



Tamil Nadu Open University

School of Continuing Education [SOCE]

577, Anna Salai, Saidapet, Chennai-600 015.

Phone: (91-44) 2430 6623

email: soce.tnou@gmail.com; website: www.tnou.ac.in

Application Form for the Establishment of TNOU-Community College (CC)

Filled in Application form along with the prescribed Inspection Fee of Rs.5,000/-and other relevant documents to be submitted to the Director, School of Continuing Education, No.577, Anna Salai, Saidapet, Chennai-600015 either in person or by Speed Post/Registered Post only.

Community College to be approved by TNOU shall have to pay Interest free Refundable Deposit of Rs.50,000/- (except NGOs)/ Recognition Fee of Rs.25,000/- (for all) to TNOU.

Demand Draft (DD) may be drawn in favour of "The Registrar, Tamil Nadu Open University" payable at Chennai.

I. Basic Information

1.	Name of the Institution proposed for Community College	
2.	Full Postal Address of Institution with Pin code	
3.	Whether the Institution is Government/Private/NGOs? [Attach Proof]	
4.	Whether the Institution is Aided or Self financing? [Attach Proof]	
5.	Name, designation and contact details (Tel/fax/mobile/e-mail) of Head of the Institution.	
6.	Name and Designation of Office in-charge Mobile No. E.mail address.	

II. Governance Structure of proposed Community College

1. Are there any Board of Management / Executive Council for the proposed Community College?

Yes/No

2. If Yes, Please provide the proposed composition of Board of Management / Executive Council of the Community College with name / designation / address and contact details of Members: (At least one Industry partner should necessarily be a part of Management)

S.No.	Name	Designation in parent organization	Address	Contact Details (Mobile, email)
1				
2				
3				
4				
5				
6				
7				

III. Academic Board of proposed Community College

1. Are there any Board of Studies /Academic Board for proposed Community College?
Yes/No

2. If Yes, please provide composition of Board of Studies of the Community College with name / designation / address and contact details of Members: (Subject matter experts from the industry partner should necessarily be included)

S.No.	Name	Designation in parent organization	Address	Contact Details (Mobile, email)
1				
2				
3				
4				
5				
6				
7				

IV. Details of industrial partnership with Local industry

1. Is there any Local Industry for proposed Community College for Internship? Yes/No
2. Is the proposed community college passed an MoU? Yes/No (if yes, enclose the MoU)
3. If Yes, Please provide details of Industry Representatives (Name / Designation/ Address) involved.

S.No.	Name of Local Industry and Address	Name of Internship Provided	Contact Details (Mobile, email)
1			
2			

V. Availability of Faculty

Name of the Programme	Number of Faculty			Name Of the Industry Partner providing guest faculty
	Available with Institution	Guest Faculty to be hired	Guest faculty to be provided By Industry Partner	

VI. Availability of Infrastructure

[Please provide details of physical infrastructure available]

Name of the Programme	Availability of physical infrastructure		
	Infrastructure	Available in the Proposed Community College	To be provided by Industry Partner
	Classroom		
	Laboratory		
	Workshop		
	Library		
	ICT Facility		
	Others		

VII. Learner placement plan:

Please provide details of plans, for enabling placement of students of Community College in partner industry:

Name of the Programme	Details of proposed placement of learners	
	Industry Partner name(s)	Expected placement Numbers by the partner industry at the end of the programme

VIII. Name of the Programmes now applied for (Refer Programme list)

S.No.	Name of the Programme(s)
1.	
2.	
3.	

IX. Details of Application Fee of Rs.2,000/- Paid by the proposed Community College

Name of issuing Bank & Place	
Demand Draft Number and Date	

X. Details of Inspection Fee of Rs.5,000/- Paid by the proposed Community College

Name of issuing Bank & Place	
Demand Draft Number and Date	

XI. Enclose the following Supporting Documents / Please Tick (✓)

1.	Memorandum / Bylaws of Society or Trust or NGO or Others.	
2.	Resolution of Society or Trust for starting Learning Resource Centre	
3.	Address Proof of Institution (Lease Deed/Rent Agreement/Sale Deed/ Ownership Documents)	
4.	Audited Balance Sheets of previous three years	
5.	PAN Number of the Institution	
6.	Photograph of Institution and Infrastructure facilities: Class Rooms, Lab, Library, Front Office, etc.	
7.	Photo ID Proof of Head of Institution	
8.	Two Coloured Photograph of the Head of Institution	
9.	List of Computers with configuration details	
10.	List of Softwares available	
11.	Biodata of the Coordinator of the proposed CC.	
12.	Bio data of the Academic Counsellors (Teachers) along with copy of the self attested educational certificates	
13.	Documents pertaining to association with other Universities	
14.	/Institutions.	
15.	Industrial Partners Photo	
16.	Trainers Bio Data at Industry Partners	
17.	Requested Programme Information as per University Form for each Programme applied.	
18.	DD for Application Fee Rs.2,000/-	
19.	DD for Inspection Fee Rs.5000/-.	

Date:

Place:

Office round seal

Signature

Name and Designation

Seal of the Head of Institution

Declaration

1. I/We certify that all the Information given above and in the proceeding pages signed by me/us is/are complete and correct.
2. I/We declare that the Institute will abide by all the rules and directions of TNOU given from time to time.
3. In case of any information furnished by me/us is found wrong or incomplete, I/We declare that the Institution may be derecognized and is also open to any action as per law.
4. I/We hereby undertake that if it is ever found that the Institution is not able to run as per the norms, rules and procedures laid down by TNOU. TNOU shall be free to withdraw the Centre recognition.
5. I/We understand that TNOU reserve the right to terminate the Centre registration, if it is found that I/We have knowingly made a false declaration.
6. I/We understand that the approval of my/our Institution as Community College shall be done as per the norms of the TNOU. And I/We understand that TNOU reserve the right to reject the application without assigning any reason.
7. I / We declare that all the infrastructural facilities and Academic expertise are available for running the TNOU programmes.
8. I / We understand that TNOU authorities will make periodical inspection / surprise visits of our institution and premises at any time with notice or without notice and agreed to rectify the omissions and short comings within a month and submit a completion report to TNOU.
9. I/We shall verify all the original documents of the students and certify that the Students enrolled for TNOU Programmes are eligible in all respect as per the eligibility norms of TNOU. I/We shall produce the original documents of the students as and when required by TNOU.
10. I / We assure that necessary assistance / help will be rendered to all the students enrolled for successful completion of their programmes.
11. I / We understand that complaints if any received on us will be enquired and suitable action taken, as deems fit by the TNOU authorities.
12. I / We understand that the expenditure on Admission, Contact classes, Counselling and Practical, Assignments will be borne from the funds made available under the sharing pattern as per MoU executed and will be implemented.

Date:

Signature

Place:

Name and Designation

Office round seal

Seal of the Head of Institution