

Discussion points

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| Type of Meeting: | Discussion with Heads | |
| Meeting chaired by: | CEO - ASAP | |
| Location: Conference hall | Date: 30 th March 2019 | Time: 6.30 PM |

| Attendees: | |
|--------------------------|--------------------------------------|
| Names | Designation |
| Smt. Reetha S Prabha | Additional Secretary and Team Leader |
| Sri. Deepak Paul | Under Secretary |
| Sri. Padmakumar | CE- ASAP |
| Sri. Anwar Hussain | Head - Finance |
| Sri. Anil Kumar | Head- Training |
| Dr. Jaikiran K P | Head-Curriculum |
| Sri. Vigil Kumar | Head -IT |
| Sri. Vinod T V | Head – Business Development |
| Sri. Basanth Kumar | Procurement Officer |
| Sri. Charlez Kurian John | EA to CEO |

Discussion points

- MATLAB procurement – Head IT to discuss with PS regarding the technical opinion raised in the meeting.
 - *Action by: Head IT*
- Amazon program (Non- Technical) – PM Ms. Aleema (CSP division) to brief the action taken on rollout of the scheme in next heads meeting.
 - *Action by: PM Ms. Aleema*
- Regarding pending files marked for discussion with two or more divisional heads, let the owner of the file initiate discussion initially with the concerned and come to a consensus. The output of such discussions shall be recorded by concerned owner and put up the file for approval.
 - *Action by: All concerned*
- Process for RFP of new MIS shall be started urgently. While preparing the draft RFP, suggestions from all heads along with PwC team shall also be taken. Within 2 week, the preliminary RFP document shall be prepared.
 - *Action by: Procurement Officer*
- On every Wednesdays, an informal brainstorming session involving all heads shall be conducted at ASAP to discuss those files requiring suggestions from all. Additional Secretary and Team Leader shall be the convener of this meeting and in her absence, Head- Training shall convene the same. The owners of files (Concerned Heads) shall inform the same in Heads Watsapp group a day prior to the meeting.
 - *Action by: A.S and T.L*
- SoW of IBM shall be vetted by Law Dept.
 - *Action by: Head BD*
- Regarding phase 2 CSP's, RFP for OPs shall be finalized on or before 22nd April 2019. As a prelude, draft RFP shall be presented to CEO on 17th April 2019.
 - *Action by: Procurement Officer*

- Urgently finalize the committee for vetting technical specification of equipments to be procured for Polytechnics.
 - *Action by: Procurement Officer*
- The documents on company formation of KASE, KITE, KSITL etc. shall be collected and verified.
 - *Action by: Head BD*

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9/4/19.