and rate component of each items mentioned in the proposal shall be vetted by CE- ASAP/ Technical Committee. 	CE - ASAP	-
2	<ul style="list-style-type: none"> - Regarding File ASAP/HR-DEVELOPMENT/705/2018, the approved proceedings with regard to implementing 360 degree performance appraisal in ASAP was presented before the committee. - As mentioned in the approved proceedings, IT Division of ASAP IT department shall develop a software for conducting the appraisal mechanism in a time bound manner. - The committee decided to entrust PM-MIS to do oversee the development activities and User Acceptance Test of the developing software. 	Under Secretary, Head – IT and Head - Training	-

3	Regarding File ASAP/HEAD (FINANCE)/488/2016 , the committee decided to fix the liability as proposed in the file on concerned PM in-charge of the SDC and additionally ask him to give an explanation in this regard. Future course of action shall be decided after reviewing his explanation.	Head - Finance	-
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Smt. Reetha S Prabha
Chief Executive Officer - ASAP