

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

மனோன்மனியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி - 12



DIRECTORATE OF VOCATIONAL EDUCATION

VOCATIONAL SKILL DEVELOPMENT CENTRE (VSD CENTRE)

APPLICATION FOR PROVISIONAL APPROVAL OF
VSD CENTRE - 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 VSD Centre :
(Proposed VSD centre name should be in the name of the trust)Address of the earmarked VSD 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. Name of the programme for which approval is sought:

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

6. Members of the trust:

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

7. Brief objective of the trust:

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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 co-ordinator to be appointed

Name of the Co-ordinator	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 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 to be 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 location

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 your 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. Details of fee payment

Particulars of fee	Fee amount (Rs.)		Total (Rs.)
Application fee	2000/-		
Legal opinion fee	500/-		
Application consideration fee	3000/- (per programme)	Number of programme	
Inspection fee for centres in University Jurisdiction (Tirunelveli, Thoothukudi, Kanyakumari and Tenkasi District) For Single Programme	10000/-		
Inspection Fee For Additional Programme in University Jurisdiction	5000/- (per programme)	Number of programme	
Inspection Fee for Centres Outside University Jurisdiction (Other Districts) For Single Programme	12000/-		
Inspection Fee For Additional Programme Outside University Jurisdiction (Other Districts)	6000/- (per programme)	Number of programme	
Grand Total			

16. Fee payment bank details

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

17. 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. The VSD centre approval fee (Non-refundable) | Rs.50,000/- |
| 2. Programme approval fee (Non-refundable)
Two year Diploma programme /per programme | Rs.1,00,000/- |
| 3. Programme approval fee (Non-refundable)
One year Diploma programme /per programme | Rs.50,000/- |
| 4. Programme approval fee (Non-refundable)
6 Months Certificate programme /per programme | Rs.25,000/- |
| 5. Caution deposit | Rs. 2,00,000/- |
| Refundable | Rs.1,00,000/- |
| Monitoring fee (Non-refundable) | Rs. 1,00,000/- |

18. List of mandatory enclosures

- Photocopy of the trust deed / registration document of the trust / society.
- Photocopy of the Title deed of the earmarked building for VSD centre (or) Photo copy of rental agreement of the earmarked VSD centre building.
- Photocopy of the Title deed of the land document and earmarked building for VSD centre.
- Corporation/municipality approved building plan of the earmarked VSD centre building.
- Stability certificate of earmarked building for the VSD centre.
- Blueprint of earmarked class room space / lab space / office room, staffroom, toilet, and parking space in the earmarked VSD centre building.
- Building tax receipt for current year and identity proof of building owner.
- Documentary proof of previous expertise in running a educational institute/training centre.
- Tie-up documents with company / industry / hospital / hotel / laboratory.
- Programme wise list of proposed teachers and co-ordinator with their educational qualifications and experience.
- Photocopy of education and experience certificates of the proposed co-ordinator and programme(s) teacher(s).
- Copies of the consent letters given by the proposed Co-ordinator and teachers.
- Online payment proof (or) demand draft of fees.
- Fire & safety certificate of earmarked building for the VSD centre for current year.
- Sanitary certificate of earmarked building for the VSD centre for current year.
- Income tax return filed copy (10B certified) or audited statement of trust for the previous year.

- A. I / We hereby declare that the particulars furnished above are correct and true.
- B. Admission of students for any programme in the VSD centre 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 VSD centre 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 VSD centre. We are also aware that the approval of VSD 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 the syndicate of MSU.

Station:

Date:

Signature

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 VSD centre 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 VSD centre only