TAMIL NADU OPEN UNIVERSITY

**School of Continuing Education**

**Vocational Diploma in Office Automation (VDOA)**

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| 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 |  | |
| 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 VDOA 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 VDOA Programme (Enclose Bio Data as per the format given by TNOU) | | (Please  Tick) |
| VDOA-1: Office Automation | Degree/Diploma in Computer Applications with one year experience in MS Office Software |  |
| VDOA-2: Operating System and Internet | Degree/Diploma in Computer Applications with one year experience in MS Office Software |  |
| VDOA-3: Accounting Software | Degree/Diploma in Computer Applications with one year experience in MS Office Software |  |
| 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 Organization Signature of Head of the Organization**