

## Minutes of the Third Meeting of Academic Council, TeamLease Skills University

The 3<sup>rd</sup> Meeting of the Academic Council (AC) of TeamLease Skills University (TLSU) was held on 30<sup>th</sup> October 2015 at 11:30 p.m. in the Board Room at Hotel Express Towers, Vadodara.

The following members were present.

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|-------------------------|--------------------|
| (1) Mr. Vikrant Pande   | - Chairperson      |
| (2) Mr. Ashish Jaiswal  | - Member           |
| (3) Dr. Ashutosh Sandhe | - Member           |
| (4) Dr. Anupam Mitra    | - Member           |
| (5) Mr. Prashant Parmar | - Member           |
| (6) Ms. Hiral Macwan    | - Member           |
| (7) Mr. Ashok Kumar     | - Member-Secretary |

### Special Invitees

- (1) Dr. Chandan Chatterjee, CED
- (2) Mr. Yogesh Joshi
- (3) Dr. Rahul Kanagat
- (4) Ms. Falguni Ranadive

The following members could not attend the meeting due to their commitments.

- (1) Prof. Neeraj Yajnik
- (2) Dr. Nitin Bhate
- (3) Mr. Amitkumar Patel

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 2<sup>nd</sup> Meeting of Academic Council</b></p> <p>The Minutes of the second meeting of Academic Council held on 24<sup>th</sup> December, 2014 were presented for confirmation.</p> <p><b>The item placed before the AC was confirmed. Vide Appendix I for the confirmed version of the Minutes of second meeting of AC.</b></p>




Ashok Kumar K.  
Vadodara

2	<p><b>Action Taken Report on the decisions made during the 2<sup>nd</sup> Meeting of Academic Council</b></p> <p>There was no action taken items.</p>
3	<p><b>Report on the Recommendations of Board of Studies of Department of Information Technology.</b></p> <p>The recommendations of the Board of Studies of Department of Information Technology held on 29<sup>th</sup> July 2015 were presented to the members.</p> <p><b>The item placed before the Academic Council was approved.</b></p>
4	<p><b>Report on the Recommendations of Board of Studies of Department of Mechatronics</b></p> <p>The recommendations of the Board of Studies of Department of Mechatronics meeting held on 29<sup>th</sup> July 2015 were presented to the members.</p> <p><b>The item placed before the Academic Council was approved.</b></p>
5	<p><b>Report on the Recommendations of Board of Studies of Department of Life Skills</b></p> <p>The recommendations of the Board of Studies of Department of Life Skills held on 30<sup>th</sup> July 2015 was presented to members.</p> <p><b>The item placed before the Academic Council was approved with following remarks-</b></p> <p>The practical approach to life skills was appreciated by Mr. Yogesh Joshi.</p>
6	<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 30<sup>th</sup> July 2015 to discuss on approvals of B.Sc. in Hospitality and Tourism Management was presented to members.</p> <p><b>The item placed before the Academic Council was approved with following remarks-</b></p> <p>To start short term courses for various sections of the society in areas like</p> <ol style="list-style-type: none"> <li>1. Bakery and confectionary</li> <li>2. Reception &amp; Counter Service</li> <li>3. Room Attendant</li> <li>4. Basic Food &amp; Beverage Service</li> </ol>
7	<p><b>Launch of 3 year degree programme in information technology leading to BCA by Department of Information Technology.</b></p> <p>A proposal for the launch of 3 year degree program leading to Bachelor of Computer Applications (BCA) was presented to members.</p>

	<p>Following the suggestions were made by the members</p> <ol style="list-style-type: none"><li>1) The concerned department should conduct a detailed study about BCA programme and then approach the Academic Council.</li><li>2) Orientation should be given to students regarding a career in BCA so that they have a purpose in mind when they pursue the course.</li><li>3) TLSU should talk to the industry regarding their requirement in this field and then plan the course curriculum and pedagogy.</li></ol> <p>Further, it was suggested to prepare and present a detailed note with due consideration of the above suggestions.</p>
8	<p>The meeting ended with vote of thanks to the Chair.</p>

(Chairperson)

  
Provost  
TeamLease Skills University  
Vadodara



Ashok Kumar K.

Registrar  
TeamLease Skills University  
Vadodara

**Appendix - I**

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

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

The following members were present.

- |   |                    |
|---|--------------------|
| (8) Mr. Vikrant Pande, Provost, TLSU                | - Chairperson      |
| (9) Prof. Neeraj Yajnik, Associate Professor        | - Member           |
| (10) Dr. Nitin Bhate, Associate Professor           | - Member           |
| (11) Mr. Ashish Jaiswal, Director                   | - Member           |
| (12) Dr. Anupam Mitra, Associate Professor, TLSU    | - Member           |
| (13) Mr. Prashant Parmar, Assistant Professor, TLSU | - Member           |
| (14) Ms. Hiral Macwan, Academic Associate, TLSU     | - Member           |
| (15) Mr. Amitkumar Patel, Academic Associate, TLSU  | - Member           |
| (16) Mr. Ashok Kumar, Registrar, TLSU               | - Member-Secretary |

### Special Invitees

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

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

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

	<p><b>(a) Composition, Roles of Board of Studies of the University</b></p> <p>The composition of the BOS members was constituted as recommended by the Academic Council.</p> <p><b>(b) Approval Process for Introducing a New Program/Course or Revising an Existing Program/Course</b></p> <p>The suggestion of the Academic Council on preparation of concept note by HODs for the approval of Provost/Academic Council before initiating the work on introduction of new programs was communicated to HODs for information.</p> <p><b>The item was approved with the following suggestions –</b></p> <p>(i) The members may be permitted to attend the meeting either through tele-conference call and/or video-conference call, wherever his/her presence is necessary.</p> <p>(ii) If an external academic or industry member could make it to the meeting, a special invitee from the domain, within the vicinity of Vadodara, may be considered to carry out the meeting proceedings.</p>
<p><b>3</b></p>	<p><b>Report on the Recommendations of Board of Studies of Department of Commerce and Management</b></p> <p>The recommendations of the Board of Studies of Department of Commerce and Management meeting held on 28<sup>th</sup> November 2014 to discuss on approval of Diploma and degree programmes as given below, were presented to the members:</p> <ol style="list-style-type: none"> <li>(1) Diploma in Tax Management</li> <li>(2) Diploma in Business Communications</li> <li>(3) BBA in Finance and Marketing</li> <li>(4) B.Com in Finance &amp; Business Operations</li> </ol> <p><b>The item placed before the Academic Council was approved along with the following suggestions –</b></p> <p>In Diploma in Tax Management course, the syllabus for Income tax course may be increased as students are required to learn more as compared to Wealth Tax subject. The load in terms of hours may be adjusted between these two. Also, suggested including Viva as a compulsory component of internal evaluation to build the student's confidence level of those students who are weak in expressing in writing.</p>
<p><b>4</b></p>	<p><b>Report on the Recommendations of Board of Studies of Department of IT</b></p> <p>The recommendations of the Board of Studies of Department of Information Technology meeting held on 29<sup>th</sup> November 2014 to discuss on approval of Certificate and Degree programmes as given below, were presented to the members:</p> <ol style="list-style-type: none"> <li>(1) Certificate Program in Hardware and Networking</li> <li>(2) B.Sc in IT-Infrastructure Management Services (IT-IMS)</li> </ol> <p><b>The item placed before the Academic Council was approved.</b></p>

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

(Chairperson)



Ashok Kumar K.  
Registrar  
TeamLease Skills University  
Vadodara

## Minutes of the First Meeting of Academic Council, TeamLease Skills University

The First Meeting of the Academic Council (AC) of TeamLease Skills University (TLSU) was held on 18<sup>th</sup> October 2014 at 10:30 a.m. in Board Room at TLSU, Tarsali-Vadadala Road, Tarsali Bypass, Tarsali, Vadodara – 390 009.

The following members were present.

(17) Mr. Vikrant Pande, Provost, TLSU	- Chairperson
(18) Prof. Neeraj Yajnik, Associate Professor	- Member
(19) Mr. Ashish Jaiswal, Director	- Member
(20) Dr. Anupam Mitra, Associate Professor, TLSU	- Member
(21) Mr. Prashant Parmar, Assistant Professor, TLSU	- Member
(22) Ms. Hiral Macwan, Academic Associate, TLSU	- Member
(23) Mr. Amitkumar Patel, Academic Associate, TLSU	- Member
(24) Mr. Ashok Kumar, Registrar, TLSU	- Member-Secretary

### Special Invitees

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

Prof. Nitin Bhate could not attend the meeting due to prior commitments.

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

Item No.	Item Description
1	<p><b>Introduction of the Members of the Academic Council of TLSU</b></p> <p>The members of the newly constituted Academic Council were introduced.</p>
2	<p><b>Proposed Structure of Academic Bodies of TLSU</b></p> <p>The proposed structure of Academic Council for Boards of Studies of Department of Commerce &amp; Management, Information Technology, Mechatronics, Life Skills and inclusion of other domains from time to time was presented to members.</p>

	<b>The item presented to AC was approved.</b>
<b>3</b>	<p><b>Composition, Roles of Board of Studies of the University</b></p> <p>The Composition and Roles of Board of Studies of the University was presented.</p> <p>The item was approved by the members with the following suggestions:</p> <ol style="list-style-type: none"> <li>(1) The composition of Board of Studies may be kept under minimum 6 members – 4 Academicians from TLSU; 1 Academician from other University/Institution; and 1 Expert from Industry or Sector Skills Councils (SSCs) or Business or Government or NGO.</li> <li>(2) The HOD of Life Skills is to be included as invitee of BOS.</li> <li>(3) The Chairman/ Convener of BOS in consultation with the Provost may co-opt Academicians/Experts as invitees as per the requirement.</li> </ol>
	<p><b>Approval Process for Introducing a New Program/Course or Revising an Existing Program/Course</b></p> <p>The approval process for introducing a new Program or Course or Revising an existing Program or Course along with the proposed time lines for reviewing the curriculum was presented to the members.</p> <p>The Item placed before the members was approved with the following suggestion:</p> <ol style="list-style-type: none"> <li>(1) Before starting the above exercise a concept note may be prepared by HOD and put up to Provost/Academic Council for permission.</li> </ol>
	The approvals by the Governing Body and Board of Management for the introduction of Associate Degree and Degree Programs to commemorate the launch of the University is enclosed as <b>Annexure-I</b> .
	The meeting ended with vote of thanks to the Chair.

(Chairperson)



**Ashok Kumar K.**  
Registrar  
TeamLease Skills University  
Vadodara



S#	Governing Body		Board of Management											
	Item No.	Minutes	Item No.	Minutes										
1.	(GB-1/02/08/13)  <b>4. Launch of first level Disciplines &amp; Programs through TLSU</b>	<p>The following list of programs to be launched in the year 2014-15 was presented.</p> <ul style="list-style-type: none"> <li>• Associate Degree in Finance and Business Operations</li> <li>• B.Com in Finance and Business Operations</li> <li>• Associate Degree in Hospitality and Tourism Management</li> <li>• B.Sc in Hospitality and Tourism Management</li> <li>• Associate Degree in IT-Infrastructure Management Services</li> <li>• B.Sc in IT-Infrastructure Management Services (IT-IMS)</li> <li>• Associate Degree in Applied Science (Mechatronics)</li> <li>• B.Sc in Applied Science (Mechatronics)</li> </ul> <p>The item presented</p>	(BoM-1 / Dated 14/11/13)  <b>4. Measures for the Offer of Academic Programs</b>	<p>In accordance with the approval given by the Governing Body (GB) during its first meeting held on August 2, 2013, BoM directed the authorities of the University to take appropriate follow-up actions to launch 2 year Associate Degree and 3 year Bachelor Degree programs during 2014-15 as per details shown below:</p> <table border="1"> <thead> <tr> <th>Domain</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Applied Science (Mechatronics)</td> <td>Mechatronics (MS)</td> </tr> <tr> <td>Finance and Business Operations</td> <td>Commerce and Management (CM)</td> </tr> <tr> <td>Hospitality and Tourism Management</td> <td>Hospitality and Tourism (HT)</td> </tr> <tr> <td>IT-Infrastructure Management Services</td> <td>Information Technology (IT)</td> </tr> </tbody> </table>	Domain	Department	Applied Science (Mechatronics)	Mechatronics (MS)	Finance and Business Operations	Commerce and Management (CM)	Hospitality and Tourism Management	Hospitality and Tourism (HT)	IT-Infrastructure Management Services	Information Technology (IT)
Domain	Department													
Applied Science (Mechatronics)	Mechatronics (MS)													
Finance and Business Operations	Commerce and Management (CM)													
Hospitality and Tourism Management	Hospitality and Tourism (HT)													
IT-Infrastructure Management Services	Information Technology (IT)													

		was approved.		
2.			(BoM-3 / 26/04/14) <b>6. Draft TLSU Prospectus &amp; Application Form for 2014-15 Session</b>	Draft TLSU Prospectus and Application form for 2014-15 Session prepared was presented.
3.			(BoM-4/ 23/05/14) <b>5. Recommendations of the Internal Committee on Fee Fixation</b>	<p>The recommendations of the internal committee proposing the fee structure for the programs offered under TLSU was presented. These recommendations will be taken up to the Fee Regulations Committee of the University.</p> <p>The suggestion to follow an ad-hoc fee structure and the scholarship scheme for the current year since the Fee Regulation Committee (FRC) may take time to accord its approval.</p> <p>The board has approved the ad-hoc fee structure and scholarship scheme recommended for the current year and advised to organize the fee regulations committee meeting for its approval on fee structure of the university, at the earliest.</p> <p>The proposed university fee structure along with support documents to be put up to FRC is enclosed as <b>Appendix-III A</b>.</p> <p>The ad-hoc fee structure and scholarship scheme recommended was enclosed as <b>Appendix-III B</b>.</p>

