UGC 2(f)

PROFORMA FOR SUBMISSION

TeamLease Skills University

(A Private University established by an Act of state Legislature)

ITC Building, ITI Campus, Tarsali, Vadodara – 390009 Gujarat

Certificate

This is to certify that all the information provided above is true to the best of my knowledge and belief. The University will adhere to the rules, regulations, and guidelines of the UGC, Central Government and relevant Statutory Council(s) and abide by all the provisions under the UGC Regulations.

The above information is also posted on the website of the University:

www.teamleaseuniversity.org

I/c Registrar
TeamLease Skills University
Vadodara

TeamLease Skills University Vadodara

Signed and Sealed by the Head of the Institution

TeamLease Skills University
VADODARA – 390 009

Proforma for submission of information by State Private Universities for ascertaining their norms and standards

A	**Legal Status**	
1.1	**Name and Address of the University**	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.
1.2	**Head Quarters of the University**	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.
1.3	**Information about the University**	
	(a) Website	www.teamleaseuniversity.ac.in
	(b) Email	info@teamleaseuniversity.ac.in
		registrar@teamleaseuniversity.ac.in
	(c) Phone Nos	+91 - 265 - 6189100
	(d) Fax Nos.	Nil
	Information about Authorities of the University	
	(a) Phone (include mobile), Fax Nos., and email of Chancellor	Mr. Manish Sabharwal President (Chancellor) Mobile: +91 – 9341968519 Fax Nos: NIL manish@teamlease.com
	(b) Phone (include mobile), Fax Nos., and email of Vice-Chancellor	Prof (Dr.) Avani Umatt Provost (Vice Chancellor) Phone: +91 – 265 - 6189119

		Mobile: +91 – 9327205525 Fax Nos: NIL provost@teamleaseuniversity.ac.in
	(c) Phone (include mobile), Fax Nos., and email of Registrar	Prof (Dr.) Harikrishna C. Trivedi Phone: +91 – 265 – 6189123 Mobile: +91 – 9054160760,9429543136 registrar@teamleaseuniversity.ac.in
	(d) Phone (include mobile), Fax Nos., and email of Finance Officer	Ms. Ramani Dathi Mobile: + 91 – 9901240123 Fax Nos: NIL Ramani.dathi@teamlease.com
1.4	**Date of Establishment**	22nd April 2013
1.5	**Name of Society/Trust Promoting the University (Information may be provided in the following format)** **(Copy of the registered MOA/Trust Deed to be enclosed)**	TeamLease Skills University has been sponsored by TeamLease Education Foundation (TLEF), a company formed under Section 25 of Companies Act,1956 (Registration No. U80903MH2011 NPL21938, Mumbai - 4000510). TLEF has been promoted by TeamLease Services Ltd. The Copy of Memorandum of Association (MOA) along with the Articles of Association (AOA) is enclosed as **Annexure-1.5**
1.6	**Composition of the Society/Trust/Company** **(Details to be provided in Appendix-I)**	**Please refer Appendix-I**
1.7	**Whether the members of the Society/Trust/Company are members in other Societies/Trusts or in the Board of Governors in companies? If yes, please**	**Please refer Appendix-II**

	provide details in the format as given at Appendix-II.	
1.8	**Whether the promoting Society/Trust is involved in promoting/running any other University/ Educational Institution? If yes, please give details in the format as given at Appendix-III**	No. TeamLease Services Limited is not a society/trust but a listed company which is a promoter for TeamLease Education Foundation. TeamLease Services Limited is not promoting/running any other University. **Please refer Appendix-III**
1.9	**Whether the promoting Society/Trust is involved in promoting/running activities other than educational? If yes, please give details in the format as given at Appendix-IV**	**Please refer Appendix-IV**
1.10	**Act and Notification under which established** **(copy of the Act and Notification to be enclosed)** **Enclosed**	The University is established under the Gujarat Private Universities Act, 2009, vide the Gujarat Government Gazette published on 16th April 2013 and the Notification (No.GH/SH/10/GPU/2013/218/kh-1, dated 22nd April 2013) of the Education Department, Government of Gujarat, Gandhinagar. **Please refer Annexure - 1.10**

1.11	**Whether the University has been established by a separate State Act?**	Yes. The University is established under the Gujarat Private Universities Act, 2009. The first statute of the University was approved vide Notification No GH/SH/66/FSU/2013/1249/KH-1 dated 6th December 2013 of the Education Department, Government of Gujarat, Gandhinagar. **Please refer Annexure-1.11**
B	**Organization Description**	
2.1	**Whether Unitary in nature (as per the UGC Regulation)**	Yes
2.2	**Territorial Jurisdiction of the University as per the Act**	Gujarat

2.3	**Details of the constituent units of the University, if any, as mentioned in the Act**	The University is also engaged in providing Apprenticeship Opportunities to youth through NETAP (National Employability Through Apprenticeship Program). The NETAP is India's largest and fastest growing degree linked apprenticeship program aligned to New Education Policy. In the year 2020-2021, NETAP engaged with 475 employers across sectors and geographies to execute apprenticeship. In the said year, NETAP added 10500 apprentices and ended the year with a total of 61500 apprentices. The two degree linked apprenticeship program under NETAP offered are BBA CRM and BSc in Mechatronics in FY 21. The program are offered through TLSU in the state of Gujarat (599 enrolments) and in the rest of the country through its partnership with Jain university (29776 enrolments). Apart from these, for the Short term Certificate Courses 15,796 students have been enrolled. In addition, the University has provided formal training to almost 10,534 candidates with a view to meet the business expectations in terms of skills and knowledge and make the employee(s) as project ready and billable from day one.
2.4	**Whether any off-campus center(s) established? If yes, please give details of the approval granted by the State Government and UGC in the following format:** **(a) Place of Campus** **(b) Letter No. & Date of the approval of State Government**	No **Please refer Appendix-V**

	(c) Letter No. & Date of the approval of Government of India _____ **(Please attach attested copy of the approval)**	
2.5	**Whether any off-shore campus established? If yes, please give details of the approval granted by the Government of India and the host country in the following format:** **(a) Place of Off-shore Campus** **(b) Letter No. & Date of the approval of Host Country _____** **(c) Letter No. & Date of the approval of Government of India _____** **(Please attach attested copy of the approval)**	**Please refer Appendix-VI**
2.6	**Does the University offer a distance education programme? If yes, whether the courses run under distance mode are approved by the competent authority?** **(Please enclose attested copy of the course-wise approval of competent authority)**	No
2.7	**Whether the University has established study centre(s)? If yes, please provide details and whether these study centres are approved by the competent authority of the University and UGC?** **(Please enclosed attested copy of the approval from competent authority)**	**Please refer Appendix-VII**

C	**Academic Activities Description**	
3	**Academic Programmes**	
3.1	**Details of the programmes permitted to be offered by Gazette Notification of the State Government and its reference**	**Please refer Appendix-VIII**
3.2	**Current number of academic programmes/courses offered by the University**	**Please refer Appendix-IX**
3.3	**Whether approvals of relevant statutory council(s) such as AICTE, BCI, DEC, DCI, INC, MCI, NCTE, PCI, etc., have been taken to:** **(a) Start new courses** **(b) To increase intake** **If yes, please enclose copy of approval and give course-wise details in the following format:**	**Please refer Appendix-X**
3.4	**If the University is running courses under distance mode, please provide details about the students enrolled in the following format:** **(Please enclose copy of the course-wise approval of the competent authority)**	Not Applicable
3.5	**Temporal plan of academic work in the University** **Semester System/ Annual System**	Semester System
3.6	**Whether the University is running any course which is not specified under Section 22 of the UGC Act, 1956? If yes, please give details in the following format:** **(a) Name of the Course(s)** **(b) Since when started**	**Please refer Appendix-XI**

	(c) Whether the University has applied for permission from UGC?	
4	**Student Enrolment and Student Support**	
4.1	**Number of students enrolled in the University for the current academic year according to regions and countries (Please give separate information for main campus and off-campus/off-shore campus)**	**Please refer Annexure 4.1**
4.2	**Category-wise No. of Students**	**Please refer Annexure 4.2**
4.3	**Details of the two batches of Students admitted**	**Please refer Annexure 4.3**
4.4	**Does the University provide bridge/remedial courses to the educationally disadvantaged students? If yes, please give details**	Yes ● In order to bring 10+2 Commerce and Arts students at par to the requirements for DMLT Programme and to provide adequate foundation, the Bridge courses in Chemistry theory, Chemistry Practical and Biology are being offered to students. ● In addition, the Bridge course in the subject of Mathematics is being provided to the students having Biology background in the Mechatronics Programme of study. ● Remedial classes are also being conducted in various Departments as per the requirement.
4.5	**Does the University provide any financial help to the students from socially disadvantages group? If yes, please give details**	The Socially disadvantageous group of students are being provided Scholarship as per the State Government rules.
4.6	**In case the University is running M.Phil./Ph.D. program, whether it is full-**	Not Applicable

	time or part-time and whether these programmes are run as per UGC Regulations, 2009 on M.Phil./Ph.D.	
4.7	**Whether the University have a website? If yes, please give website address and whether the website is regularly updated?**	www.teamleaseuniversity.ac.in Yes, updated on regular basis
4.8	**How are the prospective students informed about the criteria for admission, rules & regulations, facilities available, etc.?**	Counseling, Prospectus, Website
4.9	**Whether any grievance redressal mechanism is available in the University? If yes, please provide details about the complaints received against malpractices, etc., in the University in the following format –**	Yes. **Please refer Appendix-XII**
5	**Curriculum, Teaching Learning Process/Method, Examination/Evaluation System**	
5.1	**Which University body finalized the curriculum? The composition of the body may be given.** **(Board of Studies, Academic Council, Board of Management)**	The following procedure is followed to finalize the departmental course curriculum: 1. Departmental Academic committees propose the course curriculum. 2. In view of the Departmental proposals the departmental board of studies (BoS) scrutinize, accept and finally sanction the course structure and syllabi of each programme. The approved course structure and syllabi of each Programmes of study are then placed before the Academic Council of the University. 3. Academic Council finally considers and approves the recommendation of the Boards of different programmes. 4. Board of Management on recommendation of the Academic council

		of the University finally approves the curriculum. The composition of the Boards of Studies of different programmes, Academic Council and Board of Management of our University is provided as per the Annexure. **Please refer Annexure 5.1**
5.2	**What are the Rules/Regulations/Procedure for revision of the curriculum and when was the curriculum last updated?**	A well-defined mechanism exists in terms of inviting suggestions from various stake holders, Industrialists and Academicians for carrying out revision in the Curriculum. The change in Curriculum is updated accordingly through Board of studies and finally approved by the Academic Council. After following the due procedure, the new Curriculum is implemented from the forth coming academic year of the University. **Please refer Annexure 5.2**
5.3	**Whether approval of statutory bodies such as Board of Studies, Academic Council and Board of Management of the University has been taken to start various courses? If yes, please enclose extract of the minutes.**	Yes The University commenced its first Academic session during 2014-2015. The Statutory Bodies of the University, as per the act, approved the Course structure and syllabi of various departmental programmes offered in the first academic session. The extract of the Minutes of the corresponding Board of Management for starting various programmes is provided. **Please refer Annexure 5.3**
5.4	**Furnish details of the following aspects of curriculum design:** **Innovation such as modular curricula** **Inter/Multi-disciplinary approach**	All the Programmes are designed as per the requirement of the industries. The employability skills and life skills are incorporated hand in hand to empower students in workplace and as a responsible

		citizen. The offered Programmes are aligned with work integrated Learning for working Professionals and /or Apprentices. Our syllabi are based on the Model Curricula in different subjects as proposed by the UGC. The Generic elective paper is incorporated in each semester having inter-/multi-disciplinary nature. The Skill oriented courses are also incorporated to enhance the employability of students.
5.5	**Has the University conducted an Academic Audit? If yes, please give details regarding frequency and its usage.**	Yes The Departmental committee conducts Academic audit of the respective department on a weekly basis. The report/ outcome is shared with the Dean and the Provost and the suggestions are implemented.
5.6	**Apart from classroom instruction, what are the other avenues of learning provided for the students? (Example: Projects, Internships, Field trainings, Seminars, etc.)**	Apart from classroom instruction the University aims in closing the gap between formal education and industrial requirements. A Blended learning mode is given to students which includes face to face instruction, workshop/Laboratory practice, Seminar, Quiz, Project work, Web based learning, Hands on work for practical experience and On-Job Training (OJT) to Students.
5.7	**Please provide details of the examination system (whether examination based on practical based)**	Credits are also mapped to assessment, where one credit is assigned to 25 marks. Assessments are holistic in nature and the final result of each course is determined on the basis of Continuous Assessment (measured by Continuous and Comprehensive Evaluation) and performance during the Semester End Examination, in the ratio of 40:60 in case

		of theory courses and 60:40 in laboratory courses (practical). On-Job-Training (OJT) is jointly supervised, assessed and graded by the Faculty Supervisor of TLSU and Mentor of Industry, involving Industry Evaluation (40%) and University Evaluation (60%). The minimum pass criteria are also specified at 40% for each component of assessment. **Please refer Annexure 5.7**
5.8	**What methods of evaluation of answer scripts does the University follow? Whether external experts are invited for evaluation?**	Centralized evaluation method of answer scripts is in place. Theory papers are evaluated by the duly appointed Examiners. Practical Examinations, Viva Voce for all practical courses and OJT are evaluated by external experts.
5.9	**Mention the number of malpractice cases reported during the last 3 years and how they are dealt with.**	08, The reported malpractice cases are dealt with as per University norms
5.10	**Does the University have a continuous internal evaluation system?**	Yes The Examination system of the University is designed to systematically test the students progress in theory, Laboratory and field work through continuous evaluation. Apart from conducting exams at the end of each semester, students are given periodical tests, presentations, seminars and term papers. The final result of each course is calculated on the basis of continuous assessment and performance in the End Semester Examination.
5.11	**How are the question papers set to ensure the achievement of the course objectives?**	The question papers are set by Subject Experts involving both the objective and the descriptive type questions covering the pre-defined weightage of the whole syllabus.
5.12	**State the policy of the University for the constitution of board of question paper**	• The University has a well-defined policy for the constitution of the board

	setters, board of examiners and invigilators.	of question paper setters, board of examiners and invigilators with a view to ensure objectivity and transparency in the examination system. • The brief details are as under: • The Head of each Department in consultation with faculty members involved in teaching various courses and supervising practical courses, prepare a list of paper setters and Examiners. • The said list is placed in sealed cover before the departmental board of studies meeting for its approval. • The committee consisting of the Provost, the Dean and the HoD finally approves the name of paper setters and examiners for various departmental courses. • The CoE on the basis of the decision of the committee invites the corresponding paper setters and examiners for various courses. • The work of conducting exams including invigilation duties, as per the framed policy by the University, is strictly implemented by the CoE in consultation with the Provost.
5.13	How regular and time-bound are conduct of examinations and announcement of results? Substantiate with details of dates of examinations and announcement of results for the last 3 years.	Under normal conditions, University conducts regular semester examinations at the end of December for Odd Semesters and at the end of May for Even Semesters. The University declares the result within one month after the completion of the Examination. **Please refer Annexure 5.13**
D	**Admission Process**	

6.1	**How are students selected for admission to various courses? Please provide faculty-wise information** **(a) Through special entrance tests** **(b) Through interviews** **(c) Through their academic record** **(d) Through combination of the above** **Please also provide details about the weightage given to the above**	Through their academic record
6.2	**Whether the University is admitting students from national level entrance test or state level entrance test?**	No
6.3	**Whether admission procedure is available on the University website and in the prospectus**	Yes
6.4	**Please provide details of the eligibility criteria for admission in all the courses**	**Please refer Annexure 6.4**
6.5	Whether University is providing any reservation/ relaxation in admission?	Yes, the University is following the reservation policy of the Government of Gujarat belonging to the SC/ST/OBC students. **Please refer annexure 6.5**
6.6	**Whether any management quota is available for admission in the University?**	Not applicable
6.7	**What is the admission policy of the University with regard to NRI and overseas students?**	No Separate admission Policy for NRI and Overseas students exists. However, the University proposes to encourage the enrolment of NRI/Overseas students in future.

E	Fee Structure	
7.1	**Present course-wise fee structure of the University (Please provide head-wise details of total fee charged)**	**Please refer Annexure 7.1**
7.2	**Any other fee charged by the University other than the fee displayed in the UGC website (e.g. Building Fee, Development Fee, Fee by any name, etc.)**	No
7.3	**Whether fee structure is available on the University website and in the prospectus?**	Yes
7.4	**Whether fee is charged by the University as per fee structure displayed in the University website and in the prospectus or some hidden charges are there?**	Yes The fees are charged by the University as per fee structure displayed in the University website and in the prospectus. There is no hidden charges what so ever.
7.5	**Mode of Fee Collection**	Cheque/Cash / DD/Online transaction through NEFT
7.6	**Whether University is providing any concession in fee to students? If yes, please provide details.**	Yes. Since Inception of the University, the Fee concession is provided to encourage the Meritorious students admitted in all different programs of study. **Please refer Annexure 7.6**
7.7	**Details of the Hostel Fee including mess charges**	Not applicable
7.8	**Any other fee**	No other fees except tuition fees are being charged.
7.9	**Basis of Fee Structure**	The fees structure is approved by the Board of Management and Governing body of the University from time to time.
7.10	**Whether the University has received any complaint with regard to fee charged or**	No

	fee structure? If yes, please give details about the action taken.	
7.11	**Whether University is providing any scholarship to students? If yes, please provide details.**	Yes Since 2014-2015 the University provides Scholarship to Meritorious students **(Please refer Annexure 7.6)** as well as to the Economically weaker sections of the Society as per Gujarat Government rules.
F	**Faculty**	
8.1	**Total No. of Sanctioned and filled up posts (Institution-wise and Department-wise)**	**Please refer Annexure 8.1**
8.2	**Details of teaching staff in the following format (Please provide details – Institution-wise and Department-wise)**	**Please refer Appendix-XIII**
8.3	**Category-wise No. of Teaching Staff**	**Please refer Annexure 8.3**
8.4	**Details of the permanent and temporary faculty members in the following format**	**Please refer Annexure 8.4**
8.5	**Ratio of full-time teachers to part-time/ contract teachers**	Not Applicable
8.6	**Process of recruitment of faculty** - **Whether advertised? (Please attach copy of the Ad)** - **Whether selection committee was constituted as per the UGC Regulation?**	Yes
8.7	**Does the University follow self-appraisal method to evaluate teachers on teaching, research and work satisfaction? If yes, how is the self-appraisal of teachers analyzed and used? Whether –** • **Self-Appraisal Evaluation** • **Peer Review** • **Student Evaluation**	Yes Self-Appraisal Evaluation

	• **Others (Specify)**	
8.8	**Institution-wise and Department-wise teacher student ratio (only full-time faculty)**	**Please refer Annexure 8.8**
8.9	**Whether the University is providing UGC Pay Scales to the Permanent Faculty? If yes, please provide the following details –** **Scale of Pay with all the allowances** **Professor** **Associate Professor** **Assistant Professor** **Mode of Payment - (Cash/Cheque)**	Online Transfer **Please refer Appendix-XIII**
8.10	**Pay/Remuneration provided to-** **Part-time Faculty** **Temporary Faculty** **Guest Faculty**	Visiting & Guest Faculty 750 /hour for theory & 500/hour for practical
8.11	**Facilities for teaching staff (Please provide details about Residence, Rooms, Cubicles, Computers/ Any other)**	HOD's are provided with individual cabins and each faculty are provided with individual Cubicles, Laptop, Telephone and Printer etc.
G	**Infrastructure**	
9.1	**Does the University have sufficient space for Land & Building?**	Yes
9.2	**Does the University have sufficient classrooms?**	Yes
9.3	**Laboratories & Equipment**	
	(a) Item Description (make and model)	

	(b) Location (Department)	**Please refer Appendix-XIV**
	(c) Value (Rs.)	
	(d) Present Condition	
	(e) Date of Purchase	
9.4	**Library**	**Please refer Appendix - XV**
	Total Space (all Kinds)	
	Computer / Communication Facilities	
	Total No. of Ref. Books (Each Department)	
	Commerce and Management	
	Mechatronics	
	Information Technology	
	Hospitality and Tourism Management	
	Life Skills/General Reading	
	Health Life and Applied Science	
	Total No. of Ref. Books	
	(a) All Research Journals subscribed on a regular basis	32 journals are subscribed on a regular basis
9.5	**Sports Facilities**	
	(a) Open Playground(s) for outdoor sports (Athletics, Football, Hockey, Cricket, etc)	**Please refer Appendix-XVI**
	(b) Track for Athletics	
	(c) Basketball Courts	

	(d) Squash/Tennis Courts	
	(e) Swimming Pool (Size)	
	(f) Indoor Sports Facilities including Gymnasium	
	(g) Any other	
9.6	Does **the University has provision for Residential Accommodation including hostels (boys and girls separately)**	**NO**
H	**Financial Viability**	
10.1	**Details of the Corpus Fund created by the University** **Amount in Rs. Rs. 3 Crores** **FDR No. & Date. Till University exits** **Period** **(Documentary evidence to be given)**	Rs. 3 Crores **Please refer Annexure 10.1**
10.2	**Financial position of the University (please provide audited income and expenditure statement for the last 3 years)**	**Please refer Annexures 10.2 (a), 10.2 (b) and 10.2 (c)**
10.3	**Source of finance and quantum of funds available for running the University (for last audited year)** **Fees _____** **Donations _____** **Loan _____** **Interest _____** **Any other (pl. Specify)**	Fees Rs 4,90,64,787(as per Financials) Donations: 60,52,143 Loan: Availed on need basis Interest: Interest on FD: Rs 23,99,702 Any others **Please refer Annexure 10.2(c)**
10.4	**What is the University's 'unit cost' of education?**	**Please refer Annexure 10.4**

	(Unit cost = total annual expenditure (budget accruals) divided by the number of students enrolled) **Unit cost calculated excluding the salary component may also be given**	
I	**Governance System**	
11.0	**Organization, Governance and Management**	
11.1	**Composition of the statutory bodies of the University**	**Please refer Appendix-XVII**
11.2	**Dates of the meetings of the above bodies held during the last 2 years**	**Details are provided at Annexure 11.2**
11.3	**What percentage of the members of the Boards of Studies, or such other academic committees, are external? Enclose the guidelines for BOS or such other Committees.**	**33%** **Please refer Appendix-XVII**
11.4	**Are there other strategies to review academic programmes besides the academic council? If yes, give details about what, when and how often are such reviews made?**	The departmental Academic audit is always been undertaken regularly on weekly basis. For OJT programme the inputs based on placements from the industry mentors are taken into consideration and are being implemented.
J	**Research Profile**	
12.1	**Faculty-wise and Department-wise information to be provided in respect of the following –** • **Student Teacher Ratio** • **Classrooms** • **Teaching labs** • **Research labs (Major equipment)** • **Research Scholars (MTech., Ph.D., Post-Doctoral Scholars)**	**Please refer Annexure 12.1**

	• **Publications in last 3 years (year-wise list)** • **No. of Books Published** • **Patents** • **Transfer of Technology** • **Inter-departmental Research (Inter-disciplinary)** • **Consultancy** • **Externally funded Research Projects** • **Educational Programmes arranged**	
K	**Miscellaneous**	
13.0	**Details of Non-Teaching Staff**	
13.1	**Details of Non-teaching Staff**	**Please refer Appendix-XVIII**
13.2	**Summary of the Non-Teaching Staff**	**Please refer Annexure-13.2**
13.3	**No. of Non-Teaching Staff category-wise**	**Please refer Annexure -13.3**
13.4	**Ratio of Non-teaching staff to Students**	1:20
13.5	**Ratio of Non-teaching staff to Faculty**	1:2
14	**Academic Results**	
14.1	**Faculty-wise and course-wise academic results of the past 3 years**	**Please refer Annexure -14.1**
15	**Accreditation**	
15.1	**Whether accredited by NAAC? If yes, please provide the following details:** **Date of Accreditation:** **Period** **Grade** **CGPA** **Grading System followed**	**The University has been pre-qualified for NAAC. The Assessment dates have been scheduled from 27th January 2022 to 29th January 2022.**

15.2	**Whether courses are accredited by NBA? If yes, please provide course-wise details as under –**	**Not applicable**
15.3	**Other Accreditations if any**	**NIL**
15.4	**Any other information** **(Including special achievements by the University which may be relevant for the University)**	**Please refer Annexure 15.4**
16	**Strength and Weaknesses of the University**	
16.1	**Strengths of the University**	• The University focusses on 3E's Education, Employability and Employment. • The University offers students four classrooms: On- Campus, Online, On-site Campus & On the job. • The University offers job relevant Curriculum with quality-based education. • The University undertakes Upskilling Programmes for learners on the request of Industry. • The University offers degree linked apprentices.
16.2	**Weaknesses of the University**	• The University is striving for becoming a hub for skill-based education. • Understanding of Skills University viz – a-viz Conventional University

ANNEXURE - 1.5

(THE COMPANIES ACT, 1956)

COMPANY LIMITED BY SHARES

Memorandum

and

Articles of Association

of

TeamLease Education Foundation

सत्यमेव जयते

प्रारुप 1
पंजीकरण प्रमाण-पत्र

कॉर्पोरेट पहचान संख्या : U80903MH2011NPL219138 2011 - 2012

मैं एतदद्वारा सत्यापित करता हूँ कि मैसर्स

TeamLease Education Foundation

का पंजीकरण, कम्पनी अधिनियम 1956 (1956 का 1) की धारा 25 के अधीन आज किया जाता है और यह कम्पनी प्राइवेट लिमिटेड है।

यह निगमन-पत्र आज दिनांक सत्ताईस जून दो हजार ग्यारह को मुंबई में जारी किया जाता है।

Form 1
Certificate of Incorporation

Corporate Identity Number : U80903MH2011NPL219138 2011 - 2012

I hereby certify that TeamLease Education Foundation is this day incorporated under Section 25 of the Companies Act, 1956 (No. 1 of 1956) and that the company is private limited.

Given at Mumbai this Twenty Seventh day of June Two Thousand Eleven.

Registrar of Companies, Maharashtra, Mumbai

कम्पनी रजिस्ट्रार, महाराष्ट्र, मुंबई

*Note: The corresponding form has been approved by HENRY RICHARD, Registrar of Companies and this certificate has been digitally signed by the Registrar through a system generated digital signature under rule 5(2) of the Companies (Electronic Filing and Authentication of Documents) Rules, 2006.
The digitally signed Certificate can be verified at the Ministry website (www.mca.gov.in).

कम्पनी रजिस्ट्रार के कार्यालय अभिलेख में उपलब्ध पत्राचार का पता :
Mailing Address as per record available in Registrar of Companies office:
TeamLease Education Foundation
Office No. 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (E),
Mumbai - 400051,
Maharashtra, INDIA

TEL.NOS. 22811493/22813760/22817259/22812389 (FAX)
GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR, WESTERN REGION

'EVEREST', 5TH FLOOR,
100, MARINE DRIVE
MUMBAI – 400 002.

No. RD/STA/Sec. 25(1)/333/04/11 Dated:

LICENCE UNDER SECTION 25 OF THE COMPANIES ACT, 1956.

WHEREAS it has been proved to my satisfaction that, **M/S. TEAM LEASE EDUCATION FOUNDAION** an Association is to be registered as Company under the Companies Act, 1956, for promoting objects of the nature specified in Section 25, sub-section (1), clause (a) of the said Act and that it intends to apply its profits if any, or other income in promoting its objects and to prohibit the payment of any dividends to its members.

NOW THEREFORE, in exercise of the powers conferred by Section 25 of the said Act, read with the Notification of the Government of India, Ministry of Law, Justice and Company Affairs, Department of Company Affairs, No.G.S.R.288(E) dated 31/5/91, I, the Regional Director, Ministry of Corporate Affairs, Western Region, at Mumbai, hereby grant this licence directing that the said Association be registered as a Company with Limited Liability without the addition of the word "Private Limited" to its name, subject to the following conditions, namely:-

1) that the said company shall in all respects be subject to and governed by the conditions and provisions contained in its Memorandum of Association;

2) that the income and property of the said company whensoever derived, shall be applied solely for the promotion of the objects as set forth in its Memorandum of Association and that no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to persons who at any time are or have been members of the said company or to any of them or to any person through any one or more of them;

3) that no remuneration or other benefit in money or money's worth shall be given by the company to any of its members whether officers or servants of the company or not except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the company;

...2/-

4) that no member shall be appointed to any office under the company which is remunerated by salary, fees or in any other manner not excepted by clause (3);

5) that nothing in this clause shall prevent the payment by the company in good faith of reasonable and proper remuneration to any of its Officers or servants (not being members) or to any other person (not being a member). in return for any services actually rendered to the company;

6) that nothing in clause (3), (4) and (5) shall prevent the payment by the company in good faith, with the previous approval of the Central Government, of reasonable and proper remuneration to any of its members in return for any services (not being services of a kind which are required to be rendered by a member). actually rendered to the company;

7) that no alteration shall be made to the Memorandum of Association or to the Articles of Association of the company, which are for the time being in force, unless the alteration has been previously submitted to and approved by the Central Government; and

8) that this licence shall be liable to be revoked in the event of violation of any of the aforesaid conditions or any of the conditions and provisions contained in the Memorandum of Association of the said company in accordance with the provisions of Section 25 of the Companies Act. 1956.

Dated this 14th day of June, 2011.

(S.M. AMEERUL MILLATH)
REGIONAL DIRECTOR

M/s. Team Lease Services Pvt. Ltd.,
Office No. 6, 3rd Floor, C Wing, Laxmi Tower,
Bandra Kurla Complex,
Bandra (East),
Mumbai-400 051

THE COMPANIES ACT, 1956

COMPANY LIMITED BY SHARES

UNDER SECTION 25

MEMORANDUM OF ASSOCIATION

OF

TEAMLEASE EDUCATION FOUNDATION

I. The name of the Company is **"TEAMLEASE EDUCATION FOUNDATION"**.

II. The registered office of the Company will be situated in the State of Maharashtra at Mumbai i.e. within the jurisdiction of the Registrar of Companies, Maharashtra at Mumbai.

III. The objects for which the Company is established are:-

(A) THE MAIN OBJECTS TO BE PURSUED BY THE COMPANY ON ITS INCORPORATION:

1. To promote a Vocational Education Foundation dedicated to the inculcation of domain specific, workplace relevant and life related skills and competences for enhancing employability, work culture, enhanced productivity, economic development, social harmony and social life through offer of technology supported, industry relevant and low-cost academic Programmes with employment at the heart of academic offerings with deployment of inclusive, distributed and low cost delivery methodology.

   No objects of the Company shall be carried out without permission of competent authorities whomsoever and no objects of the company shall be carried out on commercial basis.

(B) THE OBJECTS INCIDENTAL OR ANCILARY TO THE ATTAINMENT OF THE MAIN OBJECTS :

1. To establish and conduct a Foundation on Vocational Education, admissions, academics, examinations and structure, modular and credit base academic programs.

2. To promote and undertake Diploma, skill based Certificates, Associate Degree and Degree Programmes, development of the tribal region and the underprivileged by increasing access to tertiary level vocational education.

3. To maintain and improve learning outcomes, student experience, and to offer superior operations, relevant job skills and generic skills.

4. To promote education via face to face teaching, e-learning, distance mode, print material, through satellite mediated instruction and on-the-job training.

5. To create a Foundation that operates from the campus and offers its courses through a number of Community Colleges established across India and abroad as its Constituent Colleges.

6. To establish and manage research center and to carry out research training, research work.

7. To promote and support placement initiatives and enhance employability.

8. To promote and contribute to socio-economic development of the state through academic programs.

9. To promote and effect incorporation under Companies Act, 1956 or under any other law for time being in force or otherwise, of any company or companies or trust(s) / or such other charitable and /or public purpose as the company may think fit and expedient or to join with any person or persons in promotion or incorporation of such company or companies or trust(s) or institutions(s) or association(s).

10. To enter into any agreement with any government or authority, municipal, local statutory body or otherwise, to obtain from such government or authority any rights, privileges, concessions, statutory or otherwise, that the company may deem desirable to obtain, exercise and comply with such arrangements, rights, privileges and concessions.

11. To amalgate with or to acquire and undertake the whole or any part of the business or liabilities of any person, firm, trust, body corporate, co-operative society carrying on or proposing to carry on any business which the company is authorized to carry on or in conjunction therewith

12. To prepare, edit, print, publish, issue, acquire, and circulate or distribute books, papers, periodicals, journals, special reports, special task finding forces and other literary materials and mechanical and other models and equipment and establish, form and maintain websites, exhibitions, libraries, museums and collections and displays of literature, statistics, exhibits and information relating to foreign policy in all its branches but only for pursuing the educational and charitable work of the Company.

13. To pay all the expenses, preliminary or incidental to the formation of the Company and its registration.

Provided that the Company shall not support with its funds, endeavour to, impose on, procure to be observed by its members or others, any regulations or instructions which, if an object of the Company, would make it a trade Union.

(C) OTHER OBJECTS : NIL

IV. The objects of the Company shall extend to the whole of India.

V. a) The income and property of the Company, whensoever derived, shall be applied, solely for the promotion of its objects as set forth in this memorandum.

b) No portion of the income or property aforesaid shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to persons who, at any time are, or have been, members of the Company or to any one or more of them or to any persons claiming through any one or more of them.

c) Except with the previous approval of the Central Government, no remuneration, or other benefit in money or money's worth shall be given by the Company to any of its members, whether officers or servants of the Company or not, except payment of out-of-pocket expenses, reasonable and proper interest on money lent, or reasonable and proper rent on premises let to the Company.

d) Except with the previous approval of the Central Government, no member shall be appointed to any office under the Company which is remunerated by salary, fees, or in any other manner not excepted by sub-clause (c).

e) Nothing in this clause shall prevent the payment by the Company in good faith of reasonable remuneration to any of its officers or servants (not being members) or to any other person (not being a member), in return for any services actually rendered to the Company.

VI. No alteration shall be made to this memorandum of association or to the Articles of Association of the Company which are for the time being in force, unless the alteration has been previously submitted to and approved by the Registerar of Companies, Ministry of Corporate Affairs Mumbai.

VII. The liability of the members is limited.

VIII. a). The Authorised Share Capital of the Company will be Rs.1,00,00,000 (Rupees One Crore only) divided into 10,00,000 (Ten Lakhs) equity shares of Rs.10/- (Rupees Ten) each.

b). The Company being a Private Limited Company the minimum paid up Capital of the Company shall be Rs. 1,00,000 (Rupees One Lakhs only) divided into 10,000 (Ten Thousand) equity shares of Rs.10/- (Rupees Ten) each.

IX. True accounts shall be kept of all sums of money received and expended by the Company and the matters in respect of which such receipt and expenditure take place, and of the property, credits and liabilities of the Company; and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of the Company for the time being in force, the accounts shall be open to the inspection of the members. Once at least in every year, the accounts of the Company shall be examined and the correctness of the balance-sheet and the Income and Expenditure Account ascertained by one or more properly qualified auditor or auditors.

X. If upon a winding up or dissolution of the Company, there remains, after the satisfaction of all the debts and liabilities, any property whatsoever, the same shall not be distributed amongst the members of the Company but shall be given or transferred to such other Company having objects similar to the objects of this Company, to be determined by the members of the Company at or before the time of dissolution or in default thereof by the High Court of Judicature that has or may acquire jurisdiction in the matter.

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XI. We, the several persons whose names, addresses, descriptions and occupations are hereunto subscribed are desirous of being formed into a Company, not for profit, in pursuance of this **MEMORANDUM OF ASSOCIATION**:

Name, Address, Description And Occupation of each Subscriber	**Number of Equity Shares taken by each Subscriber**	**Signature of Subscriber**	**Signature, Name, Address, Description and Occupation of each witness**
1. M/s. Team Lease Services Private Limited Office No. 6, 3rd Floor, C Wing, Laxmi Tower, Bandra Kurla Complex, Bandra Kurla Complex, Bandra(East) (Through Mr. Manish Sabharwal, Authorised Representative, vide board resolution passed on 23rd February, 2011, S/o Mr. Mahendra Sabhawal 48, Hatkesh Society, N/s Road No.7, Juhu , Mumbai- 400 049 Business Indian	9,999 (Nine Thousand Nine Hundred and Ninety Nine Only)	SD/-	Witness for 1 & 2 SD/- Mr.Mukesh Siroya, S/o Mr.S.L.Siroya, C-1, 1st Floor, Everest Building, Opp. BMC School, Dattapada Road, Borivali (East), Mumbai-400066. Indian, Practicing Company Secretary.
2. Mr. Manish Sabharwal S/o Mr. Mahendra Sabharwal 48, Hatkesh Society, N/s Road No.7, Juhu , Mumbai- 400 049 Business Indian	1 (One Only)	SD/-	
TOTAL	10,000 (Ten Thousand)		

Place: MUMBAI
Date: 21/06/2011

THE COMPANIES ACT, 1956

COMPANY LIMITED BY SHARES

UNDER SECTION 25

ARTICLES OF ASSOCIATION

OF

TEAMLEASE EDUCATION FOUNDATION

1. The regulations contained in Table `A' in Schedule I to the Companies Act, 1956 (hereinafter referred to as Table `A') shall apply to the Company so far as so far only as they are not inconsistent with any of the provisions contained in these regulations or modifications thereof and only to the extent that there is no specific provisions in these regulations.

2. In these regulations:
   (i) "The act" means the Companies Act, 1956.

   (ii) "The Company" means "**TeamLease Education Foundation**".

   (iii) "The Seal" means the Common Seal of the Company.

   (iv) "These Articles" means these Articles of Association as originally framed or from time to time altered by Special Resolution

   (v) "The Office" means the Registered Office of the Company for the time being.

   (vi) ""Member" means the duly registered holder from time to time of the shares of the Company and includes the subscribers to the Memorandum of the Company. Words importing the singular number also include the plural number and vice versa. Words importing the masculine gender also include the feminine gender. Words importing persons include corporations.

3. Unless the context otherwise requires, words or expressions contained in these regulations shall bear the same meanings as in the Act or any statutory modification thereof in force at the date at which these

regulations become binding on the Company.

COMPANY

4. The Company is a Private Company within the meaning of Section 3(1) clause (iii) of the Companies Act, 1956 and accordingly:

   a) The number of members for the time being of the Company (not including persons who in employment of the Company and persons who having been formerly in the employment of the Company while in that employment and have continued to be members after the employment ceased) is not to exceed fifty, provided where two or more persons hold one or more shares in the company jointly they shall, for the purpose of this paragraph be treated as a single member.

   b) An invitation to the public to subscribe for any shares in or debentures of the Company is hereby prohibited.

   c) The right to transfer of shares of the Company shall be restricted in the manner provided hereinafter in these Articles.

   d) No invitation or acceptance of deposits shall be made from persons other than its members, Directors or their relatives.

CAPITAL

5. The Authorised Share Capital of the Company shall be such amount and be divided into such shares as may, from time to time, be provided in clause VIII of Memorandum of Association with power to subdivide consolidate and increase and with power from time to time, to issue any shares of the original capital with and subject to any preferential, qualified or special rights, privileges or conditions as may be, thought fit, and upon the subdivision of shares to apportion the right to participate in profits, in any manner as between the shares resulting from sub-division. Provided that minimum paid up share capital of the Company shall be Rs.1,00,000/- (Rupees One Lakh).

6. If, by the conditions of allotment of any shares, the whole or part of the amount of issue price thereof shall be payable by installments. Every such installment, shall, when due, be paid to the Company by the person who for the time being shall be the member registered in respect of the share or by his executor or administrator.

7. Members who are registered jointly in respect of a share shall be severally as

well as jointly liable for the payment of all installments and calls due in respect of such share.

8. Save as herein otherwise provided, the Company shall be entitled to treat the member registered in respect of any share as the absolute owner thereof and accordingly shall not, except as ordered by a Court of competent jurisdiction or as by statute required, be bound to recognize any equitable or other claim to or interest in such share on the part of any other person.

9. The rights of holders of any class of shares for the time being forming part of the Capital of the Company may be modified, affected, varied or extended either with the consent in writing of the holders of three fourth of the issued shares of that class or with the sanction of a Special Resolution of the members of that class provided by Articles of Association of the Company and the Companies Act, then in force.

CERTIFICATES

10. The certificate to title of shares and duplicates thereof when necessary shall be issued under the Seal of the Company in accordance with the provisions of Section 84 of the Act and the rules prescribed by the Central Government for the said purposes as in force from time to time.

11. Every member shall be entitled to one Certificate for all the shares registered in his name or, if the directors so approve to several certificates each for one or more of such shares.

12. The certificate of shares registered in the name of two or more persons shall be delivered to the person first named on the Register.

CALLS

13. The Directors may, from time to time subject to the terms on which any shares may have been issued, and subject to Section 91 of the Act, make such calls as they may think fit upon the members in respect of all moneys unpaid on the shares held by them respectively, and not by the conditions of allotment thereof made payable at fixed times, and each member shall pay the amount of every call so made on him to the person and at the time and place appointed by the Directors. A call may be made payable by installments and shall be deemed to have been made at the time when the resolution of the Directors authorizing such call was passed.

14. If the sum payable in respect of any call or installment not paid on or before the day appointed for payment thereof, the holder for the time being of the share in respect of which the call shall have been made for the installment shall be due.

15. If by the terms of issue of any share or otherwise any amount is made payable at any fixed time or by installments at fixed times, whether on account of the amount of the share or installment shall be payable as it were a call duly made by the Directors and of which due notice had been given and all the provisions herein contained in respect of calls shall relate to such amount or installment accordingly.

16. Subject to the provisions of the Act and these Articles, on the trial or hearing of any action or suit brought by Company against any shareholder or his representatives to recover any debt or money claimed to be due to the Company in respect of his shares, it shall be sufficient to prove that the name of defendant is or was, when the claim arose, on the register of the company as a holder, or one of the holders, of the shares, in respect of which such claim is made, and that the amount claimed is not entered as paid in the books of the company and it shall not be necessary to prove the appointment of the Directors who made any call, nor that a quorum of Directors was present at the meeting at which any call nor that the meeting at which any call was made duly convened or constituted nor any other matter whatsoever, but the proof of the matters aforesaid shall be conclusive of the debt.

17. A call may be revoked or postponed at the discretion of the Directors.

FORFEITURE, SURRENDER AND LIEN

18. If any member fails to pay the whole or any part of any call or installment or any money due in respect of any shares either by way of principal or interests on or before the day appointed for the payment of the same or any extension thereof as aforesaid, the Directors may at any time thereafter during such time as the call or installment remains unpaid or decree remains unsatisfied serve a notice on such member, or on the person (if any) entitled to share by transmission, requiring him to pay such call or installment or such part thereof or other moneys as remains unpaid together with any interest that may have accrued and all expenses (legal or otherwise) that may have accrued by the Company by reason of such non-

payment.

19. If the requisitions of any such notice shall not be complied with, every or any share in respect of which notice is given, may at any time thereafter, before payment of all calls or installments, interest and expenses due in respect thereof, be forfeited by a resolution of the Directors to that effect.

20. When any share is declared to be forfeited, notice of forfeiture shall be given to the member in whose name it stood immediately prior to forfeiture and an entry of forfeiture with the date thereof, shall forthwith be made in the Register but no forfeiture shall be in any manner invalidated by any omission or neglect to give such notice or to make any such entry as aforesaid.

21. Every share so forfeited as aforesaid shall thereupon be the property of the Company and may be sold, re-allotted or otherwise disposed of either to original holder thereof or to any other person upon such terms and in such manner as the Board shall think fit.

22. The Directors may at any time before any share so forfeited shall have been sold, re-allotted or otherwise disposed of, annual the forfeiture thereof upon such conditions as they may think fit.

23. Any member whose shares may be forfeited shall notwithstanding the forfeiture, be liable to pay and shall forthwith pay to the Company all calls and other money owing upon the shares at the time of the forfeiture with interest thereon from the time of the forfeiture, until payment, at such rate as Directors may decide, and the Directors may enforce the payment thereof if they think fit, but shall not be under any obligation to do so.

24. The Company may receive the at par, if any, given for the share on any sale or other disposition thereof and the person to whom such share is sold or disposed of may be registered as holder of the share, and he shall not be bound to see the application of the at par, if any, nor shall his title to the share be affected by any irregularity or invalidity in the proceeding in reference to the forfeiture, sale, or other disposal of the same.

25. The Directors may at any time, subject to the provisions of the Act, accept the surrender of any share from or by member desirous of surrendering on such terms as the Directors may think fit.

26. The Company shall have a first and paramount lien upon all the shares

(other than fully paid up shares) registered in the name of each member (whether solely or jointly with others) and upon the proceeds of sale thereof for all moneys (whether presently payable or not) called or payable at a fixed time in respect of such shares and no equitable interest in any shares shall be created. Unless otherwise agreed the registration of a transfer of shares shall operate as a waiver of the Company's lien, if any on such shares.

TRANSFER OF SHARES

27. Subject to the provisions of sub-section (8) of Section 111 of the Act, the Board may, on behalf of the Company, and as its own absolute and uncontrolled discretion and without assigning any reason, decline, to register or acknowledge any transfer of shares (notwithstanding that the proposed transfer be already a member) but in such case, it shall within two months from the date of which the instrument of transfer was lodged with the Company send to the transferee and the transferor notice of the refusal to register such transfer and return the documents lodged as aforesaid to the transferor.

28. Unless the Directors consider it to be a fit case of settlement of his estate inter vivo by a member in the name of his wife or other dependents or otherwise bonafide fulfillment of an obligation no share shall be transferred to any persons who is not a member is willing to purchase the same at a price which shall be at par

29. In case the Directors are not, within the period of two months after the service of the sale notice, able to find a purchasing member or members for all shares, comprising therein and inform the seller of the same, or if though no default of the retiring members the sale of the shares cannot be completed within 21 days from the time, the seller informed by the Directors that they have not found a purchaser, the retiring members, at any time within six months thereafter, shall be at liberty to sell and transfer the shares comprised in his sale notice (or such of them as shall not have been sold to a purchasing member) to any persons qualified to hold shares at par provided that it shall to effect in any manner the rights of the Directors to transfer of shares on which the Company has a lien.

30. The Company shall have power to keep foreign Register of Members in any country or State outside India as may be decided by the Board from time to time. If any shares are to be entered in any such register, the instrument of

transfer shall be in a form recognised under the law of such country or state or in such form as may be approved by the Board.

31. a) The Company shall cause to be kept a Register and Index of Members in accordance with all applicable provisions of the Companies Act, 1956. The Company shall be entitled to keep in any State or Country outside India a branch Register of Members Resident in that State or Country.

    b)The shares in the capital shall be numbered progressively accordingly to their several denominations and except in the manner herein before mentioned, no share shall be sub-divided.

    c)Save as herein otherwise provided the Company shall be entitled to treat the person whose name appears on the Register of Members as the holder of any share and accordingly shall not except as ordered by a Court of competent jurisdiction or as by law required, be found to recognise any benami trust or equity or equitable, contingent, future or partial or other claim or claims or right to or interest in such share on the part of any other person whether or not it shall have express or implied notice thereof. No notice of any trust, express, implied or constructive shall be entered in the Register of members or debentureholders.

32. Subject to the provisions of Section III of the Act, the Board may, on behalf of the Company, and as its own absolute and uncontrolled discretion and without assigning any reason, decline, to register or acknowledge any transfer of shares (notwithstanding that the proposed transfer be already a member) but in such case, it shall within two months from the date of which the instrument of transfer was lodged with the Company send to the transferee and the transferor notice of the refusal to register such transfer and return the documents lodged as aforesaid to the transferor.

33. If the Company refuses to register the transfer of any share or transmission of any right therein, the Company within one month from the date on which the instrument of transfer or intimation of transmission was lodged with the Company, shall send notice of refusal to the transferee and the transferor or to the person giving intimation of the transmission, as the case may be, and thereupon the provisions of Section 111 of the Act or any statutory modification of the provisions for the time being in force shall apply.

34. The instruments of transfer shall after registration be retained by the

Company and shall remain in its custody. Such instruments of transfer may be destroyed by the Company at the sole discretion of the Directors.

35. The Directors shall have power, on giving not less than seven days previous notice by advertisement as required by Section 154 of the Act, to close the Register of Members of the company in the manner provided under Section 154 of the Act.

36. Subject to the provisions of the Act and these Articles, any person becoming entitled to a share in consequence of the death, bankruptcy or insolvency of any member or by any lawful means other than by a transfer in accordance with these presents, may with the consent of the Directors (which they shall not be under any obligation to give) upon producing such evidence that he sustains the character in respect of which he proposes to act under this clause, or of his title, as the Board may think sufficient and upon giving such indemnity as the Directors may require either be registered himself as the holder of the shares or elect to have some person nominated by him and approved by the Board, registered as such holder, provided nevertheless, that if such person nominated by him and approved by the Board, registered as such holder, provided nevertheless, that if such person shall elect to have his nominee registered, he shall testify the election by execution, to his nominee of instrument of transfer of the shares in accordance with the provision herein contained, and until he does so, he shall not be free from any liability in respect of the share. This clause is herein referred to "The transmission Clause."

37. (a) The company shall keep a book to be called "Register of Transfer" and therein shall be fairly and distinctly entered particulars of every transfer or transmission of any share.

38. Subject to the provisions of the Act and these Articles, the Directors shall have the same right to refuse to register a person entitled by transmission to any shares or his nominee as if he were the transferee named in an ordinary transfer presented for registration.

39. Every transmission of a share shall be verified in such manner as the Directors may require and the Company may refuse to register any such transmission until the same be so verified, or until or unless an indemnity be given to the Company with regard to such registration which the Board at its discretion shall consider sufficient provided nevertheless that there shall not be any obligation on the Company or Board to accept any indemnity.

40. The Company shall incur no liability or responsibility whatever in consequence of its registering or giving effect to any transfer of shares made or purporting to be made, by any apparent legal owner thereof (as shown or appearing in the Register) to the prejudice of persons having or claiming any equitable right, title, or interest to or in the same shares notwithstanding that the Company have had notice of such equitable right, title, or interest prohibiting registration of such transfer, and may have entered such notice or referred thereto in any book of the Company and the Company shall not be bound or required to regard or attend or give effect to notice which may be given to them of any equitable right, title or interest or be under any liability whatsoever for refusing or neglecting to do so though it may have been entered or referred to in some books of the Company shall nevertheless be at liberty to regard and attend to any such notice and give effect thereto if the Directors shall so think fit.

INCREASE, REDUCTION AND ALTERATION IN AUTHORISED ISSUED AND SUBSCRIBED CAPITAL

41. The Company may from time to time in general meeting by ordinary resolution alter the conditions of its memorandum by increase of authorised share capital by creation of new shares.

42. Except so far as may be otherwise provided by the conditions of issue or by these presents any capital raised by the creation of new shares shall be considered part of the original capital and shall be subject to the provisions herein contained with reference to the payment of calls and installments, transfer and transmission, forfeiture, lien, surrender, voting and otherwise.

43. The Company may in general meeting alter the conditions of Memorandum as follows:

    I. Consolidate and divide all or any of its share capital into share of larger amount than its existing shares.

    II. Sub-divide its shares or any of them into shares of smaller amounts than originally fixed by the Memorandum, subject nevertheless to the provision of the Act and of these Articles.

III. Cancel shares, which at the date of the passing of the resolution in that behalf have not been taken or agreed to be taken by any person and diminish the amount of its share capital by the amount of the shares so cancelled.

JOINT HOLDERS

44. Where two or more persons are registered as the holders of any shares, they shall be deemed to hold the same as joint tenants with benefits of survivorship subject to the following and other provisions contained in these Articles:

a) On the death of any such joint holders, the survivor or survivors shall be the only person or persons recognised by the Company as having any title or interest in the share but the Directors may require such evidence of death as they deem fit and nothing herein contained shall be taken to release the estate of a deceased joint holder from any liability on shares held by him jointly with any other person.

b) Only the person whose name stands first in the register as one of the joint holders of any share, shall be entitled to delivery of the certificate relating to such shares or to receive documents (which expression shall be deemed to include all documents referred to in Article 110) from the Company and documents served on or sent to such person shall be deemed as good service on all the joint holders.

c) Any one of two or more joint holders may vote at any meeting either personally or by proxy in respect of such shares as if he were solely entitled thereto and if more than one of such joint holders be present at any meeting personally or by proxy than one of such persons so present whose name stands first or higher (as the case may be) on the Register in respect of such shares shall alone be entitled to vote in respect thereof but the other or others of the joint holders present at any meeting personally shall be entitled to vote in preference to a joint holder present by proxy and stands first or higher (as the case may be) in the Register in respect of such shares. Several executors or administrators of deceased member in whose (deceased member's) sole name any share stands shall for the purpose of this sub-clause be deemed joint holders.

GENERAL MEETING

45. Subject to the provisions of the Act, the Company shall hold from time to time as provided by the Act in addition to any other meetings as general meeting as its Annual General Meeting. The provisions of Section 166 of the Act shall apply to such Annual General Meeting.

46. Subject to the provisions of the Act, the Board of Directors may whenever it thinks fit, call an Extra-ordinary General Meeting of the Company other than an Annual General Meeting.

PROCEEDINGS AT GENERAL MEETING

47. Five members entitled to vote and present in person shall form quorum for General Meeting No business shall be transacted at any General Meeting unless the quorum requisite be present at the commencement of a meeting.

48. If within half an hour from the time appointed for holding a meeting of the company, a quorum is not present, the meeting if called upon the requisition of members, shall stand dissolved. In any other case the meeting shall stand adjourned to the same day in the next week (not being a holiday) at the same time and place or to such other day and at such other time and place as the Board may determine. If at any adjourned meeting also a quorum is not present within half an hour of the time appointed for holding the Meeting, the members present, whatever number (not being less than two) shall be quorum and shall have power to decide upon all the matters which could properly have been disposed of at the meeting from which the adjournment took place.

49. Any one of the Directors present, shall be elected to be chairman of a General Meeting by the members present at the meeting.

50. If at any General Meeting a quorum of members shall be present and the Chair shall not be taken by a Director at the expiration of half an hour from the time appointed for holding the meeting or if before the expiration of half an hour from the time appointed for holding the meeting all the Directors decline to take the chair, the members present shall on a show of hands choose one of their own members to be the Chairman of the meeting.

51. The Chairman may with the consent of any meeting at which quorum is present and shall if so directed by the adjourned any meeting from time to time and place to place but no business shall be transacted at any

adjourned meeting other than the business left unfinished at meeting from which the adjournment took place.

52. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of original meeting. Save as aforesaid it shall not be necessary to give any notice of adjournment or the business to be transacted at adjourned meeting.

53. In case of equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting, shall be entitled to a casting vote in addition to his own vote or votes to which he may be entitled as member.

54. The Board shall cause minutes of all proceedings of every general meeting and of all proceedings of every meeting of its Board or of every committee of the Board to be kept in accordance with Section 193 of the Act.

55. The books containing the minutes of all proceedings of general meeting of the Company shall be kept at the office of the Company and be open to the inspection of any members as prescribed by Section 196 of the Act.

VOTES OF MEMBERS

56. Subject to the provisions of the Act and these Articles votes may be given either personally or by proxy or in the case of a body corporate also by a representative duly authorised under Section 187 of the Act and Articles 64 hereof.

57. Subject to the provisions of the Act (and particularly of Sections 87, 89 and 92(2) thereof and of these Article:

    (1) Upon a show of hands every member holding equity shares and entitled to vote and present in person (including as Attorney or a representative of a body corporate as mentioned in Article 87) shall have one vote irrespective of their shareholding.

    (2) Upon a poll the voting right of every member holding equity shares and entitled in vote and present in person (including a body corporate present as aforesaid) or by proxy shall be in proportion to his share in the paid-up equity capital of the Company.

58. No member not personally present shall be entitled to vote on a show of hands unless such member is body corporate present by attorney or by representative duly authorized under Section 187 of the Act in which case such attorney or representative may vote on show of hands as if he were an individual member of the Company.

59. Subject to the provisions of the act, no members shall be entitled to voting right in respect of any shares registered in his name on which any calls or other sums presently payable by him, have not been paid or in regard to which the Company has, and has exercised any right or lien.

60. Any person entitled under the Transmission clause (Article 38 hereof) to transfer any shares, may vote at any general meeting in respect thereof as if he was the registered holder of such shares, provided that at least forty-eight hours before the time of holding the meeting or adjourned meeting as the case may be, at which he proposes to vote, he shall satisfy the Board of his right to transfer such shares unless the board shall have previously admitted his right to vote at such meeting in respect thereof.

61. The instrument appointing a proxy and the Power of Attorney or other authority (if any) under which it is signed or a notarially certified copy of that power of authority shall be deposited at the office not less than forty-eight hours before the time for holding the meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall not be treated as valid.

62. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous insanity or lunacy or death of the principal or revocation of the proxy or any power of attorney, as the case may be, under which such proxy was signed, or the transfer of share in respect of which the vote is given provided that no intimation in writing of the insanity, lunacy, death, revocation or transfer shall have been received at the office before the meeting.

63. Subject to the provisions of the Act and these Articles no objection shall be made to the validity of any vote except at the meeting or poll at which such vote shall be tendered and every vote, whether given, personally or by proxy or by any means hereby authorised and not disallowed at such meeting or poll, shall be deemed valid for all purposes of meeting or poll whatsoever.

64. The Minimum number of Directors shall be Two and the Maximum number of Directors shall not exceed Twelve. The following are the first Directors of the Company:

    i. Manish Sabharwal
    ii. Ashok Kumar Nedurumalli

65. The board may appoint an alternate Director duly recommended for such appointment by a Director (hereinafter called the Original Director) to act for him during his absence for a period of not less than three months from the State in which the meetings of the Board are ordinarily held. An alternate Director appointed under this Article shall not hold office as such for a longer period than that permissible to the original Director in whose place he has been appointed and shall vacate office if and when the original directorship is determined before he so returns to the said State. Any provision in the Act or these Articles for the automatic re-appointment of retiring Directors in default of another appointment shall apply to the original Director and not to alternate Director.

66. The Board shall have power from time to time and at any time to appoint any person as an additional Director to the Board but so that the total number of Directors shall not at any time be less than three or exceed twelve. Any Director so appointed shall hold office only upto the next Annual General Meeting of the Company and shall then be eligible for reappointment.

67. Subject to the provision of Section 284(6) and other applicable provisions (if any) of the Act, if the office of a Director appointed by the Company in General Meeting is vacated before his term of office will expire in the normal course, thus resulting casual vacancy may, in default of and subject to any regulation contained in these Articles, be filled by the Board of Directors upto the date upto which the Director in whose place he is appointed would have held office if it had not been vacated as aforesaid.

68. A Director shall not be required to hold any qualification shares and a person may be appointed as a Director notwithstanding that he holds no shares in the company.

69. The office of a Director shall become vacant in accordance with the provisions of Section 283 of the Act.

70. Subject to the provisions of the Act a Director may resign his office at any time by notice in writing addressed to company or to the Board of Director.

PROCEEDING OF DIRECTORS

71. The Directors shall meet together at least in every three months and at least four such meetings shall be held in every year.

72. Quorum shall be one-third of total number (any fraction in such one-third being rounded off as one) or two Directors, whichever is higher subject to Section 287 of the Act.

73. If a meeting of the Board cannot be held for want of a quorum, then the meeting shall stand adjourned to such day, time and place as the Director or Directors present at that time may fix. Notice of the adjournment of the meeting shall be given to all the Directors in the manner prescribed under Article III.

74. The Directors may from time to time elect one of their member to be the Chairman of the Board of Directors and determine the period for which he is to hold office.

75. All meetings of the Directors shall be presided over, by the Chairman, if present, but if at any meeting of the Directors the Chairman is not present at the time appointed for holding the same, the Directors shall choose one of the Directors then present to preside at the meeting.

76. Questions arising at any meeting shall be decided by a majority of votes, and in case of an equality of votes; the Chairman of the meeting (whether the Chairman appointed by virtue of these Articles or the Directors presiding at such meeting) shall have second or casting vote.

77. Subject to the provisions of Sections 292 and 293 of the Act, the Directors may delegate any of their powers to committees consisting of any such members of their body as they think fit, and they may from time to time revoke and discharge any such committee either wholly or in part, and either as to persons or purposes, but every committee so formed shall, in the exercise of powers so delegated, conform to any regulations that may from time to time be imposed on it by the Directors. All acts done by any such committee in conformity with such regulations and in fulfillment of the purposes of their appointment but not otherwise, shall have the like force and effect as if

done by the board. The board may from time to time fix the remuneration to be paid to any member or members of their body constituting a committee appointed by the board in term of these Articles, and may pay the same.

78. The meeting and proceedings of any such committee shall be governed by the provisions herein and/or in the Act contained for regulating the meetings and proceedings of Directors so far as the same are applicable thereto, and are not superseded by any regulation made by the Directors under the last preceding Article.

79. Subject to the provisions of Section 289 of the Act, resolutions passed by circulation without a meeting of the Board or of a committee of the Board appointed under Article 81 shall be as valid and effectual as a resolution duly passed at a meeting of the Directors or of a Committee duly called and held.

80. Subject to the provisions of the Act and these Articles all acts done by any meeting of the Directors or a committee of Directors or by any person acting as a Director shall notwithstanding that it shall afterwards be discovered that there was some defect in the appointment of such Directors or persons acting as aforesaid or that every or any of these were or was disqualified, be valid if every such person has been duly appointed and was qualified to be Director.

POWERS OF THE BOARD OF DIRECTORS

81. (i) Subject to the provisions of the Act, the Board shall be entitled to exercise all such powers, and to do in furtherance of its objects, specified in the Memorandum of Association for which the Company is established, except such powers as are required by the Act or the Memorandum or Articles of Association of the company to be exercised or done by the company in general meeting. In exercising any such powers or doing any such acts or things, the board shall be subject to the provisions contained in that behalf in the Memorandum or Articles of the company or in any regulations not inconsistent therewith and duly made thereunder, including regulations made by the company in general meeting.

(ii) No regulations made by the Company in general meeting shall invalidate any prior act of the board which would have been valid if that regulations had not been made.

THE SEAL

82. The Board shall provide a common seal for the purposes of the company and shall have power from time to time to destroy the same and substitute a new seal in lieu thereof, and the board shall provide for the safe custody of the seal for the time being, and the seal shall never be used except by or under the authority of the board or a committee of Directors.

83. Every deed or other instrument to which the seal of the Company is required to be affixed, shall unless the same is executed by a duly constituted attorney of the Company, be signed by any other Directors.

ACCOUNTS

84. The Company shall keep proper books of accounts as required by the Act and in particular under Section 209 thereof. The Board of Directors shall lay before each Annual General Meeting a duly authenticated Balance Sheet and Profit and Loss Account alongwith its report made up in accordance with the provisions of the Act. Save as provided by sub-clause (2) every Balance Sheet and every Profit and Loss Account of the Company shall be signed on behalf of the Board of Directors by not less than two Directors of the Company, one of whom shall be the Managing Director, if there is one and secretary, if any. The Balance Sheet and the Profit & Loss Account shall be approved by the Board of Directors before they are signed on behalf of the Board in accordance with the provisions of these Articles and before they are submitted to Auditors for their report thereon. The Profit & Loss Account shall be annexed to the Balance Sheet and Auditor's Report (including the Auditor's separate, Special or supplementary report, if any) shall be attached thereto. Every Balance Sheet and Profit & Loss Account of the Company when audited and adopted by a general meeting shall be conclusive.

AUDIT

85. Every Balance Sheet and Profit & Loss Account shall be audited by one or more auditors to be appointed in accordance with the provisions of the Act.

DOCUMENTS AND SERVICE OF DOCUMENTS

86. A document (which expression for this purpose shall be deemed to inclusive and shall include any summon, notice, requisition, process, order, judgement or any other document in relation to or in the winding up of the Company) may be served or send by the Company on or to any member in the manner prescribed by Section 53 of the Act. Every person, who by operation of law, transfer or by other means whatsoever, shall become entitled to any share, shall be bound by every document in respect of such shares which, previously to his name and address being entered on the register shall have been duly served on or send to the person from whom he derives his title to such shares. Any notice to be given on the part of members shall be left at or sent by registered post or under certificate of posting to the registered office of the Company. Any notice to be given by the Company shall be signed by such director or secretary or officer as the board may appoint. The signature on any notice to be given by the Company may be written or printed or lithographed or be affixed by any other mechanical means.

AUTHENTICATION OF DOCUMENT

87. Save as otherwise expressly provided in the Act or these Articles a document or proceeding requiring authentication by the Company may be signed by a Director, or secretary or an authorized officer of the Company and need not be under its seal.

WINDING UP

88. In the event of Winding up or dissolution of the Company, Clause X of Memorandum of Association of the Company shall apply.

SECRECY CLAUSE

89. No member shall be entitled to visit or inspect the Company's works without the permission of the Board or Manager or Secretary or to require discovery of or any information respecting any detail of the Company's trading or any matter which is or may be in the nature of a trade secret, mystery of trade secret process which may relate to the conduct of the business of the Company and which in the opinion of the Board it will be inexpedient in the interest of the members of the Company to communicate to the public.

INDEMNITY AND RESPONSIBILITY

90. Subject to the provisions of Section 201 of the Act, every Director, Manager, Secretary and other officer or employee of the Company shall be indemnified by the company against and it shall be the duty of directors to pay out of funds to the company all costs, losses and expenses (including travelling expenses) which any such directors, manager, secretary or employee may incur or become liable to by reason of any contract entered into or act or deed done by him as such director, manager, secretary or officer or employee or in anyway in the discharge of the duties. Subject as aforesaid every director, manager, secretary or other officer or employee of the company shall be indemnified against any liability incurred by them or him in defending any proceeding whether civil or criminal in which judgment is given in their or his favour or in which he is acquitted or discharged or in connection with any application under Section 633 of the Act in which relief is given to him by the court. Subject to the provisions of Section 201 of the Act, no director or other officer of the company shall be liable for the acts, receipts , neglect or default of any other directors or officer or for joining in any receipts or other act for the sake of conformity, or for any loss or expenses happening to the company through insufficiency or deficiency of title to any property acquired by order of the directors for or on behalf of the company or for the insufficiency or deficiency of any security in or upon whom which any of the moneys of the company shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, company body, corporate or corporation with whom any money securities or effects shall be entrusted or deposited, or for any loss occasioned by any error of judgement, or oversight on his part, or for any other loss or damage or misfortune whatsoever which shall happen in the execution of the duties of his office or in relation thereto, unless the same happens through willful conduct or neglect or dishonesty.

****

We, the several persons, whose names and addresses are subscribed below, are desirous of being formed into a Company, not for Profit, in pursuance of this **Articles of Association**.

Names, addresses, descriptions and occupations of Subscribers	**Signature of Subscriber.**	**Signature, Name, Address, description and occupation of Witness**
1. M/s. Team Lease Services Private Limited Office No.6, 3rd Floor, C Wing, Laxmi Tower, Bandra Kurla Complex, Bandra Kurla Complex, Bandra(East) (Through Mr. Manish Sabharwal, Authorised Representative, vide board resolution passed on 23rd February, 2011, S/o Mr. Mahendra Sabharwal 48, Hatkesh Society, N/s Road No.7, Juhu , Mumbai- 400 049 Business Indian	SD/-	Witness for 1 & 2 SD/- Mr.Mukesh Siroya, S/o Mr.S.L.Siroya, C-1, 1st Floor, Everest Building, Opp. BMC School, Dattapada Road, Borivali (East), Mumbai-400066. Indian, Practicing Company Secretary.
2. Mr. Manish Sabharwal S/o Mr. Mahendra Sabharwal 48, Hatkesh Society, N/s Road No.7, Juhu , Mumbai- 400 049 Business Indian	SD/-	

Place: MUMBAI
Date: 21/06/2011

Appendix - I

Composition of the Company of the TeamLease Education Foundation

Sr.No.	Name	Address	Occupation	Designation in the Society/Trust/Company
1	Ms. Rituparna Chakraborty	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	Professional	Director
2	Ramani Dathi	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	Professional	Director
3	Alka Chanda	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	Professional	Director

TeamLease Skills University
VADODARA – 390 009

Appendix – II

Information about the members of the Society/Trust/Company who are members in other Societies/Trusts or in the Board of Governors in companies

Sr.No.	Name of the Member	Address	Name of Society/Trust	Designation in the Society/Trust
1	Ms. Rituparna Chakraborty	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	Evolve Technologies Services & Private Limited	Director
			TeamLease HR TECH Limited	
			Keystone Business Solutions Private Limited	
			IIJT Education Private Limited	
			Teamlease Digital private limited	
			IMSI (India) Pvt. Ltd.	
			TeamLease Regtech Private Limited	
2	Ramani Dathi	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	Evolve Technologies Services & Private Limited	Director
			TeamLease HR TECH Limited	
			Keystone Business Solutions Private Limited	
			TeamLease EdTech Limited	
			IIJT Education Private Limited	
			Teamlease Digital private limited	
			I IMSI (India) Pvt. Ltd.	

			TeamLease Regtech Private Limited	
3	Alka Chanda		Evolve Technologies Services & Private Limited	Director
			TeamLease HR TECH Limited	
			Keystone Business Solutions Private Limited	
			IIJT Education Private Limited	
			Teamlease Digital private limited	
			IMSI (India) Pvt. Ltd.	
			TeamLease Regtech Private Limited	

TeamLease Skills University
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Appendix - III

Information of TeamLease Education foundation regarding its involvement in promoting/running any other University/Educational Institution

Name of the University/ Educational Institution	Activities
Not Applicable	

Appendix - IV

Information of TeamLease Education foundation regarding its involvement in promoting/running activities other than Educational Institution

Name of the Organization	Activities
TeamLease Services Limited	General Staffing
Evolve Technologies Services & Private Limited	Specialized Staffing
TeamLease HR TECH Limited	HR Technology Platform
Keystone Business Solutions Private Limited	Specialized Staffing
IIJT Education Private Limited	Learning Solutions Company
Teamlease Digital private limited	Specialized Staffing
IMSI (India) Pvt. Ltd.	Specialized Staffing
TeamLease Regtech Private Limited	Regulation and Compliance technology platform
TeamLease EdTech Limited	Learning Solutions Company

Extra No. 18

REGISTERED No. L2/RNP/G/GNR/84
વાર્ષિક લવાજમનો દર રૂ. ૩૦૦૦/-

सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LIV] TUESDAY, APRIL 16, 2013/CAITRA 26, 1935

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV

Acts of Gujarat Legislature and Ordinances promulgated and Regulations made by the Governor.

The following Act of the Gujarat Legislature, having been assented to by the Governor on the **12th April, 2013**, is hereby published for general information.

C. J. GOTHI,
Secretary to the Government of Gujarat,
Legislative and Parliamentary Affairs Department

GUJARAT ACT NO. 18 OF 2013.

(First published, after having received the assent of the Governor, in the *"Gujarat Government Gazette"*, on the 16th April, 2013).

AN ACT

further to amend the Gujarat Private Universities Act, 2009.

WHEREAS the Lakulish International Fellowship's Enlightenment Mission (Life Mission), Limdi, Surendranagar, Team Lease Education Foundation, Mumbai and Vardhman Bharti Trust, Wadhwan City, Surendranagar have applied to the State Government under the provisions of the Gujarat Private Universities Act, 2009 to establish Private Universities in the State;

Guj. 8 of 2009.

AND WHEREAS the said applications have been scrutinised by the Scrutiny Committee and on the report of Scrutiny Committee, the State Government has issued the letter of intent to the respective sponsoring bodies for establishment of the Private University;

AND WHEREAS the State Government is satisfied that the sponsoring bodies have complied with the conditions of letter of intent as provided in section 10 of the said Act and have also established the Endowment Fund as per the letter of intent;

NOW, THEREFORE, the Government of Gujarat, in accordance with the provisions of section 10 of the said Act, establishes the institutions specified in column 2 of the Schedule as the Private University of the aforesaid sponsoring bodies, by the name, location and jurisdiction as specified in column 4 of the Schedule.

It is hereby enacted in the Sixty-fourth Year of the Republic of India as follows:-

Short title and commencement.

1. (1) This Act may be called the Gujarat Private Universities (Amendment) Act, 2013.

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette,* appoint.

Amendment of Schedule to Guj. 8 of 2009.

2. In the Gujarat Private Universities Act, 2009, in the Schedule, after entry at serial No. 10, the following entries shall be inserted, namely:- **Guj. 8 of 2009.**

Sr. No.	Name and Address of the Private University.	Details of Registration and Registration Number	Sponsoring Body.
1.	2.	3.	4.
"11.	Lakulish Yoga University, Chharodi, Gandhinagar-Sarkhej Highway, Ahmedabad.	Registered under the Bombay Public Trusts Act, 1950 Registration No. E/643, Surendranagar–26/03/96	Lakulish International Fellowship's Enlightenment Mission (Life Mission), Limdi, Dist: Surendranagar, Gujarat.
12.	Team Lease Skills University, ITI-Tarsali, Vadodara.	Registered under section 25 of the Companies Act, 1956 Registration No. U80903MH2011 NPL21938 Mumbai-400051. 27/6/11	Team Lease Education Foundation run by Team Lease Services Pvt. Ltd., Office No. 6, 3rd Floor, C-Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai-400051, Maharashtra, India.
13.	C. U. Shah University Wadhwan City, Dist. Surendranagar.	Registered Public Charitable Trust, Registration No. F/43, Dated 06/03/69, Surendranagar	Vardhman Bharti Trust, Smt. M. T. Doshi High School, Lakhupole, Wadhwan City, Dist. Surendranagar-363030.".

GOVERNMENT CENTRAL PRESS, GANDHINAGAR

Extra No. 97

REGISTERED No. L 2/RNP/G/GNR-84
વાર્ષિક લવાજમનો દર રૂ. ૩૦૦૦/-

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The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LIV] MONDAY, APRIL 29, 2013/VAISAKHA 9, 1935

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

Notification

Sachivalaya, Gandhinagar, 22nd April, 2013.

Gujarat Private Universities(Amendmant) Act, 2013.

NO.GH/SH/10/GPU/2013/218/kh-1.- In exercise of the powers conferred by the sub-section (2) of Section 1 of the Gujarat Private Universities (Amendment) Act, 2013 (Guj. Act No. 18 of 2013), (hereinafter referred to as" the said Act"), the Government of Gujarat hereby appoints the 22nd April, 2013 as the date on which the said Act shall come into force.

By Order and in the name of the Governor of Gujarat,

M. H. KHUMAR,
Under Secretary to Government.

Government Central Press, Gandhinagar.

Extra No. 435

REGISTERED No. L 2/RNP/G/GNR-84
વાર્ષિક લવાજમનો દર રૂા. ૩૦૦૦/-

सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LIV] WEDNESDAY, DECEMBER 18, 2013/AGRAHAYANA 27, 1935

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

Notification

Sachivalaya, Gandhinagar, 6th December, 2013.

Gujarat Private Universities Act, 2009.

No. GH/SH/66/FSU/2013/1249/KH-1.— In exercise of the powers conferred by the Section-26 of the Gujarat Private Universities Act, 2009 (Guj. Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes of TEAMLEASE SKILLS UNIVERSITY, VADODARA as proposed by the Governing Body of the university in its meeting held on 2-08-2013.

By order and in the name of the Governor of Gujarat,

M. H. KHUMAR,
Under Secretary to Government.

Notification
Education Department,
Sachivalaya, Gandhinagar.
Dated:- 6th December,2013.

Gujarat Private Universities Act, 2009.

No.GH/SH/66 /FSU/2013/1249/kh-1:- In exercise of the powers conferred by the section-26 of the Gujarat Private Universities Act, 2009 (Guj. Act No.8 of 2009), the Government of Gujarat hereby approves the First Statutes of TEAMLEASE SKILLS UNIVERSITY, VADODARA as proposed by the Governing Body of the university in its meeting held on 2-8-2013.

By order and in the name of the Governor of Gujarat,

(M.H.Khumar)
Under Secretary to Government.

Copy forwarded to for information and necessary action :

. The Secretary to the Governor, Raj Bhavan, Gandhinagar.
The Secretary to Hon'ble Chief Minister, Sachivalaya, Gandhinagar.
Personal Secretary to Hon'ble Edcuation Minister, Sachivalaya Gandhinagar.
Personal Secretary to Hon'ble Minister of State (Edcuation), Sachivalaya Gandhinagar
Opposition leader of Gujarat, Gujarat Vidhansabha, Sachivalaya, Gandhinagar.
Chief Secretary, New Sachivalaya, Gandhinagar.
Additional Chief Secretary, General Administration Department, New Sachivalaya, Gandhinagar.
Secretary, Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar.
P.S. to Principal Secretary Education Department, Sachivalaya, Gandhinagar.
Commissioner of Higher Education, Gujarat State, Dr. Jivraj Mehta Bhavan, Gandhinagar.
Accountant General, Ahmedabad / Rajkot.
The Director of Information, Gandhinagar.
The Manager, Government Central Press, Gandhinagar. With a request to print this Notification in Extra Ordinary Govt. Gazette, and supply 250 copies of the same to this Department.& 100 copies to TEAMLEASE SKILLS UNIVERSITY, VADODARA
The Director,Government Printing & stationery, Udhyog Bhavan, Gandhinagar
Registrar, of TEAMLEASE SKILLS UNIVERSITY, VADODARA
Select file.

Appendix - V

Information about Off-Campus Center(s) of the University

Sr.No.	Address of the Off-campus Centre	Courses Run
	Not Applicable	

TeamLease Skills University
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Appendix - VI

Information about Off-Shore Campus Center(s) of the University

Sr.No.	Address of the Off-Shore-campus Centre	Courses Run
Not Applicable		

TeamLease Skills University
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Appendix - VII

Information about Courses run under Distance mode and Study Center(s) of the University

Sr.No.	Address of the Study Centre	Courses Run	No. of Students enrolled
Not Applicable			

TeamLease Skills University
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Appendix - VIII

Information about the Programmes permitted to be offered by the Gazette Notification of the state Government

Programme		Sanctioned Intake	Actual Enrolment
UG	B.Com.(Finance and Business Operations)	60	5
	B.Sc. IT-IMS (Infrastructure Management Services)	60	5
	B.Sc. in Applied Science (Mechatronics)	60	7
PG		Not Applicable	
Diploma		Not Applicable	
PG Diploma		Not Applicable	
Certificate Course		Not Applicable	
M.Phil.		Not Applicable	
Ph.D.		Not Applicable	
Any other (Please specify)		Not Applicable	

TeamLease Skills University
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Appendix - IX

Information about the Current number of Academic Programmes offered by the University

Programme		Sanctioned Intake	Actual enrolment
UG	B.Com.(Finance and Business Operations)	60	27
	Bachelor of Business Administration (BBA)	60	11
	B.Sc. (Hospitality and Tourism Management)	60	8
	B.Sc. (IT-Infrastructure Management Services)	60	7
	Bachelor of Computer Applications (BCA)	60	24
	B.Sc. Mechatronics	60	16
PG		Not Applicable	
Diploma	Diploma in Medical Laboratory Technology (DMLT)	60	10
PG Diploma		Not Applicable	
Certificate Course		Not Applicable	
M.Phil.		Not Applicable	
Ph.D.		Not Applicable	
Any other (Please specify)		Not Applicable	

Appendix – X

Information about the approval of the Courses by the relevant Statutory Council(s)

Sr.No.	Name of the Course	Name of the Statutory Council	Whether approval has been taken
	Not Applicable		

TeamLease Skills University
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Appendix– XI

Information about the Courses run which is not specified under Section 22 of the UGC Act

Sr.No.	Name of Course	Date of Starting	Whether applied to UGC for Specification
	Not Applicable		

TeamLease Skills University
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Annexure– 4.1

Student Enrollment Status for Current Academic Year (2020-2021)

Particulars		**No. of students from the same State where the University is located**	**No. of students from other States**	**No. of NRI students**	**No. of overseas students excluding NRIs**		**Grand Total**
					Foreign Students	**Person of Indian Origin students**	
UG	**M**	62	04	-	-		93
	F	31	-				
	T	93	-				
PG		Not Applicable					
M.Phil.		Not Applicable					
Ph.D.		Not Applicable					
Diploma	**M**	06	-	-	-		10
	F	04					
	T	10					
PG Diploma	Not Applicable						
Certificate	Not Applicable						
Any Other (Pl. Specify)	Not Applicable						

Annexure– 4.2

Category-wise No. of Students for the Academic Year 2020-2021

Category	Female	Male	Total
SC	3	7	10
ST	5	8	13
OBC	9	16	25
PH	-	-	-
General	17	38	55
Total	34	69	103

Annexure– 4.3

Details of the Two Batches of Students Admitted

Particulars	Batch-1			Batch-2		
	Year of Entry – 2017			Year of Entry – 2018		
	UG	PG	Total	UG	PG	Total
No. Admitted to the programme	71	NA	71	62	NA	62
No. of Dropouts (a) Within four months of Joining (b) Afterwards	(a) 07 (b) 17	NA	24	(a) Nil (b) 25	NA	25
No. appeared for the final year examination	44	NA	44	36	NA	36
No. passed in the final exam	44	NA	44	36	NA	36
No. passed in first class	36	NA	36	36	NA	36

Appendix – XII

Grievance Redressal Mechanism - Details

Sr.No.	Name of the Complainant	Complaint against	Date of Complaint	Action taken by the University
1	Till now no complaints have been received			

Annexure - 5.1

Composition of the Board of Studies of various programmes of studies

Sr. No.	Post	Designation	No of persons	Status
1	Chairman	Dean, TLSU	1	Ex-officio
2	Convenor	HoD, TLSU	1	Ex-officio
3	Members	Two persons from among the teaching staff of the department other than the dean to be nominated by the Provost	2	Members
	Members			
4	Members	One Expert Academician Educationalist from outside the University to be nominated by the Provost	1	Member
5	Members	One Expert from Industry to be nominated by the Provost	1	Member
6	Members	Two Special Invitees to be nominated by the Provost	2	Members

Composition of the Academic Council of various programmes of studies

Sr. No.	Post	Designation	No of persons	Status
1	Chairperson	Provost, TLSU	1	Ex-officio
2	Member	All Deans of the University	1	Ex-officio
3	Member	4 persons from among the teaching staff other than the Dean to be nominated by Provost	1	Nominee
4	Member		2	Nominee
5	Member		3	Nominee
6	Member		4	Nominee
7	Member	2 Eminent Educationalists from outside the University to be nominated by President	1	Nominee
8	Member		2	Nominee
9	Member	2 persons from industry to be nominated by Provost	1	Nominee
10	Member		2	
11	Member Secretary	Registrar		Ex-officio

Composition of the Board of Management

Sr. No.	Post	Designation	No of persons	Status
1	Chairperson	President, TLSU	1	Ex-officio
2	Member	Provost, TLSU	1	Ex-officio
3	Member	2 Members of the Governing body to be nominated by the sponsoring body	1	Nominee
4	Member		2	Nominee
5	Member	2 persons who are not the members of the GB to be nominated by the sponsoring body	1	Nominee
6	Member		2	Nominee
7	Member	3 persons from among the faculty members to be nominated by the sponsoring body	1	Nominee
8	Member		2	Nominee
9	Member		3	Nominee
10	Member	1 Faculty member to be nominated by the President	1	Nominee
11	Member Secretary	Registrar, TLSU	1	Ex-officio

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Annexure - 5.2

Details of Revision of the Curriculum

List of the Board of Studies Meeting for revision of the Curriculum

Sr.No.	Name of the Department	Date of BoS Meeting	
1	Department of Mechatronics	31/7/2019	7/7/2020
3	Department of information Technology	8/2/2021	4/10/2021
4	Department of Commerce and Management	26/7/2018	21/4/2021
5	Department of Hospitality and Tourism Management	2/6/2017	10/10/2020
6	Department of Life Skills	30/8/2019	15/12/2020
7	Department of Health, Life and Applied Sciences	15/9/2020	13/9/2021

Annexure- 5.3

Extract of the Minutes of the Board of Management to start various Departmental Programmes

- In the meeting of the Board of Management (23rd May 2014), the following programmes were approved to start for the Academic session 2014-2015.

  a) B.Sc. in IT-Infrastructure Management Services (IT-IMS)

  b) B.Com. In Finance & Business Operations (FBO)

  c) B.Sc. in Mechatronics

- In the meeting of the Board of Management (6th January 2015), the Bachelor of Business Administration (BBA) programme was approved to start for the Academic session 2015-2016.

- In the meeting of the Board of Management (9th January 2016), the B.Sc. in Hospitality & Tourism Management programme was approved to start for the Academic session 2016-2017.

- In the meeting of the Board of Management (29th May 2017), the Bachelor of Computer Applications (BCA), B.Sc. in Hotel Management (Work based learning) & Diploma in Medical Laboratory Technology programmes were approved to start for the Academic session 2017-2018.

Annexure- 5.7

Details of the Examination System

Assessments are holistic in nature and the final result of each course is determined on the basis of continuous assessment (measured by Continuous and Comprehensive Evaluation) and performance during the Semester End Examination, in the ratio of 40:60 in case of theory courses and 60:40 in laboratory courses (practical). On-Job-Training (OJT) is jointly supervised, assessed and graded by the Faculty Supervisor of TLSU and Mentor of Industry, involving Industry Evaluation (40%) and University Evaluation (60%). The minimum pass criteria are also specified at 40% for each component of assessment. Credits are also mapped to assessment, where 1 credit is assigned 25 marks.

I. University Assessment Scheme

The details of the Assessment Scheme for Theory, Practical & OJT Examinations are provided as shown in Table 1 & Table 2

Table 1. Details of the University Assessment Scheme

Theory Course	Weightage
Comprehensive and Continuous Evaluation (Based on nature of course to include: Quiz/Presentation/Case study/Assignments/Projects/Oral evaluation etc.)	40%
University Semester End Evaluation (Written examination/Online examination)	60%
Practical Course	
Comprehensive Continuous Evaluation (Based on nature of course to include: Quiz/Presentation/Practical performance/ Journal writing/ Case study/Assignments/Projects, etc.)	60%
University Semester End Evaluation (Performance based evaluation with viva voce examination)	40%
On Job Training	
University Evaluation	60%
Industry Evaluation	40%

Continuous and Comprehensive Evaluation – The examination system of the University is designed to test systematically the student's progress in theory, laboratory, and OJT (field work) through continuous evaluation. Students are assigned periodical tests, assignments, group assignments, surprise tests, quizzes, practical assignments, project work, presentations, home assignments, seminars, term papers in addition to examination at the end of each semester. The final result of each course is calculated on the basis of continuous assessment and performance in the semester end examination.

Semester-end Examination - This will comprise of course wise semester-end written/online examination.

On-Job-Training (OJT) - This will be jointly supervised, assessed and graded by Faculty Supervisor of TLSU and Mentor of Industry / Corporates per the details mentioned in Table 2.

Table 2. On-Job-Training (OJT) Assessment scheme

University Evaluation (60%)	
Evaluation Parameters	**Description**
Learning Report/Daily Report (20%) Evaluated on:	Evaluated on: • Attendance • Logbook (daily learning report) • Monthly report by Industry mentor/ Employer
Presentation and viva-voce (20%)	Evaluated on minimum 2-3 presentations per semester
Report (20%)	Evaluated on final OJT report
Industry Evaluation (40%)	
Evaluation Parameters	**Description**
Behavioral Feedback Report (20%)	Evaluation given by Industry mentor based on pre-defined behavioral parameters To be filled minimum 3 times per semester by industry mentor.
Performance Feedback Report (20%)	Evaluation given by Industry mentor based on job related performance parameters/KRAs To be filled minimum 3 times per semester by industry mentor.

II. Credit and Grade point system of evaluation:

At the end of the semester, the students are awarded a letter grade in each registered course for the semester depending on the performance that may consist of mid semester examinations, tests, and quizzes, laboratory evaluation, tutorial work, seminars, home assignment and end semester examination. Letter grades are awarded to the students as indicated below. Each letter grade indicates the level of performance in the course and grade point for the purpose of computing the SGPA.AGPA and CGPA.

Grades and Grade points

Letter Grade	Grade Point	Percentage of Marks Obtained
O (Outstanding)	10	91 - 100
A+ (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B+ (Good)	7	61 - 70
B (Above Average)	6	51 - 60
C (Average)	5	41 - 50
D (Pass)	4	40
F (Fail)	0	< 40
AB (Absent)	0	------

III. The values of SGPA, CGPA and Percentage conversion are calculated on the basis of the following formulae:

a) Semester Grade Point Average (SGPA)

SGPA (Si) = Σ (Ci X Gi)/ Σ Ci

Ci =Number of Credits

Gi = Grade Point scored by student in the course/subject

b) Cumulative Grade Point Average (CGPA)

CGPA = Σ (Ci X Si)/ Σ Ci

Si=SGPA of ith semester

Ci=Total number of credits in the semester

c) Percentage from SGPA and CGPA

(SGPA/CGPA) x 9.5

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Annexure- 5.13

University Examinations and Results Status (for last 3 years)

Year	Date of Examination	Date of announcement of Results
2018 - 2019	31/12/2018	22/01/2019
2018 - 2019	10/6/2019	01/07/2019
2019 – 2020	31/12/2019	13/01/2020
2020-2021	25/08/2020	09/09/2020
2020 -2021	05/01/2021	12/02/2021
2020 -2021	23/02/2021	5/4/2021
2020 -2021	16/07/2021	04/08/2021

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Annexure - 6.4

Details of the Eligibility Criteria for admission in all the courses

Sr.No.	Name of the Programme	Duration	Eligibility
1	B.Com.(Finance and Business Operations)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
2	Bachelor of Business Administration (BBA)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
3	B.Sc. (Hospitality and Tourism Management)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
4	B.Sc. (Hotel Management: Work based Learning)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
5	B.Sc. (IT-Infrastructure Management Services)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
6	Bachelor of Computer Applications (BCA)	3 Years (6 Semesters)	10+2 or Equivalent in any stream
7	B.Sc. (Mechatronics)	3 Years (6 Semesters)	10+2 or Equivalent in Science stream* OR 10th Standard (Any State Board or Central Board) + Completion of 2 Year ITI trade * Students from Biology background will be required to take bridge course in Mathematics additionally
8	Diploma in Medical Laboratory Technology (DMLT)	1 Years (2 Semester)	10+2 or Equivalent in any stream** ** Students from Non-Science background will be required to take bridge course in Chemistry and Biology additionally.

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Annexure - 6.5

Details of students admitted under reservation quota (2020-2021)

Category	No. of total students admitted	% of quota provided for reservation and preparation in respect of actual enrolment	Remarks
General	60	100	-
OBC	25	89	all applicant students were admitted under this category
SC	10	63	all applicant students were admitted under this category
ST	8	100	all applicant students were admitted under this category

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Annexure -7.1

Present course-wise Fee structure of the University

Sr.No.	Name of the Programme	Duration	Fee Structure
1	B.Com. (Finance and Business Operations)	3 Years (6 Semesters)	10,000/- per Semester
2	Bachelor of Business Administration (BBA)	3 Years (6 Semesters)	25,000/- per Semester
3	B.Sc. (Hospitality and Tourism Management)	3 Years (6 Semesters)	25,000/- per Semester
4	B.Sc. (Hotel Management: Work based Learning)	3 Years (6 Semesters)	20,000/- per Semester
5	B.Sc. (IT-Infrastructure Management Services)	3 Years (6 Semesters)	25,000/- per Semester
6	Bachelor of Computer Applications (BCA)	3 Years (6 Semesters)	25,000/- per Semester
7	B.Sc. (Mechatronics)	3 Years (6 Semesters)	25,000/- per Semester
8	Diploma in Medical Laboratory Technology (DMLT)	1 Year (2 Semesters)	15,000/- per Semester + tax as applicable

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Annexure - 7.6

Details of the Fee Concession provided to Meritorious students

Score Slab (%)	% Scholarship							Total Number of Seats
	B.Com.	BBA	B.Sc. (IT-IMS)	B.Sc. (MS)	B.Sc. (HTM)	BCA	DMLT	
≥ 85	100 % (5 seats for each programme)							35
≥ 75 & < 85	75% (10 seats for each programme)							70
≥ 65 & < 75	50% (10 seats for each programme)							70
≥ 50 & < 65	25% (10 seats for each programme)							70

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Annexure - 8.1

Total Number of Sanctioned and Filled up posts (Institution-wise and Department-wise)

Department	Professor		Associate Professor		Assistant Professor		Academic Associate/Program Manager	
	Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled	Sanctioned	Filled
Commerce and Management	1	2	1	1	2	1	0	0
Hospitality and Tourism	1	0	1	1	2	0	2	2
Information & Technology	1	0	1	0	2	2	2	2
Mechatronics	1	0	1	0	2	3	0	0
Health, Life and Applied Sciences	1	1	0	0	2	0	1	1
Life Skills	0	0	0	0	2	2	0	0

Appendix – XIII

Information about the Teaching Staff

Department of Commerce and Management										
Sr. No.	**Name of the Teacher**	**Age**	**Category**	**Educational qualification (Whether Qualified as per UGC Regulation**	**Teaching experience in years**	**Date of appointment**	**Whether full time or Part time**	**Regular or Ad Hoc**	**Scale of Pay**	**No. of Publications**
1	Dr. Anupam Mitra	46	General	Yes	27	11-Dec-13	Full time	Regular	37,400 – 67,000	4
2	Dr. Ashutosh Sandhe	46	General	Yes	22	30-Jun-14	Full time	Regular	37,400 – 67,000	9
3	Dr. Manoj Sharma	39	General	Yes	16	09-Jun-14	Full time	Regular	15,600 – 39,000	8
4	Dr. Priyanka Patel	34	General	Yes	5	01-Jul-19	Full time	Regular	15,600 – 39,000	-
5	Dr. Chetna Divyang kumar Vyas	32	General	Yes	6	27 -Sep-21	Full time	Regular	15,600 – 39,000	4
6	Dr. Ritesh Amarsela	41	General	Yes	13	18-Oct-21	Full time	Regular	26000-65000	5

7	Ms.Kruti Akshay Shah	33	General	Yes	7	06 -Sep-21	Full time	Regular	14,000	3
8	Mr. Tushar Shashikant Punjani	39	General	Yes	4	02 -Dec-21	Full time	Regular	38800 - Fixed	-

Department of Hospitality and Tourism

Sr.No.	Name of the Teacher	Age	Category	Educational qualification (Whether Qualified as per UGC Regulation	Teaching experience in years	Date of appointment	Whether full time or Part time	Regular or Ad Hoc	Scale of Pay	No. of Publications
1	Mr. Vimal Kumar	49	General	Yes	25	12-Dec-19	Full time	Regular	37,400 – 67,000	-
2	Mr.Amar Deshpande	47	General	Yes	24	4-Apr-21	Full time	Regular	15,600 – 39,000	3
3	Mr. Doron Pawar	39	General	Yes	18	11-Apr-18	Full time	Regular	15,600 – 39,000	-
4	Ms. Bharti Sharma	41	General	Yes	16	08-Aug-16	Full time	Regular	15,600 – 39,000	-

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Department of Information Technology										
Sr.No.	**Name of the Teacher**	**Age**	**Category**	**Educational qualification (Whether Qualified as per UGC Regulation**	**Teaching experience in years**	**Date of appointment**	**Whether full time or Part time**	**Regular or Ad Hoc**	**Scale of Pay**	**No. of Publications**
1	Ms. Shimi Biju	43	General	Yes	16	22-Jul-19	Full time	Regular	15,600 – 39,000	-
2	Ms. Revika Kothari	30	General	Yes	5	14-Mar-19	Full time	Regular	15,000	-
3	Dr.Navtej Bhatt	38	General	Yes	12	06-Sep-21	Full time	Regular	15,600 – 39,000	2
4	Mr. Jayendra Goswami	41	General	Yes	17	02-Sep-15	Full time	Regular	15,600 – 39000	-
5	Mr.Rajesh Parmar	38	General	Yes	13	14-Aug-17	Full time	Regular	15,370	-

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Department of Mechatronics										
Sr.No.	**Name of the Teacher**	**Age**	**Category**	**Educational qualification (Whether Qualified as per UGC Regulation**	**Teaching experience in years**	**Date of appointment**	**Whether full time or Part time**	**Regular or Ad Hoc**	**Scale of Pay**	**No. of Publications**
1	Mr. Dishank Upadhyay	30	General	Yes	5	21-Jul-14	Full time	Regular	15,600 – 39,000	3
2	Mr. Prashant Parmar	38	SC	Yes	9	18-Jun-14	Full time	Regular	15,600 – 39,000	3
3	Mr. Udyan Trivedi	31	General	Yes	5	09-Jun-14	Full time	Regular	15,600 – 39,000	-
4	Mr. Solanki Nileshkumar M	24	SC	Yes	2.5	19-Nov-19	Full time	Regular	6273 - 15682	-

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Department of Health and Life Sciences										
Sr.No.	**Name of the Teacher**	**Age**	**Category**	**Educational qualification (Whether Qualified as per UGC Regulation**	**Teaching experience in years**	**Date of appointment**	**Whether full time or Part time**	**Regular or Ad Hoc**	**Scale of Pay**	**No. of Publications**
1	Dr. Avani Umatt	49	General	Yes	18	21-Sep-16	Full time	Regular	37,400 – 67,000	-
2	Ms. Jugal Desai	38	General	Yes	16	15-Jul-19	Full time	Regular	13,893	--

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Department of Life Skills										
Sr.No.	**Name of the Teacher**	**Age**	**Category**	**Educational qualification (Whether Qualified as per UGC Regulation**	**Teaching experience in years**	**Date of appointment**	**Whether full time or Part time**	**Regular or Ad Hoc**	**Scale of Pay**	**No. of Publications**
1	Dr. Priyanka Behrani	51	General	Yes	23	02-Jan-19	Full time	Regular	15,600 – 39,000	-
2	Mr. Mayur Shrimali	32	General	Yes		24-Dec-19	Full time	Regular	12,320	-
3	Dr.Kuldip Sinh Jadeja	40	General	Yes	14	11-Nov-19	Full time	Regular	15,600 – 39,000	-
4	Dr. Nandita Acharya	46	General	Yes	12	22-March-21	Full time	Regular	15,600 – 39,000	-

Annexure - 8.3

Category-wise Number of Teaching Staff

Category	Female	Male	Total
SC	-	02	01
ST	-	-	-
OBC	-	01	-
PH	-	-	
General	10	14	24
Total	**10**	**17**	**27**

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Annexure – 8.4

Details of the Permanent and Temporary Faculty Members

Particulars	Female	Male	Total
Total No. of permanent teachers			
No. of teachers with Ph.D. as the highest qualification	05	06	11
No. of teachers with M.Phil. as the highest qualification	0	0	0
No. of teachers with PG as the highest qualification	03	07	10
Total No. of temporary teachers	**Not Applicable**		
No. of teachers with Ph.D. as the highest qualification	-	-	-
No. of teachers with M.Phil. as the highest qualification	-	-	-
No. of teachers with PG as the highest qualification	-	-	-
Total No. of part-time teachers	**Not Applicable**		
No. of teachers with Ph.D. as the highest qualification	-	-	-
No. of teachers with M.Phil. as the highest qualification	-	-	-
No. of teachers with PG as the highest qualification	-	-	-
Total No. of visiting teachers	1	1	-

Annexure – 8.8

Institution-wise and Department-wise teacher student ratio

Sr.No.	Department	Teacher Student ratio
1	Commerce and Management	1:5
2	Hospitality and Tourism	1:2
3	Information Technology	1:6
4	Mechatronics	1:3
5	Health, Life and Applied Sciences	1:5
	Overall ratio (Institution wise)	1:4

Appendix - XIV

Information about Laboratories & Equipment(s)

Department	Mechatronics				
Laboratory Name	Workshop				
Sr. No	Item description	Location (Department)	Value (in Rs.)	Present Condition	Month, Year of Purchase
1	Lathe Machine 3 Jaw chuck 165 mm height of centre 325 mm swing over bed 238 mm bed width 40 mm spindle bore 25.4 mm x 4 TPI lead screw dia and pitch 1 hp 1440 rpm motor	Workshop	129000	Working	October, 2014
2	Universal Milling Machine 750 x 175 mm working space 125 mm distance from spindle to underside of over support 100 mm cross feed manual 6 speed upto 562 RPM 12 feed 25.4 mm arbour 15 mm spindle bore	Workshop	126000	Working	August, 2014
3	Shaper Machine Belt & Pulley Type 12” machine size 14” max stock 26” length of ram 9” table to ram distance ½” min distance 5” vertical tool slide	Workshop	130000	Working	August, 2014
4	Drilling Machine Pillar type 25 mm capacity; Centre spindle to column : 228 mm Spindle Travel : 152 mm 285 x 285 table 1000 m Spindle to base distance 90 mm pillar diameter	Workshop	37950	Working	August, 2014
5	Electrical Hacksaw Machine Mechanical type Bearing mechanical 14” size 150 mm cutting	Workshop	17400	Working	August, 2014

	capacity 350mm blade size 88 x 157 mm stock adjusting size A-46,A-33,A-25 V belt section				
6	Bench Grinder Jennuine Brand Double Ended 0.75 HP, 1.5 Amp, 440 Volts, 2800 RPM, 56 Hz	Workshop	4500	Working	August, 2014
7	Surface Grinder Horizontal head Table: 175 x 350 mm Height: 275 mm 0.01 mm gradual vertical feed 2800 rpm speed 150 x 300 mm magnetic chuck 0.5 diamond dresser 1 wheel balancing stand 600 -700 kg weight	Workshop	124000	Working	August, 2014
8	Compressor Single stage double cylinder TOYO Brand 10.50 CM/KG^2 (10.5 Bar) pressure Tank size: 275 Litre 3 Phase; 7.5 hp; 5.630 Kw; 650 RPM	Workshop	23486	Working	August, 2014
9	CNC Turn centre Model: DX200 10.5 kw AC main spindle motor AC servo digital drives High precision linear motion A-2-5 Spindle 8 station bidirectional servo turret 170 mm CHuck Auto Manual coolant system Tailstock with revolving centre Chip tray 2 nos boring tool holders	Workshop	150000	Working	August,2016

	2 nos axial tool holders Set of soft jaw & hard jaw				
10	CNC - Vertical Machining centre Model : PX10 8.25 kW AC main spindle motor AC Servo axis High precision preloaded ball screws for X, Y & Z axes BT-40 Belt driven spindle Centralized and programmable lubrication 420 v/ 50 hz electrical cabinet Work light Chip tray Linear control Axis 3	Workshop	1825000	Working	August, 2016
11	Vernier height gauge300 mm x 1	Workshop	3675	Working	August,2015
12	Outside vernier caliper200 mm x 2	Workshop	2800	Working	August,2014
13	Outside micrometer0 to 25 mm x 4	Workshop	3980	Working	August,2014
14	Slip gauge boxM112 x 1	Workshop	23150	Working	March-2015
15	Combination set300 mm x 1	Workshop	8700	Working	March-2015
16	Dial test indicatorMitutoyo make: LC 0.01 mm x 1	Workshop	1800	Working	March-2015
17	Dial indicator standMitutoyo x 1	Workshop	1500	Working	March-2015
18	Sine barBharat make x 1	Workshop	3150	Working	March-2015
19	Vernier Dial caliper200 mm x 1	Workshop	6300	Working	May-2017
20	Vernier digital caliper200mm x 1	Workshop	8000	Working	May-2017
21	Outside digital micrometer0 to 25mm x 1	Workshop	6750	Working	May-2017
22	Outside digital micrometer25 to 50 mm range x 1	Workshop	8600	Working	May-2017
23	Screw pitch GaugeMetric and inch x 1 set	Workshop	3500	Working	May-2017

24	Hacksaw frame Nice brand x 10 Nos	Workshop	1350	Working	August-2014
25	Tri Square 100 mm x 10	Workshop	1150	Working	August-2014
26	Hammer 200 gm Ball pin x 5	Workshop	3675	Working	August-2014
27	Anvil 50 kg x 1	Workshop	6495	Working	August-2014
28	Bench vice 125 mm x 6	Workshop	12569	Working	August-2014
29	Fire Extinguisher x 2	Workshop	5780	Working	August-2014
30	Cutting File Rough ; 300 mm x 5	Workshop	1400	Working	Nov-2014
31	Cutting File Smooth 250 mm x 5	Workshop	1400	Working	November-2014
32	Revolving Centre x 1	Workshop	1450	Working	November-2014
33	V block with clamp x 2	Workshop	1350	Working	November-2014
34	Knurling tool 6 wheel x 1	Workshop	925	Working	November-2014
35	Angle Plate x 1	Workshop	2600	Working	November-2014
36	Plain cylindrical cutter HSS; 21/2 x 3 x1” x 1	Workshop	2750	Not Working	February-2015
37	Side and Face cutter 63 x 12 x 25.4 mm HSS x 1	Workshop	650	Not Working	February-2015
38	Module Cutter 3 Module No 8 x 1	Workshop	700	Working	March-2015
39	Cutting blow pipe Super make x 1	Workshop	1500	Working	March-2015
40	Welding torch x 1	Workshop	650	Working	March-2015
41	Pressure regulator Oxygen x 1	Workshop	800	Working	March-2015
42	Pressure Regulator Acetylene x 1	Workshop	750	Working	March-2015
43	Wire cable for arc welding 33 mm square x 10 mtr	Workshop	1300	Working	March-2015
44	HSS taper shank drill Outside dia 20 mm x 1	Workshop	1300	Working	March-2015
45	Chuck on Indexing head x 1	Workshop	800	Working	March-2015
46	Half round file 10” Rough x 1	Workshop	530	Working	September-2015
47	8” Smooth x 1	Workshop	490	Working	September-2015
48	Bench vice 5’’ x 6	Workshop	23700	Working	June-2017

49	Universal machine vice 150 mm x 1	Workshop	30700	Working	June-2017
50	Sand Muller	Workshop	36300	Not Working	April-2015
51	Sieve shaker	Workshop	36000	Working	April-2015
52	Permeability Meter	Workshop	18840	Not Working	April-2015
53	Sand Reamer	Workshop	12000	Working	April-2015
54	Mould Hardness tester	Workshop	8190	Working	April-2015
55	Universal Strength Machine	Workshop	54000	Working	April-2015

Department	Mechatronics				
Laboratory Name	Mechatronics Lab				
Sr. No	Item description	Location Department	Value (in Rs.)	Present Condition	Month, Year of Purchase
1	Basic Pneumatic Training kit 1x Profile plate 3x 3/2 way push button actuation valve N.C. 1x 3/2 way push button actuation valve N.O 1x 5/2 way selector switch actuation valve 2x Pressure GAuguste 1x Quick Exhaust Valve 1x 3/2 roller lever valve, idle return N.C 3x 3/2 roller lever valve direct actuation .N.C. 1x 5/2 pneumatic actuated valve, single sided 3x 5/2 pneumatic actuated valve, double sided 1x Shuttle valve (OR) 1x Dual pressure valve (AND) 1x Time delay valve/adjustable .N.C. 2x One way flow control valve 1x Pressure sequence valve 1x Single acting cylinder 2x Double acting cylinder 1x Filter regulator with gAuguste	Mechatronics Lab	1,23,030	Working	August, 2015

	1x Manifold 10x Plastic tubing PUN 4 (Mtrs) 10x T-Connector 2x Connection component set 1x Pressure regulator with gAuguste 5x Plastic tubing PUN 8 (Mtrs)				
2	Add on basic electro-pneumatic training kit 1x Signal input unit, electrical 1x Relays, 3-fold 1x Electrical limit switch, actuated from the left 1x Electrical limit switch, actuated from the right 2x Electronic proximity sensor, with cylinder mounting 1x 5/2- way single solenoid valve with LED 2x 5/2- way double solenoid valve with LED 1x Pressure sensor with display 1x Power supply unit 1x Set of cables 1x Learntop – S	Mechatronics Lab	2,80,044	Working	August, 2015
3	Add-on sensor and & PLC training kit 1x Siemens PLC (S7-312C) with 10 digital input/6digital output 1x Programming cable 1x Proximity sensor, inductive	Mechatronics Lab	1,74,357	Working	August,2015

	1x Proximity sensor, capacitive 1x Proximity sensor, optical				
4	Add-on easy port training kit 1x Easy port USB 1x Crossover cable 1x Hand held I/O box 1x Data cable	Mechatronics Lab	98,820	Working	August, 2015
5	Basic Hydraulic training kit 1x Profile plate 1x Pressure gAuguste 1x One way flow control valve 1x Shut off valve 1x Non return valve 0.1mpa 1x Non return valve 0.5mpa 5x Tee connector 2x Pressure relief valve 1x 2-way flow control valve 1x Non-return valve-delockable piloted 1x Double acting cylinder 16/10/200 1x 4/2 way hand lever valve with spring return 1x 4/3 way hand lever valve with closed mid-position 1x Hydraulic power pack 8x Quick coupling hose 600 mm 4x Quick coupling hose 1000 mm	Mechatronics Lab	9,84,070	Working	August, 2015

	2x Quick coupling hose 1500 mm 1x Pressure relief unit 1x Hydraulic distributor plate 1x Hydraulic fluid HLP-22 10l 1x Drip tray 1x Weight 1x Mounting kit for weight 1x Hose holder 1x Profile plate mtg. frame				
6	Add-on basic electro-hydraulic training kit 1x Relay, three-fold 1x Signal input, electrical 1x Limit switch, electrical, left-actuated 1x Limit switch, electrical, right-actuated 1x 4/2-way solenoid valve, spring return 1x 4/3-way solenoid valve, closed mid-position 1x Mounting kit for cylinders 2x Proximity switch, electronic 1x Pressure switch, electronic 1x Power supply unit 1x Set of cables 1x ER mounting frame	Mechatronics Lab	3,52,045	Working	August, 2015
7	Workstation for pneumatic with one drawer unit (Single side)	Mechatronics Lab	54,000	Working	August, 2015

8	Workstation for hydraulic with one drawer unit (Single side)	Mechatronics Lab	54,000	Working	August, 2015
9	Fluidsim pneumatic simulation software, five network license	Mechatronics Lab	1,88,650	Working	August, 2015
10	Fluidsim hydraulic simulation software, five network licence	Mechatronics Lab	1,88,651	Working	August, 2015
11	Step 7 PLC Programming software	Mechatronics Lab	2,86,130	Working	August, 2015
13	Core i3 processor, 64bit, windows7, 4GB RAM, 500GM HDD, 2-USB ports, 1-serial port (DB9 connector), Logitech Keyboard & mouse, DVD W/R Drive	Mechatronics Lab	1,32,000	Working	August, 2015
14	Core i5 processor, 4440M, 3.3GHz (64bit), Windows(8/8.1), 22" LCD monitors(1920x1080), 8GB RAM, 500GB HDD, 2-USB port, 1-serial port (DB9 connector), Keyboard & mouse, DVD W/R Drive	Mechatronics Lab	4,38,600	Working	August, 2015
15	Automation Panel 1x FX3U16MT-ESS Mitsubishi PLC with 8 DI, 8 DO 1x FX3U4ADADP 4 Chanel Analog I/P 12 bit, 0-2010V/4-20mA 1x FX3U4DAADP 4 Chanel Analog O/P 12 bit, 0-2010V/4-20mA 1x FX3U485ADPMB RS 485 Modbus Module 1x SCADA software Iconics 75 Tags runtime	Mechatronics Lab	2,64,420	Working	August, 2015

	license 1x FR-D740-050-EC Mitsubishi Inverter 1x MR-JE-40A servo amplifier 1x HF-KN43 AC servo motor 1.4Kg, 3-phase AC, 3000rpm, 400W 1x Power supply unit I/P 230V 50Hz AC, 1-phase, O/P 24VDC, 96W 1x RECOS RAD-R18 Relay board of 8 channel 2x L&T MAX-A2 3-phase contactor				
16	Steel control panel	Mechatronics Lab	24,500	Working	August, 2015
17	Transformer 440V 3-phase to 220V 3-phase/1-phase	Mechatronics Lab	15,000	Working	November, 2015
18	Mitsubishi make FX3U-USB-BD hardware	Mechatronics Lab	5,500	Working	October, 2017
19	Mitsubishi make FX3U-4AD-TC-ADP hardware	Mechatronics Lab	14,900	Working	October, 2017
20	GS Works 3 PLC Software	Mechatronics Lab	2,15,000	Working	October, 2017
21	Mitsubishi make GS2107-WTBD HMI, 7” touch screen, 800x480, 65K, 24VDC	Mechatronics Lab	17,000	Working	November, 2017
22	50 pin connector code 1Mtr for Servo amplifier	Mechatronics Lab	2500	Working	February, 2018
23	50 pin interfacing module	Mechatronics Lab	1500	Working	February, 2018

Department	Mechatronics				
Laboratory Name	Electronics Lab				
Sr. No	Item description	Location Department	Value (in Rs.)	Present Condition	Date of Purchase
1	Pulse Generator with Freqency counter Scientech 4061, 0.3 Hz - 3 MHz / 1 Hz - 10 MHz (Sine) (Optional) • Sine, Square, Triangle, Ramp, Pulse and TTL outputs • 20 Vpp output and DC Offset • 40 MHz Frequency Counter • Rise time & Fall time ≤50 ns • 20 × 4 character LCD • TTL output • 50 Ω Output Impedance	Electronics lab	10,600/-	Working	November, 2014
2	30MHz two channel osciloscope Scientech 801, Bandwidth : DC -30 MHz (-3 dB) Risetime : 12 ns approximately Deflection coefficients : Microcontroller based 12 calibrated steps 5 mV /div. - 20 V / div. (1-2-5 sequence). Electronic control. Display on Color LCD Accuracy : ±3 % Input Impedance : 1 MWII 30 pF approximately Input : BNC connector Input coupling : DC-AC-GND Maximum Input voltage : 400 V (DC + Peak AC)	Electronics lab	16,500/-	Working	November, 2014

3	Multiple Power Supply Scientech 4077 ,Three floating, independent DC supply voltages • DC Outputs 0 -30 V/ 2 A, 5 V/ 2 A & 0 ± 15 V Dual Tracking /1 Amp. Each	Electronics lab	10,700/-	Working	November, 2014
4	Digital Oscilator Tektronix TBS-201072B-EDU	Electronics lab	31,500/-	Working	November, 2014
7	Breadboard Standard size	Electronics lab	600/-	Working	March, 2017
8	DC battery with cap 9volt	Electronics lab	160/-	Working	March, 2017
9	Power supply cable Not applicable	Electronics lab	Included with kit	Working	November, 2014
10	Shift register IC SN74HC595N, 8 bit register	Electronics lab	880/-	Working	March, 2017
11	Study of ALU chip(74181) omega Type LTB 824 Dimension : W 340 x H 110 x D 210 operative on 230V ±10% at 50Hz A.C. A.L.U. IC 74181.	Analog and Digital lab	3,300/-	Working	December, 2014
12	Study of various types of Flip Flop omega Type LTB 826 +5V D.C. at 100mA, IC regulated power supply operative on 230V ±10% at 50Hz A.C. Dimension : W 340 x H125 x D 210	Analog and Digital lab	4,950/-	Working	December, 2014
13	Study of OR, AND and NAND gate omega Type 819 + 5V D.C. at 100mA, IC Regulated Power Supply operative on 230V ±10% at 50Hz A.C. Dimension : W 340 x H 125 x D 210	Analog and Digital lab	3,700/-	Working	December, 2014
14	4- bit binary full adder and subtractor omega Type LTB 860 +5V D.C. at 200mA, IC regulated power supply 230V ±10% at 50Hz A.C. Dimension : W 340 x H 125 x D 210	Analog and Digital lab	3,000/-	Working	December, 2014
15	Study of universal logic gates and applications omega Type LTB 822 +5V D.C. at 100mA, IC Regulated Power	Analog and Digital lab	5,555/-	Working	December, 2014

	Supply operative on 230V ±10% at 50Hz Dimension : W340 X H125 X D210				
16	Boolenn algebra trainer omega Type LTB 818 +5V D.C. at 100mA, IC Regulated Power Supply operative on 230V ±10% at 50Hz Dimension : W340 X H125 X D210	Analog and Digital lab	4,700/-	Working	December, 2014
17	4-2016 Decoder Satya EDU tronics DIG 25 IC 74-20154 Box Size : 250 x 200 x 50 mm Input Power Supply : 230Vac, 50Hz AC Mains Trainer consists of IC based regulated DC Power supply : 5Vdc LEDs are provided for monitoring 0 & 1 logic levels Toggle switches are provided for selection 0 / 1 logic level inputs	Analog and Digital lab	2,200/-	Working	December, 2014
18	16:1 Multiplexer Satya EDU tronics DIG 26 IC 4067 Box Size : 250 x 200 x 50 mm Input Power Supply : 230Vac, 50Hz AC Mains Trainer consists of IC based regulated DC Power supply : 5Vdc LEDs are provided for monitoring 0 & 1 logic levels Toggle switches are provided for selection 0 / 1 logic level inputs	Analog and Digital lab	3,000/-	Working	December, 2014
19	Power and Differential Amplifier Nvis 6522 , Mains supply : 230V ±10%, 50Hz DC power supply Fixed : +12V, -2012V, +5V, -5V Frequency Variable : 10kHz to 100kHz Amplitude Variable : 0 to 5Vpp Fuse	Analog and Digital lab	5,900/-	Working	December, 2014

	Slow Blow : 500mA Dimensions (mm) : W 345 x D 240 x H 110				
20	Shift Register Trainer Nvis6561, DC Power Supply : +5V Logic levels +5 V : High (Logic 1) 0 V : Low (Logic 0) LED Indication : LED will be ON for logic high or '1' state and will be OFF for logic low or '0' state Dimensions (mm) : 260 W x 355 D x 125 H	Analog and Digital lab	5,600/-	Working	December, 2014
21	BJT Amplifier & Emmiter follower trainer Nivs 6542, DC power supply : +12V, +5V Fuse : 500mA, slow blow Sine wave generator Frequency : 10Hz - 100kHz ±10% Amplitude : 0 to 5Vpp Mains supply : 230V ±10%, 50Hz Dimensions (mm) : W 240 x D 345 x H 110	Analog and Digital lab	5,900/-	Working	December, 2014
22	Counter trainer Nvis 6560, DC Power Supply : +5V DC Logic levels +5V : High (Logic 1) 0V : Low (Logic 0) LED Indication : LED will be ON for logic high or '1' state and will be OFF for logic low or '0' state Dimensions (mm) : W 260 x D 355 x H125	Analog and Digital lab	5,600	Working	December, 2014

23	Decimal to BCD encoder Satya Ea Tronix DIG 29, Box Size : 250 x 150 x 40 mm Input Power Supply : 230Vac, 50Hz AC Mains Trainer consists of IC based regulated DC Power supply : 5Vdc LEDs are provided for monitoring 0 & 1 logic levels Toggle switches are provided for selection 0 / 1 logic level inputs	Analog and Digital lab	2,650/-	Working	December, 2014

Department	Mechatronics				
Laboratory Name	Microcontroller Lab				
Sr. No	Item description	Location Department	Value (in Rs.)	Present Condition	Month, Year of Purchase
1	Microcontroller development board EPB8051-mini microcontroller,8-bit,40 pins DIP (dual inline package), 4kb of ROM storage and 128 bytes of RAM storage	Microcontroller lab	8,200/-	Working	January, 2015
4	Combine module Push button, Light Emiting Diode, Liquid Crystal Display(16x2), Seven Segment Display(Common Catthode)	Microcontroller lab	4,300/-	Working	January, 2015
5	SPI protocols demostration Include ADC and DAC ADC:- MCP3201, 8 pin, 2.7V 12-Bit A/D Converter with SPI Serial Interface, The device is capable of sample rates of up to 100 ksps at a clock rate of 1.6 MHz. The MCP3201 device operates over a broad voltage range (2.7V5.5V) DAC:- MCP4921 is a single channel, 12-bit DAC with an external voltage reference and SPI interface, 8 pin, voltage range (2.7V5.5V)	Microcontroller lab	12,900/-	Working	January, 2015
6	Keyboard module 5x5 keyboard with 25 keys (0-9, A-F, F1-F9)	Microcontroller lab	7,200/-	Working	January, 2015
7	ADC module ADC0809CCN, 28 pin, 8-Bit µP Compatible A/D Converters with 8-Channel Multiplexer, 0V to 5V input range with single 5V power supply	Microcontroller lab	11,000/-	Working	January, 2015

8	DAC module DAC0800LCN is the DAC0800 series are monolithic 8-bit high-speed digital-to-analog converters, Wide Power Supply Range: ±4.5V to ±18V, 16 pin, Low Power Consumption: 33 mW at ±5V	Microcontroller lab	5,200/-	Working	January, 2015
9	Arduino mega board ATmega2560 microcontroller belong to AVR family of microcontroller	Advance microcontroller lab	7000/-	Working	March, 2017
10	LED matrix module Dual color 8x8 led matrix	Advance microcontroller lab	1,500/-	Working	March, 2017
11	Liquid Crystal Display 16x2 display, 16 pins	Advance microcontroller lab	2,250/-	Working	March, 2017
14	Bluetooth module HC-05	Advance microcontroller lab	4,200/-	Working	March, 2017
16	Flam sensor Not applicable	Advance microcontroller lab	1,440/-	Working	March, 2017
18	2 channel Relay module 12v dual channel relay	Advance microcontroller lab	2,700/-	Working	March, 2017
19	Tilt sensor Not applicable	Advance microcontroller lab	1,530/-	Working	March, 2017
20	Ultrasonic Sensor HCSR-04	Advance microcontroller lab	2,100/-	Working	March, 2017
22	Temperature sensor LM35	Advance microcontroller lab	1,350/-	Working	March, 2017
25	DC motor 200 RPM Center Shaft Metal Gear DC Motor	Advance microcontroller lab	2,560/-	Working	March, 2017
26	Stepper motor Micro Unipolar Stepper Motor	Advance microcontroller lab	1,920/-	Working	March, 2017

27	Servo motor SG90 Mini Micro Servo Motor for RC Helicopter Airplane Car 9g Torque	Advance microcontroller lab	2,280/-	Working	March, 2017
28	DC motor driver IC L293D, 16 pins	Advance microcontroller lab	975/-	Working	March, 2017

Department	Mechatronics				
Laboratory Name	Electrical Lab				
Sr. No	Item description	Location Department	Value (in Rs.)	Present Condition	Month &Year Purchase
1.	Characteristics of DC machine - DC Series and DC Shunt motor speed control of DC machine, 3HP/220V/1500 RPM/DC Shunt motor coupled to 1.8kW/220v/1500 RPM Series generator with base and coupling.	Electrical Lab	66,500/-	Working	January, 2015
2.	Control panel consisting inbuilt DC supply, 3 point starter, 3 nos. digital DC Ammeter, 2 nos. digital DC Voltmeter, 1 no. field rheostat, 1 no. field diverter	Electrical Lab	41,500/-	Working	January, 2015
3.	1 phase, 230v/10amp. Resistive load trolley, Working and characteristics of induction motor, Types of starting of induction motor, Speed control of induction motor	Electrical Lab	11,500/-	Working	January, 2015
4.	3HP/415v/1440RPM/TEFC/50Hz./Star or Delta connected/three phase Sq. cage induction motor with mechanical loading arrangement.	Electrical Lab	29,300/-	Working	January, 2015
5.	Control panel consisting DOL starter, TPN MCB, AC digital ammeter 1 no., AC digital voltmeter 1 no., Digital wattmeter 2 nos., all other indicators, terminal, patch cords and switches required. Panel made of MS sheet with PV facia. Basic working of transformer and basic tests.	Electrical Lab	26,350/-	Working	January, 2015
6.	1 KVA/230-20115v/Air cooled transformer with enclosure.	Electrical Lab	4,950/-	Working	January, 2015
7.	Control panel consisting DP MCB, AC digital ammeter 2 nos., AC digital voltmeter 2 nos., Digital wattmeter 2 nos., 1 phase variac 1 no.,	Electrical Lab	30,350/-	Working	January,015

	all other indicators, terminals, patch cords and switches required. Panel made of MS sheet with PV facia.				
8.	Single phase flush mounted auto transformer, range - 0 to 270v, 5 amp	Electrical Lab	5,000/-	Working	October, 2015

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Department	Health, Life and Applied Sciences					
Laboratory Name	**Medical Testing Laboratory**					
Sr. No	**Item description**	**Quantity**	**Location Department**	**Value (in Rs.)**	**Present Condition**	**Date of Purchase**
1	Autoclave	1	HLS/DMLT Lab.	11800/-	working	October,2019
2	Microscope	20	HLS/DMLT Lab.	10,000/-	working	October,2019
3	Colorimeter	1	HLS/DMLT Lab.	5000/-	working	October,2019
4	Water bath	1	HLS/DMLT Lab.	4000/-	working	October,2019
5	Vortex mixture	1	HLS/DMLT Lab.	2500/-	working	October,2019
6	Hot airoven-2014x14x14 Non-Digital	1	HLS/DMLT Lab.	14,000/-	working	October,2019
7	Syringe needle cutter Electric	1	HLS/DMLT Lab.	1700/-	working	October,2019
8	Centrifuge-8 Tubes Remi	1	HLS/DMLT Lab.	4000/-	working	October,2019
9	Balance Machine	1	HLS/DMLT Lab.	3000/-	working	October,2019
10	PH meter	1	HLS/DMLT Lab.	6000/-	working	October,2019
11	Digital Timer	1	HLS/DMLT Lab.	500/-	working	October,2019
13	DC counter-5 Key	1	HLS/DMLT Lab.	1400/-	working	October,2019
14	Sahlis Hemoglobinometer	20	HLS/DMLT Lab.	700/-	working	October,2019
15	Autopipette 10-20100	2	HLS/DMLT Lab.	1500/-	Working	October,2019
16	Autopipette 100-201000	2	HLS/DMLT Lab.	1500/-	working	October,2019

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Department	Information Technology				
Laboratory Name	IT Laboratory				
Sr. No.	Item Description	Location Department	Value per item (in Rs.)	Present Condition	Date of Purchase
1	Dell Core i5 @ 8GB Ram (18 Nos)	Lab1	37000	Working	September, 2021
2	Dell Core i3 @ 8GB RAM (3 Nos)	Lab1	33000	Working	September, 2021
3	LeNovembero Core @ i3 8 GB RAM (7 Nos)	Lab 1	31000	Working	September, 2021
4	Dell Core i5 @ 8GB Ram (24 Nos)	Lab 2	37000	Working	September, 2021
5	Dell Core i3 @ 8GB RAM (1 Nos)	Lab 2	33000	Working	September, 2021
6	Dell Core i5 @ 8GB Ram (10 Nos)	Library	37000	Working	September, 2021
7	Dell Core i5 @ 8GB Ram (6 Nos)	Lab 3	37000	Working	September, 2021
8	LeNovembero Core i3 @ 8GB Ram (20 Nos)	Lab 3	31000	Working	September, 2021
9	HP Core @ i3 8 GB RAM (1 Nos)	Lab 3	32000	Working	September, 2021
10	Dell Core i3 @ 8GB Ram (5 Nos)	Lab 3	33000	Working	September, 2021
10	Dell Core i5 @ 8GB Ram (5 Nos)	Mechatronics Lab	37000	Working	September, 2021
11	Dell Core i3 @ 8GB RAM (10 Nos)	DDUGKY	33000	Working	October,2021
12	LeNovembero Core i3 @ 8GB RAM (25 Nos)	DDUGKY	31000	Working	October,2021
13	Dell Core i5 @ 8GB RAM (30 Nos)	Lab 1	56640	Working	October,2021

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Department	Hospitality and Tourism				
Laboratory Name	Housekeeping laboratory				
Sr. No	**Item description**	**Location Department**	**Value (in Rs.)**	**Present Condition**	**Date of Purchase**
1	Wooden Box Bed Size 78"*60", 19mm PLB Board	Housekeeping Lab	15000	Working	November,2017
2	PU Foam Mattress 78"*60"*6"	Housekeeping Lab	9700	Working	November,2017
3	Bed side Table	Housekeeping Lab	2000	Working	November,2017
4	Woodern Word Robe with Mirror on front, 72"X 36"X19"	Housekeeping Lab	8200	Working	November,2017
5	Work Station, Compress wood, Working Table	Housekeeping Lab	3400	Working	February,2018
6	Chair	Housekeeping Lab	3200	Working	August,2016
7	Center Table 36"X21"	Housekeeping Lab	3200	Working	November,2017
8	Thinclint Ncomputing	Housekeeping Lab	8550	Working	February,2018
9	18.5" Samsung LED Desktop	Housekeeping Lab	5350	Working	February,2018
10	Logitech Keyboard and Mouse	Housekeeping Lab	911	Working	February,2018
11	Heavy Curtain	Housekeeping Lab	7000	Working	April,2017
12	Sheer Curatain	Housekeeping Lab	5000	Working	April,2017
13	Bed Sheet Double (9 Pcs)	Housekeeping Lab	3150	Working	April,2017
14	Pillow Cover (9pcs)	Housekeeping Lab	621	Working	April,2017
15	Double Blanket Camel in Colour	Housekeeping Lab	920	Working	April,2017

16	Bath Towel (6Pcs)	Housekeeping Lab	900	Working	April,2017
17	Hand Towel (6pcs)	Housekeeping Lab	150	Working	April,2017
18	Bath Mat (3 pcs)	Housekeeping Lab	330	Working	April,2017

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Department	Hospitality and Tourism				
Laboratory name	Front Office Lab				
Sr. No	Item description	Location Department	Value (in Rs.)	Present Condition	Date of Purchase
1	Reception Table	Front Office Lab	31000	Working	March, 2018
2	Solutions Hotel Management Software	Classroom No 10	65000	Working	July,2018
3	Thinclient L300	Classroom No 10	14,800	Working	February,2018
4	Thinclient L300	Classroom No 10	14,800	Working	February,2018
5	Thinclient L300	Classroom No 10	14,800	Working	February,2018
6	Thinclient L300	Classroom No 10	14,800	Working	February,2018
7	Thinclient L300	Classroom No 10	14,800	Working	February,2018
8	Thinclient L300	Classroom No 10	14,800	Working	February,2018
9	Thinclient L300	Front Office Counter	14,800	Working	February,2018
10	Thinclient L300	Front Office Counter	14,800	Working	February,2018
11	Thinclient L300	Front Office Counter	14,800	Working	February,2018
12	Computer Working Table	Classroom No 10	14900	Working	March,2018
13	Computer Working Table	Classroom No 10	14900	Working	March,2018
14	Epson M100 CISS, Printer	Front Office Counter	9781	Working	February,2018

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Department	Hospitality and Tourism				
Laboratory Name	Food Production Lab				
Sr. No.	**Description**	**Quantity**	**Value in Rs.**	**Present Condition**	**Date of Purchase**
1	Meat Mallet	2	720/-	Working	September,2015
2	Chef Knife green	1	175/-	Working	September,2015
3	Chef Knife Red	1	175/-	Working	September,2015
4	Chef Knife White	1	175/-	Working	September,2015
5	Chef Knife 150 mm 11131RO	2	550/-	Working	September,2015
6	Chef Knife 210 mm 1123RO	6	2550/-	Working	September,2015
7	Chef Knife 210 mm 11131RO	2	850/-	Working	September,2015
8	Chef Knife 180 mm 11131RO	2	650/-	Working	September,2015
9	Pealer	10	40/-	Working	13-01-2016
10	Pizza cutter	2	450/-	Working	September,2015
11	Flat Grater	1	150/-	Working	September,2015
12	Box Grater	3	325/-	Working	September,2015
13	Chopping board white	1	750/-	Working	September,2015
14	Chopping board red	1	780/-	Working	September,2015
15	Chopping board green	1	780/-	Working	September,2015
16	Chopping board yellow	1	780/-	Working	September,2015
17	Chopping board brown	1	780/-	Working	September,2015
18	Chopping board blue	1	780/-	Working	September,2015

19	Chinese Kadhai No 4	1	180/-	Working	September,2015
20	Green Chopping Board (Thin)	12	3240/-	Working	September,2015
21	Strainer (9" diameter)	1	440/-	Working	September,2015
22	Laddle (SS) (3.5" diameter)	6 No.	432/-	Working	September,2015
23	Chinese Wok	2	630/-	Working	September,2015
24	S.S Patila Big (5 lt.)	12	1680/-	Working	November,2016
25	SS Patila Small (3 lt.)	12	1500/-	Working	November,2016
26	Spatula (SS)	4 No.	400/-	Working	January,2016
27	Laddle	4 No.	480/-	Working	January,2016
28	Laddle (SS) (2.5" diameter)	6	300/-	Working	November,2016
29	Spatula (SS) (3")	6	300/-	Working	November,2016
30	Spatula (SS) (2")	1	30/-	Working	November,2016
31	Bowls(15 inch-2, 12inch-2, 10inch-4, 8inch -6, 6inch-6, 4inch-8	28	9500/-	Working	November,2016
32	Alumunium tray (11" / 9")	2	500/-	Working	November,2016
33	Colander	2	1780/-	Working	November,2016
34	Pressure cooker (5 lt.)	1	2500/-	Working	November,2016
35	Puri strainer	1	50/-	Working	November,2016
36	Sieve	2	150/-	Working	November,2016
37	Idli Cooker	1	1200/-	Working	November,2016
38	Bavarian Mold	1	150/-	Working	November,2016
39	Conical strainer	2	1080/-	Working	November,2016
40	Large SS bowl (15"Diameter)	2	800/-	Working	November,2016
41	Aluminium Parand	1	300/-	Working	November,2016
42	Aluminium Masala Box (Square shape)	1	200/-	Working	November,2016

43	S.S Masala Box (Round shape)	6	900/-	Working	November,2016
44	Aluminium food cover (Different size)	1	60/-	Working	November,2016
45	Kadhai (Medium)	5	1500/-	Working	November,2016
46	Stainless Steel Spatula (Big)	6	540/-	Working	November,2016
47	Patila Big (Aluminium)	2	1200/-	Working	November,2016
48	Round Tawa	6	1500/-	Working	November,2016
49	Plate S.S (Different Size)	12	450/-	Working	November,2016
50	Seekh (Tandoor Skewers)	7	840/-	Working	November,2016
51	Jodi (for Tandoor)	1	300/-	Working	November,2016
52	S S Tray (11"/9")	12	2400/-	Working	November,2016
53	Finger Bowl	12	840/-	Working	November,2016
54	Rolling Pin	6	300/-	Working	November,2016
55	Assorted dough cutter (aluminium)	12	480/-	Working	November,2016
56	Coconut Shredder	1	150/-	Working	November,2016
57	Tong (Food Holder)	6	360/-	Working	November,2016
58	Tea strainer (2.5" diameter)	1	25/-	Working	November,2016
59	Frying pan (SS, 20 cm Diameter)	4	3400/-	Working	September,2015
60	Frying pan (SS, 24cm Diameter)	4	4120/-	Working	September,2015
61	Frying pan (SS, 28cm Diameter)	4	4700/-	Working	September,2015
62	Non -stickFrying Pan (8 " diameter)	3	750/-	Working	November,2016
63	Non-stick Frying Pan(9 " diameter)	2	1000/-	Working	November,2016
64	Sauce pan (SS, 12" Diameter)	1	800/-	Working	September,2015
65	Sauce pan (SS, 8ltr)	4 No.	4320/-	Working	September,2015
66	Sauce pan (SS, 4 ltr)	4 No.	3560/-	Working	September,2015
67	Sauce pan (SS, 2 ltr)	4 No.	3120/-	Working	September,2015

68	Aluminium Sauce Pan (7.5 " diameter)	6	1080/-	Working	November,2016
69	Steel Sauce pan (6" diameter)	6 No.	1260/-	Working	November,2016
70	Food Cover plate (SS, 13" Diameter)	10	2300/-	Working	January,2016
71	Food Cover plate (SS, 12" Diameter)	10	1750/-	Working	January,2016
72	Food Cover plate (SS, 17" Diameter)	10	3840/-	Working	January,2016
73	Food Cover plate (SS, 6.5" Diameter)	10	1600/-	Working	January,2016
74	Cutlery tray	2	800/-	Working	September,2015
75	Dustbin(small&large)	2	300/-	Working	September,2015
76	Storing container (SS) 2 ltr	4 No.	752/-	Working	September,2015
77	Storing container (SS) 4 ltr	4	1000/-	Working	September,2015
78	Storing container (SS) 6 ltr	4	1320/-	Working	September,2015
79	Storing container (SS) 7.5 ltr	2	900/-	Working	September,2015
80	Storing container (SS) 11.5 ltr	2	1950/-	Working	September,2015
81	Storing container (SS) 17.5 ltr	2	2700/-	Working	September,2015
82	Mixing Bowl SS No. 8	8	440/-	Working	September,2015
83	Mixing Bowl SS No. 10	8	520/-	Working	September,2015
84	Mixing Bowl SS No. 12	8	680/-	Working	September,2015
85	Mixing Bowl SS No. 14	4 No.	580/-	Working	September,2015
86	Mixing Bowl SS No. 16	2	480/-	Working	September,2015
87	Mixing Bowl SS No. 18	2	540/-	Working	September,2015
88	Supreme Vegetable Carate 64320	1	390/-	Working	September,2015
89	Steel storage tin	6	1200/-	Working	September,2015
90	Crates	4 No.	2200/-	Working	August,2016
91	Baking Tray (12" by 11")	6	1680/-	Working	February,2017
92	Flat Tray (12" by 11")	6	1320/-	Working	February,2017

93	Bread mold (400 gms)	6	1200/-	Working	February,2017
94	Bread mold (800 gms)	2	400/-	Working	February,2017
95	Cookie cutter	2 set	180/-	Working	February,2017
96	Measuring Spoon	2 set	20/-	Working	February,2017
97	Measuring Cup	2 set	60/-	Working	February,2017
98	Palate Knife	4	440/-	Working	February,2017
99	Pastry Brush	4	120/-	Working	February,2017
100	Pie Mold (8 ")	4	640/-	Working	February,2017
101	Scraper	6	90/-	Working	February,2017
102	Bread Knife	2	360/-	Working	February,2017
103	Pancake Turner	2	420/-	Working	February,2017
104	Muffin mold -Alu	24	360/-	Working	February,2017
105	Muffin Pan-Alu	4	640/-	Working	February,2017
106	Dough Cutter	6	480/-	Working	February,2017
107	Scooper	4	480/-	Working	February,2017
108	Muffin Liner	100	70/-	Working	February,2017
109	Wax Paper	3	108/-	Working	February,2017
110	Oven Gloves	2	240/-	Working	February,2017
111	Round Cake pan	3	570/-		February,2017
112	Heart shape Cake Pan (500 gms)	3	900/-	Working	February,2017
113	Heart Shape Cake Pan (1 kg)	3	1350/-	Working	February,2017
114	Cake mold (Square) (250 gms)	3	900/-	Working	February,2017
115	Cake mold (500 gms)	3	1300/-	Working	February,2017
116	Cake mold (1 Kg)	3	1600/-	Working	February,2017
117	Piping Bag with nozle	2	400/-		February,2017

118	Nozzle	24	480/-	Working	February,2017
119	Flower Nail	2	60/-	Working	February,2017
120	Turn Table	2	1500/-	Working	February,2017
121	Teflon Rolling Pin	2	1000/-	Working	February,2017
122	Offset Palate Knife	2	200/-	Working	February,2017
123	Savrin Mold (4 ")	4	320/-	Working	February,2017
124	Silicon Spatula	6	300/-	Working	February,2017
125	Chocolate mold (Fancy Shape)	2	180/-	Working	February,2017
126	Cake Comb	2	40/-	Working	February,2017
127	Cream Horn Mould	8	400/-	Working	September,2016
128	Dough kneading machine	1	19500/-	Working	September,2016
129	Gas range (4 burner) SS 304	6	1,68,000/-	Working	September,2016
130	Microwave	2	30,500/-	Working	March,2019
131	Oven	3	70,000/-	Working	March,2019
132	Oven stand	1	5500/-	Working	August,2016
133	Refrigerator(Double door) (628 ltr)	1	67500/-	Working	August,2016
134	sandwich griller	1	11250/-	Working	August,2016
135	Stone grinder	1	12,000/-	Working	August,2016
136	Tandoor stand w/ Tandoor	1	7000/-	Working	August,2016
137	Tandoor working table SS 304	1	8750/-	Working	August,2016
138	Water filter	1	18,000/-	Working	August,2016
139	Working table SS 304 (64”x30”x34”)	3	50250/-	Working	August,2016
140	Working table SS 304 (64”x18”x34”)	1	12075/-		August,2016
141	Working table SS 304 (72”x36”x34”)	1	20000/-		August,2016
142	Gas Bank	1	51950/-	Working	August,2016

143	Tandoor hood with Exhaust	1	104000/-	Working	September,2016
144	Racks (S.S)	1	17500/-	Working	August,2016
145	Mixer	1	2500/-	Working	August,2016
146	Bar Blender	1	15500/-		August,2016
147	Weighing scale	1	3500/-	Working	August,2016
148	Bread toaster machine	1	9500/-	Working	August,2016
149	Bakery Tables Granite Top	6	36,000/-	Working	August,2016
150	Chest Freezer (390 ltr)	1	25,000/-	Working	August,2016
151	Water Cooler (40 ltr)	1	15,000/-	Working	August,2016
152	White Board	1	2000/-	Working	August,2016
153	Demo Mirror	1	3000/-	Working	August,2016
154	Soft Board	1	1000/-	Working	August,2016
155	Cupboard (steel)	1	6000/-	Working	August,2016
156	Cupboard (Wood)	1	4000/-	Working	August,2016
157	Drawer Cabinet (Wood)	1	3000/-	Working	August,2016
158	Computer Table (Wood)	1	4000/-	Working	August,2016

TeamLease Skills University
VADODARA – 390 009

Appendix - XV

Information about the Library

Sr.No.	Total Space (all kinds)	Computer/Communication facilities	Total No. of Ref. Books (Each Department)			All Research Journals subscribed on a regular basis
			Department	**Title**	**Volume**	
	2329 Sq. Ft	10+1=11 Computers with internet connectivity	Commerce and Management	179	519	**32**
			Mechatronics	99	299	
			Information Technology	146	334	
			Hospitality and Tourism Management	79	201	
			Life Skills/General Reading	88	315	
			Health Life and Applied Scienc e	11	32	
			Total No. of Ref. Books	**602**	**1700**	

Appendix – XVI

Sports Infrastructure

Sr.No.	Facility	Status
(a)	Open Playground(s) for Outdoor Sports	
(b)	Athletics, Football, Hockey, Cricket, etc	Active
(c)	Track for Athletics	Active
(d)	Basketball Court(s)	Active
(e)	Squash/Tennis Court(s)	-
(f)	Swimming Pool (size)	-
(g)	Indoor Sports Facilities including gymnasium	Chess, Carom, Table Tennis etc
(h)	Any other	-

ANNEXURE - 10.1

G•S•F•S

GUJARAT STATE FINANCIAL SERVICES LTD.

(Wholly owned by Govt. of Gujarat)

Wing "B", 3rd Floor, Khanij Bhavan, 132 ft. Ring Road,
Nr. University Ground, Vastrapur, Ahmedabad-380 052.
Phone No.: 079-27912528-29-30 Fax No.: 079-27912534 Email : gsfs1992@gmail.com
Website: www.gsfs.co.in CIN : U65910GJ1992SGC018602

INTER-CORPORATE DEPOSIT RECEIPT

(Non - Transferable)

Fund Type: Own Fund

RECEIVED FROM

TEAMLEASE SKILLS UNIVERSITY
TEAMLEASE EDUCATION FOUNDATION
BMTC COMPLEX, 6TH FLOOR
80 FEET ROAD, KORAMANGALA
BANGALORE 560095

DATE 02-05-2019
SR. NO. ICD NO: 58715
Entity Code: 579

રી-પેમેન્ટ મેળવવા માટે ચુકવણીનાં આગળનાં કાર્યરત દિવસના (શનિવાર સિવાય) બપોરનાં ૨-૦૦ કલાક સુધીમાં જ અચુક જાણ કરવાની રહેશે.શનિવારનાં રીજ રી-પેમેન્ટ થશે નહિં.

INTER CORPORATE DEPOSIT AS PER DETAILS HEREUNDER

DEPOSIT RECEIPT NO.	AMOUNT OF DEPOSIT (Rs.)	DATE OF DEPOSIT	PERIOD OF DEPOSIT	RATE OF INTEREST (% P.A.)	DUE DATE
58715	3,00,00,000/-	05-03-2019	1096 DAYS	7.25 *	05-03-2022

* Interest compounded quarterly and will change in case of change in TDS rate.

Gross Interest : 7176763
* TDS Amount : 717676
Net Interest : 6459087
Net Maturity Amt : 36459087

(Instructions Overleaf)

FOR GUJARAT STATE FINANCIAL SERVICES LTD.

AUTHORISED SIGNATORIES

NOTES :

1. This Deposit Receipt is not transferable and not negotiable.
2. For repayment of full/partial principal/interest or for any other terms, written instruction alongwith duly discharged receipt should reach GSFS atleast three working days before maturity.
3. In case of no instructions, the maturity amount will be automatically renewed for the same period with applicable rate.
4. No separate intimation will be given to the depositor on the due date.
5. All Future correspondence in respect of the Company's Inter-Corporate Deposit be addressed to the company, Wing "B", 3rd Floor, Khanij Bhavan, 132 ft. Ring Road, Nr. University Ground, Vastrapur, Ahmedabad - 380 052, quoting your Deposit Receipt Number.

We are sending the fully discharged ICD Receipt and request you to :

For payment, please intimate not later than 2.00 p.m. on prior working day (Mon. to Fri.). No repayment on Saturday

1. ☐ Repay Principal & Interest
2. ☐ Renew Only Principal
3. ☐ Renew Principal & Interest

* ***The principal amount cannot be withdrawn without the permission of the government.***

Date : _____

Revenue Stamp

Depositor's Signature
With Rubber Stamp

INDEPENDENT AUDITOR'S REPORT

To,
The Members of Governing Board
Team Lease Skills University

1. Opinion

We have audited the financial statements of Team Lease Skills University ('The University"), which comprises of the Balance Sheet as at March 31, 2019, Income and Expenditure Account and the Cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information. In our opinion, the accompanying financial statements give a true and fair view of the financial position of the University as at March 31, 2019, the excess of expenditure over income and cash flows of the University for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

2. Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

3. Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

4. **Auditor's Responsibility**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

For, Manubhai & Shah LLP
Chartered Accountants
ICAI Firm Reg. No.: 106041W/W100136

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

Date: August 7, 2019

Place: Ahmedabad

(J. D. Shah)
Partner
Membership No.:100116
UDIN: 19100116AAAADP6795

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2019

(Amount in Rs.)

	Particulars	Notes	As at March 31, 2019	As at March 31, 2018
I.	**SOURCES OF FUNDS**			
A	Endowment Fund (Corpus)	2	3,00,00,000	3,00,00,000
B	General Fund	3	(25,55,84,069)	(25,01,45,860)
C	Unsecured Loan	4	52,80,00,000	41,13,54,283
D	Current Liabilities & Provisions	5	1,01,36,10,189	65,36,97,357
	Total		**1,31,60,26,120**	**84,49,05,780**
II.	**APPLICATION OF FUNDS**			
A	Fixed Assets	6		
	Tangible Assets		2,73,21,841	3,31,24,525
	Intangible Assets		96,461	2,37,392
	Assets under Work in Progress / Development		1,34,521	-
B	Investments from Endowment Funds	7	3,00,00,000	3,00,00,000
C	Current Assets	8	68,88,54,085	39,95,09,287
D	Loans, Advances & Deposits	9	56,96,19,212	38,20,34,576
	Total		**1,31,60,26,120**	**84,49,05,780**

Significant Accounting Policies 1
The Notes are an integral part of the Financial Statements.

This is the Balance Sheet referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

J. D. Shah
Partner
Membership Number: 100116
UDIN: 19100116AAAADP6795

Place : Ahmedabad
Date : 7/8/2019

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Ashok Kumar
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer

Place : Vadodara
Date : 7/8/2019

TEAMLEASE SKILLS UNIVERSITY

Income and Expenditure Account for the year ended March 31, 2019

Am ount in Rs.

	Particulars	Notes	For the year ended on March 31, 2019	For the year ended on March 31, 2018
A	**INCOME**			
	Academic Receipts	10	1,70,06,233	92,40,935
	Training Receipts (NETAP)		6,73,58,56,988	4,31, 36,53,035
	Corporate Training Receipts (ELS Business)		9,18,17,018	7, 15,87,304
	Income from Investments	11	28,35,173	25,99,214
	Interest Earned	12	64,60,006	6,12,787
	Other Income		-	12,52,667
	Total (A)		**6,85,39,75,418**	**4,39,89,45,942**
B	**EXPENDITURE**			
	Staff Payments & Benefits (Establishment Expenses)	13	7,40,80,386	6,76,57,287
	Training Expenses	14	6,44,40,87,415	4,12,67,96,434
	Administrative and General Expenses	15	28,80,17,250	21,63,31,653
	Repairs & Maintenance	16	9,53,646	11,06,091
	Finance Cost	17	4,14,07,435	2,79,73,069
	Depreciation & Amortisation	6	79,43,805	81,89,871
	Other Expenses	18	29,23,690	40,16,247
	Total (B)		**6,85,94,13,627**	**4,45,20,70,652**
C	**Deficit for the Year (A - B)**		**(54,38,209)**	**(5,31,24,710)**
D	**Balance of Deficit carried to General Fund**		**(54,38,209)**	**(5,31,24,710)**

Significant Accounting Policies 1

The Notes are an integral part of the Financial Statements.

This is the Statement of Income & Expenditure Account referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

J. D. Shah
Partner
Membership Number: 100116
UDIN: 19100116AAAADP6395

Place : Ahmedabad
Date : 7/8/2019

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Ashok Kumar
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer

Place : Vadodara
Date : 7/8/2019

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement For The year Ended March 31, 2019

Amount in Rs.

	Particulars	For the year ended on March 31, 2019	For the year ended on March 31, 2018
A	**Cash flow from Operating Activities:**		
	Deficit for the year	**(54,38,209)**	**(5,31,24,710)**
	Adjustments for :		
	Depreciation and amortisation	79,43,805	81,89,871
	Interest Income on Fixed Deposit	(37,18,299)	(32,12,001)
	Sundry Balances Written back	-	12,52,667
	Provision for Bad and Doubtful Debts	24,28,860	40,16,247
	Operating Income before working capital changes	**12,16,157**	**(4,28,77,926)**
	Changes in working capital:		
	(Decrease)/ Increase in other current liabilities	35,99,12,832	33,81,62,840
	(Decrease)/ Increase in other current assets	(6,09,89,819)	(5,61,48,834)
	(Increase) in Trade Receivable	(18,66,34,268)	(13,05,34,704)
	(Increase) / Decrease in long term loans and advances	(32,08,56,073)	(38,87,75,728)
	Cash used in operations	**(20,73,51,171)**	**(28,01,74,352)**
	Taxes paid (net of refund)	13,32,71,437	17,92,12,869
	Net cash generated from (used in) Operating Activities (A)	**(7,40,79,734)**	**(10,09,61,483)**
B	**Cash flow from Investing Activities:**		
	ICD with GSFS Ltd - Endowment Fund	-	-
	Endowment Fund	-	-
	Purchase of Tangible and Intangible assets under development	(21,34,711)	(36,03,771)
	Interest received on Fixed Deposits	37,18,299	32,12,001
	Net cash (used in)/ generated from Investing Activities(B)	**15,83,588**	**(3,91,770)**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement For The year Ended March 31, 2019

Amount in Rs.

	Particulars	For the year ended on March 31, 2019	For the year ended on March 31, 2018
C	**Cash flow from Financing Activities :**		
	Proceeds from Short term and long term Borrowings (Net)	11,66,45,717	10,38,04,401
	Net cash (used in)/ generated from Financing Activities (C)	**11,66,45,717**	**10,38,04,401**
D	**Net (Decrease) / increase in Cash and Cash equivalents (A+B+C)**	**4,41,49,571**	**24,51,148**
	Cash and Cash equivalent at the beginning of the year	35,06,717	10,55,569
	Cash and Cash equivalent at the end of the year	**4,76,56,288**	**35,06,717**
	Cash and Cash equivalent comprises of		
	Cash on hand	-	-
	Balances with Banks in Current Accounts	4,76,56,288	35,06,717
	Cash and Cash Equivalent at the end of the year	**4,76,56,288**	**35,06,717**

Notes

1 The above Cash Flow Statement has been prepared under the "Indirect Method" as setout in the Accounting Standard-3 on "Cash Flow Statements".

2 Previous year figures have been regrouped and reclassified wherever necessary to conform to the current year classification.

3 Figures in the bracket indicate cash outgo / income.

This is the Cash Flow Statement referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116
UDIN: 19100116AAAADP6795

Place : Ahmedabad
Date : 7/8/2019

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Ashok Kumar
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer

Place : Vadodara
Date : 7/8/2019

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2019

1. **Significant Accounting Policies and Notes to Financial Statements**

A. **Background of the University:**

1. TeamLease Skills University (the "University") is India's first vocational university established as a Private University under the provisions of the Gujarat Private Universities Act, 2009 as notified in the Gujarat Government Gazette dated April 22, 2013. TeamLease Education Foundation (TLEF) (not for profit company registered u/s 8 of the companies Act,2013), which is a 100% subsidiary of TeamLease Services Limited (TSL), is the sponsoring body of the University.

2. The main objective of the University is to contribute to workforce productivity, socio-economic development and social harmony through well rounded and industry relevant educational and training programs with low cost delivery methodology. And also enable all individuals acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment.

3. The University promotes an apprenticeship programme called National Employability through Apprenticeship Programme (NETAP), which is governed under National Employability Enhancement Mission (NEEM) 2013 Scheme, which is notified vide notification no. F.No.37-3/Legal/AICTE/2013 issued by Ministry of Human Resources Development, Government of India. The main objective of the said notification is to enhance employability of the graduate/ diploma holders or students pursuing graduation/ diploma to pursue an on-the-job training programme.

4. The University is also pursuing with the Government of India permission to accord academic credit for the students pursuing the NETAP programme whereby the students would be entitled to a predetermined academic credit for the period of on-the-job-training undergone by the said students. The said programme, National Apprenticechip Linked Skill Oriented Courses or NALSOC, is yet to be approved by the Government.

B. **Significant Accounting Policies:**

1. Basis for Preparation of Accounts

The Financial statements are prepared in accordance with the Indian Generally Accepted Accounting Principles (GAAP) under the historical cost convention, and on the accrual method of accounting and Accounting Standards as issued by the Institute of Chartered Accountants of India.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2019

2. Use of Estimates

The preparation of Financial Statements requires the management to make the estimates and assumptions considered on the reported amount of assets and liabilities as on the date of financial statements and the reported income and expenditure during the reporting period. Management believes that the estimates used in the preparation of financial statements are prudent and reasonable. Actual result could differ from the estimates. Difference between the actual results and estimates are recognized in the period in which the results are known or materialize.

3. Income Recognition

(i) Fees collected from students is recognised on accrual basis and accounted for on the basis of period of Academic year.

(ii) Income from Enterprise Learning Services and National Employability through Apprenticeship Programme is recognised on Accrual Basis.

(iii) Interest income on deposits is recognized on a time proportion basis taking into account the amount outstanding and the rate applicable.

4. Property, Plant & Equipment:

(i) All fixed assets are stated at historical cost less accumulated depreciation and impairment loss, if any. Cost comprises the purchase price and all incidental costs related to acquisition and bringing the asset to its working condition for its intended use.

(ii) Depreciation on tangible assets is provided on Straight Line Method at the rates mentioned hereunder. Depreciation for assets purchased / sold during a year is proportionately charged.

Type of Asset	Rate of Depreciation
Office Equipment	7.50 %
Computers	20.00 %
Furniture & Fixture	7.50 %
Laboratory Equipments	8.00 %
Library Books	33.33 %
Leasehold improvements	33.33%

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

5. Intangible Assets and Amortisation:

(i) An intangible asset is recognised, only where it is probable that future economic benefits attributable to the asset will accrue to the enterprise and the cost can be measured reliably. Intangibles are stated at cost, less accumulated amortization and impairment losses, if any. Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets.

(ii) The software cost is amortised @ 40 % on straight line method basis.

(iii) Goodwill is tested against impairment at the end of each financial year.

6. Impairment of Assets:

The carrying amounts of assets are reviewed at each balance sheet date if there is any indication of impairment based on internal/external factors. On such indication, the recoverable amount of the assets is estimated and if such estimation is less than its carrying amount, the carrying amount is reduced to its recoverable amount. The recoverable amount is the greater of the asset's net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and risks specific to the asset.

7. Grants

Grants received for the projects, and which is required to be refunded if remains unutilized is included under the head Liabilities i.e. amount received to be utilized for specific purpose in Balance Sheet. Expenditure incurred on related projects is reduced from the balance of the said grant.

8. Earmarked/Endowment Funds

The long terms funds for specific purposes are included in Earmarked Fund. Each of the fund is invested in separate bank account / investments. The income from such investments are credited to the respective fund. The expenditure incurred out of these fund are debited to the respective fund account. The assets created out of Earmarked Funds where the ownership vests in the Institution, are merged with the assets of the Institution. An amount equal to the value of asset is credited to Capital Fund.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

9. Employee Benefits:

(i) Defined Contribution Plan:

Employee benefits in the form of Provident Fund is defined contribution scheme and the contributions are charged to the Income & Expenditure Account of the year when the contributions to the respective funds are due.

(ii) Defined benefit Plan:

Gratuity and Leave Encashment liability for eligible employees is defined benefit obligation and are provided for on the basis of an actuarial valuation on projected unit credit method made at the end of each financial year. Obligation is measured at the present value of estimated future cash flows using discounted rate that is determined by reference to market yields at the Balance Sheet date on Government Securities where the currency and terms of the Government Securities are consistent with the currency and estimated terms of the defined benefit obligation. Actuarial gains/losses are immediately taken to Statement of Profit and Loss.

10. Lease

Lease payments under operating leases are recognised as an expense on accrual basis in statement of profit and loss over lease term.

11. Provisions, Contingent Liabilities and Contingent Assets:

(i) A provision is recognised when the Company has a present obligation as a result of past event; it is probable that an outflow of resources will be required to settle the obligation, in respect of which a reliable estimate can be made. Provisions are not discounted to its present value and are determined based on best estimate required to settle the obligation at the balance sheet date. These are reviewed at each balance sheet date and adjusted to reflect the current best estimates.

(ii) Contingent Liabilities are not recognized but are disclosed in the notes. Contingent Assets are neither recognized nor disclosed in the financial statements.

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2019

12. Stale Cheques

Stale cheques are accounted on quarterly basis Bank reconciliation. Stale cheque amounts are written back to revenue account based on ageing (greater than 3 years). While writing back only inactive client ID related stale cheques are written back which are greater than 3 years and for active client ID stale cheques, will be written back after 7 years.

13. General

All other accounting policies not specifically mentioned herewith above are consistent with generally accepted accounting practices

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

Amount in Rs.

Note No	Particulars	As at March 31, 2019	As at March 31, 2018
2	**ENDOWMENT FUND (Corpus)**		
	(See Note No 21)	3,00,00,000	**3,00,00,000**
	Total	**3,00,00,000**	**3,00,00,000**
3	**GENERAL FUND**		
	Balance at the beginning of the period	(25,01,45,860)	(19,70,21,150)
	Add: Contributions towards Corpus / Capital Fund	-	-
	Add: Excess of Income over expenditure transferred from Income & Expenditure account	(54,38,209)	(5,31,24,710)
	Total	**(25,55,84,069)**	**(25,01,45,860)**
4	**UNSECURED LOAN**		
	Team Lease Education Foundation (Sponsoring Body)	52,80,00,000	41,13,54,283
	TeamLease Services Limited	-	-
	Total	**52,80,00,000**	**41,13,54,283**
5	**CURRENT LIABILITIES & PROVISIONS**		
A	**CURRENT LIABILITIES**		
	Sundry Creditors		
	For Goods & Services	3,67,36,359	59,48,370
	For TeamLease Services Limited	20,64,12,194	13,32,58,963
	Statutory Liabilities		
	Overdue	-	96,663
	Others	13,57,14,186	11,74,89,185
	Other Current Liabilities		
	Salaries	36,70,619	36,31,274
	Stipend Payable	52,19,32,804	31,24,67,262
	Unutilised Grants	-	(2,64,228)
	Book Overdraft	-	-
	Stale cheques	4,49,79,886	3,26,49,516
	Other Liabillities	5,43,69,614	3,84,17,505
	Caution Money Deposit	37,39,100	50,32,000
	Fees received in advance	3,25,400	7,36,500
	Sub-total	**1,00,78,80,162**	**64,94,63,010**
B	**PROVISIONS**		
	Gratuity (Refer Note no. 20)	21,06,646	18,63,805
	Accumulated Leave Encashment (Refer Note No. 20)	36,23,381	23,70,542
	Sub-total	**57,30,027**	**42,34,347**
	Total (A+B)	**1,01,36,10,189**	**65,36,97,357**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

Amount in Rs.

Note No	Particulars	As at March 31, 2019	As at March 31, 2018
7	**INVESTMENTS FROM ENDOWMENT FUNDS**		
	Inter Corporate Deposit -GSFS Ltd	3,00,00,000	3,00,00,000
		3,00,00,000	**3,00,00,000**
8	**CURRENT ASSETS**		
A	Sundry Debtors		
	Debts outstanding for a period exceeding Six months	55,75,766	31,46,906
	Others	42,97,16,781	24,55,11,373
	Less: Provision for Doubtful Debt	(55,75,766)	(31,46,906)
	Net Receivables	42,97,16,781	24,55,11,373
B	Unbilled Revenue	19,61,83,950	13,75,35,881
C	Cash and Bank Balances with Scheduled Banks:		
	- In Current Accounts	4,76,56,288	35,06,717
	- In term deposit accounts	1,52,97,066	1,29,55,316
		6,29,53,354	**1,64,62,033**
	Total (A+B+C)	**68,88,54,085**	**39,95,09,287**
9	**LOANS, ADVANCES & DEPOSITS**		
	Advances to Employees : (Non Interest bearing)		
	Salary	-	-
	Others	-	3,30,430
	Advances and other amounts recoverable in cash or kind	1,39,43,202	56,49,642
	Advances to Sundry Creditors	-	-
	Prepaid Expenses		
	Insurance	86,27,400	63,19,195
	Other Expenses	3,00,66,235	9,54,627
	Deposits		
	Telephone	10,000	10,000
	Rental Deposits	18,00,000	11,00,000
	Others	50,000	50,000
	Balances with Indirect Tax Authorities (Input Credit)	5,16,98,968	3,74,68,712
	Balances with Income Tax Authorities (TDS)	46,34,23,407	33,01,51,970
	Total	**56,96,19,212**	**38,20,34,576**

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

6 FIXED ASSETS

Amount in Rs.

Particulars	Depreciation Rate	GROSS BLOCK				DEPRECIATION				NET BLOCK	
		As at 01.04.2018	Additions	Disposals/ Adjustments	Cost as at 31.03.2019	As at 01.04.2018	For the period	Disposals/ Adjustments	As at 31.03.2019	As at 31.03.2019	As at 31.03.2018
A Tangible Assets											
Office Equipments	7.50%	59,28,439	6,62,112		65,90,551	13,76,985	4,69,342		18,46,327	47,44,224	45,51,454
Computers	20%	13,70,907	2,51,264		16,22,171	4,86,287	3,14,543		8,00,830	8,21,341	8,84,620
Leasehold Improvements	33.33%	1,60,38,702	4,92,220		1,65,30,922	84,25,547	50,13,713		1,34,39,260	30,91,662	76,13,155
Furniture and Fixtures	7.50%	1,23,62,008	4,29,933		1,27,91,941	30,73,622	9,29,536		40,03,158	87,88,783	92,88,386
Lab Equipments	8.00%	1,23,46,644	67,260		1,24,13,904	17,69,510	9,60,174		27,29,684	96,84,220	1,05,77,134
Library Books	33.33%	5,23,510	97,401		6,20,911	3,13,734	1,15,566		4,29,300	1,91,611	2,09,776
Sub-total		**4,85,70,210**	**20,00,190**	**-**	**5,05,70,400**	**1,54,45,685**	**78,02,874**	**-**	**2,32,48,559**	**2,73,21,841**	**3,31,24,525**
B Intangible Assets											
Software TLCS & University Portal	40%	1,31,85,807		-	1,31,85,807	1,29,48,415	1,40,931		1,30,89,346	96,461	2,37,392
Goodwill		6,03,896			6,03,896	6,03,896	-		6,03,896	-	-
Sub-total		**1,37,89,703**	**-**	**-**	**1,37,89,703**	**1,35,52,311**	**1,40,931**	**-**	**1,36,93,242**	**96,461**	**2,37,392**
Total		**6,23,59,913**	**20,00,190**	**-**	**6,43,60,103**	**2,89,97,996**	**79,43,805**	**-**	**3,69,41,801**	**2,74,18,302**	**3,33,61,917**
Previous period		5,67,10,907	56,49,006	-	6,23,59,913	2,08,08,125	81,89,871	-	2,89,97,996	3,33,61,917	

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

Amount in Rs.

Note No	Particulars	For the year ended on March 31, 2019	For the year ended on March 31, 2018
10	**ACADEMIC RECEIPTS**		
	Student Training Fees	1,69,61,633	91,86,535
	Examination fees	44,600	54,400
		1,70,06,233	**92,40,935**
11	**INCOME FROM INVESTMENTS**		
	Interest on GSFS ICD	28,35,173	25,99,214
		28,35,173	**25,99,214**
12	**INTEREST EARNED**		
	Interest on Fixed Deposit	8,83,126	6,12,787
	Interest accrued on Fixed Deposits	0	0
	Interest Income Others	55,76,880	0
		64,60,006	**6,12,787**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

Amount in Rs.

Note No	Particulars	For the year ended on March 31, 2019	For the year ended on March 31, 2018
13	**STAFF PAYMENTS & BENEFITS**		
	Salaries, Wages and Bonus	6,63,97,691	6,01,21,596
	Contribution to Provident and Other Funds	33,07,272	31,25,284
	Gratuity	4,94,527	10,58,997
	Leave Encashment	26,00,352	22,25,152
	Staff Welfare	11,87,144	11,11,578
	Staff Training Expenses	93,400	14,680
	Total	**7,40,80,386**	**6,76,57,287**
14	**TRAINING EXPENSES**		
	Stipend to Trainees (NETAP)	6,34,78,34,520	4,05,41,17,521
	Insurance	1,92,60,426	1,06,88,641
	Training Expenses (ELS Business)	6,20,94,433	5,71,44,522
	Fees & Certification Charges	1,43,57,874	36,89,204
	Exam Fees	-	-
	Campus Expenses	5,40,162	11,56,546
	Total	**6,44,40,87,415**	**4,12,67,96,434**
15	**ADMINISTRATIVE AND GENERAL EXPENSES**		
	Infrastructure		
	Electricity & Power	6,26,726	4,07,219
	Rent, rates & taxes	63,77,053	62,24,904
	Communication		
	Postage & Courier	67,591	64,603
	Telephone, Fax & Internet charges	5,67,860	5,82,782
	Others		
	Printing & Stationary	6,46,512	8,89,513
	Travelling & Conveyance	1,10,63,252	86,60,393
	Audit Fees	4,71,035	4,69,716
	Professional charges	26,18,56,624	19,31,61,738
	Advertisement & Publicity	37,30,926	33,05,480
	Office Mainteance	1,52,626	2,10,618
	Housekeeping charges	16,34,190	13,64,178
	Office Expenses	1,15,834	3,03,520
	Security Charges	7,07,021	6,86,988
	Total	**28,80,17,250**	**21,63,31,652**
16	**REPAIRS AND MAINTENANCE**		
	Building	-	11,927
	Furniture & Fixtures	39,875	26,250
	Vehicles	-	-
	Office Equipment	4,47,874	5,41,492
	Computers	2,89,500	3,16,062
	Others	1,76,397	2,10,360
	Total	**9,53,646**	**11,06,091**
17	**FINANCE COST**		
	Others	4,10,89,825	2,74,39,107
	Bank Charges	3,17,610	5,33,962
	Total	**4,14,07,435**	**2,79,73,069**
18	**OTHER EXPENSES**		
	Provision for Doubtful Debts	24,28,860	17,83,678
	Bad debts Written off	4,94,830	3,59,031
	Irrecoverable Balances Written off	-	18,73,538
	Total	**29,23,690**	**40,16,247**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

19 **RELATED PARTY DISCLOSURE**

(a) Related parties where control exists:

Nature of Relationship	**Name of the Party**
Sponsoring Body	TeamLease Education Foundation
Holding Company of Sponsoring Body	TeamLease Services Limited

(b) **Other Related Parties:**

Key Management personnel	Manish Sabharwal
	Ashok Kumar Nedurumalli
	Vikrant Pande - Provost
	Ashok Kumar - Registrar

(c) **Details of Transaction:**

Particulars	**As at March 31, 2019**	**As at March 31, 2018**
Reimbursement of Expenses:		
TeamLease Services Limited	-	-
TeamLease Education Foundation	-	-
Loan (Availed)		
TeamLease Education Foundation	90,75,00,000	18,55,00,000
Loan (Repaid)		
TeamLease Services Limited		-
TeamLease Education Foundation	79,08,54,283	10,63,90,487
Interest on Loan		
TeamLease Education Foundation	4,10,89,825	2,46,94,888
Rendering of Service		
TeamLease Services Limited	4,14,35,422	2,91,45,754
Remuneration Paid		
Vikrant Pande	8,93,651	41,28,037
Ashok Kumar	20,55,207	19,98,296
Service Charges		
TeamLease Services Limited	30,53,31,734	21,08,69,778
Outstanding as at Year-end		
Loans & Advances		
TeamLease Services Limited	-	-
TeamLease Education Foundation	**52,80,00,000**	**41,13,54,283**
Trade Receivables		
TeamLease Services Limited	**21,47,482**	-
Trade Payables		
TeamLease Services Limited	**20,64,12,194**	**13,32,58,963**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

20 Employee Benefits:

A Defined Benefit Plan:

The following tables summarize the components of the net employee benefit expenses recognised in the Income & Expenditure Account, the fund status and the amount recognised in the Balance Sheet for the Gratuity and Leave Encashment.

	Particulars	Gratuity	Gratuity	Leave Encashment	Leave Encashment
		Mach 31, 2019	Mach 31, 2018	**Mach 31, 2019**	Mach 31, 2018
I	Assumptions				
	Discount Rate	6.76% p.a.	7.18% p.a.	6.76% p.a.	7.18% p.a.
	Expected Return On Plan Assets	N/A	N/A	N/A	N/A
	Mortality	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2006-08) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2006-08) Ultimate
	Future Salary Increases	8% p.a.	8% p.a.	8% p.a.	8% p.a.
	Attrition	26% p.a	26% p.a	26% p.a	26% p.a
	Retirement	60 yrs.	60 yrs.	60 yrs.	60 yrs.
II	Change in Present Value Benefit Obligation:				
	Present Value Of obligation at the beginning of the year	18,63,805	10,36,766	23,70,542	26,06,340
	Interest Cost	1,17,486	66,113	1,44,540	1,81,916
	Current Service Cost	6,78,212	6,35,551	6,57,821	3,07,334
	Benefits Paid	(2,51,686)	(2,31,958)	(4,64,750)	(1,45,390)
	Actuarial (gain) / loss on Obligation	(3,01,171)	3,57,333	9,15,228	(5,79,658)
	Present Value Of obligation at the end of the year	21,06,646	18,63,805	36,23,381	23,70,542
III	Change in Fair Value Plan Assets:				
	Fair value of plan Assets at the beginning of the year	-	-	-	-
	Contributions to Fund	2,51,686	2,31,958	4,64,750	1,45,390
	Benefits Paid	(2,51,686)	(2,31,958)	(4,64,750)	(1,45,390)
	Fair value of plan Assets at the end of the year	-	-	-	-
IV	Actuarial (gain) / loss recognized	(3,01,171)	3,57,333	9,15,228	(5,79,658)
V	Balance Sheet Recognition				
	Present Value Of Obligation	21,06,646	18,63,805	36,23,381	23,70,542
	Fair value of plan Assets	-	-	-	-
	Liability (asset) recognised in the Balance Sheet	21,06,646	18,63,805	36,23,381	23,70,542
VI	Expenses Recognition				
	Current Service Cost	6,78,212	6,35,551	6,57,821	3,07,334
	Interest Cost	1,17,486	66,113	1,44,540	1,81,916
	Net Actuarial (gain) loss recognised in the year	(3,01,171)	3,57,333	9,15,228	(5,79,658)
	Expenses Recognised in the Income & Expenditure Account	4,94,527	10,58,997	17,17,589	(90,408)
VII					
	Movements in the liability recognised in Balance Sheet				
	Opening net Liability	18,63,805	10,36,766	23,70,542	26,06,340
	Current Year Liability	4,94,527	10,58,997	17,17,589	(90,408)
	Contribution	(2,51,686)	(2,31,958)	(4,64,750)	(1,45,390)
	Closing Net Liability	21,06,646	18,63,805	36,23,381	23,70,542

B During the year, the Company has recognised the following defined Contribution in Income & Expenditure Account:

Amount in Rs.

Particulars	For the year ended on March 31, 2019	For the year ended on March 31, 2018
Employers contribution to Provident Fund	31,19,912	29,14,240
Employees State Insurance Corporation	-	-
Provident Fund Administrative charges	1,87,360	2,11,044
Total	**33,07,272**	**31,25,284**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2019

21 In respect of Endownment Fund of University:

(a) TeamLease Skills University (TLSU) is required to deposit Rs. 3.00 crores with Gujarat State Financial Services Limited (GSFS) towards Endowment Fund in terms of Letter of Intent no. GPU/2011/126/Kh-1 dated 07.02.2012 issued under section 9 of Gujarat Private Universities Act, 2009. As specified in section 36 of the Gujarat Private Universities Act, 2009, the Endowment Fund is non-transferrable and the said fund will remain with GSFS till the university survives as well as the Interest received on Endowment Fund will be utilized for the development of infrastructure of the University.

(b) Pursuant to above, the sponsoring body i.e. TeamLease Education Foundation (TLEF) had deposited an amount of Rs. 3.00 crores with GSFS on 6th March, 2013 towards Endowment Fund for formation of TLSU. As this deposit was maturing on 06-03-2016, TLEF requested GSFS to transfer this amount in the name of TLSU and the same is transferred on maturity date 06-03-2016.

22 In terms of LOI dated 7th February, 2012, the financing of the University is the responsibility of the sponsoring body. Accordingly, the sponsoring body and the ultimate holding company of the sponsoring body have provided loans to the Unviersity to fund deficit for the year.

23 The University had made an application for registration under section 12AA of Income Tax Act, 1961 on 22/07/2015. The University has been granted approval under Section 10 (23C) (vi) of Income Tax Act, 1961 read with Rule No. 2CA of IT Rules, 1962 vide letter no. CIT(E)/ABD/HQ/10(23C)(vi)/TLSU/5/2017-18 dated 29th November, 2017.

24 These financial statements have been prepared in the format suggested by the Central Higher Educational Institution, issued by Ministry of Human Resource and Development, Government of India.

25 The University has given Bank Guaratees worth Rs. 52,97,067/- backed up by FD with HDFC. Details of Bank Guarantees are as given below:

Name of the Party for BG	Amount of BG in Rs.	Nature of service
Tata Capital Financial Services **	27,97,067	Towards purchase of Hardware units on Lease basis
Hindustan Zinc Limited	25,00,000	Towards CSR Contract
Total	**52,97,067**	

** This contingent liability is also backed up by Corporate Guarantee from Team Lease Services Limited.

26 Previous year figures have been regrouped, re-arranged and reclassified wherever necessary to conform to the Current Year's Classification.

Signatures to Note Number 1 to 26 forming part of Financial Statements

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

(J. D. Shah)
Partner
Membership Number: 100116
UDIN: 19100116AAAAPP6395

Place : Ahmedabad
Date : 7/8/2019

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Ashok Kumar
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer
Place : Vadodara
Date : 7/8/2019

INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS

To,
The Members of Governing Board
Team Lease Skills University

1. Opinion

We have audited the financial statements of Team Lease Skills University ('The University"), which comprises of the Balance Sheet as at March 31, 2020, Income and Expenditure Account and the Cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information. In our opinion, the accompanying financial statements give a true and fair view of the financial position of the University as at March 31, 2020, the excess of expenditure over income and cash flows of the University for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

2. Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

3. Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

The Management is responsible for overseeing the entity's financial reporting process.

4. Auditor's Responsibility

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal financial controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Materiality is the magnitude of misstatements in the financial statements that, individually or in aggregate, makes it probable that the economic decisions of a reasonably knowledgeable user of the financial statements may be influenced. We consider quantitative materiality and qualitative factors in (i) planning the scope of our audit work and in evaluating the results of our work; and (ii) to evaluate the effect of any identified misstatements in the financial statements.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Requirements

Further we report that:

- We have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.
- In our opinion, proper books of account as required by law have been kept by the Institute so far as it appears from our examination of those books.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

- The Balance Sheet and the Income and Expenditure Account dealt with by this Report are in agreement with the relevant books of account.

For, Manubhai & Shah LLP
Chartered Accountants
ICAI Firm Reg. No.: 106041W/W100136

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

Date: October 8, 2020

Place: Ahmedabad

(J. D. Shah)
Partner
Membership No.: 100116
UDIN: 20100116AAAAFB6799

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2020

(Amount in Rs.)

	Particulars	Notes	As at March 31, 2020	As at March 31, 2019
I.	**SOURCES OF FUNDS**			
A	Endowment Fund (Corpus)	2	3,00,00,000	3,00,00,000
B	General Fund	3	(27,17,59,808)	(25,55,84,069)
C	Loan Fund	4	64,98,40,245	52,80,00,000
D	Current Liabilities & Provisions	5	92,70,21,755	1,01,36,10,189
	Total		**1,33,51,02,192**	**1,31,60,26,120**
II.	**APPLICATION OF FUNDS**			
A	Fixed Assets	6		
	Tangible Assets		2,31,73,453	2,73,21,841
	Intangible Assets		2,98,869	96,461
	Assets under Work in Progress / Development		16,52,000	1,34,521
B	Investments from Endowment Funds	7	3,00,00,000	3,00,00,000
C	Current Assets	8	44,51,53,025	68,88,54,085
D	Loans, Advances & Deposits	9	83,48,24,845	56,96,19,212
	Total		**1,33,51,02,192**	**1,31,60,26,120**

Significant Accounting Policies 1
The Notes are an integral part of the Financial Statements.

This is the Balance Sheet referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

Place : Ahmedabad
Date : October 8, 2020

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Dr. Anupam Mitra
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer

Place : Vadodara
Date : October 5, 2020

TEAMLEASE SKILLS UNIVERSITY Vadodara - 390007

TEAMLEASE SKILLS UNIVERSITY

Income and Expenditure Account for the year ended March 31, 2020

Amount in Rs.

	Particulars	Notes	For the year ended on March 31, 2020	For the year ended on March 31, 2019
A	**INCOME**			
	Academic Receipts	10	3,22,42,213	1,70,06,233
	Training Receipts (NETAP)		7,05,72,27,172	6,73,58,56,988
	Corporate Training Receipts (ELS Business)		18,66,33,357	9,18,17,018
	Income from Investments	11	22,53,159	28,35,173
	Interest Earned	12	21,40,436	64,60,006
	Other Income		28,62,865	-
	Total (A)		**7,28,33,59,202**	**6,85,39,75,418**
B	**EXPENDITURE**			
	Staff Payments & Benefits	13	9,38,51,402	7,40,80,386
	Training Expenses	14	6,84,84,84,761	6,44,40,87,415
	Administrative and General Expenses	15	28,10,45,481	28,80,17,251
	Repairs & Maintenance	16	18,98,299	9,53,646
	Finance Cost	17	5,40,58,630	4,14,07,435
	Depreciation & Amortisation	6	58,75,325	79,43,805
	Other Expenses	18	1,43,21,043	29,23,690
	Total (B)		**7,29,95,34,941**	**6,85,94,13,628**
C	**Deficit for the Year (A - B)**		**(1,61,75,739)**	**(54,38,210)**
D	**Balance of Deficit carried to General Fund**		**(1,61,75,739)**	**(54,38,210)**

Significant Accounting Policies 1

The Notes are an integral part of the Financial Statements.

This is the Statement of Income & Expenditure Account referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

Place : Ahmedabad
Date : October 8, 2020

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Dr. Anupam Mitra
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer
Place : Vadodara
Date : October 5, 2020

TEAMLEASE SKILLS UNIVERSITY * Vadodara

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement For The year Ended March 31, 2020

Amount in Rs.

	Particulars	For the year ended on March 31, 2020	For the year ended on March 31, 2019
A	**Cash flow from Operating Activities:**		
	Deficit for the year	**(1,61,75,739)**	**(54,38,210)**
	Adjustments for :		
	Depreciation and amortisation	58,75,325	79,43,805
	Interest Income on Fixed Deposit	(33,53,875)	(37,18,299)
	Sundry Balances Written back	3,62,865	-
	Provision for Bad and Doubtful Debts	83,21,567	24,28,860
	Operating Income before working capital changes	**(49,69,857)**	**12,16,156**
	Changes in working capital:		
	(Decrease)/ Increase in other current liabilities	(8,65,88,434)	35,99,12,832
	(Decrease)/ Increase in other current assets	14,16,45,403	(6,09,89,819)
	(Increase)/ Decrease in Trade Receivable	12,16,85,329	(18,66,34,268)
	(Increase) / Decrease in long term loans and advances	(52,52,12,869)	(32,08,56,073)
	Cash used in operations	**(35,34,40,428)**	**(20,73,51,171)**
	Taxes paid (net of refund)	25,96,44,371	13,32,71,437
	Net cash generated from (used in) Operating Activities (A)	**(9,37,96,057)**	**(7,40,79,734)**
B	**Cash flow from Investing Activities:**		
	ICD with GSFS Ltd - Endowment Fund	-	-
	Endowment Fund	-	-
	Purchase of Tangible and Intangible assets under development	(34,46,824)	(21,34,711)
	Interest received on Fixed Deposits	33,53,876	37,18,299
	Net cash (used in)/ generated from Investing Activities(B)	**(92,948)**	**15,83,588**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY Vadodara

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement For The year Ended March 31, 2020

Amount in Rs.

	Particulars	For the year ended on March 31, 2020	For the year ended on March 31, 2019
C	**Cash flow from Financing Activities :**		
	Proceeds from Short term and long term Borrowings (Net)	12,18,40,245	11,66,45,717
	Net cash (used in)/ generated from Financing Activities (C)	**12,18,40,245**	**11,66,45,717**
D	**Net (Decrease) / increase in Cash and Cash equivalents (A+B+C)**	**2,79,51,240**	**4,41,49,571**
	Cash and Cash equivalent at the beginning of the year	4,76,56,288	35,06,717
	Cash and Cash equivalent at the end of the year	**7,56,07,528**	**4,76,56,288**
	Cash and Cash equivalent comprises of		
	Cash on hand	-	-
	Balances with Banks in Current Accounts	7,56,07,528	4,76,56,288
	Cash and Cash Equivalent at the end of the year	**7,56,07,528**	**4,76,56,288**

Notes

1 The above Cash Flow Statement has been prepared under the "Indirect Method" as setout in the Accounting Standard-3 on "Cash Flow Statements".

2 Previous year figures have been regrouped and reclassified wherever necessary to conform to the current year classification.

3 Figures in the bracket indicate cash outgo / income.

This is the Cash Flow Statement referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

Place : Ahmedabad
Date : October 8, 2020

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Dr. Anupam Mitra
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer

Place : Vadodara
Date : October 5, 2020

TEAMLEASE SKILLS UNIVERSITY Vadodara

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2020

1. Significant Accounting Policies and Notes to Financial Statements

A. Background of the University:

1. Team Lease Skills University (the "University") is India's first vocational university established as a Private University under the provisions of the Gujarat Private Universities Act, 2009 as notified in the Gujarat Government Gazette dated April 22, 2013. Team Lease Education Foundation (TLEF) (not for profit company registered u/s 8 of the companies Act,2013), which is a 100% subsidiary of Team Lease Services Limited (TSL), is the sponsoring body of the University.

2. The main objective of the University is to contribute to workforce productivity, socio-economic development and social harmony through well rounded and industry relevant educational and training programs with low cost delivery methodology. And also enable all individuals acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment.

3. The University promotes an apprenticeship programme called National Employability through Apprenticeship Programme (NETAP), which is governed under National Employability Enhancement Mission (NEEM) 2013 Scheme, which is notified vide notification no. F.No.37-3/Legal/AICTE/2013 issued by Ministry of Human Resources Development, Government of India. The main objective of the said notification is to enhance employability of the graduate/ diploma holders or students pursuing graduation/ diploma to pursue an on-the-job training programme.

4. The University is also pursuing with the Government of India permission to accord academic credit for the students pursuing the NETAP programme whereby the students would be entitled to a predetermined academic credit for the period of on-the-job-training undergone by the said students. The said programme, National Apprenticeship Linked Skill Oriented Courses or NALSOC, is yet to be approved by the Government.

B. Significant Accounting Policies:

1. Basis for Preparation of Accounts

The Financial statements are prepared in accordance with the Indian Generally Accepted Accounting Principles (GAAP) under the historical cost convention, and on the accrual method of accounting and Accounting Standards as issued by the Institute of Chartered Accountants of India.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2020

2. Use of Estimates

The preparation of Financial Statements requires the management to make the estimates and assumptions considered on the reported amount of assets and liabilities as on the date of financial statements and the reported income and expenditure during the reporting period. Management believes that the estimates used in the preparation of financial statements are prudent and reasonable. Actual result could differ from the estimates. Difference between the actual results and estimates are recognized in the period in which the results are known or materialize.

3. Income Recognition

(i) Fees collected from students is recognised on accrual basis and accounted for on the basis of period of Academic year.

(ii) Income from Enterprise Learning Services and National Employability through Apprenticeship Programme is recognised on Accrual Basis.

(iii) Interest income on deposits is recognized on a time proportion basis taking into account the amount outstanding and the rate applicable.

4. Property, Plant & Equipment:

(i) All fixed assets are stated at historical cost less accumulated depreciation and impairment loss, if any. Cost comprises the purchase price and all incidental costs related to acquisition and bringing the asset to its working condition for its intended use.

(ii) Depreciation on tangible assets is provided on Straight Line Method at the rates mentioned hereunder. Depreciation for assets purchased / sold during a year is proportionately charged.

Type of Asset	Rate of Depreciation
Office Equipment	7.50 %
Computers	20.00 %
Furniture & Fixture	7.50 %
Laboratory Equipments	8.00 %
Library Books	33.33 %
Leasehold improvements	33.33%

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2020

5. Intangible Assets and Amortisation:

(i) An intangible asset is recognised, only where it is probable that future economic benefits attributable to the asset will accrue to the enterprise and the cost can be measured reliably. Intangibles are stated at cost, less accumulated amortization and impairment losses, if any. Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets.

(ii) The software cost is amortised @ 40 % on straight line method basis.

(iii) Goodwill is tested against impairment at the end of each financial year.

6. Impairment of Assets:

The carrying amounts of assets are reviewed at each balance sheet date if there is any indication of impairment based on internal/external factors. On such indication, the recoverable amount of the assets is estimated and if such estimation is less than its carrying amount, the carrying amount is reduced to its recoverable amount. The recoverable amount is the greater of the asset's net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and risks specific to the asset.

7. Grants

Grants received for the projects, and which is required to be refunded if remains unutilized is included under the head Liabilities i.e. amount received to be utilized for specific purpose in Balance Sheet. Expenditure incurred on related projects is reduced from the balance of the said grant.

8. Earmarked/Endowment Funds

The long terms funds for specific purposes are included in Earmarked Fund. Each of the fund is invested in separate bank account / investments. The income from such investments are credited to the respective fund. The expenditure incurred out of these fund are debited to the respective fund account. The assets created out of Earmarked Funds where the ownership vests in the Institution, are merged with the assets of the Institution. An amount equal to the value of asset is credited to Capital Fund.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

9. Employee Benefits:

(i) Defined Contribution Plan:

Employee benefits in the form of Provident Fund is defined contribution scheme and the contributions are charged to the Income & Expenditure Account of the year when the contributions to the respective funds are due.

(ii) Defined benefit Plan:

Gratuity and Leave Encashment liability for eligible employees is defined benefit obligation and are provided for on the basis of an actuarial valuation on projected unit credit method made at the end of each financial year. Obligation is measured at the present value of estimated future cash flows using discounted rate that is determined by reference to market yields at the Balance Sheet date on Government Securities where the currency and terms of the Government Securities are consistent with the currency and estimated terms of the defined benefit obligation. Actuarial gains/losses are immediately taken to Statement of Profit and Loss.

10. Lease

Lease payments under operating leases are recognised as an expense on accrual basis in statement of profit and loss over lease term.

11. Provisions, Contingent Liabilities and Contingent Assets:

(i) A provision is recognised when the Company has a present obligation as a result of past event; it is probable that an outflow of resources will be required to settle the obligation, in respect of which a reliable estimate can be made. Provisions are not discounted to its present value and are determined based on best estimate required to settle the obligation at the balance sheet date. These are reviewed at each balance sheet date and adjusted to reflect the current best estimates.

(ii) Contingent Liabilities are not recognized but are disclosed in the notes. Contingent Assets are neither recognized nor disclosed in the financial statements.

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2020

12. Stale Cheques

Stale cheques are accounted on quarterly basis Bank reconciliation. Stale cheque amounts are written back to revenue account based on ageing (greater than 3 years). While writing back only inactive client ID related stale cheques are written back which are greater than 3 years and for active client ID stale cheques, will be written back after 7 years.

13. General

All other accounting policies not specifically mentioned herewith above are consistent with generally accepted accounting practices

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

Amount in Rs.

Note No	Particulars	As at March 31, 2020	As at March 31, 2019
2	**ENDOWMENT FUND (Corpus)**		
	(See Note No 21)	3,00,00,000	**3,00,00,000**
	Total	**3,00,00,000**	**3,00,00,000**
3	**GENERAL FUND**		
	Balance at the beginning of the period	(25,55,84,069)	(25,01,45,860)
	Add: Contributions towards Corpus / Capital Fund	-	-
	Add: Excess of Income over expenditure transferred from Income & Expenditure account	(1,61,75,739)	(54,38,209)
	Total	**(27,17,59,808)**	**(25,55,84,069)**
4	**Loan Fund**		
	Secured Loan		
	Bank Overdraft Facility - ICICI Bank Limited	15,23,40,245	-
	Unsecured Loan		
	Team Lease Education Foundation (Sponsoring Body)	49,75,00,000	52,80,00,000
	TeamLease Services Limited	-	-
	Total	**64,98,40,245**	**52,80,00,000**
5	**CURRENT LIABILITIES & PROVISIONS**		
A	**CURRENT LIABILITIES**		
	Sundry Creditors		
	For Goods & Services	2,17,48,108	3,67,36,359
	For TeamLease Services Limited	32,60,56,529	20,64,12,194
	Statutory Liabilities	12,24,12,663	13,57,14,186
	Other Current Liabilities		
	Salaries	27,46,144	36,70,619
	Stipend Payable	26,84,52,689	52,19,32,804
	Stale cheques	5,75,79,252	4,49,79,886
	Other Liabillities	11,74,89,376	5,43,69,614
	Caution Money Deposit	38,58,500	37,39,100
	Fees received in advance	-	3,25,400
	Sub-total	**92,03,43,261**	**1,00,78,80,162**
B	**PROVISIONS**		
	Gratuity (Refer Note no. 20)	30,57,607	21,06,646
	Accumulated Leave Encashment (Refer Note No. 20)	36,20,887	36,23,381
	Sub-total	**66,78,494**	**57,30,027**
	Total (A+B)	**92,70,21,755**	**1,01,36,10,189**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY Vadodara

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

Amount in Rs.

Note No	Particulars	As at March 31, 2020	As at March 31, 2019
7	**INVESTMENTS FROM ENDOWMENT FUNDS**		
	Inter Corporate Deposit -GSFS Ltd	3,00,00,000	3,00,00,000
		3,00,00,000	**3,00,00,000**
8	**CURRENT ASSETS**		
A	Sundry Debtors		
	Debts outstanding for a period exceeding Six months	1,38,97,333	55,75,766
	Others	29,97,09,885	42,97,16,781
	Less: Provision for Doubtful Debt	(1,38,97,333)	(55,75,766)
	Net Receivables	29,97,09,885	42,97,16,781
B	Unbilled Revenue	5,45,38,548	19,61,83,950
C	Cash and Bank Balances with Scheduled Banks:		
	- In Current Accounts	7,56,07,528	4,76,56,288
	- In term deposit accounts	1,52,97,066	1,52,97,066
		9,09,04,594	**6,29,53,354**
	Total (A+B+C)	**44,51,53,027**	**68,88,54,085**
9	**LOANS, ADVANCES & DEPOSITS**		
	Advances to Employees (Non Interest bearing)	30,65,487	-
	Advances and other amounts recoverable in cash or kind	89,76,776	1,39,43,202
	Advances to Sundry Creditors	13,26,109	-
	Prepaid Expenses		
	Insurance	72,64,272	86,27,400
	Other Expenses	4,06,138	3,00,66,235
	Deposits		
	Telephone	10,000	10,000
	Rental Deposits	11,00,000	18,00,000
	Others	77,100	50,000
	Balances with Indirect Tax Authorities (Input Credit)	8,95,31,187	5,16,98,968
	Balances with Income Tax Authorities (TDS)	72,30,67,776	46,34,23,407
	Total	**83,48,24,845**	**56,96,19,212**

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TEAMLEASE SKILLS UNIVERSITY * Vadodara

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

6 FIXED ASSETS

Amount in Rs.

Particulars	Depreciation Rate	GROSS BLOCK As at 01.04.2019	Additions	Disposals/ Adjustments	Cost as at 31.03.2020	DEPRECIATION As at 01.04.2019	For the period	Disposals/ Adjustments	As at 31.03.2020	NET BLOCK As at 31.03.2020	As at 31.03.2019
A Tangible Assets											
Office Equipments	7.50%	65,90,551	2,01,299		67,91,850	18,46,327	5,11,551		23,57,878	44,33,972	47,44,224
Computers	20%	16,22,171	1,71,883		17,94,054	8,00,830	3,19,410		11,20,239	6,73,815	8,21,341
Leasehold Improvements	33.33%	1,65,30,922	-		1,65,30,922	1,34,39,260	27,71,319		1,62,10,579	3,20,343	30,91,662
Furniture and Fixtures	7.50%	1,27,91,941	10,64,588		1,38,56,529	40,03,158	10,18,307		50,21,466	88,35,063	87,88,783
Lab Equipments	8.00%	1,24,13,904	37,420		1,24,51,324	27,29,684	9,99,797		37,29,480	87,21,844	96,84,220
Library Books	33.33%	6,20,911	1,17,855		7,38,766	4,29,300	1,21,049		5,50,349	1,88,417	1,91,611
Sub-total		**5,05,70,400**	**15,93,045**	-	**5,21,63,445**	**2,32,48,559**	**57,41,433**	-	**2,89,89,992**	**2,31,73,453**	**2,73,21,841**
B Intangible Assets											
Software TLCS & University Portal	40%	1,31,85,807	3,36,300	-	1,35,22,107	1,30,89,346	1,33,892		1,32,23,238	2,98,869	96,461
Goodwill		6,03,896	-		6,03,896	6,03,896	-		6,03,896	-	-
Sub-total		**1,37,89,703**	**3,36,300**	-	**1,41,26,003**	**1,36,93,242**	**1,33,892**	-	**1,38,27,134**	**2,98,869**	**96,461**
C Assets under Work in Progress / Development		**1,34,521**	**15,17,480**	-	**16,52,001**	-	-	-	-	**16,52,001**	**1,34,521**
Total		**6,44,94,624**	**34,46,825**	-	**6,79,41,449**	**3,69,41,801**	**58,75,325**	-	**4,28,17,126**	**2,51,24,323**	**2,75,52,823**
Previous period		6,23,59,913	20,00,190	-	6,43,60,103	2,89,97,996	79,43,805	-	3,69,41,801	2,74,18,302	3,33,61,917

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY Vadodara - 390007

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

Amount in Rs.

Note No	Particulars	For the year ended on March 31, 2020	For the year ended on March 31, 2019
10	**ACADEMIC RECEIPTS**		
	Student Training Fees	3,21,99,213	1,69,61,633
	Examination fees	43,000	44,600
		3,22,42,213	**1,70,06,233**
11	**INCOME FROM INVESTMENTS**		
	Interest on GSFS ICD	22,53,159	28,35,173
		22,53,159	**28,35,173**
12	**INTEREST EARNED**		
	Interest on Fixed Deposit	11,00,716	8,83,126
	Interest Income Others	10,39,720	55,76,880
		21,40,436	**64,60,006**

TEAMLEASE SKILLS UNIVERSITY • Vadodara • 390007

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

Amount in Rs.

Note No	Particulars	For the year ended on March 31, 2020	For the year ended on March 31, 2019
13	**STAFF PAYMENTS & BENEFITS**		
	Salaries, Wages and Bonus	8,57,86,486	6,63,97,691
	Contribution to Provident and Other Funds	42,66,853	33,07,272
	Gratuity	9,50,961	4,94,527
	Leave Encashment	15,09,084	26,00,352
	Staff Welfare	13,38,018	11,87,144
	Staff Training Expenses	-	93,400
	Total	**9,38,51,402**	**7,40,80,386**
14	**TRAINING EXPENSES**		
	Stipend to Trainees (NETAP)	6,65,30,62,184	6,34,78,34,520
	Insurance	2,17,19,708	1,92,60,426
	Training Expenses (ELS Business)	15,52,17,624	6,20,94,433
	Fees & Certification Charges	1,76,56,816	1,43,57,874
	Campus Expenses	8,28,429	5,40,162
	Total	**6,84,84,84,761**	**6,44,40,87,415**
15	**ADMINISTRATIVE AND GENERAL EXPENSES**		
	Infrastructure		
	Electricity & Power	8,00,000	6,26,726
	Rent, rates & taxes	55,82,149	63,77,053
	Communication		
	Postage & Courier	65,050	67,591
	Telephone, Fax & Internet charges	5,52,692	5,67,860
	Others		
	Printing & Stationary	9,33,527	6,46,512
	Travelling & Conveyance	1,06,60,986	1,10,63,252
	Audit Fees	4,71,102	4,71,035
	Professional charges	25,61,61,783	26,18,56,624
	Advertisement & Publicity	32,43,212	37,30,926
	Office Mainteance	43,066	1,52,626
	Housekeeping charges	17,27,878	16,34,190
	Office Expenses	98,391	1,15,834
	Security Charges	7,05,645	7,07,021
	Total	**28,10,45,481**	**28,80,17,250**
16	**REPAIRS AND MAINTENANCE**		
	Building	92,950	-
	Furniture & Fixtures	-	39,875
	Office Equipment	3,78,186	4,47,874
	Computers	2,42,768	2,89,500
	Others	11,84,395	1,76,397
	Total	**18,98,299**	**9,53,646**
17	**FINANCE COST**		
	Interest on Loan Fund	5,33,45,320	4,10,89,825
	Bank Charges	7,13,310	3,17,610
	Total	**5,40,58,630**	**4,14,07,435**
18	**OTHER EXPENSES**		
	Provision for Doubtful Debts	83,21,567	24,28,860
	Bad debts Written off	59,99,476	4,94,830
	Total	**1,43,21,043**	**29,23,690**

TEAMLEASE SKILLS UNIVERSITY Vadodara - 390007

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

19 RELATED PARTY DISCLOSURE

(a) Related parties where control exists:

Nature of Relationship	**Name of the Party**
Sponsoring Body	TeamLease Education Foundation
Holding Company of Sponsoring Body	TeamLease Services Limited

(b) **Other Related Parties:**

Key Management personnel	Manish Sabharwal
	Ashok Kumar Nedurumalli
	Dr. Avani Umatt - Provost
	Dr. Anupam Mitra - Registrar

(c) **Details of Transaction:**

Particulars	**As at March 31, 2020**	**As at March 31, 2019**
Reimbursement of Expenses:		
TeamLease Services Limited	-	-
TeamLease Education Foundation	-	-
Loan (Availed)		
TeamLease Education Foundation	44,00,00,000	90,75,00,000
Loan (Repaid)		
TeamLease Services Limited		
TeamLease Education Foundation	47,05,00,000	79,08,54,283
Interest on Loan		
TeamLease Education Foundation	4,86,69,590	4,10,89,825
Rendering of Service		
TeamLease Services Limited	4,11,25,529	4,14,35,422
Remuneration Paid		
Vikrant Pande	-	8,93,651
Ashok Kumar	15,28,327	20,55,207
Dr. Avani Umatt - Provost	11,71,624	-
Dr. Anupam Mitra - Registrar	15,98,040	-
Service Charges		
TeamLease Services Limited	29,03,46,713	30,53,31,734
Outstanding as at Year-end		
Loans & Advances		
TeamLease Services Limited	-	-
TeamLease Education Foundation	**49,75,00,000**	**52,80,00,000**
Trade Receivables		
TeamLease Services Limited	**50,54,177**	**21,47,482**
Trade Payables		
TeamLease Services Limited	**32,60,56,529**	**20,64,12,194**

TEAMLEASE SKILLS UNIVERSITY Vadodara 390007

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

20 Employee Benefits:

A Defined Benefit Plan:

The following tables summarize the components of the net employee benefit expenses recognised in the Income & Expenditure Account, the fund status and the amount recognised in the Balance Sheet for the Gratuity and Leave Encashment.

	Particulars	Gratuity	Gratuity	Leave Encashment	Leave Encashment
		Mach 31, 2020	Mach 31, 2019	**Mach 31, 2020**	Mach 31, 2019
I	Assumptions				
	Discount Rate	5.45% p.a.	6.76% p.a.	5.45% p.a.	6.76% p.a.
	Expected Return On Plan Assets	N/A	N/A	N/A	N/A
	Mortality	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate
	Future Salary Increases	5% p.a.	8% p.a.	5% p.a.	8% p.a.
	Attrition	26% p.a	26% p.a	26% p.a	26% p.a
	Retirement	60 yrs.	60 yrs.	60 yrs.	60 yrs.
II	Change in Present Value Benefit Obligation:				
	Present Value Of obligation at the beginning of the year	21,06,646	18,63,805	36,23,381	23,70,542
	Interest Cost	1,14,812	1,17,486	1,61,785	1,44,540
	Current Service Cost	6,64,456	6,78,212	4,77,456	6,57,821
	Benefits Paid	-	(2,51,686)	(13,09,705)	(4,64,750)
	Actuarial (gain) / loss on Obligation	1,71,693	(3,01,171)	6,67,970	9,15,228
	Present Value Of obligation at the end of the year	30,57,607	21,06,646	36,20,887	36,23,381
III	Change in Fair Value Plan Assets:				
	Fair value of plan Assets at the beginning of the year	-	-	-	-
	Contributions to Fund	-	2,51,686	13,09,705	4,64,750
	Benefits Paid	-	(2,51,686)	(13,09,705)	(4,64,750)
	Fair value of plan Assets at the end of the year	-	-	-	-
IV	Actuarial (gain) / loss recognized	1,71,693	(3,01,171)	6,67,970	9,15,228
V	Balance Sheet Recognition				
	Present Value Of Obligation	30,57,607	21,06,646	36,20,887	36,23,381
	Fair value of plan Assets	-	-	-	-
	Liability (asset) recognised in the Balance Sheet	30,57,607	21,06,646	36,20,887	36,23,381
VI	Expenses Recognition				
	Current Service Cost	6,64,456	6,78,212	4,77,456	6,57,821
	Interest Cost	1,14,812	1,17,486	1,61,785	1,44,540
	Net Actuarial (gain) loss recognised in the year	1,71,693	(3,01,171)	6,67,970	9,15,228
	Expenses Recognised in the Income & Expenditure Account	9,50,961	4,94,527	13,07,211	17,17,589
VII					
	Movements in the liability recognised in Balance Sheet				
	Opening net Liability	21,06,646	18,63,805	36,23,381	23,70,542
	Current Year Liability	9,50,961	4,94,527	13,07,211	17,17,589
	Contribution	-	(2,51,686)	(13,09,705)	(4,64,750)
	Closing Net Liability	30,57,607	21,06,646	36,20,887	36,23,381

B During the year, the Company has recognised the following defined Contribution in Income & Expenditure Account:

Amount in Rs.

Particulars	For the year ended on March 31, 2020	For the year ended on March 31, 2019
Employers contribution to Provident Fund	39,70,391	31,19,912
Employees State Insurance Corporation	35,614	-
Provident Fund Administrative charges	2,60,848	1,87,360
Total	**42,66,853**	**33,07,272**

TEAMLEASE SKILLS UNIVERSITY Vadodara - 390007

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2020

21 In respect of Endownment Fund of University:

(a) TeamLease Skills University (TLSU) is required to deposit Rs. 3.00 crores with Gujarat State Financial Services Limited (GSFS) towards Endowment Fund in terms of Letter of Intent no. GPU/2011/126/Kh-1 dated 07.02.2012 issued under section 9 of Gujarat Private Universities Act, 2009. As specified in section 36 of the Gujarat Private Universities Act, 2009, the Endowment Fund is non-transferrable and the said fund will remain with GSFS till the university survives as well as the Interest received on Endowment Fund will be utilized for the development of infrastructure of the University.

(b) Pursuant to above, the sponsoring body i.e. TeamLease Education Foundation (TLEF) had deposited an amount of Rs. 3.00 crores with GSFS on 6th March, 2013 towards Endowment Fund for formation of TLSU. As this deposit was maturing on 06-03-2016, TLEF requested GSFS to transfer this amount in the name of TLSU and the same is transferred on maturity date 06-03-2016.

22 In terms of LOI dated 7th February, 2012, the financing of the University is the responsibility of the sponsoring body. Accordingly, the sponsoring body and the ultimate holding company of the sponsoring body have provided loans to the Unviersity to fund deficit for the year.

23 The University had made an application for registration under section 12AA of Income Tax Act, 1961 on 22/07/2015. The University has been granted approval under Section 10 (23C) (vi) of Income Tax Act, 1961 read with Rule No. 2CA of IT Rules, 1962 vide letter no. CIT(E)/ABD/HQ/10(23C)(vi)/TLSU/5/2017-18 dated 29th November, 2017.

24 These financial statements have been prepared in the format suggested by the Central Higher Educational Institution, issued by Ministry of Human Resource and Development, Government of India.

25 The University has given Bank Guaratees worth Rs. 52,97,067/- backed up by FD with HDFC. Details of Bank Guarantees are as given below:

Name of the Party for BG	Amount of BG in Rs.	Nature of service
Tata Capital Financial Services **	27,97,067	Towards purchase of Hardware units on Lease basis
Hindustan Zinc Limited	25,00,000	Towards CSR Contract
Total	**52,97,067**	

** This contingent liability is also backed up by Corporate Guarantee from Team Lease Services Limited.

26 Previous year figures have been regrouped, re-arranged and reclassified wherever necessary to conform to the Current Year's Classification.

Signatures to Note Number 1 to 26 forming part of Financial Statements

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

(J. D. Shah)
Partner
Membership Number: 100116

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

Place : Ahmedabad
Date : October 8, 2020

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Dr Anupam Mitra
Registrar

Sushobhan Baral
Chief Finance & Accounts Officer
Place : Vadodara
Date : October 5, 2020

TEAMLEASE SKILLS UNIVERSITY Vadodara 390007

INDEPENDENT AUDITOR'S REPORT ON THE FINANCIAL STATEMENTS

To,
The Members of Governing Board
Team Lease Skills University

1. Opinion

We have audited the financial statements of Team Lease Skills University ('The University"), which comprises of the Balance Sheet as at March 31, 2021, Income and Expenditure Account and the Cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information. In our opinion, the accompanying financial statements give a true and fair view of the financial position of the University as at March 31, 2021, the excess of income over expenditure and cash flows of the University for the year then ended in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of India (ICAI).

2. Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) issued by ICAI. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with the ethical requirements that are relevant to our audit of the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

3. Emphasis of Matter

We draw attention to Note No. 29 to the financial statements regarding the impact of the COVID-19 on the future performanc of the university.

Our opinion is not modified in respect of this mattser.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

4. **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the aforesaid Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

The Management is responsible for overseeing the entity's financial reporting process.

5. **Auditor's Responsibility**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

- Obtain an understanding of internal financial controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

6. Report on Other Requirements

Further we report that:

(i) We have sought and obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit.

(ii) In our opinion, proper books of account as required by law have been kept by the Institute so far as it appears from our examination of those books.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

(iii) The Balance Sheet and the Income and Expenditure Account dealt with by this Report are in agreement with the relevant books of account.

For, Manubhai & Shah LLP
Chartered Accountants
ICAI Firm Reg. No.: 106041W/W100136

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

Date: September 27, 2021
Place: Ahmedabad

(J. D. Shah)
Partner
Membership No.: 100116
UDIN: 21100116AAAAEI2013

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2021

(Amount in Rs.)

	Particulars	Notes	As at March 31, 2021	As at March 31, 2020
I.	**SOURCES OF FUNDS**			
A	Endowment Fund (Corpus)	2	3,00,00,000	3,00,00,000
B	General Fund	3	(19,12,15,019)	(27,17,59,808)
C	Loan Fund	4	27,41,73,000	64,98,40,245
D	Current Liabilities & Provisions	5	79,26,56,197	92,70,21,755
	Total		**90,56,14,178**	**1,33,51,02,192**
II.	**APPLICATION OF FUNDS**			
A	Fixed Assets	6		
	Tangible Assets		2,01,14,606	2,31,73,453
	Intangible Assets		8,07,691	2,98,869
	Assets under Work in Progress / Development		16,52,000	16,52,000
B	Investments from Endowment Funds	7	3,00,00,000	3,00,00,000
C	Current Assets	8	43,10,45,295	44,51,53,025
D	Loans, Advances & Deposits	9	42,19,94,586	83,48,24,845
	Total		**90,56,14,178**	**1,33,51,02,192**

Significant Accounting Policies 1
The Notes are an integral part of the Financial Statements.

This is the Balance Sheet referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

Place : Ahmedabad
Date : September 27, 2021

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Neeti Sharma
Co-Founder & President

Kunal Tharad
Chief Finance & Accounts Officer

Place : Vadodara
Date : September 23, 2021

TEAMLEASE SKILLS UNIVERSITY

Income and Expenditure Account for the year ended March 31, 2021

Amount in Rs.

	Particulars	Notes	For the period ended on March 31, 2021	For the year ended on March 31, 2020
A	**INCOME**			
	Academic Receipts	10	4,90,64,787	3,22,42,213
	Training Receipts (NETAP)		4,84,53,59,849	7,05,72,27,172
	Corporate Training Receipts (ELS Business)		22,50,99,852	18,41,33,357
	Donation Receipts		60,52,143	25,00,000
	Income from Investments	11	23,99,702	22,53,159
	Interest Earned	12	5,50,04,645	21,40,436
	Other Income	13	92,05,544	28,62,865
	Total (A)		**5,19,21,86,522**	**7,28,33,59,202**
B	**EXPENDITURE**			
	Staff Payments & Benefits	14	10,75,07,439	9,38,51,402
	Training Expenses	15	4,73,70,40,507	6,84,84,84,761
	Administrative and General Expenses	16	19,94,95,697	28,10,45,481
	Repairs & Maintenance	17	6,97,174	18,98,299
	Finance Cost	18	5,53,86,121	5,40,58,630
	Depreciation & Amortisation	6	38,44,447	58,75,325
	Other Expenses	19	76,70,348	1,43,21,043
	Total (B)		**5,11,16,41,733**	**7,29,95,34,941**
C	**Surplus/ (Deficit) for the Year (A - B)**		**8,05,44,789**	**(1,61,75,739)**
D	**Balance of Surplus/ (Deficit) carried to General Fund**		**8,05,44,789**	**(1,61,75,739)**

Significant Accounting Policies 1

The Notes are an integral part of the Financial Statements.

This is the Statement of Income & Expenditure Account referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

Place : Ahmedabad
Date : September 27, 2021

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Neeti Sharma
Co-Founder & President

Kunal Tharad
Chief Finance & Accounts Officer

Place : Vadodara
Date : September 28, 2021

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement for the year ended March 31, 2021

Amount in Rs.

	Particulars	For the year ended on March 31, 2021	For the year ended on March 31, 2020
A	**Cash flow from Operating Activities:**		
	Surplus/ (Deficit) for the year	**8,05,44,789**	**(1,61,75,739)**
	Adjustments for :		
	Finance Cost	5,53,86,121	5,40,58,630
	Depreciation and amortisation	38,44,447	58,75,325
	Interest Income on Fixed Deposit	(33,88,614)	(33,53,875)
	Sundry Balances Written back	5,72,435	3,62,865
	Provision for Bad and Doubtful Debts	(55,24,830)	83,21,567
	Operating Income before working capital changes	**13,14,34,348**	**4,90,88,773**
	Changes in working capital:		
	(Decrease)/ Increase in other current liabilities	(13,43,65,560)	(8,65,88,434)
	(Decrease)/ Increase in other current assets	3,67,50,935	14,16,45,403
	(Increase)/ Decrease in Trade Receivable	(5,11,12,074)	12,16,85,329
	(Increase) / Decrease in long term loans and advances	83,76,68,680	(52,52,12,869)
	Cash used in operations	**82,03,76,329**	**(29,93,81,798)**
	Taxes paid (net of refund)	(42,54,10,856)	25,96,44,371
	Net cash generated from (used in) Operating Activities (A)	**39,49,65,473**	**(3,97,37,427)**
B	**Cash flow from Investing Activities:**		
	Purchase of Tangible and Intangible assets under development	(12,94,422)	(34,46,824)
	Interest received on Fixed Deposits	33,88,614	33,53,876
	Net cash (used in)/ generated from Investing Activities(B)	**20,94,192**	**(92,948)**

MANUBHAI & SHAH LLP * CHARTERED ACCOUNTANTS *

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Cash Flow Statement for the year ended March 31, 2021

Amount in Rs.

	Particulars	For the year ended on March 31, 2021	For the year ended on March 31, 2020
C	**Cash flow from Financing Activities :**		
	Finance Cost	(5,53,86,121)	(5,40,58,630)
	Proceeds/ (Repayment) from Short term and long term Borrowings (Net)	(37,56,67,245)	12,18,40,245
	Net cash (used in)/ generated from Financing Activities (C)	**(43,10,53,366)**	**6,77,81,615**
D	**Net (Decrease) / increase in Cash and Cash equivalents (A+B+C)**	**(3,39,93,701)**	**2,79,51,240**
	Cash and Cash equivalent at the beginning of the year	7,56,07,528	4,76,56,288
	Cash and Cash equivalent at the end of the year	**4,16,13,827**	**7,56,07,528**
	Cash and Cash equivalent comprises of		
	Cash on hand	-	-
	Balances with Banks in Current Accounts	4,16,13,827	7,56,07,528
	Cash and Cash Equivalent at the end of the year	**4,16,13,827**	**7,56,07,528**

Notes

1 The above Cash Flow Statement has been prepared under the "Indirect Method" as setout in the Accounting Standard-3 on "Cash Flow Statements".

2 Previous year figures have been regrouped and reclassified wherever necessary to conform to the current year classification.

3 Figures in the bracket indicate cash outgo / income.

This is the Cash Flow Statement referred to in our report of even date.

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

J. D. Shah
Partner
Membership Number: 100116

Place : Ahmedabad
Date : September 27, 2021

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Neeti Sharma
Co-Founder & President

Kunal Tharad
Chief Finance & Accounts Officer

Place : Vadodara
Date : September 23, 2021

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2021

1. Significant Accounting Policies and Notes to Financial Statements

A. Background of the University:

1. Team Lease Skills University (the "University") is India's first vocational university established as a Private University under the provisions of the Gujarat Private Universities Act, 2009 as notified in the Gujarat Government Gazette dated April 22, 2013. Team Lease Education Foundation (TLEF) (not for profit company registered u/s 8 of the companies Act,2013), which is a 100% subsidiary of Team Lease Services Limited (TSL), is the sponsoring body of the University.

2. The main objective of the University is to contribute to workforce productivity, socio-economic development and social harmony through well rounded and industry relevant educational and training programs with low cost delivery methodology. And also enable all individuals acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment.

3. The University promotes an apprenticeship programme called National Employability through Apprenticeship Programme (NETAP), which is governed under National Employability Enhancement Mission (NEEM) 2013 Scheme, which is notified vide notification no. F.No.37-3/Legal/AICTE/2013 issued by Ministry of Human Resources Development, Government of India. The main objective of the said notification is to enhance employability of the graduate/ diploma holders or students pursuing graduation/ diploma to pursue an on-the-job training programme.

4. The University is also pursuing with the Government of India permission to accord academic credit for the students pursuing the NETAP programme whereby the students would be entitled to a predetermined academic credit for the period of on-the-job-training undergone by the said students. The said programme, National Apprenticeship Linked Skill Oriented Courses or NALSOC, is yet to be approved by the Government.

B. Significant Accounting Policies:

1. Basis for Preparation of Accounts

The Financial statements are prepared in accordance with the Indian Generally Accepted Accounting Principles (GAAP) under the historical cost convention, and on the accrual method of accounting and Accounting Standards as issued by the Institute of Chartered Accountants of India.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2021

2. Use of Estimates

The preparation of Financial Statements requires the management to make the estimates and assumptions considered on the reported amount of assets and liabilities as on the date of financial statements and the reported income and expenditure during the reporting period. Management believes that the estimates used in the preparation of financial statements are prudent and reasonable. Actual result could differ from the estimates. Difference between the actual results and estimates are recognized in the period in which the results are known or materialize.

3. Income Recognition

(i) Fees collected from students is recognised on accrual basis and accounted for on the basis of period of Academic year.

(ii) Income from Enterprise Learning Services and National Employability through Apprenticeship Programme is recognised on Accrual Basis.

(iii) Interest income on deposits is recognized on a time proportion basis taking into account the amount outstanding and the rate applicable.

4. Property, Plant & Equipment:

(i) All fixed assets are stated at historical cost less accumulated depreciation and impairment loss, if any. Cost comprises the purchase price and all incidental costs related to acquisition and bringing the asset to its working condition for its intended use.

(ii) Depreciation on tangible assets is provided on Straight Line Method at the rates mentioned hereunder. Depreciation for assets purchased / sold during a year is proportionately charged.

Type of Asset	Rate of Depreciation
Office Equipment	7.50 %
Computers	20.00 %
Furniture & Fixture	7.50 %
Laboratory Equipments	8.00 %
Library Books	33.33 %
Leasehold improvements	33.33%

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2021

5. Intangible Assets and Amortisation:

(i) An intangible asset is recognised, only where it is probable that future economic benefits attributable to the asset will accrue to the enterprise and the cost can be measured reliably. Intangibles are stated at cost, less accumulated amortization and impairment losses, if any. Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets.

(ii) The software cost is amortised @ 40 % on straight line method basis.

(iii) Goodwill is tested against impairment at the end of each financial year.

6. Impairment of Assets:

The carrying amounts of assets are reviewed at each balance sheet date if there is any indication of impairment based on internal/external factors. On such indication, the recoverable amount of the assets is estimated and if such estimation is less than its carrying amount, the carrying amount is reduced to its recoverable amount. The recoverable amount is the greater of the asset's net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and risks specific to the asset.

7. Grants

Grants received for the projects, and which is required to be refunded if remains unutilized is included under the head Liabilities i.e. amount received to be utilized for specific purpose in Balance Sheet. Expenditure incurred on related projects is reduced from the balance of the said grant.

8. Earmarked/Endowment Funds

The long terms funds for specific purposes are included in Earmarked Fund. Each of the fund is invested in separate bank account / investments. The income from such investments are credited to the respective fund. The expenditure incurred out of these fund are debited to the respective fund account. The assets created out of Earmarked Funds where the ownership vests in the Institution, are merged with the assets of the Institution. An amount equal to the value of asset is credited to Capital Fund.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of Accounts for the year ended on March 31, 2021

9. Employee Benefits:

(i) Defined Contribution Plan:

Employee benefits in the form of Provident Fund is defined contribution scheme and the contributions are charged to the Income & Expenditure Account of the year when the contributions to the respective funds are due.

(ii) Defined benefit Plan:

Gratuity and Leave Encashment liability for eligible employees is defined benefit obligation and are provided for on the basis of an actuarial valuation on projected unit credit method made at the end of each financial year. Obligation is measured at the present value of estimated future cash flows using discounted rate that is determined by reference to market yields at the Balance Sheet date on Government Securities where the currency and terms of the Government Securities are consistent with the currency and estimated terms of the defined benefit obligation. Actuarial gains/losses are immediately taken to Statement of Profit and Loss.

10. Lease

Lease payments under operating leases are recognised as an expense on accrual basis in statement of profit and loss over lease term.

11. Provisions, Contingent Liabilities and Contingent Assets:

(i) A provision is recognised when the Company has a present obligation as a result of past event; it is probable that an outflow of resources will be required to settle the obligation, in respect of which a reliable estimate can be made. Provisions are not discounted to its present value and are determined based on best estimate required to settle the obligation at the balance sheet date. These are reviewed at each balance sheet date and adjusted to reflect the current best estimates.

(ii) Contingent Liabilities are not recognized but are disclosed in the notes. Contingent Assets are neither recognized nor disclosed in the financial statements.

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

12. Stale Cheques

Stale cheques are accounted on quarterly basis Bank reconciliation. Stale cheque amounts are written back to revenue account based on ageing (greater than 3 years). While writing back only inactive client ID related stale cheques are written back which are greater than 3 years and for active client ID stale cheques, will be written back after 7 years.

13. General

All other accounting policies not specifically mentioned herewith above are consistent with generally accepted accounting practices

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2021

Amount in Rs.

Note No	Particulars	As at March 31, 2021	As at March 31, 2020
2	**ENDOWMENT FUND (Corpus) (Refer Note No 22)**		
	Opening balance	3,00,00,000	**3,00,00,000**
	Addition during the year	-	-
	Utilisation/ Expenditure towards objective of funds	-	-
	Closing Balance*	**3,00,00,000**	**3,00,00,000**
	***Endowment Fund represented by**		
	Investment (Refer Note no. 7)	3,00,00,000	3,00,00,000
	Total	**3,00,00,000**	**3,00,00,000**
3	**GENERAL FUND**		
	Balance at the beginning of the period	(27,17,59,808)	(25,55,84,069)
	Add: Excess of Income over expenditure transferred from Income & Expenditure account	8,05,44,789	(1,61,75,739)
	Total	**(19,12,15,019)**	**(27,17,59,808)**
4	**Loan Fund**		
	Secured Loan		
	Bank Overdraft Facility - ICICI Bank Limited	-	15,23,40,245
	Term Loan from ICICI Bank (Refer Note below)	17,41,73,000	
	Short Term Loan fromICICI Bank (WCDL)	10,00,00,000	-
	Unsecured Loan		
	Team Lease Education Foundation (Sponsoring Body)	-	49,75,00,000
	Total	**27,41,73,000**	**64,98,40,245**

Name of Bank	Interest Rate	Seurity	Sanctioned Amount	Repayment Terms
ICICI bank	7.35%	Charges on Current Assets (debtors) and Corporate Guarantee given by TLSL	20,00,00,000	In 12 quarterly instalments

5	**CURRENT LIABILITIES & PROVISIONS**		
A	**CURRENT LIABILITIES**		
	Sundry Creditors		
	For Goods & Services	4,24,56,092	2,17,48,108
	For TeamLease Services Limited (Refer Note No. 20)	24,20,49,013	32,60,56,529
	Statutory Liabilities	12,61,08,994	12,24,12,663
	Other Current Liabilities		
	Salaries Payable	91,18,822	27,46,144
	Stipend Payable	21,97,37,925	26,84,52,689
	Stale cheques	5,47,71,083	5,75,79,252
	Other Liabilities	8,48,20,749	11,74,89,376
	Caution Money Deposit	41,22,174	38,58,500
	Sub-total	**78,31,84,852**	**92,03,43,261**
B	**PROVISIONS**		
	Gratuity (Refer Note no. 21)	49,37,599	30,57,607
	Accumulated Leave Encashment (Refer Note No. 21)	45,33,746	36,20,887
	Sub-total	**94,71,345**	**66,78,494**
	Total (A+B)	**79,26,56,197**	**92,70,21,755**

MAHESHWARI & SHARMA LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2021

Amount in Rs.

Note No	Particulars	As at March 31, 2021	As at March 31, 2020
7	**INVESTMENTS FROM ENDOWMENT FUNDS**		
	Inter Corporate Deposit -GSFS Ltd	3,00,00,000	3,00,00,000
		3,00,00,000	**3,00,00,000**
8	**CURRENT ASSETS**		
A	Sundry Debtors		
	Debts outstanding for a period exceeding Six months	83,72,503	1,38,97,333
	Others	35,63,46,790	29,97,09,885
	Less: Provision for Doubtful Debt	(83,72,503)	(1,38,97,333)
	Net Receivables	35,63,46,790	29,97,09,885
B	Unbilled Revenue	1,77,87,612	5,45,38,548
C	Cash and Bank Balances with Scheduled Banks:		
	- In Current Accounts	4,16,13,827	7,56,07,528
	- In term deposit accounts	1,52,97,066	1,52,97,066
		5,69,10,893	**9,09,04,594**
	Total (A+B+C)	**43,10,45,295**	**44,51,53,027**
9	**LOANS, ADVANCES & DEPOSITS**		
	Advances to Employees (Non Interest bearing)	37,21,409	30,65,487
	Advances and other amounts recoverable in cash or kind	73,52,374	89,76,776
	Advances to Sundry Creditors	10,89,904	13,26,109
	Prepaid Expenses		
	Insurance	80,62,320	72,64,272
	Other Expenses	4,85,144	4,06,138
	Deposits		
	Telephone	10,000	10,000
	Rental Deposits	8,00,000	11,00,000
	Others	77,100	77,100
	Advances to Team Lease Education Fund (Refer Note 26)	3,00,00,000	-
	Balances with Indirect Tax Authorities (Input Tax Credit)	7,27,39,415	8,95,31,187
	Balances with Income Tax Authorities (TDS)	29,76,56,920	72,30,67,776
	Total	**42,19,94,586**	**83,48,24,845**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2021

6 FIXED ASSETS

Amount in Rs.

Particulars	GROSS BLOCK				DEPRECIATION				NET BLOCK	
	As at 01.04.2020	Additions	Disposals/ Adjustments	Cost as at 31.03.2021	As at 01.04.2020	For the period	Disposals/ Adjustments	As at 31.03.2021	As at 31.03.2021	As at 31.03.2020
A Tangible Assets										
Office Equipments	67,91,850	-	-	67,91,850	23,57,878	5,10,195	-	28,68,073	39,23,777	44,33,972
Computers	17,94,054	2,16,797	-	20,10,851	11,20,240	4,61,404	-	15,81,644	4,29,207	6,73,814
Leasehold Improvements	1,65,30,922	-	-	1,65,30,922	1,62,10,579	1,75,251	-	1,63,85,830	1,45,092	3,20,343
Furniture and Fixtures	1,38,56,529	-	-	1,38,56,529	50,21,465	10,38,433	-	60,59,898	77,96,631	88,35,064
Lab Equipments	1,24,51,324	-	-	1,24,51,324	37,29,481	9,98,556	-	47,28,037	77,23,287	87,21,843
Library Books	7,38,766	15,625	-	7,54,391	5,50,349	1,07,430	-	6,57,779	96,612	1,88,417
Sub-total	**5,21,63,445**	**2,32,422**	**-**	**5,23,95,867**	**2,89,89,992**	**32,91,269**	**-**	**3,22,81,261**	**2,01,14,606**	**2,31,73,453**
B Intangible Assets										
Software TLCS & University Portal	1,35,22,107	10,62,000	-	1,45,84,107	1,32,23,238	5,53,178	-	1,37,76,416	8,07,691	2,98,869
Goodwill	6,03,896	-	-	6,03,896	6,03,896	-	-	6,03,896	-	-
Sub-total	**1,41,26,003**	**10,62,000**	**-**	**1,51,88,003**	**1,38,27,134**	**5,53,178**	**-**	**1,43,80,312**	**8,07,691**	**2,98,869**
C Assets under Work in Progress / Development	**16,52,000**	**-**	**-**	**16,52,000**	**-**	**-**	**-**	**-**	**16,52,000**	**16,52,000**
Total	**6,79,41,448**	**12,94,422**	**-**	**6,92,35,870**	**4,28,17,126**	**38,44,447**	**-**	**4,66,61,573**	**2,25,74,297**	**2,51,24,322**
Previous period	6,44,94,624	34,46,825	-	6,79,41,449	3,69,41,801	58,75,325	-	4,28,17,126	2,51,24,323	

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the period ended March 31, 2021

Amount in Rs.

Note No	Particulars	For the period ended on March 31, 2021	For the year ended on March 31, 2020
10	**ACADEMIC RECEIPTS**		
	Student Training Fees	4,89,75,387	3,21,99,213
	Examination fees	89,400	43,000
		4,90,64,787	**3,22,42,213**
11	**INCOME FROM INVESTMENTS**		
	Interest on GSFS ICD	23,99,702	22,53,159
		23,99,702	**22,53,159**
12	**INTEREST EARNED**		
	Interest on Fixed Deposit	9,88,912	11,00,716
	Interest Income Others	5,40,15,733	10,39,720
		5,50,04,645	**21,40,436**
13	**Other Income**		
	Other Income	31,08,279	25,00,000
	Sundry Balances Written Back	5,72,435	3,62,865
	Excess Provision for Doubtful Debt written back	55,24,830	-
		92,05,544	**28,62,865**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the period ended March 31, 2021

Amount in Rs.

Note No	Particulars	For the period ended on March 31, 2021	For the year ended on March 31, 2020
14	**STAFF PAYMENTS & BENEFITS**		
	Salaries, Wages and Bonus	9,86,62,112	8,57,86,486
	Contribution to Provident and Other Funds	42,66,827	42,66,853
	Gratuity	19,22,797	9,50,961
	Leave Encashment	18,76,229	15,09,084
	Staff Welfare	7,79,474	13,38,018
	Total	**10,75,07,439**	**9,38,51,402**
15	**TRAINING EXPENSES**		
	Stipend to Trainees (NETAP)	4,56,21,40,673	6,65,30,62,184
	Insurance	2,28,49,027	2,17,19,708
	Training Expenses (ELS Business)	13,06,96,391	15,52,17,624
	Fees & Certification Charges	2,11,64,412	1,76,56,816
	Campus Expenses	1,90,004	8,28,429
	Total	**4,73,70,40,507**	**6,84,84,84,761**
16	**ADMINISTRATIVE AND GENERAL EXPENSES**		
	Infrastructure		
	Electricity & Power	4,26,417	8,00,000
	Rent, rates & taxes	2,40,18,537	55,82,149
	Communication		
	Postage & Courier	11,678	65,050
	Telephone, Fax & Internet charges	6,34,031	5,52,692
	Others		
	Printing & Stationary	1,54,903	9,33,527
	Travelling & Conveyance	20,98,108	1,06,60,986
	Audit Fees	6,08,000	4,71,102
	Professional charges	16,81,06,033	25,61,61,783
	Advertisement & Publicity	11,35,170	32,43,212
	Office Maintenance	83,062	43,066
	Housekeeping charges	14,66,665	17,27,878
	Office Expenses	10,162	98,391
	Security Charges	7,42,931	7,05,645
	Total	**19,94,95,697**	**28,10,45,481**
17	**REPAIRS AND MAINTENANCE**		
	Building	-	92,950
	Office Equipment	69,992	3,78,186
	Computers	42,756	2,42,768
	Others	5,84,426	11,84,395
	Total	**6,97,174**	**18,98,299**
18	**FINANCE COST**		
	Interest on Loan Fund	5,31,47,428	5,33,45,320
	Bank Charges	22,38,693	7,13,310
	Total	**5,53,86,121**	**5,40,58,630**
19	**OTHER EXPENSES**		
	Provision for Doubtful Debts	-	83,21,567
	Bad debts Written off	76,70,348	59,99,476
	Total	**76,70,348**	**1,43,21,043**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the period ended March 31, 2021

20 RELATED PARTY DISCLOSURE

(a) Related parties where control exists:

Nature of Relationship	Name of the Party
Sponsoring Body	TeamLease Education Foundation
Holding Company of Sponsoring Body	TeamLease Services Limited

(b) **Other Related Parties:**

Subsidiaries of Ultimate holding company	Teamlease Digital Private Limited Teamlease E-hire Private Limited TeamLease EdTech Limited (formerly Schoolguru Eduserve Private Limited)
Key Management personnel	Manish Sabharwal Ashok Kumar Nedurumalli Dr. Avani Umatt - Provost Dr. Anupam Mitra - Registrar Neeti Sharma - Co-Founder & President

(c) **Details of Transaction:**

Particulars	As at March 31, 2021	As at March 31, 2020
Advances (Given)		
TeamLease Education Foundation	3,00,00,000	-
Loan (Availed)		
TeamLease Education Foundation	5,00,00,000	44,00,00,000
Loan (Repaid)		
TeamLease Services Limited		
TeamLease Education Foundation	57,75,00,000	47,05,00,000
Rendering of Service		
TeamLease Services Limited	1,74,26,486	4,11,25,529
Interest on Loan		
TeamLease Education Foundation	4,00,86,051	4,86,69,590
Remuneration Paid		
Ashok Kumar (exited on 16-Oct-2019)	-	15,28,327
Dr. Avani Umatt - Provost	10,88,352	11,71,624
Dr. Anupam Mitra - Registrar	14,50,005	15,98,040
Professional charges		
TeamLease Services Limited	14,49,70,873	24,60,33,700
TeamLease EdTech Limited	1,25,11,172	-
(formerly Schoolguru Eduserve Private Limited)		
Training Expenses		
TeamLease Services Limited	2,95,31,418	4,43,13,013
Teamlease Digital Private Limited	12,61,385	-
TeamLease EdTech Limited (formerly Schoolguru Eduserve Private Limited)	2,09,42,809	1,03,01,204
Software Subscription and Development		
Teamlease E-hire Private Limited	20,58,950	1,54,830
CWIP - Software Development		
Teamlease E-hire Private Limited	-	14,00,000
Outstanding as at Year-end		
Loans & Advances		
TeamLease Education Foundation	**3,00,00,000**	-
Loan Funds		
TeamLease Education Foundation	-	**49,75,00,000**
Trade Receivables		
TeamLease Services Limited	**33,12,161**	**50,54,177**
Trade Payables		
TeamLease Services Limited	**24,20,49,013**	**32,60,56,529**
TeamLease EdTech Limited	**2,36,31,133**	**23,39,461**
Teamlease E-hire Private Limited	-	**98,277**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2021

21 Employee Benefits:

A Defined Benefit Plan:

The following tables summarize the components of the net employee benefit expenses recognised in the Income & Expenditure Account, the fund status and the amount recognised in the Balance Sheet for the Gratuity and Leave Encashment.

	Particulars	Gratuity	Gratuity	Leave Encashment	Leave Encashment
		March 31, 2021	March 31, 2020	**March 31, 2021**	March 31, 2020
I	Assumptions				
	Discount Rate	5.18% p.a.	5.45% p.a.	5.18% p.a.	5.45% p.a.
	Expected Return On Plan Assets	N/A	N/A	N/A	N/A
	Mortality	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate	Indian Assured Lives Mortality (2012-14) Ultimate
	Future Salary Increases	5% p.a.	5% p.a.	5% p.a.	5% p.a.
	Attrition	26% p.a	26% p.a	26% p.a	26% p.a
	Retirement	60 yrs.	60 yrs.	60 yrs.	60 yrs.
II	Change in Present Value Benefit Obligation:				
	Present Value Of obligation at the beginning of the year	30,57,607	21,06,646	36,20,887	36,23,381
	Interest Cost	1,57,275	1,14,812	1,65,631	1,61,785
	Current Service Cost	8,22,647	6,64,456	6,03,471	4,77,456
	Benefits Paid	(42,805)	-	(8,46,736)	(13,09,705)
	Actuarial (gain) / loss on Obligation	9,42,875	1,71,693	9,90,493	6,67,970
	Present Value Of obligation at the end of the year	49,37,599	30,57,607	45,33,746	36,20,887
III	Change in Fair Value Plan Assets:				
	Fair value of plan Assets at the beginning of the year	-	-	-	-
	Contributions to Fund	42,805	-	8,46,736	13,09,705
	Benefits Paid	(42,805)	-	(8,46,736)	(13,09,705)
	Fair value of plan Assets at the end of the year	-	-	-	-
IV	Actuarial (gain) / loss recognized	9,42,875	1,71,693	9,90,493	6,67,970
V	Balance Sheet Recognition				
	Present Value Of Obligation	49,37,599	30,57,607	45,33,746	36,20,887
	Fair value of plan Assets	-	-	-	-
	Liability (asset) recognised in the Balance Sheet	49,37,599	30,57,607	45,33,746	36,20,887
VI	Expenses Recognition				
	Current Service Cost	8,22,647	6,64,456	6,03,471	4,77,456
	Interest Cost	1,57,275	1,14,812	1,65,631	1,61,785
	Net Actuarial (gain) loss recognised in the year	9,42,875	1,71,693	9,90,493	6,67,970
	Expenses Recognised in the Income & Expenditure Account	19,22,797	9,50,961	17,59,595	13,07,211
VII					
	Movements in the liability recognised in Balance Sheet				
	Opening net Liability	30,57,607	21,06,646	36,20,887	36,23,381
	Current Year Liability	19,22,797	9,50,961	17,59,595	13,07,211
	Contribution	(42,805)	-	(8,46,736)	(13,09,705)
	Closing Net Liability	49,37,599	30,57,607	45,33,746	36,20,887

B During the year, the Company has recognised the following defined Contribution in Income & Expenditure Account:

Amount in Rs.

Particulars	For the year ended on March 31, 2021	For the year ended on March 31, 2020
Employers contribution to Provident Fund	39,66,210	39,70,391
Employees State Insurance Corporation	53,848	35,614
Provident Fund Administrative charges	2,46,769	2,60,848
Total	**42,66,827**	**42,66,853**

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

TeamLease Skills University

TEAMLEASE SKILLS UNIVERSITY

Notes forming part of financial Statement for the year ended March 31, 2021

22 In respect of Endowment Fund of University:

TeamLease Skills University (TLSU) is required to deposit Rs. 3.00 crores with Gujarat State Financial Services Limited (GSFS) towards Endowment Fund in terms of Letter of Intent no. GPU/2011/126/Kh-1 dated 07.02.2012 issued under section 9 of Gujarat Private Universities Act, 2009. As specified in section 36 of the Gujarat Private Universities Act, 2009, the Endowment Fund is non-transferrable and the said fund will remain with GSFS till the university survives as well as the Interest received on Endowment Fund will be utilized for the development of infrastructure of the University.

23 In terms of LOI dated 7th February, 2012, the financing of the University is the responsibility of the sponsoring body. Accordingly, the sponsoring body and the ultimate holding company of the sponsoring body continue to provide financial support as and when required by the University to fund deficit, if any.

24 The University had made an application for registration under section 12AA of Income Tax Act, 1961 on 22/07/2015. The University has been granted approval under Section 10 (23C) (vi) of Income Tax Act, 1961 read with Rule No. 2CA of IT Rules, 1962 vide letter no. CIT(E)/ABD/HQ/10(23C)(vi)/TLSU/5/2017-18 dated 29th November, 2017. Further, to renew the registration under Income Tax Act, 1961, the University has made an application for renewal under section 12AB of the Income Tax Act, 1961 on 16/08/2021 for the financial year 2020-21 and afterwards which is under process of approval. However, the University has not applied for the renewal under section 10 (23C) (vi) of the Income Tax Act, 1961.

25 In view of the exemptions available to the University under the Income Tax Act, 1961, no provision for Income Tax is made in the accounts.

26 These financial statements have been prepared in the format suggested by the Central Higher Educational Institution, issued by Ministry of Human Resource and Development, Government of India.

27 The University has given Bank Guarantees worth Rs. 52,97,067/- backed up by FD with HDFC. Details of Bank Guarantees are as under:

Name of the Party for BG	Amount of BG in Rs.	Nature of service
Tata Capital Financial Services **	27,97,067	Towards purchase of Hardware units on Lease basis
Hindustan Zinc Limited	25,00,000	Towards CSR Contract
Total	**52,97,067**	

** This contingent liability is also backed up by Corporate Guarantee from Team Lease Services Limited.

28 The University has given an advance of Rs. 3,00,00,000/- to the TLEF for the purpose of sales, marketing, and promotion projects to be made specifically for the benefits of the University in terms of decision taken in the meeting of Governing Body held on March 19, 2021.

29 The University has considered the possible effects that may result from the pandemic relating to COVID-19 on the carrying amounts of receivables, unbilled revenues and investments. In developing the assumptions relating to the possible future uncertainties in the global economic conditions because of this pandemic, the University, as at the date of approval of these financial statements has used internal and external sources of information including credit reports and related information and economic forecasts. Basis such evaluation, the management does not expect any adverse impact on its future cash flows and shall be able to continue as a going concern and meet its obligations as and when they fall due. The impact of COVID-19 on the University's financial statements may differ from that estimated as at the date of approval of these financial statements. The University will continue to monitor future economic conditions for any significant change.

30 Previous year figures have been regrouped, re-arranged and reclassified wherever necessary to conform to the Current Year's Classification.

Signatures to Note Number 1 to 30 forming part of Financial Statements

For Manubhai & Shah LLP
Chartered Accountants
Registration No. 106041W/W100136

(J. D. Shah)
Partner
Membership Number: 100116

Place : Ahmedabad
Date : September 27, 2021

MANUBHAI & SHAH LLP CHARTERED ACCOUNTANTS

For and on behalf of the Governing Board

Dr. Avani Umatt
Provost

Neeti Sharma
Co-Founder & President

Kunal Tharad
Chief Finance & Accounts Officer

Place : Vadodara
Date : September 23, 2021

TeamLease Skills University

Annexure –10.4

University's 'unit cost' of education

Head	Expenditure	Students	Cost
Expenditure Excluding Salaries	2,33,00,000	266	87594
Expenditure Excluding Salaries/Interest/Depreciation	1,14,00,000	266	42857

Appendix-XVII

Information about the Composition of the statutory bodies of the University

Composition of the Governing body

Sr.No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
1	Chairperson	Mr Manish Sabharwal	President, TLSU	President, TLSU	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	March,2021
2	Member	Dr Avani Umatt	Provost, TLSU	Provost, TLSU	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	
3	Member	Mr Ashok Reddy	4 Persons to be nominated by the Sponsoring Body out of whom two shall be eminent educationists	Managing Director & Cofounder,TeamLease Services Limited.	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	
4	Member	Ms Ramani Dathi		Director, TLEF Vice President,TLSU		
5	Member	Ms Neeti Sharma		Principal Sceratary, Department of Labour and Employment	Gandhinagar	
6	Member	Secretary Department of Labour and Employment				
7	Member	Dr Avani Umatt	2 Deans or Directors of the Constituent	Dean,TLSU	TeamLease Skills University	

Sr.No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
			Schools or Centres of the University, nominated by the Provost		ITC Building, ITI Campus, Tarsali	
8	Member	Vacant				
9	Member	Dr Nilanjana Badhuri	1 expert from Management or Information Technology from outside the University nominated by the GB	Director L&D , Harman	Bangalore, Karnataka	
10	Member	Mr Ramakrishna Rao	3 Experts representing other disciplines such as Finance, Legal and Social Sector, nominated by GB Social Sector	Head of L&D , PAGE	Bangalore, Karnataka	
11	Member	Mr Surajit Roy		Apprenci	Sector E1 DDA FLATS Vasant Kunj (Tower C4 Flat 71) new delhi 110070	
12	Member	Dr Subroto Das		CEO, Lifeline Foundation	Vadodara, Gujarat	
13	Member	Mr Balasubramanian V	1 eminent Industrialist to be nominated by the GB	CEO, FSS CashTech.	Bangalotre	
14	Member	Representative from GOG	Secretary to the Government of Gujarat, Higher and Technical Education or his representative not below the rank	Secretary, Government of Gujarat, Higher and Technical Education	Gandinagar	

Sr.No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
			of Deputy Secretary to the Government or Deputy Commissioner			
15		Prof. H C Trivedi	Registrar, TLSU	Registrar	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	

Composition of the Board of Management

Sr. No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
1	Chairperson	Mr. Manish Sabharwal	President, TLSU	President, TLSU	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	September, 2021
2	Member	Dr Avani Umatt	Provost, TLSU	Provost, TLSU	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	
3	Member	Mr. Ashok Reddy	2 Members of the Governing body to be nominated by the sponsoring body	Managing Director & Cofounder,TeamLease Services Limited.	6th Floor, BMTC Commercial Complex, 80 Feet Road, Koramangala Bangalore 560095	
4	Member	Ms Neeti Sharma		Vice President,TLSU		
5	Member	Mr. Sumit Kumar	2 persons who are not the members of the GB to be nominated by the sponsoring body	Vice President,NETAP, Teamlease Skills Limited	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	
6	Member	Mr Shantanu Rooj			TeamLease Skills University	
7	Member	Dr. Ashutosh Sandhe		Professor,TLSU		

Sr. No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
8	Member	Dr. Nandita Acharya	3 persons from among the faculty members to be nominated by the sponsoring body	Assistant Professor,TLSU	ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	
9	Member	Dishank Upadhyay		Assistant Professor,TLSU		
10	Member	Mr. Prashant Parmar	1 Faculty member to be nominated by the President	Assistant Professor,TLSU		
11	Member Secretary	Prof. H C Trivedi	Registrar, TLSU			

Composition of the Academic Council

Sr. No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
1	Chairperson	Dr. Avani Umatt	Provost, TLSU	Provost, TLSU	TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	April,21
2	Member	Dr. Avani Umatt	All Deans of the University	Dean,TLSU		
3	Member	Mr. Udayan Trivedi	4 persons from among the teaching staff other than the Dean to be nominated by Provost	Assistant Professor,TLSU		
4	Member	Dr Kuldipsinh Jadeja		Assistant Professor,TLSU		
5	Member	Ms Shimi Biju		Assistant Professor,TLSU		
6	Member	Vacant				
7	Member	Dr Nitin Bhate	2 Eminent Educationalists from outside the University to be nominated by President	Associate Professor	The Maharaja Sayajirao University of Baroda	
8	Member	Dr Nandini Kannan		Associate Professor		
9	Member	Mr Kashyap Shah	2 person from industry to be nominated by Provost	Industrialist		
10	Member	Vacant				

Sr. No.	Post	Name	Designation	Profession	Full Postal Address	Date of Constitution
11	Member Secretary	Prof.H.C.Trivedi	Registrar		TeamLease Skills University ITC Building, ITI Campus, Tarsali Vadodara – 390 009.	

Composition of the Finance Committee

Sr. No.	Post	Name	Designation	No of persons	Status
1	Chairperson	Mr. Manish Sabharwal	President	1	Ex-officio
2	Member	Ms. Avani Umatt	Provost	1	Ex-officio
3	Member	Dr.Anupam Mitra	1 Dean/Professor nominated by the President	1	Nominee
4	Member	Ms.Neeti Sharma	1 Person nominated by the Board of Management	1	Nominee
5	Member	Dr.Anupam Mitra	Registrar	1	Ex-officio
6	Member Secretary	Mr. Sushobhan Baral	The Chief Finance & Accounts officer	1	Ex-officio

Composition of the Board of Studies

Department of Commerce and Management

Sr. No.	Post	Name	No of persons	Status
1	Chairman	Dr.Avani Umatt	1	Ex-officio
2	Convenor	Dr.Ashutosh Sandhe	1	Ex-officio
3	Faculty Member (Any two)	Dr. Ritesh Amarsela	2	Members
		Dr.Chetna Vyas		
4	Expert (Academician)	Dr. Amit Pandya	1	Member
5	Expert (Industry)	Mr. Sharadh Unnithan	1	Member
6	Special Invitees (Any two)	Ms.Shimi Biju	2	Members
		Mr.Dishank Upadhyay		

Department of Mechatronics

Sr No	Post	Name	No of persons	Status
1	Chairman	Dr.Avani Umatt	1	Ex-officio
2	Convenor	Mr Dishank Upadhyay	1	Ex-officio
3	Faculty Member (Any two)	Mr Prashant Parmar Mr Udayan Trivedi	2	Members
4	Expert (Academician)	Dr. Sanket Bhavsar	1	Member
5	Expert (Industry)	Mr.Mohan Tilwalli	1	Member
6	Special Invitees (Any two)	Dr. Nandita Acharya Dr.Ashutosh Sandhe	2	Members

Department of Hospitality and Tourism

Sr No	Post	Name	No of persons	Status
1	Chairman	Dr.Avani Umatt	1	Ex-officio
2	Convenor	Mr.Amar Deshpande	1	Ex-officio
3	Faculty Member (Any two)	Ms. Bharti Sharma	2	Members
		Chef Doron Pawar		
4	Expert (Academician)	Dr. Paresh Gajjar	1	Member
5	Expert (Industry)	Mr. Sanjay Zalate	1	Member
6	Special Invitees (Any two)	Ms. Revika Kothari	2	Members
		Dr.Jaydeep Mehta		

Department of Information Technology

Sr No	Post	Name	No of persons	Status
1	Chairman	Dr. Avani Umatt	1	Ex-officio
2	Convenor	Ms. Shimi Biju	1	Ex-officio
3	Faculty Member (Any two)	Mr. Jayendra Goswami Ms. Revika Kothari	2	Members
4	Expert (Academician)	Dr. Anjali Jivani	1	Member
5	Expert (Industry)	Dr. Vithal Kamat	1	Member
6	Special Invitees (Any two)	Dr.Anupam Mitra Mr.Dishank Upadhyay Mr.Vimal Kumar	3	Members

Department of Health, Life and Applied Sciences

Sr No	Post	Name	No of persons	Status
1	Chairman	Dr.Avani Umatt	1	Ex-officio
2	Convenor	Dr.Avani Umatt	1	Ex-officio
3	Faculty Member (Any two)	Ms Jugal Desai	2	Members
		Vacant		
4	Expert (Academician)	Dr. Margeyi Mehta	1	Member
5	Expert (Industry)	Dr.Vijal kaka	1	Member
6	Special Invitees (Any two)	Mr Dishank Upadhyay	2	Members
		Ms. Revika Kothari		

Department of Life Skills

Sr No	Post	Name	No of persons	Status
1	Chairman	Dr.Avani Umatt	1	Ex-officio
2	Convenor	Dr.Priyanka Behrani	1	Ex-officio
3	Faculty Member (Any two)	Dr.Kuldipsinh Jadeja	2	Members
		Vacant		
4	Expert (Academician)	Dr.Charul Singhal	1	Member
5	Expert (Industry)	Ms.Kapana Motanpara	1	Member
6	Special Invitees (Any two)	Mr.Vimal Kumar	2	Members
		Dr.Anupam Mitra		

TeamLease Skills University
VADODARA – 390 009

Annexure - 11.2

Dates of the meetings (Recent two meetings)

Governing Body meeting	Board of Management	Finance Committee	Academic Council
19-03-2021	14-09-2021	13-01-2021	30-04-2021
29-01-2021	09-03-2021	13-09-2020	12-10-2020

Dates of Board of Studies department wise (Recent two meetings)

Department of Commerce and Management	Department of Health, Life and Applied Sciences	Department of Hospitality and Tourism	Department of Information Technology	Department of Mechatronics	Department of Life Skills
21/4/2021	15/9/2020	1/9/2020	8/2/2021	1/7/2020	15/12/2020
26/7/2018	9/7/2018	10/9/2020	4/10/2021	31/7/2019	18/7/2019

Minutes of the 14th Meeting of the Governing Body of TeamLease Skills University

The 14th Meeting of the Governing Body (GB) of TeamLease Skills University (TLSU) was held on 19th March , 2021 at 02:00 p.m. The following members were present :

(1)	Mr. Manish Sabharwal	-	Chairman
(2)	Mr. Ashok Reddy	-	Member
(3)	Mr. Ravi Vishwanath	-	Member
(4)	Ms. Neeti Sharma	-	Member
(5)	Dr. Avani Umatt	-	Member
(6)	Dr. Nilanjana Bhaduri	-	Member
(7)	Mr. Surojit Roy	-	Member
(8)	Dr. Anupam Mitra	-	Member-Secretary

Special Invitees:

(1) Mr. Sumit Kumar, Vice President, NETAP, TLSU

(2) Ms. Alaka Chanda, Company Secretary and Compliance Officer- TeamLease Services Limited

The proceedings of the meeting have been presented below.

Item No. 1: To ascertain the Quorum and grant leave of absence

The following members could not attend the meeting :

1) The Joint Secretary, Dept. of Higher Education and
2) The Additional Chief Secretary, Labour & Employment Dept.
3) Dr. Subroto Das, Padma Shri Awardee, Member
4) Mr. Ramakrishna Rao, Head, L& D, Jockey Intl , Member
5) Mr. Shantanu Rooj, Founder & CEO, Schoolguru Eduserve. Invitee
6) Mr. Sushobhan Baral, Chief Finance & Accounts Officer, TLSU.
7) Mr. V Balasubramanian- GB Member, TLSU

GB members noted the same.

Item No. 2: **To take on records the Minutes of the previous Governing Body meeting held on January 29, 2021**

The Minutes of the 13th Governing Body Meeting held on January 29, 2021 were presented to the member for approval.

The item placed before the Governing Body was confirmed.

Item No. 3: **To take note of Action Taken Report that arose out of the previous meeting held on January 29, 2021**

Since there were no action items the members were requested to make a note of the same.

The item placed before the Governing Body was approved.

Item No 4: **To Register TLSU for undertaking CSR Activities**

It was proposed to apply to register TeamLease Skills University for undertaking CSR activities. The below mentioned persons are the authorized representatives and signatories of TeamLease Skills University (TLSU) for the process of registration of TLSU for undertaking CSR activities :

Name of the Person	Designation
Ms Neeti Sharma	Authorized Representative / Signatory
Mr. Ashok Reddy	Authorized Representative / Signatory
Mr. Sushobhan Baral	Authorized Representative / Signatory
Mr. Manish Sabharwal	Authorized Representative / Signatory
Ms Avani Umatt	Authorized Representative / Signatory

It was also proposed that Mr. Ashok Reddy will be the authorized for and on behalf of TeamLease Skills University to sign e-form on MCA portal.

The item placed before the Governing Body was approved.

Item No.5 : Prepayment of Rs 3 Crores to TeamLease Education Foundation

Resolved that the prepayment of Rs 3 Crores may be made to TeamLease Education Foundation on such conditions as may be decided from time to time as an advance for sales, marketing and promotion projects to be made specifically for the benefit of TeamLease Skills University.

It is further resolved that Ms.Neeti Sharma be and are hereby severally authorised to take such steps as may be necessary for obtaining approvals, contractual or otherwise in relation to the above and to settle all methods arising out of and incidental thereto and sign and execute all deeds, applications, documents and writings that may be required, on behalf of TLSU and generally to do all acts, deeds and things that may be necessary, proper expedient or incidental for the purpose of giving effect to this resolution

Item No.6 : Any other Item by the permission of the Chair

Nothing was proposed with the permission of the chairperson.

The meeting ended at 04.00 PM with a vote of thanks.

(Chairman)

Minutes of the 13th Meeting of the Governing Body of TeamLease Skills University

The 13th Meeting of the Governing Body (GB) of TeamLease Skills University (TLSU) was held on 29th January , 2021 at 02:30 p.m. The following members were present :

(1)	Mr. Manish Sabharwal	-	Chairman
(2)	Mr. Ashok Reddy	-	Member
(3)	Mr. Ravi Vishwanath	-	Member
(4)	Ms. Neeti Sharma	-	Member
(5)	Dr. Avani Umatt	-	Member
(6)	Dr. Nilanjana Bhaduri	-	Member
(7)	Mr. Surojit Roy	-	Member
(8)	Dr. Anupam Mitra	-	Member-Secretary

Special Invitees:

(1) Mr. Sumit Kumar, Vice President, NETAP, TLSU

(2) Ms. Alaka Chanda, Company Secretary and Compliance Officer- TeamLease Services Limited

The proceedings of the meeting have been presented below.

Item No. 1: To ascertain the Quorum and grant leave of absence

The following members could not attend the meeting :

1) The Joint Secretary, Dept. of Higher Education and
2) The Additional Chief Secretary, Labour & Employment Dept.
3) Dr. Subroto Das, Padma Shri Awardee, Member
4) Mr. Ramakrishna Rao, Head, L& D, Jockey Intl , Member
5) Mr. Shantanu Rooj, Founder & CEO, Schoolguru Eduserve. Invitee
6) Mr. Sushobhan Baral, Chief Finance & Accounts Officer, TLSU.
7) Mr. V Balasubramanian- GB Member, TLSU

GB members noted the same.

Item No. 2: To take on records the Minutes of the previous Governing Body meeting held on November 27, 2020

The Minutes of the 12th Governing Body Meeting held on November 27, 2020 were presented to the member for approval.

The item placed before the Governing Body was confirmed.

Item No. 3: To take note of Action Taken Report that arose out of the previous meeting held on November 27, 2020

Since there were no action items the members were requested to make a note of the same.

The item placed before the Governing Body was approved.

Item No 4: To Close Current Bank Account

It was proposed to close the HDFC Current bank account pertaining to Current Account bearing number **50200013670813** in the name of TeamLease Skills University maintained with the HDFC Bank Ltd, no 8/24 Salco Centre, Richmond road Bengaluru 560025 Richmond Branch.

The item placed before the Governing Body was approved.

Item No.5 : Any other Item by the permission of the Chair

Nothing was proposed with the permission of the chairperson.

The meeting ended at 04.00 PM with a vote of thanks.

(Chairman)

Minutes of the 20th Meeting of the Board of Management of Team Lease Skills University

The 20th Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) washeld on 14th Sep 2021 at 10 am.

The following members were present.

(1) Mr. Manish Sabharwal, President - Chairperson
(2) Dr. Avani Umatt, Provost - Member
(3) Mr. Ashok Reddy - Member
(4) Ms. Neeti Sharma - Member
(5) Dr. Ashutosh Sandhe - Member
(6) Mr. Prashant Parmar, HOD, Mechatronics - Member
(7) Prof. (Dr). Harikrishna Chandulal Trivedi, I/C Registrar - Member-Secretary

Special Invitees:

(1) Ms. Ramani Datti, Chief Finance and Accounts Officer

<table>
<tr><th>Item No</th><th>Item Description</th></tr>
<tr><td>1</td><td>Confirmation of the Minutes of the 19th Meeting of Board of Management
The Minutes of the 19th meeting of BoM held on 9th March 2021 circulated to its members(vide Annexure-1) were presented to the members for confirmation.
The item placed before the BoM was confirmed.</td></tr>
<tr><td>2</td><td>Action Taken Report on the decisions made during the 19th Meeting of BoM
There was no action taken items.</td></tr>
<tr><td>3</td><td>Report on the appointment of Faculty Members
The following appointments were approved
<table>
<tr><th>Sr.No.</th><th>Name</th><th>Designation</th></tr>
<tr><td>1</td><td>Dr. Nandita Acharya</td><td>Assistant Professor</td></tr>
<tr><td>2</td><td>Mr. Amar Ram Deshpande</td><td>Assistant Professor</td></tr>
<tr><td>3</td><td>Mr.Kartik Mishra</td><td>Senior Manager</td></tr>
<tr><td>4</td><td>Prof.Harikrishna ChandulalTrivedi</td><td>Executive Administrative Officer & I/C Registrar</td></tr>
<tr><td>5</td><td>Dr.Ageetha Vanaamudan</td><td>Deputy Registrar</td></tr>
<tr><td>6</td><td>Dr.Navtej Prahladbhai Bhatt</td><td>Assistant Professor</td></tr>
<tr><td>7</td><td>Ms.Kruti Akshay Shah</td><td>Academic Associate</td></tr>
<tr><td>8</td><td>Mr.Shah Jignesh Balkrishna</td><td>Academic Associate</td></tr>
</table></td></tr>
</table>

<table>
<tr><td>4</td><td>Report on Resignations

The Resignations of teaching and Nonteaching staff members are placed before BoM and approved.
<table>
<tr><th>Sr.No.</th><th>Name</th><th>Designation</th></tr>
<tr><td>1</td><td>Dr.Anupam Mitra</td><td>Professor</td></tr>
<tr><td>2</td><td>Dr.Manoj Sharma</td><td>Associate Professor</td></tr>
<tr><td>3</td><td>Mr.Ravindrakumar Babubhai Prajapati</td><td>Assistant Registrar</td></tr>
</table></td></tr>
<tr><td>5</td><td>Minutes of 18th meeting of Finance Committee of TLSU
The Minutes of the 18th meeting of Finance Committee of TLSU held on 7th June 2021 was placed before the BoM and approved.</td></tr>
<tr><td>6</td><td>Minutes of 8th meeting of Academic Council of TLSU
The Minutes of the 8th meeting of Academic Council of TLSU held on 30th April 21was placed before the BoM and approved.</td></tr>
<tr><td>7</td><td>Student intake for various Programs for the Academic year 2021-22
The item placed before the BoM was approved.</td></tr>
<tr><td>8</td><td>Fee Structure for various Programs for the Academic year 2021-22
The item placed before the BoM was approved.</td></tr>
<tr><td>9</td><td>Fees for certificate documents pertaining to Exam section
The item placed before the BoM was approved.</td></tr>
<tr><td>10</td><td>Scholarship Scheme for TLSU Admissions 2021-22 Session
The item placed before the BoM was approved.</td></tr>
<tr><td></td><td>The meeting ended with vote of thanks to the chair</td></tr>
</table>

Minutes of the 19th Meeting of the Board of Management ofTeamLease Skills University

The 19th Meeting of the Board of Management (**BoM**) of TeamLease Skills University (TLSU) was held on 9th Mar 2021 at 10 am.

The following members were present.

(1) Mr. Manish Sabharwal, President - Chairperson
(2) Dr.Avani Umatt, Provost - Member
(3) Mr. Ashok Reddy - Member
(4) Ms. Neeti Sharma - Member
(5) Dr. Anupam Mitra - Member
(6) Mr. Prashant Parmar, HOD, Mechatronics - Member
(7) Mr. Sandeep Singh Chib, Registrar - Member-Secretary

Special Invitees:

(1) Mr. Sushobhan Baral, Chief Finance and Accounts Officer

<table>
<tr><th>Item</th><th>Item Description</th></tr>
<tr><td>1</td><td>Confirmation of the Minutes of the 18th Meeting of Board of Management
The Minutes of the 18th meeting of BoM held on16 th Dec 2020 circulated to its members(vide Annexure-1) were presented to the members for confirmation.
The item placed before the BoM was confirmed.</td></tr>
<tr><td>2</td><td>Action Taken Report on the decisions made during the 15th Meeting of BoM
Since, there were no action taken items, the members are requested to make a note of the same.</td></tr>
<tr><td>3</td><td>Report on the appointment of Faculty Members
The following appointment was approved
<table>
<tr><th>Sr.No.</th><th>Name</th><th>Designation</th></tr>
<tr><td>1</td><td>Mr. Daxesh Panchal</td><td>System Administrator</td></tr>
</table>
The item was placed before the BoM and confirmed.</td></tr>
</table>

<table>
<tr><td>4</td><td>Report on Resignations

The Resignations of teaching and Nonteaching staff members are placed before BoM and approved.
<table>
<tr><th>Sr.No.</th><th>Name</th><th>Designation
&
Department</th></tr>
<tr><td></td><td></td><td></td></tr>
</table>

The item was placed before the BoM and confirmed.</td></tr>
<tr><td>5</td><td>Minutes of 17th meeting of Finance Committee of TLSU
The 17th meeting of Finance Committee of TLSU was held on 13th Jan 2021 was noted and the minutes were approved.
The item was placed before the BoM and confirmed.</td></tr>
<tr><td>6</td><td>Student intake for various Programs for the Academic year 2021-22
The item placed before the BoM was approved.</td></tr>
<tr><td>7</td><td>Result analysis
The item placed before the BoM was noted.</td></tr>
<tr><td>8</td><td>Sector Skill Council
The item was placed before the BoM and confirmed.</td></tr>
<tr><td></td><td>The meeting ended with vote of thanks to the chair</td></tr>
</table>

Minutes of the 17th Meeting of the Finance Committee of TeamLease Skills University

The 17th Meeting of the Finance Committee (FC) of TeamLease Skills University (TLSU) was held on 13th January 2021 at 3:00 p.m.

The following members were present.

(1) Mr. Manish Sabharwal	-	Chairperson
(2) Mr. Avani Umatt	-	Member
(3) Mr. Ravi Vishwanath	-	Member
(4) Mr. Anupam Mitra	-	Member
(5) Mr. Sushobhan Baral	-	Member-Secretary

Special Invitees:

(1) Mr. Vikram Peter

(2) Mr. Rajeev Kumar K M

The details of the meeting deliberations are presented below:

Item No. 1 Loan from TeamLease Education Foundation (Sponsoring Body)

The loan taken by the University for its Operations on various dates during the financial year 2019-20, from the Sponsoring Body and also, loan repaid with interest particulars have been presented to the Finance Committee.

Finance Committee approved the item and recommended for placement of item before GB for its approval.

Item No. 2 Financials for the year ending March 2020

Financials for the year ending March 2020 is finalised and that needs to be adopted have been presented to Finance Committee.

The item placed before the FC was approved. A copy of the Balance Sheet and Income & Expenditure is enclosed as **Annexure-1**.

Item No. 4 Audit Fees

Audit Fees fixed at Rs.4.5 lakhs for the financial year 2019-20 considering the quantum of work involved was presented to the Finance Committee.

The item placed before the FC was approved.

Item No. 5 Extension of the Services of M/s. Manubhai & Shah LLP, Statutory Auditor

The proposal for the extension of the services of auditors further for a period of one year with revised audit fees of Rs. 6 lakhs for 2020-21 was presented to Finance Committee for its approval.

The item placed before the FC was approved.

The meeting ended with vote of thanks to the Chair.

(Chairperson)

TeamLease™
Skills University
Putting India to Work

ANNEXURE-1

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2020

(Amount in Rs.)

	Particulars	Notes	As at March 31, 2020	As at March 31, 2019
I.	**SOURCES OF FUNDS**			
A	Endowment Fund (Corpus)	2	3,00,00,000	3,00,00,000
B	General Fund	3	(27,17,59,808)	(25,55,84,069)
C	Loan Fund	4	64,98,40,245	52,80,00,000
D	Current Liabilities & Provisions	5	92,70,21,755	1,01,36,10,189
	Total		**1,33,51,02,192**	**1,31,60,26,120**
II.	**APPLICATION OF FUNDS**			
A	Fixed Assets	6		
	Tangible Assets		2,31,73,453	2,73,21,841
	Intangible Assets		2,98,869	96,461
	Assets under Work in Progress / Development		16,52,000	1,34,521
B	Investments from Endowment Funds	7	3,00,00,000	3,00,00,000
C	Current Assets	8	44,51,53,025	68,88,54,085
D	Loans, Advances & Deposits	9	83,48,24,845	56,96,19,212
	Total		**1,33,51,02,192**	**1,31,60,26,120**

TeamLease™
Skills University
Putting India to Work

TEAMLEASE SKILLS UNIVERSITY

Income and Expenditure Account for the year ended March 31, 2020

Amount in Rs.

	Particulars	Notes	For the year ended on March 31, 2020	For the year ended on March 31, 2019
A	**INCOME**			
	Academic Receipts	10	3,22,42,213	1,70,06,233
	Training Receipts (NETAP)		7,05,72,27,172	6,73,58,56,988
	Corporate Training Receipts (ELS Business)		18,66,33,357	9,18,17,018
	Income from Investments	11	22,53,159	28,35,173
	Interest Earned	12	21,40,436	64,60,006
	Other Income		28,62,865	-
	Total (A)		**7,28,33,59,202**	**6,85,39,75,418**
B	**EXPENDITURE**			
	Staff Payments & Benefits	13	9,38,51,402	7,40,80,386
	Training Expenses	14	6,84,84,84,761	6,44,40,87,415
	Administrative and General Expenses	15	28,10,45,481	28,80,17,251
	Repairs & Maintenance	16	18,98,299	9,53,646
	Finance Cost	17	5,40,58,630	4,14,07,435
	Depreciation & Amortisation	6	58,75,325	79,43,805
	Other Expenses	18	1,43,21,043	29,23,690
	Total (B)		**7,29,95,34,941**	**6,85,94,13,628**
C	**Deficit for the Year (A - B)**		**(1,61,75,739)**	**(54,38,210)**
D	**Balance of Deficit carried to General Fund**		**(1,61,75,739)**	**(54,38,210)**

Minutes of the 16th Meeting of the Finance Committee of TeamLease Skills University

The 16th Meeting of the Finance Committee (FC) of TeamLease Skills University (TLSU) was held on 13th October 2020 at 3:00 p.m.

The following members were present.

(1) Mr. Manish Sabharwal	-	Chairperson
(2) Mr. Avani Umatt		Member
(3) Mr. Ravi Viswanath		Member
(4) Mr. Anupam Mitra	-	Member
(5) Mr. Sushobhan Baral	-	Member-Secretary

Special Invitees:

(1) Mr. Vikram Peter

(2) Mr. Rajeev Kumar- K M

The details of the meeting deliberations are presented below:

Item No. 1 Loan from TeamLease Education Foundation

The resolutions of TLEF indicating that the funds granted to TeamLease Skills University have to be repaid with an interest of 9% per annum.

Finance Committee approved the item and recommended for placement of item before GB for its approval.

Item No. 2 Financials for the year ending March 2019

Draft copy of the financials for the financial year 2019-20 enclosed as **Annexure-1** was presented to members. The same will be signed by TLSU officials and submit to External Auditor for signature and further submission of IT returns.

The item is placed before the FC was approved.

2.1) **Provision for Doubtful Debts:** Additional provision for doubtful debts of Rs. 83,21,567/-, which are more than 180 days, towards NETAP & ELS Business for the Financial year 2019-20 TLSU was presented to member for approval.

2.2) During the Financial year 2019-20 TLSU has been written off Rs. 59,99,476/- worth bad debts for ELS division,

The items placed before the Finance Committee were approved.

ANNEXURE – 1

TEAMLEASE SKILLS UNIVERSITY
Balance Sheet as at March 31, 2020

(Amount in Rs.)

	Particulars	Notes	As at March 31, 2020	As at March 31, 2019
I.	**SOURCES OF FUNDS**			
A	Endowment Fund (Corpus)	2	3,00,00,000	3,00,00,000
B	General Fund	3	(27,42,59,808)	(25,55,84,069)
C	Loan Fund	4	64,98,40,245	52,80,00,000
D	Current Liabilities & Provisions	5	91,63,10,225	1,01,36,10,189
	Total		**1,32,18,90,662**	**1,31,60,26,120**
II.	**APPLICATION OF FUNDS**			
A	Fixed Assets	6		
	Tangible Assets		2,31,73,453	2,73,21,841
	Intangible Assets		2,98,869	96,461
	Assets under Work in Progress / Development		16,52,000	1,34,521
B	Investments from Endowment Funds	7	3,00,00,000	3,00,00,000
C	Current Assets	8	43,19,41,497	68,88,54,085
D	Loans, Advances & Deposits	9	83,48,24,844	56,96,19,212
	Total		**1,32,18,90,663**	**1,31,60,26,120**

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TeamLease™ Skills University
Putting India to Work

TEAMLEASE SKILLS UNIVERSITY

Income and Expenditure Account for the year ended March 31, 2020

Amount in Rs.

	Particulars	Notes	For the year ended on March 31, 2020	For the year ended on March 31, 2019
A	**INCOME**			
	Academic Receipts	10	3,22,42,213	1,70,06,233
	Training Receipts (NETAP)		7,05,72,27,172	6,73,58,56,988
	Corporate Training Receipts (ELS Business)		18,66,33,357	9,18,17,018
	Income from Investments	11	22,53,159	28,35,173
	Interest Earned	12	21,40,436	64,60,006
	Other Income		3,62,865	-
	Total (A)		**7,28,08,59,202**	**6,85,39,75,418**
B	**EXPENDITURE**			
	Staff Payments & Benefits (Establishment Expenses)	13	9,38,51,402	7,40,80,386
	Training Expenses	14	6,84,84,84,761	6,44,40,87,415
	Administrative and General Expenses	15	28,10,45,481	28,80,17,251
	Repairs & Maintenance	16	18,98,299	9,53,646
	Finance Cost	17	5,40,58,630	4,14,07,435
	Depreciation & Amortisation	6	58,75,325	79,43,805
	Other Expenses	18	1,43,21,043	29,23,690
	Total (B)		**7,29,95,34,941**	**6,85,94,13,628**
C	**Deficit for the Year (A - B)**		**(1,86,75,739)**	**(54,38,210)**
D	**Balance of Deficit carried to General Fund**		**(1,86,75,739)**	**(54,38,210)**

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Minutes of the 8th Meeting of the Academic Council of TeamLease Skills University

The 8th Meeting of the Academic Council (**AC**) of TeamLease Skills University (TLSU) was held on 30th April 21 at 10:30 a.m. in the Sabarmati Board Room at TLSU, Vadodara – 390 009.

Owing to the Pandemic Members were allowed to attend the meeting through Video Conferencing.

The following members were present.

(1)	Dr. Avani Umatt	-	Chairperson
(2)	Dr. Nitin Bhate	-	Member
(3)	Ms.Shimi Biju	-	Member
(4)	Mr. Prashant Parmar	-	Member
(5)	Mr.Amar Despande	-	Member
(6)	Mr. Dishank Upadhyay	-	Member
(7)	Dr. Anupam Mitra	-	Member-Secretary

Prof. (Dr.) Avani Umatt, Provost chaired the meeting. The details of the meeting deliberations are presented below:

Item No.	Item Description
1	**Confirmation of the Minutes of the 7th Meeting of Academic Council** The Minutes of the 8th meeting of the Academic Council held on ----- October 2020 were presented to members for confirmation. **The item placed before the AC was confirmed.** Vide **Appendix I,** the confirmed version of the Minutes of 8th meeting of AC is enclosed.
2	**Action Taken Report on the decisions made during the 7th Meeting of Academic Council** (a) Revision of Curriculum Content, Credits and Examination Scheme for B. Sc. HTM was presented and approved by BoS Members (b) Expansion of the OJT organizations for HT students to Hospitals and Health Care industry, Malls and Multiplexes, Retails Chains was discussed with BOS member and was approved (c) Introduction of DMLT (Work Related Learning) (WBL/WIL) programme (d) Introduction of Short-Term Certificate Course in Phlebotomy

	The items placed before the AC for information were noted.
3	**Report on the recommendation of the BOS of the Department of Life Skills** (a) Proposed syllabus of ECS level I, ECS level II and ECS level III (b) Introduction of Short-term programs (c) Proposed syllabus of Professional Certificate Course in Soft Skills. (d) proposed syllabus of Professional Skills for Hospitality (Level III) (Theory & Practical) Semester-VI including the objectives and learning out comes **The item placed before the AC was approved.**
4	**Report on the Recommendations of BOS of the Department of Information Technology** **(a)** Revision of the structure in Bachelor of Computer Applications (BCA) Programme (b) Revision of the Structure in B.Sc IT-Infrastructure Management Services Programme (c) Introduction of Work Based Learning and Work Integrated Learning programmes and new courses (d) Introduction of Bachelor of Computer Applications BCA (WIL/ WBL) programme **The item placed before the AC was approved.**
5	**Report on the recommendation of the BOS of the Department of Commerce and Management** **(a)** Introduction of Work Integrated Learning (WIL) under Centre for Industry Knowledge Partnership (CIKP) department (b) Renaming Bachelor of Business Operations (BBO) Programme as Bachelor of Management Studies (c) The minutes of the meeting along with recommendations of BOS is enclosed as Appendix-IV
6	**Any other items with the permission of the Chairperson**
	The meeting ended with vote of thanks to the Chair.

Chairperson

Minutes of the 7th Meeting of the Academic Council of TeamLease Skills University

The 7th Meeting of the Academic Council (AC) of TeamLease Skills University (TLSU) was held on 12th Oct 2020 at 10:30 a.m. in the Sabarmati Board Room at TLSU, Vadodara – 390 009.

Owing to the Pandemic Members were allowed to attend the meeting through Video Conferencing.

The following members were present.

(1)	Dr. Avani Umatt	-	Chairperson
(2)	Dr. Nitin Bhate	-	Member
(3)	Dr. Anupam Mitra	-	Member
(4)	Mr. Prashant Parmar	-	Member
(5)	Dr.Priyanka Behrani	-	Member
(6)	Mr. Dishank Upadhyay	-	Member
(7)	Dr. Anupam Mitra	-	Member-Secretary

Prof. (Dr.) Avani Umatt, Provost chaired the meeting. The details of the meeting deliberations are presented below:

Item No.	Item Description
1	**Confirmation of the Minutes of the 6th Meeting of Academic Council** The Minutes of the 6th meeting of the Academic Council held on 1st October 2018 were presented to members for confirmation. **The item placed before the AC was confirmed.** Vide **Appendix I,** the confirmed version of the Minutes of 6th meeting of AC is enclosed.
2	**Action Taken Report on the decisions made during the 6th Meeting of Academic Council** (a) Introduction of Short-Term Training Courses (online) (b) Approval of programme structure in these general education courses in DMLT programme

	(c) Approval of a 3 Credit theory course in Environmental Science to students of Semester II B.Sc. Mechatronics, Department of Mechatronics (d) Redefining Programme name from B.Sc. Applied Science (Mechatronics) to B.Sc. Mechatronics (e) Revision of Syllabus in B.Sc. Mechatronics (f) Introduction of Part Time B.Sc. Mechatronics programme, work-based learning B.Sc. Mechatronics programme, One year Diploma programme in Automotive Machinist, one year Diploma programme in Automotive Fitter, Introduction of various Short-term and Certificate Courses in Mechatronics were presented and approved by the members of BoS (g) The Recommendations of the Board of Studies of the Department of Health and Life Sciences held on 30/8/2019 online was presented to members for approval. **The items placed before the AC for information were noted.**
3	**Report on the recommendation of the BOS of the Department of Hospitality and Tourism Management** Revision of Curriculum Content, Credits and Examination Scheme for B. Sc. HTM Suggestions for the expansion of the OJT organizations for HT students to Hospitals and Health Care industry, Malls and Multiplexes, Retails Chains discussed with BOS member **The item placed before the AC was approved.**
4	**Report on the Recommendations of BOS of the Department of Health and Life Sciences** (a) Modification in Eligibility criteria for admission to DMLT programme (b) Revision of DMLT Programme (c) Introduction of DMLT (Work Related Learning) (WBL/WIL) programme (d) Programme Structure of DMLT WRL programme (e) Syllabus of DMLT WBL/WIL programme

	(f) Examination scheme of DMLT WBL/WIL programme (g) Introduction of Short Term Certificate Course in Phlebotomy (h) Proposal for programmes in Work Related Learning Model **The item placed before the AC was approved.**
	The meeting ended with vote of thanks to the Chair.

Chairperson

TeamLease Skills University

ITC Building, ITI Tarsali, Vadodara, Gujarat

Minutes of Board of Studies Meeting

Date: July 26, 2018 **Time**: 2:00 PM onwards

Called by: Department of Commerce & Management, TLSU

Attendees: Members of BOS & Invitees

The Board of Studies Meeting of the Department of Commerce and Management was held at 2:00 PM on 26th July, 2018 (Thursday) in the Board Room at TLSU, ITC Building, ITI Tarsali Campus, Tarsali, Vadodara – 390 009 to discuss issues as per the agenda sent to the members of the Board.

The meeting was convened by the convener Dr. Anupam Mitra (Head, Commerce & Management Department) and was conducted under the Chairmanship of the Dean Academics Dr. Avani Umatt.

The following members were present during the meeting-

1. Dr. Avani Umatt – Dean Academics and Chairman of Board of Studies.
2. Dr. D. K. Chellani – Professor, Maharaja Sayajirao University, Baroda
3. Mr. Shashikant Joshi – CII Member, Director, Elmex Electric Private Limited
4. Dr. Rahul Kanagat – HOD, Professor, Dept. of HTM, COE, TLSU.
5. Dr. Ashutosh Sandhe –Associate Professor, C & M Department, TLSU
6. Dr. Manoj Sharma - Assistant Professor, C & M Department, TLSU
7. Ms. Shivangi Shukla- Academic Associate, C& M Department, TLSU
8. Dr. Anupam Mitra – Head of C & M Department, TLSU and Convener of BoS.

The following were present as Invitee to the meeting-

1. Ms. Falguni Ranadive- HOD and Assistant Professor, Department of IT, TLSU
2. Ms. Hiral Macwan- HOD and Assistant Professor, Department of Life Skills, TLSU
3. Mr. Dishank Upadhyay- HOD and Academic Associate, Department of Mechatronics, TLSU
4. Mr. Kartik Mishra- Manager, Schoolguru

The meeting started with the permission of the chair and the following were discussed –

Item No. 1 Minutes of the 3rd Meeting of the BOS

The Minutes of last BOS meeting was presented for approval by Dr. Anupam Mitra. It was approved.

There was no action taken item based on the previous BOS meeting.

Item No. 2 Revised Syllabus for B.Com and BBA

Dr. Anupam Mitra presented the new program structure of B.Com & BBA programs which includes several skills based courses. The detailed syllabus of the courses were also presented.

Below given courses are newly proposed for approval.

For B.Com & BBA (Finance)

Sr No.	Semester-I	Semester-II	Semester-III	Semester- V	Semester-VI
1	Accounting Skills	Business Skills	Corporate Skills (B.Com) Operational Skills (BBA-Finance)	Finance & Taxation Skills	BFSI Skills
2			Spiritual Management		

Dr. Joshi suggested that after completion of a particular module, a certificate can be given to the students and on completion of all 6 modules, graduation degree may be awarded.

Dr. Chelani & Dr. Joshi suggested that in B.Com too many subjects are there. Not a single university in Gujarat is offering a graduation program having more than 160 credits. As per the UGC norms, B.Com Honors are offered with 144 credits and Regular B.Com with 120 credits only. This university is really incorporating different skill based aspects in B.Com and BBA programs.

Dr. Anupam & Dr. Avani justified a credit allocation policy in detail with a fixed academic calendar and available time slots.

Dr. Chelani further suggested that skill based courses on Banking may be incorporated including personal banking, retail banking etc. so that banks can also be helped by the university.

Dr. Joshi appreciated Tally & Excel as a part of curriculum

Changes in BBA syllabus.

For BBA (Marketing)

Sr No.	Semester-I	Semester-II	Semester-III	Semester- V	Semester-VI
1	Accounting Skills	Business Skills	Operational Skills	Rural Marketing	Digital Marketing
2			Spiritual Management	Marketing Skills-I	Marketing Skills-II
3					Corporate Governance & Business Ethics

- **Dr. Anupam Mitra** further proposed for an approval of newly added subjects in the BBA program.
- Separate skill based subjects were appreciated by **Dr Chelani**
- **Dr. Chelani** suggested for Industry expert talks in every semester which actually departments are taking care off.
- **Dr. Chelani** is of the opinion that the syllabus is too vast and it is really good that this department is inculcating skill aspects in the curriculum.
- **Dr. Anupam Mitra** explained to the members about the unique pedagogy and collaborative teaching methodology adopted by the department, which actually reduces the burden of heavy content and syllabus to a great extent.
- **Dr. Anupam Mitra** further presented a program structure for 2018-21 for B.Com & BBA including credit allocation, hour's distribution and assessment scheme, which is authenticated by Dr. Rahul, COE as well.

  The proposed changes in the program structure and syllabus of B.Com and BBA are approved by the Board.

Item No. 3 Syllabus for HTM courses

- **Dr. Anupam Mitra** proposed revision in few courses for B.SC program of HTM department as a part of interdisciplinary courses like BFA, Entrepreneurship Development, Sales & Marketing etc,.
- **Dr. Anupam Mitra** further presented various courses for Bachelors in Hotel Management in Work Based Learning (WBL) mode as well.
- **Dr. Chelani** appreciated the modules designed for HTM-WBL.
- **Dr. Anupam Mitra** further presented revised syllabus of different courses offered under Diploma in front office/ food production by HTM department.

The proposed changes in the syllabus of different courses offered by HTM department are approved by the Board.

Item no 4. Online Course

- **Dr. Anupam Mitra** presented a Certificate Course on GST in an online mode for the approval.
- **Dr. Chelani** suggested that all the topics covered are actually relevant to the present market scenario but the department must think to launch some courses related to personal banking and Insurance sector as well.
- **Dr. Chelani** further suggested that job role of an individual student will not change but he/she can certainly gain an expertise in the said field
- **Dr. Anupam** also presented the program structure and detailed syllabus of the Bachelors in Business Operations program in online mode
- **Dr. Chelani** suggested for more detailed study and hence the approval of the same remains pending.

The Proposal of GST certification has been approved by the board.

Item No. 5 Empanelment for Special Entrepreneurship training with 360 degree approach for SC-ST candidates

Dr. Anupam Mitra put forward the program structure, Trainee guidelines, mentor guidelines do's & Don'ts about the Special Entrepreneurship Training program and requested Dr. Manoj Sharma, Co-ordinator, for the presentation.

Dr. Manoj Sharma explained the different modules of the program structure and detailed contents and design of the Special Entrepreneurship Training Program to be covered in 6 months. He also explained four phases of the program i.e Entrepreneurship and Soft Skills Training, Start-up Ideation - Market Research/Study, Technical Support & Business Incubation, and Start-up Launch in detail.

Dr. Chelani suggested that residential program in this field for SC/ST students can be a real helpful move for the society.

The proposal of training module **for Special Entrepreneurship training with 360 degree approach for SC-ST candidates** has been accepted by the board.

Item No. 6 Any other Item with the approval of the chairperson

It was discussed about the possibility of B.Com in a Work Based Learning (WBL) mode.

- **Dr. Avani Umatt** raised a query regarding industry support and questioned on acceptance of such work based program by the industry.
- **Dr. Anupam Mitra** presented a rough outline of the program structure on B.Com (WBL)

First Year	Second Year	Third Tear
Semester1: 36 Credits, (6*6) 1. Financial Accounting 2. Tally-I 3. Computer skills-1 4. Compliances 5. Auditing 6. English Communications –I	Semester 3: 36 Credits 1. **OJT (4 days a week)** (24 Credit) 2. **Classroom (2 days a week)** ➢ Marketing of Financial Services (4 Credits-45 Hrs.) ➢ Financial Management (4 Credits-45 Hrs.) ➢ English Communications -II (4 Credits- 45 Hrs.)	Semester 5: 36 Credits 1. **OJT (5 days a week)** –(30 Credit) 2. **Classroom (1 day a week)** ➢ Entrepreneurship (3 Credits- 30 Hrs.) ➢ International Financial Management (3 Credits- 30 Hrs.)
Semester2 : 36 Credits, (6*6) 1. Corporate Accounting 2. Tally-II 3. Computers Skills-II 4. Taxations 5. Costing 6. PD&JS-I	Semester 4: 36 Credits 1. **OJT (4 days a week)** (24 Credit) 2. **Classroom (2 days a week)** ➢ Capital Market Operations (4 Credits- 45 Hrs.) ➢ Banking Services Operations (4 Credits- 45 Hrs.) ➢ PD&JS-II (4 Credits- 45 Hrs.)	Semester 5: 36 Credits 1. **OJT (5 days a week)** –(30 Credit) 2. **Classroom (1 days a week)** ➢ Corporate Financial Reporting (3 Credits- 30 Hrs.) ➢ Security Analysis & Portfolio Management (3 Credits- 30 Hrs.)

- **Dr. Joshi** appreciated the structure and suggested for further feasibility study before launching.

The meeting ended with thanks to the chair and to all the members and invitees.

Dr. Avani Umatt
Dean,
TeamLease Skills University,
Vadodara, Gujarat.

TeamLease Skills University

ITC Building, ITI Tarsali, Vadodara, Gujarat

Minutes of Board of Studies Meeting

Date: April, 21, 2021 **Time**: 2:30 PM onwards

Called by: Department of Commerce & Management, TLSU

Attendees: Members of BOS & Invitees

The 5th Board of Studies Meeting of the Department of Commerce and Management was held at 2:30 PM on 21st April, 2021 (Wednesday) in virtual mode using google meet platform (meet.google.com/syd-vcts-noe) to discuss issues as per the agenda sent to the members of the Board.

The meeting was convened by the convener Dr. Anupam Mitra (Head, Commerce & Management Department) and was conducted under the Chairmanship of the Dean Academics Dr. Avani Umatt.

The following members were present during the meeting-

1. Dr. Avani Umatt – Dean Academics and Chairman of Board of Studies.
2. Dr. Amit Pandya – Associate Professor, Dept. of Commerce & Business Mgt., Faculty of Commerce, M.S. University of Baroda
3. Mr. Sharadh Unnithan,– Chief Manager, ICICI Bank Ltd.,
4. Mr. Prashant Parmar – Controller of Examination (I/C) , TLSU.
5. Dr. Ashutosh Sandhe –Professor, C & M Department, TLSU
6. Dr. Manoj Sharma - Associate Professor, C & M Department, TLSU
7. Dr. Priyanka Patel - Assistant Professor, C& M Department, TLSU
8. Dr. Anupam Mitra – Professor & Head of C & M Department, TLSU and Convener of BoS.

The following were present as Invitee to the meeting-

1. Ms. Shimi Bijju- HOD (I/C) and Assistant Professor, Department of IT, TLSU
2. Mr. Dishank Upadhyay- HOD(I/c), Assistant Professor, Department of Mechatronics, TLSU

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The meeting started with the permission of the chair and the following were discussed –

Item No. 1 Minutes of the 4th Meeting of the BOS

The Minutes of last BOS meeting was presented for approval by Dr. Anupam Mitra. It was approved.

Item No.2 Action Taken Report

The convenor presented that the The syllabus was revamped as per the recommendation of the BOS and new skill based practical courses were launched in the UG programs. It was approved.

Dr. Amit Pandya suggested for On Job Training to spread across two semesters of 3 months each.

Dr. Anupam Mitra explained about the rigour and process followed during the OJT.

Dr. Priyanka Patel explained about various techniques and tools used for practical exposure of students during the skills based course delivery.

Dr. Avani Umatt discussed about the involvement of the industry and evaluation process followed during the on the job training (OJT).

Mr. Sharad Unnithan shared his opinion to think about some alternative of OJTs in terms of present pandemic situations.

Item No. 3 Programme Structure and Syllabus for Work Integrated Learning (WIL) under Centre for Industry Knowledge Partnership (CIKP) department

Dr. Anupam Mitra presented the following programmes under CIKP for working professionals with detailed syllabus.

A. BBA Services SM WIL
B. BBA Services CRM WIL
C. BBA Services BFSI WIL
D. BBA Services SCM WIL
E. BBA Services Auto Sales Retail WIL
F. BBA Finance WBL
G. Post Graduate Diploma in CRM

Dr. Avani Umatt explained the credit framework of such WIL/ WBL programs as well as the delivery framework. She also explained about the examination scheme of the university in terms of Internal Evaluation / CCE and External Evaluation / SEE weigtage for a theory subject as well as for a practical subject.

All the programs were approved by the board.

Item No. 4 Renaming Bachelor of Business Operations (BBO) Programme as Bachelor of Management Studies (BMS)

Dr. Anupam Mitra proposed to rename Bachelor of Business Operations (BBO) Programme as Bachelor of Management Studies (BMS) to be at par with UGC Nomenclature U/S 22 of the UGC ACT.

The proposal was accepted by the board.

Item No. 5 Any other items with the permission of the Chairperson

Dr. Avani Umatt proposed to make a feasibility study to launch MBA in the forth coming academic year 2021-22

The meeting ended with thanks to the chair and to all the members and invitees.

Dr. Avani Umatt
Dean (Academics)
TeamLease Skills University,
Vadodara, Gujarat.

MINUTES OF MEETING OF THE 4th MEETING OF BOARD OF STUDIES

The 4th meeting of the Board of Studies of Department of Health and Life Sciences of TLSU was held on 15th September 2020, from 4:30 pm onwards, in the Board Room at TLSU Campus, Vadodara to discuss and approve the items as included on the Agenda. In purview of Covid 19 pandemic, members and invitees who could not able to attend the meeting at the university, were permitted to join using Google Meet Platform (https://meet.google.com/jjb-sxkd-jqt)

The following were the Members / Invitees of the Board of Studies (**HLS**) were present:

1. Dr. Avani Umatt – I/C Provost, Dean Academics, HOD (HLS) and Chairperson
2. Dr. Vijal Kaka- Member
3. Dr. Margeyi Mehta - Member
4. Ms Jugal Desai – Academic Associate (HLS) and Convener
5. Dr. Anupam Mitra – I/C Registrar, Invitee
6. Dr. Gautam Patel – Invitee
7. Dr. Priyanka Behrani - Invitee
8. Mr Dishank Upadhyay- Invitee
9. Mr. Vimal Kumar-I/C COE Invitee
10. Ms. Revika Kothari- Invitee

All the members and invitees present were introduced and welcomed. Dr Avani Umatt gave an introduction of TeamLease Skills University, highlighting its unique features along with a brief about the Department of Health, Life and Applied Sciences.

The following points were discussed:

Item No.	Item Description
1.	**Minutes of the previous meeting of BoS.** The Minutes of the previous meeting of BoS were presented and approved .
2.	**Ratification of items by circulation (3rd BoS)** The agenda items approved by circulation were ratified
3.	**Action Taken Report on Previous Meeting of BOS** The Action taken report based on previous BoS Meeting was presented and approved.
4.	**Modification in Eligibility criteria for admission to DMLT programme** Modification in eligibility to make the DMLT programme available to students with 10 +2 or equivalent (all streams except Science) was proposed to offer a pathway for students with other streams to enter into a skill based programme and explore career opportunities in the field of Allied healthcare. Dr. Margeyi suggested to add minimum score required for students other than science stream to enter in DMLT programme. The same was decided to be a minimum of 50% score in the +2 level. To ensure that the non-science background students do not face any difficulty in grasping any related concept and become comfortable with the required application of chemistry concepts and practical and basic Biology concepts in

	other courses over the programme, bridge courses in Chemistry Theory, chemistry practical and biology theory was proposed and the syllabus was presented for approval Dr. Gautam suggested to add periodic table and chemical bonding in the course content. Dr. Margeyi suggested to specify common disease name in the syllabus for bridge course in biology. Both suggestions were well taken and have been incorporated in the syllabus for Bridge Courses The overall proposal was approved with inclusion of above mentioned suggestions. The revised eligibility and syllabus is detailed in **Annexure 1**
5.	**Revision of DMLT Programme** The proposal for revised Programme Structure, Detailed Syllabus and Examination scheme of **DMLT** programme was presented highlighting the revision of credit assignment, up gradation of syllabus as well as revised examination scheme. The proposal was approved as proposed and the revised programme would be effective for the academic session of 2020-21. The approved revised Programme Structure, Syllabus and Examination Scheme are as per **Annexure 2**
6.	**Introduction of DMLT (Work Related Learning) (WBL/WIL) programme :** The Overview, Eligibility criteria, Programme objectives, medium of instruction of DMLT work related Learning (WBL/WIL) programme was presented. Dr. Margeyi suggested to add minimum score required for students other than science stream to enter in DMLT programme. The minimum score of 50% in aggregate is incorporated in the Eligibility Criteria. The overall proposal was approved with inclusion of above mentioned suggestions.
7.	**Programme Structure of DMLT WRL programme** The proposal for Programme Structure of DMLT (WBL/WIL) programme was presented and discussed. The proposal was approved as proposed.
8.	**Syllabus of DMLT WBL/WIL programme** Various aspects of the syllabus were presented, highlighting the importance of the courses in the programme with a special focus on the requirement of industry in Healthcare Skill Sector. Dr. Margeyi also suggested to add some basic parameters for biochemistry practical in semester II. The same were agreed to be incorporated. The list of titles of reference books were presented and approved as proposed. The overall proposal was approved with inclusion of above mentioned suggestions.
9.	**Examination scheme of DMLT WBL/WIL programme** The Examination Scheme was presented and discussed highlighting the attendance criteria, the need for 60% continuous internal-40% external examination for all practical components, reiterating the focus on practical skills. The proposal was approved as proposed. The approved programme details are attached as **Annexure 3.**

10.	**Other item(s) as approved by the Chairman** **i. Introduction of Short Term Certificate Course in Phlebotomy** Based on the suggestions of the Board members in previous BoS meetings, a short term certificate course in phlebotomy was proposed. The overview, eligibility criteria, programme objectives, medium of instruction, duration, course details to include structure, syllabus and evaluation scheme; and mode of delivery were presented. Dr Margeyi suggested to add Order of Draw as a separate unit. The overall proposal was approved with inclusion of above mentioned suggestions. The approved Certificate details are attached as **Annexure 4.** **ii. Proposal for programmes in Work Related Learning Model** Considering the need of short and long term programmes in the field of Allied Health and Health Care Management, Dr. Avani Umatt discussed possibility of introducing various programmes like:- • Certificate in Hospital Front office and Billing Executive • Certificate in Emergency Medical Technician • Certificate in Vision and Optometry Technician • Diploma in Dialysis Technician • Diploma in X-ray and Imaging Technology • Diploma in Medical Record Technology • Diploma in Cardiac Technology • Diploma in Operation Theatre Technician Certificate / Diploma / Advance Diploma in Health Care Management & Administration: • Hospital Operation Management. • Quality Accreditation /Quality Excellence. • Healthcare Analytics. • Healthcare Communication. • Hospital Billing & Coding. • Healthcare Management. • Healthcare Insurance Management • Hospital Marketing Dr. Gautam suggested introducing skill based degree programme (B.Sc.) in Chemistry/Industry Chemistry/Applied Chemistry and offered assistance in design of such programmes He also suggested introducing short term certificate programmes on Specialized Analytical Instruments like HPLC and GC. His suggestions were well received by all. It was mutually agreed upon by all courses may be considered for later proposal.

The Meeting ended with a vote of thanks to all.

MINUTES OF MEETING OF THE 5th MEETING OF BOARD OF STUDIES

The Agenda of the 5th meeting of the Board of Studies of Department of Health and Life Sciences of TLSU is to be circulated and approved through circulation on 13th September 2021 and all members sent comments, suggestions, feedback and approval.

Item No 1: Introduction of Value added courses to be offered by the Department of Health, Life and Applied Sciences

The proposal to introduce value added courses was approved

Item No 2: Proposal of Value added courses to be offered by the Department of Health, Life and Applied Sciences

The following value added were approved as suggested:

1. Value Added Course: Physiological Health Parameters
2. Value Added Course: General Human Anatomy and Physiology
3. Value Added Course: Food, Nutrition and General Dietetics

The following suggestions were incorporated as follows.

1. Dr. Margeyi Mehta suggested to add Liver parameters in the course Physiological Health Parameters in unit III.

2. Dr. Margeyi Mehta suggested to add all vitamins deficiency in activities area rather than selected vitamins for the course food, nutrition and general dietetics.

The approved value added courses are hereby attached as Annexure 1

Annexure 1

Value Added Course: Physiological Health Parameters

Course Name: Physiological Health Parameters

Course Overview: Developing physiological health risk parameters is a scientific approach concerned with establishing typical or desirable values for behavior, education, health, or other cultural or societal aspects. Physiologic parameters measured included body mass index (BMI), percentage body fat (%BF), blood serum cholesterol (BSC), and systolic (SBP) and diastolic (DBP) blood pressure Examining patient health and behavioral parameters at the earliest stage of development may increase longevity by reducing mortality, morbidity, injury, and disability, and may reduce the gross national product for healthcare costs by introducing preventive interventions earlier in life. Physiologic age- and gender-specific health parameters have been identified and examined in adults for several decades, especially regarding the development of chronic diseases such as cardiovascular, diabetes, cholesterol, and hypertension.

Eligibility: The eligibility condition for Physiological health parameters shall be 12th Pass in any stream.

Course Objectives:

1. Aimed to provide physiologic health risk parameters by gender and age among all.
2. To promote chronic disease prevention and ameliorate health.
3. To understand the association of "unhealthy" behavioral health practices of physical inactivity, poor diet, and overuse/abuse of licit drug use with physiologic parameters.
4. To help students know their health status, identify health problems and be informed for taking appropriate remedial measures.
5. Learners will interpret indicators that can be used to measure physiological health.

Medium of instruction

English shall be the medium of instruction for study and for examination of the course.

Duration: 30 hours

Course Content: Theory

Unit No	Name of Unit	Content	Hours
I	**Importance of Understanding indicators**	• Early age detection • Record tracking • Recommendation about health • Future health risk	5
II	**Factors affecting Health and well Being**	• Definition of health and well being • Physical and lifestyle factors (Diet, exercise , Personal Hygiene) • Social, emotional and cultural factors (Social Interaction, stress) • Economic factors (Financial Resources) • Environmental factors(Environmental conditions- levels of pollution, noise : Housing- conditions, location)	5

III	**Physiological Indicators and their normal range**	Physiological Indicators: Definition, explanation, normal range and implications of deviation of : • Height and weight • Pulse (resting and recovery rate after exercise) • Blood pressure • Body mass index (BMI). • Blood glucose • Cholesterol levels(different types of cholesterol and their interpretation) • Thyroid levels • Renal Parameters • Liver Parameters	5
IV	**Aspects of Lifestyle and Life style indicators for young adult (18-25 years)**	Ideal monitoring of health parameters (self screening techniques) • Regular exercise (Physical Activity) • Personal Safety • Supportive relationships • Use of services- dentist/optician • Education • Balanced diet • Sleep/Rest Immunization Schedule and awareness(from birth to 18 years) Habits/Addiction having negative impact on health	12

Course Content: Practical

Sr No	Practical Demonstration	Hours
I	• To measure Height • To measure weight • Pulse (resting and recovery rate after exercise) • Blood pressure • Body mass index (BMI).	3

Reference book:

- Quality healthcare a guide to developing and using indicators by Robert C Lloyd 2;2 nd edition published by Burlington, MA : Jones & Bartlett Learning.

Value Added Course: General Human Anatomy and Physiology

Course Name: General Human Anatomy and Physiology

Course Overview:
General Anatomy & Physiology gives students in-depth instruction in the organization, structures, and functions of the human body. Students will learn the terminology, anatomy and physiology of each body system. The course focuses on anatomical terminology, anatomical identification, and physiological processes of human body systems.

Eligibility: The eligibility condition for General Human Anatomy and Physiology course shall be 12th Pass in any stream.

Course Objectives:
1) Understand the effects of alterations in structures and functions of as whole.
2) Understand and use anatomical terms.
3) Understand the function of the various organs and their relations with one another.
4) Know the location of each organ and the important anatomical land marks.
5) Know the normal structure of the human body in general.

Medium of instruction
English shall be the medium of instruction for study and for examination of the course.

Duration: 45 hours

Course Content

Unit No	Name of Unit	Content	Hours
I	**Introduction**	• Human Body • Definition & branches of Anatomy • Organization of Body Cells, Tissue, Organs, systems	5
II	**Skeletal system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
III	**Muscular system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
IV	**Cardiovascular system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
V	**Respiratory system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
VI	**Digestive system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
VII	**Nervous system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5
VIII	**Endocrine system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5

IX	**Excretory system**	• Introduction • Identification of anatomical structures, technical functions of organs and overall system	5

Reference books:

- B. D. Chaurasia's Handbook of Anatomy ;6th edition edited by Krishna Garg published by B.D .Publication
- Berne & Levy Physiology, Updated Edition 6th Edition by Bruce Koeppen & Bruce Stanton published by Elsevier

Value Added Course: Food, Nutrition and General Dietetics

Course Name: Food, Nutrition and General Dietetics

Course Overview: The discipline of diet and nutrition empowers learners to develop an understanding of the concept, principles of nutrition which will enable them to make the best possible choices of food for meeting the nutritional needs of self, family and community at large. It is so designed to help learners understand the concept of food and nutrition security and create an awareness regarding major public health/nutrition problems affecting vulnerable sections of the society and strategies, programmers, policies enacted by the Government for combating these problems. Further the course will focus on study about the concept, scope, need, importance and process of nutrition education. Yet another focus of the discipline is to provide knowledge to learners for nutritional therapy and counseling service for the purpose of disease management. Creating awareness towards food safety and quality control measures, laws and policies is another important focus. The syllabus will help learners develop knowledge and skills in this area. This would make them competent to meet challenges of becoming a responsible citizen.

Eligibility: The eligibility condition for Food, Nutrition and General Dietetics course shall be 12th Pass in any stream.

Course Objectives:

1. To help students recognize that food is a basic requirement of life.
2. To Demonstrate the importance of a balanced diet and use tools that can be utilized to evaluate the nutritional adequacy of a diet Identify the relationship between diet and chronic diseases/illnesses (cardiovascular disease, diabetes, obesity, cancer, hypertension, osteoporosis, etc.) and what modifications can be made in the diet to reduce the risk for these diseases/illnesses.
3. To demonstrate lifelong healthful eating habits by differentiating between beneficial and non-beneficial dietary practices.
4. Learn to find credible sources of information regarding food science and nutrition.

Medium of instruction:
English shall be the medium of instruction for study and for examination of the course.

Duration: 30 hours.

Course Content: Theory

Unit No	Name of Unit	Content	Hours
I	**Food and Nutrition: Basic Concepts**	• Food, Nutrition, Health, Primary Health Care and Nutritional Status (Definition, Inter relationship in maintaining good health and well-being) • Food (Functions and Constituents of food – Nutrient and Food Groups : Basic concepts • Nutrients: Functions, Sources, Digestion, Absorption, Utilization and Requirements • Understanding information on packaged food	5

II	**Nutrition requirement throughout Human Life Cycle**	• Nutrition during Infancy (0-1years) and Preschool years (1-6 years) • Nutrition during Childhood and Adolescent • Nutrition during Adulthood and Old Age • Healthy eating habits	5
III	**Dietary management in common physiological disorders and diseases**	Causes, physiological conditions, clinical symptoms and dietary management during : • Fever (typhoid, tuberculosis) • Diarrhea • Eating disorders (anorexia nervosa, bulimia, binge eating) • Overweight/obesity • Hypertension • Diabetes • Jaundice/ Hepatitis • Common Vitamin deficiency	5
IV	**Precautions and preventive measures to avoid common diseases**	Introduction and personal habits Causes and preventive measures for: • Water borne Diseases • Food borne Diseases • Air borne Diseases • Vector borne Diseases	5

Activities:

Sr No	Activity	Hours
I	• Make a list of foods available in the local market according to food groups. • Prepare a flowchart of healthy eating habits for all age groups. • Enlist from the common foods we consume, five rich sources each of energy, minerals and vitamins • Enlist the deficiency diseases caused by lack of intake of the different nutrients. • Frame five slogans to promote healthy food and discourage junk food • Collect food wrappers and list down different types of nutrition facts.(At least 10 wrappers) • Enlist personal daily diet and classify into food groups.	10

Reference books:

- Fundamentals of food, nutrition and diet therapy by Sumati R. Mudambi and M. V. Rajagopal; 5th edition published by new age international publishers.
- Food, nutrition, health and fitness by Jasneet Kaur; Home Science class XI CBSE book

TeamLease Skills University Putting India to Work	**Minutes of Meeting (5th BOS - Dept. of HT)**	Code: Issue: 1.0 Date: 10/09/2020 Pages: 6

Project:	5th BOS, Regular
Subject:	Minutes of Meeting of BOS on 10/09/2020
Attachments:	Detailed Syllabus
Venue:	TeamLease Skills University, Vadodara
Minutes taken by:	Doron Pawar, Bharti Sharma

Attendee	Company	Signature
Dr. Avani Umat	Chairperson, Dean Academics, TLSU	
Dr. Anupam Mitra	Invitee, I/C Registrar, TLSU& HOD CM	
Mr. Vimal Kumar	Convenor, HOD HTM, TLSU	
Ms. Bharti Sharma	Member, Academic Associate, HT Department TLSU,	
Chef Doron Pawar	Member, Academic Associate, HT Department, TLSU	
Dr. Priyanka Behrani	Invitee, HOD LS, TLSU	
Ms. Revika Kothari	Invitee, Academic Associate, TLSU (Representative for I.T Department)	
Dr. Jaydeep Mehta	Invitee, Deputy I/C COE	
Dr. Paresh Gajjar	Academic Expert – External, MD, APIHM (GTU), Ahmedabad	
Mr. Sanjay Zalate (CHA)	Industry Expert – External, Area GM, Express Group of Hotels, Vadodara,	

Agenda:
Minutes of 4th BOS (HTM) held on 2nd June, 2017
Action Taken Report (Agenda 3)

Recommendations & Approval of revision of curriculum content for B.Sc. HTM. (All Semesters) Batch 2017 – 2020 (As per document number Agenda 3 Annex 1).
Recommendations & Approval of revision of curriculum content for B. Sc. HTM. (All Semesters) Batch 2018 – 2021 (As per document number Agenda 4 Annex 1)
Recommendations & Approval of revision of curriculum content for B. Sc. HTM. (All Semesters) Batch 2019 – 2022 (As per document number Agenda5 Annex 1)
Recommendations & Approval of revision of curriculum content for B. Sc. HTM (All Semesters) New Batches (As per Document No. Agenda 6 Annex 1)
Recommendations & Approval of revision of curriculum content for B. Sc. HM WBL. (All Semesters) Batch 2017 – 2020 (As per Document No. Agenda 7 Annex 1)
Finalization of Examination Scheme for B.Sc. Hospitality and Tourism Management and B.Sc. HM WBL. (Agenda 8)
Any other Item(s) as approved by the Chairperson.

Points of Discussion	**Action Taken**
1. Introduction of the members with other members of the BOS by convenor, Mr. Vimal Kumar	
2. Welcome note by Chairperson Dr. Avani Umatt, and brief overview given about TeamLease Skills University and future plans in view of new education policy.	
3. Meeting agenda was discussed by Mr. Vimal Kumar (Convenor)	Ratified by circulation
4. Presentation of the minutes of meeting of 4th BOS by Mr. Vimal Kumar	Approved
5. Recommendations of curriculum content for B.Sc. HTM. (All Semesters) Batch 2017 – 2020.(As per document number Agenda 3 Annex 1)	Approved

Points of Discussion	Action Taken
6. Semester 6th, Travel & Tourism operations introduced as elective subject considering current trends and requirement in the tourism industry. (Agenda 3 Annexure 1).	Approved
7. Recommendations of revision of curriculum content for B. Sc. HTM. (All Semesters) Batch 2018 – 2021 (As per document number (Agenda 4 Annex 1).	Approved
8. Semester 4th, "Semester credits to be changed to 36 from 32. (32 credits for OJIT and 4 credits for PDJS II – TH & PR)". (Agenda 4 Annexure 1).	Approved
9. Restructure of Semester 5th and 6th, as per the suggestion given by experts from Industry. (Agenda 4 Annexure 1). • Common subjects of SEM 5 & 6 have been considered for merger after studying the contents as they are too comprehensive and at times become repetitive of what has already been covered in earlier semesters. • As per the recommendation by industry, On Job Training during 6th Semester will be for whole day instead of Half day. • (ENTREPRENEURSHIP SKILLS & APPLICATION) & (HOSPITALITY SALES & MARKETING) to be shifted to Semester 5 from Semester 6.	Approved
11. Recommendation of the merger of all units in HT15R501 and HT15R601 to new course code HT014205A2 Facility Management (NEW).	Approved
12. Recommendation of the merger of all units in HT014185A2 and HT014186A3 to new course code HT014205A2 Accommodation Management- Theory (NEW).	Approved
13. Recommendation of the merger of all units in HT014185A3 and HT014186A3 to new course code HT014205A3 Accommodation Management – Practical (NEW).	Approved

Points of Discussion	Action Taken
14. Recommendation of the merger of all units in HT014185A4 and HT014186A4 to new course code HT014205A4 Food & Beverage Management – Theory (NEW).	Approved
15. Recommendation of the merger of all units in HT014185A5 and HT014186A5 to new course code HT014205A5 Food & Beverage Management – Practical (NEW).	Approved
16. Recommendation of the merger of all units in HT014185A6 and HT014186A6 to new course code HT014205A6 Food Production Advanced Kitchen – Theory (NEW).	Approved
17. Recommendation of the merger of all units in HT014185A7 and HT014186A7 to new course code HT014205A7 Food Production Advanced Kitchen – Practical (NEW).	Approved
18. Semester 6 Students shall study professional skills for hospitality for 15 days straight and then proceed for OJT.	Approved
19. Semester 6, Syllabus for PROFESSIONAL SKILLS FOR HOSPITALITY TH and PROFESSIONAL SKILLS FOR HOSPITALITY TH shall be as per syllabus approved in BOS of LS Department.	Syllabus to be given by Dept. of LS after their departmental BOS.
20.Presented the final Credit chart for the batch 2018-2021, with recommendation for approval (Details with Agenda Annexure)	Approved
21. Recommendation of revision of curriculum content for B.Sc. HTM (All Semesters) Batch 2019-2022. Semester 2: One month industrial exposure (12 credits) to be replaced by the following: Subject Name: Minor Project, Credits: 4 Details are as follows: A) One project report based on visit to minimum two hotels of 4 star and above category during the semester (2 credits) B) One project based on internal topic given by faculty (projects to be divided as per number of students in equal ratio to core subjects. (2 credits) C) Remaining 8 credits to be shifted to OJT semesters (4 & 6) equally.	Approved

Points of Discussion	Action Taken
22. Semester credit distribution with recommendation for approval (Details with Agenda Annexure) Batch 2017 -20.	Approved
23. Semester 3: Entrepreneurship Skills and Application (CM00485A5) shifted from Semester 5 to Semester 3 and Nutrition (HT014193B2) to be shifted from Semester 3 to Semester 5. The credit distribution with recommendation for approval (Agenda 5 Annexure 1).	Approved
24. Recommendation made to change the name of the course OJT (OJT014184A1) to On Job Industrial Exposure Training (Project), but as suggested by Mr. Sanjay Zalate the name is not changed. It is kept as OJT 1 & OJT 2 as it leads to students getting better stipend and exposure.	Approved
25. More weightage in terms of credits may be assigned as the number of hours put in by the students during training range between 10 to 12 hours on daily basis hence recommendation made to change the credit from 32 to 36. (Agenda 5 Annexure 1).	Approved
26. Subject name of Elective based project changed to Major Project and credit structure changed from 30 to 34. Total credit structure of the semester changed from 36 to 40. (Agenda 5 Annexure 1).	Approved
27. Final credit chart for the Batch 2019-2022 presented as per the agenda annexure. (Agenda 5 Annexure 1).	Approved
28. Recommendation of revision of curriculum content for B.Sc. HTM (All Semesters) Batch 2020-2023. Semester 1: No change. Presented in Agenda 6 Annexure 1.	Approved
29. Entrepreneurship Skills and Application (CM014185A5) shifted from Semester 3 to Semester 2 as this is the common subject for other departments also. Agenda 6 Annexure 1	Approved
30. No changes made to Semester 4, 5 and 6.	Approved
31. Final credit structure presented as per the agenda annexure. Agenda 6 Annexure 1.	Approved

Points of Discussion	Action Taken
32. Approval of curriculum content for B.Sc. HM WBL (All semesters) Batch 2017-2020 and onwards (As per document agenda 7 annex 1) No change in the content.	Approved
33. Credit scheme for the Program B.Sc. HM WBL presented as per Agenda 7 Annexure 1.	Approved
34. Mr. Vimal Kumar presented Examination Scheme for B.Sc. Hospitality and Tourism Management and B.Sc. Hotel Management (Work Based Learning), as per the guidelines of the university. The approved programme details are attached as Annexure 8.	Approved
35. Suggested expansion of the OJT organisations for HT students to Hospitals and Health Care industry, Malls and Multiplexes, Retails Chains discussed with BOS members for Hospitality Students as per initiation from Mr. Sanjay Zalate and subsequent inputs from Chairperson & Convenor.	Approved
36. Vote of thanks given by Mr. Vimal Kumar.	

DEPARTMENT OF INFORMATION TECHNOLOGY

Minutes of Meeting 5th BoS

The 5th meeting of the Board of Studies of Department of Information Technology of TLSU was held on 8th February 2021, from 2:30 pm onwards, in the Board Room at TLSU Campus, Vadodara to discuss and approve the items as included on the Agenda. In purview of Covid 19 pandemic, members and invitees who could not able to attend the meeting at the university, were permitted to join using Google Meet Platform (https://meet.google.com/sdm-pywc-ocv). The following were the Members / Invitees of the Board of Studies (IT) were present

1. Dr. Avani Umatt — Chairperson
2. Dr. Vithal Kamat — Member (Industry Expert - External)
3. Dr. Anjali Jivani — Member (Academic Expert - External)
4. Ms. Shimi Biju — Convener
5. Mr. Jayendra Goswami — Member
6. Ms Revika Kothari — Member
7. Dr Anupam Mitra — Invitee
8. Mr Dishank Upadhyay — Invitee
9. Mr. Vimal Kumar — Invitee

All the members and invitees present were introduced and welcomed by Ms. Shimi Biju. Dr Avani Umatt gave an introduction of TeamLease Skills University, highlighting its unique features along with a brief about the Department of Information Technology.

The following points were discussed:

Item No.	Item Description
Item No. 1	**Minutes of the 4th Meeting of BOS** The Minutes of the previous meeting of BoS were presented and approved.
Item No. 2	**Action Taken Report on Previous Meeting of BOS** The Action taken report based on previous BoS Meeting was presented and approved.
Item No. 3	**Revision of Bachelor of Computer Applications (BCA) Programme** The proposal for revised Programme Structure, Detailed Syllabus and Examination scheme of BCA programme was presented highlighting the revision of credit assignment, up gradation of syllabus as well as revised examination scheme. The proposal was approved with suggestions. The suggestions are as follows

	1. Data Structures to be added in first or second semester BCA. 2. Project should include guest lectures and workshops. 3. Data warehousing and Mining PR can be included in BCA 5th Semester. 4. Open office can be added to CSOA PR. The approved syllabus is attached as Annexure - 1
Item No. 4	**Revision of B.Sc IT-Infrastructure Management Services Programme** The proposal for revised Programme Structure, Detailed Syllabus and Examination scheme of **B.Sc IT** programme was presented highlighting the revision of credit assignment, up gradation of syllabus as well as revised examination scheme. The proposal was approved with suggestions. The suggestions are as follows 1. Open office can be added to CSOA PR. 2. With Cloud Computing IOT can be added in IT-IMS 5th semester The approved syllabus is attached as Annexure - 2
Item No.5	**Introduction of Work Based Learning and Work Integrated Learning programmes and new courses** The proposal was appreciated by the BoS members
Item No. 6	**Syllabus for B.Sc (Hotel Management - WBL)** MS-Office-Theory Course detailed syllabus was presented before BoS members for B.Sc. HT-WBL and approved the same The approved syllabus is attached as Annexure - 3
Item No. 7	**Introduction of Bachelor of Computer Applications BCA (WIL/ WBL) programme** The proposal for Programme Structure, Detailed Syllabus and Examination scheme of BCA (WIL/ WBL) programme was presented. The proposal was approved with following suggestions. 1. Add elective subjects wherever necessary. 2. Machine learning can be included with Artificial Intelligence. The Program structure and detailed syllabus is attached as Annexure - 4 and Exam scheme is attached as Annexure - 5
Item No. 8	**Any other item(s) with the approval of Chairperson.** The list of examiners was to be shared with all for approval. The list of examiners is attached as Annexure 6 with flexibility to add more examiners as required.

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DEPARTMENT OF INFORMATION TECHNOLOGY

Minutes of Meeting 6th BoS

The 6th meeting of the Board of Studies of Department of Information Technology of TLSU was held on 4th October 2021 by email circulation. The agenda and action taken was as follows

Item No.1 Proposed Programme Structure for BCA
The programme structure was approved as proposed.

Item No.2 Proposed Programme Structure for BCA(IMS)
The programme structure was approved with the suggestion that object oriented programming can be added to the syllabus.

Item No.3 Comparison of new structure of BCA and old structure of BCA.
The detailed comparison was approved as proposed.

Item No.4 Comparison of BCA(IMS) and B.Sc. IT-IMS
The detailed comparison was approved as proposed.

With reference to the suggestion of the board members, the syllabus for the first year of BCA has been finalized as proposed. The programme structure and syllabus for semester III to VI will be redesigned as per suggestions and finalized in the next BoS. Semester I & II as per the new programme structure will be implemented from this academic year for students admitted to 2021-24 batch.

NOTICE

5th MEETING OF BOARD OF STUDIES

The 5th meeting of the Board of Studies of Department of Life Skills of TLSU is to be held on 15th December 2020 from 10.00 am onwards, in the Board Room at TLSU Campus, Vadodara to discuss and approve the items as included in the Agenda. In purview of Covid 19 pandemic, members and invitees who are not able to attend the meeting at the university, may join using Google Meet Platform (https://meet.google.com/xvh-kzab-rka)

Agenda for 5th Board of Studies

Item 1: Minutes of the meeting of 4th BOS

Item 2: Action taken report

Item 3: Proposed syllabus of Professional Skills for Hospitality (Level III) (Theory & Practical) Semester-VI

Item 4: Proposed syllabus of English and Communication Skills (Level I) (Theory and practical) (WIL/WBL)

Item 5: Proposed syllabus of Personality Development & Job Skills (Level I) (Theory & Practical) (WIL/WBL)

Item 6: Proposed syllabus of English and Communication Skills (Level II) (Theory and practical) (WIL/WBL)

Item 7: Proposed syllabus of Personality Development & Job Skills (Level II) (Theory & Practical) (WIL/WBL)

Item 8: Proposed syllabus of English and Communication Skills (Level III) (Theory and practical) (WIL/WBL)

Item 9: Proposed syllabus of Short term certificate course in Soft Skills for professionals

Item 10: Proposed syllabus of Professional Certificate Course in Soft Skills

Item 11: Proposed syllabus of Professional Communication Skills- I at Post Graduate level

Item 12: Proposed syllabus of Personality Development for Professionals- I at Post Graduate level

Item 13: Panel of Examiners

Item 14: Any other item with the approval of the Chairperson.

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Personality Development and Job Skills I- Theory (Level I) 19

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Item 8: Proposed syllabus of Personality Development & Job Skills (Level II) (Theory & Practical) (WIL/WBL) 29

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Behrani

Item 1: Minutes of Meeting of 4th Board of Studies.

The meeting of the board of studies (B.O.S.) of Department of Life Skills was held on 30th August, 2019 at 02:00 p.m. at Board room, TeamLease Skills University, Tarsali, Vadodara. The following members attended the meeting:

1. Dr. Avani Umatt - Chairperson Dean, Academics
2. Mr. Ashok Kumar - Registrar, I/c Head of IT department
3. Dr. Charul Jain - Associate Professor ,The MSU
4. Ms Kalpana Motanpotra - Abacus, Industry Expert
5. Dr. Anupam Mitra - HOD, C&M ,I/C COE
6. Ms. Dishank Upadhyay - I/C HOD, MS
7. Ms. Bharti Sharma - Invitee (HTM)
8. Mr. Mayur Shrimali - Member
9. Dr. Priyanka Behrani - Convener

The details of the meeting contemplations are presented below:

Item No.	Item Description
	Welcome to the BOS Members. The members of the BOS were welcomed by the Chairperson, Dean Academics and the other Expert members. Mr. Ashok Kumar briefed the experts about the concept and programs of the University.
Item No. 1.	**Minutes of Meeting of 3rd BOS** The convener of the BOS discussed the agenda of the BOS and also discussed the MOM of 3rd BOS. She has also discussed about the corrections and suggestions by the experts. Structure and course content of different Life Skills subjects were discussed in detail. On Job Training and evaluation during On Job Training was also discussed in brief. **The item placed before the Board of studies was approved.**
Item No. 2.	**Ratification of items by circulation – DMLT, Bachelors of Journalism** The revised DMLT Syllabus of 1ST and 2nd semester with all necessary details and evaluation scheme was presented in front of the members for approval. **The item placed before the Board of studies was approved.**
Item No. 3.	**Take note of action taken report on the basis of previous BOS.** The report on Action Taken based on suggestions from 3rd BoS meeting were presented to the members for information. **The item placed before the Board of studies for information noted.**

Behrani

Item No. 4. **Revision of program structure based on TLSU regulation.**

Revision of program structure based on TLSU regulation was presented and discussed in detail.

The item placed before the Board of studies was approved.

Item No. 5. **Revision of the English & Communication Skills Course Curriculum for Semester-I (Level I) (Theory & Practical)**

The revised English & Communication Skills Course Curriculum for semester 1 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to add reference books "English Language for you ".
(2) Suggested to add Audio book "English Conversation for you." in the syllabus.

Item. No. 6 **Revision of the Personality Development & Job Skills Curriculum for Semester-II (Level I) (Theory & Practical)**

The revised Personality Development & Job Skills Curriculum for semester 2 with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to add a reference book "Goals ! How to get Everything You Want – Faster than You Ever Thought Possible" by Brian Tracy.
(2) Suggested to give special emphasis on teaching related different indoor and outdoor games.
(3) Suggested to teach language with collaborative games.

Item. No. 7 **Revision of the English & Communication Skills Course Curriculum for Semester-III (Level II) (Theory & Practical)**

The revised English& Communication Skills Course Curriculum for semester 3 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to use games to teach grammar topics like 'Preposition'.
(2) Suggested to add audio books like Beyond the last blue mountain, Wings of Fire, Captain Gopinath and Biography of JRD Tata.

Item. No. 8 **Revision of the Personality Development & Job Skills Curriculum for Semester-V/IV (Level II) (Theory & Practical)**

The revised Personality Development & Job Skills Curriculum for semester 4 with credit weight, programme objective, course outcomes, program structure,

Behrai

additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to play One minute speech in the classroom to motivate students.
(2) Suggested to play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr.

Item No. 9 **Revision of the English & Communication Skills Course Curriculum for Semester-VI/V (Level III) (Theory & Practical)**

The revised English& Communication Skills Course Curriculum for semester 5/6 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to use Audio Books to teach biographical sketch.
(2) Suggested to play Stay Hungry Stay Foolish by Steve Jobs and Mind Tree Founder – Subroto Bachi's and Nick Vujicic's videos should be played in the classrooms.
(3) Biographical Sketch worksheets can be used for developing vocabulary.

Item. No. 10 **Revision and Assessment Pattern for Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course.(For DMLT)**

The revised Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course Curriculum for semester 1/2 with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

Item No. 11 **Revision and Assessment Pattern for English & Communication Skills Courses and Personality Development & Job Skills Courses for all semester. (For WBL)**

The revised English & Communication Skills Course and Personality Development & Job Skills Course Curriculum (WBL) with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to add English for Tourism and Hospitality Course Book + CDs: 1 by Hans Mol in the reference books.
(2) Suggested to play videos of Sanjeev Deshpande.

Item No. 12 **Approval of short term skill based training programs under Center for Industry and Knowledge Partnerships.**

A short term Skill based training program Basic Communication and Jobs Skills for Certificate in NGO Accounting Operations and Administration, under Centre for Industry and Knowledge Partnerships was presented to members for approval.

The item placed before the Board of studies was approved.

(1) Suggested to add English Language for you by Allen Peace in reference books.
(2) Suggested to add a reference book "English Grammar Just for You" by Rajeevan Karal
(3) Suggested to add Macmillan Foundation English by R. K. Dwivedi.
(4) Suggested to add Practice English Grammar by A J Thomas in the reference books.
(5) Suggested to add Wren & Martin's High School English Grammar & Composition Raymond Murphy (Essential) in the reference books.
(6) In certificate course for NGO Accounting and Operations it was suggested to use street plays as a method of training communication. For teaching interpersonal skills concept of biases and prejudices should be touched upon.

Item No. 13 **Panel of External Examiners**

The BOS members were informed about the external examiners.

The item placed before the Board of studies was approved.

Item No. 14 **Any other item with the approval of the Chairperson.**

Syllabus approval for the course endorsement for Sigma Institute of Technology and Engineering on Basic Communication Skill.

(1) Suggested to revise the content of English and Communication skills course of BMS program.
(2) Suggested to interchange Unit 8 with Unit 7.
(3) Suggested to change course codes of Diploma & Hospitality courses.
(4) Suggested to remove the book Teachers Grammar of English K. R. Narayan Swamy from references.
(5) Suggested to remove the book Practical English Grammar by A J Thomason and A V Martinet from references.
(6) Suggested to review the reference books for Diploma Courses and add level appropriate books.

The item placed before the Board of studies was approved.

The meeting ended with vote of thanks by the convenor.

Item 2: Action taken report (Based on the suggestions given in 4th BOS)

1. Suggestion - To add reference books "English Language for you ".
To add Audio book "English Conversation for you." in the syllabus.
Action –Desired changes has been made.

2. Suggestion – In the PD & JS-To add a reference book "Goals ! How to get Everything You Want – Faster than You Ever Thought Possible" by Brian Tracy.
To give special emphasis on teaching related different indoor and outdoor games.
To teach language with collaborative games.
Action – Desired changes has been made.

3. Suggestion –To use games to teach grammar topics like 'Preposition'.
To add audio books like Beyond the last blue mountain, Wings of Fire, Captain Gopinath and Biography of JRD Tata.
Action – Desired changes has been made.

4. Suggestion – To play One minute speech in the classroom to motivate students.
To play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr.
Action – Desired changes has been made.

5. Suggestion – To use Audio Books to teach biographical sketch.

Suggested to play Stay Hungry Stay Foolish by Steve Jobs and Mind Tree Founder – Subroto Bachi's and Nick Vujicic's videos should be played in the classrooms.

Biographical Sketch worksheets can be used for developing vocabulary.

Action – Prepared and done as per the suggestions.

6. Suggestion – To add English for Tourism and Hospitality Course Book + CDs: 1 by Hans Mol in the reference books.
To play videos of Sanjeev Deshpande.
Action – Done as per the suggestions.

7. Suggestions –To add English for Tourism and Hospitality Course Book + CDs: 1 by Hans Mol in the reference books.
To play videos of Sanjeev Deshpande.
Action – Done as per the suggestions.

8. Suggestions –To add English Language for you by Allen Peace in reference books.
To add a reference book "English Grammar Just for You" by Rajeevan Karal
To add Macmillan Foundation English by R. K. Dwivedi.
To add Practice English Grammar by A J Thomas in the reference books.
To add Wren & Martin's High School English Grammar & Composition Raymond Murphy (Essential) in the reference books.
In certificate course for NGO Accounting and Operations it was suggested to use street plays as a method of training communication. For teaching interpersonal skills concept of biases and prejudices should be touched upon.

9.Suggestion – Syllabus approval for the course endorsement for Sigma Institute of Technology and Engineering on Basic Communication Skill.

Behari

Suggested to revise the content of English and Communication skills course of BMS program.
Suggested to interchange Unit 8 with Unit 7.
Suggested to change course codes of Diploma & Hospitality courses.
Suggested to remove the book Teachers Grammar of English K. R. Narayan Swamy from references.
Suggested to remove the book Practical English Grammar by A J Thomason and A V Martinet from references.
Suggested to review the reference books for Diploma Courses and add level appropriate books.
Action – Done as per the suggestions and sent the syllabus .

Item 3 : Proposed syllabus of Professional Skills for Hospitality (Level III) (Theory & Practical) Semester-VI

Professional Skills for Hospitality – Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Prepare forwarding letters and resumes. Application, email etiquettes.
- Students will be able to develop professionally for hospitality industry. Hospitality readiness with communication skills and short form and phrases used in the industry.
- Students shall be able to understand the importance of ethics in hospitality business . Dos and don'ts in the industry, child trafficking committee, sexual harassment committee, wine women and wealth policy of industry, covid officer, nodal officer.

Pedagogy: Power point presentations; business games, Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Evaluation: Written 40% CCE and 60% END SEM EXAM written

Semester VI				
Course:–: Professional Skills for Hospitality – Theory				
Course code:				
Credit 03			**Hours**	**30**
Unit #	**Unit Title**		**Curriculum**	**Hours**
1.	**Mentoring**	1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9	Coordination Buddy system Briefing and Planning listening Monitoring Operational excellence execution Evaluation Closing and Debriefing. (PODSCORB) Career Stories	4
2.	**Team Building**	2.1 2.2 2.3 2.4	Define teamwork, Importance of teamwork Importance of listening Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	6

Behari

		2.5	Types of leaders, their characteristics, coordination and its characteristics To know "everyone is important in a team" To grow with all	
3.	**Etiquette In & Around Office**	3.1 3.2 3.3	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information Keep noise to minimum, be mindful of your body language and its type	3
4.	**Leadership Skills**	4.1 4.2 4.3	Introduction & Three Traits of a Successful Leader Leading Vs Managing • Personality Matrix & The Ability To Lead • Leading The Team • Delegation • Types of leadership styles • Skills needed for a leader • Transactional & transformational theories • Limitations of a leader • Different tactics for developing leadership qualities	4
5.	**Understanding Cultural Diversity**	5.1 5.2 5.3	Understanding the needs of International and Indian Guests Prioritizing the need of the guest according to standards set Training programs related to it Standard Communication Do's and Don'ts	3
6.	**Building Assertive Behavior**	6.1 6.2 6.3	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior	3

		6.4 6.5 6.6	Optimistic, pessimistic, trusting & Envious behavior Types of behavioral traits Strategies for building Assertive Behavior	
7.	**Conflict management**	7.1 7.2 7.3 7.4 7.5 7.6	Conflict management meaning and strategies Process of conflict Types of conflicts Conflict resolution strategies Negotiation: Process and strategies	2
8.	**Professional Ethics for Hospitality**	8.1 8.2 8.3	Mutual Respect. Loyalty & Discretion Anonymity & Confidentiality	2
9	**Resume Writing**	9.1 9.2 9.3 9.4	Building a specific resume for hospitality Writing a career objective Highlighting personal & professional achievements Proper arrangement of headings • Use of some creative art • Using proper references	**3**

Learning outcomes:

Students will be able to groom their personality, behavioural skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. MujilHasanSidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley; Kagan Page
5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopalaswamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

Professional Skills for Hospitality – Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Evaluation: 60% CCE and 40% End SEM VIVA-VOCE and PRESENTATIONS

Professional Skills for hospitality -Practical: This will be based on theoretical concepts, which will be taught during the university interaction and practical concepts will be practiced and evaluated in the CCE by the reporting supervisor on OJT on a prescribed format prepared by the Department of Life Skills .

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice.

Semester V				
Course:–: Professional Skills for Hospitality – Practical				
Course code:				
Credit 03			**Hours**	**80**
Unit #	**Unit Title**		**Curriculum**	**Hours**
1.	**Mentoring**	1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9	Coordination Buddy system Briefing and Planning listening Monitoring Operational excellence execution Evaluation Closing and Debriefing. (PODSCORB) Career Stories	12
2.	**Team Building**	2.1 2.2 2.3 2.4	Define teamwork, Importance of teamwork Importance of listening Various stages of team development	10

		2.5	Various characteristics of effectiveness of a team, characteristics team member, team leader Types of leaders, their characteristics, coordination and its characteristics To know "everyone is important in a team" To grow with all	
3.	**Etiquette In & Around Office**	3.1 3.2 3.3	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information Keep noise to minimum, be mindful of your body language and its type	7
4.	**Leadership Skills**	4.1 4.2 4.3	Introduction & Three Traits of a Successful Leader Leading Vs Managing Personality Matrix & The Ability To Lead Leading The Team Delegation Types of leadership styles Skills needed for a leader Transactional & transformational theories Limitations of a leader Different tactics for developing leadership qualities	10
5.	**Understanding Cultural Diversity**	5.1 5.2 5.3	Understanding the needs of International and Indian Guests Prioritizing the need of the guest according to standards set Training programs related to it Standard Communication Do's and Don'ts	7
6.	**Building Assertive Behavior**	6.1 6.2 6.3	Behavioral types Difference among Passive, Assertive, Aggressive behavior	10

Behrani

		6.4	Effects of Passive, Assertive, Aggressive behavior Optimistic, pessimistic, trusting & Envious behavior Types of behavioral traits Strategies for building Assertive Behavior	
7.	**Conflict management**	7.1 7.2 7.3 7.4 7.5	Conflict management meaning and strategies Process of conflict Types of conflicts Conflict resolution strategies Negotiation: Process and strategies	7
8.	**Professional Ethics for Hospitality**	8.1 8.2 8.3	Mutual Respect. Loyalty & Discretion Anonymity & Confidentiality	7
9	**Resume Writing**	9.1 9.2 9.3 9.4	Building a specific resume for hospitality Writing a career objective Highlighting personal & professional achievements Proper arrangement of headings Use of some creative art Using proper references	**10**

Learning outcomes:

Students will be able to groom their personality, behavioural skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. MujilHasanSidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page
5) The Art of Effective Communication; NamrataPalta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopalaswamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas:Edward de Bono; Vermilion

Item 4: Proposed syllabus of English and Communication Skills (Level I) (Theory and practical) (WIL/WBL)

Course: English and Communication Skills Level I (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Be able to form sentences without grammatical errors.
- Be acquainted with one word substitution, idioms and phrases commonly used in English.

Level 1				
Course: English and Communication Skills I (Theory)				
Course Code:				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Listening**	1.1 1.2 1.3 1.4	Introduction to Listening Listening vs Hearing Process of listening, Problems students face in listening	**03**
2	**Speaking**	2.1 2.2 2.3	Introduction to English Language Organs of speech and speech mechanism Classification of English sounds- vowels	**03**
3	**Reading**	3.1 3.2 3.3	Purpose of reading and process of reading Reading tactics Reading strategies	**03**
4	**Basic Grammar**	4.1 4.2 4.3 4.4 4.5	Parts of speech: noun, pronoun, verb, adjective, adverb, preposition, conjunction, interjection. Determiners Tenses Conditionals Subject-verb agreements	**14**
5	**Vocabulary**	5.1	Essential English vocabulary (Words followed by Preposition, one word substitutes)	**07**

Learning outcomes:

Students will be able to form grammatically correct sentences. They will use one word substitution, idioms and phrases commonly used in English in their writing and speaking.

References:

1) Contemporary English Grammar Structures and Composition by David Green, Trinity Press, 2015
2) A Practical English Grammar A.J.Thomson and A.V.Martinet, Oxford India 2014
3) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
4) Essential English Grammar; Raymond Murphy, Cambridge Press
5) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

Course: English and Communication Skills I PR

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Level I				
Course: English and Communication Skills I PR				
Course Code:				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2 1.3 1.4	Pre Test Listen to 10 selected videos (Josh talks/TEDxtalks) Listening Comprehension Movie screening (Two Educational Movies)	**15**
2	Speaking Skills	2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11 2.12	Meeting and greeting Saying goodbye/thank you/ Request/permission/apology Self-introduction Addressing people correctly Asking Questions/ directions Saying that you understand correctly or not Typical conversation starters Telling time Special greetings Event narration Use of technology at work place	**20**

		2.13 2.14 2.15	Paying complements Giving advice Talking about plans	
3	Reading Skills	3.1 3.2 3.3	News Reading Reading Short Stories 4 stories (Work ethics/morals) Reading Comprehension (Preliminary Level) 4 passages	**15**
4	Strengthening Vocabulary	4.1 4.2	Vocabulary Building – Synonyms, Antonyms(Specific list) Strengthening Vocabulary	**10**

Learning outcomes:

Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence.

References:

1) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
2) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
3) How to Read better and Faster:LewisNorman;Binny
4) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
5) Technical Communication by Sngeeta Sharma and Meenakshi Raman Oxford Publication third edition.
6) Effective English Communication by Mohan, TMH.
7) Effective Technical Communication by M.Ashraf Rizvi.
8) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
9) Essential English Grammar; Raymond Murphy, Cambridge Press
10) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

Video links:

1. https://www.youtube.com/watch?v=RBAVFqdcrlo
2. https://www.youtube.com/watch?v=zq_U5fTpOlM
3. https://www.youtube.com/watch?v=eBgadq0B9ME
4. https://www.youtube.com/watch?v=ayJiyz68Xts
5. https://www.youtube.com/watch?v=2o81l2MtayI
6. https://www.youtube.com/watch?v=sKvMxZ284AA
7. https://www.youtube.com/watch?v=OV6pEGXRYZ0

8. https://www.youtube.com/watch?v=lDqicQn2FmI
9. https://www.youtube.com/watch?v=FBEU5YbE21M
10. https://www.youtube.com/watch?v=yo03WpDL-78

Item 6: Proposed syllabus of Personality Development & Job Skills (Level I) (Theory & Practical) (WIL/WBL)

Personality Development and Job Skills I- Theory (Level I)

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Know necessity of formal writing and strengthen writing
- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn interpersonal relationships and skills

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Level I				
Course: Personality Development and Job Skills I- Theory				
Course Code: LS				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3 1.4 1.5	Definition, Identification and Prioritization of the Main Goals Desirable characteristics of Goal Setting Types of Goal Setting Four step plan of Goal Setting Tips for better Goal Setting	**04**
2	Strengthening Writing I	2.1 2.2 2.3 2.4 2.5	Leave application Letter Writing- format(formal, informal) Letter of Apology/ request Informal letters Passage Writing	**04**
3	Time Management	3.1 3.2 3.3 3.4 3.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	04

4	Grooming	4.1 4.2 4.3 4.4 4.5	Meaning, aspects of Grooming Essential features in grooming Appropriate dress code Do's and don'ts of dress code Creating Good First Impression	04
5	Etiquettes	5.1 5.2 5.3 5.4	Etiquettes – Importance & advantages. Social Etiquettes Business etiquettes Appropriate Communication for a social gathering	04
6	Working in Teams	6.1 6.2 6.3 6.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	04
7	Interpersonal Relationship and skills	7.1 7.2 7.3 7.4 7.5 7.6	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	04
8	Presentation Skills	8.1 8.2 8.3	Explain the term 'presentation' and its key elements Various methods of delivering a confident presentation The strategies useful for focusing audience attention	02

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s.

Learn effective time management, presentations skills and interpersonal skills.

Learn required etiquettes and grooming to reflect professional behavior.

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.

3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark;TMH
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) Oxford Guide to Effective Writing and Speaking, by John Seely
6) Business English, by T Samson

Personality Development and Job Skills I- Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, group work, pair work, assignments, projects, work sheets, presentations, quiz, co-curricular activities, practice

Level I				
Course: Personality Development and Job Skills I- PR				
Course Code: LS				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3	Identification and Prioritization of the Main Goals Four step plan of Goal Setting Tips for better Goal Setting	**06**
2	Strengthening Writing I	2.1 2.2 2.3 2.4 2.5	Leave application Letter Writing- format(formal, informal) Letter of Apology/ request Informal letters Passage Writing	**06**
3	Time Management	3.1 3.2 3.3 3.4 3.5	Time Wasters and Interrupters(Activity) The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time,prioritizing,to do lists etc.	08
4	Grooming	4.1 4.2	Essential features in grooming: application Appropriate dress code	05

		4.3 4.4	Do's and don'ts of dress code Creating Good First Impression	
5	Etiquettes	5.1 5.2 5.3	Etiquettes : application Social Etiquettes Business etiquettes	05
6	Working in Teams	6.1 6.2 6.3 6.4	Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader Utilizing team work at workplace.	10
7	Interpersonal Relationship and skills	7.1 7.2 7.3 7.4 7.5 7.6	interpersonal relationship Interpersonal skills Interpersonal skills needed at work Utilizing skills of assertiveness, conflict management, negotiation skills.	10
8	Presentation Skills	8.1 8.2	Various methods of delivering a confident presentation Practice on presentation skills.	10

Journal Writing

Unit 1: Worksheets of time management
Unit 2: Do's and dont's of dress code
Unit 4: Components of Non Verbal Communication
Unit 6: Etiquettes

Learning outcome:

Students will learn the components and ways of maintaining appropriate personality traits, time management and team management

References:

1) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
2) Personality Development; John Arthur; Lotus Press; New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi

4) The Art of Effective Communication; NamrataPalta; Lotus Publishers &Distributors; New Delhi
5) "Promoting Interest & Motivation"; Ragan & Smith; Web Chapter 3.
6) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
7) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
8) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
9) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
10) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
11) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
12) Personality Development; John Arthur; Lotus Press; New Delhi

Item 7: Proposed syllabus of English and Communication Skills (Level II) (Theory and practical) (WIL/WBL)

English and Communication Skills II (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Have knowledge of theory of communication.
- Be able to form grammatically correct sentences.
- Enhance writing skill with the help of essential grammar.
- Know the importance of English as a medium of communication in professional life.
- Have knowledge of words used in commercial correspondence.
- Have knowledge of foreign words used in communication.

Level II				
Course: English and Communication Skills II (Theory)				
Course Code:				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Communication	1.1 1.2 1.3 1.4 1.5 1.6	Communication: Concept, definition, process and objectives Language as a tool of communication Levels of communication :Extrapersonal ,Intrapersonal, Interpersonal, Organizational, Mass Barriers to communication Principles of effective communication Legal Aspects of business communication	**12**
2	Essential grammar	2.1 2.2 2.3 2.4	Modals Degree of comparison Direct and indirect speech Punctuation and capitalization	**08**
3	Listening	3.1 3.2	Types and strategies of listening, Barriers to listening,	**02**
4	Reading	4.1 4.2	Extensive Reading, Intensive Reading Barriers to Reading	**02**
3	Vocabulary	3.1 3.2	Idioms and phrases Foreign words used in communication	**06**

Learning outcomes:

Students will be able to communicate without grammatical errors in English. Their writing skill will be enhanced and they will be able to use words used in commercial correspondence, foreign words used in communication in their writing and speaking.

References:

1) Developing Communication Skills, 2nd Edition by Krishna Mohan and Meera Benerji, Macmillan (1990 first print) 2012
2) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
3) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005
4) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
5) Contemporary English Grammar Structures and Composition by David Green, Trinity Press, 2015
6) A Practical English Grammar A.J.Thomson and A.V.Martinet, Oxford India 2014
7) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
8) Essential English Grammar; Raymond Murphy, Cambridge Press
9) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

English and Communication Skill II PR

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen, watch and comprehend
- Develop confidence and speak on topic/s given
- Indulge in dialogue/ conversation
- learn more words and increase vocabulary
- Read and comprehend

Level II				
Course: English and Communication Skill II PR				
Course Code:				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2 1.3	Listen to 10 selected videos (Josh talks/TEDxtalks) Listening Comprehension (10) Movie screening (Three Educational Movies) (5)	**15**
2	Speaking Skills	2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11 2.12 2.13 2.14 2.15	Speaking on formal and informal occasions Talk about a clever decision made by someone to solve a problem Asking and giving explanation Expressions of preference and pleasure Expressions of offer/refusal of offer Expressions to agree/disagree Describe a product you got for free A website which helped you to do something My dream job Describe your first interview My first day at the work place Narrating a story of a successful entrepreneur An advice you received on your work Talking about your strengths and weaknesses Talking about the most difficult task you have done at the work place	**20**

3	Reading Skills	3.1 3.2 3.3	Skills for Speed Reading Sub-skills of Reading, Skimming, Scanning Reading Comprehension (Intermediate Level) 5	**15**
4	Strengthening Vocabulary	4.1 4.2 4.3	Vocabulary-prefix-suffix Proverbs Easily confused words	**10**

Learning outcomes:

Develop ability to listen, read and construct simple sentences with correct grammatical structure and suitable vocabulary be able to speak, participate with confidence.

References:

1) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
2) How to Read better and Faster:Lewis Norman;Binny
3) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore.
4) Technical Communication by Sngeeta Sharma and Meenakshi Raman Oxford Publication third edition.
5) Effective English Communication by Mohan, TMH
6) Effective Technical Communication by M.Ashraf Rizvi.

Video links:

1. https://www.youtube.com/watch?v=12eD3K5Peu8
2. https://www.youtube.com/watch?v=I-Xj5VyxMIk
3. https://www.youtube.com/watch?v=6LZ7QqoY_1w
4. https://www.youtube.com/watch?v=V9V7k7dm86c
5. https://www.youtube.com/watch?v=4HhYjeluSak&t=16s
6. https://www.youtube.com/watch?v=xnLoToJVQH4
7. https://www.youtube.com/watch?v=nDLJVAc8elg
8. https://www.youtube.com/watch?v=SRKv75mB5pQ
9. https://www.youtube.com/watch?v=78nsxRxbf4w
10. https://www.youtube.com/watch?v=cuRosbvFINs

Item 8: Proposed syllabus of Personality Development & Job Skills (Level II) (Theory & Practical) (WIL/WBL)

Personality Development and Job Skills II-Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Know importance of diary writing
- Draft, identify instructions and their need
- Interpret given data and strengthen writing
- Learn the need of most essential personality development
- Develop assertive behavior, Problem solving skills and decision making.
- Develop stress management and creativity.

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice

Learning outcomes:

- Students will be able to develop inner self by writing diaries, e communication, be aware of need of instructions in life, be ready for the world

Level II				
Course: Personality Development and Job Skills II – THEORY				
Course code: LS				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	4
2	**Non Verbal Communication**	2.1 2.2 2.3	Definition, Components of non-verbal communication Significance of nonverbal communication Maintaining appropriate nonverbal communication	4
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	3
4	**Problem Solving & Decision Making**	4.1 4.2	How Good You Are As A Problem Solver General Problem Solving Tools	3

		4.3 4.4 4.5	Approaches to Problem Solving Decision Making Techniques Choosing Between Options Improving Decision Making	
5	**Building Assertive Behavior**	5.1 5.2 5.3 5.4 5.5	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	4
6	**Strengthening Writing II**	6.1 6.2 6.3 6.4	Diary Writing Writing Instructions Email Writing Data Interpretation	4
7	**Stress Management**	7.1 7.2 7.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	4
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) How to prepare for Group Discussion & Interview: Prasad Hari Mohan and Mohan Rajnish; TMH
3) Personality Development & Career management; Dr.Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
5) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
6) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
7) Dealing with difficult people; Roy Lilley ;Kagan Page
8) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
9) How to have creative ideas: Edward de Bono; Vermilion

Personality Development and Job Skills II-Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice

Level II				
Course: Personality Development and Job Skills II – Practical				
Course code: LS				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	10
2	**Questioning Skills**	2.1 2.2	Types of Questions – Open & Close; leading; Probing; Rhetorical Use of Questioning as a tool of communication.	8
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	7
4	**Building Self Confidence**	4.1 4.2 4.3	Necessity of self confidence in life 10 Step Plan to Increase Self Confidence Manage Judgments, Criticism & Praise.	7
5	**Problem Solving & Decision Making**	5.1 5.2 5.3 5.4 5.5	How Good You Are As A Problem Solver General Problem Solving Tools Approaches to Problem Solving Decision Making Techniques Choosing Between Options Improving Decision Making	10

6	**Stress Management**	6.1 6.2 6.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	7
7	**Building Assertive Behavior**	7.1 7.2 7.3 7.4	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	7
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

Journal Writing:

1) Questioning Skills: Examples, types
2) Assertive Behavior
3) Building Self Confidence
4) Problem Solving & Decision Making

Learning outcomes:

Students will be able to groom their personality, behavioral skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page
5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

Item 9: Proposed syllabus of English and Communication Skills (Level III) (Theory and practical) (WIL/WBL)

English and Communication Skills III (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Have knowledge of business letter writing.
- Have knowledge of business letters' structure and format.
- Be able to write letters in English without grammatical errors.
- Learn report writing, précis writing and advertisement drafting.
- Learn how to communicate using technology.

Level III				
Course: English and Communication Skills III (Theory)				
Course Code: LS				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Essentials of Business letters	1.1 1.2	Need, Function and Kinds of a business letter Layout(Block, Modified Block, Semi-block, Simplified)	**03**
2	Report writing	2.1 2.2	Importance, characteristics, basic parameters, types How to write reports and check list	**04**
3	Advertisement	3.1	Importance, characteristics and how to draft advertisements for various media	**04**
4	Précis Writing	4.1	Meaning, purpose, guidelines, Précis of speech, articles, correspondence etc.	**03**
5	Communication through technology	5.1 5.2 5,3 5.4 5.5	Use of Word processor Use of Desk top publisher Power point presentation(Importance, Planning, structure, qualities of a skilful presenter, use of audio-visual aid) Electronic mail(Principles, Effective Language of email, 12 golden rules of effective email,) Use of Voice mail Use of online platforms for communication at work place (Zoom, Hangout, etc)	**08**
6	Public Speaking	6.1	How to draft a good public speech and address audience	**2**

7	Common errors in English language	7.1	Common Errors	**5**
8	Vocabulary	8.1	Homonyms	**1**

Learning outcomes:

Students will be able to communicate with external agencies effectively. They will be able to write business letters, reports and précis. They will be able to draft effective advertisements. They will be communicate through technology.

References:

1) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
2) Business Communication today 10th Edition, C.L. Bovee J.V. THILL, Abha Chatterjee, Pearson Publication 2013
3) Business Communication and Personality Development by Biswajit Das and IpseetaSatpathy, Excel Books 2010
4) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005
5) Business Correspondence and Report Writing by R.C.Sharma and Krishna Mohan, Tata Mc Graw-Hill 2008
6) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
7) Essentials of Business Communication, Rajendra Pal and J.S.Korlahalli, S.Chand, 2013
8) Effective Business Communication, Asha Kaul, PHI Learning Pvt. Ltd 2011
9) Effective Business Communication by M.V.Rodriques, Concept Publishing Company Pvt. Ltd 2013

English and Communication Skills III Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Watch, listen and comprehend
- Take notes while watching
- Develop confidence and speak on any given topic
- Develop interview skills
- learn more words and increase vocabulary
- Read and comprehend

Level III				
Course: English and Communication Skills III Practical				
Course Code:				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2	Listen to 05 selected videos (Josh talks/TEDxtalks) Listening Comprehension Watch inspirational clips from You Tube(five) and Note taking and note making	**10**
2	Strengthening Business Writing	2.1 2.2 2.3 2.4 2.5 2.6	Writing Practice of different types of Letters Email drafting practice Report writing practice Advertisement (Digital and conventional) writing practice Précis Writing Practice	**10**
3	Reading Skills	3.1 3.2	Reading E-mail, E-books, Blogs and Web pages Reading Comprehension (Advance Level)	**10**
4	Speaking Skills	4.1 4.2 4.3 4.4	Practice of delivering effective talk Practice Public Speaking and learn Idea of space and time in Public Speaking Practice and appropriate Tone of Voice During speaking	**15**

			Maintaining timing and duration of speech	
5	Presentation Skills	5.1 5.2 5.3 5.4	PPT Presentation, Oral presentation, Debates, Group Discussion	**15**

Learning outcomes: Develop ability to speak confidently, face interviews, participate with confidence; cultivate reading skills. They will be able to give effective presentations. They will be able to write error free letters, advertisements, reports, précis and emails.

References:

1) Developing Communication Skills, 2nd Edition by Krishna Mohan and Meera Benerji, Macmillan (1990 first print) 2012
2) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
3) Business Communication today 10th Edition, C.L. Bovee J.V. THILL, Abha Chatterjee, Pearson Publication 2013
4) Business Communication and Personality Development by Biswajit Das and Ipseeta Satpathy, Excel Books 2010
5) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005
6) Business Correspondence and Report Writing by R.C.Sharma and Krishna Mohan, Tata Mc Graw-Hill 2008
7) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
8) Essentials of Business Communication, Rajendra Pal and J.S.Korlahalli, S.Chand, 2013
9) Effective Business Communication, Asha Kaul, PHI Learning Pvt. Ltd 2011
10) Effective Business Communication by M.V.Rodriques, Concept Publishing Company Pvt. Ltd 2013

Video Links:

1. https://www.youtube.com/watch?v=4o_O_v8gQpg
2. https://www.youtube.com/watch?v=TFbv757kup4
3. https://www.youtube.com/watch?v=LBvHI1awWaI
4. https://www.youtube.com/watch?v=bEusrD8g-dM
5. https://www.youtube.com/watch?v=kcW4ABcY3zI
6. https://www.youtube.com/watch?v=kOJu1vj_BVk
7. https://www.youtube.com/watch?time_continue=18&v=akukonfG-fs
8. https://www.youtube.com/watch?v=_yHR3LkvUok

9. https://www.youtube.com/watch?v=hIKFEkO3Qss
10. https://www.youtube.com/watch?v=t5_MTt9edho

Item 10: Proposed syllabus of Short term certificate course in Soft Skills for professionals

Course: Short term Certificate Course in Soft Skills for Professionals

Credit: 01 **Duration: 40 Hours**

Examination scheme: End Term Evaluation (ETE): 25 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the candidates will be able to:

- Apply, with enhanced understanding, the concepts of Goal setting, Time management and Interpersonal Skills, to the work environment.
- Understand importance of various types of Communication skills.
- Understand the importance of grooming and etiquettes
- Learn behavioral skills appropriate to the job.

Course Content:

Unit #	Unit Title	Curriculum	Hours
1.	**Goal Setting**	Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities	4
2.	**Communication Skills**	Define Communication Skills; Importance of Communication; The Communication Process; Barriers to Communication; Listening Skills; Types of Communication Introduction to non-verbal communication; body Language Professional Communication Ways to recognize communication Styles Professional Image & Reputation	8
3.	**Time Management**	Introduction to Time Management Time Management tools to include: Useful Tips, Planning & Organizing, Priority Matrix Time Management in increments	6
4	**Grooming & Etiquettes**	Introduction to Grooming and Etiquettes; Image Cycle Basic Social Etiquette First Impression: Appearance; Introduction & Personal Behavior Importance and benefits of etiquettes.	8

		Office Etiquettes	
5	**Working in Teams**	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	4
6	**Interpersonal Skills**	Introduction to Interpersonal Skills. Interpersonal Skills with respect to: Communication, Ability to Create rapport with Others, Effective Conflict Resolution; Negotiation; Personal Stress Management; Persuasion; Strategic Thinking; Creative Problem Solving	10

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002
7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

Item 11: Proposed syllabus of Professional Certificate Course in Soft Skills

Course: Professionals Certificate Course in Soft Skills

Credit: 04 (2 Theory + 2 Practical) **Duration: 75 Hours**

Examination scheme: End Term Evaluation (ETE): 100 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the candidates will be able to:

- Apply, with enhanced understanding, the concepts of Goal setting, Time management and Interpersonal Skills, to the work environment.
- Understand importance of various types of Communication skills.
- Understand the importance of grooming and etiquettes in professional life
- Understand the importance of leadership skills.
- Learn behavioral skills appropriate to the job.

Course Content:

Unit #	Unit Title	Curriculum	Hours
1.	**Goal Setting**	Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities	5
2.	**Communication Skills**	Define Communication Skills; Importance of Communication; The Communication Process; Barriers to Communication; Listening Skills; Types of Communication Introduction to non-verbal communication; body Language Professional Communication Ways to recognize communication Styles Professional Image & Reputation	12
3.	**Time Management**	Introduction to Time Management Time Management tools to include: Useful Tips, Planning & Organizing, Priority Matrix Time Management in increments	8
4.	**Grooming & Etiquettes**	Introduction to Grooming and Etiquettes; Image Cycle Basic Social Etiquette	10

		First Impression: Appearance; Introduction & Personal Behavior Importance and benefits of etiquettes. Office Etiquettes	
5.	**Etiquette In Meetings**	Introduction Managing A Meeting Purpose, Logistics, Agenda, Minute Taking Dynamics of Formal Meetings	4
6.	**Etiquette In & Around Office**	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information	4
7.	**Working in Teams**	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	10
8.	**Interpersonal Skills**	Introduction to Interpersonal Skills. Interpersonal Skills with respect to: Communication, Ability to Create rapport with Others, Effective Conflict Resolution; Negotiation; Personal Stress Management; Persuasion; Strategic Thinking; Creative Problem Solving	10
9.	**Dealing With Difficult People & Issues**	Dealing with personal issues Dealing with difficult people Dealing with ethical dilemmas	4
10.	**Leadership Skills**	Introduction & Three Traits of a Successful Leader Leading Vs Managing Personality Matrix & The Ability To Lead Leading The Team Delegation	8

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002

7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

Item 12: Proposed syllabus of Professional Communication Skills- I at Post Graduate level

Professional Communication Skills I

Learning Objectives:

After completing the syllabus, the students will:

- Know the importance of communication.
- Know the process of communication.
- Be able to communicate effectively and properly.
- Know the difference between hearing and listening.
- Be able to listen to the customer properly.
- Be able to read properly and communicate with customers effectively.
- Be able to write emails and communicate with customers effectively.
- Be able to write letters.
- Be able to write reports.

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I				
Course: Professional Communication Skills I				
Course Code:				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Communication**	1.1 1.2 1.3 1.4 1.5 1.6	Concept of communication Process of communication Types of communication Flow of communication Barriers to communication Tips for effective communication	**05**
2.	**Comprehension**	 2.1 2.2 2.3 2.4 2.5 2.6 2.7	**Listening and reading:** Introduction to Listening Listening vs Hearing Process of listening, Barriers of listening Purpose of reading, process of reading, reading tactics, reading strategies. 4 Videos 4 Passages	**10**

3	**Writing Skills**	3.1 3.2 3.3 3.4	Letters writing Email writing Application: Job, Leave etc. Resume Reports	**10**
4	**Presentation skills**	4.1	Presentation Skills	**05**

Learning outcomes:

Students will get acquainted with the communication process including LSRW and communicate with customers effectively to maintain relation.

References:

1. *The fundamental Aspects of Communication Skills* by Dr. P. Prasad, Katson Books,2009
2. Developing Communication Skills, by Krishna Mohan and MeeraBanerji, Macmillan, 2012.
3. *Essentials of business communication* by Rajendra Pal and J.S. Korlahalli, S. Chand, 2013.
4. *Effective business communication* by M.V.Roderiques, Concept Publishing House, 2013.
5. *Business Correspondence and report writing,* R.C. Sharma and Krishna Mohan,Tata McGraw-Hill, 2008.
6. *Communication Skills* by Minakshi Raman and SangeetaSharma,Oxford, 2009.

Item 13: Proposed syllabus of Personality Development for Professionals-I at Post Graduate level

Course : Personality Development for Professionals

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups
- Learn interpersonal relationships and skills

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Semester II				
Course: Personality Development for Professionals- Theory				
Course Code:				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3 1.4	Definition, Identification and Prioritization of the Main Goals Desirable characteristics of Goal Setting Four step plan of Goal Setting Tips for better Goal Setting	**03**
2	Time Management	2.1 2.2 2.3 2.4 2.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time procrastination and tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	**02**
3	Grooming& Etiquettes	3.1 3.2 3.3 3.4 3.5	Meaning, aspects of Grooming & Etiquettes Essential features in grooming Appropriate dress code. Creating Good First Impression Social Etiquettes &Business etiquettes	03

4	Working in Teams	4.1 4.2 4.3 4.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member&team leader	03
5	Interpersonal Relationship and skills	5.1 5.2 5.3 5.4 5.5 5.6	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	04

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s.

Learn effective time management, presentations skills and interpersonal skills.

Learn required etiquettes and grooming to reflect professional behavior.

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark;TMH
4) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
5) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
6) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
7) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
8) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
9) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
10) Personality Development; John Arthur; Lotus Press; New Delhi

Item 14 - Panel of External Examiners

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Shahera, Panchmahal, Gujarat
Ph no. 9979398595

The 5th meeting of the board of studies (B.O.S.) of Department of Life Skills was held on 15th December, 2020 at 10:00 a.m.to discuss and approve the items as included on the Agenda. In Purviewof COVID 19 Pandemic,the members were permitted joined using the Google Meet Platform (https://meet.google.com/xvh-kzab-rka).

The following members remained present in the meeting:

1. Dr. Avani Umatt	-Chairperson I/C Provost, Dean Academics
2. Dr. Charul Jain	External Expert, Academics
3. Dr. Kalpana Motanpotra	External Expert, Industry
4. Dr. Anupam Mitra	-I/C Registrar and Head Department of commerce and management.
5. Mr. Vimal Kumar	-I/C COE and Head department of Hospitality and tourism.
6. Ms. Shimi Biju	-I/C Head, Department Information and Technology
7. Mr. Dishank Upadhyay	-I/C Head, Department of Mechatronics
8. Dr. Kuldipsinh D. Jadeja	Member
9. Dr. Priyanka Behrani	Convenor

The details of the meeting contemplations are as follows:

Sr. No.	Description
1	**Welcome to the BOS Members:** The members of the BOS were introduced by the convenor and welcomed by the Chairperson, Dean Academics. The Dean briefly explained the concept of Work Integrated Learning programs and the requirements of the same.
2	The convenor of the 5th BOS presented the agenda of the 5th BOS followed by minutes of the meeting of the 4th BOS and action taken report based on the suggestions given.
3	The convenor presented the proposed syllabus of Professional Skills for Hospitality (Level III) (Theory & Practical) Semester-VI including the objectives and learning out comes. Dr. Kalpana Motanpotra recommended to introduce learning diary/ journal. Mr. Vimal Kumar mentioned the WTO sheet that is already maintained.

	Dr. Avani Umatt recommended to modify the WTO sheet as per the requirement. **The recommended changes to the syllabus are as per Annexure 1.**
4	The convenor presented the proposed syllabus of ECS level I , ECS level II and ECS level III and PDJS-I &PDJS -II Dr. Avani explained in detail the various levels of the same with the delivery framework and evaluation of WIL students at the work place. Dr. Kalpana and Dr. Charul considered the syllabus comprehensive. And Dr. Charul considered it a fine balance of Theory with Practical. Dr. Charul recommended to use BBC learning material i.e. is packed with various task and exercise along with the references given in the proposed syllabus.(these could be included in the syllabus as well) Further, Dr. Charul recommended to use Webinar videos by RELO made available on you tube. She recommended Edmodo, Quizizz, Nearpod for teachers. The proposed syllabus of ECS I ECSII and ECS III and PDJS-I &PDJS -II were approved. **The recommended changes to the syllabus are as per Annexure 2,3,4,5& 6.**
5	Dr. Avani introduced the short term programs and its syllabus with credit system. Experts agreed upon the credit system.
6	The convenor presented the Proposed syllabus of Professional Certificate Course in Soft Skills. Dr. Charul Jain asked about the implementation of the same in detail. The convenor and Dr. Avani Umatt cleared that the theory concepts will be taught by a trainer and a continuous evaluation of the practical section will be done by reviewing officer. Experts agreed upon the points discussed. **The recommended changes to the syllabus are as per Annexure 7&8**
7	The convenor presented the proposed syllabus of proposed syllabus of Professional Communication Skills- I at Post Graduate level Professional Communication Skills I. No suggestions were given and syllabus was approved. **The recommended changes to the syllabus are as per Annexure 9&10**
8	Dr. Charul Jain shared a list of books and resources.

9	The convenor presented the list of examiners. It was approved by the experts and they found the overall syllabus exhaustive and comprehensive.
9	Dr Anupam Mitra , I/C Registrar and Head, Department of Commerce and management thanked the experts and brief about the students-industry interaction. He mentioned 100% placement along with students' good learning attitude, communication skills and positive feedback given by the industry about the students. Mr. Dishank Upadhyay, I/C Head, Department of Mechatronics shared the success story of the students placed from Mechatronics department focusing on effective communication, appropriate attitude at the work place based on the reviews given by the HR department of industry.
10	The 5th BOS meeting ended with thanks by Provost, Registrar, Heads of various departments and members.

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Annexure 1

Professional Skills for Hospitality (Level III) (Theory & Practical) Semester-VI as Approved syllabus of in 5th BOS held on 15 December 2020

Proposed

Professional Skills for Hospitality – Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Prepare forwarding letters and resumes. Application, email etiquettes.
- Students will be able to develop professionally for hospitality industry. Hospitality readiness with communication skills and short form and phrases used in the industry.
- Students shall be able to understand the importance of ethics in hospitality business . Dos and don'ts in the industry, child trafficking committee, sexual harassment committee, wine women and wealth policy of industry, covid officer, nodal officer.

Pedagogy: Power point presentations; business games, Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Reports in WTO sheet in separate section of PDJS .

Evaluation: Written 40% CCE and 60% END SEM EXAM written

Semester VI							
Course:–: Professional Skills for Hospitality – Theory							
Course code:							
Credit 03						**Hours**	**30**
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**	

Unit #	**Unit Title**		**Curriculum**	**Hours**
1.	**Mentoring**	1.1	Coordination	4
		1.2	Buddy system	
		1.3	Briefing and Planning	
		1.4	listening	
		1.5	Monitoring	
		1.6	Operational excellence	
		1.7	execution	
		1.8	Evaluation	

		1.9	Closing and Debriefing. (PODSCORB) Career Stories	
2.	**Team Building**	2.1 2.2 2.3 2.4 2.5	Define teamwork, Importance of teamwork Importance of listening Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader Types of leaders, their characteristics, coordination and its characteristics To know "everyone is important in a team" To grow with all	6
3.	**Etiquette In & Around Office**	3.1 3.2 3.3	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information Keep noise to minimum, be mindful of your body language and its type	3
4.	**Leadership Skills**	4.1 4.2 4.3	Introduction & Three Traits of a Successful Leader Leading Vs Managing • Personality Matrix & The Ability To Lead • Leading The Team • Delegation • Types of leadership styles • Skills needed for a leader • Transactional & transformational theories • Limitations of a leader • Different tactics for developing leadership qualities	4

Annexure 1

5.	**Understanding Cultural Diversity**	5.1 5.2 5.3	Understanding the needs of International and Indian Guests Prioritizing the need of the guest according to standards set Training programs related to it Standard Communication Do's and Don'ts	3
6.	**Building Assertive Behavior**	6.1 6.2 6.3 6.4 6.5 6.6	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Optimistic, pessimistic, trusting & Envious behavior Types of behavioral traits Strategies for building Assertive Behavior	3
7.	**Conflict management**	7.1 7.2 7.3 7.4 7.5 7.6	Conflict management meaning and strategies Process of conflict Types of conflicts Conflict resolution strategies Negotiation: Process and strategies	2
8.	**Professional Ethics for Hospitality**	8.1 8.2 8.3	Mutual Respect. Loyalty & Discretion Anonymity & Confidentiality	2
9	**Resume Writing**	9.1 9.2 9.3 9.4	Building a specific resume for hospitality Writing a career objective Highlighting personal & professional achievements Proper arrangement of headings • Use of some creative art • Using proper references	**3**

Learning outcomes:

Annexure 1

Students will be able to groom their personality, behavioural skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. MujilHasanSidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley; Kagan Page
5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopalaswamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

Professional Skills for Hospitality – Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Evaluation: 60% CCE and 40% End SEM VIVA-VOCE and PRESENTATIONS

Professional Skills for hospitality -Practical: This will be based on theoretical concepts, which will be taught during the university interaction and practical concepts will be practiced and evaluated in the CCE by the reporting supervisor on OJT on a prescribed format prepared by the Department of Life Skills .

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice.
Reports in WTO sheet in separate section of PDJS .

Semester V						
Course:–: Professional Skills for Hospitality – Practical						
Course code:						
Credit 03					**Hours**	**80**
Examination scheme	**Total Marks**	**75**	**CCE**	**45**	**SEE**	**30**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1.	**Mentoring**	1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 1.9	Coordination Buddy system Briefing and Planning listening Monitoring Operational excellence execution Evaluation Closing and Debriefing.	12

			(PODSCORB) Career Stories	
2.	**Team Building**	2.1 2.2 2.3 2.4 2.5	Define teamwork, Importance of teamwork Importance of listening Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader Types of leaders, their characteristics, coordination and its characteristics To know "everyone is important in a team" To grow with all	10
3.	**Etiquette In & Around Office**	3.1 3.2 3.3	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information Keep noise to minimum, be mindful of your body language and its type	7
4.	**Leadership Skills**	4.1 4.2 4.3	Introduction & Three Traits of a Successful Leader Leading Vs Managing Personality Matrix & The Ability To Lead Leading The Team Delegation Types of leadership styles Skills needed for a leader Transactional & transformational theories Limitations of a leader Different tactics for developing leadership qualities	10
5.	**Understanding Cultural Diversity**	5.1 5.2 5.3	Understanding the needs of International and Indian Guests Prioritizing the need of the guest according to standards set	7

			Training programs related to it Standard Communication Do's and Don'ts	
6.	**Building Assertive Behavior**	6.1 6.2 6.3 6.4	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Optimistic, pessimistic, trusting & Envious behavior Types of behavioral traits Strategies for building Assertive Behavior	10
7.	**Conflict management**	7.1 7.2 7.3 7.4 7.5	Conflict management meaning and strategies Process of conflict Types of conflicts Conflict resolution strategies Negotiation: Process and strategies	7
8.	**Professional Ethics for Hospitality**	8.1 8.2 8.3	Mutual Respect. Loyalty & Discretion Anonymity & Confidentiality	7
9	**Resume Writing**	9.1 9.2 9.3 9.4	Building a specific resume for hospitality Writing a career objective Highlighting personal & professional achievements Proper arrangement of headings Use of some creative art Using proper references	**10**

Learning outcomes:

Students will be able to groom their personality, behavioural skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010

Annexure 1

2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. MujilHasanSidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page
5) The Art of Effective Communication; NamrataPalta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopalaswamy Ramesh and Mahadevan Ramesh

How to have creative ideas:Edward de Bono; Vermilion

Annexure 2

Approved syllabus of English and Communication Skills (Level I) (Theory and practical) (WIL/WBL) in 5th BOS held on 15 December 2020

Course: English and Communication Skills Level I (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Be able to form sentences without grammatical errors.
- Be acquainted with one word substitution, idioms and phrases commonly used in English.

Level 1						
Course: English and Communication Skills I (Theory)						
Course Code:						
Credit 03					**Hours 30**	
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Listening**	1.1 1.2 1.3 1.4	Introduction to Listening Listening vs Hearing Process of listening, Problems students face in listening	**03**
2	**Speaking**	2.1 2.2 2.3	Introduction to English Language Organs of speech and speech mechanism Classification of English sounds- vowels	**03**
3	**Reading**	3.1 3.2 3.3	Purpose of reading and process of reading Reading tactics Reading strategies	**03**
4	**Basic Grammar**	4.1 4.2 4.3 4.4 4.5	Parts of speech: noun, pronoun, verb, adjective, adverb, preposition, conjunction, interjection. Determiners Tenses Conditionals Subject-verb agreements	**14**

Annexure 2

5	**Vocabulary**	5.1	Essential English vocabulary (Words followed by Preposition, one word substitutes)	**07**

Learning outcomes:

Students will be able to form grammatically correct sentences. They will use one word substitution, idioms and phrases commonly used in English in their writing and speaking.

References:

1) Contemporary English Grammar Structures and Composition by David Green, Trinity Press, 2015
2) A Practical English Grammar A.J.Thomson and A.V.Martinet, Oxford India 2014
3) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
4) Essential English Grammar; Raymond Murphy, Cambridge Press
5) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd
6) BBC learning material

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Annexure 2

Course: English and Communication Skills I PR
Learning Objectives:
After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Level I						
Course: English and Communication Skills I PR						
Course Code:						
Credit 02					**Hours 60**	
Examination scheme	**Total Marks**	**50**	**CCE**	**30**	**SEE**	**20**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2 1.3 1.4	Pre Test Listen to 10 selected videos (Josh talks/TEDxtalks) Listening Comprehension Movie screening (Two Educational Movies)	**15**
2	Speaking Skills	2.1 2.2 2.3 2.4	Meeting and greeting Saying goodbye/thank you/ Request/permission/apology Self-introduction	**20**

		2.5 2.6 2.7 2.8 2.9 2.10 2.11 2.12 2.13 2.14 2.15	Addressing people correctly Asking Questions/ directions Saying that you understand correctly or not Typical conversation starters Telling time Special greetings Event narration Use of technology at work place Paying complements Giving advice Talking about plans	
3	Reading Skills	3.1 3.2 3.3	News Reading Reading Short Stories 4 stories (Work ethics/morals) Reading Comprehension (Preliminary Level) 4 passages	**15**
4	Strengthening Vocabulary	4.1 4.2	Vocabulary Building – Synonyms, Antonyms(Specific list) Strengthening Vocabulary	**10**

Learning outcomes:

Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence.

References:

1) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
2) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
3) How to Read better and Faster:LewisNorman;Binny
4) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
5) Technical Communication by Sngeeta Sharma and Meenakshi Raman Oxford Publication third edition.
6) Effective English Communication by Mohan, TMH.
7) Effective Technical Communication by M.Ashraf Rizvi.
8) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
9) Essential English Grammar; Raymond Murphy, Cambridge Press

Annexure 2

10) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd
11) BBC learning material

Video links:

1. https://www.youtube.com/watch?v=RBAVFqdcrlo
2. https://www.youtube.com/watch?v=zq_U5fTpOlM
3. https://www.youtube.com/watch?v=eBgadq0B9ME
4. https://www.youtube.com/watch?v=ayJiyz68Xts
5. https://www.youtube.com/watch?v=2o81l2MtayI
6. https://www.youtube.com/watch?v=sKvMxZ284AA
7. https://www.youtube.com/watch?v=OV6pEGXRYZ0
8. https://www.youtube.com/watch?v=lDqicQn2FmI
9. https://www.youtube.com/watch?v=FBEU5YbE21M
10. https://www.youtube.com/watch?v=yo03WpDL-78

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Annexure 3

Approved syllabus of Personality Development & Job Skills (Level I) (Theory & Practical) (WIL/WBL) in 5th BOS held on 15 December 2020

Proposed syllabus of

Personality Development and Job Skills I- Theory (Level I)

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Know necessity of formal writing and strengthen writing
- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn interpersonal relationships and skills

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Level I						
Course: Personality Development and Job Skills I- Theory						
Course Code: LS						
Credit 03					**Hours 30**	
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3 1.4 1.5	Definition, Identification and Prioritization of the Main Goals Desirable characteristics of Goal Setting Types of Goal Setting Four step plan of Goal Setting Tips for better Goal Setting	**04**
2	Strengthening Writing I	2.1 2.2 2.3 2.4 2.5	Leave application Letter Writing- format(formal, informal) Letter of Apology/ request Informal letters Passage Writing	**04**

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Annexure 3

3	Time Management	3.1 3.2 3.3 3.4 3.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	04
4	Grooming	4.1 4.2 4.3 4.4 4.5	Meaning, aspects of Grooming Essential features in grooming Appropriate dress code Do's and don'ts of dress code Creating Good First Impression	04
5	Etiquettes	5.1 5.2 5.3 5.4	Etiquettes – Importance & advantages. Social Etiquettes Business etiquettes Appropriate Communication for a social gathering	04
6	Working in Teams	6.1 6.2 6.3 6.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	04
7	Interpersonal Relationship and skills	7.1 7.2 7.3 7.4 7.5 7.6	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	04
8	Presentation Skills	8.1 8.2 8.3	Explain the term 'presentation' and its key elements Various methods of delivering a confident presentation The strategies useful for focusing audience attention	02

Annexure 3

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s.

Learn effective time management, presentations skills and interpersonal skills.

Learn required etiquettes and grooming to reflect professional behavior.

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark;TMH
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) Oxford Guide to Effective Writing and Speaking, by John Seely
6) Business English, by T Samson

Personality Development and Job Skills I- Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, group work, pair work, assignments, projects, work sheets, presentations, quiz, co-curricular activities, practice

Level I						
Course: Personality Development and Job Skills I- PR						
Course Code: LS						
Credit 02					**Hours 60**	
Examination scheme	**Total Marks**	**50**	**CCE**	**30**	**SEE**	**20**
Unit #	**Unit Title**		**Curriculum**			**Hours**

Annexure 3

1	Goal Setting	1.1 1.2 1.3	Identification and Prioritization of the Main Goals Four step plan of Goal Setting Tips for better Goal Setting	**06**
2	Strengthening Writing I	2.1 2.2 2.3 2.4 2.5	Leave application Letter Writing- format(formal, informal) Letter of Apology/ request Informal letters Passage Writing	**06**
3	Time Management	3.1 3.2 3.3 3.4 3.5	Time Wasters and Interrupters(Activity) The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time,prioritizing,to do lists etc.	08
4	Grooming	4.1 4.2 4.3 4.4	Essential features in grooming: application Appropriate dress code Do's and don'ts of dress code Creating Good First Impression	05
5	Etiquettes	5.1 5.2 5.3	Etiquettes : application Social Etiquettes Business etiquettes	05
6	Working in Teams	6.1 6.2 6.3 6.4	Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader Utilizing team work at workplace.	10
7	Interpersonal Relationship and skills	7.1 7.2 7.3 7.4	interpersonal relationship Interpersonal skills Interpersonal skills needed at work	10

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		7.5 7.6	Utilizing skills of assertiveness, conflict management, negotiation skills.	
8	Presentation Skills	8.1 8.2	Various methods of delivering a confident presentation Practice on presentation skills.	10

Journal Writing

Unit 1: Worksheets of time management

Unit 2: Do's and dont's of dress code

Unit 4: Components of Non Verbal Communication

Unit 6: Etiquettes

Learning outcome:

Students will learn the components and ways of maintaining appropriate personality traits, time management and team management

References:

1) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
2) Personality Development; John Arthur; Lotus Press; New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Art of Effective Communication; NamrataPalta; Lotus Publishers &Distributors; New Delhi
5) "Promoting Interest & Motivation"; Ragan & Smith; Web Chapter 3.
6) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
7) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
8) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
9) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
10) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
11) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
12) Personality Development; John Arthur; Lotus Press; New Delhi

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Annexure 4

Approved syllabus of English and Communication Skills (Level II) (Theory and practical) (WIL/WBL) in 5th BOS held on 15 December 2020

English and Communication Skills II (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Have knowledge of theory of communication.
- Be able to form grammatically correct sentences.
- Enhance writing skill with the help of essential grammar.
- Know the importance of English as a medium of communication in professional life.
- Have knowledge of words used in commercial correspondence.
- Have knowledge of foreign words used in communication.

Level II						
Course: English and Communication Skills II (Theory)						
Course Code:						
Credit 03					**Hours 30**	
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Communication	1.1 1.2 1.3 1.4 1.5 1.6	Communication: Concept, definition, process and objectives Language as a tool of communication Levels of communication :Extrapersonal ,Intrapersonal, Interpersonal, Organizational, Mass Barriers to communication Principles of effective communication Legal Aspects of business communication	**12**
2	Essential grammar	2.1 2.2 2.3 2.4	Modals Degree of comparison Direct and indirect speech Punctuation and capitalization	**08**
3	Listening	3.1 3.2	Types and strategies of listening, Barriers to listening,	**02**
4	Reading	4.1	Extensive Reading, Intensive Reading	**02**

Annexure 4

		4.2	Barriers to Reading	
3	Vocabulary	3.1 3.2	Idioms and phrases Foreign words used in communication	**06**

Learning outcomes:

Students will be able to communicate without grammatical errors in English. Their writing skill will be enhanced and they will be able to use words used in commercial correspondence, foreign words used in communication in their writing and speaking.

References:

1) Developing Communication Skills, 2nd Edition by Krishna Mohan and Meera Benerji, Macmillan (1990 first print) 2012
2) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
3) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005
4) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
5) Contemporary English Grammar Structures and Composition by David Green, Trinity Press, 2015
6) A Practical English Grammar A.J.Thomson and A.V.Martinet, Oxford India 2014
7) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
8) Essential English Grammar; Raymond Murphy, Cambridge Press
9) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

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Annexure 4

English and Communication Skill II PR

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen, watch and comprehend
- Develop confidence and speak on topic/s given
- Indulge in dialogue/ conversation
- learn more words and increase vocabulary
- Read and comprehend

Level II						
Course: English and Communication Skill II PR						
Course Code:						
Credit 02					**Hours 60**	
Examination scheme	**Total Marks**	**50**	**CCE**	**30**	**SEE**	**20**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2 1.3	Listen to 10 selected videos (Josh talks/TEDxtalks) Listening Comprehension (10) Movie screening (Three Educational Movies) (5)	**15**
2	Speaking Skills	2.1 2.2 2.3 2.4 2.5 2.6 2.7	Speaking on formal and informal occasions Talk about a clever decision made by someone to solve a problem Asking and giving explanation Expressions of preference and pleasure Expressions of offer/refusal of offer Expressions to agree/disagree Describe a product you got for free A website which helped you to do something	**20**

		2.8 2.9 2.10 2.11 2.12 2.13 2.14 2.15	My dream job Describe your first interview My first day at the work place Narrating a story of a successful entrepreneur An advice you received on your work Talking about your strengths and weaknesses Talking about the most difficult task you have done at the work place	
3	Reading Skills	3.1 3.2 3.3	Skills for Speed Reading Sub-skills of Reading, Skimming, Scanning Reading Comprehension (Intermediate Level) 5	**15**
4	Strengthening Vocabulary	4.1 4.2 4.3	Vocabulary-prefix-suffix Proverbs Easily confused words	**10**

Learning outcomes:

Develop ability to listen, read and construct simple sentences with correct grammatical structure and suitable vocabulary be able to speak, participate with confidence.

References:

1) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
2) How to Read better and Faster:Lewis Norman;Binny
3) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore.
4) Technical Communication by Sngeeta Sharma and Meenakshi Raman Oxford Publication third edition.
5) Effective English Communication by Mohan, TMH
6) Effective Technical Communication by M.Ashraf Rizvi.

Video links:

1. https://www.youtube.com/watch?v=12eD3K5Peu8
2. https://www.youtube.com/watch?v=I-Xj5VyxMIk

Annexure 4

3. https://www.youtube.com/watch?v=6LZ7QqoY_1w
4. https://www.youtube.com/watch?v=V9V7k7dm86c
5. https://www.youtube.com/watch?v=4HhYjeluSak&t=16s
6. https://www.youtube.com/watch?v=xnLoToJVQH4
7. https://www.youtube.com/watch?v=nDLJVAc8elg
8. https://www.youtube.com/watch?v=SRKv75mB5pQ
9. https://www.youtube.com/watch?v=78nsxRxbf4w

https://www.youtube.com/watch?v=cuRosbvFINs

Annexure 4

Annexure 5

Approved syllabus of Personality Development & Job Skills (Level II) (Theory & Practical) (WIL/WBL) in 5th BOS held on 15 December 2020

Personality Development and Job Skills II-Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Know importance of diary writing
- Draft, identify instructions and their need
- Interpret given data and strengthen writing
- Learn the need of most essential personality development
- Develop assertive behavior, Problem solving skills and decision making.
- Develop stress management and creativity.

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice

Learning outcomes:

- Students will be able to develop inner self by writing diaries, e communication, be aware of need of instructions in life, be ready for the world

Level II						
Course: Personality Development and Job Skills II – THEORY						
Course code: LS						
Credit 03					**Hours 30**	
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	4
2	**Non Verbal Communication**	2.1 2.2 2.3	Definition, Components of non-verbal communication Significance of nonverbal communication	4

Annexure 5

			Maintaining appropriate nonverbal communication	
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	3
4	**Problem Solving & Decision Making**	4.1 4.2 4.3 4.4 4.5	How Good You Are As A Problem Solver General Problem Solving Tools Approaches to Problem Solving Decision Making Techniques Choosing Between Options Improving Decision Making	3
5	**Building Assertive Behavior**	5.1 5.2 5.3 5.4 5.5	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	4
6	**Strengthening Writing II**	6.1 6.2 6.3 6.4	Diary Writing Writing Instructions Email Writing Data Interpretation	4
7	**Stress Management**	7.1 7.2 7.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	4
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) How to prepare for Group Discussion & Interview: Prasad Hari Mohan and Mohan Rajnish; TMH
3) Personality Development & Career management; Dr.Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
5) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010

Annexure 5

6) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
7) Dealing with difficult people; Roy Lilley ;Kagan Page
8) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
9) How to have creative ideas: Edward de Bono; Vermilion

Annexure 5

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Personality Development and Job Skills II-Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice

Level II						
Course: Personality Development and Job Skills II – Practical						
Course code: LS						
Credit 02					**Hours 60**	
Examination scheme	**Total Marks**	**50**	**CCE**	**30**	**SEE**	**20**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	10
2	**Questioning Skills**	2.1 2.2	Types of Questions – Open & Close; leading; Probing; Rhetorical Use of Questioning as a tool of communication.	8
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	7
4	**Building Self Confidence**	4.1 4.2 4.3	Necessity of self confidence in life 10 Step Plan to Increase Self Confidence Manage Judgments, Criticism & Praise.	7

Annexure 5

5	**Problem Solving & Decision Making**	5.1 5.2 5.3 5.4 5.5	How Good You Are As A Problem Solver General Problem Solving Tools Approaches to Problem Solving Decision Making Techniques Choosing Between Options Improving Decision Making	10
6	**Stress Management**	6.1 6.2 6.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	7
7	**Building Assertive Behavior**	7.1 7.2 7.3 7.4	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	7
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

Journal Writing:

1) Questioning Skills: Examples, types
2) Assertive Behavior
3) Building Self Confidence
4) Problem Solving & Decision Making

Learning outcomes:

Students will be able to groom their personality, behavioral skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page
5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi

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Annexure 5

6) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

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Annexure 6

Approved syllabus of English and Communication Skills (Level III) (Theory and practical) (WIL/WBL) in 5th BOS held on 15 December 2020

English and Communication Skills III (Theory)

Learning Objectives:

After completing the syllabus, the students will:

- Have knowledge of business letter writing.
- Have knowledge of business letters' structure and format.
- Be able to write letters in English without grammatical errors.
- Learn report writing, précis writing and advertisement drafting.
- Learn how to communicate using technology.

Level III						
Course: English and Communication Skills III (Theory)						
Course Code: LS						
Credit 03					**Hours 30**	
Examination scheme	**Total Marks**	**75**	**CCE**	**30**	**SEE**	**45**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Essentials of Business letters	1.1 1.2	Need, Function and Kinds of a business letter Layout(Block, Modified Block, Semi-block, Simplified)	**03**
2	Report writing	2.1 2.2	Importance, characteristics, basic parameters, types How to write reports and check list	**04**
3	Advertisement	3.1	Importance, characteristics and how to draft advertisements for various media	**04**
4	Précis Writing	4.1	Meaning, purpose, guidelines, Précis of speech, articles, correspondence etc.	**03**
5	Communication through technology	5.1 5.2 5,3 5.4	Use of Word processor Use of Desk top publisher Power point presentation(Importance, Planning, structure, qualities of a skilful presenter, use of audio-visual aid)	**08**

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		5.5	Electronic mail(Principles, Effective Language of email, 12 golden rules of effective email,) Use of Voice mail Use of online platforms for communication at work place (Zoom, Hangout, etc)	
6	Public Speaking	6.1	How to draft a good public speech and address audience	**2**
7	Common errors in English language	7.1	Common Errors	**5**
8	Vocabulary	8.1	Homonyms	**1**

Learning outcomes:

Students will be able to communicate with external agencies effectively. They will be able to write business letters, reports and précis. They will be able to draft effective advertisements. They will be communicate through technology.

References:

1) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
2) Business Communication today 10th Edition, C.L. Bovee J.V. THILL, Abha Chatterjee, Pearson Publication 2013
3) Business Communication and Personality Development by Biswajit Das and IpseetaSatpathy, Excel Books 2010
4) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005
5) Business Correspondence and Report Writing by R.C.Sharma and Krishna Mohan, Tata Mc Graw-Hill 2008
6) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
7) Essentials of Business Communication, Rajendra Pal and J.S.Korlahalli, S.Chand, 2013
8) Effective Business Communication, Asha Kaul, PHI Learning Pvt. Ltd 2011
9) Effective Business Communication by M.V.Rodriques, Concept Publishing Company Pvt. Ltd 2013

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Annexure 6

English and Communication Skills III Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Watch, listen and comprehend
- Take notes while watching
- Develop confidence and speak on any given topic
- Develop interview skills
- learn more words and increase vocabulary
- Read and comprehend

Level III						
Course: English and Communication Skills III Practical						
Course Code:						
Credit 02					**Hours 60**	
Examination scheme	**Total Marks**	**50**	**CCE**	**30**	**SEE**	**20**

Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2	Listen to 05 selected videos (Josh talks/TEDxtalks) Listening Comprehension Watch inspirational clips from You Tube(five) and Note taking and note making	**10**
2	Strengthening Business Writing	2.1 2.2 2.3 2.4	Writing Practice of different types of Letters Email drafting practice Report writing practice	**10**

		2.5 2.6	Advertisement (Digital and conventional) writing practice Précis Writing Practice	
3	Reading Skills	3.1 3.2	Reading E-mail, E-books, Blogs and Web pages Reading Comprehension (Advance Level)	**10**
4	Speaking Skills	4.1 4.2 4.3 4.4	Practice of delivering effective talk Practice Public Speaking and learn Idea of space and time in Public Speaking Practice and appropriate Tone of Voice During speaking Maintaining timing and duration of speech	**15**
5	Presentation Skills	5.1 5.2 5.3 5.4	PPT Presentation, Oral presentation, Debates, Group Discussion	**15**

Learning outcomes: Develop ability to speak confidently, face interviews, participate with confidence; cultivate reading skills. They will be able to give effective presentations. They will be able to write error free letters, advertisements, reports, précis and emails.

References:

1) Developing Communication Skills, 2nd Edition by Krishna Mohan and Meera Benerji, Macmillan (1990 first print) 2012
2) Technical Communication Principles and Practice by Meenakshi Raman and Sangeeta Sharma, Oxford University Press 2014
3) Business Communication today 10th Edition, C.L. Bovee J.V. THILL, Abha Chatterjee, Pearson Publication 2013
4) Business Communication and Personality Development by Biswajit Das and Ipseeta Satpathy, Excel Books 2010
5) Professional Communication Skills, Bhatia and Sheikh, S.Chand Publication, 2005

Annexure 6

6) Business Correspondence and Report Writing by R.C.Sharma and Krishna Mohan, Tata Mc Graw-Hill 2008
7) The Functional Aspects of Communication Skills, Dr. P. Prasad, Katson Books, 2009
8) Essentials of Business Communication, Rajendra Pal and J.S.Korlahalli, S.Chand, 2013
9) Effective Business Communication, Asha Kaul, PHI Learning Pvt. Ltd 2011
10) Effective Business Communication by M.V.Rodriques, Concept Publishing Company Pvt. Ltd 2013

Video Links:

1. https://www.youtube.com/watch?v=4o_O_v8gQpg
2. https://www.youtube.com/watch?v=TFbv757kup4
3. https://www.youtube.com/watch?v=LBvHI1awWaI
4. https://www.youtube.com/watch?v=bEusrD8g-dM
5. https://www.youtube.com/watch?v=kcW4ABcY3zI
6. https://www.youtube.com/watch?v=kOJu1vj_BVk
7. https://www.youtube.com/watch?time_continue=18&v=akukonfG-fs
8. https://www.youtube.com/watch?v=_yHR3LkvUok
9. https://www.youtube.com/watch?v=hIKFEkO3Qss
10. https://www.youtube.com/watch?v=t5_MTt9edho

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Annexure 7

Approved syllabus of Short term certificate course in Soft Skills for professionals in 5th BOS held on 15 December 2020

Course: Short term Certificate Course in Soft Skills for Professionals

Credit: 01 **Duration: 40 Hours**

Examination scheme: End Term Evaluation (ETE): 25 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the candidates will be able to:

- Apply, with enhanced understanding, the concepts of Goal setting, Time management and Interpersonal Skills, to the work environment.
- Understand importance of various types of Communication skills.
- Understand the importance of grooming and etiquettes
- Learn behavioral skills appropriate to the job.

Course Content:

Unit #	Unit Title	Curriculum	Hours
1.	**Goal Setting**	Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities	4
2.	**Communication Skills**	Define Communication Skills; Importance of Communication; The Communication Process; Barriers to Communication; Listening Skills; Types of Communication Introduction to non-verbal communication; body Language Professional Communication Ways to recognize communication Styles Professional Image & Reputation	8
3.	**Time Management**	Introduction to Time Management Time Management tools to include: Useful Tips, Planning & Organizing, Priority Matrix Time Management in increments	6
4	**Grooming & Etiquettes**	Introduction to Grooming and Etiquettes; Image Cycle Basic Social Etiquette	8

Annexure 7

		First Impression: Appearance; Introduction & Personal Behavior Importance and benefits of etiquettes. Office Etiquettes	
5	**Working in Teams**	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	4
6	**Interpersonal Skills**	Introduction to Interpersonal Skills. Interpersonal Skills with respect to: Communication, Ability to Create rapport with Others, Effective Conflict Resolution; Negotiation; Personal Stress Management; Persuasion; Strategic Thinking; Creative Problem Solving	10

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002
7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

Annexure 7

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Annexure 8

Approved syllabus of syllabus of Professional Certificate Course in Soft Skills in 5th BOS held on 15 December 2020

Course: Professionals Certificate Course in Soft Skills

Credit: 04 (2 Theory + 2 Practical) **Duration: 75 Hours**

Examination scheme: End Term Evaluation (ETE): 100 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the candidates will be able to:

- Apply, with enhanced understanding, the concepts of Goal setting, Time management and Interpersonal Skills, to the work environment.
- Understand importance of various types of Communication skills.
- Understand the importance of grooming and etiquettes in professional life
- Understand the importance of leadership skills.
- Learn behavioral skills appropriate to the job.

Course Content:

Unit #	Unit Title	Curriculum	Hours
1.	**Goal Setting**	Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities	5
2.	**Communication Skills**	Define Communication Skills; Importance of Communication; The Communication Process; Barriers to Communication; Listening Skills; Types of Communication Introduction to non-verbal communication; body Language Professional Communication Ways to recognize communication Styles Professional Image & Reputation	12
3.	**Time Management**	Introduction to Time Management Time Management tools to include: Useful Tips, Planning & Organizing, Priority Matrix Time Management in increments	8

4.	**Grooming & Etiquettes**	Introduction to Grooming and Etiquettes; Image Cycle Basic Social Etiquette First Impression: Appearance; Introduction & Personal Behavior Importance and benefits of etiquettes. Office Etiquettes	10
5.	**Etiquette In Meetings**	Introduction Managing A Meeting Purpose, Logistics, Agenda, Minute Taking Dynamics of Formal Meetings	4
6.	**Etiquette In & Around Office**	Open Plan Office Protocols & Etiquette Usage policy for company provided computers, Printers, Fax Machines, Cell phone, E-mail a/c & Internet Storage & Access policy to confidential Information	4
7.	**Working in Teams**	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	10
8.	**Interpersonal Skills**	Introduction to Interpersonal Skills. Interpersonal Skills with respect to: Communication, Ability to Create rapport with Others, Effective Conflict Resolution; Negotiation; Personal Stress Management; Persuasion; Strategic Thinking; Creative Problem Solving	10
9.	**Dealing With Difficult People & Issues**	Dealing with personal issues Dealing with difficult people Dealing with ethical dilemmas	4
10.	**Leadership Skills**	Introduction & Three Traits of a Successful Leader Leading Vs Managing Personality Matrix & The Ability To Lead Leading The Team Delegation	8

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach

Annexure 8

2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002
7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

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Annexure 9

Approved syllabus of syllabus of Professional Communication Skills- I at Post Graduate level

in 5th BOS held on 15 December 2020

Learning Objectives:

After completing the syllabus, the students will:

- Know the importance of communication.
- Know the process of communication.
- Be able to communicate effectively and properly.
- Know the difference between hearing and listening.
- Be able to listen to the customer properly.
- Be able to read properly and communicate with customers effectively.
- Be able to write emails and communicate with customers effectively.
- Be able to write letters.
- Be able to write reports.

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I				
Course: Professional Communication Skills I				
Course Code:				
Credit 03			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Communication**	1.1 1.2 1.3 1.4 1.5 1.6	Concept of communication Process of communication Types of communication Flow of communication Barriers to communication Tips for effective communication	**05**
2.	**Comprehension**	 2.1 2.2 2.3 2.4 2.5	**Listening and reading:** Introduction to Listening Listening vs Hearing Process of listening, Barriers of listening Purpose of reading, process of reading, reading tactics, reading strategies.	**10**

Annexure 9

		2.6 2.7	4 Videos 4 Passages	
3	**Writing Skills**	3.1 3.2 3.3 3.4	Letters writing Email writing Application: Job, Leave etc. Resume Reports	**10**
4	**Presentation skills**	4.1	Presentation Skills	**05**

Learning outcomes:

Students will get acquainted with the communication process including LSRW and communicate with customers effectively to maintain relation.

References:

1. *The fundamental Aspects of Communication Skills* by Dr. P. Prasad, Katson Books,2009
2. Developing Communication Skills, by Krishna Mohan and MeeraBanerji, Macmillan, 2012.
3. *Essentials of business communication* by Rajendra Pal and J.S. Korlahalli, S. Chand, 2013.
4. *Effective business communication* by M.V.Roderiques, Concept Publishing House, 2013.
5. *Business Correspondence and report writing,* R.C. Sharma and Krishna Mohan,Tata McGraw-Hill, 2008.
6. *Communication Skills* by Minakshi Raman and SangeetaSharma,Oxford, 2009.

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Annexure 10

Approved syllabus of syllabus of Personality Development for Professionals-I at Post Graduate level in 5th BOS held on 15 December 2020

Course : Personality Development for Professionals

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups
- Learn interpersonal relationships and skills

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Semester II				
Course: Personality Development for Professionals- Theory				
Course Code:				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3 1.4	Definition, Identification and Prioritization of the Main Goals Desirable characteristics of Goal Setting Four step plan of Goal Setting Tips for better Goal Setting	**03**
2	Time Management	2.1 2.2 2.3 2.4 2.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time procrastination and tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	**02**
3	Grooming& Etiquettes	3.1 3.2 3.3 3.4	Meaning, aspects of Grooming & Etiquettes Essential features in grooming Appropriate dress code. Creating Good First Impression	03

Annexure 10

		3.5	Social Etiquettes &Business etiquettes	
4	Working in Teams	4.1 4.2 4.3 4.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member&team leader	03
5	Interpersonal Relationship and skills	5.1 5.2 5.3 5.4 5.5 5.6	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	04

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s.
Learn effective time management, presentations skills and interpersonal skills.
Learn required etiquettes and grooming to reflect professional behavior.

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark;TMH
4) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
5) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
6) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
7) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
8) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
9) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
10) Personality Development; John Arthur; Lotus Press; New Delhi

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Putting India to Work

Annexure 11

Panel of External Examiners

Mr. Kiransinh Rajput
Assistant Professor
Class II officer
Government Arts College
Shahera, Panchmahal, Gujarat
Ph no. 9979398595

Mr Ajay Baghel
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TeamLease Skills University
Putting India to Work

TeamLease Skills University™

(Setup under Public-Private Partnership with Government of Gujarat)

F. No: TLSU/LS(BOS)/2019/01
Date: 18-07-2019

To,
Dr. Charul Jain
Associate Professor
Department of English,
Faculty of Arts, The Maharaja Sayajirao University of Baroda,
Vadodara

Subject: Nomination to Board of Studies of Department of Life Skills, TLSU.

Dear Sir,

Kindly note that the Govt. of Gujarat vide its notification no. GH/SH/10/GPU/2013/218/KH-1 dated 22/4/2013 has established the TeamLease Skills University under the provisions of the Gujarat Private Universities (Amendment) Act, 2013 (Gujarat Act No. 18 of 2013). Accordingly, the University has commenced its operations from the year 2014.

Further, please note that for overall supervision, framing of policies and monitoring of academic standards etc., certain regulatory authorities like the Academic Council (AC), Board of Studies (BoS) are to be constituted as per the provisions of the said Act and Statutes of the University. The AC is the principal academic body of the University to exercise general supervision over the academic policies. To assist the AC in curriculum development, review of course structure, pre & post-examination processes and other related academic activities, Board of Studies for respective fields/branches are to be constituted.

It is our pleasure to inform you that the Provost of the University; taking into your experience and knowledge of the field, has considered your name for nomination as a member of the BoS in **Department of Life Skills** of the University from the category of an Academician. The nomination shall be for a period of three years from the date of nomination. The detail of functions of the BoS is attached herewith for your kind persual and ready reference.

We are sure that you will be kind enough to accept the nomination as a member of the BoS and contribute in the process of design and development of curriculum etc.

A line of confirmation of acceptance will be highly appreciated.

Thanking You.

Ashok Kumar K.
Registrar

Enclosure: As above.

TeamLease Skills University Gujarat

ITC Building, ITI Campus, Tarsali, Vadodara - 390 009, Gujarat
Phone : +91-265-33 09 100 | email : info@teamleaseuniversity.ac.in | www.teamleaseuniversity.ac.in

TeamLease Skills University
Putting India to Work

TeamLease Skills University™

(Setup under Public-Private Partnership with Government of Gujarat)

F. No: TLSU/LS(BOS)/2019/02

Date: 18-07-2019

To,
Ms.Kalpana Motanpotra
Founder and Proprietor
ABACUS Learning,
Vadodara

Subject: Nomination to Board of Studies of Department Life Skills, TLSU.

Dear Sir,

Kindly note that the Govt. of Gujarat vide its notification no. GH/SH/10/GPU/2013/218/KH-1 dated 22/4/2013 has established the TeamLease Skills University under the provisions of the Gujarat Private Universities (Amendment) Act, 2013 (Gujarat Act No. 18 of 2013). Accordingly, the University has commenced its operations from the year 2014.

Further, please note that for overall supervision, framing of policies and monitoring of academic standards etc., certain regulatory authorities like the Academic Council (AC), Board of Studies (BoS) are to be constituted as per the provisions of the said Act and Statutes of the University. The AC is the principal academic body of the University to exercise general supervision over the academic policies. To assist the AC in curriculum development, review of course structure, pre & post-examination processes and other related academic activities, Board of Studies for respective fields/branches are to be constituted.

It is our pleasure to inform you that the Provost of the University; taking into your experience and knowledge of the field, has considered your name for nomination as a member of the BoS in **Department of Life Skills** of the University from the category of an Expert from Industry. The nomination shall be for a period of 3 years from the date of nomination. The detail of functions of the BoS is attached herewith for your kind persual and ready reference.

We are sure that you will be kind enough to accept the nomination as a member of the BoS and contribute in the process of design and development of curriculum etc.

A line of confirmation of acceptance will be highly appreciated.

Thanking You.

TeamLease Skills University Gujarat

Ashok Kumar K.
Registrar

Enclosure: As above.

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TeamLease Skills University

4th Board of Studies

Department of Life Skills

Attendance Sheet

Date: 30-08-2019

S#	Name	Designation	Signature
1	Dr. Avani Umatt	Chairperson	
2	Dr. Charul ~~Singhal~~ Jain	Member-Academic	
3	Ms. Kalpana Motanpotra	Member- Industry	
4	Mr. Mayur Shrimali	Member	
5	Mr. Ashok Kumar K.	Invitee (Information Technology)	30/8/19
6	Dr. Anupam Mitra	Invitee (Controller of Examination/Department of Commerce and Management)	30/8/19
7	Mr. Dishank Upadhyay	Invitee (Department of Mechatronics)	30.08.19
8	Ms. Bharti Sharma	Invitee (Department of Hospitality and Tourism Management)	30/8
9.	Dr. Priyanka Behrani	Convener	

TeamLease Skills University

4th Board of Studies

Department of Life Skills

Attendance Sheet

Date: 30-08-2019

S#	Name	Designation	Signature
1	Dr. Avani Umatt	Chairperson	
2	Dr. Charul Singhal	Member-Academic	
3	Ms. Kalpana Motanpotra	Member- Industry	
4	Mr. Mayur Shrimali	Member	
5	Mr. Ashok Kumar K.	Invitee (Information Technology)	30/8
6	Dr. Anupam Mitra	Invitee (Controller of Examination/Department of Commerce and Management)	30/8/19
7	Mr. Dishank Upadhyay	Invitee (Department of Mechatronics)	30/08/19
8	Ms. Bharti Sharma	Invitee (Department of Hospitality and Tourism Management)	30/8
9.	Dr. Priyanka Behrani	Convener	

Department of Life Skills

Team Lease Skills University

Minutes of Meeting of Board of Studies.

The meeting of the board of studies (B.O.S.) of Department of Life Skills was held on 30th August, 2019 at 02:00 p.m. at Board room, TeamLease Skills University, Tarsali, Vadodara.

The following members attended the meeting:

1. Dr. Avani Umatt - Chairperson Dean, Academics
2. Mr. Ashok Kumar - Registrar, I/c Head of IT department
3. Dr. Anupam Mitra - HOD, C&M ,I/C COE
4. Ms. Dishank Upadhyay - I/C HOD, MS
5. Ms. Bharti Sharma - Invitee (HTM)
6. Mr. Mayur Shrimali - Member
7. Dr. Priyanka Behrani - Convener

The details of the meeting contemplations are presented below:

Item No.	Item Description
	Welcome to the BOS Members. The members of the BOS were welcomed by the Chairperson, Dean Academics and the other Expert members. Mr. Ashok Kumar briefed the experts about the concept and programs of the University.
Item No. 1.	**Minutes of Meeting of 3rd BOS**

	The convener of the BOS discussed the agenda of the BOS and also discussed the MOM of 3rd BOS. She has also discussed about the corrections and suggestions by the experts. Structure and course content of different Life Skills subjects were discussed in detail. On Job Training and evaluation during On Job Training was also discussed in brief. **The item placed before the Board of studies was approved.**
Item No. 2.	**Ratification of items by circulation – DMLT, Bachelors of Journalism** The revised DMLT Syllabus of 1ST and 2nd semester with all necessary details and evaluation scheme was presented in front of the members for approval. **The item placed before the Board of studies was approved.**
Item No. 3.	**Take note of action taken report on the basis of previous BOS.** The report on Action Taken based on suggestions from 3rd BoS meeting were presented to the members for information. **The item placed before the Board of studies for information noted.**
Item No. 4.	**Revision of program structure based on TLSU regulation.** Revision of program structure based on TLSU regulation was presented and discussed in detail. **The item placed before the Board of studies was approved.**
Item No. 5.	**Revision of the English & Communication Skills Course Curriculum for Semester-I (Level I) (Theory & Practical)** The revised English& Communication Skills Course Curriculum for semester 1 Curriculum with credit weight, programme objective, course outcomes, program

	structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to add reference books "English Language for you ". (2) Suggested to add Audio book "English Conversation for you." in the syllabus.
Item. No. 6	**Revision of the Personality Development & Job Skills Curriculum for Semester-II (Level I) (Theory & Practical)** The revised Personality Development & Job Skills Curriculum for semester 2 with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to add a reference book "Goals ! How to get Everything You Want – Faster than You Ever Thought Possible" by Brian Tracy. (2) Suggested to give special emphasis on teaching related different indoor and outdoor games. (3) Suggested to teach language with collaborative games.
Item. No. 7	**Revision of the English & Communication Skills Course Curriculum for Semester-III (Level II) (Theory & Practical)** The revised English& Communication Skills Course Curriculum for semester 3 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to use games to teach grammar topics like 'Preposition'.

	(2) Suggested to add audio books like Beyond the last blue mountain, Wings of Fire, Captain Gopinath and Biography of JRD Tata.
Item. No. 8	**Revision of the Personality Development & Job Skills Curriculum for Semester-V/IV (Level II) (Theory & Practical)** The revised Personality Development & Job Skills Curriculum for semester 4 with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to play One minute speech in the classroom to motivate students. (2) Suggested to play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr.
Item No. 9	**Revision of the English & Communication Skills Course Curriculum for Semester-VI/V (Level III) (Theory & Practical)** The revised English& Communication Skills Course Curriculum for semester 5/6 Curriculum with credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to use Audio Books to teach biographical sketch. (2) Suggested to play One minute speech in the classroom to motivate students. (3) Suggested to play famous speech of great leaders like Jawaharlal Nehru and Martin Luther King Jr. (4) Suggested to play Stay Hungry Stay Foolish by Steve Jobs and Mind Tree Founder – Subroto Bachi's and Nick Vujicic's videos should be played in the classrooms. (5) Biographical Sketch worksheets can be used for developing vocabulary.

Item. No. 10	**Revision and Assessment Pattern for Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course.(For DMLT)** The revised Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course Curriculum for semester 1/2 with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.**
Item No. 11	**Revision and Assessment Pattern for English & Communication Skills Courses and Personality Development & Job Skills Courses for all semester. (For WBL)** The revised English & Communication Skills Course and Personality Development & Job Skills Course Curriculum (WBL) with assessment pattern, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with examination scheme was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to add English for Tourism and Hospitality Course Book + CDs: 1 by Hans Mol in the reference books. (2) Suggested to play videos of Sanjeev Deshpande.
Item No. 12	**Approval of short term skill based training programs under center for industry and knowledge partnerships.** A short term Skill based training program under center for industry and knowledge partnerships was presented to members for approval. **The item placed before the Board of studies was approved.** (1) Suggested to add English Language for you by Allen Peace in reference books.

	(2) Suggested to add a reference book "English Grammar Just for You" by Rajeevan Karal (3) Suggested to add Macmillan Foundation English by R. K. Dwivedi. (4) Suggested to add Practice English Grammar by A J Thomas in the reference books. (5) Suggested to add Wren & Martin's High School English Grammar & Composition Raymond Murphy (Essential) in the reference books. (6) In certificate course for NGO Accounting and Operations it was suggested to use street plays as a method of training communication. For teaching interpersonal skills concept of biases and prejudices should be touched upon.
Item No. 13	**Panel of External Examiners** The BOS members were informed about the external examiners. **The item placed before the Board of studies was approved.**
Item No. 14	**Any other item with the approval of the Chairperson.** Syllabus approval for the course endorsement for Sigma Institute of Technology and Engineering on Basic Communication Skill. (1) Suggested to revise the content of English and Communication skills course of BMS program. (2) Suggested to interchange Unit 8 with Unit 7. (3) Suggested to change course codes of Diploma & Hospitality courses. (4) Suggested to remove the book Teachers Grammar of English K. R. Narayan Swamy from references. (5) Suggested to remove the book Practical English Grammar by A J Thomason and A V Martinet from references. (6) Suggested to review the reference books for Diploma Courses and add level appropriate books. **The item placed before the Board of studies was approved.**

	The meeting ended with vote of thanks by the convenor..

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Item 1: Minutes of the meeting of the 3rd B.O.S.

Item No.	Item Description
1	**Welcome to the Members** The members of Board of Studies were welcomed by the Provost and the internal members.
2	**Life Skills Courses Structure and Curriculum** Structure of Life Skills courses at various levels being offered with appropriate emphasis on practical/communicative approach in accordance with the industrial requirement, under various programs, was presented. **The syllabus for Semester V (Personality Development and Job Skills- II) and Semester VI (English and Communication Skills-III) was approved by the members.** **The following suggestions were given by members to make learning more effective:** ▪ There should be slightly different approach in conducting sessions. The main focus should be more on Personality Development and Communication Skills than on spoken English. ▪ There should be a different approach towards Mechatronics department students since their requirements are different in terms of Life Skills. ▪ The responsibility of self-progress should be transferred to the students. It is required to create ability in students to evaluate their own progress. ▪ Mindfulness process is required to introduce to students so that they remain mentally present in the class. It will lead to active and interactive sessions. ▪ Non-verbal communication (Semester-II, PD and JS-I) should be linked with Effective Communication (Unit-1, Semester-V). ▪ Unit-2 (Questioning Skills) of semester V needs to be more practical oriented. ▪ There is a need to mould the attitude of every student so that their inner-self is developed. ▪ Topics like 'Stress Management' should be linked with job perspective and it was advised to invite some HR manager to guide the students in managing stress. ▪ A matrix should be designed to measure the performance of students in quantifiable terms, wherever possible. ▪ The vocabulary taught should be simple and useful in conversational English. ▪ More focus should be laid on E-mail etiquettes and language in writing skills and less on letter writing. ▪ Creativity should be emphasized keeping in mind the workplace.
3.	▪ The video clips of students' progress shown was appreciated by the Members.
4.	▪ Assessment Pattern for Personality Development and Job Skills-II (Semester-V) and English and Communication Skills –III (Semester-VI) was approved.
5	▪ A list of Short Term Courses to be offered by the Department was presented to the Board and the same was approved.

Item 2 - Ratification of items by circulation-DMLT, Bachelors of Journalism

DMLT – 1st Semester

Course Title: Elements of English and Communication Skills

Course Code: **DMEC16R101**

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA) : 40 marks; End Term Examination (ETE): 60 marks

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Case Studies, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Learning objectives:

After completing the syllabus, the students will be able to:

- Enhance communication skills in listening, speaking, reading and writing in order to be prepared for real life situations

Course Content:

Unit I: Listening
Keep up your English (Lessons 1 to 10); Listening, Comprehension
Unit II: Speaking
Introducing Myself;
Speaking about: my interests and hobbies; cleanliness; Food and nutrition; Health and fitness; Getting information
Group discussion and presentations on: Social Service; ready for the world (Interview skills)
Unit III: Reading
Reading and comprehension: Newspaper; Paragraphs to identify and understand new words
Unit IV: Writing
Vocabulary Building: some useful verbs,

Strengthening Sentence Formation: Uses of tenses in sentences; Questions-answers; Leave Applications, Filling requisition and reports.

References:

- Keep Up Your English with Audio CD - BBC English Courses
- Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
- A Teacher's Grammar of English-K R Narayana swamy (Orient Longman)
- Contemporary English Grammar Structures & Composition-David Green (Macmillan)
- English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
- Language activator.

- Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija. (Published by Tata McGraw Hill Publishing Co Ltd)

DMLT – 2nd Semester

Course Title: Personality and Jobs Skills Enhancement

Course Code: DMPD16R201.

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA): 40 marks; End Term Examination (ETE): 60 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn behavioral skills
- Be ready to face real world

Course Content:

Unit I: Goal Setting

Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities

Unit II: Grooming and Etiquettes

Meaning; Some aspects of Grooming; Etiquettes – Importance; Social Etiquettes; Creating Good First Impression

Unit III: Nonverbal communication

Meaning; Types of non-verbal communication

Unit IV: Time Management

Explanation; Time matrix; Changes required in daily schedule; Time wasters; Use of Time management tools

Unit V: Working in Teams

Explanation of Team Work; Desirable characteristics of a Team Player; Requirements for Ensuring Effective Team Work; Roles in Teams

Unit VI: Strengthening Writing

Writing job applications, resumes

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002
7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

Suggestions:

Mr. Murlidharan M K suggested the following suggestions with regard to the syllabus for "Personality and Jobs Skills Enhancement ". The item mentioned against Unit IV (Strengthening **Writing)** may be coupled with Unit IV of "Elements of English and Communication Skills" as it is a meaningful extension of the topics mentioned in English and communication skill course.

For Unit IV for "Personality and Jobs Skills Enhancement" topic of "leadership development " may be considered which may be the logical step after becoming team player.

Post Graduate Diploma in Journalism

Course Title: English for Professional Writing
Course Code: EPWPGDJ101
Course Credits: 4

Examination scheme: Total: 100 marks
Continuous Internal Assessment (CIA): 40 marks; End Semester Examination (ESE): 60 marks

Pedagogy: Classroom teaching, lectures, group activities

Course Content: Everything about language that ensures competence to write correctly in English. It should include, but not necessarily limit to comprehension abilities, articulation in English, sentence construction, basic writing skills, grammar and application of grammar.

UNIT 1. Basic Grammar:
Singular and Plural Nouns; Count Nouns vs. Non-Count Nouns; Nouns; Pronouns; 'Be' verbs; ActionVerbs; Adjectives; Adverbs; Prepositions;Conjunctions;Articles; Interjection;Capitalization

UNIT 2. Application of grammar:

Parts of a sentence; Sentence formation; Subject verb agreement; Comparison of adjectives

UNIT 3. Sentence Construction:

Tenses; Irregular Verbs; Gerunds Infinitives; Direct-indirect speech; Active Voice and Passive Voice

UNIT 4. Basic Writing Skills:

Vocabulary; Spellings; Modal auxiliaries; Paragraph writing; Drafting and re-drafting

UNIT 5. Comprehension: Reading and comprehending comprehension passages

UNIT 6. Articulation: Phonetics

UNIT 7. Précis Writing

Diploma in Interior Design

Course Title: Introduction to Communication Skills and Personality Development

Course Code: DIDCSPD101

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA): 40 marks;

End Semester Examination (ESE): 60 marks (Theory: 30 marks, Practical: 30 marks)

Pedagogy: Classroom teaching, lectures, role play, group activities

Course Objectives: After the completion of the course, the students will be able to-

1. Learn basics of communication through English as a language and technical communication.

2. Develop sense of grooming and personality enhancement.

Course Content:

UNIT 1: Basic English Communication Skills:

Speaking: Introduction, Greeting, Expressions, conversation with others,

Listening: Listen to stories, News, Listening Comprehension

Reading: Read News, Vocabulary, Proverbs, Homonyms, Reading Comprehension

Writing: Basic sentence pattern, Modals

UNIT 2: Technical Writing:

Writing Applications: Importance and significance of applications, drafting application/s

Resume Building: Difference between various types, Components of Resume, Writing Resume

Drafting Order: Quotations, Importance of drafting order, types of order, placing various orders, Replies to orders, Memos,

Formal Email Writing: Email as a means of written communication, difference between formal and informal Email writing, parts of a mail

UNIT 3: Personality Development:

Grooming: Essential features in grooming, Formal Dress Code Guidelines, Formal dress code for men and women, do's and don'ts of dress code.

Etiquettes: Definition, Importance of etiquettes, Social Etiquettes, Work Place Etiquettes, Behavioural and interaction etiquettes at social gathering

Non-verbal Communication: Introduction to Non-verbal communication, Components of Non-verbal Communication

Building Assertive behaviour: Types and characteristics of behaviour, ways to building assertive behaviour

UNIT 4: Advance Communication Skills:

Effective Communication: 7Cs of Communication - Clear; Concise; Concrete; Correct; Coherent; Complete; Courteous

Problem Solving and Decision Making: How Good You Are as a Problem Solver; Approaches to Problem Solving; Decision Making Techniques, Choosing Between Options; Improving Decision Making

Working in Teams: Definition of team, stages in development of team, role of effective team, characteristics of team members, characteristics of team leader

General Awareness: Letters of Complaint to Authorities, messages of congratulations; praise; condolence, instruction, mobile etiquettes.

Suggestions:

1. **Mr. Murlidharan MKV** A module on presentation skills may also be included under Unit IV of **DIDCSPD101.**
2. **Dr Thomas Vadaya** gave the consent to both the courses proposed.

Item 3 - Take note of action taken report on the basis of previous BOS.

The following suggestions were given by members to make learning more effective:

Suggestions	Action taken
▪ There should be slightly different approach in conducting sessions. The main focus should be more on Personality Development and Communication Skills than on spoken English. ▪ There should be a different approach towards Mechatronics department students since their requirements are different in terms of Life Skills. ▪ The responsibility of self-progress should be transferred to the students. It is required to create ability in students to evaluate their own progress. ▪ Mindfulness process is required to introduce to students so that they remain mentally present in the class. It will lead to active and interactive sessions.	All life skills courses syllabus are divided into Theory and Practical where practical is given more hours for the effective learning of the students which takes care of all different domains.
▪ Non-verbal communication (Semester-II, PD and JS-I) should be linked with Effective Communication (Unit-1, Semester-V). ▪ Unit-2 (Questioning Skills) of semester V needs to be more practical oriented.	In the practical courses it has been taken care of.
▪ There is a need to mould the attitude of every student so that their inner-self is developed. ▪ Topics like 'Stress Management' should be linked with job perspective and it was advised to invite some HR manager to guide the students in managing stress.	Suggestions are being in cooperated in the new syllabus. Guest faculty are invited to do so.
▪ The vocabulary taught should be simple and useful in conversational English. ▪ More focus should be laid on E-mail etiquettes and language in writing skills and less on letter writing.	E- Mail etiquettes are incorporated in the syllabus.
▪ Creativity should be emphasized keeping in mind the workplace.	Role plays and other simulations are done to do so.

Item 4 - Revision of program structure based on TLSU regulation.

Sem	Old			New		
	Course	Credit	Hours	Course	Credit	Hours
I	English & Communication Skills-1	4	60	English & Communication Skills- I Theory	2	15
				English & communication Skills - I Practical	2	60
II	Personality Development & Job Skills - 1	4	60	Personality Development & Job Skills – 1 Theory	2	15
				Personality Development & Job Skills - 1 Practical	2	60
III	English & Communication Skills-2	4	60	English & Communication Skills -2 Theory	2	15
				English & Communication Skills -2 Practical	2	60
IV	On the job training			Personality Development & Job Skills – 2 Theory	2	15
				Personality Development & Job Skills – 2 Practical	2	60
V	Personality Development & Job Skills - 2	4	60	English & Communication Skills-3 Theory	2	15
				English & Communication Skills-3 Practical	2	60
VI	English & Communication Skills-3	4	60	On the job training		

Item 5 - Revision of the English & Communication Skills Course Curriculum for Semester-I (Level I) (Theory & Practical)

LS004181A1 - English and Communication Skills I - Theory

Learning Objectives:
After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple sentences

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I				
Course: English and Communication Skills I - Theory				
Course code: LS004181A1				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	The sentence	01
		1.2	Parts of speech	02
		1.3	Articles	01
		1.4	Tenses	08
		1.5	Demonstratives	01
2	Strengthening Writing	2.1	Picture Description	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01
	1.2 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.3 Articles: Articles, uses of articles a, an, the in a sentence	02

	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1 Picture Description**: Use of various pictures to describe things to learn to make words, sentences, use imagination, develop sentence structure	02

Journal Writing

Unit 1: All Exercises related to curriculum

Unit 2: Picture Description

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press

LS004181A2 - English and Communication Skills I - Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Build confidence to come forward & stand in front of class
- Overcome stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester I				
Course: English and Communication Skills I - Practical				
Course Code: LS004181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Pre test	20
		1.2	Listen to five selected stories (The little pianist, Sumiti, Turtle's flute, The elves and the shoemaker, The whispering palms)	
		1.3	Look Ahead (Conversations 31 to 35)	
		1.4	Listening Comprehension	
		1.5	Movie screening	
2	Speaking Skills	2.1	Introduction to English Language	30
		2.2	Meeting and greeting	
		2.3	Saying goodbye/thank you/ Request/permission/apology	
		2.4	Self-introduction	

		2.5	Addressing people correctly	
		2.6	My Family	
		2.7	Asking Questions/ directions	
		2.8	Colors around you	
		2.9	My favorite subject/teacher	
		2.10	Saying that you understand correctly or not	
		2.11	Typical conversation starters	
		2.12	Telling time	
		2.13	Daily Activities	
		2.14	My favorite food	
		2.15	Visit to a hospital	
3	Reading Skills	1.1	Reading news	10
		1.2	Vocabulary-synonym-antonym, one word substitute, verbs	
		1.3	Reading passages/stories	
		1.4	Reading Comprehension	

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Pre-test:** Test of all four skills as a pre requisite to map students' progress from time to time **1.2 Listen to five stories:** Watch and listen to five selected stories from you tube, understand sentences and dialogues for learning sentence formation **1.3 Look Ahead:** Listen to conversations 31 to 35, understand sentences and dialogues and grammatical points **1.4 Listening Comprehension-I:** Comprehend the conversations 31 to 35 and five selected stories, answer the objective questions. **1.5 Movie Screening:** Any three movies of education importance	20
2	**2.1 Introduction to English Language**: Importance of English language in today's world **2.2 Self-introduction**: Formal and informal self-introduction **2.3 Addressing people correctly**: Correct use of salutation/s **2.4 Meeting and Greeting**: Principles useful in greeting	30

	2.5 Saying goodbye/thank you/ Request/permission: Expressions/ phrases to say goodbye, thank you; to make request, permission **2.6 My Family**: Family and relationship, generations, family after marriage, age groups **2.7 Asking Questions/ directions/ instructions**: Expressions useful for asking questions, asking for and showing directions, giving instructions **2.8 Buying things**: vocabulary, phrases and expressions useful in conversation **2.9 Saying that you understand correctly or not**: Expressions useful in conversation **2.10 Colors around you**: Identify color, their significance, cultural meaning, types of color **2.11 Typical conversation starters**: Certain patterns, words, sentences useful in situations like social gathering, talking about weather, current events, interrupting people, making a comment on something present **2.12 Telling time**: Meaning- second, minute, hour, week, month, year; Correct use of phrases to tell time **2.13 Daily Activities**: Careful observation of routine life, regular activities, day activities, evening activities, use of time expressions in sentences **2.14 My favorite food**: difference between various food, importance of breakfast, lunch, dinner, favorite food, reasons for favor **2.15 Visit to a hospital:** Social cause, visit, share experience, inculcation of social obligation	
3	**3.1 Read News:** Read news daily, read headlines, lead lines **3.2 Vocabulary:** list of synonym-antonym, one word substitute, verbs, their meaning **3.3 Reading passages/stories**: Read ten passages; five stories, identify new/difficult words, understand the passage/story **3.4 Reading Comprehension**: Read the passage aloud, comprehend the passage	10

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

References:

4) Look Ahead: Videos from You tube
1) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
2) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
3) Person to Person -BBC (Video)
4) How to Read better and Faster: Lewis Norman;Binny
5) On We Go -BBC (Audio-Video)
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore

Item 6 - Revision of the Personality Development & Job Skills Curriculum for Semester-II (Level I) (Theory & Practical)

LS004182A1 - Personality Development and Job Skills I- Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Know necessity of formal writing and strengthen writing
- Increase general knowledge

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Semester II				
Course: Personality Development and Job Skills I- Theory				
Course Code: LS004182A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1 1.2 1.3 1.4 1.5	Definition, Identification and Prioritization of the Main Goals Desirable characteristics of Goal Setting Types of Goal Setting Four step plan of Goal Setting Tips for better Goal Setting	**05**
2	Strengthening Writing I	2.1 2.2 2.3 2.4 2.5	Leave application Letter Writing- format(formal, informal) Letter of Apology/ request Informal letters Passage Writing	**05**
3	General Awareness	3.1 3.2 3.3 3.4	News Everyday Know your University and surroundings Know India Know your city	**05**

Journal Writing:

Unit 2: Letter Writing
Unit 3: General Awareness

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s, know the daily news, keep oneself updated with latest developments, increase general knowledge

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark;TMH
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) Oxford Guide to Effective Writing and Speaking, by John Seely
6) Business English, by T Samson

LS004182A2 - Personality Development and Job Skills I- Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, group work, pair work, assignments, projects, work sheets, presentations, quiz, co-curricular activities, practice

Semester II				
Course: Personality Development and Job Skills I - Practical				
Course code: LS004182A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Time Management	1.1 1.2 1.3 1.4 1.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	10
2	Grooming	2.1 2.2 2.3 2.4 2.5	Meaning, aspects of Grooming Essential features in grooming Appropriate dress code Do's and don'ts of dress code Creating Good First Impression	8
3	Working in Teams	3.1 3.2 3.3 3.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	10

4	Non Verbal Communication	4.1 4.2 4.3 4.4	Definition Components of non-verbal communication Significance of nonverbal communication Maintaining appropriate nonverbal communication	7
5	Etiquettes	5.1 5.2 5.3 5.4 5.5	Etiquettes – Importance Advantages of etiquettes Social Etiquettes Business etiquettes Appropriate Communication for a social gathering	7
6	Interpersonal Relationship	6.1 6.2 6.3	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship	7
7	Interpersonal Skills	7.1 7.2 7.3 7.4	Interpersonal skills Essential of Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	7
8	Presentation Skills	8.1 8.2 8.3 8.4	Explain the term 'presentation' and its key elements Various methods of delivering a presentation The strategies useful for focusing audience attention The ways of ensuring confidence in a presentation	4

Journal Writing

Unit 1: Worksheets of time management
Unit 2: Do's and dont's of dress code
Unit 4: Components of Non Verbal Communication
Unit 6: Etiquettes

Learning outcome:

Students will learn the components and ways of maintaining appropriate personality traits, time management and team management

References:

1) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
2) Personality Development; John Arthur; Lotus Press; New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) "Promoting Interest & Motivation"; Ragan & Smith; Web Chapter 3.
6) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
7) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
8) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
9) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
10) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
11) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
12) Personality Development; John Arthur; Lotus Press; New Delhi

Item 7 - Revision of the English & Communication Skills Course Curriculum for Semester-III (Level II) (Theory & Practical)

LS004183A1 - English and Communication Skills II – Theory

Learning Objectives:
After completing the syllabus, the students will be able to:

- Develop writing skills with knowledge of Subject-verb Agreement, modals, conditionals
- Write correct sentences, paragraphs
- Develop thought process

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments
Learning outcome:

Develop ability to construct sentences with correct grammatical structure, establish writing skills

Semester III				
Course: English and Communication Skills II – Theory				
Course Code: LS004183A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Strengthening Writing	1.1	Subject-verb Agreement/ Jumbled sentences	02
		1.2	Conditional Sentences	03
		1.3	Modal Auxiliaries	03
		1.4	Prepositions	01
2	Writing Skills	2.1	Message writing	03
		2.2	Develop a thought/ story	03

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Subject-verb Agreement/ Jumbled sentences:** subject verb agreement-structure; examples, jumbled sentences for practice **1.2 Conditional Sentences:** Significance of use of conditionals, real conditionals, unreal conditionals, sentence structure, examples **1.3 Modal Auxiliaries:** Use and examples of must, can, ought to, should, would, need, dare **1.4 Prepositions:** Use and examples of prepositions of time, place, direction	**09**
2	**2.1 Message writing:** Importance of writing a message, purpose of writing a message, format, examples, practice **2.2 Develop a thought/ story:** format of a paragraph- introduction, middle part, conclusion; key sentence to introduce a topic, coherence in organization of sentences	**06**

Journal Writing:

Unit 1: All exercises

Unit 2: Message, story writing

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar; Raymond Murphy, Cambridge Press
4) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd
5) Oxford Guide to Effective Writing and Speaking, by John Seely

LS004183A2 - English and Communication Skills II – Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen, watch and comprehend
- Develop confidence and speak on topic/s given
- Indulge in dialogue/ conversation
- learn more words and increase vocabulary
- Read and comprehend

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester III				
Course: English and Communication Skills II- Practical				
Course Code: LS004183A2				
Credit 03			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Look Ahead(Conversation 36 to 40)	20
		1.2	ENGLISH DEGREE PET (B1) English preliminary test 1.1 to 1.4, 2.1,2.2 from You Tube	
		1.3	Listening Comprehension	
		1.4	Movie screening(two movies)	
2	Speaking Skills	2.1	Childhood and reminiscences	30
		2.2	My school life	
		2.3	Talk about a clever decision made by someone to solve a problem	
		2.4	Expressions of preference/pleasure/offer/refuse offer /agree/disagree	

		2.5	Describe a product you got for free	
		2.6	A website which helped you to do something	
		2.7	Conversation at a bank	
		2.8	Staying in a hotel	
		2.9	Describing people/places/events	
		2.10	My dream tour to a foreign land	
		2.11	My favorite sport	
		2.12	If I were the prime minister	
		2.13	Visit to an Orphanage	
		2.14	A change in my life	
		2.15	Conversation with strangers	
3	Reading Skills	3.1	Reading news	10
		3.2	Vocabulary-prefix-suffix, proverbs, easily confused words	
		3.3	Reading passages	
		3.4	Reading Comprehension	

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Look Ahead(Conversation 36 to 40):** Listen to conversations from the video and understand sentences and dialogues **1.2 ENGLISH DEGREE PET (B1)** : English preliminary test 1.1 to 1.4, 2.1, 2.2 from You tube with/without subtitles, understand the development of a story, discuss characters, end of story, moral(if any) **1.3 Listening Comprehension:** Analyse the audios/clips; answer the questions **1.4 Movie screening:** Select three movies(education/ social/ current issues), analyse movie, end, characters	**20**
2	**2.1 Childhood and reminiscences:** Childhood and memories; childhood as the best period in life; childhood games; childhood memories; favorite bed time stories/ fairytales **2.2 My school life:** Share experience of the last school attended; Talk about Favorite teacher; Favorite subject; best school friend; special memory; favorite games/sports-annual-teacher's day celebration	**30**

	2.3 Talk about a clever decision made to solve a problem: Talk about problem, method followed to solve problem, experience, learning **2.4 Expressions of preference/pleasure/offer/refuse offer /agree/disagree:** Expressions of preference to show what and why you prefer something; expressions of pleasure to show why and how you are happy with something; expressions of offer to show why and how you offer something; expressions of refusing offer to show why and how you refuse offer; expressions of agreeing and disagreeing to show why and how agree/disagree **2.5 Describe a product you got for free:** Name of the product; how you get it, whether online/offline shopping; feeling, show whether the product is useful **2.6 A website which helped you to do something:** Name of the website, description of the website; usages; how it helped you; outcome **2.7 Conversation at a bank:** Situational learning; reason for being at the bank; whom you deal with, dialogues **2.8 Staying in a hotel:** Situational learning; reason for being at the hotel; whom you deal with, dialogues **2.9 Describing people/places/events:** Learning creative skills: Description with details required, use of first person **2.10 My dream tour to a foreign land**: Learning creative skills: Description with details required, know and compare the foreign land with home land **2.11 My favorite sport:** Name of the sport, individual/team sport, indoor/outdoor, reasons for being favorite; frequency of playing the sport; benefits of playing the game **2.12 If I were the prime minister:** Practice unreal conditionals, Speak about your wish and changes you would like to bring in your country **2.13 Visit to an Orphanage:** Learning inculcation of social service; visit in group, meet orphan kids, their life, prepare a report, presentation of report **2.14 A change in my life:** Describe the time, the change, impact on your life **2.15 Conversation with strangers:** Time, place and situation, describe the stranger, pros and cons of talking to a stranger	
3	**3.1 Reading news:** Read everyday news, Read aloud in the class, learn new words **3.2 Vocabulary-prefix-suffix, proverbs, easily confused words:** List of proverbs and their Translations; use in sentences; list of easily confused words; their meanings and uses	**10**

	3.3 Reading passages: Read ten selected passages, read aloud, understand meaning of new words, understand the paragraph **3.4 Reading Comprehension:** Comprehend the passages, enhance the skills	

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

References:

1) Look Ahead; Video from You tube
2) ENGLISH DEGREE PET (B1) English preliminary test online/ You Tube
3) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Dhamija.(Published by Tata McGraw Hill Publishing Co Ltd)
4) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
5) Person to Person -BBC (Video)
6) On We Go -BBC (Audio-Video)
7) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore

Item 8 - Revision of the Personality Development & Job Skills Curriculum for Semester-V/IV (Level II) (Theory & Practical)

LS004184A1 - Personality Development and Job Skills II-Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Know importance of diary writing
- Compose Email
- Draft, identify instructions and their need
- Interpret given data and strengthen writing
- Prepare forwarding letters and resumes

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice

Learning outcomes:

- Students will be able to develop inner self by writing diaries, e communication, be aware of need of instructions in life, be ready for the world

Semester IV				
Course: Personality Development and Job Skills II-Theory				
Course Code:LS004184A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Strengthening Writing II**	2.1 2.2 2.3 2.4	Diary Writing Writing Instructions Email Writing Data Interpretation	**08**
2	**Resume Writing**	3.1 3.2 3.3 3.4	Difference between various forms of Resume Forwarding letter Format of resume Resume Writing	**07**

Journal Writing:

Unit 1: All Exercises related to curriculum

Unit 2: Resume Writing

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) How to prepare for Group Discussion & Interview: Prasad Hari Mohan and Mohan Rajnish; TMH
3) Personality Development & Career management; Dr.Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh

LS004184A2 - Personality Development and Job Skills II-Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice

Semester IV				
Course: Personality Development and Job Skills II - Practical				
Course code: LS004184A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	10
2	**Questioning Skills**	2.1 2.2	Types of Questions – Open & Close; leading; Probing; Rhetorical Use of Questioning as a tool of communication.	8
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	7
4	**Building Self Confidence**	4.1 4.2 4.3	Necessity of self confidence in life 10 Step Plan to Increase Self Confidence Manage Judgments, Criticism & Praise.	7
5	**Problem Solving & Decision Making**	5.1 5.2	How Good You Are As A Problem Solver General Problem Solving Tools	10

		5.3 5.4 5.5	Approaches to Problem Solving Decision Making Techniques Choosing Between Options Improving Decision Making	
6	**Stress Management**	6.1 6.2 6.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	7
7	**Building Assertive Behavior**	7.1 7.2 7.3 7.4	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	7
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

Journal Writing:

1) Questioning Skills: Examples, types
2) Assertive Behavior
3) Building Self Confidence
4) Problem Solving & Decision Making

Learning outcomes:

Students will be able to groom their personality, behavioral skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page

5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

Item 9 - Revision of the English & Communication Skills Course Curriculum for Semester-VI/V (Level III) (Theory & Practical)

LS004185A1 - English and Communication Skills III - Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Write grammatically correct sentences
- Comprehend English Language
- Develop thinking aptitude
- Build up creative writing

Pedagogy: Lectures, Classroom Exercise, work sheets, practice

Semester V				
Course: English and Communication Skills III - Theory				
Course Code: LS004185A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	Causal verbs	2
		1.2	Active-Passive voice	2
		1.3	Quantifiers	1
		1.4	Degrees of Comparison	2
		1.5	Correlative conjunctions	1
2	Strengthening Writing	2.1	Dialogue Writing	3
		2.2	Article writing	2
		2.3	Biographical Sketch	2

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Causal verbs:** Meaning of causal verb; use of 'Make'; 'Get'; 'Have' in sentences	02
	1.2 Active-Passive voice: Active sentence pattern, passive sentence pattern	02
	1.3 Quantifiers: Use of (much, a little/little/very little, a bit (of), a great deal of, a large amount of, a large quantity of, all, enough, more/most, less/least, no/none, not any, some, any, a lot of, lots of, plenty of, many, a few/few/very few, a number (of), several, a large number of, a great number of, a majority of)- with Count Nouns/ Non count nouns	01
	1.4 Degrees of Comparison: Comparison of adjectives in positive degree, comparative degree, superlative degree; their use in sentences	02
	1.5 Correlative conjunctions: Use of - as/as , such/that , scarcely/when ,as many/as , no sooner/than , rather/than, either/or, neither/nor, not only/ but also, in sentences	01
2	**2.2 Dialogue Writing:** Minimum five to seven dialogue writing on a given situation; read situation/s, understand the gist, prepare interpersonal discourse	03
	2.3 Article writing: Minimum five to seven Articles; Title, Body- rough outline or ideas on a given topic, align them in a coherent manner, use of inputs(verbal, pictorial) , word limit	02
	2.4 Biographical sketch: Minimum five to seven Biographies of a persons- physical outlook, characteristics, nature, job profile, other relative personal information	02

Journal Writing

Unit 2: Dialogue Writing
Article Writing
Biographical Sketches

Learning outcome:

Develop ability to construct sentences with correct grammatical structure, Develop thinking aptitude and establish creative writing skills

References:

1) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd.
2) Essential English Grammar: Raymond Murphy, Cambridge University Press.
3) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd.
4) Oxford Guide to Effective Writing and Speaking, by John Seely.
5) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition.

LS004185A2 - English and Communication Skills III - Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Watch, listen and comprehend
- Take notes while watching
- Develop confidence and speak on any given topic
- Develop interview skills
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester V				
Course: English and Communication Skills III - Practical				
Course Code: LS004185A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Watch and listen to Look Ahead (conversations 41 to 45)	**20**
		1.2	Watch inspirational clips from You Tube(five) and Note taking	
		1.3	Listening Comprehension	
2	Speaking Skills	2.1	Mock interviews	**30**
		2.2	Debate (five selected topics)	
		2.3	Group Discussion(five selected topics)	
		2.4	Dealing with police/fire/ambulance	
		2.5	Public service in my town	
		2.6	Means of recreation in my town	
		2.7	Talk about a talk show I like to watch	
		2.8	If you were not allowed to use cell phone for a day	

		2.9 2.10	Importance of truthfulness and politeness A book I like to read again	
3	Reading Skills	3.1 3.2 3.3 3.4	Reading Articles Vocabulary Reading passages Reading Comprehension	**10**

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Watch and listen to Look Ahead** :(conversations 41 to 45) **1.2 Watch inspirational clips:** from You Tube(five) and Note taking 1.3 **Listening Comprehension:** Comprehend the conversations 1 to 10 from Choosing your English, answer the objective questions.	20
2	**2.1 Mock interviews:** HR interview sessions **2.2 Debate:** (selected five topics) Decide side-favor/against, examples to support side **2.3 Group Discussion**: Discussion on pros and cons on a topic given **2.4 Dealing with police/fire/ambulance:** Visit to any one place in group, share experience **2.5 Public service in my town**: Names of public services, frequency of services, fare/s of services, benefit to public **2.6 Means of recreation in my town:** Names of means of recreation, importance of recreation in life; on health, frequency of visiting the place/s **2.7 Talk about a talk show I like to watch**: Name of the talk show, people involved in it, purpose of the show, its effectiveness, viewers **2.8 If you were not allowed to use cell phone for a day:** Place of cell phone in your life; advantages, disadvantages; conditional sentences **2.9 Importance of truthfulness and politeness:** Meaning of truthfulness and politeness, importance of truthfulness and politeness in life, ways to be truthful and polite, benefits of values	30

	2.10 A book I like to read again: Name of the book, author of the book, type of the book, when read first time, characters- story- end of the book, reasons for re-reading	
3	**3.1 Reading Articles:** Read five articles on current issues and collect information, note down in your own words **3.2 Vocabulary:** Homonyms/ homophones; meaning; use in sentences, 1000 commonly used words **3.3 Reading passages:** Read selected ten passages, gist of the passages, meanings of new words **3.4 Reading Comprehension:** Understand the passage and answer the questions	10

Journal Writing:

Unit 1: Listening Comprehension

Learning outcomes: Develop ability to speak confidently, face interviews, participate with confidence; cultivate reading skills

References:

1) Look Ahead: Video from You Tube
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
3) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
4) On We Go BBC (Audio-Video)
5) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore

Item 10 - Revision and Assessment Pattern for Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course. (For DMLT)

LS002181A1 - Elements of English and Communication Skills I -Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English

Pedagogy: Lectures, Classroom Exercise, work sheets, practice

Semester I				
Course: Elements of English and Communication Skills I -Theory				
Course code: LS002181A1				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1 1.2 1.3 1.4	The sentence Parts of speech Tenses Demonstratives	01 02 09 01
2	Strengthening Writing	2.1	Picture Description	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01

	1.3 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1** Picture Description: Use of various pictures to describe things to learn to make words, sentences, use imagination, develop sentence structure	02

Journal Writing

Unit 1: All Exercises
Unit 2: Picture Description

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills.

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press

LS002181A2 - Elements of English and Communication Skills I -Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester I				
Course: Elements of English and Communication Skills I -Practical				
Course Code: LS002181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Watch and Listen to **English Conversation 40**	20
		1.2	Watch and Listen to five selected stories	
		1.3	Listening Comprehension	
2	Speaking Skills	2.1	Introduction to English Language	30
		2.2	Meeting and greeting	
		2.3	Saying goodbye/thank you/ Request/permission/apology	
		2.4	Self-introduction	
		2.5	Addressing people correctly	
		2.6	Asking Questions/ directions	
		2.7	Saying that you understand correctly or not	

		2.8 2.9 2.10	Telling time Daily Activities Dealing with Patients	
3	Reading Skills	1.1 1.2 1.3 1.4	Reading news Vocabulary-synonym-antonym, verbs Reading passages/stories Reading Comprehension	10

Curriculum:

Unit #	Unit Title	Hours
1	**1.5 English conversation 40**: Watch and understand sentences and dialogues and grammatical points **1.6 Listen to five selected stories:** Watch selected stories from You Tube, understand sentences and dialogues and grammatical points **1.7 Listening Comprehension:** Comprehend the conversations and stories, answer the objective questions.	20
2	**2.1 Introduction to English Language**: Importance of English language in today's world **2.2 Self-introduction**: Formal and informal self-introduction **2.3 Addressing people correctly**: Correct use of salutation/s **2.4 Meeting and greeting**: Principles useful in greeting **2.5 Saying goodbye/thank you/ Request/permission**: Expressions/ phrases to say goodbye, thank you; to make request, permission **2.6 Asking Questions/ directions/ instructions**: Expressions useful for asking questions, asking for and showing directions, giving instructions **2.7 Saying that you understand correctly or not**: Expressions useful in conversation **2.8 Telling time**: Meaning- second, minute, hour, week, month, year; Correct use of phrases to tell time **2.9 Daily Activities**: Careful observation of routine life, regular activities, day activities, evening activities, use of time expressions in sentences **2.10 My favorite food**: difference between various food, importance of breakfast, lunch, dinner, favorite food, reasons for favor	30

3	**3.1 Read News:** Read news daily, read headlines, lead lines **3.2 Vocabulary:** list of synonym-antonym, verbs, their meaning **3.3 Reading passages/stories**: Read ten passages; five stories, identify new/difficult words, understand the passage/story **3.4 Reading Comprehension**: Read the passage aloud, comprehend the passage	10

Journal Writing

3. Listening Comprehension (all lessons)
4. Speaking: All Topics

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

References:

1) English conversation 40-You Tube.
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd) .
3) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
4) Person to Person -BBC (Video) .
5) On We Go -BBC (Audio-Video) .
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore.

LS002182A2 - Personality and Jobs Skills Enhancement

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn behavioral skills
- Develop personality required for the employment
- Be ready to face real world

Pedagogy: Power point presentations; Worksheets; video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes, lectures, Classroom Exercise, work sheets, practice

Semester II				
Course: Personality and Jobs Skills Enhancement				
Course code: LS002182A2				
Credit: 01			**Hours 40**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	**Goal Setting**	1.1	Understand meaning of goal setting;	05
		1.2	Learn to identify goals;	
		1.3	Setting goals;	
		1.4	Goal setting tips;	
		1.5	Steps to know priorities	
2	**Grooming and Etiquettes**	2.1	Meaning;	05
		2.2	Some aspects of Grooming;	
		2.3	Etiquettes – Importance;	
		2.4	Social Etiquettes;	
		2.5	Creating Good First Impression	

3	**Nonverbal communication**	3.1 3.2 3.3	Meaning; Types of non-verbal communication Advantages of non-verbal communication	05
4	**Time Management**	4.1 4.2 4.3 4.4 4.5	Explanation; Time matrix; Changes required in daily schedule; Time wasters; Use of Time management tools	05
5	**Working in Teams**	5.1 5.2 5.3 5.4	Explanation of Team Work; Desirable characteristics of a Team Player; Stages in development of a team Roles in Teams	05
6	**Strengthening Writing**	6.1 6.2 6.3 6.4 6.5	Writing job applications, Do's and don'ts of writing a resume Format of resume Preparing resumes Introduction to Report Writing	10

Journal Writing:

Written exercises based on Unit 1, Unit 2, Unit 4 and Unit 6

Learning outcome:

Develop ability to well groom and be ready for the employment, learn behavioral skills

References:

1) Communication Skills and Soft Skills', E. Suresh Kumar; P. Srehari; J. Savitri; An Integrated Approach
2) Goal Setting: 13 Secrets of World Class Achievers. Vic Johnson:

3) Time Management: The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
4) Successful Time Management : Patrick Forsyth; Kogan Page Publishers,2013
5) Successful Team Building: Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
6) The Essentials of Business Etiquette: Barbara Pitcher; McGraw Hill Edu. Pvt. Ltd., New Delhi
7) Personality Development: John Arthur; Lotus Press; New Delhi

Item 11 - Revision and Assessment Pattern for English & Communication Skills Courses and Personality Development & Job Skills Courses for all semester. (For WBL)

WBL OLD

Course Title: English & Communication Skills- Theory Course Code: HM17R111/HMPD17R111

Course Credits: 1

Examination scheme:

Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Case Studies, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Learning outcome:
Communicate through speaking, listening, reading and writing in daily life and in the professional set up.

Course Content:

Unit I: Meeting and Greeting

1. Welcome and greet people at the front office,
2. Addressing people correctly,
3. Listen to their requirements and answer satisfactorily

Unit 2: Introducing self

1. Introduce oneself confidently in various situations at the departments like front office, FNB service, and food production

Unit 3: Basic Etiquettes

1. Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one
2. Saying that I understand or not, Typical conversation starters

Unit 4: Useful expressions in Communication

1. Expressions like- agreeing, disagreeing, preference, pleasure, apologizing and forgiving, permission and consent, accepting offers
2. Communicate efficiently using the expressions at each department.

References:

1) Keep Up Your English with Audio CD - BBC English Courses
2) The Sterling Book of Idioms-Gratian Vas (Sterling Publishers Pvt. Ltd)
3) Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
4) A Teacher's Grammar of English-K R Narayana swamy (Orient Longman)

5) Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
6) Contemporary English Grammar Structures & Composition-David Green (Macmillan)
7) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
8) Language activator.
9) Meet the Parkers BBC (Audio)
10) Person to Person BBC (Video)
11) On We Go BBC (Audio-Video)
12) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V
13) Damija. (Published by Tata McGraw Hill Publishing Co Ltd)

WBL OLD - PRACTICAL

Course Title: English & Communication Skills (Practical) Course Code HM17R112/HMPD17R112
Course Credits: 2

Examination scheme:

Total 100% Marks University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Lectures, work sheets, Language Lab sessions, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Course Content: Life Skills department

Unit I: Meeting and Greeting

4. Welcome and greet people at the front office,
5. Addressing people correctly,
6. Listen to their requirements and answer satisfactorily

Unit 2: Introducing self

2. Introduce oneself confidently in various situations at the departments like front office, FNB service, and food production

Unit 3: Basic Etiquettes

3. Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one
4. Saying that I understand or not, Typical conversation starters

Unit 4: Useful expressions in Communication

3. Expressions like- agreeing, disagreeing, preference, pleasure, apologizing and forgiving, permission and consent, accepting offers
4. Communicate efficiently using the expressions at each department.

NEW WBL Semester I

HMEC17R111 - Essentials of Communication for Hospitality I –Theory (English & Communication Skills

Semester I	
Course: Essentials of Communication for Hospitality I –Theory (English & Communication Skills	
Course code: HMEC17R111	
Credits: 02	**Hours: 15**

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Role play, etc.

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, demonstrate reading techniques, establish basic writing skills, and participate at work and in class discussions with confidence.

Course Content:

Unit I: Introducing self and Meeting and Greeting

1.1 Introduce oneself confidently in various situations at the departments like front office, FNB service,
Housekeeping, sales, food production

1.2 Addressing people correctly, Welcome and greet people at the hotel

1.3 Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one

Unit 2: Developing Writing Skills

2.1 Parts of a sentence

2.2 Introduction to logbook

Unit 3: Strengthening Writing

3.1 Present simple and continuous tense

3.2 Past simple and continuous tense

3.3 Future simple and continuous tense

Unit 4: Grooming

4.1 Some aspects of grooming

4.2 Importance of etiquettes

References:

1. Essential English Grammar- Raymond Murphy
2. Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
3. A Teacher's Grammar of English-K R Narayan swamy (Orient Longman)
4. Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
5. Contemporary English Grammar Structures & Composition-David Green (Macmillan)
6. English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)

WBL - PRACTICAL

Semester I	
Course: Essentials of Communication for Hospitality I –Practical (English & Communication Skills	
Course code: HMEC17R112	
Credit: 02	Hours 60

Pedagogy: work sheets, Competition, Role play, Group Discussion

Course Content: Life Skills department

Unit I: Introducing self

1.1 Introduce oneself confidently in various situations at the departments like front office, FNB service and food production

Unit 2: Meeting and Greeting

2.1 Addressing people correctly, Welcome and greet people at the front office, FNB service, and food production

2.2 Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one

Unit 3: Developing Writing Skills

3.1 Writing a log book

3.2 Maintaining a log book

Unit 4: Grooming

4.1Aspects of grooming

4.2 Hygiene, being neat and clean

4.3 Importance of wearing uniform

4.4Importance of etiquettes

Unit 5: Maintaining office etiquette

5.1 Reporting on time

5.2 Reporting to appropriate hierarchy

5.3 behavioral etiquette

5.4 Norms to handle colleague

SEM II WBL OLD

Course Title: Personality Development (Theory)
Course Code: HM17R211/HMPD17R211
Course Credits: 1

Examination scheme: Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

- Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Course Content: Life Skills Department

Unit 1: Grooming and Non–verbal communication

1. Some aspects of grooming,
2. Importance of etiquettes,
3. Creating first good impression,
4. Components of non-verbal communication

Unit 2: General awareness, Assertive behavioral traits

1. Importance of being aware of what is happening in the surroundings
2. Importance of keeping oneself updated,
3. Behavioral types, Importance of assertive behavior,
4. Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Effective communication

1. Importance of etiquettes
2. Necessity of communication in the world of technology
3. Making appropriate telephone calls
4. Making appropriate mobile calls

Unit 4: Time management and Team management

1. Importance of time management
2. Time wasters
3. Time management at workplace
4. Importance of being in team
5. Characteristics of an efficient team-member
6. Teamwork skills

References:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach.
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4) P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008.
5) Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002.
6) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
7) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi .
8) John Arthur Personality Development; Lotus Press; New Delhi .

SEM II OLD WBL - PRACTICAL

Course Title: Personality Development (practical)
Course Code: HM17R212/HMPD17R212
Course Credits: 4

Examination scheme: Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:
The student will be able to:
Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes at work place.

Course Content:

Unit 1: Grooming and Non–verbal communication

Some aspects of grooming,

Importance of etiquettes,
Creating first good impression,
Components of non-verbal communication

Unit 2: General awareness, Assertive behavioral traits

Importance of being aware of what is happening in the surroundings

Importance of keeping oneself updated,

Behavioral types, Importance of assertive behavior,
Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Effective communication

Importance of etiquettes
Necessity of communication in the world of technology
Making appropriate telephone calls
Making appropriate mobile calls

Unit 4: Time management and Team management

Importance of time management
Time wasters
Time management at workplace
Importance of being in team, Characteristics of an efficient team-member, Teamwork skills

NEW WBL

Essentials of Personality Development for Hospitality I - Theory

Semester II	
Course: Essentials of Personality Development for Hospitality I - Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Unit 1: Non–verbal communication

1.1 Non-verbal communication
1.2 Components of non-verbal communication
1.3 Creating first good impression

Unit 2: Assertive behavioral traits

2.1Behavioral types, Importance of assertive behavior,
2.2 Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Business etiquettes, Effective communication

3.1 Importance of etiquettes – types of etiquettes
3.2 Necessity of communication in the world of technology
3.3 Making appropriate telephone/mobile calls
3.4 Business etiquettes

Unit 4: Time management and Team management

4.1 Importance of time management
4.2 Time wasters
4.3 Time management at workplace
4.4 Importance of being in team

4.5 Characteristics of an efficient team-member

References:

1. E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2. Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3. P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
4. Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn,
5. 1992
6. Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
7. John Arthur Personality Development; Lotus Press; New Delhi

WBL PRACTICAL

Essentials of Personality Development for Hospitality I - Practical

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

Semester II	
Course: Essentials of Personality Development for Hospitality I - Practical	
Course code:	
Credit: 02	**Hours 60**

The student will be able to:

Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Course Content:

Unit 1: Non–verbal communication

1.1 Body language, posture, gesture, haptics, paralanguage

1.2 Creating first good impression

Unit 2: General awareness,

2.1 Importance of being aware of what is happening in the surroundings

2.2 Importance of keeping oneself updated

Unit 3: Assertive behavioral traits

3.1 Behavioral types, Importance of assertive behavior

3.2 Necessity of building assertive behavior

Unit 4: Telephone etiquettes, Effective communication

4.1 Importance of etiquettes

4.2 Necessity of communication in the world of technology

4.3 Making appropriate telephone/mobile calls

Unit 5: Time management

5.1 Time management

5.2 Time wasters

5.3 Time management at workplace

Unit 6: Team management

6.1 Importance of being in team

6.2 Characteristics of an efficient team-member

Essentials of Communication for Hospitality II - Theory

Semester III	
Course: Essentials of Communication for Hospitality II - Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Lectures, Classroom Exercise, work sheets, etc.

Learning outcome: deliver short presentations on varied topics, Enable to develop a natural and accurate style of English pronunciation, Enhance their abilities to read, write, speak and comprehend the English language.

Course Content:

Unit I: Presentation Skills

1.1 Introduction to PPT
1.2 Introduction to Email writing

Unit 2: Strengthening Writing Skills

2.1 Present Perfect and continuous tense
2.2 Past Perfect and continuous tense
2.3 Modal Auxiliaries

Unit 3: Strengthening speaking

3.1 Phrases used to make requests
3.2 Apologizing and forgiving
3.3 Saying that you understood or not

Unit 4: Strengthening accurate style of English pronunciation

4.1 Listen to certain videos
4.2 Practice dialogues correctly

References:

1. Essential English Grammar- Raymond Murphy
2. Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
3. A Teacher's Grammar of English-K R Narayan swamy (Orient Longman)

4. Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
5. Contemporary English Grammar Structures & Composition-David Green (Macmillan)
6. English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)

WBL- PRACTICAL

Essentials of Communication for Hospitality II - Practical

Semester III	
Course: Essentials of Communication for Hospitality II - Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Lectures, Classroom Exercise, work sheets, etc.

Learning outcome: deliver short presentations on varied topics, Enable to develop a natural and accurate style of English pronunciation, Enhance their abilities to read, write, speak and comprehend the English language.

Course Content:

Unit I: Presentation Skills

1.1 Preparing content,
1.2 slides at presentation

Unit 2: Strengthening Writing Skills

2.1 Write logbooks correctly, fill in reports correctly
2.3 Appropriate use of Modal Auxiliaries

Unit 3: Strengthening speaking

3.1 Use of phrases to make requests
3.2 Apologizing and forgiving
3.3 Saying that you understood or not

Unit 4: Strengthening accurate style of English pronunciation

4.1 Speak appropriately
4.2 Practice dialogues correctly

WBL Essentials of Personality Development for Hospitality II – Theory

Semester IV	
Course: Essentials of Personality Development for Hospitality II – Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Email Writing

1.1 Formal and informal Email types
1.2 Formal Email writing
1.3 Informal Email writing

Unit 2: Interpersonal relationship and interpersonal skills

2.1 Linkage between Interpersonal Relationship and Interpersonal Skills
2.2 Need for Interpersonal Relationship
2.3 Importance of Interpersonal Relationship

Unit 3: Working in teams- Team leader, team member

3.1 Characteristics of team leader
3.2 Characteristics of team member
3.3 Benefits of working in a team

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Essentials of Personality Development for Hospitality II – Practical

Semester IV	
Course: Essentials of Personality Development for Hospitality II – Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Email Writing

1.1 Formal and informal Email types
1.2 Formal Email writing
1.3 Informal Email writing

Unit 2: Interpersonal relationship and interpersonal skills

2.1 Linkage between Interpersonal Relationship and Interpersonal Skills
2.2 Need for Interpersonal Relationship
2.3 Importance of Interpersonal Relationship

Unit 3: Working in teams- Team leader, team member

3.1 Characteristics of team leader
3.2 Characteristics of team member
3.3 Benefits of working in a team

WBL Professional Skills for Hospitality I- Theory

Semester V	
Course: Professional skills for Hospitality I- Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and superiors at work, who are highly skilled and have broad experience.

Unit 1: Report Writing

1.1 Formal report writing
1.2 Importance of preface, index, introduction, conclusion

Unit 2: Interpersonal skills

2.1 Essential Interpersonal Skills

2.2 Interpersonal Skills Needed at Work

Unit 3: Writing job applications

3.1 Writing job applications

3.2 Introduction to resumes

Unit 4: Facilitation Skills

4.1 consulting Skills

4.2 Building rapport

4.3 Feedback and follow through

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach

2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992

3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi

4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Professional Skills for Hospitality I-Practical

Semester V	
Course: Professional skills for Hospitality I-Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Report Writing

1.1 Formal report writing

Unit 2: Interpersonal skills

2.1 Essential Interpersonal Skills

2.2 Interpersonal Skills Needed at Work

Unit 3: Soft skills

3.1 Influence, power and you

3.2 Communicating for influence

3.3 Influencing in groups

Unit 4: Facilitation Skills

4.1 consulting Skills

4.2 Building rapport

4.3 Feedback and follow through

WBL Professional Skills for Hospitality - II– Theory

Semester VI	
Course: Professional Skills for Hospitality - II– Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and superiors at work, who are highly skilled and have broad experience.

Unit 1: Resume Writing

1.1 Resume writing
1.2 Do's and don'ts of resume writing

Unit 2: Interview skills

2.1 Essential questions at an interview

2.2 Ready for the world

Unit 3: Direct- indirect speech

3.1 Direct speech

3.2 Indirect speech

Unit 4: Conditional Sentences

4.1 Real conditionals

4.2 Unreal conditionals

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Professional skills for Hospitality II-Practical

Semester VI	
Course: Professional skills for Hospitality II-Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Problem solving

1.1 Learn problem solving

Unit 2: Decision Making

2.1 Essential decision making Skills

Unit 3: Positive Attitude

3.1 Benefits of positive attitude

3.2 Benefits of building self confidence

Unit 4: Conditional Sentences

4.1 Practice speaking conditional sentences

Item 12 - Approval of short term skill based training programmes under center for industry and knowledge partnerships.

Certificate in NGO Accounting Operations and Administration

2 credits
Practical- 60 hr

Course Title: Basic Communication and Job Skills
Course Content:

Units	Content
Unit 1	**Listening** • Strengthening Listening skills • Listening Comprehension • Listening Conversation • Listening to YouTube inspirational clips • Note making & Note taking **Writing** • Email writing, Email Etiquettes • Letter Writing- format(formal, informal) • Report writing **Reading** • Reading Comprehension • Reading as per the domain • Reading passage **Speaking** • Presentation Skills • PPT Presentation • Public Speaking **Grammar and Vocabulary** • Articles, Parts of speech • Tenses • Sentence Construction • Vocabulary Building
Unit 2	**Communication Skills** • The process of communication skills • Communication Cycle Types of Communication

Unit 3	**Grooming** • Meaning, aspects of Grooming • Essential features in grooming • Appropriate dress code • Do's and don'ts of dress code o Creating Good First Impression
Unit 4	**Etiquettes** • Etiquettes – Importance and advantages • Social Etiquettes • Business etiquettes
Unit 5	**Interpersonal Relationship and Skills** • Concept ,need and factors influencing Interpersonal relationship • Interpersonal skills , • essentials of Interpersonal skills • Interpersonal skills needed at work • Factors hampering Interpersonal skills
Unit 6	**Working in Teams** • Define teamwork • Importance of teamwork • Various stages of team development o Various characteristics of effectiveness of a team, characteristics team member, team leader
Unit 7	**Time Management** • Time Management – An Explanation • The importance of The Urgent Important Matrix in managing time • Time Wasters and Interrupters • Describe procrastination along with tips to overcome procrastination o Various time management tools to deal with external and internal interruptions, Planning Time

Journal Writing:
Unit 1 , 2,4,6, and 7

Item 13 - Panel of External Examiners

1. Dr. Charul Jain
   Associate Professor, (Academics)
   Department of English,
   The Maharaja Sayajirao University of Baroda

2. Dr Aditi Vahiya (Academics)
   Assistant Professor,
   Department of English,
   The Maharaja Sayajirao University of Baroda

3. Ms. Kalpana Motanpotra (Industry Expert)
   Founder and Proprietor
   ABACUS learning
   Vadodara

4. Mr Hiren Macwan
   M.Phil
   Ass Prof,
   Sigma Institute

5. Shafika Khatib
   M.Phil
   Parul University

Item 14 - Any other item with the approval of the Chairperson.

Syllabus approval for SIGMA

SKILL DEVELOPMENT PROGRAMMES

Course Endorsement Form

Course Title	BASIC COMMUNICATION SKILL AND ADVANCED COMPUTER APPLICATION		
Sector	EDUCATION	**Sub-sector**	IT & COMMUNICATION
Minimum Educational Qualification	10TH AND 12TH FAILED	**Job Role**	Foundation Course (Not related to any Job Role)
Maximum Educational Qualification	NA		

Duration	750 HOURS (42 week)	**Course Fee**	15000	**Version**	
Effective from Academic Year	2019-20	**Effective for the batch Admitted in**			2019

Pre-requisites for this course (if any)	Basic Knowledge of Computer & English
Co-requisites for this course (if any)	NA
Additional self-study/ learning hours expected for candidate:	3 hours per day

Job Competency: YES

Training Methodology: ORAL COMMUNICATION, WRITTEN COMMUNICATION, PRATICAL, PROGRAMME END EXAMINATION

Teaching scheme (Per week)			Assessment Scheme (Marks)			
Lecture (Hours)	Practical (Hours)	Total Hrs.	Mode	Continuous Evaluation	Programme End Examination	Total Marks
12	6	18	Theory	30	70	100
			Practical	50	50	100

Assessment Scheme:

Theory: Class Test and Programme End Examination

Practical: On job training and programme end examination (presentation on any one topic are required)

Resources / Equipment / Machinery required to conduct the programme: COMPUTER

Acquired Skills sets / Learning outcomes:

Syllabus

Unit-1	Basic Grammar and Parts of Speech	Allocated Hours.	40
Unit Objectives	• Read controlled, multi-paragraph passages, Scan for specific information in the text • Skim for the main idea • Write a short summary of the main idea of the reading • Understand and use right and left margin conventions • Understand and use indenting conventions • Write a unified narrative paragraph with a topic sentence • Write a unified descriptive paragraph with a topic sentence • Accurately use periods basic punctuation • Accurately use and spell everyday vocabulary • Accurately use commas correctly in compound sentences		
Unit Content	1. Singular and Plural Nouns 2. Count Nouns vs. Non-Count Nouns 3. Possessive Nouns 4. Pronouns 5. Be' Verbs 6. Action Verbs 7. Adjectives 8. Comparative and Superlative Adjectives 9. Adverbs 10. Simple Tense 11. Progressive and Perfect Tense 12. Perfect Progressive Tense 13. Irregular Verbs 14. Gerunds 15. Infinitives 1 16. Infinitives 2 17. Active Voice and Passive Voice 18. Indicative, Imperative, Subjunctive Mood 19. Auxiliary Verbs - 'Be,' 'Do,' 'Have' 20. Auxiliary Verbs - 'Will/Would,' 'Shall/Should' 21. Auxiliary Verbs - 'Can/Could,' 'May/Might/Must' 22. Prepositions - 'On,' 'At,' 'In' 23. Prepositions - 'Of,' 'To,' 'For' 24. Prepositions - 'With,' 'Over,' 'By' 25. Conjunctions - Coordinating and Correlative 26. Conjunctions - Subordinating 27. Conjunctive Adverbs 28. Articles - Indefinite and Definite 29. Interjections 30. Capitalization		
Unit-2	**Vocabulary**	**Allocated Hours.**	20

Unit Objectives	• Increase your vocabulary by almost 200 words or phrases plus learn how to assimilate new words by learning to read in context.		
Unit Content	1. Reading Passages, Reading News, Reading Comprehension 2. Synonyms, Homonyms Antonyms 3. Homophones and Homographs 4. Words of Foreign Origin 5. Verbal Analogies Common English Phrases and Idioms		
Unit-3	**Writing skills**	**Allocated Hours.**	30
Unit Objectives	• understand the functions of essays and reports • demonstrate writing skills • understand what writing an assignment involves • identify strengths and weaknesses		
Unit Content	1. Introduction 2. Paragraph writing, Précis writing 3. Summary writing Report writing 4. Process essay 5. Draft writing Application writing		
Unit-4	**Reading Skills**	**Allocated Hours.**	30
Unit Objectives	• Identify upper and lower case letters, their sounds and names • Recognize names and words in context; read own name, read picture icons to select computer programs • Join in familiar stories, songs & poems • Connect books read aloud to experiences		
Unit Content	1. What is Reading Comprehension Reading Comprehension Practice 2. The Four Modes of Reading 3. Pre-Reading Techniques 4. Types of Reading Material Reading short stories, Poetry recitation, English Songs Based activities 5. Common Organizational Patterns Picture description		
Unit-5	**Listening Skills**	**Allocated Hours.**	40
Unit Objectives	• To face the speaker and maintain eye contact • Able to listen to the words and try to picture what the speaker is saying. • Introduce students to familiar everyday expressions and basic phrases related to themselves and their surroundings • Develop students' comprehension of simplified spoken interactions adapted for beginning learners.		
Unit Content	1. Listening/vocabulary basics Listening to Basic Conversation 2. Listening to improve skills Listening and Comprehension (Beginners level) 3. Listening for information, entertainment and cultural understanding Listening and Comprehension (Beginners level) 4. Qualities of a good listener		

Unit-6	**Personality Development**	**Allocated Hours.**	35
Unit Objectives	• Identify personal strength • Self-development • Create an action plan to develop personal strengths		
Unit Content	1. Self-awareness ,SWOT analysis 2. Strengths, development of self-esteem, Confidence 3. Making good first impression (Attire, Appreciate, Speech, Physique, Body Language, Comparison)		

1) **Diploma in basics of Front Office**
2) **Diploma in basics of Food and Beverage Services**
3) **Diploma in basics of Housekeeping**
4) **Diploma in basics of Food Production**

HT15ECPD101 - English Communication and PD Skills – I

Course Title : English Communication and PD Skills – I
Course Code : HT15ECPD101
Credits : 4
Hours : 60

Learning objectives:

After completing the syllabus, the students will be able to:

- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend
- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English

SR. NO.	UNIT TITLE
01	Listening
02	Speaking
03	Reading
04	Writing

SR. NO.	TOPIC	SUB-TOPICS	LEARNING OUTCOMES	HOURS
1.1	LISTENING	▪ Keep up your English (Lessons 1 to 10)	▪ Learn to develop the habit to listen to the language develop listening ability ▪ Vocabulary building	06
1.2	LISTENING	▪ Listening to news	▪ Vocabulary Building ▪ General Knowledge ▪ Develop listening ability ▪ Learn to listen to certain accents	04

			▪ Sentence formation	
1.3	LISTENING	▪ Listening Comprehension	▪ Learn to listen and comprehend ▪ Listen and speak or write	05
2.1	INTRODUCING MYSELF	▪ Learn to introduce name ▪ Learn to introduce hometown Learn to speak about age/ nationality/hobbies ▪ Learn to introduce family ▪ Learn to speak on education ▪ Learn to introduce parent's occupation, siblings	▪ Learn basics of introduction of self ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to introduce family and surroundings	02
2.1.2	MEANING OF MY NAME	▪ Meaning of name ▪ Who named me ▪ My pet/nick name ▪ Does my name reflect my personality ▪ Naming ceremony	▪ Learn to speak more about self and thereby try to open up ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class	02
2.1.3	MY INTEREST AND HOBBIES	▪ Speak about interest/s ▪ Speak about leisure time activity ▪ Indoor-outdoor leisure activities	▪ Learn to think and speak on interest/s ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class	01
2.1.4	MY ROUTINE	▪ Daily routine ▪ Changes require in routine ▪ Favorite time in a day ▪ How you spend evenings ▪ How you spend Weekends ▪ Learning about telling time	▪ Learn to speak on routine life and about self ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more systematically with the help of the points and explanations given	01
2.1.5	MY BIRTHDAY	▪ Speak about Birthday, ▪ Speak on celebration of birthday	▪ Learn to elaborate the points explained and can prepare well	01

		▪ Special activity/ies on the day ▪ Speak on birthday gifts ▪ Speak about celebration of birthdays of family	▪ Learn to speak with preparation ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more about self	
2.1.6	CLOTHES	▪ Clothes you prefer to wear, ▪ Different types of clothes on different occasions ▪ Personality of a person by clothes ▪ clothes as a gift ▪ Old clothes	▪ Learn to speak on the topic/s given ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more about self	01
2.2.1	MY FAMILY AND RELATIONSHIPS	▪ My family ▪ Family attachment ▪ Importance of a family ▪ Joint/nuclear family ▪ Age group ▪ Generation/s	▪ Speak more about Family ▪ Improve sentence formation ▪ Build confidence	01
2.2.2	MY BEST FRIEND	▪ Friend/s and friendship ▪ Qualities of a friend	▪ Learn quick thinking ▪ Build confidence and spontaneity to speak in groups and role play	01
2.2.3	FOOD	▪ Breakfast ▪ Lunch ▪ Dinner ▪ Favorite dish ▪ Home cooked food/ food from restaurants ▪ Importance of meal	▪ Learn to speak on food and food habits ▪ Build confidence ▪ Encourage to participate	01
2.2.4	HEALTH AND FITNESS	▪ Importance of fitness ▪ Importance Exercise ▪ Diet plan ▪ Gym	▪ Build confidence and encourage reading for general awareness ▪ Learn to speak through the information given	01
2.2.5	LANGUAGE	▪ Mother tongue ▪ Other languages ▪ English-importance ▪ Language of family	▪ Build confidence and encourage presentations ▪ Learn searching/reading for general awareness	01

		▪ Preference of language in reading		
2.2.6	MUSIC	▪ Kinds of music ▪ Listening to or playing music ▪ Favorite musical instrument	▪ Learn to know more about other topics to speak ▪ Motivate to know more ▪ Learn to search/read	01
2.3.1	LEARNING COMMUNICATION TRAVEL	▪ Travelling ▪ Interesting places to visit ▪ Travel abroad ▪ Plan of a long trip ▪ Dream trip ▪ Advantages of travelling	▪ Encourage creative thinking ▪ More confidence in speaking	▪ 01
2.3.2	PUBLIC TRANSPORT	▪ Public transport means in your city/town/village ▪ Road safety ▪ Traffic rules ▪ Use of bicycle	▪ Create general awareness ▪ More confidence in speaking	01
2.3.3	MOVIES	▪ Indian movies ▪ Types of movies ▪ Theatres ▪ Reviews ▪ Star cast ▪ Western movies	▪ General awareness ▪ More confidence in speaking	01
2.3.4	TELEPHONE	▪ Mobile phones ▪ Other purposes of use ▪ Model of your cell ▪ Features ▪ Latest cells in market Advantages/disadvantages of using mobile	▪ General awareness ▪ Learn to talk about various topics confidently	01
2.3.5	HOUSE	▪ Types of houses in your city ▪ Your house ▪ Why you like your house ▪ Favorite room ▪ Need any change/s in your house	▪ General awareness ▪ Learn to talk about various topics confidently	01
2.3.6	SEASON	▪ Seasons in India ▪ Favorite season ▪ Different clothes in seasons	▪ Encourage critical thinking ▪ General awareness ▪ Learn to talk about various topics confidently	01

		▪ Need any change in your house in season ▪ Changes in routine in seasons		
3.1	READING	▪ Short stories	▪ Learn more words ▪ Learn and develop reading habit ▪ Learn Sentence formation	03
3.2	READING	▪ Paragraphs	▪ Learn and develop reading habit ▪ Learn vocabulary building ▪ Encourage self-learning	03
3.3	READING	▪ Newspaper	▪ General Knowledge ▪ Vocabulary Building ▪ Learn Sentence formation ▪ Enhance Reading comprehension ability	03
3.4	READING	▪ Comprehension	▪ Vocabulary Building ▪ Learn Sentence formation ▪ Enhance Reading comprehension ability	03
3.5	VOCABULARY BUILDING	▪ Synonyms-antonym ▪ One word substitute	▪ Vocabulary Building ▪ Learn to use in speaking	03
4.1	BASICS OF SENTENCE FORMATION	▪ Parts of sentence ▪ Uses of adjectives, verbs adverbs, articles in a sentence	▪ Build meaningful sentences ▪ Learn correct usage of words	05
4.2	STRENGTHENING SENTENCE FORMATION	▪ Uses of tenses in sentences ▪ Questions-answers	▪ Build meaningful sentences ▪ Learn correct usage of words	05

References:

1) Keep up Your English with Audio CD - BBC English Courses
2) The Sterling Book of Idioms-Gratian Vas (Sterling Publishers Pvt. Ltd)
3) Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
4) A Teacher's Grammar of English-K R Narayana swamy (Orient Longman)

5) Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
6) Contemporary English Grammar Structures & Composition-David Green (Macmillan)
7) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
8) Language activator.
9) Meet the Parkers BBC (Audio)Person to Person BBC (Video)
10) On We Go BBC (Audio-Video)
11) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija. (Published by Tata McGraw Hill Publishing

HT16ECPD101 - English communication and personality development I

Learning Objectives:
After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple sentences

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I : English communication and personality development I HT16ECPD101				
Program : **9) Diploma in basics of Front Office** **10) Diploma in basics of Food and Beverage Services** **11) Diploma in basics of Housekeeping** **12) Diploma in basics of Food Production**				
Course Name: Soft Skills for Hospitality				
Course code: LS002181A3				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	The sentence	01
		1.2	Parts of speech	02
		1.3	Articles	01
		1.4	Tenses	08
		1.5	Demonstratives	01
2	Strengthening Writing	2.1	Email Writing	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01

	1.6 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.3 Articles: Articles, uses of articles a, an, the in a sentence	02
	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1 Email Writing**: Email format, formal Email Writing, Subject, CC, BCC	02

Journal Writing

Unit 1: All Exercises

Unit 2: Email Writing

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press

Diploma in Hospitality

Learning objectives: After completing the syllabus, the students will be able to:

- Develop Confidence to come forward & stand in front of class
- Overcome stage fear
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend
- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Role play, etc.

SR. NO.	UNIT TITLE
01	Listening
02	Speaking
03	Reading
04	Nonverbal communication
05	Time Management

Semester I				
Course: Diploma in Hospitality				
Course Name: Soft Skills for Hospitality				
Course Code: LS002181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1 1.2 1.3	Listen to five selected stories(The little pianist, Sumiti, Turtle's flute, The elves and the shoemaker, The whispering palms Conversations 40	17

		1.4	Listening Comprehension	
2	Speaking Skills	2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8	Meeting and greeting Saying goodbye/thank you/ Request/permission/apology Self-introduction Addressing people correctly Asking Questions/ directions Saying that you understand correctly or not Typical conversation starters Telling time	20
3	Reading Skills	1.1 1.2 1.3 1.4	Reading news Vocabulary-synonym-antonym, one word substitute, verbs Reading passages/stories Reading Comprehension	10
4	Non Verbal Communication	4.1 4.2	Meaning Types of non-verbal communication	5
5	Time Management	5.1 5.2 5.3 5.4 5.5	Explanation Time matrix Changes required in daily schedule Time wasters Use of Time management tools	8

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, demonstrate reading techniques, establish basic writing skills, and participate at work and in class discussions with confidence.

References:

1) Conversation 40: Videos from You tube
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
3) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)

4) How to Read better and Faster: Lewis Norman; Binny
5) On We Go -BBC (Audio-Video)
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
7) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
8) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
9) Essential English Grammar: Raymond Murphy, Cambridge University Press
10) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
11) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
12) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
13) Time Management: The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
14) Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
15) Interpersonal Skills at Work; John Hayes; Psychology Press, 2002
16) Personality Development; John Arthur; Lotus Press; New Delhi

ONLINE COURSE

BMS: Business Communication-I

Unit 1	**Basics of Language Skills**	10
	Functions Functional Grammar & Sentences	
	Grammar --Kinds of sentences: Positive, negative, statement, interrogative and exclamatory	
	Articles, Nouns—Countable / uncountable	
	Adjectives /Adverbs – [describing things, adding information, circumstances]	
	Prepositions of time/ place/ reason: in, on, at, into, to, for, of, about, with, after etc.	
	Reading comprehension	
Unit 2	**Communication – Concept**	10
	Introduction, Attributes, Objectives	
	The Communication Process/Cycle	
	Importance of communication in business	
	The Seven Cs of Effective Communication	
	Nonverbal Communication and importance	
	Barriers to Communication	
	Importance, Types, Elements of Active Listening	
	Guidelines to Improve Listening	
Unit 3	**Phonetics & Spoken English**	05
	The Speech Mechanism,	
	Classification of Consonants and Vowels	
	Introduction to Phonology	
	Word Stress in English	
	Intonation and examples	
Unit 4	**Writing Skills**	10
	Mechanics of Writing including transitions, peeling rules	
	Resume writing	
	Note making Skills	
Unit 5	**Business Communication at Work Place**	10
	Writing an Effective Proposal	
	Report writing and Precise Writing	
	Notice, Agenda & Minutes	
	Use of E-Mail, Problems with E—Mail, Composing Clear Concise & Responsive Emails	

Department of Life Skills

Team Lease Skills University

4th Board of Studies

Department of Life Skills

Syllabus after BOS members' approval

S#	Name	Designation	Signature
1	Dr. Avani Umatt	Chairperson	
2	Dr. Charul Singhal	Member-Academic	
3	Ms. Kalpana Motanpotra	Member- Industry	
4	Mr. Mayur Shrimali	Member	
9.	Dr. Priyanka Behrani	Convener	

Item 1: Minutes of the meeting of the 3rd B.O.S.

Item No.	Item Description
1	**Welcome to the Members** The members of Board of Studies were welcomed by the Provost and the internal members.
2	**Life Skills Courses Structure and Curriculum** Structure of Life Skills courses at various levels being offered with appropriate emphasis on practical/communicative approach in accordance with the industrial requirement, under various programs, was presented. **The syllabus for Semester V (Personality Development and Job Skills- II) and Semester VI (English and Communication Skills-III) was approved by the members.** **The following suggestions were given by members to make learning more effective:** ▪ There should be slightly different approach in conducting sessions. The main focus should be more on Personality Development and Communication Skills than on spoken English. ▪ There should be a different approach towards Mechatronics department students since their requirements are different in terms of Life Skills. ▪ The responsibility of self-progress should be transferred to the students. It is required to create ability in students to evaluate their own progress. ▪ Mindfulness process is required to introduce to students so that they remain mentally present in the class. It will lead to active and interactive sessions. ▪ Non-verbal communication (Semester-II, PD and JS-I) should be linked with Effective Communication (Unit-1, Semester-V). ▪ Unit-2 (Questioning Skills) of semester V needs to be more practical oriented. ▪ There is a need to mould the attitude of every student so that their inner-self is developed. ▪ Topics like 'Stress Management' should be linked with job perspective and it was advised to invite some HR manager to guide the students in managing stress. ▪ A matrix should be designed to measure the performance of students in quantifiable terms, wherever possible. ▪ The vocabulary taught should be simple and useful in conversational English. ▪ More focus should be laid on E-mail etiquettes and language in writing skills and less on letter writing. ▪ Creativity should be emphasized keeping in mind the workplace.
3.	▪ The video clips of students' progress shown was appreciated by the Members.
4.	▪ Assessment Pattern for Personality Development and Job Skills-II (Semester-V) and English and Communication Skills –III (Semester-VI) was approved.
5	▪ A list of Short Term Courses to be offered by the Department was presented to the Board and the same was approved.

Behari

Item 2 - Ratification of items by circulation-DMLT, Bachelors of Journalism

DMLT – 1st Semester

Course Title: Elements of English and Communication Skills

Course Code: DMEC16R101

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA) : 40 marks; End Term Examination (ETE): 60 marks

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Case Studies, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Learning objectives:

After completing the syllabus, the students will be able to:

- Enhance communication skills in listening, speaking, reading and writing in order to be prepared for real life situations

Course Content:

Unit I: Listening
Keep up your English (Lessons 1 to 10); Listening, Comprehension
Unit II: Speaking
Introducing Myself;
Speaking about: my interests and hobbies; cleanliness; Food and nutrition; Health and fitness; Getting information
Group discussion and presentations on: Social Service; ready for the world (Interview skills)
Unit III: Reading
Reading and comprehension: Newspaper; Paragraphs to identify and understand new words
Unit IV: Writing
Vocabulary Building: some useful verbs,

Strengthening Sentence Formation: Uses of tenses in sentences; Questions-answers; Leave Applications, Filling requisition and reports.

References:

- Keep Up Your English with Audio CD - BBC English Courses
- Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
- A Teacher's Grammar of English-K R Narayana swamy (Orient Longman)
- Contemporary English Grammar Structures & Composition-David Green (Macmillan)
- English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
- Language activator.
- Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija. (Published by Tata McGraw Hill Publishing Co Ltd)

DMLT – 2nd Semester

Course Title: Personality and Jobs Skills Enhancement

Course Code: DMPD16R201.

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA): 40 marks; End Term Examination (ETE): 60 marks

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn behavioral skills
- Be ready to face real world

Course Content:

Unit I: Goal Setting

Understand meaning of goal setting; Learn to identify goals; Setting goals; Goal setting tips; Steps to know priorities

Unit II: Grooming and Etiquettes

Meaning; Some aspects of Grooming; Etiquettes – Importance; Social Etiquettes; Creating Good First Impression

Unit III: Nonverbal communication

Meaning; Types of non-verbal communication

Unit IV: Time Management

Explanation; Time matrix; Changes required in daily schedule; Time wasters; Use of Time management tools

Unit V: Working in Teams

Explanation of Team Work; Desirable characteristics of a Team Player; Requirements for Ensuring Effective Team Work; Roles in Teams

Unit VI: Strengthening Writing

Writing job applications, resumes

Reference books:

1 E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2 Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3 Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.
4 P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
5 Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013
6 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002
7 Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
8 Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
9 John Arthur Personality Development; Lotus Press; New Delhi

Suggestions:

Mr. Murlidharan M K suggested the with regard to the syllabus for "Personality and Jobs Skills Enhancement ". The item mentioned against Unit IV (Strengthening **Writing)** may be coupled with Unit IV of "Elements of English and Communication Skills" as it is a meaningful extension of the topics mentioned in English and communication skill course.

For Unit IV for "Personality and Jobs Skills Enhancement" topic of "leadership development " may be considered which may be the logical step after becoming team player.

Post Graduate Diploma in Journalism

Course Title: English for Professional Writing
Course Code: EPWPGDJ101
Course Credits: 4

Examination scheme: Total: 100 marks
Continuous Internal Assessment (CIA): 40 marks; End Semester Examination (ESE): 60 marks

Pedagogy: Classroom teaching, lectures, group activities

Course Content: Everything about language that ensures competence to write correctly in English. It should include, but not necessarily limit to comprehension abilities, articulation in English, sentence construction, basic writing skills, grammar and application of grammar.

UNIT 1. Basic Grammar:
Singular and Plural Nouns; Count Nouns vs. Non-Count Nouns; Nouns; Pronouns; 'Be' verbs; ActionVerbs; Adjectives; Adverbs; Prepositions;Conjunctions;Articles; Interjection;Capitalization

UNIT 2. Application of grammar:

Parts of a sentence; Sentence formation; Subject verb agreement; Comparison of adjectives

UNIT 3. Sentence Construction:

Tenses; Irregular Verbs; Gerunds Infinitives; Direct-indirect speech; Active Voice and Passive Voice

UNIT 4. Basic Writing Skills:

Vocabulary; Spellings; Modal auxiliaries; Paragraph writing; Drafting and re-drafting

UNIT 5. Comprehension: Reading and comprehending comprehension passages

UNIT 6. Articulation: Phonetics

UNIT 7. Précis Writing

Diploma in Interior Design

Course Title: Introduction to Communication Skills and Personality Development

Course Code: DIDCSPD101

Course Credits: 4

Examination scheme: Total: 100 marks

Continuous Internal Assessment (CIA): 40 marks;

End Semester Examination (ESE): 60 marks (Theory: 30 marks, Practical: 30 marks)

Pedagogy: Classroom teaching, lectures, role play, group activities

Course Objectives: After the completion of the course, the students will be able to-

1. Learn basics of communication through English as a language and technical communication.

2. Develop sense of grooming and personality enhancement.

Course Content:

UNIT 1: Basic English Communication Skills:

Speaking: Introduction, Greeting, Expressions, conversation with others,

Listening: Listen to stories, News, Listening Comprehension

Reading: Read News, Vocabulary, Proverbs, Homonyms, Reading Comprehension

Writing: Basic sentence pattern, Modals

UNIT 2: Technical Writing:

Writing Applications: Importance and significance of applications, drafting application/s

Resume Building: Difference between various types, Components of Resume, Writing Resume

Drafting Order: Quotations, Importance of drafting order, types of order, placing various orders, Replies to orders, Memos,

Formal Email Writing: Email as a means of written communication, difference between formal and informal Email writing, parts of a mail

UNIT 3: Personality Development:

Grooming: Essential features in grooming, Formal Dress Code Guidelines, Formal dress code for men and women, do's and don'ts of dress code.

Etiquettes: Definition, Importance of etiquettes, Social Etiquettes, Work Place Etiquettes, Behavioural and interaction etiquettes at social gathering

Non-verbal Communication: Introduction to Non-verbal communication, Components of Non-verbal Communication

Building Assertive behaviour: Types and characteristics of behaviour, ways to building assertive behaviour

UNIT 4: Advance Communication Skills:

Effective Communication: 7Cs of Communication - Clear; Concise; Concrete; Correct; Coherent; Complete; Courteous

Problem Solving and Decision Making: How Good You Are as a Problem Solver; Approaches to Problem Solving; Decision Making Techniques, Choosing Between Options; Improving Decision Making

Working in Teams: Definition of team, stages in development of team, role of effective team, characteristics of team members, characteristics of team leader

General Awareness: Letters of Complaint to Authorities, messages of congratulations; praise; condolence, instruction, mobile etiquettes.

Suggestions:

1. **Mr. Murlidharan MKV** A module on presentation skills may also be included under Unit IV of **DIDCSPD101.**
2. **Dr. Thomas Vadaya** gave the consent to both the courses proposed.

Item 3 - Take note of action taken report on the basis of previous BOS.

The following suggestions were given by members to make learning more effective:

Suggestions	Action taken
▪ There should be slightly different approach in conducting sessions. The main focus should be more on Personality Development and Communication Skills than on spoken English. ▪ There should be a different approach towards Mechatronics department students since their requirements are different in terms of Life Skills. ▪ The responsibility of self-progress should be transferred to the students. It is required to create ability in students to evaluate their own progress. ▪ Mindfulness process is required to introduce to students so that they remain mentally present in the class. It will lead to active and interactive sessions.	All life skills courses syllabus are divided into Theory and Practical where practical is given more hours for the effective learning of the students which takes care of all different domains.
▪ Non-verbal communication (Semester-II, PD and JS-I) should be linked with Effective Communication (Unit-1, Semester-V). ▪ Unit-2 (Questioning Skills) of semester V needs to be more practical oriented.	In the practical courses it has been taken care of.
▪ There is a need to mould the attitude of every student so that their inner-self is developed. ▪ Topics like 'Stress Management' should be linked with job perspective and it was advised to invite some HR manager to guide the students in managing stress.	Suggestions are being in cooperated in the new syllabus. Guest faculty are invited to do so.
▪ The vocabulary taught should be simple and useful in conversational English. ▪ More focus should be laid on E-mail etiquettes and language in writing skills and less on letter writing.	E- Mail etiquettes are incorporated in the syllabus.
▪ Creativity should be emphasized keeping in mind the workplace.	Role plays and other simulations are done to do so.

Item 4 - Revision of program structure based on TLSU regulation.

Sem	Old			New		
	Course	Credit	Hours	Course	Credit	Hours
I	English & Communication Skills-1	4	60	English & Communication Skills- I Theory	2	15
				English & communication Skills - I Practical	2	60
II	Personality Development & Job Skills - 1	4	60	Personality Development & Job Skills – 1 Theory	2	15
				Personality Development & Job Skills - 1 Practical	2	60
III	English & Communication Skills-2	4	60	English & Communication Skills -2 Theory	2	15
				English & Communication Skills -2 Practical	2	60
IV	On the job training			Personality Development & Job Skills – 2 Theory	2	15
				Personality Development & Job Skills – 2 Practical	2	60
V	Personality Development & Job Skills - 2	4	60	English & Communication Skills-3 Theory	2	15
				English & Communication Skills-3 Practical	2	60
VI	English & Communication Skills-3	4	60	On the job training		

Item 5 - Revision of the English & Communication Skills Course Curriculum for Semester-I (Level I) (Theory & Practical)

LS004181A1 - English and Communication Skills I - Theory

Learning Objectives:
After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple sentences

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I				
Course: English and Communication Skills I - Theory				
Course code: LS004181A1				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	The sentence	01
		1.2	Parts of speech	02
		1.3	Articles	01
		1.4	Tenses	08
		1.5	Demonstratives	01
2	Strengthening Writing	2.1	Picture Description	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01
	1.2 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.3 Articles: Articles, uses of articles a, an, the in a sentence	02

	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1 Picture Description**: Use of various pictures to describe things to learn to make words, sentences, use imagination, develop sentence structure	02

Journal Writing

Unit 1: All Exercises related to curriculum

Unit 2: Picture Description

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press
4) English Language for you Dan Clayton 2015 OUP Oxford

LS004181A2 - English and Communication Skills I - Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Build confidence to come forward & stand in front of class
- Overcome stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester I				
Course: English and Communication Skills I - Practical				
Course Code: LS004181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Pre test	20
		1.2	Listen to five selected stories (The little pianist, Sumiti, Turtle's flute, The elves and the shoemaker, The whispering palms)	
		1.3	Look Ahead (Conversations 31 to 35)	
		1.4	Listening Comprehension	
		1.5	Movie screening	
2	Speaking Skills	2.1	Introduction to English Language	30
		2.2	Meeting and greeting	
		2.3	Saying goodbye/thank you/ Request/permission/apology	
		2.4	Self-introduction	
		2.5	Addressing people correctly	

		2.6	My Family	
		2.7	Asking Questions/ directions	
		2.8	Colors around you	
		2.9	My favorite subject/teacher	
		2.10	Saying that you understand correctly or not	
		2.11	Typical conversation starters	
		2.12	Telling time	
		2.13	Daily Activities	
		2.14	My favorite food	
		2.15	Visit to a hospital	
3	Reading Skills	1.1	Reading news	10
		1.2	Vocabulary-synonym-antonym, one word substitute, verbs	
		1.3	Reading passages/stories	
		1.4	Reading Comprehension	

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Pre-test:** Test of all four skills as a pre requisite to map students' progress from time to time **1.2 Listen to five stories:** Watch and listen to five selected stories from you tube, understand sentences and dialogues for learning sentence formation **1.3 Look Ahead:** Listen to conversations 31 to 35, understand sentences and dialogues and grammatical points **1.4 Listening Comprehension-I:** Comprehend the conversations 31 to 35 and five selected stories, answer the objective questions. **1.5 Movie Screening:** Any three movies of education importance	20
2	**2.1 Introduction to English Language**: Importance of English language in today's world **2.2 Self-introduction**: Formal and informal self-introduction **2.3 Addressing people correctly**: Correct use of salutation/s **2.4 Meeting and Greeting**: Principles useful in greeting **2.5 Saying goodbye/thank you/ Request/permission**: Expressions/ phrases to say goodbye, thank you; to make request, permission	30

	2.6 My Family: Family and relationship, generations, family after marriage, age groups **2.7 Asking Questions/ directions/ instructions**: Expressions useful for asking questions, asking for and showing directions, giving instructions **2.8 Buying things**: vocabulary, phrases and expressions useful in conversation **2.9 Saying that you understand correctly or not**: Expressions useful in conversation **2.10 Colors around you**: Identify color, their significance, cultural meaning, types of color **2.11 Typical conversation starters**: Certain patterns, words, sentences useful in situations like social gathering, talking about weather, current events, interrupting people, making a comment on something present **2.12 Telling time**: Meaning- second, minute, hour, week, month, year; Correct use of phrases to tell time **2.13 Daily Activities**: Careful observation of routine life, regular activities, day activities, evening activities, use of time expressions in sentences **2.14 My favorite food**: difference between various food, importance of breakfast, lunch, dinner, favorite food, reasons for favor **2.15 Visit to a hospital:** Social cause, visit, share experience, inculcation of social obligation	
3	**3.1 Read News:** Read news daily, read headlines, lead lines **3.2 Vocabulary:** list of synonym-antonym, one word substitute, verbs, their meaning **3.3 Reading passages/stories**: Read ten passages; five stories, identify new/difficult words, understand the passage/story **3.4 Reading Comprehension**: Read the passage aloud, comprehend the passage	10

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

References:

5) Look Ahead: Videos from You tube

1) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
2) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
3) Person to Person -BBC (Video)
4) How to Read better and Faster: Lewis Norman;Binny
5) On We Go -BBC (Audio-Video)
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore

Item 6 - Revision of the Personality Development & Job Skills Curriculum for Semester-II (Level I) (Theory & Practical)

LS004182A1 - Personality Development and Job Skills I- Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn to know about goals and set goals
- Know necessity of formal writing and strengthen writing
- Increase general knowledge

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice, quiz

Semester II				
Course: Personality Development and Job Skills I- Theory				
Course Code: LS004182A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Goal Setting	1.1	Definition, Identification and Prioritization of the Main Goals	**05**
		1.2	Desirable characteristics of Goal Setting	
		1.3	Types of Goal Setting	
		1.4	Four step plan of Goal Setting	
		1.5	Tips for better Goal Setting	
2	Strengthening Writing I	2.1	Leave application	**05**
		2.2	Letter Writing- format(formal, informal)	
		2.3	Letter of Apology/ request	
		2.4	Informal letters	
		2.5	Passage Writing	
3	General Awareness	3.1	News Everyday	**05**
		3.2	Know your University and surroundings	
		3.3	Know India	
		3.4	Know your city	

Journal Writing:

Unit 2: Letter Writing
Unit 3: General Awareness

Learning outcomes:

Students will be able to develop thinking in the direction of goals, Learn to prioritize tasks, think, decide and fix goals, write leave notes/write letter/s, know the daily news, keep oneself updated with latest developments, increase general knowledge

References:

1) E. Suresh Kumar; P. Srehari;J. Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3) Hard Goals : The secret to getting from where you are to where you want to be; Murphy Mark; TMH
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) Oxford Guide to Effective Writing and Speaking, by John Seely
6) Business English, by T Samson
7) Goals! How to get Everything You Want – Faster than You Ever Thought Possible Brian Tracy 2010 Berrett-Koehler Publishers

LS004182A2 - Personality Development and Job Skills I- Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, group work, pair work, assignments, projects, work sheets, presentations, quiz, co-curricular activities, practice, collaborative games

Semester II				
Course: Personality Development and Job Skills I - Practical				
Course code: LS004182A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Time Management	1.1 1.2 1.3 1.4 1.5	Time Management – An Explanation Time Wasters and Interrupters The importance of The Urgent Important Matrix in managing time Describe procrastination along with tips to overcome procrastination Various time management tools to deal with external and internal interruptions, Planning Time	10
2	Grooming	2.1 2.2 2.3 2.4 2.5	Meaning, aspects of Grooming Essential features in grooming Appropriate dress code Do's and don'ts of dress code Creating Good First Impression	8
3	Working in Teams	3.1 3.2 3.3 3.4	Define teamwork Importance of teamwork Various stages of team development Various characteristics of effectiveness of a team, characteristics team member, team leader	10

4	Non Verbal Communication	4.1 4.2 4.3 4.4	Definition Components of non-verbal communication Significance of nonverbal communication Maintaining appropriate nonverbal communication	7
5	Etiquettes	5.1 5.2 5.3 5.4 5.5	Etiquettes – Importance Advantages of etiquettes Social Etiquettes Business etiquettes Appropriate Communication for a social gathering	7
6	Interpersonal Relationship	6.1 6.2 6.3	Interpersonal relationship Need for Interpersonal relationship Factors influencing Interpersonal relationship	7
7	Interpersonal Skills	7.1 7.2 7.3 7.4	Interpersonal skills Essential of Interpersonal skills Interpersonal skills needed at work Factors hampering Interpersonal skills	7
8	Presentation Skills	8.1 8.2 8.3 8.4	Explain the term 'presentation' and its key elements Various methods of delivering a presentation The strategies useful for focusing audience attention The ways of ensuring confidence in a presentation	4

Journal Writing

Unit 1: Worksheets of time management

Unit 2: Do's and dont's of dress code

Unit 4: Components of Non Verbal Communication

Unit 6: Etiquettes

Learning outcome:

Students will learn the components and ways of maintaining appropriate personality traits, time management and team management

References:

1) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
2) Personality Development; John Arthur; Lotus Press; New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
5) "Promoting Interest & Motivation"; Ragan & Smith; Web Chapter 3.
6) "Time Management": The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
7) "Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
8) " Interpersonal Skills at Work"; John Hayes; Psychology Press, 2002
9) "Successful Team Building"; Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
10) Laws of Teamwork; John C. Maxwell ;The 17 indisputable;;Manjul Publishing house
11) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
12) Personality Development; John Arthur; Lotus Press; New Delhi

Item 7 - Revision of the English & Communication Skills Course Curriculum for Semester-III (Level II) (Theory & Practical)

LS004183A1 - English and Communication Skills II – Theory

Learning Objectives:
After completing the syllabus, the students will be able to:

- Develop writing skills with knowledge of Subject-verb Agreement, modals, conditionals
- Write correct sentences, paragraphs
- Develop thought process

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments, collaborative games, games for teaching preposition
Learning outcome:

Develop ability to construct sentences with correct grammatical structure, establish writing skills

Semester III				
Course: English and Communication Skills II – Theory				
Course Code: LS004183A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Strengthening Writing	1.1	Subject-verb Agreement/ Jumbled sentences	02
		1.2	Conditional Sentences	03
		1.3	Modal Auxiliaries	03
		1.4	Prepositions	01
2	Writing Skills	2.1	Message writing	03
		2.2	Develop a thought/ story	03

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Subject-verb Agreement/ Jumbled sentences:** subject verb agreement-structure; examples, jumbled sentences for practice **1.2 Conditional Sentences:** Significance of use of conditionals, real conditionals, unreal conditionals, sentence structure, examples **1.3 Modal Auxiliaries:** Use and examples of must, can, ought to, should, would, need, dare **1.4 Prepositions:** Use and examples of prepositions of time, place, direction	**09**
2	**2.1 Message writing:** Importance of writing a message, purpose of writing a message, format, examples, practice **2.2 Develop a thought/ story:** format of a paragraph- introduction, middle part, conclusion; key sentence to introduce a topic, coherence in organization of sentences	**06**

Journal Writing:

Unit 1: All exercises

Unit 2: Message, story writing

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar; Raymond Murphy, Cambridge Press
4) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd
5) Oxford Guide to Effective Writing and Speaking, by John Seely

LS004183A2 - English and Communication Skills II – Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen, watch and comprehend
- Develop confidence and speak on topic/s given
- Indulge in dialogue/ conversation
- learn more words and increase vocabulary
- Read and comprehend

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester III				
Course: English and Communication Skills II- Practical				
Course Code: LS004183A2				
Credit 03			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Look Ahead(Conversation 36 to 40)	20
		1.2	ENGLISH DEGREE PET (B1) English preliminary test 1.1 to 1.4, 2.1,2.2 from You Tube	
		1.3	Listening Comprehension	
		1.4	Movie screening(two movies)	
2	Speaking Skills	2.1	Childhood and reminiscences	30
		2.2	My school life	
		2.3	Talk about a clever decision made by someone to solve a problem	
		2.4	Expressions of preference/pleasure/offer/refuse offer /agree/disagree	
		2.5	Describe a product you got for free	

		2.6	A website which helped you to do something	
		2.7	Conversation at a bank	
		2.8	Staying in a hotel	
		2.9	Describing people/places/events	
		2.10	My dream tour to a foreign land	
		2.11	My favorite sport	
		2.12	If I were the prime minister	
		2.13	Visit to an Orphanage	
		2.14	A change in my life	
		2.15	Conversation with strangers	
3	Reading Skills	3.1	Reading news	10
		3.2	Vocabulary-prefix-suffix, proverbs, easily confused words	
		3.3	Reading passages	
		3.4	Reading Comprehension	

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Look Ahead(Conversation 36 to 40):** Listen to conversations from the video and understand sentences and dialogues **1.2 ENGLISH DEGREE PET (B1)** : English preliminary test 1.1 to 1.4, 2.1, 2.2 from You tube with/without subtitles, understand the development of a story, discuss characters, end of story, moral(if any) **1.3 Listening Comprehension:** Analyse the audios/clips; answer the questions **1.4 Movie screening:** Select three movies(education/ social/ current issues), analyse movie, end, characters	**20**
2	**2.1 Childhood and reminiscences:** Childhood and memories; childhood as the best period in life; childhood games; childhood memories; favorite bed time stories/ fairytales **2.2 My school life:** Share experience of the last school attended; Talk about Favorite teacher; Favorite subject; best school friend; special memory; favorite games/sports-annual-teacher's day celebration	**30**

	2.3 Talk about a clever decision made to solve a problem: Talk about problem, method followed to solve problem, experience, learning **2.4 Expressions of preference/pleasure/offer/refuse offer /agree/disagree:** Expressions of preference to show what and why you prefer something; expressions of pleasure to show why and how you are happy with something; expressions of offer to show why and how you offer something; expressions of refusing offer to show why and how you refuse offer; expressions of agreeing and disagreeing to show why and how agree/disagree **2.5 Describe a product you got for free:** Name of the product; how you get it, whether online/offline shopping; feeling, show whether the product is useful **2.6 A website which helped you to do something:** Name of the website, description of the website; usages; how it helped you; outcome **2.7 Conversation at a bank:** Situational learning; reason for being at the bank; whom you deal with, dialogues **2.8 Staying in a hotel:** Situational learning; reason for being at the hotel; whom you deal with, dialogues **2.9 Describing people/places/events:** Learning creative skills: Description with details required, use of first person **2.10 My dream tour to a foreign land**: Learning creative skills: Description with details required, know and compare the foreign land with home land **2.11 My favorite sport:** Name of the sport, individual/team sport, indoor/outdoor, reasons for being favorite; frequency of playing the sport; benefits of playing the game **2.12 If I were the prime minister:** Practice unreal conditionals, Speak about your wish and changes you would like to bring in your country **2.13 Visit to an Orphanage:** Learning inculcation of social service; visit in group, meet orphan kids, their life, prepare a report, presentation of report **2.14 A change in my life:** Describe the time, the change, impact on your life **2.15 Conversation with strangers:** Time, place and situation, describe the stranger, pros and cons of talking to a stranger	
3	**3.1 Reading news:** Read everyday news, Read aloud in the class, learn new words **3.2 Vocabulary-prefix-suffix, proverbs, easily confused words:** List of proverbs and their Translations; use in sentences; list of easily confused words; their meanings and uses **3.3 Reading passages:** Read ten selected passages, read aloud, understand meaning of new words, understand the paragraph **3.4 Reading Comprehension:** Comprehend the passages, enhance the skills	**10**

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

References:

1) Look Ahead; Video from You tube
2) ENGLISH DEGREE PET (B1) English preliminary test online/ You Tube
3) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Dhamija.(Published by Tata McGraw Hill Publishing Co Ltd)
4) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
5) Person to Person -BBC (Video)
6) On We Go -BBC (Audio-Video)
7) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
8) A life of J R D : Beyond the last blue mountain R. M. Lala The Karadi Tales Company (Audio book)
9) Wings of Fire The Karadi Tales Company (Audio book)
10) Captain Gopinath Bookstalk Audiobooks & Harper Collins India 2011 (Audio Book)

Behsari

Item 8 - Revision of the Personality Development & Job Skills Curriculum for Semester-V/IV (Level II) (Theory & Practical)

LS004184A1 - Personality Development and Job Skills II-Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Know importance of diary writing
- Compose Email
- Draft, identify instructions and their need
- Interpret given data and strengthen writing
- Prepare forwarding letters and resumes

Pedagogy: Lectures, Classroom Exercise, workshop, work sheets, practice

Learning outcomes:

- Students will be able to develop inner self by writing diaries, e communication, be aware of need of instructions in life, be ready for the world

Semester IV				
Course: Personality Development and Job Skills II-Theory				
Course Code:LS004184A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Strengthening Writing II**	2.1 2.2 2.3 2.4	Diary Writing Writing Instructions Email Writing Data Interpretation	**08**
2	**Resume Writing**	3.1 3.2 3.3 3.4	Difference between various forms of Resume Forwarding letter Format of resume Resume Writing	**07**

Journal Writing:

Unit 1: All Exercises related to curriculum
Unit 2: Resume Writing

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) How to prepare for Group Discussion & Interview: Prasad Hari Mohan and Mohan Rajnish; TMH
3) Personality Development & Career management; Dr.Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh

LS004184A2 - Personality Development and Job Skills II-Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn the need of most essential personality development
- Develop relationship between the psychological theories and its implications on personality
- Develop strong behavioral aspects

Pedagogy: Lectures, group/pair work, assignments, projects, presentations, workshop, work sheets, presentations, quiz, co-curricular activities, practice

Semester IV				
Course: Personality Development and Job Skills II – Practical				
Course code: LS004184A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	**Effective Communication**	1.1 1.2 1.3 1.4	Communication, communication cycle, barriers to communication, Levels of communication, communication network Active Listening, Giving Feedback Giving Praise	10
2	**Questioning Skills**	2.1 2.2	Types of Questions – Open & Close; leading; Probing; Rhetorical Use of Questioning as a tool of communication.	8
3	**Positive Attitude**	3.1 3.2 3.3	Meaning- ABC of Attitude Elements of Importance 6 ways to build a Positive Attitude	7
4	**Building Self Confidence**	4.1 4.2 4.3	Necessity of self confidence in life 10 Step Plan to Increase Self Confidence Manage Judgments, Criticism & Praise.	7
5	**Problem Solving & Decision Making**	5.1 5.2 5.3	How Good You Are As A Problem Solver General Problem Solving Tools Approaches to Problem Solving Decision Making Techniques	10

		5.4 5.5	Choosing Between Options Improving Decision Making	
6	**Stress Management**	6.1 6.2 6.3	What is Stress, Causes of stress How does Stress Affect Us; Managing Stress De-Stress Techniques; Anger Management	7
7	**Building Assertive Behavior**	7.1 7.2 7.3 7.4	Behavioral types Difference among Passive, Assertive, Aggressive behavior Effects of Passive, Assertive, Aggressive behavior Strategies for building Assertive Behavior	7
8	**Enhancing Creativity**	8.1 8.2	Meaning of Creativity Creativity At Work Place	4

Journal Writing:

1) Questioning Skills: Examples, types
2) Assertive Behavior
3) Building Self Confidence
4) Problem Solving & Decision Making

Learning outcomes:

Students will be able to groom their personality, behavioral skills, boost their morale and improve their foundation skills to shape impression in the job sphere.

References:

1) Business & the beautiful game -Theobald & Cary Cooper ;Kagan page; Indian Edition;2010
2) The Essentials of Business Etiquette; Barbara Pachter; McGraw Hill Edu. Pvt. Ltd., New Delhi
3) Personality Development & Career management; Dr. Mujil Hasan Sidiqui; APH Publishing Corporation; New Delhi
4) Dealing with difficult people; Roy Lilley ;Kagan Page
5) The Art of Effective Communication; Namrata Palta; Lotus Publishers &Distributors; New Delhi
6) The Ace of Soft Skills, by Gopala swamy Ramesh and Mahadevan Ramesh
7) How to have creative ideas: Edward de Bono; Vermilion

8) Tryst with Destiny – Jawaharlal Nehru (YouTube video)
9) I have a dream – Martin Luther King Jr (YouTube video)

Item 9 - Revision of the English & Communication Skills Course Curriculum for Semester-VI/V (Level III) (Theory & Practical)

LS004185A1 - English and Communication Skills III - Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Write grammatically correct sentences
- Comprehend English Language
- Develop thinking aptitude
- Build up creative writing

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, worksheets for vocabulary

Semester V				
Course: English and Communication Skills III – Theory				
Course Code: LS004185A1				
Credit 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	Causal verbs	2
		1.2	Active-Passive voice	2
		1.3	Quantifiers	1
		1.4	Degrees of Comparison	2
		1.5	Correlative conjunctions	1
2	Strengthening Writing	2.1	Dialogue Writing	3
		2.2	Article writing	2
		2.3	Biographical Sketch	2

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Causal verbs:** Meaning of causal verb; use of 'Make'; 'Get'; 'Have' in sentences	02
	1.2 Active-Passive voice: Active sentence pattern, passive sentence pattern	02
	1.3 Quantifiers: Use of (much, a little/little/very little, a bit (of), a great deal of, a large amount of, a large quantity of, all, enough, more/most, less/least, no/none, not any, some, any, a lot of, lots of, plenty of, many, a few/few/very few, a number (of), several, a large number of, a great number of, a majority of)- with Count Nouns/ Non count nouns	01
	1.4 Degrees of Comparison: Comparison of adjectives in positive degree, comparative degree, superlative degree; their use in sentences	02
	1.5 Correlative conjunctions: Use of - as/as , such/that , scarcely/when ,as many/as , no sooner/than , rather/than, either/or, neither/nor, not only/ but also, in sentences	01
2	**2.2 Dialogue Writing:** Minimum five to seven dialogue writing on a given situation; read situation/s, understand the gist, prepare interpersonal discourse	03
	2.3 Article writing: Minimum five to seven Articles; Title, Body- rough outline or ideas on a given topic, align them in a coherent manner, use of inputs(verbal, pictorial) , word limit	02
	2.4 Biographical sketch: Minimum five to seven Biographies of a persons- physical outlook, characteristics, nature, job profile, other relative personal information	02

Journal Writing

Unit 2: Dialogue Writing
Article Writing
Biographical Sketches

Learning outcome:

Develop ability to construct sentences with correct grammatical structure, Develop thinking aptitude and establish creative writing skills

References:

1) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd.
2) Essential English Grammar: Raymond Murphy, Cambridge University Press.
3) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd.
4) Oxford Guide to Effective Writing and Speaking, by John Seely.
5) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition.
6) A life of J R D : Beyond the last blue mountain R. M. Lala The Karadi Tales Company (Audio book)
7) Wings of Fire The Karadi Tales Company (Audio book)
8) Captain Gopinath Bookstalk Audiobooks & Harper Collins India 2011 (Audio Book)

LS004185A2 - English and Communication Skills III - Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Watch, listen and comprehend
- Take notes while watching
- Develop confidence and speak on any given topic
- Develop interview skills
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester V				
Course: English and Communication Skills III – Practical				
Course Code: LS004185A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Watch and listen to Look Ahead (conversations 41 to 45)	**20**
		1.2	Watch inspirational clips from You Tube(five) and Note taking	
		1.3	Listening Comprehension	
2	Speaking Skills	2.1	Mock interviews	**30**
		2.2	Debate (five selected topics)	
		2.3	Group Discussion(five selected topics)	
		2.4	Dealing with police/fire/ambulance	
		2.5	Public service in my town	
		2.6	Means of recreation in my town	
		2.7	Talk about a talk show I like to watch	
		2.8	If you were not allowed to use cell phone for a day	
		2.9	Importance of truthfulness and politeness	

		2.10	A book I like to read again	
3	Reading Skills	3.1 3.2 3.3 3.4	Reading Articles Vocabulary Reading passages Reading Comprehension	**10**

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 Watch and listen to Look Ahead** :(conversations 41 to 45) **1.2 Watch inspirational clips:** from You Tube(five) and Note taking 1.3 **Listening Comprehension:** Comprehend the conversations 1 to 10 from Choosing your English, answer the objective questions.	20
2	**2.1 Mock interviews:** HR interview sessions **2.2 Debate:** (selected five topics) Decide side-favor/against, examples to support side **2.3 Group Discussion**: Discussion on pros and cons on a topic given **2.4 Dealing with police/fire/ambulance:** Visit to any one place in group, share experience **2.5 Public service in my town**: Names of public services, frequency of services, fare/s of services, benefit to public **2.6 Means of recreation in my town:** Names of means of recreation, importance of recreation in life; on health, frequency of visiting the place/s **2.7 Talk about a talk show I like to watch**: Name of the talk show, people involved in it, purpose of the show, its effectiveness, viewers **2.8 If you were not allowed to use cell phone for a day:** Place of cell phone in your life; advantages, disadvantages; conditional sentences **2.9 Importance of truthfulness and politeness:** Meaning of truthfulness and politeness, importance of truthfulness and politeness in life, ways to be truthful and polite, benefits of values	30

	2.10 A book I like to read again: Name of the book, author of the book, type of the book, when read first time, characters- story- end of the book, reasons for re-reading	
3	**3.1 Reading Articles:** Read five articles on current issues and collect information, note down in your own words **3.2 Vocabulary:** Homonyms/ homophones; meaning; use in sentences, 1000 commonly used words **3.3 Reading passages:** Read selected ten passages, gist of the passages, meanings of new words **3.4 Reading Comprehension:** Understand the passage and answer the questions	10

Journal Writing:

Unit 1: Listening Comprehension

Learning outcomes: Develop ability to speak confidently, face interviews, participate with confidence; cultivate reading skills

References:

1) Look Ahead: Video from You Tube
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
3) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
4) On We Go BBC (Audio-Video)
5) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
6) Stay Hungry Stay Foolish by Steve Jobs (YouTube video)
7) Mind Tree Founder – Subroto Bachi (YouTube video)
8) Motivational videos of Nick Vujicic.
9) Tryst with Destiny – Jawaharlal Nehru (YouTube video)
10) I have a dream – Martin Luther King Jr (YouTube video)

Item 10 - Revision and Assessment Pattern for Elements of English & Communication Skills Course and Enhancement of Personality & Job Skills Course. (For DMLT)

LS002181A1 - Elements of English and Communication Skills I -Theory

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English

Pedagogy: Lectures, Classroom Exercise, work sheets, practice

Semester I				
Course: Elements of English and Communication Skills I -Theory				
Course code: LS002181A1				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1 1.2 1.3 1.4	The sentence Parts of speech Tenses Demonstratives	01 02 09 01
2	Strengthening Writing	2.1	Picture Description	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01

	1.3 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1** Picture Description: Use of various pictures to describe things to learn to make words, sentences, use imagination, develop sentence structure	02

Journal Writing

Unit 1: All Exercises
Unit 2: Picture Description

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills.

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press

LS002181A2 - Elements of English and Communication Skills I -Practical

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Pedagogy: Explanations, individual practice, Language Lab sessions, Role play, Audio-visual, work sheet, group work, pair work etc.

Semester I				
Course: Elements of English and Communication Skills I -Practical				
Course Code: LS002181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1	Watch and Listen to **English Conversation 40**	20
		1.2	Watch and Listen to five selected stories	
		1.3	Listening Comprehension	
2	Speaking Skills	2.1	Introduction to English Language	30
		2.2	Meeting and greeting	
		2.3	Saying goodbye/thank you/ Request/permission/apology	
		2.4	Self-introduction	
		2.5	Addressing people correctly	
		2.6	Asking Questions/ directions	
		2.7	Saying that you understand correctly or not	
		2.8	Telling time	

		2.9 2.10	Daily Activities Dealing with Patients	
3	Reading Skills	1.1 1.2 1.3 1.4	Reading news Vocabulary-synonym-antonym, verbs Reading passages/stories Reading Comprehension	10

Curriculum:

Unit #	Unit Title	Hours
1	**1.5 English conversation 40**: Watch and understand sentences and dialogues and grammatical points **1.6 Listen to five selected stories:** Watch selected stories from You Tube, understand sentences and dialogues and grammatical points **1.7 Listening Comprehension:** Comprehend the conversations and stories, answer the objective questions.	20
2	**2.1 Introduction to English Language**: Importance of English language in today's world **2.2 Self-introduction**: Formal and informal self-introduction **2.3 Addressing people correctly**: Correct use of salutation/s **2.4 Meeting and greeting**: Principles useful in greeting **2.5 Saying goodbye/thank you/ Request/permission**: Expressions/ phrases to say goodbye, thank you; to make request, permission **2.6 Asking Questions/ directions/ instructions**: Expressions useful for asking questions, asking for and showing directions, giving instructions **2.7 Saying that you understand correctly or not**: Expressions useful in conversation **2.8 Telling time**: Meaning- second, minute, hour, week, month, year; Correct use of phrases to tell time **2.9 Daily Activities**: Careful observation of routine life, regular activities, day activities, evening activities, use of time expressions in sentences **2.10 My favorite food**: difference between various food, importance of breakfast, lunch, dinner, favorite food, reasons for favor	30
3	**3.1 Read News:** Read news daily, read headlines, lead lines **3.2 Vocabulary:** list of synonym-antonym, verbs, their meaning	10

	3.3 Reading passages/stories: Read ten passages; five stories, identify new/difficult words, understand the passage/story **3.4 Reading Comprehension**: Read the passage aloud, comprehend the passage	

Journal Writing

3. Listening Comprehension (all lessons)
4. Speaking: All Topics

Learning outcomes: Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence

References:

1) English conversation 40-You Tube.
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd) .
3) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
4) Person to Person -BBC (Video) .
5) On We Go -BBC (Audio-Video) .
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore.

LS002182A2 - Personality and Jobs Skills Enhancement

Learning Objectives:

After completing the syllabus, the students will be able to:

- Learn importance of grooming and etiquettes
- Learn behavioral skills
- Develop personality required for the employment
- Be ready to face real world

Pedagogy: Power point presentations; Worksheets; video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes, lectures, Classroom Exercise, work sheets, practice

Semester II				
Course: Personality and Jobs Skills Enhancement				
Course code: LS002182A2				
Credit: 01			**Hours 40**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	**Goal Setting**	1.1	Understand meaning of goal setting;	05
		1.2	Learn to identify goals;	
		1.3	Setting goals;	
		1.4	Goal setting tips;	
		1.5	Steps to know priorities	
2	**Grooming and Etiquettes**	2.1	Meaning;	05
		2.2	Some aspects of Grooming;	
		2.3	Etiquettes – Importance;	
		2.4	Social Etiquettes;	
		2.5	Creating Good First Impression	
3	**Nonverbal communication**	3.1	Meaning;	05
		3.2	Types of non-verbal communication	

		3.3	Advantages of non-verbal communication	
4	**Time Management**	4.1 4.2 4.3 4.4 4.5	Explanation; Time matrix; Changes required in daily schedule; Time wasters; Use of Time management tools	05
5	**Working in Teams**	5.1 5.2 5.3 5.4	Explanation of Team Work; Desirable characteristics of a Team Player; Stages in development of a team Roles in Teams	05
6	**Strengthening Writing**	6.1 6.2 6.3 6.4 6.5	Writing job applications, Do's and don'ts of writing a resume Format of resume Preparing resumes Introduction to Report Writing	10

Journal Writing:

Written exercises based on Unit 1, Unit 2, Unit 4 and Unit 6

Learning outcome:

Develop ability to well groom and be ready for the employment, learn behavioral skills

References:

1) Communication Skills and Soft Skills', E. Suresh Kumar; P. Srehari; J. Savitri; An Integrated Approach
2) Goal Setting: 13 Secrets of World Class Achievers. Vic Johnson:
3) Time Management: The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
4) Successful Time Management : Patrick Forsyth; Kogan Page Publishers,2013

5) Successful Team Building: Thomas L. Quick; AMACOM Div American Mgmt Assn, 1992
6) The Essentials of Business Etiquette: Barbara Pitcher; McGraw Hill Edu. Pvt. Ltd., New Delhi
7) Personality Development: John Arthur; Lotus Press; New Delhi

Item 11 - Revision and Assessment Pattern for English & Communication Skills Courses and Personality Development & Job Skills Courses for all semester. (For WBL)

WBL OLD

Course Title: English & Communication Skills- Theory Course Code: HM17R111/HMPD17R111

Course Credits: 1

Examination scheme:

Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Case Studies, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Learning outcome:
Communicate through speaking, listening, reading and writing in daily life and in the professional set up.

Course Content:

Unit I: Meeting and Greeting

1. Welcome and greet people at the front office,
2. Addressing people correctly,
3. Listen to their requirements and answer satisfactorily

Unit 2: Introducing self

1. Introduce oneself confidently in various situations at the departments like front office, FNB service, and food production

Unit 3: Basic Etiquettes

1. Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one
2. Saying that I understand or not, Typical conversation starters

Unit 4: Useful expressions in Communication

1. Expressions like- agreeing, disagreeing, preference, pleasure, apologizing and forgiving, permission and consent, accepting offers
2. Communicate efficiently using the expressions at each department.

References:

1) Keep Up Your English with Audio CD - BBC English Courses
2) The Sterling Book of Idioms-Gratian Vas (Sterling Publishers Pvt. Ltd)
3) Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
4) A Teacher's Grammar of English-K R Narayana swamy (Orient Longman)
5) Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
6) Contemporary English Grammar Structures & Composition-David Green (Macmillan)

7) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
8) Language activator.
9) Meet the Parkers BBC (Audio)
10) Person to Person BBC (Video)
11) On We Go BBC (Audio-Video)
12) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V
13) Damija. (Published by Tata McGraw Hill Publishing Co Ltd)

WBL OLD - PRACTICAL

Course Title: English & Communication Skills (Practical) Course Code HM17R112/HMPD17R112
Course Credits: 2

Examination scheme:

Total 100% Marks University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Lectures, work sheets, Language Lab sessions, Competition, Role play, Group Discussion, Audio –Visual presentations etc.

Course Content: Life Skills department

Unit I: Meeting and Greeting

4. Welcome and greet people at the front office,
5. Addressing people correctly,
6. Listen to their requirements and answer satisfactorily

Unit 2: Introducing self

2. Introduce oneself confidently in various situations at the departments like front office, FNB service, and food production

Unit 3: Basic Etiquettes

3. Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one
4. Saying that I understand or not, Typical conversation starters

Unit 4: Useful expressions in Communication

3. Expressions like- agreeing, disagreeing, preference, pleasure, apologizing and forgiving, permission and consent, accepting offers
4. Communicate efficiently using the expressions at each department.

NEW WBL Semester I

HMEC17R111 - Essentials of Communication for Hospitality I –Theory (English & Communication Skills

Semester I	
Course: Essentials of Communication for Hospitality I –Theory (English & Communication Skills	
Course code: HMEC17R111	
Credits: 02	**Hours: 15**

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Role play, etc.

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, demonstrate reading techniques, establish basic writing skills, and participate at work and in class discussions with confidence.

Course Content:

Unit I: Introducing self and Meeting and Greeting

1.1 Introduce oneself confidently in various situations at the departments like front office, FNB service,
Housekeeping, sales, food production

1.2 Addressing people correctly, Welcome and greet people at the hotel

1.3 Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one

Unit 2: Developing Writing Skills

2.1 Parts of a sentence

2.2 Introduction to logbook

Unit 3: Strengthening Writing

3.1 Present simple and continuous tense

3.2 Past simple and continuous tense

3.3 Future simple and continuous tense

Unit 4: Grooming

4.1 Some aspects of grooming

4.2 Importance of etiquettes

References:

1. Essential English Grammar- Raymond Murphy
2. Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
3. A Teacher's Grammar of English-K R Narayan swamy (Orient Longman)
4. Practical English Grammar-A J Thomson7 A V Martinet (ELBS)
5. Contemporary English Grammar Structures & Composition-David Green (Macmillan)
6. English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
7. English for Tourism and Hospitality Course Book + CDs: 1 Hans Mol Garnet Education 2008
8. Sanjeev Deshpande (YouTube videos)

WBL - PRACTICAL

Semester I	
Course: Essentials of Communication for Hospitality I –Practical (English & Communication Skills	
Course code: HMEC17R112	
Credit: 02	Hours 60

Pedagogy: work sheets, Competition, Role play, Group Discussion

Course Content: Life Skills department

Unit I: Introducing self

1.1 Introduce oneself confidently in various situations at the departments like front office, FNB service and food production

Unit 2: Meeting and Greeting

2.1 Addressing people correctly, Welcome and greet people at the front office, FNB service, and food production

2.2 Certain magical words like Saying thank you, goodbye, requests, sorry to make the professional set up a healthy one

Unit 3: Developing Writing Skills

3.1 Writing a log book

3.2 Maintaining a log book

Unit 4: Grooming

4.1Aspects of grooming

4.2 Hygiene, being neat and clean

4.3 Importance of wearing uniform

4.4Importance of etiquettes

Unit 5: Maintaining office etiquette

5.1 Reporting on time
5.2 Reporting to appropriate hierarchy
5.3 behavioral etiquette
5.4 Norms to handle colleague

SEM II WBL OLD

Course Title: Personality Development (Theory)
Course Code: HM17R211/HMPD17R211
Course Credits: 1

Examination scheme: Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

- Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Course Content: Life Skills Department

Unit 1: Grooming and Non–verbal communication

1. Some aspects of grooming,
2. Importance of etiquettes,
3. Creating first good impression,
4. Components of non-verbal communication

Unit 2: General awareness, Assertive behavioral traits

1. Importance of being aware of what is happening in the surroundings
2. Importance of keeping oneself updated,
3. Behavioral types, Importance of assertive behavior,
4. Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Effective communication

1. Importance of etiquettes
2. Necessity of communication in the world of technology
3. Making appropriate telephone calls
4. Making appropriate mobile calls

Unit 4: Time management and Team management

1. Importance of time management
2. Time wasters
3. Time management at workplace
4. Importance of being in team
5. Characteristics of an efficient team-member
6. Teamwork skills

References:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach.

2) Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.

3) Ragan & Smith; "Promoting Interest & Motivation"; Web Chapter 3.

4) P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008.

5) Patrick Forsyth; "Successful Time Management ;Kogan Page Publishers,2013 John Hayes; "_Interpersonal Skills at Work"; Psychology Press, 2002.

6) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992

7) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi .

8) John Arthur Personality Development; Lotus Press; New Delhi .

SEM II OLD WBL - PRACTICAL

Course Title: Personality Development (practical)
Course Code: HM17R212/HMPD17R212
Course Credits: 4

Examination scheme: Total: 100% University (40%) Industry (60%) Minimum 40% in aggregate of CE and University Examination

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:
The student will be able to:
Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes at work place.

Course Content:

Unit 1: Grooming and Non–verbal communication

Some aspects of grooming,

Importance of etiquettes,
Creating first good impression,
Components of non-verbal communication

Unit 2: General awareness, Assertive behavioral traits

Importance of being aware of what is happening in the surroundings

Importance of keeping oneself updated,

Behavioral types, Importance of assertive behavior,
Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Effective communication

Importance of etiquettes
Necessity of communication in the world of technology
Making appropriate telephone calls
Making appropriate mobile calls

Unit 4: Time management and Team management

Importance of time management
Time wasters
Time management at workplace
Importance of being in team, Characteristics of an efficient team-member, Teamwork skills

NEW WBL

Essentials of Personality Development for Hospitality I - Theory

Semester II	
Course: Essentials of Personality Development for Hospitality I - Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Unit 1: Non–verbal communication

1.1 Non-verbal communication
1.2 Components of non-verbal communication
1.3 Creating first good impression

Unit 2: Assertive behavioral traits

2.1Behavioral types, Importance of assertive behavior,
2.2 Necessity of building assertive behavior

Unit 3: Telephone etiquettes, Business etiquettes, Effective communication

3.1 Importance of etiquettes – types of etiquettes
3.2 Necessity of communication in the world of technology
3.3 Making appropriate telephone/mobile calls
3.4 Business etiquettes

Unit 4: Time management and Team management

4.1 Importance of time management
4.2 Time wasters
4.3 Time management at workplace
4.4 Importance of being in team
4.5 Characteristics of an efficient team-member

References:

1. E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2. Vic Johnson: "Goal Setting": 13 Secrets of World Class Achievers.
3. P. K. Jha ; "Time Management": The Art of Stress-free Productivity"; Global India Publications, 2008
4. Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn,
5. 1992
6. Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
7. John Arthur Personality Development; Lotus Press; New Delhi

WBL PRACTICAL

Essentials of Personality Development for Hospitality I - Practical

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

Semester II	
Course: Essentials of Personality Development for Hospitality I - Practical	
Course code:	
Credit: 02	**Hours 60**

The student will be able to:

Learn Importance of Personal Hygiene, grooming, develop positive social skills and etiquettes

Course Content:

Unit 1: Non–verbal communication

1.1 Body language, posture, gesture, haptics, paralanguage

1.2 Creating first good impression

Unit 2: General awareness,

2.1 Importance of being aware of what is happening in the surroundings
2.2 Importance of keeping oneself updated

Unit 3: Assertive behavioral traits

3.1 Behavioral types, Importance of assertive behavior
3.2 Necessity of building assertive behavior

Unit 4: Telephone etiquettes, Effective communication

4.1 Importance of etiquettes
4.2 Necessity of communication in the world of technology
4.3 Making appropriate telephone/mobile calls

Unit 5: Time management

5.1 Time management

5.2 Time wasters

5.3 Time management at workplace

Unit 6: Team management

6.1 Importance of being in team

6.2 Characteristics of an efficient team-member

Essentials of Communication for Hospitality II - Theory

Semester III	
Course: Essentials of Communication for Hospitality II - Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Lectures, Classroom Exercise, work sheets, etc.

Learning outcome: deliver short presentations on varied topics, Enable to develop a natural and accurate style of English pronunciation, Enhance their abilities to read, write, speak and comprehend the English language.

Course Content:

Unit I: Presentation Skills

1.1 Introduction to PPT
1.2 Introduction to Email writing

Unit 2: Strengthening Writing Skills

2.1 Present Perfect and continuous tense
2.2 Past Perfect and continuous tense
2.3 Modal Auxiliaries

Unit 3: Strengthening speaking

3.1 Phrases used to make requests
3.2 Apologizing and forgiving
3.3 Saying that you understood or not

Unit 4: Strengthening accurate style of English pronunciation

4.1 Listen to certain videos
4.2 Practice dialogues correctly

References:

1. Essential English Grammar- Raymond Murphy
2. Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
3. A Teacher's Grammar of English-K R Narayan swamy (Orient Longman)
4. Practical English Grammar-A J Thomson7 A V Martinet (ELBS)

5. Contemporary English Grammar Structures & Composition-David Green (Macmillan)
6. English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)

WBL- PRACTICAL

Essentials of Communication for Hospitality II - Practical

Semester III	
Course: Essentials of Communication for Hospitality II - Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Lectures, Classroom Exercise, work sheets, etc.

Learning outcome: deliver short presentations on varied topics, Enable to develop a natural and accurate style of English pronunciation, Enhance their abilities to read, write, speak and comprehend the English language.

Course Content:

Unit I: Presentation Skills

1.1 Preparing content,

1.2 slides at presentation

Unit 2: Strengthening Writing Skills

2.1 Write logbooks correctly, fill in reports correctly

2.3 Appropriate use of Modal Auxiliaries

Unit 3: Strengthening speaking

3.1 Use of phrases to make requests

3.2 Apologizing and forgiving

3.3 Saying that you understood or not

Unit 4: Strengthening accurate style of English pronunciation

4.1 Speak appropriately

4.2 Practice dialogues correctly

WBL Essentials of Personality Development for Hospitality II – Theory

Semester IV	
Course: Essentials of Personality Development for Hospitality II – Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Email Writing

1.1 Formal and informal Email types
1.2 Formal Email writing
1.3 Informal Email writing

Unit 2: Interpersonal relationship and interpersonal skills

2.1 Linkage between Interpersonal Relationship and Interpersonal Skills
2.2 Need for Interpersonal Relationship
2.3 Importance of Interpersonal Relationship

Unit 3: Working in teams- Team leader, team member

3.1 Characteristics of team leader
3.2 Characteristics of team member
3.3 Benefits of working in a team

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Essentials of Personality Development for Hospitality II – Practical

Semester IV	
Course: Essentials of Personality Development for Hospitality II – Practical	
Course code:	
Credit: 02	Hours 60

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Email Writing

1.1 Formal and informal Email types
1.2 Formal Email writing
1.3 Informal Email writing

Unit 2: Interpersonal relationship and interpersonal skills

2.1 Linkage between Interpersonal Relationship and Interpersonal Skills
2.2 Need for Interpersonal Relationship
2.3 Importance of Interpersonal Relationship

Unit 3: Working in teams- Team leader, team member

3.1 Characteristics of team leader
3.2 Characteristics of team member
3.3 Benefits of working in a team

WBL Professional Skills for Hospitality I- Theory

Semester V	
Course: Professional skills for Hospitality I- Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and superiors at work, who are highly skilled and have broad experience.

Unit 1: Report Writing

1.1 Formal report writing
1.2 Importance of preface, index, introduction, conclusion

Unit 2: Interpersonal skills

2.1 Essential Interpersonal Skills

2.2 Interpersonal Skills Needed at Work

Unit 3: Writing job applications

3.1 Writing job applications

3.2 Introduction to resumes

Unit 4: Facilitation Skills

4.1 consulting Skills

4.2 Building rapport

4.3 Feedback and follow through

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach

2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992

3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi

4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Professional Skills for Hospitality I-Practical

Semester V	
Course: Professional skills for Hospitality I-Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Report Writing

1.1 Formal report writing

Unit 2: Interpersonal skills

2.1 Essential Interpersonal Skills

2.2 Interpersonal Skills Needed at Work

Unit 3: Soft skills

3.1 Influence, power and you

3.2 Communicating for influence

3.3 Influencing in groups

Unit 4: Facilitation Skills

4.1 consulting Skills

4.2 Building rapport

4.3 Feedback and follow through

WBL Professional Skills for Hospitality - II– Theory

Semester VI	
Course: Professional Skills for Hospitality - II– Theory	
Course code:	
Credit: 02	**Hours 15**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and superiors at work, who are highly skilled and have broad experience.

Unit 1: Resume Writing

1.1 Resume writing
1.2 Do's and don'ts of resume writing

Unit 2: Interview skills

2.1 Essential questions at an interview

2.2 Ready for the world

Unit 3: Direct- indirect speech

3.1 Direct speech

3.2 Indirect speech

Unit 4: Conditional Sentences

4.1 Real conditionals

4.2 Unreal conditionals

Reference books:

1) E. Suresh Kumar;P.Srehari;J.Savitri;'Communication Skills and Soft Skills', An Integrated Approach
2) Thomas L. Quick; "Successful Team Building"; AMACOM Div American Mgmt Assn, 1992
3) Barbara Pachter; The Essentials of Business Etiquette; McGraw Hill Edu. Pvt. Ltd., New Delhi
4) John Arthur Personality Development; Lotus Press; New Delhi

WBL Professional skills for Hospitality II-Practical

Semester VI	
Course: Professional skills for Hospitality II-Practical	
Course code:	
Credit: 02	**Hours 60**

Pedagogy: Power point presentations; Worksheets video-clips; Assignments; Role play; Presentations; Projects; Activities; Guest Lectures; Quizzes

Learning objectives:

The student will be able to:

Communicate with customers, guests and their teachers and superiors at work, who are highly skilled and have broad experience.

Unit 1: Problem solving

1.1 Learn problem solving

Unit 2: Decision Making

2.1 Essential decision making Skills

Unit 3: Positive Attitude

3.1 Benefits of positive attitude

3.2 Benefits of building self confidence

Unit 4: Conditional Sentences

4.1 Practice speaking conditional sentences

Item 12 - Approval of short term skill based training programmes under center for industry and knowledge partnerships.

Certificate in NGO Accounting Operations and Administration

2 credits
Practical- 60 hrs.

Course Title: Basic Communication and Job Skills
Course Content:

Units	Content
Unit 1	**Listening** • Strengthening Listening skills • Listening Comprehension • Listening Conversation • Listening to YouTube inspirational clips • Note making & Note taking **Writing** • Email writing, Email Etiquettes • Letter Writing- format(formal, informal) • Report writing **Reading** • Reading Comprehension • Reading as per the domain • Reading passage **Speaking** • Presentation Skills • PPT Presentation • Public Speaking (Street play) • Street Play **Grammar and Vocabulary** • Articles, Parts of speech • Tenses • Sentence Construction • Vocabulary Building
Unit 2	**Communication Skills** • The process of communication skills • Communication Cycle Types of Communication
Unit 3	**Grooming**

	• Meaning, aspects of Grooming • Essential features in grooming • Appropriate dress code • Do's and don'ts of dress code ○ Creating Good First Impression
Unit 4	**Etiquettes** • Etiquettes – Importance and advantages • Social Etiquettes • Business etiquettes
Unit 5	**Interpersonal Relationship and Skills** • Concept ,need and factors influencing Interpersonal relationship • Interpersonal skills , • essentials of Interpersonal skills • Interpersonal skills needed at work • Factors hampering Interpersonal skills
Unit 6	**Working in Teams** • Define teamwork • Importance of teamwork • Various stages of team development ○ Various characteristics of effectiveness of a team, characteristics team member, team leader
Unit 7	**Time Management** • Time Management – An Explanation • The importance of The Urgent Important Matrix in managing time • Time Wasters and Interrupters • Describe procrastination along with tips to overcome procrastination ○ Various time management tools to deal with external and internal interruptions, Planning Time

Journal Writing:
Unit 1 , 2,4,6, and 7

Item 13 - Panel of External Examiners

1. Dr. Charul Jain
   Associate Professor, (Academics)
   Department of English,
   The Maharaja Sayajirao University of Baroda

2. Dr Aditi Vahiya (Academics)
   Assistant Professor,
   Department of English,
   The Maharaja Sayajirao University of Baroda

3. Ms. Kalpana Motanpotra (Industry Expert)
   Founder and Proprietor
   ABACUS learning
   Vadodara

4. Mr Hiren Macwan
   M.Phil
   Ass Prof,
   Sigma Institute

5. Shafika Khatib
   M.Phil
   Parul University

6. Mr IJ Thomas
   MBA and Corporate Trainer

Item 14 - Any other item with the approval of the Chairperson.

SKILL DEVELOPMENT PROGRAMMES

Course Endorsement Form

Course Title	BASIC COMMUNICATION SKILL AND ADVANCED COMPUTER APPLICATION		
Sector	EDUCATION	**Sub-sector**	IT & COMMUNICATION
Minimum Educational Qualification	9TH	**Job Role**	Foundation Course (Not related to any Job Role)
Maximum Educational Qualification	NA		

Duration	750 HOURS (42 week)	**Course Fee**	15000	**Version**	
Effective from Academic Year	2019-20	**Effective for the batch Admitted in**			2019

Pre-requisites for this course (if any)	Basic Knowledge of Computer & English
Co-requisites for this course (if any)	NA
Additional self-study/ learning hours expected for candidate:	3 hours per day

Job Competency: YES

Training Methodology: ORAL COMMUNICATION, WRITTEN COMMUNICATION, PRATICAL, PROGRAMME END EXAMINATION

Teaching scheme (Per week)			Assessment Scheme (Marks)			
Lecture (Hours)	Practical (Hours)	Total Hrs.	Mode	Continuous Evaluation	Programme End Examination	Total Marks
12	6	18	Theory	30	70	100
			Practical	50	50	100

Assessment Scheme:

Theory: Class Test and Programme End Examination

Practical: Programme end examination (presentation on any one topic are required)

Resources / Equipment / Machinery required to conduct the programme: COMPUTER

Acquired Skills sets / Learning outcomes:

Syllabus

Unit-1	**Basic Grammar and Parts of Speech**	**Allocated Hours.**	40

Unit Objectives	• Read controlled, multi-paragraph passages, Scan for specific information in the text • Skim for the main idea • Write a short summary of the main idea of the reading • Understand and use right and left margin conventions • Understand and use indenting conventions • Write a unified narrative paragraph with a topic sentence • Write a unified descriptive paragraph with a topic sentence • Accurately use periods basic punctuation • Accurately use and spell everyday vocabulary • Accurately use commas correctly in compound sentences
Unit Content	1. Singular and Plural Nouns 2. Count Nouns vs. Non-Count Nouns 3. Possessive Nouns 4. Pronouns 5. Be' Verbs 6. Action Verbs 7. Adjectives 8. Comparative and Superlative Adjectives 9. Adverbs 10. Simple Tense 11. Progressive and Perfect Tense 12. Perfect Progressive Tense 13. Irregular Verbs 14. Gerunds 15. Infinitives 1 16. Infinitives 2 17. Active Voice and Passive Voice 18. Indicative, Imperative, Subjunctive Mood 19. Auxiliary Verbs - 'Be,' 'Do,' 'Have' 20. Auxiliary Verbs - 'Will/Would,' 'Shall/Should' 21. Auxiliary Verbs - 'Can/Could,' 'May/Might/Must' 22. Prepositions - 'On,' 'At,' 'In' 23. Prepositions - 'Of,' 'To,' 'For' 24. Prepositions - 'With,' 'Over,' 'By' 25. Conjunctions - Coordinating and Correlative 26. Conjunctions - Subordinating 27. Conjunctive Adverbs 28. Articles - Indefinite and Definite 29. Interjections 30. Capitalization

Unit-2	**Vocabulary**	**Allocated Hours.**	20
Unit Objectives	• Increase your vocabulary by almost 200 words or phrases plus learn how to assimilate new words by learning to read in context.		
Unit Content	1. Reading Passages, Reading News, Reading Comprehension 2. Synonyms, Homonyms Antonyms 3. Homophones and Homographs		

	4. Words of Foreign Origin 5. Verbal Analogies , Common English Phrases and Idioms		
Unit-3	**Writing skills**	**Allocated Hours.**	30
Unit Objectives	• understand the functions of essays and reports • demonstrate writing skills • understand what writing an assignment involves • identify strengths and weaknesses		
Unit Content	1. Introduction 2. Paragraph writing, Précis writing 3. Summary writing Report writing 4. Essay writing 5. Application writing and message writing.		
Unit-4	**Reading Skills**	**Allocated Hours.**	30
Unit Objectives	• Identify upper and lower case letters, their sounds and names • Recognize names and words in context; read own name, read picture icons to select computer programs • Join in familiar stories, songs & poems • Connect books read aloud to experiences		
Unit Content	1. What is Reading Comprehension Reading Comprehension Practice 2. The Four Modes of Reading 3. Pre-Reading Techniques 4. Types of Reading Material Reading short stories, Poetry recitation, English Songs Based activities		
Unit-5	**Listening Skills**	**Allocated Hours.**	40
Unit Objectives	• To face the speaker and maintain eye contact • Able to listen to the words and try to picture what the speaker is saying. • Introduce students to familiar everyday expressions and basic phrases related to themselves and their surroundings • Develop students' comprehension of simplified spoken interactions adapted for beginning learners.		
Unit Content	1. Listening/vocabulary basics Listening to Basic Conversation 2. Listening to improve skills Listening and Comprehension (Beginners level) . 3. Listening for information, entertainment and cultural understanding Listening and Comprehension (Beginners level). 4. Qualities of a good listener.		
Unit-6	**Personality Development**	**Allocated Hours.**	35
Unit Objectives	• Identify personal strength • Self-development • Create an action plan to develop personal strengths • Learn to manage time		

Unit Content	1. Self-awareness ,SWOT analysis 2. Strengths, development of self-esteem, Confidence 3. Making good first impression (Attire, Appreciate, Speech, Physique, Body Language, Comparison) Through activity based al earning like role plays, business games etc. 4. Time management .identifying the time wasters, setting priorities, planning, scheduling and time management tips.

Unit-7	**Body Language**	**Allocated Hours.**	30
Unit Objectives	• Ways to Improve Your Body Language • Practice and demonstrate a clear understanding of effective receptive and expressive communication. • Practice and demonstrate clear and effective verbal and nonverbal communication skills.		
Unit Content	1. Importance of body language 2. Maintaining appropriate nonverbal communication 3. Gestures and postures, eye contact, science of proxemics		
Unit-8	**Formal communication**	**Allocated Hours.**	30
Unit Objectives	• To face the speaker and maintain eye contact • Able to listen to the words and try to picture what the speaker is saying. • Introduce students to familiar everyday expressions and basic phrases related to themselves and their surroundings • Develop students' comprehension of simplified spoken interactions adapted for beginning learners.		
Unit Content	1. FAQ'S of interview. 2. Confidence of facing interview. 3. Body language during interviews 4. Role plays and simulations. 5. Listening to questions 6. Responding appropriately 7. Matching verbal and nonverbal communication 8. Group discussion ,assertiveness and turn taking skill		

1) **Diploma in basics of Front Office**
2) **Diploma in basics of Food and Beverage Services**
3) **Diploma in basics of Housekeeping**
4) **Diploma in basics of Food Production**

English Communication and PD Skills – I

Course Title : English Communication and PD Skills – I
Course Code
Credit : 4
Hours : 60

Learning objectives:

After completing the syllabus, the students will be able to:

- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend
- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English

SR. NO.	UNIT TITLE
01	Listening
02	Speaking
03	Reading
04	Writing

SR. NO.	TOPIC	SUB-TOPICS	LEARNING OUTCOMES	HOURS
1.1	LISTENING	▪ Keep up your English (Lessons 1 to 10)	▪ Learn to develop the habit to listen to the language develop listening ability ▪ Vocabulary building	06
1.2	LISTENING	▪ Listening to news	▪ Vocabulary Building ▪ General Knowledge ▪ Develop listening ability	04

			▪ Learn to listen to certain accents ▪ Sentence formation	
1.3	LISTENING	▪ Listening Comprehension	▪ Learn to listen and comprehend ▪ Listen and speak or write	05
2.1	INTRODUCING MYSELF	▪ Learn to introduce name ▪ Learn to introduce hometown Learn to speak about age/ nationality/hobbies ▪ Learn to introduce family ▪ Learn to speak on education ▪ Learn to introduce parent's occupation, siblings	▪ Learn basics of introduction of self ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to introduce family and surroundings	02
2.1.2	MEANING OF MY NAME	▪ Meaning of name ▪ Who named me ▪ My pet/nick name ▪ Does my name reflect my personality ▪ Naming ceremony	▪ Learn to speak more about self and thereby try to open up ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class	02
2.1.3	MY INTEREST AND HOBBIES	▪ Speak about interest/s ▪ Speak about leisure time activity ▪ Indoor-outdoor leisure activities	▪ Learn to think and speak on interest/s ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class	01
2.1.4	MY ROUTINE	▪ Daily routine ▪ Changes require in routine ▪ Favorite time in a day ▪ How you spend evenings ▪ How you spend Weekends ▪ Learning about telling time	▪ Learn to speak on routine life and about self ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more systematically with the help of the points and explanations given	01

2.1.5	MY BIRTHDAY	▪ Speak about Birthday, ▪ Speak on celebration of birthday ▪ Special activity/ies on the day ▪ Speak on birthday gifts ▪ Speak about celebration of birthdays of family	▪ Learn to elaborate the points explained and can prepare well ▪ Learn to speak with preparation ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more about self	01
2.1.6	CLOTHES	▪ Clothes you prefer to wear, ▪ Different types of clothes on different occasions ▪ Personality of a person by clothes ▪ clothes as a gift ▪ Old clothes	▪ Learn to speak on the topic/s given ▪ Serves as an ice breaker to reduce / remove the hesitation to speak in front of the class ▪ Learn to speak more about self	01
2.2.1	MY FAMILY AND RELATIONSHIPS	▪ My family ▪ Family attachment ▪ Importance of a family ▪ Joint/nuclear family ▪ Age group ▪ Generation/s	▪ Speak more about Family ▪ Improve sentence formation ▪ Build confidence	01
2.2.2	MY BEST FRIEND	▪ Friend/s and friendship ▪ Qualities of a friend	▪ Learn quick thinking ▪ Build confidence and spontaneity to speak in groups and role play	01
2.2.3	FOOD	▪ Breakfast ▪ Lunch ▪ Dinner ▪ Favorite dish ▪ Home cooked food/ food from restaurants ▪ Importance of meal	▪ Learn to speak on food and food habits ▪ Build confidence ▪ Encourage to participate	01
2.2.4	HEALTH AND FITNESS	▪ Importance of fitness ▪ Importance Exercise ▪ Diet plan ▪ Gym	▪ Build confidence and encourage reading for general awareness ▪ Learn to speak through the information given	01
2.2.5	LANGUAGE	▪ Mother tongue ▪ Other languages	▪ Build confidence and encourage presentations	01

		▪ English-importance ▪ Language of family ▪ Preference of language in reading	▪ Learn searching/reading for general awareness	
2.2.6	MUSIC	▪ Kinds of music ▪ Listening to or playing music ▪ Favorite musical instrument	▪ Learn to know more about other topics to speak ▪ Motivate to know more ▪ Learn to search/read	01
2.3.1	LEARNING COMMUNICATION TRAVEL	▪ Travelling ▪ Interesting places to visit ▪ Travel abroad ▪ Plan of a long trip ▪ Dream trip ▪ Advantages of travelling	▪ Encourage creative thinking ▪ More confidence in speaking	▪ 01
2.3.2	PUBLIC TRANSPORT	▪ Public transport means in your city/town/village ▪ Road safety ▪ Traffic rules ▪ Use of bicycle	▪ Create general awareness ▪ More confidence in speaking	01
2.3.3	MOVIES	▪ Indian movies ▪ Types of movies ▪ Theatres ▪ Reviews ▪ Star cast ▪ Western movies	▪ General awareness ▪ More confidence in speaking	01
2.3.4	TELEPHONE	▪ Mobile phones ▪ Other purposes of use ▪ Model of your cell ▪ Features ▪ Latest cells in market Advantages/disadvantages of using mobile	▪ General awareness ▪ Learn to talk about various topics confidently	01
2.3.5	HOUSE	▪ Types of houses in your city ▪ Your house ▪ Why you like your house ▪ Favorite room ▪ Need any change/s in your house	▪ General awareness ▪ Learn to talk about various topics confidently	01
2.3.6	SEASON	▪ Seasons in India ▪ Favorite season	▪ Encourage critical thinking ▪ General awareness	01

		▪ Different clothes in seasons ▪ Need any change in your house in season ▪ Changes in routine in seasons	▪ Learn to talk about various topics confidently	
3.1	READING	▪ Short stories	▪ Learn more words ▪ Learn and develop reading habit ▪ Learn Sentence formation	03
3.2	READING	▪ Paragraphs	▪ Learn and develop reading habit ▪ Learn vocabulary building ▪ Encourage self-learning	03
3.3	READING	▪ Newspaper	▪ General Knowledge ▪ Vocabulary Building ▪ Learn Sentence formation ▪ Enhance Reading comprehension ability	03
3.4	READING	▪ Comprehension	▪ Vocabulary Building ▪ Learn Sentence formation ▪ Enhance Reading comprehension ability	03
3.5	VOCABULARY BUILDING	▪ Synonyms-antonym ▪ One word substitute	▪ Vocabulary Building ▪ Learn to use in speaking	03
4.1	BASICS OF SENTENCE FORMATION	▪ Parts of sentence ▪ Uses of adjectives, verbs adverbs, articles in a sentence	▪ Build meaningful sentences ▪ Learn correct usage of words	05
4.2	STRENGTHENING SENTENCE FORMATION	▪ Uses of tenses in sentences ▪ Questions-answers	▪ Build meaningful sentences ▪ Learn correct usage of words	05

References:

1) Keep up Your English with Audio CD - BBC English Courses
2) The Sterling Book of Idioms-Gratian Vas (Sterling Publishers Pvt. Ltd)

3) Cambridge International Dictionary of Phrasal Verbs-Cambridge University Press
4) Contemporary English Grammar Structures & Composition-David Green (Macmillan)
5) English Conversation Practice G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
8) Language activator.
9) Meet the Parkers BBC (Audio)Person to Person BBC (Video)
10) On We Go BBC (Audio-Video)
11) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija. (Published by Tata McGraw Hill Publishing
12) Macmillan Foundation English R K Dwivedi Laxmi Publications 2001
13) High School English Grammar & Composition (Essential) Wren & Martin's S Chand Publishing 2017

HT16ECPD101 - English communication and personality development I

Learning Objectives:
After completing the syllabus, the students will be able to:

- Learn about basics of sentence formation
- Comprehend basic English
- Write simple sentences

Pedagogy: Lectures, Classroom Exercise, work sheets, practice, assignments

Semester I :English communication and personality development I				
Program : **9) Diploma in basics of Front Office** **10) Diploma in basics of Food and Beverage Services** **11) Diploma in basics of Housekeeping** **12) Diploma in basics of Food Production**				
Course Name: Soft Skills for Hospitality				
Course code: LS002181A3				
Credit: 02			**Hours 15**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Writing Skills	1.1	The sentence	01
		1.2	Parts of speech	02
		1.3	Articles	01
		1.4	Tenses	08
		1.5	Demonstratives	01
2	Strengthening Writing	2.1	Email Writing	02

Curriculum:

Unit #	Unit Title	Hours
1	**1.1 The Sentence :** Structure of a sentence, subject pronouns, need of writing correct sentence, imperative, negative and question sentences	01

	1.6 Parts of sentence: Uses of nouns, adjectives, verbs, adverbs, articles in a sentence	02
	1.3 Articles: Articles, uses of articles a, an, the in a sentence	02
	1.4 Tenses: Difference between time and tense, present, past and future tenses; their classification, uses in sentences, negative and question sentences	08
	1.5 Demonstratives: Use of 'it', 'this', 'that' and 'there' in a sentence as an introductory	01
2	**2.1 Email Writing**: Email format, formal Email Writing, Subject, CC, BCC	02

Journal Writing

Unit 1: All Exercises

Unit 2: Email Writing

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, establish basic writing skills

References:

1) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
2) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
3) Essential English Grammar: Raymond Murphy, Cambridge University Press

All Diploma in Hospitality

Learning objectives: After completing the syllabus, the students will be able to:

- Develop Confidence to come forward & stand in front of class
- Overcome stage fear
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend
- Learn about basics of sentence formation
- Comprehend basic English
- Write simple English
- Learn basics of time-management
- Learn to work in groups and presentations
- Learn behavioral skills

Pedagogy: Lectures, Classroom Exercise, work sheets, Language Lab sessions, Role play, etc.

SR. NO.	UNIT TITLE
01	Listening
02	Speaking
03	Reading
04	Nonverbal communication
05	Time Management

Semester I				
Course: Diploma in Hospitality				
Course Name: Soft Skills for Hospitality				
Course Code: LS002181A2				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Sub Units**	**Hours**
1	Listening Skills	1.1 1.2 1.3	Listen to five selected stories(The little pianist, Sumiti, Turtle's flute, The elves and the shoemaker, The whispering palms Conversations 40	17

		1.4	Listening Comprehension	
2	Speaking Skills	2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8	Meeting and greeting Saying goodbye/thank you/ Request/permission/apology Self-introduction Addressing people correctly Asking Questions/ directions Saying that you understand correctly or not Typical conversation starters Telling time	20
3	Reading Skills	1.1 1.2 1.3 1.4	Reading news Vocabulary-synonym-antonym, one word substitute, verbs Reading passages/stories Reading Comprehension	10
4	Non Verbal Communication	4.1 4.2	Meaning Types of non-verbal communication	5
5	Time Management	5.1 5.2 5.3 5.4 5.5	Explanation Time matrix Changes required in daily schedule Time wasters Use of Time management tools	8

Journal Writing

1. Listening Comprehension (all lessons)
2. Speaking: All Topics

Learning outcome:

Develop ability to construct simple sentences with correct grammatical structure, demonstrate reading techniques, establish basic writing skills, and participate at work and in class discussions with confidence.

References:

1) Conversation 40: Videos from You tube
2) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
3) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)

4) How to Read better and Faster: Lewis Norman; Binny
5) On We Go -BBC (Audio-Video)
6) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
7) Contemporary English Grammar Structures and Composition; David Green, Trinity Press, Second Edition
8) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd,
9) Essential English Grammar: Raymond Murphy, Cambridge University Press
10) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
11) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
12) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
13) Time Management: The Art of Stress-free Productivity"; P. K. Jha ; Global India Publications, 2008
14) Successful Time Management ; Patrick Forsyth; Kogan Page Publishers,2013
15) Interpersonal Skills at Work; John Hayes; Psychology Press, 2002
16) Personality Development; John Arthur; Lotus Press; New Delhi

ONLINE COURSE

TeamLease™ Skills University
Putting India to Work

Team Lease Skills University, Vadodara

Department: Life Skills

Program: BMS

Learning Objectives:

After completing the syllabus, the students will:

- Be able to form sentences without grammatical errors.
- Be acquainted with one word substitution, idioms and phrases commonly used in English.

Semester I				
Course: English and Communication Skills I (Theory)				
Course Code:				
Credit 02			**Hours 30**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
2	Basic Grammar	2.1 2.2 2.3 2.4 2.5	Parts of speech: noun, pronoun, verb, adjective, adverb, preposition, conjunction, interjection. Determiners Tenses Conditionals Subject-verb agreements	**23**
3.	Vocabulary	3.1	Essential English vocabulary (Words followed by Preposition, Idioms and phrases, one word substitutes)	**07**

Learning outcomes:

Students will be able to form grammatically correct sentences. They will use one word substitution, idioms and phrases commonly used in English in their writing and speaking.

References:

6) Contemporary English Grammar Structures and Composition by David Green, Trinity Press, 2015
7) A Practical English Grammar A.J.Thomson and A.V.Martinet, Oxford India 2014
8) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
9) Essential English Grammar; Raymond Murphy, Cambridge Press
10) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

TeamLease™ Skills University
Putting India to Work

Team Lease Skills University, Vadodara

Department: Life Skills

Program: BMS

Learning Objectives:

After completing the syllabus, the students will be able to:

- Listen to simple structure of English language
- Listen and comprehend
- Remove hesitation, come forward & stand in front of class
- Get rid of stage fear, open up and speak
- Learn certain expressions, magical words
- Learn correct salutations
- Speak about oneself
- learn more words and increase vocabulary
- Read and comprehend

Semester I				
Course: English and Communication Skills I				
Course Code:				
Credit 02			**Hours 60**	
Unit #	**Unit Title**		**Curriculum**	**Hours**
1	Listening Skills	1.1 1.2 1.3 1.4 1.5 1.6 1.7	Pre Test Introduction to Listening Listening vs Hearing Process of listening, Problems students face in listening Listen to five selected stories (The little pianist, Sumiti, Turtle's flute, The elves and the shoemaker, The whispering palms) Listening Comprehension Movie screening (Two Educational Movies)	**20**
2	Speaking Skills	2.1 2.2 2.3	Introduction to English Language, Varieties of English, Indian English, Received Pronunciation	**20**

		2.4 2.5 2.6 2.7 2.8 2.9 2.10 2.11 2.12 2.13	Organs of speech and speech mechanism, Classification of English sounds- vowels Meeting and greeting Saying goodbye/thank you/ Request/permission/apology Self-introduction Addressing people correctly My Family Asking Questions/ directions Colors around you My favorite subject/teacher Saying that you understand correctly or not Typical conversation starters Telling time Daily Activities My favorite food Visit to a hospital	
3	Reading Skills	3.1 3.2 3.3 3.4 3.5	News Reading Reading Short Stories/Passages Reading Process, Reading and Meaning, Methods to Improve Reading, Reading Comprehension (Preliminary Level)	**14**
4	Strengthening Vocabulary	4.1 4.2	Vocabulary Building – Synonyms, Antonyms Strengthening Vocabulary	**06**

Learning outcomes:

Develop ability to listen, read and construct simple sentences with correct grammatical structure and be able to speak, participate with confidence.

References:

11) Look Ahead: Videos from You tube
12) Spoken English-A Self Learning guide to conversation Practice (Audio) by V Sasikumar, P V Damija.(Published by Tata McGraw Hill Publishing Co Ltd)
13) English Conversation Practice- G Taylor (TMH Edition, Tata McGraw Hill, New Delhi)
14) Person to Person -BBC (Video)
15) How to Read better and Faster: Lewis Norman; Binny
16) On We Go -BBC (Audio-Video)

17) English Fluency in 100 Hours-The English Club International, JTS Institute Pvt Ltd. Bangalore
18) Technical Communication by Sngeeta Sharma and Meenakshi Raman Oxford Publication third edition.
19) Effective English Communication by Mohan, TMH.
20) Effective Technical Communication by M.Ashraf Rizvi.
21) High School English Grammar and Composition; Wren and Martin, S Chand and Company Ltd
22) Essential English Grammar; Raymond Murphy, Cambridge Press
23) Discover Elementary English Grammar; Rachael Roberts; Viva Books Pvt Ltd

Minutes of the Meeting of the Board of Studies

The Meeting of the 4th Board of Studies of Department of Mechatronics was held on 31st July 2019 at 2 p.m. The following members were present.

(1)	Dr. Avani Umatt	-	Chairperson
(2)	Dr. Sanket Bhavsar	-	Member
(3)	Mr Prashant Parmar	-	Member
(4)	Mr Udayan Trivedi	-	Member
(5)	Mr Dishank Upadhyay	-	Convenor

Invitees:

(1) Mr. Ashok Kumar K – i/c HOD (IT)
(2) Dr. Anupam Mitra - i/c Controller of Examinations and HOD (CM)
(3) Dr. Priyanka Behrani – i/c HOD (LS)

The following members could not attend the meeting -

(1) Mr. Mohan Tilwalli, Member

The proceedings of the meeting have been presented below.

Item No.1 Minutes of the Previous Meeting of BOS

The minutes of the 3rd BoS meeting held on 13th April 2016 were presented to the members for approval.

The item placed before the Board of Studies was approved.

Item No.2 Action Taken Report on Previous Meeting of BOS

The report on Action Taken based on suggestions from 3rd BoS meeting were presented to the members for information.

The item placed before the Board of Studies for information was noted.

Item No. 3.1 Redefining Programme name from B.Sc. Applied Science (Mechatronics) to B.Sc. Mechatronics

The proposal to change of degree title from 'B.Sc. Applied Science in Mechatronics' to 'B.Sc. Mechatronics' in the interest of better acceptance from various stakeholders and the proposed change was in line with the UGC framework was presented to the member for approval.

The item placed before the Board of Studies was approved.

Item No.3.2 Changes in Mechatronics Programme Structure/ Syllabus/ Curriculum

The revised Mechatronics degree programme in terms of credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with a detailed curriculum, OJT evaluation criteria and examination scheme was presented to members for approval.

The item placed before the Board of Studies was approved with the following suggestions:

(1) Advised to add additional books, tutorial in detailed course curriculum of MS014193A5 Computer Aided Graphics.
(2) Advised to add additional reference books in detailed course curriculum of MS014194A1 Sensor Technology.

Item No.3.3 Part Time B.Sc. Mechatronics for Working Professionals

The proposal for the launch of part-time B.Sc. Mechatronics for the benefit of working professional in Industry was presented to members. The programme duration, credit weight, programme objective, course outcomes, program structure, additional and deletion of courses along with a detailed curriculum, and examination scheme was presented to members. Students are exempted from OJT since they are already working in Industry.

The flexibility to complete the 4 years programme in 3 years through fast-track method was explained to members wherein the students have the provision to sit and appear for final year courses at university examination at any point of time during 1st, 2nd and 3rd year.

The item placed before the Board of Studies was approved with the following suggestions:

'To shift 3rd Semester course Manufacturing Techniques II to 2nd Semester and courses Computer Aided Drafting and Computer Programming from 2nd Semester to 3rd semester to maintain the continuity flow of course sequence.'

Item No.3.4 B.Sc. Mechatronics Programme – Work Based Learning Model

The proposal for the introduction of work-based learning B.Sc. Mechatronics programme in collaboration with industry was presented to members. The advantage of this programme is that the students have the opportunity to undergo training industry during their course of study as per curriculum design. This earn-while-you-learn scheme enables the students to earn stipend, get trained as per industrial standard, and obtain graduation at the same time. The two models designed for the purpose was explained to members for their suggestions.

The item placed before the Board of Studies was approved.

Item No.3.5 Lateral Entry to B.Sc. Mechatronics Programme for Diploma (Mechanical and Mechatronics) holders.

The proposal for the introduction of admission to lateral entry to 2nd year of B.Sc. Mechatronics regular programme and part time programme for 3 year Diploma holders with Mechanical/Mechatronics specialization. The courses being exempted and the courses required to be completed as backlog courses after based on course mapping and equivalence mapping carried out was presented to members.

The item placed before the Board of Studies was approved.

Item No. 4.0 Short-term Skill based Training Programmes under Centre for Industry and Knowledge Partnerships.

Item No.4.1 Diploma in Automotive Machinist – Onsite Programme

The one year Diploma programme in Automotive Machinist is designed based on industrial inputs. The programme duration, programme structure, credit weight, along with a detailed curriculum, and examination scheme was presented to members. The programme is designed to provide hands-on experience on general purpose machines used in workshop. The job role coves different types of machines, its tools, jig and fixtures, safety required and its maintenance. The individual will be able to assist machine operator to carry out required operations as per production sheet.

The item placed before the Board of Studies was approved with the following suggestions:

(1) To add topic of "Cutting Parameters" in Unit 3 of Turning and Its Allied Operations for Diploma Automotive Machinist
(2) To add topic of "Attachments" in Unit 3 of Milling Machine and Its Allied Operations for Diploma Automotive Machinist
(3) To add additional books in detailed course curriculum of Workshop Calculations for Diploma Automotive Machinist.

Item No.4.2 Diploma in Automotive Fitter

The one year Diploma programme in Automotive Fitter designed based on industrial inputs was presented to member along with the programme duration, programme structure, credit weight, along with a detailed curriculum, and examination scheme of continuous evaluation and university evaluation. The programme structure will develop and provides industry relevant skill sets to perform maintenance and basic machining operations. The objective of the programme is to develop technical and employability skills in the learners to perform job roles of fitters. The candidate will get awareness on the quality, standard operating procedure, personal and workplace safety for healthy workplace environment.

The item placed before the Board of Studies was approved with the following suggestions:

(1) To add topic of "Cutting Parameters" in Unit 3 of Turning and Its Allied Operations for Diploma Automotive Fitter;
(2) To add topic of "Attachments" in Unit 3 of Milling Machine and Its Allied Operations for Diploma Automotive Fitter;
(3) To add additional books in detailed course curriculum of Workshop Calculations for Diploma Automotive Fitter.

Item No. 4.3 Short-term Courses in Automation

Various short-term courses related to Automation designed for the benefit of ITI, Diploma and Engineering Degree holders have been presented to members along with the course curriculum. These course would be great help in workplace.

The item placed before the Board of Studies was approved.

Item No. 4.4 Short Term Courses on Computerised Numerical Control

Various short-term courses related to Computerised Numeric Control designed for the benefit of ITI, Diploma, Engineering Degree holders and for working professionals have been presented to members along with the course curriculum. These course would be great help in workplace.

The item placed before the Board of Studies was approved.

Item No. 4.5 Modular Certificate Programme - Bespoke Model

Bespoke Model modular certificate programmes designed based on the requirement received from M/s. Banco Pvt. Ltd., to up-skill their the existing employees or trainees with required flexibility to pursue on part-time basis was presented to members for approval.

The item placed before the Board of Studies was approved.

Item No. 5 Information Related

The success stories of mechatronics students' performance in various competitions, student performance in OJT, placement track record, and department's participation in various projects under CED was presented to member for information.

The item placed before the Board of Studies for information was noted.

The Board of Studies meeting ended with vote of thanks to the Chair.

(Chairperson)

Date: 07-07-2020

MINUTES

The circulated Board of Studies agenda items has been presented to the members of the BOS of Department of Mechatronics on 1st July, 2020 through email to the following members and invitees.

(1)	Dr. Avani Umatt	-	Chairperson
(2)	Dr. Sanket Bhavsar	-	Member
(3)	Mr.Mohan Tilwalli	-	Member
(4)	Mr Prashant Parmar	-	Member
(5)	Mr Udayan Trivedi	-	Member
(6)	Mr Dishank Upadhyay	-	Convenor

Invitees:

(1) Dr. Anupam Mitra - HOD (CM)
(2) Dr. Priyanka Behrani – i/c HOD (LS)
(3) Mr.Vimal Kumar – i/c Controller of Examination, HOD (HT)

The circulated agenda items has been presented below.

Agenda Item No.1 **Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.**

The item placed before the Board of Studies was approved**.** All the members have acknowledged their approval over an email as per Appendix – A.

Agenda Item No.2 **Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.**

The item placed before the Board of Studies was approved**.** All the members have acknowledged their approval over an email as per Appendix – A.

The approved agenda items will be made effective from academic year 2020-21.

(Chairperson)

APPENDIX A

Dishank Upadhyay

From:	Dishank Upadhyay <dishank.upadhyay@teamleaseuniversity.ac.in>
Sent:	01 July 2020 18:35
To:	Sanket Bhavsar; mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Udayan
Cc:	Examination Dept.; Priyanka Vinod Behrani; Anupam Mitra; Avani Umatt
Subject:	BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics
Attachments:	Proposal_Item1_2_BOS_Dept_MS.pdf

Date: 01-07-2020

Place: Vadodara

To,

Board of Studies Members,

Department of Mechatronics

TeamLease Skills University

Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

Agenda Item 1: Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Agenda Item 2: Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Please find attached the detailed proposal for the above mentioned Agenda Items.

On behalf of the Department, I request all the members of the BOS to provide your feedback and approval/dissent for the above mentioned agenda item. I would also like to put on record that as this is a two-item agenda, we would like to pass it vide circulation and the same will be duly ratified in the next BOS. If the item is approved, the same will be implemented for the batch commencing August 2020.

1

Dishank Upadhyay

From: Dean Academics <dean.academics@teamleaseuniversity.ac.in>
Sent: 01 July 2020 22:49
To: 'Dishank Upadhyay'; 'Sanket Bhavsar'; mohan@gururajengineers.com; 'Prashant Parmar'; 'Udayan'
Cc: 'Examination Dept.'; 'Priyanka Vinod Behrani'; 'Anupam Mitra'; 'Avani Umatt'
Subject: RE: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr Upadhyay,

I approve of both the Agenda Items.

With Regards,

Dr. Avani Umatt
Dean Academics
Professor & HOD
Department of Health, Life and Applied Sciences
Program Coordinator: Centre for Industry and Knowledge Partnerships
TeamLease Skills University
ITC Building,ITI Tarsali Campus, Tarsali, Vadodara 390009.
P: +91 265 6189108.| M: +91 9327205525

From: Dishank Upadhyay [mailto:dishank.upadhyay@teamleaseuniversity.ac.in]
Sent: 01 July 2020 18:35
To: Sanket Bhavsar; mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Udayan
Cc: Examination Dept.; Priyanka Vinod Behrani; Anupam Mitra; Avani Umatt
Subject: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Date: 01-07-2020
Place: Vadodara

To,
Board of Studies Members,
Department of Mechatronics
TeamLease Skills University
Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

1

Dishank Upadhyay

From:	Sanket Bhavsar <sanketbhavsar@gcet.ac.in>
Sent:	03 July 2020 10:50
To:	Dishank Upadhyay
Cc:	mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Udayan; Registrar TLSU; Examination Dept.
Subject:	Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr. Dishank Upadhyay,
Greetings of the day!

I would like to give my consent for the approval of both the agenda.

Regards,

Dr. Sanket N. Bhavsar (BE-Birla Vishvakarma Mahavidyalaya; MTech-IITMadras; PhD-IITDelhi)
Prof & Head, Mechatronics Department (NBA Accredited - 2015-2018 & 2018-2021)
G H Patel College of Engineering & Technology
Vallabh Vidyanagar - 388 120, Anand, Gujarat, India
College Website: www.gcet.ac.in

Sender notified by
Mailtrack

On Wed, Jul 1, 2020 at 3:28 PM Dishank Upadhyay <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020

Place: Vadodara

To,

Board of Studies Members,

Department of Mechatronics

TeamLease Skills University

Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

1

Dishank Upadhyay

From: Mohan Tilwalli <mohan@gururajengineers.com>
Sent: 06 July 2020 14:34
To: 'Prashant Deshabhai Parmar'; 'Dishank Upadhyay'
Cc: 'Sanket Bhavsar'; 'Dean Academics'; 'Udayan'; 'Examination Dept.'; 'Priyanka Vinod Behrani'; 'Anupam Mitra'; 'Avani Umatt'
Subject: RE: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear sirs,
I have been explained by Prashant about the need for the change in eligibility criterion. The need to change Syllabus follows because of that. I agree with the idea. I accept and approve both Agenda 1 and Agenda 2.
Thanking you,
M.R.Tilwalli.

From: Prashant Deshabhai Parmar [mailto:prashant.parmar@teamleaseuniversity.ac.in]
Sent: Thursday, July 02, 2020 7:36 AM
To: Dishank Upadhyay
Cc: Sanket Bhavsar; Mohan Tilwalli; Dean Academics; Udayan; Examination Dept.; Priyanka Vinod Behrani; Anupam Mitra; Avani Umatt
Subject: Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr. Dishank,
Agree and approve Board of Study agenda items as per trail mail circulation for B.Sc. Mechatronics programme.

On Wed, 1 Jul 2020, 6:21 pm Dishank Upadhyay, <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020
Place: Vadodara

To,
Board of Studies Members,
Department of Mechatronics
TeamLease Skills University
Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

1

Dishank Upadhyay

From:	Prashant Deshabhai Parmar <prashant.parmar@teamleaseuniversity.ac.in>
Sent:	02 July 2020 07:36
To:	Dishank Upadhyay
Cc:	Sanket Bhavsar; Mohan Tilwalli; Dean Academics; Udayan; Examination Dept.; Priyanka Vinod Behrani; Anupam Mitra; Avani Umatt
Subject:	Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr. Dishank,
Agree and approve Board of Study agenda items as per trail mail circulation for B.Sc. Mechatronics programme.

On Wed, 1 Jul 2020, 6:21 pm Dishank Upadhyay, <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020

Place: Vadodara

To,

Board of Studies Members,

Department of Mechatronics

TeamLease Skills University

Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

Agenda Item 1: Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Agenda Item 2: Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Please find attached the detailed proposal for the above mentioned Agenda Items.

1

Dishank Upadhyay

From:	Udayan Trivedi <udayan.trivedi@teamleaseuniversity.ac.in>
Sent:	02 July 2020 10:04
To:	Dishank Upadhyay
Cc:	Sanket Bhavsar; mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Registrar TLSU; Examination Dept.
Subject:	Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Mr Dishank,

I agree and approve with both the board of study agenda items as per trail mail

Regards
Udayan Trivedi

On Wed, 1 Jul 2020, 3:28 pm Dishank Upadhyay, <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020

Place: Vadodara

To,

Board of Studies Members,

Department of Mechatronics

TeamLease Skills University

Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

Agenda Item 1: Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Agenda Item 2: Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

1

Dishank Upadhyay

From:	Priyanka Vinod Behrani <priyanka.behrani@teamleaseuniversity.ac.in>
Sent:	02 July 2020 11:51
To:	Dishank Upadhyay
Cc:	Sanket Bhavsar; mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Udayan; Examination Dept.; Anupam Mitra; Avani Umatt
Subject:	Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr.Dishank
Greetings for the day!
I Agree and approve Both the agenda items of the Board of Studies, for B.Sc. Mechatronics programme that is circulated.

On Wed, Jul 1, 2020 at 6:21 PM Dishank Upadhyay <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020
Place: Vadodara

To,
Board of Studies Members,
Department of Mechatronics
TeamLease Skills University
Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

Agenda Item 1: Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Agenda Item 2: Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Please find attached the detailed proposal for the above mentioned Agenda Items.

1

Dishank Upadhyay

From:	COE . <coe@teamleaseuniversity.ac.in>
Sent:	03 July 2020 19:54
To:	Dishank Upadhyay
Cc:	Sanket Bhavsar; mohan@gururajengineers.com; Dean Academics; Prashant Parmar; Udayan; Registrar TLSU
Subject:	Re: BoS Agenda Item for approval by circulation_TLSU_Department of Mechatronics

Dear Mr. Dishank,

The agenda points are approved as presented.

Regards,

Vimal Kumar

On Wed, Jul 1, 2020 at 3:28 PM Dishank Upadhyay <dishank.upadhyay@teamleaseuniversity.ac.in> wrote:

Date: 01-07-2020

Place: Vadodara

To,

Board of Studies Members,

Department of Mechatronics

TeamLease Skills University

Vadodara

Subject: BoS Agenda Item for approval by circulation

Dear Members of the Board of Studies,

Greetings!

Please find below a two-point agenda for consideration.

Agenda Item 1: Modification in eligibility criteria for admission in B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

Agenda Item 2: Proposed Syllabus for Bridge Course in Mathematics for HSC (PCB) candidates seeking admission to B.Sc. Mechatronics programme of Department of Mechatronics at TeamLease Skills University.

1

Annexure 12.1

Details /Department	CM	HT	HLS	IT	LS	MS
Student teacher ratio	5:1	3:1	2:1	6:1	NA	5:1
Classroom	2	2	1	2	NA	2
Teaching Labs	-	Lab 1: Front Office Lab 2: Housekeeping Lab 3: Food Production Lab 4: F&B Service	Lab 1: Medical Testing Laboratory	Lab 1, Lab 2, Lab 3	Lab 1 - Language Lab	Lab1. Workshop Lab2. Mechatronics Lab 3. Electronics Lab 4. Microcontroller Lab 5. Electrical Lab
Research labs (Major equipment)	Nil	Nil	Nil	Nil	Nil	Nil
Research Scholars (M.Tech., Ph.D., Post-Doctoral Scholars)	Nil	Nil	Nil	Nil	Nil	Nil
Publications in last 3 years (year-wise list)	Annexure 12.1.1	Nil	Nil	Annexure 12.1.1	Nil	Annexure 12.1.1
No. of Books Published	Nil	Nil	Nil	Nil	Nil	Nil
Patents	Nil	Nil	Nil	Nil	Nil	Nil
Transfer of Technology	Nil	Nil	Nil	Nil	Nil	Nil
Inter-departmental Research (Inter-disciplinary)	Nil	Nil	Nil	Nil	Nil	Nil
Consultancy	Nil	Nil	Nil	Nil	Offered Consultancy Services to H M Patel English	Nil

Details /Department	CM	HT	HLS	IT	LS	MS
					Medium School, Dharmaj. Coordinator of the Project on Assessment of School Performance Feb 2019	
Externally funded Research Projects	Nil	Nil	Nil	Nil	Nil	Nil
Educational Programmes arranged	Nil	Nil	Nil	Nil	Nil	Webinar on Hydraulics and Pneumatics by Mr.Prashant Parmar in AY 2020 Webinar on Arduino COntroller by Udayan Trivedi in AY 2020

Annexure 12.1.1

Publication Details

Details of Publication	Year	Name of Department
Mr.Prasant Parmar,Review in carbon nanotube based dry electrode for EEG recording, ICIAME, 2018 DOI:10.5772/IntechOpen 81083	2018	Mechatronics
Mr.Prasant Parmar,Simulation result of low cost frontended portable eeg signal aquisition ampllifier, JETIR, 2019 ISBN: 2349-5162	2019	Mechatronics
Ashutosh Sandhe, 2019, Consumer-Based Brand Equity (CBBE) of Leading Online Shopping Sites in India, International Journal of Advances in Management and Economics, Vol.8(05), pp. 16-27 (ISSN 2278-3369).	2019	Commerce and Management
Ashutosh Sandhe, 2019, The Effect of Consumer Attitude on Purchasing Intention for Organic Products, International Journal of Research – Granthaalayah (IJRG), Vol.7 (2), PP. 1-9 (ISSN: 2350-0530). Feb 2019. DOI: https://doi.org/10.29121/granthaalayah.v7.i2.2019.987	2019	Commerce and Management
Dishank Upadyay,"Experimental Setup for Hot Turning using Induction Heating Application.", International Journal of Emerging Technologies and Innovative Research (www.jetir.org), ISSN:2349-5162, Vol.7, Issue 6, page no.1668-1674, June 2020, Available : http://www.jetir.org/papers/JETIR2006569.pdf	2020	Mechatronics
Dishank Upadyay“Experimental Setup for Hot Turning Using K-Type Thermocouple Interface with Arduino”, IJSRD - International Journal for Scientific Research & Development| Vol. 8, Issue 4, 2020 | ISSN (online): 2321-0613, June 2020,	2020	Mechatronics
Ashutosh Sandhe, September 2020, Testing and Validating a Tool to Measure Product Involvement from its Antecedents, Journal of Engineering and Technology for Industrial Applications (ITEGAM-JETIA), Brazil. [ISSN 2447-0228] DOI: https://doi.org/10.5935/jetia.v6i25.696	2020	Commerce and Management

Details of Publication	Year	Name of Department
Ashutosh Sandhe, April 2020, A Descriptive Study of Brand Equity of India's Popular Online Shopping Sites, Independent Journal of Management & Production (Brazil), Vol.11(2), page 324-342. [ISSN: 2236-269X]. DOI: https://doi.org/10.14807/ijmp.v11i2.1066	2020	Commerce and Management
Ms.Kruti Shah A study on consumers' perception towards contemporary Travel Marketing Trends.", Research Review International Journal of Multidisciplinary, Vol.3, Issue-09, e-ISSN: 2455-3085	2020	Commerce and Management
Mr.Ritesh Amarsela, **Prof.Palak Kapoor, Prof.Haridutt Sharma, IMPACT OF SOCIAL MEDIA ON WOMEN EMPOWERMENT IN INDIA, Sambodhi	2020	Commerce and Management
PROF.RITESH AMARSELA, A STUDY ON NEED & PRESENT STATUS OF WOMEN EMPOWERMENT IN INDIA,Kala : The Journal of Indian Art History Congress	2020	Commerce and Management
Ms.Chetana J Upadhyay, Published paper in the "RADHANVALLI" An International Peer Reviewed Multidisciplinary Research Journal (Bi-Annual) with the titled ' A Comprehensive Framework on Factors Influencing Consumer Impulsive Buying Behaviour in Retail Environment' ,Volume-02, Issue 04, NOV 2018,ISSN no. 2457-0273, 01-11.	2020	Commerce and Management
N.P. Bhatt and Dr. P.V.Virparia, "Comparison of Data Mining Classification Method for Predicting Crop Water Requirement", International Journal of Scientific Research in Computer Science, Engineering and Information Technology, Vol. 3 (Issue: 5), 2018, pp.34-40. ISSN: 2456-3307	2020	Information Technology
Ms.Chetana J Upadhyay, , Published paper in the "RADHANVALLI" An International Peer Reviewed Multidisciplinary Research Journal (Bi-Annual) with the titled ' A Comparative Analysis Based on Gender Differences with Special Reference to Impulsive Buying Behaviour of Selected Consumers at Anand City.' ,Volume-05, Issue 09, May 2021,ISSN no. 2457-0273, 01-23.	2021	Commerce and Management

Appendix – XVIII

Details of Non-teaching Staff

Name	Designation	Age	Qualification	Scale of Pay (Rs)	Date of Appointment	Trained Yes/No If yes, Details
Prof.H.C.Trivedi	Executive Administration Officer & Incharge Registrar	72	M.Sc.,PhD	1,30000(Fix Pay)	01/07/2021	Yes
Dr.Ageetha Vanaamudan	Deputy Registrar	42	M.Sc.,PhD	22.500	23/8/2021	Yes
Kartik Mishra	Senior Manager	35	M.com	18,518	10/6/2021	Yes
Dashrath Vaishnav	Asst. Manager	39	M.A.	16,292	20/12/2010	Yes
Rajendra Singh	Asst. Manager	41	B.A.	16,502	9/4/2018	Yes
Nikulkumar Prajapati	Sr. Executive	32	M.H.R.M.	11,069	5/5/2014	Yes
Harshidaben Pandor	Executive	32	B.com	10,812	20/2/2019	Yes
Dr. Jaydeep Mehta	Deputy Librarian	44	Ph.D	16,292	7/10/2014	Yes
Rony Joseph	Senior Workshop Superintendent	52	Diploma	11,184	22/9/2014	Yes
Solanki Nileshbhai M	Lab Assistant	24	B.E	15,582	18/11/19	Yes
Daxesh Panchal	System Administration	26	CHNA Certificate	9140	18/2/2021	Yes

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Name	Designation	Age	Qualification	Scale of Pay (Rs)	Date of Appointment	Trained Yes/No If yes, Details
Mahendrabhai Bhoi	Office Boy	41	SSC	15,000	3/2/2014	No
Bharatsinh Gohel	Office Boy	28	HSCE	13,797	1/10/2015	No
Mitesh Padhiyar	Office Boy	43	SSCE	13,505	1/8/2017	No

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Annexure - 13.2

Summary of the Non-Teaching Staff

Particulars	Female	Male	Total
Admin Staff Sub Total	02	08	10
Group A	Not Applicable		
Group B			
Group C			
Group D			
Technical Staff	0	03	03
Group A	Not Applicable		
Group B			
Group C			
Group D			
Grand Total	**02**	**11**	**13**

Annexure - 13.3

No. of Non-Teaching Staff category-wise

Category	Female	Male	Total
SC	-	-	-
ST	-	-	-
OBC	-	-	-
PH	-	-	-
General	2	11	13

B.COM SEM 2 JUNE 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	BC15R203	Mercantile Law	16	9
2	EC15R201	PDJS 1	16	13
3	BC15R202	Business Statistics	16	8
4	BC15R204	Financial Management	16	12
5	BC15R207	Tally - II	16	12
6	BC15R205	Financial Accounting - II	16	7
7	BC15R206	Direct and Indirect Taxes - I	16	10
8	BC15R201	Managerial Economics	16	15

BBA SEM 2 JUNE 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	BB15R205	Business Statistics	3	3
2	BB15R204	Business Law	3	3
3	BB15R201	Organisational Behaviour	3	3
4	PD15R201	Personality Development and Job skills-I	3	3
5	BB15R206	Managerial Economics	3	3
6	BB15R203	Financial Management	3	3
7	BB15R202	Marketing Management	3	3

B.COM-BBA SEM 4 JUNE 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	OJT15R 401	OJT-B.COM-4	9	9
2	OJT15R 401	OJT-BBA-4	6	6

B.COM SEM 6 JUNE 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	EC15R601	English & Communication Skills - III	10	10
2	BC15R601	International Financial Management	10	9

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2018-2019

5	BB15R305	Production and Operations Management	3	3
6	BB15R306	Supply Chain Management	3	3
7	BE15R301	Basics of Entrepreneurship-I	3	3
8	EC15R301	English & Communication Skills-II	3	3

BCOM SEM 5 JUNE 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	BC15R501	E-Commerce	9	8
2	BC15R502	Corporate Accounting - II	9	9
3	BC15R503	Direct & Indirect Tax II	9	7
4	BC15R504	Capital Market Operation	9	7
5	BC15R505	Corporate Governance & Business Ethics	9	9
6	PD15R501	Personality Development & Job Skills – II	9	9
7	CS15R501	Computer Skills and office Administration –II	9	9

BBA SEM 5 FINANCE DECEMBER 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	CS15R501	CS-II	3	3
2	PD15R501	PDJS-II	3	3
3	BBF15R503	E-Commerce	3	3
4	BBF15R502	TL	3	3
5	BBF15R504	CMO	3	3
6	BBF15R505	MFS	3	3

BBA SEM 5 MARKETING DECEMBER 2018

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	CS15R501	CS-II	5	5
2	PD15R501	PDJS-II	5	5
3	**BBM15R502**	Consumer Behaviour	5	5
4	**BBM15R503**	Retail Management	5	5
5	**BBM15R504**	Services Marketing	5	5
6	**BBM15R505**	International Marketing	5	5

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2019-2020

B.COM-SEM 2 MAY 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	LS004182A1	PDJS(Th)	15	8
2	LS004182A2	PDJS(Pr)	15	8
3	IT014182A8	Computer Skills -II	15	9
4	CM014182A1	Business Statistics	15	5
5	CM014182A2	Corporate Accounting	15	8
6	CM014182A3	Legal Aspects of Business	15	6
7	CM014182A4	Financial Management	15	9
8	CM014182A5	Business Skills	15	8
9	CM014182A6	Tally ERP-I	15	6

BBA SEM 2 MAY 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	LS004182A1	PDJS(Th)	9	7
2	LS004182A2	PDJS(Pr)	9	6
3	IT014182A8	Computer Skills & Office Administration-II	9	8
4	CM014182A1	Business Statistics	9	8
5	CM024182A1	Organizational Behaviour	9	8
6	CM014182A3	Legal Aspects of Business	9	7
7	CM014182A4	Financial Management	9	8
8	CM014182A5	Business Skills	9	7
9	CM024182A2	Marketing Management	9	8

B.COM-BBA-SEM-4 MAY 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	OJT15R 401	OJT-B.COM-4	15	15
2	OJT15R 401	OJT-BBA-4	3	3

B.COM SEM 6 MAY 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	EC15R601	ECS-III	9	9
2	BE15R601	Basics of Enterpreneurship II	9	9
3	BC15R601	International Financial Management	9	7

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2019-2020

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	LS0014181A1	ECS - 1 (TH)	16	15
2	LS0014181A2	ECS - 1 (PR)	16	15
3	IT014181A8	Computer Skills & Office Administration-I	16	15
4	CM014181A3	Business Economics	16	15
5	CM014181A1	Principles of Management	16	13
6	CM014181A2	Financial Accounting	16	15
7	CM014181A4	Business Mathematics	16	13
8	CM014181A5	Accounting Skills	16	15

B.COM SEM 3 DECEMBER 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	LS004183A1	ECS -II (TH)	6	5
2	LS004183A2	ECS - II (PR)	6	6
3	CM014183A1	Cost & Management Accounting	6	6
4	CM014183A2	Direct & Indirect Tax	6	6
5	CM014183A5	Tally ERP - II	6	6
6	CM014183A3	Audit Practice	6	5
7	CM014183A6	Corporate Skills	6	6
8	CM014183A7	Spiritual Management	6	6
9	CM014183A4	Management of Financial Services	6	6

BBA SEM 3 DECEMBER 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	LS004183A1	ECS- II (TH)	6	6
2	LS004183A2	ECS - II (PR)	6	6
3	CM024183A1	Human Resource Management	6	6
4	CM024183A2	Supply Chain Management	6	6
5	CM024183A3	Production & Operations Management	6	6
6	CM024183A4	Strategic Management	6	6
7	CM024183A5	Operational Skills	6	6
8	CM014183A7	Spiritual Management	6	6
9	CM014183A4	Management of Financial Services	6	6

B.COM SEM 5 DECEMBER 2019

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	PD15R501	PDJS - II	15	15
2	CS15R501	CSOA - II	15	15
3	BC15R501	E-Commerce	15	14
4	BC15R502	Corporate Accounting - II	15	15
5	BC15R503	Direct & Indirect Tax - II	15	15

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2020-2021

FYB.COM SEM 1 FEB 2021

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	CM014181A1	Principles of Management	21	21
2	CM014181A2	Financial Accounting	21	21
3	CM014181A3	Business Economucs	21	16
4	CM014181A4	Business Maths	21	15
5	CM014181A5	Accounting Skills	21	21
6	LS0014181A1	English & Communication Skills-I Th	21	20
7	LS0014181A2	English & Communication Skills-I PR	21	21
8	IT014181A8	Computer Skills and office Administration –I	21	7

FYB.COM SEM 2 JUNE 2021

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	CM014182A1	Business Stat. `	17	12
2	CM014182A2	Corporrate Accounting	17	15
3	CM014182A3	Legal Aspects of Business	17	17
4	CM014182A4	Financial Management	17	15
5	CM014182A5	Business Skills	17	16
6	CM014182A6	Tally ERP -1	17	13
7	IT014182A8	Computer Skills and office Administration –II	17	13
8	LS004182A1	Personality Development & Job Skills – II Th	17	16
9	LS004182A2	Personality Development & Job Skills – II Pr	17	17

FY B.COM SEM 1(ATKT) JUNE 2021

SR.NO	COURSE CODE	COURSE	APPEARED	PASSED
1	CM014181A3	Business Economucs	3	3
2	CM014181A4	Business Maths	4	4
3	LS0014181A1	English & Communication Skills-I Th	1	1
4	IT014181A8	Computer Skills and office Administration –I	10	10

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Result Analysis - 2018-19
DMLT

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	HL012181A1	Haematology Theory	25	25
2	HL012181A2	Haematology Practical	25	25
3	HL012181A3	Anatomy, Physiology & Clinical Biochemistry Theory	25	25
4	HL012181A4	Anatomy, Physiology & Clinical Biochemistry Practical	25	25
5	HL012181A5	Clinical pathology, Body Fluid & Clinical Microbiology Theory	25	25
6	HL012181A6	Clinical pathology, Body Fluid & Clinical Microbiology Practical	25	25
7	LS002181A1	Elements of English and Communication Skills - Theory	25	25
8	LS002181A2	Elements of English and Communication Skills - Practical	25	25
9	HL012181A7	Minor Project	25	25

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	HL012182A1	Immunology, Serology, Blood banking & Parasitology Theory	25	25
2	HL012182A2	Immunology, Serology, Blood banking & Parasitology Practical	25	25
3	LS002182A1	Personality and Jobs Skills Enhancement	25	25
4	IT002182A1	Introduction to MS-Office-Practical	25	25
5	HL012182A3	On Job Training	25	25

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Vadodara

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Result Analysis - 2019-20

DMLT

Semester 1				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**No of Students Passed**
1	HL012201A1	Haematology Theory	3	3
2	HL012201A2	Haematology Practical	3	3
3	HL012201A3	Anatomy, Physiology & Clinical Biochemistry Theory	3	3
4	HL012201A4	Anatomy, Physiology & Clinical Biochemistry Practical	3	3
5	HL012201A5	Clinical pathology, Body Fluid & Clinical Microbiology Theory	3	3
6	HL012201A6	Clinical pathology, Body Fluid & Clinical Microbiology Practical	3	3
7	LS002181A1	Elements of English and Communication Skills - Theory	3	3
8	LS002181A2	Elements of English and Communication Skills - Practical	3	3
9	HL012201A7	Minor Project	3	3

Semester 2				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**No of Students Passed**
1	HL012202A1	Immunology, Serology, Blood banking & Parasitology Theory	3	3
2	HL012202A2	Immunology, Serology, Blood banking & Parasitology Practical	3	3
3	LS002182A1	Personality and Jobs Skills Enhancement	3	3
4	IT002182A1	Introduction to MS-Office-Practical	3	3
5	HL012202A3	On Job Training	3	3

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Result Analysis - 2020-21

DMLT

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	HL012201A1	Haematology Theory	7	7
2	HL012201A2	Haematology Practical	7	7
3	HL012201A3	Anatomy, Physiology & Clinical Biochemistry Theory	7	7
4	HL012201A4	Anatomy, Physiology & Clinical Biochemistry Practical	7	7
5	HL012201A5	Clinical pathology, Body Fluid & Clinical Microbiology Theory	7	7
6	HL012201A6	Clinical pathology, Body Fluid & Clinical Microbiology Practical	7	7
7	LS002181A1	Elements of English and Communication Skills - Theory	7	7
8	LS002181A2	Elements of English and Communication Skills - Practical	7	7
9	HL012201A7	Minor Project	7	7

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	HL012202A1	Immunology, Serology, Blood banking & Parasitology Theory	7	6
2	HL012202A2	Immunology, Serology, Blood banking & Parasitology Practical	7	6
3	LS002182A1	Personality and Jobs Skills Enhancement	7	7
4	IT002182A1	Introduction to MS-Office-Practical	7	7
5	HL012202A3	On Job Training	7	7

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TeamLease Skills University
Vadodara

Result Analysis - 2018-19

BSc. In Hospitality and Tourism Management

Semester 1				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014181A1	Front Office Operation – I –Theory	22	20
2	HT014181A2	Front Office Operation – I – Practical	22	22
3	HT014181A3	Food and Beverage Service – I –Theory	22	18
4	HT014181A4	Food and Beverage Service – I – Practical	22	19
5	HT014181A5	Food Production – I –Theory	22	20
6	HT014181A6	Food Production – I – Practical	22	22
7	HT014181A7	Housekeeping – I –Theory	22	20
8	HT014181A8	Housekeeping – I – Practical	22	22
9	CM004181A1	Basic Financial Accounting	22	21
10	IT014181A8	Computer and office Administration -1	22	21
11	LS014181A1	English and Communication Skills – I Theory	22	20
12	LS014181A2	English and Communication Skills – I Practical	22	22

Semester 2				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014182A1	Front Office Operation – II –Theory	21	19
2	HT014182A2	Front Office Operation – II – Practical	19	19
3	HT014182A3	Food and Beverage Service – II – Theory	20	20
4	HT014182A4	Food and Beverage Service – II – Practical	14	14
5	HT014182A5	Food Production – II – Theory	17	15
6	HT014182A6	Food Production – II – Practical	18	18
7	HT014182A7	Housekeeping – II – Theory	21	19
8	HT014182A8	Housekeeping – II – Practical	18	18
9	LS024182A1	Personality Development and Job Skills - I Theory	17	16
10	LS024182A2	Personality Development and Job Skills - I Practical	16	16
11	HT014182A9	Industrial Exposure 30 days (25days x 8hrs)	21	21

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Semester 3				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
1	HT15R301	Hospitality Management Practices	12	9
2	HT15R302	Front Office Operation – III Theory	12	10
3	HT15R303	Front Office Operation – III Practical	12	12
4	HT15R304	Food and Beverage Services- III Theory	12	10
5	HT15R305	Food and Beverage Services - III Practical	12	12
6	HT15R306	Food Production – III Theory	12	11
7	HT15R307	Food Production – III Practical	12	12
8	HT15R308	Housekeeping – III Theory	12	12
9	HT15R309	Housekeeping – III Practical	12	12
10	HT15R310	Tourism Operations	12	11
11	HT15R110	Nutrition	7	7
12	EC15R301	English and Communicative Skills – II	10	10

Semester 4				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
1	**OJT15HT401**	**OJT**	**11**	**11**

Semester 5				
S.No	Course Code	Course Name	No of Student Appeared	Result(No of Students Passed)
1	HT15R501	Facility Management I	4	4
2	HT15R502	Accomodation Management Theory	4	4
3	HT15R503	Accomodation Management Practical	4	4
4	HT15R504	Food and Beverage Management 1 Theory	4	4
5	HT15R505	Food and Beverage Management 1 Practical	4	4
6	HT15R506	Food Production - Advance Kitchen Theory	4	4
7	HT15R507	Food Production - Advance Kitchen Practical	4	4
8	BE15R501	Basics of Entrepreneurship Development	4	4
9	PD15R501	PD & Job Skills -II	4	4

Semester 6				
S.No	Course Code	Course Name	No of Student Appeared	Result(No of Students Passed)
1	HT15R601	Facility Management II	3	3
2	HT15R602	Hospitality Sales and Marketing	3	3
3	HT15R603	Theory of Elective	3	3
4	EC15R601	English and Communicative Skills -III	3	3
5	HT15R606	Food Production Operations	1	1
6	HT15R607	Event Management	2	2

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Result Analysis - 2018-19 ATKT

BSc. In Hospitality and Tourism Management

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R102	Front Office Operation – I –Theory	4	4
2	HT15R104	Food and Beverage Service – I –Theory	4	3
3	HT15R106	Food Production – I –Theory	3	3
4	HT15R108	Housekeeping – I –Theory	2	2
5	EC15R101	English and Communication Skills – I Theory	2	2

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014181A1	Front Office Operation – I –Theory	2	0
2	HT014181A3	Food and Beverage Service – I –Theory	4	3
3	HT014181A4	Food and Beverage Service – I – Practical	2	2
4	HT014181A5	Food Production – I –Theory	2	2
5	HT014181A7	Housekeeping – I –Theory	2	0
6	CM004181A1	Basic Financial Accounting	1	0
7	LS004181A1	English and Communication Skills – I Theory	2	2

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R201	Principles and Practices of Management	1	1
2	HT15R202	Front Office Operation – II –Theory	3	3
3	HT15R203	Front Office Operation – II – Practical	2	2
4	HT15R204	Food and Beverage Service – II – Theory	4	0
5	HT15R206	Food Production – II – Theory	5	2
6	HT15R207	Food Production – II – Practical	3	3
7	HT15R208	Housekeeping – II – Theory	3	3
8	HT15R209	Housekeeping – II – Practical	2	2
9	HT15R210	Food Science	4	4
10	HT15R211	Introduction to Tourism & Cultural Heritage	3	3
11	OJT15R201	Industrial Exposure 30 days (25days x 8hrs)	3	3
12	PD15R201	Personality Development and Job Skills - I Theory	2	2
13	HT15R111	Basic Financial Accounting	3	0

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Semester 3

S.No	Course Code	Course Name	No of Student Appeared	Result(No of Students Passed)
1	HM18R301	Front Office Operations I (Theory)	2	2
2	HM18R302	Front Office Operations I (Practical)	2	2
3	HM18R303	Food Production Operation I(Theory)	2	2
4	HM18R304	Food Production Operation I(Practical)	2	2
5	HM18R305	HouseKeeping Operation I (Theory)	2	2
6	HM18R306	HouseKeeping Operation I (Practical)	2	2
7	HM18R307	Food and Beverage Service Operations I (Theory)	2	2
8	HM18R308	Food and Beverage Service Operations I (Practical)	2	2
9	CM004183A1	Hotel Sales and Marketing	2	0
10	CM004183A2	Hotel Sales and Marketing	2	2
11	HMEC18R311	Essentials of Communication for Hospitality II (Theory)	2	2
12	HMEC18R312	Essentials of Communication for Hospitality II (Practical)	2	2

Semester 4

S.No	Course Code	Course Name	No of Student Appeared	Result(No of Students Passed)
1	HM18R401	Front office Operations II- Theory	2	2
2	HM18R402	Front office Operations II- Practical	2	2
3	HM18R403	Food Production Operations II Theory	2	2
4	HM18R404	Food Production Operations II Practical	2	2
5	HM18R405	Housekeeping Operations II Theory	2	2
6	HM18R406	Housekeeping Operations II Practical	2	2
7	HM18R407	Food and Beverage Service Operations II Theory	2	2
8	HM18R408	Food and Beverage Service Operations II Practical	2	2
9	HM18R409	Basic Hotel Engineering Theory	2	2
10	HM18R410	Basic Hotel Engineering Practical	2	2
11	HMEC18R401	Essentials of Personality Development for Hospitality II (Theory)	1	1
12	HMEC18R402	Essentials of Personality Development for Hospitality II (Practical)	1	1

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HM17R101	Foundation in Front Office - I Theory	1	1
2	HM17R103	Foundation in Food Production - I Theory	1	1
3	HM17R107	Foundation Food and Beverage Service – I – Theory	1	1

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HM17R203	Foundation in Food Production - II Theory	1	1
2	HM17R207	Foundation Food and Beverage Service – II – Theory	1	1
3	HM17R211	Personality Development and Job Skills - I Theory	1	1

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014181A1	Front Office Operation – I –Theory	6	5
2	HT014181A2	Front Office Operation – I – Practical	6	6
3	HT014181A3	Food and Beverage Service – I -Theory	6	5
4	HT014181A4	Food and Beverage Service – I - Practical	6	6
5	HT014181A5	Food Production – I –Theory	6	4
6	HT014181A6	Food Production – I – Practical	6	6
7	HT014181A7	Housekeeping – I –Theory	6	6
8	HT014181A8	Housekeeping – I – Practical	6	6
9	CM004181A1	Basic Financial Accounting	6	6
10	IT014181A8	Computer and office Administration -1	6	6
11	LS014181A1	English and Communication Skills – I Theory	6	6
12	LS014181A2	English and Communication Skills – I Practical	6	6

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014182A1	Front Office Operation – II –Theory	5	5
2	HT014182A2	Front Office Operation – II – Practical	5	5
3	HT014182A3	Food and Beverage Service – II – Theory	5	5
4	HT014182A4	Food and Beverage Service – II – Practical	5	5
5	HT014182A5	Food Production – II – Theory	5	5
6	HT014182A6	Food Production – II – Practical	5	5
7	HT014182A7	Housekeeping – II – Theory	5	5
8	HT014182A8	Housekeeping – II – Practical	5	5
9	LS024182A1	Personality Development and Job Skills - I Theory	5	5
10	LS024182A2	Personality Development and Job Skills - I Practical	5	5
11	HT014182A9	Minor Project Based on Industry visit to Hospitality Instutions (Practical)	5	5
12	HT014182B1	Minor Project Based on topic given by Internal Faculty (Practical)	5	5

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Semester 3				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
1	HT014183A1	Hospitality Management Practices	14	13
2	HT014183A2	Front Office Operation – III Theory	17	17
3	HT014183A3	Front Office Operation – III Practical	18	18
4	HT014183A4	Food and Beverage Service III Theory	18	18
5	HT014183A5	Food and Beverage Service III Practical	18	18
6	HT014183A6	Food Production – III Theory	18	17
7	HT014183A7	Food Production – III Practical	18	18
8	HT014183A8	Housekeeping – III Theory	18	18
9	HT014183A9	Housekeeping – III Practical	17	17
10	HT014183B1	Nutrition	18	17
11	LS014183A1	English and Communication Skills – II Theory	18	15
12	LS014183A2	English and Communication Skills – II Practical	18	16

Semester 4				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
1	OJT014184A1	On Job Training	18	18
2	HT014183B2	Introduction to Tourism and Cultural Heritage	18	18

Semester 5				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
1	HT15R501	Facility Management -I	11	11
2	HT15R502	Accomodation Management Theory	11	11
3	HT15R503	Accomodation Management Practical	8	8
4	HT15R504	Food and Beverage Management 1 Theory	11	11
5	HT15R505	Food and Beverage Management 1 Practical	11	11
6	HT15R506	Food Production -Advance Kitchen-Theory	11	5
7	HT15R507	Food Production -Advance Kitchen-Practical	11	11
8	BE15R501	Basics of Entrepreneurship Development	11	11
9	PD15R501	PD & Job Skills- II	11	11
10	CS15R101	Computer and Office Administration-1	6	6

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Semester 6				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R601	Facility Management II	11	11
2	HT15R602	Hospitality Sales and Marketing	11	11
3	HT15R605	Elective based project -Food Production Operation	4	4
4	HT15R608	Elective based project -Travel and Tourism Operation	7	7
5	EC15R601	English and Communicative Skills -III	11	11

Semester 5 (WBL)				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HM18R501	Hospitality Human Resource Management - I Theory	2	2
2	HM18R502	Hospitality Human Resource Management - I Practical	2	2
3	HM18R503	Understanding Food Safety and Hygiene Theory	2	2
4	HM18R504	Understanding Food Safety and Hygiene Practical	2	2
5	HM18R505	Professional Skills for Hospitality - I Theory	2	2
6	HM18R506	Professional Skills for Hospitality - I Practical	2	2
7	HM18R508	Food Production Operation and Management -Theory Elective	1	1
8	HM18R510	Food and Beverage Operation and Management - Theory Elective	1	1
9	HM18R512	Food Production Operation and Management -Practical Elective	1	1
10	HM18R514	Food and Beverage Operation and Management - Practical Elective	1	1

Semester 6 (WBL)				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HM18R601	Basics of Enterpreneurship II	2	2
2	HM18R602	Basics of Nutrition	2	2
3	HM18R607	Elective based Theory- Food Production Operation and Management -II	1	1
4	HM18R608	Elective based Practical-.Food Production Operation and Management -II	1	1
5	HM18R611	Elective bases Theory- Food and Beverage Operation and Management -II	1	1
6	HM18R612	Elective bases Practical- Food and Beverage Operation and Management -II	1	1

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R104	Food and Beverage Service – I -Theory	1	1

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014182A2	Front Office Operation – II – Practical	2	2
2	HT014182A4	Food and Beverage Service – II – Practical	5	5
3	HT014182A5	Food Production – II – Theory	5	5
4	HT014182A6	Food Production – II – Practical	2	2
5	HT014182A7	Housekeeping – II – Theory	1	1
6	HT014182A8	Housekeeping – II – Practical	3	3
7	LS004182A1	Personality Development and Job Skills - I Theory	4	4
8	LS004182A2	Personality Development and Job Skills - I Practical	4	4

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	OJT15R201	Industrial Exposure (30 Days0	1	1

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R301	Hospitality Management Practices	3	1
2	HT15R302	Front Office Operation – III Theory	2	2
3	HT15R304	Food and Beverage Service III Theory	2	0
4	HT15R306	Food Production – III Theory	1	1
5	HT15R110	Nutrition	1	1

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Semester 3				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014183A1	Hospitality Management Practices	6	6
2	HT014183A2	Front Office Operation – III Theory	1	1
3	HT014183A6	Food Production – III Theory	1	1
4	HT014183A9	Housekeeping – III Practical	1	1
5	HT014183B1	Nutrition	1	1
6	LS014183A1	English and Communication Skills – II Theory	3	3
7	LS014183A2	English and Communication Skills – II Practical	2	2

Semester 5				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R503	Accomodation Management Practical	3	3
2	HT15R506	Food Production -Advance Kitchen-Theory	6	6
3	PD15R501	Personality Development and Job Skills - II Theory	1	1

Semester 6				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT15R601	Facility Management II	1	1
2	HT15R502	Hospitality Sales and Marketing	1	1
3	HT15R603	Elective Theory - Food Production Operation	1	1
4	HT15R606	Elective based project -Food Production Operation	1	1
5	EC15R601	English and Communicative Skills -III	1	1

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Semester 6				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HM18R309	Sales and Marketing Theory	2	2

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014201A1	Front Office Operation – I –Theory	8	8
2	HT014201A2	Front Office Operation – I – Practical	8	8
3	HT014201A3	Food and Beverage Service – I –Theory	8	8
4	HT014201A4	Food and Beverage Service – I – Practical	8	8
5	HT014201A5	Food Production – I –Theory	8	8
6	HT014201A6	Food Production – I – Practical	8	8
7	HT014201A7	Housekeeping – I –Theory	8	8
8	HT014201A8	Housekeeping – I – Practical	8	8
9	CM004181A1	Basic Financial Accounting	8	8
10	IT014201A8	Computer and Office Administration -1	8	4
11	LS014181A1	English and Communication Skills – I Theory	8	8
12	LS014181A2	English and Communication Skills – I Practical	8	8

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014202A1	Front Office Operation – II –Theory	8	8
2	HT014202A2	Front Office Operation – II – Practical	8	8
3	HT014202A3	Food and Beverage Service – II – Theory	8	8
4	HT014202A4	Food and Beverage Service – II – Practical	8	8
5	HT014202A5	Food Production – II – Theory	8	8
6	HT014202A6	Food Production – II – Practical	8	8
7	HT014202A7	Housekeeping – II – Theory	8	8
8	HT014202A8	Housekeeping – II – Practical	8	8
9	LS024182A1	PDJS - I Theory	8	8
10	LS024182A2	PDJS - I Practical	8	8
11	CM014184A5	Entrepreneurship Skills and Application	8	8
12	HT014202A9	Minor Project	8	8

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014183A1	Hospitality Management Practices	8	8
2	HT014183A2	Front Office Operation – III Theory	8	8
3	HT014183A3	Front Office Operation – III Practical	8	8
4	HT014183A4	Food and Beverage Service III Theory	8	8
5	HT014183A5	Food and Beverage Service III Practical	8	8
6	HT014183A6	Food Production – III Theory	8	8
7	HT014183A7	Food Production – III Practical	8	8
8	HT014183A8	Housekeeping – III Theory	8	8
9	HT014183A9	Housekeeping – III Practical	8	8
10	CM014185A5	Entrepreneurship Skills and Application	8	8
11	HT014183B2	Introduction to Tourism and Cultural Heritage	8	8
12	LS014183A1	English and Communication Skills – II Theory	8	8
13	LS014183A2	English and Communication Skills – II Practical	8	8

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Semester 4				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	OJT014184A1	On Job Training	6	6
2	LS024183A1	PDJS II (Theory)	6	6
3	LS024183A2	PDJS II (Practical)	6	6

Semester 5				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014195A1	Facility Management	18	18
2	CM004185A1	Hotel and Sales Marketing	18	18
3	CM014185A5	Entrepreneurship Skills and Application	18	18
4	HT014205A2	Elective Subject Theory- Accommodation Management Theory	7	7
5	HT014205A4	Elective Subject Theory- Food And Beverage Management Theory	3	3
6	HT014205A6	Elective Subject Theory-Food Production Advance Kitchen Theory	3	3
7	HT014205A8	Elective Subject Theory- Travel & Tourism Operations Theory	5	5
8	HT014205A3	Elective Subject Practical - Accommodation Management Theory	7	7
9	HT014205A5	Elective Subject Practical- Food And Beverage Management Theory	3	3
10	HT014205A7	Elective Subject Practical-Food Production Advance Kitchen Theory	3	3
11	HT014205A9	Elective Subject Practical- Travel & Tourism Operations Theory	5	5
12	HT014205B1	Food Science	18	18
13	LS0014185A1	English and Communication Skills – III Theory	18	18
14	LS0014185A2	English and Communication Skills – III Practical	18	18
15	LS0014184A1	Personality Development and Job Skills - II Theory	18	18
16	LS0014184A2	Personality Development and Job Skills - II Practical	18	18

Semester 6				
Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	HT014196A1	Elective subject (Project)Accomodation Operation,Food Production Operation,Food and Beverage Service Operation,Travel and Tourism Operation	16	16
2	HT014206A2	Professional Skills in Hospitality (Theory)	16	16
3	HT014206A3	Professional Skills in Hospitality (Prac)	16	16

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B.Sc. (IT-Infrastructure Management Services)

Semester 1 (ATKT)

Sr.-No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT015R101	Computer Fundamentals - Th	7	6
2	IT015R102	PC Troubleshooting and Maintenance - Th	4	4
3	IT015R103	PC Troubleshooting and Maintenance - Pr	2	2
4	IT015R104	Networking Fundamentals - Th	1	1
7	IT015R107	Operating Systems - Pr	1	1
8	EC15R101	English and Communication Skills-I - Th	2	2
9	CS15R101	Computer Skills and Office Administration-I - Pr	1	1

Semester 2 (ATKT)

Sr.-No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R203	Advanced Networking - Th	1	1
2	IT15R205	Linux Administration-I - Th	4	3
3	IT15R207	IT Security and Policy Planning - Th	2	2

Semester 3

Sr.-No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R301	Windows Server 2012-II - Th	8+1	8+1
2	IT15R302	Windows Server 2012-II - Pr	8	8
3	IT15R303	Advanced Routing - Th	8+1	8+1
4	IT15R304	Advanced Routing - Pr	8	8
5	IT15R305	Advanced Switching - Th	8	7
6	IT15R306	Advanced Switching - Pr	8	8
7	IT15R307	Linux Administration-II - Th	8+1	8+1
8	IT15R308	Linux Administration-II - Pr	8	8
9	EC15R301	English and Communication Skills-II - Th	8+1	7+1
10	IT15R309	Seminar	8	8

Semester 4

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT14ROJT1	On-Job-Training (OJT)	8	8

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R501	Windows Server 2012-III - Th	5	5
2	IT15R502	Windows Server 2012-III – Pr	5	5
3	IT15R503	Mail Server Setup and Administration – Th	5	5
4	IT15R504	Mail Server Setup and Administration – Pr	5	5
5	IT15R505	Linux Enterprise Virtualization – Th	5	5
6	IT15R506	Linux Enterprise Virtualization – Pr	5	5
7	BE15R501	Basics of Entrepreneurship – Th	5	5
8	PD15R501	Personality of Development and Job Skills-II	5	5

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R601	Storage Area Network - Th	5	5
2	IT15R602	Storage Area Network - Pr	5	5
3	IT15R603	Data Base Fundamentals - Th	5	5
4	IT15R604	Data Base Fundamentals - Pr	5	5
5	IT15R605	Fundamentals of Data Warehouse – Th	5	5
6	IT15R606	Server Virtualization with Windows Server Hyper-V®	5	5
7	IT15R607	Server Virtualization with Windows Server Hyper-V®	5	5
8	EC14R601	English and Communication Skills-III	5	5

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014191A1	Computer Fundamentals - Th	10+1	10+1
2	IT014191A2	PC Troubleshooting and Maintenance - Th	10	8
3	IT014191A3	PC Troubleshooting and Maintenance - Pr	10	10
4	IT014191A4	Networking Fundamentals - Th	10	9
5	IT014191A5	Networking Fundamentals - Pr	10	10
6	IT014191A6	Operating System - Th	10	9
7	IT034191A7	Maths-I	10	3
8	IT014181A8	Computer Skills and Office Administration-I - Pr	10	10
9	LS004181A1	English and Communication Skills-I - Th	10	10
10	LS004181A2	English and Communication Skills-I - Pr	10	8

Semester 1 (ATKT)

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014191A2	PC Troubleshooting and Maintenance - Th	2	2
2	IT014191A4	Networking Fundamentals - Th	1	1
3	IT014191A6	Operating System - Th	1	1
4	IT034191A7	Maths-I	7	7
5	LS004181A2	English and Communication Skills-I - Pr	2	2

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014192A1	Windows Server 2016-I - Th	10	10
2	IT014192A2	Windows Server 2016-I - Pr	10	10
3	IT014192A3	Advanced Networking - Th	10	10
4	IT014192A4	Advanced Networking - Pr	10	10
5	IT014192A5	Linux Administration-I - Th	10+1	10+1
6	IT014192A6	Linux Administration-I - Pr	10	10
7	IT014192A7	Operating Systems - Pr	10	10
8	IT034192A8	Maths-II	10	10
9	LS004182A1	Personality Development and Job Skills-I - Th	10	10
10	LS004182A2	Personality Development and Job Skills-I - Pr	10	10
11	IT014182A8	Computer Skills and Office Administration-II- Pr	10	10

Semester 3 (ATKT)

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R305	Advanced Switching - Th	1	1
2	EC15R301	English and Communication Skills-II - Th	1	1

Semester 4

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
-		-	-	-

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R501	Windows Server 2012-III - Th	7	7
2	IT15R502	Windows Server 2012-III – Pr	7	7
3	IT15R503	Mail Server Setup and Administration – Th	7	7
4	IT15R504	Mail Server Setup and Administration – Pr	7	7
5	IT15R505	Linux Enterprise Virtualization – Th	7	7
6	IT15R506	Linux Enterprise Virtualization – Pr	7	7
7	BE15R501	Basics of Entrepreneurship – Th	7	7
8	PD15R501	Personality of Development and Job Skills-II	7	7

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT15R601	Storage Area Network - Th	7	7
2	IT15R602	Storage Area Network - Pr	7	7
3	IT15R603	Data Base Fundamentals - Th	7	7
4	IT15R604	Data Base Fundamentals - Pr	7	7
5	IT15R605	Fundamentals of Data Warehouse - Th	7	7
6	IT15R606	Server Virtualization with Windows Server Hyper-V	7	7
7	IT15R607	Server Virtualization with Windows Server Hyper-V	7	7
8	EC14R601	English and Communication Skills-III	7	7

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Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014201A1	Computer Fundamentals - Th	6	6
2	IT014201A2	PC Troubleshooting and Maintenance - Th	6	5
3	IT014201A3	PC Troubleshooting and Maintenance - Pr	6	5
4	IT014201A4	Networking Fundamentals - Th	6	6
5	IT014201A5	Networking Fundamentals - Pr	6	6
6	IT014201A6	Operating System - Th	6	5
7	IT014201A7	Maths-I	6	5
8	IT014201A8	Computer Skills and Office Administration-I - Pr	6	4
9	LS004181A1	English and Communication Skills-I - Th	6	6
10	LS004181A2	English and Communication Skills-I - Pr	6	6

Semester 1 (ATKT)

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014201A2	PC Troubleshooting & Maintenance – TH	1	1
2	IT014201A3	PC Troubleshooting & Maintenance – PR	1	1
3	IT014201A6	Operating System - TH	1	1
4	IT014201A7	Maths - I	1	1
5	IT014201A8	Computer Skills & Office Administration-I	2	2

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Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014202A1	Windows Server 2016 - I TH	6	6
2	IT014202A2	Windows Server 2016 - I PR	6	6
3	IT014202A3	Advance Networking – TH	6	6
4	IT014202A4	Advance Networking – PR	6	6
5	IT014202A5	Linux Administration - I –TH	6	6
6	IT014202A6	Linux Administration - I –PR	6	6
7	IT014202A7	Operating Systems –PR	6	6
8	IT014202A8	Maths - II	4	4
9	IT014202A9	Computer Skills & Office Administration-II	4	4
10	LS004182A1	Personality Development & Job Skills-I (TH)	6	4
11	LS004182A2	Personality Development & Job Skills-I (PR)	5	4

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014193A1	Windows Server 2016 - II TH	9	9
2	IT014193A2	Windows Server 2016 - II PR	9	9
3	IT014193A3	Advance Routing – TH	9	9
4	IT014193A4	Advance Routing – PR	9	9
5	IT014193A5	Advance Switching – TH	9	9
6	IT014193A6	Advance Switching - PR	9	9
7	IT014193A7	Linux Administration - II – TH	9	9
8	IT014193A8	Linux Administration – II – PR	9	9
9	IT014193A9	Seminar	9	9
10	LS004183A1	English & Communication Skills-II (TH)	9	9
11	LS004183A2	English & Communication Skills-II (PR)	9	9

Semester 4

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	IT014194A1	Windows Server 2016 - III TH	9	9
2	IT014194A2	Windows Server 2016 - III PR	9	9
3	IT014194A3	Mail Server Setup & Administration – TH	9	9
4	IT014194A4	Mail Server Setup & Administration – PR	9	9
5	IT014194A5	Linux Enterprise virtualization –TH	9	9
6	IT014194A6	Linux Enterprise virtualization –PR	9	9
7	IT014194A7	Storage Area Network -TH	9	9
8	CM014184A5	Entrepreneurship Skills & Applications	9	9
9	LS004184A1	Personality Development & Job Skills-II (TH)	9	9
10	LS004184A2	Personality Development & Job Skills-II (PR)	9	9

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
		-		-

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
				-

TeamLease Skills University CONTROLLER OF EXAMINATIONS Vadodara

TeamLease Skills University Vadodara

Result Analysis 2018-2019

Bachelor of Computer Applications

Semester 1				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034181A1/CA16R101	Fundamentals of Computer –TH	11+1	7
2	IT034181A2	Web Technologies-I – PR	11	11
3	IT034181A3/CA16R103	Computer Programming – TH	11+1	8
4	IT034181A4/CA16R104	Computer Programming – PR	11+1	9+1
5	IT034181A5	Database Management System-I – TH	11	9
6	IT034181A6	Database Management System-I –PR	11	8
7	IT034181A7	Operating Systems – TH	11	8
8	LS004181A1/EC15R101	English & Communication Skills – I –TH	11+1	10+1
9	LS004181A2	English & Communication Skills – I –PR	11	10
10	IT014181A8	Computer Skills & Office Administration-I– PR	11	11

Semester 1(ATKT)				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034181A1	Fundamentals of Computer –TH	5	3
2	IT034181A3	Computer Programming – TH	4	2
3	IT034181A4	Computer Programming – PR	2	1
4	IT034181A5	Database Management System-I – TH	2	0
5	IT034181A6	Database Management System-I –PR	3	1
6	IT034181A7	Operating Systems – TH	3	1
7	IT014181A8	Computer Skills & Office Administration-I– PR	1	1
8	LS004181A2	English & Communication Skills – I –TH	1	1

Semester 2				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034182A1	.NET Programming-I – TH	11	9
2	IT034182A2	.NET Programming-I – PR	11	10
3	IT034182A3	Java Programming-I – TH	11	7
4	IT034182A4	Java Programming-I – PR	11	9
5	IT034182A5	Web Technologies-II –TH	11	6
6	IT034182A6	Web Technologies-II –PR	11	9
7	IT034182A7	Fundamentals of Networking – TH	11	9
8	IT014182A8	Computer Skills & Office Administration-II-PR	11	9
9	IT034182A9	Project-I-PR	11	10
10	LS004182A1	Personality Development-I-TH	11	10
11	LS004182A12	Personality Development-I-PR	11	11

Semester 2(ATKT)				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034182A1	.NET Programming-I – TH	1	1
2	IT034182A7	Fundamentals of Networking– TH	1	1

Semester 3				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	CA16R301	.NET Programming –II – TH	3	3
2	CA16R302	.NET Programming –II – PR	3	3
3	CA16R303	Java Programming-II – TH	3	3
4	CA16R304	Java Programming-II – PR	3	3
5	CA16R305	PHP Programming-I – TH	3	3
6	CA16R306	PHP Programming-I – PR	3	3
7	CA16R307	Data structures – TH	3	3
8	CA16R308	Project-II – PR	3	3
9	EC15R301	English & Communication Skills – II – TH	3	3

Semester 4				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	CA16R401	Advanced PHP – TH	2	2
2	CA16R402	Advanced PHP – PR	2	2
3	CA16R403	Advanced Java Programming – TH	2	2
4	CA16R404	Advanced Java Programming – PR	2	2
5	CA16R405	Mobile Application Development – TH	2	2
6	CA16R406	Mobile Application Development – PR	2	2
7	CA16R407	System Design – TH	2	2
8	CA16R408	Project-III – PR	2	2
9	EC15R601	English & Communication Skills-III	2	2

Semester 5				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	CAOJT1	On-the-Job-Training (OJT)	3	3

Semester 6				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
	CAOJT2	On-Job Training	3	3

TeamLease Skills University ★ Vadodara ★ CONTROLLER OF EXAMINATIONS

TeamLease Skills University ★ Vadodara ★

Result Analysis 2019-2020

Bachelor of Computer Applications

Semester 1 — December 2019

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT014191A1	Fundamentals of Computer – TH	15	11
2	IT034191A2	Computer Programming in C – TH	15	9
3	IT034191A3	Computer Programming in C – PR	15	10
4	IT034191A4	Web Technologies - I – TH	15	14
5	IT034191A5	Web Technologies - I – PR	15	15
6	IT014191A6	Operating System – TH	15	8
7	IT034191A7	Maths – I	15	10
8	LS004181A1	English & Communication Skills – I –TH	15	14
9	LS004181A2	English & Communication Skills – I –PR	15	15
10	IT014181A8	Computer & Office Administration-I– PR	15	15

Semester 1(ATKT)

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT014191A1	Computer Fundamentals - TH	4	4
2	IT034191A2	Computer Programming in C - TH	6	6
3	IT034191A3	Computer Programming in C - PR	5	5
4	IT034191A4	Web Technologies - I - TH	1	1
5	IT014191A6	Operating System - TH	7	7
6	IT034191A7	Maths - I – TH	5	5
7	LS004181A1	English & Communication Skills – I – TH	1	1

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034192A1	Object-oriented programming with C++ - TH	15	15
2	IT034192A2	Object-oriented programming with C++ - PR	15	15
3	IT034192A3	Database Management System – TH	15	15
4	IT034192A4	Database Management System – PR	15	15
5	IT034192A5	Web Technologies - II – TH	15	15
6	IT034192A6	Web Technologies - II – PR	15	15
7	IT034192A7	Fundamental of Networking – TH	15	15
8	IT034192A8	Maths-II	15	15
9	LS004182A1	Personality Development & Job Skills-II-TH	15	15
10	LS004182A2	Personality Development & Job Skills-II-PR	15	15
11	IT014182A8	Computer Skills & Office Administration-II-PR	15	15

Semester 2 (ATKT) — June 2020

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034182A1	.NET Programming-I-TH	2	2
2	IT034182A2	.NET Programming-I-PR	1	1
3	IT034182A3	JAVA Programming-I-TH	2	2
4	IT034182A4	JAVA Programming-I-PR	2	2
5	IT034182A5	Web Technologies-II-TH	2	2
6	IT034182A6	Web Technologies-II-PR	1	1
7	IT014182A8	Project-I-PR	1	1
8	IT034192A8	Maths-II	1	1
9	IT034192A1	Object-oriented programming with C++ - TH	1	1
10	IT034192A2	Object-oriented programming with C++ - PR	1	1
11	LS004182A1	Personality Development & Job Skills-I-TH	1	1

Semester 3 — December 2019

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034191A7	Maths-I-TH	9	4
2	IT034192A1	Object Oriented Programming with C++ - TH	9	7
3	IT034192A2	Object Oriented Programming with C++ - PR	9	6
4	IT034193A5	Relational Database Management System - TH	9	8
5	IT034193A6	Relational Database Management System - PR	9	9
6	IT034193A7	Data Structure - TH	9	6
7	IT034193A8	Data Structure - PR	9	9
8	IT034193A9	Python - TH	9	9
9	IT034193B1	Python - PR	9	9
10	LS004183A1	English & Communication Skills – II –TH	9	9
11	LS004183A2	English & Communication Skills – II –PR	9	7

Semester 3 (ATKT)

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034191A7	Maths - I – TH	5	5
2	IT034192A1	Object Oriented Programming with C++ - TH	2	2
3	IT034192A2	Object Oriented Programming with C++ - PR	3	3
4	IT034193A5	Relational Database Management System - TH	1	1
5	IT034193A7	Data Structures - TH	3	3
6	LS004183A2	English & Communication Skills – II – PR	2	2

Semester 4 — *June 2020*

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034194A1	.NET Programming - II – TH	9	9
2	IT034194A2	.NET Programming - II – PR	9	9
3	IT034194A3	Java Programming - II – TH	9	9
4	IT034194A4	Java Programming - II – PR	9	9
5	IT034194A5	Computer Graphics – TH	9	9
6	IT034194A6	Computer Graphics – PR	9	9
7	IT034194A7	System Analysis & Design – TH	9	9
8	IT034194A8	Operation Research – TH	9	9
9	CM014184A5	Entrepreneurship Skills and Applications	9	9
10	LS004184A1	Personality Development and Job skills-II-TH	9	9
11	LS004184A2	Personality Development and Job skills-II-PR	9	9

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	CAOJT1	On-Job Training	2	2

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	CAOJT2	On-Job Training	2	2

Parul Institute of Engineering & Technology, Parul Skills University, Vadodara

CONTROLLER OF EXAMINATIONS

Result Analysis 2020-2021

Bachelor of Computer Applications

Semester 1				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT014201A1	Computer Fundamentals – TH	20	19
2	IT034201A1	Computer Programming in C – TH	20	20
3	IT034201A2	Computer Programming in C – PR	20	20
4	IT034201A3	Web Technologies - I – TH	20	19
5	IT034201A4	Web Technologies - I – PR	20	14
6	IT014201A6	Operating System – TH	20	19
7	IT014201A7	Maths – I	20	19
8	LS004181A1	English & Communication Skills – I –TH	20	19
9	LS004181A2	English & Communication Skills – I –PR	20	19
10	IT014201A8	Computer Skills & Office Administration-I– PR	20	17

Semester 1 (ATKT)				
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT014201A1	Computer Fundamentals – TH	1	1
2	IT034201A4	Web Technologies - I – PR	5	5
3	LS004181A1	English & Communication Skills – I –TH	1	1
4	LS004181A2	English & Communication Skills – I –PR	1	1
5	IT014201A8	Computer & Office Administration-I– PR	2	2

Semester 2		June 2021		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034202A1	Object-oriented programming with C++ - TH	19	19
2	IT034202A2	Object-oriented programming with C++ - PR	19	11
3	IT034202A3	Database Management System – TH	19	19
4	IT034202A4	Database Management System – PR	19	12
5	IT034202A5	Web Technologies - II – TH	19	17
6	IT034202A6	Web Technologies - II – PR	19	12
7	IT034202A7	Fundamental of Networking – TH	19	18
8	IT014202A8	Maths - II	19	19
9	LS004182A1	Personality Development and Job Skills-I-TH	19	19
10	LS004182A2	Personality Development and Job Skills-I-PR	19	19
11	IT014202A9	Computer Skills and Office Administration-II - PR	19	19

Semester 3		December 2020		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034193A1	.NET Programming - I – TH	15	15
2	IT034193A2	.NET Programming - I – PR	15	15
3	IT034193A3	Java Programming - I – TH	15	14
4	IT034193A4	Java Programming - I – PR	15	15
5	IT034193A5	Relational Database Management System – TH	15	14
6	IT034193A6	Relational Database Management System – PR	15	15
7	IT034193A7	Data Structures – TH	15	14
8	IT034193A8	Data Structures – PR	15	15
9	IT034193A9	Python – TH	15	15
10	IT034193B1	Python – PR	15	15
11	LS004183A1	English & Communication Skills – II – TH	15	13
12	LS004183A2	English & Communication Skills – II – PR	15	14

Semester 3 (ATKT)		June 2021		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034193A3	Java Programming - I – TH	1	1
2	IT034193A5	Relational Database Management System – TH	1	1
3	IT034193A7	Data Structures – TH	1	1
4	LS004183A1	English & Communication Skills – II – TH	2	2
5	LS004183A2	English & Communication Skills – II – PR	1	1

Semester 4		June 2021		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034194A1	.NET Programming - II – TH	15	15
2	IT034194A2	.NET Programming - II – PR	15	8
3	IT034194A3	Java Programming - II – TH	15	15
4	IT034194A4	Java Programming - II – PR	15	8
5	IT034194A5	Computer Graphics – TH	15	15
6	IT034194A6	Computer Graphics – PR	15	14
7	IT034194A7	System Analysis & Design – TH	15	15
8	IT034194A8	Operation Research – TH	15	15
9	CM014184A5	Entrepreneurship Skills and Applications	15	15
10	LS004184A1	Personality Development and Job skills-II-TH	15	14
11	LS004184A2	Personality Development and Job skills-II-PR	15	15

Semester 5		December 2020		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034195A1	Mobile Application Development – TH	9	9
2	IT034195A2	Mobile Application Development – PR	9	9
3	IT034195A3	PHP Programming – TH	9	9
4	IT034195A4	PHP Programming – PR	9	9
5	IT034195A5	Artificial Intelligence – TH	9	9
6	IT034195A6	Management Information System – TH	9	9
7	IT034195A7	Data Warehousing & Mining – TH	9	9
8	IT034195A8	Project – PR	9	8
9	LS004185A1	English & Communication Skills – III – TH	9	9
10	LS004185A2	English & Communication Skills – III – PR	9	9

Semester 5 (ATKT)		June 2021		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034195A8	Project- PR	1	1

Semester 6		June 2021		
Sr.No.	Course Code	Course	No of Student Appeared	No of Students Passed
1	IT034196A1	On the Job Training (OJT)	9	9

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Result Analysis - 2018-19

B.Sc. (Mechatronics)

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
NO IN-TAKE				

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
NO IN-TAKE				

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R301	Safety & Plant Operation	4	4
2	MS15R302	Machine Element Design	4	4
3	MS15R303	Machine Element Design Practice	4	4
4	MS15R304	Computer Numerical Control	4	4
5	MS15R305	Computer Numerical Control Practice	4	4
6	MS15R306	Electrical Drives and Control	4	4
7	MS15R307	Electrical Drives and Control Practice	4	4
8	BE15R501	Basics of Entrepreneurship–I	4	4
9	EC15R501	English & Communication Skills-II	4	4

Semester 4

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R401	On-Job-Training	4	4

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R501	Quality Management	8	8
2	MS15R502	Programmable Logic Controller	8	8
3	MS15R503	Programmable Logic Controller Practical	8	8
4	MS15R504	Advanced Hydraulics and Pneumatics System	8	6
5	MS15R505	Advanced Hydraulics and Pneumatics System Practical	8	6
6	MS15R506	Microcontroller	8	8
7	MS15R507	Microcontroller Practical	8	8
8	PD15R501	Personality Development & Job skill-II	8	8
9	CS15R501	Computer Skills & Office Administration-II	8	8

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R601	Manufacturing Planning and Scheduling Principle	8	8
2	MS15R602	Robotics	8	7
3	MS15R603	Robotics Practice	8	7
4	MS15R604	Control System	8	7
5	MS15R605	Control System Practice	8	8
6	MS15R606	Advanced Microcontroller	8	7
7	MS15R607	Advanced Microcontroller Practice	8	7
8	BE15R601	Basics of Entrepreneurship –II	8	7
9	EC15R601	English & Communication Skills III	8	7

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Result Analysis - 2019-20
B.Sc. (Mechatronics)

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014191A1	Mathematics	5	5
2	MS014191A2	Manufacturing Techniques-I	5	4
3	MS014191A3	Manufacturing Techniques-I Practical	5	3
4	MS014191A4	Fundamentals of Mechanical	5	4
5	MS014191A5	Fundamental of Electronics	5	3
6	MS014191A6	Fundamental of Electronics- Practical	5	5
7	MS014191A7	Computer Aided Drafting - Practical	5	5
8	LS014181A1	English & Communication Skills - I (Th)	5	5
9	LS014181A2	English & Communication Skills - I (Pr)	5	5
10	IT014181A8	Computer Skills & Office Administration - I	5	5

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014192A1	Fundamental of Fluid Mechanics and Heat Transfer	5	5
2	MS014192A2	Manufacturing Techniques-II	5	5
3	MS014192A3	Manufacturing Techniques-II Practical	5	5
4	MS014192A4	Fundamental of Electrical	5	5
5	MS014192A5	Fundamental of Electrical Practical	5	5
6	MS014192A6	Computer Programming	5	5
7	HL004182A2	Environmental Studies	5	5
8	LS004182A1	Personality Development and Job skills-I Theory	5	5
9	LS004182A2	Personality Development and Job skills-I Practical	5	5
10	IT014182A8	Computer Skills and Office Administration II	5	5

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
		NO IN-TAKE		

Semester 4

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
		NO IN-TAKE		

Semester 5

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R501	Quality Management	4	4
2	MS15R502	Programmable Logic Controller	4	4

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3	MS15R503	Programmable Logic Controller Practical	4	4
4	MS15R504	Advanced Hydraulics and Pneumatics System	4	4
5	MS15R505	Advanced Hydraulics and Pneumatics System Practical	4	4
6	MS15R506	Microcontroller	4	4
7	MS15R507	Microcontroller Practical	4	4
8	PD15R501	Personality Development & Job skill-II	4	4
9	CS15R501	Computer Skills & Office Administration-II	4	4

Semester 6

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS15R601	Manufacturing Planning and Scheduling Principle	4	4
2	MS15R602	Robotics	4	4
3	MS15R603	Robotics Practice	4	4
4	MS15R604	Control System	4	4
5	MS15R605	Control System Practice	4	4
6	MS15R606	Advanced Microcontroller	4	4
7	MS15R607	Advanced Microcontroller Practice	4	4
8	BE15R601	Basics of Entrepreneurship –II	4	4
9	EC15R601	English & Communication Skills III	4	4

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Result Analysis - 2020-21

B.Sc. (Mechatronics)

Semester 1

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014191A1	Mathematics	13	13
2	MS014191A2	Manufacturing Techniques-I	13	11
3	MS014191A3	Manufacturing Techniques-I Practical	13	13
4	MS014191A4	Fundamentals of Mechanical	13	13
5	MS014191A5	Fundamental of Electronics	13	13
6	MS014191A6	Fundamental of Electronics- Practical	13	13
7	MS014191A7	Computer Aided Drafting - Practical	13	13
8	LS014181A1	English & Communication Skills - I (Th)	13	12
9	LS014181A2	English & Communication Skills - I (Pr)	13	12
10	IT014181A8	Computer Skills & Office Administration - I	13	10

Semester 2

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014192A1	Fundamental of Fluid Mechanics and Heat Transfer	13	13
2	MS014192A2	Manufacturing Techniques-II	13	10
3	MS014192A3	Manufacturing Techniques-II Practical	13	11
4	MS014192A4	Fundamental of Electrical	13	9
5	MS014192A5	Fundamental of Electrical Practical	13	12
6	MS014192A6	Computer Programming	13	13
7	HL004182A2	Environmental Studies	13	11
8	LS004182A1	Personality Development and Job skills-I Theory	13	11
9	LS004182A2	Personality Development and Job skills-I Practical	13	12
10	IT014182A8	Computer Skills and Office Administration II	13	12

Semester 3

Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014193A1	Plant, Maintenance and Safety	5	5
2	MS014193A2	Analog and Digital Electronics	5	5
3	MS014193A3	Analog and Digital Electronics	5	5
4	MS014193A4	Machine Element Design	5	5
5	MS014193A5	Computer Aided Graphinc	5	5
6	MS014193A6	Computer Numerical Control	5	5
7	MS014193A7	Computer Numerical Control Practice	5	5
8	MS014193A8	Electrical Drives and Control	5	5
9	MS014193A9	Electrical Drives and Control Practice	5	5
10	LS004183A1	English & Communication Skills-II TH	5	5
11	LS004183A2	English & Communication Skills-II PR	5	5

Semester 4

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Sr.No.	Course Code	Course	No of Student Appeared	Result (No of Students Passed)
1	MS014194A1	Sensor Technology	5	5
2	MS014194A2	Programmable Logic Controller	5	5
3	MS014194A3	Programmable Logic Controller Practical	5	5
4	MS014194A4	Advanced Hydraulics and Pneumatics System	5	5
5	MS014194A5	Advanced Hydraulics and Pneumatics System Practical	5	5
6	MS014194A6	Microcontroller	5	5
7	MS014194A7	Microcontroller Practical	5	5
8	MS014194A8	Mechatronics Project - I	5	5
9	LS004185A1	Personality Development & Job skill-II - Theory	5	5
10	LS004185A2	Personality Development & Job skill-II - Practical	5	5
11	CM014185A5	Entrepreneurship Skills & Applications	5	5
Semester 5				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
		NO IN-TAKE		
Semester 6				
Sr.No.	**Course Code**	**Course**	**No of Student Appeared**	**Result (No of Students Passed)**
		NO IN-TAKE		

TeamLease Skills University CONTROLLER OF EXAMINATIONS Vadodara

TeamLease Skills University Vadodara

Annexure – 15.4

Special achievements by the University

Sr. No.	Name of the collaborating agency with contact details	Name of the participant	Source of financial support	Duration	Link of the relevant document
1	Colleges Northern Ireland 39A Stockman's Way, Belfast, Co. Antrim, BT9 7ET Northern Ireland Clare.oneill@nrc.ac.uk Dorothy.mcelwee@nwrc.ac.uk info@collegesni.ac.uk	Dr. Srinivasan Kannan Mr. Vikrant Pande	UK-India Education and Research Initiative Project	24-01-15 to 31-01-15	https://sites.google.com/a/teamleaseuniversity.org/ukieri--project-ni-tlsu/contact-details
2		Mr. Prashant Parmar Mr. Dishank Upadhyay Mr. Udayan Trivedi		18-04-15 to 09-05-15	
3		Ms Clare O'Neil Ms. Dorothy McElwee Mr. Calum Morrison Dr. Terence Mclvor Dr. Seamus Hugh Ward		22-02-16 to 26-02-16	
4		Mr. Ashok Kumar K Ms. Neeti Sharma Mr. Divyang Jadeja		05-03-16 to 11-03-16	

Sr. No.	Name of the collaborating agency with contact details	Name of the participant	Source of financial support	Duration	Link of the relevant document
5	North West Regional College, 78-80 Strand Road, Derry Londonderry BT48 7AL Northern Ireland, United Kingdom, calum.morrison@nwrc.ac.uk or marina.jones@nwrc.ac.uk	Mr. Raymond Craig Ms. McCaul Kathleen Mr. Martin Peoples Mr. Emmett McCourt	ERASMUS+	20-11-16 to 02-12-16	https://sites.google.com/a/teamleaseuniversity.org/ukieri--project-ni-tlsu/contact-details
6		Mr. Udayan Trivedi Mr. Satish Jha Mr. Rajesh Rajendran Ms. Suma	ERASMUS+	13-03-17 to 24-03-17	
7		Mr. Prashant Parmar Mr. Dishank Upadhyay Mr. Divyang Jadeja Dr. Anupam Mitra Dr. Avani Umatt Dr. Rahul Kanagat Dr. Manoj Sharma Ms. Bharati Sharma	ERASMUS+	15-10-17 to 27-10-17	
8		Mr. Michael Poole	ERASMUS+	4-12-17	

Sr. No.	Name of the collaborating agency with contact details	Name of the participant	Source of financial support	Duration	Link of the relevant document
		Mr.Emmett McCourt Mr. Tim Jenkins Mr. Ethan Kelly		to 15-12-17	
9		Chef Douglas Walker	ERASMUS+	16-04-18 to 27-04-18	
10		Ms. Hiral Macwan Ms. Manjula Kumar Mr. Soumitra Mukherjee	ERASMUS+	10-06-18 to 23-06-18	