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# EDI'S

## INTERNATIONAL PROGRAMMES

### 2010-2011



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 2010-2011

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- Use of English Language in Business Communication
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- Business Development Service Providers for Micro Enterprise & Micro Finance
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# Governance & Management of Non-Profit Organizations (NPOs) /NGOs

June 28 – August 06, 2010

## RATIONALE :

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

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

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

## OBJECTIVE :

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

## TARGET GROUP :

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

## COURSE CONTENT :

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

**Module 2** Governance Issues: Governing Body & Strategic Management, Accountability, Transparency, Sustainability & Participation, Norms of Good Governance, NGO/NPO





Accreditation, Gender Empowerment and Capacity Building Needs: Assessment for Strengthening Governance

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

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

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

**BENEFITS TO PARTICIPANTS :**

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

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

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

28<sup>th</sup> April, 2010

**COURSE DIRECTORS :**

- (1) Prof. Santosh Kumar  
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# Use of English Language in Business Communication

June 28 – August 06, 2010

## RATIONALE :

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

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

- |                   |  |
|-------------------|--|
| <b>Module I</b>   | Introduction to Communication and the Significance of 'English' Language |
| <b>Module II</b>  | Advanced Language Structures   |
| <b>Module III</b> | Principles of Modern Business English and Writing                        |





**Module IV** Organisational Communication  
**Module V** Effective Verbal Communication

**BENEFITS TO PARTICIPANTS :**

Participants undergoing the programme will be

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

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

28<sup>th</sup> April, 2010

**COURSE DIRECTOR :**

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# ICT enabled Office Applications, Web-Designing & E-Commerce for Small Enterprise Operations

August 16 – September 24, 2010

## **RATIONALE :**

In the recent years there has been a significant diffusion of Information and Communication Technology (ICT) in the Small and Medium Enterprise (SME) 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.

## **OBJECTIVES :**

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 ICT.

## **TARGET GROUP:**

The programme has been specially designed keeping in mind the ICT needs of various stakeholders in Small and Medium Enterprise sector, with focus on

- Micro & Small Business Entrepreneurs
- Middle and Senior Level Executives of SMEs
- IT Professionals
- Business Facilitators, Consultants, Counselors, Analysts, Academicians and 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** Preparing 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 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 FORM AT ITEC :**

16<sup>th</sup> June, 2010

**COURSE DIRECTOR :**

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# Business Development Service Providers for Micro Enterprise & Micro Finance

August 16 – September 24, 2010

## **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. The issues and debates in Business Development Services (BDS) for micro enterprise and micro finance sector have raised a few important issues 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?

This international programme on Business Development Service Providers for Micro Enterprise and Micro Finance has been designed to address these issues.

## **OBJECTIVES :**

The programme aims at strengthening knowledge and developing skills for planning and implementing Micro Enterprise & Micro Finance projects effectively. An in-depth orientation on aspects like identification of viable business opportunities and linking these with entrepreneurs, preparation of business plan, introducing entrepreneurs to key business management areas of finance and accounts, Business Development Service (BDS) for micro enterprise and micro finance and marketing, complemented with field visit, 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, 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.
- 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 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 :**

16<sup>th</sup> June, 2010

**COURSE DIRECTOR :**

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# Entrepreneurial Management

November 08 – December 17, 2010

## **RATIONALE :**

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

## **OBJECTIVES :**

The major objective of the programme is to help participants create an organizational framework and put into practice the entrepreneurial management that fosters entrepreneurial culture leading to firm 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 entrepreneurial management 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** Introduction to Entrepreneurial Management

**Module 2** Entrepreneurial Organizations

**Module 3** Managing People and Performance

**Module 4** Entrepreneurial Marketing

**Module 5** Systems, Processes & Technology

**Module 6** Finance & Accounts for Entrepreneurial Managers

**Module 7** Intrapreneuring in Action

**BENEFITS TO PARTICIPANTS :**

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

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

8<sup>th</sup> September, 2010

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# Cluster Development Executives (CDEs) Programme

November 08 – December 17, 2010

## **RATIONALE :**

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

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

## **OBJECTIVE:**

Successful implementation of a cluster development programme would require involvement of a person, known as Cluster Development Executive (CDE), who can streamline development initiative in the desired manner. The proposed programme aims to improve knowledge and skill of the participants which would enable them in successful implementation of CDP. The programme would give them an in-depth understanding of clusters and their significance, dynamics of MSMEs





working in clusters, role of trust building and CDE, consortium approach for developing holistic business performance, role of business development services (BDS), private-public-partnership (PPP) mode in developing common facility centres (CFC) and improving global competitiveness of the cluster firms/MSMEs.

#### **TARGET GROUP:**

The programme is targeted for the following professionals;

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

#### **COURSE CONTENT:**

- Module 1** Understanding Clusters and their Internal Dynamics
- Module 2** Learning from Cluster Interventions in Developed & Developing Countries
- Module 3** Business Profiling Instrument and Value Chain Analysis
- Module 4** Cluster Diagnostic and Developing a Long Term Vision for the Cluster
- Module 5** Action Plan Preparation





- Module 6** Implementation of Cluster Development Programme(s)
- Module 7** Developing Business Development Service Market
- Module 8** Establishing Common Facility Centre (CFC) under Private Public Partnership (PPP) approach
- Module 9** Monitoring and Evaluation

**BENEFITS TO PARTICIPANTS:**

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

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

8<sup>th</sup> September, 2010

**COURSE DIRECTOR :**

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# Entrepreneurship & Small Business Promotion

January 03 – February 11, 2011

## **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 :**

3<sup>th</sup> November, 2010

**COURSE DIRECTOR :**

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# Business Research Methodology & Data Analysis

January 03 – February 11, 2011

## **RATIONALE :**

Small and Medium Enterprises (SMEs) constitute a large share of enterprises in most countries and are the cornerstones of many booming 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. Most of the SMEs are inward looking and not very competitive. They merely survive and sooner than later, cease to exist. One of the reasons for this lackluster performance is their inability to access and analyze right kind of information for decision making.

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

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





## OBJECTIVE:

This 6-week training programme has been designed for capacity building of SMEs in carrying out in-house research and analysis, to gain competitive edge for marching ahead successfully, in this time of cut-throat global competition.

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

## TARGET GROUP:

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

## COURSE CONTENT :

- Module 1** • Fundamentals of Business Statistics
- Module 2** • Business/ Marketing Research Process
  - 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 :**

This programme will equip the participants with skills on

- translating business problems into proper statistical frameworks for meaningful research
- selecting appropriate research methods and designing 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 AT ITEC :**

3<sup>th</sup> November, 2010

**COURSE DIRECTOR :**

Mr. Jignasu Yagnik

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# Industrial & Infrastructure Project Preparation & Appraisal

February 21 – March 31, 2011

## **RATIONALE :**

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

## **OBJECTIVES:**

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

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

## **TARGET GROUP:**

Officials from any of the following organizations can participate:

- Industry & Economic Ministry
- Investment Promotional Agencies
- Chamber of Commerce & Industry
- Development Bodies Participating in Industrial Development



- Development Financial Institutions
- Commercial Banks
- Consultancy Organisations Executing Projects
- Business and Management Development Organisations
- Industries, Business and Educational Establishments
- Institutions and organisations involved in framing infrastructure policies & implementing the same.

#### **COURSE CONTENT:**

**Module 1** Project Development Cycle

**Module 2** Market Analysis

**Module 3** Technical Analysis

**Module 4** Financial Analysis

**Module 5** Environmental Analysis

**Module 6** Risk Analysis

**Module 7** National Cost-Benefit Analysis

**Module 8** Entrepreneurial Assessment

**Module 9** Project Appraisal

**Module 10** Use of Computer & COMFAR (UNIDO) Packages for Investment Analysis

**Module 11** Use of MS-Project in Scheduling of Project

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

- Understanding the process of business idea generation and formulation, screening for pre-feasibility studies.
- Identifying data requirements and analyzing their suitability for preparation of feasibility studies.
- Understanding the stages of feasibility report preparation, and practically applying various techniques used and integrating the data gathered into a full-fledged business plan.
- Understanding the process of assessing a promoter on entrepreneurial competencies.





- Understanding the importance of environmental impact study and economic analysis on industrial projects, a major concern the world over.
- Understanding of computer supported comprehensive appraisal, viability and sensitivity analysis through Excel, MS-Project, & COMFAR, (Computer Model for Feasibility Analysis and Reporting) a UNIDO developed software.
- Taking rational investment decisions.

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

21<sup>st</sup> December, 2010

**COURSE DIRECTOR :**

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# Promoting Innovation & Entrepreneurship through Incubation

February 21 – March 31, 2011

## **RATIONALE :**

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

## **OBJECTIVES:**

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

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

## **TARGET GROUP:**

The programme has been specially designed for professionals involved in activities related to promoting





innovations through planned Entrepreneurship interventions. It is, therefore, specially suited to the following:

- Incubation Managers
- Academia / Professionals intending to set up Incubation Centers
- Business Counselors
- Entrepreneurship Trainer-Motivators
- Business Promotion Officers
- Executives of Government Organisations engaged in Investment/Business promotion
- Business Advisors/Consultants

### **COURSE CONTENT:**

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

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



**BENEFITS TO PARTICIPANTS:**

The participants will acquire an insight into:

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

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

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

21<sup>st</sup> December, 2010

**COURSE DIRECTOR :**

Mr. S. B. Sareen

**E-Mail :**

sareen@ediindia.org

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

**Mr. K. Suresh Kumar**

Manager, PGS STEP,  
Coimbatore &  
Co-ordinator,  
Asia Pacific Network of the  
infoDev programme of the World Bank  
E-mail : [step@gapps.psgtech.ac.in](mailto:step@gapps.psgtech.ac.in)  
Mobile : 91-9952427232





## 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 in comfortable air-conditioned rooms on double occupancy basis at EDI campus and in hotels during study visit. Requests for single occupancy accommodation will not be entertained. The Institute will not make any sort of arrangements for friends or family members of the participants and hence the participants are requested to ensure that they are not accompanied by anybody. Throughout the training programme, EDI will facilitate participants to visit places of interest in and around the city. However, for better management of the programme, it may please be noted that participants cannot leave the campus on their own without seeking explicit permission from the Institute.

## FELLOWSHIP SUPPORT

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

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

\* Out of total living allowance of Rs. 10,000/- per month released by the ITEC/ 80% (i.e. Rs. 8000/- per month) 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, such as; excess baggage allowance at the time of return, entry charges to visit places of sight-seeing, etc.

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





## GENERAL ITEC GUIDELINES

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





## 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).



## LIST OF COUNTRIES UNDER ITEC/SCAAP & MISSIONS DEALING WITH THEM

| Sr.No. | Country                  | City              | ITEC/SCAAP |
|--------|--------------------------|-------------------|------------|
| 1.     | Afghanistan              | Kabul             | ITEC       |
| 2.     | Albania                  | Bhcharest         | ITEC       |
| 3.     | Algeria                  | Algiers           | ITEC       |
| 4.     | Angola                   | Luanda            | ITEC       |
| 5.     | Anguilla                 | Georgetown        | ITEC       |
| 6.     | Antigua & Barbuda        | Georgetown        | ITEC       |
| 7.     | Argentina                | Buenos Aires      | ITEC       |
| 8.     | Armenia                  | Yeravan           | ITEC       |
| 9.     | Azerbaijan               | Baku              | ITEC       |
| 10.    | Bahamas                  | Washington        | ITEC       |
| 11.    | Bahrain                  | Bahrain           | ITEC       |
| 12.    | Bangladesh               | Dhaka             | ITEC       |
| 13.    | Barbados                 | Paramaribo        | ITEC       |
| 14.    | Belarus                  | Minsk             | ITEC       |
| 15.    | Belize                   | Mexico            | ITEC       |
| 16.    | Benin                    | Lagos             | ITEC       |
| 17.    | Bhutan                   | Thimphu           | ITEC       |
| 18.    | Bolivia                  | Lima              | ITEC       |
| 19.    | Bosnia - Herzegovina     | Budapest          | ITEC       |
| 20.    | Brazil                   | Brasilia          | ITEC       |
| 21.    | Brunei Darussalam        | Brunei Darussalam | ITEC       |
| 22.    | Bulgaria                 | Sofia             | ITEC       |
| 23.    | Burkina Fasso            | Accra             | ITEC       |
| 24.    | Burundi                  | Kampala           | ITEC       |
| 25.    | Cambodia                 | Phnom Penh        | ITEC       |
| 26.    | Cape Verde Island        | Dakar             | ITEC       |
| 27.    | Cayman Island            | Kingston          | ITEC       |
| 28.    | Central African Republic | Accra             | ITEC       |
| 29.    | Chad                     | Lagos             | ITEC       |
| 30.    | Chile                    | Santiago          | ITEC       |
| 31.    | Colombia                 | Bogota            | ITEC       |
| 32.    | Commonwealth of Dominica | Port of Spain     | ITEC       |
| 33.    | Comoros                  | Antananarivo      | ITEC       |
| 34.    | Congo                    | Luanda            | ITEC       |
| 35.    | Costa Rica               | Panama            | ITEC       |
| 36.    | Croatia                  | Zagreb            | ITEC       |
| 37.    | Cuba                     | Havana            | ITEC       |
| 38.    | Czech Republic           | Prague            | ITEC       |
| 39.    | Djibouti                 | Addis Ababa       | ITEC       |
| 40.    | Dominican Republic       | Havana            | ITEC       |
| 41.    | East Timor               | Jakarta           | ITEC       |
| 42.    | Ecuador                  | Bogota            | ITEC       |
| 43.    | Egypt                    | Cairo             | ITEC       |
| 44.    | El-Salvador              | Panama            | ITEC       |
| 45.    | Equatorial Guinea        | Luanda            | ITEC       |
| 46.    | Eritrea                  | Nairobi           | ITEC       |
| 47.    | Estonia                  | Helsinki          | ITEC       |
| 48.    | Ethiopia                 | Addis Ababa       | ITEC       |
| 49.    | Fiji                     | Suva              | ITEC       |
| 50.    | Georgia                  | Yeravan           | ITEC       |





|      |                         |                |      |
|------|-------------------------|----------------|------|
| 51.  | Grenada                 | Port of Spain  | ITEC |
| 52.  | Guatemala               | Panama         | ITEC |
| 53.  | Guinea                  | Abidjan        | ITEC |
| 54.  | Guinea Bissau           | Dakar          | ITEC |
| 55.  | Guyana                  | Georgetown     | ITEC |
| 56.  | Haiti                   | Havana         | ITEC |
| 57.  | Honduras                | Panama         | ITEC |
| 58.  | Hungary                 | Budapest       | ITEC |
| 59.  | Indonesia               | Jakarta        | ITEC |
| 60.  | Iran                    | Tehran         | ITEC |
| 61.  | Iraq                    | Baghdad        | ITEC |
| 62.  | Ivory Coast             | Abidjan        | ITEC |
| 63.  | Jamaica                 | Kingston       | ITEC |
| 64.  | Jordan                  | Amman          | ITEC |
| 65.  | Kazakhstan              | Almaty         | ITEC |
| 66.  | Kiribati                | Wellington     | ITEC |
| 67.  | Korea (DPRK)            | Pyongyang      | ITEC |
| 68.  | Kyrgyzstan              | Bishkek        | ITEC |
| 69.  | Laos                    | Vientiane      | ITEC |
| 70.  | Latvia                  | Stockholm      | ITEC |
| 71.  | Lebanon                 | Beirut         | ITEC |
| 72.  | Liberia                 | Abidjan        | ITEC |
| 73.  | Libya                   | Tripoli        | ITEC |
| 74.  | Lithuania               | Warsaw         | ITEC |
| 75.  | Macedonia               | Sofia          | ITEC |
| 76.  | Madagascar              | Antananarivo   | ITEC |
| 77.  | Malaysia                | Kuala Lumpur   | ITEC |
| 78.  | Maldives                | Male           | ITEC |
| 79.  | Mali                    | Dakar          | ITEC |
| 80.  | Marshall Islands        | Manila         | ITEC |
| 81.  | Mauritania              | Dakar          | ITEC |
| 82.  | Mexico                  | Mexico City    | ITEC |
| 83.  | Micronesia              | Manila         | ITEC |
| 84.  | Moldova                 | Bucharest      | ITEC |
| 85.  | Mongolia                | Ulaan Bataar   | ITEC |
| 86.  | Monsterrat              | Port of Spain  | ITEC |
| 87.  | Morocco                 | Rabat          | ITEC |
| 88.  | Myanmar                 | Yangon         | ITEC |
| 89.  | Nauru                   | Wellington     | ITEC |
| 90.  | Nepal                   | Kathmandu      | ITEC |
| 91.  | Nicaragua               | Panama         | ITEC |
| 92.  | Niger                   | Accra          | ITEC |
| 93.  | Oman                    | Muscat         | ITEC |
| 94.  | Palau                   | Manila         | ITEC |
| 95.  | Palestine               | Ramallah       | ITEC |
| 96.  | Panama                  | Panama         | ITEC |
| 97.  | Papua New Guinea        | Port Moresby   | ITEC |
| 98.  | Paraguay                | Buenos Aires   | ITEC |
| 99.  | Peru                    | Lima           | ITEC |
| 100. | Philippines             | Manila         | ITEC |
| 101. | Poland                  | Warsaw         | ITEC |
| 102. | Qatar                   | Doha           | ITEC |
| 103. | Republic of Sao Tome    | Luanda         | ITEC |
| 104. | Romania                 | Bucharest      | ITEC |
| 105. | Russia                  | Moscow         | ITEC |
| 106. | Russia (St. Petersburg) | St. Petersburg | ITEC |



|      |                            |                  |       |
|------|----------------------------|------------------|-------|
| 107. | Rwanda                     | Kampala          | ITEC  |
| 108. | Samoa                      | Wellington       | ITEC  |
| 109. | Senegal                    | Dakar            | ITEC  |
| 110. | Singapore                  | Tanglin          | ITEC  |
| 111. | Slovak Republic            | Bratislava       | ITEC  |
| 112. | Solomon Island             | Port Moresby     | ITEC  |
| 113. | Sri Lanka                  | Colombo          | ITEC  |
| 114. | St. Christopher & Nevis    | Port of Spain    | ITEC  |
| 115. | St. Lucia                  | Georgetown       | ITEC  |
| 116. | St. Vincent & Grenadines   | Georgetown       | ITEC  |
| 117. | Sudan                      | Khartoum         | ITEC  |
| 118. | Suriname                   | Paramaribo       | ITEC  |
| 119. | Syria                      | Damascus         | ITEC  |
| 120. | Tajikistan                 | Dushanbe         | ITEC  |
| 121. | Thailand                   | Bangkok          | ITEC  |
| 122. | Togo                       | Accra            | ITEC  |
| 123. | Tonga                      | Suva             | ITEC  |
| 124. | Trinidad & Tobago          | Port of Spain    | ITEC  |
| 125. | Tunisia                    | Tunis            | ITEC  |
| 126. | Turkey                     | Ankara           | ITEC  |
| 127. | Turkmenistan               | Ashgabat         | ITEC  |
| 128. | Turks & Caicos Island      | Kingston         | ITEC  |
| 129. | Tuvalu                     | Suva             | ITEC  |
| 130. | Ukraine                    | Kyiv             | ITEC  |
| 131. | Uruguay                    | Buenos Aires     | ITEC  |
| 132. | Uzbekistan                 | Tashkent         | ITEC  |
| 133. | Vanuatu                    | Port Moresby     | ITEC  |
| 134. | Venezuela                  | Caracas          | ITEC  |
| 135. | Vietnam (Hanoi)            | Hanoi            | ITEC  |
| 136. | Vietnam (Ho Chi Minh City) | Ho Chi Minh City | ITEC  |
| 137. | Yemen                      | Sana'a           | ITEC  |
| 138. | Zaire                      | Kinshasa         | ITEC  |
| 139. | Botswana                   | Gaborone         | SCAAP |
| 140. | Cameroon                   | Lagos            | SCAAP |
| 141. | Gabon                      | Luanda           | SCAAP |
| 142. | Gambia                     | Dakar            | SCAAP |
| 143. | Ghana                      | Accra            | SCAAP |
| 144. | Kenya                      | Nairobi          | SCAAP |
| 145. | Lesotho                    | Pretoria         | SCAAP |
| 146. | Malawi                     | Lusaka           | SCAAP |
| 147. | Mauritius                  | Port Louis       | SCAAP |
| 148. | Mozambique                 | Maputo           | SCAAP |
| 149. | Namibia                    | Windhoek         | SCAAP |
| 150. | Nigeria                    | Lagos            | SCAAP |
| 151. | Nigeria (Abuja)            | Abuja (Nigeria)  | SCAAP |
| 152. | Seychelles                 | Victoria         | SCAAP |
| 153. | Sierra Leone               | Abidjan          | SCAAP |
| 154. | South Africa (D)           | Durban           | SCAAP |
| 155. | South Africa (J)           | Johannesburg     | SCAAP |
| 156. | South Africa (P)           | Pretoria         | SCAAP |
| 157. | Swaziland                  | Maputo           | SCAAP |
| 158. | Tanzania (Dar es-Salaam)   | Dar-es-Salaam    | SCAAP |
| 159. | Tanzania (Zanzibar)        | Zanzibar         | SCAAP |
| 160. | Uganda                     | Kampala          | SCAAP |
| 161. | Zambia                     | Lusaka           | SCAAP |
| 162. | Zimbabwe                   | Harare           | SCAAP |





## HOW TO APPLY

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

Please find attached the nomination form.

1. At the end of PART-I of the nomination form, the applicant has to affix the signature (beneath 'Undertaking of the Applicant').
2. At the end of Part I (a) of the nomination form (i.e. Medical Report), the physician has to affix his signature and seal.
3. Part II of the nomination form is to be filled by the Authorized Official of the Nodal Ministry in the country (as advised by the Indian Mission).
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 to be sent to EDI, but to the Indian High Commission in a given country after getting it endorsed by the **Nodal Ministry** and thereafter, it is to be submitted to the Indian Mission for their endorsement. After this procedure, your application will reach ITEC office, New Delhi, India, for their approval.

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

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



**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)



**PART- I**

Country : \_\_\_\_\_ Course : \_\_\_\_\_

Institute : \_\_\_\_\_ Commencing from \_\_\_\_\_ to \_\_\_\_\_  
DD/MM/YY DD/MM/YY

**1. PERSONAL PARTICULARS**

Name(s) : \_\_\_\_\_

Surname : \_\_\_\_\_

Gender (tick one) : MALE / FEMALE

Marital status : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  
Date - Month - Year

Nationality : \_\_\_\_\_

Passport No. : \_\_\_\_\_

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

Special dietary needs, if any : \_\_\_\_\_





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

|            | Office | Home |
|------------|--------|------|
| Name :     |        |      |
| Address :  |        |      |
| Tel Nos :  |        |      |
| Cell No. : |        |      |
| 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 institute/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) Gender (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 the English language is also a pre-requisite except for English language and language related courses.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.

### **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 of 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 Government.

Date :

Place :

(SIGNATURE OF THE APPLICANT)

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

\* Details of the course can be obtained from the website of the Institute or from the concerned Course Director 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)



## PART - III

Restricted

### 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

**Signature of HOM / CDA**  
**Seal / Stamp**

DATE :

STATION :

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

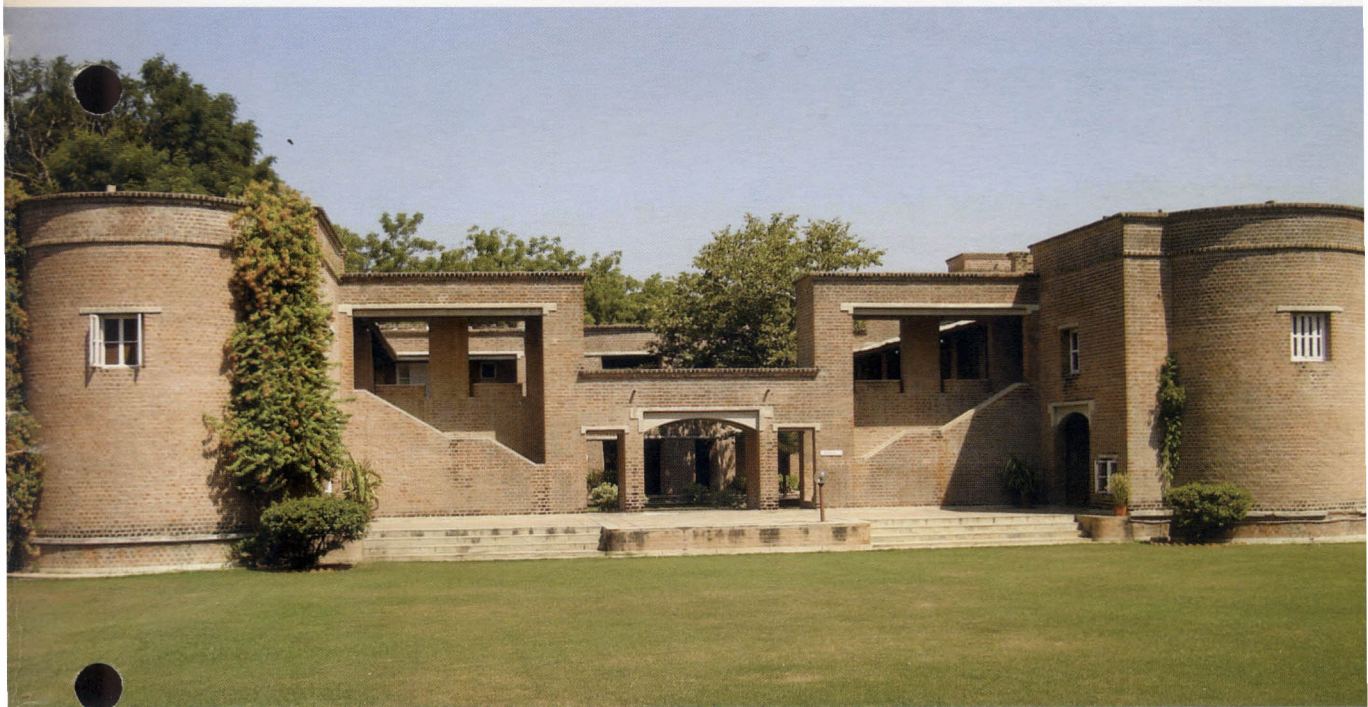
Entrepreneurship Development Institute of India (EDI), set up in 1983, is an autonomous institution registered under the Societies Registration Act and sponsored by all India financial institutions viz., IDBI Bank Ltd., ICICI Bank Ltd., IFCI Ltd. and State Bank of India (SBI) with active support from 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 112 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 skills of human resources at national and international levels through various programmes workshops and projects.











## Entrepreneurship Development Institute of India

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