

## Establishment Form for Nursing and Mid-Wifery Training Institute

(Attach this form along with the Proposal)

Promoter's Details; Name of the Promoter(s) Nationality CID No:  Date of Birth (Day/Month/Year) Sex: Village: Gewog: Dungkha: Dzongkha: Name of Spouse/Father (as applicable): <b>Note: Provide the details of all promoters in case of joint venture</b>	_____ _____ ..... 1.Male/Female(Please tick mark on your choice) ..... ..... ..... ..... ..... .....
Contact Information	PostalAddress : _____ Phone : _____ Fax : _____ Mobile : _____ Email _____ Website : _____
Submission Type	A) Establishment of new Institute B) Expansion to other location C) Introduction of additional courses D) Name change E) Ownership Change F) Discontinuation of course(s) G) Closure of institute (s) H) Other(s) Specify <i>(Place tick Mark on your choice)</i>
Write a proposal in case of option <b>A, B &amp; C</b>	Fill Technical Form (Annexure II)
Explanation for submission type <b>D, E, F, G &amp; H</b>	..... ..... .....
Proposed name of the Institute [in case of option <b>A, B&amp; D</b> ] Specify new owner in case of option <b>F</b>	..... ..... .....
Institute Location (Exact Location) : Village/Town: Gewog: Dungkha/Dzongkha:	..... ..... ..... .....

Investment:	.....
Working Capital:	.....
Promoter's Equity:	.....
Loan:	.....
Profit & Loss Analysis	.....

Enclose the following Documents of the promoter:

- Citizenship ID Card
- Valid security clearance from police
- FDI Registration Certificate (in case of FDI proposals)

**Declaration:**

*I certify that the information provided is true, complete and accurate to the best of my knowledge. I realize that any false, fictitious, or fraudulent statements may be subjected to administrative penalties. I am fully aware and understand the Establishment Regulation for Training Provider.*

***Signature(s) of Promoter***  
***Date:.....***

## Technical Proposal Form (Guideline to write a proposal)

*The promoter shall submit the Technical proposal Form along with Establishment form. For FDIs, promoters shall submit a copy of FDI registration certificate from the MoEA along with Technical Proposal. Use the guideline below to write your proposal;*

1.
  - a. Title page (providing name of the institute and promoters details)
  - b. Table of Content
  - c. Forwarding Letter
  - d. Introduction: this section should outline the following
    - i. The project rationale/purpose of the project;
    - ii. Institute vision;
    - iii. Mission statement ;
    - iv. Business goals and objectives
  
2. **The proposal should contain the following details about the Promoter:**
  - a. Full Name:.....Citizenship Identity Card No: ..... Age: .....Sex:.....
  - b. Name of Father:.....Name of Mother:..... Marital Status.....Name & Occupation of Spouse:.....
  - c. Permanent Address:  
Village/Town:.....  
Geog: .....Dungkhag: .....Dzongkhag: .....  
.....HousNo:.....and;Thram No:.....
  - d. Mailing or Contact Address : Name.....  
Post Office Box No:.....; Telephone/Facsimile No: .....  
and Email Address: .....
  - e. Promoter's Academic Qualification/ Experience: .....
  - f. Promoter's current line of business (es) (if any):  
.....

**Note:** In case of partnership ventures, the above information is required for all the partners with complete description of legal structure of the business (proprietorship, partnership, cooperation, etc).

### 3. Proposed project Location and Size of the Training Institute

- a. Provide the name of the proposed project site: name of the area; city/town/village; Geog; Dungkhag and Dzongkhag. Specify whether the proposed site is self owned, to be purchased, rented, commercial building/area, Government land, industrial or service estate. Explain the reasons for the selection of the site (Advantages of location). (Attach an institute map on an A4 size paper showing the detail infrastructure available near the

proposed institute. For Example like road, building, offices etc). Also provide the details of hospitals to be used for clinical services.

**Note:** The location selected for establishment of training institute must be permanent and conducive to teaching and learning.

**4. Admission, Training Plan, Services and Assessment**

- a. Explain the admission procedure of trainees
- b. Describe Training Plan(s) and Trainer-trainee ratio and specifically describe all of your services
- c. Explain how the institute will do assessment and certification of the trainees

**5. Affiliation:**

- a. Provide the details on affiliation of training institute with the recognized university

**6. Market Needs Analysis and Marketing**

- a. Describe your training institute and its outlook as a business/service entity.
- b. Provide a general profile of your targeted clients.
- c. Explain your marketing strategies.

**7. Staffing (this section should include):**

- a. Organization chart of the institute
- b. Staff needs analysis/team composition and task assignment(Attach separate sheet if required)

Name of Faculty	Nationality	Education Qualification	Position Assigned	Task Assigned

**8. Trainer’s profile/ Required Trainers’ Profile (Attach separate sheet if required)**

Trainer’s Name	Date of Birth	Education Qualification	Training Attended	Work Experience	Training Experience

**Note:** Attach Citizenship ID card copy, CV, qualification and experience certificate of trainers

**9. Course Profile (Attach separate sheet if required)**

Program/ Course Title	Duration of the Training		Targeted client	Fee per candidate in Ngultrum
	Hrs/day	Total Duration in hours		

**10. Infrastructure**

Provide an assessment of the level of infrastructure facilities available/ to be made available at the proposed site and information on additional infrastructure (road access, power lines, and telecommunication lines, water supply and sewerage, specific plot area, etc.)

**11. Equipments and Facilities**

Provide details on the number of class rooms, office rooms, and other infrastructure details equipment/tools for training, cafeteria facility, library and other relevant training equipment and facilities.

**12. Financial Management**

(Explain clearly the financial plan of the proposed training institute as highlighted below):

- a. Investment:
- b. Working Capital:
- c. Promoter's Equity:
- d. Loan:

**13. Employment Prospect**

Explain how the training institute would assist trainees to find employment after completion of training

**14. SWOT Analysis**

Clearly identify the Strength, Weakness, Opportunity and Threat of the proposed training institute (s).

**Note: Kindly refer Guidelines for Establishment of Nursing Institute for detail information.**

