

**Office of the General Manager
District Industries Centre,
Krishnagar, Nadia**

Notice

A proposals are invited from recognize agencies for Entrepreneurship Development Programme of Food Processing under Nadia District. The last date of submission of proposal is **27/01/2020 up to 3.30 p.m.**

Credentials:

Desirable Condition-

- 1) Credentials candidates from any Government offices/ reputed organization.
- 2) Registration certificate of NGO/ Agencies and its objectives.
- 3) Past experience of such courses.
- 4) Annual report & audited statements of accounts of the organization for the last three years.

For details please visit [http:// www.nadia.gov.in](http://www.nadia.gov.in) or contact Food Processing Development Officer or General Manager, District Industries Centre, Krishnagar, Nadia.

Sd/-

Food Processing Development Officer
District Industries Centre, Nadia.

Guidelines for implementation of Entrepreneurship Development Programme (EDP)

Objectives:

The objectives of the Entrepreneurship Development programme is to enable trainees to establish commercially viable enterprises in Agri. and Horti. based food processing :

- (i) Providing basic knowledge of project formulation and management including technology, marketing, and profitability.
- (ii) Motivating the trainees and instilling confidence in them to start and manage a business venture.
- (iii) Educating them on the opportunities & financial assistance available for food processing units.
- (iv) Providing escort services to enable them to avail credit facilities from banks/financial institutions and other support services from the developmental organizations/to source equipment's, raw material etc.to guide them in establishing marketing linkage to their products and possible risk factors in running the units.

Documents to be Submitted:

1. Application in the prescribed format. (**Annexure- X**).
2. Registration certificate of NGO and its objectives.
3. Annual report and audited statements of accounts of the organization for the last three years.
4. Details of the faculty(Resource persons).
5. Past experience in conduct of such courses.
6. An affidavit on a non-judicial stamp paper of Rs.10 or more indicating details of grant received from the State or other Departments of Government of India duly attested by notary may be furnished. Copy of UCs submitted to be furnished.

Financial Assistance:

Financial assistance for conducting each Entrepreneurship Development Programme is Rs.1.50 lakh will be provided as follows:

Maximum Limits of Expenditure (In Rs.)

a.	Pre-training and promotional expenses, surveys, Advertisement & Publicity/ selection of candidates.	12,500
b.	Inauguration/ valediction	7,500
c.	Printing cost of course material banners/ certificate etc.	10,000
d.	TA/Honorarium to guest faculties/ speakers/resource persons.	25,000
e.	Traveling cost of visits to factories of successful enterprises.	15,000
f.	Light refreshment.	25,000
g.	Rent of Hall including audio-visual & Manpower expenses.	15,000
h.	Follow-up expenses.	40,000

No fees/Charges of any kind will be taken from the candidates at any stage.

Release of Grant: The financial assistance will be released in 3 instalments as under:

- i) 50% as advance on approval of the proposal.
- ii) 25% on completion of EDP, submission of Income-expenditure statement, UC of 1st instalment duly authenticated by Chartered Accountant and Beneficiary, submission of EDP report and feedback for min (**Annexure- XI & XI A**).
- iii) 25% on completion of follow-up action and on submission of UC for the entire amount of the grant-in-aid and statement of actual expenditure in respect of follow-up expenses duly certified by a Chartered Accountant and progress of EDP as well as list of the units established by the trainees in (**Annexure- XI B**).

Eligible Organizations:

- (i) Central/State Govt. organizations

- (ii) Professional Institutes for Entrepreneurship Development.
- (iii) Industry Organizations/ Associations
- (iv) Reputed KVIC empanelled Non-Government Organizations with professional competency & experience in organising EDPs.

Duration of EDP:

The four week EDP would have the following two components:

- (i) Four weeks EDP programme.
- (ii) One year follow up programme.

Each EDP would be held for 4 weeks @ 5 days a week consisting of 20 days of classes.

No. Of Trainees: 25 to 35. Proper representation to be given to SC / ST / Women and minorities candidates.

Criteria for selection of Trainees:

- i) Minimum Qualifications should be 10+2, however candidates having higher qualifications may be given priority.
- ii) The educational and economic background of trainees should be such that they are able to set up food processing industrial unit.

Composition of selection committee for selection of trainees:

It will comprise representatives of the training agency, financial institutions/ lead banks, representatives from General Manager, District Industries Centre, and Food Processing Development Officer.

Course contents:

The course content for EDP would include the following:

- (i) Motivation training / soft skills required for entrepreneurs.
- (ii) Business Opportunities available for starting enterprises.
- (iii) Imparting knowledge about supporting organization & including financial Institutions and their schemes.
- (iv) Market surveys, identification of project in food processing.
- (v) Preparation of Project Report for Bank Financing
- (vi) Management of resources viz. men, materials and money
- (vii) Rules/ Regulations of Local bodies
- (viii) Food Laws such as FSSAI Act
- (ix) Appropriate and latest Machinery including information on manufacturers
- (x) Factory visits, meetings with successful/ not successful entrepreneurs
- (xi) Market Survey Tools, market perception, market intelligence and marketing, particularly in respect of the areas from which trainees are drawn.
- (xii) Book keeping & Accounts (Preliminary Idea)
- (xiv) Costing and pricing of products.
- (xv) Various Govt. Schemes where financial assistance i.e. subsidy/ grants / loans are available for entrepreneurs / self-employed.
- (xvi) Approach & planning small scale units.
- (xvii) Assessing financial viability of the project

Application Form
to conduct Entrepreneurship Development Programmes (EDPs)

xviii) Presentation / Discussion of case studies of successful and not-so successful entrepreneurs.

Selection procedure

The selection of trainees would be done by the organization in a transparent manner by calling applications through open advertisement in newspaper followed by evaluation and recommendation by the selection committee.

A district level committee is to be formed for selection of suitable agency for imparting training, implementation, overall monitoring of the programme, with members as given below:

- i. Additional District Magistrate (as decided by the District Magistrate).....Chairman
- ii. General Manager, District Industries Centre..... Joint Convener
- iii. Project Director, District Rural Development Cell.....Member
- iv. District Development Officer, NABARD.....Member
- v. District Officer, KVIB.....Member
- vi. District Employment Officer.....Member
- vii. District Officer, SHG&SE.....Member
- viii. Lead District Manager of Lead BankMember
- ix. Food Processing Development Officer Joint Convener

1	Name of the Organisation: Address: Tel No. Fax No: E-mail: (Please attach Certificate of Incorporation / Registration, Memorandum & Articles of Association/ Bye-laws & Audited Annual Report / Accounts for the last three years)
2	Main activities of the Organization:
3	No of EDP Proposed with places.
4	Revenue/Income (other than Grants & Donations) as per audited statements of accounts of the organization for last three years.
5	No. of Participants (not less than 30) (Their qualification, economic background etc., proposed to be prescribed)
6	Number of SC/ST/Women candidates proposed to be selected for the Course. (Not less than 35% of the total)
7	Duration of the course (not less than 4 weeks) (Should include follow-up phase for a period of 12 months)
8	Selection procedure and completion of the selection committee.
9	Course content in brief. A copy of the course material may be enclosed.
10	Expenditure with detailed break-up (including follow-up phase).
11	Source of Funding: a. Grants from other sources b. Organizers own contribution c. Grant Total.....
12	Details of the faculties (Resource persons)
13	Past experience in conducting such courses.
14	An affidavit on a non-judicial stamp paper of Rs.10 or more indicating details of grant received from other Government Departments duly attested by notary may be furnished. Copy of UCs submitted may be furnished.
15	If the Organization has conducted EDP earlier, the following information may be furnished. a. Number of EDPs b. Places c. Date of completion d. Number of participation trained & declared successful e. How many of them has set up their own units—indicate places, products, and employment generated directly and indirectly.

PROFORMA FOR SUBMISSION OF EDP REPORT ON COMPLETION OF THE COURSE

- 1 Name of the EDP Agency with address, Tel/ Fax /E-mail No.
- 2 Place of EDP conducted
- 3 No. of Trainees
 - (a) General
 - (b) SC / ST
 - (c) Women
 - (d) Minorities
- 4 Name, addresses, qualifications, etc. of trainees
- 5 Duration & period of EDP (From) (To)
- 6 Name & address of faculties both in-house and outside faculties
- 7 Details of factory visits
 - (a) Name of the factories visited
 - (b) No. of meetings held
- 8 Details of meetings held with machinery manufacturers
- 9 Feedback reports from trainees
- 100 No. of trainees declared successful
- 11 Assessment of training agency about the success of the programme.

PROFORMA FOR FEEDBACKFORM

1	All the relevant aspects pertaining to the following areas were covered during the programme.	Fully /Generally/not satisfactorily
2	Information about industrial/ Dev. Organization a. Identification of Project. b. Selection of industry c. Financing of industry d. How to manage you unit	
3	The sequencing of the topic was	good/average/inappropriate
4	How do you rate the faculty in general considering their knowledge, methodology, presentation etc.	Excellent/Good /Fair/Satisfactory/Poor
5	Name at least five faculty members whom you liked most a) b) c) d) e)	
6	Name the faculty members who you think not adequate for the job undertaken by them a) b) c) d) e)	
7	How do you rate the background material/information provided to you.	Very good /good/average/poor
8	Do you think background materials were adequate.	Yes/No
9	What are the topics which you think were quite relevant to you and were presented properly. a) b) c)	

		d) e)	
10	Which were the topics which you think were neither relevant to you not presented in a satisfactory manner:	a) b) c) d) e)	
11	The session timings were Convenient/appropriate/not appropriate		
12	The course duration was adequate/not adequate/ too long		
13	The achievement motivation training was very useful/ satisfactory		
14	The factory visit was very useful/not useful		
15	Which were the sessions you liked most? Why	a) b) c) d) e)	
16	Which were the sessions you did not like	a) b) c) d) e)	
17	The Group /personal counselling by the Consultants was-		Excellent/ Good / Satisfactory
18	The role played by the trainers/help and assistance rendered by them was		Excellent/good /satisfactory
19	The Programme was		Very good /good /satisfactory
20	How is the training imparted during the programme is likely to benefit you in future		In a very big way/in a big way /not at all
21	Your suggestions for improving the programme	a) b) c)	

22	Anything you wish to bring to our notice by way of improvement in the programme	
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=[P-GDAnnexure- XI B

REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD

- 1 Name of the Training Agency with address, Tel/ Fax/ E-mail No.
- 2 Period and place of EDP conducted
- 3 No. of Trainees
- 4 No. of trainees who have set up their Food Processing Units, indicating
 - (a) Name
 - (b) Place where the unit has been set up.
 - (c) Products
 - (d) Employment generated (directly & indirectly to be indicated separately)
- 5 No. of trainees who made efforts to set up their units but failed, with reasons therefore.
- 6 No. of drop outs, i.e. who have made no efforts to set up their FP units and reasons therefore
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REPORT OF FOLLOW UP PHASE ON COMPLETION OF 12 MONTHS PERIOD

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