

# EDI'S 2012-13

International Programmes



Organised by  
**Entrepreneurship  
Development  
Institute of India**  
Ahmedabad, Gujarat, India



Sponsored By  
**Ministry of External Affairs  
Government of India**  
Under  
**ITEC / SCAAP Programme**



# International Programmes 2012-13



## ● Programmes

- Governance & Management of Non-Profit Organizations (NPOs) / NGOs
- Use of English Language in Business Communication
- Entrepreneurship & Small Business Promotion
- SME Banking & Financial Services
- Business Research Methodology & Data Analysis
- Informal Sector Enterprise, Entrepreneurship & Local Economic Development
- Finance for Non-Finance Executives
- Entrepreneurial Management
- Cluster Development Executives (CDEs) Programme
- Industrial & Infrastructure Project Preparation & Appraisal
- Promoting Innovations & Entrepreneurship through Incubation
- Social Entrepreneurship & Corporate Social Responsibility
- Capital Markets, Commodity Markets & Investment Banking

## ● Venue and Accommodation

## ● Fellowship Support

## ● General Guidelines

## ● About ITEC

## ● List of countries under ITEC & SCAAP

## ● How to Apply

## ● About the Institute



# Governance & Management of Non-Profit Organizations (NPOs)/NGOs

July 16 - August 24, 2012

## **RATIONALE :**

Good Governance means effective management of NGO resources in a manner that is transparent, accountable and responsive to people's needs.

The inconsistency between development of professionalism in NPO/NGO sector and charitable nature of this sector is minimized when good governance practices are adopted by NGOs/NPOs. Organizational development can be facilitated by building capacities of NPOs/NGOs to be strategic and effective through training leaders and key managerial personnel.

This comprehensive six week training programme on '**Governance & Management of Non-Profit Organizations (NPOs)/NGOs**' provides the participants with core knowledge, practical skills and tools to govern, manage and lead a non-profit organization/non-government organization effectively.

## **OBJECTIVES :**

To enable non-profit organizations/NGOs to strengthen governance & management, so that they function effectively.

## **TARGET GROUP :**

Members of Governing Board, CEOs, Programme Managers/Officers of Non-Profit Organizations & NGOs, Employees of Donor Organizations/Agencies, Government Officers dealing with Civil Society Organizations.

## **COURSE CONTENT :**

**Module 1** Governance & Management of Non-profit Organizations (NPOs)/NGOs: An Introduction & Discovering the thin line of Division

**Module 2** Governance Issues: Governing Body & Strategic Management, Accountability, Transparency, Sustainability & Participation, Norms of Good Governance, NGO/NPO Accreditation, Gender Empowerment and Capacity Building Needs: Assessment for Strengthening Governance



**Module 3** Management Practices of Financial Resources, Human Resources & External Resources

**Module 4** Project Planning, Design & Implementation

**Module 5** Macro Perspectives of Governance & Development: Good Governance – Development Approaches (Demand Side), Social Accountability, Participation & Civic Engagement, Community Driven Development (CDD) and Entitlement, and Right Base Approaches

**Module 6** Study Visits

**BENEFITS TO PARTICIPANTS :**

At the end of this training programme, participants will be equipped with knowledge on

- Non-Profit Organization / Non-Government Organization - Structure and Policy
- Organization Development - Planned Change & Interventions
- Measuring Organizational Capacity
- Governing Board - Effective Governance
- Good Governance Practices - Accountability, Transparency & Sustainability
- Strategic Management, Financial Management, Human Resource Management
- Project Planning, Design & Implementation
- Networking with Donor Agencies/Other Support Organizations
- Gender Empowerment
- NPO/NGO Advocacy
- Fund Raising Strategies/Resource Mobilization

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

16<sup>th</sup> June, 2012

**COURSE DIRECTOR :**

Mr. Manoj Mishra

**E-MAIL :**

manoj@ediindia.org



# Use of English Language in Business Communication

July 16 - August 24, 2012

## RATIONALE :

Communication as a tool continues to establish itself as indispensable for organizational growth. The challenging technologies at workplace make it all the more necessary for the workforce to acquire integrated communication skills.

They need to wield command over the dynamics of the language in use. 'English' as a language of the corporate world has come to be accepted across nations. Skills in the use of English certainly make global communication easy. Command over the basic elements of this language benefits professionals in a number of ways. The programme '**Use of English Language in Business Communication**' has, therefore, been designed to sharpen the concepts and skills in use of English in business communication and operation.

## OBJECTIVES :

The objective of the programme is to acquaint the participants with the dynamics of English language so as to facilitate its effective use in Business Communication.

## TARGET GROUP :

- Entrepreneurs
- Managers & Executives at Corporate Houses, Government Departments and Non-Government Organisations
- Business Counsellors & Consultants
- Teachers of Business Schools

**Participants must possess basic knowledge of English language.**

## COURSE CONTENT:

- |                 |  |
|-----------------|--|
| <b>Module 1</b> | Introduction to Communication and the Significance of 'English' Language |
| <b>Module 2</b> | Advanced Language Structures   |
| <b>Module 3</b> | Principles of Modern Business English and Writing                        |
| <b>Module 4</b> | Organisational Communication   |
| <b>Module 5</b> | Effective Verbal and Non-Verbal Communication                            |
| <b>Module 6</b> | Study Visits   |



**BENEFITS TO PARTICIPANTS :**

Participants undergoing the programme will be

- equipped with the basic mechanics of English language to be able to articulate their points for business purposes.
- able to lead better in business, with enhanced written and verbal communications skills.
- able to expand their business territories on account of skills to comprehend business systems and procedures across the globe.
- equipped with knowledge, skills & attitude needed for self development.

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

16<sup>th</sup> June, 2012

**COURSE DIRECTOR :**

Ms. Julie Shah

**E-MAIL :**

julie@ediindia.org



Participants of the Programme 'Use of English Language in Business Communication' seen with (4<sup>th</sup> from L) Dr. Dinesh Awasthi, Director-EDI; (3<sup>rd</sup> from L) Ms. Julie Shah, Programme Director and esteemed members of EDI faculty associated with the programme



# Entrepreneurship & Small Business Promotion

September 03 - October 12, 2012

## **RATIONALE :**

Entrepreneur Trainer-Motivators (ETMs) acquire a place of prominence because they have taken upon themselves the responsibility of raising the motivation to achieve, thus inducing among people the spirit and skills to set up their business ventures. However, with the changing times it is important for ETMs as well, to acquire new tools and techniques to lead potential entrepreneurs to new enterprise creation as also facilitate growth of existing small enterprises. The programme addresses this need.

## **OBJECTIVES :**

The programme will develop a cadre of hard core professionals who will work for the promotion of economic activities in developing countries. They will be equipped with new tools and techniques to lead potential entrepreneurs to new enterprise creation as also facilitate growth of existing small enterprises, thereby intensifying and strengthening the efforts of policy makers and planners towards economic development of their respective countries.

## **TARGET GROUP :**

The programme has been specially designed for professionals involved in activities related to promoting Entrepreneurship. It is, therefore, specially suited to the following:

- Small Business Counsellors
- Entrepreneur Trainer-Motivators
- Small Business Promotion Officers
- Bankers/Officials of Financial Institutions
- Extension Workers of NGOs
- Executives of Government Organisations engaged in investment/Business promotion
- Credit Officers-Small Business Advisors/Consultants

## **COURSE CONTENT :**

- Entrepreneur, Enterprise and Entrepreneurship
- Women and Entrepreneurship
- Analysis of Competencies and Assessing Potential Entrepreneurs
- Business Opportunity Identification & Business Plan Preparation





### **BENEFITS TO PARTICIPANTS :**

- Small Business Management
- Designing and Managing Support Services for Potential Entrepreneurs
- Effective Business Counselling

The participants will acquire skills to:

- identify and analyze constraints and barriers to entrepreneurship development and devise appropriate strategies;
- initiate, plan and implement entrepreneurship development activities for creation of small enterprises;
- sensitize the environment for extending timely assistance and support required for establishment of small business ventures;
- effectively counsel the entrepreneurs in various areas such as: enterprise selection, implementation and management of new enterprises as well as survival, growth and diversification of existing enterprises.

### **LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

3<sup>rd</sup> July, 2012

### **COURSE DIRECTOR :**

Mr. S. B. Sareen

### **E-MAIL:**

sareen@ediindia.org



Participants of the Programme 'Entrepreneurship & Small Business Promotion' seen with (in the centre) Dr. Dinesh Awasthi, Director-EDI; (on his right) Mr. S.B. Sareen, Programme Director and esteemed members of EDI faculty associated with the programme



# SME Banking & Financial Services

September 03 - October 12, 2012

## **RATIONALE :**

SMEs have been acknowledged as a vital link in the global value chain in an open economy. While they are a significant part of the supply chain for large corporates and MNCs, they are equally important for agriculture based nations transitioning to an industrial and service oriented economy. Also, what cannot be negated is the excellent scope that they offer for innovations and initiatives, on account of their inherent flexibility and risk-taking ability. Owing to these advantages and their contribution to economic growth, SME Banking and Financial Services has lately gained critical significance, especially in the developing nations. Also, financial reforms, worldwide, have made it imperative to showcase a globalized perspective on SME development and financing.

The programme, 'SME Banking & Financial Services' has been designed to facilitate an indepth understanding and develop skills in assessing financial needs of SMEs and designing appropriate financial intermediation.

## **OBJECTIVES :**

- To provide skills set in all facets of Financial Intermediation to further the cause of development and growth of the SME sector.
- To build capacity of organisation in SME related issues, such as; finance, environment, regulatory frame work and infrastructure.
- To induce sustainable development in the SME sector to ensure that it moves up the global value chain.
- To facilitate lending innovation leading to promoting entrepreneurship.
- To help evolve a feasible frame work for development and growth of SME sector in the country.

## **TARGET GROUP :**

Employees working in the organizations dealing with Financial Intermediation such as;

- Officials from
  - Non Banking Financial Companies (NBFC)
  - Leasing & Hire Purchase Companies
  - Insurance Companies & Factors
  - Housing Finance Companies
  - Auto Finance & Retail Consumer Finance Companies
- Executives working in Ministry/Department promoting SME development



- Developmental & Commercial bankers;
- Private Equity Providers
- Venture Capitalists
- Financial Consultants & Controllers

#### COURSE CONTENT:

- Module 1** Overview of Financial System, SME & Financial Services
- Module 2** Approaches to SME Lending  
Collateral based Lending  
Information based Lending  
Viability based Lending
- Module 3** Credit Analysis in Project & Working Capital Appraisal
- Module 4** Financial Services for SME Development  
Leasing & Hire Purchase  
Factoring & Forfeiting  
Commercial Paper & Bill Discounting
- Module 5** Insurances for SMEs
- Module 6** Housing, Retail & Auto finance
- Module 7** Use of spreadsheet for credit analysis; monitoring & evaluation

Programme covers study tour including interaction with stakeholders of Financial Intermediaries Institutions.

#### BENEFITS TO THE PARTICIPANTS:

At the end of the programme, participants will be able to gain knowledge & practical insights into:

- **Accessing** the latest developments in SME banking and within the SME markets
- **Formulating** alternative risk management and mitigation in SME lending
- **Enhancing** SME banking portfolio through strategic customer centric product planning
- **Distinguishing** products with value-added services to support the growing needs of SME
- **Growing** market share with existing SME customer while attracting new ones
- **Developing** financial services markets for SME
- **Facilitate** the policy maker in creating the sustainable SME frame work in the country

#### LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC:

3<sup>rd</sup> July, 2012

#### COURSE DIRECTOR:

Mr. D. M. Parikh

#### E-MAIL:

dmparikh@ediindia.org



# Business Research Methodology & Data Analysis

October 29 - December 21, 2012

## RATIONALE :

Small and Medium Enterprises (SMEs) constitute a large share of enterprises in most countries and are cornerstone of economies. They are major source of employment and income in most countries. However, they need to be competitive to survive and grow in the present era of liberalized and digital economy, making national boundaries almost irrelevant. Most of the SMEs are inward looking and not very competitive. They merely survive and sooner than later, cease to exist. One of the reasons for this lackluster performance is their inability to access and analyze right kind of information for decision making.

Large corporates can afford to hire world class consultancy firms like McKinsey, Price Waterhouse Coopers, etc. whereas SMEs find it almost impossible to afford them. These large firms get extra advantage, as the information generated by analysis of data collected using reliable research methodology, accurately serves the purpose of aiding them in making decisions under intricate situations. On the other hand, decision making at SMEs is often based on ad-hoc methods or gut feeling making them more vulnerable to failures.

Although, globalization has led to increased competition, it also offers opportunities for expansion of business, for firms with strategic and competitive strengths. Furthermore, the size of firm does not matter. In this era of digital economy, business success is strongly associated with up-to-date information and knowledge of markets, consumers and competitors acquired using scientifically proven research methods. Business research is vital for sustainability of SMEs in global economy. To grab opportunities that globalization offers, SMEs need information to support their decisions on target markets, product-mix, branding, consumer perception, trends, supply and demand forecasting and quality control.

## OBJECTIVES:

This training programme **of 8 weeks** has been designed for capacity building of SMEs in carrying out in-house research and analysis, to gain competitive edge for marching ahead successfully, in this time of cut-throat global competition.

Theoretical background of research perfectly blended with practical exercises on business problems will provide better



understanding of applications of basic and advance statistical tools to the participants. Considering the financial limitations of SME sector, this training would be conducted using Excel/SPSS for data analysis. The program will enable participants to carry out research with tight budget and improve their proficiency in selection of analytical tools and interpretation of the statistical outcomes on **Market Segmentation, Brand Research, Consumer Analytics, Trends and Forecasting, Gap Analysis, Perceptual Mapping etc., to solve business problems.**

**TARGET GROUP:**

The target group will comprise small business facilitators, entrepreneurs, middle and senior level executives of SMEs, consultants/counselors & academicians, representatives of development institutions directly or indirectly involved in SME promotion and functionaries of non-government organizations engaged in SME promotion. Students pursuing research in Entrepreneurship, Marketing and Business Management can also benefit from this course.

**COURSE CONTENT :**

- Module 1** Fundamentals of Business Statistics
- Module 2** Business/ Marketing Research Process
- Module 3** Data Management with CSPRO
- Module 4** Computer Aided Data Analysis (SPSS (PASW) / EXCEL)
- Module 5** Advanced Multivariate Statistical Methods
- Module 6** Trends and Forecasting (Time Series Analysis)
- Module 7** Reporting Research Outcomes
- Module 8** Study Visit

**BENEFITS TO PARTICIPANTS :**

- This programme will equip the participants with skills on
- Translating business problems into proper statistical frameworks; for meaningful research
  - Selecting appropriate research method, design and tools for solving business problem
  - Managing data with CSPRO software
  - Carrying out statistical analysis of data using software
  - Using freeware alternatives for data analysis
  - Making business decisions based on reliable research outcomes
  - Preparing research report

**LAST DATE FOR RECEIPT OF NOMINATION AT ITEC :**

29<sup>th</sup> August, 2012

**COURSE DIRECTOR :**

Mr. Jignasu Yagnik

**E-MAIL :**

yagnik@ediindia.org



# Informal Sector Enterprise, Entrepreneurship & Local Economic Development

October 29 - December 21, 2012

## **RATIONALE :**

The predominance of an informal economy is seen as a positive entry point to address the challenges of population growth and concentration in the rural areas and cities. The informal economy enables wealth to be shared by all. The demographic transition, envisaged in the ensuing years means that LED strategies will have to address the economic reality of large informal and smaller formal economies. Supporting the development of the informal sector as well as the transition of actors from the informal to the formal sector is neither well understood, nor is there significant practice upon which to build. There is a general consensus that the strategic planning effort should be led by local government, although project implementation is necessarily undertaken by public, private and community actors and that the institutionalization of LED needs to be carefully calibrated to both national and local environments and conditions.

Enabling flow of investment and stimulating entrepreneurship is one of the important pillars of most local and regional development strategies.

## **OBJECTIVES:**

The training programme in this context is designed:

- To provide the participants with necessary knowledge and skills to design and implement Local Economic Development strategies, in which informal enterprises and entrepreneurship development have significant roles;
- To equip with skills, tools and techniques to assess the state of territories/locality by identifying the strong elements, opportunities, weaknesses and threats;
- To provide the participants with skills to build social and business networks, increasing motivational level of locals and promoting growth of informal enterprises to formal;
- To provide the participants with skills to conduct locally customized EDPs and identifying local specific interventions and building strategies to implement the same.

## **TARGET GROUP:**

The programme is most suited for individuals working with:

- Business / Industry Associations;
- Funding Agencies focusing on Informal Sector/ Entrepreneurship



- Civil Society Organizations / NGOs;
- Professionals involved in managing development projects
- Government officials who are involved in Local Economic Development Programmes
- Supporting Institutions such as financial institutions, researchers, academicians and training organizations and
- Local entrepreneurs

#### **COURSE CONTENT :**

Keeping the objective in view, the programme will have the following key inputs:

- Module 1** Local Economic Development Models & Strategies including PPP models for local development
- Module 2** Local Business Environment Scanning & Local Governance Regulations/Policies
- Module 3** Informal Sector Enterprise Growth & Development
- Module 4** Promoting Culture of Entrepreneurship among locals
- Module 5** Community Enterprise & Group Enterprise, Clusters
- Module 6** Local Lead Products: Value Chain Analysis & Value Addition
- Module 7** Business Management, Growth and Expansion
- Module 8** Visit to Institutions and Organizations

#### **BENEFITS TO PARTICIPANTS :**

Participants will be:

- Better equipped with understanding of Local Economic Development Models & Strategies and familiarised with tools and techniques to develop locally adaptable enterprise development strategies
- Able to have clear understanding about the stakeholders and their roles in local economic development and entrepreneurship promotion and development
- Able to plan and carry out local governance, institutional changes, conducive for local economic development by promoting and improving performances of informal sector enterprise and creating enabling environment for new enterprise development

#### **LAST DATE FOR RECEIPT OF NOMINATION AT ITEC :**

29<sup>th</sup> August, 2012

#### **COURSE DIRECTOR :**

Mr. Manoj Mishra

#### **E-MAIL :**

manoj@ediindia.org



# Finance for Non-Finance Executives

**October 29 - December 07, 2012**

**RATIONALE :**

Quite often, manager's performance is measured by how effectively s/he oversees departmental budgets. Today, business entities strive harder to increase bottom line profitability; it becomes more critical for key executives to have a basic understanding of financial terms and concepts. Often, non-financial professionals require financial information to make key decisions, making it vital that they know how to use these tools effectively and understand the common language of finance like profit and loss statements, cash-flow statements, and opportunity costs. To succeed as a non-financial manager, knowledge of basic financial principles and the budgeting process is critical.

**OBJECTIVES :**

This course transforms financial and accounting concepts into decision-making tools. Participants will learn to apply the fundamentals of finance to improve budget management, increase potential profits and assess the financial viability of projects. They would also be able to:

- understand the basic knowledge in book-keeping and accounting,
- interpret financial data from financial reports, including balance-sheets, income statements,
- prepare the budgets, and divisional performance reports and make better business decisions based upon this information,
- analyse the historical performance on the basis of past data and forecasting financial performance,
- communicate the financial goals and performances of their departments to outside sources,
- improve their understanding and uses of financial language to communicate with others, including financial managers in their organizations, and
- understand the impact of financial variables on all decisions and vice versa.

**TARGET GROUP :**

- Managers from public or private sector organizations who require basic understanding of the Finance domain for carrying out organizational tasks and decisions would benefit the most.
- Management trainees who have joined organizations recently, requiring knowledge in the field of Finance, would also benefit from the programme substantially.





- Consultants, small business owners/entrepreneurs, and practicing professionals, who want a better understanding of financial principles, would also gain considerably.
- Corporate trainers, who are imparting training in the same field, would benefit from the programme.
- Faculty members, who have recently joined academic organisation recently and requiring knowledge about practical finance, would also gain considerably.

**COURSE CONTENT :**

- Module 1** Financial Accounting: An Introduction and Role
- Module 2** Profitability Forecasting and its Projection
- Module 3** Means of Finance and Position Statement
- Module 4** Analysis of Financial Performance of Business
- Module 5** Time Value of Money
- Module 6** Project Evaluation (Financial Viability)
- Module 7** Budgeting and Cost Volume & Profit Analysis (CVP)
- Module 8** Working Capital Assessment and Management
- Module 9** Financial Modelling on Microsoft Excel
- Module 10** Study Visit

**BENEFITS TO PARTICIPANTS :**

The purpose of this training programme is to provide a financial tool-kit which could be used readily when confronted with some business issues, as well.

- Understand the fundamental terminologies and methodologies of financial and managerial accounting;
- Preparation of financial statements and their projection;
- Understand and analyze corporate financial statements;
- Measurement of the cost and profitability of a product or service;
- Measurement of opportunity and capacity costs;
- Preparation and use budgets;
- Forecasting of capital requirements and means of finance;
- Evaluation of capital expenditure proposals; and
- Financial modelling with the help of Microsoft Excel software.

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

29<sup>th</sup> August, 2012

**COURSE DIRECTOR :**

Dr. Amit Kumar Dwivedi

**E-MAIL :**

akdwivedi@ediindia.org



# Entrepreneurial Management

January 07 - February 15, 2013

## **RATIONALE :**

Today, as organizations grow and mature, they face several challenges due to the ever changing environment. The conventional wisdom, pyramid structure and organizational hierarchy are becoming the things of the past. Alliances and collaborations are giving way to competition. But if complexities and challenges best describe today's environment, new opportunities have also surfaced and wait to be tapped. In such a scenario, management practices and organizational functions need a fresh approach so that these promising opportunities could be seized and explored optimally. This has become the biggest challenge in front of organizations today. Evidences suggest that an effective solution lies in the practice of promoting and harnessing entrepreneurial management which permeates at all the levels of the organization.

## **OBJECTIVES :**

The major objective of the programme is to help participants create an organizational framework and put into practice the entrepreneurial management that fosters entrepreneurial culture and practices at all levels of the organization.

The specific objectives are to;

- develop a spirit of entrepreneurial management or intrapreneurship among participants.
- help them sharpen their knowledge and skills in the changing environment and challenges of new economic realities.
- enable participants to practice entrepreneurial management effectively and thus create conducive organizational environment where entrepreneurship germinates and grows.
- provide them a forum for sharing views and networking among themselves as well as with others in formal and informal settings.

## **TARGET GROUP :**

Policy-makers, Business owners, Managers, Executives and Professionals from any of following organizations can participate :

- Business and Industry
- Management Associations



- Chambers of Commerce and Industry
- Financial Institutions/Banks
- Consulting Organizations
- Developmental Bodies
- Government Institutions
- Educational Establishments
- Business Development Organizations
- Not-for-Profit / Non-Government / Voluntary Organizations

**COURSE CONTENT :**

- Module 1** Entrepreneurial Management - Introduction & Framework
- Module 2** Corporate Entrepreneurship/Intrapreneurship
- Module 3** Entrepreneurial Organizations and Strategic Management
- Module 4** Managing People and Performance in Entrepreneurial Organizations
- Module 5** Innovation and Entrepreneurial Marketing
- Module 6** Finance & Accounts for Entrepreneurial Managers
- Module 7** Managerial Competencies as an Entrepreneurial Manager
- Module 8** Study Visit

**BENEFITS TO PARTICIPANTS :**

The programme would add value to the career of the participants by making them abreast with the latest tools and techniques in entrepreneurial management. The programme would unleash the entrepreneurial potential of the participants as well as their organizations. The participants would be able to appraise and harness entrepreneurial management practices. They would benefit by learning current trends in organizational strategies and working styles resulting in better alignment of individual and organizational goals.

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

7<sup>th</sup> November, 2012

**COURSE DIRECTOR :**

Dr. Rajiv Joshi

**E-MAIL :**

rajiv@ediindia.org



# Cluster Development Executives (CDEs) Programme

January 07 - February 15, 2013

## **RATIONALE :**

In the present decade, significance of clusters and their role in promoting economic growth has been increasingly recognized. As an outcome, emphasis on clusters and network development has increased both in developed and developing countries. Clusters are now widely considered as an effective platform to enlarge production base, trigger growth, alleviate poverty and redress regional economic imbalances.

Cluster Development Programme (CDP) has become one of the most effective instruments to ensure survival and growth of micro, small and medium enterprises (MSMEs). Experiences show that successful implementation of the Cluster Development Programme could help MSMEs improve their business performance, adopt appropriate technology, improve quality and productivity, increase turnover and export, improve HR and management efficiency. Joint initiatives nurtured under CDP could help the cluster firms go for value addition, product customization, brand building, improvement and marketing and export performance. This would ensure their holistic development and contribute towards Local Economic Development (LED). These efforts are needed to enhance competitiveness of the cluster MSMEs and make them stand tall in the globalized economy.

## **OBJECTIVES:**

Successful implementation of a cluster development programme would require involvement of a person, known as Cluster Development Executive (CDE), who can streamline development initiative in the desired manner. The proposed programme aims to improve knowledge and skill of the participants which would enable them in successful implementation of CDP. The programme would give them an in-depth understanding of clusters and their significance, dynamics of MSMEs working in clusters, role of trust building and CDE, consortium approach for developing holistic business performance, role of business development services (BDS), private-public-partnership (PPP) mode in developing



common facility centres (CFCs) and improving global competitiveness of the cluster firms/MSMEs.

**TARGET GROUP:**

The programme is targeted for the following professionals;

- Responsible for promoting/supporting micro, small and medium enterprises in Union/ Provisional Government.
- Senior and Middle Level Professionals/Officials from Ministry/Department of Small and Medium enterprise (SME)/Ministry of Industry
- Officials responsible for Industry Promotion/Local Economic Development (LED)
- Representatives of Banks and other Financial Institutions
- Professionals working with National and International Development Organizations
- Officials working with Export-Import Promotion Agencies/ Departments
- Representatives of Organizations working with Micro Enterprise/MSME/SME Promotion and Development
- Cluster Development Supporting/Implementing Agencies, Non-Government Organizations (NGOs) working on Clusters/MSMEs
- MSME/SME Consultants, Private Consultants, Export/Import Consultants, Chartered Accountants, Business Development Service Providers (BDSPs)

**COURSE CONTENT:**

- Module 1** Understanding Clusters and their Internal Dynamics
- Module 2** Learning from Cluster Interventions in Developed & Developing Countries
- Module 3** Business Profiling Instrument and Value Chain Analysis
- Module 4** Cluster Diagnostic and Developing a Long Term Vision for the Cluster
- Module 5** Action Plan Preparation
- Module 6** Implementation of Cluster Development Programme(s)
- Module 7** Developing Business Development Service Market
- Module 8** Establishing Common Facility Centre (CFC) under Private-Public-Partnership (PPP) approach
- Module 9** Monitoring and Evaluation
- Module 10** Study Visit



**BENEFITS TO PARTICIPANTS:**

On completion of the training programme the participants will be able to understand the significance of clusters and their contribution to local economy. They will learn how to implement Cluster Development Programme for improving global competitiveness of the local industry. He/she will be able to do cluster diagnosis, prepare long term vision, draw-up action plan and implement CDP in a strategic and purposeful manner. He/she will be able to develop business development service market, establish common facility centre (CFC) under private-public-partnership approach. The participants will be able to ensure holistic development of the clusters, facilitate growth of local firms/ MSMEs and ensure overall development of the local economy. This would in turn help in addressing larger issues like poverty eradication, employment creation, income generation and local economic development (LED).

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

7<sup>th</sup> November, 2012

**COURSE DIRECTOR :**

Mr. Sanjay Pal



Participants of the Programme 'Cluster Development Executives (CDEs) Programme' seen with (in the centre) Dr. Dinesh Awasthi, Director-EDI; (4<sup>th</sup> from R) Mr. Sanjay Pal, Programme Director and esteemed members of EDI faculty associated with the programme

# Industrial & Infrastructure Project Preparation & Appraisal



January 07 - February 15, 2013

## **RATIONALE :**

Developing countries, by and large, are endowed with natural resources as also certain competitive advantages that offer a variety of industrial as well as infrastructure opportunities. A systematic approach to identification of such investment opportunities, formulation of comprehensive projects and their appraisal is bound to open new vistas for industrial development. This calls for appropriate human resource development efforts. In response to such a need, this training programme on INDUSTRIAL & INFRASTRUCTURE PROJECT PREPARATION AND APPRAISAL has been designed, which shall use various features of Excel, MS-Project as well as COMFAR (UNIDO) package for facilitating investment decisions.

## **OBJECTIVES:**

A programme to help officials sharpen skills and competencies on business idea identification, formulating investment projects (Industrial & Infrastructure), appraisal and financing, leading to prudent investment decisions for sustainable economic growth.

The programme aims at equipping participants with skills in project planning, analysis, financing & implementation.

## **TARGET GROUP:**

Officials from any of the following organizations can participate:

- Industry & Economic Ministry
- Investment Promotional Agencies
- Chamber of Commerce & Industry
- Development Bodies Participating in Industrial Development
- Development Financial Institutions
- Commercial Banks
- Consultancy Organisations Executing Projects
- Business and Management Development Organisations
- Industries, Business and Educational Establishments
- Institutions and organisations involved in framing infrastructure policies & implementing the same.



#### **COURSE CONTENT:**

<b>Module 1</b>	Project Development Cycle
<b>Module 2</b>	Market Analysis
<b>Module 3</b>	Technical Analysis
<b>Module 4</b>	Financial Analysis
<b>Module 5</b>	Environmental Analysis
<b>Module 6</b>	Risk Analysis
<b>Module 7</b>	National Cost-Benefit Analysis
<b>Module 8</b>	Entrepreneurial Assessment
<b>Module 9</b>	Project Appraisal
<b>Module 10</b>	Use of Computer & COMFAR (UNIDO) Packages for Investment Analysis
<b>Module 11</b>	Use of MS-Project in Scheduling of Project
<b>Module 12</b>	Study Visit

#### **BENEFITS TO PARTICIPANTS:**

- Understanding the process of business idea generation and formulation, screening for pre-feasibility studies.
- Identifying data requirements and analyzing their suitability for preparation of feasibility studies.
- Understanding the stages of feasibility report preparation, and practically applying various techniques used and integrating the data gathered into a full-fledged business plan.
- Understanding the process of assessing a promoter on entrepreneurial competencies.
- Understanding the importance of environmental impact study and economic analysis on industrial projects, a major concern the world over.
- Understanding of computer supported comprehensive appraisal, viability and sensitivity analysis through Excel, MS-Project, & COMFAR, (Computer Model for Feasibility Analysis and Reporting) a UNIDO developed software.
- Taking rational investment decisions.

#### **LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

7<sup>th</sup> November, 2012

#### **COURSE DIRECTOR :**

Mr. D.M. Parikh

#### **E-MAIL :**

dmparikh@ediindia.org





# Promoting Innovations & Entrepreneurship through Incubation

February 25 - April 05, 2013

## **RATIONALE :**

Globalization and liberalization of economies and the growth of ICT has created enormous opportunities for knowledge based ventures. Innovation and entrepreneurship are critical drivers of social and economic development. With increasing awareness around the world, especially in developing economies, about the need to promote Innovation and Entrepreneurship, policy-makers and other stakeholders increasingly view business incubation as an important tool to unleash human ingenuity, enable competitive enterprises and create sustainable jobs. This has resulted in the growth of Business Incubators to support new ventures, overcome the challenges faced by entrepreneurs and establish an ecosystem for the venture initiation process so that the start-ups are successful.

## **OBJECTIVES:**

The challenges of developing an effective business incubator can be met only by preparing and equipping the Incubation Managers in all the functional areas of the business incubation process. This can be done only through sharing of knowledge between incubation managers who have learned these processes by experience.

Engaging in international networking will also allow the incubators in developing countries to more rapidly adapt internationally recognized best practices. This programme will also make the incubation managers understand the commonalities among the business incubators across regions and draft a strategy for the effectiveness of the incubator, based on the local conditions and environment.

## **TARGET GROUP:**

The programme has been specially designed for professionals involved in activities related to promoting innovations through planned Entrepreneurship interventions. It is, therefore, specially suited to the following:

- Incubation Managers
- Academia / Professionals intending to set up Incubation Centers



- Business Counselors
- Entrepreneurship Trainer-Motivators
- Business Promotion Officers
- Executives of Government Organizations engaged in Investment / Business promotion
- Business Advisors / Consultants

#### **COURSE CONTENT:**

The programme is designed to answer the following key challenges faced by the incubators:

- Create an entrepreneurial ecosystem
- To be the 'change agent' in the region of operation in a specific technology area
- Competent, Innovative, Sustainable Management for the Business Incubator
- Provide the infrastructure which suits the company's needs
- Establish relationships and alliances that strengthen the business incubator and services rendered to businesses
- Train innovative, entrepreneurial and committed teams to conduct the business incubation process
- Adjust business incubation models to the economic, cultural, social and political realities of each region or country
- Identify sources of funding and business models that ensure business incubator sustainability
- Develop strategies to obtain financial leverage for the incubated businesses
- Structure collaboration amongst business incubators, with the overall aim of strengthening the movement
- Keep the businesses and business incubators up-to-date on major international technological and market trends
- Transform the business incubator into a symbol of entrepreneurship and innovation

#### **BENEFITS TO PARTICIPANTS:**

The participants will acquire an insight into:

- identifying and analyzing constraints and barriers to promote innovations and devise appropriate strategies;
- initiating, planning and implementing business incubation activities for promoting knowledge based enterprises;
- sensitizing the environment for extending timely assistance and support required for establishment of technology based business ventures;



- counselling the entrepreneurs in various areas of business establishment and management

The programme will help the business incubation managers to build their capacity in the areas of incubator practices, identifying support mechanisms for incubator, technology commercialization and financing strategies for the clients.

25<sup>th</sup> December, 2012

**LAST DATE FOR  
RECEIPT OF  
NOMINATION  
FORM AT ITEC :**

**COURSE DIRECTOR :**

Mr. S. B. Sareen

**E-MAIL :**

sareen@ediindia.org

The programme will have professional support from the Asia Pacific Incubator Network (APIN), Coimbatore and the Dept. of Science & Technology, Govt. of India, New Delhi.

**Mr. K. Suresh Kumar**

Manager, PSG STEP,  
Coimbatore & Co-ordinator,  
Asia Pacific Network of the  
infoDev programme of the World Bank  
E-mail : step@gapps.psgtech.ac.in  
Mobile : 91-99524 27232



# Social Entrepreneurship & Corporate Social Responsibility

February 25 - April 05, 2013

## **RATIONALE :**

The traditional approach of welfare activities by the state and intervention of non-profit civil society organizations is increasingly losing relevance due to issues of sustainability. Dependence on external grants or funding support for empowering people and bringing them out of abject poverty is not being perceived as a viable option beyond specific timeframe and limited geographical boundaries. What is required is a mechanism or a model that sustains its activities by way of profit generation and is equally compassionate towards social good. The dual goal of earning profit and benefiting the society by way of providing quality goods and services at affordable price is an answer to address socio-economic and political inequalities.

Corporate Social Responsibility (CSR) is yet another emerging field that offers unique opportunity to young professionals to provide leadership and assist corporates in achieving their CSR Goals. Several studies in the west indicate that expenditure on CSR activities pays back multifold and therefore, it is considered as a good business strategy that adds positively to their bottom line (profits). However, there is an acute shortage of human resources that have not only good understanding of development issues but also capabilities to evolve development interventions and implement them at the grassroots level. This calls for developing a cadre of professionals who could help corporates in organising their CSR activities in a systematic manner.

## **OBJECTIVES:**

The objectives of this programme are to sensitize and develop:

- a cadre of social entrepreneurs, trainer-motivators, counselors and policy makers to meet the challenges of poverty alleviation through sustainable social business ventures; and
- professionals understand the concept of Corporate Social Responsibility and look at it as their career option in corporate sector and in the process, develop sustainable CSR interventions that help society and in turn, augment profits for the business.

## **TARGET GROUP:**

The programme is designed for :

- Individuals who aspire to become a social entrepreneurs
- Professionals who wish to train others in becoming social entrepreneurs



- Advocacy and interest groups aiming at influencing pro-poor policies within government/non-government set up
- Government officials engaged in Social Sector Development
- Bankers and Social Venture Fund Operators who are interested in funding Social Businesses
- Those who wish to provide guidance and consulting to civil society groups in promoting socially relevant enterprises
- Corporate professionals involved in achieving sustainability by creating a sustainable society.

**COURSE CONTENT:**

- Module 1** Introduction to Social Entrepreneurship : Concept, Relevance & Experiments
- Module 2** Market Assessment & Identifying Social Business Opportunity & Developing a Social Business Plan
- Module 3** Setting up and Managing a Social Enterprise
- Module 4** Fund raising for Social Enterprises
- Module 5** Field exposure through study visits to a few successful social enterprises
- Module 6** Understanding the concept of Corporate Social Responsibility (CSR)
- Module 7** Why and What of CSR
- Module 8** CSR Experiences from Developing Countries
- Module 9** CSR : Successes & Failures
- Module 10** CSR & Corporate Governance
- Module 11** CSR & NGOs
- Module 12** Field Visits

**BENEFITS TO PARTICIPANTS:**

The programme will be of immense help to those who are interested in promoting or practicing social entrepreneurship. Participants will gain knowledge and understanding of the concept, process and economics of social business ventures. It will also develop a cadre of professionals who could help corporates in organizing their CSR activities in a systematic manner.

**LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :**

25<sup>th</sup> December, 2012

**COURSE DIRECTOR :**

Dr. Dinesh Awasthi

**E-MAIL :**

dinesh@ediindia.org



# Capital Markets, Commodity Markets & Investment Banking

February 25 - April 05, 2013

## **RATIONALE :**

The institutions, players and mechanism that bring suppliers and users of capital together, is known as 'capital market'. It provides a bridge among all the providers and users of the funds with an objective to smoothly mobilize the capital and convert the public savings into capital for corporations and institutions. It enables firms and households to cope with economic uncertainties by hedging, pooling, sharing and pricing risks. An efficient Capital Market reduces the costs and risks of producing and trading goods and services, and thus makes an important contribution to raising standards of living, which bears direct impact on economic development.

Since the beginning of this decade, the Indian capital markets have been receiving global attention due to the improving macroeconomic fundamentals. The presence of a vibrant economy, rapid integration with the world economy and liberalization measures taken by the government have increased India's global competitiveness and have helped the capital markets grow by leaps and bounds. The process and systems developed are of great importance for other countries to understand and replicate.

With the revolution in global capital markets, empowered by increasingly sophisticated information and technology systems, there is an acute need for trained professionals to entrust important roles in all spheres of capital market activity. This includes market intermediaries such as investment banks, brokerage houses, credit rating agencies, stock markets, commodity markets, regulatory bodies, asset management companies, corporate bodies to name a few. The programme introduces a full range of capital market instruments, commodity market products, key players and features of the international markets, this enhancing the decision making capabilities in raising capital in international market. The programme is a blend of traditional core finance subjects along with capital market related subjects such as Asset Valuation, Treasury and Investment Banking, Asset Management, Equity Research, economic analysis, Industry analysis etc. The rationale of this programme is an attempt to



impart the synthesis of this knowledge for the benefit of the participants.

**OBJECTIVES :**

To enable the participants learn the dynamics of capital markets and the financial services.

**TARGET GROUP :**

The programme is intended for the following professionals from the government departments and consulting organizations.

- Senior and middle level officials from Ministry of Finance, Ministry of Industries and other Ministries directly or indirectly dealing with finance
- Representatives from stock exchanges, brokerage firms, Central banks, financial services.
- Members from Regulatory Body on capital markets, commodity markets
- Investment Bankers, Venture and Angel Financier
- Financial Advisors, Consultants and Professionals

The participants having background in capital market, commodity market, and bank will be benefited more from the programme.

**COURSE CONTENT :**

- Module 1** National Economy, Economic Development and its Significance, Consumption Savings and Investment. Corporate Financial Decisions, Risk and Return, Efficient Market Hypothesis Behavioral Finance.
- Module 2** Capital and its Need, Capital Markets- Primary & Secondary, Contributions of Capital Markets- a Global Perspective, Capital Market Regulations, Investment management, Financial Planning
- Module 3** Capital and Money Market instruments and their features, Security Valuation: Fundamental Analysis, Technical Analysis , Bond Valuation, Bond Risk Management
- Module 4** Portfolio Theory, Portfolio Creation, Evaluation and Management
- Module 5** Fundamentals of the different commodity markets, Mechanics of the spot and future markets, Commodity options, Trading and risk management, Valuation of different types of derivatives, Hedging with commodity futures and options, Investing in commodities, Foreign Currency Market



**Module 6** Investment Banking, Issue management, Corporate restructuring, Project Finance, Venture Capital, Raising Funds through Capital Market for Small Businesses

**Module 7** Study Visit to capital & commodity markets, stock broking firms, Investment Banks

The teaching- learning involves a wide range of pedagogical approaches, including interactive lectures, group exercises, case studies, practical aspects of trading and role play.

**BENEFITS TO PARTICIPANTS :**

The participants, after undergoing this course, shall be adept in the following aspects:

- Understand the dynamics of capital markets and emerging features of financial services world over.
- Understand the technological dimensions in trading and dealing with financial markets.
- Understand the behavior and prospects of Commodity Markets.
- Understand the dynamics of Investment Banking.
- Become professionals with adequate skills in the securities market while gaining an understanding of the current structure, pricing, risk, and competition in financial markets.

**LAST DATE FOR RECEIPT OF NOMINATION AT ITEC :**

25<sup>th</sup> December, 2012

**COURSE DIRECTOR :**

Mr. Satya Acharya

**E-MAIL :**

satya@ediindia.org





## Venue and Accommodation

The programme will be organized at wi-fi enabled EDI Campus located in a serene and pleasant environment, 5 kms away from the Ahmedabad International Airport on the Ahmedabad-Gandhinagar Highway in Gujarat State. Ahmedabad is well connected by air and rail with the commercial hub centre-Mumbai and the capital city-New Delhi. Participants will be housed in International Standard double occupancy, AC rooms which are well furnished with cot, bed, blankets and pillows. All the rooms have attached bath-toilet. The campus also has courts for outdoor games like; volleyball, football and badminton, and facilities for indoor games, like; table-tennis, chess and carrom. It also houses a gym. Classrooms are also airconditioned. Semi-formal attire would be preferred in classrooms. However, participants may like to carry formal clothing for group photo and valedictory function. During study visits, participants will be put up in hotels. Requests for single occupancy accommodation will not be entertained. The Institute will not make any sort of arrangements for friends or family members of the participants and hence the participants are requested to ensure that they are not accompanied by anybody. Throughout the training programme, EDI will facilitate participants to visit places of interest in and around the city. However, for better management of the programme, it may please be noted that participants cannot leave the campus on their own without seeking explicit permission from the Institute.

## Fellowship Support

The Indian Technical and Economic Cooperation (ITEC), Ministry of External Affairs, Government of India, supports the programme by offering fellowships to cover the following

- Tuition fee
- A.C. accommodation in well furnished rooms on twin sharing basis
- Living Allowance\* (Food Expenses + Out-of-Pocket Allowance)
- Book Allowance (in the form of Course Material, Cases, CD, etc.)
- Air Travel (Economy Class) to Ahmedabad, by shortest route.

\* Out of total living allowance of Rs. 25,000/- per month released by the ITEC, Rs. 11,000/- per month will be deducted by EDI towards boarding facilities provided at EDI campus and the balance will be given to the participants for their out-of-pocket expenses. In view of the limited living allowance, candidates are advised to bring extra foreign exchange to meet additional expenses, such as; shopping and excess baggage allowance at the time of return.

**Participants must possess a valid passport and visa for the entire duration at the course.**



## General ITEC Guidelines

1. The classes will be held from Monday to Friday. All Saturdays and Sundays are holidays.
2. It is compulsory to attend classes regularly. Course completion certificate will not be awarded to those with less than 95% attendance.
3. If a participant is unable to attend class, he/she must seek prior permission from the respective Course Director.
4. If a participant wishes to go outside Ahmedabad, he/she must obtain a 'No Objection Certificate' from his/her respective Embassy in New Delhi addressed to the Ministry of External Affairs, New Delhi and submit the same to the Institute.
5. The participants have to follow the rules and regulations of the Institute.
6. Participants will hand over their ticket and passport to the Institute on the first day of the course. The passport will be returned after a day while the ticket will be kept with the Institute for re-confirmation and will be returned to participants on the last day of the training programme.
7. Course details on individual training programmes are given under Forthcoming Programmes at EDI web site : [www.ediindia.org](http://www.ediindia.org)



Seen with the participants of the Programme 'Informal Sector Enterprise, Entrepreneurship & Local Economic Development' are (5<sup>th</sup> from L) Dr. Dinesh Awasthi, Director-EDI; (4<sup>th</sup> from L) Prof. T. S. Papola, Honorary Professor, Institute for Studies in Industrial Development (ISID), New Delhi and Mr. Manoj Mishra, Programme Director, EDI



## About ITEC

**Indian Technical and Economic Cooperation** programme popularly known as “**ITEC**” was launched in 1954 as a bilateral programme of assistance by Government of India.

Under ITEC and its corollary SCAAP (Special Commonwealth Assistance for Africa Programme) 161 countries in Asia, East Europe, Central Asia, Africa and Latin America are invited to share the Indian developmental experience acquired over six decades of India’s existence as a free Nation.

ITEC is about cooperation and partnership for mutual benefit. It is response oriented and it addresses the needs of developing countries.

India spends about Rs. 500 million annually on ITEC activities. Since 1964 India has provided over US \$2 billion worth of technical assistance to developing countries, including neighboring countries (assistance to whom is administered separately).

ITEC is the flag bearer of the Indian Government’s technical cooperation efforts, not only because of its wide geographical coverage but also for innovative forms of technical cooperation in which it has assisted.

Indian Technical and Economic Cooperation has five components viz

- (1) Training in India of nominees of ITEC partner countries;
- (2) Projects and project related activities such as feasibility studies and consultancy services;
- (3) Deputation of Indian experts abroad;
- (4) Study Tours;
- (5) Aid for Disaster Relief (ADR).



## List of countries under ITEC & SCAAP

### ITEC Countries

S.No.	Country
1.	Afghanistan
2.	Albania
3.	Algeria
4.	Angola
5.	Anguilla
6.	Antigua and Barbuda
7.	Argentina
8.	Armenia
9.	Azerbaijan
10.	Bahamas
11.	Bahrain
12.	Bangladesh
13.	Barbados
14.	Belarus
15.	Belize
16.	Benin
17.	Bhutan
18.	Bolivia
19.	Bosnia - Herzegovina
20.	Brazil
21.	Brunei Darussalam
22.	Bulgaria
23.	Burkina Faso
24.	Burundi
25.	Cambodia
26.	Cape Verde Island
27.	Cayman Island
28.	Central African Republic
29.	Chad
30.	Chile
31.	Colombia
32.	Commonwealth of Dominica
33.	Comoros
34.	Congo
35.	Cooks Island
36.	Costa Rica
37.	Cote D' Ivoire
38.	Croatia
39.	Cuba
40.	Czech Republic
41.	Democratic Republic of Congo

S.No.	Country
42.	Djibouti
43.	Dominican Republic
44.	Ecuador
45.	Egypt
46.	El-Salvador
47.	Equatorial Guinea
48.	Eritrea
49.	Estonia
50.	Ethopia
51.	Fiji
52.	Gabon
53.	Georgia
54.	Grenada
55.	Guatemala
56.	Guinea
57.	Guinea Bissau
58.	Guyana
59.	Haiti
60.	Honduras
61.	Hungary
62.	Indonesia
63.	Iran
64.	Iraq
65.	Jamaica
66.	Jordan
67.	Kazakhstan
68.	Kiribati
69.	Korea(DPRK)
70.	Kyrgyzstan
71.	Laos
72.	Latvia
73.	Lebanon
74.	Liberia
75.	Libya
76.	Lithuania
77.	Macedonia
78.	Madagascar
79.	Malaysia
80.	Maldives
81.	Mali
82.	Marshall Islands



S.No.	Country
83.	Mauritania
84.	Mexico
85.	Micronesia
86.	Moldova
87.	Mongolia
88.	Montenegro
89.	Montserrat
90.	Morocco
91.	Myanmar
92.	Nauru
93.	Nepal
94.	Nicaragua
95.	Niger
96.	Oman
97.	Palau
98.	Palestine
99.	Panama
100.	Papua New Guinea
101.	Paraguay
102.	Peru
103.	Philippines
104.	Poland
105.	Qatar
106.	Republic Of Sao Tome
107.	Romania
108.	Russia
109.	Rwanda
110.	Samoa
111.	Senegal
112.	Serbia
113.	Singapore
114.	Slovak Republic
115.	Solomon Island
116.	Somalia
117.	Sri Lanka
118.	St. Kitts & Nevis
119.	St. Lucia
120.	St. Vincent & Grenadines
121.	Sudan
122.	South Sudan
123.	Suriname

S.No.	Country
124.	Syria
125.	Tajikistan
126.	Thailand
127.	Timor Leste
128.	Togo
129.	Tonga
130.	Trinidad & Tabago
131.	Tunisia
132.	Turkey
133.	Turkmenistan
134.	Turks & Caicos Island
135.	Tuvalu
136.	Ukraine
137.	Uruguay
138.	Uzbekistan
139.	Vanuatu
140.	Venezuela
141.	Vietnam
142.	Yemen

#### SCAAP Countries

S.No.	Country
1.	Botswana
2.	Cameroon
3.	Gambia
4.	Ghana
5.	Kenya
6.	Lesotho
7.	Malawi
8.	Mauritius
9.	Mozambique
10.	Namibia
11.	Nigeria
12.	Seychelles
13.	Sierra Leone
14.	South Africa
15.	Swaziland
16.	Tanzania
17.	Uganda
18.	Zambia
19.	Zimbabwe



## How to apply

For availing fellowship support, participants are requested to contact the concerned Indian Embassy/Mission located in their vicinity. Filled in nomination forms (duly forwarded by the **Nodal Ministry** as advised by Indian Mission) are to be submitted with Indian Missions only. Please note that **nomination form must be routed through Indian Embassy / Mission only. Any form sent directly to the Institute shall not be entertained.**

Please find attached the nomination form.

1. At the end of PART-I of the nomination form, the applicant has to affix the signature (beneath 'Undertaking of the Applicant').
2. At the end of Part I (a) of the nomination form (i.e. Medical Report), the physician has to affix his signature and seal.
3. Part II of the nomination form is to be filled by the Authorized Official of the Nodal Ministry in the country (as advised by the Indian Mission).

Please note that unless all the parts of the nomination form are appropriately filled up and stamped, it will not be approved by the ITEC Division, New Delhi, India.

In a nutshell, the procedure is as under :

The duly filled-in application form is not to be sent to EDI, but to the Indian High Commission in a given country after getting it endorsed by the **Nodal Ministry** and thereafter, it is to be submitted to the Indian Mission for their endorsement. After this procedure, your application will reach ITEC office, New Delhi, India, for their approval.

For more information, interested applicants may contact : Ms. Lalitha Krishnan, Manager (Planning), Entrepreneurship Development Institute of India, Ahmedabad, Gujarat (India) at e-mail id : [lalitha@ediindia.org](mailto:lalitha@ediindia.org).

**Participants must possess valid passport and visa for the entire duration of the course.**



**GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND  
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)  
(Application for the courses fully funded by the  
Ministry of External Affairs, Government of India)**

Please read instructions carefully before applying

**APPLICATION FORM**

3x4 cm

**PART- I**

Nationality: _____	Name of Course: _____
Institute : _____	Commencing : From _____ to _____ DD/MM/YYYY DD/MM/YYYY

**1. Personal Particulars**

Name (s) :		
Surname :		
Sex (tick one):	MALE / FEMALE	
Marital Status:		
Date of Birth:	----- Date - Month - Year	
Passport No.:	_____ Date & Place of issue : _____ _____ Valid till :- _____	
Address:	Office	Residence
Tel Nos.		
Mobile/Cell :		
Fax :		
E-mail :		
Special dietary needs, if any :		



**Person(s) to be notified in case of Emergency**

	Official Contact	Personal / Family Contact
Name :		
Address:		
Tel Nos:		
Mobile /Cell :		
Fax:		
E-mail:		

**Educational Qualification/(s)**

	Degree / Diploma / Certificates	Year	Name of Educational Institute
1			
2			
3			
4			
5			
6			

**Professional Qualification(s), if any:**

	Professional Qualification(s)	Year	Name of Institute
1			
2			
3			
4			
5			
6			

**2. Details of Employment/Profession (current & previous)**

	Name of Employer / Department / Company	Position	Period	Description of Work
1				
2				
3				
4				
5				
6				

**Are you an employee of: (Mark appropriate box)**

a. Government <input type="checkbox"/>	b. Semi-government/Parastatal <input type="checkbox"/>
c. Private company <input type="checkbox"/>	d. Others ( Please specify)





**Details of present employer:**

Name :	
Address:	
Tel. No. :	
E-mail :	

3. Have you ever attended a course sponsored by the Government of India? (Mark one)

<b>Yes</b>	<b>No</b>
------------	-----------

3.1 If answer to 3 is yes, details of the Course (s):

	Name of the Course (s)	Year
1		
2		
3		

**4. Details of Course(s) attended, if any, outside your country:**

Country	Course Details & Duration	Year	Sponsor/Programme

5. Please describe in your own words (about 100 words) - (a) qualification/experience related to the course applied for; & (b) reason (s) for applying for this training course.



**6. Certification of English language proficiency (by Indian Mission/Designated Authority)**

	Good	Basic	Remarks
Spoken			
Written			
Mother tongue / Native language: _____ / Other language(s), if any: _____			
English Language test administered by:			
Name :			
Address :			
Telephone Number:			
Email :			
----- Signature with date			



**MEDICAL REPORT**

**(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)**

(i) Name of Applicant:		
(ii) Age:		
(iii) Sex: (Male / Female)		
(iv) Height (cm):		
(v) Weight (kg):		
(vi) Blood Group:		
(vii) Blood Pressure:		
(viii) Blood Sugar:	(Fasting)	(PP)

<b>1.</b> Is the person examined in good health at present ?	
<b>2.</b> Is the person examined physically and mentally able to carry out intensive training away from home?	
<b>3.</b> Is the person free of infectious diseases (tuberculosis, trachoma, skin diseases etc)? Yellow fever certificate (in case of people coming from that region or as laid out in WHO Regulations).	
<b>4.</b> Does the person examined has any medical condition or defect which might require treatment during the course?	
<b>5.</b> List of any observed abnormalities indicated in the chest X ray.	

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address of Clinic / Hospital: \_\_\_\_\_

City / Town: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Doctor/Physician: \_\_\_\_\_ Seal of Clinic/Hospital: \_\_\_\_\_



### IMPORTANT NOTICE

- Please read the form carefully. The application will be automatically rejected if any column is inaccurate, incomplete or blank.
- Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.
- Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.
- Female candidates, if pregnant, are advised not to travel to India to attend the course applied for.

### UNDERTAKING BY THE APPLICANT

I, \_\_\_\_\_

(Name, Middle name, Family name)

of (country) \_\_\_\_\_ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

- I have read the course brochure and that I am aware of the course contents and living conditions in India\*.
- I have sufficient knowledge of English to participate in the training programme.
- I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- I have not attended any programme previously sponsored by Government of India.
- I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

- Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
- Follow the full and complete course of study or training and abide by the Rules of the University / Institution / Establishment in which I undertake to study or undergo training;
- Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- Refrain from engaging in political activity, or any form of employment for profit or gain;
- Return to my home country at the end of the course of study or training;
- I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.
- I confirm that I will not travel to India to attend the Course applied for in case I am pregnant - (for lady participants).

Date:

Place:

(SIGNATURE OF THE APPLICANT)

Name: \_\_\_\_\_

\* Details of the course are on the website of the Institute or can be obtained from them by e-mail.



**PART – II**

**To be completed by the authorized official of the  
Nominating Government/ Employer**

I, \_\_\_\_\_ on behalf of the  
Government of \_\_\_\_\_ certify that:

- (a) I have examined the educational, professional and other certificates quoted by the nominee in Part – I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease and Yellow Fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.
- (c) The nominee has adequate knowledge of spoken and written English to enable him/her to follow the course of training for which he/she is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP training facilities earlier in India.

I nominate Mr./Mrs./Miss \_\_\_\_\_ on  
behalf  
of the Government of \_\_\_\_\_ as employer.

Name of Nominating Authority: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Signature  
(With seal)

Name and Designation  
(in block letters)

Date :

Place :



## About the Institute

*An acknowledged National Resource Institute for Entrepreneurship Education, Research, Training & Institution Building.*

Entrepreneurship Development Institute of India (EDI), an autonomous and not-for-profit institute, set up in 1983, is sponsored by apex financial institutions - the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd. and the State Bank of India (SBI). The Government of Gujarat pledged twenty-three acres of land on which stands the majestic and sprawling EDI campus. To pursue its mission, EDI has helped set up twelve state-level exclusive entrepreneurship development centres and institutes. One of the satisfying achievements, however, was taking entrepreneurship to a large number of schools, colleges, science and technology institutions and management schools in several states by including entrepreneurship inputs in their curricula. In view of EDI's expertise in Entrepreneurship, the University Grants Commission had also assigned EDI the task of developing curriculum on Entrepreneurship and the Gujarat Textbook Board assigned to it the task of developing textbooks on Entrepreneurship for 11th & 12th standards.

In order to broaden the frontiers of Entrepreneurship Research, EDI has established a Centre for Research in Entrepreneurship Education and Development (CREED), to investigate into a range of issues surrounding small and medium enterprise sector, and establish a network of researchers and trainers by conducting a biennial seminar on entrepreneurship education and research.

In the international arena, efforts to develop entrepreneurship by way of sharing resources and organising training programmes, have helped EDI earn accolades and support from the World Bank, Commonwealth Secretariat, UNIDO, ILO, FNSt, British Council, Ford Foundation, European Union, ASEAN Secretariat and several other renowned agencies.

The Ministry of External Affairs, Govt. of India assigned EDI to set up Entrepreneurship Development Centers in Cambodia, Lao PDR, Myanmar and Vietnam. Two such Centres in Uzbekistan and Kazakhstan and five such centres in African region will be established very soon.

In recognition of its international achievements, the United Nations Economic & Social Commission for Asia and Pacific (UN-ESCAP), Bangkok, Thailand, has declared EDI as a 'Center of Excellence'.



EDI Facilities



## Entrepreneurship Development Institute of India

P.O. Bhat 382 428, Dist. Gandhinagar, Gujarat

Tel : +91-79 23969159, 23969161, 23969163 Fax : +91-79 23969164

E-mail : [info@ediindia.org](mailto:info@ediindia.org) Website : [www.ediindia.org](http://www.ediindia.org)

### North : Lucknow

265, Chandralok Colony,  
Aliganj,  
Lucknow - 226 024.  
Phone : +91-522-2330820  
Fax : +91-522-2330856  
E-mail : [edinro@rediffmail.com](mailto:edinro@rediffmail.com)

### East : Bhubaneswar

Naibedya, Plot No. 1855/2168  
Ground Floor, Damana Square,  
Chandrasekharapur,  
Bhubaneswar-751 016.  
Telefax : +91-674-2744100  
E-mail : [ediero@rediffmail.com](mailto:ediero@rediffmail.com)

### South : Bengaluru

102, 70<sup>th</sup> Cross, 17<sup>th</sup> 'A' Main Road,  
5<sup>th</sup> Block, Rajajinagar,  
Bengaluru - 560 010.  
Phone : +91-80-23119361  
Telefax : +91-80-23119360  
E-mail : [ediro@viasbg01.vsnl.net.in](mailto:ediro@viasbg01.vsnl.net.in)

### North-East : Guwahati

House No. 36, Near DGP Office,  
B. K. Kakoti Road,  
Ulubari, Guwahati - 781 007.  
Phone : +91-361-2461063  
Fax : +91-361-2459112  
E-mail : [amar@ediindia.org](mailto:amar@ediindia.org)

### Central : Bhopal

19, Chatrapati Shivaji Colony,  
Chuna Bhatti, Kolar Road,  
Bhopal - 462 016.  
Phone : +91-755-2424015  
Fax : +91-755-2424813  
E-mail : [ramangujral@ediindia.org](mailto:ramangujral@ediindia.org)

### Thrissur

C/o. KILA Campus,  
Mulamkunnathukavu P.O.,  
Thrissur - 680 581.  
Phone : +91-487-2206241  
Telefax : +91-487-2206242  
E-mail : [vssukumaran@ediindia.org](mailto:vssukumaran@ediindia.org)