Minutes of the First Meeting of Academic Council, TeamLease Skills University

The First Meeting of the Academic Council (**AC**) of TeamLease Skills University (TLSU) was held on 18th October 2014 at 10:30 a.m. in Board Room at TLSU, Tarsali-Vadadala Road, Tarsali Bypass, Tarsali, Vadodara – 390 009.

The following members were present.

(1)	Mr. Vikrant Pande, Provost, TLSU	-	Chairperson
(2)	Prof. Neeraj Yajnik, Associate Professor	-	Member
(3)	Mr. Ashish Jaiswal, Director	-	Member
(4)	Dr. Anupam Mitra, Associate Professor, TLSU	-	Member
(5)	Mr. Prashant Parmar, Assistant Professor, TLSU	-	Member
(6)	Ms. Hiral Macwan, Academic Associate, TLSU	-	Member
(7)	Mr. Amitkumar Patel, Academic Associate, TLSU	-	Member
(8)	Mr. Ashok Kumar, Registrar, TLSU	-	Member-Secretary

Special Invitees

(1)   Mr. Jignesh Joshi, IT Consultant (Academics)

Prof. Nitin Bhate could not attend the meeting due to prior commitments.

Mr. Vikrant Pande, Provost chaired the meeting. The details of the meeting deliberations are presented below:

Item No.	Item Description
1	**Introduction of the Members of the Academic Council of TLSU** The members of the newly constituted Academic Council were introduced.
2	**Proposed Structure of Academic Bodies of TLSU** The proposed structure of Academic Bodies like Academic Council, Boards of Studies of Department of Commerce & Management, Information Technology, Mechatronics, Life Skills and inclusion of other domains from time to time was presented to members. **The item presented to AC was approved.**

3	**Composition, Roles of Board of Studies of the University**
	The Composition and Roles of Board of Studies of the University was presented.
	The item was approved by the members with the following suggestions:
	(1) The composition of Board of Studies may be kept under minimum 6 members – 4 Academicians from TLSU; 1 Academician from other University/Institution; and 1 Expert from Industry or Sector Skills Councils (SSCs) or Business or Government or NGO.
	(2) The HOD of Life Skills is to be included as invitee of BOS.
	(3) The Chairman/ Convener of BOS in consultation with the Provost may co-opt Academicians/Experts as invitees as per the requirement.
4	**Approval Process for Introducing a New Program/Course or Revising an Existing Program/Course**
	The approval process for introducing a new Program or Course or Revising an existing Program or Course along with the proposed time lines for reviewing the curriculum was presented to the members.
	The Item placed before the members was approved with the following suggestion:
	(1) Before starting the above exercise a concept note may be prepared by HOD and put up to Provost/Academic Council for permission.
	The approvals by the Governing Body and Board of Management for the introduction of Associate Degree and Degree Programs to commemorate the launch of the University is enclosed as **Annexure-I**.
	The meeting ended with vote of thanks to the Chair.

(Chairperson)

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S#	Governing Body		Board of Management	
	Item No.	**Minutes**	**Item No.**	**Minutes**
1.	(GB-1/ 02/08/13) **4. Launch of first level Disciplines & Programs through TLSU**	The following list of programs to be launched in the year 2014-15 was presented. • Associate Degree in Finance and Business Operations • B.Com in Finance and Business Operations • Associate Degree in Hospitality and Tourism Management • B.Sc in Hospitality and Tourism Management • Associate Degree in IT-Infrastructure Management Services • B.Sc in IT-Infrastructure Management Services (IT-IMS) • Associate Degree in Applied Science (Mechatronics) • B.Sc in Applied Science (Mechatronics) The item presented was approved.	(BoM-1 / Dated 14/11/13) **4. Measures for the Offer of Academic Programs**	In accordance with the approval given by the Governing Body (**GB**) during its first meeting held on August 2, 2013, BoM directed the authorities of the University to take appropriate follow-up actions to launch 2 year Associate Degree and 3 year Bachelor Degree programs during 2014-15 as per details shown below: <table><tr><th>Domain</th><th>Department</th></tr><tr><td>Applied Science (Mechatronics)</td><td>Mechatronics (MS)</td></tr><tr><td>Finance and Business Operations</td><td>Commerce and Management (CM)</td></tr><tr><td>Hospitality and Tourism Management</td><td>Hospitality and Tourism (HT)</td></tr><tr><td>IT-Infrastructure Management Services</td><td>Information Technology (IT)</td></tr></table>
2.			(BoM-3 / 26/04/14)	Draft TLSU Prospectus and Application form

3.		**6. Draft TLSU Prospectus & Application Form for 2014-15 Session**	for 2014-15 Session prepared was presented.
		(BoM-4/ 23/05/14) **5. Recommendations of the Internal Committee on Fee Fixation**	The recommendations of the internal committee proposing the fee structure for the programs offered under TLSU was presented. These recommendations will be taken up to the Fee Regulations Committee of the University. The suggestion to follow an ad-hoc fee structure and the scholarship scheme for the current year since the Fee Regulation Committee (FRC) may take time to accord its approval. The board has approved the ad-hoc fee structure and scholarship scheme recommended for the current year and advised to organize the fee regulations committee meeting for its approval on fee structure of the university, at the earliest. The proposed university fee structure along with support documents to be put up to FRC is enclosed as **Appendix-III A**. The ad-hoc fee structure and scholarship scheme recommended was enclosed as **Appendix-III B**.