



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12
மனோன்மனியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி - 12



DIRECTORATE OF VOCATIONAL EDUCATION
VOCATIONAL SKILL DEVELOPMENT CENTRE (VSD CENTRE)
APPLICATION FOR RENEWAL OF PROVISIONAL
APPROVAL 2025- 2026

1. Name of the VSD Centre :

(As given in the approval order) enclose a copy of the approval order

2. Details of the co-ordinator VSD centre :

3. Name of the co-ordinator :

E-mail address of VSD centre (**Mandatory**) :

Web site address of VSD centre (**Mandatory**) :

Phone number (**Mandatory**) :

Person to be contacted in case of emergency & mobile number

Postal address of VSD centre :

4. Details of the approved programme offered by the VSD centre.

Sl. No.	Programme name	Years of approval	Sanctioned strength	Date of approval

5. Admission details of the last 3 years (Programme wise / year wise)

Sl. No	Name of the programme (1 Year Diploma programme/certificate programme / 2 year diploma program)	Year of admission	Sanctioned strength	Admitted strength

6. Admission details of the last three years (Mandatory document for approval)

(Give as Annexure – I in this table form separately for three years)

Sl.No	Name of the student	Male / Female	Community OC/BC/SC/ST	Name of the programme	Year of study

7. Percentage of placement in the last three years

(Give as Annexure – II in this table form separately for three years)

Sl. No	Name of the programme offered	Year of study	Number of students passed out	Number of students placed	Percentage of placement

8. Placement details of the last three years (Mandatory document for approval)

Sl. No	Name of the student	Years of study	Name of the company / industry placed	Salary offered/ annum (Rs.)

9. Mention five points on the steps taken to admit more students in the forthcoming years

10. Mention three points on the steps taken to get placement for more students in the forth coming years

11. Details of the proposed co-ordinator to be appointed for the year 2025-2026

Name of the co-ordinator	Educational qualification	Years of study	Years of teaching experience	Years of other administrative experience	Proof of experience enclosed (Yes/No)

12. Name(s) of the teacher(s) proposed to be appointed for course(s) during 2025-2026

(give as Annexure-III in this table format)

Sl. No	Name of the programme	Name of the teacher to be appointed with detailed address and contact phone number	Educational qualification	Years studied the qualifying degree	Years of teaching experience	Consent letter obtained from teacher enclosed (Yes/ No)

13. Name of the office / ministerial staff to be appointed during in the year 2025-2026

Sl. No.	Name of the staff	Educational qualification	Designation to be appointed	Years of experience

14. Details of new programme for which applications are submitted

Sl. No	Name of new programme requested	Total student strength requested

Note: For new programme separate application with due fee to be submitted (for details see website)

15. Details of fee payment

Particulars of fee (Rs.)	Total amount paid (Rs.)	DD No / date	Name of the bank and branch name
Renewal application fee 500 /-			
Legal opinion fee 500/-			
Renewal fee per programme 3000/- 3000 x _____programmes			

Declaration

- A. I / We hereby declare that the particulars furnished above are correct and true.
- B. Admission of students for any programme in the VSD centre will be made by us only after the renewal of approval is granted by the Manonmaniam Sundaranar University.
- C. I/We will admit not less than 50% of approved / sanctioned strength in each programme for which renewal of approval is to be sanctioned.
- D. I/We will take necessary measures to get job placement of the students admitted in our centre.
- E. I/We also 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 renewal of approval for the programmes and from time to time thereafter.
- F. I/We are aware that submitting this renewal application and payment of renewal fee does not guarantee renewal of approval, University reserves the right to cancel/renewal the centre approval based on the satisfactory number of student admissions by our VSD centre in the previous year and based on the percentage of placement of the previous batch students of our VSD centre.

Station:
Date:

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

16. List of mandatory enclosures

1. Photo copy of the Trust deed / Registration document of the trust / society.
2. Photo copy of the Title deed of the earmarked Building for VSD centre (or) Photo copy of rental agreement of the earmarked VSD centre building.
3. Photo copy of the Title deed of the land document and earmarked building for VSD centre.
4. Corporation / municipality approved building plan of the earmarked VSD centre building (if available).
5. Stability certificate of earmarked building for the VSD centre.
6. Blueprint of earmarked class room space / lab space / office room, staffroom, toilet, and parking space in the earmarked VSD centre building.
7. Building tax receipt for current year and identity proof of building owner.
8. Documentary proof of previous expertise in running an educational institute/training centre.
9. Tie-up documents with company / industry / hospital / hotel / laboratory (relevant to the programme applied).
10. Programme wise list of proposed teachers and co-ordinator with their educational qualifications and experience.
11. Photo copy of education and experience certificates of the proposed director and programme(s) teacher(s).
12. Copies of the consent letters given by the proposed director and teachers.
13. Online payment proof (or) demand draft of fees.
14. Fire & safety certificate of earmarked building for the VSD centre.
15. Sanitary certificate in the name of the earmarked building for the VSD centre.
16. Income tax return filed copy (10B certified) or audited statement of trust for the previous year.

17. Important Note:

- ◆ Incomplete applications and applications without necessary enclosures will be rejected without any explanations
- ◆ Annexure/enclosure documents to be signed by the President / Secretary / Managing Trustee of the society.
- ◆ Any centre who seeks renewal after three years on or after 2020-2021 will be given approval only with re- inspection.
- ◆ Re-inspection application along with inspection fee has to be separately submitted by centre/trust president.
- ◆ Applications without functional web site and e-mail address will not be considered (All communications from University will be informed by e-mails to the given email address of your trust only).
- ◆ Covering letter along with demand draft in favour of the **“The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli -627 012,** and the filled in applications with enclosure to be soft bound 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.
- ◆ 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.