



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI-12
 மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
 DIRECTORATE OF VOCATIONAL EDUCATION
 APPLICATION FOR PROVISIONAL APPROVAL OF
 COMMUNITY COLLEGE 2024 - 2025



- Name of the President/Secretary of the Trust :
 Phone/ Mobile No of President/Secretary :
- Name of the Proposed Community College :
 (Proposed Community College Name should be in
 the Name of the Trust) Address of the ear marked
 Community College 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 Community College 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. Members of the trust:

Name and Address of the Individual	Designation (or) Role in Trust	Job (or) Profession	Contact Phone

5. Brief Objective of the trust:

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5 b. Financial Status of the Educational Trust / Agency:

6. Details of Previous Experience of your trust / applicant in running an educational institute / Training Centre

Sl. No	Name of the Course Conducted	Name of the Agency Under Which the course was approved	Years of Conducting Course	No of Students Trained

7a. Details of the Proposed Director to be appointed

Name of the Director	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 5points / reason what is the demand (or) need for starting this course in the Proposed

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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 the 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

Justification:

Write five valid points / reasons on the need for opening / starting the Community College in the proposed locality.

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

Details of Neighborhood Other Community Colleges

Name and Address of the Community College	Distance from this Community College

Note: Only Applicants / Trust (or) Educational Agency with Own land and permanent concrete building are alone are considered for starting Community College.

Details of the Extent of Land in name of the Community College: (Trust (or) Educational Agency)

Whether the Educational Agency / trust is prepared to provide the required non-refundable Community College Registration fee. (Rs.10,000/-) in form of Demand Draft in favour of Registrar, Manonmaniam Sundaranar University, Tirunelveli	Yes / No
Whether the Educational Agency / trust is prepared to provide the required non-refundable Approval fee. (Rs.25,000/-) for One year Diploma Course and (Rs.40,000/-) for Two year Diploma Course by a Demand Draft in favour of Registrar, Manonmaniam Sundaranar University, Tirunelveli	Yes / No
Whether the Educational Agency / trust is prepared to provide the required (refundable) Caution Deposit (Rs.1,00,000/-) in the form of Demand Draft in favour of the Registrar, Manonmaniam Sundaranar University, Tirunelveli	Yes / No

11a. Details of Fee Payment

Particulars of Fee	Fee Amount		Total
	Rs.	No of Course	
Application Fee	Rs. 2000		
Legal Opinion Fee	Rs.500		
Application Consideration Fee	Rs. 3000 (Per Course)		
Inspection Fee of Community College for Single Course	Rs. 10000		
Inspection Fee For Additional Courses (Rs. 5000 for Additional Course)	Rs. 5000 (Per 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.

1.	Caution Deposit (refundable)	Rs.1,00,000/-
2.	Community College Registration Fee (non- refundable)	Rs.10,000/-
3.	Course approval Fee(Nonrefundable)Two Year Diploma Course/per Course	Rs.40,000/-
4.	Course approval Fee(Nonrefundable)One Year Diploma Course/per Course	Rs.25,000/-
5.	Course approval Fee(Nonrefundable) 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 ear marked Building for Community College.
B) Photo Copy of the Title deed of the Land document and ear marked Building for Community College.
3. Corporation / Municipality approved Building plan of the ear marked Community College building (if available).
4. Stability Certificate of ear marked building for the Community College.
5. Blue print of earmarked Classroom Space / Lab Space / Office room, Staffroom, Toilet, Parking Space in the ear marked 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. Tie-up documents with Company/Industry/Hospital/Hotel/Laboratory (Relevant to the course applied).
9. Course wise 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 ear marked building for the Community College.
14. Sanitary Certificate in the name of the ear marked 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.
- ♦ 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
- ♦ Fees once paid will not be refund back on any circumstance and incase of any legal dispute it shall be addressed either in Tirunelveli Court or Madras High Court Madurai Bench only.
- ♦ An Website 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.