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|  | Tamil Nadu Open University (TNOU)  **School of Continuing Education [SOCE]** 577, Anna Salai, Saidapet, Chennai-600 015. **Phone: 044-24306630** Email: soce.tnou@gmail.com: Website: [www.tnou.ac.in](http://www.tnou.ac.in/) |

# Application Form for the Establishment of New Community College to offer Vocational Diploma/Advanced Vocational Diploma of TNOU

**Note:-** Polytechnic Colleges, ITIs, Industries, Educational Institutions, Matriculation Schools and Non Government Organizations/Voluntary Organizations tie up with relevant Industries are eligible to apply.

Proposed Community College may apply maximum of three Vocational Diploma/ Advanced Vocational Diploma.

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/VOs)/ Recognition Fee of Rs.25,000/-(for all) to TNOU. Government Arts and Science Colleges in Tamil Nadu are exempted from Recognition Fee as well Refundable Deposit.

Demand Draft (DD) may be drawn in favour of **“Earmarked Fund Account of TNOU” payable at “Chennai”.**

**I. Basic Information**

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| --- | --- | --- |
| 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/Trust/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

* 1. 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)

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

**III. Academic Board of proposed Community College**

* Are there any Board of Studies /Academic Board for proposed Community College? Yes/No
* 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)

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| **S.No** | **Name** | **Designation in parent organization** | **Address** | **Contact Details Mobile, email)** |
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**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.

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| --- | --- | --- | --- |
| **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** |
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**VI. Availability of Infrastructure** [Please provide details of physical infrastructure available]

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

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| --- | --- |
| 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** (Demand Draft (DD) may be drawn in favour of “**Earmarked Fund Account of TNOU”** payable at “Chennai”)

|  |  |
| --- | --- |
| 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** (Demand Draft (DD) may be drawn in favour of “**Earmarked Fund Account of TNOU**” payable at Chennai)

|  |  |
| --- | --- |
| Name of issuing Bank & Place |  |
| Demand Draft Number and Date |  |

1. **Enclose the following Supporting Documents / Please Tick ()**

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| --- | --- | --- |
| 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 |  |
| 9 | Two Coloured Photograph of the Head of Institution |  |
| 10 | List of Computers with configuration details |  |
| 11 | List of Softwares available |  |
| 12 | Bio-data of the Coordinator of the proposed CC. |  |
| 13 | Bio data of the Academic Counsellors (Teachers)  along with copy of the self attested educational certificates |  |
| 14 | Documents pertaining to association with other Universities /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/-. |  |

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| --- | --- |
| 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.

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| --- | --- |
| Date:  Place:  Office round seal | Signature  Name and Designation  Seal of the Head of Institution |

**Tamil Nadu Open University, Chennai**

Details of proposed Community College Programmes for the Academic Year-2021

**I. Advanced Vocational Diploma**

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| --- | --- | --- | --- | --- | --- |
| **SNo** | **Name** | **Eligibility** | **Fee(Rs)** | **Medium** | **Duration** |
| 1 | Advanced Vocational Diploma in General Duty Assistant | 10th Pass or Its Equivalent | 14900 | Tamil& English | Two Year |
| 2 | Lateral Entry to Advanced Vocational Diploma in General Duty Assistant | TNOU DHA/VDGD | 7200 | Tamil& English | One Year |

**II. Vocational Diploma**

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| --- | --- | --- | --- | --- | --- |
| **SNo** | **Name** | **Eligibility** | **Fee(Rs)** | **Medium** | **Duration** |
| 1 | Vocational Diploma in Early Childhood Care and Education | +2 Pass or Its Equivalent | 7700 | Tamil& English | One Year |
| 2 | Vocational Diploma in General Duty Assistant | 10th Pass or Its Equivalent | 7700 | Tamil& English | One Year |
| 3 | Vocational Diploma in Beauty Therapist | 10th Pass or Its Equivalent | 7700 | Tamil& English | One Year |
| 4 | Vocational Diploma in Fashion Design and Garment Making | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |
| 5 | Vocational Diploma in Office Automation | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |
| 6 | Vocational Diploma in InDesign | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |
| 7 | Vocational Diploma in Vehicle Mechanic | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |
| 8 | Vocational Diploma in Refrigeration and AC Technician | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |
| 9 | Vocational Diploma in Acupressure Therapist | 10th Pass or Its Equivalent | 4700 | Tamil& English | One Year |

**III. Certificate**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo** | **Name** | **Eligibility** | **Fee(Rs)** | **Medium** | **Duration** |
| 1 | Certificate in BS VI: Emission Standards | 10th/ 12th Pass and students pursuing Diploma/ Degree in Mechanical/ Automobile/ Instrumentation Engg. and persons working in automobile industry/ sector | 2000 | Tamil& English | One Year |

**IV. Short Term**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo** | **Name** | **Eligibility** | **Fee(Rs)** | **Medium** | **Duration** |
| 1 | Short Term Programme in Road Safety and First Aid | 10th Pass or Its Equivalent | 800 | Tamil | 3 Months |
| 2 | Short Term Programme in Basic Computer Operations | 10th Pass or Its Equivalent | 800 | English | 3 Months |
| 3 | Short Term Programme in Office Automation | 10th Pass or Its Equivalent | 800 | English | 3 Months |
| 4 | Short Term Programme in Industrial Safety and Security | 10th Pass or Its Equivalent | 800 | English | 3 Months |
| 5 | Short Term Programme in Cold Storage Management | 10th Pass or Its Equivalent | 800 | English | 3 Months |
| 6 | Short Term Programme in Beautician | 10th Pass or Its Equivalent | 1000 | English | 3 Months |