

## Minutes of the 5<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University

The 5<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University was held on 6<sup>th</sup> January 2015, 2:00 p.m.

The following members were present.

- |   |                    |
|---|--------------------|
| (1) Mr. Paresh Vora, President, TLSU                                    | - Chairperson      |
| (2) Mr. Vikrant Pande, Provost, TLSU                                    | - Member           |
| (3) Mr. Manish Sabharwal,<br>Chairman, TeamLease Services Pvt. Ltd.     | - Member           |
| (4) Mr. Ashok Reddy,<br>Managing Director, TeamLease Services Pvt. Ltd. | - Member           |
| (5) Mr. Ashok Kumar, Registrar, TLSU                                    | - Member-Secretary |

### Special Invitees:

- (1) Mr. Zarir Batliwala, TeamLease Services, Bangalore
- (2) Mr. Ravi Vishwanath, TeamLease Services, Bangalore
- (3) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (4) Mr. Harikrishna, TeamLease Services, Bangalore

The following members could not attend the meeting -

- The Joint Secretary/Dy. Secretary, Higher Education, Government of Gujarat and
- The Additional Chief Secretary, Labour & Employment Dept., Government of Gujarat

The proceedings of the meeting have been presented below.

Item No.	Item Description
1	<p><b>Confirmation of the Minutes of the 4<sup>th</sup> Meeting of Governing Body</b></p> <p>The Minutes of the 4<sup>th</sup> meeting of Governing Body held on 23<sup>rd</sup> May, 2014 were presented to the members.</p> <p><b>The item placed before the GB was confirmed.</b> The approved version of the Minutes of 4<sup>th</sup> Meeting of Governing Body is enclosed as <b>Appendix-I.</b></p>

Item No.	Item Description
2	<p><b>Action Taken Report</b></p> <p><b>(i) Search Committee Recommendation of Names for Provost Appointment</b></p> <p>The members were informed that Mr. Vikrant Pande has been appointed as Provost as recommended by the Government Body.</p> <p><b>The item placed before the GB for information was noted.</b></p>
3	<p><b>Establishment of Executive Learning Services (ELS) at TLSU</b></p> <p>The decision of the Provost for the Establishment of Executive Learning Services (ELS) by taking over the Enterprise Learning Services (vide <b>Appendix II</b>) - a corporate training wing - from TeamLease Services under the provisions of GPU Act, to initiate quality training and continuing education to working professionals was presented to the members for ratification.</p> <p><b>The decision of the provost placed before the GB was ratified.</b></p>
4	<p><b>Appointment of Statutory Auditor for TLSU as per the provisions of GPU Act.</b></p> <p>The item approved through circulation by the members to appoint of M/s. Manubhai &amp; Shah – Chartered Accounts based out of Ahmedabad as external auditors of TLSU as per provisions under Section 40 (1) of the GPU Act 2009, was presented to the board for ratification.</p> <p><b>The above action item placed before the GB was ratified.</b></p>
5	<p><b>Approval of the Draft Financials for the year ending March 2014, prepared by an Auditor appointed by TLSU for this purpose.</b></p> <p>The item approved through circulation by the members to approve the draft financials to be adopted by the University prepared by the external auditor M/s. Manubhai &amp; Shah, was presented to the board for ratification.</p> <p><b>The above action item placed before the GB was ratified. The approved financials to be adopted by the University is enclosed as Appendix-III.</b></p>
6	<p><b>Minutes of the 4<sup>th</sup> Board of Management for Information</b></p> <p>The minutes of the 4<sup>th</sup> Meeting of the Board of Management held on 23<sup>rd</sup> May 2014 was</p>

Item No.	Item Description
	<p>presented to the members for information.</p> <p><b>The item placed before the GB for Information was noted.</b></p>
7	<p><b>Minutes of the Meeting of the 1<sup>st</sup> Academic Council of TLSU for Information</b></p> <p>The minutes of the first meeting of the Academic Council of TLSU held on 18<sup>th</sup> October 2014 for discussion on (i) the Structure of the Academic Bodies of TLSU like AC, BOS of various departments, (ii) Composition and Roles of Boards of Studies (iii) The approval process for introducing a new Program/Course or Revising an existing Program/Course was presented to the members for information.</p> <p><b>The item placed before GB for Information was noted.</b></p>
8	<p><b>Minutes of the Meeting of the 2<sup>nd</sup> Academic Council of TLSU for Information</b></p> <p>The minutes of the 2<sup>nd</sup> Meeting of the Academic Council of TeamLease Skills University (TLSU) held on 24<sup>th</sup> December 2014 to obtain necessary approvals on recommendations of various Boards of Studies meetings was presented to the members for approval.</p> <p><b>The item placed before the GB was Approved.</b> A copy of the Minutes on the recommendations of the AC is enclosed as <b>Appendix-IV</b>.</p>
	<p><b>The meeting ended with vote of thanks to the Chair.</b></p>

(Chairperson)



## Minutes of the 4<sup>th</sup> Meeting of the Governing Body of TLSU

The 4<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University was held on 23<sup>rd</sup> May 2014, 10:30 a.m., through conference call.

The following members were present.

- |      |   |                    |
|------|---|--------------------|
| (6)  | Mr. Paresh Vora, President, TLSU                                    | - Chairperson      |
| (7)  | Prof. S. Kannan, Provost, TLSU                                      | - Member           |
| (8)  | Mr. Manish Sabharwal,<br>Chairman, TeamLease Services Pvt. Ltd.     | - Member           |
| (9)  | Mr. Ashok Reddy,<br>Managing Director, TeamLease Services Pvt. Ltd. | - Member           |
| (10) | Mr. Ashok Kumar, Registrar, TLSU                                    | - Member-Secretary |

### Special Invitees:

- (5) Mr. Zarir Batliwala, TeamLease Services, Bangalore
- (6) Mr. Ravi Vishwanath, TeamLease Services, Bangalore
- (7) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (8) Mr. Harikrishna, TeamLease Services, Bangalore

The following members could not attend the meeting -

- The Joint Secretary/Dy. Secretary, Higher Education, Government of Gujarat and
- The Additional Chief Secretary, Labour & Employment Dept., Government of Gujarat could not attend the meeting as he was preoccupied and recommended Ms. Sonal Mishra, Commissioner, Employment & Training Dept., to attend the meeting. Mr. Pankaj Mistry Dy. Director from Employment & Training Department attended the conference call on behalf of Ms. Sonal Mishra.

The proceedings of the meeting have been presented below.

Item No.	Item Description
1	<p><b>Confirmation of the Minutes of the 3<sup>rd</sup> Meeting of Governing Body</b></p> <p>The Minutes of the 3<sup>rd</sup> Meeting of GB held on 27<sup>th</sup> March, 2014 were presented for confirmation.</p> <p><b>The item placed before the GB was confirmed.</b> The approved version of the Minutes of 3<sup>rd</sup> Meeting of Governing Body is enclosed as <b>Appendix I.</b></p>
2	<p><b>Search Committee Recommendation of Names for Provost Appointment</b></p> <p>The recommendation of the Search Committee suggesting three persons suitable for provost appointment was presented to the governing body for the appointment of provost.</p> <p>The governing body unanimously recommended the name of Mr. Vikrant Pande as the new Provost of TeamLease Skills University.</p> <p>The members placed on record their appreciation to the existing provost Prof. S. Kannan for his contributions during the period. Commended the efforts initiated by him on academic front and the initiatives in motivating the teams towards the objectives of TLSU. The members expressed that they are happy to note that he will continue his endeavor as Consultant for further nourishment of the university.</p>
3	<p><b>Publication of TLSU name on UGC website</b></p> <p>It was informed that University Grants Commission (UGC) has published TLSU name on its website as a first step in response to the communication shared by TLSU on the establishment of TeamLease Skills University at Vadodara.</p> <p><b>The matter placed before the GB for information was noted.</b></p>
4	<p><b>The meeting ended with vote of thanks to the Chair.</b></p>

(Chairperson)

## **Enterprise Learning Services (ELS)**

**About ELS:** TeamLease's Corporate Training wing named as **Enterprise Learning Services (ELS)** focusses on skill training and development to the Corporate India.

ELS has started offering its services in the year 2011 to help large corporate clients to –

- expand performance by increasing productivity and effectiveness of individuals and aligning them with their business objectives
- provide a measurable return on investment for their training Investments, creating the business justification for training expenditures
- assess employee competencies against job requirements, identify gaps and create development plans to enable effectiveness and growth
- efficiently and thoroughly develop and retain employees while minimizing time away from the office for training.
- maximizing organizational performance by implementing and administering a learning solution to help simplify client's training requirement.

ELS has acquired around 200 clients in the past few years with some large clients including – HP, IBM, Accenture, Fidelity, NIIT Technologies, Aon Hewitt, Sony, Wipro, Honda, Ericsson, CapGemini, Genpact / Headstrong, Fujitsu, Domino's, SAR Group, HCL, British Telecom etc.

### **Training Services Offered:**

1. Technical Training programs in IT domain – both Software Development and Infrastructure related.
  - a. Fresher Training
  - b. Project related / lateral
2. Soft skills –
  - a. Language and Behavioural
  - b. Mid-manager and Manager Level
  - c. Leadership Development / Mentoring
  - d. Outbound Interventions
3. Virtual / Remote Training Programs



**Employee Details:**

S #	Name	Designation	Location
1	Amit Sharma	General Manager - BD	Delhi
2	Bhanushri Ahuja	Sr. Manager - BD	Delhi
3	Mausam Jaiswal	Manager - Ops	Delhi
4	Mini Ahuja	Asst. Manager - Ops	Delhi
5	Davuluri P	Sr. Vice President	Bangalore
6	Deepak Shetty	Sr. Manager - BD	Bangalore
7	Abhisek Banerjee	Manager - Key Accounts	Bangalore
8	Shylaja K	Sr. Executive - BD	Bangalore
9	Durga Devi	Executive - Ops	Bangalore

**List of Training Solutions Offered**

S #	Technologies	Duration
<b>Office Applications</b>		
1	Microsoft Office	24 Hours
2	Microsoft Word 2013	8 Hours
3	Microsoft Excel 2013	8 Hours
4	Microsoft PowerPoint 2013	8 Hours
5	Microsoft Office Visio 2013	8 Hours
6	Microsoft Office Access VBA	8 Hours
7	Microsoft Outlook 2013	8 Hours
<b>Window Desktop Courses</b>		
8	Windows 8	32 Hours
9	Windows 7	32 Hours
10	Deploying & Managing Windows	32 Hours
<b>Windows Server Courses</b>		
11	Window Server 2012 Introduction	32 Hours
12	Window Server 2012 Administration	32 Hours

S #	Technologies	Duration
13	Microsoft System Centre 2012	32 Hours
14	System Centre 2012 Configuration Manger	40 Hours
15	Window server 2012 Hyper V Virtualization	32 Hours
16	Window Server Active Directory	32 Hours
17	Windows PowerShell	32 Hours
<b>Exchange Server Courses</b>		
18	Exchange Server 2013	40 Hours
19	Installing & Managing Exchange Server 2010	32 Hours
<b>SharePoint:</b>		
20	SharePoint 2010	32 Hours
21	SharePoint 2013	32 Hours
22	Programming SharePoint Application 2010 with . Net	32 Hours
23	SharePoint Designer 2010 - Building Application & Workflows	32 Hours
24	Microsoft Tool For Business Intelligence	32 Hours
<b>Oracle</b>		
25	Oracle Database 12C	40 Hours
26	Oracle Database 11g	32 Hours
27	Oracle Database 11g Administration	32 Hours
28	Oracle Database 11g Backup Recovery & Service Tuning	32 Hours
29	Oracle Database 12 C Administration	40 Hours
30	Oracle Database 12c Backup Recovery & Service Tuning	40 Hours
31	Developing SQL Queries For Oracle Database	32 Hours
32	Oracle PL/SQL Programming	40 Hours
<b>Java Programming Courses</b>		
33	Java Programming Introduction	32 Hours
34	Java Best Practices 7 Design Pattern	32 Hours
35	Developing Java Web Applications	32 Hours
36	Building REST & SOAP Web Services with Java	32 Hours
37	Developing Enterprise Java Applications With Spring & Hibernate	32 Hours



S #	Technologies	Duration
<b>Perl &amp; Programming Courses</b>		
38	Perl Programming	32 Hours
39	Python Programming	32 Hours
<b>Linux &amp; Unix Courses</b>		
40	Linux	32 Hours
41	Unix	32 Hours
42	Shell Programming	24 Hours
<b>Mobile App Development Training</b>		
43	iPhone & iPad Programming	32 Hours
44	Mobile Application & Device Security	24 Hours
45	Developing Application For Android Devices	32 Hours
<b>.Net/Visual Studio Courses</b>		
46	Programming with .net Introduction	32 Hours
47	C# Programming	32 Hours
48	Visual Basic Programming for .net	32 Hours
49	.Net Best Practices & Design Patterns	32 Hours
50	Building ASP.net Web Applications	32 Hours
51	Building Web Application with ASP.net MVC	32 Hours
52	Programming SharePoint 2010 Applications With .Net	32 Hours
<b>Big Data</b>		
53	Introduction To Big Data	24 Hours
54	Hadoop Development For Big Data	32 Hours
55	Hadoop Architecture & Administration	32 Hours
56	Big Data Analytics	32 Hours
<b>SQL Server &amp; Business Intelligence</b>		
57	SQL Server Integration Services	32 Hours
58	SQL Server Reporting Services	32 Hours
59	SQL Server Analysis Services	32 Hours
60	Crystal Reports	32 Hours

S #	Technologies	Duration
61	SQL Server 2008	32 Hours
62	SQL Server Database Administration	32 Hours
63	SQL Server 2012: Administration	24 Hours
64	SQL Server High Availability	24 Hours
65	Developing SQL Queries For SQL Server	32 Hours
66	Developing High Performance SQL Server Databases	40 Hours
Cloud Computing		
67	Cloud Computing	24 Hours
68	Amazon Web Services	32 Hours
Cisco		
69	CCNA : Routing & Switching	80 Hours
70	CCNA: Security	40 Hours
71	CCNA: Voice	40 Hours
72	CCNP : Routing & Switching	40 Hours
73	CCNP: Security	40 Hours
74	CCNP: Voice	40 Hours

[Draft Financials - TLSU-March 2014.pdf](#)



## **Minutes of the Second Meeting of Academic Council, TeamLease Skills University**

The 2<sup>nd</sup> Meeting of the Academic Council (AC) of TeamLease Skills University (TLSU) was held on 24<sup>th</sup> December 2014 at 3:30 p.m. in the Board Room at TLSU, Tarsali-Vadadala Road, Tarsali Bypass, Tarsali, Vadodara – 390 009.

The following members were present.

- |   |                    |
|---|--------------------|
| (11) Mr. Vikrant Pande, Provost, TLSU               | - Chairperson      |
| (12) Prof. Neeraj Yajnik, Associate Professor       | - Member           |
| (13) Dr. Nitin Bhate, Associate Professor           | - Member           |
| (14) Mr. Ashish Jaiswal, Director                   | - Member           |
| (15) Dr. Anupam Mitra, Associate Professor, TLSU    | - Member           |
| (16) Mr. Prashant Parmar, Assistant Professor, TLSU | - Member           |
| (17) Ms. Hiral Macwan, Academic Associate, TLSU     | - Member           |
| (18) Mr. Amitkumar Patel, Academic Associate, TLSU  | - Member           |
| (19) Mr. Ashok Kumar, Registrar, TLSU               | - Member-Secretary |

### **Special Invitees**

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

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

Item No.	Item Description
1	<p><b>Confirmation of the Minutes of the 1<sup>st</sup> Meeting of Academic Council</b></p> <p>The Minutes of the first meeting of Academic Council held on 14<sup>th</sup> October, 2014 were presented for confirmation.</p> <p><b>The item placed before the AC was confirmed. Vide Appendix I for the confirmed version of the Minutes of first meeting of AC.</b></p>

<p style="text-align: center;"><b>2</b></p>	<p><b>Action Taken Report on the decisions made during the 1<sup>st</sup> Meeting of Academic Council</b></p> <p><b>(a) Composition, Roles of Board of Studies of the University</b></p> <p>The composition of the BOS members was constituted as recommended by the Academic Council.</p> <p><b>(b) Approval Process for Introducing a New Program/Course or Revising an Existing Program/Course</b></p> <p>The suggestion of the Academic Council on preparation of concept note by HODs for the approval of Provost/Academic Council before initiating the work on introduction of new programs was communicated to HODs for information.</p> <p><b>The item was approved with the following suggestions –</b></p> <ul style="list-style-type: none"> <li>(i) The members may be permitted to attend the meeting either through tele-conference call and/or video-conference call, wherever his/her presence is necessary.</li> <li>(ii) If an external academic or industry member could make it to the meeting, a special invitee from the domain, within the vicinity of Vadodara, may be considered to carry out the meeting proceedings.</li> </ul>
<p style="text-align: center;"><b>3</b></p>	<p><b>Report on the Recommendations of Board of Studies of Department of Commerce and Management</b></p> <p>The recommendations of the Board of Studies of Department of Commerce and Management meeting held on 28<sup>th</sup> November 2014 to discuss on approval of Diploma and degree programmes as given below, were presented to the members:</p> <ul style="list-style-type: none"> <li>(1) Diploma in Tax Management</li> <li>(2) Diploma in Business Communications</li> <li>(3) BBA in Finance and Marketing</li> <li>(4) B.Com in Finance &amp; Business Operations</li> </ul> <p><b>The item placed before the Academic Council was approved along with the following suggestions –</b></p> <p>In Diploma in Tax Management course, the syllabus for Income tax course may be increased as students are required to learn more as compared to Wealth Tax subject. The load in terms of hours may be adjusted between these two. Also, suggested including Viva as a compulsory component of internal evaluation to build the student's confidence level of those students who are weak in expressing in writing.</p>

4	<p><b>Report on the Recommendations of Board of Studies of Department of IT</b></p> <p>The recommendations of the Board of Studies of Department of Information Technology meeting held on 29<sup>th</sup> November 2014 to discuss on approval of Certificate and Degree programmes as given below, were presented to the members:</p> <p>(1) Certificate Program in Hardware and Networking (2) B.Sc in IT-Infrastructure Management Services (IT-IMS)</p> <p><b>The item placed before the Academic Council was approved.</b></p>
5	<p><b>Report on the Recommendations of Board of Studies of Department of Mechatronics</b></p> <p>The recommendations of the Board of Studies of Department of Mechatronics meeting held on 9<sup>th</sup> December 2014 to discuss on approvals for degree programme as given below, were presented to members :</p> <p>(1) B.Sc in Applied Science (Mechatronics)</p> <p><b>The item placed before the Academic Council was approved.</b></p>
6	<p><b>Report on the Recommendations of Board of Studies of Department of Life Skills</b></p> <p>The recommendations of the Board of Studies of Department of Life Skills meeting held on 13<sup>th</sup> December 2014 to discuss on approval of life skills courses as given below, were presented to members:</p> <p>(1) English and Communication Skills (Level 1) (2) Personality Development and Job Skills (Level 1) (3) English and Communication Skills (Level 2) (4) Personality Development and Job Skills (Level 2) (5) English and Communication Skills (Level 3)</p> <p><b>The item placed before the Academic Council was approved.</b> Further, it was suggested to introduce short-term training courses in Soft/Life Skills for the benefit of working/industry professionals in Vadodara.</p>
7	<p>The meeting ended with vote of thanks to the Chair.</p>

(Chairperson)