



# Tamil Nadu Open University (TNOU)

Student Support Services Division (SSSD)

577, Anna Salai, Saidapet, Chennai-600 015

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## Application Form for the Establishment of TNOU

### Programme Study Centre (PSC) for Fashion Design Programmes

Filled in Application form along with the prescribed Inspection Fee of Rs.10,000/- and other relevant documents to be submitted to the Deputy Director, Student Support Services Division, No.577,Anna Salai, Saidapet, Chennai-600015 either in person or by Speed Post/Registered Post only.

Programme Study Centre to be approved by TNOU shall have to pay Interest free Refundable Deposit of Rs.50,000/- to TNOU.

Demand Draft (DD) may be drawn in favour of The Registrar, Tamil Nadu Open University+payable at Chennai.

1	Name of the Institution/Organization.	
2	Type of Organization. (Govt / Private/ NGO/ Aided/ Other types please specify.)	
3	Profile of the Institution including the details of Educational Activities. (enclose separate sheet)	
4	Name and Designation of Head of the applying Institution/Organisation  Mobile No.  E-mail Address.	
5	Postal Address for Communication	

	Phone Number / Mobile Number/ WhatsApp Number / E-mail  Fax  Website	
6	Details of infrastructure facilities	
	a. Office space in sq.ft.	
	b. Classroom in sq.ft.	
	c. Equipments required for the education Programmes	
	d. Projector (In Nos.)	
	e. Slide preparation facilities	
	f. Xerox Machine	
	g. Computers	
	h. Library (No. of books)	
	i. Journals of Academic expertise	
	j. Space for provision of TNOU teleconferencing programme	
7	Details of Academic Staff and Supporting Staff (a separate sheet may be enclosed)	
8	Please state the reason for applying Programme Study Centre of TNOU	
9	Details of the Programmes for which Programme Study Centre is requested / now applied for (refer Annexure)	
10	Details of Application Fee of Rs.2,000/- paid by the PSC	
	Name of issuing Bank & Place	

	Demand Draft Number and Date	
11	Details of Inspection Fee of Rs.10,000/- paid by the proposed PSC	
	Name of issuing Bank & Place	
	Demand Draft Number and Date	
12	Enclose the following supporting documents	Please Tick(1/2)
a.	Memorandum / Bylaws of Society or Trust or NGO or Others.	
b.	Resolution of Society or Trust for starting Programme Study Centre.	
c.	Address Proof of your Institution/Organisation (Lease Deed/Rent Agreement/Sale Deed/ Ownership Documents).	
d.	Audited Balance Sheets of previous three years.	
e.	PAN Number of the Institution/Organisation.	
f.	Photograph of Institution/ Organisation, Class Rooms, Lab, Library, Front Office, etc	
g.	Photo ID Proof of Head of Institution	
h.	Two Coloured Photograph of the Head of Institution/Organisation.	
i.	Bio-data of the Programme In-charge of the proposed PSC.	
j.	Bio-data of the Academic Counsellors (Teachers) along with copy of the self attested educational certificates.	
k.	Documents pertaining to the association with other Universities / Institutions.	
l.	DD for Application Fee of Rs.2,000/-.	
m.	DD for Inspection Fee of Rs.10000/-.	

Date :  
Place :  
Office Round Seal

Signature  
Name and Designation Seal  
of 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 Programme Study Centre 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 expertises 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 Practicals, Assignments will be borne from the funds made available under the sharing pattern as per MOU executed and will be implemented.

Date:  
Place:

Office Round Seal

Signature  
Name and Designation Seal

of Head of Institution.

## **Memorandum of Understanding (MOU) for Establishment of TNOU-Programme Study Centre (PSC)**

Signed on \_\_\_\_\_ between the Tamil Nadu Open University, hereinafter referred to as 'TNOU', represented by its Registrar and \_\_\_\_\_ hereinafter referred to as PSC, represented by its \_\_\_\_\_ regarding the responsibilities.

The validity of this MOU is for a maximum period of 3 (three) years from the date of signing and subsequent renewal, if considered, shall be done 3 (three) months before the expiry of this MOU.

### **The PSC shall:**

1. recommend a qualified person to be considered for Programme In-charge
2. provide space of approximately 500-800 sq.ft. for exclusive use of TNOU without charging any rent. This space will be utilized for the office of the Programme-in-Charge.
3. install a prescribed signboard of the TNOU Programme Study Centre prominently at a proper place.
4. make halls / rooms available for holding counselling sessions, practicals, workshops, etc and TNOU examinations when necessary .
5. extend library, laboratory, computer facilities, etc. to TNOU students for the given programme.
6. provide facilities like radio, recorder, TV, VCR, VCD, LCD etc. for using the cassettes/CDs of TNOU.
7. ensure that the Programme-in-Charge maintains or submits statement of accounts/expenditure to the SSSD as and when required.

### **TNOU shall:**

1. nominate the Programme-in-Charge.
2. pay honorarium per month and fixed amount as conveyance charges per month at the rate approved by TNOU from time to time, where applicable.
3. pay contingent charges and other remuneration for counselling sessions, workshop, practice teaching, evaluation of assignments, holding examinations, stationery, postage as per TNOU norms where applicable.
4. pay an amount towards secretarial assistance, either lump sum or on per student basis, whichever is more, as per approved rates of TNOU where applicable.
5. provide 1 set of SLM (Self Learning Material).
6. nominate academic counsellors as per TNOU norms.
7. have the right to shift or close the Programme Study Centre if it finds that adequate support services are not being provided, as per the requirements of the University. In such cases, the PSC shall hand over all the assets, financial accounts, if any and academic records of the learners to the TNOU. The PSC will also have to settle all financial accounts with the TNOU.
8. have the right to inspect the Programme Study Centre and advise the Programme In-charge, Academic Counsellors and the Management of the PSC.
9. reimburse all the above expenditure including on Admission, Contact classes, Counselling and Practical, Assignments from the funds made available under the sharing pattern of \_\_\_\_\_.
10. refund the interest free deposit, in case of withdrawal/removal after making required deductions if any.

### **Agreed upon and signed**

On behalf of the PSC  
Name of the Head of the Institution with  
Stamp and Date

On behalf of TNOU  
Name of the Registrar with Stamp and Date

## **RESPONSIBILITIES OF PROGRAMME-IN-CHARGE (PIC)**

1. Ensure availability of necessary Infrastructural facilities in consultation with Head of the host institution:
  - a. Space for counselling and audio-video sessions.
  - b. Laboratories/Hospitals/Public/Health/Centre/Industries/Libraries/ Computers as and when required.
  - c. Installation of Equipment/Apparatus/Instruments etc.
  - d. Ensure that the Equipment/Apparatus etc. are in working order.
  - e. Arrange proper consumables as well as other materials required for practical.
2. Demonstrative access to workshop apparatus/Computers/Site Equipments/ Drawing Board/Technical Library.
3. Conduct of Practical / Field Sessions and Examinations as per Schedule.
4. Organising of Counselling and Audio-Video Sessions:
  - a. Identify course-specific academic counsellors.
  - b. Prepare schedules of Counselling / Practical / Clinical Sessions in consultation with Head of the Host Institution.
  - c. Oversee conduct of Counselling / Practical / Clinical sessions and maintain a record of attendance.
  - d. Arrange periodic meetings with the counsellors and students to review progress of the programme.
5. Feedback & Quality Control:
  - a. Give programme specific information to the prospective and the enrolled students.
  - b. Send monthly feedback reports on counselling, audio-video and practical sessions conducted and student response to the programme.
  - c. Maintain session-wise record of practical work and prepare an evaluation report of students in consultation with Counsellors/Supervisors.
6. Arrange payment to the Counsellors/Evaluators and others as per payment norms of the programme and maintain a record relating to such payments.
7. The host institution of the work centre will be paid hire charges towards the use of Laboratories/Equipments/consumables as per the approved norms of the University.
8. Remuneration to the personnel approved by the University working at the work centre will be paid as per the approved norms of the University.
9. Arrange practical sessions, demonstrations, fieldwork etc. as per the TNOU Programme requirements.
10. Receive assignments from students, get them evaluated by the TNOU approved Academic Counsellors and send feedback to students and Award List / grade sheets to SR & ED Division.

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**TAMIL NADU OPEN UNIVERSITY**  
**Programme study Center**  
**B.Sc Apparel and Fashion Design**

1	Name of the Institution, where Programme Study center is proposed	
2	Approval of Textile/ Apparel Industry if any	
3	Whether the Institution is an affiliated College / Polytechnic College / ITI / Tailoring Institute	
4	Whether the institution have tie-up industry and industrial partner (please attach Details) (mandatory)	
5	Infrastructural Facilities Required for the BSAD Programme	
	a) Lecture Room(Three)	
	b) Sketching Lab with Drawing Boards (Fifteen- Tables)	
	c) Sewing Lab -Single Needle- 10,Three Thread Over lock, Flat Lock, Embroidery Machine and Fashion Maker Machine , Steam Iron Box . 1 Nos /each	
	d) Processing Lab- Chemicals for Dying and printing, Water Bath,- Utensils, Glass Rod, Beaker, Conical Flask, Printing Blocks , Screens , Stove, T-Janting , Printing Table, Washing area.	
	e) Computer Lab- five Systems with Required Software (CorelDraw, Photoshop)	
	f) Dummies-Full Sketch-Three (Men, Women and Children)	
	g) Mannequins /Dress Form-Three(Men, Women and Children)	
	h) Fitting Room-One	
	i) Patter Making Tools	
j) Accessories like Scissors, Embroidery Frames etc needed for sewing and embroidery		
6.	Academic Requirements for BSAD programme(Enclose Bio Data as per the format given by TNOU)	Please tick
	BFTM-11	Master Degree in relevant Subject
	BFEG-12	Master Degree in English
	BSAD . All Core subject	Master Degree / Degree in Apparel and Fashion relevant

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**



**TAMIL NADU OPEN UNIVERSITY**  
**Programme study Center**  
**M.Sc Apparel and Fashion Design**

1	Name of the Institution, where Programme Study center is proposed	
2	Approval of Textile/ Apparel Industry if any	
3	Whether the Institution is an affiliated College / Polytechnic College / ITI / Tailoring Institute	
4	Whether the institution have tie-up industry and industrial partner (please attach Details) (mandatory)	
	a) Apparel industry	
	b) Textile industry	
	c) Textile testing Lab	
5	Infrastructural Facilities Required for the MAFD Programme	
	k) Lecture Room(Three)	
	l) Sketching Lab with Drawing Boards (Fifteen- Tables)	
	m) Sewing Lab -Single Needle- 10,Three Thread Over lock, Flat Lock, Embroidery Machine and Fashion Maker Machine , Steam Iron Box . 1 Nos /each	
	n) Processing Lab- Chemicals for Dying and printing, Water Bath,- Utensils, Glass Rod, Beaker, Conical Flask, Printing Blocks , Screens , Stove, T-Janting , Printing Table, Washing area.	
	o) Computer Lab- five Systems with Required Software (CorelDraw, Photoshop, Fashion Studio/Any Pattern Making Software)	
	p) Testing Lab . Gsm tester, Stiffness tester, and other Textile testing Equipment	
	q) Dummies-Full Sketch-Three (Men, Women and Children)	
	r) Mannequins /Dress Form-Three(Men, Women and Children)	
	s) Fitting Room-One	
	t) Patter Making Tools	
	u) Accessories like Scissors, Embroidery Frames etc needed for sewing and embroidery	
6.	Academic Requirements for MAFD programme(Enclose Bio Data as per the format given by TNOU)	Please tick
	MAFD . All Core subject	Master Degree in Apparel and Fashion relevant

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**





**TAMIL NADU OPEN UNIVERSITY**  
**Programme study Center**  
**Diploma in Fashion Boutique Designer**

1	Name of the Institution, where Programme Study center is proposed	
2	Approval of Textile/ Apparel Industry if any	
3	Whether the Institution is an affiliated College / Polytechnic College / ITI / Tailoring Institute	
4	Whether the institution have tie-up industry and industrial partner (please attach Details) (mandatory)	
5	Infrastructural Facilities Required for the VDFB Programme	
	v) Lecture Room(Three)	
	w) Sketching Lab with Drawing Boards (Fifteen- Tables)	
	x) Sewing Lab -Single Needle- 10,Three Thread Over lock, Flat Lock, Embroidery Machine and Fashion Maker Machine , Steam Iron Box . 1 Nos /each	
	y) Computer Lab- five Systems with Required Software (CorelDraw, Photoshop)	
	z) Dummies-Full Sketch-Three (Men, Women and Children)	
	aa) Mannequins /Dress Form-Three(Men, Women and Children)	
	bb) Fitting Room-One	
	cc) Patter Making Tools	
	dd) Accessories like Scissors, Embroidery Frames etc needed for sewing and embroidery	
6.	Academic Requirements for BSAD programme(Enclose Bio Data as per the format given by TNOU)	Please tick
	CNS	Degree in English Subject
	LCS	Degree in Social work
	VDFB . All Core subject	Degree / Diploma in Apparel and Fashion relevant

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**



# TAMIL NADU OPEN UNIVERSITY

## Programme Study Centre

### Personal Bio-Data of Academic Counsellor / Teacher

1	Name of the Institution, where Programme Study Centre is proposed		
2	Name of Programme and subject for which the Academic Counsellor is engaged		
3	Name and Residential Address of the Academic Counsellor / Teacher		
	a. Name		
	b. Educational Qualification		
	c. Door Number		
	d. Street Name		
	e. Area Name		
	f. Post		
	g. Taluk Name		
	h. District Name		
i. Pin Code			
4	Institution details of the Academic Counsellor/Teacher where employed		
	1. Institution Name		
	2. Present Designation		
	3. Total Years of Experience		
5	Details of Telephone/Fax/ Email/ of the Academic Counsellor	STD Code	Phone Nos
	a. Office Phone		
	b. Fax		
	c. Residence Phone		
	d. Mobile Phone		
	e. E-Mail Address		
6	Experience in Distance Education if any		

I hereby declare that all the information given above are correct. If any time it comes to the notice of the University that the above information/statements are false, the University may terminate my appointment as Academic Counsellor / Teacher.

**Date:**

**Signature of Academic Counsellor**

**Signature and Seal of the Coordinator**



**TAMIL NADU OPEN UNIVERSITY**  
**Programme Study Centre**  
**Personal Bio-Data of Programme In Charge**

1	Name of the Institution, where Programme Study Centre is proposed		
2	Name of Programme and Course		
3	Name and Residential Address of the Programme Incharge		
	j. Name		
	k. Educational Qualification		
	l. Door Number		
	m. Street Name		
	n. Area Name		
	o. Post		
	p. Taluk Name		
	q. District Name		
r. Pin Code			
4	Institution details of the Programme Incharge where employed		
	4. Institution Name		
	5. Present Designation		
	6. Total Years of Experience		
5	Details of Telephone/Fax/ Email/ of the Programme Incharge	STD Code	Phone Nos
	f. Office Phone		
	g. Fax		
	h. Residence Phone of Director/Principal		
	i. Mobile Phone of Director/Principal		
j. E-Mail Address			
6	Experience in Distance Education if any		

I hereby declare that all the information given above are correct. If any time it comes to the notice of the University that the above information/statements are false, the University may terminate my appointment as Programme Incharge.

**Date:**

**Signature of Programme Incharge**