

GOVERNANCE OF

VOCATIONAL SKILL DEVELOPMENT 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 located at Abishekapatti (on Tirunelveli- Tenkasi Road) at a distance of 8 kilometres from Tirunelveli. 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 southern districts of Tamil Nadu, viz., Tirunelveli, Thoothukudi, Tenkasi and Kanyakumari. 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. The University is re-accredited by National Assessment and Accreditation Council (NAAC) 3.13 3rd Cycle.

There are 28 Departments in the University besides the Directorate of Distance and Continuing Education and Directorate of Vocational Education. Through Community Colleges and VSD Centres, Directorate of Vocational Education is offering skill based diploma and Certificate courses in various skill sectors.

Around 1,26,030 students are studying in the University Departments / Centres, 100 affiliated Colleges, and 6 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 VOCATIONAL SKILL DEVELOPMENT CENTRE

1. Any trust or Registered societies or educational bodies can apply for starting Vocational Skill Development (VSD) centres for conducting VSD courses.
2. Any approved (VSD) centres can offer One month, Three months (special skill development (or) Enhancement of Existing skill), Six months Certificate Programmes, One Year Diploma Programme, Two Year Advance Diploma Programme and Three year B.Voc. Programme (Bachelor of Vocational Education) in any particular skill as per the needs of the society, companies / industries, Corporate and Software Companies.
3. A trust may be permitted to start centres as per need at various places to effectively teach students within University approved jurisdiction.
4. Any agency is free to seek approval for any new course that does not figure in the list of VSD course. But it should prepare and submit a syllabus the proposed course. The University Directorate of Vocational Education will consider such proposal.
5. For the new courses proposed the course fee will be fixed by the subject experts of the Board of Studies concerned. The same shall be forwarded by a policy committee (formulated by the Vice-Chancellor) and shall be approved by the Syndicate.
6. An agency shall submit its application for fresh approval or extension of approval before the prescribed date which will be displayed in the University website.

7. When an agency applies for fresh approval or extension of approval for courses, it shall have some experience in connection with such course(s) and it shall produce a documentary evidence to that effect.
8. A proposed VSD centre should have a Co-ordinator. The Co-ordinator proposed to be appointed for the VSD centre should have at least a PG degree and 5 years of experience in an educational institute.
9. The teachers proposed to be appointed for the VSD course(s) 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.)
10. The proposed teacher must have given consent to the proposal of appointment.
11. The proposed VSD centre may be housed in an own building or in a rented building.
12. The sanctioned strength can be upto 64 students per course / per batch on par with the SCAA approval of the regular UG programme of our University Arts / Commerce programmes. The maximum of 3 batches may be permitted for each program to the centre upon satisfying the infrastructure, space and adequate faculty members / trainers requirements.
13. The proposed VSD centre 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.
14. VSD centre should have necessary equipment for the practical's in the proposed course(s).
15. Any agency which has thus an infrastructure described above can apply for fresh approval or extension of 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
16. The Legal opinion fee will be collected from the centres while submitting new centre applications / existing centres while submitting renewal application every year to check the authenticity of the trust deed.
17. When application is submitted by an agency, it must enclose the following documents with the filled-in application form:
 1. Photo Copy of the Trust deed / Registration document of the Trust / Society
 - A) Photo Copy of the Title deed of the earmarked Building for VSD Centre (or) Photo Copy of rental agreement of the Proposed VSD Centre building.
 - B) Photo Copy of the Title deed of the Land document and Proposed Building for VSD Centre.
 2. Corporation / Municipality approved Building plan of the earmarked VSD Centre building.
 3. Stability Certificate of earmarked building for the VSD Centre.
 4. Blue Print of earmarked Classroom Space/ Lab Space/ Office room, Staffroom. Toilet, Parking Space in the earmarked VSD Centre building.
 5. Building tax Receipt for Current Year and identity Proof of Building Owner.
 6. Documentary proof of previous expertise in running a educational institute / training centre
 7. Tie-up documents with Company/ Industry / Hospital / Hotel / Laboratory
 8. Course wise list of proposed teachers and Co-ordinator with their educational Qualifications and

Experience

9. Photo copy of Education and Experience Certificates of the proposed Co-ordinator and Course(s) teacher(s)
 10. Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
 11. Online Payment Proof (or) Demand Draft of fees
 12. Fire & Safety Certificate of earmarked building for the VSD Centre for Current year
 13. Sanitary Certificate of earmarked building for the VSD Centre for Current year
 14. Income tax return filled copy (10 B certified) or Audited statement of trust for the previous year.
18. If the application is considered by the University, an Inspection commission will visit the proposed VSD 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/- (non refundable) and every additional course Rs5,000/-(Non Refundable) and outside the University Jurisdiction as Rs 12,000/- (Non Refundable) and every additional course Rs 6,000/- (Non Refundable) paid by online payment / DD drawn in favor of “The Registrar, Manonmaniam Sundaranar University” payable at Tirunelveli, as applicable. The fees once paid will not be refunded or adjusted under any circumstances.
19. 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 extension of approval for the courses applied for. the office of Directorate of Vocational Education will inform the VSD centre approval and fee remittance intimation. VSD Approval fee are as follows, centre approval fee (non refundable) Rs.40,000/-, Course approval fee for Two year Advanced Diploma Course (non refundable) Rs.40,000/- Per course, Course approval fee One year Diploma Course (non refundable) Rs. 25,000/- Per course and Certificate Course 6 Months duration (non refundable) Rs.10,000/- per course. The fees once paid will not be refunded or adjusted under any circumstances. Every VSD centre should pay the Caution Deposit (refundable) for Rs 25,000/- in the form of Demand Draft in favor of The Registrar, M.S.University at that time of fresh approval.
20. 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.
21. When the approval order is issued, the VSD centre has to sign an agreement with the University on 20/- Rupees stamp 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 Manonmaniam Sundaranar 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.
22. The VSD centres after getting approval, letter from M.S.University the centres concerned will issue notification for admission and opening of online application forms. It is the responsibility of the VSD centre concerned to publicize the courses of study and to call for applications for admission. The University will not bear or share the costs of such publicity.
23. The centres shall be permitted to admit students and pay the course fee through university portal only.

NORMS FOR STUDENT ADMISSION IN VSD CENTRE

24. 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.
25. It is decided to permit admission twice in a year. Existing / new affiliating centres admission may be permitted to opt to admit students either in July or January session of the academic year for one year Diploma, 2 year Diploma and 3 year B.voc programs, only upon having adequate infrastructure and faculty. It is decided to permit Biannual admissions & fee collections from the students for 6 month programs on both session i.e., July & January of every academic year.
27. Photocopy of the Applications or applications downloaded 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, as applicable.)
28. The application form shall be filled in English or Tamil only. The candidate herself / himself shall fill it in her/his own handwriting.
29. 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, as applicable. DD / Proof of online fee payment has to be enclosed along with the hardcopy of the application.
30. 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 VSD centre’s address.
31. 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 VSD centre (it should not be sent to the University)
32. The VSD centre coordinator has to collect all the applications from the candidates of the respective centres and eligibility of the candidates has to be checked. The VSD centre coordinator has to forward the applications of the eligible candidates of the centre with a list of candidates (course wise alphabetical list).
33. While the application form for admission is submitted, original 12th or equivalent examination marks statement shall be submitted at the VSD centre for verification (The original marks statement will be returned immediately on the spot after verification).

34. 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, as applicable.
 - ii. Photocopy of 12th or equivalent examination mark statement attested by a Gazetted officer.
 - iii. Photocopy of the transfer certificate from the last studied institute.
 - iv. Photocopy 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) ?
35. The tuition fees and other fee fixed by the University should be displayed in the Notice Board of the VSD centre for students' reference. VSD centres shall collect only the fees specified for concerned course, No unauthorized fee shall be collected.
36. The VSD centre coordinator shall collect only the University prescribed fees (Refer the table No: XX available in website, from the candidates in the approved admission list.
37. After the deadline for the payment of fee was over, the Coordinators' of VSD 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 eachcourse)
38. Softcopy of the course wise alphabetical name list of the eligible candidates has to be emailed by the coordinator of the VSD centre to the Manonmaniam Sundaranar University, email address of the Director, Directorate of Vocational Education.
Director's email address: **director-dve@msuniv.ac.in**
39. The Directorate of Vocational Education office shall scrutinize the applications and the APPROVED ADMISSION LIST will be sent to the centre.

Centre Name: _____
Course Name: _____
Month & Year of Admission: _____

40. The revenue sharing shall follow the existing norms (60%: 40%) and the centre should pay 100% admission fee of concerned courses through online mode. The 60% of tuition fee share to the centre shall be claimed upon request by the centre to the university after the last date of admission
41. After the receipt of the tuition fees the centres 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.
42. 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.

43. Any change of address in the candidate address has to be intimated with 6 address slips.
44. For any correspondence with University, the Register number of the candidate has to be quoted any correspondence or enquiry without Registration number will not be entertained.
45. No Transfer certificate (T.C) will be issued on completion a course by the University.
46. Every VSD centre should maintain admission register, Income register, Fees collection register and attendance register.
47. If any complaint is made by the students / parents to University against the centre and if the university investigates and proves it to be true. The affiliation to the centre may be withdrawn. Upon any disputes, the University reserves the right to hold the caution deposit.

DETAILS ABOUT SCHEME OF EXAMINATIONS:

- a. The semester / non- semester examinations will be conducted by the Controller of Examinations only. The fee for the examination shall be paid by the students directly to the Controller of Examinations through examination online portal.
- b. Internal Marks : 25 marks will be awarded by the centre (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 and 10 marks for skill component to be assessed through project or assignments.
- c. When the University Examinations are about to be scheduled, the University will fix the examination centres and inform the Centre Coordinators. The VSD centres will not be taken as the examination centres for theory examinations, however for practical examinations the VSD centre may be considered as centre.
- d. The Directorate of Vocational Educational shall inform the coordinators to register their centre 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.
- e. The individual students have to enroll for their examinations through online enrollment link in the university website using their Registration number and mobile number; 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 register herself / himself for April / May examination for the first time, she / he must pay fees for all the theory and practical papers. The candidate has to save the examination enrollment online fee payment proof/acknowledgment.
- f. 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.

- g. The arrear candidates / private candidates (Candidates of defunct VSD 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, as applicable and send the hardcopy applications to the Directorate of Vocational Educational office through VSD centre Coordinator. The fees once paid will not be refunded or adjusted for subsequent year examinations under any circumstances.
- h. After the registration is completed by all the candidates, the examinations centres will be fixed by the office of the Directorate of Vocational Educational for the regular and the private candidates.
- i. The examination time table for the regular and the private candidates will be sent to the examination centres to which they are assigned. A copy of the details about the examination centres for VSD centre candidates and copy of examination time table will be sent to the coordinator of respective VSD centres. Timetable and details of the exam centre will also be displayed in the University website.
- j. 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 centres. Request for change of centre by candidates or VSD centres will not be entertained / allowed.
- k. 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 VSD centres from where the regular and arrear candidates can collect them. In case of private candidates of defunct VSD centres, examination results and marks statements will be dispatched to the candidates by registered post / can be individually collected by the private candidates from the office of the Directorate of Vocational Educational.
- l. The Diploma/ Certificate of the candidates will be dispatched to the VSD centres the candidates have to collect from their Diploma/ Certificate from their respective VSD centres. In case of private candidates of defunct VSD centres, 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.

56) Vocational Skill Development Centre Fees Details 2021-2022:-

56 a) Fees for New Centre Applicants:

S.NO	Particulars of Fee	Fee Amount
1	Application Fee	Rs.2,000
2	Application Consideration Fee	Rs.3,000 (per course)
3	Legal Opinion Fee	Rs.500
4	Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Tenkasi, Thoothukudi & Kanyakumari District) For Single Course	Rs.10,000
5	Inspection Fee For Additional Courses in University Jurisdiction	Rs.5,000 (per course)
6	Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Course	Rs.12,000
7	Inspection Fee For Additional Courses Outside University Jurisdiction (Other Districts)	Rs.6,000 (per course)
8	Caution Deposit (refundable)	Rs.25,000
9	The VSD Centre approval Fee (Non refundable)	Rs.40,000
10	Course approval Fee (Non refundable) Two Year Diploma Course/per Course	Rs.40,000
11	Course approval Fee (Non refundable) One Year Diploma Course/per Course	Rs.25,000
12	Course approval Fee (Non refundable) 6 Month Certificate Course/per Course	Rs.10,000

56 b) Fees for Existing Centres Applicants Additional Course / Seat Approval Fee:

Sl.No.	Particulars of Fee	Fee Amount
1.	Application Fee	Rs.2,000
2.	Application Consideration Fee	Rs.3,000 (per course)
3.	Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Tenkasi, Thoothukudi & Kanyakumari District) For Single Course	Rs.10,000
4.	Inspection Fee For Additional Courses in University Jurisdiction	Rs.5,000 (per course)
5.	Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Course	Rs.12,000
6.	Inspection Fee For Additional Courses Outside University Jurisdiction (Other Districts)	Rs.6,000 (per course)
7.	Course approval Fee (Non refundable) Two Year Diploma Course / per Course	Rs.40,000
8.	Course approval Fee (Non refundable) One Year Diploma Course / per Course	Rs.25,000
9.	Course approval Fee (Non refundable) 6 Month Certificate Course / per Course	Rs.10,000

56 c) Fees for Existing Centres Applicants Renewal Application Fee / Renewal Fee:

S.No.	Particulars of Fee	Fee Amount
1	Renewal Application Fee	Rs.500
2	Legal Opinion Fee	Rs.500
3	Renewal Fee	Rs.3,000 (per Course)

56 d) Fees for Existing Centres Applicants Change of Centre Address Fee:

S.No.	Particulars of Fee	Fee Amount
1.	Application Fee	Rs.2,000
2.	Legal Opinion Fee	Rs.500
3.	Application Consideration Fee (Per course)	Rs.3,000
4.	Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Tenkasi, Thoothukudi & Kanyakumari District) For Single Course	Rs.10,000
5	Inspection Fee for Additional Courses in University Jurisdiction	Rs.5,000 (per course)
6.	Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Course	Rs.12,000
7.	Inspection Fee For Additional Courses Outside University Jurisdiction (Other Districts)	Rs.6,000 (per course)
8.	Course approval Fee (Non refundable) Two Year Diploma Course / per Course	Rs.40,000
9.	Course approval Fee(Non refundable) One Year Diploma Course / per Course	Rs.25,000
10.	Course approval Fee(Non refundable) 6 Month Certificate Course / per Course	Rs.10,000

The fee once paid by the Centre will not be refunded or adjusted under any circumstances