

**GUIDELINES AND PROFORMA
FOR
SUBMISSION OF PROPOSALS FOR CONDUCTING
ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES
(EDP)
FOR THE FIELD OF
SCIENCE AND TECHNOLOGY**



**DEPARTMENT OF SCIENCE & TECHNOLOGY
GOVERNMENT OF RAJASTHAN
506,Mini- Secretariat, BANI PARK
JA1PUR-302016**

GUIDELINES FOR CONDUCTING ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (EDP) IN THE FIELD OF S&T

The department of Science & Technology, Govt. of Rajasthan, Jaipur extends financial & technical support for organizing six weeks/four weeks, Entrepreneurship Development Programme, **Skill Development Programmes** for S&T students of Degree & Diploma courses. These programmes are organized in association with DST, GOI New Delhi on matching grant basis.

PROGRAMM OBJECTIVES:

An EDP aims at training people interested in the field S&T about various facts of entrepreneurship. The Programme provides inputs regarding initiating of conceiving, planning and successful launching of an economic viable unit.

COURSE CONTENT:

In the specific purpose of EDP 75% time may be allotted to the practical and remaining time to the theory and other lectures.

The content must include:

- Identification of Business Opportunities.
- Identification of Specific product/services.
- Various support systems offered by Banks
Financial Institutions, DICs, SIDBE etc.
- Preparation of Viable Project Report.
- Achievement Motivation Training.
- Management of an enterprise.

WHO CAN APPLY:

Institutions/organizations; Entrepreneurship Development Cell (EDC), STED Project., Govt. recognized institutions, NGOs, already engaged in entrepreneurship training and having experience in the field of Entrepreneurship Development Programme can apply for seeking financial assistance for conducting the EDPs. Priority will be accorded to those institutions who have in-house trained EDP trainer and has conducted EDP programmes sponsored by DST, GOI, DST Govt. of Rajasthan, Banks, SISI, etc. and produced potential entrepreneur through EDPs. Organization/Institution should submit the details with the proposal.

TARGET GROUP:

- Bachelor or postgraduate degree in Science & Technology
- Diploma in any branch from Technical Education Department.
- Bachelor Degree in any branch of Engineering or Technology.

- For Skill Development programmes or EDP on specific Subjects students of Industrial Training Institute/Recognized institutes of Specific Branches may be considered or specified for the particular programme.

DURATION:

Four weeks (Technology Based EDP)

Six weeks General EDP (full time basis) having at least six lectures each day

PRELIMINARY PREPARATION:

- The organizing institution may submit the proposal in the prescribed format (In triplicate copies).
- Concerned institution/Organization may initiate work for conducting EDP as soon as the financial sanction is received without waiting for the releasing of the actual funds.
- Advertisement is to be issued in the local leading newspapers Rojgarsandesh
- Distribution of pamphlet through local newspapers
- Circular may also be sent to the concerned educational institutions such as, employment office, Manpower Department, Jaipur.
- For vide publicity banners may be displayed at prominent places and local publicity be made with the help of audio visual aids, local T.V.channels, Distribution of pamphlets etc.

SELECTION OF CANDIDATES:

A committee comprising of following shall make the selection of candidates

- **Chairman** will be from the Department of Science & Technology GOR. Rajasthan or Govt. of India, New Delhi.
- One member from lead bank/nationalized bank/NABARD; Preference will be given to the Lead Bank
- One member from D.I.C.
- Member Secretary of the Committee will be from Organizing Institution_

If the numbers of candidates are more than 100 a written test may be conducted followed by interview for which date shall be fixed only after consultation with the Department of Science & Technology, Government of Rajasthan Jaipur., The selection should be made only out of those candidates who are serious in setting up of SS1 unit after completion of training. The Paper for the written test will be set by the Organizing Institution., as per the model paper annexed in the paper.

SELECTION OF VENUE:

EDP should be organized at a prominent place having sufficient space and in academic institutions like Engineering College. Polytechnic colleges or preferably in a educational

institution/industrial association premises, etc. Places like DICs. Information Center may also be used.

INAUGURATION & VALEDICTORY SESSION

In the inaugural session plenary lectures shall be delivered by the departmental official to participants regarding various schemes implemented by the department and various aspects of Entrepreneurship.

In the valedictory session, efforts should be made to invite all the subject experts who have delivered lectures during the programme & general interaction between participants and Experts shall be made. This will enable them to solve the candidate's problems & boost their moral. The certificates of the programme must be signed by the departmental official not below the rank of Project Director.

FACULTY:

Relevant faculty experts will be decided by the **organizing institution in consultation with DST Govt. of Rajasthan, Jaipur** from different organizations for delivering expertise lectures to the participants. The topics may be chosen in such a way that maximum topics as enumerated in the suggested schedule for EDP shall be covered. (Annexure no 1)

In the specific theme based EDPs 75% time may be allotted to the practical training on which the programme is organized and remaining time to the theory and other lectures. The organizing agency shall submit the tentative list of lectures with

the proposal to be delivered in the programme for information and approval before initiating the programme to the department well in time.

ROLE OF THE ORGANISING AGENCY:

- It is the responsibility of the organising agency to keep in constant touch with DST, Rajasthan and apprise the progress every fortnight to the DST, Rajasthan. The organising agency will also keep in constant touch with Regional Office of the department.
- Xerox copies of all lectures delivered by the subject experts should be provided to the participants during the training and a copy to the DST, Rajasthan Jaipur
- Brochure and other literature pertaining to the various schemes and policies of the state/central government shall be distributed to the participants and a copy of each of the Schemes and Policies to the DST, Rajasthan will be provided.
- Efforts are to be made by the organising agency for temporary registration of units with DIC and submission of loan application of participants.
- After completion of the programme the organising agency shall take following actions:
 - submit a comprehensive final report of the programme along with list of the participants registered with DIC For setting their ventures
 - Three follow-up programmes have to be arranged within a year of the programme to solve out the problems related to the setting up of the venture and moral boosting of the participants in the presence of department official.
 - The organising agency shall inform well in time (Minimum one month before) about date and time of the follow up programmes.
 - The organising agency will ensure to invite the officials from DIC, R CIO, Banks and other institutions in the follow up programmes.
 - The organising institute shall make the arrangements for physical verification of the units) setup by the participants to the representative of the DST, GOR. Rajasthan.
 - The organising agency shall also submit the photographs, copy of registration and copy of disbursement of loans.

Organisors of the programe will keep intact all the brochures of expenditure in the office record and **have** to be presented before the officials of the department as and when required.

- Organisors will maintain the attendance register of the participants of the programme and keep in the office record and have to be presented before the officials of the department as and when required.
- Organisores will not create any item of permanent nature out of the funds sanctioned by the Department of Science & Technology, Govt of Rajasthan, Jaipur.
- In ease if organisors acquired permanent assets out of the grant of this department **shilbe the** property of the department and a record is to be maintained by the organisors. The department may ask to the organisors to deposit such permanent assets to the department.
- Organisors will clearly mention about the details of the permanent assets acquired out of the grant in the expenditure statement at the time of submission of UtilisationCertificate and expenditure statement.

The organisor should furnish to the department an UTILISATION CERTIFICATE and AUDITED ACCOUNT for the financial assistance received in the prescribed format within one-month of the completion of the programme. The statement is to be signed by the A.O.7A.A.0 for the Government agency and for the non-governmental agency, it is to be conducted by a chartered account. The unspent amount shall be remitted as per the funding pattern is 50:50 sharing in the name of Director of the department by DID/13C.

- In case of misuse or misappropriation of funds provided by Department, the department will be free to take action as per law/Rule.
- Regional offices will be responsible for overall monitoring of the programme.
- Project Officer or Research Officer will inspect the programme at least twice during the programme.

8. Eligibility criteria of Trainees:

i Age

18 to 35 years, relaxation in exceptional Circumstances as per discretion of the Selection Committee.

ii. Qualification:

Possessing Degree in any branch of Science, Diploma/ Degree in any branch of Engineering/ Technology. (Relaxation may be granted in the specific purpose EDP.)

9. Method and sources to be adopted for identification of suitable projects for the trainees:

10. Details of program:

- Duration

(Expected duration 4-6 weeks.

- Kindly indicate tentative dates for conducting of EDP:

11. Course Content: (Enclose separate sheet if required)

12. Name(s) of the other sponsoring agency apart from DST. Rajasthan, if any

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13. Name and Qualification of the in house trainer:

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