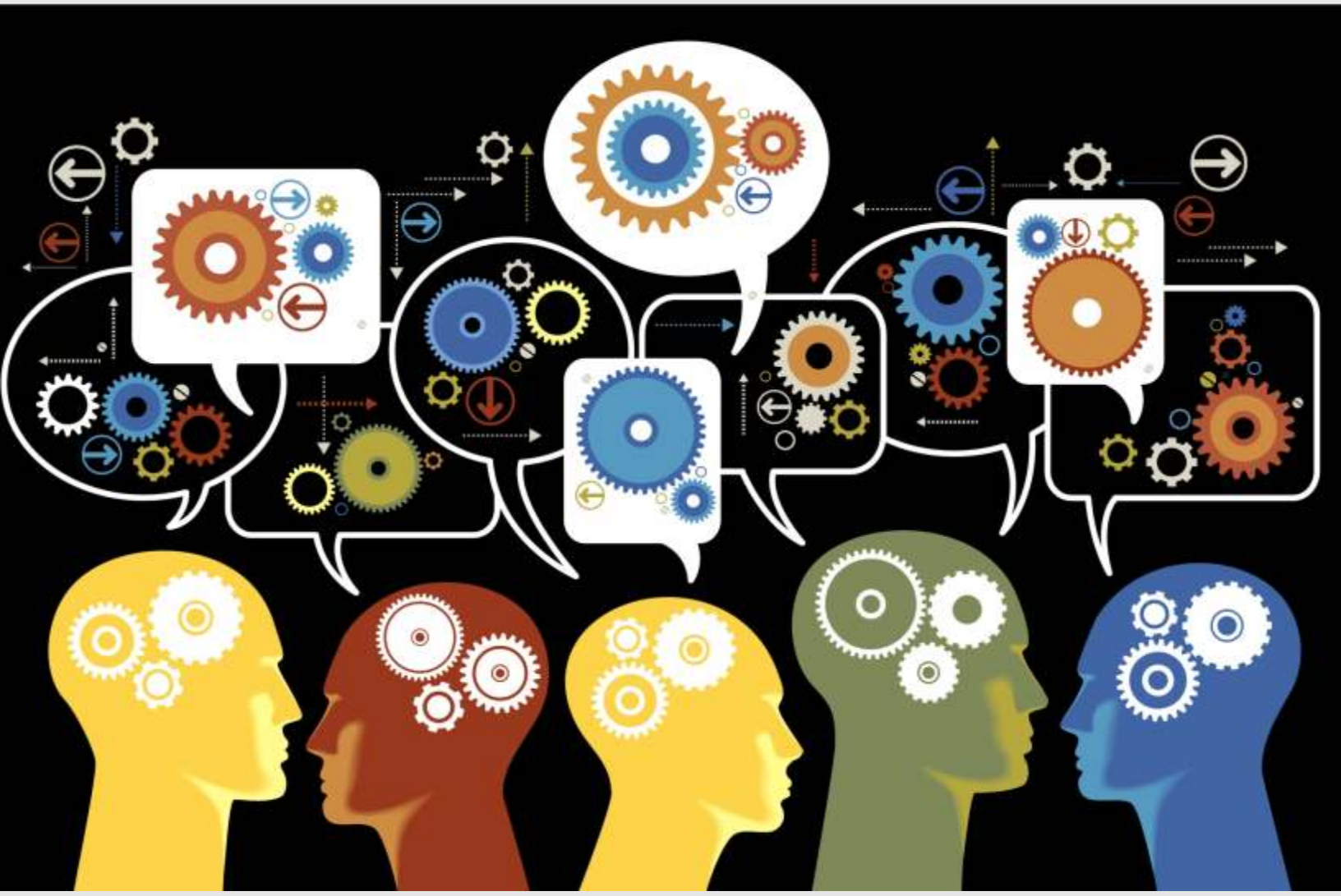
TeamLease™
Skills University
Putting India to Work



India's First Vocational Skills University

www.teamleaseuniversity.org

Confederation of Indian Industry

TeamLease™ Skills University
Putting India to Work

Memorandum of Understanding

Between

The Confederation of Indian Industry (CII)

CII House, Gulbai Tekra, Ahmedabad – Gujarat

&

TeamLease Skills University (TLSU)

Office : 508, Race Course Towers,
Pashabhai Park, Race Course
Vadodara - 390 007, Gujarat, India

for

CO-OPERATION AND ASSISTANCE IN VOCATIONAL EDUCATION AND TRAINING

[For TLSU]

K Ashok Kumar
Registrar – TeamLease Skill University

Date: 22-Feb-2014

(Jignesh Thakkar)

Date: 22-Feb-2014

[For CII, Gujarat]

Dev Ranjan Mukherjee
Director & Head – CII Gujarat State

Date: 22-Feb-2014

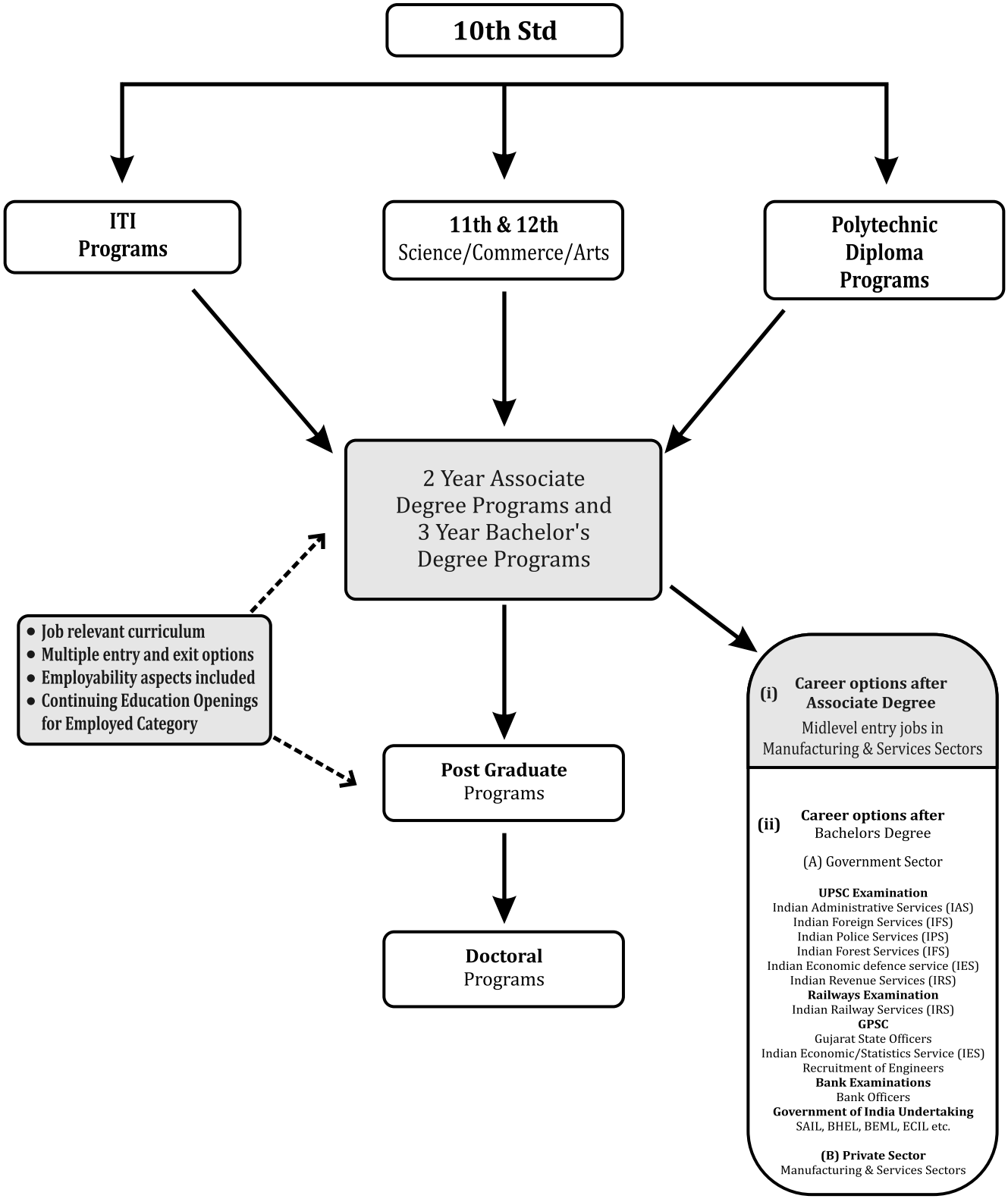
(Sundeep Vachhani)

Date: 22-Feb-2014

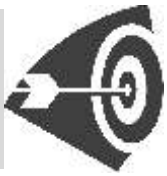
CONTENTS

Sr. No.	Description	Page No.
1.	Introduction	2-3
2.	Application Details	4-5
3.	Programme Details	6
	3.1.1 B.Com. - Bachelor of Commerce	7
	3.1.2 B.B.A. - Bachelor of Business Administration	8
	3.1.3 B. SC. - Mechatronics	9-10
	3.1.4 B. SC. - IT - Infrastructure Management Systems (IT-IMS)	11-12
	3.1.5 B.SC. in Hospitality and Tourism Management	13-14
4.	Fees, Deposits & Other Charges	15

Education and Career Progression at TeamLease Skills University



1 TEAMLEASE SKILLS UNIVERSITY : AN INTRODUCTION



TeamLease Skills University (TLSU) is India's First Vocational Skills University.

TLSU has been established as a Private University with effect from 22nd April 2013; under Public-Private-Partnership mode with the Government of Gujarat, through the Gazette Notification (Gujarat Act No. 18 of 2013) under Gujarat Private University (Amendment) Act, 2013.

Vision

"To contribute to work force productivity, socio-economic development and social harmony through well rounded and industry relevant educational Programs with employment at the heart of academic offerings, technology at the heart of operations and academic mobility as the focus deploying inclusive, distributed and low cost delivery methodology."

Mission

"To enable all individuals acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment"

TLSU envisions striving towards socio-economic development through academic Programs, training, research and extension work. In this regard, TLSU shall collaborate with industry, other universities and higher education institutions in India and abroad. Respecting the spirit of national documents in the higher education area,TLSU aims to facilitate skill inculcation and societal enrichment through traditional and non-traditional programs focusing on academic, vocational, professional, technical and life skill domains. TLSU will take steps to involve employers in curriculum design, guest lectures, internship, assessment and search for job openings. In order to provide a supporting hand to students in their pursuit for employment, TLSU will design and put into practice industry-relevant course syllabi. To enhance employability, courses are included on Computer Skills, English and Communication Skills and Personality Development. TLSU intends to use technology for providing enhanced learning experiences and student support services.

1.1 TLSU ORGANISATIONAL BACKGROUND - THRUST FOR MOVING TOWARDS EMPLOYABILITY

TLSU has been sponsored by TeamLease Education Foundation (TLEF), a Company formed under Section 25 of Companies Act, 1956. TLEF has been promoted by TeamLease Services Pvt. Ltd., which is India's largest stafing solution company with a motto of "Putting India to Work". TeamLease has a track record of hiring 1 person every 5 minutes since last 5 years. TeamLease has offered jobs to 15 lakh candidates in the last 10 years in 2200 different corporates spread in 1800 distinct locations across India.

Focus on Employability :

Keeping in view the competitiveness in job market at national level, TLSU focuses on **3 "E"** s as part of its curricular methodology-

- Education - Provision of theoretical background and practical exercises
- Employability - Facilitating skill development
- Employment - Provision of a supporting hand to students in their pursuit for employment and career development

1.2 ADDRESS OF TLSU CAMPUS

TeamLease Skills University, Tarsali - Vadadala Road, Tarsali Bypass, Tarsali. Vadodara-390009, Gujarat
Contact No. : +91-265-3309100/111/112 , Toll Free No. : 1800 233 8578
E-Mail : admission@teamleaseuniversity.org Website : www.teamleaseuniversity.org

1.3 SIGNIFICANT FEATURES

- India's First Vocational Skills University approved by Government of Gujarat.
- Established with active support and in partnership with Labour & Employment Department of Government of Gujarat.
- Emerged from a deep realization and understanding of a huge gap that exists between industry needs and a predominantly theoretical education system prevalent in India which neglects the practical aspect of learning, training and hands-on- experience.
- Designing industry relevant curriculum.

- Adopting blended teaching involving face - to - face instruction, workshop / laboratory practice, web based learning and on - job - training.
- Facilitating 24 x 7 access to web based materials.
- Corridor for Higher Education for employed category of students.
- Creating "ready - to - employ" graduates who acquire and develop professional competence and employable skills as part of TLSU's academic curriculum.

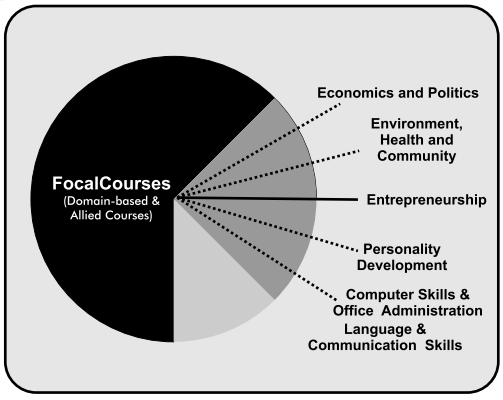
1.4 ACADEMIC PROGRAMS

TLSU degree programs provide you flexibility of study and modular curriculum. At present, the Undergraduate Programs carry two exit options- Two Year Associate Degree and Three Year Bachelor's Degree. Those students who wish to take a break from studies after successful completion of two years of the programme to take up a job, start own business, join family business or pursue any other interest shall be awarded an Associate Degree. In case, any issue arises from UGC for the offer of Associate Degree, alternatively Advanced Diploma will be awarded. Later, if a student decides to secure Degree qualification, student may contact the University for re-admission to the third year of the programme subject to prevalent curricular conditions and options.

In case a student chooses to complete three years of study continuously, he or she is eligible to acquire degree qualification on the fulfillment of stipulated requirements. Specific details on Associate Degree and Bachelor's Degree Programs are given in Sections 2 and Section 3.

1.5 COURSE CONTENT COMPOSITION WITH FOCUS ON EMPLOYABILITY

TLSU programs are designed keeping in view the need to inculcate-(i) Area competence (to shape its graduates as professionals) (ii) Employability skills (required for adjusting to the work place conditions) and (iii) Lifeskills (needed to transact activities in day-to-day life as a responsible citizen). The area competence is planned to be built through focal courses, which are a combination of domain based and allied courses. The employability skills and life skills are proposed to be inculcated through Focal Courses (Domain - based & Allied Courses) OJT generic courses and on-job-training (OJT) components. It is intended to allot significant time for on-job- training, which will have defined sequence of activities.



1.6 CREDIT SYSTEM

The University follows the 'Credit System' for all its Programs. The credit assignment is made depending on the hours of study and hands-on-work a student needs to do. The individual courses are assigned credit weightage.

1.7 PROGRAM DELIVERY

The methodology of instruction at TLSU will be different from that of many universities. TLSU believes in offering learner-oriented education. It signifies that you are an active participant in the teaching-learning process. As many of you could be from diverse age and occupational groups, a blended mode of instruction will be made available to facilitate admission and flexibility of study. The blended mode (also called hybrid mode) involves combined use of face-to-face teaching, web-mediated instruction, hands-on-work for practical experience and on- job - training for exposure to work place practices.

TLSU has made significant arrangements for making web-based learning a pleasant exercise. Industrial visits, seminars, conferences, and project work will add to job-oriented educational initiative. TLSU is creating an active base for industry-institution collaboration. The role of visiting faculty, mainly from the industries and industrial associations, will be a vital input in the instruction.

1.8 ASSESSMENT SYSTEM

The Assessment System at TLSU will have following three major components -

- Continuous Assessment - This may comprise of individual assignments, group assignments, surprise tests, quiz, practical assignments, project work, presentations, seminar etc.
- On - Job - Training (OJT) - This will be jointly supervised, assessed and graded by Faculty Supervisor of TLSU and Mentor of Industry / Corporate
- Mid-Term Examination-This comprises of course wise mid term written examination.
- End-Term Examination-This comprises of course wise semester - end written examination.

2 ASSOCIATE & BACHELOR DEGREE PROGRAMS : APPLICATION DETAILS

2.1. ELIGIBILITY CRITERIA

2.1.1. The candidates who have passed the Higher Secondary Examination, 10+2 or its equivalent (HSC / Pre-University Course) are eligible for admission to the Associate Degree / Bachelor Degree Program.

2.1.2. The candidates who have passed the 10th Std + 2 Years of ITI Course are eligible for admission to the Associate Degree / Bachelor Degree Program.

2.1.3. The candidates who are expecting final year/semester results of their 10+2 or its equivalent course (HSC/Pre - University Course / 10 + 2 Years of ITI) are also eligible for admission.

2.1.4. The candidate must produce all the relevant documents in original at the time of admission.

2.1.5. The eligibility of candidates for different programs within the Departments at TLSU is as below -

Sr. No.	Department	For HSC Pass - outs	For ITI Pass - outs* (Certified by GCVT or NCVT from Gujarat, Daman, Diu and Dadra Nagar Haveli – see Note below)
1	Commerce and Management	12th Std. from Gujarat State Board or any other State Board / Central Board - from any stream	-
2	Mechatronics	12th Std. from Gujarat State Board or any other State Board / Central Board - Science (with Mathematics Physics & Chemistry subjects)	Completion of 2 Year Trade after 10th Std. from Gujarat State Board or any other State Board / Central Board - from any trade
3	Information Technology	12th Std. from Gujarat State Board or any other State Board / Central Board - from any stream	Completion of 2 Year Trade after 10th Std. from Gujarat State Board or any other State Board / Central Board - from any trade

***Note :** As per the Government Order No. M.S.B./1211/590/Ch Dated 02/06/2011, any candidate who has completed two or more years of GCVT / NCVT trade at ITI after 10th Std, are considered equivalent to 12th Std.

2.2. INSTRUCTIONS FOR DETERMINING ELIGIBILITY TO APPLY

2.2.1. Marks of the Higher Secondary Examination, 10+2 or its equivalent course (HSC / Pre-University Course / 10 + 2 Years of ITI) pursued by the candidate will be taken for determining his / her eligibility.

2.2.2. In case it is found that the information furnished by a candidate is incorrect or misleading or ineligibility being detected before or after the selection process / admission, his / her candidature will be cancelled without giving reasons thereof.

2.3. APPLICATION PROCEDURE

2.3.1. Obtaining and Submitting the Application Form :

Three options are available for obtaining the Application Form. The Prospectus (containing Application Form) can be obtained -

- In person; or
- Downloaded from TLSU website - www.teamleaseuniversity.org; or
- Through post / courier.

The Application Fee is Rs. 100/- for (i) & (ii) and it is Rs. 150/- for (iii) above.

Option I : The Prospectus can be purchased directly from TLSU Campus on payment of Rs. 100/- (Rupees One Hundred Only) by cash. The duly filled Application Form can be submitted in person at TLSU Campus or sent through post/courier addressed to "Admissions Committee, Teamlease Skills University, Tarsali - Vadadala Road, Tarsali By-pass, Tarsali, Vadodara-390009, Gujarat".

Option II : The Prospectus can also be downloaded from TLSU websitewww.teamleaseuniversity.org. The duly filled Application Form can be submitted in person at TLSU Campus alongwith Rs. 100/-(Rupees One Hundred Only) in cash. Alternatively the filled up Application Form can be sent to "Admissions Committee, Teamlease Skills University, Tarsali - Vadadala Road, Tarsali By-pass, Tarsali. Vadodara - 390009, Gujarat" through post/courier alongwith a demand draft (DD) for Rs. 100/-(Rupees One Hundred Only). The details of drawing the DD are given in section 2.3.2.

Option III : The candidates can request for the Prospectus by sending a letter containing full name and address and contact phone or mobile number of the candidate alongwith a DD for Rs. 150 /- (Rupees One Hundred Fifty Only) addressed to "Admissions Committee, Teamlease Skills University, Tarsali-Vadadala Road, Tarsali By-pass, Tarsali. Vadodara - 390009, Gujarat". The details of drawing the DD are given in section 2.3.2. Requests without a DD and / or without a proper address will not be accepted.

The duly filled Application Form can be submitted in person at TLSU Campus or sent through post/courier addressed to "Admissions Committee, Teamlease Skills University, Tarsali-Vadadala Road, Tarsali By-pass, Tarsali, Vadodara -390009, Gujarat".

Please note the Application Form fee paid by the candidate is not refundable under any circumstances.

2.3.2. Procedure for Drawing Demand Draft (DD) :

The DD can be drawn from any branch of State Bank of India / ICICI Bank / Axis Bank / HDFC Bank / Any Nationalized Bank in favour of "TeamLease Skills University", payable at Vadodara.

2.3.3. Last date for sending the filled-up Application Form : 10th July' 2015.

The decision of the Admission Committee of TLSU shall be final in relation to offer of admission based on the Applications received.

2.3.4. Some Important Details :

- Application Fee paid by the candidates shall not be refunded under any circumstances.
- Applications for Admission must be correctly filled up, signed and complete in all respects. Incomplete applications are liable to be rejected.
- The candidates are advised to adhere to the dates mentioned under 2.3.3 / Table of Important Dates.

2.3.5.
- The University has a zero tolerance approach for Ragging activities.
- No incident of Ragging occurred in the last Academic Year.
- If any student is found involved in the incident of Ragging, after giving him/her opportunity to explain, if the explanation is not found satisfactory, the authority would expel him/her from the University.

3 ASSOCIATE & BACHELOR DEGREE PROGRAMS : PROGRAM DETAILS

INTRODUCTION

TeamLease Skills University offers the following degree programs :

- **Two Years Associate Degree Programs* -**
  1. Associate Degree in Finance and Business Operations
  2. Associate Degree in Applied Science (Mechatronics)
  3. Associate Degree in IT-IMS (Infrastructure Management Services)
  4. Associate Degree in B.Sc. Hospitality & Tourism Management
- **Three Years Bachelor Degree Programs -**
  1. B.Com. in Finance and Business Operations
  2. B.B.A (Bachelor of Business Administration) in Finance/Marketing
  3. B.Sc. in Applied Science (Mechatronics)
  4. B.Sc. in IT-IMS (Infrastructure Management Services)
  5. B.Sc. in Hospitality & Tourism Management

DURATION

The Associate Degree Program is a Two-Year Program comprising of 4 semesters of 6 months duration each.

The Bachelor Degree Program is a Three-Year Program comprising of 6 semesters of 6 months duration each.

***Note -** (i) In case, any issue arises from UGC for awarding of Associate Degree, alternatively Advanced Diploma will be awarded.

(ii) After Completing Associate Degree Program (or Advanced Diploma), if a student decides to secure Degree qualification, he or she may contact the University for re-admission to the third year of the program subject to prevalent curricular conditions and options.

3.1.1 B.COM - BACHELOR OF COMMERCE

About the Course :

The Program is designed with inputs from leading CA firms, Banks, Financial Institutions and reputed Corporate Retail Houses. The program focuses on development of functional skills like financial accounting, taxation, accounting softwares, portfolio management, business law, retailing, marketing and sales techniques.

Duration :

Students have the option to opt for either a 2-year Associate Degree or a 3-Year Bachelor Degree in Commerce.

On-Job-Training :

Compulsory On-Job-Training of 6-months during the 4th semester enables students to acquire practical knowledge and training in areas of finance, taxation, accounting, security analysis, marketing and sales.

Key Features :

- Blended Mode of Teaching (Combination of Face-to-Face & Cloud components).
- Blogs and Discussion Forums to clarify doubts 24x7.
- Use of different software related to Accounting & Finance like Tally for hands-on experience.
- Problem Based / Case Based teaching along with Peer Group Learning.
- Life Skill courses like Computer Skills, Soft Skill, Job Skill etc.

Course Outline :

Semester - I
• Financial Accounting - I
• Business Economics
• Business Mathematics
• Business Organization & System
• Business Communication
• Tally ERP - Part - I
• English & Communication Skills - I
• Computer Skills & Office Administration - I

Semester - II
• Financial Accounting - II
• Financial Management
• Tally ERP - Part - II
• Managerial Economics
• Business Statistics
• Mercantile Law
• Direct & Indirect Tax - 1
• Personality Development & Job skills - I

Semester - III
• Corporate Accounting - I
• Audit Practice
• Cost & Management Accounting
• Management of Financial Services
• Company Law
• English & Communication Skills - II
• Basics of Entrepreneurship - I

Semester - IV
• Environment, Health & Community
• OJT (On The Job Training)

Semester - V
• E-Commerce
• Corporate Accounting - II
• Management Information System
• Direct & Indirect Tax - II
• English & Communication Skills - III
• Corporate Governance & Business Ethics
• Computer skills & Office Administration - II
• Capital Market Operation

Semester - VI
• International Financial Management
• Banking Service Operations
• Risk & Insurance Management
• Personality Development and Job skills - II
• Basics of Entrepreneurship - II
• Computer Skills & Office Administration - III
• Corporate Financial Reporting
• Security Analysis & Portfolio Management

3.1.2 B.B.A. - BACHELOR OF BUSINESS ADMINISTRATION

About the Course :

The BBA Course at TeamLease Skills University (TLSU) offers specialization in Marketing and Finance. The Program has been specially designed keeping the Employer in mind. All subjects are taught using case-based and problem-solving methodology, project work, industry guest lectures and compulsory on-job training. Special focus is given on English language proficiency through language labs for gujarati-medium students.

Duration :

The Course is of 3-year duration leading to a B.B.A. - Bachelor of Business Administration.

On-Job-Training :

Compulsory On-Job-Training of 2-months during the 4th semester enables students to acquire practical knowledge and training in areas of management, operations, finance, retail, marketing and sales.

Key Features :

- Knowledge and skills in the field on management and business administration.
- Option of pursuing BBA Course in English / Gujarati medium.
- Blended Mode of Teaching (Combination of Face-to-Face & Cloud components).
- Blogs and Discussion Forums to clarify doubts 24x7.
- Problem Based / Case Based teaching along with Peer Group Learning.
- Life Skill courses like Computer Skills, Soft Skill, Job Skill etc.

Course Outline :

Semester - I	Semester - II
• Business Systems • Principles of Management • Financial Accounting • Business Mathematics • Microeconomics • Computer Skills	• Organizational Behaviour • Marketing Management • Financial Management • Business Laws - I • Business Statistics • Macroeconomics
Semester - III	**Semester - IV**
• Cost Accounting • Business Communications • Business Laws - II • Research Methodology • Production and Operations Management • Supply Chain Management	• Business Strategy • Human Resource Management • Business Ethics • Personality Development • Internship Training / OJT (2 months)
Semester - V	**Semester - VI**
• Enterpreneurship Development • Tax Laws / Consumer Behaviour • E-Commerce / Retail Management • Capital Market Operations / Services Marketing • Capital Market Operations / Services Marketing • Mgmt. of Financial Services / International Mktg. • Project Report, Presentation, Viva	• Management Information Systems • International Finance / Advertising & Sales Promotion • SAPM / Distribution Management • Banking Operations / Product & Brand Management • Risk & Insurance Management / Sales Mgt. & Salesmanship • Project Report, Presentation, Viva

3.1.3 B. SC. - MECHATRONICS

About the Course :

The Mechatronics Program at TLSU helps student learn the fundamental principles of mechanical, electrical, software, instrumentation and controls engineering and gain hands-on experience at our specially-designed laboratories and workshops. Mechatronics Engineering graduates can select from a wide spectrum of industries for career choices and can also contribute in a variety of roles including design engineer, software engineer, project planner, product designer, and project manager.

Duration :

Students have the option to opt for either a 2-year Associate Degree or a 3-Year Bachelor Degree in Mechatronics.

On-Job-Training :

Compulsory On-Job-Training of 6-months during the 4th semester.

Key Features :

- Job-oriented subjects (CAD, PLC, and CNC, Robotics, Automation).
- Mult-disciplinary job profiles that embrace future technologies viz. Automation & Robotics.
- Classroom lectures, tutorials, seminars, small-group work, project work and independent study.
- Special modules in workshop format, alternating theoretical input with practical analysis.
- 6 months of Practical On-Job-Training (OJT) in the 4th semester.
- Life Skill courses like Computer Skills, Soft Skill, Job Skill etc.

Course Outline :

Semester - I
• Mathematics • Applied science • Electrical Engineering - I • Manufacturing Techniques - I • Applied science - Practical • Manufacturing Techniques - I - Practical • Engineering Graphics - Practical

Semester - II
• Electrical Engineering - II • Fundamental of Fluid Mechanics & heat transfer • Manufacturing Techniques - II • Analog & Digital Electronics • Electrical Engineering - II - Practical • Analog & Digital Electronics - Practical • Manufacturing Techniques - II - Practical • Computer Drafting - Practical • Microprocessor & Microcontroller - Practical • Personality Development & Job skills - I

Semester - III
• Machine Design and Computer Drafting - I • Computer Integrated Manufacturing (CIM & CNC) • Quality, Plant Maintenance & safety • Material Science & Metallurgy • Machine Design and Computer Drafting - I Practical • CIM & CNC - Practical • Sensor Technology & PLC, SCADA, DS - Practical • Advanced Hydraulics & Pneumatics System - Practical • Basics of Entrepreneurship - I • English & Communication Skills - II

Semester - IV
• Industrial Training / Apprenticeship • In House Project / Apprenticeship

Semester - V

- Robotics
- Control system
- Thermal Engineering
- Robotics - Practical
- Control system - Practical
- Thermal Engineering - Practical
- Computer Hardware & Wireless Technology - Practical
- Mechatronics Project-I - Practical
- English & Communication Skills - III
- Computer Skills & Office Administration - II

Semester - VI

- Machine Design and Computer Drafting - II
- Operation Research & Estimation
- Embedded System Design
- Automobile Technology
- Machine Design & Computer Drafting - II Practical
- Embedded System Design - Practical
- Automobile Technology - Practical
- Mechatronics Project-II - Practical
- Basics of Entrepreneurship - II
- Personality Development & Job skill - II

3.1.4 B. SC. – IT– INFRASTRUCTURE MANAGEMENT SYSTEMS (IT-IMS)

About the Course :

IT–IMS degree program at TLSU enables and equips students with competent skill-sets and detailed knowledge of different verticals in the IT infrastructure management sector. The Program instills in the students, comprehensive technical knowledge in various industry domains viz. system administration, operating system administration, PC troubleshooting and maintenance of server operations, information security, routing and switching administration, networking, core server administration, mail server administration, infrastructure management tools, system and network management and wireless network administration.

Duration :

Students have the option to opt for either a 2-year Associate Degree or a 3-Year Bachelor Degree in IT–IMS.

On-Job-Training :

Compulsory On-Job-Training of 6-months during the 4th semester.

Key Features :

- Strong theoretical knowledge and concepts backed by a practical orientation.
- Industry projects for hands-on experience and learning-by-doing.
- Emphasis on practical experimentation and adoption of best-industry practices.
- Strong industry connect for practical On-Job-Training.
- Blogs and Discussion Forums to clarify doubts 24x7.
- Problem Based / Case Based teaching along with Peer Group Learning.
- Life Skill courses like Computer Skills, Soft Skill, Job Skill etc.

Course Outline :

Semester - I

- Computer Programming - TH
- Computer Programming - PR
- PC Troubleshooting & Maintenance - TH
- PC Troubleshooting & Maintenance - PR
- Networking Fundamentals - TH
- Networking Fundamentals - PR
- Operating System Fundamentals - TH
- Operating System Fundamentals - PR
- English & Communication Skills - I
- Computer Skills

Semester - II

- Windows Server 2012 - I TH
- Windows Server 2012 - I PR
- Windows Server 2012 - II TH
- Windows Server 2012 - II PR
- Windows Server 2012 - III TH
- Windows Server 2012 - III PR
- Linux Administration - I TH
- Linux Administration - I PR
- Advanced Networking - TH
- Advanced Networking - PR
- Personality Development & Job Skills – I

Semester - III

- Advanced Routing - TH
- Advanced Routing - PR
- Advanced Switching - TH
- Advanced Switching - PR
- Linux Administration - II - TH
- Linux Administration - II - PR
- Mail Server Setup & Administration - TH
- Mail Server Setup & Administration - PR
- English & Communication Skills - II

Semester - IV

- On-the-Job-Training (OJT)
- O-J-T : Project Report & Related Discussion
- Entrepreneurship - I
- Environment, Health & Safety

Semester - V
• Cloud Computing – TH
• Cloud Computing - PR
• Virtualizations - TH
• Virtualizations - PR
• IT Security and Policy
• Planning - TH
• IT Best Practices - TH
• Office Administration
• English & Communication Skills – III

Semester - VI
• Storage Area Network (SAN) - TH
• Storage Area Network (SAN) - PR
• Data Base Fundamentals - TH
• Data Base Fundamentals - PR
• Fundamentals of Data
• Warehouse - TH

3.1.5 B.Sc. in HOSPITALITY AND TOURISM MANAGEMENT

About the Program :

TLSU offers a unique hospitality Degree and Associate Degree* which provides lucrative and bright career options, includes "hands-on" applied learning .The Bachelor Degree in Hospitality Management prepares students to enter the world of hospitality at entry level, Supervisory and Management Trainee with a strategic approach to business.

The boom in the Tourism Industry has given rise to immense growth. Career in this exciting field of Hospitality and Tourism Management enables and prepares each individual to oversee the everyday operation of Hotel, Resort, Banquet facilities, event planning, food service companies, Aviation, Tours and travels, BPO, Retail, healthcare and to be an Entrepreneur.

The program is practical oriented and is delivered using Case studies, group discussion, project work, industry guest lectures and on-job training. Special focus is given on English language proficiency through language labs for Gujarati-medium students.

Duration :

The program is of three year duration leading to degree in B.Sc. Hospitality and Tourism management.

On-Job-Training :

Industrial training for a period of 45 days in the 1st year and 6 months in the 2nd year. in Star hotels in India, acquainting the students with the real life exposure along with the state-of-the-art service culture, latest technology which enables them to acquire practical knowledge in areas of management and operation.

Key Features :

TLSU is the first University to introduce regular "Three year Degree program in "B.Sc. in Hospitality and Tourism Management" course in Gujarat with scholarship upto 100% *

A. Environment friendly classrooms

B. AV Learning, E -Library and WiFi connectivity

C. Latest upgraded computer labs

D. State-of-the-art labs

E. Highly Experienced and technically qualified Team of Faculty

F. Experiential teaching and learning.

G. One-to-one interaction between students and Industry Professionals

H. On line courses for working professionals, students can join after one year of completion of diploma. Or Associate degree

I. Seminars, workshops and Industry visits.

J. Functional and Life skills development

K. Research and Projects

Course Structure :

Semester - I	Semester - II
• Introduction to Lodging and Food service Industry • Front Office Operation • F & B Service • Food Production • House Keeping Management • Basic Hotel Accounting • Nutrition • Computer Application & Skills • English & Communication Skills	• Principles and Practice of Management • Front Office Operation • Food and Beverage • Food Production • House Keeping Management • Introduction to Tourism and Cultural Heritage of India • Food Science • 45 days Training • Personality development & Job skills

Semester - III

- IT - 22 weeks
- Presentation Skills - 3weeks
- Viva, Training Report, Log Book,
- Project report and
- Performance Appraisal by hotel

Semester - IV

- Hospitality Supervision
- Hospitality Sales and Marketing
- Global Trends & Destination Management
- Food Production Principals
- Food & Beverage Service
- Accommodation Operation
- Project - Submission of Synopsis
- English & Communication Skills

Semester - V

- Facility Management
- Quality control Management
- International Tourism and Packaging
- Food Production
- Food and Beverage Management
- Personality Development & Life Skills
- Project, presentation and Viva
- Personality development & Job skills

Semester - VI Compulsory

- Food Production – Major
- Food and Beverage Operation – Major
- Accommodation Operation – Major
- Entrepreneurship Development
- Club & Resort Management
- English and Communication Skills
- Retail Management

* TLSU will offer attractive and merit/need based Scholarship and fee subsidy schemes to students up to 100%..

*Candidates awaiting result for 12thare eligibleto apply.

* Tentative course structure

4 FEES, DEPOSITS & OTHER CHARGES

4.1. FEE STRUCTURE FOR 2015-18 BATCH :

Program	Fees
B.Sc. in Mechatronics	Rs. 25,000/- per Semester
B.Sc. in IT-IMS (Infrastructure Management Services)	Rs. 25,000/- per Semester
B.Sc. in Hosptality & Tourism Management	Rs. 25,000/- per Semester
B.B.A. (English/Gujarati Medium)	Rs. 25,000/- per Semester
B.Com. in Finance and Business Operations	Rs. 10,000/- per Semester

***Note :** First four semesters correspond to Associate Degree. All the six semesters constitute Bachelor's Degree programme. In other words, Semesters I to IV are common for Associate Degree and Bachelor's Degree Programs.

4.2. FINANCIAL ASSISTANCE / SCHOLARSHIPS

TeamLease Skills University offers merit based Scholarships by way of tuition fee waiver to students based on Std. - 12 Board Examination results subject to certain terms and conditions. Students are advised to apply for scholarship at the time of submitting the application form for admission. For complete details of scholarships available contact +91-0265-3309111/112.

4.3. REFUND OF FEES

The refund of fees will be as per the university guidelines communicated from time to time.

4.4. HOSTEL FACILITY

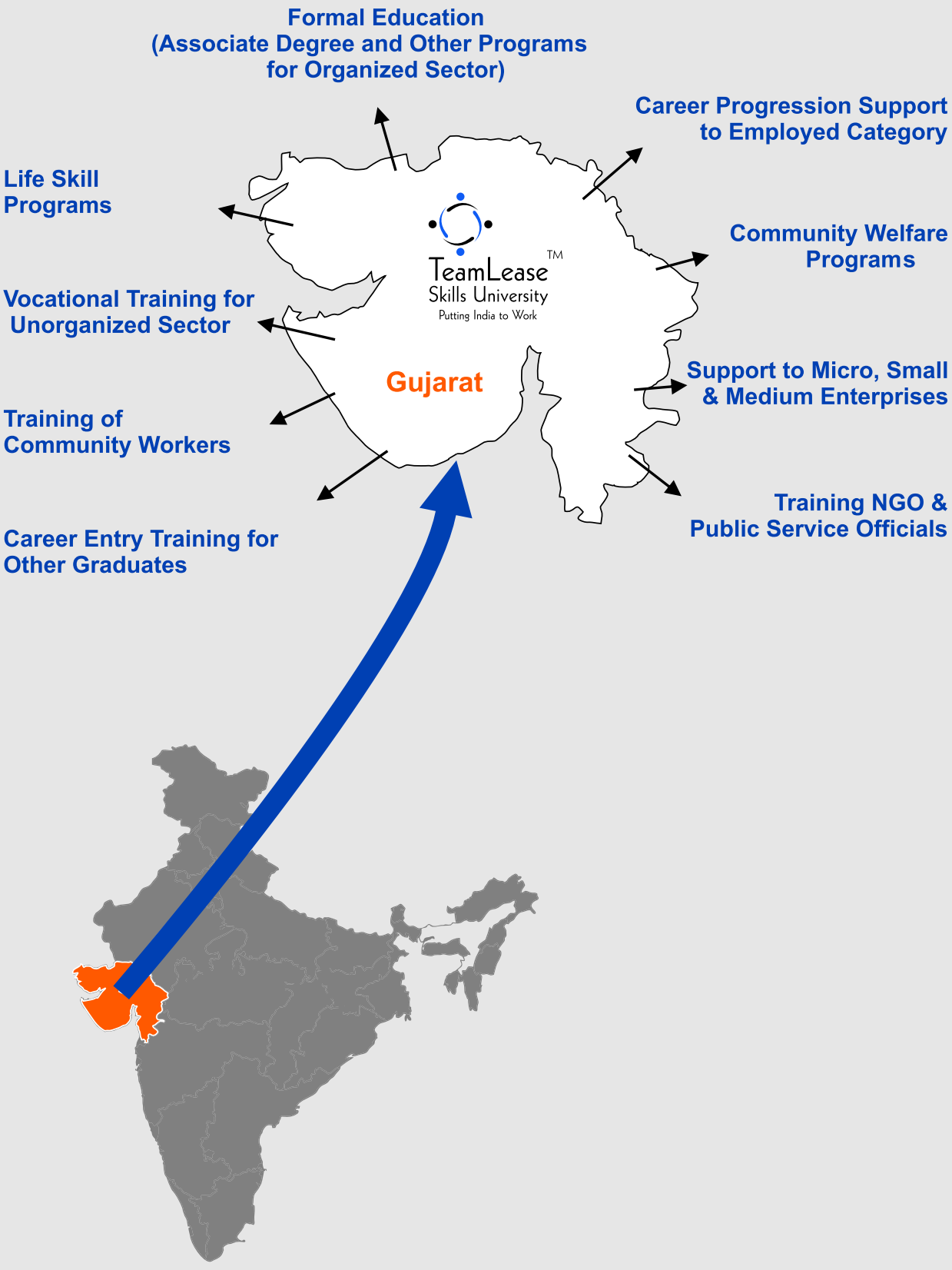
Hostel facility separately for boys and girls are available.

4.5 IMPORTANT DATES

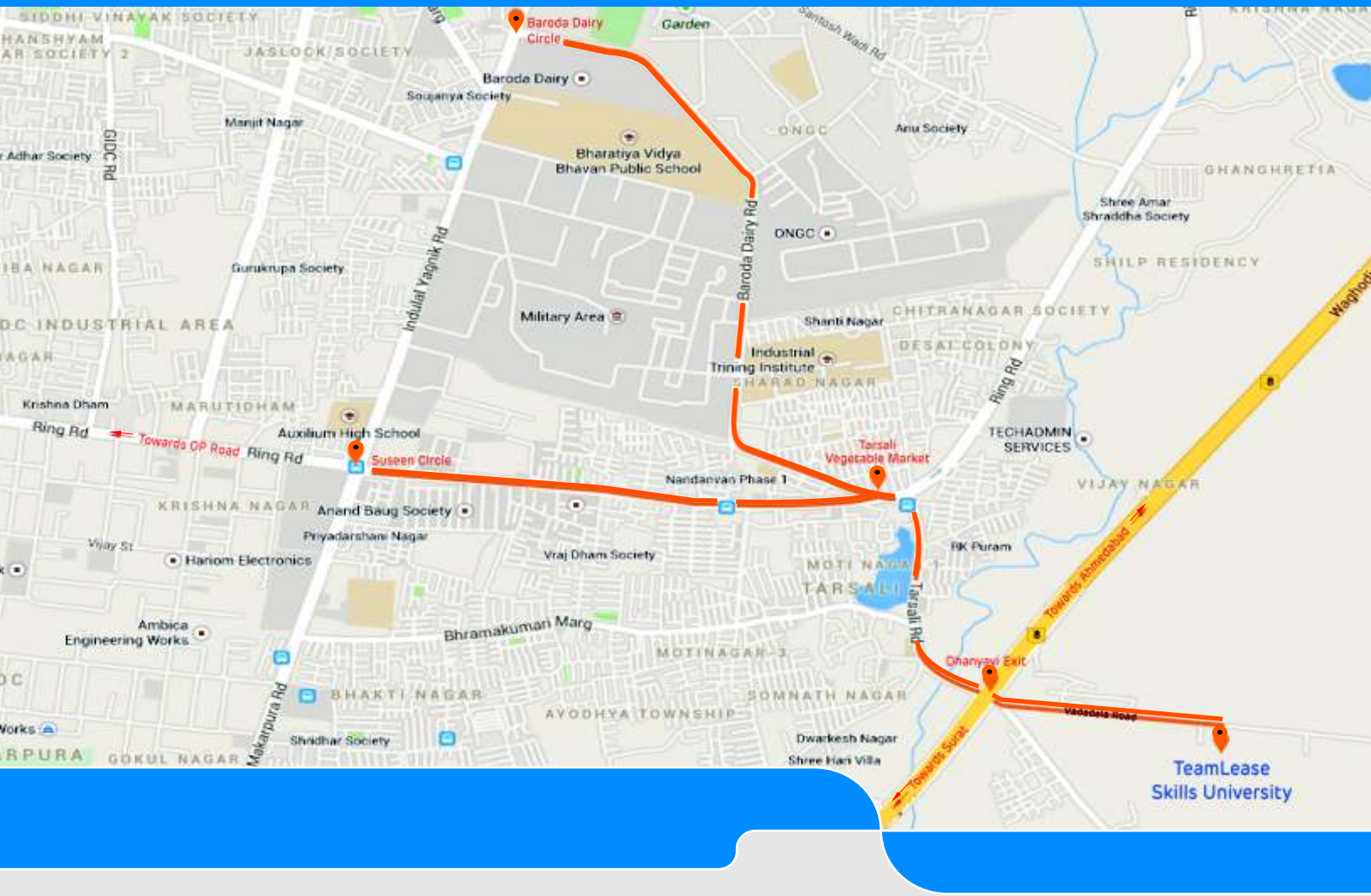
1. Start date of Issue of Prospectus & Application forms - 10 Mar 2015
2. Last date for issue of Prospectus & Application forms - 30 Jun 2015
3. Last date for submission of filled Application forms - 10 Jul 2015
   (By Hand or through Post/Courier)
4. Admission process - 11 to 19 Jul 2015
5. Academic Session commencement - 20 Jul 2015

Note :

In case of availability of seats for admission, the Admission Committee may decide to extend the date to accept the Application Forms upto a specified date. Information in this regard will be made available on website of TLSU and on the notice board on the Campus.



Multiple Functions of TeamLease Skills University towards Comprehensive Skill Education in Gujarat State



TeamLease™
Skills University
Putting India to Work

TeamLease Skills University

(Established under the Gujarat Private University [Amendment] Act, 2013)
Tarsali-Vadadala Road, Tarsali Bypass, Dhanyavi Exit, Tarsali, Vadodara-390009, Gujarat
Contact No. : +91-265-3309100/111/112 , **Toll Free No. : 1800 233 8578**
E-mail : admission@teamleaseuniversity.org
Website : www.teamleaseuniversity.org

Lalit@9924721668

TeamLease™ Skills University
Putting India to Work

TeamLease Skills University

APPLICATION FORM : 2015-16 SESSION

(Read the Instructions carefully before filling the Form)

Application No.

FOR OFFICE USE ONLY :

Enrolment No. :

Admission Phase:

Photograph

Affix your latest passport size photograph (4cm x 5 cm)

Use CAPITAL LETTERS only while filling the form

1 Name of the Applicant (leave one box empty between First Name, Middle Name and Surname) :

2 Date of Birth : D D M M Y Y Y Y

3 Nationality :

4 Gender :

5 Category :

6 Religion :

7 Father's / Mother's / Guardian's Name (strike out whichever is not applicable) :

8 Parent(s) / Guardian's Annual Income (in figures) : Rs.

Signature of the Applicant

9 Address for Corresopndence (do not repeat your name) :

District : State : Pin Code :

10 Other Contact Details : Land Line No. :

Applicant's Mobile No. : Father's/Mother's/Guardian's Mobile No. :

Applicant's Email ID :

Father's / Mother's / Guardian's Email ID :

11 Permanent Address (do not repeat your name) :

District : State : Pin Code :

12 Indicate your Program Preference (Mark 1 / 2 / 3 / 4 below) :

Program	Preference*
B.Com	
BBA	
B.Sc. Mechatronics	
B.Sc. IT - IMS	

13 Indicate below your choice (Two Years Associate Degree OR Three Years Degree) :

*Note- (i). To facilitate you to apply for more than one program, program preference is given at column 12. However, admission will be offered in only one program.

*Note- (ii). If you want to modify the option, strike off the entry clearly and re-enter the preference within the same box. In case of such modification, put your signature outside the box.

14 Indicate the Payment Mode- by Cash OR Demand Draft :

If the amount is paid through a Demand Draft, please provide details below-

DD Number : DD Date : D D M M Y Y Y Y DD Amount in Rs. :

Bank Name : Payable at : VADODARA

15 Particulars of past academic record from Matriculation (10th Std. / SSC) onwards:

"Examination Passed"	Year of Passing	Board / Institution / University	Class / Division / Percentage
10th Std			
12th Std			
ITI			
Others			

Note - Attach self attested photocopies of the marksheet along with Application Form, However, admission will be confirmed only after verification with the originals.

Declaration by the Applicant

I hereby declare that all the information furnished by me in this Application Form and in the documents I have submitted in support of my application are true, complete and correct. In case any information so provided with this Application Form is found to be false or incorrect at any time, this shall entail automatic cancellation of my admission, if granted, besides rendering me liable to such action as the University may deem fit. I have carefully studied the guidelines and the instructions as printed in the Prospectus, and I accept them, and I shall not raise any dispute in future over the same. In the event of any medical or other emergency, my parent(s) or guardian may be contacted at the address given at item no. 9 of this application form.

Place

Date : D D M M Y Y Y Y

"Signature of the Applicant
(Please sign within the box)"

Declaration by the Father / Mother / Guardian of the Applicant

My son / daughter / ward, Mr./Ms. (Name of Applicant) ……, is applying for admission to TeamLease Skills University. In case of his/her admission to the University, I shall be responsible for payment of all his/her fees and other charges including any emergency, medical or other expenses incurred by the University. I am aware that in case any information in this Application Form is found to be false or incorrect at any time, this shall entail automatic cancellation of my son's/daughter's/ward's admission, if granted, besides rendering him/her liable to such action as the University may deem fit. I will also be responsible for his/her good conduct and behavior during the period of his/her stay in the University. Further, I may be contacted in the event of any emergency as determined by the University. I am aware that the Application Fee and or the Admission Fee paid to TLSU is non-refundable under any circumstances. I also accept that the decision of the Admission Committee of TLSU is final.

Place

Date : D D M M Y Y Y Y

"Signature of the Father / Mother / Guardian
(Please sign within the box)"

Full Name :

Relationship with the Applicant :

Land Line No. :

Mobile :

Email ID :

Note : Signatures of the Applicant and Parent(s) /Guardian in this Application Form will be considered as basis for all verifaction purposes in the University.

Enclosures :

List of Self Attested Photocopies of the marksheets as per column 13 of Application Form :

a. _____

b. _____

c. _____

d. _____

TeamLease Skills University

INSTRUCTIONS FOR FILLING UP

APPLICATION FORM FOR 2015-16 SESSION

A. General Instructions:

1. The Application Form is meant for admission to Programs of TeamLease Skills University for 2015-16 Session. Photocopies of the Application Form will not be accepted.
2. Application Form has to be filled by the Applicant with his/her own handwriting in English. Boxes provided are for writing alphabets or numbers. Use only CAPITAL LETTERS for filling the form except for signatures.
3. The applicants are required to provide correct information; failure to do so could lead to rejection or cancellation of admission.
4. A recent passport size photograph must be neatly pasted in the box provided. The photograph should not be pinned or stapled or extend beyond the box provided. Please note, the same photograph will appear in the ID Card, Hall Ticket, Certificate, etc of the University. No changes are permitted at a later stage.
5. Applicant's signature must be within the box provided. Please note, the same signature will appear in the ID Card, Hall Ticket, Certificate, etc. of the University. No changes are permitted at a later stage.
6. After ensuring that all the information required by the University has been furnished, the Applicant should sign in the box provided at the end of the Application Form.
7. The Application Form is liable for rejection if the Applicant's signatures do not match in page No. 1 & 2.
8. Declaration from Father/Mother/Guardian of the Applicant is mandatory.
9. Non-refundable Application Fee payable with each Application Form is Rs. 100/- (for online forms downloaded by Applicant and for the Application Form purchased in person from TLSU campus) and Rs. 150/- (if requested through courier/post).
10. Applicants who wish to download the Admission Form are requested to visit the University website- www.teamleaseuniversity.org
11. At any stage, if the Applicant is found ineligible for admission to the said program, the admission will be cancelled without any liability on part of the University.
12. It is important to properly tie/pin/staple the Application Form along with supportive documents together so that they do not fall apart.
13. Admission to various programs offered by the University is made strictly on the basis of eligibility criteria prescribed in the prospectus. If the University is satisfied with the Applicant's eligibility and suitability for admission into the respective program, the Applicant will be granted admission.

B. Instructions for filling up Application Form

1. Write your name in Capital Letters as it appears in your Birth Certificate / School Leaving Certificate / 10th Std. Marksheet.
2. Write your Date of Birth as per the Gregorian (English) calendar in dd/mm/yyyy format. Ex. For 8th June 1996 write:

0	8	0	6	1	9	9	6

3. Mention your Nationality. Proof of Nationality to be produced in all cases where the nationality is other than 'Indian'.
4. Write 'M' for Male, 'F' for Female and 'O' for Others, against Gender.
5. Write category in the box provided. For code details refer to Table-1. Ex. For General, write:

G	E	N

6. Write religion in the box provided. For details refer to Table-2. Ex. For Hindu, write :

H	I	N	D	U

TABLE - 1		
Category	General	GEN
	Scheduled Caste	SC
	Scheduled Tribe	ST
	OBC	OBC
	Others	OT

TABLE - 2	
Religion	CHRISTIAN
	HINDU
	JAIN
	ISLAM
	SIKH
	OTHERS

7. Write your Father's or Mother's or Guardian's name in the Box provided.

8. Write your Parent(s) / Guardian's Annual Income in figures in the Box provided.

9. Write complete postal address for Correspondence. Please note all the written communication will be sent to the correspondence address provided in the Application Form. Hence, you are required to ensure that proper address is given. Leave a blank between each field of address like House No., Street Name, etc. Please don't forget to write the Pin Code.

10. Mention your residential land line number for communication purpose.

    Write your 10 digit mobile no. to receive SMS alerts from TLSU. Write the Parent(s) / Guardian's 10 digit mobile no. for emergency contact.

    Write your Email ID to receive regular email updates like notices, announcements, results, etc., from TLSU. Write the Email ID of your Parent(s) / Guardian's to receive their ward's progress on periodical basis.

    In case, Landline or mobile or email is not used, enter 'Not Applicable'.

11. Write your complete postal permanent address for emergency contact.

12. Indicate your Program Preference by giving 1 / 2 / 3 against the program of your interest. Please note, to facilitate you to apply for more than one program, program preference is given at column 12. However, admission will be offered in only one program. If you want to modify the option, strike off the entry clearly and re-enter the preference within the same box. In case of such modification, put your signature outside the box.

13. Indicate your choice of Program in the given box. You may either choose Two Years Associate Degree Program OR Three Years Degree Program depending upon your interest.

14. Indicate the Payment Mode in the given box as either Cash OR Demand Draft (DD).

    If the amount is paid through Demand Draft (DD), the DD should be drawn in favour of **'The Registrar, TeamLease Skills University'**, payable at **Vadodara**. Provide DD Number, DD Date, DD Amount and Bank Name in the box provided. Also, Write the Application No., Applicant Name and Contact No. on the reverse side of the Demand Draft.

15. Write the qualification acquired in the order as indicated in the table. Supporting documents for the qualifications must be enclosed along with the admission form.

Important Note :

1. Legal disputes, if any, shall come under the jurisdiction of Vadodara, Gujarat courts only.
2. The Applicants are advised to preserve a photocopy of the filled Application Form as record for future reference.
3. For up-to-date information refer to the website www.teamleaseuniversity.org or visit our campus.

Address for Submission of duly filled-up Application Form-

The Admission Section - TeamLease Skills University,

Tarsali-Vadadala Road, Tarsali Bypass, Tarsali, Vadodara- 390009, Gujarat.