

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

மனோன்மனியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி - 12



DIRECTORATE OF VOCATIONAL EDUCATION

APPLICATION FOR PROVISIONAL APPROVAL OF
COMMUNITY COLLEGE 2025-2026

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

2. Phone/mobile number of President/ Secretary of the trust :

3. Name of the proposed community college :
(Proposed community college name should
be in the name of the trust)Address of the earmarked community college centre
Building (with village, district name and pincode) :Contact phone number (**Mandatory**) :E-mail address of the trust (**Mandatory**) :
(An email address in the name of centre should be created)Person to be contacted in case of emergency &
mobile number

Postal address community college :

4. Details of the Trust Registration:

Trust name & address	Address of registrar office where trust is registered	Trust registered date

5. Members of the Trust:

Name and address of the individual	Designation (or) role in trust	Job (or) profession	Contact phone number

6. Brief objective of the trust:

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7. Financial status of the educational trust / agency:

8. Details of previous experience of the trust / applicant in running an educational institute/ training centre

Sl. No	Name of the programme conducted	Name of the agency under which the programme was approved	Years of conducting programme	Number of students trained

9. 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)

10. Name of the office / ministerial staff to be appointed

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

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

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

12. Mention five points / reasons on what is the demand (or) need for starting this programme in the proposed community college

13. What is the assurance of job placement of the trained students (or) expected placement percentage (tick the relevant box)

Up to 50 %	60 - 70 %	80 - 90 %	100%

14. Details of the tie-up industry / company relevant to the proposed programme near the centre.

Name and address of the company	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)

15. Justification for starting a community college (Write five valid points / reasons on the need for opening / starting the community college in the proposed locality)

16. Name of the programme for which approval is sought:

Sl. No	Name of the programme	Programme duration (One year or Two year programme)	Number of seats needed

17. Details of neighborhood other community colleges

Name and address of the community college	Distance from this community college (in km)

18. Details of the extent of land in name of the community college: (Trust (or) educational agency) Note: Only applicants / trust (or) educational agency with own land and permanent concrete building are considered for starting community college.

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Whether the educational agency / trust is prepared to pay the required non-refundable community college registration fee Rs. 50,000 in form of Demand Draft in favour of “The Registrar, Manonmaniam Sundaranar University, Tirunelveli”	Yes/No
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Whether the educational agency / trust is prepared to pay the required non – refundable approval fee Rs. 50,000/- for One year diploma programme Rs.1,00,000/- for Two year diploma programme and Rs.25,000/- for 6 Months certificate programme by a Demand Draft in favour of “The Registrar, Manonmaniam Sundaranar University, Tirunelveli”	Yes/No
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Whether the educational agency / trust is prepared to pay the required caution deposit Rs. 2,00,000 (refundable Rs.1,00,000 & non-refundable Rs.1,00,000) in the form of Demand Draft in favour of “The Registrar, Manonmaniam Sundaranar University, Tirunelveli”	Yes/No
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19. Details of fee payment

Particulars of fee (Rs.)	Fee amount (Rs.)		Total
Application fee	2000/-		
Legal opinion fee	500/-		
Application consideration fee	3000/- (Per programme)	Number of programme	
Inspection fee of community college for single programme	10000/-		
Inspection fee for additional programme (5000/- for additional programme)	5000/- (Per programme)	Number of programme	
Grand total			

20. Fee payment bank details

DD.No /date	Name of the bank and branch name	Amount (Rs.)

21. 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. Caution deposit (refundable) | - Rs.1,00,000/- |
| 2. Community college monitoring fee (Non-refundable) | - Rs.1,00,000/- |
| 3. Community college registration fee (Non-refundable) | - Rs.50,000/- |
| 4. Programme approval fee (Non refundable)
Two year Diploma programme / per programme | - Rs.1,00,000/- |
| 5. Programme approval fee (Non-refundable)
One year Diploma programme / per programme | - Rs.50,000/- |
| 6. Programme approval fee (Non-refundable)
6 Months certificate programme / per programme | - Rs.25,000/- |

22. 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 community college.
3. Photo copy of the Title deed of the land document and earmarked building for community college.
4. Corporation / municipality approved building plan of the earmarked community college building.
5. Stability certificate of earmarked building for the community college.
6. Blueprint of earmarked class room space / lab space / office room, staffroom, toilet, and parking space in the earmarked community college 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 director 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 community college.
15. Sanitary certificate in the name of the earmarked building for the community college.
16. Income tax return filed copy (10B certified) or audited statement of trust for the previous year.

Declaration

- A. I / We hereby declare that the particulars furnished above are correct and true.
- B. Admission of students for any programme in the community college will be made by us only after the approval is granted by Manonmaniam Sundaranar University.
- C. We will admit not less than 50% of approved / sanctioned strength in each programme for which approval to be sanctioned.
- D. We will take necessary measures to get Job placement of the students admitted in our centre.
- E. I / We hereby declare that the trust / agency of the community college shall abide by the conditions to be prescribed by Manonmaniam Sundaranar University while granting approval for the programme and from time to time thereafter.
- F. 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 that the approval of 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 the syndicate of MSU.

Station:

Signature

Date:

**President / Secretary of the trust / agency
(Seal of the trust / agency)**

Note:

- ◆ Incomplete applications and applications without necessary enclosures will be and rejected without any explanations.
- ◆ Covering letter along with demand draft in favour of **“The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli -627012”**, 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 627012”** on or before the last date given in the website.
- ◆ The report of the inspection committee is a confidential document and shall not be communicated to the applicant / agency (or) trust.
- ◆ Fees once paid will not be refunded back on any circumstance and in case of any legal dispute it shall be addressed either in Tirunelveli Court or Madras High Court Madurai Bench only.
- ◆ A 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 e-mail address of your community college only.