

EDI's International Programmes

2007-2008

International Training Programme on
Computer Applications for SMEs
(February 19 - March 28, 2008)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

International Training Programme on
Industrial Project Preparation & Appraisal
February 18 - March 28, 2008

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

Acquire
Skills & Techniques of an
Industrial Cadre

International Program on
**Governance & Management of
Non Profit Organizations &
Non Government Organizations**
(17th August - 27th September, 2007)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

International Training Programme on
**Use of English Language
in Business Communication**
(September 24 - November 2, 2007)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

INTERNATIONAL TRAINING PROGRAMME ON
**GENERATOR CENTRIC ENTREPRENEURSHIP
AND ECONOMIC DEVELOPMENT**
(18 August - 21 September, 2007)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

AN INTERNATIONAL TRAINING PROGRAMME
ON
**BUSINESS DEVELOPMENT SERVICE PROVIDERS
FOR MICRO ENTERPRISES & MICRO FINANCE**
(18 August - 21 September, 2007)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

International Programme on
**Entrepreneurship &
Small Business Promotion**
(September 07 - February 01, 2008)

Sponsored by:
Ministry of External Affairs,
Government of India
ITEC / SCAAP Programme

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

A programme to sharpen the
professional skills & competencies
of Business Promoters

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



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



EDI's International Programmes

2007-2008

• Programmes

- Governance & Management of Non-Profit Organizations (NPOs)/NGOs
- Gender Centric Entrepreneurship & Economic Development
- Use of English Language in Business Communication
- Business Development Service Providers for Micro Enterprise & Micro Finance
- Entrepreneurship & Small Business Promotion
- Computer Applications for SMEs
- Industrial and Infrastructure Project Preparation & Appraisal

• Venue and Accommodation

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• How to Apply

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

August 13 - September 21, 2007

RATIONALE :

Good Governance means effective management of NGOs 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 the good governance practices are adopted by the NGOs/NPOs. Organizational development can be facilitated by building the capacity 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 effectively a non-profit organization/non-government organization.

OBJECTIVE :

To enable the NPOs/NGOs to achieve the highest standards of excellence for inculcating good governance and best management practices.

TARGET GROUP :

- Members of Governing Body / Board of NPOs/NGOs
- CEOs/ Programme Managers/Officers of NPOs/NGOs
- Employees/staff of NPOs/NGOs, Employees of Donor Organizations/ Agencies

THE COURSE CONTENT :

- Module1** Introduction to Governance & Management of NPOs/NGOs
- Module2** Thematic Issues in NPO/NGO Governance & Management
- Module3** Financial Management of NPOs/NGOs



Module4 Project Management, Planning, Design & Implementation

Module5 Study Visits

BENEFITS TO THE PARTICIPANTS:

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

- Structure and Policies of Non-Profit Organizations/Non-Government Organizations
- Organization Development - Planned Change & Interventions
- Measuring Organizational Capacity
- Good Governance Practices - Accountability, Transparency & Sustainability
- Strategic Management, Financial Management, Human Resource Management
- Project Planning, Design & Implementation
- Social Research Importance and Scope, Monitoring and Evaluation - Tools and Techniques (quantitative and qualitative)
- 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 : : 13th July, 2007

COURSE DIRECTOR: Mr. Subranshu Tripathy

E-MAIL : : tripathy@ediindia.org



Gender Centric Entrepreneurship and Economic Development

August 13 - September 21, 2007

RATIONALE :

The concept of women's role in the sector of livelihood and enterprise creation is a matter of concern for policy makers, researchers, trainers, associations and organizations involved in women's development. Most of the developing countries find it extremely difficult to inculcate entrepreneurial qualities and skills among women to develop them as entrepreneurs.

Experiences reveal that if women are encouraged, prepared and thus organized for small business through appropriate strategy and special programmes, they often emerge as successful entrepreneurs. This training programme is an attempt to integrate women in 'development' and 'gender approaches'. It introduces a process of mainstreaming gender while designing developmental programmes.

OBJECTIVE :

The objective of the programme is to develop increased level of understanding and sensitivity among the participants, develop familiarity with methodology for mainstreaming and provide opportunity for development of skills in using various tools & techniques for gender mainstreaming.

TARGET GROUP :

The programme is most suited for individuals working in the following capacities.

- NGO leaders
- Professionals involved in managing development projects in NGOs, multilateral organizations.
- Government officials who are involved in Economic Development Programmes
- Bank officials.



- Researchers and academicians
- Officials from industry associations / training organizations and
- Women entrepreneurs

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

Module 1 Understanding and Mainstreaming Gender

Module 2 Gender Roles in Economic Development

Module 3 Micro-Credit and Micro-Enterprise Development

Module 4 Business Management

Module 5 Growth and Expansion

Module 6 Face-to-Face Interactions

Module 7 Study Visit

BENEFITS TO THE PARTICIPANTS :

Participants undergoing the programme will be;

- better equipped with understanding of gender mainstreaming and familiarised with tools & techniques for gender analysis
- able to enhance effectiveness of developmental programmes, particularly those having a bearing on women, through integration of components of gender mainstreaming
- made familiar with essential techniques to empower women through entrepreneurship
- able to plan and carry out organizational changes and development.

Last Date for Receipt of Nomination Form at ITEC :

13th July, 2007

Course Director:

Ms. Meena Bilgi

E-mail :

meena@ediindia.org



Use of English Language in Business Communication

September 24 - November 2, 2007

RATIONALE :

The ever evolving and challenging technologies at workplace in the present times necessitate the workforce to acquire skills of an able communicator.

They need to wield command over the basic elements of language in use. 'English' as a language of the corporate world has come to be accepted across nations and, skills in the use of English will certainly make global communication easy. Command over the basic elements of this language will certainly prove beneficial for any professional. The programme on '**Use of English in Business Communication**' has, therefore, been designed to sharpen the concepts and skills in the use of English in business communication and operation.

OBJECTIVE :

The knowledge will help participants comprehend and relate with the schemes, processes and procedures of the international business circuit.

TARGET GROUP :

- Entrepreneurs
- Managers & Executives at Corporate Houses
- Business Counsellors & Consultants
- Teachers of Business Schools will benefit.

Participants must possess basic knowledge of English language.



- COURSE CONTENT :**
- Module 1** Introduction to communication and significance of English Language
 - Module 2** Advanced language structure
 - Module 3** Principles of writing
 - Module 4** Organisational communication
 - Module 5** Effective oral communication
 - Module 6** Study Visits

BENEFITS TO THE 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 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 :

24th June, 2007

COURSE DIRECTOR: Ms. Julie Shah

E-MAIL: julie@ediindia.org



Business Development Service Providers for Micro Enterprise & Micro Finance

January 07 - February 15, 2008

RATIONALE :

Micro-enterprise and micro-finance development have emerged as major strategies to combat the twin issues of poverty and unemployment that continue to pose a major threat to the polity and economy of both the developed and developing countries. While micro-finance, as a means to empower poor, has been quite successful in many countries, the utilisation of credit for adequate income and employment generation is a cause of concern for most of the stakeholders. The missing link is that micro-enterprise and micro-finance, more often than not, have been dealt with in isolation without any synergy between the two.

Micro businesses need an enormous range of services. Debates on Business Development Services (BDS) for micro enterprise and micro finance sector have raised a few important issues on the need for knowledge, competencies and skills.

The international programme on **Business Development Service Providers for Micro Enterprise and Micro Finance** has been planned to address this need.

OBJECTIVE:

To strengthen knowledge and develop skills in planning and implementation of Micro Enterprise & Micro Finance projects effectively. An in-depth orientation on specific aspects like identification of viable business opportunities, introducing the entrepreneurs to key business management areas, Business Development Service (BDS) provision for micro enterprise and microfinance and marketing, will help provide an integrated understanding on the sector.

TARGET GROUP:

The programme is intended for the following professionals from Government Departments, Non-Government Organizations, Policy makers and Independent Consultants:



- Senior and middle level professionals/ officials from Ministry / Department of Small Industry Promotion / Ministry of Finance (Micro-Finance) / Department of Rural Development / Ministry of Industries (Particularly with focus on Small & Micro Enterprises);
- Representatives from Micro Finance Institutions / Commercial Banks.
- Practitioners from Self Help Promoting Institutions (SHPIs), Micro Credit Organizations, Grameen Replicators;
- Business Development Service Providers;
- Micro-enterprise and micro-finance development consultants.

COURSE CONTENT:

Module 1 Micro-Enterprise Development (MED)

Module 2 Micro-Finance Development (MFD)

Module 3 Role, importance and emergence of Business Development Services in Micro Enterprise and Micro Finance

BENEFITS TO THE PARTICIPANTS:

The participants undergoing the programme will:

- understand the role, importance and contribution of micro-enterprise and micro-finance for sustainable economic development.
- acquire knowledge and develop skills and behavioural attributes to plan, initiate and implement micro-enterprise and micro-finance projects effectively.
- be able to appraise methodologies for providing escort services (Business Development Services) for micro-enterprise and micro-finance.

LAST DATE FOR RECEIVING NOMINATION FORMS AT ITEC:

6th October, 2007

COURSE DIRECTOR:

Mr. Manoj Mishra

E-MAIL:

manoj@ediindia.org



Entrepreneurship & Small Business Promotion

January 07 - February 15, 2008

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.

OBJECTIVE :

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. This will intensify and strengthen 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
- Entrepreneurship 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
- Small Business Management
- Designing and Managing Support Services for Potential Entrepreneurs
- Effective Business Counseling

BENEFITS TO PARTICIPANTS:

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

6th October, 2007

COURSE DIRECTOR:

Mr. S.B. Sareen

E-MAIL:

sareen@ediindia.org



Computer Applications for SMEs

February 18 - March 28, 2008

RATIONALE :

In the recent years there has been a significant diffusion of information technology (IT) in the small and medium enterprise segment. However, because of resource constraints their use of software has remained suboptimal. SMEs need professionals with skills to use advance computing tools for decision support, internet/intranet services, e-commerce etc. to gain competitive advantage. This programme aims at preparing SME representatives to efficiently and effectively use IT for their daily business functions.

OBJECTIVE :

The programme is to equip the participants with intermediary and advanced skills and techniques for effective and efficient use of Microsoft office, software suite and other software for SMEs. This training will enhance individual and organizational software usage competencies leading to improvement in ROI in IT.

TARGET GROUP :

The programme has been specially designed keeping in mind the need of participants associated with the SME sector.

- Small Business Entrepreneurs Middle and senior level Executives
- IT Professionals
- Business facilitators, Consultants / Counselors/ Analysts
- Representatives of Development Institutions
- Executives of Government Organisations engaged in investment / business promotion
- Functionaries of non-government organizations engaged in SME promotion.



- COURSE CONTENT :**
- Module 1** Introduction to Advanced Features in Word and Excel
 - Module 2** Relational Database Management with ACCESS
 - Module 3** Web Page Designing with FrontPage and Project Management with MS-Project
 - Module 4** Creating Desktop Applications with Visual Basic for Applications (VBA)
 - Module 5** Data Analysis in Excel
 - Module 6** Managing Accounts and Finance Using Tally / Small Business Accounting
 - Module 7** Assessing Enterprise IT needs
 - Module 8** Managing Accounts and Finance Using Computers
 - Module 9** Setting up Enterprise Network and Internet Facility

BENEFITS TO THE PARTICIPANTS :

The training programme is designed, keeping in mind the needs of participants associated with the SME sector. The participants on completion of the programme will be able to:

- understand applicability and use a variety of advanced functionalities of office productivity suite, MS Office 2003 Professional.
- use Project Management Software
- create smart applications using macros, queries and report objects
- use Visual Basic for Applications as a programming tool.

LAST DATE FOR RECEIPT OF NOMINATION

FORM AT ITEC: 18th November, 2007

COURSE DIRECTOR: Mr. J. R. Yagnik

E-MAIL: yagnik@ediindia.org



Industrial and Infrastructure Project Preparation & Appraisal

February 18 - March 28, 2008

RATIONALE :

Developing countries, by and large, are endowed with natural resources as also certain competitive advantages that offer a variety of industrial opportunities. A systematic approach to identification of such industrial and infrastructural opportunities, formulation of industrial 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 AND INFRASTRUCTURE PROJECT PREPARATION AND APPRAISAL** has been designed.

OBJECTIVE :

A programme to help officials sharpen skills and competence on Business Idea identification, formulating investment and infrastructure projects, appraisal and financing, leading to prudent investment decisions for sustainable economic growth.

TARGET GROUP :

Officials engaged in Project Development Cycle from any of the following organizations can participate:

- Development Financial Institutions
- Commercial Banks
- Government Institutions Framing Policies
- Development Bodies Participating in Industrial Development
- Consultancy Organizations Executing projects
- Business and Management Development Organizations
- Industries, Business and Educational Establishments
- Institutions and organisations involved in Infrastructure Development



- COURSE CONTENT :**
- Module 1** Project Development Cycle
 - Module 2** Market Analysis
 - Module 3** Technical Analysis
 - Module 4** Financial Analysis
 - Module 5** National Cost-Benefit Analysis
 - Module 6** Entrepreneurial Assessment
 - Module 7** Use of COMFAR (UNIDO) Package for Investment Analysis
 - Module 8** Institutional and Industrial Study Tour

BENEFITS TO PARTICIPANTS

- Understanding the process of business ideas generation and formulation, screening for pre-feasibility studies.
- Identifying data requirements and analyzing their suitability for preparation of industrial and infrastructure project 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 and Infrastructural projects, a major concern the world over.
- Carrying out computer supported comprehensive appraisal, viability and sensitivity analysis through Computer Model for Feasibility Analysis and Reporting (COMFAR), a UNIDO developed software.
- Taking rational industrial investment decisions.

LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :

18th November, 2007

COURSE DIRECTOR :

Mr. D. M. Parikh

E-MAIL :

dmparikh@ediindia.org



Venue and Accommodation

The programme will be organized at 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 at EDI Campus in comfortable air-conditioned rooms on double occupancy basis. 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 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 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 the shortest route.



- * 80% of the living allowance released by the ITEC will be deducted by EDI towards boarding facilities provided at EDI campus and the balance 20% only 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.

General Guidelines:

For Participants attending the courses under the ITEC / SCAAP scholarship plan.

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 website: www.ediindia.org



How to Apply

For availing fellowship support and getting nomination forms, participants are requested to contact the concerned Indian Embassy or Mission located in their vicinity. Filled in nomination forms (duly forwarded by an appropriate authority as advised by Indian Mission) are **to be submitted with Indian Missions only. Any form sent directly to the Institute shall not be entertained.**

For more information/intimation, interested applicants may contact (specifying their office and residence telephone contact numbers with country and area codes and active e-mail addresses)

Ms. Lalitha Krishnan

Manager (Planning)

Entrepreneurship Development Institute of India

Ahmedabad, Gujarat, India

E-mail: lalitha@ediindia.org

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



About ITEC

Indian Technical and Economic Cooperation programme popularly known as "ITEC" was launched in 1964 as a bilateral programme of assistance by Government of India.

Under ITEC and its corollary SCAAP (Special Commonwealth Assistance for Africa Programme) 156 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 neighbouring 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).



About The Institute

Entrepreneurship Development Institute of India (EDI), set up in 1983, is an autonomous institution registered under the Societies Registration Act and sponsored by all India financial institutions viz., Industrial Development Bank of India (IDBI), ICICI Ltd, IFCI Ltd and State Bank of India (SBI) with active support from the Government of Gujarat. Committed to education, research and training, EDI has earned a great deal of national and international recognition for its efforts as reflected in the support it has received from the World Bank, International Labour Organization, UNIDO, Commonwealth Secretariat and several other international agencies. The Institute has been conducting several international programmes for a variety of target groups to develop managerial talent, proficiency in computer skills, skills of entrepreneur trainer-motivators in small business promotion and micro enterprises and micro finance related activities, good governance practices in the NGO sector and sensitivity to gender centric issues. As of now, the institute has developed 28 professionals in the area of Business Communication in English, as well.

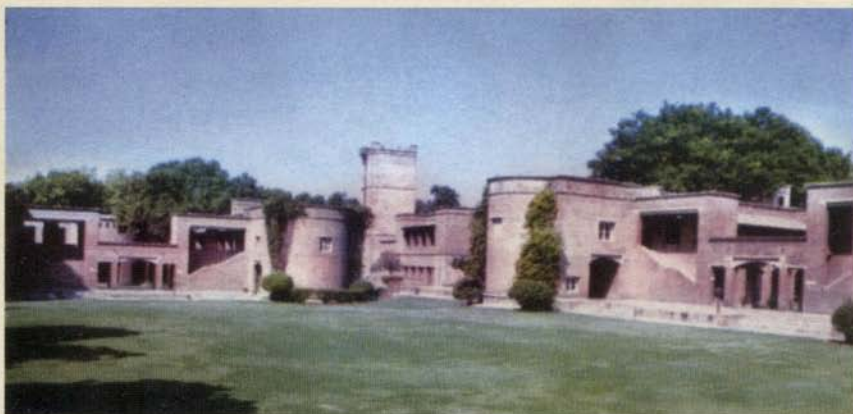
The Institute has also successfully carried out the prestigious task assigned by the Ministry of External Affairs, Government of India, to set up Entrepreneurship Development Centers in Cambodia, Lao-PDR, Myanmar and Vietnam (CLMV nations).

Eventhough much has been realised, far more remains to be done. EDI continues with its mission of enhancing the human resources at national and international levels through development of capacities.



Facilities at EDI





ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

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