

## Minutes of the 6<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University

The 6<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University was held on 30th June 2015 at 1 p.m.

The following members were present.

- (1) Mr. Paresh Vora, President, TLSU - Chairperson
- (2) Mr. Vikrant Pande, Provost, TLSU - Member
- (3) Mr. Ashok Reddy, - Member  
Managing Director, TeamLease Services Pvt. Ltd.
- (4) Mr. Manish Sabharwal, Chairman, TeamLease Services Pvt. Ltd
- (5) Mr. B.M Chauhan, Dy Director (Trg), L& E Dept. GoG - Member  
Representing Chief Secretary, Dept of Labour & Employment
- (6) Mr. P.A Mistry, Dy Director, L&E Dept. GoG - Member  
Representing Chief Secretary, Dept of Labour & Employment
- (7) Dr. Anupam Mitra, I/C Registrar, TLSU - Member-Secretary

### Special Invitees:

- (1) Mr. Ravi Vishwanath, TeamLease Services, Bangalore
- (2) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (3) 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 proceedings of the meeting have been presented below.

Item No.	Item Description
1	<p><b>Confirmation of the Minutes of the 5<sup>th</sup> Meeting of Governing Body &amp; Action Report</b></p> <p>The Minutes of the 5<sup>th</sup> meeting of Governing Body held on 6<sup>th</sup> January 2015 were presented to the members.</p> <p><b>The item placed before the GB was confirmed.</b> The approved version of the Minutes of 5<sup>th</sup> Meeting of Governing Body is enclosed as <b>Appendix-I.</b></p>
2	<p><b>Annual Report 2014-15</b></p> <p>The matter was put on table in the meeting. <b>(Appendix II)</b></p> <p><b>The item placed before the GB for information was noted.</b></p>
3	<p><b>Audited Accounts for 2014-15 – Statement from the Auditor</b></p> <p>Provisional &amp; the Final Audited report yet to be submitted and after submission it will be passed through circulation.</p> <p><b>The decision of the provost placed before the GB was noted.</b></p>
4	<p><b>Academic Programs Planned for 2015-16</b></p> <p>The following 5 programs have been planned:</p> <p>BCom, BBA (Gujarati &amp; English), B.Sc (Mechatronics), B.Sc (IT-IMS), B.Sc (Hospitality &amp; Tourism Management)</p> <p><b>The above action item placed before the GB was noted.</b></p>
5	<p><b>Faculty, Administrative and Technical Staff Planned for 2015-16</b></p> <p>7 new faculties, 2 Admin staff including Registrar, 1 BD Staff is planned for.</p> <p><b>The above action item placed before the GB was approved.</b></p>
6	<p><b>Budget Provisions for 2015-16</b></p> <p>Provisional budget submitted and final budget will be passed through circulation.</p> <p><b>The item placed before the GB for Information was noted.</b></p>

Item No.	Item Description
7	<p><b>Allotment of space in ITI Tarsali, Vadodara campus</b></p> <p>Dept of Labour and Employment has issued orders allotting space of 2380 sq metres, on 2<sup>nd</sup> floor of ITC building in ITI Tarsali for rent of Rs 1,01,250 per month for the next three years. The order is for the next three years.</p> <p>It is proposed to shift some of our infrastructure to the ITI Campus while continuing to look for a permanent space for future expansion.</p> <p><b>The item placed before GB for Information was noted.</b></p>
	<p><b>The meeting ended with vote of thanks to the Chair.</b></p>

**(Chairperson)**



## 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.

- |                                                                          |                    |
|--------------------------------------------------------------------------|--------------------|
| (8) Mr. Paresh Vora, President, TLSU                                     | - Chairperson      |
| (9) Mr. Vikrant Pande, Provost, TLSU                                     | - Member           |
| (10) Mr. Manish Sabharwal,<br>Chairman, TeamLease Services Pvt. Ltd.     | - Member           |
| (11) Mr. Ashok Reddy,<br>Managing Director, TeamLease Services Pvt. Ltd. | - Member           |
| (12) Mr. Ashok Kumar, Registrar, TLSU                                    | - Member-Secretary |

**Special Invitees:**

- (4) Mr. Zarir Batliwala, TeamLease Services, Bangalore
- (5) Mr. Ravi Vishwanath, TeamLease Services, Bangalore
- (6) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (7) 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.</b> The approved financials to be adopted by the University is enclosed as <b>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. A copy of the Minutes on the recommendations of the AC is enclosed as Appendix-IV.</b></p>
	<p><b>The meeting ended with vote of thanks to the Chair.</b></p>

(Chairperson)

## TeamLease Skills University (TLSU)

### ANNUAL REPORT

2014-15

TeamLease Skills University, India's first Skills University, has started with the Vision of putting India to Work. As a Vocational University, one of the first jobs was to design the curriculum relevant from a job perspective. The focus is on Employability and all activities in TLSU are intended keeping this in mind.

#### **A. Present Campus and Allotment of Building by GoG**

- **Present Campus**

Consequent to the continued deliberations with the GoG, TLSU functions from a temporary campus with the address as TeamLease Skills University, Tarsali - Vadadala Road, Tarsali Bypass, Dhaniavi Exit, Tarsali, Vadodara - 390009.

- **Land at ITI, Tarsali**

The Department of Labour and Employment, Govt. of Gujarat, has allotted 2380 sq mtrs, at 2<sup>nd</sup> floor of ITC building inside the ITI Tarsali campus at Vadodara. The rent proposed is Rs 101,250 per month. The University gratefully acknowledges the supportive actions of GoG.

We have proposed to the Secretary, Dept. of Labour, for additional space on Ground floor, the admin block outside the ITC building and more space in the ITC building to accommodate the labs, workshops and classrooms for at least 3 years.

#### **B. Interaction with Regulatory bodies and Government Departments**

- The periodical statement on Monthly Status Report of TLSU is sent to GoG on monthly basis.

- **Application to AICTE for NALSOC**

The University has made an application to the AICTE for a National Apprenticeship Linked Skills Online Campus which will be the first of its kind in India. The idea is to combine place of work as place of learning. The assessment of the candidates working in companies would be through tasks,





while the rest of the learning would be through online self-learning modules. Various ITI trades have been mapped to lead to certificates, diplomas and degrees. Once approved, NALSOC can transform TLSU into one of India's leading Universities offering courses to thousands of apprentices across India.

- **Launch of NETAP**

The apprentice program National Employability through Apprenticeship Program (NETAP) was launched and has already enrolled more than 4000 apprentices. All these apprentices are enrolled onto the University and are being currently offered soft skills courses. Later, they would be able to take further certificates and diplomas and, after necessary regulatory approvals, this can lead to degrees

## **C: Academic Activities**

- **Programs launched during 2014-15**

There are three programs launched at TLSU last year namely B.Com in Business and Finance, B.Sc in Mechatronics, B.Sc in Information Technology- Infrastructure Management System (IT-IMS)

- **New Courses launched**

The 3 year BSc in Hospitality and Tourism management has been launched. The detailed syllabus design would be done after the Board of Studies meeting is conducted in July. We are targeting one batch of full time and 2 short term courses for the Academic Year

- **UKIERI Project by Mechatronics Department**

A sum of Rs 50k euro has been sanctioned by the United Kingdom India Education Research Initiative (UKIERI) for exchange visits to University in Northern Ireland, UK. Initially two management team members from TLSU visited Ireland and had meeting with their counterparts. Later on a team of three faculties headed by the Head of Department, Mechatronics, visited Colleges Northern Ireland (CNI) and stayed there for three weeks. During their stay they understood the course design and compared the curriculum of both TLSU and the Northern Ireland colleges. They had hands on experience of attending FESTO workshops for mechatronics and also visited some of the robotics application centre in the Industry. They have come back with rich experience to design curriculum here and also launch part time programs at TLSU.

- **Research papers published by faculty members from Commerce and Management Department**

As part of Academic excellence, the faculty was encourage to write and publish papers. During the last academic year a total of 05 papers were published in international peer reviewed journal with



impact factor. Further, some of the faculties have been appointed as editors of some reputed peer reviewed international journals. One of the faculty had edited a journal of Springer.

- **International conferences attended and papers presented**

Apart from writing and publishing research papers, faculties had attended 2 international seminars/conferences and presented papers.

## **D: IT Platform and Content Development**

- The University has embarked on an ambitious plan to have a world class IT platform which will enable all e learning and content hosted on the same. Discussions with the IT vendor are on and the platform would be ready by second quarter of 2015. Similarly, discussions with reputed publishers for world class content for self-learning material are on.
- **Website development**

The website [www.teamleaseuniversity.org](http://www.teamleaseuniversity.org) was re-designed by hiring a local agency. We have plans to create small YouTube videos which will showcase career choices and why a Skills University would be the right choice for many youth.

## **E: Admissions Activities**

- **Promotional Activities for 2015-16**

As part of Admissions process for the Academic Year 2015-16, various activities were carried out:

- a. School connect: Publicity activities included conducting seminars in 156 schools covering 10056 students wherein the students attended a career seminar to understand the opportunities in various streams.
- b. Scholarship drive in 56 schools and 2412 scholarship offers,
- c. Eight publicity seminars in Ratlam.

Open seminars at city office are being conducted.

- **Public Relations**

We have been in constant touch with local journalists and have established rapport with local newspapers. Articles regarding TLSU were published in many newspapers.

## **F: HR and Staff related:**

- **Resignations and New Recruitments and Resignation at the University**

The following staff resigned:

Sr No	Staff name	Department	Resignation date	Remarks
1	Keyur Dineshbhai Joshi, Faculty	Mechatronics	8 <sup>th</sup> Dec, 2014	Left for pursuing PhD in Canada
2	Nandini Arora, Faculty	Life Skills	15 <sup>th</sup> Dec, 2014	Wanted to take a job which was in her area of specialization viz. psychological counselling
3	Ashok Kumar K	Registrar	6 <sup>th</sup> Feb, 2015	For personal reasons
4	Dr Anitha Shetty, Faculty	Life Skills	27 <sup>th</sup> Mar, 2015	To get back to school job
5	Navin Pal, Faculty	IT-IMs	30 <sup>th</sup> Apr, 2015	Wanted to relocate to Pune
6	Akshay Palvankar	Marketing and BD	1 <sup>st</sup> June, 2015	For personal reasons
7	Monali Prajapati	Front office	5 <sup>th</sup> June, 2015	For personal reasons
8	Ashutosh Chavda, Faculty	Commerce and Finance	12 <sup>th</sup> June, 2015	For personal reasons
9	Rushabh Pandya	Assistant Registrar	18 <sup>th</sup> June, 2015	For personal reasons

- **New Recruitments:**

- We have hired Dr Rahul Kanagat, who comes with a wide experience in both Industry and Academics. He has been hired as Liaison and Program Manager for the Hospitality and Tourism Department and the key job would be to interact with industry for tie ups, work with Industry partners on syllabus design, design short term programs and run the same.
- The Selection Committee has recommended for recruitment of two faculties in IT-IMS and one in Hospitality and Tourism Management.

## **G: Industry Tie-ups and Discussions**

- **Corporate Training: Hire Train and Deploy model**

As a part of corporate tie-ups, TLSU signed an MoU with Kotak Securities Ltd. (KSL) whereby, under the HTD Model, young trainees are to be hired and trained by TLSU in a 26 days training program leading to Certificate in Securities Market which would include NISM VIII Certification, Sales and

Etiquette training. This training would be conducted round the year in batches of 25 each. The first batch arrived at the Campus on 15<sup>th</sup> June and will be trained till 10 July 2015. The first batch size is 11. On successful completion of the training, trainees would be placed by Kotak Securities. Many other such tie ups have been planned.

- **Discussions with IBM, Microsoft, CISCO**

Various discussions on content development, tie up for certification and creating centre of excellence have been done with companies in the IT-IMS field.

- **Discussions with FESTO, SIEMENS, Micromax, Huawei.**

Discussions with equipment suppliers for setting up labs and centre of excellence were done to decide the infrastructure plan for 2015-16 Academic year. Similarly companies like Micromax and Huawei have shown interest in tie ups for training and enhancing employability of students and also to provide industry ready professionals for the areas of Cell phone repair, Telecom hardware etc.

- **Industrial visits at Shaily Engineering and Plastics Ltd.**

During the student orientation program, with a view to provide newly admitted students a preliminary feel of the corporate world, a full day industrial visit was organized. For this, students visited Shaily Engineering and Plastics Ltd. which manufactures plastic parts for world renowned companies like Ikea, Hindustan Unilever, etc. The students were shown the shop floor and also various departments like Human Resources and Accounting.

- **Guest lecture by HR Head, Shaily Engineering and Plastics Ltd.**

During the orientation program, a guest session of three hours was conducted by Mr. Kiran Pradhan, HR Head, Shaily Engineering and Plastics Ltd. He gave some practical inputs to students with regards to how to approach studies and focus on understanding concepts rather than just mugging up the content. He also made students play some management games. The students thoroughly enjoyed the session and also learnt new lessons from it.

- **3 day workshop on Business Etiquette at St. Xavier Institute, Sevasi**

A three day workshop was organized by TLSU at St. Xavier Institute. During the workshop, students were taught various business etiquette and manners. They were given training on how to approach interviews. They were also made to understand the importance of grooming, verbal language and body language. It was a very successful workshop and there was a request from students and management of St. Xavier to conduct similar workshop every year.

**We believe that TeamLease Skills University will, in the coming years, play an important role in creating not only employability but a vertical mobility for thousands of apprentices. The journey has just begun.**