

**GOVERNANCE OF
COMMUNITY COLLEGES**

- 1.3 Age limit - No Age Limit Age Limit for Admission
- 1.4 The vision and mission of this college is different from Autonomous a liberal Arts College. Hence the Rules and Regulations Structure governing a Community College should be distinctly different. Since the College would be experimenting various innovations in higher education, like flexibility of courses offered based on manpower survey, placement of trained manpower, imparting training to the employees of both the formal and informal sectors, mobilising financial resources from the community utilising the infrastructure and the expertise of the community for the development of the College and so on, the College is to operate in an exclusively independent environment. In view of its unique character, the Community College should develop an independent structure which would help the process of modernization; improve standards of education, design curricula; evolve methods of teaching and learning: frame qualifications for admission, prescribe rules for admission and prescribe courses of study as approved by the University. Keeping this perspective in mind, the Community College should be governed by the following Rules and Regulations.

Rules and Regulations

- 2 Trust / Education Bodies / Registered Society
The Community College should be established by an organisation of service mindedness and public interest with credibility and reputation rooted in community based activities. - The Chairman / President can apply for stating a community college.
- 3 The College shall be open to persons of either sex Object irrespective of race creed, caste or class. The objective of the Community College shall be to disseminate knowledge and impart skills by providing instruction facilities in such of those branches of learning which may prepare manpower required by the local community. Object
- 4 The College may offer courses in the following areas if it suits the aforesaid objective and may also change the branches of learning from time to time depending on the perceived manpower needs of the local community to which the College serves. Branches of study
- I. Agriculture Related studies
 - II. Computer Studies
 - III. Economics Related Studies
 - IV. Engineering and Technical Studies
 - V. Health Studies
 - VI. Language Related Studies
 - VII. Legal Studies
 - VIII. Library Studies
 - IX. Management Studies
 - X. Tourism Studies
 - XI. Any other specialisation of local importance
 - XII. Hotel Management
- 4A The agency is free to seek approval for any course that does not figure in the list of community college courses. But it should prepare and submit a syllabus for the proposed course. The university will consider such proposal after scrutiny and has to be passed in BOS and approved by SCAA and syndicate

5 The Community College shall offer One month, Three months (special skill development (or) Enhancement of Existing skill), Six months Certificate Programmes, One Year Diploma Programme, Two Year Advance Diploma Programme and Three year B.Voc. Programme (Bachelor of Vocational Education) in any particular skill as per the needs of the society, companies / industries, Corporate and Software Companies. Courses of Study

5A The Agency shall be submit its application for fresh approval (or) further approval before the prescribed date which will be available in the University website.

5b Application can be submitted by online / hardcopy applications – admission fee can be paid through online/ DD drawn in favour of the “Registrar - Manonmaniam Sundaranar University” payable at Tirunelveli, as applicable. DD / Proof of online fee payment has to be enclosed along with the hardcopy of the application.

The Legal opinion fee will be collected from the Community Colleges while submitting new Community College applications / existing Community Colleges while submitting renewal application once in 3 years to check the authenticity of the trust deed.

The application form shall be submitted with attachments of the scanned copy of the following documents.

- i). Photo Copy of the Trust deed / Registration document of the Trust / Society
 - A) Photo Copy of the Title deed of the earmarked Building for Community College (or) Photo Copy of rental agreement of the Proposed Community College building.
 - B) Photo Copy of the Title deed of the Land document and earmarked Building for Community College.
- ii). Corporation / Municipality approved Building plan of the earmarked Community College building.
- iii). Stability Certificate of earmarked building for the Community College.
- iv). Blue Print of earmarked Classroom Space/ Lab Space/ Office room, Staff room. Toilet, Parking Space in the earmarked Community College building.
- v). Building tax Receipt for Current Year and identity Proof of Building Owner.
- vi). Documentary proof of previous expertise in running a educational institute/training centre
- vii). Tie-up documents with Company/ Industry/Hospital/Hotel/Laboratory
- viii). Course wise list of proposed teachers and Co-ordinator with their educational Qualifications and Experience
- ix). Photo copy of Education and Experience Certificates of the proposed Co-ordinator and Course(s) teacher(s)
- x). Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
- xi). Online Payment Proof (or) Demand Draft of fees
- xii). Fire & Safety Certificate of earmarked building for the Community College for Current year
- xiii). Sanitary Certificate of earmarked building for the Community College for Current year
- xiv). Income tax return filled copy (10 B certified) or Audited statement of trust for the previous year.

- 6.1 The Governing Council shall be the principal Executive Body of the College. The Governing Council shall have the following members. **Governing Council**
- i. Three members to be nominated for a period of three years by the Trust / Management of the College of whom one will be Chairman.
 - ii. The Senior-most teacher of the College nominated by the Chairman of Governing Council for a period of one year.
 - iii. One nominee of the University nominated by the Vice-Chancellor for a period of three years.
 - iv. President / Chairman of Chamber of Industry or Commerce or any other area in which the College is located for a period of three years.
 - v. The Director of the College-Ex-officio Member Secretary.
- 6.2 The Governing Council shall meet at least twice a year. Three Members of Governing council shall form a quorum for a meeting of the Governing Council.
- 6.3 The Governing Council shall be vested with powers in Powers of regard to the management and administration of the Governing revenue and property of the College and the conduct of Council all administrative affairs of the College. **Powers of Governing Council**
- a) To create-teaching and non-teaching posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of academic staff and Director of the College and to appoint them on the recommendations of the Selection Committee.
 - b) To regulate and enforce discipline among employees and students. To manage and regulate the finances, accounts investment, property, business and all other administrative affairs of the College and for that purpose, to appoint such agents as it may thing fit.
 - c) To fix limits of the total recurring and the non-recurring expenditure for a year
 - d) To invest any money belonging the College, including any unapplied income, in such stocks, funds, share or securities as it shall, from time to time, thing fit or in the purchase of immovable property.
 - e) To transfer or accept transfers of any movable or immovable property on behalf of the College.
 - f) To provide buildings. premises, furniture and apparatus and other means needed for carrying on the work of the College.
 - g) To enter into, carry out and cancel contracts on behalf of the College.
 - h) To select a common seal for the College and provide for the custody and use of such seal.
 - i) To discharge any other function incidental to the successful operation of the College in accordance with the normal rules of the University or the Government.
- 7 The Board of studies for Community colleges (BSCC) at present shall consist of following members **Board of Studies for Community Colleges**
- i. The University nominee - Chairman
 - ii. The subject experts nominated by the University –Members
 - iii. Faculty member (one from each of the Community colleges offering the course) -Members
 - iv. Director DVE for Community Colleges - Member

The syllabi framed shall be reported to SCAA While preparing the curriculum or syllabi, the BSCC shall assign weightage to different components as indicated below:

- a) suggest methodologies for innovative teaching and evaluation techniques:
- b) suggest panel of names to the University for appointment of examiners and
- c) to frame the general time table for the course (allotment of duration for each paper - Theory & Practical)
- d) To allot credits to each theory and practical paper and draft the objectives and outcomes of each paper

8 The important officers of the College shall be

Officers of
Colleges

i. The Director

Qualifications of Faculty members of college / centres : It is resolved to fix the qualifications of the faculty members of the institution as follows
The Director of the community college should be a person with atleast PG Degree and 10 years of Experience in an Educational Institute.

The teachers to be appointed for handling courses should be qualified; they should have at least a degree plus a diploma in the subject concerned (or) degree in the subject concerned. For instance, a teacher to be appointed for Diploma course in Yogic Science and Education should have a degree plus a Diploma in yoga Science and Education, or a degree in the subject concerned

8.1 The Director shall be the Chief executive and academic officer of the college and shall exercise general supervision and control over the affairs of the College and give effect to the decisions of all the authorities of the College.

- a) The Director may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the College.
- b) The Director shall exercise such powers and perform such other functions as may be prescribed by the Rules and Regulations of the Colleges and those of the University and Government and are required for the successful conduct of the administrative and academic affairs of the College.
- c) He will be the custodian of the records, the common seal and such other property of the College as the Governing Council shall commit to his charge.
- d) He will issue all notices convening meeting of the Bodies of the College.
- e) He will keep the minutes of all the meetings of the Colleges bodies
- f) He will undertake the official correspondence of the College Bodies
- g) He will exercise general supervision over the funds of the College and shall advise it as regards its financial policy
- h) He will perform such other financial function as may be assigned to him by the Governing Council.
- i) He will ensure that the limits fixed by the Governing Council for recurring and non- recurring expenditure for a year does not exceed and that all money are expended on the purposes for which they are granted or allotted.
- j) He will be responsible for the preparation of annual accounts and the budget of the College and for their presentation to the Governing Council.
- k) He will keep a constant watch on the state of the cash and bank balance and on the state of investment.
- l) He will ensure that the registers of buildings, land, furniture and

	equipment are maintained up-to-date and that stock checking is conducted, of equipment and other consumable materials.	
	m) He will call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault through the Governing Council.	
	n) He will perform such other administrative and financial functions as are required for the orderly conduct of the College and as are provided in the University and Government rules and regulations in such cases	
8.2	The Placement officer appointed shall be a qualified and experienced person with considerable connection with industry, trade, Commerce and sectors of economic activities. He will organise the internship/ hands on experience of all the students of the College. He will be dynamic enough to arrange for the placement of the successful students of the College. He will carry out all the duties and responsibilities entrusted to him by the Director in the matter of training, development and placement of the students.	Placement Officer
9.1	A suitable mechanism of test and interview should be devised by the Governing Council. The purpose of test and interview shall be to unearth the hidden skill of the students with the +2 exam marks.	Admission
	It is decided to permit admission twice in a year. Existing / new affiliating Community Colleges admission may be permitted to opt to admit students either in July or January session of the academic year for one year Diploma, 2 year Diploma and 3 year B.voc programs, only upon having adequate infrastructure and faculty. It is decided to permit Biannual admissions & fee collections from the students for 6 month programs on both session i.e., July & January of every academic year.	
9.2	Admission shall be finalised by an Admission Committee consisting of the following Committee Members	Admission Committee
	a) Directors	
	b) Two Teachers handling the course	
9.3	No student shall be eligible for admission to the course offered by the College unless he/she has successfully completed 12 years of schooling through an examination conducted by the Board Age : No Age Limit	Eligibility for Admission intake
9.4	The maximum number of students in a particular course is 30. However, where the demand for any particular course is heavy, the college may apply for additional seats to admit more students in the same course, subject to the availability of facilities in the College and with approval of University.	
10	The College shall ensure that the number of actual teaching and practical days does not fall below 180 in an academic year. The College shall work for a minimum of 5 days a week with 5 hours per day. The total number of working days and hours should be devoted to various components of the course as directed earlier.	Working days
11	The medium of instruction in respect of all courses conducted in the college shall be Tamil / English.	Medium of Instruction
12	Fees payable by Students of the College shall be Tuition fees Special fees, Caution deposit and payable Examination fees.	Fees payable
12.1	The Tuition fee and other fee fixed by the University should be displayed in the Notice Board for student reference	

12.2 Special fees for all Students:

- | | |
|---------------------------|-----------|
| 1. Identify Card | Rs. 50/- |
| 2. Placement Brochure Fee | Rs. 250/- |

12.3 Caution Deposit (Refundable) for Computer and Science Courses Rs.1000/-

12.4 Library fee (for all students) Rs.500/-

12.5 The semester / non- semester examinations will be conducted by the Controller of Examinations only. The fee for the examination shall be paid by the students directly to the Controller of Examinations through examination online portal.

12.6 Special fees and other deposits should be paid in one installment at the time of admission and the examination fees on date prescribed by the college before examination.

12.7 The students should pay the prescribed fees by the last date indicated above failing which penalty will be collected as follows:

- (i) Late fee for-payment within two weeks after the due date Rs. 50/-

12.8 The college has a provision of repaying the fees paid by a student after admission, subject to a certain deduction.

- (i) Deduction from the Total Fees paid
- (ii) If a candidate has not attended any class after admission. 5%
- (iii) If he/she has attended the classes for less than 15 days 5%
- (iv) If he/she has attended the classes for above 15 days but
- (v) Below one month 10%
- (vi) If he / she has attended the classes No claim Refund for more than one month

All the above claims should be preferred within one month from the date of commencement of the course with original receipt.

13 The students admitted to various courses shall be evaluated on the basis of rigorous standards of assessment which consists of both internal and external assessment. For each paper of 100 marks, 75 marks, should be earmarked for End Semester.

13.1 The Panel of examiners suggested by the BSCC will be forwarded to the Director. The examiner for both the practical and the theory of each, paper may be the 'same The Director should follow the rules and regulations of the University in setting the question papers, evaluating the answer scripts and publishing the results.

The semester / non- semester examinations will be conducted by the Controller of Examinations only. The fee for the examination shall be paid by the students directly to the Controller of Examinations through examination online portal.

14 A Candidate shall be permitted to write the Semester / non Semester examination if he / she has fulfilled the following requirements

- a. All Candidates must have earned 75 percent of attendance. The attendance should be reckoned in terms of number of working days only. The Director is authorized to condone deficiency in attendance upto a maximum of 15 per cent of the number of days for each semester / year as the case may be. The prescribed fees for condonation of short age in attendance shall be collected by the Director and remitted to the University.
- 15 All Candidates prior to their permission to appear at the examination should produce a Certificate of attendance, certificate of satisfactory conduct. Certificate of progress, 'Clearance of dues from the teacher concerned and the librarian of the college.
- 15.1 All powers relating to discipline and disciplinary action Discipline in relation to students of the college shall vest with the Director.
- 15.2 All disciplinary action shall be taken in accordance with the procedure outlined in the University Act and regulations made from time to time.
- 15.3 The act of a student which is unbecoming of a student of a college will entail disciplinary action against him/ her.
- 16 The course should be taught by both professional teachers and experienced workmen in different areas. The faculty has to be recruited not in the usual manner as in the case of the affiliated college or the University. They should be carefully chosen from different walks of life, consistent with the practical needs of various courses
- 16.1 Qualification: A Post Graduate in a particular discipline/Graduate in Engineering or Medicine or other Technical Subjects/ service as workmen in the particular field.
- 17 A Selection Committee consisting of the following persons may be constituted for this purpose. A short bio-data of faculty chosen by the College for different courses may be forwarded to the University as and when selection is made
- (i) Director of the college as chairman
 - (ii) One nominee of the Governing Council
 - (iii) Two subject experts to be appointed
- 18 The Community College has to work in Collaboration with other institution. It has to establish a rapport with the institutions, industries, service organizations, hospitals, computer companies, Government departments, working in and around the community in which the College functions. It has to draw Resource Persons from these institutions, provide hands-on experience to the students and secure placement in these organizations. The collaboration established should be formalized through Memoranda of Understanding between the College and the collaborating institutions. A copy of the Memorandum of Understanding should be forwarded to the Director, D.V.E., of the University as and when it is signed by the Director and representative of the collaborating institution

**ADMISSION OF COMMUNITY COLLEGES TO
THE PRIVILEGES OF THE UNIVERSITY
NORMS, PROCEDURES AND CONDITIONS**

2018

- 1 Community College means any College within the jurisdiction of the University but admitted to the privileges of the university providing courses of study leading to Diplomas and Post Graduate Diplomas aimed at the up gradation of skills and knowledge of manpower in various vocations/ occupations required by the community.
- 2 The Syndicate shall prescribe the manner in which and the conditions subject to which an institution may be designed as a community college and for withdrawal of such designation
- 3 Subject to the conditions prescribed, the Syndicate shall have the power to approve any institution within the territorial jurisdiction of the University as Community College and it shall have the power to withdraw its approval to any Community College at any time following the normal procedure adopted by the University in such cases.
- 4 The Syndicate shall constitute a Standing Committee on Community Colleges (SCCC) to advise on all academic, administrative, examination, financial and other matters pertaining to the Community Colleges working under the jurisdiction of the University.
- 5 The Standing Committee on Community Colleges (SCCC) Shall consist of the following :
- (i) The Vice-Chancellor - Chairman
 - (ii) One representative of the Syndicate - Member
 - (iii) One representative of the Standing Committee on Academic Affairs - Member
 - (iv) Two Directors from existing Community Colleges - Members
 - (v) Two experts on Community Colleges outside the University Jurisdiction - Member
 - (vi) Director, Directorate of Vocational Education for Community Colleges - Member
 - (vii) Registrar – Member – Secretary
- 6 The Standing Committee on Community Colleges (SCCC) shall meet at least once a year or as and when the Vice-Chancellor desires a meeting. The Vice-Chancellor shall preside over all meetings of the Standing Committee on Community Colleges. The term of office of the members of the Committee shall be three years.
- 7.1 Wherever a proposal to start a Community College is made the sponsoring body shall submit an application to the Director, D.V.E., in the prescribed form on or before 31st October of the previous year. Applications for approval shall be accompanied by a detailed report giving information / documentary evidences on the following matters.
- (i) Report on the manpower survey conducted by the institution to assess the need for educated persons in different occupations, in the local or surrounding community
 - (ii) Subject and courses (decided on the basis of the need analysis) for which approval of the University is sought.
 - (iii) Physical, financial, accommodation and other infrastructure facilities available to start such a Community College.
 - (iv) Norms of admission and the number admitted course-wise.

- (v) Evidence to show that the institution has constituted various Committees according to the rules and regulations governing the operation of the Community College as prescribed by the university.
- (vi) Qualification, salaries and work of teachers together with a Time-Table of work
- (vii) An undertaking that no capitation fee or donation will be collected from students / parents / guardians for admission to various courses.
- (viii) Course-wise fees proposed to be collected from the students and the financial provisions made for capital expenditure on buildings and equipment required for the continued maintenance of the Colleges.

7.2 The Vice-Chancellor shall appoint a two-member Inspection Committee consisting of one Syndicate Member and one member nominated by the Vice-Chancellor.

7.3 The Inspection Committee may take necessary steps to examine the request, inspect the site and submit its report to the University on the need and feasibility of the proposed Community College, The suitability site, the adequacy of the physical facilities and financial resources and then make suitable recommendations.

7.4 The University shall make necessary arrangements to complete the process of approval and intimate the decision to the sponsoring body concerned at least one month before the publication of the +2 exam results. The new academic session shall commence. One month after the publication of +2 exam results. The approval given shall purely be provisional and in no case shall be granted with retrospective effect.

7.5 Provisional approval of a Community College / course shall be granted for a period of one year initially which may be extended to a further period as the University may deem fit and proper.

Requests for renewal shall be submitted by the Community College concerned three months before the expiry of such provisional approval.

The sanctioned strength can be upto 64 students per course / per batch on par with the SCAA approval of the regular UG programme of our University Arts / Commerce programmes. The maximum of 3 batches may be permitted for each program to the centre upon satisfying the infrastructure, space and adequate faculty members / trainers requirements.

The college shall admit the students in a course only for the sanctioned strength no age limit for admission.

7.6 The University may arrange for a review of the progress of the College its performance in general with particular reference to the course(s) started the placement details and the conditions fulfilled and then permit the renewal and the fact may be reported to the Syndicate.

Renewal with Inspection of centres after 3 years of approval :

It is resolved to give renewal to all Community Colleges seeking renewal after three years only with re-inspection and give approval. The inspection fees has to be collected from the Trust / Agency as per the inspection fees existing fees at that time

7.7 *The College, which has been granted provisional approval for any course, after the lapse of three academic years, may apply for permanent approval which may be granted on the recommendation of the Inspection Committee appointed earlier for the purpose. The College shall submit a detailed report well before the time of inspection to facilitate the work of the inspection Committee.*

- 7.8 The Syndicate may lay down new conditions of approval general or specific, regarding staff, buildings equipment, library, laboratories, finance or other relevant matters and specify the date by which the conditions, so stipulated be satisfied, failing which the College may not be allowed to enjoy the privileges of the University.
- 7.9 The report of the Inspection Committee of a College shall not be communicated to the College but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding approval has been taken copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the College for information, guidance and necessary action.
- 8 A sponsoring body seeking permission to open a new College or College seeking to start new courses shall pay the following fees / create the Caution Deposit at the rates specified below:
- (i) Application Fee Rs.2,000/-
 - (ii) Legal Opinion Fee Rs.500/-
 - (iii) Application Consideration Fee Rs.3000/- per course
 - (iv) Inspection Fee of Community College for Single Course Rs.10,000/-
 - (v) Inspection Fee for Additional Courses Rs.5,000/- (Rs.5000/- for additional courses)

CAUTION DEPOSIT : A Caution Deposit of Rs. 1,00,000 /- (refundable) should be provided in the form of Demand Draft in favor of the Registrar. Manonmaniam Sundaranar University, payable at Tirunelveli.

The above mentioned rates of fees prescribed by the Syndicate may vary from time to time. The payment of Inspection fees or the Inspection by the Inspection Commission will not signal any guarantee for approval of the course(s) applied for. The University reserves the right to grant approval or reject the approval.

When the University decides to grant provisional approval for a Community College, the agency of the College shall pay the above fees. The fees once paid will not be refunded or adjusted under any circumstances.

A Community College may levy such fees from students towards tuition fees, etc., payable to the College as may be prescribed/approved by the University from time to time, with the prior concurrence of the University.

- 9 The Syndicate shall have power to withdraw permission for a Community College at any time whenever, in the opinion of the Syndicate, such College acts in detriment to public interest or has failed to comply with the Rules, Regulations, Statutes, ordinances or any other directives of the University or if the College authorities have failed to maintain order and discipline in the College or the normal, regular and proper functioning of the College has become impossible due to mismanagement of the affairs of the College or any other valid reason.
- Conditions of approving Community Colleges: The following conditions shall be satisfied before a College is approved as a Community College
- (i) The College should have conducted a manpower survey to assess the need for educated manpower and the courses of the College should have been framed in the light of such a manpower survey

(ii) Every Community College shall have a regularly constituted Governing Council

1. Every such College Shall satisfy the syndicate that it possesses

- a) A Minimum of three acres of land in the rural and one and half acre in the urban and semi urban areas.
- b) Permanent concrete buildings to be set up on the commencement of the College providing rooms for the Director Office, Staff, Students, Classes, Laboratories, Workshops, Sanitary facilities and cycles.
- c) A Minimum of 10 Sq. Ft. per student for class room and 30 sq.ft for laboratory / workshops. (as per UGC Norms)
- d) Adequate furniture, equipment and facilities to run the program.
- e) Adequate financial provision made for the continued maintenance of the College.
- f) A well equipped library
- g) Such other matters as are essential for the maintenance of the tone and standards of University Education. The college should have instruments chemical, necessary equipment for the conduct of practicals in the proposed causes.
- h) In addition to the above, the college can also secure the infrastructure available in neighborhood and show evidence of such possession.
- i) In same year of grant of approval, additional courses and additional seats cannot be sought. Only after the college moved to permanent buildings / place, additional courses can be sought.

IV) Every Community College shall satisfy the Syndicate that proper discipline will be maintained in the College.

V) The Government policy of reservation shall be followed for admission of students.

VI) No College should suspend any course without the previous; permission of the Syndicate.

If any complaint is made by the students / parents to University against the centre and if the university investigates and proves it to be true. The affiliation to the centre may be withdrawn. Upon any disputes, the University reserves the right to hold the caution deposit.

10) The following registers and records in the forms that may be prescribed by the Syndicate shall be maintained by each College.

- a) A register of admissions and withdrawals.
- b) A register of attendance
- c) A register of addresses of students
- d) A register of the members of the staff, showing their qualifications, previous experience, salaries, number of hours of work and classes and the subjects taught
- e) A register of fees paid showing date of payments
- f) A counter foil fee receipt book
- g) A Register of Scholarships and concessions of all kinds whether of tuition, boarding or lodging.
- h) A book of attested copies of transfer certificate
- i) A register of rfe obtained by each students at the College examinations
- j) Account books showing the financial transactions of the college as separate from those of the management. The accounts shall show all the transactions done.

11. Community College Fees Details 2021 – 2022 :

11 a) Fees for New Community College Applicants:

S.NO	Particulars of Fee	Fee Amount
1	Application Fee	Rs. 2,000
2	Legal Opinion Fee	Rs.500
3	Application Consideration Fee	Rs. 3,000 (per course)
4	Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Tenkasi, Thoothukudi & Kanyakumari District) For Single Course	Rs. 10,000
5	Inspection Fee For Additional Courses in University Jurisdiction	Rs. 5,000 (per course)
6	Caution Deposit (refundable)	Rs. 1,00,000
7	Community College Registration Fee (non-refundable)	Rs. 10,000
8	Course approval Fee (Non refundable) Two Year Diploma Course/per Course	Rs. 40,000
9	Course approval Fee (Non refundable) One Year Diploma Course/per Course	Rs. 25,000
10	Course approval Fee (Non refundable) 6 Month Certificate Course/per Course	Rs. 10,000

11 b) Fees for Existing Community College Applicants Additional Course / Seat Approval Fee:

S.NO	Particulars of Fee	Fee Amount
1	Application Fee	Rs. 2,000
2	Legal Opinion Fee	Rs.500
3	Application Consideration Fee	Rs. 3,000 (per course)
4	Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Tenkasi, Thoothukudi & Kanyakumari District) For Single Course	Rs. 10,000
5	Inspection Fee For Additional Courses in University Jurisdiction	Rs. 5,000 (per course)
6	Course approval Fee (Non refundable) Two Year Diploma Course / per Course	Rs. 40,000
7	Course approval Fee(Non refundable) One Year Diploma Course / per Course	Rs. 25,000
8	Course approval Fee(Non refundable) 6 Month Certificate Course/per Course	Rs. 10,000

11 c) Fees for Existing Community College Applicants Renewal Application Fee / Renewal Fee:

S.NO	Particulars of Fee	Fee Amount
1	Renewal Application Fee	Rs.500
2	Renewal Fee	Rs.3,000 (per Course)

List of Mandatory Documents:-

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. Blueprint 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 an 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.