

**TAMIL NADU OPEN UNIVERSITY**  
**School of Continuing Education**  
**Vocational Diploma in DTP Operator (VDTP)**

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 VDTP Programme	
	a. Minimum of 10-15 Computers with Software like MS Office	
	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 VDTP Programme(Please Tick)	
	a. Corel Draw Software (Licensed )	
	b. Adobe Photoshop Software(Licensed )	
	c. Page Maker Software (Licensed )	
	d. Indesign (Licensed)	
6	Academic Requirements for VDTP Programme(Enclose Bio Data as per the format given by TNOU)	(Please Tick)
	VDTP-1: Fundamentals of Computer	Degree/Diploma in Computer Applications with Software Knowledge in MS Office.
	VDTP-2: DTP Design	Degree in Computer Application with Software Knowledge in Page Maker, Corel Draw and Photo Shop
	VDTP-3: DTP Package	-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**