



MANONMANIAM SUNDARANAR UNIVERSITY (MSU)

(DIRECTORATE OF DISTANCE & CONTINUING EDUCATION)

In Collaboration with

ARIGNAR ANNA E CAMPUS (AAEC)

(Managed by Venkateshwara Educational Trust)

**Submission of Proposal for MSU - AAEC
Online & Distance Education
Study Center**

**Admin Office : No- 5, Janaki Nagar, Arcot Road, Valasaravakkam,
Chennai-600 08, Tamilnadu, Phone: 044-43552939**

www.msuonline.in / www.annaedu.in



MANONMANIAM SUNDARANAR UNIVERSITY

Abishekpatti, Tirunelveli – 627

Study Center Application Form

1. Application for establishment of Centre for award of:.....
(Online & Distance)

2. Name of Trust / Society/Organization (Attached registration deed as **Annexure – 1**)

3. Name and Address of the Institution

Name of Institution			
Address			
Village			
Taluk			
District			
Pin			
State			
STD Code		Phone No:	
Fax No.		E-Mail	
Nearest Rly Station		Distance in (Kms)	
Nearest Airport		Distance in (Kms)	
Landmark		Website:	
Transport Facility			

4. Name and Designation of the Head of the Institution (Principal / Director)

Name					
Designation		Qualification & Experience :	Highest Degree	Specialization	Total Experience
		DOB:			
STD Code		Phone No. (O)	Fax No		
			Mobile No.		

5.Details of the existing Programmes (If Applicable)

	Programs	Existing Approved Intake	Approved of the Competent authority	Details of the Affiliating Body
MBA				
Other Programs				
Total				

6. Details of Land: (Attached Land Documents, Approved Plan) **Annexure – II, Annexure - III**

Particulars	Existing	Proposed
Land (in Acres) (Owned/Leased)		
Built up Area (in Sqft)		

7. Faculty: Enclosed Separate List in Annexure - IV

Details of Existing/Proposed/Visiting (Full Time & Part Time) faculties:

	Name (s) of the Teaching Faculty	Designation Lecturer/ Asst. Professor/ Professor	Qualifications with field of specialization	Experience		
				A	B	C

8. Details of Computer Facilities : Enclosed Separate List in Annexure - V

S.No	Particulars	Specify
1.	Number Computer Terminals	
2.	Configuration	
3.	No. of Terminals on LAN / WAN	
4.	Software	
5.	Printers	

9. Details of Library Facilities :

S. No	Programmes	Number of titles of the books	Number of Volumes		
				National	International
		Available	Available	Available	Available
1.					
2.					
3.					
4.					

10. Availability of Video Conference Facilities (Yes / No) :

11. Availability of Audio Conference Facilities (Yes / No) :

12. Availability of Conference Room/Lecture Theatre (Yes / No) :

13. Application Fee Details: Demand Draft No _____ dated _____ Drawn On _____

For Rs. _____ In favour of _____ payable at . _____

I / We solemnly declare that no information has been withheld and all the information provided in this application form is correct. If any information is found to be incorrect or false, I / we understand that proposal shall be liable for rejection.

Name and Signature
of the Authorized Signatory
of the Promoting Entity with seal
Date :
Place:

Name and Signature
of the Head of the Institution
of study center with seal
Date:
Place:

CHECK LIST

Annexure	Contents	For AAEC Official Use
I	Registered Trust / Society / Organization Deed	
II	Land Documents	
III	Approved Building Plan	
IV	Faculty Details	
V	Photograph of class rooms, library, Computer Facilities	
VI	Previous 3 years audited financial statements (If Applicable)	

Signature of the AAEC Verification Staff

Name :

Place :

Date :