

7<sup>th</sup> Batch

# Post-Graduate Diploma in MANAGEMENT OF NGOs

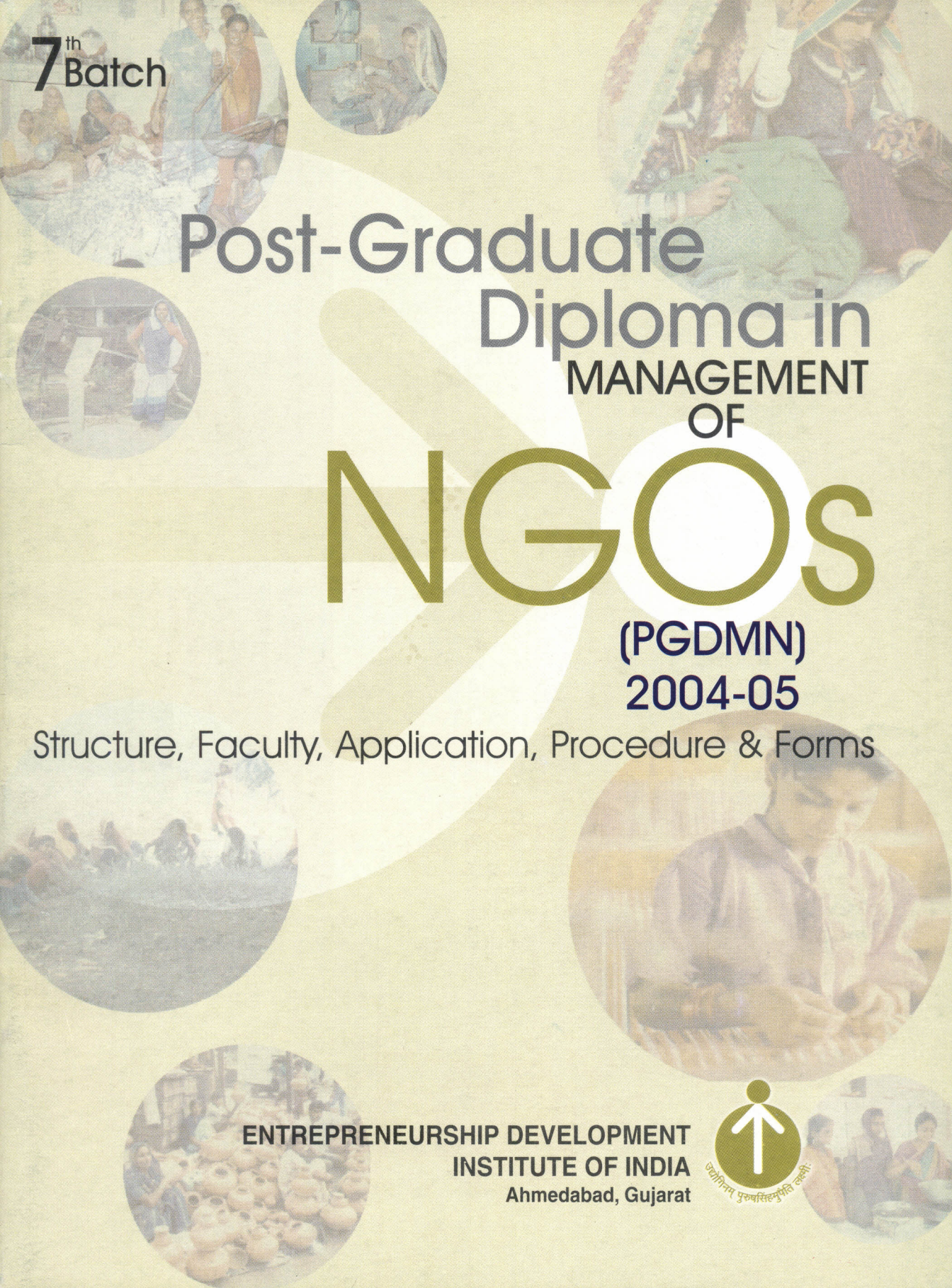
(PGDMN)  
2004-05

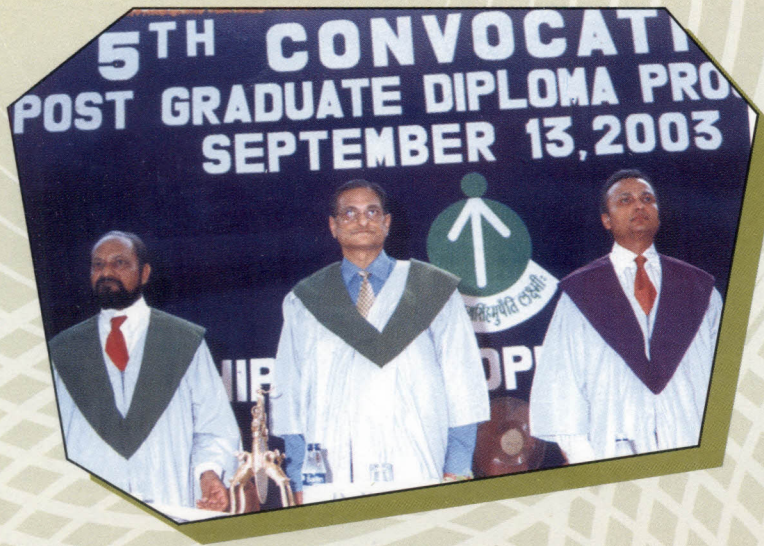
Structure, Faculty, Application, Procedure & Forms

ENTREPRENEURSHIP DEVELOPMENT  
INSTITUTE OF INDIA  
Ahmedabad, Gujarat



एन.ए.डी.आई.  
पुरुषरिस्तुति लक्ष्मी





## THE INSTITUTE

### **Entrepreneurship Development Institute of India (EDI),**

an autonomous and not-for-profit institute set up in 1983, is sponsored by national financial institutions — the Industrial Development Bank of India (IDBI), IFCI Ltd., ICICI Ltd. and State Bank of India (SBI). The Government of Gujarat pledged 23 acres of land on which stands the sprawling EDI campus.

EDI's pioneering activities in entrepreneurship development & training have established the fact that people from all walks of life can become business owners. It has demolished the myth that entrepreneurs are born, and not made. Entrepreneurship can be developed through planned intervention. To pursue its mission, EDI has helped set up twelve state-level exclusive entrepreneurship development centres and institutes. More than 700 trainers trained and developed by EDI are helping these organisations in their task. This was a significant step towards establishment of a countrywide network of resource personnel, spearheading entrepreneurship through counselling and guidance. The EDP model developed by EDI has been implemented in over 300 organisations, which today have strong linkages with EDI.

One of the most 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. Over 550 teachers trained by EDI are engaged in entrepreneurship development activities, motivating and guiding young pupils towards an entrepreneurial career. Our linkages with these trained teachers and network of institutions, help reinforce our mission to provide a new impetus to enterprise creation.

The Micro-Enterprise & Micro-Finance Development Division of the Institute has completed 15 years of fruitful partnership with NGOs in implementing Micro Enterprise Development Programmes (MEDPs) and other related programmes, particularly in rural areas. The Institute has conducted over 500 MEDPs during this period and has trained 16255 rural youth, of which 52.18% have

successfully launched their ventures. Besides MEDPs, the Division has also been working in the area of capacity building of NGOs and sensitising the environment and support system. So far, the Division has trained 777 trainer-motivators from over 300 NGOs.

These successes and commitments have culminated in recognition of its achievements by the Government of India and the State Governments. In the international arena, the entrepreneurship development efforts, by sharing resources and organising training programmes, have helped EDI earn accolades and support from the World Bank, Commonwealth Secretariat, UNIDO, ILO, FNSI, British Council, Ford Foundation and several other renowned agencies.

The National Facility for Science & Technology based Entrepreneurial Innovations, sponsored by the National Science and Technology Entrepreneurship Development Board (NSTEDB) set up at EDI, is yet another feather in its cap. This Centre aims at evolution of technology-driven enterprises by making available information on new and advanced technologies.

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

## THE POST GRADUATE DIPLOMA IN MANAGEMENT OF NGOs

The **Post Graduate Diploma in Management of NGOs** was one such initiative taken towards strengthening the social development sector. EDI today stands as the only institute in India to offer a one year post graduate programme in Management of NGOs. This course was launched in the year 1998 and has till date developed 137 professionals. Many of the past students today are holding responsible positions in many developmental organizations throughout the length and breadth of the country. Our students hailed from 19 states in the country.

## THE COURSE

Like any other developing nation we too have the national goals for social & economic development. One strategy that we have adopted from the beginning is to organise programmes to address issues of poverty, social discrimination and human rights. Creating employment opportunities for the underprivileged has been one such activity that continues to remain as a

single agenda for development. However one does notice a decrease in the role of the state and the entry of non-government organisations (NGOs) in domains earlier under state control. NGOs, on account of their need-based, target specific and result-oriented efforts, have emerged as a major force in the development arena. This has been proved and demonstrated through actions by NGOs from all over the country. The Fifth Plan document also makes a special mention of obtaining support of NGOs in implementing national programmes.

With all the social responsibilities that NGOs shoulder, one notices that there does also exist a relatively lesser degree of coordination and collaborative relationship between NGOs and among NGOs and state agencies. Besides, values, attitudes and approaches to development, NGOs today are expected to demonstrate a higher degree of professionalism. They are also expected to manage the external world and demonstrate transparency in internal governance through developing systems which are transparent on one hand and functional on the other. These two contradictory sets of demands have made it difficult for many NGOs to remain effective and efficient at one point of time. It is thus necessary that NGO functionaries develop new skills which shall equip them to plan systematically and inculcate in them the 'will do' spirit.

Since last two decades many new approaches to development have emerged. The Micro Enterprise and Micro Finance Sector are seen as important and workable strategies to empower rural population. Added to this has been the sector of Natural Resources Management, particularly Watershed Management, Irrigation Management and Forestry. The scope of development work has even spanned designing safety nets and micro insurance is becoming another new initiative.

The **Post Graduate Diploma in Management of Non-Government Organisations** (PGDMN) bridges the knowledge and skill gap so as to address the need of well managed, proactive and people-oriented developmental organizations.

The PGDMN course aims at preparing

- New Generation Leaders for Managing NGOs
- Management Professionals for NGOs.

The purpose is to

- Help NGOs manage resources effectively and efficiently;
- Establish New and Strategic partnerships with Donors and
- Create a force which brings out the country from its present situation.

The course provides inputs on the growth and importance of the development sector, launching and managing NGOs, and also gives special focus on the emerging sectoral thrust - Micro Enterprise Development, Micro Finance Development and Natural Resources Development.

---

## SCHEDULE

This one year long (12-month) programme is spread over four semesters. The academic year begins on 04 October, 2004 and ends in September, 2005.

---

## THE COURSE STRUCTURE AND PEDAGOGY

The interactive nature of the learning experience distinguishes EDI from many other institutions. The emphasis throughout the course is on action learning. The classroom inputs focus on applied aspects and are based on participatory learning through discussions, case based teachings, experience sharing, group work and field visits. Case studies and simulation exercises are extensively used to provide theoretical and conceptual understanding on various topics.

The Teaching Programme aims to provide a positive learning environment, which promotes exchange of ideas and experiences and build links among NGO functionaries. Learning activities are based on experiential and participatory methods.

Over a period of four terms of 8-12 weeks each, students are offered courses which include both hard and soft skills. These inputs cover broader areas like;

- **Development Perspective**
- **Knowledge and Information**
- **Tools and Techniques- Development and Managerial**
- **Skill Development and Application**

Having defined inputs of 10 classroom hours as 1 credit, the entire programme is weighted as a 90-credit package. 78 credits of classroom inputs are

offered through various subjects over the entire year. During the course of offering the inputs, student performance is tested through class tests, quizzes, assignments, group and individual presentations and case discussions.

The project work is a key aspect of the Post Graduate Programme. This is weighted for 12 credits and is normally conducted between the last two terms. The student is placed either in his or her own NGO or with NGOs offering internship to EDI. The identification of projects is done in collaboration with NGOs from all across the country for the purpose of project work on certain specific areas of study. During the project work, students are assigned guides from within the faculty of EDI. Support from experts from outside the Institute is sought sometimes.

Teaching and guidance are principally provided by EDI Faculty and selectively supported by a host of experts from leading NGOs and educational institutions.

---

## THE COURSE CURRICULUM

---

### **Fundamentals of Socio-Economic Development**

The course presents the ideologies and philosophies behind various trends that have emerged in the NGO sector in India. It will highlight the historical context and current discourse on the role of the NGO sector in socio-economic development. It helps the students in understanding various approaches and trends in voluntarism.

### **Fundamentals of Development Administration**

Being a welfare state, development efforts have been made by multiple development agencies in India. This paper introduces the students to the concept of development administration and gives them exposure to various administrative structures involved in development.

### **Legal Framework for NGOs**

Societies, trusts, co-operatives and companies registered under sec. 25 of the Companies Act are the legal framework available to NGOs. Each of these laws deals with bringing out the legal and managerial aspects and the accountability systems as are incorporated in the Act. Other laws applicable to NGOs are also covered in the course. The students would thus have an in-depth knowledge of the legal structures for the formation and management of NGOs. This would facilitate the setting up of systems not only as

compliance to the legal requirements but to bring about good governance in an NGO.

### **Social Legislation and Policy**

Social legislation and policies are guidelines for the legislature, the judiciary and the administration to bring about an administrative system of securing justice – social, economic and political. The course helps develop in students a functional knowledge on social legislations and policies enshrined in the directive principles and fundamental rights of our constitution. It also orients the students on various international charters to which the country is a signatory, and provides a basic orientation to the national policies so as to help the students develop a critical understanding of formulations and operations of such policies and legislation.

### **Strategic Management In NGOs**

The aim of this paper is to develop an understanding of the social, political and economic institution- both urban and rural-, which is critical for successful and sustainable development. Emphasis is laid on the various aspects of the urban and rural societies that foster good planning and successful implementation of projects to facilitate the strategic positioning of the organizations. This involves determining the purpose and direction of the organization, establishing objectives and formulating implementation strategies to achieve them in the context of the changing socio-cultural-political reality of society.

### **Participation in Development**

At a time when people's power and knowledge have been recognized as significant contributory factors to their development, the importance and role of participation in development needs no explanation. The course covers aspects of participation in development so as to address the isolation and weak bargaining power of the poor through creating alternative organisational spaces for them. The course deals with theoretical understanding, methods, and processes, constraints and issues involved in organizing the poor and marginalised. The objective is to help students develop a critical understanding of the processes of organizing aimed at empowering communities.



## **Gender and Poverty**

In any marginalised society, women and children are the worst affected. With this in view mainstreaming gender issues in development has globally become an important agenda. This course highlights the inequalities in gender and brings out the need for addressing such concerns in the development process. The course is geared towards the development of various skills and techniques required in understanding the gender concerns and to bring about necessary changes in approaching the development concerns of the poor and marginalised.

## **Written Analysis and Communication**

This course is designed to help students understand the requirement of and to develop skills in oral and written communication, relevant to all types of organisations.

## **Computer Applications and Information Technology**

Information technology has been bringing about a radical transformation in the society, questioning the conventional wisdom. The technology has been successfully applied to improve efficiency. Students in this course will be oriented towards the inevitability of the use of computers and information technology in organisations. Students will be able to understand the elements of computer systems and information technology, the role and scope of computer and other IT applications in an organisation, and will gain hands-on exposure to the usage of various computing and software packages.

## **Financial Management and Accounting Systems for NGOs**

Accounting is an important information system designed to help an organisation in its functioning towards achieving its goals. The course emphasizes, in the context of the effective use of limited resources, the need, significance and importance of designing an appropriate accounting and financial system of management in NGOs. The course familiarizes the students with the mechanics of book-keeping upto final accounts and all the aspects of financial management, which contributes to the financial sustainability of an NGO.

## **Public Advocacy**

Most organisations are engaged in some form of public advocacy actions without being aware of the fact that they are engaged in public advocacy. A systematic

understanding of this emerging science would strengthen the efforts of these organisations. The students will be guided in identifying the issues and will be exposed to various forms of public advocacy.

### **Environment Impact Assessment**

With the growing environmental concerns globally, various interventions have been initiated to conserve the environment. Environment Impact Assessment has emerged as a powerful tool to substantiate the levels of its damage. The course is introduced as an effort to understand the various aspects and dimensions of the environment and to simplify and de-mystify this understanding so that even the common people understand its implications. The course would bring out the role EIA plays in public hearing and the role of participation of the local people in such a process.

### **Organizational Behaviour**

The course deals with different types of leadership styles and covers aspects like organization culture and structure so as to provide a framework for understanding the nature and variety of work in organisations and behaviour of the individuals within organisations.

### **Management of Human Resources**

The Character of the Human Resource is a critical factor in an NGO towards fulfilling its objectives. It is thus important to familiarise students with the key issues of management and development of human resource in an organisation, and to enable them to analyse the dynamics of the same. The students would thus be capable of channelising the strengths of the human resource as a team so as to become a force towards bringing about social changes.

### **Management of Developing Initiatives**

Addressing the issues of poverty alleviation and socio-economic development call for various types of interventions. This course emphasizes the need for such interventions and equips the students with a sound understanding of the issues involved in each such initiative and the methodologies of addressing them. Major initiatives included are: health, environment, social forestry, non-formal education, watershed development, social justice, agriculture development, infrastructure development and disaster management.

## **Micro-Enterprise Development and Management**

Micro enterprise has emerged as an important strategy to address the twin issues of unemployment and poverty. This course develops the capabilities of the students to foster entrepreneurship among the communities traditionally not known for entrepreneurial quest in rural and urban areas. The students are equipped with various tools and techniques to identify viable opportunities and potential entrepreneurs and to match the two to create successful entrepreneurs. The various aspects of the development and management of micro enterprises are also covered in this course.

### **Micro- Finance Management**

Globally Micro-finance is emerging as a very crucial factor in development. Micro-finance is seen as a very significant component in the development of the marginalized sections of society. This course brings out the significance and growth of the micro finance institutions and provides the knowledge and skills required to implement and manage a sustainable micro-finance delivery system through NGOs.

### **Development Communication**

Having been sensitized about various developmental issues in the courses on Public Advocacy and Environment Impact Assessment, this course helps equip the students to use media as an effective tool for documentation and communication and to address the NGOs' need to communicate effectively.

### **Social and Rural Marketing**

With a view to augment people's livelihood, the focus of rural marketing is on the role NGOs can play in the marketing of rural products covering agriculture, horticulture, cooperatives, cottage and industry products. The social marketing component deals with aspects such as; the social marketing process, analysing the social marketing environment and developing and managing social marketing programmes.

### **Social Engineering and Project Management**

Various tools and techniques for social engineering and project management have been developed and effectively used by NGOs in understanding the socio-economic-political reality of society. These tools and

techniques are dealt with in this course so as to equip the students with the skills necessary for effective and efficient management of an NGO and its projects.

### Resource Mobilisation

Human, material and financial resources are the backbone of any organisation. Resource mobilization to meet the organisation's needs in the context of internal requirements and external reality is thus an area that has to be approached in a systematic and methodical manner. After providing information and knowledge of the resource availability, the students are guided through the various avenues and methods of resource mobilization.

---

## PROJECT WORK

One of the critical learning tools designed in this course is the internship project work. This gives students an opportunity to test some of the classroom inputs in undertaking projects offered by NGOs. Students, during the five week period, are placed with NGOs. During the year 2003-04, seventy eight Internship offers were made by 49 NGOs. These included Ambuja Cement Foundation, Aid-Et-Action, Blind Persons Association, Chetna, Cohesion Foundation, CYSD- Bhubaneshwar, DARPANA, UNDP-Orissa, SEWA-Ahmedabad, IBTADA-Alwar, Shramik Bharti-Kanpur, PRAVAH-Gujarat and host of other NGOs. Besides providing stipend to cover the cost of internship these host organizations provided support by way of boarding and lodging of most of the students.

---

## DIPLOMA

Participants, who successfully complete the course work, including submission of the final report, will be granted a Diploma in Management of Non Government Organisations.

---

## WHO CAN JOIN

Individuals with a keen inclination towards social development and with a vigour to develop skills, knowledge and capabilities in the area, i.e. those who wish to ;

- provide leadership to social development initiatives,
- individuals who wish to start their own NGOs,
- develop themselves as professionals dedicated towards the social development agenda.

NGOs can also sponsor / nominate potential individuals to strengthen their own organizations. Sponsorship would mean that they will in all probability recruit these individuals back in their organization and provide them with responsibilities matching their competence. A sponsorship form (Form 3) must be filled by a responsible authority from such NGOs.

## ADMISSION ELIGIBILITY

1. A bachelor's degree in any discipline. Students appearing for the final degree examination may also apply. They have to furnish the final year results before March, 2005. No refund of fees will be allowed if they fail to furnish their bachelor degree certificate.
2. Candidates being nominated/ sponsored by NGOs should in addition to criterion (1) must have had a minimum of 2 years full time work experience in the social development sector/ NGO. Candidates furnishing part time work experience certificates from such NGOs will not be entertained. They have to produce work experience certificate in the proforma attached for this purpose. (Form 4)

## SELECTION

The students will be selected on the basis of a written test and a personal interview. The overall scheme of the Entrance Test thus includes (a) assessment of qualities and traits suited to the NGO sector, (b) general awareness of the environment, and (c) basic maths. The test will include test on language competency, general knowledge, social awareness and behavioural tests.

The written test will be held at 9 locations Ahmedabad, Bangalore, Lucknow, Guwahati, Delhi, Hyderabad, Chennai, Bhubneshwar & Ranchi. Candidates scoring above a predetermined score (cut off) will be called to attend a personal interview. This will be done to gauge their commitment towards their chosen career.

## FEE STRUCTURE

### Residential:

The fees for all residential students for this course is Rs. 115000 (One hundred and Fifteen Thousand), The fee will cover tuition, lodging, boarding, teaching/ reading material and the use of EDI library and computer centre.

### Non Residential:

Students may also choose to register as non-residential candidates at a fee of Rs. 65,000/-, which will cover tuition, teaching/ reading material, and the use of EDI library and computer centre. Lunch coupons could be availed from the Institute at a subsidized rate (presently Rs 20 per meal). Outstation students could also look out for cheaper accommodation in the nearby areas and organize their dinner and other meals accordingly. They will be allowed to remain in the campus till 11.00 PM after which they would have to leave the campus.

## FELLOWSHIP SUPPORT

EDI's efforts in strengthening the social development sector have been supported by fellowships from various agencies.

Fellowships are offered on merit and on means to candidates. In most cases the fellowship will cover the cost of study and not that of lodging and boarding. However in exceptional circumstances a part of the lodging and boarding expenses could also be looked into by the fellowship committee.

Students seeking fellowship support must fill in the details as enlisted in the Fellowship Form (Form 2) and must also furnish all necessary documents.

### Important Dates

- Last Date for Submission on Filled - in Application - **July 15, 2004**
- Written Test - **August 01, 2004**
- Personal Interview - **August 16 & 17, 2004**
- Last Date for Enrolment- **August 30, 2004**
- Induction of the Course- **October 04, 2004**

## LOANS FROM FINANCIAL INSTITUTIONS

Financial Institutions/ Banks provide convenient educational loans for meritorious/deserving students to acquire knowledge and skills in the fields of their interest.

Students pursuing their studies had availed educational loans from Indian Bank, Bank of Baroda, State Bank of India and others. Students desirous of availing this facility must meet the managers of the Banks located in their villages, towns and cities and understand the procedural formalities.

The interest charged on such loans is on monthly/ quarterly basis as per Reserve Bank of India norms (simple basis during study) and thereafter compounded. The Equated Monthly Installment (EMI) at the current interest rate works out at Rs. 2200 per month per Lac (One Hundred Thousand) to be repaid over a period of 5 years. Interested students must visit the website of [http://www.indian-bank.com/educational\\_loan.htm](http://www.indian-bank.com/educational_loan.htm).

### Important Dates

- Last Date for Submission on Filled - in Application - **July 15, 2004**
- Written Test - **August 01, 2004**
- Personal Interview - **August 16 & 17, 2004**
- Last Date for Enrolment- **August 30, 2004**
- Induction of the Course- **October 04, 2004**

## **F**ACULTY PROFILE

**Dinesh N. Awasthi,**  
Ph.D (Economics) Gujarat University  
**Director**

An economist with extensive experience in Entrepreneurship training, teaching and research. Worked extensively on policy issues related to SMEs. Dr. Awasthi was a Professor of Strategic Management and Entrepreneurship at IIM, Lucknow. He was also a member of the Working Group on Small Scale Industries for the Ninth Five-Year Plan, Government of India. Worked with several multilateral agencies like ILO, UNIDO, UNDP, as a Consultant. He has about 45 research papers, 13 research reports, four book reviews besides four books to his credit. His areas of special interest are: policy research, evaluation studies, cluster development, small and micro-enterprise development research, micro-finance and rural banking, rural entrepreneurship and NGOs,

**Jayashree Dubey,**  
BE (Electrical), MBA (Marketing & Finance)  
**Assistant Faculty**

About 7 years of academic experience in the area of Marketing Management, Production Management & Quantitative Techniques. Worked with Banasthali Vidyapith, Rajasthan, and had been associated with BITS Pilani as a Visiting Faculty in their Distance Learning Programme Division for NTPC employees. She has also delivered lectures in many EDPs for Senior Defence Officers in NIMA, Controller of Defence Accounting, Meerut Cantt. She has 3 research papers and 2 theoretical articles to her credit. Her areas of special interest are Sales Promotion, Advertising, Quality Management and Portfolio Management.

**KVSM Krishna,**  
Ph.D. (Economics), IIT, Kharagpur  
**Sr. Faculty**

Trained in Economics at the Andhra University and the Indian Institute of Technology, Kharagpur, Dr. Krishna at EDI teaches Economics, Entrepreneurship and Family Business Management, apart from directing the PG



level educational programmes. He taught Multinational Management at the Indian Institute of Advanced Management (IIAM). His economic research has spanned a variety of topics including Human Relations at doctoral level, Transactions Costs at IIM, Sectoral Policy Analysis, Irrigation Management and Tenancy Agreements at IRMA, Entrepreneurship and Small Business at EDI, and Turnaround Strategies and Quality Standards in Management Education at IIAM.

**Manoj Mishra,**  
PDFM, FRI, Dehradun  
**Associate Faculty**

Specialises in the area of Rural Development. About 10 years of experience in providing support to social development, project management and co-ordination in the area of sustainable livelihood issues, Micro-enterprise Development (particularly farm and off-farm sector), Micro-finance, Social research methods and MIS for monitoring and evaluation. Is currently involved in conducting training in the field of agri-business, rural & small business consultants and providing capacity building support to NGOs for best practices in micro-finance.

**Sasi Misra,**  
Ph.D.(Psychology) University of California,  
**Distinguished Fellow**

Served as Professor of Organizational Behaviour for over three decades at IIM, Ahmedabad. Ford Visiting Scholar, Harvard Business School, Visiting Professor, McGill University, Canada; University of Munich and Bamberg, Germany. Misra is an Alexander Humboldt Fellow (Germany). Shastri Indo-Canadian Fellow (Canada) and Commonwealth Faculty Research Fellow (UK). Served as Chair, Admissions; Faculty Development Centre, Organizational Behaviour Area, Division of Research and Publications and Fellow of Management Programme at IIMA. Served as Editor, Vikalpa and is on the Boards of Editors of several academic and professional journals. Currently, he is Editor, The Journal of Entrepreneurship. Misra partially served his three year appointment as Vice-Chancellor, Berhampur University, Orissa. Has over 40 publications in refereed national and international journals. Areas of research, consulting and training include strategic human resource management, human resourcefulness and competence, management of change, institution building.

**Sanjay Pal,**

M.Sc.(Economics), MBA (Marketing)

**Associate Faculty**

Specialises in Rural Marketing is involved in Cluster Development Programmes. Conducted a Study on the Dynamics of Growth and Stagnation of Industrial Clusters. Also actively involved in sub-sector programmes for enterprise development. Recently attended an Export Promotion Seminar at Rotterdam, The Netherlands.

**Nikhil Raval,**

Bachelors - Finance (Michigan State University) MBA Strategic Management (California State University)

**Associate Faculty**

Worked extensively in Financial Services Industry with several Fortune 500 Companies both in private and public sector. Companies include American Express, Franklin Templeton, Charles Schwab, California Federal Bank, State of California, etc.

**S.B. Sareen,**

Diploma in Textile Technology, D.I.M, D.I.M.O.(Hons.), D.M.M

**Associate Senior Trainer**

Has twenty years of experience in conducting entrepreneurship related training programmes for New Enterprise Creation, Business Counselling and Growth for Existing Entrepreneurs. Specialises in training Resource Persons (trainers) at national and international levels.

Presently looking after a national project on Food Processing Industries sponsored by Ministry of Food Processing Industries, Govt. of India. Visiting Faculty at DA-IIT and NID. Member of State level Advisory Committee of SISI, Govt. of India, State-level advisory committee of SISI, Govt. Of India.

**Nabarun Sen Gupta,**

M.A. - TISS Mumbai

**Associate Faculty**

Specialises in subjects like Project and Strategic Management. His core competency is in developing training interventions and monitoring systems on Natural Resources particularly in the field of Irrigation and Forestry. He is associated with various national and international level development networks. Presently involved in teaching NGO Management Course.

**Bipin H. Shah,**  
B.Sc.(Chem.), MBA (Finance)  
**Senior Faculty**

A business management specialist with 26 years of experience in consultancy and industry in the areas of project formulation and appraisal, project planning and implementation and enterprise management. Has been Managing Director of Gujarat Industrial & Technical Consultancy Organisation Limited (GITCO) and Member of Governing Council of Consultancy Development Centre (CDC), Ministry of Science & Technology, Govt. of India. He is on Expert Panel of EXIM Bank of India. Specialises in plastic industry and has exposure in chemical and pharma sectors. Represented India in Rotary Group Study Exchange Programme to Scotland.

**K.K. Shaw,**  
B.E. (Hons.) Mechanical, PGDBM  
**Associate Senior Faculty**

Specialises in the areas of design development of machines, plants, equipment and tools to improve productivity of engineering units. More than 30 years of experience in metallurgy, metal science, surface engineering and process planning of engineering equipments. Experienced in transfer of technology from advanced countries for manufacturing high-tech aerospace equipments, machine tools and automobiles in India. Involved in technological upgradation of industrial clusters.

**Sunil Shukla,**  
Ph.D. (Psychology), Utkal University  
**Senior Faculty**

Specializes in Entrepreneurship Education and Behavioural Science. Has been offering modules on Intrapreneurship (corporate entrepreneurship), personality development, motivation, leadership and organisation development. Completed research projects on Curriculum of Entrepreneurship Education and Entry Barriers to Entrepreneurship.

**B.B. Siddiqui,**  
Ph.D. (Psychology), Gujarat University  
**Senior Visiting Faculty**

A psychologist, specialising in Clinical and Organisational Psychology. Trained to conduct Personal Growth Laboratory Training Programmes and Group Dynamics. Currently involved in programmes on HRD,

Organisational Behaviour, Personality and Leadership Development. A registered Counsellor-Psychologist with Rehabilitation Council of India, New Delhi.

**Pramod Srivastava,**  
M.A. (Economics)  
**Associate Faculty**

Specialises in promoting micro enterprises in rural areas and provides extensive back-up support to NGOs in their capacity building.

**D.D. Trivedi,**  
M.Com., B.A.

**Distinguished Visiting Faculty**

A Management Consultant, associated as a Distinguished Visiting Faculty with leading Management Institutions like IIM-A, MDI, UTI Institute of Capital Market. He is on the Board of Directors of a number of companies. He is actively involved in Non-Governmental Organisations working in the fields of micro-finance and micro-insurance. His areas of specialisation are Financial Management and Corporate Strategy.

**Jignasu Yagnik,**  
M.Sc. D C O, MBA  
**Associate Faculty**

Specialises in the areas of information technology and statistical analysis. Associated with research and academics for more than 15 years. Involved in many state & national level research projects. Current interests include; data-base management, computer aided data-analysis, data mining and e-CRM.

**Mayank Upadhyay,**  
ACWA

**Distinguished Visiting Faculty**

Specialises in the areas of finance, management accounting, project planning and strategic management with extensive experience in Development Banking and Commercial Banking. Involved in conceptualising and conducting a number of national and international programmes in corporate financial strategy formulation and management, investment decisions, risk analysis, and control systems.

Ms. Nafisa Barot, Director, UTTAN, Ahmedabad

Mrs. Indu Capoor, Director, CHETNA, Ahmedabad

Ms. Madhura Chatrapathy, Director, ASCENT,  
Bangalore

Ms. Vijayalakshmi Das, FWWB (INDIA),  
Ahmedabad

Mr. Mahesh C. Gupta, M/s. M. C. Gupta & Co.,  
Ahmedabad

Dr. Sudarshan Iyengar, Director, Gujarat Institute  
of Development Research, Ahmedabad

Mr. Ravi Kumar, Forestry, Expert (Sadguru Water  
Development Foundation)

Mr. Srinivas M. Director, VIKSAT, Ahmedabad

Dr. Sursh Mehta, BoB Staff Tng. College

Mr. Debdoot Mohanty, Programme Specialist  
(Credit), Aga Khan Rural Support Programme  
India, Ahmedabad

Mr. Samrat Mukherjee, Assistant Manager  
(Watershed Development Cell) NABARD,  
Ahmedabad

Mr. Vijay Parmar, Jan Vikas, Ahmedabad

Mr. Sukhdev Patel, GANATAR, Ahmedabad

Mr. Chandrashekhar Pathak, Watershed Expert,  
Rtr. Executive Engineer, Govt. of Rajasthan

Prof. N. K. Pathak, School of Law, Gujarat  
Unviersity, Ahmedabad

Ms. Daksha Shah, Friends of World Women  
Banking, Ahmedabad

Mr. Bhawar Singh, CGM NABARD, Ahmedabad

Ms. Shilpa Vasavada, Gender and Institutional  
Expert (Freelance Consultant)

## APPLICATION PROCEDURE

**Application form and other necessary forms (Fellowship Form, Nomination Form Experience Certificate) duly filled in must reach EDI along with a demand draft of Rs. 500/- drawn in favour of EDI, Ahmedabad, The last date for the application form to reach EDI is July 15, 2004.**

The Applications must be marked to  
The Secretariat  
Post Graduate Programmes

Entrepreneurship Development Institute of India, (Via  
Ahmedabad Airport & Indira Bridge)  
P.O. Bhat-382 428, Dist. : Gandhinagar, Gujarat, India  
**Telephone:** (91) (79) 23269163, 23269159  
**Fax:** (91) (79) 23269164  
**E-mail:** ediindiaad1@sancharnet.in  
**Website:** <http://www.ediindia.org>

They could also be handed over the forms to the following offices at

### 1. Bangalore Office:

Entrepreneurship Development Institute of India  
No. 133, XI 'A' Cross, I Road, II Stage  
West of Chord Road,  
Bangalore 560 086  
**Telefax:** (91) (80) 23496580, 23490384  
**E-mail:** ediro@giasbg01.vsnl.net.in

### 2. Lucknow Office:

Entrepreneurship Development Institute of India  
432/36, Kala Kankar Colony  
Old Hydebad, Lucknow 226 007  
**Phone:** (91) (522) 2780820;  
**Telefax:** (91) (522) 2780856  
**E-mail:** edinro@sancharnet.in

**EDI Branch Offices :**

**3. Bihar:**

1/9A, Patli Putra Colony, Patna-800 013  
**Tel. :** (0612) 2271071

**4. Orissa:**

N-1/224, IRC Village, Nayapally,  
Bhubaneshwar-751 015  
**Tel. :** (0674) 2554494  
**E-mail :** edero@rediffmail.com

**5. Assam:**

Nr. D. G. P. Office, B. K. Katoti, Road,  
Ulubari, Guwahati-781 007  
**Tel. :** (0361) 2461063  
**E-mail :** edinero@india.com

**6. Jharkhand:**

Plot No. 41, Budh Bihar Colony, Opp. Ashok Nagar,  
Road No. 4, Ranchi-834 002  
**Tel. :** (0651) 2240605  
**E-mail :** rch\_ediranchi@sancharnet.in





**IV Work Experience**

Name of the Organisation	Position	Nature of Work	Period	Reason for Leaving

**V Extra Curricular Activities**

Nature of Activity	Recognition, if any

**VI References**

(Provide names & addresses of two persons who could assess your suitability to the course)



**VII Declaration**

I declare that the above information is true and correct to the best of my knowledge and belief. I also declare that in the event of any sickness, accident or any other mishap during my stay at EDI, I shall not hold EDI responsible in any way and would bear all costs/damages arising out of any such eventuality.

Date :

Place :

Signature

Notes :

Please mail the application form to The Course Director (PGDMN), EDI, Ahmedabad, Via Indira Bridge, P. O. Bhat 382 428, Dist. : Gandhinagar, Gujarat along with the following documents:

Photocopies of testimonials. (Academic)

Two copies of passport size photograph.



**7. Details of  
Income &  
Property :**

	Total Income from all sources during the last financial year in Rs. (Attach statement)	Total value of all assets (Both Movable & Immovable) held as on 31st March of the last financial year in Rs. (Attach statement)
Father		
Mother		
Guardian		
Self		

**8. Amount of Fellowship sought Rs \_\_\_\_\_**

**9. State three most important reasons, why this fellowship be awarded to you.**

- i. \_\_\_\_\_  
\_\_\_\_\_
- ii. \_\_\_\_\_  
\_\_\_\_\_
- iii. \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, solemnly certify that the information given above is true to the best of my knowledge. If any of the same is found false, EDI is authorized to withdraw the fellowship amount and I may be disqualified for the PGDMN Gourse.

Place :

Date :

Signature

- *Income statement should also be supported by a copy of the last Income Tax Return filed. Income details may be supported by Salary Certificate in the Case of employees and Income Certificate, Certified by a Chartered Accountant/Bank Manager in case of others.*
- *Property statement should be certified by a Chartered Accountant/Bank Manager/Certified Valuer.*
- *Performance at various examinations in PGDMN will be considered while releasing the instalments of fellowship.*

**NOMINATION FORM**

Applicable to those who are working with NGOs

Name of the NGO \_\_\_\_\_

Address of the NGO \_\_\_\_\_

Name of the Employee \_\_\_\_\_

Designation \_\_\_\_\_

Years of Association with the NGO \_\_\_\_\_

Tasks being carried out by the Employee \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Present monthly Salary of the employee 

--	--	--	--

Why is his case being recommended (give two reasons)

1. \_\_\_\_\_

2. \_\_\_\_\_

Yes

No

Would you absorb the Employee after he /she completes the course  
(please tick)

--

--

How much of the fee would the NGO take care of in case part fellowship is provided 

--	--

 %

Amount

--	--	--	--	--

Signature

Official Seal

Designation

Date

Kindly also furnish the following documents :

- Copy of Memorandum of Association of NGO
- Registration Certificate and a copy of the last Annual Report

**EXPERIENCE CERTIFICATE**

**(1)**

The Undersigned hereby certifies that Shri .....  
Son/daughter of Shri .....  
worked with our organization during ..... to .....  
S/He was holding the position of .....  
and looked after the program on .....

Office Seal

Name

Designation

Name of NGO

Dated :  
-----

**EXPERIENCE CERTIFICATE**

**(2)**

The Undersigned hereby certifies that Shri .....  
Son/daughter of Shri .....  
worked with our organization during ..... to .....  
S/He was holding the position of .....  
and looked after the program on .....

Office Seal

Name

Designation

Name of NGO

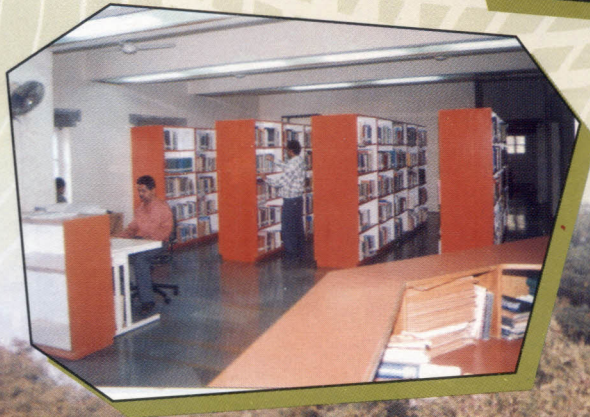
Dated :



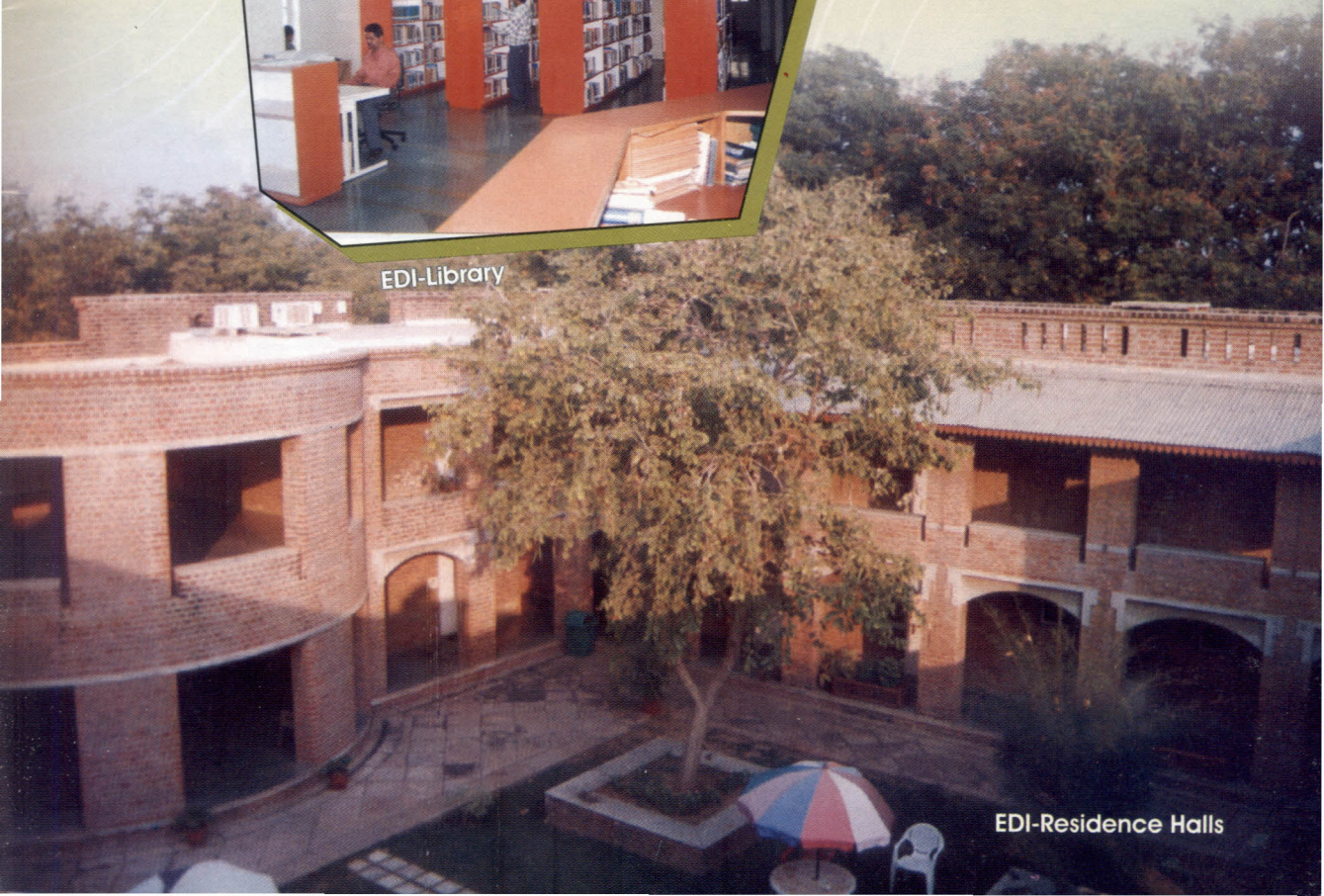
EDI- Computer Centre



Students' Hostel



EDI-Library



EDI-Residence Halls

