

Proforma for Project Proposal for the Establishment of a College, or Branch, Centre or Campus of Overseas Institutions Offering Postsecondary Education in the Republic of Maldives

1. Executive Summary of Project

2. The Project

2.1 Description

2.2 Objectives/philosophy

2.3 Justification with socio-economic benefits to the country

2.4 Facilities proposed to be created

2.5 Organisational set up

3. Sponsorship and Governance

3.1 Registered body, trust, foundation, etc.

3.2 Governing body

3.3 Funding Sources

3.4 Initial investment

3.5 Recurring expenses

4. Location

4.1 Proposed site, area

4.2 Justification

5. Physical Facilities

5.1 Infrastructure proposed

5.2 Land

5.3 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

5.4 Equipment, computers, internet facilities for staff and students, photo copying , printing for students, multimedia,

5.5 Books, journals

5.6 Furniture

5.7 Others

6. Proposed Programmes of Study (for 3 years)

6.1 List of programmes

6.2 Appellation and duration of courses/programmes

6.3 Mode(s) of delivery

6.4 Awarding body(ies)

6.5 Level of awards in the Maldives National Qualifications Framework

7. Curriculum

7.1 Proposed structure/scheme of studies

7.3 Management of practical training

7.4 Placement, workplace experience

8. Academic Structure

8.1 Names of schools/faculties/departments/centres/units

8.2 Composition of course/programme committees

8.3 Composition of board of studies, academic council/committee

9. Admissions

9.1 General policy

9.2 Admission office, student support centre, registrar.

9.3 Number of students to be enrolled, course /programme / level-wise (next 3 years)

9.4 Procedures and criteria of admission (including entry requirements, student selection, etc.)

10. Fee Structure

10.1 Admission fee, annual tuition fee, other dues (to be specified in detail)

10.2 Scholarships, bursaries, if any

11. Examination and Assessment

11.1 Information on assessment system, regulation of examinations

11.2 Mechanism of assessment and examinations

11.3 Arrangements for monitoring quality of teaching and learning, and students performance

12. Internal Supervision

12.1 Arrangement of academic supervision of students

12.2 Arrangements for in house quality assurance and quality enhancement of teaching and learning

12.3 Arrangement for administrative and technical support for quality assurance and quality enhancement

13. Research

13.1 Research areas to be engaged in

13.2 Sourcing of research funds

13.3 Outcome of research findings

14. Other Activities

14.1 Engagement in continuing education

14.2 Provision of service – e.g. consultancy, medical, paramedical, etc.

14.3 Student exposure to social work.

15. Students

15.1 Total number of students to be enrolled in the institution

15.2 Enrolment of students, level-wise

15.3 Output of students level-wise for the next 5 years

15.4 Grievance procedures

15.5 Welfare services

16. Staff

16.1 Academic staff strength, pay scales, criteria for appointment / promotion

16.2 Visiting academic staff, part-time/associates and others

16.3 Academic Staff: Student ratio

16.4 Administrative and supporting staff.

17. National and International Collaboration

17.1 Collaborating institutions/organisations/agencies

17.2 Nature of collaboration/linkage

17.3 Method and extent of collaboration/linkage

17.4 If affiliate, state of which institution

17.5 If branch, centre, or campus of an overseas institution state of which institution .

18. Financial Plan

18.1 Five-year financial plan. An analytical-descriptive plan both for sources and utilisation of recurring and non-recurring expenditures

18.2 Sources of yearly income

18.3 Capital estimates

18.4 Return on investment

18.5 Plan for disposal of profits/surplus income

19. Additional Facilities

19.1 Tuck shop / Cafeteria

19.2 Hostel / accommodation (students / staff)

19.3 Printing photo copying

19.4 First Aid

19.5 Career guidance

20. Phased development of institution (e.g. phase 1, phase 2, etc.)

20.1 Land

20.2 Buildings

20.3 Equipment

20.4 Furniture

20.5 Administrative and Academic Staff

20.6 Academic programmes

20.6 Other relevant facilities.

