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**Proforma for Proposal for establishment of a Higher Education  
Government Institute**

| Area                                   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. The Project</b>                  | <p>1.1 Description</p> <p>1.2 Objectives/philosophy</p> <p>1.3 Justification with socio-economic benefits to the country</p> <p>1.4 Facilities proposed to be created</p> <ul style="list-style-type: none"> <li>➤ For students</li> <li>➤ For staff</li> </ul>                                                                                                                                                                                                                                                      |
| <b>2. Location</b>                     | <p>2.1 Proposed site, area</p> <p>2.2 Justification</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>3. Physical Facilities</b>          | <p>3.1. Infrastructure proposed</p> <p>3.2. Land</p> <p>3.3. Building, administration, academic, lecture halls/auditorium, class/tutorial rooms, seminar room, staff room, toilets, drinking water, library, laboratories, independent group discussion areas for students and other facilities</p> <p>3.4. Equipment, computers, internet facilities for staff and students, photo</p> <p>3.5. copying, printing for students, multimedia,</p> <p>3.6. Books, journals</p> <p>3.7. Furniture</p> <p>3.8. Others</p> |
| <b>4. Proposed Programmes of Study</b> | <p>4.1 List of programmes</p> <p>4.2 duration of courses/programmes</p> <p>4.3 Mode(s) of delivery</p> <p>4.4 Level of awards in the Maldives National Qualifications Framework</p>                                                                                                                                                                                                                                                                                                                                  |
| <b>5. Admissions</b>                   | <p>5.1 Procedures and criteria of admission (including entry requirements, student selection, etc.)</p>                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                                                                                | 5.2 Number of students to be enrolled, course /programme / level-wise (next 3 years)                                                                                                                                          |
| <b>6. Examination and Assessment</b>                                                           | 6.1 Information on assessment system, regulation of examinations<br>6.2 Mechanism of assessment and examinations<br>6.3 Arrangements for monitoring quality of teaching and learning, and students' performance               |
| <b>7. Internal Supervision</b>                                                                 | 7.1 Arrangement of academic supervision of students<br>7.2 Arrangements for in house quality<br>7.3 Arrangement for administrative and technical support for quality assurance and quality enhancement                        |
| <b>8. Students</b>                                                                             | 8.1 Grievance procedures<br>8.2 Welfare services                                                                                                                                                                              |
| <b>9. Staff</b>                                                                                | 9.1 Academic staff strength, pay scales, criteria for appointment / promotion<br>9.2 Visiting academic staff, part-time/associates and others<br>9.3 Academic Staff: Student ratio<br>9.4 Administrative and supporting staff |
| <b>10. Additional Facilities</b>                                                               | 10.1 Tuck shop / Cafeteria<br>10.2 Hostel / accommodation (students / staff)<br>10.3 Printing photo copying<br>10.4 First Aid<br>10.5 Career guidance                                                                         |
| <b>11. Phased development of institution (e.g. phase 1, phase 2, etc.)<br/>(If Applicable)</b> | 11.1 Land<br>11.2 Buildings<br>11.3 Equipment<br>11.4 Furniture<br>11.5 Administrative and Academic Staff<br>11.6 Academic programmes<br>11.7 Other relevant facilities                                                       |



*(Handwritten musical notation)*

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