

**MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 12**



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
திருநெல்வேலி-12



DIRECTORATE OF VOCATIONAL EDUCATION

COMMUNITY COLLEGE / VOCATIONAL SKILL DEVELOPMENT CENTRE

**APPLICATION FOR ADDITIONAL PROGRAMS /
CHANGE OF ADDRESS / ADDITIONAL SEATS**

20 - 20

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

Phone/Mobile No of President/Secretary of the Trust:

2. Name of the Proposed Community College/VSD Centre:

(Proposed Community College/VSD Centre Name should be in the Name of the Trust)

Address of the Proposed Community College/VSD Centre 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 centre 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	Trust Members Signature	Designation (or) Role in Trust	Job (or) Profession	Contact Phone

5.Names of the teacher(s) Proposed to be appointed for program(s) during 202 -202

S. No	Name of the Program 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

6. Mention 5 points / reasons on what is the demand (or) need for starting this Program in the Proposed location.

7. a) Details of the Tie-up Industry / Company relevant to the proposed Program
Near your 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 Tie-up Company/Industry Yes/No

7. b) Name of the Programs already approved.

S.No	Name of the Program	Program Duration (One Year or Two Year Program)	No. of Seats Approval

8. C) Name of the New Program for which approval is needed.

S.No	Name of the Program	Program Duration (One Year or Two Year Program)	No. of Seats Needed

8. a) Details of Fee Payment

Particulars of Fee	Fee Amount	Total		Grand Total
Application Fee	Rs. 2000			
Legal opinion Fee	Rs.500			
Application Consideration Fee	Rs. 3000 (per Course)	No of Course		
Inspection Fee for Single Program in University Jurisdiction (Tirunelveli, Thoothukudi & Kanyakumari District) For Community College & VSD Centres	Rs. 10000			
Inspection Fee for Additional Program in University Jurisdiction (Tirunelveli, Thoothukudi & Kanyakumari District) For Community College & VSD Centres	Rs.5000 (per Program)	No of Program		
Inspection Fee for Single Program Outside in University Jurisdiction (Other Districts) For VSD Centers	Rs.12000			
Inspection Fee for Additional Program Outside in University Jurisdiction (Other Districts) For VSD Centers	Rs.6000 (per Program)	No of Program		

8. b) 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

8. c)The Following Fees are to be paid at the time of grant of approval after inspection commission report scrutiny and subsequent syndicate approval

1. Program approval Fee (Non refundable) Two Year Diploma Program / per Program	Rs. 40,000
2. Program approval Fee (Non refundable) One Year Diploma Program / per Program	Rs. 25,000
3. Program approval Fee (Non refundable) 6 Month Certificate Program / per Program	Rs. 10,000

List of Mandatory Enclosures

1. Xerox copy of the Trust deed / registration document of the Trust / Society.
2. Xerox Copy of the Title deed of the Proposed Building for Community College/VSD Centre (or) Xerox Copy of rental agreement of the Proposed Community College/VSD Centre building.
3. Corporation / Municipality approved Building plan of the Proposed Community College/VSD Centre building.
4. Stability Certificate of proposed building for the Community College/VSD Centre.
5. Fire and Safety Certificate of proposed building for the Community College/VSD Centre.
6. Sanitary Certificate of proposed building for the Community College/VSD Centre.
7. Blue Print of earmarked Classroom Space / Lab Space / Office room, Staff room. Toilet, Parking Space in the Proposed Community College/VSD Centre building.
8. Building tax Receipt for Current Year and identity Proof of Building Owner.
9. Documentary proof of previous expertise in running a educational institute / training centre
10. Tie-up documents with Company / Industry / Hospital / Hotel / Laboratory
11. Program wise list of proposed teachers and Co-ordinator with their educational Qualifications and Experience
12. Xerox copy of Education and Experience Certificates of the proposed Co-ordinator and Program(s) teacher(s)
13. Copies of the Consent letters given by the proposed Co-ordinator and Teachers.
14. Online Payment Proof (or) Demand Draft of fees
15. Trust Members list with Sign.
16. Other Enclosures. (Give Details)

DECLARATION

I / We hereby declare that the particulars furnished above are correct and true Admission of students for any Program in the centre 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 Program 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/VSD Centre shall abide by the conditions to be prescribed by the Manonmaniam Sundaranar University while granting approval for the Programs and from time to time thereafter.

We do agree and clearly aware that submitting this Additional Program approval application form and payment of inspection Fee & application fee does not guarantee approval of Community College/VSD Centre, We are also aware the approval of Fresh Centre 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 :
1. Incomplete Applications and Applications without necessary enclosures will be rejected without any explanations
 2. The report of inspection committee is a confidential document and shall not be Communicated to the applicant / Agency (or) Trust
 3. Fees once paid will refund 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.
 4. An Website address of the Community College/VSD Centre to be created immediately after the approval is given.
 5. All Communications from the University will be sent to the given email address of your Community College/VSD Centre Only.