

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI – 12

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம் திருநெல்வேலி -12



DIRECTORATE OF VOCATIONAL EDUCATION COMMUNITY COLLEGE

Application for Additional Course / Seat Approval

202 - 202

1. Name of the President / Secretary Of the Trust :
Phone / Mobile No of President / Secretary :
2. Name of the Proposed VSD Centre / Center NO :
(Proposed VSD Centre Name should be in the Name of the Trust)
Address of the Proposed VSD Centre Building:
(with Village, District Name and Pin code):
Contact Ph.No **(Mandatory)** :
E-mail address of the trust **(Mandatory)**:
(An email address in the name of centre should be created)
Mobile Number (person to be contacted in case of emergency) :
3. Name of the Existing Courses:

S.No	Name of the Course	Program Duration (One Year or Two Year Course)	No. of Seats	Date of Approval

4. Name of the Additional Courses / Seat for which approval is sought:

S.No	Name of the Course	Program Duration (One Year or Two Year Course)	No. of Seats Needed

7. Names of the teacher(s) Proposed to be appointed for Additional course(s) during 202 - 202

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

9. Mention 5 points / reasons on what is the demand (or) need for starting the new course in the proposed location

9. Details of Lab Particulars for Existing Courses (Particulars List to be enclosed)

10. Details of Library Books for Existing Courses (List to be enclosed)

11. 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 %

12. Details of the tieup Industry / Company relevant to the newly 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

13. Details of Lab Particulars for Newly Proposed Additional Courses (Particulars List to be enclosed)

14. Details of Library Books for Newly Proposed (List to be enclosed)

15 a. Details of Fee Payment

Particulars of Fee	Fee Amount		Total
	Rs.	No of Course	
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	
Grand Total			

15 b. 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

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

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|--|------------|
| a. Course approval Fee (Non refundable)
One Year Diploma Course / per Course | Rs. 25,000 |
| b. Course approval Fee (Non refundable)
6 Month Certificate Course / per Course | Rs. 10,000 |
| c. Course approval Fee (Non refundable)
Two Year Diploma Course / per Course | Rs. 40,000 |

List of Mandatory Enclosures

1. Photo Copy of the Trust deed/Registration document of the Trust/Society.
2. A) Photo Copy of the Title deed of the Proposed Building for Community College.
B) Photo Copy of the Title deed of the Land document and Proposed Building for Community College.
3. Corporation / Municipality approved Building plan of the Proposed Community College building (if available).
4. Stability Certificate of Proposed building for the Community College.
5. Blueprint of earmarked Classroom Space/Lab Space/Office room, Staffroom, Toilet, Parking Space in the Proposed Community College 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. Tieup documents with Company/Industry/Hospital/Hotel/Laboratory (Relevant to the course applied).
9. Coursewise list of proposed teachers and Director with their educational Qualifications and Experience.
10. Photo Copy of Education and Experience Certificates of the Proposed Director and Course (s) Teacher(s).
11. Copies of the Consent letters given by the proposed Director and Teachers.
12. Online Payment Proof (or) Demand Draft of fees.
13. Fire & Safety Certificate of Proposed building for the Community College.
14. Sanitary Certificate in the name of the proposed building for the Community College.
15. Income tax return filled copy (10 B certified) or Audited statement of trust for the previous year.

Declaration

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

Admission of students for any course in the Community College 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 Community College 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 guarantee approval of Community College, We are also aware the approval of Fresh Community College 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:

Signature

Date:

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

- Note: ♦ Incomplete Applications and Applications without necessary enclosures will be rejected without any explanations
- ♦ The report of inspection committee is a confidential document and shall not be communicated to the applicant / Agency (or) Trust
 - ♦ Fees once paid will not be refund back on any circumstance. 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 Community College to be created immediately after the approval is given.
 - ♦ All Communications from the University will be sent to the given email address of your trust only.
 - ♦ Applications without functional website and e-mail address will not be considered.
 - ♦ Covering letter along with D.D in favour of the **The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli -627 012.** /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.

