

ENCLOSURE OF UPLOADING:

Sir / Madam,

Interested NGOs / Training Centers / Institutes are requested to apply in a plain paper to General Manager, District Industries Centre, Cuttack complying as per the following requirements latest before 26th December 2024.

Selection Criteria / Terms and Conditions for engagement of NGOs/ Training Centers / Recognized Institutes.

1. Details of Organization Profile with Registration details and proficiency in arranging infrastructure facilities in Urban and remote areas.
2. Past experience / Track record in facilitating EDP training Programs and total monetary involvement in the process.
3. Total Annual Turnover of the organization of last one year.
4. Income Tax Return of last financial year.
5. Availability of faculties and resource persons with their qualification in relation to the course content of the EDP Training Programme.

Yours faithfully,


General Manager,
DIC., Cuttack.

MSB

17/12/24

Annexure-II

Budget/Cost estimate of Entrepreneurship Development Programme (EDP)

- Number of trainee per batch : 30 (Thirty)
- Duration of the Training : 12 working days
- Total no. of sessions : 48 Sessions
- Implementing agencies : DIC/ RUDSETI/ RSETI

Sl No.	Description	Amount (In Rs.)
1	Inaugural expenses.	7,000
2	Study materials for trainees	6,000
3	Expenses for resource personnel & experts @Rs.1000/- for 43 sessions.	43,000
4	Refreshment for 12 days (Tea Snacks & working lunch) @ Rs.150/- per head/per day.	54,000
5	Conveyance, hiring of venues, other allied expenses including contingency and administrative expenses.	15,000
Total		1,25,000

Foot Note:-

1. Except the expenditure mentioned at Sl.No. 3 for Rs. 43,000/- (Expenses for resource personnel/ experts/ professional/ faculties etc. @ 1000/- per session for 43 sessions). the Heads of expenditure may be interchanged, if necessary.
2. GM (DICs) and other officers working in DICs shall not be entitled for any remuneration for taking classes in EDPs, whether organised by any Implementing Agency. This is applicable to serving State Government Officers/employees; not to superannuated officers/employees. (Ref: MSME Deptt. Letter No. 7843 dtd. 02.11.2023)
3. Preference be given to RUDSETI/ RSETI for conducting EDP Training.

**SCHEDULE FOR ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP) OF TWO WEEKS
(12 Working Days)**

Day	Session	Topic	Proposed Faculty
1	I	Registration, Inauguration.	RIC/DIC
	II	Rapport building & Unfreezing-Micro Lab.	Professional
	III	Entrepreneurship, Charms & Challenges.	Professional
	IV	Characteristics of an entrepreneur, a matter of attitude and skill.	Professional
2	I & II	Internalizing of entrepreneur competencies.	Professional
	III	Risk taking behavior and problem Solving and Leadership Skill.	Professional
	IV	Communication & Soft Skill.	Professional
3	I	Role of Promotional Agencies (DIC, Bank, KVIC/KVIB, OSIC, IDCO etc.)	Professional/ Agency
	II	Business Opportunity Guidance (Agriculture, Horticulture, Animal Husbandry, Engineering, Food Processing, Plastics, Handicrafts, Textiles, IT/ITES, others), Product Identification / Guidance.	Professional/ Agency
	III	Forms of Business Organization, Legal formalities for unit set-up	Professional
	IV	Resource mobilization and support system, role of other supporting organization.	Professional
4	I	Basic of Business Plan & SWOT Analysis.	Professional
	II & III	Project report preparation (Preliminary Project Report & Detail Project Report)	Professional
	IV	Role of Bank, Concept of Cash Credit and Working Capital Linkage with Schemes.	Professional
5	I	Managing the enterprises, purchasing, inventory / material management.	Professional
	II	Concept of quality, Packaging.	Professional
	III	Ease of Doing Business.	Professional
	IV	Market Survey and Report preparation.	Professional
6	I, II, III & IV	Visit to Small Scale Enterprise preferably run by a successful entrepreneur	Professional
7	I & II	Accounts & Book keeping	Professional
	III	Credit & Working Capital Management	Professional
	IV	Elements of Costing and Pricing	Professional
8	I	Cost Consciousness and Break Even Analysis	Professional
	II & III	Marketing strategy and sales techniques, Marketing Management, Government e-Marketplace (GeM)	Professional
	IV	Start-ups, Innovations & Incubation, Odisha Startup Policy-2016 and Schemes	Professional

Cont...

[Signature]
18/9/18

By e-mail

OFFICE OF THE DIRECTOR OF INDUSTRIES, ODISHA.

No.10-SSI-04/2018 9458 (31) /Ind.,
Cuttack, dated 18th September, 2018

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From:

Shri Pranabjyoti Nath, I.A.S.
Director of Industries, Odisha

To

The General Manager,
All RICs & DICs.

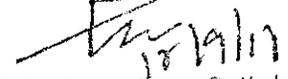
Sub: Revised Course Module & Expenditure for conducting Entrepreneurship Development Programme (EDP) during the financial year 2018-19-reg.

Sir,

In inviting a reference to the subject mentioned above and as decided in the General Managers' Conference held on dt.09.08.2018, changes have been made in the Course Module & Expenditure pattern for smooth implementation of ensuing Entrepreneurship Development Programme (EDP). The revised Course Module & Expenditure is enclosed herewith at Annexure I & II, which may be strictly adhered to. Besides, it is advised that-

1. All Bank branches should be involved actively in the training programme.
2. Organization having experience in conducting EDP may be taken as facilitator for smooth organizing of the training.
3. RIC /DIC shall identify resource persons for taking of different Sessions.
4. RIC /DIC may invite applications from potential resource persons at Block Level and shortlist them for empanelment.
5. Trainees shall be supplied with copies of gist of extant Policies provisions and comprehensive list of approvals / clearances required for enterprises at pre-establishment and pre & post operation stage and motivated for EIN.
6. The required data of the trainees & other details of EDP shall be uploaded in the portal being made online.

Yours faithfully,



Director of Industries, Odisha.

Encl.: As above

Memo No. 9459 /Ind. Dt. 18/09/2018

Copy along with revised Course Module & Expenditure pattern forwarded to the Additional Secretary to Government, MSME Department, Odisha, Bhubaneswar for information and post-facto approval of Government in MSME Department.



Director of Industries, Odisha.

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Annexure-II

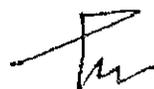
BUDGET / COST ESTIMATE OF ENTREPRENEURSHIP DEVELOPMENT PROGRAMME

- ❖ No. of trainees per training programme: **-30 (thirty only)**
- ❖ Duration: **-2 weeks (12 days)**
- ❖ Total No of Sessions:- **48 Sessions**
- ❖ No. of classes of 1 hours duration: **43 classes**
- ❖ Implementing Agencies: - **G.M. RIC & DIC**

Sl. No.	Heads of Expenditure	Amount Rs. In Lakhs
1	Mobilization and identification of prospective entrepreneurs, publicity and advertisement, selection of trainees, inauguration. Conveyance, hiring of venue and other allied expenses including contingency, handout, transport charges for the guest faculty, valediction expenses etc.	0.20
2	Study materials & stationeries for trainees.	0.10
3	Expenses for resource personnel & experts @ Rs.1000/- per session for 43 sessions.	0.43
4	Visit to Small & Micro Enterprises in adjoining locality including conveyance, Lunch / Refreshment	0.10
5	Refreshment to trainees for 11 days @ Rs.50/- per Candidate per day.	0.17
Total = Rupees One Lakh		1.00

Foot Note:-

- Except the expenditure mentioned at the Sl.No.3 for Rs. 43,000/- (Expenses for resource personnel/ experts /Professional/faculties etc. @ Rs.1000/- per session for 43 sessions), the other Heads of Expenditure may be interchanged, if necessary.
- Payment to resource personnel/ experts /Professional/faculties shall be made by A/c payee cheque / e-transfer.


5/2/19/4

9	I	Time Management.	Professional
	II	Step by step approach to become an Entrepreneur.	Professional
	III	Extant Policy Provisions like MSMED-2016, OFPP-2016 & IPR-2015.	Professional
	IV	Prevention of Sickness in enterprise.	Professional
10	I	Need of Insurance for small enterprise and claim settlement.	Professional
	II	Computer application in business (Use of Word, Excel & Power Point, Concept of E-commerce)	Professional
	III	Union, State laws applicable for an enterprise, Income tax, GST, FSSAI	Professional
	IV	Sourcing of Electricity & Ground Water, Licenses / Clearances / NOC of Urban Local Bodies, Gramm Panchayat, Pollution Control Board & business of other line Departments associated with promotion of MSMEs.	Professional/ Agency
11	I & II	Interaction with a successful entrepreneur(s) (experience sharing)	Successful Entrepreneur
	III & IV	Programme evaluation & feed back	RIC/DIC
12	I & II	Project implementation, plan and steps for growth, expansion and diversification	Professional
	III & IV	Valediction / Certificate distribution	RIC/DIC

Foot Note:-

- (A) **Professional:-** Consultants, Resource Persons, Officers of Line Department, Educational faculties (Commerce Stream/ Business Administration), Officers/ Mangers of Bank / Financial Institution, Experts of Training Institutions / Organization, Retired Officers of RICs & DICs / Line Departments, Block Development Officers .
- (B) Sessions like - Session-I of 3rd day, Session-III of 5th day, Session-I,II,III & IV of 6th day, Session-IV of 8th day, Session-III of 9th day & Session-IV of 10th day may be assigned to the Officers & Field Executives of RIC/ DIC with due honorarium in case of non- availability of Professionals.
- (C) Sessions like (a) Session-I of 1st day (Registration, Inauguration), (b) Session-III & IV of 11th day (Programme evaluation & feedback) & (c) Session-III & IV of 12th day (Valediction / Certificate distribution) are to be conducted by RIC /DIC without honorarium.
- (D) Minimum two no. of units shall be visited during the 6th day of training as per the schedule.
- (E) The details of Personnel's taken up Sessions in the programme with contact Mobile Phone Number may be furnished to the Directorate of Industries at the end of the Programme / along with the MPR being furnished.

For
12/19/14