

Minutes of the 9th Meeting of the Board of Management of TeamLease Skills University

The 9th Meeting of the Board of Management (BoM) of TeamLease Skills University (TLSU) was held on 18th December 2017 at 10.30 a.m.

The following members were present.

- | | |
|--|--------------------|
| (1) Mr. Manish Sabharwal, President | - Chairperson |
| (2) Mr. Vikrant Pande, Provost | - Member |
| (3) Mr. Ashok Reddy | - Member |
| (4) Mr. Ravi Vishwanath | - Member |
| (5) Dr. Anupam Mitra | - Member |
| (6) Dr. Avani Umatt | - Member |
| (7) Mr. Prashant Parmar, HOD, Mechatronics | - Member |
| (8) Mr. Ashok Kumar K, Registrar | - Member-Secretary |

Special Invitees:

- (1) Mr. Sushobhan Baral, Chief Finance and Accounts Officer

The details of the meeting deliberations are presented below:

Item	Item Description									
1	<p>Confirmation of the Minutes of the 8th Meeting of Board of Management</p> <p>The Minutes of the eighth meeting of BoM held on 29th May 2017 circulated to its members (vide Annexure-1) were presented to the members for confirmation.</p> <p>The item placed before the BoM was confirmed.</p>									
2	<p>Action Taken Report on the decisions made during the 8th Meeting of BoM</p> <p>The action taken report was noted.</p>									
3	<p>Minutes of 7th meeting of Finance Committee of TLSU</p> <p>The minutes of 7th meeting of Finance Committee of TLSU held on 17th October 2017 was noted (Annexure -II)</p>									
4	<p>Report on Appointment of Teaching and Non-teaching staff Members</p> <p>The following appointments were approved</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Name</th> <th>Designation & Department</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dr. Avani Rajesh Umatt</td> <td>Assistant Professor</td> </tr> <tr> <td>2</td> <td>Ms. Shivangi Kiranbhai Shukla</td> <td>Academic Associate</td> </tr> </tbody> </table>	Sr.No.	Name	Designation & Department	1	Dr. Avani Rajesh Umatt	Assistant Professor	2	Ms. Shivangi Kiranbhai Shukla	Academic Associate
Sr.No.	Name	Designation & Department								
1	Dr. Avani Rajesh Umatt	Assistant Professor								
2	Ms. Shivangi Kiranbhai Shukla	Academic Associate								

	3	Mr.Ruchit Patel	Senior Manger
	4	Ms.Amita Diwedi	Executive
	5	Executive	Manager – Program
The item placed before the BoM was confirmed.			
5	Students Intake for various programmes of TLSU for the Academic year 2018-19		
	Programme		Intake
	B.Com in Finance & Business Operations (FBO)		60
	Bachelor of Business Administration (BBA)		60
	B.Sc. In Hospitality & Tourism Management (HTM)		60
	B.Sc. In Hotel Management: Work based Learning		60
	B.Sc. in IT-Infrastructure Management Services (IT-IMS)		60
	Bachelor of Computer Applications (BCA)		60
	B.Sc. in Applied Science (Mechatronics)		60
The item placed before the BoM was approved.			
6	Status of the Students Passed out (July-2017)		
Result analysis for June -July 2017 examination was presented.			
The item placed before the BoM was approved.			
7	Departmental list of degree awardees		
The number of students department wise for the award of degree, diploma and Associate degree is placed for approval (Annexure- 3)			
8	Finalization of Convocation date		
The date (23 rd February 2018) was confirmed as the date for 1st Convocation. The Chief Guest Padmashri Dr M H Mehta was approved to grace the occasion as Chief guest			
The item placed before the BoM was approved.			
9	Erasmus+ Project		
The status of faculty visits between NWRC and TLSU under Erasmus+ project was presented to members.			
The item is placed before the BoM was noted.			
The meeting ended with vote of thanks to the chair			

Minutes of the 8th Meeting of the Board of Management of TeamLease Skills University

The 8th Meeting of the Board of Management (BoM) of TeamLease Skills University (TLSU) was held on 29th May 2017 at 10:30 a.m.

The following members were present.

- | | |
|--------------------------|--------------------|
| (1) Mr. Manish Sabharwal | - Chairperson |
| (2) Mr. Vikrant Pande | - Member |
| (3) Mr. Ashok Reddy | - Member |
| (4) Mr. Ravi Vishwanath | - Member |
| (5) Dr. Anupam Mitra | - Member |
| (6) Mr. Prashant Parmar | - Member |
| (7) Mr. Ashok Kumar K | - Member-Secretary |

Special Invitees:

- (1) Mr. Sushobhan Baral, Chief Finance and Accounts Officer

The details of the meeting deliberations are presented below:

Item#	Item Description
1	<p>Confirmation of the Minutes of the 7th Meeting of Board of Management</p> <p>The Minutes of the 7th meeting of BoM circulated to members vide Annexure-1 were presented to members for confirmation.</p> <p>The item placed before the BoM were confirmed.</p>
2	<p>Action Taken Report on the decisions made during the 7th Meeting of BoM</p> <p>There were no action items.</p> <p>The item placed before the BoM was noted.</p>
3	<p>Draft Proposed Budget for Financial Year 2017.</p> <p>Draft financial budget prepared for the year 2017-18 for TLSU enclosed as Annexure-2 presented to members for approval.</p> <p>The item placed before the BoM was Approved.</p>

4	<p>Minutes of the Meeting of the 4th Academic Council of TLSU</p> <p>The 4th meeting of the Academic Council of TLSU was held on 4th May 2017 to review the recommendations of Board of Studies of Departments of (i) Information Technology (ii) Mechatronics (iii) Life Skills, (iv) Hospitality and Tourism, (v) Health & Life Sciences Department and (vi) Center of Industry and Knowledge Partnership. A copy of the Minutes of the meeting of 4th Academic Council is enclosed as Annexure-3.</p> <p>The item placed before BoM was Approved.</p>																		
5	<p>Establishment of Department of Health, Life and Applied Sciences (HLS)</p> <p>The establishment of the department of Health, Life and Applied Sciences (HLS) along with its objectives was presented to members for ratification.</p> <p>The item placed before the BoM was ratified.</p>																		
6	<p>Establishment of Centre for Industry and Knowledge Partnerships (CIKP)</p> <p>The establishment of Centre for Industry and Knowledge Partnerships, its objectives and Roles & Responsibilities was presented to members for ratification.</p> <p>The item placed before the BoM was ratified.</p>																		
7	<p>Student Intake for Various Programmes of TLSU for the 2017-18 Session</p> <p>The proposed intake for various programmes for the 2017-18 Session is given below:</p> <table border="1" data-bbox="352 1272 1394 1711"> <thead> <tr> <th>Program Title</th> <th>Intake capacity</th> </tr> </thead> <tbody> <tr> <td>B.Com in Finance & Business Operations (FBO)</td> <td>60</td> </tr> <tr> <td>Bachelor of Business Administration (BBA)</td> <td>60</td> </tr> <tr> <td>B.Sc. In Hospitality & Tourism Management (HTM)</td> <td>60</td> </tr> <tr> <td>B.Sc. in IT-Infrastructure Management Services (IT-IMS)</td> <td>60</td> </tr> <tr> <td>Bachelor of Computer Applications (BCA)</td> <td>60</td> </tr> <tr> <td>B.Sc. in Applied Science (Mechatronics)</td> <td>60</td> </tr> <tr> <td>B.Sc. in Hotel Management (work based learning)</td> <td>60</td> </tr> <tr> <td>TOTAL</td> <td>420</td> </tr> </tbody> </table> <p>The item placed before the BoM was approved.</p>	Program Title	Intake capacity	B.Com in Finance & Business Operations (FBO)	60	Bachelor of Business Administration (BBA)	60	B.Sc. In Hospitality & Tourism Management (HTM)	60	B.Sc. in IT-Infrastructure Management Services (IT-IMS)	60	Bachelor of Computer Applications (BCA)	60	B.Sc. in Applied Science (Mechatronics)	60	B.Sc. in Hotel Management (work based learning)	60	TOTAL	420
Program Title	Intake capacity																		
B.Com in Finance & Business Operations (FBO)	60																		
Bachelor of Business Administration (BBA)	60																		
B.Sc. In Hospitality & Tourism Management (HTM)	60																		
B.Sc. in IT-Infrastructure Management Services (IT-IMS)	60																		
Bachelor of Computer Applications (BCA)	60																		
B.Sc. in Applied Science (Mechatronics)	60																		
B.Sc. in Hotel Management (work based learning)	60																		
TOTAL	420																		
8	<p>Recommendations of the on Fee Structure for 2017-18 Session</p> <p>Ad-hoc Fee Structure proposed for 2017-18 Session based on the experience from previous sessions and also, the feedback received from Business Development team was presented to members for approval.</p>																		

Program Title	Semester Fee (Rs.)
B.Com in Finance & Business Operations (FBO)	10,000
Bachelor of Business Administration (BBA)	25,000
B.Sc. in Hospitality & Tourism Management (HTM)	25,000
B.Sc. in IT-Infrastructure Management Services (IT-IMS)	25,000
Bachelor of Computer Applications (BCA)	25,000
B.Sc. in Applied Science (Mechatronics)	25,000
B.Sc. in Hotel Management (work based learning)	20,000

Plus one time refundable caution deposit of Rs.5,000/- to be paid at the time of admission.

The item placed before the BoM was approved.

9 Scholarship Scheme for TLSU Admissions 2017-18 Session

The proposed TLSU Scholarship Scheme to attract students to various programmes during Admission Session 2017-18 was presented to members for approval.

Table1: Slab-wise Scholarship Percentages and Concession in Fee.

Score Slab (%)	Scholarship (%)					
	BSc. MS	BSc. IT-IMS	BCA	BSc. HTM	B.Com	BBA
≥80	100%	100%	100%	100%	100%	100%
≥70 & <80	80%	80%	80%	80%	80%	80%
≥60 & <70	60%	60%	60%	60%	60%	60%
≥50 & <60	20%	20%	20%	20%	20%	20%

Table 2: Number of Seats permitted for both categories of Students

Score Slab (%)	Number of Seats						Total Seats
	BSc. MS	BSc. IT-IMS	BCA	BSc. HTM	B.Com	BBA	
≥80	6	6	6	6	6	6	36
≥70 & <80	10	10	10	10	10	10	60
≥60 & <70	10	10	10	10	10	10	60
≥50 & <60	10	10	10	10	10	10	60
Total Seats	36	36	36	36	36	36	216

Note: 36 seats out of 60 seats per programme is allocated for scholarship

The item placed before the BoM was approved.

10	<p>TLSU Online Campus – 3 year BBO Bachelor Programme</p> <p>The objectives of the proposed TLSU Online Campus to offer online education to create a career progression to the working professionals based on industry feedback was presented to members.</p> <p>Further, the status of approvals of BOS and Academic Council for introduction of 3 year graduation programme in Bachelor of Business Operations (BBO) with specializations in Retail, Logistics, Banking and Manufacturing Services from 2nd year onwards also presented to members for approval.</p> <p>The item placed before the BoM was approved.</p>																												
11	<p>Opening escrow account with HDFC Bank for operating TLSU Online Campus at TeamLease Skills University (TLSU) – through circulation</p> <p>The item approved by the members through circulation for opening an escrow current account for operating TLSU Online Campus fee receipts and expenses along with the resolution to be submitted to bank was presented to members for ratification of the decision taken.</p> <p>The item placed before BoM was ratified.</p>																												
12	<p>Erasmus+ Project</p> <p>The status of faculty visits between NWRC and TLSU under Erasmus+ project was presented to members. The proposal submitted along with NWRC to European Commission under Erasmus+ for faculty exchange was approved by European Commission with funding of €162036.</p> <p>The item placed before the BoM was noted.</p>																												
13	<p>TLSU Admission 2017 Status</p> <p>The admission status as on 29th May 2017 to various programmes as given below presented to members for information.</p> <table border="1" data-bbox="359 1668 1388 1982"> <thead> <tr> <th colspan="4">Admissions Status as on 29th May 2017</th> </tr> <tr> <th>Programme</th> <th>Intake</th> <th>Provisional</th> <th>Admissions Confirmed</th> </tr> </thead> <tbody> <tr> <td>B.Com</td> <td>60</td> <td>2</td> <td>-</td> </tr> <tr> <td>BBA</td> <td>60</td> <td>4</td> <td>-</td> </tr> <tr> <td>IT-IMS</td> <td>60</td> <td>5</td> <td>2</td> </tr> <tr> <td>Mechatronics</td> <td>60</td> <td>4</td> <td>-</td> </tr> <tr> <td>Hospitality</td> <td>60</td> <td>2</td> <td>-</td> </tr> </tbody> </table>	Admissions Status as on 29 th May 2017				Programme	Intake	Provisional	Admissions Confirmed	B.Com	60	2	-	BBA	60	4	-	IT-IMS	60	5	2	Mechatronics	60	4	-	Hospitality	60	2	-
Admissions Status as on 29 th May 2017																													
Programme	Intake	Provisional	Admissions Confirmed																										
B.Com	60	2	-																										
BBA	60	4	-																										
IT-IMS	60	5	2																										
Mechatronics	60	4	-																										
Hospitality	60	2	-																										

BCA	60	2	-
BSc HM	30	0	-
PGDCR	10	0	-
PGDRT	5	0	-
Bachelor of Journalism (BJ)	40	0	-
DMLT*	150	0	-
Total	595	19	2

* Student mobilisation will be done by the partner

PGDCR, PGDRT, BJ, DMLT are offered in collaboration with Industry and Knowledge partners

The item is placed before the BoM was noted.

14 Manpower Requirement

Since, the faculty is going to operate three batches simultaneously there is a need for one additional requirement of faculty member in each department, the details of requirement is given below:

S#	Department	Designation	Positions
1.	Commerce & Management	Asst. Professor or Academic Associate	2 (replacement)
2.	Information Technology	Asst. Professor or Academic Associate or Program Manager/Executive	1 (replacement)
3.	Mechatronics	Asst. Professor or Academic Associate	1 (replacement)
4.	Life Skills	Asst. Professor or Academic Associate	2 (replacement)
5.	Administration	Asst. Registrar	1 (replacement)
6.	Business Development	BD Executive	2 (replacement)

The item placed before the BoM was Approved.

15 Vacation Period at TLSU

The revised TLSU leave policy prepared in line with UGC regulations and other universities functioning in Gujarat was presented to the members.

	<p>(1) TLSU will follow 30 days' vacation (4 weeks duration) being a self-supporting institution.</p> <p>(2) To compensate 30 days' vacation, the following scheme is worked out –</p> <ol style="list-style-type: none">will continue with 15 days PL in existence for TLSU staff8 days' vacation will be extended to all staff at campus during Diwali where the work comes to a standstill in Gujarat7 days' mandatory vacation will be granted in May (summer vacation) for Academic Staff.Non-teaching staff (Admin & BD team) presence would be required in campus in view of Fresh Admissions. So, these two teams will remain present in campus during the period and 7 days' vacation period would be added to their PL towards compensation. This is in line with UGC Regulations. <p>Necessary modification in HRIS for TLSU, Vadodara would be taken up, accordingly.</p> <p>The item placed before BoM was Approved.</p>
	<p>The meeting ended with vote of thanks to the Chair.</p>

(Chairperson)



**Minutes of the 7th Meeting of the
Finance Committee of
TeamLease Skills University**

The 7th Meeting of the Finance Committee (FC) of TeamLease Skills University (TLSU) was held on 17th October 2017 at 3:00 p.m.

The following members were present.

- | | |
|--------------------------|--------------------|
| (1) Mr. Manish Sabharwal | - Chairperson |
| (2) Mr. Vikrant Pande | - Member |
| (3) Mr. Ravi Vishwanath | - Member |
| (4) Mr. Ashok Kumar K | - Member |
| (5) Mr. Sushobhan Baral | - Member-Secretary |

Special Invitees:

- (1) Mr. Vikram Peter
- (2) Mr. Ravindranath Pai

The details of the meeting deliberations are presented below:

Item No. 1 Loan from TeamLease Education Foundation

The resolutions of TLEF indicating that the funds granted to TeamLease Skills University have to be repaid with an interest of 9% per annum.

Finance Committee approved the item and recommended for placement of item before GB for its approval.

Item No. 2 Financials for the year ending March 2017

Draft copy of the financials for the financial year 2016-17 enclosed as **Annexure-1** was presented to members. The same will be signed by TLSU officials and submit to External Auditor for signature and further submission of IT returns.

The item is placed before the FC was approved.

- 2.1) **Provision for Doubtful Debts:** Additional provision for doubtful debts of Rs.5,61,006/-, which are more than 180 days, towards NETAP & ELS Business for the Financial year 2016-17 TLSU was presented to member for approval.
- 2.2) During the Financial year 2016-17 TLSU has been written off Rs. 192,927/- worth bad debts for ELS division,

The items placed before the Finance Committee were approved.

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2017

		(Amount in Rs.)	
Particulars	Notes	As at March 31, 2017	As at March 31, 2016
I. SOURCES OF FUNDS			
A	Endowment Fund (Corpus)	2	30,000,000
B	General Fund	3	(197,021,150)
C	Unsecured Loan	4	307,549,882
D	Current Liabilities & Provisions	5	315,534,517
	Total	456,063,249	219,049,158
II. APPLICATION OF FUNDS			
A	Fixed Assets	6	
	Tangible Assets		35,755,308
	Intangible Assets		24,176,805
	Assets under Work in Progress / Development		147,474
			2,045,235
B	Investments from Endowment Funds	7	30,000,000
C	Current Assets	8	214,390,848
D	Loans, Advances & Deposits	9	173,724,384
	Total	456,063,249	219,049,158

TEAMLEASE SKILLS UNIVERSITY
Income and Expenditure Account for the year ended March 31, 2017

Particulars	Notes	Amount in Rs.	
		For the year ended on March 31, 2017	For the year ended on March 31, 2016
A INCOME			
Academic Receipts	10	8,340,394	1,805,345
Training Receipts (NETAP)		2,040,157,026	847,305,822
Corporate Training Receipts (ELS Business)		60,001,173	48,481,110
Income from Investments	11	2,407,167	-
Interest Earned	12	570,941	713,707
Other Income		-	413,589
Total (A)		2,111,476,701	898,719,573
B EXPENDITURE			
Staff Payments & Benefits (Establishment Expenses)	13	65,494,296	54,741,671
Training Expenses	14	1,956,549,661	825,264,845
Administrative and General Expenses	15	125,276,556	68,677,030
Repairs & Maintenance	16	1,005,569	1,570,444
Finance Cost	17	18,606,249	10,218,688
Depreciation & Amortisation	6	8,465,832	6,756,997
Other Expenses	18	753,933	1,758,928
Total (B)		2,176,152,096	968,988,603
C Deficit for the Year (A - B)		(64,675,395)	(70,269,030)
D Balance of Deficit carried to General Fund		(64,675,395)	(70,269,030)

Annexure - III**Departmental list of degree awardees****1st Convocation 2018**

Department	Programme Name	No.of Students
Commerce and Management	Bachelor of Commerce (Finance and Business Operations)	1
Commerce and Management	Bachelor of Business Administration	15
Health, Life and Applied Sciences	Diploma in Medical Laboratory Technology	66
Department of Information Technology	Bachelor of Science (IT-Infrastructure Management Services)	4
Department of Information Technology	Diploma in IT - Infrastructure Management Services	4
Department of Mechatronics	Bachelor of Science in Applied Science (Mechatronics)	4
Department of Mechatronics	Associate Degree in Applied Science (Mechatronics)	1
		95