

5. Brief Objective of the trust :

--

6. Details of Previous Experience of your trust / applicant in running an educational institute / Training Centre

Sl. No	Name of the Course Conducted	Name of the Agency Under Which the course was approved	Years of Conducting Course	No of Sudents Trained

7a. Details of the Proposed Co-ordinator to be appointed

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

7b. Name of the office / Ministerial Staff to be appointed

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

7c. Names of the teacher(s) Proposed to be appointed for course(s) during 201 - 201

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

8. Mention 5 points / reasons on what is the demand (or) need for starting this course in the Proposed location

9. What is the assurance of Job Placement of the trained Students.(or)
Expected placement percentage (Tick the relevant box)

50 - 60 %	60 - 70 %	70 - 80 %	80 - 90 %	90 - 100 %

10. Details of the tieup Industry / Company relevant to the proposed Course Near your Centre.

Name and address of the Company	What is the Main Trade/ Business of the Industry / Company	How many students this Industry / Company can train per year / can give internship training	Consent letter obtained from the Tieup Company / Industry Yes / No

11a. Details of Fee Payment

Particulars of Fee	Fee Amount		Total	Grand Total
Application Fee	Rs. 2000			
Application Consideration Fee	Rs. 3000 (per course)	No of Course		
Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Thoothukudi & Kanyakumari District) For Single Course	Rs. 10000			
Inspection Fee For Additional Courses in University Jurisdiction	Rs. 5000 (per course)	No of Course		
Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Course	Rs. 12000			
Inspection Fee For Additional Courses Outside University Jurisdiction (Other Districts)	Rs. 6000 (per course)	No of Course		

11b. Fee Payment Bank Details

Total Amount Paid	DD.No (or) Online Transaction No.	Date of DD Drawn / Date of Online Payment	Name of the Bank and Branch Name

11c. The Following Fees are to be paid at the time of grant of approval after inspection commission report scrutiny and subsequent syndicate approval

- | | | |
|----|---|------------|
| 1. | The ELP Centre approval Fee (Non refundable) | Rs. 40,000 |
| 2. | Course approval Fee (Non refundable)
One Year Diploma Course / per Course | Rs. 25,000 |
| 3. | Course approval Fee (Non refundable)
6 Month Certificate Course / per Course | Rs. 10,000 |
| 4. | Endowment Fee (refundable) | Rs. 25,000 |

List of Mandatory Enclosures

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
13. Other Enclosures. (Give Details)

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 approval is granted by the Manonmaniam Sundaranar University.

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

We will take necessary measures to get Job placement of the students admitted in our Centre.

I / We 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 approval for the courses and from time to time thereafter.

We do agree and clearly aware that submitting this fresh approval application form and payment of inspection Fee & application fee does not gurantee approval of ELP Centre, We are also aware the approval of Fresh Centre is subject to the satisfactory report of the inspection committee (Which verifies the proof of documents submitted along with this application and physical verification of assets / Facilities and infrastructure) and further approval of syndicate.

Station:

Date :

Signature

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

- Note :
- ◆ Incomplete Applications and Applications without necessary enclosures willbe rejected without any explanations
 - ◆ The report of inspection committee is a confidential document and shall not be communi cated to the applicant / Agency (or) Trust
 - ◆ Fees Once paid will refund back on any circumstance and in case of any legal dispute it shall be addressed either in Tirunelveli Court or Madras High Court Madurai Bench only.
 - ◆ An Website address of the ELP Centre to be created immediately after the approval is given.
 - ◆ All Communications from the University will be sent to the given email address of your ELP Centre Only.