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گروہ، سرگرم رہیں

----- **قُرْبُورْد وَسَوَورْد**

تحریر کرد سر:

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مکتبہ اسلامیہ دارالعلوم دیوبند

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وَسَوَافِئَ زُرَّاعٍ مِّنْهُمُ : (وَفُتُوحَاتِ بَرَدٍ مِّنْهُمُ رِجَالٌ خَالِدُونَ



Ministry of Education, Higher Education and Skills Development

Male', Republic of Maldives

Proforma for Proposal for establishment of a Higher Education Institute

Area	Details
1. The Project	1.1 Description 1.2 Objectives/philosophy 1.3 Justification with socio-economic benefits to the country 1.4 Facilities proposed to be created ➤ For students ➤ For staff
2. Location	2.1 Proposed Site, Area 2.2 Justification
3. Physical Facilities	3.1. Infrastructure proposed 3.2. Land 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 3.4. Equipment, computers, internet facilities for staff and students, photo 3.5. copying, printing for students, multimedia, 3.6. Books, journals 3.7. Furniture 3.8. Others
4. Proposed Programmes of Study	4.1 List of programmes 4.2 duration of courses/programmes 4.3 Mode(s) of delivery 4.4 Level of awards in Maldives National Qualifications Framework

5. Curriculum	5.1 Proposed Structure/ scheme of studies 5.2 Management of practical training (if applicable)
6. Admissions	6.1 Procedures and criteria of admission (including entry requirements, student selection, etc.) 6.2 Number of students to be enrolled, course/ programme/ level-wise (Next 3 years)
7. Fee Structure	7.1 Admission Fee, Annual tuition fee, other dues (to be specified in detail) 7.2 Scholarship, Bursaries, if any
8. Examination and Assessment	8.1 Information on assessment system, regulation of examinations 8.2 Mechanism of assessment and examinations 8.3 Arrangements for monitoring quality of teaching and learning, and students' performance
9. Internal Supervision	9.1 Arrangements for in house quality assurance and quality enhancement of teaching and learning 9.2 Arrangement for administrative and technical support for quality assurance and quality enhancement
10. Students	10.1 Grievance procedures 10.2 Welfare services
11. Staff	11.1 Academic staff strength, pay scales, criteria for appointment / promotion 11.2 Visiting academic staff, part-time/associates and others 11.3 Academic Staff: Student Ratio 11.4 Administrative and supporting staff
12. Financial plan	12.1 Sources of yearly income 12.2 Capital estimate 12.3 Return on investment 12.4 Plan for disposal of profits/surplus income

13. Additional Facilities (If applicable)	13.1 Tuck shop / Cafeteria 13.2 Hostel / accommodation (students / staff) 13.3 Printing photo copying 13.4 First Aid 13.5 Career guidance
14. Phased development of institution (e.g. phase 1, phase 2, etc.)	14.1 Land 14.2 Buildings 14.3 Equipment 14.4 Furniture 14.5 Administrative and Academic Staff 14.6 Academic programmes 14.7 Other relevant facilities.



Ministry of Education, Higher Education and Skills Development

Male', Republic of Maldives

Proforma for Proposal for establishment of a Higher Education College

Area	Details
1. The Project	1.1 Executive summary of the proposed project 1.2 Description 1.3 A short outline of the whole project 1.4 Philosophy of the project 1.5 Vision of the project 1.6 Mission of the project 1.7 Aims of the project 1.8 Objectives of the project 1.9 Background of the project 1.10 Justification with socio-economic benefits to the country 1.11 Facilities proposed to be created • For students • For staff 1.12 Organizational Set-up 1.13 Organization structure with relevant titles including department names and divisions 1.14 Academic Staff: Student Ratio
2. Governance and Monitoring	2.1 Governing Bodies, their main functions and composition 2.2 Admissions, Recruitment and Selection 2.3 List of new programs including MNQF level and duration 2.4 Admission policy 2.5 Admission criteria of all programs

	2.6 Selection procedure 2.7 Procedure for orientation of new students 2.8 Other guidelines 2.9 Students mechanism for maintaining student records and statistics of the students 2.10 Grievance/Appeal Policy 2.11 Student Welfare services 2.12 Mechanism to ensure student engagement in institute's activities 2.13 Projected number of academic staff and their qualifications 2.14 Mechanism for maintaining staff records statistics 2.15 Pay scales, social security, pension and benefits 2.16 Criteria for appointment, promotion and termination 2.17 Projected number of administrative and supporting staff 2.18 Academic Calendar
3. Finance	3.1 Student fees 3.2 Fee structure for individual programs 3.3 Mechanism for revision of student fees 3.4 Procedure for fee waiver (Fully and/or Partially) 3.5 Scholarships offered (if any) 3.6 Other benefits for students (if any) 3.7 Current Funding Sources 3.8 Income from company support 3.9 Income from donor agencies 3.10 Individual support 3.11 Foreign support 3.12 Endowment funds 3.13 Financial Forecast 3.14 Proposed investments for proposed number of students 3.15 Regular investments for upgrading infrastructure, technology and innovation and other facilities 3.16 Recurring expenses for upgrading infrastructure,

	5.10 Mechanism of conducting examination and assessments 5.11 Other activities 5.12 Engagement in continuing education 5.13 Student exposure to social work 5.14 Policy and practice of inclusiveness 5.15 Policy and practice of environment/sustainability/social issues/Dhivehi Language development 5.16 Record maintenance mechanism of all arrangements 5.17 Career guidance and counseling mechanism
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مَنْ جَاءَكَ مِنْهُمْ بِذُنُوبٍ فَاعْلَمْ أَنَّهُ لَا إِلَهَ إِلَّا اللَّهُ وَهُوَ الْعَزِيزُ الْحَكِيمُ

دع
ترو رمد رنج.

تَاجُورِ رَیْزِ دَرِ نَرَنُورِ رَدِ مَدُورِ زَیْزِ سَرُورِ رَسُو دَیْزِ سَرِ مَورِ

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