

Guidelines for Establishment of Constituent Community College



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 15

Guidelines for Establishment of Constituent Community College



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 15

February 2021

Contents

Foreword	
Introduction	01
Understanding of Informal Sectors	01
Concept of Community College	01
Key Objectives of the Community College	02
Constituent Community College	02
Establishing Constituent Community College	03
Programme on Offer	03
Role of Industrial Partner for Running the Programme	05
Administrative Set Up for Constituent Community College	06
Qualification and Duties of Staff of Constituent Community College	07
Infrastructure Facilities at Constituent Community College	07
Monitoring and Reporting	07
Further Details Contact	08
Organisational Structure of Constituent Community College	09



Tamil Nadu Open University

(A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,
Member in Asian Association of Open Universities and Association of Commonwealth Universities)

No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India

Prof. K.Parthasarathy
Vice-Chancellor

19.02.2021

FOREWORD

The Tamil Nadu Open University prepares learners on par with conventional educational system and to meet the challenges of the Industry in the regional specific by producing skill holders through TNOU Constituent Community Colleges. The University is attempting to streamline its procedures and delivery mechanisms of both academic and vocational programmes to standardize the quality of education and developing the skills of the learners and promoting skilling, reskilling and upskilling of aspirants.



It is a hub of multi-disciplinary education that offers a wide range of Academic Programmes starting from Certificate to Research and plays a crucial role in contributing to the increase of Gross Enrolment Ratio. Several skill development programmes offered by the TNOU Constituent Community Colleges, in selected districts of Tamilnadu, further add to Learners' opportunities to find suitable employment.

I am confident that efforts to excel in the field of Open and Distance Education and the inculcation and imparting the skill sets to the learners for filling the skill gap of the region at the Constituent Community Colleges will continue in future with a greater zeal. TNOU will focus on meeting the skill demands of the specific region in the current and emerging areas of various sectors such as manufacturing, automobile, IT, healthcare, construction, hospitality, agriculture, etc.

I extend a cordial welcome to the learners joining the Constituent Community College for Skill Development and wish them a very promising and enriching skills learning experience and developing the employability skills. I, therefore, invite the learners to be part of this revolution led by TNOU and become the stars of tomorrow.


(K.PARTHASARATHY)

Guidelines for Establishment of Constituent Community College

Introduction

Education plays an important role in the all-round development of human being as well as the nation. It is a unique investment in the present as well as for the future. Every country develops its own system of education to express and promote its unique socio-cultural-economic identity besides meeting the challenges of time to leverage the existing potential opportunities. India, at present, is recognized as one of the youngest nations in the world with over 50% of the population under the age of 30 years. It is estimated that by about 2025, India will have 25% of the world's total workforce. In order to harness the full demographic dividend, India needs an educational system which is of high quality, affordable, flexible and relevant to the individuals, economy and to the society as a whole.

Understanding of Informal Sectors

The Economic Survey of 2018-19 states that almost 93% of labour in India is self-employed or employed in the unorganized sector or of the total workforce is 'informal'.

The term "unorganized or informal" refers to men and women engaged in different forms of employment. It ranges from home based (rolling bidis) to self-employment (vegetable vending), employment in home enterprises, small units, agriculture, construction, domestic workers and other casual employment. Recent trends show an increase in casual workers with "informalisation" of formal labour.

Concept of Community College

The Community College model addresses the concerns stated above, as it offers low cost and high quality education and skill development at the doorsteps of the learners with opportunity for horizontal and vertical mobility and community based lifelong learning.

Key Objectives of the Community College

- To provide career oriented skills education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity;
- To provide opportunities for employable and certifiable skills with necessary general education to high school pass-outs not ready to enroll in traditional colleges and also providing them a path to transfer in future to higher education including technical education programmes;
- To provide opportunities for up-gradation and certification of traditional / acquired skills of the learners irrespective of her / his qualification or age; and
- To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest
- To offer the various skill oriented programmes based on the regional specific requirements in order to equip learners to match with industrial taste and make them to be an entrepreneur.
- To promote the learners of the community college as job oriented, work related, skill - based and life coping education

Constituent Community College

The establishment of the Constituent Community College may be preceded by region specific analysis of the employment opportunities available in the local area and also the social needs of the Community under the jurisdiction of Tamil Nadu Open University. The Target group of the Constituent Community College is 12th passed students, school dropouts, rural youth, rural women, existing workforce that wants to update its skills and all who want skill based and need based education at an affordable price.

The Tamil Nadu Open University has already established 8 Regional Centres, one each namely, Chennai, Madurai, Coimbatore, Dharmapuri, Tiruchirappalli, Villupuram, The Nilgiris and Tirunelveli. Providing quality learning support to the students, co-ordinating and supervising the work of the Study Centres in the region are the main functions of these regional centres. Efforts are being made to set-up additional Regional Centres and Brances of the sub Regional Centres with a view to reach higher education to remote areas in Tamilnadu.

Each region has its territorial jurisdiction with Headquarters at central location and has responsibility to provide direct services to the learners as well as to monitor and supervise the learner and learning support services being rendered by the study centres coming under its jurisdiction.

As per the G.O(Ms) No.142, dated 20/07/2012, the Constituent community college may be established in each district headquarters of Tamilnadu for the benefit of local community. Vocational/skill development education programme may be delivered through the Constituent Community Colleges of TNOU to the socially deprived people for imparting the employability skills for economically sound and enhancing standard of life.

Establishing Constituent Community College

- As per the G.O No 100 dated 26/04/2017 and Letter No.10706/K1/2017-1 dated 03/03/2017, TNOU may initiate to establish the Constituent Community College in 3 district Head Quarters in Tamilnadu namely, Villupuram, The Nilgiris and Tirunelveli which are having the TNOU Regional Centres that has been functioning in monitoring the Study Centres and providing the academic support services to the learners of TNOU.
- Villupuram Regional Centre has been functioning its own building with adequate infrastructure facilities at Villupuram. The Nilgiris and Tirunelveli Regional Centres are functioning at the rental buildings.
- However, based on adequate infrastructure facilities and socially backward areas are Villupuram and Dharmapuri districts and Headquarters of Chennai may be taken into account to establish the Constituent Community College in the respective Regional Centres of TNOU.
- After the study the performance of Constituent Community Colleges in these district as pilot basis, TNOU may be expended its wing to establish the Constituent Community Colleges in rest of the Regional Centres of TNOU considering that local region specific as second phase.
- In future, Constituent Community Colleges may be expanded to each district headquarters in Tamilnadu to attain the vision and mission of the TNOU.

Programme on Offer

- Based on the analysis of region specific study, skill orientated and industry specific programmes may be offered to the socially deprived people of respective region.
- TNOU may offer the programmes that “courses that are a mix of knowledge and skill components”

- Initially, the skill orientate programmes may be offered in streams such as Information Technology, Fashion Design, Beauty & Jewellery Design in addition to the region specific programmes.
- Constituent Community Colleges (CCCs) can offer various skill oriented programmes such as Short Term Courses, Diploma and Advance Diploma as per the TNOU norms.
- **I. Advanced Vocational Diploma Programme**
 - General Duty Assistant
- **II. Vocational Diploma Programme**
 - General Duty Assistant
 - Fashion Design and Garment Making
 - Office Automation
 - InDesign
 - Early Childhood Care and Education
 - Beauty Therapist
 - Vehicle Mechanic
 - Refrigeration and AC Technician
 - Acupressure Therapist
- **III. Certificate Programme**
 - BS VI: Emission Standards
- **IV. Short Term Programme**
 - Road Safety and First Aid
 - Basic Computer Operations
 - Office Automation
 - Industrial Safety and Security
 - Cold Storage Management
 - Tailoring and Dress Making
 - Surface Embellishment
 - Disaster Management

- Ornamental Fish Culture
- Laboratory Safety Management
- Information Security Management
- Logistic and Supply Chain Management
- Beautician

Note: Programmes under the Category I, II, III and IV will be added as and when the Academic Council of TNOU approves, and the same will be uploaded in www.tnou.ac.in

- The Constituent Community College can succeed with the active participation and collaboration of the industry and other relevant organizations of the locality. The industrial partnership come to assist the Constituent Community College in the following ways;
 - *Designing the curriculum for various job oriented courses.*
 - *Being part time instructors/counsellors for teaching and assessment in the CCCs.*
 - *On the job training for the students in the work place.*
 - *Job placement for students who have been trained in the Constituent Community Colleges.*
 - *Memorandum of Understanding (MoU) could be signed with the industries for all the above areas of collaboration.*

Role of Industrial Partner for Running the Programme

- *Curriculum development of proposed skilled oriented programme. Curriculum Development Cell shall be looking after the curriculum design, convening adhoc board and approval of the programme in syndicate*
- *Providing study materials of each course of proposed programme which is approved by the TNOU.*
- *Soft Copy of the study materials provided by the industrial partner will be converted into SLM format as per the TNOU guidelines.*
- *Industrial partner is responsible to distribute the SLM to the learners*
- *Academic, practical classes and internship to the respective programmes shall be handled by the industrial partner as per the prepared schedule.*
- *Continuous Internal Assessment (CIA) for these offered programme may be followed by the TNOU norms*

- *Sharing pattern of industrial partners for running these programmes will be mentioned in the Memorandum of Understanding.*
- *Those industry/organisation who are willing to tie up with TNOU as industrial partner to offer the Skill Oriented Programmes under the Constituent Community Colleges shall fulfill the guidelines and norms of TNOU*
- *All industries/organisations which are interested to tie up TNOU in offering these skill oriented programme under the CCsC shall be routed through executive council to University-Institution-Industrial collaboration cell of TNOU for passing MoU.*
- *CCCs may tie up with Educational Institutions/ Industries / Business Association/Government Social Welfare Department for offering hot cake programmes.*

Administrative Set Up for Constituent Community College

- Tamil Nadu Open University will be the final approval of policy and implementation procedures of CCC related activities
- Executive Council may be constituted which is to one of the autonomy body to provide advising, planning and executing the activities of Constituent Community Colleges in the respective districts with approval Tamil Nadu Open University.
- One Director may be appointed /nominated by the TNOU who is looking after the functions the Constituent Community Colleges and monitoring its activities. The director may be reported and supported to the Executive council about the activities of Constituent Community Colleges.
- Each Constituent Community Colleges shall have one Coordinator. TNOU may appoint eligible candidate in the respective CCCS as Coordinator.
- Each CCCs shall have adequate supporting staff. The outsourced eligible candidate may be appointed to do their duty as per the TNOU norms.
- The CCC may occupy the major portion of premises and building of respective Regional Centres. Staff of the CCC may advise to maintain a cordial relationship with Regional Centres.

Qualification and Duties of Staff of Constituent Community College

Outsourced eligible staff may be appointed by the Tamil Nadu Open University to the respective Constituent Community College

- Work Skill Teachers
- Computer Operators
- Office Assistants etc.,

Infrastructure Facilities at Constituent Community College

- *TNOU shall arrange adequate infrastructure facilities to the respective Constituent Community College including class room, laboratory, ICT facilities and so on*
- *Lab equipments and accessories may be provided to the CCCs according to the programme on offer*

Monitoring and Reporting

- *The coordinator of concerned Constituent Community College shall report to the Director of CCC at Headquarters*
- *Holistic report of Constituent Community College shall be submitted to the Director of CCC for further necessary action for expanding its activities and functions*
- *Consolidated holistic report of all CCC will be considered and analysed by the Executive Council for escalating its operation with approval of approved body of university*

Director

Student Support Service Division (SSSD)

Administrative Building

Tamil Nadu Open University

No.577, Anna Salai, Saidapet

Chennai, Tamilnadu

Pin: 600 015

e-mail: tnousssd2019@gmail.com

Phone Number: 044-24306627

Mobile Number: 93459 13376

Director

School of Continuing Education (SOCE)

Academic Block

Tamil Nadu Open University

No.577, Anna Salai, Saidapet

Chennai, Tamilnadu

Pin: 600 015

e-mail: soce.tnou@gmail.com

Phone Number: 044-24306623

Mobile Number: 94456 11231

Principal

Constituent Community College (CCC)

Academic Block

Tamil Nadu Open University

No.577, Anna Salai, Saidapet

Chennai, Tamilnadu

Pin: 600 015

e-mail: chennaizonal@gmail.com

Phone Number: 044-24306622

Mobile Number: 9345913393

Principal

Constituent Community College (CCC)

Tamil Nadu Open University

No. 101, Surveyor Nagar,

Salamedu, Near Government Creche

Kandamanadi - Post,

Villupuram: 605 401

e-mail: villzonal@gmail.com

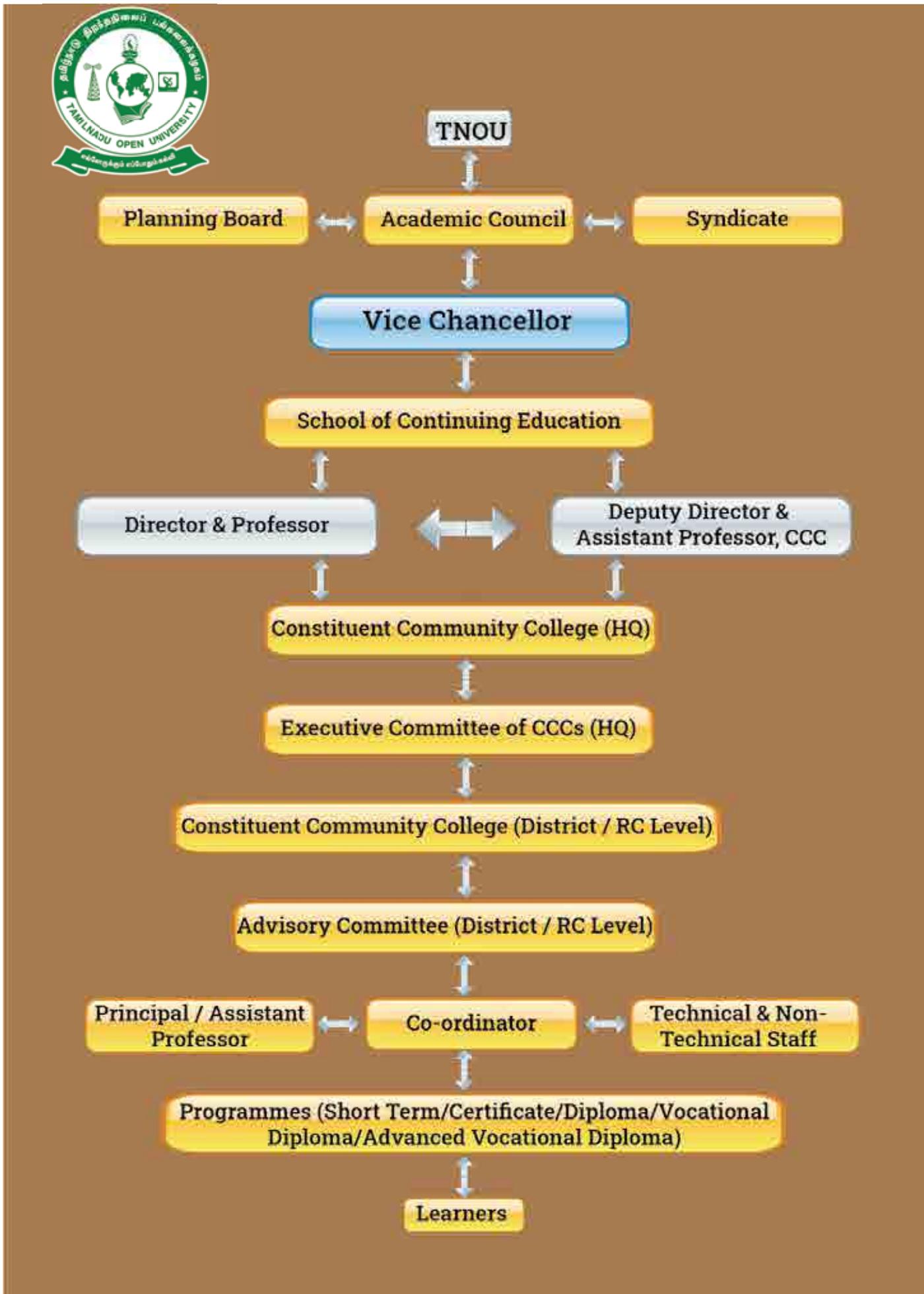
cccwillupuram@gmail.com

Phone Number: 04146-257467

Mobile Number: 9345913393



Organisational Structure of Constituent Community College





தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University

(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது, பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது, ஆசிரிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு & காமன்வெல்த் பல்கலைக்கழகங்களின் கூட்டமைப்பின் இணைவு பெற்றது)

577, அண்ணாசாலை, சைதாப்பேட்டை, சென்னை - 600 015



www.tnou.ac.in