

Minutes of the First Meeting of Board of Management, TeamLease Skills University

The First Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 14th November 2013 at 10 a.m. at TeamLease Services, 6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore, 560095.

The following members were present.

- | | |
|--|--------------------|
| (1) Mr. Paresh Vora, President, TLSU | - Chairperson |
| (2) Prof. S. Kannan, Provost, TLSU | - Member |
| (3) Mr. Manish Sabharwal, Member, Governing Body of TLSU | - Member |
| (4) Mr. Ashok Reddy, Member, Governing Body of TLSU | - Member |
| (5) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd | - Member |
| (6) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd | - Member |
| (7) Mr. Ashok Kumar, Registrar, TLSU | - Member-Secretary |

Special Invitees:

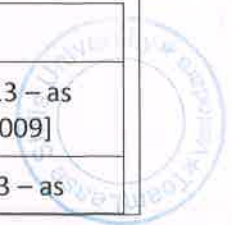
- (1) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (2) Mr. Harikrishna, TeamLease Services Pvt. Ltd., Bangalore

Mr. Paresh Vora chaired the meeting through Video Conference from Ahmedabad Office. The details of the meeting deliberations are presented below:

Item No.	Item Description
1	<p>Introduction of the Members of the Board of Management of TLSU</p> <p>The members of the newly constituted Board of Management were introduced.</p>
2	<p>Constitution of 3-Member Search Committee for Suggesting List of Suitable Names for Provost Appointment.</p> <p>The item was presented to the members of BoM for recommendation of three names for constituting the Search Committee to identify and suggest three names for appointing the Provost. During discussion, Prof. S. Kannan withdrew from the meeting.</p> <p>The President nominated Mr. Zarir Batliwala as the Chairperson of the Search Committee. The BoM decided that the nomination of other two members will be finalized in the next BoM meeting.</p>
3	<p>Constitution of Fee Regulation Committee</p> <p>A Fee Regulation Committee has to be formed as per directive from the Government of Gujarat (GoG) to fix program fee for various academic programs, which will be launched during the year 2014-15.</p> <p>As a preparatory exercise, the BoM constituted a three member Internal Committee</p>

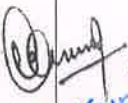
	<p>with Prof. S. Kannan (Provost, TLSU) as Chairman and Mr. Ravi Vishwanath, (Member, BoM) & Mr. Ashok Kumar (Registrar, TLSU) as members.</p> <p>The Internal Committee was advised to submit its Report on program fee fixation after considering the following aspects:</p> <p>(a) Fee fixation practices being adopted by various Private Universities in Gujarat</p> <p>(b) The estimated expenditure for the offer of academic programs at TLSU</p> <p>The Report of the Internal Committee will be submitted to the Fee Regulation Committee of GoG for its consideration during its deliberations.</p>										
4	<p>Measures for the Offer of Academic Programs</p> <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)
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5	<p>Creation of Academic and Administrative Positions</p> <p>The item regarding department-wise requirement of positions of Academic Staff, Administrative Staff and Technical Staff was presented to BoM. The BoM approved (i) the overall allotment of positions under these three categories and (ii) the number of positions allotted during the years 2013-14 and 2014-15; the approved details are attached as Annexure 1 and Annexure 2, respectively.</p> <p>During discussion, it was emphasized that the requirement of Academic Staff will be reviewed once the Heads of the departments come on board. Subject to appropriate enrolment data, additional academic staff will be appointed either as in-house or visiting faculty.</p>										
6	<p>Appointment of Officers, Administrative Staff and Faculty</p> <p>(i) BoM was informed about the following appointments made as per the provisions of GPU Act, 2009:</p> <table border="1"> <thead> <tr> <th>Name of the Officer</th> <th>Post</th> </tr> </thead> <tbody> <tr> <td>Mr. Paresh Vora</td> <td>President [joined on May 9, 2013 – as per Section 14 (1) of GPU Act, 2009]</td> </tr> <tr> <td>Prof. S. Kannan</td> <td>Provost [joined on May 31, 2013 – as</td> </tr> </tbody> </table>	Name of the Officer	Post	Mr. Paresh Vora	President [joined on May 9, 2013 – as per Section 14 (1) of GPU Act, 2009]	Prof. S. Kannan	Provost [joined on May 31, 2013 – as				
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Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara



		per Section 15 (1) of GPU Act, 2009]
	Mr. Ashok Kumar	Registrar [joined on May 9, 2013 – as per Section 16 (1) of GPU Act, 2009]
	Mr. Sushoban Baral	Chief Finance and Accounts Officer [joined on May 31, 2013 – as per Section 17(1) of GPU Act, 2009]
	<p>(ii) Apart from the above, Mr. Jignesh Thakkar was appointed as Project Manager of TLSU. Mr. Jignesh Thakkar joined on 23rd May 2011. Keeping in view the requirement of administrative support for the establishment of the University, BoM ratified the appointment of Mr. Jignesh Thakkar.</p> <p>(iii) Process was undertaken to select an Associate Professor in Commerce and Management and an Assistant Professor in Soft Skills. The names of following candidates were recommended:</p> <p>a. Dr. Anupam Mitra - as Associate Professor in Commerce and Management</p> <p>b. Dr. Nandini Arora - as Assistant Professor in Soft Skills</p> <p>The BoM approved the selection of names mentioned in (iii) (a) and (b) above and directed issue of appointment orders to the concerned individuals.</p> <p>(iv) The BoM suggested that action be taken to fill up other posts sanctioned for 2013-2014.</p>	
7	<p>Budgetary and Financial Issues</p> <p>The details of the budget proposed for 2 year Associate Degree programs of the University (from FY 14 to FY 20) were placed before the BoM. It was also mentioned that it would be reviewed in 2014-15 after the University starts its operations.</p> <p>The BoM approved the budgetary details (Annexure 3) with a suggestion to consider the budgetary estimates for 3 Year Bachelor's Degree programs during budget review.</p>	
8	<p>Approval of the Website Configuration</p> <p>The details regarding the progress on website development for the University and the release of the beta version for internal review were presented.</p> <p>The information presented to BoM was noted.</p>	
9	<p>Aspects Related to Regulatory Framework</p> <p>The BoM was informed that the first statutes (part-1) of TLSU were submitted to the Government of Gujarat for its approval on August 8, 2013 and the matter is under consideration.</p> <p>The information presented to BoM was noted.</p>	
10	<p>Collaboration with Nettur Technical Training Foundation (NTTF)</p> <p>The BoM was informed about the deliberations with NTTF and exchange of draft Partnership Agreement between TLSU and NTTF for setting up of state of the art NTTF-TLSU School of Mechatronics. The item has been discussed in the first meeting</p>	

	<p>of GB held on August 2, 2013.</p> <p>The BoM directed the University officials to expedite the agreement process.</p>						
11	<p>Academic Guidance and Support from ITE, Singapore</p> <p>The BoM was informed about the deliberations with the Institute of Technical Education (ITE), Singapore for a tie up to get academic guidance support for Hospitality & Tourism Management programs at TLSU Campus. The item has been discussed in the first meeting of GB held on August 2, 2013.</p> <p>The information presented to BoM was noted.</p>						
12	<p>Contact Programs with ITI/School and Industry</p> <p>The BoM was apprised of the measures taken in relation to 'Student Connect Programs' and 'Industry Connect' Programs', which are in line with TLSU vision to facilitate</p> <p>(a) higher education corridor to the pass-outs of Vocational Higher Secondary Schools (VHSS) and Industrial Training Institutes (ITIs) and</p> <p>(b) Skill enrichment for industry workforce.</p> <p>The information presented to BoM was noted.</p>						
13	<p>National Employability through Apprenticeship Program (NETAP) Project</p> <p>The information regarding the approval accorded by GB in its first meeting held on August 2, 2013 for the involvement of TLSU in NETAP Project (under NEEM Regulations of AICTE) was shared with the members of BoM.</p> <p>The BoM approved the issue of two certification types and their eligibility criteria as indicated below:</p> <table border="1" data-bbox="352 1339 1396 1848"> <thead> <tr> <th>Certification</th> <th>Eligibility Criteria</th> </tr> </thead> <tbody> <tr> <td>On-Job-Training Completion Certificate</td> <td>Completion of On-Job-Training in an enterprise</td> </tr> <tr> <td>Employability Training Proficiency Certificate</td> <td> i. Completion of On-Job-Training in an enterprise ii. Successful at the examinations conducted after 200 hours of online based studies in the following courses: (a) English & Communication Skills (b) Personality Development & Job Skills (c) Computer Skills </td> </tr> </tbody> </table>	Certification	Eligibility Criteria	On-Job-Training Completion Certificate	Completion of On-Job-Training in an enterprise	Employability Training Proficiency Certificate	i. Completion of On-Job-Training in an enterprise ii. Successful at the examinations conducted after 200 hours of online based studies in the following courses: (a) English & Communication Skills (b) Personality Development & Job Skills (c) Computer Skills
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14	<p>Support for UKIERI Project (subject to approval by UKIERI)</p> <p>The BoM was informed about the proposal submitted by TLSU in collaboration with the Colleges Northern Ireland (NI) to UK India Education and Research Initiative (UKIERI), New Delhi for a grant of £50000 under the project title:</p>						


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	<p><i>Mechatronics Curriculum and Faculty Development for Greater Employability and Enterprise among Formal and Informal Sector Workforces.</i></p> <p>The possible outcomes in relation to training of TLSU and ITI faculty and the potential for long term relationship with Colleges NI were highlighted.</p> <p>The BoM approved the estimated expenditures of ₹2026 and ₹2044 proposed for the periods January – December 2014 and January – December 2015, respectively</p>
15	<p>Selection of Common Seal and providing for its use</p> <p>The BoM approved the preparation of a common seal for TLSU and keeping it under the custody of the Registrar.</p>
16	<p>Any Other Item</p> <p>The item on 'Employability Skills Proficiency Certificate Program through TLSU Using Cloud Facility' was approved by BoM. The approved version of the Certificate is enclosed as Annexure 4.</p>
17	<p>Any Other Item</p> <p>The item on opening of 'HDFC Bank - Current A/c.' was approved by BoM. Mr. Ravi Vishwanath has been authorised to discuss with the HDFC Bank regarding the necessary requirements for opening the account and to complete the process with the approval of the Chairperson, BoM. It has been noted that the name of Mr. Ashok Reddy has been entered as 'Ashok Kumar Nedurumalli' as per his PAN Card and Passport. Accordingly the same needs to be formulated for bank transactions purposes.</p>


Paresh Vora



Mr. Paresh Vora,
President,
TeamLease Skills University, Vadodara

Overall allotment of positions of Academic Staff, Administrative Staff and Technical Staff department-wise as approved by the BoM in its First Meeting held on November, 14, 2013:

Name/Category	No. of Positions Department-wise						
	CM	HT	IT	MS	Soft Skills	Admin	Total
President							1
Provost							1
Academic Staff							
Professor	1	1	1	1	0	-	4
Associate Professor	1	1	1	1	0	-	4
Assistant Professor	2	2	2	2	1	-	9
Administrative Staff							
Registrar	-	-	-	-	-	1	1
Chief Finance and Accounts Officer	-	-	-	-	-	1	1
Deputy Registrar	-	-	-	-	-	1	1
Assistant Registrar	-	-	-	-	-	3	3
Support Staff	1	1	1	1	-	5	9
Public Relations Officer	-	-	-	-	-	1	1
PR Executive/Assistant	-	-	-	-	-	4	4
Technical Staff							
Lab/Workshop Assistant	-	2	2	2	-	-	6
TOTAL							45


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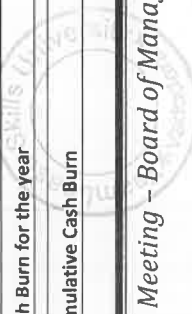
Department-wise allotment of positions of Academic Staff, Administrative Staff and Technical Staff for the initial phase of operations (during 2013-14 & 2014-15) as approved by the BoM in its First Meeting held on November, 14, 2013

Name/Category	No. of Positions Department-wise						
	CM	HT	IT	MS	Soft Skills	Admin	Total
President							1[@]
Provost							1[@]
Academic Staff							
Professor	-	-	-	-	-	-	0
Associate Professor	1	1	1	1	-	-	4
Assistant Professor	1	1	1	1	1	-	5
Administrative Staff							
Registrar	-	-	-	-	-	1	1[@]
Chief Finance and Accounts Officer	-	-	-	-	-	1	1[@]
Deputy Registrar	-	-	-	-	-	0	0
Assistant Registrar	-	-	-	-	-	2 (Gen & Exam)	2
Support Staff	2					4	6
Public Relations Officer	-	-	-	-	-	1	1
PR Executive/Assistant	-	-	-	-	-	1	1
Technical Staff							
Lab/Workshop Assistant	-	2	2*	2	-	-	6
TOTAL							29

Note: (1) @- in place; (2) *: One person will also act as System/Network Administrator of Campus;
(3) The suggested faculty strength is for a batch of 60 students per discipline.

Budget Estimate of TLSU

TeamLease University P&L	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Revenue							
Student Nos.	-	800	1900	2600	3350	3450	3450
Student Fees	0	274.00	643.44	883.38	1,362.94	1,616.42	1,747.97
Consulting Fees, special programs etc			15.00	30.00	40.00	50.00	50.00
Interest	27.00	27.00	27.00	27.00	27.00	27.00	27.00
NETAP (NEEM)		12,420.00	32,602.50	59,336.55	95,851.35	140,901.48	190,217.00
Total	27.00	12,721.00	33,287.94	60,276.93	97,281.29	142,594.91	192,041.97
Expenditure							
Core Employees	5	34	64	83	103	102	100
Lab & Practical's, direct trg etc. (as % of fees)	5.04	21.41	37.56	53.08	73.83	84.01	170.18
Personnel Cost	151.13	387.15	588.53	739.38	901.23	942.36	965.51
Infrastructure Cost	11.55	16.35	35.35	48.55	74.93	88.94	96.16
Other Administrative Expenses	141.39	311.10	154.59	134.23	164.96	172.44	179.07
Student Acquisition cost	100.00	245.00	310.50	224.00	225.50	211.25	219.00
Neem Delivery cost	-	12,330.00	32,366.25	58,906.58	95,156.78	139,880.46	188,838.62
Allocated Costs							
Academics Cost allocation	12.00	14.40	5.00	5.50	6.05	6.66	7.32
IT Cost allocation	15.62	24.00	20.00	20.00	20.00	20.00	20.00
Common Overhead Cost	15.00	6.00	5.00	5.50	6.05	6.66	7.32
SBU Allocation	-	-	-	-	-	-	-
Total Direct SBU Cost	451.73	13,355.42	33,522.79	60,136.82	96,629.33	141,412.76	190,503.18
EBIDTA	(424.73)	(634.42)	(234.85)	140.11	651.96	1,182.15	1,538.79
Depreciation	6.60	54.05	87.30	115.48	132.54	134.81	134.81
Net Profit/Loss	(431.33)	(688.47)	(322.15)	24.63	519.42	1,047.33	1,403.98
Capex	526.00	435.00	377.00	161.00	166.00	125.00	29.00
Cash Burn for the year	950.73	1,069.42	611.85	20.89	-485.96	-1,057.15	-1,509.79
Cumulative Cash Burn	963.58	2,032.99	2,644.85	2,665.73	2,179.77	1,122.62	-387.17


Ashek Kumar K.
 Registrar
 TeamLease Skills University
 Vadodara

1st Meeting - Board of Management


TeamLease Skills University (Cloud Facility)

Employability Skills Proficiency Certificate

This is to certify that Mr/Ms _____
has successfully completed the following Course Module(s) towards the enhancement of
employability skills. She/he has been awarded the performance grade(s) indicated below:

Name of Course Module	Grade
Foundation Course - English and Communication Skills	
Foundation Course - Basic Computer Skills	
Foundation Course - Soft Skills	
Advanced Course - Retail Sales Skills	
Advanced Course - Customer Service Skills	

Date of Issue:


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Registrar
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Vadodara

Academic Coordinator
TeamLease Skills University

