



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI – 12

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம் திருநெல்வேலி -12

**DIRECTORATE OF VOCATIONAL EDUCATION**

**VOCATIONAL SKILL DEVELOPMENT CENTRE**

**(VSD CENTRE)**

**Application for Additional Course / Seat Approval**

**202 - 202**



- Name of the President / Secretary of the Trust :  
Phone / Mobile No of President / Secretary :
- 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<br>(One Year or Two<br>Year<br>Course) | No. of Seats | Date of<br>Approval |
|------|--------------------|---|--------------|---------------------|
|      |                    |   |              |                     |
|      |                    |   |              |                     |
|      |                    |   |              |                     |

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

| S.No | Name of the Course | Program Duration(One<br>Year or Two Year<br>Course) | No. of Seats<br>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 |
|-------|---------------------------------------|---|----------------------------|-------------------------------------|------------------------------|--|
|       |                                       |   |                            |                                     |                              |  |
|       |                                       |   |                            |                                     |                              |  |
|       |                                       |   |                            |                                     |                              |  |
|       |                                       |   |                            |                                     |                              |  |
|       |                                       |   |                            |                                     |                              |  |
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8. Mention 5 points / reasons on what is the demand (or) need for starting the new courses in the proposed location

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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/<br>Business of the Industry /<br>Company | How many students this<br>Industry / Company can<br>train per year / can give<br>internship training | Consent letter<br>obtained from the<br>Tieup Company /<br>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<br>Fee   | Fee Amount               |                 | Total |
|---|--------------------------|-----------------|-------|
|   |                          | No of<br>Course |       |
| Application Fee   | Rs. 2000                 |                 |       |
| Application Consideration Fee   | Rs. 3000<br>(per course) |                 |       |
| Inspection Fee for Centres in University<br>Jurisdiction (Tirunelveli, Thoothukudi &<br>Kanyakumari District) For Single Course | Rs. 10000                |                 |       |
| Inspection Fee For Additional Courses<br>in University Jurisdiction   | Rs. 5000<br>(per course) |                 |       |
| Inspection Fee for Centres Outside<br>University Jurisdiction (Other<br>Districts) For Single Course                            | Rs. 12000                |                 |       |
| Inspection Fee For Additional Courses Outside<br>University Jurisdiction (Other Districts)                                      | Rs. 6000<br>(per 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

- |    |   |            |
|----|---|------------|
| 1. | Course approval Fee (Non refundable)<br>Two Year Diploma Course / per Course    | Rs. 40,000 |
| 2. | Course approval Fee (Non refundable)<br>One Year Diploma Course / perCourse     | Rs. 25,000 |
| 3. | Course approval Fee (Non refundable)<br>6 Month Certificate Course / per Course | Rs. 10,000 |

**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 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.
3. Corporation / Municipality approved Building plan of the Proposed VSD Centre building.
4. Stability Certificate of proposed building for the VSD Centre.
5. Blue Print of earmarked Classroom Space / Lab Space / Office room, Staff room. Toilet, Parking Space in the Proposed VSD Centre building.
6. Building tax Receipt for Current Year and identity Proof of Building Owner.
7. Documentary proof of previous expertise in running an educational institute / training centre
8. Tie-up documents with Company / Industry / Hospital / Hotel / Laboratory
9. Coursewise list of proposed teachers and Co-ordinator with their educational Qualifications and Experience
10. Photo copy 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. Fire & Safety Certificate of Proposed building for the VSD Centre for Current year
14. Sanitary Certificate of Proposed building for the VSD Centre for Current year
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 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 VSD 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 guarantee approval of VSD 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:

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 VSD 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 VSD Centre 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.

