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**THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT (NIESBUD)**

**MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, GOVT. OF INDIA**

**A-23, SECTOR 62, NOIDA, UTTAR PRADESH, INDIA – 201309**

# FULLY FUNDED ITEC/SCAAP INTERNATIONAL TRAINING PROGRAMMES – 2015-16

## GENERAL

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| **NAME OF THE INSTITUTE**National Institute for Entrepreneurship & Small Business Development (NIESBUD)FULL ADDRESS (WITH PIN CODE)A-23, Sector-62, (Institutional Area), Noida-201 309, U.P.TELEPHONE NUMBER91-120-4017001, 4017003, 4017005FAX NUMBER91-120-2403057/62EMAILrrsingh004@yahoo.inrrsingh004@gmail.comdrrsbishnoi@yahoo.comrrsingh@niesbud.gov.inWEBSITE<http://www.niesbud.nic.in> <http://www.niesbud.org/niesbud.nic.in> | **HEAD OF THE INSTITUTE** NAME : Director GeneralTEL. NO. : 91-120-4017001, 4017009,  FAX NO. : 2403057/62E- MAIL : dg@niesbud.gov.in |
| **ITEC COORDINATOR**NAME : Dr. Rishi Raj Singh Director Training UEPA & Training OfficerTEL. NO. : 91-120-4017743FAX NO. : 91-120-2403062E- MAIL : rrsingh004@yahoo.in rrsingh004@gmail.com rrsingh@niesbud.gov.inMOBILE NO. : 9818658897 |
| 24 HOURS EMERGENCY CONTACT NUMBERS/AFTER OFFICE/HOLIDAYSNAME & DESIGNATION : Shri Mukesh Kumar Gupta, Joint Director (BDM), MOBILE: 9810569166Shri Sunil Taneja, Programme Officer, MOBILE: 9871675533 |

**How to Apply:**

It is mandatory to fill the form online by visiting the link [www.itecgoi.in](http://www.itecgoi.in/) and apply for ITEC/SCAAP Course, select the course and fill the application form and submit it online, take the print out of submitted application form, get it signed from all concerned authorities and submit it at the ITEC section of the Indian Mission located in the home country of the applicant.

The entire details about the programmes and the procedure to apply for them are available on the following link:

http://niesbud.nic.in/international\_training\_programme\_2015\_16.htm

# FULLY FUNDED ITEC/SCAAP INTERNATIONAL TRAINING PROGRAMMES – 2015-16

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| Sl.No. | Name of the course | Qualification required | Duration(Weeks) | Period | Maximum numberof trainees |
|  |  |  |  | From | To |  |
| 1. | International Marketing & Global Competitiveness (IMGC) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 6 weeks | 01 July 15 | 07 Aug. 15 | 35 |
| 2. | Rural Enterprise Management (REM) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 6 weeks | 01 July 15 | 07 Aug. 15 | 35 |
| 3. | Gender, Development and Planning (GDP) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 8 weeks | 03 Aug. 15 | 25 Sept 15 | 35 |
| 4. | Human Resource Development and Entrepreneurship Education Training (HRD-EE) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 8 weeks | 03 Aug. 15 | 25 Sept 15 | 35 |
| 5. | Project Management Training & Certification (PMTC) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 7 weeks | 24 Aug. 15 | 09 Oct. 15 | 35 |
| 6. | Portfolio Management: Risk and the Behaviour of Investors (PMRBI) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation  | 7 weeks | 24 Aug. 15 | 09 Oct. 15 | 35 |
| 7. | Small Business Planning and Promotion (SBPP) | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 05 Oct.15 | 27Nov. 15 | 35 |
| 8. | Trainers Training on Self Help Group Formation, Growth & Sustenance (TT-SHGFGS) | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 05 Oct.15 | 27Nov. 15 | 35 |
| 9. | Trainers Training on Entrepreneurship and Promotion of Income Generation Activities (TT-EPIGA) | -A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 01 Dec. 15 | 22Jan. 16 | 35 |
| 10. | Women and Enterprise Development (WED) – A Trainers /Promoters Programme | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 01 Dec. 15 | 22Jan. 16 | 35 |
| 11. | Innovative Leadership for Organization Growth and Excellence (ILOGE) | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 25 Jan. 16 | 18 Mar. 16 | 35 |
| 12. | Entrepreneurship for Small Business Trainers/Promoters (ESB-TP) | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 8 weeks | 25 Jan. 16 | 18 Mar. 16 | 35 |
| 13. | Trainers’ Training on Promotion of Self-Employment & Skill Development (TT-PSESD) | - A Level or Equivalent - Adequate knowledge of English is necessary for effective participation | 5 weeks | 21Mar16 | 22Apr.16 | 35 |

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **International Marketing & Global Competitiveness (IMGC)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 01 July – 07 August 2015  6 Weeks / 1-1/2 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Human Resource Development, Management, Self Employment and Small Business Development and working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship Education, Human Resource development, Management, Self Employment and Small Business Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | The Programme has been designed* To share Indian & International experiences on competitiveness
* To acquire knowledge & skill for export marketing
* To know the policies & planning for facilitating international marketing
* To formulate action plan for global competitiveness
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Introduction*** Emerging trend of entrepreneurship development
* New challenges to entrepreneurs
* Micro, Small & Medium Enterprise Scenario in India
* Cluster development approach
* Globalization & liberalization

**Determining of Global Competitiveness of a Country*** Sharing country experience
* New challenges to entrepreneurs
* Procedures & facilities
* Documentation
* Linkages – networking
* E-marketing
* Support – International Marketing
* International Trade & W.T.O. conditionality
* Packaging

**Global Competitiveness of an Enterprise*** Sensing export opportunities
* Innovation & technology
* Facility & encouragement for export marketing
* Buyers/sellers meet
* Competitiveness for Growth
* Strategic planning for becoming a winner
* Performance appraisal and management
* Role of cluster development in international marketing
* Globalization & liberalization

**Entrepreneurial Competencies*** Goal Setting & Risk Management
* Competencies Mapping
* Effective Communication
* Leadership & Team Building

**Study Visit*** Study of the organizations engaged in Export & International Marketing
* Study of the Business Enterprises in Export & International Marketing
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Programme on Rural Enterprise Management (REM)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 01 July – 07 August 2015  6 Weeks / 1-1/2 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Rural Management, and Small Business Development, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years (IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | **OBJECTIVE*** To share the rural development experiences
* To acquire skill & competencies for rural development
* Planning & implementing rural development
* To prepare a plan of action of rural development
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Theories and Concepts of Rural Development*** Meaning, Nature, Scope, Approach to Development
* Theories of Development: Various models of development
* Rural Development: Concept, Nature and Scope of Rural Development. Strategies for Rural Development.
* Issue areas in development and rural development
* Policies & Programmes

**Organizational Structure of Rural Development*** Rural Development and Panchayati Raj Structure at Central Level
* Rural Development and Panchayati Raj Structure at State Level
* Rural Development and Panchayati Raj Structure at Local Level
* Issue areas in organizations of Rural Development and Panchayati Raj including 73rd Constitutional Amendment

**Rural Societal Structure Issues and Economy*** Historical background of Rural India, Caste in different phase of Indian History
* Caste in Modern India, Role of Caste in Societal Process
* Caste Dynamics and its importance in policy making
* Issue areas in Rural Society, Type, Caste, Backward Caste, SC/ST
* Basic Structure of Rural Economy, Agriculture and Allied Sectors
* Major Problems of Rural Economy

**Cooperative Sector and Rural Development*** Concept and the growth of cooperation in the country, its importance and role in Rural Development
* Various forms of cooperative societies, their structure and functions, rural credit
* Employment of rural poor through cooperation movement, women cooperatives
* Problem areas in cooperative management, issues in cooperation and rural development

**Planning for Rural Development*** Planning in India, Strategy and Approach
* Planning Commission: Organization, Working, Role in Planning
* National Development Council: Organization, Function, Role in Planning
* Planning Structure at State Level Organization, State Planning Board, District Planning Committee

**Voluntary Sector in Rural Development*** Concept and Nature of Voluntary Sector, The Non-Government Organization (NGO), The Importance and Role in Rural Development
* Organization and Working of NGO, with reference to delivery system in rural areas like, fertilizer, seeds etc.
* Self-Help Group: Role and importance in rural development and poverty alleviation, limits and problems of SHGs
* NGO in planning at different levels, Association of NGO in programme implementation at local level

**People and Governance*** Concept of Governance, importance and role with reference to profile, good governance concept
* Elements of good governance, good governance and the rural sector
* Participative governance, transparency, people-cultured governance

**Rural Finance and Marketing*** Financing rural development, microfinance, central and state finance commissions
* Rural insurance, Crop insurance, need and importance
* Rural marketing (general), marketing of goods and service in rural sector
* Financing rural development through nationalized bankers, rural banks and other non-government agencies

**Field Studies**Visit to various industrial/business centres in different parts of India. |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Programme on Gender, Development and Planning (GDP)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 03 August – 25 September 2015  8 Weeks / 2 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Women Entrepreneurship, Gender Issues & Development and Small Business, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | The programme aims at promoting gender awareness, issues and concerns among participants. The objective is to give a perspective of gender balance and budgeting to the participants. |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Introduction** * Overview about Gender and Culture
* Global issues and challenges
* Entrepreneurship & Gender Development

**Entrepreneurial Competencies for Gender Development*** Motivating people for Gender Development
* Behavioural Competencies for Gender Sensitization
* Behavioural Dimension affecting gender
* Developing & Strengthening Skills for Gender Development

**Gender, Development and Goals*** Concept, approaches and strategies
* Gender problem and access
* Household socio economic status of women
* Development goals
* Education and traditional gender roles

**Creation Of Enterprise*** Steps Setting up an Enterprise
* Sensing Opportunity
* Resource Mobilizations
* Developing & Managing Enterprise

**Gender Planning and Development Policies*** Access, productivity and poverty
* Women’s access to productive employment
* Government and NGO efforts for women development
* Economic decisions and independence
* Policies and programmes for Women Empowerment

**Gender Budgeting for Women empowerment*** Gender-responsive budgets and its importance
* Scope & Data needs of gender budgeting
* Gender budgeting and India’s international commitments
* Role & Function of Trainers/Promoters

**Institutional visits to organizations working for women in rural areas, urban poor and women in politics and decision making** |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Human Resource Development and Entrepreneurship Education/Training (HRD-EE)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 03 August – 25 September 2015  8 Weeks / 2 Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Human Resource Development, Management, Self Employment and Small Business Development and working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship Education, Human Resource development, Management, Self Employment and Small Business Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | The Programme has been designed* To understand the process of Human Resource Development and its relationship with entrepreneurship
* Stimulating entrepreneurial quality and motivations for innovations
* Developing capacity and ability for creating and managing venture/organizations
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Entrepreneurship & Human Resource Development*** Human Activities and Entrepreneurship
* Entrepreneurship for package completion of Human Resource Development Process
* Dynamics of Entrepreneurship
* Emerging trend/scope of Entrepreneurship

**Human Resource Development through Achievement Motivation*** Motivating people for excellence
* Understanding behavioral competencies
* Developing and strengthening qualities
* Heightening innovation & creativity
* Planning & resourcing support for success & growth
* Influence, leadership & organizing competencies

**Developing Planning & launching Capacity*** Innovative Entrepreneurial Opportunities – National & Global
* Market Sensitivity
* Developing Project/Business Plan
* Project/Business Plan Appraisal Techniques
* Project Implementation and Monitoring
* Policies, Programs & Facilities
* Resource Mobilization

**Acquiring Managerial/Abilities*** Marketing products/ideas
* Managing Quality & Quantity
* WTO Orientation
* Managing Personnel’s
* Assessing & Managing performance
* Decision making
* Time Management
* Cluster Development
* E-marketing

**HRD Officials Role & Responsibility*** Assessment of Training needs
* Curriculum Design
* Communication Skill
* Application of IT
* Emotional Intelligence
* Managing team & conflict
* Changing Values
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Project Management Training & Certification (PMTC)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 24 Aug. – 9 October 2015  7 Weeks / 1-3/4 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Project Management and Small Business Development, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | This programme is focused on tangible increase in Project professional’s ability to deliver projects successfully, through innovative concepts. They will understand the direct impact on the bottom-line as well as top-line through increased profitability and increased opportunity mining across projects/accounts/sectors. |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****BASICS OF PROJECT MANAGEMENT*** Concept of project
* Classification
* Characteristics of project
* Introduction to project management
* Project life cycle
* Organization structure

**PROJECT IDENTIFICATION AND APPRAISA/FEASIBILITY*** Project Identification
* Generation of Ideas
* SWOT Analysis
* Preliminary Screening
* Project Rating and Index
* Market demand analysis
* Project Plan Development
* Selection of Project Manager based on skills, project charter
* Feasibility study
* Political, Economic, Sociological, Technical, Legal, Environmental (PESTLE) analysis
* Stakeholders’ expectations analysis
* Success criterion for stakeholders
* Financial management key concepts (Time value of money, cost of capital)
* Investment Evaluation (Payback period, NPV, IRR, Profitability Index etc.)

**PROJECT PLANNING****BROAD PLANNING**:* Duration of project and resources available
* Time plan – key mile stones
* Introduction to cost budget
* Period-wise progress plan vs expenditure plan

**SCOPE MANAGEMENT:*** Project scope management process
* Product breakdown structure
* Work breakdown structure
* Statement of Work (SOW)
* Scope change control

**HUMAN RESOURCE MANAGEMENT:*** Roles and responsibilities of project manager, team members, functional managers etc.
* Training
* Recognition and rewards
* Team performance assessment

**TIME MANAGEMENT:*** Gantt charts
* Programme Evaluation Review Technique (PERT)
* Critical Path Method (CPM)
* Duration Compression

**COST MANAGEMENT:*** Estimation techniques
* Cost baseline
* Earned value management system

**QUALITY MANAGEMENT:*** Concept of quality
* Quality planning, assurance and control
* Quality tools
* Total quality management
* ISO 90001 for quality

**ORGANIZATION STRUCTION:*** Functional, matrix, project organizations
* Roles and responsibilities
* Responsibility assignment matrix
* Project review teams

**INTEGRITY & ETHICS:*** Defining integrity policy
* Code of conduct of all participants
* Zero tolerance areas

**COMMUNICATION MANAGEMENT:*** Communication model
* Types of communication
* Communication plan
* Barriers to communication

**PROJECT IMPLEMENTATION****DEVELOPING & MANAGING TEAMS:*** Team development stages
* Alignment of team members
* Synergy approach to team working

**BEHAVIOURAL SKILLS:*** Leadership, morale building
* Motivating team members
* Conflict management

**RESOURCE MANAGEMENT:*** Resource histograms
* Resource ‘S’ curves

**PROCUREMENT & CONTRACTS:*** Types of contracts
* Law of contracts
* Negotiation techniques & skills
* Supply chain management

**CHANGE CONTROL:*** Identifying and approval of changes
* Change control process
* Change log

**HEALTH, SAFETY, ENVIRONMENT PLANS:*** ISO 14001 for environment
* OHSAS 18001 for health and safety

**DOCUMENTATION:*** Technical documentation
* Performance reports
* Monitoring reports
* Quality control records

**PROJECT MONITORING & CONTROL****INFORMATION & REPORTS:*** Planning documentation & reports
* Managing the information

**PROJECT MONITORING PROCESS:*** Management information system for periodic key parameter reporting
* Review meetings (agenda and periodicity)

**TIME & COST OVER-RUNS:*** Identifying delays and anticipated delays
* Deciding on corrective steps and integrating into plan
* Cost over-runs foresee and apply corrective action well in time

**PROBLEM SOLVING:****Tools and techniques*** Define the problem
* Determine the causes
* Generate ideas
* Select the best solution
* Take action

**RISK AND OPPORTUNITY CONCEPTS:*** Risk identification
* Qualitative & quantitative risk assessment
* Risk response strategies
* Risk tools

**PROJECT CLOSING****INTEGRATION OF PROJECT:*** Coordinating subprojects for alignment
* Achieving and parameters (technical)

**DELIVER & CLOSEOUT OF PROJECT:*** Formal check and verification by customer
* Handling over documents to be well prepared and signed by concerned parties

**PENALTY CLAUSES:*** Penalty for deficiency in meeting technical parameters
* Penalty for delays
* Liquidated damages
* Ceiling penalty

**KNOWLEDGE INFRASTRUCTURE FOR PROJECT MANAGEMENT:*** Knowledge leverage

**Field Studies**Visit to various industrial/business centres in different parts of India. |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the course | **Portfolio Management: Risk and the Behaviour of Investors (PMRBI)** |
| C. Duration | From 24 Aug. – 9 October 2015  7 Weeks / 1-3/4 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Human Resource Development, Management, Self Employment and Small Business Development and working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for business advisors/consultants/entrepreneurs and officials of consultancy institutions, government departments/ministries, development agencies, consultants of NGOs/voluntary agencies and trainers from the areas of marketing, human resources, quality assurance, IT/software, manufacturing, hotels & hospitality, hospital, transport, automobile, telecom, EXIM, education, insurance, general services etc. |
| E. Aims and objective of the course | Introduction of Investment Analysis and Portfolio Management purposes to practice of investments, focusing on investment portfolio formation and management issues**OBJECTIVES** * This course is designed to emphasize both
* to describe and to analyze the investment environment
* to understand and to explain the logic of investment process and the contents of its’ each stage;
* to use the quantitative methods for investment decision making
* calculate risk and expected return of various investment tools and the investment portfolio
* to distinguish concepts of portfolio theory and application
* process of investment portfolio formation;
* to analyze and to evaluate relevance of stocks, bonds, options for the
* investments;
* to understand the psychological issues in investment decision making;
* to know active and passive investment strategies
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Portfolio Management*** Overview of Portfolio Management
* Types of portfolio & investors need
* Global issues in portfolio management
* Portfolio and Risk Diversification
* Introduction to Creation of Portfolio
* Introduction to Portfolio Management Process

**Introduction to Investment, Types of Investors and** * Introduction to Investment
* Common needs of investors
* Types of Investors
* Investment Options
* Introduction to Portfolio Management
* Concept of Portfolio for Institutions and Individuals

**Introduction to Behavioural Aspects and Investment and Risk*** Introduction to psychology and behaviour
* Overview of Behavioural Finance
* Impact of behaviour on investment – general discussion
* Rational and Irrational Investor
* Behaviour and Risk

**Markets – Understanding the Financial Markets and Market Scenario*** Introduction to Financial Markets
* Classification of Financial Market
* Role of Capital Market
* Exchanges and their Role
* Players in Financial Markets
* Market Mechanics and Intermediaries
* Types of Investment Options in Financial Markets
* Types of Order in Markets
* Settlement Procedure

**Fundamental and Technical Analysis*** Importance of Time Value and Cash Flows in Valuation
* Basics of Fundamental Analysis and Technical Analysis
* Economic, Industry and Company Analysis
* Understanding Basic Financial Statements
* Analysing Company’s Profitability
* Analysis of Financial Statements and Ratio Analysis
* Investment Ratios

**Understanding Risk and Return*** Introduction to Risk and Return
* Types and Sources of Risk
* Perception of Risk
* Target Setting ROI

**Portfolio Theory*** Instruments In Market Portfolio Structure
* Measuring Risk
* Analysing Portfolio Risk
* Liquidity Aspects in Portfolio Management
* Concept of Inflation and its Impact on Portfolio Management
* Creating a Portfolio
* Analysis of Portfolio and Review Management

**Understanding the Basics of Behavioural Finance*** Main Themes and Behavioural Finance
* Biases in Behavioural Finance and Impact on Investment

**Application of Behavioural aspects of Investors in Portfolio Management and Risk*** Practical Application of Behavioural Finance
* Understand Investors Psychology
* Preparing of an Investment Policy Statement that Reflects Investor’s Personality
* Goals-Based Investing
* Influence Group and Reference Points for Investing
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

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| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Small Business Planning and Promotion (SBPP)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 5 October to 27 November 2015  8 Weeks / 2 Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | **I) ‘**A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of small business, self-employment, MS&ME Development, Entrepreneurship and its planning and promotion; officials in Government departments, small business corporations, planning department, financial institutions, commercial banks, research institutions, trainers of entrepreneurship training institutions and industrial/small business development organizations. Prospective small business entrepreneurs can also be admitted to this course.III) 25-50 yearsIV) The programme suits persons keenly interested in starting small business and its planning and promotion; officials in Government departments, small business corporations, planning department, financial institutions, commercial banks, research institutions, trainers of entrepreneurship training institutions and industrial/small business development organizations. Prospective small business entrepreneurs can also be admitted to this course. |
| E. Aims & Objectives of the Course | The Programme has been specially designed to:* Develop insight and skills for planning and promoting small business.
* Understand and practise the use of various methods of sensing small business opportunities through environmental scanning and various idea generation techniques.
* Prepare and appraise a project report/business plan suitable to the business location.
* Build capacity for locating and mobilizing resources needed to organize and run small business successfully.
* Enable use and application of various tools, techniques, and approach for starting a small business.
* Help acquire the ability to motivate potential entrepreneurs for a small business; design and conduct training for prospective small business entrepreneurs.
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Small Business Creation*** Rationale and scope of entrepreneurship and small business development economics.
* Integrated approach to entrepreneurship development, international experiences and outcome.
* Environmental scanning and analysis for sensing small opportunities.
* Selecting an appropriate business opportunity.
* Resource location and mobilization.
* Role of statutory and promotional institutions, government policies, programmes support systems.
* Process of setting up and building enterprise.

**Small Business Planning*** Market survey
* Project report preparation
* Technology evaluation and transfer
* Basic start up problems

**Appraising Small Business Opportunities*** Project appraisal techniques
* Assessing market opportunities and competition
* Financial feasibility analysis
* Forecasting results

**Entrepreneurial Qualities of Small Business Entrepreneurs*** Dynamics of entrepreneurship development
* Identification and selection of trainees
* Motivation and behavioural training
* Behavioural dimensions affecting small business decisions

**Small Business Management Skills*** Fundamentals of small business management
* Financial management including costing and accounting
* Raising funds
* Materials management
* Production and operations management
* Personnel management
* Marketing management
* Credit and venture capital
* E-marketing
* Competitiveness

**Small Business Promoter’s Role and Function*** Developing curricula for self-employment/entrepreneurship education and training
* Planning EMT exercises for selection of potential small business entrepreneurs organizing entrepreneurship development training for small business beneficiaries
* Inter-institutional coordination and networking
* Consulting and counseling
* Training methodology
* Evaluation of EDPs

**Field Studies** * Study of various small enterprises
* Study of institutions promoting small business
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Trainers Training on Self Help Groups Formation, Growth & Sustenance** **(TT-SHGFGS)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 5 October to 27 November 2015  8 Weeks / 2 Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) **‘**A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in assisting for promotion and development of income generation, micro enterprise, community development, poverty alleviation, small businesses and Self Help Groups and working as Directors/senior executives/officials in government departments, banks, training institutions NGOs/voluntary organizations, universities research institutions, planning departments can get benefit in this program.III) 25-50 yearsIV) The programme is recommended for directors/senior executives/officials working in government departments, banks, training institutions, NGOs/voluntary organizations, universities, research institutions, planning departments, engaged and/or assisting promotion and development income generation, micro enterprises and small businesses for self help groups. |
| E. Aims & Objectives of the Course | **OBJECTIVES*** To understand the process of group formation
* To enhance capacity for sensing opportunity, identifying resources, potential and its application
* To impart knowledge & skill to create and manage income generation activities successfully by SHGs
* To develop capacity for SHG development and growth
* Formulating an action plan suitable for SHGs
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Process of Self Help Group Formation*** Need for group activity
* Formation of Self Help Group
* Group Dynamics
* Saving & Micro Credit
* Rating of Self Help Group/NGO
* Building Self Help Group & Leadership
* SHG & Cluster Development

**Entrepreneurship Orientation for SHG*** Understanding Entrepreneurship
* Entrepreneurship and Self Help Group activity
* Capacity Building for SHG Development

**Developing Entrepreneurial Motivation*** Motivating people for self help group
* Attitudes, competencies & skills
* Achievement motivation
* Risk taking behaviour
* Investment Orientation
* Emotional Intelligence

**Business Idea Generation*** Sensing new opportunities
* Market survey
* Opportunity based on skills/trade/services

**Enterprise Feasibility*** Material resources
* Skill & technology
* Market Access

**Marketing*** Consumer behavior
* Selling techniques
* Rural marketing
* Costing & pricing of SHG products
* Maintaining books of accounts
* E-marketing

**Preparing SHGs for Action*** Negotiation skill
* Communication skill
* Competitiveness
* Marketing linkages-constraints & opportunities
* Strategies for sustenance & growth
* Linkage & networking
* Developing plan of action

**Field Studies*** Study of institutions engaged in promoting & development SHGs
* Study of micro enterprises and income generation projects run by SHGs
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Trainers Training on Entrepreneurship and Promotion of Income Generation Activities (TT-EPIGA)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 01 December 2015 to 22 January 2016 8 Weeks / 2Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) **‘**A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of assisting for promotion and development of micro enterprise and small businesses, income generation, community development, social development, self-employment and entrepreneurship. Directors/senior executives/officials working in government departments, banks, training institutions, NGOs/voluntary organizations, universities research institutions, planning departments, engaged in III) 25-50 yearsIV) The programme is recommended for directors/senior executives/officials working in government departments, banks, training institutions, NGOs/voluntary organizations, universities, research institutions, planning departments, engaged in assisting promotion and development of micro enterprises and small businesses for self employment. |
| E. Aims & Objectives of the Course | The Programme has been specially designed to:* Develop the insight into the process of entrepreneurship development for income generation
* Sensitize and motivate people for initiating integrated community development
* Impart knowledge and skills for designing and planning, techniques for identifying, creating and developing the micro enterprise.
* Increase the capabilities to manage micro enterprise successfully.
* Understand how to develop a realistic plan for implementation of the training into practice.
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Entrepreneurship Development and Income Generation*** Entrepreneurship, scope and its significance
* Entrepreneurship process and income generation
* Different approaches to entrepreneurship development
* Skill Training and employment generation
* Income generation and women development
* Income generation and community development
* Understanding group dynamics for income generation

**Behavioral Competencies for Micro Enterprise*** Motivating people to take up micro enterprise
* Initiation of IGP
* Behavioural competencies for setting up and managing micro enterprise
* Developing trainers competencies in entrepreneurial motivation training

**Micro Enterprise Planning and Creation*** Sensing business opportunity
* Identification and selection of appropriate business opportunity
* Waste management & income generation opportunities
* Micro Credit
* Income generation opportunities in export
* Assessing market potential
* Formulation of small business plan
* Estimating and mobilizing resources
* Appraising of business plan

**Management of Micro Enterprise*** Marketing for micro enterprise
* Creative selling techniques
* Element of marketing mix
* E-Marketing
* Competitiveness
* Innovative rural marketing
* Determining cost and selling price
* Accounting and book keeping for micro enterprise

**Field Studies*** Study of institutions engaged in promoting income generation and micro enterprise development
* Study of micro enterprises and income generation projects

**Micro Enterprise Trainers/Promoters Roles and Functions*** Strategy for identification and selection of beneficiaries
* Designing the training curriculum
* Application of Information Technology
* Monitoring and evaluation
* Emotional Intelligence
* Developing back home action plan
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Women & Enterprise Development (WED) – A Trainers/Promoters Program** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 01 December 2015 to 22 January 2016 8 Weeks / 2Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) **‘**A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in assisting women in creation and development of small business ventures, Development of Women. The officials male or female working in Developmental Organization and Women Entrepreneurs Associations industrial and small business development organizations, planning departments, financial institutions, commercial banks, research institutions and universities and NGOs/or development organization. Prospective women entrepreneurs can also benefit from the programme. III) 25-50 yearsIV) The programme is recommended for senior executives/directors/officials/trainers/researchers of organizations/institutions working for development of women, developmental organizations and women entrepreneurs’ associations engaged in assisting women in the creation and development of small business ventures. Prospective women entrepreneurs can also benefit from the program. Persons engaged/working in industrial and small business development organizations, planning departments, financial institutions, commercial banks, research institutions and universities and NGOs/or development organizations would find the programme useful. |
| E. Aims & Objectives of the Course | The course is designed to enable participants to:* Understand the Process of Women Empowerment through Entrepreneurship Development
* Develop effectiveness in dealing with gender issues and increasing gender sensitization
* Develop skills in mobilizing and organizing women in recognition of women’s potential as agents for social change
* Practice necessary skills of enterprise creation
* Acquire ability and capabilities of deciding about new venture opportunities, planning organizing and successfully managing the Small Business/Enterprise
* Improving the training skills and business development services including credit support
* Improving monitoring and evaluation skills as well as impact assessment
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Women Empowerment through Enterprise Development*** Women, poverty, gender and development
* Gender sensitization in support organizations
* Need for economic empowerment
* Process of empowering women through enterprise building
* Entrepreneurial Competencies for Women Empowerment
* Characteristics of Women Entrepreneurs
* Determination of Entrepreneurial Potential among women
* Motivational Techniques/Strategy for success among women

**Small Business Creation*** Types of business and self-employment opportunities
* Environmental scanning; sensing business opportunities
* Project selection
* Basic start-up problems
* Process of setting up and building enterprise
* Role of Government, Non-Government Organization – Policies and programmes
* Formation of Self Help Groups
* Access to Micro Credit

**Project Report Formulation*** Understanding market-product matrix
* Market survey
* Determining project size
* Choosing the appropriate technology

**Evaluating New Venture Opportunity*** Project appraisal techniques
* Technical feasibility analysis
* Assessing market opportunities and competition
* Financial feasibility analysis
* Assessing organizational and management capabilities

**Small Business Management*** Orientation to small business management
* Production and operation management
* Materials management
* Total quality management
* Marketing management
* Managing conflict in social role
* Financial Management
* Personal Management
* Problem-solving and innovation
* E-marketing
* Competitiveness

**Growth and Expansion*** Monitoring & Evaluation
* Sustaining Enterprise through growth
* Lobbying & Advocacy
* International Networking
* Formation of Women Federation

**Field Studies*** Study of small enterprises of different types managed by women
* Study of institutions promoting small business
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Innovative Leadership for Organization Growth and Excellence (ILOGE)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 25 January 2016 to 18 March 2016 8 Weeks / 2 Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) **‘**A’ Level or Equivalent The medium of instruction being English, adequate knowledge of English is necessary for effective participation.II) Sufficient experience in promoting entrepreneurship and small business development and working as Trainers/faculties consultants in promoting entrepreneurship and small business development/promoters in government department’s corporation, financial institutions, including banks, training organizations, consultants/or voluntary organizations.III) 25-50 yearsIV) The programme is recommended basically for trainers/faculties consultants working in government departments corporations, financial institutions, including banks, training organizations, consultants/or voluntary organizations engaged in promoting entrepreneurship and small business development. |
| E. Aims & Objectives of the Course | The Programme has been designed to enable participants to:* Develop the insight and skills for innovative leadership & entrepreneurship
* Understand and practice the techniques for excellence and innovations
* Build capacity for developing innovative/entrepreneurial leaders for organization growth & excellence
* Help acquire the ability to motivate people for organization development
* Understand how to develop a realistic plan for implementation of the training into practice
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | COURSE CONTENTS**Innovation for Excellence*** Leadership – Types & Styles
* Qualities of Innovative/Entrepreneurial Leaders
* Creativity, Innovation & Excellence
* Entrepreneurship Culture & Values
* Inculcating Entrepreneurial Culture
* Creative Visualization – generating ideas & innovative programs based on local problems

**Achievement Concerns & Innovative Leadership*** Motivating people for Excellence
* Developing Achievement Syndrome
* Behavioural Competencies for Innovative Leadership
* Developing Entrepreneurial Leadership Qualities
* People Skills Motivational Styles
* Personal Effectiveness, Interpersonal Relationship, Influencing
* Planning for Growth & Success

**Organization Growth & Development*** Project Management – Integration & Implementation
* Developing Performing Team
* Managing Personnel
* Planning Training Interventions for Growth & Development
* Communication – Interpersonal/Organizational Skill
* Assessing & Managing Performance
* Managing Conflict
* Stress Management
* Emotional Intelligence

**Innovative Leaders Role & Responsibility*** Corporate Social Responsibility
* Resource Mobilization
* Negotiation Skill
* Mentoring & Counseling
* Advocacy & Lobbying
* Use of Information Technology
* Training Methods
* Assessing Training & Developmental Needs
* Strategies for Organization Growth & Development

**Field Studies*** Study of institutions engaged in growth and development of organizations
* Study of innovative leaders running business enterprises and projects
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Entrepreneurship for Small Business Trainers/Promoters Programme (ESB-TP)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 25 January 2016 to 18 March 2016 8 Weeks / 2 Months |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I)’ **‘**A Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in promoting entrepreneurship and small business development and working as Trainers/faculties consultants in promoting entrepreneurship and small business development/promoters in government department’s corporation, financial institutions, including banks, training organizations, consultants/or voluntary organizations.III) 25-50 yearsIV) The programme is recommended basically for trainers/faculties consultants working in government departments corporations, financial institutions, including banks, training organizations, consultants/or voluntary organizations engaged in promoting entrepreneurship and small business development. |
| E. Aims & Objectives of the Course | The Programme has been designed to enable participants to:* Develop appreciation of the entrepreneurship development process;
* Learn designing and conducting of entrepreneurial motivation training to prospective entrepreneurs;
* Acquire skills of identification of potential entrepreneurs and use appropriate selection techniques/tools for locating potential entrepreneurs;
* Understand the dynamics of enterprise launching; covering the ability of scanning opportunity, project formulation and appraisal and mobilizing resources;
* Gain capability of guiding first generation entrepreneurs in managing their enterprises successfully;
* Develop insight in planning and executing support to the prospective entrepreneurs in setting up their enterprises;
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Entrepreneurship and Entrepreneurial quality Development*** Rationale and scope of entrepreneurship and small business development in underdeveloped and developing economies
* Dynamics of entrepreneurship development Integrated approaches to entrepreneurship development international experience and outcome
* Identification and selection of techniques/tools
* Implementing strategies for identification and selection for different categories of entrepreneurs
* Training for development of entrepreneurship-content, methodology and trainers
* Developing trainers’ competence in strengthening entrepreneurial quality-Entrepreneurial Motivation Training.

**Enterprise Launching/Resourcing*** Scanning the environment and sensing opportunities for small business
* Product/service selection
* Process of setting up and building enterprises
* Role of Government policies and programmes
* Planning, formulation and appraisal of project
* Market survey
* Mobilizing resources-institutional network.

**Enterprise Management*** Personnel
* Production
* Marketing
* Finance
* Total Quality Management
* Leadership and Team Building
* Supply Chain Management
* Business Process Re engineering
* E-marketing
* Competitiveness

**Promoter’s Role and Functions*** Industrial extension-concept, process and methods
* Diagnostic skills/tools
* Counseling for modernization, diversification/expansion and rehabilitation
* Feedback, monitoring and evaluation

**Field Studies*** Study of small scale enterprises of different types
* Study of the institutions promoting entrepreneurship and small industry
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**INDIVIDUAL COURSE DETAILS**

|  |  |
| --- | --- |
| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Trainers’ Training on Promotion of Self Employment and Skill Development (TT-PSESD)** |
| C. Course Dates with Duration in Weeks***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]*  | From 21 March 2016 – 22 April 2016  5 Weeks / 1 Month |
| D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit *[****note****: ITEC norms is 25-45 years]* 4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**II) Sufficient experience in the area of Entrepreneurship Education, Human Resource Development, Management, Self Employment and Small Business Development and working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.III) 25-50 Years(IV) The programme is suitable for the Officials, Directors, Executives, Consultants engaged in Entrepreneurship Education, Human Resource development, Management, Self Employment and Small Business Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | The Programme has been designed to:-* Understand the Process of Entrepreneurship Development for Self-Employment
* Develop skill in sensing and selecting appropriate project
* Understand the institutional networking for self employment
* Acquire ability and capability for setting up an enterprise and to manage it successfully
* Develop an action plan to use learning in back home situation
 |
| F. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS****Entrepreneurship for Self Employment*** Need & scope of entrepreneurship development
* Different approaches of entrepreneurship for self employment
* Entrepreneurship & skill development
* Developing skilled manpower
* Cluster Development

**Entrepreneurial Competencies for Self-Employment*** Motivating youth for self employment as career option
* Understanding behavioural competencies for self-employment
* Developing behavioural competencies for self-employment
* Achievement planning for success in business

**Creating Micro Enterprise*** Type of enterprises and self employment opportunities
* Setting up an Micro Enterprise
* Sensing self employment opportunities
* Market Survey
* Project report formulation
* Institutional Networking
* Project Appraisal Techniques

**Managing the Micro Enterprise*** Small Business Management
* Total Quality Management
* Marketing Management
* Financial Management
* E-marketing
* Information Technology
* Growth & Sustenance
* Monitoring & Evaluation

**Field Studies*** Study of the organizations engaged in self-employment activities
* Study of the Business Enterprises of the self-employed persons
 |
| G. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation2. Group work3. Action Plan preparation & presentation4. Overall behaviour in & outside the class |

**Application Procedure**

**How to Apply**

* **Applicants are required to submit the prescribed ITEC/SCAAP Form to the nodal/designated Government Department/Agency of candidate’s country.**
* **Nodal/designated Department/Agency is, in turn, required to forward the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country.**
* **Candidates are required to fill in the Application Form carefully and not leave any column incomplete/blank or furnish incorrect information.  Undertaking by candidate and certification from employer (Part-II of Application Form), are mandatory.**

**Who can apply?**

* **Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry, etc.**
* **Candidates should possess adequate work experience.**

**Eligibility criteria for admission to Courses**

* **Academic qualifications as laid down by the Institute for the Course concerned.**
* **Working knowledge of English required to follow the Course.**
* **Age between 25 to 45 years.**
* **Medically fit to undertake the training.**

**General Information**

* **Applications should reach the Embassy/High Commission of India at least 3 months before the commencement of the Course.**
* **Upon selection, the Embassy/High Commission of India will inform the nodal/designated Department/Agency of the nominating country and the candidate.**
* **Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.**
* **Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.**
* **For any further information/clarification, applicants are requested to contact the concerned Embassy/High Commission of India**

**ITEC Terms & Conditions**

**General Conditions**

* **Participants are required to obtain from the Indian Mission the contact telephone/mobile numbers of the Course Coordinator and the Institute. They must familiarize themselves with the weather conditions and the type of clothes to be carried to India**
* **Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India**
* **Participants are required to complete the training Course. Request for change of Course midway would not be entertained.**
* **Participants are required to abide by the rules of the university/institution/establishment in which the participant is selected to undergo the training as well as participate in all Course-related activities including submission of periodic assessments/tests as conducted by the Institute.**
* **Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.**
* **Participants are not allowed to bring along their spouses or families for the duration of the Course. No such request would be entertained by Government of India.**
* **Participants are required to return to their countries upon completion of the training Course.**
* **Participants who leave the Course midway without prior intimation/permission of the Ministry of External Affairs or remain absent from the Course without sufficient reasons are liable to refund the cost of training and airfare to Government of India.**
* **Participants are taken on study tour(s) as part of their Course Curriculum to visit different heritage sites/places of interest in India. No requests for any additional private tourism, etc. will be entertained during the Course.**
* **ITEC sponsorship may be cancelled at any time due to unsatisfactory conduct, breach of conditions of the Programme, failure to make satisfactory progress in the training Course or for other sufficient reasons as determined by the Government of India.**
* **Female participants are advised to abstain from joining training Courses if they are in family way prior to their departure for India.**

**Air Fare**

**The Government of India provides excursion/economy class air tickets for travel of participants from the capital city of the participants' country to the training Institute in India and back.**

**Visa**

**Prior to departure for training in India, participants are advised to apply for Visa to the Embassy/High Commission of India, accredited or concurrently accredited to their country. Visa is issued gratis to them. Visa issued for the Course cannot be utilized for some other purpose.**

**Course Fees**

**Course fees are borne by the Government of India.**

**Accommodation**

**Accommodation is provided by Government of India in hostel/hotel, depending on the Institute and the charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is both on single or double occupancy basis depending on the rules of the Institute. Participants are advised to check about the status of hostel on the Institute website. Accommodation, if arranged in a hotel, is on a single-occupancy basis.**

**Participants are required to pay for availing services such as:**

**a. Room service, b. Laundry, c. Local and outstation telephone calls, fax, etc.**

**Living Allowance**

**Government of India pays (through the Institute concerned) living allowance of Indian Rupees 25,000/- per month, calculated on the basis of arrival and departure dates, for meeting expenditure on food, out-of-pocket expenses, etc.**

**Book Allowance**

**Government of India provides book allowance of Indian Rupees 5,000/- for purchase of Course-related books and other items of stationery. For claiming reimbursement, participants are required to submit vouchers.**

**Study Tour**

**Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. Government of India bears cost of approved study tours during the Course.**

**Medical Facility**

**Participants selected for training Courses are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement allowed for ailments of regular/chronic nature. Participants must carry their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.**

**ITEC Partner Countries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. [Afghanistan](http://mea.gov.in/indian-mission.htm?3/Afghanistan)
2. [Albania](http://mea.gov.in/indian-mission.htm?6/Albania)
3. [Algeria](http://mea.gov.in/indian-mission.htm?61/Algeria)
4. [Angola](http://mea.gov.in/indian-mission.htm?9/Angola)
5. [Anguilla](http://www.itec.mea.gov.in/?1348?000)
6. [Antigua and Barbuda](http://www.itec.mea.gov.in/?1348?000)
7. [Argentina](http://mea.gov.in/indian-mission.htm?11/Argentina)
8. [Armenia](http://mea.gov.in/indian-mission.htm?7/Armenia)
9. [Azerbaijan](http://mea.gov.in/indian-mission.htm?17/Azerbaijan)
10. [Afghanistan](http://mea.gov.in/indian-mission.htm?115/Comoros)
11. [Bahamas](http://www.itec.mea.gov.in/?1348?000)
12. [Bahrain](http://mea.gov.in/indian-mission.htm?24/Bahrain)
13. [Bangladesh](http://mea.gov.in/indian-mission.htm?20/Bangladesh)
14. [Barbados](http://mea.gov.in/indian-mission.htm?19/Barbados)
15. [Belarus](http://mea.gov.in/indian-mission.htm?35/Belarus)
16. [Belize](http://mea.gov.in/indian-mission.htm?36/Belize)
17. [Benin](http://mea.gov.in/indian-mission.htm?26/Benin)
18. [Bhutan](http://mea.gov.in/indian-mission.htm?32/Bhutan)
19. [Bolivia](http://mea.gov.in/indian-mission.htm?29/Bolivia)
20. [Bosnia - Herzogovina](http://www.itec.mea.gov.in/?1348?000)
21. [Brazil](http://mea.gov.in/indian-mission.htm?30/Brazil)
22. [Brunei Darussalam](http://mea.gov.in/indian-mission.htm?28/Brunei_Darussalam)
23. [Bulgaria](http://mea.gov.in/indian-mission.htm?23/Bulgaria)
24. [Burkina Faso](http://mea.gov.in/indian-mission.htm?22/Burkina_Faso)
25. [Burundi](http://www.itec.mea.gov.in/?1348?000)
26. [Cambodia](http://mea.gov.in/indian-mission.htm?113/Cambodia)
27. [Cape Verde Island](http://www.itec.mea.gov.in/?1348?000)
28. [Cayman Island](http://www.itec.mea.gov.in/?1348?000)
29. [Central African Republic](http://mea.gov.in/indian-mission.htm?40/Central_African_Republic)
30. [Chad](http://mea.gov.in/indian-mission.htm?206/Chad)
31. [Chile](http://mea.gov.in/indian-mission.htm?45/Chile)
32. [Colombia](http://mea.gov.in/indian-mission.htm?48/Colombia)
33. [Commonwealth of Dominica](http://www.itec.mea.gov.in/?1348?000)
34. [Congo [Republic of]](http://mea.gov.in/indian-mission.htm?41/Congo__Republic_of_)
35. [Cooks Island](http://www.itec.mea.gov.in/?1348?000)
36. [Costa Rica](http://mea.gov.in/indian-mission.htm?49/Costa_Rica)
37. [Cote D' Ivoire](http://mea.gov.in/indian-mission.htm?43/Cote_d_Ivoire__Ivory_Coast_)
38. [Croatia](http://mea.gov.in/indian-mission.htm?96/Croatia)
39. [Cuba](http://mea.gov.in/indian-mission.htm?51/Cuba)
40. [Czech Republic](http://mea.gov.in/indian-mission.htm?55/Czech_Republic)
41. [Democratic Republic of Congo](http://mea.gov.in/indian-mission.htm?39/Congo__Democratic_Republic_)
42. [Djibouti](http://mea.gov.in/indian-mission.htm?57/Djibouti)
43. [Dominican Republic](http://mea.gov.in/indian-mission.htm?60/Dominican_Republic)
44. [Ecuador](http://mea.gov.in/indian-mission.htm?62/Ecuador)
45. [Egypt](http://mea.gov.in/indian-mission.htm?64/Egypt)
46. [El-Salvador](http://mea.gov.in/indian-mission.htm?202/El_Salvador)
47. [Equatorial Guinea](http://www.itec.mea.gov.in/?1348?680)
48. [Eritrea](http://www.itec.mea.gov.in/?1348?680)
49. [Estonia](http://www.itec.mea.gov.in/?1348?680)
50. [Ethopia](http://www.itec.mea.gov.in/?1348?680)
 | 1. Fiji
2. [Gabon](http://mea.gov.in/indian-mission.htm?75/Gabon)
3. [Georgia](http://mea.gov.in/indian-mission.htm?78/Georgia)
4. [Grenada](http://www.itec.mea.gov.in/?1348?710)
5. [Guatemala](http://mea.gov.in/indian-mission.htm?89/Guatemala)
6. [Guinea](http://mea.gov.in/indian-mission.htm?84/Guinea)
7. [Guinea Bissau](http://www.itec.mea.gov.in/?1348?710)
8. [Guyana](http://mea.gov.in/indian-mission.htm?92/Guyana)

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| 1. [Haiti](http://mea.gov.in/indian-mission.htm?97/Haiti)
2. [Honduras](http://mea.gov.in/indian-mission.htm?95/Honduras)
3. [Hungary](http://mea.gov.in/indian-mission.htm?98/Hungary)
4. [Indonesia](http://mea.gov.in/indian-mission.htm?99/Indonesia)
5. [Iran](http://mea.gov.in/indian-mission.htm?105/Iran)
6. [Iraq](http://mea.gov.in/indian-mission.htm?104/Iraq)
7. [Jamaica](http://mea.gov.in/indian-mission.htm?108/Jamaica)
8. [Jordan](http://mea.gov.in/indian-mission.htm?109/Jordan)
9. [Kazakhstan](http://mea.gov.in/indian-mission.htm?121/Kazakhstan)
10. [Kiribati](http://www.itec.mea.gov.in/?1348?740)
11. [Korea[DPRK]](http://mea.gov.in/indian-mission.htm?504/Korea_DPR)
12. [Kyrgyzstan](http://mea.gov.in/indian-mission.htm?112/Kyrgyzstan)
13. [Laos](http://mea.gov.in/indian-mission.htm?122/Laos)
14. [Latvia](http://www.itec.mea.gov.in/?1348?740)
15. [Lebanon](http://mea.gov.in/indian-mission.htm?123/Lebanon)
16. [Liberia](http://mea.gov.in/indian-mission.htm?127/Liberia)
17. [Libya](http://mea.gov.in/indian-mission.htm?132/Libya)
18. [Lithuania](http://www.itec.mea.gov.in/?1348?740)
19. [Macedonia](http://mea.gov.in/indian-mission.htm?138/Macedonia)
20. [Madagascar](http://mea.gov.in/indian-mission.htm?136/Madagascar)
21. [Malaysia](http://mea.gov.in/indian-mission.htm?152/Malaysia)
22. [Maldives](http://mea.gov.in/indian-mission.htm?149/Maldives)
23. [Mali](http://mea.gov.in/indian-mission.htm?139/Mali)
24. [Marshall Islands](http://www.itec.mea.gov.in/?1348?750)
25. [Mauritania](http://mea.gov.in/indian-mission.htm?145/Mauritania__Islamic_Republic_of_)
26. [Mexico](http://mea.gov.in/indian-mission.htm?151/Mexico)
27. [Micronesia](http://www.itec.mea.gov.in/?1348?750)
28. [Moldova](http://www.itec.mea.gov.in/?1348?750)
29. [Mongolia](http://mea.gov.in/indian-mission.htm?141/Mongolia)
30. [Montenegro](http://mea.gov.in/indian-mission.htm?50/Montenegro)
31. [Montserrat](http://www.itec.mea.gov.in/?1348?750)
32. [Morocco](http://mea.gov.in/indian-mission.htm?133/Morocco)
33. [Myanmar](http://mea.gov.in/indian-mission.htm?140/Myanmar)
34. [Nauru](http://www.itec.mea.gov.in/?1348?780)
35. [Nepal](http://mea.gov.in/indian-mission.htm?162/Nepal)
36. [Nicaragua](http://mea.gov.in/indian-mission.htm?159/Nicaragua)
37. [Niger](http://mea.gov.in/indian-mission.htm?156/Niger)
38. [Oman](http://mea.gov.in/indian-mission.htm?166/Oman)
39. [Palau](http://www.itec.mea.gov.in/?1348?780)
40. [Palestine](http://mea.gov.in/indian-mission.htm?177/Palestine)
41. [Panama](http://mea.gov.in/indian-mission.htm?167/Panama)
42. [Papua New Guinea](http://mea.gov.in/indian-mission.htm?170/Papua_New_Guinea)
43. [Paraguay](http://mea.gov.in/indian-mission.htm?180/Paraguay)
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 | 1. [Peru](http://mea.gov.in/indian-mission.htm?168/Peru)
2. [Philippines](http://mea.gov.in/indian-mission.htm?171/Philippines)
3. [Poland](http://mea.gov.in/indian-mission.htm?173/Poland)
4. [Qatar](http://mea.gov.in/indian-mission.htm?181/Qatar)
5. [Republic of Sao Tome](http://www.itec.mea.gov.in/?1348?810)
6. [Romania](http://mea.gov.in/indian-mission.htm?183/Romania)
7. [Russia](http://mea.gov.in/indian-mission.htm?184/Russia)
8. [Rwanda](http://www.itec.mea.gov.in/?1348?810)
9. [Samoa](http://www.itec.mea.gov.in/?1348?810)
10. [Senegal](http://mea.gov.in/indian-mission.htm?198/Senegal)
11. [Serbia](http://mea.gov.in/indian-mission.htm?244/Serbia)
12. [Singapore](http://mea.gov.in/indian-mission.htm?191/Singapore)
13. [Slovak Republic](http://mea.gov.in/indian-mission.htm?195/Slovak_Republic)
14. [Solomon Island](http://www.itec.mea.gov.in/?1348?810)
15. [Somalia](http://www.itec.mea.gov.in/?1348?810)
16. [Sri Lanka](http://mea.gov.in/indian-mission.htm?126/Sri_Lanka)
17. [St. Kitts & Nevis](http://www.itec.mea.gov.in/?1348?810)
18. [St. Lucia](http://www.itec.mea.gov.in/?1348?810)
19. [St. Vincent & Grenadines](http://www.itec.mea.gov.in/?1348?810)
20. [Sudan](http://mea.gov.in/indian-mission.htm?189/Sudan)
21. [South Sudan](http://mea.gov.in/indian-mission.htm?505/South_Sudan)
22. [Suriname](http://mea.gov.in/indian-mission.htm?200/Suriname)
23. [Syria](http://mea.gov.in/indian-mission.htm?203/Syria)
24. [Tajikistan](http://mea.gov.in/indian-mission.htm?210/Tajikistan)
25. [Thailand](http://mea.gov.in/indian-mission.htm?209/Thailand)
26. [Timor Leste](http://www.itec.mea.gov.in/?1348?840)
27. [Togo](http://mea.gov.in/indian-mission.htm?208/Togo)
28. [Tonga](http://www.itec.mea.gov.in/?1348?840)
29. [Trinidad & Tabago](http://mea.gov.in/indian-mission.htm?217/Trinidad_and_Tabago)
30. [Tunisia](http://mea.gov.in/indian-mission.htm?214/Tunisia)
31. [Turkey](http://mea.gov.in/indian-mission.htm?216/Turkey)
32. [Turkmenistan](http://mea.gov.in/indian-mission.htm?213/Turkmenistan)
33. [Turks & Caicos Island](http://www.itec.mea.gov.in/?1348?840)
34. [Tuvalu](http://www.itec.mea.gov.in/?1348?840)
35. [Ukraine](http://mea.gov.in/indian-mission.htm?221/Ukraine)
36. [Uruguay](http://www.itec.mea.gov.in/?1348?840)
37. [Uzbekistan](http://mea.gov.in/indian-mission.htm?226/Uzbekistan)
38. [Vanuatu](http://www.itec.mea.gov.in/?1348?840)
39. [Venezuela](http://mea.gov.in/indian-mission.htm?229/Venezuela)
40. [Vietnam](http://mea.gov.in/indian-mission.htm?232/Vietnam)
41. [Yemen](http://mea.gov.in/indian-mission.htm?238/Yemen)
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## SCAAP- Special Commonwealth Assistance for Africa Programme Countries

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| 1. [Botswana](http://mea.gov.in/indian-mission.htm?34/Botswana)
2. [Cameroon](http://mea.gov.in/indian-mission.htm?46/Cameroon)
3. [Gambia](http://mea.gov.in/indian-mission.htm?83/Gambia)

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| 1. [Ghana](http://mea.gov.in/indian-mission.htm?80/Ghana)
2. [Kenya](http://mea.gov.in/indian-mission.htm?111/Kenya)
3. [Lesotho](http://www.itec.mea.gov.in/?1349?750)
4. Malawi
5. [Mauritius](http://mea.gov.in/indian-mission.htm?148/Mauritius)
6. [Mozambique](http://mea.gov.in/indian-mission.htm?153/Mozambique)
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| 1. [Namibia](http://mea.gov.in/indian-mission.htm?154/Namibia)
2. [Nigeria](http://mea.gov.in/indian-mission.htm?158/Nigeria)
3. [Sierra Leone](http://mea.gov.in/indian-mission.htm?196/Sierra_Leone)
4. [South Africa](http://mea.gov.in/indian-mission.htm?240/South_Africa)
5. [Swaziland](http://www.itec.mea.gov.in/?1349?830)
6. [Tanzania](http://mea.gov.in/indian-mission.htm?220/Tanzania)
7. [Uganda](http://mea.gov.in/indian-mission.htm?222/Uganda)
8. [Zambia](http://mea.gov.in/indian-mission.htm?241/Zambia)
9. [Zimbabwe](http://mea.gov.in/indian-mission.htm?242/Zimbabwe)
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Important Note:* To visit the website of Indian Mission abroad in ITEC and SCAAP countries,

**Press** **CTRL + Click on the name of country**   |