



MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI – 12
 மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம் திருநெல்வேலி -12
DIRECTORATE OF VOCATIONAL EDUCATION
VOCATIONAL SKILL DEVELOPMENT CENTRE
(VSD CENTRE)



Application for Change of Address
202 – 202

- Name of the President / Secretary of the Trust :
 Phone / Mobile No of President / Secretary :
- Name of the VSD Centre / Center NO :
 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):
 Address of the Old VSD Centre Building :
 (with Village, District Name and Pin code)
 Contact Ph.No **(Mandatory)** :

3. Brief Objective of the trust:

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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

6. Whether New Proposed Building is Own Building / Rental Building:

(If Rental Building: - Rental agreement copy to be enclosed for the current year and next one year)

Address of the New VSD Centre Building :

(with Village, District Name and Pin code)

Contact Ph.No **(Mandatory)** :

7. Name of the Courses for which approval is given:

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

(Copy of Approval letter for all courses to be enclosed)

8 a. Details of Fee Payment

Particulars of Fee	Fee Amount		Total
Application Fee	Rs. 2000		
Application Consideration Fee	Rs. 3000 (per course)	No of Course	
Inspection Fee for Centres in University Jurisdiction (Tirunelveli, Thoothukudi & Kanyakumari District) For Single Course	Rs. 10000		
Inspection Fee For Additional Courses in University Jurisdiction	Rs. 5000 (per course)	No of Course	
Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Course	Rs. 12000		
Inspection Fee For Additional Courses Outside University Jurisdiction (Other Districts)	Rs. 6000 (per course)	No of Course	
Grand Total			

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

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

List of Mandatory Enclosures

1. Photo Copy of the Trustdeed/Registration document of the Trust/Society.
2. A) Photo Copy of the Title deed of the Proposed Building for VSD Centre (or) Photo Copy of rental agreement of the Proposed VSD Centre building.
B) Photo Copy of the Title deed of the Land document and Proposed Building for VSD Centre.
3. Corporation/Municipality approved Building plan of the Proposed New VSD Centre building (if available).
4. Stability Certificate of proposed new building for the VSD Centre.
5. Blue Print of earmarked Classroom Space/Lab Space/Office room, Staffroom, Toilet, Parking Space in the Proposed VSD Centre building.
6. Building tax Receipt for Current Year and Identity Proof of Building Owner of the new building.
7. Documentary proof of previous expertise in running an educational institute/training centre.
8. Tieup documents with Company/Industry/Hospital/Hotel/Laboratory (Relevant to the course applied).
9. Course wise 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 Proposed New building for the VSD Centre.
14. Sanitary Certificate in the name of the New proposed building for the VSD Centre.
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 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 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 VSD Centre 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 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)

Important Note:

- ◆ Incomplete Applications and Applications without necessary enclosures will be rejected without any Explanations
- ◆ The report of inspection committee is a confidential document and shall not be communicated to the applicant / Agency (or) Trust
- ◆ 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.
- ◆ An Website address of the VSD Centre to be created immediately after the approval is given.
- ◆ All Communications from the University will be sent to the given email address of your VSD Centre Only.
- ◆ 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.

