



HIGHER EDUCATION COMMISSION

Assistant Director (Academics)  
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H-9, Islamabad (Pakistan)

Name of the University/ DAI	Head of the Institution
Contact Person	
Project Title	
Project Duration	Total Funds Required
Rational of the Proposal	
Number of Existing Staff / Qualification	
Technical	Non-technical
Detail description of the planned strengthening and Upgradation with special emphasis on economic development	

Benefits to be achieved / How the institution will be strengthened

How the project will be pursued

Implementation Plan

What will be the internal mechanisms for monitoring and control (financial and physical)?

Other overheads including audit fee	
List of the items to be purchased along with proper Invoices	
Justification of the Budget	
Signature by Head of the Department	Countersigned Sign by Head of the Institution

\* For additional Information more sheets can be attached.