

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

மனோன்மனியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி - 12

DIRECTORATE OF VOCATIONAL EDUCATION

COMMUNITY COLLEGE / VOCATIONAL SKILL DEVELOPMENT CENTRE

APPLICATION FOR ADDITIONAL PROGRAMS /CHANGE OF ADDRESS /

ADDITIONAL SEATS - 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 / VSD centre :
(Proposed community college / VSD centre name should be in the name of the trust)

Address of the earmarked community college/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 / VSD Centre :

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	Trust members signature	Designation (or) role in trust	Job (or) profession	Contact phone number

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

Sl. No.	Name of the programme conducted	Name of the teacher appointed with detailed address and contact phone number	Educational qualifications	Years studied the qualifying degree	Years of teaching experience	Consent letter obtained from teacher enclose (Yes/No)

7. Mention five points / reasons on what is the demand (or) need for starting this Program in the proposed community college / VSD centre.

8. 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)

9. Name of the programs already approved.

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

10. Name of the new programme for which approval is needed.

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

11. Details of fee payment

Particulars of fee	Fee amount (Rs.)	Total (Rs.)		Grand Total (Rs.)
Application fee	2000			
Application consideration fee	3000 (Per programme)	No of programme		
Inspection fee for single programme in University jurisdiction (Tirunelveli, Thoothukudi, Kanyakumari & Tenkasi district) for community college & VSD centres	10000			
Inspection fee for additional programme in University jurisdiction (Tirunelveli, Thoothukudi & Kanyakumari district) for community college & VSD centres	5000 (Per programme)	No of programme		
Inspection fee for single programme outside in University jurisdiction (other districts) for VSD centers	12000			
Inspection fee for additional programme outside in University jurisdiction (Other districts) for VSD centers	6000 (Per programme)	No of programme		

12. Fee payment bank details

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

13. 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. Programme approval fee (Non-refundable)
Two Year Diploma programme / per programme | Rs.1,00,000/- |
| 2. Programme approval fee (Non-refundable)
One Year Diploma Programme / per programme | Rs.50,000/- |
| 3. Programme approval fee (Non-refundable)
6 Months Certificate programme / per programme | Rs.25,000/- |

14. 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/VSD centre (or) Photo copy of rental agreement of the earmarked VSD centre building.
3. Photo copy of the title deed of the land document and earmarked building for community college/VSD centre.
4. Corporation / municipality approved building plan of the earmarked community college / VSD centre building.
5. Stability certificate of earmarked building for the community college/VSD centre.
6. Blueprint of earmarked class room space / lab space / office room, staffroom, toilet, and parking space in the earmarked community college/VSD centre 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/VSD centre.
15. Sanitary certificate in the name of the earmarked building for the community college / VSD centre.
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 in our centre.
- E. I / We hereby declare that the trust / agency of the community college / 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 additional approval application form and payment of inspection fee & application fee does not guarantee approval of community college / VSD centre. We are also aware that 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 the syndicate of MSU.

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. Covering letter along with demand draft in favour of “**The Registrar, Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli 627 012**”, 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 627 012**” on or before the last date given in the website.
 - 3. The report of inspection committee is a confidential document and shall not be Communicated to the applicant / Agency (or) Trust.
 - 4. Fees once paid will 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.
 - 5. A website address of the community college / VSD centre to be created immediately after the approval is given.
 - 6. All communications from the University will be sent to the given e-mail address of your community college/VSD centre only.