

# International Executive Development Programmes **2014 - 15**



**National Institute for Micro, Small and Medium Enterprises**  
(An Organisation of the Ministry of MSME, Govt. of India)



# OUR MILESTONES



## Our Charter

The primary objective of the Institute initially was to be the trainer of trainers. Today, with the technological development and ever-changing market scenario, our involvement has also undergone changes. From being merely trainers, we have widened the scope of our activities to consultancy, research, extension, education and information services. The arrival of IT has only broadened our horizons.

## The Leap Forward

- Greater focus on research and consultancy assignments in MSME development
- Spotlighting of topical issues through conferences, seminars and workshops
- Greater attention to need based programmes
- Shift towards client driven approach and innovative interventions
- Programme evaluation studies
- Emphasis on research publications
- Empowering of the under-privileged through micro enterprises

## Achievements

- First entrepreneurship model in association with Prof. David C. McClelland
- First international training programme in Small Industry Promotion
- UNIDO's Recognition as Centres of Excellence
- Backward Area Development
- Growth Centre Approach
- Industrial Estate Planning
- Modernisation of MSMEs
- UNESCO Chair in Policy Research
- Programme on Enterprise Development and Government Effectiveness (EDGE)
- Path-breaking overseas programmes on B2B
- Vision Document on Women for Republic of Mauritius
- Project Profiles on SMEs for Republic of Mauritius
- Meeting specific training needs of State Governments
- EDPs for rationalised employees
- Research and Impact Studies on MSMEs
- Attained self-sufficiency
- Educational Programmes
- Establishment of National Resource Centre for Cluster Development (NRCD)
- Establishment of Intellectual Property Facilitation Centre for MSMEs (IPFC)
- Establishment of Resource Centre for Traditional Paintings for Handicrafts (RCTP)
- Implementation of ATI Scheme of **Ministry of Micro, Small and Medium Enterprises**, Govt. of India



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**(An Organisation of the Ministry of MSME, Govt. of India)**

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## About our Programmes

**National Institute for Micro, Small and Medium Enterprises (ni-msme)** formerly known as **National Institute of Small Industry Extension Training (nisiet)**, is an organisation of the Ministry of Micro, Small and Medium Enterprises, Government of India. With a knowledge giving approach, it is facilitating value addition to micro, small and medium enterprises (MSMEs) through training, research, consultancy, extension and information services. Its role encompasses every aspect of organisation building from the formulation, implementation of policies and strategies to providing consultancy in key areas of MSMEs, integrating the development of all sectors of economy. **ni-msme** promotes entrepreneurship and addresses the problems of enterprises, and also provides information for their use.

**ni-msme**'s activities have extended beyond the Indian shores touching almost all the developing economies around the world. The first organisation to bring together participants from abroad for training in various facets of enterprise development. **ni-msme** has trained so far more than 8,425 professionals from 140 countries since 1967. The Institute's programmes are modified from time to time taking into account the progress and potential of the developing world, which is keen to achieve faster rates of economic growth.

The academic activities of the Institute are organised by its excellent faculty, each one focusing on a particular component of MSME promotion and development. During 2014-15, **ni-msme** will offer the following 14 executive development programmes structured for various professionals in the developing countries, sponsored by the Ministry of External Affairs, Government of India, under Indian Technical and Economic Cooperation (ITEC) / Special Commonwealth Assistance for Africa Programme (SCAAP) / Afro-Asian Rural Development Organisation (AARDO) / Technical Cooperation Scheme of Colombo Plan (TCS Co Plan). These programmes are of 8 and 12 weeks duration and are phased out as follows:

### Phase - I (04 August to 24 October 2014)

1. Communication Skills in English and Promotion of Micro, Small and Medium Enterprises (EPMSMEs)
2. Communication Skills in English and Tourism and Hospitality Management (ETHM)

### Phase - II (01 September to 24 October 2014)

3. Capacity Building for providing Alternative Livelihood Opportunities for the Poor (CBALO)
4. Enterprise Development through Micro Finance (EDMF)

### Phase - III (10 November 2014 to 02 January 2015)

5. Empowerment of Women through Enterprises (EWE)
6. Innovative Strategies for SME Development (ISSD)
7. Training Methods and Skills for Managers (TMSM)
8. SME Financing – Approaches and Strategies (SMEFAS)
9. Total Quality Management & ISO 9001: 2008/14001/22000/27000 & Six Sigma (TQM)

### Phase - IV (19 January to 13 March 2015)

10. Planning and Promotion of Agro and Food Enterprises (PAFE)
11. Promotion of Micro Enterprises (POME)
12. Training of Trainers in Entrepreneurship and Skill Development (ToT-ESD)
13. Intellectual Property Rights (IPRs) and Implications for SMEs (IPRIS)
14. Tourism and Hospitality Management (THM)



## **COMMUNICATION SKILLS IN ENGLISH AND PROMOTION OF MICRO, SMALL AND MEDIUM ENTERPRISES (EPMSMEs)**

(04 August – 24 October 2014)

Duration: 12 weeks

### **Rationale**

Governments, particularly in the developing world, have been pursuing programmes to promote and assist the development of Micro, Small and Medium Enterprises (MSMEs) to accelerate economic development, to generate employment opportunities and to promote industrialisation in a dispersed manner. It is imperative that those who are engaged in this task should be facilitated to come together as often as possible to share their experiences in order to critically examine the efficacy of alternative approaches and to develop effective strategies suitable to the respective countries. India's rich experience in micro, small and medium enterprise promotion presents a welcome opportunity for professionals from developing countries to have a close look at it to evolve measures that can be adopted for strengthening programmes in their countries.

Against this background, the programme has been designed to focus on understanding the concepts and applications operating in the development and promotion of MSME projects.

To equip themselves with the above skills, efficient and effective communication skills are required among the participants. Then only the information provided can be translated into action to improve the situation in their respective countries. In fact these skills in English are lacking in some of the participating countries where English is not an official means of communication. Hence care is taken in this programme to provide such skills to the participants so that they understand the concepts clearly and translate them into a plan of action back home and meet the demands of international markets.

### **Objectives**

- Communicate effectively in English
- Develop analytical skills required for identification of industrial opportunities
- Identify various industrial possibilities based on available resources
- Share the Indian experience and that of other developing countries in the development of micro, small and medium enterprises, and
- Provide insight into the programmes and promotional techniques used to accelerate the development of enterprises

### **Content**

- Module 1** Communication abilities
- Module 2** Concept of Modern MSMEs in Developing Economies
- Module 3** Traditional Industries and Rural Enterprises
- Module 4** Industrial Infrastructure
- Module 5** Computing and Techniques of Economic Investigation
- Module 6** Cluster Development, and Self-employment Promotion
- Module 7** Entrepreneurship and Extension Methods
- Module 8** Technology, Marketing and Quality Consciousness
- Module 9** In-plant training and project work

### **Benefits to participants**

On completion of the programme, the participants will be able to: Communicate better; Understand the concept and role of MSMEs in the economic prosperity of the country; Identify gaps in industrial infrastructure with special reference to backward area development; Acquire skills in the preparation of industrial feasibility studies and application of various appraisal techniques; Upgrade skills in the areas of transfer of technology, quality standards, entrepreneurship promotion and extension, and make rational decisions in MSME promotion by experiencing the Indian scenario.

### **For whom**

The programme is meant for middle and senior level managers / officials of both private and public sector organisations, representatives from planning ministries and sectoral planning units in other ministries, government corporations, development banks and similar institutions, non-governmental agencies involved in development, planning and industrial project appraisal in developing economies would also benefit from the programme. It will also benefit those who are involved in decision-making and policy implementation for MSMEs in their regions.



## **COMMUNICATION SKILLS IN ENGLISH AND TOURISM AND HOSPITALITY MANAGEMENT (ETHM)**

(04 August – 24 October 2014)

Duration: 12 weeks

### **Rationale**

Service sector, tourism and hospitality in particular, is one of the fastest growing sectors all over the globe especially in developing countries. Its growth can be explained from the fact that the trend of providing customised services, to those who can pay, is increasing.

Developing countries have immense potential in tourism and hospitality sector and, if tapped well, can create substantial employment opportunities, contribute to micro and small enterprise growth and earn valuable foreign exchange. Unfortunately, the sector has been relatively an area of inadequate attention both from governments and the entrepreneurs. But the trend is changing continually which is evident from the fact that each year special sops are being offered by governments for this sector.

The above mentioned reasons along with the fact that **ni-msme** has the required expertise in tourism and hospitality management, prompted us to offer an international programme in Tourism and Hospitality Management.

To equip themselves with the above skills, efficient and effective communication skills are required among the participants. Then only the information provided can be translated into action to improve the situation in their respective countries. In fact these skills in English are lacking in some of the participating countries where English is not an official means of communication. Hence care is taken in this programme to provide such skills to the participants so that they understand the concepts clearly and translate them into a plan of action back home and meet the challenges of international markets.

### **Objectives**

- Communicate better in English

- Develop competent tourism and hospitality professionals for responsible and responsive leadership and provide world class service in meeting customer needs

- Develop necessary soft skills like team building, communication and human relation to deliver maximum customer satisfaction, and

- Promote setting up micro and small enterprises in tourism and hospitality sector

### **Content**

**Module 1** Communication Skills in English

**Module 2** Introduction to Tourism and Hospitality Management

**Module 3** Travel and Tourism Management

**Module 4** Hotel Management

**Module 5** Food & Beverage Management

**Module 6** Tourism and Hospitality Operations Management

**Module 7** Business Laws

**Module 8** Orientation to French

**Module 9** In-plant training and project work

### **Benefits to participants**

On completion of the training programme the participants will be able to: Understand different facets and functional areas of tourism and hospitality management; Develop skills in problem-solving approach to customers' needs in their day-to-day functions; and Develop tourism and hospitality management as a profession.

### **For whom**

Those who want to set up and manage tourism and hospitality related enterprises, executives who are instrumental in formulating and implementing tourism and hospitality projects, and consultants engaged in tourism and hospitality sector.





## **CAPACITY BUILDING FOR PROVIDING ALTERNATIVE LIVELIHOOD OPPORTUNITIES FOR POOR (CBALO)**

(01 September – 24 October 2014)

Duration: 8 weeks

### **Rationale**

Access of the poor to natural resources is essential for sustainable poverty reduction. The rural people with limited or no access to natural resources are vulnerable because they have difficulty in obtaining food, accumulating assets, and improving their standards after shocks, misfortune or natural calamities.

Poor people often have weak or indirect influence on policies that affect their livelihoods. Policies developed at the central level are often not in tune with local needs, therefore it may not enable access to the rural poor with needed resources and services. With the changes that are taking place in the external world, there has been a paradigm shift in the job/livelihood market. Poverty is no longer a rural phenomenon; increasingly we find attention being focused on the urban poor who are often the migrants. One also notices an increasing shift from agriculture to manufacturing and services sectors. It is expected that traditional sources such as agriculture will have limited potential to generate new livelihoods. Promoting livelihood in such a situation remains a challenge. Developing countries need to generate livelihood opportunities to sustain their economies.

In this regard organisations working for women development need to develop ability to conceptualise and implement appropriate livelihood interventions. They also need an understanding of socio-political environment, markets and technical systems. Micro finance has emerged as a major tool to address the issue of access to financial resources for the poor especially women. Credit is a major bottleneck and if that is taken care of then it will certainly have a positive impact on the livelihoods of the people.

### **Objectives**

- Impart knowledge about self-help group concept
- Develop skills for identifying livelihood opportunities for the poor
- Impart knowledge on role of micro finance institutions in empowering the poor through providing credit
- Provide insight into challenges and opportunities faced in providing livelihood opportunities
- Develop skills in managing livelihood projects, and
- Develop skills in resource mobilisation for livelihood initiatives.

### **Content**

- Module 1** Understanding livelihoods
- Module 2** Self-help group formation and sustenance
- Module 3** Group dynamics of SHGs
- Module 4** Opportunities in farm sector
- Module 5** Opportunities in non-farm sector
- Module 6** Role of micro finance in promoting livelihoods
- Module 7** Understanding project design and management process
- Module 8** Understanding participatory tools for project design
- Module 9** Sustainable development models
- Module 10** Issues in managing livelihood projects
- Module 11** Monitoring and evaluation systems
- Module 12** Resource mobilisation for livelihood initiatives
- Module 13** In-plant training and project work

### **Benefits to participants**

With the knowledge gained and skills developed, NGOs and other developmental agencies will be more effective in using tools and techniques for identification, selection, preparation and appraisal of livelihood opportunities, their implementation, monitoring and control.

### **For whom**

This programme would be beneficial to governmental and other developmental agencies engaged in empowering poor with alternative livelihood opportunities. Bankers and Government officials would also find this programme useful.



## **ENTERPRISE DEVELOPMENT THROUGH MICRO FINANCE (EDMF)**

(01 September – 24 October 2014)

Duration: 8 weeks

### **Rationale**

Micro finance is an important issue in the development agenda relating to the provision and delivery of credit to the poor so that poverty could be tackled by the poor themselves. Micro finance is facilitated through synergisation of thrift and credit in voluntary groups formed by poor and popularly known as self-help groups.

Micro financing institutions need to develop knowledge for bringing the financial services to a market segment that is not favoured by traditional providers of the services. The administration of micro finance through informal groups has to operate in a turbulent and dynamic environment. A high degree of internal flexibility and conceptual commitment are sought from the institutions for quick adaptation in the field situation. This orientation can be achieved through familiarisation in the prevalent best practices of micro finance and divergence in approach, based on the experiences of the other countries in the world.

Micro finance is considered to be an economic and social cohesive agent among members of SHG for attaining better living standards. Promotion of viable enterprises is an important component of the entire process of SHG promotion. It synergises the positive features of savings and credit habits to set the stage for subsequent establishment of income generating micro enterprises.

### **Objectives**

- Improve conceptual comprehension of micro finance
- Get familiarised with various practices of micro financing practices in India and other developing countries
- Enhance analytical and appraisal skills for preparation of suitable projects for income generating micro enterprises
- Sharpen the motivational skills in promoting self-help groups
- Prepare training strategies for capacity building of self-help groups, and
- Equip with skills of risk management.

### **Content**

- Module 1** Efficacy and emerging concepts and practices of micro finance and self-help groups
- Module 2** Potential survey for identification of micro enterprises
- Module 3** Preparation and appraisal of projects and bank finance for micro enterprises
- Module 4** Project monitoring and evaluation
- Module 5** Experiences of micro finance administration in developing countries
- Module 6** HRD practices for formation and sustenance of self-help groups
- Module 7** Credit rating of self-help groups
- Module 8** Organisational development strategies for networking of SHGs
- Module 9** Policy support systems and state initiatives for development of micro enterprises
- Module 10** Risk management and monitoring of micro enterprises
- Module 11** In-plant training and project work

### **Benefits to participants**

The programme is designed to benefit the participants by equipping them with the skills of

- Analysing the best practices of micro finance
- Preparation of micro finance plan covering the areas of
  - Credit delivery system
  - Motivation and capacity building
  - Monitoring and evaluation
- Enhancing the risk management orientation and improving the skills of ensuring sustenance of micro finance programmes
- Innovative approaches for future strategies in micro financing
- Profiling economics for income generating activities through micro finance
- In-depth insight into implementation through group discussions, case studies and field visits.

### **For whom**

Executives/field officials of micro finance institutions and banks, officials of Govt. departments engaged in policy making & extension services for rural development/poverty alleviation programmes, non-governmental organisations promoting SHGs, academicians pursuing studies in micro finance and self-help groups.





## **EMPOWERMENT OF WOMEN THROUGH ENTERPRISES (EWE)**

(10 November 2014 – 02 January 2015)

Duration: 8 weeks

### **Rationale**

Entrepreneurship has been recognised world over as the engine of economic change. Developing economies are increasingly tending towards small enterprise promotion. However, little effort has been made on developing entrepreneurship among women. The socialisation patterns in many countries, domestic roles and responsibilities largely preclude their thinking and behaving in an entrepreneurial way. Therefore, any effort aimed at economic advancement of women must include entrepreneurship development as a significant tool of their empowerment. The process of developing women as entrepreneurs, hence, should call for due recognition, and efforts should be directed at helping women reorganise their priorities to facilitate the transformation of their roles.

**ni-msme** has vast experience in the areas of entrepreneurship research and training. In fact, the present massive EDP movement in the country began at **ni-msme** with the pioneering research and action programme of Prof. David McClelland of Harvard Business School along with the Institute's researchers. The Institute is now dovetailing this rich experience for women enterprise promotion to meet the emerging needs of a changing situation and shift in policy focus.

### **Objectives**

Appreciate problems and prospects of women entrepreneurship

Develop and strengthen entrepreneurial qualities in women

Identify suitable enterprises for women

Understand the role of institutional agencies, and voluntary organisations serving the cause of entrepreneurship in general and women entrepreneurship in particular, and

Formulate and implement various developmental programmes for women entrepreneurs.

### **Content**

**Module 1** Achievement motivation training

**Module 2** Entrepreneurship development

**Module 3** Women entrepreneurship

**Module 4** Identification and selection of entrepreneurs

**Module 5** Gender issues

**Module 6** Enterprises for women

**Module 7** Business counselling

**Module 8** Project feasibility

**Module 9** In-plant training and project work

### **Benefits to participants**

Completion of the training programme would enable the participants in a position to: Perform the multi-dimensional role of motivator, trainer, counsellor, technical adviser and administrator; Design curriculum for training women entrepreneurs; Identify enterprises suitable for women; Help entrepreneurs in setting up and running enterprises.

### **For whom**

Officials from financial institutions, commercial banks, government departments and non-government organisations charged with the responsibility of formulating and implementing entrepreneurship development programme for women



## **INNOVATIVE STRATEGIES FOR SME DEVELOPMENT (ISSD)**

(10 November 2014 – 02 January 2015)

Duration: 8 weeks

### **Rationale**

In most of the developing countries, small and medium enterprises (SMEs) play major role in the economic development and social life of the people. Further they provide employment for a large number of population and accounts for development of value addition through knowledge creation and innovation. Hence the Governments across the globe are giving due importance for this sector and continuously supporting by designing and implementing number of schemes and programmes for their sustainable development. But in the current scenario, SME sector in many developing economies is facing numerous problems which call for innovative strategies.

Globally, many developing nations are focusing on various strategies for SME development. The group approach, skill development, public private partnership and business incubation are prominent among them. The analysis of such strategies would help to design some other new strategies.

ni-msme, with its vast experience in research, training and consultancy in the area of SME development, offers this eight-week training programme for the executives of various developing countries who are involved in promotion and development of SME sector.

### **Objectives**

- Share the experiences in development of SME sector
- Scan policies and programmes of participating countries vis-à-vis India
- Identify key institutions/organisations and their role in development of SME sector
- Impart skills and knowledge for designing innovative approaches for SME development, and
- Help the participants to design innovative strategies suitable for their respective countries

### **Content**

- Module 1** Role of SMEs in Economic Development
- Module 2** Institutional Support in Entrepreneurship/Enterprise Development
- Module 3** Policies & Programmes for SME Development
- Module 4** Implementation & Evaluation of Government Schemes
- Module 5** Strategies for SME Development viz., Skill Development, Technology Transfer, Public-Private Partnership, Entrepreneurship, Industry Institution Interaction, Business Incubation and Innovation, Clusters
- Module 6** Interactions with Governmental/Non-Governmental Organisations
- Module 7** In-plant training and project work

### **Benefits to the participants**

The participants would be able to assist their respective countries in designing and implementing innovative strategies for SME development. They would also be in a position to help the practising entrepreneurs/institutions/organisations/NGOs in implementation of various strategies.

### **For whom**

The programme would be useful to the senior and middle level Government officials, SME Consultants, NGOs, and other development executives including financial institutions / Corporations.



## **TRAINING METHODS AND SKILLS FOR MANAGERS (TMSM)**

(10 November 2014 – 02 January 2015)

Duration: 8 weeks

### **Rationale**

The role of a manager is to create an environment in which people perform at an optimum standard in the pursuit of organisation's goals. Training in managerial jobs is a process of imparting new knowledge and developing skills, attitudes and values in managers in order to make them effective and efficient in their job through instruction, practice and demonstration. Training is an essential element of organisational interventions for management development, which in turn contribute to organisational development.

While the need for training is ever increasing, the paucity for effective trainers is widely evident in many a training organisations of the developing countries. Experiential Learning is widely applied in training, particularly for management and trainer training. Experiential Learning is precisely what the name implies, learning from experience. The aim of this programme is to develop professional trainer skills among managers, so that they could function as managers of different training programmes, and to train executives who can manage the training function in different organisations.

### **Objectives**

After completion of the training, the participants will be able to assess the training needs and draw training policy and plan for their organisations.

Design and conduct training programmes.

Plan curriculum based on the training needs.

Apply different training techniques to a given learning situation, and

Describe criteria for evaluation of training programmes.

### **Content**

- Module 1** The training policy, plans and resources
- Module 2** Training function in organisations and approaches to training
- Module 3** Training needs assessment
- Module 4** Curriculum development and training infrastructure
- Module 5** Training methods and skills
- Module 6** Counselling and mentoring
- Module 7** Training techniques for management development
- Module 8** Designing and organising outbound activities
- Module 9** E - learning
- Module 10** Evaluation of training
- Module 11** In-plant training and project work

### **Benefits to participants**

Learning solutions to problems that the participants face on the job; get insight into the application of Experiential Learning Technique; Opportunity for sharing experience with their counterparts from different countries; Become effective trainers.

### **For whom**

Trainers of management training and development institutions, managers/coordinators of training activity in industrial establishments, executives in consultancy firms, small business promotion organisations, financial and educational institutions and persons who are directly or indirectly connected with management of training function



## **SME FINANCING - APPROACHES AND STRATEGIES (SMEFAS)**

(10 November 2014 – 02 January 2015)

Duration: 8 weeks

### **Rationale**

Small and medium enterprises play a key role in the economic growth of any country. Creation of employment opportunities, equal distribution of income, balanced regional development, containing inflation, etc., take place through SMEs. They have an edge in terms of low investments, gestation period, cost of operations, and operational flexibility resulting in opportunities for creation of enterprises.

SMEs need to be given fillip by the government, more so in developing countries, because of their contribution to production and exports on one hand; low equity base and high employment potential on the other. While agriculture and industry form the base of an economy, facilitating transport, trade and services smoothen business operations. Therefore, these elements structure the core of SMEs.

SMEs utilise local resources and therefore need promotion, financing, development, etc., of this segment. Such an effort did encourage SMEs to grow significantly to the extent of self-sufficiency and contributing to exports. This pre-supposes provision of timely and adequate financial assistance to ensure their start up, sustenance and growth. Financial sector has to be suitably integrated with the process of industrialisation by periodically reviewing and bringing in reforms. This enables to cope with changes, credit policy and operational procedures in sanction/conduct of financing activities of banks and financial institutions. Thus, the development banking gains much significance and is considered as proactive to SME financing, affording identification of enterprise opportunities, promotion of entrepreneurship and ensuring free flow of credit to aspiring entrepreneurs. The objective is to ensure that the fruits of development percolate down to vast majority of needy entrepreneurs, preferably to the poorer sections of the community. Financial assistance to SMEs can be direct and indirect, besides credit supplementation.

At the micro level, scientific approach of project formulation and appraisal are necessary to assess credit needs of projects due to a shift from security oriented to need based and growth oriented approach on the part of lending agencies. The banks and financial institutions, while lending, have to envisage sympathetic and liberal approach towards the needs and problems of enterprises. Rigorous supervision and follow-up of credit ensure proper end-use of funds, besides timely recovery to maintain the pace of funds flow at the lending institution. Prevention and revival of sick enterprises assume further importance in this context, to ensure a healthy economy, in the nation's development process.

### **Objectives**

Formulate methodologies for vitalisation of financial sector in conformity with developmental plans.

Understand the concepts of development banking.

Improve operational skills to assess credit requirements of borrowers, scrutinise and appraise loan proposals, and

Develop suitable systems of supervision and follow-up to ensure proper utilisation of funds by the borrowers, and prompt recovery.

### **Content**

**Module 1** Introduction to Financial Sector

**Module 2** Development Banking

**Module 3** Schemes of Financing

**Module 4** Project Formulation and Appraisal

**Module 5** Supervision and Follow-up of Advances

**Module 6** Sick Enterprises

**Module 7** In-plant training and project work

### **Benefits to participants**

On completion of the programme participants will be able to: Formulate development banking methodologies; Suggest improvements in the financial sector; Formulate strategies for marketing financial services; Scrutinise loan applications thoroughly and prepare comprehensive appraisal reports; Supervision of credit to ensure proper end-use of funds, recovery and prevention of sticky advances; and Diagnose sick enterprises and formulate viability norms for rejuvenation of such enterprises.

### **For whom**

Executives/field officials of financial institutions, banks, government departments engaged in promotion and development of SMEs.





## **TOTAL QUALITY MANAGEMENT & ISO 9001: 2008/14001/ 22000/27000 & SIX SIGMA (TQM)**

(10 November 2014 – 02 January 2015)

Duration: 8 weeks

### **Rationale**

Total Quality Management (TQM) is a continuous endeavour aimed at perfection in turning out products and services, which contribute to enhancing customer satisfaction. It is a comprehensive approach encompassing all areas of operations of an organisation from design, production and service to finance and administration. Thus, TQM practice allows precise pre-planning and systematic analysis.

An organisation is recognised as one of the total quality organisations if it adopts Quality Management System (QMS) in its routine functions, quality norms and standards set at ISO 9000/14000 and TS 16949/OHSAS 18001/SA 8000/ISO 22000/27000 which enable the organisation to maintain consistent quality in its production and service. This system creates a conducive culture wherein all improvements are endogenous to the organisations.

### **Objectives**

Understand the mechanism of adoption, monitoring and institutionalisation of Total Quality Management (TQM) in organisations, and

Gain insight into procedural aspects of obtaining certification of ISO 9001 / 14001 & SA 8000 to get familiar with the methodology of launching TQM; to help assess enterprises through Malcolm Baldrige / other Assessment Awards of TQM & Six Sigma

### **Content**

- Module 1** Concept of Quality in the emerging scenario of TQM
- Module 2** Role of participatory culture in TQM
- Module 3** Role of Quality Circles in TEI
- Module 4** Role of continuous improvement - KAIZEN
- Module 5** Statistical Quality Control (SQC) tools and Six Sigma
- Module 6** Problem analysis tools usage (old & new seven tools)
- Module 7** Role of Quality Costs
- Module 8** Role of standardisation in TQM ISO 9001/ 14001/SA8000/ BS7799/TS16949/HACCP/ ISO 22000/27000
- Module 9** Step by step approach to ISO 9001:2008/14001: 2004
- Module 10** Auditing & documentation in ISO 9001:2008/14001:2004
- Module 11** Procedure for certification process
- Module 12** Role of surveillance audits in certification
- Module 13** In-plant training and project work

### **Benefits to participants**

The programme enhances the managerial skills of the participants to plan and launch TQM in their functional areas. Preparation of a project report based on suitable data and analysis, which form the initial plan process is the precise outcome of the programme.

### **For whom**

Executives from Government and quasi-government organisations committed to programmes of Quality Assurance, executives from development financial institutions/ commercial banks, management consultants, 'Quality' coordinators, doctors, domestic (product), national and international standards personnel, researchers, trainers/teachers and all executives involved in Quality Management for Industry, Business and Service sectors



## **PLANNING AND PROMOTION OF AGRO AND FOOD ENTERPRISES (PAFE)**

(19 January - 13 March 2015)

Duration: 8 weeks

### **Rationale**

Industry and agriculture together foster the economic growth of any country, if only the backward and forward linkages are harnessed effectively. Agriculture sector being the major sustenance of a developing country, proper planning and promotion of agro and food processing is vital to the economy and should deserve the necessary policy and service support. Once there is a surplus of agriculture produce, automatically the industrial activities will develop and over a period, it leads to export of products manufactured from agro resources. This being one of the basic resources, sustainable enterprises are to be promoted in this sector to improve the market potential of most of the developing countries. This has become necessary in the present context of globalisation as expanding trade can be a dynamic factor in any country's development process.

The promotion of agro and food enterprises helps considerably in the development of technical know-how and skills, which are an indispensable source of technological progress. This provides an opportunity to learn from the achievement and the failures of the advanced countries. Selective and judicious Technology Transfer and adaptation can act as an excellent stimulus for speedy economic development. The need for promotion of this sector is to meet the import of industrial requirements, enhance the export oriented agro and food products and maintain trade balance.

### **Objectives**

- Get acquainted with various industrial possibilities from the available agro and allied resources,
- Sharpen professional skills to formulate and appraise agro and food projects,
- Gain exposure to agro and food products and international quality standards for trade and exports, and
- Gain from Indian experience to evolve suitable action plans for stimulating growth of agro and food enterprises in back home situation.

### **Content**

- Module 1** Rationale of agro and food processing enterprises
- Module 2** Planning of various agro and food enterprises based on resources
- Module 3** Promotion of agro and food-based enterprises
- Module 4** Technology transfer and its implications
- Module 5** Project feasibility and appraisal techniques
- Module 6** In-plant training and project work

### **Benefits to participants**

Exposure to several agro and food enterprises; and observing technologies at work in agro and food-processing sector during the programme would be of immense use to the participants. The participants would be able to assist effectively their respective countries to strengthen the action plans for stimulating the growth of agro and allied enterprises with their in-depth knowledge gained from the programme in respect of choice of technology, channelising it from lab to land and in preparation of business plans.

### **For whom**

Middle and senior level executives from government departments, ministries, development banks and corporations engaged in policy formulation, planning and project appraisal, and financing of agriculture and agro industries, besides agro and food enterprise entrepreneurs



## **PROMOTION OF MICRO ENTERPRISES (POME)**

(19 January – 13 March 2015)

Duration: 8 weeks

### **Rationale**

Employment generation and poverty alleviation are the two major issues before the Government of every developing country. Since agriculture can no longer absorb the gainful employment needs of the growing population, the occupational transfer to secondary and tertiary sectors has become inevitable. The concept of income generation by economically weaker sections of society through setting of micro enterprises is slowly but steadily gaining momentum in all these countries. India has a remarkably successful record of servicing the targeted groups such as the educated unemployed, tribes, ex-servicemen, the physically challenged and women through special programmes and support services. Justifiably, India looks forward to opportunities to share its experiences with other developing countries.

### **Objectives**

- Identify suitable income generating activities requiring low investment, matching the skills of target groups
- Understand the techniques of promoting micro enterprises among various target groups, and
- Acquire skills to monitor programmes of micro enterprise promotion, implementation and management.

### **Content**

- Module 1** Policies and programmes of micro, small and medium enterprises
- Module 2** Planning for micro enterprises
- Module 3** Support mechanism needed for development of micro enterprises
- Module 4** Human resource development
- Module 5** Entrepreneurship development
- Module 6** Product feasibility studies
- Module 7** Project appraisal techniques
- Module 8** In-plant training and project work

### **Benefits to participants**

The programme helps the participants to enhance skills in planning for micro enterprises promotion, implementation and monitoring against the backdrop of Indian experience.

### **For whom**

Personnel associated with policy formulation, planning, promotion and development of micro enterprises and income generating activities in government, non-governmental and voluntary organisations devoted to weaker sections



## **TRAINING OF TRAINERS IN ENTREPRENEURSHIP AND SKILL DEVELOPMENT (ToT-ESD)**

(19 January – 13 March 2015)

Duration: 8 weeks

### **Rationale**

In many developing countries, youngsters remain unemployed and continue to search for employment. Some are chronically unemployed, while others become underemployed due to seasonal fluctuations in the labour market. Promoting entrepreneurship is identified as one of the principal strategies for solving the problem of unemployment and underemployment. Due to structural changes in many economies, the existing skill of people in general and youth in particular are inadequate to meet the continuously changing skill demands of market place. As up gradation of the existing level of skills and imparting new skills has been recognised as an important task for the promotion of entrepreneurship and hence there is a need to make significant investments in skill development. To meet the massive skill requirements, the Government or the private sector will not be independently able to meet the funding required for the skill initiative. There is thus the need for development of partnerships among the government, public and private sector in skill development.

The government and various industrial promotion and support institutions have been making considerable effort to facilitate the process of emergence of new entrepreneurs for setting up micro, small and medium scale enterprises in this sector through developing skills to start their own enterprises. These efforts include attractive schemes of subsidies and incentives for youth entrepreneurship programmes and support in technical, marketing, purchases, training. Unfortunately, all these efforts are not making any impact to the extent desired in terms of promoting entrepreneurship as there is a huge dearth of trainers in this field.

**ni-msme**, with two decades of experience in conducting Entrepreneurship and Skill development programmes, proposes to organise **Training of Trainers in Entrepreneurship and Skill Development (ToT-ESD)**.

### **Objectives**

- To impart knowledge on the entire process of entrepreneurship development
- Develop skills in organising Entrepreneurial Motivation Training Laboratory (EMTL)
- To understand the current initiatives taken by Government to address skill requirements to start their own enterprises
- To examine the role of technical institutions in implementing skill development programmes
- To identify the requirements of skill development in sunrise sectors like computer related services, pharma, food processing, construction, waste management and public utility management services
- Develop skills in designing curriculum based on training needs, and
- Develop counseling skills required to provide post training follow-up and escort services.

### **Content**

- Module 1** Achievement Motivation Training
- Module 2** Entrepreneurship development process
- Module 3** Government initiatives for skill development
- Module 4** Skill training and creation of self-employment ventures
- Module 5** Identification of skill requirements for various sectors in MSME sector
- Module 6** Schemes for promotion of skill development
- Module 7** Role of Government/NGOs/ technical institutions in implementing skill development programmes
- Module 8** Identification of Business Opportunities
- Module 9** Project Feasibility
- Module 10** Enterprise management
- Module 11** In-plant training and project work

### **Benefits to Participants**

With the knowledge gained and skill developed, the participants shall be able to perform their role effectively as counselor, motivator and trainer in developing skill and promoting entrepreneurship among various target groups.

### **For whom**

This programme would be beneficial to Governmental/ non-Governmental developmental agencies, bankers, technical institutions and financial institutions involved in promotion of entrepreneurship through skill development.





## **INTELLECTUAL PROPERTY RIGHTS (IPRs) AND IMPLICATIONS FOR SMEs (IPRIS)**

(19 January – 13 March 2015)

Duration: 8 weeks

### **Rationale**

With the onset of the universal recognition of intellectually created output as property and the trend of its increasing contribution in the production of goods and services, management of Intellectual Property (IP) assumes both urgency and significance. This becomes even more so as valuations of IP are soaring with concomitant increase in litigation as well.

With the emergence of WTO of which developing countries are members, majority of the countries are keenly pursuing the policy of liberalisation and globalisation to enable industry to grow in a healthy and competitive environment. The TRIPS and TRIMS regime has become fully operative from 01 January, 2005 and for the experts in the field of IPR the demand is increasing.

There are two kinds of implications of IPRs for SMEs. Firstly, the IPR of a small enterprise may be usurped by somebody and so it stands to lose if it is not enabled to protect its IPRs. Secondly, knowingly or unknowingly, a small enterprise may infringe on others IPRs if it does not possess knowledge of it. But as the law says, ignorance is no excuse. Hence the need to convert intellectual abilities into intellectual properties carrying appropriate rights

Once an intellectual property (IP) is created or acquired, it needs to be managed to generate financial returns to its full potential including its protection from being usurped by others. Accordingly, the proposed programme coverage includes such aspects as the concept of intellectual property and rights over it, the utility and importance, the documentation and procedures for effective application.

ni-msme has been conducting number of national and international training programmes in the field of IPRs for different interest groups over the past six years. Based on the accumulated experience, the present programme is designed to share this experience with other developing countries.

### **Objectives**

- Impart adequate Knowledge to the participants in different aspects of intellectual property
- Develop the necessary skill sets for effectively managing intellectual property, and
- Enable the participants to provide guidance/support in the domain of IPRs to SMEs

### **Content**

- Module 1** Concept, characteristics and context of intellectual property
- Module 2** Issues involved in IP management: An overview
- Module 3** IP info as a resource
- Module 4** IP components: Patents, Trade Marks & Service / Collective Marks, Copyrights, Industrial Designs, Geographical Indications and Trade Secrets
- Module 5** IP commercialisation and deployment
- Module 6** IP valuation
- Module 7** IP taxation
- Module 8** IP litigation
- Module 9** In-plant training and project work

### **Benefits to participants**

The participants will be able to take up responsibilities in all aspects pertaining to IPRs in their organisations

### **For whom**

Policy makers and implementers, lawyers, managers, accountants, scientists and technologists, trainers, consultants, facilitators and government officials engaged in the domain of intellectual property creation, management and enforcement.



## **TOURISM AND HOSPITALITY MANAGEMENT (THM)**

(19 January – 13 March 2015)

Duration: 8 weeks

### **Rationale**

Service sector, tourism and hospitality in particular, is one of the fastest growing sectors all over the globe especially in developing countries. Its growth can be explained from the fact that the trend of providing customised services, to those who can pay, is increasing.

Developing countries have immense potential in tourism and hospitality sector and, if tapped well, can create substantial employment opportunities, contribute to micro and small enterprise growth and earn valuable foreign exchange. Unfortunately, the sector has been relatively an area of inadequate attention both from governments and the entrepreneurs. But the trend is changing continually which is evident from the fact that each year special sops are being offered by governments for this sector.

The above mentioned reasons along with the fact that **ni-msme** has the required expertise in tourism and hospitality management, prompted us to offer an international programme in Tourism and Hospitality Management.

### **Objectives**

- Develop competent tourism and hospitality professionals for responsible and responsive leadership and provide world class service in meeting customer needs
- Develop necessary skills to deliver maximum customer satisfaction, and
- Promote setting up small enterprises in tourism and hospitality sector

### **Content**

- Module 1** Introduction to Tourism and Hospitality Management
- Module 2** Travel and Tourism Management
- Module 3** Hotel Management
- Module 4** Food & Beverage Management
- Module 5** Tourism and Hospitality Operations Management
- Module 6** Business Law
- Module 7** Orientation to French
- Module 8** In-plant training and project work

### **Benefits to participants**

On completion of the training programme the participants will be able to: Understand different facets and functional areas of tourism and hospitality management; Develop skills in problem-solving approach to customers' needs in their day-to-day functions; and Develop tourism and hospitality management as a profession.

### **For whom**

Those who want to set up and manage tourism and hospitality related enterprises, executives who are instrumental in formulating and implementing tourism and hospitality projects, and consultants engaged in tourism and hospitality sector.

## GENERAL INFORMATION

### Methodology

The training approach and tools deployed are typically interactive, designed to facilitate participative learning. Discipline-specific theme papers as background material set the tone for introspective learning. Lecture-cum-discussions and case studies form major tools. Inclusion of field study visits and in-plant studies in the curriculum ensures an appropriate mix of theory with practice. Renowned subject experts and experienced field level functionaries form the core resource faculty.

### Medium of Instruction

The medium of instruction is **English**. Adequate knowledge of English is necessary for effective participation in the programme.

### Field Visits and Study Tour

Participants will be taken on field visits, and study tour for about ten days to various organisations both within and outside Hyderabad.

### Material for Exchange of Information

For effective and purposeful contribution to discussions among the participating countries, each participant is required to bring with him/her the following information / items applicable to his/her country:

- Basic data about policies, programmes and status of MSMEs

- Information about the support institution / organisation / agencies for promoting MSME sector

- National Flags (one in smaller size for desk top use and the other in normal size)

- Participants are also advised to bring with them their national costumes, audiovisuals and materials which they wish to share with their fellow participants during seminars, cultural evenings, and other social occasions.

### Participants' Assignment

Each participant is required to submit a report on a broad aspect of MSME promotion and to indicate as to how the knowledge acquired would be utilised in his/her back home situation.

### Certificate

Each participant will be given a certificate on successful completion of the programme with satisfactory record of attendance and performance.

### Venue

The programmes will be organised at **ni-msme** campus, which is 35 km away from the Hyderabad International Airport (Shamshabad). Hyderabad city is well connected by rail, road and air with all metro cities of India.

The Institute is located near Yousufguda Police Check-Post in the west of Hyderabad city. Participants will be received at the airport if a request is made in advance indicating confirmed arrival timings.

### Climate

Hyderabad city is situated in the Deccan Plateau and has varied climate conditions. December and January are cold with night temperature of 10°C. During July - December the maximum temperature ranges from 20°C to 30°C and during February and March the maximum temperature varies between 25°C and 31°C.

### How to Apply for ITEC/SCAAP/TCS Co Plan

**ni-msme** by itself does not fund participation in any of the international programmes. The assistance offered through Govt. of India Fellowships is made available under ITEC/SCAAP/TCS Co Plan and AARDO, by the Ministry of External Affairs, Govt. of India.

- Indian Technical and Economic Cooperation (ITEC)

- Special Commonwealth Assistance for Africa Programme (SCAAP)

- Technical Cooperation Scheme of Colombo Plan (TCS Co Plan)

- Afro-Asian Rural Development Organization (AARDO)

Details regarding fellowship awards are available with the Ministry of External Affairs, Govt. of India. The intending applicants or their organisations may contact the High Commission / Embassy of India accredited to the country. Interested officials should apply in the prescribed form (duly available with the respective Indian Missions or at the website of the Ministry of External Affairs, Government of India - <http://itec.nic.in> for download and use), through their own Ministries / Departments, who will recommend the application to the Indian High Commission or the Embassy Resident in the country.

### Eligibility

Employees and officials of the Government departments, public sector enterprises, banks and other financial institutions, NGOs promoting enterprises are eligible to apply for scholarship under ITEC/ SCAAP and TCS Co Plan.

Upon selection, the details of the scholarship may be ascertained from the Indian Embassies and High Commissions authorities.

Nominees, who cannot be accommodated due to limited number of available Government of India fellowships, may also participate in the training programmes as self-financing sponsored by their organisations or assisted through international fellowships. In these cases they may contact the Registrar, **ni-msme**, Yousufguda, Hyderabad-500 045 (India) or [registrar@nimsme.org](mailto:registrar@nimsme.org) / [registraroffice@nimsme.org](mailto:registraroffice@nimsme.org), for further particulars.

### Fellowship details

The scholarship covers the to and fro international airfare, tuition fee, accommodation, medical and health care and out of pocket expenses after deducting ₹ 300/- per day towards boarding charges at **ni-msme** from the Living Allowance of ₹ 25,000/- per month paid by the Govt. of India. Thus the net amount entitled by the nominee would be around ₹ 16, 000/- per month as out of pocket allowance. As the fellowship under Govt. of India may not suffice to meet the expenses on special dietary needs, shopping, etc., nominees are advised to bring extra foreign exchange.

More details regarding entitlement of allowances under ITEC/SCAAP/TCS Co Plan can be had from the respective Indian Missions in their countries.

The sponsoring Governments are required to pay to their nominees supplementary allowance to meet personal expenses during training as per their respective levels and practices.

**The fellowships of the Government of India do not provide for reimbursement of any expenses incurred in transit for joining the Institute and while leaving.** The sponsoring government may also have to pay to meet the transit expenses, etc., that will be incurred by the nominee.

### Sundry

Participants are advised to carry private funds to cover expenses for contingencies and enforced halts, long distance telephone calls, sight seeing, etc. The Government of India fellowship by its nature does not cover such contingencies.

### Visa and other particulars

Before coming to India the participants should obtain a valid visa for the period of the programmes from the Indian Mission. Immediately after the completion of the programmes, the participants are required to go back to their own countries and cannot travel to any other destination.

No excess baggage coupons/vouchers will be given under the fellowship or by **ni-msme**.

### Selection

The Government of India with **ni-msme** will select the participants from the applications received. After the selection has been made, the same would be communicated by fax / e-mail to the Indian Mission concerned, who will confirm the candidate's agreement by return fax / e-mail.

### Accommodation

Arrangements for proper Guest Room / hotel accommodation (**on twin sharing basis**) will be made by **ni-msme**.

### Guidelines (Dos and Don'ts) to the participants

The following information is meant for participants undergoing training at **ni-msme** to help/facilitate smooth functioning of the training:

The participants are requested to follow the rules and regulations of the Institute.

Participants are expected to be sociable and courteous with co-participants, faculty and the staff of **ni-msme**.

Participants are requested to adhere to the timings of training schedules, mess, computer lab and field visits.

The Library is open till 22.00 hrs for reference. Participants, during their stay at **ni-msme**, are advised to take advantage of the Library facility.

All the programmes are residential at **ni-msme**. Therefore, the participants who go out should return before 22.00 hrs. If they receive any guest during their stay, they are requested to bring the particulars of their guests to the notice of the Rector in advance; also, the visitors are allowed only till 20.00 hrs.

**Participants are required to wear respectable dress in the ni-msme while they are attending the class room sessions, conference, and field visits.**

**Attending all classes as per the training schedule or as arranged by the Programme Director from time to time is compulsory.** Based on the attendance his/her allowances will be claimed by the Accounts department as per the guidelines and norms of the Institute.

If the participant is unable to attend the class, he/she must seek prior permission in writing from the Programme Director.

Since all **ni-msme** programmes are executive development programmes, we expect the participants to keep the campus clean and make the ambience good.

The classes will be held from Monday to Friday. All Saturdays and Sundays are holidays and may be utilised by participants for completing their assignments/project work.

Out of participants' allowance of ₹ 25,000/- per month provided under fellowship, a nominal amount of ₹ 300/- per day will be deducted towards his/her boarding expenses at **ni-msme**.

The participants are requested to hand over their tickets and passports to the Institute on the first day of the course. This is required for submission to the immigration authorities at Hyderabad. The passports will be returned after necessary formalities are completed. **The air tickets will be kept with the Institute for re-confirmation and will be returned to the participants on the valedictory day of the training programme.**

Under any circumstances, the nominees are not supposed to leave India before conclusion of respective programmes.

If the participant wishes to go outside Hyderabad on any emergency, he/she must deposit **with the Institute a No Objection Certificate addressed to the Ministry of External Affairs, New Delhi, issued by his/her respective Embassy in New Delhi.**

All the participants will be provided with identity cards for their internal movements during their stay in India.

It is presumed that the participants would bring valid passports for the entire duration of the training programme. **In case, any participant's visa is not valid for the period, it should be brought to the notice of the Asst. Registrar immediately for necessary action.** For this purpose, the necessary visa extension charges will have to be borne by the participant concerned.



ITEC/SCAAP Form for the year 2014 - 15

GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) /  
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME (SCAAP)  
AND TECHNICAL COOPERATION SCHEME OF COLOMBO PLAN (TCS CO PLAN)  
(Application for the courses fully funded by the Ministry of External Affairs,  
Government of India)

Please read the instructions carefully before applying

APPLICATION FORM

PART- I

Photo  
3 x 4 cm

Nationality : \_\_\_\_\_ Name of Course: \_\_\_\_\_  
Institute : \_\_\_\_\_ Commencing :  
From 

--	--	--	--	--	--	--	--

 to 

--	--	--	--	--	--	--	--

  
DD / MM / YYYY DD / MM / YYYY

1. Personal Particulars

Name(s) : \_\_\_\_\_  
Surname : \_\_\_\_\_  
Sex (tick one) : MALE / FEMALE  
Marital Status: \_\_\_\_\_  
Date of Birth : \_\_\_\_\_  
Date - Month - Year  
Passport No.: \_\_\_\_\_ Date & Place of issue : \_\_\_\_\_ Valid till : \_\_\_\_\_

	Office	Residence
Address		
Tel. Nos.		
Mobile / Cell		
Fax		
E-mail		
Special Dietary needs, if any		

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

	Official Contact	Personal / Family Contact
Name		
Address		
Tel Nos		
Mobile /Cell		
Fax		
E-mail		

**Educational Qualification(s)**

Degree / Diploma / Certificates	Year	Name of Educational Institution
1		
2		
3		
4		

**Professional Qualification(s), if any**

Professional Qualification(s)	Year	Name of the Institution
1		
2		
3		
4		

**2. Details of Employment/Profession (current & previous)**

Name of Employer / Department / Company	Position	Period	Description of Work

**Are you an employee of: (Mark the appropriate box)**

a. Government	<input type="checkbox"/>	b. Semi-government/Parastatal	<input type="checkbox"/>
c. Private company	<input type="checkbox"/>	d. Self-employed	<input type="checkbox"/>
			e. Others <input type="checkbox"/>

**Details of present employer**

Name / address	:	_____
		_____
Tel. No.	:	_____
E-mail	:	_____



**3. Have you ever attended a course sponsored by the Government of India? (Mark one)**

Yes

No

(i) If answer to 3 is yes, details of the Course \_\_\_\_\_

**4. Details of Course(s) attended, if any, outside your country:**

Country	Course Details & Duration	Year	Sponsor/Programme

**5. Please describe in your own words (about 100 words)**

(a) Qualification/experience in the related to the course applied for; &

(b) Reason (s) for applying for this training course.

--

**6. Certification of English language proficiency (by Indian Mission/Designated Authority)**

	Good	Basic	Remarks
Spoken			
Written			

Mother tongue / Native language: \_\_\_\_\_ / Other language(s), if any: \_\_\_\_\_

English Language test administered by:

Name & Address : \_\_\_\_\_ Tel. No. : \_\_\_\_\_

\_\_\_\_\_ E-mail : \_\_\_\_\_

\_\_\_\_\_ Signature with date : \_\_\_\_\_

\_\_\_\_\_



## MEDICAL REPORT

**(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)**

(i) Name of the Applicant:	
(ii) Age:	
(iii) Sex: (Male / Female)	
(iv) Height (cm):	
(v) Weight (kg):	
(vi) Blood Group:	
(vii) Blood Pressure:	

1. Is the person examined in good health at present?
2. Is the person examined physically and mentally able to carry out intensive training away from home?
3. Is the person free of infectious diseases (HIV/AIDS, tuberculosis, trachoma, skin diseases, etc.), Yellow fever (in case of people coming from that region or as laid out in WHO Regulations).
4. Does the person examined have any medical condition or defect which might require treatment during the course?
5. List of any observed abnormalities indicated in the chest X ray.

**I certify that the applicant is medically fit to undertake a training course in India.**

Name of Doctor/Physician : \_\_\_\_\_

Registration No. : \_\_\_\_\_

Address of Clinic / Hospital \_\_\_\_\_

City / Town : \_\_\_\_\_

Telephone : \_\_\_\_\_

E- mail: \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Doctor/Physician: \_\_\_\_\_ Seal of Clinic/Hospital : \_\_\_\_\_



## IMPORTANT NOTICE

- Please read the form carefully. The application will be automatically rejected if any column is inaccurate, incomplete or blank.
- Declaration by the candidate and the recommendations from the employer, if any, are compulsory pre requisites.
- Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.
- Female candidates are hereby informed that they will not be allowed to join the Course if they are in family way before leaving for India.

### UNDERTAKING BY THE APPLICANT

I, \_\_\_\_\_  
(Name, Middle name, Family name)  
of (country) \_\_\_\_\_ certify that the information provided by me in this form is true, complete and correct.

#### **I also certify that :-**

- (i) I have read the course brochure and that I am aware of the course contents and living conditions in India.
- (ii) I have sufficient knowledge of English to participate in the training programme.
- (iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- (iv) I have not attended any programme previously, sponsored by the Government of India.
- (v) I have not applied for or am not required to attend any other training course/conference/meeting etc., during the period of the course applied for.

If accepted for the ITEC / SCAAP / TCS Co Plan training programme, I undertake to:

- (a) Comply with the instructions and abide by the rules, regulations and guidelines as may be stipulated by both the nominating and the sponsoring Governments in respect of the training;
- (b) Follow the full and complete course of study or training and abide by the rules of the University/Institution/ Establishment at which I undertake to study or undergo training;
- (c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- (d) Refrain from engaging in political activity, or any form of employment for profit or gain;
- (e) Return to my home country at the end of the course of study or training;
- (f) I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

**For lady participants: - I confirm that I will not travel to India to attend the Course I have applied for if I am in the family way.**

Date:

Place:

(SIGNATURE OF THE APPLICANT)

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

\* Details of the course are on the website of the Institute or can be obtained from them by e-mail.

## PART – II

### To be completed by the authorized official of the Nominating Government/Employer

I, \_\_\_\_\_ on behalf of the Government  
of \_\_\_\_\_ certify that:

- (a) I have examined the educational, professional and other certificates quoted by the nominee in Part – I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease such as HIV/AIDS and yellow fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.
- (c) The nominee has adequate knowledge of spoken and written English to enable him/her to follow the course of training for which he/she is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP/TCS Co Plan, training facilities earlier in India.

I nominate Mr./Mrs./Miss \_\_\_\_\_ on behalf of the  
Government of \_\_\_\_\_/as employer

Name of Nominating Authority:

Designation:

Address:

Date:

Place:

Signature

(With seal)

Name and Designation  
(in block letters)



## About Hyderabad



Hyderabad, the capital city of Andhra Pradesh, consists of the twin cities of Hyderabad and Secunderabad. An imaginary line drawn across the Tank Bund is still used to distinguish the two cities. A bustling 400-year-old metropolis with an urban population of 8 million people approximately, Hyderabad was formerly the seat of fabulously wealthy Nizams. Surrounded by huge prehistoric rock formations, the city is a blend of cutting edge IT companies and well preserved cultural heritage, a pot-pourri of old and the new. Hyderabad invokes nostalgia among old residents for its culture, fine arts and certain sophistication in manners. Much more than anything, it presents a true picture of secularism. Hyderabad is the fifth largest cosmopolitan city in India.

### Climate

Hyderabad enjoys three main seasons: summer, monsoon and winter. Summers are pretty warm, starting from March and running through June; whereas winters are pleasant, starting from November till February. Light clothing for summer and a sweater or jacket for winter is recommended.

### Temperatures

The average temperatures at Hyderabad vary:

- August - October 26.0 °C
- November - January 22.0 °C
- February - March 28.0 °C
- April - July 38.0 °C

### Food

Hyderabad is known for its varied and exquisite cuisine. The local food is quite spicy; continental, Chinese and other kinds of food are available in many restaurants. The varieties of fruit available include bananas, apples, grapes, oranges, mangoes, and melons (in season).

### Language

Though Telugu is the language of the state, English, Hindi and Urdu are understood and spoken by majority of the people. Knowing these languages is a distinct advantage while dealing with the local population in shops and business places, and while using public transport. Multilingual translation books are available at the Institute library





Alumni of Participants for Executive Development Training Programmes till March 2014

Country	Trained	Country	Trained
1. Afghanistan	421	72. Malawi	146
2. Algeria	15	73. Malaysia	203
3. Antigua and Barbuda	13	74. Maldives	73
4. Angola	04	75. Mali	07
5. Argentina	01	76. Malta	05
6. Armenia	23	77. Mauritius	186
7. Azerbaijan	02	78. Mexico	20
8. Bangladesh	461	79. Mongolia	64
9. Barbados	12	80. Morocco	21
10. Belarus	04	81. Mozambique	11
11. Belize	10	82. Myanmar	287
12. Benin	08	83. Namibia	28
13. Bhutan	86	84. Nepal	153
14. Bolivia	03	85. Nicaragua	10
15. Botswana	38	86. Niger	26
16. Brazil	07	87. Nigeria	295
17. Brunei	05	88. Oman	90
18. Bulgaria	02	89. Pakistan	04
19. Burkina Faso	12	90. Palestine	19
20. Burundi	08	91. Panama	11
21. Cambodia	99	92. Papua New Guinea	45
22. Cameroon	08	93. Paraguay	02
23. Cape Verde	02	94. Peru	06
24. Chile	12	95. Philippines, The	237
25. China	02	96. Poland	04
26. Colombia	03	97. Romania	03
27. Costa Rica	19	98. Russia	73
28. Cote D'Ivoire (Ivory Cost)	50	99. Rwanda	12
29. Croatia	01	100. Samoa	12
30. Cuba	15	101. Saudi Arabia	02
31. Czech, Republic	02	102. Senegal	35
32. Djibouti	02	103. Seychelles	14
33. Dominica	02	104. Sierra Leone	111
34. Dominican Republic	01	105. Singapore	05
35. Ecuador	15	106. Solomon Islands	25
36. Egypt, Arab Rep. of	101	107. Somalia	11
37. El Salvador	14	108. South Africa	95
38. Eritrea	06	109. South Sudan	02
39. Estonia	04	110. Sri Lanka	498
40. Ethiopia	203	111. St. Kitts & Nevis (WI)	01
41. Fiji	52	112. St. Lucia (WI)	08
42. Gabon	02	113. St. Vincent (WI)	02
43. Gambia, The	31	114. Sudan	303
44. Georgia	14	115. Suriname	23
45. Ghana	371	116. Swaziland	22
46. Greece	01	117. Syrian Arab Rep.	133
47. Guatemala	08	118. Tajikistan	52
48. Guinea	10	119. Tanzania	304
49. Guinea Bissau	01	120. Thailand	166
50. Guyana	65	121. Timor Leste	02
51. Haiti	01	122. Togo	14
52. Honduras	05	123. Tonga	07
53. India	03	124. Trinidad & Tobago	24
54. Indonesia	167	125. Tunisia	14
55. Iran, Islamic Rep. of	60	126. Turkey	18
56. Iraq	191	127. Turkmenistan	06
57. Jamaica	05	128. Tuvalu	01
58. Japan	01	129. Uganda	347
59. Jordan	63	130. United Arab Emirates	01
60. Kazakhstan	137	131. Ukraine	06
61. Kenya	192	132. USA	15
62. Kiribati, Rep. of	03	133. Uzbekistan	133
63. Korea	28	134. Vanuatu	02
64. Kyrgyzstan	49	135. Venezuela	05
65. Lao PDR	72	136. Vietnam	116
66. Lesotho	24	137. Yemen	123
67. Liberia	31	138. Zaire (Democratic Republic of Congo)	21
68. Libya	04	139. Zambia	193
69. Lithuania	15	140. Zimbabwe	150
70. Macedonia	04	<b>Total</b>	<b>8425</b>
71. Madagascar	56		







# OUR CAMPUS

## Functional Structure

**ni-msme** has 4 theme-focused Schools of expertise, under which 11 Centres of Excellence and 5 Cells are functioning cumulatively to pursue specific activities. All these Centres / Cells have faculty expertise and are equipped to conduct customised / tailor-made / collaborative programmes for the client organisations.

### School of Enterprise Development (SED)

#### Centres

Centre for Industrial Planning and Development (C-IPD)  
Centre for Policy Research (C-PR)  
National Resource Centre for Cluster Development (NRCD)

#### Cells

Economic Investigation and Statistical Cell (EISC)  
**ni-msme** NGO Network (N-Cube)

### School of Enterprise Management (SEM)

#### Centres

Centre for Promotion of Advanced Management Practices (C-PAMP)  
Centre for Industrial Credit and Financial Services (C-ICFS)  
Centre for Logistics and Integrated Materials Systems (C-LAIMS)  
Centre for Environment Concerns (C-ECO)  
Intellectual Property Facilitation Centre for MSMEs (IPFC)

### School of Entrepreneurship and Extension (SEE)

#### Centres

Centre for Entrepreneurship and Industrial Extension (C-EIE)  
Centre for Consultancy and Counselling (C-CC)

#### Cells

Women Studies Cell (WSC)  
Employee Assistance Cell (EAC)

### School of Enterprise Information and Communication (SEIC)

#### Centres

Centre for Communication and Information Technology (C-CIT)  
Small Enterprises National Documentation Centre (SENDOC)

#### Cell

Live Projects Cell (LPC)

Our lush green campus with accommodation annexes and study blocks, stretches of velvet lawns and crowning trees, presents a picturesque setting easy on the eye and soothing to the mind, making intellectual pursuit an enjoyable avocation.

## Training Facilities

The amenities are comparable and cozy, while the training facilities are tailor-made to suit the demands of our activities. **ni-msme** has a new training block housing a seminar hall with a capacity of 125, a conference hall with a capacity of 500 and 14 lecture halls for small group interface.

Besides the knowledge support, **ni-msme** provides an array of support systems that makes training and learning a pleasure. The campus offers a wide choice of recreation and pastime too.



## Library and Net surfing

**ni-msme's** library is one of the finest in the country and has an exhaustive collection of books, publications, journals, magazines and reports on business, industry and services. Our Small Enterprises National Documentation Centre (SENDOC) is the resource centre of information for industry, business and the right place for those who value information and knowledge.

\* **Business Information Bureau is open until 22.00 hrs to facilitate reference and reading.**

\* **Guest Rooms:** on the campus can accommodate 300 persons on twin sharing basis and the restaurant in the campus serves both continental and Indian cuisines.

\* **Sports and Games relax the mind:** One can workout on the jogging track or in the gym to keep fit, or indulge in outdoor games like tennis, badminton, football, or take the indoor route to fitness by playing table tennis, chess or carroms. An assortment of newspapers and magazines are available in the Institute's lounge. Apart from these facilities the Institute has a visiting physician.



# ni-msme - the premier Institute

**ni-msme**, the pioneer entrepreneurship development institute, is playing a pro-active role in providing techno-managerial services to foster the progress of MSMEs towards success and prosperity. The principal charter of this Institute is to assist the Government in formulating policies for MSME and help the practising and potential entrepreneurs through a host of services like training, research, consultancy, information, education and extension. It is a training ground for senior technocrats, bureaucrats and bankers who come here to up-date their expertise and knowledge in order to equip themselves with latest concepts and practices, and streamline their MSME promotion operations.

Set up in 1960, **ni-msme** has made valuable contributions by creating an impressive record of achievements. Its activities have gone beyond the Indian boundaries, enabling other developing countries to take advantage of facilities provided by it. **ni-msme** activities keep changing from time to time to suit the needs of enterprises in the context of globalisation. Since 1967 **ni-msme** has been sharing its experiences with the international community.

Located in a sprawling and enthralling campus amidst rich natural setting, **ni-msme** is well equipped with both physical and academic infrastructure. In keeping with the changing times and technological changes, the Institute has upgraded its style of functioning by adopting the use of IT in every aspect of its activities, at the same time retaining the wisdom and advantages of deeply ingrained traditional practices.

The Institute, through its SENDOC (Small Enterprise National Documentation Centre) collects, stores and supplies information that carves out a successful entrepreneur, well versed in the intricacies of business and competent to participate in business activities intelligently and diligently. It has successfully conceived specialised need based programmes, workshops and seminars in tune with the changing policy climate and economic situation.

**ni-msme** has made many significant contributions to enterprise promotion both nationally and internationally. The landmark contributions at the national level include: the first entrepreneurship model (1964) by Prof. David McClelland in association with the Institute's research team; Backward Area Development (1969); Industrial Estate Planning (1971); Preparation of Directories for Small Enterprises (1985); Preparation of Video Films on Progress of IID Centres (1995); Project Appraisal and Evaluation (1996); UNESCO Chair for SME Policy Research (1996/1997); EDP for Rationalised Employees in State and Central PSUs (1998); Export Production Villages Project (1999); Trade Related Development Programme for Women [(TREAD) 2000]; Entrepreneurship Development in the New Millennium (2001); Little Angels Project [(ILO) 2001]; Income Opportunities for the Families of Child Labour - ILO Project (2002-03); Cluster Development Programmes (2003); Re-Engineering the Activities of DICs [(REDIC) 2004]; establishing NRCD (National Resource Centre for Cluster Development) (2003-04); Orientation for MSME Development for IAS personnel (2007); National workshop on MSME Cluster Development conducted in New Delhi (2008); Capacity Building Programmes for Principals and Senior Faculty Members of ITIs (DGE&T) (2008); National Conference on Women Entrepreneurship and Innovation (2009); Workshop on Skill Development for Unemployed Youth (2009); Workshop on Empowerment of Women through Rural Enterprises and Marketing Strategies for SHG Micro Enterprises in Port Blair (2009); EDPs/ESDPs/ToTs, sponsored by the Ministry of Micro, Small and Medium Enterprises, Govt. of India under the "Scheme of Assistance to Training Institutions" (2009-10); EDPs in Food Processing (2009-10); Faculty Development Programmes (DST) (2009-10); Customised Programmes for the Officials of ULBs (sponsored by the Ministry of Housing and Urban Poverty Alleviation, Govt. of India) (2009-10); and Programmes for the officials of the Department of Employment and Self-Employment, Govt. of Maharashtra (2010); establishing Intellectual Property Facilitation Centre for MSMEs (IPFC) (2010), and Resource Centre for Traditional Paintings for Handicrafts (RCTP) (2010) add a new dimension to the already existing operations of ni-msme.

In the international arena too **ni-msme** has been offering its services to many of the world's best-known organisations. The first international programme was conducted in 1967 with assistance from UNIDO. Enterprise Development and Government Effectiveness (EDGE) for Sri Lanka (1998); Workshop on PROSME (1998); CFTC sponsored programmes; B2B transactions with Uganda, Namibia, South Africa, Bhutan (2000); Nigeria (2001), Sudan, Ghana (2002); Vision Document for Empowering Women (2003) and Industrial Potential Survey and Preparation of Project Profiles for MSMEs (2004) in Mauritius; sponsored international programmes for Bank of Ghana (2006-08); all-time record of 28 International Executive Development Programmes, 5 of them specially for African countries (2007-08); Outreach programme for African women executives as a fore-runner to India-Africa Forum Summit (2008); sponsored international programmes for Bangladesh Small & Cottage Industries Corporation (BSCIC) (2008-09); Regional Perspective of Developing and Developed Countries Cooperation for SMEs Competitiveness, Marketing and Partnership (TCS Co-Plan, Ministry of External Affairs, Govt. of India) (2009); Entrepreneurship Development in Food Processing Sector for the Executives of Africa Countries [sponsored by the Ministry of External Affairs, Govt. of India, under India-Africa Forum Summit (IAFS) 2010-11 and implemented by the Ministry of Food Processing Industries, Govt. of India (2011)]; Training of Trainers on Entrepreneurship Development for Women Trainers – Motivators [Ministry of External Affairs, Govt. of India, under TCS Co-Plan (2011)]; Training of Trainers on Entrepreneurship Development in Food Processing Sector [sponsored by the Ministry of External Affairs, Govt. of India, under India-Africa Forum Summit (IAFS) 2011-12 and implemented by the Ministry of Food Processing Industries, Govt. of India (2012)]; International Training Programme on Micro Finance for Micro Enterprises Development and Livelihood Promotion, Sponsored by the Palli Karma Shahayak Foundation (PKSF), Bangladesh (2013) are a few of the Institute's recent international initiatives

The management of the Institute rests with the Governing Council appointed by the Government of India. The governing body acts through the resident Director General. The present Director General is **Mr. M. Chandrasekhar Reddy**

→ For further details, please contact ←



The Registrar

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