

TEAMLEASE SKILLS UNIVERSITY

VADODARA, GUJARAT (IN)



Student Handbook

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## NATIONAL ANTHEM

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता।  
पंजाब सिन्ध गुजरात मराठा  
द्रविड उत्कल बंग।  
विंध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग।  
तव शुभ नामे जागे  
तव शुभ आशीष मागे।  
गाहे तव जयगाथा।  
जन गण मंगलदायक जय हे  
भारत भाग्य विधाता।  
जय हे, जय हे, जय हे  
जय जय जय जय हे॥

– Rabindranath Tagore

## NATIONAL PLEDGE

India is my country. All Indians are my brothers and sisters.  
I love my country, and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give respect to my parents, teachers and all the elders, and treat everyone with courtesy.  
To my country and my people, I pledge my devotion.  
In their well being and prosperity alone, lies my happiness

## UNIVERSITY SONG

कार्यकुशलता की सीढ़ी पर  
पग पग चढ़ते जाते हैं,  
टीमलीज़ स्किल्स यूनिवर्सिटी में  
हम सब बढ़ते जाते हैं ।

क्षमता - उद्यमिता का  
नवीन यहाँ पर संगम है,  
दक्षता - उच्च शिक्षा का  
होता सदा जलागम है,  
अटल राष्ट्रनिर्माण का  
लहराता परचम है,  
बौद्धिकता - सहिष्णुता का  
प्रयास अनूठा हरदम है।

कार्यकुशलता की सीढ़ी पर  
पग पग चढ़ते जाते हैं,  
टीमलीज़ स्किल्स यूनिवर्सिटी में  
हम सब बढ़ते जाते हैं ।

मनसा-वाचा-कर्मणा  
सिद्धांत यहाँ अद्यतन है,  
जुड़कर खेल-संस्कृति से  
मन रहता चंचल - चेतन है,  
नैतिकता - राष्ट्रहित का  
अमर - भ्रमर गुंजन है,  
भारत विश्वगुरु कहलाए  
ज्ञान प्रवाह निरंजन है।

कार्यकुशलता की सीढ़ी पर  
पग पग चढ़ते जाते हैं,  
टीमलीज़ स्किल्स यूनिवर्सिटी में  
हम सब बढ़ते जाते हैं ।।

- विमल कुमार

## **WELCOME TO TEAMLEASE SKILLS UNIVERSITY**

TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22nd April 2013.

TeamLease Skills University (TLSU) aims to facilitate skill inculcation and societal enrichment for its students through traditional and non-traditional Programmes, focusing on academic, vocational, professional, technical and life skill domains. We are striving to create an environment where ideas, passion and hard work all combine to create a future of your choice.

TLSU focuses on generating an efficient workforce by offering employment oriented Programmes and an opportunity to build a career path for non-graduate employees through our unique Programme for working professionals

The university wishes you a bright career in your chosen domains.

**TLSU, Vadodara**

### **TLSU Vision**

To contribute to workforce productivity, socio-economic development and social harmony through well rounded and industry relevant educational programmes 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.

### **TLSU 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

## **TeamLease Skills University**

### **1. The University**

TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22<sup>nd</sup> April 2013), with a mission to facilitate willing individuals to acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment.

Established with active support and in partnership with Labour & Employment Department of Government of Gujarat, TLSU envisions striving towards socio-economic development through academic programmes, training, research and extension work and also collaborating with industry, other universities and higher education institutions in India and abroad. TLSU aims to facilitate skill inculcation and societal enrichment through traditional and non-traditional programmes focusing on academic, vocational, professional, technical and life skill domains. In order to put into practice industry-relevant course syllabi, TLSU involves employers in the relevant sector for curriculum design, guest lectures, internship, assessment and search for job openings. To enhance employability, courses are included on Computer Skills, English and Communication Skills, and Personality Development thereby creating 'ready-to-employ' graduates who acquire and develop professional competence and employable skills as part of TLSU's industry relevant academic curriculum.

Apart from catering to the educational needs of Higher Secondary School pass-outs, efforts have been made for opening higher education / training avenues for the pass-outs and Instructors of Industrial Training Institutes (ITI), Vocational Higher Secondary Schools (VHSS) and Polytechnics that could strengthen the respective areas of studies. Continuing education and skill enhancement opportunities have been made available for the employed category.

### **2. TLSU Organizational Background - Thrust for moving towards Employability**

TLSU is sponsored by TeamLease Education Foundation (TLEF), a Company formed under Section 25 of Companies Act, 1956. TLEF is promoted by TeamLease Services Ltd., which is India's largest staffing 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 over 17 lakh candidates since its inception, in 2200 different corporates spread in 1800 distinct locations across India.

Keeping in view the competitiveness in job market at the national level, TLSU focuses on 3 'E's as part of its curricular design 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

### 3. Academic Departments

TLSU offers programmes at an undergraduate level through the following departments:

- Commerce and Management (CM)
- Hospitality and Tourism Management (HTM)
- Information Technology (IT)
- Mechatronics (MS)
- Health, Life and Applied Sciences (HLS)
- Life Skills (LS)
- Centre for Industry and Knowledge Partnerships (CIKP)

The academic programmes have been planned with the aim of enhancing the employability of students and providing human resource to the fast growing manufacturing and services sectors in Gujarat.

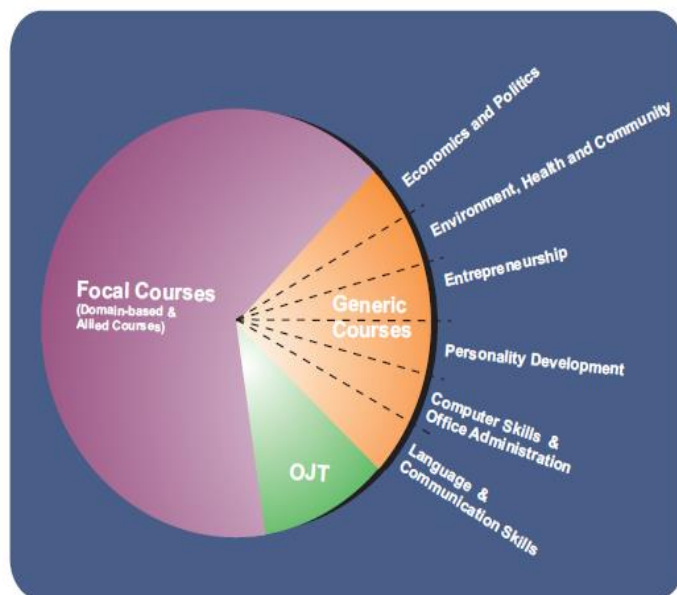
### 4. Academic Programmes

TLSU provides flexibility of study and modular curriculum. At present, the Undergraduate Programmes carry two exit options - Two Year Associate Degree and Three Year Degree. Candidates desiring 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, would be awarded Associate Degree or an Advanced Diploma (in case any issue arises from UGC) Candidate wishing to pursue further studies may approach the University to secure Degree qualification, by seeking admission to the third year of the programme, subject to prevalent curricular conditions and options.

Completion of stipulated duration of the programme leads to the award of a Degree on fulfillment of all prescribed requirements.

### 5. Course Content Composition with focus on Employability

TLSU designs its programmes 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) Life skills (needed to transact activities in day-to-day life as a responsible citizen). The area competence is built through focal courses, which are a combination of domain based and allied courses. The employability skills and life skills are inculcated through generic courses and On-Job-Training (OJT) components. A significant time for on-job-training is allotted, which has a defined sequence of activities.



## **6. Credit System**

The 'Credit System' has been implemented for all programmes offered by the University. 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 weight.

## **7. Programme Delivery**

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, TLSU adopts the blended mode (hybrid mode) of teaching involving a combination of face-to-face instruction, workshop/laboratory practice, web based learning, hands-on work for practical experience and on-job-training as well as facilitating 24x7 access to web based learning materials. The instructional methodology which lays stress on employability is the distinguishing feature of TLSU. The blended mode of instruction facilitates flexibility of study to the diverse age and occupational group of students. To facilitate triple focus, TLSU prescribes a work load for the students that could be more intense than is followed normally by the universities.

TLSU believes in offering learner-oriented education where the student is an active participant in the teaching-learning process. 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.

## **8. On-Job-Training (OJT)**

Many of the present day graduates are not in a position to transfer knowledge and fit into workplaces after they are employed. To address the gap, on-job-training (OJT) also known as internship, is an integral component of each academic programme, where students acquire workplace knowledge. OJT provides an opportunity to transfer theoretical concepts and practical based knowledge acquired during studies to the context of the workplace. Towards this aim, TLSU directs the students to suitable workplaces appropriate with their course work. The purpose is to provide the students an opportunity to observe the employees at work and to perform functions as directed and thereby facilitating learning by connecting the workplace practices to their course work. OJT helps students in becoming familiar with the workplace practices, behaviour, technology and systems. As a result of this, the students get job-relevant skills and enhanced employability.

## **9. Assessment Scheme**

The performance of each student enrolled in a programme will be assessed at the end of each semester. The final result of each course will be determined on the basis of continuous assessment and performance in the semester end examination which will be in the ratio of 40:60 in case of theory courses and 60:40 in laboratory courses (practical).

- **Continuous and Comprehensive Evaluation** – The examination system of the University is designed to test systematically the student's progress in theory, laboratory, and OJT (field



work) through continuous evaluation. Students are given periodical tests, assignments, group assignments, surprise tests, quizzes, practical assignments, project work, presentations, home assignments, seminars, term papers in addition to examination at the end of each semester. The record of the continuous assessment will be maintained by the Department. The final result of each course is calculated on the basis of continuous assessment and performance in the semester end examination.

- **On-Job-Training (OJT)** - This will be jointly supervised, assessed and graded by Faculty Supervisor of TLSU and Mentor of Industry / Corporate.
- **Semester-end Examination** - This will comprise of course wise semester-end written/online examination.

#### **10. Semester-wise Registration System**

In order to maintain an effective enrolment of students and their progress in their studies, the University has introduced a system of student registration at the beginning of each semester for all the programmes offered on regular basis. A schedule for semester-wise registration will be provided before the commencement of following semester.

#### **11. Attendance**

Students should have a minimum of 75% of attendance of the classes actually held in each course. Absence on medical reasons should be supported by a certificate which has to be submitted soon after recovery to the respective departments. Absence from classes continuously for more than 10 days shall make the student liable to provide suitable explanation for permission to continuation of his/her studies.

#### **12. Discipline among Students**

All powers relating to discipline and disciplinary action in relation to students of the University are vested in the Provost. He may delegate all or any of his powers as he deems proper to any of the officers of the University specified by him.

#### **13. Ban on ragging in the Campus**

Ragging constitutes any of the following acts<sup>1</sup> –

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

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<sup>1</sup> UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

As per the orders of the 'Honourable Supreme Court of India', if any incident of ragging comes to the notice of the authority of the University, the concerned student should be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University.

#### **14. Committee on Violence against Women and Sexual Harassment**

TeamLease Skills University is committed to promoting a positive environment that is conducive to the personal and professional growth and ensures every student and employee is treated with dignity, respect and equality in the campus. The management will not tolerate any form of harassment and is committed to taking all necessary steps to ensure that students and employees are not subject to any kind of harassment. Specifically, the law guarantees employees the right to employment in a workplace free from sexual harassment and gender discrimination. Similarly for the benefit of women students as suggested by UGC, a committee is in place to combat any menace of violence and sexual harassment against women in the campus.

#### **15. Health Centre**

The Health Centre of the University caters to basic Out Patient treatment. Specialist Doctors will also be visiting Health Center on specific days and the students can visit Health Center for consultation, if required. At the time of admission every student shall submit a physical fitness certificate and undertaking signed by the parent/guardian to the effect that 'any hospitalization/medical treatment expenses shall be borne by the parents/guardian of the student concerned and the University is not responsible for treating the major diseases/ailment occurred while pursuing studies in the University'.

## **16. Clubs**

- **RASRANG CLUB**

The main focus of the club is to organize co-curricular and extra-curricular activities throughout the year to inculcate various skills into the students as well as various events that are fun for everyone; these include fun random and fun planned socio-cultural events for all TLSUites as stress busters during the busy schedule of academic and administrative activities. The faculty committee members plan a calendar of events and ensure their smooth conduct by guiding the student coordinators to plan and execute the activity or event. Some of the highlights of the club are Annual Day Celebration, Cultural Fest, Festival Celebrations, Teacher's Day, Library Week, Women's Day and competitive events like Poster Making etc.

- **SPORTS CLUB**

It is extremely important to embrace sports along with academics, as it brings in the spirit of Leadership and Teamwork, coupled with delegation; that's exactly what drives TLSU's Sports Club. Be it the Annual Sports Week or the daily distressing sporting activities, all students and faculty alike participate wholeheartedly and reinforce the five S's of sports training are: stamina, speed, strength, skill, and spirit; but the greatest of these is spirit."

- **AAVISHKAAR CLUB**

A club to encourage the information sharing, creative and competitive spirit for different technical activities under a single umbrella.

Vision: To create awareness of various technical happenings around the world among the students, academic and extracurricular activities, to encourage students to actively participate in related events, to represent our University by participating at National-International level skills competitions. Also we hope, it is our soul duty to prepare students technically advanced and prepare them to serve for the country well enough to compete with other established high tech countries and also emerging countries which are technically very sound.

To achieve our goal of excellence in the respective departments of TLSU, we are trying our best to provide base for those hardworking students so that they can grow, nurture and explore the opportunities, which are lying in front of them.

## **17. Identity Card:**

- It is mandatory for students to carry identity cards all the time when in campus and classroom. They may be asked to produce and display their identity by authorities when needed.
- In case of loss/ misplacement/ damage to the I Card, a duplicate I Card shall be issued to student after submitting a written request reporting the loss of I Card. A payment of Rs. 100/- shall be submitted along with the request letter.

- The students are urged to submit their identity card to Administration Department at the end of the course when obtaining the clearance documents.

### **18. Dress and Decorum:**

The Students are required to dress appropriately and decently in a way that represents professional decorum of the University.

- **Boys and Girls** shall wear uniform as prescribed by the university as per Programme enrolled in.
- Black leather belt (1 inch width only), and formal shoes with socks to attend the regular classes on any given day.
- The students must maintain hygiene and personal grooming while in the campus.
- Students must be well groomed wear proper uniform and obey all the grooming rules of university.
- Students should wear Apron/lab-coats during workshop sessions / practical sessions as per Programme enrolled in.
- Students must stay disciplined during their class hours. Failure to do so will lead to disciplinary action by the subject teacher followed by the respective department head.
- Students must submit copies, journals, presentations, case studies, report writing or assignments etc.) on time.
- Use of impolite words is prohibited in campus;
- Use of mobile phone in library, laboratory, class room or any other academic unit is not allowed; violating this rule will result in confiscation of the device by the Administrative Department.
- Damaging and harming the property of University is strictly prohibited. This would result in punishment and compensation of the damage and may lead to discontinuation from the course.
- Students must follow the library policies while using library.
- Students must follow the reading room policies while using it and must not show any misconduct / unexpected behavior inside the reading room.
- The University strives to maintain a violence free environment in campus, class and in all academic units.
- TeamLease Skills University is committed for a smoking free environment.
- Use of substance/ drugs, alcohol in campus is banned. Strict legal action would be taken if found with any of these prohibited products.
- Students who show dishonesty towards the university, damage the university property or violate the university rules & regulations and/or indulge in cyber crime will be terminated from the university.

**\* This handbook is to be carried by the student at all times during the university teaching hours.**