



**5. Admission details of the last 3years (Mandatory Document for Approval)**

**(Given as Annexure –I in this table format separately for 3 years)**

Sl.No	Name of the Student	Male / Female	Community OC/BC/SC/ST	Name of the program	Year of Study

**6. Percentage of Placement Last 3Years**

**(Given as Annexure –II in this table format separately for 3 years)**

Sl.No	Name of the program Offered	Year of Study	No. of Students Passed out	No. of Students Placed	Percentage of Placement

**7. Placement details of the last 3years (Mandatory Document for Approval)**

Sl.No	Name of the Student	Years of Study	Name of the Company / Industry Placed	Salary offered

**8. Mention 5points on the steps taken to admit more students in the forth coming years**

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9. Mention 3 points on the steps taken to get Placement for more students in the forth coming years

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10. Details of the Co-ordinator to be appointed for the year 202 - 202

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

11. Names of the teacher(s) Proposed to be appointed for program during 202 - 202  
(Can be given as annexure - III in this table format)

S.No	Course Name Willing to Conduct	Name of the Teacher to appointed with detailed address and conduct Phone No.	Educational Qualification	Years Studied the Qualifying degree	Years of Teaching Experience	Consent letter obtaining from teacher Enclosed Yes /No

12. Name of the office / Ministerial Staff to be appointed during in the year 202 - 202

Sl. No	Name of the Staff	Educational Qualification	Designation to be appointed	Years of Experience

## 13. Details of Fee Payment

Particulars of Fee	Total Amount Paid	DD. No (or) Online Transaction ID	Date of DD Drawn / Date of Online Payment	Name of the Bank and Branch Name
Renewal Application Fee Rs.500 /-				
Legal Opinion Fee Rs.500/-				
50% Interest of the Fixed Deposit (Endowment Fee) of Rs.25,000/- = Rs.650/- (for the year 2023-2024)				
Renewal Fee per Course Rs.3000/- Rs.3000 x _____ Courses				

**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 renewal of approval is Granted by the Manonmaniam Sundaranar University.

I/We will admit not less than 50% of approved / Sanctioned strength in each course for which renewal of approval is to be sanctioned.

I / We will take necessary measures to get Job placement of the students admitted in our centre

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 courses and from time to time thereafter.

I / We are aware that submitting this renewal application and payment of renewal fee. Does not gurantee renewal of approval, University reservestherighttocancel/renewthecentreapprovalbasedonthesatisfactory numberofstudentadmissionsbyourcentreinthepreviousyearandbasedonthepercentageofplacementof the previous batch students of our centre.

Station:

Date:

Signature

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

## 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 ear marked Building for VSD Centre (or) Photo Copy of rental agreement of the ear marked VSD Centre building (Proposed year of Renewal).  
B) Photo Copy of the Title deed of the Land document and ear marked Building for VSD Centre.
3. Corporation/Municipality approved Building plan of the ear marked VSD Centre building (if available).
4. Stability Certificate of ear marked building for the VSD Centre
5. Blueprint of earmarked Classroom Space/Lab Space/Office room, Staffroom, Toilet, Parking Space in the ear marked VSD Centre 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 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 ear marked building for the VSD Centre.
14. Sanitary Certificate in the name of the ear marked building for the VSD Centre.
15. Income tax return filled copy (10 B certified) or Audited statement of trust for the previous year.

### 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 website 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 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.
- ◆ 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.