



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI-12

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

DIRECTORATE OF VOCATIONAL EDUCATION

APPLICATION FOR PROVISIONAL APPROVAL OF

VOCATIONAL SKILL DEVELOPMENT CENTRE (VSD CENTRE)

2024 - 2025



1. Name of the President / Secretary of the Trust:

Phone / Mobile No of President / Secretary :

2. Name of the Proposed VSD Centre :

(Proposed VSD Centre Name should be in the Name of the Trust) Address of the earmarked VSD Centre Building:

(with Village, District Name and Pincode)

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. Details of the trust Registration:

Trust Name & Address	Address of Registrar Office Where trust is Registered	Trust Registered Date

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

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

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 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

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 tie-up Industry/Company relevant to the proposed Course Near by 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 Tie-up Company / Industry Yes/No

11a. Details of Fee Payment

Particulars of Fee	Fee Amount		Total
Application Fee	Rs.2000		
Legal Opinion Fee	Rs.500		
Application Consideration Fee	Rs.3000 (per course)	No of Course	
Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Thoothukudi, Tenkasi & 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			

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

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|----|---|-------------|
| 1. | The VSD Centre approval Fee(Non refundable) | Rs.40,000/- |
| 2. | Course approval Fee (Non refundable)
Two Year Diploma Course /per Course | Rs.40,000/- |
| 3. | Course approval Fee(Non refundable)
One Year Diploma Course /per Course | Rs.25,000/- |
| 4. | Course approval Fee(Non refundable)
6 Month Certificate Course /per Course | Rs.10,000/- |
| 5. | Caution Deposit (refundable) | Rs.25,000/- |

List of Mandatory Enclosures

- Photocopy of the Trust deed / Registration document of the Trust / Society
- A) Photocopy of the Title deed of the ear marked Building for VSD Centre (or)
Photocopy of rental agreement of the ear marked VSD Centre building.
B) Photocopy of the Title deed of the Land document and earmarked Building
for VSD Centre.
- Corporation / Municipality approved Building plan of the earmarked VSD Centre building.
- Stability Certificate of earmarked building for the VSD Centre.
- Blue Print of earmarked Class room Space / Lab Space / Office room, Staff room.
Toilet, Parking Space in the ear marked VSD Centre building.
- Building tax Receipt for Current Year and identity Proof of Building Owner.
- Documentary proof of previous expertise in running a educational institute / training centre
- Tie-up documents with Company/Industry/Hospital/Hotel/Laboratory
- Course wise list of proposed teachers and Co-ordinator with their educational
Qualifications and Experience
- Photocopy of Education and Experience Certificates of the proposed Co-ordinator
and Course(s) teacher(s)
- Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
- Online Payment Proof (or) Demand Draft of fees
- Fire & Safety Certificate of earmarked building for the VSD Centre for Current year
- Sanitary Certificate of earmarked building for the VSD Centre for Current year
- Income tax return filled copy (10B 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.
- ♦ Covering letter along with Demand Draft in favour of The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli 627012. The 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.
 - ♦ There port of inspection committee is a confidential document and shall not be communicated to the applicant/Agency (or) Trust.
 - ♦ The fees once paid will not be refunded or adjusted under 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.