

PROPOSAL ON THE ESTABLISHMENT AND AFFILIATION OF
TITLE OF PROPOSED COLLEGE

Submitted
By

NAME OF THE APPLICANT
(Applicant may be an individual or organization)

To
PLANNING DIVISION
CENTRAL OFFICE
POKHARA UNIVERSITY
LEKHNATH-12
KASKI
NEPAL

Month, Day and Year
(For Example, July 25, 2009)

Framework of the Proposal

PRELIMINARIES

- Cover Page
- Copy of Application Letter
- Executive Summary

CHAPTER I: INTRODUCTION

- General Background
- Location Information (Information on the educational institutions, Access to Utilities Services/basic infrastructure)
- Justification of the College
- Mission and Vision
- Objectives

CHAPTER II: ORGANIZATION STRUCTURE

- Legal Status of the Organization (Sole, Partnership, Company, Cooperative, Trust, Community)
- Composition of Boards/ Managing Committee
- Structure of Organization

CHAPTER III: ACADEMIC PROGRAMS AND PLANS

- Short-term program (programs to be launched within 5 years)
- Long-term programs (program to be launched up to coming 10 years)
- Labor Market Gap Analysis
- Possible Labor Markets of the Product

CHAPTER IV: HUMAN RESOURCE PLANNING

- Teaching Staff
- Non-teaching Staff

CHAPTER V: PHYSICAL PLANNING

- Land and Building
- Class Room
- Room Required for Administrative Staff
- Faculty Room
- Laboratory (Science and Computer)
- Library
- Playground
- Dormitory Facilities/Hostel
- Teacher and Staff Quarters
- Seminar/Meeting Hall

CHAPTER VI: FINANCIAL PLAN

- Estimated Project Cost (investment in infrastructure, office machines and equipments and office and student furniture)
- Financing of Project Cost (equity and debt financing)
- Estimation of Recurrent/Operation Cost (at least for five years)
- Estimation of Revenue (at least for five years)
- Cost Recovery and Break-even point (overall and program-wise)

APPENDIXES

1. Charter of the Proposed College/Institution
2. Copy of Decision of Board of Directors/Partners/Trust board/Cooperative Board/Community
3. Academic Planning Schedule
4. Physical Planning Schedule
5. Financial Planning Schedule
6. Document of Legal Status (certificate of registration to the competent authority, Partnership Deed should be annexed if it is partnership firm)
7. Letter of Intent Issued by Ministry of Education, Government of Nepal (in case of technical education)
8. Document Entitled to the Ownership of Land/Lease Agreement with Landowner
9. Land Use Plan and Drawing of Proposed Building (detail of land and building)
10. Profile of Feeder Institutions and Institutions Running the Same/Similar Nature Program
11. Resume of Administrative Staff Including Principal (qualification, address, and position)
12. Resume of Board of Directors/Promoters/Investors, Partners/Shareholders (qualification, address, position, percent of ownership)
13. Resume of Faculties (qualification, position, experience in academic field)
14. List of Student Furniture, Equipments and Machines to be Used in the Class Room (OHP, multi-media projector, computer)
15. List of Laboratory Equipments
16. List of Office Equipments and Machine
17. Fee Structure
18. Facilities Structure (salary, allowances, provident funds, gratuity, life insurance and medical insurance, residential facilities)
19. Detail Estimation of Project Cost
20. Detail Estimation of Revenue
21. Detail Estimation of Recurrent Cost
22. List of Required Book and Journals and News Paper (only text books and reference books and number)
23. Letter Showing the Promise to Comply with the University Policy and Regulation by a Competent Authority of the Applying Institution