



Tamil Nadu Open University

School of Continuing Education [SOCE]

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

Phone: (91-44) 2430 6623

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Application Form for Renewal of TNOU-Community College (CC)

Filled in Application form along with the 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.

I. Basic Information

1.	Name of the Community College	
2.	Full Postal Address of Institution with Pin code	
3.	Name, designation and contact details (Tel/fax/mobile/e-mail) of Head of the Institution.	
4.	Name and Designation of Office in-charge Mobile No. E.mail address.	

II. Details of previous recognition

1.	Date of previous Recognition (Attach copy)	
2.	No. of Programmes recognized to offer	
3.	List of Programmes Recognized	1. 2. 3. 4. 5. 6.

VI. Latest updating of Infrastructure (if any)

[Please provide details of physical infrastructure available additionally to the previously existing facilities]

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

S.No.	Name of the Programme
1.	
2.	
3.	
4.	
5.	
6.	

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

1.	Address Proof of Institution (Lease Deed/Rent Agreement/Sale Deed/ Ownership Documents)	
2.	Audited Balance Sheets of previous three years	
3.	PAN Number of the Institution	
4.	Photograph of Institution and Infrastructure facilities: Class Rooms, Lab, Library, Front Office, etc.	
5.	Photo ID Proof of Head of Institution	
6.	Two Coloured Photograph of the Head of Institution	

Date:

Place:

Office round seal

Signature

Name and Designation

Seal of the Head of Institution

Declaration

- a. I/We certify that all the Information given above and in the proceeding pages signed by me/us is/are complete and correct.
- b. I/We declare that the Institute will abide by all the rules and directions of TNOU given from time to time.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. I / We declare that all the infrastructural facilities and Academic expertise are available for running the TNOU programmes.
- h. 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.
- i. 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.
- j. I / We assure that necessary assistance / help will be rendered to all the students enrolled for successful completion of their programmes.
- k. I / We understand that complaints if any received on us will be enquired and suitable action taken, as deems fit by the TNOU authorities.
- l. 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