



Tamil Nadu Open University (TNOU)
Student Support Services Division (SSSD)
577, Anna Salai, Saidapet, Chennai-600 015

Phone: (91-44) 2430 6621 / 6622 / 6627

Fax: (91-44) 2430 6640

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**Application Form for the Establishment of
TNOU-Programme Study Centre (PSC)**

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/- (for Management Programmes)/ Rs.25,000/-(for Other Programmes) 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(½)
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.

Annexure
TNOU Academic Programmes offered through
Programme Study Centres (PSCs)

S.No.	Name of Programme
1	MBA Retail Management
2	B.Ed. General
3	MBA Logistics and Management *
4	B.Ed. Special Education
5	MBA Shipping and Logistics Management
6	PG Diploma in Psychological Counselling
7	M. Ed. Special Education
8	B.Sc Catering and Hotel Management
9	Diploma in Bakery and Confectionary
10	Diploma in Food Production
11	Diploma in Food and Beverage Services
12	MBA Hospital Administration
13	B.Sc Multimedia *
14	B.Sc Visual Communication
15	Certificate in Community Radio Technology
16	B.A Islamic Studies
17	M.A Islamic Studies

*Subject to approval of UGC-DEB



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		
	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 Programme Incharge where employed		
	1. Institution Name		
	2. Present Designation		
	3. Total Years of Experience		
5	Details of Telephone/Fax/ Email/ of the Programme Incharge	STD Code	Phone Nos
	a. Office Phone		
	b. Fax		
	c. Residence Phone of Director/Principal		
	d. Mobile Phone of Director/Principal		
	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 Programme Incharge.

Date:

Signature of Programme Incharge



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