**Proposal for Establishment of Training Institute**

*[Write the Name of Institute here]*

*[Specify the Location (Dzongkhag]*

(Submitted by: Name of Promoter and contact no)

*[Specify the date here]*

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*(Note: Training Institute proposal must include information not limiting to following)*

1. **Executive Summary**

*[Provide summary of background, objectives, target courses, labour market analysis, socio-economic relevance and contribution to employment generation, etc)*

1. **Background and Rationale**

*[Provide a background and rationale for establishment of Institute. Briefly explain the overall objectives, employment opportunities and socio-economic relevance of the proposed Institute. Provide brief profile of the institute, ownership, total project costs, and past experience (if any)*

1. **Vision of the Institute**

*(Describe your eventual objective, future aspirations, ideal state that the Institute wishes to achieve in future. Explain in single sentence)*

1. **Mission of the Institute**

*(Provide brief description of Institute’s core purpose, goal, intention, activities to achieve your vision. Mission statement should be action-oriented single sentence or short paragraph)*

1. **Labour Market Analysis**

*(Labour market analysis should include overall training needs assessment, employment opportunities, competitor analysis, demand gap analysis)*

1. **Brief Course details**

*(Specify courses to be implemented with detail information given in the table)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Course Title** | **Duration (Hrs)** | **Certificate level** | **Target Group** | **Enrolment capacity per batch** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

*(Table1)*

1. **Course profile**

*(Specify detail information in the table below for each course. Refer table 1)*

|  |  |
| --- | --- |
| Course Title: | *(Specify the title of the course)* |
| Certificate awarded: | *(Specify the level of certificate awarded to the graduates)* |
| Course duration: | *(Specify the total duration of the course in hours)* |
| Course Objective: | *(Specify the general objectives of the course, that the trainee should be able to do and know that the end of the course)* |
| Brief Course Content | *(Specify brief course content in sequential order)* |
| Trainer-Trainee Ratio: | *(Specify the minimum trainer-trainee ratio for theory and practical as per DOS standards)* |
| Instructional Methodology | *(Specify instructional methodology to deliver the course)* |
| Entry requirement: | *(Specify the entry requirement of trainees to participate in the course such as educational qualification, age limit, documents required etc)* |
| Trainer qualification: | *(Specify the minimum qualification of trainer required to deliver the course effectively, including the industry work experience and TOT- Technical Instruction and Pedagogy certificate required)* |
| Assessment and Certification: | *(Specify how assessment will be conducted and certification system)* |

***(*Note: *Repeat this format for all courses)***

1. **Human Resource and Management Structure**

*(Specify HR Requirement and management of Institute including Form of business operation, Organizational Structure, Qualification and work experience requirement of staff, job roles and functions)*

1. **Training facilities and Infrastructure**

*(Specify list of training facilities and infrastructure requirement based on the courses to be conducted)*

1. **Workplan**

*(Specify detail pre-operating activities with timeline for next 6months etc)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Sl.no*** | ***Activities*** | ***Implementation Timeline (Month)*** | | | | | |
|  |  |  |  |  |  |
| *1* |  |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |  |
| *4* |  |  |  |  |  |  |  |
| *5* |  |  |  |  |  |  |  |

1. **Financial Plan (Project costs)**

*(Financial Plan should include capital/fixed asset cost, pre-operating cost, working capital, means of financing and total project cost)*

1. **Annexure**

*(Copy of CID, Security clearance)*