2008-2009

CELEBRATING 25 YEARS
25
1983 - 2008

EDI'S
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**

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EDI's International Programmes
2008-2009

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

July 21 – August 29, 2008

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 the NGOs/NPOs. Organizational development can be facilitated by building the capacity of NPOs/NGOs 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.
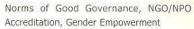
OBJECTIVE :

To enable Non-Profit Organizations/NGOs to strengthen governance & management practices.

TARGET GROUP :

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

COURSE CONTENT :

Module 1   Governance & Management of Non-profit Organizations (NPOs)/NGOs: An introduction & discovering the thin line of Divide.

Module 2   Governance Issues: Governing Body & Strategic Management, Accountability, Transparency, Sustainability & Participation,

Norms of Good Governance, NGO/NPO Accreditation, Gender Empowerment

Module 3   Capacity Building Needs: Assessment for Strengthening Governance.

Module 4   Management Practices of Financial Resources, Human Resources & External Resources, Service Delivery

Module 5   Project Planning, Design & Implementation

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 Body/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 :   21st April, 2008

COURSE DIRECTOR :   Mr. Subranshu Tripathy

E-MAIL :   tripathy@ediindia.org

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Use of English Language in Business Communication

September 08 – October 17, 2008

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. Skills in the use of English certainly make global communication easy. Command over the basic elements of this language benefits professionals from all fields, 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 the use of English in business communication and operation.

OBJECTIVE :

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 and
- Teachers of Business Schools
  Participants must possess basic knowledge of English language.

COURSE CONTENT:

Module I	Introduction to Communication and Significance of 'English' Language
Module II	Advanced Language Structures
Module III	Principles of Modern Business Writing
Module IV	Organisational Communication
Module V	Effective Oral Communication
Module VI	Study Visit

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 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 : 8th June, 2008

COURSE DIRECTOR : Ms. Julie Shah

E-MAIL : julie@ediindia.org

Organizational Entrepreneurship

September 8 – October 17, 2008

RATIONALE :

To grow in geometric progression an efficient organization requires dynamic functionaries, at all critical levels, who are able to perceive growth opportunities and are capable to innovate, keeping the current enterprise and available resources as a base. However, to seize such opportunities optimally is the biggest challenge in front of organizations today. Evidences suggest that an effective solution lies in the practice of promoting and harnessing entrepreneurial management within the organization by making use of talent which often remains dormant, in other words, by practicing 'organizational entrepreneurship'.

OBJECTIVES :

The major objective of the programme is to devise an organizational framework that creates and fosters entrepreneurial strategy and culture ultimately leading to entrepreneurial actions 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.

- enable participants to practice organizational entrepreneurship effectively and thus create a conducive 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	Organizational Entrepreneurship
Module 2	Individual and Group Correlates
Module 3	Leading and Managing Entrepreneurial Organizations
Module 4	Strategies for Entrepreneurial Organizations
Module 5	Encouraging Creativity and Innovations at Work place
Module 6	Study Visits

BENEFITS TO PARTICIPANTS :

The programme would add value to the career of the participants by helping them realize their's as well as organization's entrepreneurial potential and motivating them to be proactive, dynamic, responsive to change. This way, they would be practicing and encouraging entrepreneurship within. 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 :	June 8th, 2008.
COURSE DIRECTOR :	Prof. Sunil Shukla
E-MAIL :	sunilshukla@ediindia.org

Computer Applications for SMEs

November 10 – December 19, 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 and web based solutions has remained suboptimal. SMEs need professionals with skills to use advanced computing tools for decision support, web applications, internet/intranet services, e-commerce etc. to gain competitive advantage. This programme aims at preparing participants to efficiently and effectively use Web and Information Technologies for their 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 with VBA, Web applications 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.

- Micro & Small Business Entrepreneurs
- Middle and Senior Level Executives of SMEs
- IT Professionals
- Business Facilitators, Consultants/Counselors/ Analysts and Academicians, Researchers
- Representatives of Development & Support Institutions (Including Educational Institutions)
- Executives of Government Organizations engaged in investment/business promotion
- Functionaries of Non-Government Organizations engaged in SME promotion.

COURSE CONTENT :

Module 1 Introduction to Advanced Applications in Microsoft Word and Excel

Module 2 Relational Database Management with ACCESS

Module 3	Prepare your own Website with Front Page
Module 4	Visual Basic for Applications(VBA) for developing Software
Module 5	Data Analysis for Quality Control, Marketing and Business Intelligence
Module 6	Managing Projects with MS Project
Module 7	Software Applications for managing Accounts, Inventory and Finance
Module 8	Setting up Enterprise Network and Internet Facility
Module 9	Assessing Enterprise IT needs

BENEFITS TO PARTICIPANTS :

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

- understand applicability and usage of 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.
- develop and maintain their website using Front Page
- carry out data analysis for statistical quality control
- understand e-commerce
- comprehend business applications of Internet (for marketing and competitive intelligence)
- use accounting software –Tally / Microsoft Small Business Accounting
- carry out a small in-house need based software project
- deal with virus threats
- make investment in IT judiciously

LAST DATE FOR RECEIPT OF NOMINATION AT ITEC : 12th August, 2008

COURSE DIRECTOR : Mr. Jignasu Yagnik

E-MAIL : yagnik@ediindia.org

Entrepreneurship
&
Small Business Promotion

January 05 – February 13, 2009

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
- 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 Counselling

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 : October 06, 2008

COURSE DIRECTOR : Mr. S. B. Sareen

E-MAIL : sareen@ediindia.org

BUSINESS DEVELOPMENT SERVICE PROVIDERS
FOR
MICRO ENTERPRISE & MICRO FINANCE

January 05 – February 02, 2009

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.

The micro businesses need an enormous range of services. The issues and debates in Business Development Services (BDS) for micro enterprise and micro finance sector have raised a few important points like: What roles should Micro Enterprise and Micro-finance promoting institutions assume, how does BDS relate to local economic development, how could sustainability of BDS be ascertained, and so on?

In consonance with the above, an international programme on Business Development Service Providers for Micro Enterprise and Micro Finance has been designed.

OBJECTIVES :

The programme serves to address the objective of strengthening knowledge and developing skills for planning and implementation of Micro Enterprise & Micro Finance projects effectively. An in-depth orientation on specific aspects like identification of viable business opportunities and linking it with entrepreneurs, preparation of business plan, introducing the entrepreneurs to key business management areas of finance and accounts, Business Development Service (BDS) for micro enterprise and microfinance and marketing complemented with field visit will help provide an integrated understanding on the sector.

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TARGET GROUP :	The programme is intended for the following professionals from **Government Departments, Non-Government Organizations, Consulting Organisations.**

- 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.
- Practioners 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 Eemergence of Business Development Services in Micro Enterprise and Micro Finance

BENEFITS TO PARTICIPANTS :

The input structure attempts to amalgamate the twin issues of Micro Enterprise and Micro Finance with a cross cutting theme of Business Development Services for Micro Businesses emerging out of the Micro Finance Delivery Systems being practiced the world over. An interesting mix of case studies from various developing countries complemented with field visit to the organizations/units/enterprises of repute adds practical dimension to an overall understanding of the sector.

LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC : October 06, 2008

COURSE DIRECTOR : Manoj Mishra

E-MAIL : manoj@ediindia.org

INDUSTRIAL & INFRASTRUCTURE PROJECT PREPARATION & APPRAISAL

February 16 – March 27, 2009

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 appraisals are 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 COMFAR (UNIDO) package for facilitating investment decisions.

OBJECTIVE :

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.

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 Organisations Executing Projects
- Business and Management Development Organisations
- Industries, Business and Educational Establishments
- Institutions and organisations involved in framing and implementing infrastructure policies

COURSE CONTENT :	Module 1	Project Development Cycle
	Module 2	Market Analysis
	Module 3	Technical Analysis
	Module 4	Financial Analysis
	Module 5	Environmental Analysis
	Module 6	National Cost-Benefit Analysis
	Module 7	Entrepreneurial Assessment
	Module 8	Project Appraisal
	Module 9	Use of Computer & COMFAR (UNIDO) Packages for Investment Analysis
	Module 10	Institutional & Study Tour

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.

- Carrying out computer supported comprehensive appraisal, viability and sensitivity analysis through Excel & Computer Model for Feasibility Analysis and Reporting (COMFAR), a UNIDO developed software.

- Taking rational investment decisions.

LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC :	November 17, 2008.
COURSE DIRECTOR :	Mr. D.M. Parikh
E-Mail :	dmparikh@ediindia.org

Business Research Methodology
&
Data Analysis

February 16 – March 27, 2009

RATIONALE :

Small and Medium Enterprises (SMEs) constitute a large share of enterprises in most countries and are the cornerstone of economies. They are the 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.

Large corporates can afford to hire world class consultancy firms and so these 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.

SMEs, need information to support their decisions on target markets, product-mix, branding, consumer perception, trends, supply and demand forecasting and quality control.

OBJECTIVE :

The 6-week programme will enable participants to carry out research with tight budget and improve their proficiency in selection of analytical tools and interpretation of statistical outcomes on Market Segmentation, Brand Research, Consumer Analytics, Trends and Forecasting, Gap Analysis, Perceptual Mapping etc. to solve business problems.

TARGET GROUP :

- 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.

COURSE CONTENT :

Module 1   Fundamentals of Business Statistics

Module 2   • Business/ Marketing Research Process
           • Research Methods, Designs with business centric approach

- Data collection tools
- Sampling Methods
- Field Procedures
- Data Coding, Entry and Verification
- Testing of Hypothesis

Module 3
- Computer Aided Data Analysis (SPSS/EXCEL)
- Frequencies, Charts and Cross tabulation
- Test of Proportions, Chi square statistics
- Test of Means
- Different types of T test
- Design of Experiments and ANOVA

Module 4
- Advanced Multivariate Statistical Methods
- Correlation and Regression in Business/ Market Research
- Logistic Regression for Risk analysis
- Factor Analysis for Reducing Dimensionality
- Discriminant Analysis for Classification and Prediction of Outcomes
- Cluster Analysis to identify segments of market
- Multidimensional Scaling for Brand Positioning
- Conjoint Analysis for Product Designing based on Consumer Utility

Module 5
- Trends and Forecasting (Time Series Analysis)
- Exponential-smoothing with recent data for forecasting
- Box-Jenkins forecasting models
- Modeling the Causal Time Series
- Forecasting/Predictions by Regression
- Trend Analysis
- Modeling Seasonality and Trend

Module 6
- Reporting Research Outcomes

BENEFITS TO PARTICIPANTS :

Participants will acquire knowledge in
- translating business problems into proper statistical frameworks, for meaningful research
- selecting appropriate research method, design and tools for solving business problem
- carrying out statistical analysis of data using software
- making business decisions based on reliable research outcomes
- preparing Research Report

LAST DATE FOR RECEIPT OF NOMINATION FORM AT ITEC : 17th November, 2008

COURSE DIRECTOR : Mr. Jignasu Yagnik

E-MAIL : yagnik@ediindia.org

VENUE AND ACCOMMODATION

The programme will be organized at EDI Campus located in a serene and pleasant environment, 5 kms away from 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 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 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.

* 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 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 completing 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. For more information about the institute, please refer
   EDI web site : www.ediindia.org

HOW TO APPLY

For availing fellowship support, participants are requested to contact the 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.**

Since nomination will be accepted only **on-line,** 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).

4. Part III of the Nomination Form is to be filled by the Authorized Official of the Indian Mission along with their stamping.

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 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.**

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 1954 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 five 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).

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INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) AND SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)
(Sponsored by the Ministry of External Affairs, Government of India)

APPLICATION FORM

Registration No. | | | | | | | | | | | | | | | | | |
(for official use only by TC division)

Photograph

PART- I

Country : _____   Course : _____

Institute : _____   Commencing from _____ to _____
                                        D D / M M / Y Y   D D / M M / Y Y

1. PERSONAL PARTICULARS

Name(s)   : _____

Surname   : _____

Sex (tick one)   : MALE / FEMALE

Marital status   : _____

Date of Birth   : _____
                              Date - Month - Year
Nationality   : _____

Passport No.   : _____

	Office	Home
Address:		
Tel Nos.		
Mobile/Cell :		
Fax :		
E-mail :		

Special dietary needs, if any : _____

Person(s) to be notified in case of Emergency

	Office	Home
Name :		
Address :		
Tel Nos : Mobile/Cell : Fax :		
E-mail :		

2. PROFESSIONAL PARTICULARS

Educational Qualification/(s)

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

Professional Qualification(s), if any:

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

Employment Records:

	Name of Employer/Department/Company	Position	Year	Area / Nature of Work
1				
2				
3				
4				

Are you an employee of: (Tick appropriate box)

a. Government	b. Semi-government/Parastatal
c. Private company	d. Self-employed

Details of present employer

Name / address : _____

_____

Tel. No. : _____

E-mail : _____

3. Have you ever attended a course sponsored by
   the Government of India? (Tick one)   **YES / NO**

4. If answer to 3 is yes, details of the courses _____

Details of course(s) attended, if any, outside your country

Country	Course Details	Year	Duration

5. Please write in your own words, reason(s) for attending the training course

6. **Certification of English language proficiency (by recognized intitute/authority)**

	Good	Basic	Remarks
Spoken			
Written			

Mother tongue / Native language : _____ /

Other language(s), if any : _____

English Language test administered by : _____

Address : _____

: _____

Tel.Number : _____

E-mail : _____

Date and signature : _____

MEA / ITEC / SCAAP - Application

PART - I (a)

MEDICAL REPORT

(to be completed by an authorized physician)

(i) Name of Applicant : _____

(ii) Age : _____

(iii) Sex: (Male / Female) : _____

(iv) Height (cm) : _____

(v) Weight (kg) : _____

(vi) Blood Group : _____

(vii)Blood Pressure : _____

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally able to carry out intensive training away from home?	
3. Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc),Yellow fever certificate (in case of people coming from that region or laid out in WTO regulations).	
4. Does the person examined have any medical condition or defect which might require treatment during the course ?	
5. List any abnormalities indicated in the chest X ray.	
6. Pregnancy Test (for women):	

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

Name of Physician : _____

Registration No. : _____

Address of Clinic / Hospital : _____

and City / Town (printed) : _____

Telephone (printed) : _____

E mail : _____ Date : _____

Signature of Physician : _____ Seal of Clinic/Hospital :_____

IMPORTANT NOTICE :

- Please read the form carefully. The application will be automatically rejected if any column is incomplete / blank.
- Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.
- Working knowledge of English language is also a pre-requisite except for English language and language related courses.
- Condidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficent reasons are expected to refund the cost of training and airfare to Government of India.

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 not applied for any other training course during the above mentioned training period. If accepted for the training programme, I undertake to:

(a) carry out such instructions and abide by such conditions as may be stipulated by both the nominating and sponsoring Governments, in respect ot the training ;

(b) follow the full course of study or training and abide by the rules of the university or institutions or establishment in which I undertake to study or gain training ;

(c) submit to periodic assessment / tests conducted by the institute (progress report which may be prescribed) ;

(d) refrain from engaging in political activities, or from any form of employment for profit or gain ;

(e) return to my home country at the end of my course of study or training ;

(f) 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 Governmemt.

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

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 examined the medical certificates and X-ray reports produced by the nominee which state that he is medically fit and free from any infectious disease such as AIDS and yellow fever and that having regard to his physical and mental history there is no reason to suppose that the nominee is other than fit to undertake the journey to India and to remain under training in that country.

(c) The nominee has sufficient knowledge of spoken and written English to enable him 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 _____

Name of Nominating Authority:

Designation:

Address:

Date:

Place:
Signature
(With seal)
Name and Designation
(in block letters)

For official use only

Verification by Mission

Name of the Country	: _____
Name of the Nominee	: _____
Designation	: _____
Present Assignment	: _____
Employer / Department	: _____
Address	: _____
Name of Institute	: _____ Sl.No._____
Name of the Course	: _____ Sl.No._____
Dates and Duration	: _____ to _____ _____
	Weeks/Months/Yr

Certified that the nominee has been interviewed by HOM / India based dealing officer and found eligible to undertake the course. Also certified that the nominee has not availed of training facilities under ITEC/SCAAP earlier.

Remarks (if any):

Signature
Name & Designation of
Officer dealing with ITEC/SCAAP

Recommendation by HOM

I hereby recommend Mr. /Mrs. / Ms. _____

for the course under ITEC/SCAAP Programme

DATE :

STATION :

Signature of HOM / CDA
Seal / Stamp

It is the responsibility of the Indian Mission to ensure that :

(i)   One copy of the form, duly completed in all respects, is forwarded to TC Division

(ii) The form should reach TC Division, Ministry of External Affairs **at least three months** before commencement of the course (applications received after the deadline will not be accepted).

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, business communication skills, 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.

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.

EDI AFFILIATES IN OTHER COUNTRIES
LIEDC - LAO, CIEDC - CAMBODIA, VIEDC - VIETNAM
TO BE ESTABLISHED : MIEDC - MYANMAR, UIEDC - UZBEKISTAN

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