

MINUTES OF MEETING

PRECEDING OFFICER: S. Harikishore IAS, Executive Director, SPEM

VENUE: NRO office

DATE: 24/02/2018

OFFICER IN CHARGE: Dr Praveen. C.S, COO(S)

SL NO	DISCRIPTION	DUE DATE	RESPONSIBLE PERSON
1	Change the date of SLCC to March 16 th or 17 th	Feb 28 th	Dr Praveen. C.S
2	Zero balance in DDU GKY account	27/03/2018	Dr Praveen. C.S
3	Get 76 cr. From Govt.	31/03/2012	Mrs. Anitha& Mr Bilal
4	SLCC-Sagarmala	31/03/2018	Dr Praveen. C.S&Mr. Das Vincent
5	Get full Pro-life fund from CRD	15/03/2018	Mr Bipin Jose
6	MIS completion & withdrawal from MRIGS	01/04/2018	Mr Leopole
7	MPR-closing of all inactive TCs	28/02/2018	Mr Leopole
8	Decision on Top security & Manpower	10/04/2018	Dr Praveen. C.S
9	Alumni awards+video release	30/04/2018	Mr Shibu & Mr Jayan
10	GIS	15/03/2018	Mr Leopole
11	Inauguration of Call centre+Migration Support Centre+Job portal	10/04/2018	Mr Jayan& Mr Shibu
12	Approval of Grading policy in SLCC		Dr Praveen. C.S
13	Motivational training for Phase 3 candidates (20,000)	30/06/2018	Dr Praveen. C.S
14	ToT		Mr Jayan
15	Preparation of pool of ideas and presentation of the same-3 slides (Mobilization& Foreign placement)	17/03/2018	Mr Bipin & Mr Jayan

16	CSR	10/04/2018	Mr Jayan
17	Update the current best practice documents and prepare new one	30/04/2018	Mr Bipin
18	International exposure-skill exchange, seminar/conference etc. collect the details of forthcoming programmes & attend one	17/04/2018	Mr Jayan