



## 5. Admission details of the last 3 years (Mandatory Document for Approval)

Sl.No	Name of the Student	Male / Female	Community OC/BC/SC/ST	Name of the Course	Year of Study
<b>(Give as Annexure-I In this table format Separately for 3 years)</b>					

## 6. Percentage of Placement Last 3 Years

Sl.No	Name of the Course Offered	Year of Study	No. of Students Passed out	No. of Students Placed	Percentage of Placement

## 7. Placement details of the last 3 years (Mandatory Document for Approval)

Sl.No	Name of the Student	Years of Study	Name of the Company / Industry Placed	Salary offered
<b>(Give as Annexure-II In this table format Separately for 3 years)</b>				

## 8. Mention 5 points on the steps taken to admit more students in the forthcoming years

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9. Mention 3 points on the steps taken to get Placement for more students in the forthcoming years

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10. Details of the Proposed Co-ordinator to be appointed for the year 201 - 201

Name of the Co-ordinator	Educational Qualification	Years of Study	Years of Teaching Experience	Years of other Administrative Experience	Proof of Experience enclosed Yes / No

11.. Names of the teacher(s) Proposed to be appointed for course(s) during 201 - 201  
(Can be given as annexure - III in this table format)

S.No	Course Name Willing to Conduct	Name of the Teacher to appointed with detailed address and conduct Phone No.	Educational Qualification	Years Studied the Qualifying degree	Years of Teaching Experience	Consent letter obtaining from teacher Enclosed Yes / No

12. Name of the office / Ministerial Staff to be appointed during in the year 201 - 201

Sl. No	Name of the Staff	Educational Qualification	Designation to be appointed	Years of Experience

## 13. Details of New Courses for which Applications are submitted

Sl. No	Name of New Course Requested	Total Student Strength requested

Note : (For New Courses Separate Application with due fee to be Submitted for details see website)

## 14. Details of Fee Payment

Particulars of Fee	Total Amount Paid	DD.No (or) Online Transcation ID	Date of DD Drawn / Date of Online Payment	Name of the Bank and Branch Name
Renewal Application Fee Rs. 500 Renewal Fee per Course Rs.3000 Rs. 3000 x ____ Courses				

**Declaration**

I / We hereby declare that the particulars furnished above are correct and true

Admission of students for any course in the centre will be made by us only after the renewal of approval is granted by the Manonmaniam Sundaranar University.

I / We will admit not less than 50 % of approved / Sanctioned strength in each course for which renewal of approval is to be Sanctioned.

I / We will take necessary measures to get Job placement of the students admitted in our centre

I / We also hereby declare that the trust / agency of the ELP Centre shall abide by the conditions to be prescribed by the Manonmaniam Sundaranar University while granting renewal of approval for the courses and from time to time thereafter.

I / We are aware that submitting this renewal application and payment of renewal fee. does not gurantee renewal of approval, University reserves the righ to cancel / renew the centre approval based on the satisfactory number of student admissions by our centre in the previous year and based on the percentage of placement of the previous batch students of our centre.

Station:

Signature

Date :

President / Secretary of the Trust / Agency  
(Seal of the Trust / Agency)

**Important Note :**

- ◆ Incomplete Applications and Applications without necessary enclosures willbe rejected without any explanations
- ◆ Annexure / Enclosure documents to be signed by the President / Secretary / Managing Trustee of the Society
- ◆ Any Centre who seeks renewal after three years on or after 2019-2020 will be given approval only with reinspection.
- ◆ Reinspection application along with inspection fee has to be separtely submitted by centre / Trust President.
- ◆ Applications without functional website and e-mail address will not be considered  
(all Communications From University will be informed by e-mails to the given email address of your trust only.
- ◆ Covering letter along with D.D / Proof of online payment and Filled in applications with enclosure to be soft bounded and sent to **The Director, Directorate of Vocational Education, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli - 627 012.** on or before the last date given in the website.