

Guidelines for Establishment of Entrepreneurship Development Cell (EDC) in Educational Institutions

**NATIONAL SCIENCE AND TECHNOLOGY
ENTREPRENEURSHIP DEVELOPMENT BOARD (NSTEDB)**

**GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY**

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The mission of the EDC Scheme is to

"Develop institutional mechanism to create entrepreneurial culture in science & technology academic institutions to develop technocrat entrepreneurs for generation of wealth and employment "

1.1 Introduction

In India a large number of technical institutions and institutions of higher learning have emerged since Independence as a result of systematic and conscious intervention of the Government. Many of these are comparable to the best institutions in the world. These institutions are churning out large number of trained manpower, thus fulfilling the need of the industry, R&D institutions and other sectors of economy. In the wake of economic liberalisation during the 1990s, significant number of institutions of higher learning have also been promoted by the private sector. In order to make optimal use of facilities, expertise and know-how available in these institutions for the benefit of the society, it is necessary that appropriate links are established between them and the industry. In addition, young technocrats are also looking out for opportunities to exploit their full potential by setting up their own ventures thus becoming “job generators” rather than “job seekers”. This necessitates systematic interventions and new instruments which could facilitate the development and growth of new ventures by technocrats. In this context, some of the mechanisms which have become popular the world over include Science Parks, Technology Parks, Technology Business Incubators, Technopolis, Schools of Small Business Development, Innovation Centres, etc.

The post independence era required rapid industrialisation and self-reliance and the small scale sector played a vital role in shaping the destiny of Indian economy. It emerged as a vibrant and dynamic sector since independence. This was made possible with the support of government both in terms of finance as well as policies and programmes. The Govt. of India has been constantly encouraging the development of small-scale industries by providing a wide range of policy measures, concessions, exemptions and incentives that enable them to withstand competition from large-scale manufacturers. In fact, it is one of the success stories of modern India. Today, the sector accounts for about 95% of the industrial units and contributes about 40% of value addition in the manufacturing sector and 33% of national exports. There are about 28 Lakh units spread all over the country which provide employment to 160 Lakh people. The indirect employment created through forward and backward linkages is also equally important. The sector now produces over 7500 items. Industrial clusters such as foundry in Agra, hand tools in Jalandhar, lock industry in Aligarh, brassware in Muradabad, hosiery in Tripur and Kanpur, sports goods in Jalandhar, sewing machine components in Ludhiana, pottery in Khurja, etc. have emerged as new economic temples of India.

The new education policy of 1986 has emphasized the need for vocationalisation of technical education at various levels. Thus, it is necessary to develop mechanisms so that academic institutions could focus their attention on entrepreneurship & self-employment in addition to their present mandate of churning out trained manpower. Adequate infrastructure is available at most of the academic institutions for promoting Entrepreneurship. What is required is to

fill the gaps in the form of trained faculty and focused programmes to inculcate entrepreneurial spirit amongst the Science and Technology (S&T) persons.

The academic institutions, which are leaders in developing human resources, with some modulation and change in focus, could then churn techno entrepreneurs on a continuous basis, which would accelerate the process of economic development and growth. Academic institutions must undertake this role and blend their technical inputs with entrepreneurial and managerial skills in their academic programmes and train S&T person for entrepreneurial challenges.

If India were to assume leadership in industrial production of even a few items of sophisticated nature in the 21st century, it will be essential that a considerable cross section of S&T community (scientists, technologists, engineers) choose Entrepreneurship as their vocation rather than merely assuming supervisory/managerial positions in various enterprises. By opting Entrepreneurship as their careers, these persons would be able to influence decisions with regard to products and processes of their ventures. Thus, they would be able to participate directly in the economic development of the country. Hence the need to promote Entrepreneurship among science, technology and management students.

The Department of Science & Technology, Government of India set up the National Science & Technology Entrepreneurship Development Board (NSTEDB) in the year 1982. The Board has been trying to set up institutional mechanisms which could act as support system for technocrat entrepreneurs. The scheme for establishment of Entrepreneurship Development Cells (EDCs) in academic institutions was one such initiative taken by the NSTEDB in 1986-87. Already, EDCs have been established in more than 50 academic institutions. It is now felt to look at the concept of EDCs afresh so that these could meet the challenges posed by the current era of economic liberalisation and globalisation. Thus, the new/revised guidelines have been evolved.

1.2 Objectives of the EDC

1. To act as an institutional mechanism for providing various services including information on all aspect of enterprise building to budding S&T entrepreneurs.
2. To create Entrepreneurial culture in the Parent Institution and other institutions in the region and to promote the objectives of NSTEDB, including programmes related to women and weaker sections of the society.
3. To foster better linkages between the Parent Institution, Industries and R&D institutions in the region and other related organisations engaged in promoting Small & Medium Enterprises (SMEs) and Non-Government Organisations (NGOs).
4. To catalyse and promote development of S&T knowledge-based enterprises and promote employment opportunities in the innovative areas.

5. To respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and micro enterprises.

1.3 Proposed Functions of EDC

1. To organise Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes in the region for the benefit of S&T persons.
2. To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
3. To conduct research work and survey for identifying entrepreneurial opportunities (particularly in S&T areas and service sector).
4. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system, information on technologies, etc.
5. To organise guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S&T based entrepreneurship.
6. To arrange visits to industries for prospective entrepreneurs.
7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
8. To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant data bases.
9. To provide testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search, etc.
10. To render advice to sick enterprises and assist the entrepreneurs in rehabilitating them.
11. To conduct skill development training programmes leading to self/wage employment

1.4 Criteria for selection of an Institution to set up EDC

- The institution should be a University/deemed to be University or a premier Institute/College offering Engineering, Technology, Science & Management courses at degree level or above **for at least 5 years**. In case of a college/institute, it should be duly recognised and affiliated and while in case of the private institutions, it should be promoted by a Trust or a Society registered under relevant Acts.
- The College/Institute should have necessary accreditation by NAAC, AICTE, UGC etc.
- Qualified and dedicated faculty in various disciplines with a good Research & Development base and industry related activities.
- At least two faculty should have been trained through DST sponsored FDPs.
- Adequate space for locating the Cell including the modifications proposed to be carried out in the building, utilities like electricity, water, telephone installation and internet connectivity.
- Availability of workshops, laboratories and computational facilities.
- Library with a good collection of books and journals.

- Experience in Entrepreneurship Development and Promotion and Industry related activities such as Consultancy, Product Development, Testing, Calibration, etc.

1.5 Status of the EDC

The EDC should function as a separate entity within the Parent Institution. It should function as a Central Facility of the entire institution and not as a facility for a particular Department of the parent institution.

The EDC should enjoy independent administrative and financial status for ensuring effective and speedy implementation of various programmes and activities of the Cell/Centre.

It should have effective linkages with various Departments, Centres and other facilities of the institute to bring about entrepreneurial culture for optimal utilisation of the expertise, resources and know-how available. It should network with other agencies involved in entrepreneurship development.

1.6 Funding mechanism & financial guidelines

The parent institution shall submit the proposal for setting up of an EDC as per the proforma placed at Annexure-I.

The NSTEDB (DST) would provide financial assistance to the institution selected for establishment of ED Cells, for meeting the recurring expenditure (Manpower Cost, Travel, Training and Contingencies, etc.) of the EDC, for upto five full operational years. However, the financial assistance from NSTEDB would be available in the project mode on a year-to-year basis, based on successful implementation of the EDC project. **The NSTEDB would also provide limited one time non-recurring financial assistance, up to a maximum of Rs.7.00 lakhs, required for the purchase of PC with printer, UPS, library books, journals, laptop, photocopier, multimedia projector, office communication equipments like fax, scanner etc.**

The parent institution should provide adequate building space for setting up of EDC and also usage of other facilities like office equipment, furniture, classrooms for training, conference room, library, workshops, laboratories, etc. to the EDC for its activities.

The recurring budget will be provided each year of operation for a maximum of five years, **subject to the performance being satisfactory**. The activities of EDC would be reviewed annually. The various budget heads under which funding is provided are –

For Private Educational Institutions

	Year 1	Year 2	Year 3	Year 4	Year 5
Manpower (details at para 2.1)	6.00	6.50	7.20	8.00	9.00
Travel & Training of staff of EDC	1.50	1.50	1.00	1.00	1.00
Training (5 EACs @Rs10,000/-)	0.50	0.50	0.50	0.50	0.50
Contingencies (phone/fax/postage/stationery/ AMC of equipment & Misc expenditure)	1.00	1.00	1.50	1.50	1.50
Total	9.00	9.50	10.20	11.00	12.00
DST support	9.00	9.00	8.00	8.00	6.00
Institutional support or revenue generated	Nil	0.50	2.20	3.00	6.00

For EDC in a Govt. College/University (both central & state)

	Year 1	Year 2	Year 3	Year 4	Year 5
Manpower (details at para 2.1)	6.00	6.50	7.20	8.00	9.00
Travel & Training of staff of EDC	1.50	1.50	1.00	1.00	1.00
Training (5 EACs @Rs10,000/-)	0.50	0.50	0.50	0.50	0.50
Contingencies (phone/fax/postage/stationery/ AMC of equipment & Misc expenditure)	1.00	1.00	1.50	1.50	1.50
Total	9.00	9.50	10.20	11.00	12.00
DST support	9.00	9.00	8.70	9.00	9.00
Institutional support or revenue generated	Nil	0.50	1.50	2.00	3.00

The above funding is just indicative and may change from case to case.

1.7 Financial discipline and guidelines

The EDC will maintain a separate saving bank account in a scheduled bank which will be jointly operated by the Head of the ED Cell/Centre and a person to be nominated by Head of the Institution. The grants-in-aid shall be credited to this account and will be utilised solely for the activities related to the EDC. All other

financial receipts/funds received by the Cell/Centre will be credited to this account. Surplus funds and revenue earned should be credited to Corpus Fund to continue the activities of ED Cell beyond the project life (maximum five years). However, DST funds should not be used to create the corpus. All payments by the ED Cell/Centre should be authorised by the Head of the EDC. The accounts should be audited either by a Chartered Accountant in case of a private institution or by the Financial Head in case of a Govt. institution or as per the norms of the parent institution. The EDC should also maintain a separate stock register for the assets created.

1.8 Organisational requirements

The EDC will function under the guidance and control of the Head of the Parent Institution. Its activities will be monitored by an Advisory Board and a Management Committee.

1.9 Advisory Board

For effective implementation of the programmes and setting up of the EDC an Advisory Board would be constituted by the Parent Institution immediately after the sanction of the Cell/Centre by the DST. The Advisory Board will lay down policy guidelines, fixing up of physical and financial targets, suggesting measures for raising funds, effective utilisation of facilities and expertise available in the parent Institute and sourcing of expertise and facilities from other institutions in the region. ***The Advisory Board should meet at least twice a year and should hold its first meeting within four months of receipt of grants-in-aid.***

The Advisory Board should have the following composition:

1. Head of the Parent Institution Chairman
2. Representative of NSTEDB, GOI
3. Two senior faculty members from related departments of the Institution
4. Representative of Directorate of Industries/General Manager of DIC
5. Representatives of SIDBI and NABARD
6. Representative of Lead Bank
7. Two Members from Industry Associations/Entrepreneurs
8. Two representatives from reputed R&D institutions of the region
9. Chief Project Leader of EDC Convenor

2.0 Management Committee

The Parent Institute will also constitute a Management Committee to manage the functioning of the Cell. The Committee should meet quarterly to take stock of the progress of various programmes and activities of the Cell and advise accordingly. It should also help in drawing up programmes and Action Plan and facilitate preparation of the budget. It should also assist the Cell in raising resources from various sources and in improving interaction with other departments of the Parent Institute as well as industry and other agencies. The Committee should have the following members:

1. Head of the EDC Chairman
2. Three faculty members from related Departments

2.1 Manpower for the EDC

a. For the ED Cell to function smoothly and to meet its objectives effectively, the Cell must have adequate manpower so as to become a catalyst of change. EDC will have a Core Staff. The Core Staff will consist of an Adviser who would be assisted by a Project Leader and an Executive Assistant and both must be computer literate. The requirements for the staff is given in Annexure-III.

b. The remuneration offered to the core staff would be as follows-

Adviser - max of Rs 20,000/- p.m.

Project Leader - max of Rs 15,000/- p.m.

Exec. Asstt. - max of Rs 6,000/- p.m.

c. ***The appointments of core staff of EDC (the Project Leader and the Executive Assistant) would be on contractual basis and on a fixed consolidated salary. Their appointment is co-terminus with the project. The contract would be renewed every year subject to a satisfactory performance. There will be no liability of any sort whether direct or indirect on Department of Science and Technology, Government of India.***

The appointments of Adviser, Project Leader should be done in consultation with DST.

d. For additional assistance, the Parent Institution may identify a suitable person (to be designated as Adviser) from its existing staff having relevant experience and aptitude and utilise their services in the Cell on Honorarium basis.

e. All the staff i.e. Adviser, Project Leader and Executive Asstt. are to work on a full time basis. If the staff is engaged in activities other than the ED Cell, DST may not support his salary component.

f. DST would provide financial assistance on a project mode basis, for a maximum period of five complete years of operations subject to yearly review of performance by the Experts Advisory Committee.

g. The recurring grant to be provided by Department of Science and Technology, after assessing the viability of the Cell on year-to-year basis during its 5 complete years of operation in a project mode, would be provided under budget head of –

i. Manpower Cost,

ii. Travel,

iii. Training (for conduct of EACs)

iv. Contingencies (telephone ,fax, stationery, printing, AMC of equipment and other misc. expenses)

- h. The manpower cost would include an annual increment of 10% from second year onwards.
- i. The qualifications and eligibility criteria etc. for selection of candidates for the Project Staff and the prerequisites for selection would be worked out by host institution and enclosed with the initial proposal. However, the manpower for the Cell would be selected by a duly constituted committee and appointed after obtaining approval from the Department. The committee for recruitment should consist of the following:
 - 1. Head of the Institution Chairman
 - 2. Representative of the DST, GOI/Nominee
 - 3. An expert in Entrepreneurship Development
 - 2. Another expert- a well known entrepreneur/banker.
 - 3. Registrar of the host institute or representative

2.2 Evaluation, Performance guidelines and reporting

The EDC would prepare an Action Plan for each financial year and fix physical and financial targets to be achieved during the year. These plans and targets should be duly approved by the Advisory Board of the Cell. The Action Plan and Targets should be finalised by 30th April of the financial year. The Action Plan along with the financial requirements for the year should be submitted to DST by 15th May for timely release of funds. No request for funding would be entertained after 30th September of the financial year.

The institution will also submit a report on the progress made by EDC in the previous Financial Year to the DST latest by 30th April of the following year in the format given in Annexure-IV and Annexure-V.

The participation of the EDC staff in the Annual Review Meeting is mandatory. Adequate travel grants have been provided for this in annual budget.

2.3 Utilisation Certificate and Statement of Audited Expenditure

The Cell will submit Utilisation Certificate and Statement of Audited Expenditure annually in the prescribed proforma of DST and also a list of assets created to DST. Similar requirements should also be met in case of funds raised from other sources/sponsors.

2.4 Process for submission of application for setting up of an EDC

The institution which fulfils the above criteria may submit the proposal to the NSTEDB Secretariat in the prescribed proforma given in Annexure I. **The proposal must include a Certificate to be signed by the Head of the institution as given in Annexure-II.** The proposal received will be scrutinised by a sub-committee to ensure the fulfilment of the prescribed criteria. Subsequently,

the proposal will be considered by the National Expert Advisory Committee of the scheme. The selected / short-listed parent institution will be asked to make a detailed presentation of strategies, road map of implementation and methodologies before the National Experts Advisory Committee.

2.5 Project Management and year-wise deliverables for EDC

The suggested set of year-wise deliverables are given below.

First Year:

- Identification of faculty, staff to be associated with the Cell
- Setting up EDC: Infrastructure, office set up, recruitment of core team, constitution of Advisory Board (with in four months of approval) and minimum one – two meetings of the Board.
- Orientation of Heads of related Departments, Centres & Facilities
- **Regular activity : Entrepreneurial culture building and encouragement :** Sensitisation of students and faculty of Host Institute and other institutes in the region by conduct of Awareness Camps, Lectures, Seminars & workshop, quizzes, competitions , industrial visits- specify the no. of such programmes
- **Entrepreneur promotion: To assist at least 5 entrepreneurs with proper follow-up and documentation of such entrepreneurs, and details of their enterprises together with the role of EDC in promoting them.**
- Survey on entrepreneurial opportunities, industry requirements and market potential of the region

Second Year:

- To conduct EDP programmes of six weeks duration.
- To formally induct elective course on entrepreneurship.
- Documentation of entrepreneurial opportunities , industry requirements and market potential of the region
- Elective course on Entrepreneurship: To prepare for the model elective course on entrepreneurship to be introduced from 3rd year level onwards.
- **To promote minimum 20 entrepreneurs with proper follow-up and documentation of such entrepreneurs, and details of their enterprises together with the role of EDC in promoting them.**
- Carrying out the regular activities of EDC on Entrepreneurial culture building and encouragement.
- To start generating revenue Rs. 20,000-Rs. 50000/ Year

Third Year:

- Consolidation of the regular activities on Entrepreneurial culture building and encouragement
- To conduct EDP/technology based EDP/Skill Development programmes
- To conduct Faculty Development Programme to develop trained persons in other areas of Entrepreneurship

- **To promote a minimum of 40 entrepreneurs.**
- To carry out consultancy assignments/Technical/Management assistance to existing industries.
- To generate revenue of Rs. 50-000- Rs. 1,000,00/-.

Fourth Year:

- **Working for growth and sustainability of EDC activities**
- **Carrying out the regular activities of EDC on** Entrepreneurial culture building and encouragement.
- To conduct Faculty Development Programme on entrepreneurship of two weeks duration for the institutes of the nearby region.
- **To promote a minimum of 40 entrepreneurs.**
- To generate revenue of one to two lakhs through training programmes/other activities.
- To act as nodal centre of entrepreneurship within the region.
- Efforts to sustain ED Cell activities beyond the project life of **five years** (maximum).
- To examine the possibilities of up-gradation to STEP/EDC in a specified area.

Fifth Year:

- Carrying out the regular activities of EDC on Entrepreneurial culture building and encouragement.
- Activities to be tuned to achieve self-sustainability .
- **To promote a minimum of 40 entrepreneurs.**
- Updating the Survey on entrepreneurial opportunities , industry requirements and market potential of the region
- To gain expertise in conducting all the entrepreneurship related training programmes.
- Plan for continuation of EDC after fifth year (with any further financial assistance from DST) to be completed.

PROFORMA FOR PROPOSAL TO BE SUBMITTED BY THE INSTITUTIONS WILLING TO SET UP ENTREPRENEURSHIP DEVELOPMENT CELL (EDC).

1. Name of the College/Institution/University
2. Name of the Head of the Institution
3. Complete contact address
4. Year of Establishment
5. Status :Whether Government/Private/Aided\Self financing\Deemed University (If private name Trust, enclose Memorandum of Association, and last three yr. accounts)
6. Programmes run (UG/PG) – please indicate
7. Has it been accredited, if so, indicate the rating
8. Infrastructure available – give details
 - (i) Space (ii) Faculty strength (indicate department wise and qualification wise) (iii) Labs (iv) Library (v) Basic office facilities
9. Placement record in %age – details or last 2 years
10. Are the management programmes being contacted, if so, give details
11. Indicate your R&D strength
12. Achievements in product development area, if so, please mention
13. Indicate the annual budget of the institution
14. Record of alumni as first generation entrepreneurs
15. Experience in conducting entrepreneurship related programmes
16. Give plan of EDC activities for three years
17. Has any area earmarked for setting up of EDC, if so, give details, area etc.
19. Give year wise projected budget of EDC activities(3-5 YRS)* as per guidelines given below

*** Recurring expenditure (on annual basis) As per item 2.1 of guidelines**

- a. Manpower Cost (for Core Staff and faculty/ supporting staff of Institute, details to be enclosed in a separate sheet)
- b. Training (conduct of 5 EACs @ Rs 10,000/- per prog.)
- c. Travel
- d. Contingencies (Stationery, Printing, Honoraria to outside faculty, Publicity, Telephone, Fax, Meetings, AMC of equipment in EDC etc.)

*** Non-recurring expenditure as per item 1.6 of guidelines**

- a. Office equipment like PC with printer, Internet connectivity, Scanner-printer-fax combo machine, UPS, photocopier etc. (please give details)
- b. Other requirements like library books, journals, etc. (please give details)

The following information must be taken into account while planning to set up the EDC:

- ◆ It will be advisable that the institution will identify existing faculty for sustaining the Cell recurring support from Department of Science and Technology is withdrawn.
- ◆ The faculty should have been trained in Entrepreneurship Development by approved institutions include EDII, Ahmedabad or any of its regional offices; NIESBUD, NOIDA; NISIET, Hyderabad; IIE, Guwahati; any of the FDPs sponsored by NSTEDB, etc.

The proposal must be accompanied by a document ensuring commitment of the institution for long term involvement in the form of the following

- Managing committee resolution and/or
 - Syndicate resolution approving the proposal
 - Certificate duly signed by the head of the institution (Annexure-II)
 - Details of Project Staff required including the stipulated qualifications, work experience, emoluments, etc.
19. Give estimate of revenue generation of EDC activities (3-5 YRS)
 20. Indicate institution's willingness to merge EDC after the Department stops funding (enclose certificate from the Head of Institution/Syndicate/Senate/Management board resolution etc)
 21. Indicate time frame to attain self-sufficiency and plan of continuation of EDC after DST stops funding
 22. Linkages with other institutions of the region as well as the industries.
 23. Any other strength

BENEFITS LIKELY TO ACCRUE FROM EDC

TANGIBLE BENEFITS

- No. of students trained and launched successively as Entrepreneurs.
- No. of outsiders trained and launched as Entrepreneurs.
- No. of persons trained and thereby made self-wage/employed.
- No. of persons of special groups trained including persons from industry.
- Training imparted to existing entrepreneurs.
- No. of projects reports prepared.
- Products, processes and technologies developed.
- No. of enterprises launched.
- No. of sick units assisted
- Any other relevant activities taken
- No. of consultancy jobs undertaken.

INTANGIBLE BENEFITS

- Introduction of entrepreneurship in academic curricula.
- Creation of awareness through EACs.
- Interaction and linkages established.
- Case studies, survey reports and other databases prepared.
- Seminar and conferences organized.
- No. of paper/articles published.
- No. of lectures/talks/radio and TV interviews arranged.
- Information services offered.

CERTIFICATE TO BE ENCLOSED WITH THE PROPOSAL ON ESTABLISHMENT OF ENTREPRENEURSHIP DEVELOPMENT CELL

This is to certify that

1. The grants-in aid as may be available from the Department of Science & Technology (DST), Government of India, will be used to meet the expenditure against establishment of an Entrepreneurship Development Cell (EDC) in this College/University/Institute for the period of one year. The renewal of sanction of recurring grant for subsequent years will be at the discretion of the DST for which fresh proposal will be submitted to DST.
2. The proposed EDC to be established in this College/University/Institute will be under the administrative control of the undersigned.
3. ***No administrative, financial or any other liability will be attached to DST after expiry of the period for which the grant will be sanctioned***
4. ***It will be the responsibility of the College/University/Institute to continue the EDC activities after expiry of the period of assistance from DST, with out any further recurring financial assistance from DST.***
5. ***The institution also agrees to meet the shortfall in the budget of the EDC in case EDC is not able to generate the desired level of revenue.***
6. The College/University/Institute will provide office space, class rooms, furniture, secretarial assistance etc. and other administrative facilities for smooth operation of the EDC
7. The College/University/Institute will take into its books all equipment and assets purchased under the sanction given by DST for which a separate asset register shall be maintained
8. All recruitment will be made for EDC on the basis of the guidelines supplied by NSTEDB secretariat and as per usual procedure followed in the College/University/Institute.
9. An advisory Committee on EDC will be constituted immediately after receipt of approval of DST on the proposal. A representative of the Secretariat of NSTEDB will be included in the Committee
10. Six monthly reports on the performance of the EDC will be submitted to DST regularly.

Signatures of Head of the Institution

Seal

NATIONAL S&T ENTREPRENEURSHIP DEVELOPMENT BOARD (NSTEDB)

Guidelines for Framing Recruitment rules for selection of Core Team for EDC

The manpower employed in the EDC project would be co-terminus with the duration of the EDC project and neither Department of Science & Technology (DST) nor NSTEDB would have any liability to meet the manpower costs or any other costs beyond the duration of the project (Vide Order No. A-20020/11/97 IFD dt.16.8.2002). In order to ensure this, EDC is advised to enter into yearly contract with the persons to be employed under the project. The contract may be renewed after annual assessment of the performance and on exhibiting satisfactory progress.

Adviser [to be selected in consultation with DST]

- **Essential qualifications:** At least a graduate in engineering/technology or a post graduate in any branch of Science, Economics or Business Administration. At least 10 years experience in teaching/R&D/industries, industries promotion or Entrepreneurship development of which minimum 5 years should be in a responsible (Supervisory/Managerial) capacity.
- **Desirable qualification:** Post graduate in Management or Engineering, experience in industrial project planning and execution and teaching experience in entrepreneurship. The candidate should also have undergone two weeks of faculty development programme on entrepreneurship at premier State level/National level organization approved/sponsored by NSTEDB.

Job Profile :

CPC is the nodal person and will serve as a link between the parent institution and the ED Cell. The CPC will essentially be an employee (a Professor or a lecturer who would represent the Head of the Institution) of the parent institution and will supervise the core staff of the ED Cell. The maximum remuneration that may be offered initially to Adviser is Rs 20,000/- p.m. consolidated.

Project Leader (PL) [to be selected in consultation with DST]

1. Essential Qualification:

- a) At least a graduate in engineering/technology or a Post graduate in any branch of Science, Mathematics, Economics or Business Administration
- b) At least 3 years experience in industries/research out of which at least one year should be in industry/ industrial consultancy/ industries promotion/ Entrepreneurship development.

2. **Desirable Qualification:** Professional Qualification in Management/ Marketing /experience in conducting training programmes

Job Profile :

The PL will execute the main job of the EDC as listed in the functions of the ED Cell. He would also act a point of contact for the students or potential entrepreneur who would like to avail the benefits of the ED Cell. The maximum remuneration that may be offered initially to Project Leader initially is Rs 15,000/- p.m. consolidated.

Executive Assistant

1. Essential Qualification

- a) A degree/diploma holder with good working knowledge of computers.
- b) At least one year experience as Office Assistant
- c) Working knowledge of office accounts and other day to day work

Job Profile :

The incumbent will be required to take care of the day to day administrative job of the ED Cell including data entry in computers, maintaining accounts on a day to day basis and helping the Project Leader and CPC in their jobs. The maximum remuneration that may be initially offered to Executive Asstt. is Rs 6,000/- p.m. consolidated.

ANNEXURE-IV

Reporting Format to be submitted 6 monthly in April & October

1. Name of the EDC
2. Name and address of the College/University/Institute
3. Name and address of the Adviser of EDC
4. Details of manpower

Post	Designation/ Emoluments	Date of Joining

1. Brief note on Programmes conducted during the year _____ to _____
2. Programmes planned during the following year _____
3. No. of the enterprise launched _____
4. Any other activities

(Details of enterprises launched must be provided annually, along with the report of April, in a format give in Annexure – V)

DETAILS OF ENTERPRISES LAUNCHED

NAME OF ENTREPRENEUR

NAME OF ENTERPRISE

ADDRESS

**TYPE OF ENTERPRISE
(MANUFACTURING/SERVICE/OTHERS)**

PROJECT COST (IN Rs lakhs)

FUNDING	OWN (Rs)
	LOAN (Rs)

PERSONS EMPLOYED IN THE ENTERPRISE

**A GOOD QUALITY PHOTOGRAPH OF THE UNIT
(4" X 6")**