

**GOVERNANCE OF  
EXTENSION LEARNING CENTRE**

## **UNIVERSITY PROFILE**

Manonmaniam Sundaranar University (MSU) is a dynamic Institution of higher learning, set in Tirunelveli, the educational hub of Southern Tamil Nadu, with a campus area of 550 acres. The University was established in 1990, by the Government of Tamil Nadu, as a teaching - cum- affiliating University. The University is named after the Tamil poet literature Prof. P. Manonmaniam Sundaram Pillai (1855-1897), the author of the famous verse drama, Manonmaniam. The University caters to the needs of the three southern districts of Tamil Nadu, viz., Tirunelveli, Thoothukudi and Kanyakumari. The University is re-accredited by National Assessment and Accreditation Council (NAAC).

The University is located at Abishekapatti (on Tirunelveli- Tenkasi Road) at a distance of 8 kilometres from Tirunelveli. There are 22 Departments and 5 Centres in the University besides the Directorate of Distance and Continuing Education and Directorate of Vocational Education. Through Community Colleges and ELP Centres, Directorate of Vocational Education is offering skill based diploma and Certificate courses in various skill sectors. P.G. Extension Centre is at Nagercoil. Sri Paramakalyani Centre of Excellence in Environmental Sciences is functioning at Alwarkurichi and the Centre for Marine Science and Technology is at Rajakkamangalam.

Around 1,00,800 students are studying in the University Departments / Centres, Seventy three affiliated Colleges, Four constituent Colleges and Six University Colleges. The University is one of the pioneer institutions that offers Choice-Based Credit System (CBCS). The Courses and Research programmes offered by the University have been carefully chosen to cater to the contemporary needs of the region.

The University Departments offer Ph.D., M.Phil. and Integrated P. G. programmes in addition to regular P.G. programmes.

## **NORMS FOR STARTING A EXTENDED LEARNING PROGRAM CENTRE**

1. Any trust or Registered societies or educational bodies can apply for starting Extension Learning Programme (ELP) centers for conducting ELP courses.
2. An agency can apply only for 3 ELP courses at the maximum in the beginning; subsequently it can apply for additional courses. But the number cannot exceed two at a time.
3. In the same year of grant of approval, additional courses & additional seats cannot be sought, only in the next year additional courses and additional seats can be sought.
4. Any agency is free to seek approval for any new course that does not figure in the list of ELP course. But it should prepare and submit a syllabus the proposed course. The University Directorate of Vocational Education will consider such proposal.
5. An agency shall submit its application for fresh approval or further approval before the prescribed date which will be displayed in the University website.

6. When an agency applies for fresh approval or further approval for a course or courses (max: 3 or 2), it shall have some experience in connection with such course(s) and it shall produce a documentary evidence to that effect.
7. A proposed ELP centre should have a Co-ordinator. The Co-ordinator proposed to be appointed for the ELP centre should be qualified and he/she should have at least a PG degree and 5 years of experience in an educational institute.
8. The teachers proposed to be appointed for the ELP course(s) should be qualified, they should have at least a degree plus a diploma in the subject concerned or degree in the subject concerned. (For instance, a teacher to be appointed for diploma course in Yogic Science and education should have a degree plus a Diploma in Yoga or Yogic Science and Education, or a degree in the subject concerned.)
9. The proposed teacher must have given consent to the proposal of appointment.
10. The proposed ELP centre may be housed in an own building or in a rented building.
11. The building must be spacious enough as to accommodate atleast 30 students for a course, it shall have 10 Sq.Ft per student for theory class room and 30 Sq.Ft per student for practical room for a course.
12. The proposed ELP center should have a well stacked library and the library shall contain the books prescribed for the proposed course(s) in the syllabi among other things.
13. ELP centre should have necessary equipment for the practical's in the proposed course(s).
14. Any agency which has thus an infrastructure described above can apply for fresh approval or further approval. The application shall be made in the prescribed forms. The prescribed application form can be downloaded from the University website [www.msuniv.ac.in](http://www.msuniv.ac.in)
15. When application is submitted by an agency, it must enclose the following documents with the filled-in application form:
  1. Xerox copy of the Trust deed / registration document of the Trust / Society.
  2. Xerox Copy of the Title deed of the Proposed Building for ELP Centre (or) Xerox Copy of rental agreement of the Proposed ELP Centre building.
  3. Corporation / Municipality approved Building plan of the Proposed ELP Centre building.
  4. Stability Certificate of proposed building for the ELP Centre.
  5. Blue Print of earmarked Classroom Space / Lab Space / Office room, Staff room. Toilet, Parking Space in the Proposed ELP Centre building.
  6. Building tax Receipt for Current Year and identity Proof of Building Owner.
  7. Documentary proof of previous expertise in running a educational institute / training centre
  8. Tie-up documents with Company / Industry
  9. Coursewise list of proposed teachers and Co-ordinator with their educational Qualifications and Experience

10. Photocopy of Education and Experience Certificates of the proposed Co-ordinator and Course(s) teacher(s)
11. Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
12. Online Payment Proof (or) Demand Draft of fees
  
16. If the application is considered by the University, an Inspection commission will visit the proposed ELP centre and inspect the infrastructure of the proposed course(s). the agency shall pay inspection fee as prescribed below (within University Jurisdiction as Rs 10,000/- (not refundable) and every additional course Rs5,000/-(Not Refundable) and outside the University Jurisdiction as Rs 12,000/- (Not Refundable) and every additional course Rs 6,000/- (Not Refundable) paid by online payment/DD drawn in favor of the "Registrar-Manonmaniam Sundaranar University" payable at Tirunelveli. The fees once paid will not be refunded or adjusted under any circumstances.
17. Only after of the Inspection Commission's visit, The office of the Directorate of Vocational Education (DVE) will decide on the question of grant of fresh or further approval for the courses applied for. the office of Directorate of Vocational Education will inform the ELP centre approval and fee remittance intimation. Elp Approval fee are as follows, centre approval fee (non refundable) Rs. 40,000 /- Course approval fee One year. Diploma Course (non refundable) Rs. 25,000 /- Per course Certificate Course 6 Months duration Rs. 10,000 /- (non refundable) Every ELP centre should create an endowment fee (refundable) for Rs 25,000/- in the joint name of The Registrar, M.S.University and the Co-ordinator of the ELP centre. 50% of the interest earned from the endowment is to be given to the university and other 50% to the ELP centre.
18. The payment of Inspection fee and inspection commission's visit do not signal any guarantee for the approval. The University reserves the right to grant the approval or reject the approval.
19. When the approval order is issued, the ELP centre has to sign an agreement with the University on 20/- Rupees stamped paper in the presence of the Registrar. **(The format of Agreement See Onsite)** The agreement will be signed by the managing trustee/President/Co-ordinator of the agency and the Registrar of ManonmaniamSundaranar University. The Agreement so signed will be valid for one year. i.e. for the year of approval concerned. It can be renewed with the permission on the University, for renewal contact the University within the specified time.
20. The ELP centers after getting approval, letter from M.S.University the centers concerned will issue notification for admission and opening of online application forms. It is the responsibility of the ELP centre concerned to publicize the courses of study and to call for applications for admission. The University will not bear or share in the costs of such publicity.

## **NORMS FOR STUDENT ADMISSION IN ELP CENTRE**

21. Students who are undergoing a course of study in a(n) college/University/Distance education/ Institution can do a diploma or certificate course simultaneously under extension learning programme Centre.
22. Application forms for admission to Diploma courses will be issued in June. Application forms for admission to certificate courses will be issued in December for January-June batch and in June for July-December batch.
23. Applications for student's admission can be downloaded from the University website application cost can be paid through online payment portal displayed in the University website.
24. Photocopy of the Applications or applications down loaded from the website can be used for student admission by enclosing/submitting the proof of payment of Application cost (online payment/DD drawn in favor of the "Registrar-Manonmaniam Sundaranar University" payable at Tirunelveli.)
25. The application form shall be filled in English or Tamil only. The candidate herself/himself shall fill it in her/his own handwriting.
26. Application can be submitted by online/hardcopy applications - admission fee can be paid through online/ DD drawn in favour of the "Registrar-Manonmaniam Sundaranar University" payable at Tirunelveli. DD/Proof of online fee payment has to be enclosed along with the hardcopy of the application.
27. Name of the candidate and address to which communication is to be sent should be written in BLOCK letters in the appropriate column in the application form. Name in Tamil should be entered with initials in Tamil. Only residential address should be given for communication and not the ELP center's address.
28. Recent passport size color photo duly attested by a Gazetted officer shall be affixed in the due place in the application form.  
Recent passport size photograph should be uploaded in online application. The filled in online application should be downloaded and hardcopy of the same along with online payment proof has to be submitted to the ELP centre (it should not be sent to the University)
29. The ELP center coordinator has to collect all the applications from the candidates of the respective centers and eligibility of the candidates has to be checked. The ELP center coordinator has to forward the applications of the eligible candidates of the centre with a list of candidates (course wise alphabetical list).
30. While the application form for admission is submitted, original 12<sup>th</sup> or equivalent examination marks statement shall be submitted at the ELP center for verification (The original marks statement will be returned immediately on the spot after verification).
31. The Centre Co-ordinator of the Centre has to collect the hardcopy of the eligible candidate's application and to be submitted to the Director, Directorate of Vocational University, Manonmaniam Sundaranar University, Abishekapatti Campus, Tirunelveli-627 012. along with the following enclosures.

- I. Proof of payment for application cost. Online payment acknowledgment/DD drawn in favour of the "Registrar-Manonmaniam Sundaranar University" payable at Tirunelveli.
  - II. Photocopy/Xerox copy of 12<sup>th</sup> or equivalent examination mark statement attested by a Gazetted officer.
  - III. Photocopy/Xerox copy of the transfer certificate from the last studied institute.
  - IV. Photocopy/Xerox copy of Aadhar card
  - V. Address slips (6Nos) Address written legibly in BLOCK letters.  
(No other statement shall be enclosed)
  - VI. Compact Disc (CD) containing the softcopy of the course wise alphabetical name list of the eligible candidates. (format in Microsoft excel sheet given in website)
32. The tuition fees and other fee fixed by the University should be displayed in the Notice Board of the ELP center for students' reference. ELP centers shall collect only the fees specified for concerned course, No unauthorized fee shall be collected.
33. The ELP center coordinator shall collect only the University prescribed fees (Refer the table No: XX available in website), from the candidates in the approved admission list.
34. After the deadline for the payment of fee was over, the Coordinators' of ELP centre shall prepare and send a list of the names of the candidates who paid fees in the format given below. (Separate table has to submitted for each course)
35. Softcopy of the course wise alphabetical name list of the eligible candidates has to be emailed by the coordinator of the ELP center to the Manonmaniam Sundaranar University, email address of the Director, Directorate of Vocational Education.  
Director's email address: [director-dve@msuniv.ac.in](mailto:director-dve@msuniv.ac.in)
36. The Directorate of Vocational Education office shall scrutinize the applications and the APPROVED ADMISSION LIST will be sent to the center.  
Centre Name: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Month & Year of Admission: \_\_\_\_\_

S.No	Name of the Candidate	Residential Address of the candidate	Actual tuition fees paid by the candidate	The amount of 40% Share of the tuition fees to be remitted to University
1				
2				
Total Fees Remitted to University in figures				
Total Fees Remitted to University in words				

37. As agreed in the MoU the 60% of the tuition fees has to be retained by the Trust/Management conducting the course remaining 40% of the tuition fees collected from the student has to be remitted to the University through online payment/ DD drawn in favour of the "Registrar-Manonmaniam Sundaranar University" payable at Tirunelveli. The fees once paid will not be refund or adjusted under any circumstance.
38. After the receipt of the tuition fees the centers will receive from the office of the Directorate of Vocational Education a list of approved students Name list (Names with initial both Tamil and English) with Registration Numbers.
39. The coordinators have to check for any error in the initial and/ or spelling of the Name of the candidate in the approved students name list and send the details within a week time to the office of the Directorate of Vocational Education.
40. Any change of address in the candidates address has to be intimated with 6 address slips.
41. For any correspondence with University, the Register numbers of the candidate has to be quoted any correspondence or enquiry without Registration numbers will not be entertained.
42. No Transfer certificate (T.C) will be issued on completion a course by the University.
43. Every ELP centre should maintain admission register, Income register, Fees collection register and attendance register.

### **DETAILS ABOUT SCHEME OF EXAMINATIONS:**

44. The ELP center courses are non-semester pattern; the theory examinations will be conducted at the end of the course during the April/May and the practical examinations will be held in the February/March.
45. Internal Marks 25 will be awarded by the center (15 marks for internal test+10marks for Skill component evaluation) three internal test has to be conducted each for 15 marks and the average of the best two has to be taken for internal test marks 10 marks for skill component to be assessed by project or assignments.
46. When the University Examinations are about to be scheduled, the University will fix the examination centers and inform the Centre Coordinators. The ELP centers will not be taken as the examination centers for theory examinations, however for practical examinations the ELP centre may be considered as centre.
47. The Directorate of Vocational Educational shall announce the coordinators to register their center candidates for the examinations within a stipulated period. The exam fee details (Theory paper fee, Practical exam fee, Project fee, mark statement fee, convocation fee etc will be intimated to the coordinators well in advance) and the examination registration/online enrollment link will be available for a notified period in the university website.
48. The individual students have to enroll for their examinations through online enrollment link in the university website using their Registration numbers and mobile numbers; an OTP will be sent to their mobile numbers. The individual students should enroll for the

examination with their registration numbers and make online payment for the examination papers he / she wishes to appear; when a candidate registers herself/himself for April/May examination for the first time, she/he must pay fees for all the theory and practical papers in toto. The candidate has to save the examination enrollment online fee payment proof/acknowledgment.

49. Later after enrollment for examination and online fee payment of the examination, individual candidates can generate their hall ticket from the same fee payment portal.
50. The arrear candidates /private candidates (Candidates of defunct ELP centres) shall duly fill the examination form available in the university website and make examination fee online payment/ DD drawn in favor of the "Registrar Manonmaniam Sundaranar University" payable at Tirunelveli, and send the hardcopy applications to the Directorate of Vocational Educational office through ELP centre Coordinator. The fees once paid will not be refund or adjusted for subsequent year examinations under any circumstance.
51. After the registration is completed by all the candidates, the examinations centers will be fixed by the office of the Directorate of Vocational Educational for the regular and the private candidates.
52. The examination time table for the regular and the private candidates will be sent to the examination centers to which they are assigned. A copy of the details about the examination centers for ELP centre candidates and copy of examination time table will be sent to the coordinator of respective ELP centers. Timetable and detail of the exam centre will also be displayed in the University website.
53. Theory and practical examinations will be conducted in the examination centres fixed by the Directorate of Vocational Educational. The candidates shall write the examinations only at the specified centers. Request for change of centre by candidates or ELP centers will not be entertained/allowed.
54. The examination results will be published and mark statements will be issued within a month after the examinations are over and they will be sent to the ELP centers from where the regular and arrear candidates can collect them. In case of private candidates of defunct ELP centers, examination results and marks statements will be dispatched to them by registered post/can be individually collected by the private candidates from the office of the Directorate of Vocational Educational.
55. The Diploma/ Certificate of the candidates will be dispatched to the ELP centers the candidates have to collect from their Diploma/ Certificate from their respective ELP centers. In case of private candidates of defunct ELP centers, Diploma/ Certificate of the candidates will be dispatched to them by registered post/can be individually collected by the private candidates from the office of the Directorate of Vocational Educational.