

## 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> 13 <sup>th</sup> March 2019	<b>Time:</b> 2:30 PM
<b>Attendees:</b>			
<b>Names</b>		<b>Designation</b>	
Smt. Reetha S Prabha		Additional Secretary	
Sri. Deepak Paul		Under Secretary	
Sri. Anil Kumar		Head - Training	
Sri. Jaikiran		Head - Curriculum	
Sri. Anwar Hussain		Head - Finance	
Sri. Vigil Kumar		Head - IT	
Sri. Vinod T V		Head – Business Development	
Sri. Padmakumar B		Chief Engineer	
Sri. Basanth Kumar		Procurement Officer- ASAP	
Sri. Charlez Kurian John		EA to CEO and AS	
Sri. Sarin S Panicker		PM Administration	
Sri. Anoop Markose Mani		SPM Quality Division	
Smt. Reshma L S		PM Public Relations	
Sri. Subin Das		PM Procurement	



### Agenda


1. Heads meeting at PS's chamber –Tomorrow (14<sup>th</sup> March)\_At 10.15 AM: Points to discuss
2. ADB team visit to ASAP – Availability of heads

### Decisions Taken

#	Decisions	Owner	Deadline
1	<p>An Internal Committee for suggesting the parameters for identifying the CSP locations and Operating Partners shall be formed with the following members</p> <ol style="list-style-type: none"> <li>a. Additional Secretary shall chair the committee</li> <li>b. CSP Head - Sri. Anil Prasad</li> <li>c. Chief Engineer - Sri. Padmakumar B</li> <li>d. Finance Head – Sri. Anwar Hussain</li> <li>e. Business Development Head – Mr. Vinod T V</li> </ol> <p>The Internal Committee (CSP) should prepare the recommended guidelines for technical evaluation for the selection of Operating Partners. The committee shall also prepare the recommended guidelines for identifying the suitable locations for the CSPs.</p>		

2	<p>The Nodal Bodies of various sectors needs to be identified and the list of the officials In Charge should be submitted to the CEO.</p> <p>Background works for identifying the potential Operating Partners should be initiated. The avenues for finding the potential operating partners may be through;</p> <ol style="list-style-type: none"> <li>Contact Kudumbasree, KASE, Industries, Labour Commission, Techno Park</li> <li>SANKALP/ NSDC</li> <li>Identifying the process done in the other states</li> </ol>	Head Training assisted by Head BD	
3	Office Refurbishment by SIDCO – The design has to be finalised by Tuesday (20 <sup>th</sup> March), Component wise unit price to be identified and to explore the possibilities of re using the furniture's and other items both at Annexe and Trans Towers.	CE	
4	KSITL – It was decided to initiate the process of negotiation and forward it for Govt. approval.	CE	
5	Regarding Procurement of Equipment's for Polytechnics – It was decided to entrust the procurement division in consultation with IT Division to form a Technical Committee with members who are technically sound for finalising the specifications required for the equipment's.	Procurement Officer	
6	As all the Heads confirmed their presence at ASAP Headquarters on the day when ADB team visits ASAP Secretariat, It was decided to send a confirmation mail to ADB for hosting them after finalising the dates.	EA to CEO	

  
 & H Trans  
 Head BD  
  
 3/7/2019  
**Padmakumar. B**  
 Chief Engineer (Projects)  
 Additional Skill Acquisition Programme  
 Department of Higher Education  
 Government of Kerala

  
 4/4/19.