

Minutes of the 6th Meeting of the Board of Management of TeamLease Skills University

The 6th Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 30th June 2015 at 10.00 a.m .

The following members were present.

- | | |
|------------------------------------------------------|--------------------|
| (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. Ravi Vishwanath, TeamLease Services Pvt. Ltd | - Member |
| (6) Mr. Prashant Parmar, HOD, Mechatronics | - Member |
| (7) Dr. Anupam Mitra I/C 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 5th BOM Meeting and Action Report</p> <p>The Minutes of the Fifth meeting of Board of Management held on 6th January 2015 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>Measures taken to enhance enrolment – Scholarships Planned</p> <p>Marketing activities included conducting seminars in 156 schools covering 10056 students, scholarship drive in 56 schools and 2412 scholarship offers, seminars in Ratlam (8). Open seminars at city office are being conducted. We expect final status of our admissions to close by July end, when the ACPC admissions end on July 21st 2015. 52 confirmed admission included in total 112 admissions including provisional admissions.</p> <p>The item is placed before the BoM was confirmed.</p>
	<p>Report on Appointments</p> <p>Dr Rahul Kanagat, who comes with a wide experience in both Industry and Academics. He has been hired as Liaison and Program Manager for the Hospitality and Tourism Department and the key job would be to interact with industry for tie ups, work with Industry partners on syllabus design, design short term programs and run the same.</p>

Dr. Anupam Mitra
 Registrar
 TeamLease Skills University
 Vadodra



	The matter is placed before the BoM was confirmed.
4	<p>Report on Resignations</p> <p>9 people has left since the last BoM meeting. Mr. Ashok Reddy said to Mr. Vikrant to take proper care about this attrition.</p> <p>The matter is placed before the BoM was confirmed.</p>
5	<p>Opening up Hospitality Discipline</p> <p>Full time faculty will be hired and one full time batch and 2 short term courses to start this year. Capex needs to be minimum as well</p> <p>The matter is placed before the BoM was confirmed.</p>
6	<p>Academic Programmes Planned for 2015-16</p> <p>The following 5 programs have been planned: BCom, BBA (Gujarati & English), B.Sc (Mechatronics), B.Sc (IT-IMS), B.Sc (Hospitality & Tourism Management)</p> <p>The matter is placed before the BoM was confirmed.</p>
7	<p>Creation of Positions as Faculty and Industry-Based Resource Persons for Providing Academic Support</p> <p>Two types of teaching resources are required for a Vocational University – first with academic credentials as per regulatory norms and, second category with technical expertise and industry experience but without the required academic credentials. Such a system is followed globally in case of vocational universities, although it is new to Indian higher education system. Recommendations are provided for appointments as faculty and industry-based resource persons.</p> <p>The item is placed before the BoM was approved.</p>
8	<p>Faculty, Administrative and Technical Staff Planned for 2015-16</p> <p>7 new faculties, 2 Admin staff including Registrar, 1 BD Staff is planned for.</p> <p>The item is placed before the BoM was approved.</p>
9	<p>Budget Provisions for 2015-16</p> <p>Provisional budget made. Final budget to be submitted before July 15th after recommendation from Finance Committee.</p> <p>The item is placed before the BoM for Information was noted.</p>
10	<p>Reporting on NETAP and other initiatives</p> <p>NETAP candidates, around 5100 as of June beginning are being enrolled onto cloud campus and offered short term courses. We have initiated the process of tele-calling to all the candidates. Discussions with a few employers like Godrej to start short term courses.</p>

Dr. Anupam Mitra
Registrar
Tamil Nadu State Skills University
Vadodara



	The item is placed before the BoM was approved
11	<p>UKIERI Visits and Further Actions Planned</p> <p>As part of UKIERI Exchange visits, Mr. Vikrant Pande (Provost) and Dr. Srinivasan Kannan (Indian Project Leader) visited Northern Regional College (NRC), Belfast and North West Regional College (NWRC) London Derry during January 24-31, 2015. It was followed by the visit of Mechatronics faculty team consisting of Mr. Prashant Parmar, Mr. Udayan Trivedi and Mr. Dishank Upadhyay during April 18-May 10, 2015. The Team from Northern Ireland will visit TLSU campus tentatively in Oct, 2015</p> <p>The item is placed before the BoM for information was noted.</p>
12	<p>Audited Accounts for 2014-15 – Statement from the Auditor</p> <p>Provisional and final audited report to be submitted by Auditor before July end.</p> <p>The item is placed before BoM for Information was noted.</p>
13	<p>Actions Taken for Refining IT Platform and Content Acquisition</p> <p>Provost Mr. Vikrant explained about certain changes required in COMS platform. He also explained that content development is coming too expensive and can be replaced with specific books for different subjects. Mr. Ashok Reddy pointed out towards long delay in setting up of the cloud campus.</p> <p>The item is placed before the BoM was Approved.</p>
14	<p>Allotment of space in ITI Tarsali, Vadodara campus</p> <p>Dept of Labour and Employment has issued orders allotting space of 2380 sq metres, on 2nd floor of ITC building in ITI Tarsali for rent of Rs 1,01,250 per month for the next three years. The order is for the next three years.</p> <p>It was proposed to shift some of our infrastructure to the ITI Campus while continuing to look for a permanent space for future expansion.</p> <p>The item is placed before the BoM was Approved.</p>
	The meeting ended with vote of thanks to the chair.

Paresh Vora

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

Dr. Anupam Mitra
Registrar
TeamLease Skills University
Vadodara



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.

- | | |
|------------------------------------------------------|--------------------|
| (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 |

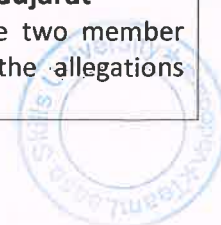
Special Invitees:

- (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 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>

Dr. Anupam Mitra
Registrar
TeamLease Skills University
Vadodra



	The item is placed before the BoM for Information was noted.												
5	<p>Nomination of new Members to the Board of Management 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. 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 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"> <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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8	<p>Recommendations on Fee Fixation for 2015-16 Session</p> <table border="1"> <thead> <tr> <th>Program Title</th> <th>Annual Fee (Rs.)</th> </tr> </thead> <tbody> <tr> <td>B.Com in Finance & Business Operations</td> <td>45,000</td> </tr> <tr> <td>B.Sc. in IT-Infrastructure Management Services (IT-IMS)</td> <td>55,000</td> </tr> <tr> <td>B.Sc. in Applied Science (Mechatronics)</td> <td>55,000</td> </tr> <tr> <td>BBA (English Medium)</td> <td>60,000</td> </tr> <tr> <td>BBA (Gujarati Medium)</td> <td>60,000</td> </tr> </tbody> </table> <p>Ad-hoc Fee Structure proposed for 2015-16 Session as given below was presented to the members for approval.</p> <p>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.</p> <p>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.</p>	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
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9	<p>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.</p>												

Dr. Anupam Mitra
Registrar
Teachbase Skills University
Vadodra



	The item is placed before the BoM for Information was noted.																																									
10	<p>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.</p> <p>Slab-wise Scholarship Percentages</p> <table border="1"> <thead> <tr> <th rowspan="2">Score Slabs (%)</th> <th colspan="5">Scholarship (%)</th> </tr> <tr> <th>BSc MS</th> <th>BSc IT-IMS</th> <th>BBA (E)</th> <th>BBA (G)</th> <th>B.Com FBO</th> </tr> </thead> <tbody> <tr> <td>>=40 & <50</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>60</td> </tr> <tr> <td>>=50 & <60</td> <td>30</td> <td>30</td> <td>30</td> <td>30</td> <td>70</td> </tr> <tr> <td>>=60 & <70</td> <td>50</td> <td>50</td> <td>50</td> <td>50</td> <td>80</td> </tr> <tr> <td>>=70 & <80</td> <td>70</td> <td>70</td> <td>70</td> <td>70</td> <td>90</td> </tr> <tr> <td>>=80</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> <td>100</td> </tr> </tbody> </table> <p>The particulars of Actual fee, %age of Scholarship, fee to be charged and No. of Students will be eligible is enclosed as Appendix-II.</p> <p>The item is placed before the BoM was approved provisionally since the 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>	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
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11	<p>Aptitude Test for TLSU Admission 2015-16 Session 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 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 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 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 The item approved through circulation by the members to avail the credit from TATA Capital Finance Services Ltd for the procurement of IT Infrastructure for TLSU campus</p>																																									

	<p>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 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>

Dr. Anupam Mitra
Registrar
TeamLease Skills University
Vadodara

