



The Tamil Nadu Dr. J. Jayalalithaa Music and Fine Arts University

Dr. D.G.S. Dinakaran Salai, Chennai – 600 028.

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Off – Campus Center Application Form

1	Name of the proposed Institute	
2	Full Address of the Institute	
3	Organiser Name and Designation	
4	Organiser Educational qualification	
5	Contact No. of the Institute	
6	Email ID of the Institute	
7	Details of Computers and other infrastructure facilities	
8	Total space of the Institution	
9	Courses likely to be conducted	
10	List of Faculties	
11	Number of classrooms and its size	
12	Payment details of Application fee	
13	Payment details of Inspection fee	
14	Organiser's Signature with Official seal of the Institution	
15	Any other information about the institution	

Note : General Instructions for filling of the application is given as an annexure.

General Instructions for filling of the application by the proposed New Off-Campus Institution

1. The proposed name and style of the institution should be given in full in capital letters. A self-attested copy of registration certificate with Government in any form like MSME Certificate, may be attached with this application. If the institution is functioning under any NGO or any Trust, copy of the same may be enclosed with this application.
2. Full communication address need to be submitted and it should be supported with a copy of document like Tax Receipt, Rental Agreement or any other form of proof for verification.
3. The Organiser's name and the designation in this institute need to be mentioned and supporting documents, if any may be attached. If the Organiser is an individual person, a self-attested copy of Aadhaar or any other valid document may be attached.
4. Organiser's education qualification should be supported with a copy of qualified certificates.
5. Contact numbers of the Institution / Organiser along with WhatsApp number may be provided.
6. Email ID of the institution / organiser, may be provided. Website address of the organisation may be provided, if available.
7. Details of infrastructure facilities like computers, software, equipment, musical instruments, library books for references, furniture and fittings, flooring, WIFI/internet facilities, fire safety equipment, etc. may be attached to this application.
8. Total carpet area / total area of the institution may be specified and a copy of floor plan, etc. may be attached with this application.
9. Courses likely to be conducted may be given specifically under the group of Music / Dance / Fine Arts / Communication and Design oriented courses. Every group of courses will have 6 months Certificate course, 1 year Advanced Certificate Course, 1 year Diploma Course, 2 years Advanced Diploma course, 1 year Teachers' Certification Course, etc. Awarding the courses are subject to availability of syllabus and sanction of the appropriate authority.
10. List of faculties consists of their Bio-data duly affixing passport size colour photograph and along with copies of self-attested educational qualification certificates.

11. Number of class rooms and its size for conducting classes and other facilities, like water facilities, rest room facilities, etc. may be given.

12. The one-time application fee of Rs.5000/- [Rupees five thousand only] need to be paid by online mode in to the bank. The Payment shall be effected in favour of The Registrar, Tamil Nadu Dr. J. Jayalalithaa Music and Fine Arts University, Account No. **6373045182** – Indian Bank, M R C Nagar, Image Campus, Chennai-600 028, Tamil Nadu, India, Bank Phone No. **+914424610988**. IFSC Code : **IDIB000M163** CIF : **3137492803**.

13. The inspection fee of Rs.50000/- [Rupees fifty thousand only] need to be paid by online mode in to the bank as stated above. Once the inspection fee is paid along with above application fee the Affiliation Committee will take up application for scrutiny. On completion of scrutiny by the Affiliation Committee, the Inspection Committee will be sent for inspection of the institution. The inspection fee will be for two years from the affiliated academic year.

14. The Organiser of the institution should sign the application and official seal of the institution need to be affixed.

15. Any other information about the institution may be furnished along with the application for appraisal of the institution by the members of Affiliation Committee.

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