

TAMIL NADU OPEN UNIVERSITY
School of Continuing Education

Vocational Diploma in Computer Applications (VDCS)

1	Name of the Institution, where Community College is proposed	
2	Approval of AICTE/DOE if any	
3	Whether the Institution is an affiliated College/Polytechnic College/ITI/Computer Training Centre	
4	Whether the institution is Community College (if yes please attach tie-up and industrial partner details)	
5	I. Infrastructural Facilities Required for the VDCS Programme	
	a. Minimum of 10-15 Computers (Preferably Pentium III/Pentium IV)	
	b. 2/3 Class Rooms for conducting class	
	c. Printers HP Ink Jet(1) Scanner (1) Laser Printer(1)	
	d. CD Writer(1) Internet Facility / UPS-10 KV	
	II. Software Requirements for the DCAS Programme (Please Tick)	
	a. Windows (Licensed)	
	b. MS Word and MS PowerPoint Software(Licensed)	
	c. MS Excel and MS Access Software (Licensed)	
	d. Tally software (Licensed)	
6	Academic Requirements for VDCS Programme (Enclose Bio Data as per the format given by TNOU)	(Please Tick)
	VDCS-1: Office Automation	Degree/Diploma in Computer Applications with one year experience in MS Office Software
	VDCS-2: Operating System and Internet	-do-
	VDCS-3: Accounting Software	-do-
	CNS: Communication Skills	Degree in English
	LCS: Life Coping Skills	Degree in Social Work

I Dr/Shri/Smt _____ certify that the above infrastructural facilities are available in the proposed Community College and the same may be verified at any time.

Seal of the Organisation

Signature of Head of the Organisation