

## Minutes of Meeting

Meeting of ASAP Heads held on 29<sup>th</sup> May 2018, 2.30 PM at ASAP Conference hall, Trans Towers

Agenda	
1.	Discussion on recently held BFSI Business Advisory Committee (BAC).
2.	Follow up of 18 <sup>th</sup> EC meeting decisions.
3.	Follow up of decisions taken during previous heads meeting.
4.	Discussion on draft layout prepared for newly identified ASAP office spaces.
5.	Discussion on draft modus operandi prepared for already approved two Q-file courses.

S#	Decisions/Discussions held	Action to be taken by	Date of Completion
1	<ul style="list-style-type: none"> <li>• Agenda for future BAC meetings should be finalized before fixing the schedule and date.</li> <li>• Proposed to conduct an internal meeting of all heads before any BAC is conducted from here on. Relevant points to be discussed in BAC should be finalized during this internal meeting.</li> <li>• Future BAC meetings should be focused on getting validation from industry on the agenda.</li> </ul>	All PMs in charge of BAC	-
2	Decision taken to identify five or more potential PSUs to provide skill training and submit a preliminary report and PSUs in their locality where potential SDCs can be formed with a copy to DPMs for follow up.	Head BDU and Section Officer	8 <sup>th</sup> June 2018
3	To record the current status of ASAP students of earlier batches from six institutions ( Medical College HSS Trivandrum, HSS Meenangal, HSS Kesavadasapuram, GBHSS Karamana, Kalady HSS Trivandrum, Big Bazar HSS Palakkad) as proposed by Sri. M. Sivasankar IAS, Secretary - Department of Electronics and Information Technology.	Head Training	16 <sup>th</sup> June 2018
4	ASAP has reached a maturity and by being a stabilized system, its high time to do a social audit. A preliminary report citing the frequency and level to which audit has to be done shall be prepared.	Head CSP with the help of Planning board.	8 <sup>th</sup> June 2018
5	TSP Payment processing in DDFS shall be re-routed as <i>Sector PM &gt; Finance Officer &gt; Head &gt; Additional Secretary and Team leader &gt; CEO</i> . When head Finance is posted, resubmit.	-	-
6	<ul style="list-style-type: none"> <li>➤ Decided to go back to the earlier system of Heads being In- charge of the sectors.</li> <li>➤ In principle approval to the reshuffling of sectors and rearrangement of HQ Programme Managers as presented by Head- Training. Minor changes are proposed as listed down.</li> </ul> <p>1. Sectors namely Media &amp; Entertainment along with Health Care shall be clubbed together.</p>	-	-

	<p>2. Sectors namely Retail, logistics and Printing shall be clubbed together.</p> <p>3. Programme Managers currently at HQs with no/limited field experience shall be send to the field for filling currently vacant positions.</p>		
7	A finance oriented training for Heads of ASAP and SPMs is proposed to be conducted.	Finance Officer and Audit Team	<ul style="list-style-type: none"> <li>➤ Plan submission – 4<sup>th</sup> June 2018</li> <li>➤ Training to be completed before – 8<sup>th</sup> June 2018</li> </ul>
8	Senior Programme Managers currently in deputation shall assist Heads who are proposed as mentors of district.	-	-
9	Draft office layouts designed by Engineering team for newly identified spaces shall be re-modified. Also SIDCO shall be contacted to know the duration of work.	CE - ASAP	-
10	Draft modus operandi presented by Head-Curriculum for already approved two Q-file courses shall be distributed to all Heads to get their comments and suggestions.	Head Curriculum	Submission of consolidated draft - 4 <sup>th</sup> June 2018

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. Chandramohan Nair P	Finance Officer	ASAP
10	Sri. Sajeev S	Section Officer	ASAP
11	Sri. Balagopal K K	Head HR	ASAP
12	Sri Vivekanandan Nair	Head Public Relations and Documentation	ASAP
13	Sri. Charlez Kurian John	EA to Additional Secretary	ASAP
14	Sr. Seshadri S	Civil Engineer	ASAP

Signature:

  
 Chief Executive Officer  
 30/5/2018