

Minutes of the 3rd Meeting of the Governing Body of TLSU

The 3rd Meeting of the Governing Body of TeamLease Skills University was held on 27th March 2014, 10 a.m. onwards through video conference.

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. Ashok Reddy | Member |
| (5) Mr. Ashok Kumar | Member Secretary |

Special Invitees:

- (1) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd., Bangalore
- (2) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd., Bangalore
- (3) Mr. Sushobhan Baral, CFAO, TLSU
- (4) Mr. Hari Krishna, TeamLease Services Pvt. Ltd., Bangalore

The following members could not attend the meeting:

- (1) The Secretary, Higher and Technical Education, Government of Gujarat and
- (2) The Secretary, Ministry of Labour, Government of Gujarat

The proceedings of the meeting have been presented below-

Item No.	Item Description
1	<p>Confirmation of the Minutes of the 2nd Meeting of Governing Body</p> <p>The Minutes of the 2nd Meeting of GB held on December 19, 2013 were presented for confirmation.</p> <p>The item placed before the GB was confirmed. The approved version of the Minutes of 2nd Meeting of Governing Body is enclosed as Appendix I.</p>
2	<p>Action Taken Report on the decisions made during the 2nd Meeting of GB</p> <p>Action taken report presented on the following was presented -</p> <ol style="list-style-type: none"> (a) Opening of Current Account for operation and maintenance of General Fund of TLSU at Vadodara; (b) Creation of Academic and Administrative Posts for 2013-14 and 2014-15. (c) Collaboration with NTTF for setting up of Mechatronics Dept



Item No.	Item Description
	The items placed before the GB was noted.
3	<p>Identification of Temporary Campus for TeamLease Skills University at Vadodara</p> <p>The Governing Body was briefed about the hiring of temporary campus as recommended by BoM in its meeting held on January 16, 2014.</p> <p>The item placed before the GB was noted.</p>
4	<p>Sanction of UKERI Project</p> <p>The Governing Body was briefed about the approval of UKERI Project for funding.</p> <p>The item placed before the GB was noted.</p>
5	<p>Matters related to deliberations with the Government of Gujarat for Regular Campus at ITI Tarsali</p> <p>The Governing Body was briefed about the development of dialogue with Labour & Employment Department, Government of Gujarat.</p> <p>The item placed before the GB was noted. Further, the GB suggested sending regular updates on campus development to the Education and Labour & Employment Department on Fortnightly basis.</p>
6	<p>TLSU Participation in Vibrant Gujarat National Education Conference held at Gandhinagar, Gujarat on 10th and 11th January 2014.</p> <p>The participation and outcome of the participation was presented to the Governing Body.</p> <p>The item placed before the GB was noted.</p>
7	<p>Signing of Memorandum of Understanding (MoU) between TLSU and CII Gujarat</p> <p>The item placed before the GB was noted. The GB further suggested for establishing and strengthening network with industries for support in curriculum design, On-Job-Training, Visiting Faculty from Industries, etc.</p>
8	<p>Minutes of the 2nd meeting of BOM for information</p> <p>The minutes of the 2nd meeting of BoM was presented.</p> <p>The item placed before the GB was noted.</p>
9	<p>Establishment of Mechatronics Dept. through Local Universities Support</p> <p>The action initiated with local universities/institutions support for the establishment of TLSU Mechatronics Department was presented.</p>

Item No.	Item Description
	The item placed before the GB was noted.
10	<p>Any other item with the permission of the Chairperson</p> <p>The GB discussed and suggested-</p> <ul style="list-style-type: none"> ▪ Seeking Proposals from firms for Internal & Statutory Auditors. ▪ Finalizing the Campus Layout Plan depending on the launch of Mechatronics Program from Academic Year 2014-15 ▪ Getting the vendors empanelled for launch in July / August 2014
	The meeting ended with vote of thanks to the Chair.

Paresh Vora

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



Ashok Kumar K.

Registrar

TeamLease Skills University
Vadodara Page 3

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, 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. Ashok Reddy, Member, Governing Body of TLSU | - Member |
| (4) Mr. Zarir Batliwala, TeamLease Services Pvt. Ltd | - Member |
| (5) Mr. Ravi Vishwanath, TeamLease Services Pvt. Ltd | - Member |
| (6) Mr. Ashok Kumar, Registrar, TLSU | - Member-Secretary |

Special Invitees:

- (5) Mr. Sushobhan Baral, Chief Finance and Accounts Officer, TLSU
- (6) 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</p>



	<p>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 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="422 1747 1324 1960"> <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</td> <td>3000</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	3000
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		(a Unit/Chapter/Activity of 11-20 pages)	
	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
	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, Reseach 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)

