

Minutes of the 5th Meeting of the Board of Management of TeamLease Skills University

The 5th Meeting of the Board of Management (BoM) of TeamLease Skills University (TLSU) was held on 6th January at 1:00 p.m. at Baroda.

The following members were present.

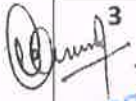
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| (1) Mr. Paresh Vora, President, TLSU | - Chairperson |
| (2) Mr. Vikrant Pande, Provost, TLSU | - Member |
| (3) Mr. Manish Sabharwal | - Member |
| (4) Mr. Ashok Reddy | - Member |
| (5) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd | - Member |
| (6) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd | - Member |
| (7) Dr. Anupam Mitra, HOD, Commerce & Management | - Member |
| (8) Mr. Prashant Parmar, HOD, Mechatronics | - Member |
| (9) Mr. Ashok Kumar K, Registrar, TLSU | - Member-Secretary |

Special Invitees:

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

The details of the meeting deliberations are presented below:

Item #	Item Description
1	<p>Confirmation of the Minutes of the 4th Meeting of Board of Management</p> <p>The Minutes of the third meeting of Board of Management held on 23rd May 2013 were presented for confirmation.</p> <p>The item is placed before the BoM was confirmed. The confirmed minutes are enclosed as Appendix-I.</p>
2	<p>Action Taken Report on the decisions made during the 4th Meeting of BoM</p> <p>The board was informed that a fresh letter was issued to Mr. Jignesh Thakkar changing his designation from Project Manager to Assistant Registrar as approved by the Board.</p> <p>The item is placed before the BoM for information was noted.</p>
3	<p>Students Admission status of 2014-15 Session</p> <p>The admission status of 2014-15 was presented to the members and the causes for 30% scholarship offered to the students irrespective merit score in their qualifying</p>


Ashok Kumar K
Registrar
TeamLease Skills University
Vadodara

	<p>examination.</p> <p>The item is placed before the BoM was ratified.</p>												
4	<p>A Two member Committee visit from Department of Education, Gujarat</p> <p>The members were briefed about the actions taken in response the two member committee visited from Department of Education to enquire on the allegations published in Sandhesh daily newspaper.</p> <p>The item is placed before the BoM for Information was noted.</p>												
5	<p>Nomination of new Members to the Board of Management</p> <p>The nomination of two new members to BoM by the Sponsoring Body as per Section 21 (1) (e) of GPU Act was brought to the notice of the members. While welcoming the new members the Board acknowledged that their contributions will add value in the growth of the institution.</p> <p>The item is placed before the BoM for information was noted.</p>												
6	<p>Extension of the Services of Board of Management members.</p> <p>The decision of the sponsoring to extend the services of Mr. Zarir Batliwala and Mr. Ravi Vishwanath for a further of one year was informed to the Board.</p> <p>The item is placed before the BoM for information was noted.</p>												
7	<p>Student Intake for Various Programs of TLSU for the 2015-16 Session</p> <p>The proposed intake for various programs for the 2015-16 Session as given below and the introduction of BBA program in English and Gujarati medium was presented to the members for permission.</p> <table border="1" data-bbox="327 1388 1396 1747"> <thead> <tr> <th>Program Title</th> <th>Intake capacity</th> </tr> </thead> <tbody> <tr> <td>B.Com in Finance & Business Operations</td> <td>120 (@ 60 per batch)</td> </tr> <tr> <td>B.Sc. in IT-Infrastructure Management Services (IT-IMS)</td> <td>120 (@ 60 per batch)</td> </tr> <tr> <td>B.Sc. in Applied Science (Mechatronics)</td> <td>120 (@ 60 per batch)</td> </tr> <tr> <td>Bachelor of Business Administration – (BBA in English)</td> <td>120 (@ 60 per batch)</td> </tr> <tr> <td>Bachelor of Business Administration – (BBA in Gujarati)</td> <td>120 (@ 60 per batch)</td> </tr> </tbody> </table> <p>The item is placed before the BoM was approved.</p>	Program Title	Intake capacity	B.Com in Finance & Business Operations	120 (@ 60 per batch)	B.Sc. in IT-Infrastructure Management Services (IT-IMS)	120 (@ 60 per batch)	B.Sc. in Applied Science (Mechatronics)	120 (@ 60 per batch)	Bachelor of Business Administration – (BBA in English)	120 (@ 60 per batch)	Bachelor of Business Administration – (BBA in Gujarati)	120 (@ 60 per batch)
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Bachelor of Business Administration – (BBA in English)	120 (@ 60 per batch)												
Bachelor of Business Administration – (BBA in Gujarati)	120 (@ 60 per batch)												
8	<p>Recommendations on Fee Fixation for 2015-16 Session</p> <p>Ad-hoc Fee Structure proposed for 2015-16 Session as given below was presented to the members for approval.</p>												

Ashok Kumar K.
Registrar
TeamLease Skills University
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Program Title	Annual Fee (Rs.)
B.Com in Finance & Business Operations	45,000
B.Sc. in IT-Infrastructure Management Services (IT-IMS)	55,000
B.Sc. in Applied Science (Mechatronics)	55,000
BBA (English Medium)	60,000
BBA (Gujarati Medium)	60,000

The board advised to review the proposed fee in view of the prevailing competition from other reputed institutions in the vicinity of Vadodara and based on experience from last year admissions. It was suggested mainly to draw the student's attention and attract sizable student strength in the next admissions.

Based on the deliberations, the provost requested for time up to 31st Jan to review the students responses based on (i) performance in Aptitude Test and the scholarship scheme introduced and (ii) data collected through School Connect Initiative.

9 School Connect Initiative (2014 – 15)

The details of School Connect Programs Completed as on 31/12/14 and planned for up to Feb 2015 was presented to the members for information.

The item is placed before the BoM for Information was noted.

10 Scholarship Scheme for TLSU Admissions 2015-16 Session

The proposed scholarship scheme based on (i) 11th Marks plus Aptitude Test and (ii) 12th Results, to attract good students, to various programs of TLSU for the 2015-16 Admission Session was presented to members for approval.

Slab-wise Scholarship Percentages

Score Slabs (%)	Scholarship (%)				
	BSc MS	BSc IT-IMS	BBA (E)	BBA (G)	B.Com FBO
>=40 & <50	0	0	0	0	60
>=50 & <60	30	30	30	30	70
>=60 & <70	50	50	50	50	80
>=70 & <80	70	70	70	70	90
>=80	100	100	100	100	100

The particulars of Actual fee, %age of Scholarship, fee to be charged and No. of Students will be eligible is enclosed as **Appendix-II**.

The item is placed before the BoM was approved provisionally since the

	<p>proposed annual fee (under Item No. 8) was recommended for further review. So, the scholarship scheme has to be reworked and presented to the board for its approval based on new annual fee recommendations and performance in aptitude test.</p>
11	<p>Aptitude Test for TLSU Admission 2015-16 Session</p> <p>The status of aptitude test conducted till 31/12/14 and planned up to Feb 2015 to offer scholarship to attract good students to various programs offered by the University was presented to the members.</p> <p>The item is placed before the BoM for information was noted and advised to share the status of the outcome of the above exercise.</p>
12	<p>Minutes of the Meeting of the 1st Academic Council of TLSU</p> <p>The status of the 1st meeting of the Academic Council held on 18th October 2014 along with the minutes of the meeting was presented to the members for information.</p> <p>The item is placed before BoM for Information was noted.</p>
13	<p>Minutes of the Meeting of the 2nd Academic Council of TLSU</p> <p>The status of the 2nd meeting of the Academic Council held on 24th December 2014 along with the minutes of the meeting was presented to the members for approval of its recommendations.</p> <p>The item is placed before the BoM was Approved.</p>
14	<p>UKIERI Project – from TLSU visit to NI</p> <p>The visit to Northern Ireland by the TLSU team comprising of Mr. Vikrant Pande, Provost and Prof. S. Kannan, Consultant in connection with the UKIERI project was presented to the members for approval.</p> <p>The item is placed before the BoM was Approved.</p>
15	<p>Avail of credit sanction facility with TATA Capital Finance Services Limited for IT Infrastructure</p> <p>The item approved through circulation by the members to avail the credit from TATA Capital Finance Servicers Ltd for the procurement of IT Infrastructure for TLSU campus for smooth conduct of its academic and administrative activities was presented to members for ratification.</p> <p>The above action item is placed before the BOM was ratified.</p>
16	<p>Extension of the Services of Chief Finance and Accounts Officer, TeamLease Skills University, Vadodara</p> <p>The decision of the Provost for the extension of the services of the Chief Finance and Accounts Officer for further period of one year was presented to the members for</p>

(Signature)
Ashok Kumar K
Registrar
TeamLease Skills University
Vadodara



	<p>ratification.</p> <p>The above action item is placed before the BOM was ratified.</p>
17	<p>Additional Authorized Signatories for HDFC-NETAP A/c and HDFC-TLSU General Fund Bank Accounts</p> <p>The proposal to add the following two persons in addition to the existing four persons as authorized signatories to operate and maintain bank accounts related to TeamLease Skills University along with the draft resolution to be issued to banks was presented to members for approval.</p> <p>(1) Mr. Vikrant Pande, Provost, TLSU (2) Mr. Davuluri P, Sr. Vice President, ELS-TLSU (3) Mr. Rushabhkumar Pandya, Administrative Officer, TLSU</p> <p>The item placed before the BoM was Approved along with the resolution as enclosed at Appendix-III.</p>
	<p>The meeting ended with vote of thanks to the chair.</p>

Passed me

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


Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara



Minutes of the 4th Meeting of the Board of Management of TeamLease Skills University

The Fourth Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 23rd May 2014 at 10 a.m. at Baroda through conference call.

The following members were present.

(10)Mr. Paresh Vora, President, TLSU	- Chairperson
(11)Prof. S. Kannan, Provost, TLSU	- Member
(12)Mr. Manish Sabharwal	- Member
(13)Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd	- Member
(14)Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd	- Member
(15)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. Ashok Reddy could not attend the meeting due to his prior commitments.

The details of the meeting deliberations are presented below:

Item #	Item Description
1	<p>Confirmation of the Minutes of the 3rd Meeting of Board of Management</p> <p>The Minutes of the third meeting of Board of Management held on 26th April, 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>Action Taken Report on the decisions made during the 3rd Meeting of BoM</p> <p>The Board was informed that the offer letters were issued to Prof. P I Desai and Mr. Akash Pandey to act as Academic Consultants in the establishment of TLSU School of Mechatronics.</p> <p>The item is placed before the BoM for information was noted.</p> <p>Status on Recruitment of Academic and Administrative Positions</p> <p>The status on face-to-face interviews conducted for Mechatronics Faculty, Mechatronics Lab Technician/Assistant, IT-IMS Faculty, IT-Lab Assistant, English Faculty, Assistant Librarian and Assistant Registrar were presented to the Board.</p> <p>In addition, the board was requested for permission for the appointment the academic</p>

	<p>associates from empanelled selection list, as against the visiting faculty. It was informed that these are fresher's who just completing their UG or PG and having preferences to pursue their career in academics. It was highlighted that having them on board is advantages to the department as they will be available full-time as against visiting faculty. Further, they can be groomed to move up in the order to reach regular faculty positions.</p> <p>The approved list of candidates for various positions and the Scheme for the Appointment of Academic Associates is provided at Appendix-II. In addition, the board agreed to the request for consideration of the Academic Associates as against the Visiting Faculty as additional academic support based on the requirement.</p>								
4	<p>Student Intake for Various Programs of TLSU for the 2014-15 Session</p> <p>The proposed intake recommended for various programs as given below was presented to the board for its approval.</p> <table border="1" data-bbox="363 790 1385 1025"> <thead> <tr> <th>Program Title</th> <th>Intake capacity</th> </tr> </thead> <tbody> <tr> <td>B.Com in Finance & Business Operations</td> <td>600 (@ 60 per batch)</td> </tr> <tr> <td>B.Sc. in IT-Infrastructure Management Services (IT-IMS)</td> <td>120 (@ 60 per batch)</td> </tr> <tr> <td>B.Sc. in Applied Science (Mechatronics)</td> <td>120 (@ 60 per batch)</td> </tr> </tbody> </table> <p>The above item placed before the BoM was approved.</p>	Program Title	Intake capacity	B.Com in Finance & Business Operations	600 (@ 60 per batch)	B.Sc. in IT-Infrastructure Management Services (IT-IMS)	120 (@ 60 per batch)	B.Sc. in Applied Science (Mechatronics)	120 (@ 60 per batch)
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5	<p>Recommendations of the Internal Committee on Fee Fixation</p> <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 Appendix-III A.</p> <p>The ad-hoc fee structure and scholarship scheme recommended was enclosed as Appendix-III B.</p>								
6	<p>UKIERI Project – Revised Award Amount</p> <p>The board was apprised about the revision of UKIERI award amount to Rs.27,54,675/- and signing of agreement to start receiving the funding.</p> <p>The item placed before the BoM for information was noted.</p>								

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7	Publication of TLSU name on UGC website The Board was informed about the publication of 'TeamLease Skills University' name on UGC website under Private Universities list in Gujarat. The item placed before the BoM for information was noted.
8	Any other items with the permission of the Chairperson (1) Designation of Mr. Jignesh Thakkar, Project Manager The proposal for change of designation of Mr. Jignesh Thakkar from Project Manager to Assistant Registrar was approved by the Board.
	The meeting ended with vote of thanks to the chair.

(Chairperson)


Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara



PROGRAM NAME	TOTAL SEATS PER BATCH	SCHOLARSHIP ON THE BASIS OF MARKS OBTAINED IN 11th STANDARD + APTITUDE TEST																	
		>40 and < 50%			>= 50% and < 60%			>=60% and < 70%			>= 70% and < 80%			>= 80%					
		Seats	Sch%	Fee	Seats	Sch%	Fee	Seats	Sch%	Fee	Seats	Sch%	Fee	Seats	Sch%	Fee			
MECHATRONICS	60	24	0	55000	10	30%	38500	10	50%	27500	10	70%	16500	6	100%	0			
IT-IMS	60	24	0	55000	10	30%	38500	10	50%	27500	10	70%	16500	6	100%	0			
B.COM	60	24	60%	18000	10	70%	13500	10	80%	9000	10	90%	4500	6	100%	0			
BBA - ENGLISH	60	24	0	60000	10	30%	42000	10	50%	30000	10	70%	18000	6	100%	0			
BBA - GUJARATI	60	24	0	60000	10	30%	42000	10	50%	30000	10	70%	18000	6	100%	0			
	300	120			50			50			50			30		0			


Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara



CERTIFIED THAT THIS IS A TRUE AND CORRECT COPY OF THE RESOLUTION PASSED IN RELATION TO THE ITEM ON ADDITIONAL SIGNATORIES FOR THE OPERATION AND MAINTENANCE OF TRANSACTIONS PERTAINING TO TEAMLEASE SKILLS UNIVERSITY IN ITS 5th MEETING OF THE BOARD OF MANAGEMENT OF **TEAMLEASE SKILLS UNIVERSITY** HELD ON DATE 6TH JAN 2015 AT 1:00 PM

RESOLVED that the following two persons be added to the existing list and are hereby authorized to operate and maintain the transactions pertaining to University with a provision that no withdrawal/transfer/payment would be valid unless at least two signatories have jointly signed the necessary document as detailed in the mode of operation below.

Name of the Person

- (1) Mr. Vikrant Pande, Provost, TLSU
- (2) Mr. Davuluri P, Sr. Vice President, ELS-TLSU
- (3) Mr. Rushabhkumar Pandya, Administrative Officer, TLSU

RESOLVED further, that the above persons have been authorised to sign to operate and maintain the transactions pertaining to TeamLease Skills University - the instructions, execute letters of indemnity and declaration, make applications and execute any other documents, receive interest and principle thereof and to do other deeds, acts, matters and things as may be desirable, necessary and expedient.

Certified to be true

For **TEAMLEASE SKILLS UNIVERSITY**

Authorized Signatory


Ashok Kumar K.
Registrar
TeamLease Skills University
Vadodara

