

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

The Third Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 26th April 2014 at 10 a.m. at TeamLease Services, 6th Floor, BMT Commercial Complex, 80 Feet Road, Koramangala, Bangalore, 560095.

The following members were present.

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

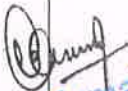
Special Invitees:

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

Mr. Ashok Reddy and Mr. Zarir Batliwala could not attend the meeting due to their prior commitments.

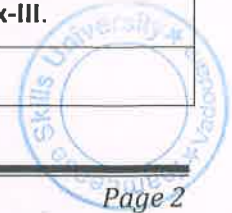
Mr. Paresh Vora chaired the meeting through Video Conference from Ahmedabad Office. The details of the meeting deliberations are presented below:

Item #	Item Description
1	<p>Confirmation of the Minutes of the 2nd Meeting of BoM</p> <p>The Minutes of the second meeting of BoM held on 16th January, 2014 were presented for confirmation.</p> <p>The item placed before the BoM was confirmed. The confirmed minutes are enclosed as Appendix-I.</p>
2	<p>Status on Recruitment of Academic and Administrative Positions</p> <p>The candidates recommended for panel by the Selection Committee for Commerce & Management Dept., and Administrative Staff positions were presented. The list of candidates short-listed has been provided as Annexure.</p> <p>The BoM approved the request of appointing two Assistant Professors, two Academic</p>


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	<p>Associates and two Academic Executive positions in the order as presented in the Appendix-II.</p>
3	<p>Approval for Conduct of TLSU Admissions in 2 phases.</p> <p>The proposal to have admission in two phases considering the gap between the dates of examination and result declaration of Higher Secondary Students and ITI Students had been presented for consideration.</p> <p>The item is placed before the BoM for Approved.</p>
4	<p>Status on TLSU Campus Infra Development</p> <p>The progress on TLSU campus development to accommodate nearly 800+ students has presented. The schedule for the empanelment of other vendors and getting the floors ready for launch in July 2014 was also presented.</p> <p>The item is placed before the BoM for information was noted.</p>
5	<p>Appointment of Academic Consultants for the establishment of TLSU School of Mechatronics</p> <p>The proposal for the appointment of Mr. P I Desai, Associate Professor and Mr. Akash Pandey, Assistant Professor of Department of Mechanical Engineering of MS University, Baroda who agreed to act as Academic Consultants in establishing TLSU School of Mechatronics was presented for approval.</p> <p>The item is placed before the BoM was approved.</p>
6	<p>Draft TLSU Prospectus & Application Form for 2014-15 Session</p> <p>Draft TLSU Prospectus and Application form for 2014-15 Session prepared was presented.</p> <p>The item is placed before the BoM was Approved.</p>
7	<p>Finalisation of Search Committee Members (for suggesting list of suitable names for Provost Appointment))</p> <p>The board members after due deliberation recommended the following two names to the Search Committee panel for the recommendation of three suitable names for the appointment of Provost.</p> <ol style="list-style-type: none"> 1. Mr Soumitra Das - Owner and Principal Consultant, People Performance Practitioners. 2. Dr M R Shollapur, Director, Post Graduate Department of Management Studies & Research Centre, Siddaganga Institute of Technology, B H Road, Tumkur <p>The item placed before the BoM for nomination was approved. The profiles of the two members recommended to the search committee are enclosed as Appendix-III.</p> <p>The meeting ended with vote of thanks to the chair.</p>

Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara



Paresh

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

Ashok K.

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



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

The Second Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 16th January 2014 at 10 a.m. at TeamLease Services, 6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala, Bangalore, 560095.

The following members were present.

- | | |
|---|--------------------|
| (6) Mr. Paresh Vora, President, TLSU | - Chairperson |
| (7) Prof. S. Kannan, Provost, TLSU | - Member |
| (8) Mr. Ashok Reddy, Member, Governing Body of TLSU | - Member |
| (9) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd | - Member |
| (10) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd | - Member |
| (11) Mr. Ashok Kumar, Registrar, TLSU | - Member-Secretary |

Special Invitees:

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

Mr. Manish Sabharwal could not attend the meeting due to his prior commitments.

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

Item #	Item Description
1	<p>Confirmation of the Minutes of the 1st Meeting of BoM</p> <p>The Minutes of the first meeting of BoM held on 14th November, 2013 were presented for confirmation.</p> <p>The item placed before the BoM was confirmed.</p>
2	<p>Action Taken Report on the decisions made during the 1st Meeting of GB</p> <p>The action taken report on the following items were presented to the governing body:</p> <ul style="list-style-type: none"> • The observations of the Internal Committee on fee fixation. • Status on appointment of Academic Faculty. • Status on opening of HDFC Bank Current A/c for NETAP. <p>The item placed before the BoM was noted.</p>
3	<p>Temporary Campus for TeamLease Skills University at Vadodara, Gujarat</p> <p>The status on the process of transferring land for Main Campus at ITI Tarsali, Vadodara to TeamLease Skills University by Labour & Employment Department, Government of Gujarat was informed to the members. Also, the progression made in identifying temporary campuses near to ITI Tarsali was presented.</p> <p>The members are of the opinion that 'Campus 1' appears to be the first choice in</p>

	<p>comparison to other campuses in terms of operational convenience, for mobility of staff & student, rentals & maintenance, etc. Further, it was suggested quickly to explore on the final pricing on rentals and the timelines for readiness of campus in terms of renovation of the existing premises and the construction of additional space - approximately 15000 sq.ft for labs, workshops, library, etc., - for an intake of 800 plus students.</p> <p>Based on the deliberations on time constraints, and the expenditure involved in setting up and relocation of laboratories for Hospitality & Tourism and Mechatronics programs at temporary campus it was recommended that the launch of these two programs may be shifted to next year.</p> <p>In addition, it was suggested to rework on the infrastructure and academic, non-academic staff requirement and also, the expenditure involved to become operational at temporary campus for an intake of 800 plus students for the two programs i.e., (i) Finance & Business Operations and (ii) IT-Infrastructure Management Services (IT-IMS).</p>																					
4	<p>Creation of Linkage with UGC, AICTE, NSDA and SSCs</p> <p>The need and advantages in following the eligibility criteria and infrastructure requirement as per AICTE, UGC and the academic & placement support through introduction of various programs/courses in compliance with NSQF and close interactions with SSCs and the better chances to participate in various activities of NSDA haven highlighted.</p> <p>The item placed before the BoM was noted.</p>																					
5	<p>Opening of Bank A/c at Vadodara for Maintaining and Operating General Fund of TLSU.</p> <p>The suggestions of the GB for opening a Bank A/c at Vadodara for maintaining and operating general fund of the university was presented.</p> <p>The item placed before the BoM was noted with a suggestion to explore possibilities of facilitating education loan for students.</p>																					
6	<p>Fixing Remuneration Rates for Course Writers and Editors</p> <p>The rates proposed for content writers and editors for the development of content, content and language editing for undergraduate programs of TLSU have been presented.</p> <table border="1" data-bbox="400 1400 1332 1948"> <thead> <tr> <th>S#</th> <th>Activity</th> <th>Charges in Rs.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Development of the content (a Unit/Chapter above 20 pages)</td> <td>6000</td> </tr> <tr> <td>2</td> <td>Development of the content (a Unit/Chapter/Activity of 11-20 pages)</td> <td>3000</td> </tr> <tr> <td>3</td> <td>Development of the content (a Unit/Chapter/Activity of 5 -10 pages)</td> <td>1500</td> </tr> <tr> <td>4</td> <td>Content Editing (a Unit/Chapter above 20 pages)</td> <td>3000</td> </tr> <tr> <td>5</td> <td>Content Editing (a Unit/Chapter of 11-20 pages)</td> <td>1500</td> </tr> <tr> <td>6</td> <td>Content Editing (a Unit/Chapter of 5-10 pages)</td> <td>750</td> </tr> </tbody> </table>	S#	Activity	Charges in Rs.	1	Development of the content (a Unit/Chapter above 20 pages)	6000	2	Development of the content (a Unit/Chapter/Activity of 11-20 pages)	3000	3	Development of the content (a Unit/Chapter/Activity of 5 -10 pages)	1500	4	Content Editing (a Unit/Chapter above 20 pages)	3000	5	Content Editing (a Unit/Chapter of 11-20 pages)	1500	6	Content Editing (a Unit/Chapter of 5-10 pages)	750
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	7	Word Processing (per page)	25
	<p>The item placed before the BoM was Approved. Further, it was suggested to prepare a similar remuneration chart or guidelines for visiting Faculty, Adjunct Faculty, Guest Lectures, etc.</p>		
7	<p>Meeting Schedule of TLSU Authorities for the year 2014-15</p> <p>The tentative meeting schedule of TLSU authorities for the year 2014-15 was presented to the members.</p> <p>The item placed before the BoM was noted.</p>		
8	<p>Finalisation of Search Committee Members (for suggesting list of suitable name for Provost Appointment)</p> <p>The request for nomination of two members for Search Committee was presented.</p> <p>The item placed before BoM was deferred for want of time to the next meeting.</p>		
9	<p>Any Other Item – the following are the suggestions</p> <ol style="list-style-type: none"> (1) To design A4 size single sheet fliers in English/Gujarati based on the TLSU Brochure - this can go as inserts in newspapers or handouts during the interactions with students or parents. (2) To prepare the TLSU brochure in Gujarati to reach out more students and the parents who would prefer the information presented in regional language. (3) To translate to Gujarati few important pages in website to attract the attention of more readers from Gujarat. <p>In addition, it was suggested to identify & engage a creative agency and also, a printing agency locally in Vadodara to carry out the work related to promotional activities of University.</p> <ol style="list-style-type: none"> (4) The Consultancy Policy, Research Policy and Plagiarism policy of Teamlease Skills University were presented and approved by the board. (5) TLSU Participation in Vibrant Gujarat National Education Conference held at Gandhinagar, Gujarat on 10th and 11th January 2014 – Based on the feedback received it was suggested to explore the possibility of designing the courses/modules on (i) career counselling & guidance, (ii) a 30 hour capsule courses on (a) English and Communication Skills, (b) personality development & job skills, with the use of technology, to reach out to 11th and 12th Standard students in rural areas of Gujarat to provide necessary awareness on vocational skills front. A suggestion was made to solicit the support of Dr. Ambedkar Open University, Gujarat in this regard. 		

(Chairperson)


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The list of candidates shortlisted for various positions in TLSU:

(A) For Academics Staff in Commerce & Management

Candidates recommended by the Selection Committee for panel is as given below:

Assistant Professor	Academic Associates
Dr. Yashasvi R Rajpara	Mr. Ashutosh Pravinchandra Chavda
Dr. Ashutosh Anil Sandhe	Mr. Manoj Sharma
Mr. Daxesh Gandhi	Mr. Jaykumar Rajendra Joshi
	Mr. Nilesh Pandya
	Ms. Sheetal Thomas

(B) For Administrative Staff

Candidates recommended by the Selection Committee for panel is as given below:

Mr. Nukulkumar Laxmikant Prajapati
Mr. Chetankumar Kanubhai Patel
Ms. Manju Ashish Gandhi
Mr. Mitalkumar Dilipbhai Patel


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Brief Profile of Soumitra Kumar Das

Owner and Principal Consultant, People Performance Practitioners.

- MBA from XLRI.
- Experienced & versatile HR professional with 25 years hands-on experience in Business HR and Organization Development roles in Manufacturing, Engineering, Automobile, IT and ITES organizations. 10 years experience as a member of a senior country/global management team with accompanying demands and responsibilities.
- Worked in Global & Domestic roles for companies like Siemens, HP, Compaq, Ashok Leyland & Tata Steel.
- Seasoned Facilitator & Coach.
- Visiting Faculty to various Business Schools.
- Experienced in –
 - Operationalizing the HR strategy to Business Plans;
 - Performance Management to enable a high performance oriented organization;
 - Competency Management to ensure organization effectiveness;
 - Leadership Development - Key advisor and coach to the Leadership team;
 - Transition and Transformation projects;
 - Organizational Restructuring/ Realignment;
 - Organization Transformation – Creating Entrepreneurship, Passion and Collaboration & facilitating Change;
 - “Best Place to Work For” initiatives through Employee engagement;
 - Building a Talent and Leadership pipeline; and
 - HR Governance and Analytics.
- Certifications –
 - Certified as Internal Consultant by PDI.
 - Certified as HP Internal Coach.
 - Certified by SHL on Psychometric Assessments & Occupational Testing.
 - Certified Senior Leadership Program Facilitator at HP
 - Advanced Sales Training by Achieve Global.
- Companies partnered for Consulting –
 - HP, ABB, Logica, Siemens, Allegis, Nuance, PE Ventures (names confidential)


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Brief Profile of Dr. M.R. Shollapur

Dr. M.R. Shollapur is the Director of the Post Graduate Department of Management Studies and Research Centre, Siddaganga Institute of Technology, Tumkur. He holds a First Class Masters degree in Commerce (M.Com.), Masters in Business Administration (MBA) and Ph.D. in Finance and Banking (Karnatak University, Dharwad). He is also a law graduate from the University of Mysore. He has completed 31 years of service as a full time faculty at collegiate and post-graduate levels including Karnatak University, Dharwad, and Marshall University, Huntington (USA). Dr. Shollapur has published 60 papers and 7 books and has completed two funded research projects. Dr. Shollapur has successfully guided six Ph.D students. He is actively participating in national and international seminars. He is also on the editorial board of Journals in Management. He got the Best Paper Award by the Clute Institute of Business & Economics Research, USA, in 2006, in the International Business and Economic Research Conference in Las Vegas. He was invited as a Visiting Professor of Finance in 2008 by Marshall University, Huntington (West Virginia) and taught Finance for MBA. He is the member of various committees constituted for framing statutes, curriculum designing, and syllabi revision at various levels. He is the member of Board of Studies, Academic Council, and the Governing Councils of various universities / institutes.


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