

## Minutes of the 8<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University

The 8<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University was held on 8<sup>th</sup> June 2017 at 2:00 p.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) Mr. K. Ashok Kumar   | - Member-Secretary |

### Special Invitees:

- (1) Mr. Sushobhan Baral
- (2) Mr. Harikrishna

The following members could not attend the meeting -

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

The proceedings of the meeting have been presented below.

### Item No. 1: Confirmation of the Minutes of the 7<sup>th</sup> Meeting of Governing Body

The Minutes of the 8<sup>th</sup> meeting of Governing Body meeting held on 8<sup>th</sup> June 2017 were presented to members for approval.

**The item placed before the GB was confirmed.** Approved minutes are enclosed as Annexure-1.

### Item No. 2: Action Taken Report on the decisions made during the 7<sup>th</sup> Meeting of Governing Body

- (1) **Report on the Recommendations of the 3<sup>rd</sup> Financial Committee Meeting** – Based on suggestions reworked budget estimate on expenditure presented through circulation and approval obtained was presented to members for information.

**The item placed before the GB on action taken was noted.**



**Item No. 3: Report on the Recommendations of the 4<sup>th</sup> Financial Committee Meeting.**

The minutes of the recommendations of the 4<sup>th</sup> Financial Committee meeting held on 12<sup>th</sup> September 2016 was presented to members for approval.

**The item is placed before the GB was approved.** The minutes of the Finance Committee recommendations are placed at **Annexure-2**.

**Item No. 4: Report on the Recommendations of the 5<sup>th</sup> Financial Committee Meeting.**

The minutes of the recommendations of the 5<sup>th</sup> Financial Committee held on 5<sup>th</sup> June 2017 was presented to members for approval.

**The item placed before the GB was approved.** The minutes of the Finance Committee recommendations are placed at **Annexure-3**.

**Item No. 5: Minutes of the Meeting of the 4<sup>th</sup> Academic Council of TLSU**

The minutes of the recommendations of the 4<sup>th</sup> meeting of the Academic Council of TLSU held on 4<sup>th</sup> May 2017 was presented to members for approval.

**The item placed before GB was approved.** The minutes of the meeting of 4<sup>th</sup> Academic Council is placed at **Annexure-4**.

**Item No. 6: Minutes of 8<sup>th</sup> meeting of Board of Management of TLSU**

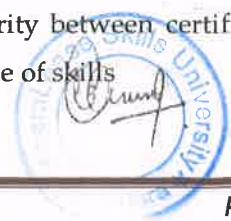
The minutes of the 8<sup>th</sup> meeting of the Board of Management of TLSU held on 29<sup>th</sup> May 2017 was presented to members for approval.

**The item placed before GB was approved.** Minutes of the 8<sup>th</sup> meeting of the Board of Management is placed at **Annexure-5**.

**Item No. 7: TLSU Online Campus – 3 year BBO Bachelor’s Programme**

Based on feedback from industry the proposal to offer online education programmes for working professionals to create a career progression for apprenticeship trainees through TLSU Online Campus with objectives as given below was presented to members for approval.

- EMPLOYABLE EDUCATION - combining apprenticeships and work experience with theory will greatly increase graduate employability
- CONNECTING SKILLS AND EDUCATION - modularity between certificates, diplomas and degrees will improve social signaling value of skills



- CONNECTING EMPLOYERS AND EDUCATION - employers are engaged contractually with trainees and their assessment goes into grading students
- LEARNING-WHILE-EARNING - all trainees and employees are ensured to receive the unskilled minimum wage
- NO FEES - the first 50,000 students (First-cum-First Serve basis) will pay no fees (this will be met by university scholarship, employer reimbursement, and charitable foundations)
- FAIRNESS & FOREIGN COMPETITION - foreign universities operate online in India while all Indian universities are not allowed to compete online.
- SELF-CERTIFICATION - many youth have skills but don't have certificates that will reduce search costs. TLSU Online Campus Model offers multi-modal and modular self-certification
- STATE GOVERNMENT PARTNERSHIPS - TLSU has formed state apprenticeship corporations with the objective of launching the NETAP with NALSOC combination at the invitation of state governments
- INNOVATION - combining apprenticeships, employment and online learning offers students an option that is 1/3<sup>rd</sup> ITI, 1/3<sup>rd</sup> employment exchange and 1/3<sup>rd</sup> college.
- SCALE - it will reach 1 lac youth at the bottom of the pyramid and 1000 employers over the next few years

Further, proposal to introduce 3 year graduation programme in Bachelor of Business Operations (BBO) with specialization in Retail, Logistics, Banking and Manufacturing Services with a detailed programme structure, Syllabus and Curriculum as approved in BoS and Academic Council was presented to members for approval.

**The item placed before the GB was approved.**

**Item No. 8: 3 year Term Completion by Provost**

Since the term of existing Provost Mr. Vikrant Pande is coming to an end, the provisions under GPU Act 2009 and UGC Regulations for the appointment of Provost was presented to members for their decision.

**The Governing Body unanimously recommended the extension of the services of existing Provost, Mr. Vikrant Pande for more term i.e., for further period of 3 years.**



**Item No. 9: Additional Space at ITI Tarsali Campus**

Permission sought to make an official representation to Department of Labour and Employment for consideration of providing additional space was presented to members.

**The item placed before the GB was approved.**

**The meeting ended with Vote of Thanks to the Chair.**



**The 7<sup>th</sup> Meeting of the Governing Body of TeamLease Skills University was held on 7<sup>th</sup> April 2016, 3:00 p.m.**

The following members were present.

(6)	Mr. Paresh Vora	- Chairperson
(7)	Mr. Vikrant Pande	- Member
(8)	Mr. Manish Sabharwal	- Member
(9)	Mr. Ashok Reddy	- Member
(10)	Mr. K. Ashok Kumar	- Member-Secretary

**Special Invitees:**

(3)	Mr. Ravi Vishwanath
(4)	Mr. Sushobhan Baral
(5)	Mr. Harikrishna

The following members could not attend the meeting -

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

The proceedings of the meeting have been presented below.

Item #	Item Description
1	<p><b>Confirmation of the Minutes of the 6<sup>th</sup> Meeting of Governing Body</b> The Minutes of the 6<sup>th</sup> Governing Body meeting held on 30<sup>th</sup> June 2015 were presented to members for approval.</p> <p><b>The item placed before the GB was approved.</b> Approved minutes are enclosed as <b>Annexure-1.</b></p>
2	<p><b>Action Taken Report on the decisions made during the 6<sup>th</sup> Meeting of Governing Body</b> (i) <i>Faculty, Administrative and Technical Staff Planned for 2015-16</i> The status on positions filled and action plan for Academic positions based on response in Admission 2016 have been presented.</p> <p><b>The item placed before the GB for information was noted.</b></p>
3	<p><b>Report on the Recommendations of the 2<sup>nd</sup> Financial Committee Meeting.</b></p>



Item #	Item Description
	<p>Based on the recommendations of Financial Committee the following items were presented to members for approval.</p> <p><b>(i) Loan from TeamLease Education Foundation</b> The decision of TeamLease Education Foundation (TLEF) to grant funds to TeamLease Skills University at the rate of 9% per annum interest to meet its operational objectives. The repayment option suggested was also presented to members.</p> <p><b>(ii) Bad debts &amp; Provision for Doubtful debts</b> The details of Bad debts to the tune of Rs.13,18,720/- written off for ELS division during the Financial year 2014-15 and further provision for doubtful debts of Rs.12,49,474/- was presented to member for approval as recommended by Finance Committee.</p> <p>Minutes of the 2<sup>nd</sup> Finance Committee are enclosed as <b>Annexure-2</b> for information.</p> <p><b>The recommendations of Finance Committee placed before the GB were approved.</b></p>
4	<p><b>Report on the Recommendations of the 3<sup>rd</sup> Financial Committee Meeting.</b> Recommendations of the 3<sup>rd</sup> Financial Committee on draft budget 2016-17 enclosed at <b>Annexure-3</b> was presented to members.</p> <p><b>The GB recommended reworking on expenditure proposed and to submit the revised budget estimate for consideration.</b></p>
5	<p><b>Status on TLSU Moving to ITI Tarsali Campus</b> The status of allotment of space at ITC building in ITI Tarsali by Department of Labour and Employment and rent fixed per month. The progress of civil and electrical works at the above premises was presented to members for information.</p> <p><b>The item placed before the GB for information was noted.</b></p>
6	<p><b>Minutes of the Meeting of the 3<sup>rd</sup> Academic Council of TLSU</b> Copy of the 3<sup>rd</sup> meeting of the Academic Council held on 30<sup>th</sup> October 2015 enclosed at <b>Annexure-4</b> was presented to members.</p> <p><b>The item placed before GB for Information was noted.</b></p>
7	<p><b>Minutes of 6<sup>th</sup> meeting of Board of Management of TLSU</b></p>



Item #	Item Description
	<p data-bbox="331 383 1414 450">Copy of the 6<sup>th</sup> meeting of the Board of Management of TLSU held on 9<sup>th</sup> February 2016, enclosed at <b>Annexure-5</b> was presented members.</p> <p data-bbox="331 510 1023 544"><b>The item placed before GB for Information was noted.</b></p>
	<p data-bbox="331 571 995 604"><b>The meeting ended with vote of thanks to the Chair.</b></p>

**(Chairperson)**





## Minutes of the 4<sup>th</sup> Meeting of the Finance Committee of TeamLease Skills University

The 4<sup>th</sup> Meeting of the Finance Committee (FC) of TeamLease Skills University (TLSU) was held on 12th September 2016 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:

- (6) Mr. Vikram Peter
- (7) Mr. Ravindranath Pai

The details of the meeting deliberations are presented below:

### **Item No. 1 Loan from TeamLease Education Foundation (Sponsoring Body)**

The loan taken by the University for its operations on various dates during the financial year 2015-16, from the Sponsoring Body and also, loan repaid with interest particulars have been presented to the Finance Committee.

**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 2016**

Financials for the year ending March 2016 is finalised and that needs to be adopted have been presented to Finance Committee.



**The item placed before the FC was approved.** A copy of the Balance Sheet and Income & Expenditure is enclosed as **Annexure-1**.

**Item No. 3 Bad debts & Provision for Doubtful debts**

- 3.1) The details of bad debts written off during the financial year 2015-16 by TLSU was presented to committee.
- 3.2) The utilisation status of provision for doubtful debts during the financial year 2015-16 by TLSU and also, excess provision written back to be treated as other income in the Financials was presented to Finance Committee.

**The items placed before the FC was approved.**

**Item No. 4 Audit Fees**

Audit Fees fixed at Rs.3 lakhs for the financial year 2015-16 considering the quantum of work involved was presented to the Finance Committee.

**The item placed before the FC was approved.**

**Item No. 5 Extension of the Services of M/s. Manubhai & Shah, Statutory Auditor**

The proposal for the extension of the services of auditors further for a period of one year with revised audit fees of Rs. 3.60 lakhs for 2016-17 was presented to Finance Committee for its approval.

**The item placed before the FC was approved.**

**The meeting ended with vote of thanks to the Chair.**

*(Chairperson)*



## Minutes of the 5<sup>th</sup> Meeting of the Finance Committee of TeamLease Skills University

The 5<sup>th</sup> Meeting of the Finance Committee (FC) of TeamLease Skills University (TLSU) was held on 5<sup>th</sup> June 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:

- (6) Mr. Vikram Peter
- (7) Mr. Ravindranath Pai

The details of the meeting deliberations are presented below:

**Item No. 1 Lower TDS application is filed with Income Tax department.**

Information on submission of Lower TDS application filed with Income Tax Department was presented to members for information.

**The item placed before the Finance Committee was noted.**

**Item No. 2 Budget for TLSU for Financial Year 2017 -18**

Draft budget prepared for University for the Financial Year 2017-18 presented before the Finance Committee for approval. A copy of the proposed budget along with CAPEX is enclosed as **Annexure-I**.



**The item placed before Finance Committee was approved and recommended for placing it before GB for its final approvals.**

**Item No. 3 Draft Financials of TLSU as on March 31, 2017**

The draft financials prepared for TLSU as on March 31, 2017 and submitted to statutory auditors for scrutiny was presented to members. A copy of the financials is enclosed as **Annexure – II** for perusal.

**The item placed before Finance Committee was noted.**

**Item No. 4 Opening ESCROW account with HDFC Bank for operating TLSU Online Campus at TeamLease Skills University (TLSU)**

The necessity for opening an ESCROW current account to operate and maintain the transactions pertaining to TeamLease Skills University for the proposed online education programmes to be offered through TLSU Online Campus was presented to members. A copy of the resolution to be submitted to Bank for opening an account enclosed as **Annexure-III**. The members were also informed that the item was approved through circulation.

**The item placed before Finance Committee was ratified.**

**Item No. 5 Extension of the Services of M/s. Manubhai & Shah LLP, Statutory Auditor for the next Financial Year 2017-18**

The proposal for the extension of the services of M/s. Manubhai & Shah LLP who are currently the external auditors of TLSU, for Financial Year 2017-18, was presented to members.

**The item placed before the Finance Committee was approved.**

## **Minutes of the 4th Meeting of the Academic Council of TeamLease Skills University**

The 4<sup>th</sup> Meeting of the Academic Council (AC) of TeamLease Skills University (TLSU) was held on 4<sup>th</sup> May 2017 at 10:30 a.m. in the Sabarmati Board Room at TLSU, Vadodara – 390 009.

The following members were present.

(11) Mr. Vikrant Pande	- Chairperson
(12) Prof. Neeraj Yajnik	- Member
(13) Dr. Nitin Bhate	- Member
(14) Mr. Ashish Jaiswal	- Member
(15) Dr. Anupam Mitra	- Member
(16) Mr. Prashant Parmar	- Member
(17) Mr. Amitkumar Patel	- Member
(18) Ms. Hiral Macwan	- Member
(19) Mr. Ashok Kumar	- Member-Secretary

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 3<sup>rd</sup> Meeting of Academic Council</b></p> <p>The Minutes of the 3<sup>rd</sup> meeting of the Academic Council held on 30<sup>th</sup> October 2015 were presented to members for confirmation.</p> <p><b>The item placed before the AC was confirmed. Vide Appendix I, the confirmed version of the Minutes of 3<sup>rd</sup> meeting of AC is enclosed.</b></p>
2	<p><b>Action Taken Report on the decisions made during the 3<sup>rd</sup> Meeting of Academic Council</b></p> <p>The action taken on suggestions given in 3<sup>rd</sup> Academic Council on the following were presented to members.</p> <ul style="list-style-type: none"> <li>• Introduction of short term courses under HTM Dept. and</li> </ul>

	<ul style="list-style-type: none"> <li>• Introduction of BCA Programme under IT Dept.</li> </ul> <p><b>The items placed before the AC for information were noted.</b></p>
3	<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 held on 24th March 2017 on the following were presented to members. It was informed to the members that 6 semester's program structure and syllabus &amp; curriculum of 2 semesters of 1<sup>st</sup> year were presented and obtained approval of BOS.</p> <ul style="list-style-type: none"> <li>• Syllabus revision for B.Com and BBA,</li> <li>• launch of online BBO programme for working professional,</li> <li>• introduction of various online short-term certificate programmes and</li> <li>• introduction of various face-to-face short-term training programmes</li> </ul> <p><b>The item placed before the AC was approved.</b></p>
4	<p><b>Report on the Recommendations of Board of Studies of Department of Information Technology</b></p> <p>The recommendations of Board of Studies of Department of Information Technology held on 5th April 2016 on introduction of Certificate and Degree programmes as given below, were presented to members.</p> <ul style="list-style-type: none"> <li>• Revision of BSc IT-IMS curriculum</li> <li>• Introduction of BCA Program, Program Structure – 6 semesters, 1st year syllabus and curriculum</li> <li>• Introduction of Short-term Certificate courses</li> <li>• Introduction of Short-term Certificate courses (online)</li> <li>• Introduction of Short-term Certificate courses (face-to-face)</li> </ul> <p><b>The items placed before the AC were approved.</b> Members have expressed their apprehension on courses like Android App, SEO, etc., can be done online looking at its effectiveness where interactions with trainer is necessary. Directed to organize a workshop of 2 to 6 days duration for the benefit of interested candidates, which addresses 'doing' apart in addition 'knowing' offered online. Conduct webinars for those who could not attend the workshop.</p> <p>Further, it was suggested to explore the possibility of designing a graduation programme by combining these diploma programmes in consultation with user industry and also, by further study of job profiles.</p>

<p>5</p>	<p><b>Report on the Recommendations of Board of Studies of Department of Mechatronics</b></p> <p>The recommendations of Board of Studies of Department of Mechatronics held on 13<sup>th</sup> April 2015, on the following, were presented to members.</p> <ul style="list-style-type: none"> <li>• Department's Vision and Mission statement</li> <li>• Description of Programme Objectives, Programme Outcomes for B.Sc. Applied Science (Mechatronics)</li> <li>• Course replacement - 'Automated Manufacturing' course with 'Quality Management' course in 5<sup>th</sup> semester</li> <li>• Outcome based - Examination Evaluation Scheme</li> <li>• Introduction of Short-term Certificate courses (Face-to-Face)</li> <li>• Introduction of B. Sc. Applied Science (Industrial Mechatronics)</li> </ul> <p><b>The item placed before the AC was approved.</b> The members appreciated the effort of developing Vision and Mission statement for the department, suggested to have Vision and Mission statement for all other departments.</p>
<p>6</p>	<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 Life Skills Department conducted through circulation on life skills courses to be offered under Diploma in Medical Laboratory Technology and Bachelor of Journalism programmes, were presented to members.</p> <p><b>The item placed before the AC was approved.</b> And, suggested to explore the possibility of identifying star performers as differentiator for institutional promotional activity purpose.</p>
<p>7</p>	<p><b>Report on the Recommendations of Board of Studies of Department of Hospitality and Tourism Management</b></p> <p>The recommendations of the Board of Studies of Department of Hospitality and Tourism Management held on 9<sup>th</sup> May 2016 and 4<sup>th</sup> March 2017 on the following were presented to members.</p> <ul style="list-style-type: none"> <li>• Revision of Syllabus and Curriculum for B.Sc. in Hospitality and Tourism Management programme</li> <li>• Examination Scheme</li> <li>• Introduction of Short-term courses in Hospitality domain</li> <li>• Introduction of BSc in Hotel Management (work based learning)</li> </ul>



	<p><b>The items placed before the AC were approved.</b> Further, it was suggested to explore the possibility of increasing the bar on students' outcome based on rigorous training imparted by hotel industry.</p>
8	<p><b>Report on the Establishment of Department of Health and Life Sciences</b></p> <p>Establishment of Department of Health and Life Sciences (HLS) and its objectives were presented to members.</p> <p><b>The item placed before the AC on decision taken was ratified.</b></p>
9	<p><b>Report on the Recommendations of Board of Studies of Department of Health and Life Sciences</b></p> <p>The recommendations of the Board of Studies of Department of Health and Life Sciences held on 15<sup>th</sup> Nov 2016 on introduction of 1 year <i>Diploma in Medical Laboratory Technology (DMLT)</i> Programme in collaboration with Skill Partner 'Smt. Snehlataben Umat Education Trust', Vadodara.</p> <p>The recommendations of the Board of Studies of Department of Health and Life Sciences held on 3<sup>rd</sup> January 2017 on the introduction of following programmes in collaboration with Industry Partner 'Kailash Cancer Hospital and Research Centre', Muni Seva Ashram, Goraj.</p> <ul style="list-style-type: none"> <li>• Introduction of PG Diploma in Clinical Research</li> <li>• Introduction of PG Diploma in Radiotherapy Technology</li> </ul> <p>The launch of the PG Diploma in Radiotherapy Technology is subject to the approval of Atomic Energy Regulatory Board (AERB).</p> <p><b>The items placed before the AC were approved.</b></p>
10	<p><b>Report on the establishment for Centre for Industry and Knowledge Partnerships (CIKP)</b></p> <p>The establishment of Centre for Industry and Knowledge Partnerships (CIKP), its objectives, roles &amp; responsibilities, sectoral committee composition and its responsibilities, were presented to members.</p> <p><b>The item placed before the AC on decision taken was ratified.</b> Appreciated the effort of the university for taking up such initiative.</p>



11	<p><b>Report on the Recommendations of Centre for Industry and Knowledge Partnerships</b></p> <p>The recommendations of the Sectoral Committee of CIKP held on for introduction of 1 year <i>Bachelor of Journalism Programme</i> in collaboration with Skill Partner 'Dew School', Ahmedabad was presented to members</p> <p><b>The item placed before the AC was approved.</b></p>
12	<p><b>Any other items with the permission of the Chairperson</b></p> <p>A proposal on renaming of the Department Health and Life Science to Department of Health, Life and Applied Sciences as these fields complement each other (inter-disciplinary) so as to broaden its reach to the vast presence of Chemical Industry of Gujarat in general and Vadodara in particular to address the skilled manpower requirement was presented to members for approval.</p> <p>The revised name and objectives in line with the recommendations and approval of the AC is enclosed as <b>Appendix-II</b> for information.</p>
	<p>The meeting ended with vote of thanks to the Chair.</p>

**Chairperson**

## Minutes of the 8<sup>th</sup> Meeting of the Board of Management of TeamLease Skills University

The 8<sup>th</sup> Meeting of the Board of Management (BoM) of TeamLease Skills University (TLSU) was held on 29<sup>th</sup> 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><b>Confirmation of the Minutes of the 7<sup>th</sup> Meeting of Board of Management</b></p> <p>The Minutes of the 7<sup>th</sup> meeting of BoM circulated to members vide <b>Annexure-1</b> were presented to members for confirmation.</p> <p><b>The item placed before the BoM were confirmed.</b></p>
2	<p><b>Action Taken Report on the decisions made during the 7<sup>th</sup> Meeting of BoM</b></p> <p>There were no action items.</p> <p><b>The item placed before the BoM was noted.</b></p>
3	<p><b>Draft Proposed Budget for Financial Year 2017.</b></p> <p>Draft financial budget prepared for the year 2017-18 for TLSU enclosed as <b>Annexure-2</b> presented to members for approval.</p>

	<b>The item placed before the BoM was Approved.</b>																		
4	<p><b>Minutes of the Meeting of the 4<sup>th</sup> Academic Council of TLSU</b></p> <p>The 4<sup>th</sup> meeting of the Academic Council of TLSU was held on 4<sup>th</sup> 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 &amp; Life Sciences Department and (vi) Center of Industry and Knowledge Partnership. A copy of the Minutes of the meeting of 4<sup>th</sup> Academic Council is enclosed as <b>Annexure-3</b>.</p> <p><b>The item placed before BoM was Approved.</b></p>																		
5	<p><b>Establishment of Department of Health, Life and Applied Sciences (HLS)</b></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><b>The item placed before the BoM was ratified.</b></p>																		
6	<p><b>Establishment of Centre for Industry and Knowledge Partnerships (CIKP)</b></p> <p>The establishment of Centre for Industry and Knowledge Partnerships, its objectives and Roles &amp; Responsibilities was presented to members for ratification.</p> <p><b>The item placed before the BoM was ratified.</b></p>																		
7	<p><b>Student Intake for Various Programmes of TLSU for the 2017-18 Session</b></p> <p>The proposed intake for various programmes for the 2017-18 Session is given below:</p> <table border="1" data-bbox="347 1330 1390 1771"> <thead> <tr> <th>Program Title</th> <th>Intake capacity</th> </tr> </thead> <tbody> <tr> <td>B.Com in Finance &amp; 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 &amp; 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 style="text-align: right;"><b>TOTAL</b></td> <td><b>420</b></td> </tr> </tbody> </table> <p><b>The item placed before the BoM was approved.</b></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	<b>TOTAL</b>	<b>420</b>
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																		
<b>TOTAL</b>	<b>420</b>																		
8	<b>Recommendations of the on Fee Structure for 2017-18 Session</b>																		

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.

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
<b>Total Seats</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>216</b>



	<p><b>Note:</b> 36 seats out of 60 seats per programme is allocated for scholarship</p> <p><b>The item placed before the BoM was approved.</b></p>																
10	<p><b>TLSU Online Campus</b></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 2<sup>nd</sup> year onwards also presented to members for approval.</p> <p><b>The item placed before the BoM was approved.</b></p>																
11	<p><b>Opening escrow account with HDFC Bank for operating TLSU Online Campus at TeamLease Skills University (TLSU) – through circulation</b></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><b>The item placed before BoM was ratified.</b></p>																
12	<p><b>Erasmus+ Project</b></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><b>The item placed before the BoM was noted.</b></p>																
13	<p><b>TLSU Admission 2017 Status</b></p> <p>The admission status as on 29<sup>th</sup> May 2017 to various programmes as given below presented to members for information.</p> <table border="1" data-bbox="352 1783 1382 1964"> <thead> <tr> <th colspan="4">Admissions Status as on 29<sup>th</sup> 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> </tbody> </table>	Admissions Status as on 29 <sup>th</sup> May 2017				Programme	Intake	Provisional	Admissions Confirmed	B.Com	60	2	-	BBA	60	4	-
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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	-																												
	<b>Total</b>	<b>595</b>	<b>19</b>	<b>2</b>																												
<p>* Student mobilisation will be done by the partner</p> <p>PGDCR, PGDRT, BJ, DMLT are offered in collaboration with Industry and Knowledge partners</p> <p><b>The item is placed before the BoM was noted.</b></p>																																
14	<p><b>Manpower Requirement</b></p> <p>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:</p> <table border="1"> <thead> <tr> <th>S#</th> <th>Department</th> <th>Designation</th> <th>Positions</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Commerce &amp; Management</td> <td>Asst. Professor or Academic Associate</td> <td>2 (replacement)</td> </tr> <tr> <td>2.</td> <td>Information Technology</td> <td>Asst. Professor or Academic Associate or Program Manager/Executive</td> <td>1 (replacement)</td> </tr> <tr> <td>3.</td> <td>Mechatronics</td> <td>Asst. Professor or Academic Associate</td> <td>1 (replacement)</td> </tr> <tr> <td>4.</td> <td>Life Skills</td> <td>Asst. Professor or Academic Associate</td> <td>2 (replacement)</td> </tr> <tr> <td>5.</td> <td>Administration</td> <td>Asst. Registrar</td> <td>1 (replacement)</td> </tr> <tr> <td>6.</td> <td>Business Development</td> <td>BD Executive</td> <td>2 (replacement)</td> </tr> </tbody> </table> <p><b>The item placed before the BoM was Approved.</b></p>				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)
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15	<p><b>Vacation Period at TLSU</b></p>																															



	<p>The revised TLSU leave policy prepared in line with UGC regulations and other universities functioning in Gujarat was presented to the members.</p> <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"> <li>a. will continue with 15 days PL in existence for TLSU staff</li> <li>b. 8 days' vacation will be extended to all staff at campus during Diwali where the work comes to a standstill in Gujarat</li> <li>c. 7 days' mandatory vacation will be granted in May (summer vacation) for Academic Staff.</li> <li>d. Non-teaching staff (Admin &amp; 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.</li> </ol> <p>Necessary modification in HRIS for TLSU, Vadodara would be taken up, accordingly.</p> <p><b>The item placed before BoM was Approved.</b></p>
	<p><b>The meeting ended with vote of thanks to the Chair.</b></p>

**(Chairperson)**