Minutes of the 4th Meeting of the Board of Management of TeamLease Skills University

The Fourth Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 23rd May 2014 at 10 a.m. at Baroda through conference call.

The following members were present.

(1) Mr. Paresh Vora, President, TLSU	- Chairperson
(2) Prof. S. Kannan, Provost, TLSU	- Member
(3) Mr. Manish Sabharwal	- Member
(4) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd	- Member
(5) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd	- Member
(6) Mr. Ashok Kumar, Registrar, TLSU	- Member-Secretary

Special Invitees:

(1) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
(2) Mr. Harikrishna, TeamLease Services Pvt. Ltd., Bangalore

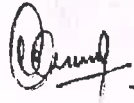Mr. Ashok Reddy could not attend the meeting due to his prior commitments.

The details of the meeting deliberations are presented below:

Item #	Item Description
1	**Confirmation of the Minutes of the 3rd Meeting of Board of Management** The Minutes of the third meeting of Board of Management held on 26th April, 2014 were presented for confirmation. **The item placed before the BoM was confirmed.** The confirmed minutes are enclosed as **Appendix-I.**
2	**Action Taken Report on the decisions made during the 3rd Meeting of BoM** The Board was informed that the offer letters were issued to Prof. P I Desai and Mr. Akash Pandey to act as Academic Consultants in the establishment of TLSU School of Mechatronics. **The item is placed before the BoM for information was noted.**
3	**Status on Recruitment of Academic and Administrative Positions** The status on face-to-face interviews conducted for Mechatronics Faculty, Mechatronics Lab Technician/Assistant, IT-IMS Faculty, IT-Lab Assistant, English Faculty, Assistant Librarian and Assistant Registrar were presented to the Board. In addition, the board was requested for permission for the appointment the academic associates from empanelled selection list, as against the visiting faculty. It was informed that these are fresher's who just completing their UG or PG and

having preferences to pursue their career in academics. It was highlighted that having them on board is advantages to the department as they will be available full-time as against visiting faculty. Further, they can be groomed to move up in the order to reach regular faculty positions.

The approved list of candidates for various positions and the Scheme for the Appointment of Academic Associates is provided at **Appendix-II**. In addition, the board agreed to the request for consideration of the Academic Associates as against the Visiting Faculty as additional academic support based on the requirement.

4	**Student Intake for Various Programs of TLSU for the 2014-15 Session**

The proposed intake recommended for various programs as given below was presented to the board for its approval.

Program Title	Intake capacity
B.Com in Finance & Business Operations	600 (@ 60 per batch)
B.Sc. in IT-Infrastructure Management Services (IT-IMS)	120 (@ 60 per batch)
B.Sc. in Applied Science (Mechatronics)	120 (@ 60 per batch)

The above item placed before the BoM was approved.

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.

6	**UKIERI Project – Revised Award Amount**

The item placed before the BoM for information was noted.

7	**Publication of TLSU name on UGC website**

The Board was informed about the publication of 'TeamLease Skills University'

	name on UGC website under Private Universities list in Gujarat.	
	The item placed before the BoM for information was noted.	
8	**Any other items with the permission of the Chairperson**	
	(1) Designation of Mr. Jignesh Thakkar, Project Manager	
	The proposal for change of designation of Mr. Jignesh Thakkar from Project Manager to Assistant Registrar was approved by the Board.	
	The meeting ended with vote of thanks to the chair.	

Minutes of the Third Meeting of Board of Management, TeamLease Skills University

The Third Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 26th April 2014 at 10 a.m. at TeamLease Services, 6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore, 560095.

The following members were present.

(7) Mr. Paresh Vora, President, TLSU	-	Chairperson
(8) Prof. S. Kannan, Provost, TLSU	-	Member
(9) Mr. Manish Sabharwal	-	Member
(10)Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd	-	Member
(11)Mr. Ashok Kumar, Registrar, TLSU	-	Member-Secretary
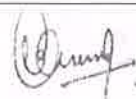
Special Invitees:
  (3) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
  (4) Mr. Harikrishna, TeamLease Services Pvt. Ltd., Bangalore

Mr. Ashok Reddy and Mr. Zarir Batliwala could not attend the meeting due to their prior commitments.

Mr. Paresh Vora chaired the meeting through Video Conference from Ahmedabad Office. The details of the meeting deliberations are presented below:

Item #	Item Description
1	**Confirmation of the Minutes of the 2nd Meeting of BoM** The Minutes of the second meeting of BoM held on 16th January, 2014 were presented for confirmation. **The item placed before the BoM was confirmed.** The confirmed minutes are enclosed as **Appendix-I.**
2	**Status on Recruitment of Academic and Administrative Positions** The candidates recommended for panel by the Selection Committee for Commerce & Management Dept., and Administrative Staff positions were presented. The list of candidates short-listed has been provided as Annexure. The BoM approved the request of appointing two Assistant Professors, two Academic Associates and two Academic Executive positions in the order as presented in the **Appendix-II.**

3	**Approval for Conduct of TLSU Admissions in 2 phases.** The proposal to have admission in two phases considering the gap between the dates of examination and result declaration of Higher Secondary Students and ITI Students had been presented for consideration. **The item is placed before the BoM for Approved.**
4	**Status on TLSU Campus Infra Development** The progress on TLSU campus development to accommodate nearly 800+ students has presented. The schedule for the empanelment of other vendors and getting the floors ready for launch in July 2014 was also presented. **The item is placed before the BoM for information was noted.**
5	**Appointment of Academic Consultants for the establishment of TLSU School of Mechatronics** The proposal for the appointment of Mr. P I Desai, Associate Professor and Mr. Akash Pandey, Assistant Professor of Department of Mechanical Engineering of MS University, Baroda who agreed to act as Academic Consultants in establishing TLSU School of Mechatronics was presented for approval. **The item is placed before the BoM was approved.**
6	**Draft TLSU Prospectus & Application Form for 2014-15 Session** Draft TLSU Prospectus and Application form for 2014-15 Session prepared was presented. **The item is placed before the BoM was Approved.**

7	**Finalisation of Search Committee Members (for suggesting list of suitable names)**
	
	The board members after due deliberation recommended the following two names to the Search Committee panel for the recommendation of three suitable names for the appointment of Provost.
	  1. Mr Soumitra Das - Owner and Principal Consultant, People Performance Practitioners.
	  2. Dr M R Shollapur, Director, Post Graduate Department of Management Studies & Research Centre, Siddaganga Institute of Technology, B H Road, Tumkur
	
	The item placed before the BoM for nomination was approved. The profiles of the two members recommended to the search committee are enclosed as **Appendix-III**.

	The meeting ended with vote of thanks to the chair.

(Chairperson)

Recruitment of Academic, Administrative and Technical Positions

(A) **For Academics Staff in Mechatronics/Electronics/Electrical:**

Mechatronics:

Assistant Professor	Academic Associates (L1)
Mr. Paramar Prasanth Deshabhai	Mr. Monty Jagadishbhai Patel
Mr. Priyam Parikh Anil Kumar$	Mr. Dishank S Upadhyay
Mr. Keyur Dineshchandra Joshi$	Mr. Maulik S Vaghasiya
Ms. Bhoomi Patel P$	Mr. Sunasara Mudasir Rizwanali

$ These are final semester PG degree students and do not have a teaching experience. Hence, it is recommended to offer Academic Associate (L2) Position for the 1st year. After the completion of one year their performance may be reviewed and promoted to Assistant Professor Position, accordingly.

Approval is sought for 1 Assistant Professor and 2 Academic Associates (L2) in the order. If Academic associates (L2) decline the offer chance will be given to Academic Associates (L1).

Electronics:

Assistant Professor	Academic Associates(L2)
Ms. Sandhya Sharma	Mr. Udayan Trivedi
	Ms. Ami B Shah

Approval is sought for the appointment of Assistant Professor. If the offer is declined, chance will be given to 2 Academic Associates (L2),

Electrical:

Academic Associates (L1)
Mr. Virang Rameshkumar Shah
Mr. Dharmendra Chhaiya
Mr. Divyang Jadeja

Approval is sought for the appointment of 2 Academic Associates(L1) in the order.

Lab Assistant:

Candidate Name	Remarks
Mr. Parmar Dineshbhai	Lab Assistant
Mr. Dinesh Chandra Sharma	Could be offered the position of Laboratory Technical Officer subject to the consent from Mr. Akash Pandey; otherwise, he could be offered the position of Administrative Officer.

Sought approval for the appointment of Mr. Parmar Dineshbhai as Lab Assistant.

(B) **For Academics Staff in IT-IMS:**

Candidate Name	Remarks
Mr. Navin K Pal	Could be offered Academic Associate designation on Asst. Professor scale of pay and offered Asst. Professor designation on completing NET/Ph.D.
Mr. Amit Navneet Bhai Patel	Could be offered Academic Associate designation on Asst. Professor scale of pay and offered Asst. Professor designation on completing NET/Ph.D.
Mr. Ketul S Panjal	Could be offered Academic Associate position temporarily for a year; if service output is satisfactory, he could be confirmed on the same post. Otherwise, he could be made Lab Assistant in suitable scale.

Sought approval for the appointment of the above 3 candidates.

(C) **For Academics Staff in English:**

Candidate Name	Remarks
Ms. Macwan Hiral Joseph	Could be offered the post of Academic Associate and could be promoted as Asst. Professor on meeting UGC eligibility Criteria
Ms. Sheetal Mishra	Could be offered the post of Academic Associate and could be promoted as Asst. Professor on meeting UGC eligibility Criteria

Sought for approval of the above 2 candidates.

(D)   For Assistant Librarian/Library Assistant

Candidate Name	Remarks
Bhaumikkumar B Solanki	Could be offered the post of Library Assistant for one year; subsequently, could be offered the Assistant Librarian post subject to satisfactory performance.
Jaydeep D. Mehta	Could be selected as Library Assistant; Could be considered for promotion to Assistant Librarian post on completion of NET/PhD.
Jitesh Jain	If the above do not join, offer be made for the post of Asst. Librarian

Sought approval of one candidate from the list in the order

(E)   For Administrative Staff:

Candidate Name	Remarks
Mr. Riyaz Malbari	Asst. Registrar
Mr. Rushabhkumar Pandya	Administrative Officer (could be promoted as Senior Administrative Officer after 3 years completion subject to performance)
Mr. Deepesh Mathur	Sr. Executive (Admin) - Wait List
Mr. Anil Gidwani	Sr. Executive (Admin) - Wait List
Mr. Soham Trivedi	Sr. Executive (Admin) - Wait List

Sought approval for the appointment of Mr. Riyaz Malbari as Assistant Registrar, if the offer is declined by him Mr. Rushabhkumar Pandya may be appointed with designation as Administrative Officer.

Scheme for the Appointment of Academic Associates

Academic Associate Positions have been categorized into two groups i.e., Level-1 (L1) and Level-2 (L2).

(i)   Those who have completed Undergraduate Professional Qualification or PG qualification from Arts/Science/ Humanities come under Level-1 i.e., Academic Associate (L1). For Compensation package refer to **Table-1**. After 3 years of service, could be promoted to Academic Associate Level (L2) even without additional qualification but with satisfactory service. Further promotion will depend on acquiring qualification stipulated by the regulatory body for the discipline.

(ii) Those who have completed Postgraduate Professional qualification but not fulfilling the UGC/AICTE eligibility criteria of UGC-NET/SLET/SET are brought under Level-2 i.e., Academic Associate (L2). For Compensation package refer to **Table-2**. Once these candidates complete UGC/AICTE eligibility criteria, they can be promoted as Assistant Professor.

(iii) Those who have completed Postgraduate qualification in Professional or other domains and satisfy the UGC/AICTE eligibility criteria of UGC-NET/SLET/SET are brought under Level-2 i.e., Academic Associate (L2). For Compensation package refer to **Table-2**. But, after one year of satisfactory service, could be designated as Assistant Professor.

(iv) Any candidate from the above categories, once completes Ph.D., needs to be designated as Assistant Professor from the date of award of Ph. D. Degree subject to fulfilling regulatory criteria.

All these categories need to be granted annual increments in line with general spirit of UGC policy and satisfactory performance.

TABLE-1: Academic Associate (L1)

	Monthly	Annually
Basic	8334	100008
Academic Grade Pay (Fixed as per Level)	2000	24000
Special Allowance / DA (40% of AGP+Basic)	4134	49608
HRA	3334	40008
Transport Allowance (3% of Basic+AGP+SA/DA)	435	5220
Flexi Allowance (Balancing)	857	10284
Performance Based Variable Pay (Fixed as per Level)	500	6000
Employer PF (12% of Basic+AGP)	1241	14892
Gross Salary	**19594**	**235128**
CTC	**20835**	**250020**
Employee PF (12% of Basic+AGP)	1241	14892
Professional Tax	200	2400
Net Take Home	**18153**	**217836**

TABLE-2: Academic Associate (L2)

	Monthly	Annually
Basic	12000	144000
Academic Grade Pay (Fixed as per Level)	2000	24000
Special Allowance / DA (40% of AGP+Basic)	5600	67200
HRA	4800	57600
Transport Allowance (3% of Basic+AGP+SA/DA)	588	7056
Flexi Allowance (Balancing)	2832	33984
Performance Based Variable Pay (Fixed as per Level)	500	6000
Employer PF (12% of Basic+AGP)	1680	20160
Gross Salary	**28320**	**339840**
CTC	**30000**	**360000**
Employee PF (12% of Basic+AGP)	1680	20160
Professional Tax	200	2400
Net Take Home	**26440**	**317280**

Types of Fee Structure

Type 1: on average cost per student basis fee	Type 2: Program-wise basis fee
(1) Rs.71,264/- per program	(1) Rs.64,262/- for Commerce program
	(2) Rs.75,302/- for IT-IMS program
	(3) Rs.81,302/- for Mechatronics program

The documents on Cost Statement, Fixed Assets and Depreciation Statement and Income Statement used for calculating the above fee structure is –

Cost Statement prepared as per the Guiding Principles prescribed for determination of cost & fee structure of SFIs in Gujarat

S#	Expenses	For the year ended 31st March (Rs. In lac)		Discipline-wise cost working				
		2012-13	2014-15	2014-15				
		Audited	Projected	600	120	0	120	
				Commerce	IT	Hospitality	Mechatronics	Common
1	Salary including retiral benefits							
	Teaching Staff		17,748,000	5,256,000	2,376,000	1,056,000	3,096,000	5,964,000
	Teaching Staff Common			4,260,000	852,000	-	852,000	(5,964,000)
	Non-teaching Staff		15,059,208	-	-	-	-	15,059,208
	Non-teaching Staff Common			10,756,577	2,151,315	-	2,151,315	(15,059,208)
1A	Sub Total	0.00	32,807,208	20,272,577	5,379,315	1,056,000	6,099,315	-
2	Power & Electricity		3,600,000					3,600,000
3	Post, Telephones, faxes, Communication		600,000					600,000
4	Repairs & Maintenance							
	Building Repairs		900,000					900,000
	Equipment/Furniture Repairs							

Cost Statement prepared as per the Guiding Principles prescribed for determination of cost & fee structure of SFIs in Gujarat

S#	Expenses	For the year ended 31st March (Rs. In lac)		Discipline-wise cost working 2014-15				
		2012-13 Audited	2014-15 Projected	Commerce 600	IT 120	Hospitality 0	Mechatronics 120	Common
	Others Repairs							
	Total Repairs & Maintenance – allocated			3,642,857	728,571	-	728,571	(5,100,000)
4A	Sub Total	0.00	900,000	3,642,857	728,571	-	728,571	-
5	Administrative Expenses(Attach separate sheet for year wise break up)		9,275,744					7,819,600
6	Rent and Taxes to outsider		9,843,480					9,843,480
7	Depreciation on SLM basis (as per attached sheet)							
	Building @ 5%							
	Furniture & Equipment @ 15%		917,048					917,048
	Computers @ 33%		973,500					973,500
	Books @ 33%		495,000					495,000
	Lab Equipment		450,000					450,000
	Allocated			14,641,877	2,928,375	-	2,928,375	(20,498,628)
7A	Sub Total	0.00	2,835,548	14,641,877	2,928,375	-	2,928,375	-
8	Grand Total	0.00	59,861,980	38,557,311	9,036,262	1,056,000	9,756,262	-
A	Number of students on roll on date on normative basis		840	600	120	-	120	-
B	Salary cost per student p.a (1A/A)	-	39,056	33,788	44,828	-	50,828	-
C	Total Cost per student p.a. (8/A)	-	71,264	64,262	75,302	-	81,302	-

FIXED ASSETS AND DEPRECIATION (STRAIGHT LINE METHOD) — 2012-13

S#	Name of the asset	% of depreciation	Gross Block				Depreciation				Net Block	
			As on 01/04/2012	Addition	Deduction	As on 31/03/2013	As on 01/04/2012	Depreciation for the year	Deduction	As on 31/03/2013	As on 31/03/2013	As on 31/03/2012
	Total											

FIXED ASSETS AND DEPRECIATION (STRAIGHT LINE METHOD) — 2013-14

S#	Name of the asset	% of depreciation	Gross Block				Depreciation				Net Block	
			As on 01/04/2014	Addition	Deduction	As on 31/03/2015	As on 01/04/2014	Depreciation for the year	Deduction	As on 31/03/2015	As on 31/03/2015	As on 31/03/2014
	Furniture & Fixtures/Office Equipment	6%		14,960,000		14,960,000		917,048		917,048	917,048	
	Building											
	Books	33%		1,500,000		1,500,000		495,000		495,000	495,000	
	IT Equipment	33%		2,950,000		2,950,000		973,500		973,500	973,500	
	Lab Equipment	15%		3,000,000		3,000,000		450,000		450,000	450,000	
	Vehicles											
	Total			22,410,000	-	22,410,000	-	2,835,548	-	2,835,548	2,835,548	

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Income statement :

Income	For the year ended 31st March (Rs. In lac) 2014-15			Commerce 2014-15			IT 2014-15			Mechatronics 2014-15		
	No. of students	Fee per student	Total Fee Rs.	No. of students	Fee per student	Total Fee Rs.	No. of students	Fee per student	Total Fee Rs.	No. of students	Fee per student	Total Fee Rs.
1 Fee												
Students admitted on govt seats												
Students admitted on management seats	840	51500	1466143750	600	36500	21900000	120	56500	6780000	120	56500	6780000
Students admitted on NRI seats												
Students admitted on TFW seats												
Others												
Sub Total	840.00		1466143750	600.00		21900000	120.00		6780000	120.00		6780000
			Amount Rs.			Amount Rs.			Amount Rs.			Amount Rs.
2 Other Income:												
Donations												
Grant/Aid recd from Govt or other organization												
Endowment												
Sale/rent from immoveable property/vehicle												
Other fees received from students(give details)												
From other sources												
Sub Total			0.00			0.00			0.00			0.00
Grand Total(1+2)			1466143750			21900000			6780000			6780000

Note: Grant total should match with total of income side of audited Income & Expenditure Account of 2012-13

Ad-hoc Fee Structure for the first year along with the scholarship scheme –

	Fees	Merit based Scholarship		
		30%	20%	10%
Mechatronics (120 intake)	55,000.00	16,500	11,000	5,500
	Yearly Fees post Scholarship	38,500	44,000	49,500
	No. of Students (%- 30/40/30)	36	48	36
	Collection	1,386,000	2,112,000	1,782,000

	Fees	Merit based Scholarship		
		30%	20%	10%
Finance & Business Operations (600 intake)	45,000.00	13,500	9,000	4,500
	Yearly Fees post Scholarship	31,500	36,000	40,500
	No. of Students (%- 30/40/30)	180	240	180
	Collection	5,670,000	8,640,000	7,290,000

	Fees	Merit based Scholarship		
		30%	20%	10%
IT IMS (120 intake)	55,000.00	16,500	11,000	5,500
	Yearly Fees post Scholarship	38,500	44,000	49,500
	No. of Students (%- 30/40/30)	36	48	36
	Collection	1,386,000	2,112,000	1,782,000

Scholarship scheme is divided into 3 slabs where top slab comprises 30%; middle slab comprises 40% and the bottom slab 30%. These three slabs can be drawn from the merit list prepared program-wise from the applications received at the time of admission. Students of top slab are offered 30% concession in fee, Students of the middle slab are offered 20% and Students at the bottom slab are offered 10%. In addition, the students are required to pay at the time of admission one time refundable caution deposit of Library and Laboratory of Rs.5,000/- each, which will be returned to the students after the program completion.