



Quality Management System

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Proposal to Establish a Higher Education Institution

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General Guidance for establish a Tertiary Education Institutions

The following serves as a guide to the sponsors/principals of an organization regarding the content of a Proposal to establish a tertiary education Institutions. The following area/elements should be address in the proposal.

Please complete the Proposal with reference to a preferred style and with reference to specific aims and objectives at the base of establishment of the Institutions

1.0 Vision and Mission

(What is the distinctive and/or innovative philosophy that would guide the proposed institution? What statement(s) specifies how the institution will address students' needs and local educations issues?)

1.1 Vision

- a) A long-term goal that the institution is committed to achieve; an inspirational target.
- b) Mid-term or long-term desirable results.

1.2 Mission

- a) The guiding principle and focus of work that help staff understand their shared commitment to the school's educational aims
- b) The reference for making decision and choice.

1.3 Strategic Plan

- a) Key task to be accomplished in order to realise the vision.
- b) Institutional Development plan: major concerns, targets, strategies and time scale to be set out in the first development cycle, which are in line with the school's vision and mission.

1.4 Financing of the institution; source of financing

Basic financial management strategy: financial planning/budgeting; management and monitoring; plan for development of institution.

2.0 Board, Management and Organisation

- a) Describe the ownership/sponsorship and structure of the oversight (board etc.) and management (operations) of the institution.
- b) Describe the background of the owners/sponsoring body of the institution. List the members of the board. Provide an organizational chart.

2.1 Professional leadership and Operational Management

- a) List/identify the leaders and managers of the institution/organization.
- b) Organizational structure and administration.
- c) Management structure: coordination, powers and responsibilities.
- d) Management and development of staff.

3.0 Qualifications and Programmes

What are the programmes of study? What are the qualifications that they lead to?

4.0 Admission

Basic admission policy and procedures.

5.0 Learning

- a) Curriculum planning, organization, timetabling, implementation and evaluation.
- b) Assessment policy and measures to promote assessment for learning.
- c) Basic strategies for student learning and development.

6.0 Teaching

- a) Teaching staff (proposed fulltime and part-time complement).
- b) Basic plan for staff development.
- c) Use of existing and community resources to enhance learning and teaching effectiveness.

7.0 Support for Students

- a) Support, guidance and counselling.
- b) Healthcare support and provision.
- c) Recreation and co-curricular activity.
- d) Safety and security.
- e) Student government/leadership/representation.
- f) Measures to foster the individual, social and cultural development of students.
- g) Financial support/assistance.

8.0 Relationship with the Community

9.0 Facilities

- a) Proposed layout plan and physical facilities.
- b) Maintenances of physical facilities.
- c) ICT, laboratories