



# COURSE MODULES FOR ENTREPRENEURSHIP DEVELOPMENT TRAINING PROGRAMMES



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RUDSET INSTITUTES  
CENTRAL SECRETARIAT  
UJIRE, KARNATAKA

NATIONAL ACADEMY OF  
RUDSETI, BANGALORE  
KARNATAKA



NATIONAL INSTITUTE OF  
RURAL DEVELOPMENT  
HYDERABAD

## ABOUT THE NIRD

NIRD, an organisation of the Ministry of Rural Development, GoI, is a premier training and research institute in the field of rural development in India that seeks to improve the socio-economic well-being of rural people. Its training, research and action research have symbiotic relationships which play key role in identifying the factors contributing to the effectiveness of development programmes and also help build the capacities of a large number of development functionaries. The workshops and seminars of NIRD provide opportunity for various stakeholders to share their views and experiences on developmental issues. The recommendations of such academic exercises provide usable feedback to the policymakers and programme executives in (re) designing policies and programmes in more innovative and participative ways. As an apex training institution, NIRD plays an important role in structuring and strengthening the RD institutional networks in the area of capacity building of rural development functionaries.

NIRD organises several International training programmes for the benefit of development functionaries of the Asian and African countries. As a member of Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) and Afro-Asian Rural Development Organisation (AARDO), it has been offering its services in the areas of training and research and in strengthening of training institutions of the member-countries. NIRD has established its credentials as a consultant of international repute and has been offering its services to various national and international organisations.

Providing solutions to the problems in programme execution in partnership with the development agency personnel and community is the main thrust of 'Action Research' activity of NIRD. The action research projects constitute the social laboratories in which NIRD and the collaborating organisations experiment with new ideas as well.

The research agenda of NIRD includes major rural development themes such as decentralisation of development process, empowerment of the local institutions and the socially disadvantaged, community mobilisation, social audit, transfer of technology to the tiny and poor in farm and non-farm activities, IT applications for RD, human resource development functions etc. It's research studies lay emphasis on the impact of development initiatives on the livelihoods of core poverty groups and resource and infrastructure development in eco-fragile regions.



# **COURSE MODULES FOR ENTREPRENEURSHIP DEVELOPMENT TRAINING PROGRAMMES**

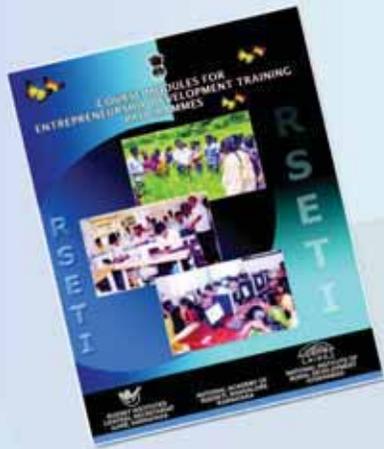


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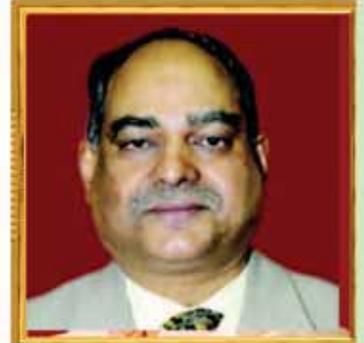
# FOREWORD

The Rural Self Employment Training Institute (**RSETI**) is modeled after the Rural Development and Self Employment Training Institutes (**RUDSETI**). The success of the **RUDSETI** model has led the Ministry of Rural Development to establish **RSETIs** through the public/private sector banks in all the rural districts of the country with active co-operation from the respective State Governments.

A **RSETI**'s core offering includes its free, unique and intensive short-term residential training designed specifically for rural youth. What makes it different from other vocational trainings is its demand driven approach, a priority for rural BPL youth, a wide choice of vocations and continued handholding to ensure sustainability of micro enterprises and credit linkages after the training.

The curriculum which was in use for last many years by **RUDSETI** Institutes was improvised with the joint efforts of the **RUDSETI**, Central Secretariat, Ujire, National Institute of Rural Development (**NIRD**), Hyderabad, National Academy of **RUDSETI**, Bengaluru and Bankers' Institute of Rural Development (**BIRD**), Lucknow with inputs from experts and successful entrepreneurs of the respective trades. This volume contains 68 course modules under different Entrepreneurship Development Programmes (**EDPs**) viz., General, Agriculture, Process, Product and Skill Upgradation of varying duration. The **RSETIs** can choose the modules based on the local demand which normally depends upon natural resources and service sectors available in the district.

I am sure the book will be welcomed by the **RSETIs**, Bankers, State Governments and BPL youth. I hope that the rural youth will take advantage of the **RSETIs** to develop entrepreneurship and set up their own enterprises and become wealth creators for the nation.

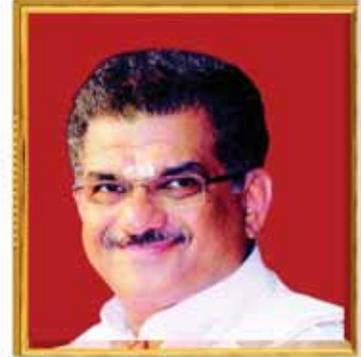


**Mathew C. Kunnumkal, IAS**  
Director General  
National Institute of Rural Development  
HYDERABAD-560 030



# MESSAGE

The Rural Development Self Employment Training Institutes (RUDSETIs) owe its origin to a long-felt need to harness human resources that found employment scarce due to limited availability of jobs in both the public and the private sector vis-à-vis the overwhelming demand for them. Sri Dharmasthala Manjunatheshwara Educational Trust, SyndicateBank and Canara Bank joined together and pooled in their resources and time to start the first such joint initiative at Ujire in 1982.



The plan envisaged was to provide short-term residential training in multifarious spheres, following it up with long term handholding till the trainees could be settled in suitable positions in the self-employment arena. Initially the focus was on providing training in agro-based activities but later the ambit was widened to include a plethora of self-employment arena's to meet the burgeoning demands.

The over 70% settlement rate which was phenomenal by any standard attracted the attention of the Central Government and a study of RUDSET model by the Ministry of Rural Development, Government of India was undertaken with an intention to ferret out the reasons behind the success so that the model could be replicated in other districts of the country. With the concept catching on in a big way more and more Banks were advised to do their might to set up RSETIs across the country and their efforts have begun to bear fruits.

A need was soon felt to standardize the training procedure adopted in RUDSETIs. Central Secretariat, RUDSETI, Ujire, in consultation with National Academy of RUDSETI, a national level resource institution, NIRD, Hyderabad and BIRD, Lucknow revised the existing course modules with inputs from guest faculties and successful entrepreneurs of the respective trade and have revised modules that are all encompassing and exhaustive.

These modules are time-tested and will certainly go a long way in sprucing up the training procedures being followed at all RUDSET/RSET institutes, improve the efficiency of the trainings and in turn have a salutary effect in eradicating the spectra of unemployment. This could also provide a fillip to Rural Entrepreneurship. I am confident that all RSETIs will strive to reap the benefit of these modules and show encouraging results in the days to come.

**Dr. D. Veerendra Heggade**

President, RUDSET Institutes

Dharmasthala - 574 216

Dakshina Kannada District, Karnataka state



## ACKNOWLEDGEMENT

A journey of 28 years is a **milestone** for any organization. In the case of RUDSETI, it has become a reality. With a humble beginning RUDSETI has reached greater heights today and celebrated its **SILVER JUBILEE** during 2008-09. Ministry of Rural Development (MORD), Government of India(GOI), has accepted RUDSETI as a replicable model and has rolled out a mega plan to start RUDSET-type institutes in all the districts of the country under the name of **Rural Self Employment Training Institute (RSETI)**.

With more and more RSETIs being opened in various parts of the country, a need was felt to have common training curriculum which can be adopted by all RSETIs across the country. MORD, Government of India assigned the responsibility of updating/revising the existing course modules to CS, RUDSETI which RUDSET institutes were using hitherto, for adopting uniformly at all the RSETI's. The task has been jointly carried out by RUDSETI, Central Secretariat, Ujire, National Academy of RUDSETI, Bengaluru, National Institute of Rural Development (NIRD), Hyderabad and Bankers Institute of Rural Development (BIRD), Lucknow. With valuable inputs from expert/experienced guest faculties and successful entrepreneurs, the existing course modules of **68** different training programmes have been revised keeping in mind the changes that have taken place in the last couple of years and the requirements of an effective training in the present day environment.

We owe our success to the visionary leadership, inspiration and guidance provided by **Dr. D. Veerendra Heggade, President, RUDSET Institutes**. He is the source of strength to us. We express our heart felt gratitude for sparing his valuable time in giving necessary guidance and direction in bringing out this revised course module.

We thank whole heartedly **Sri B. K. Sinha, IAS, Secretary, Ministry of Rural Development, Government of India** and **Sri T. Vijay Kumar, IAS, Joint Secretary, SGSY** for evincing keen interest in bringing out this revised course module.

**Sri Mathew C. Kunnumkal, IAS, Director General, NIRD, Hyderabad, Dr. K. N. Kumar, IAS, Deputy Director General, Dr. M. V. Rao, IAS, Registrar, NIRD, Hyderabad** were the source of strength to carry forward the task of coming out with this revised course module. We profusely thank them.

We place on record our sincere gratitude for the consistent support and guidance given to us by **Sri Basant Seth, C&MD of SyndicateBank** and **Sri A. C. Mahajan, C&MD of Canara Bank** who are also the members of Board of Governors of RUDSETI.

We are grateful to **Sri R. Ramachandran, ED, SyndicateBank** and **Sri H. S. Upendra Kamath, ED, Canara Bank** who are also the members of Board of Governors of RUDSETI, for their constant guidance given to us from time to time.

We have drawn immense strength and encouragement from **Sri G. C. Mishra, GM, SyndicateBank, PSCD, CO, Bengaluru, Sri N. Narasa Reddy, GM, Canara Bank, HO, Bengaluru**. We owe our gratitude to them.

We place on record our sincere thanks to all the executives/officers of Syndicate Bank, PSCD, CO, Bengaluru and Canara Bank, RD Section, HO, Bengaluru for their constant guidance in carrying out this activity.

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We also thank **Dr. R. N. Hegde, Project Co-ordinator, RSETI, NIRD, Hyderabad** for his proactive and supportive role in successful completion of this assignment.

**Expert guest faculties and successful entrepreneurs** of the respective trade have also provided inputs for this revised course module that are all encompassing and exhaustive. We thank all of them for their excellent contribution.

We place on record our sincere thanks to all the staff members of RUDSETI and National Academy of RUDSETI who contributed their might in this assignment. Special thanks to **Sri D. T. Ramanuja, Director, National Academy of RUDSETI** for his valuable contribution and excellent involvement in the assignment. We thank **M/s Manjushree Printers, Ujire** for their timely help in printing this Course Modules.

**K. N. JANARDHANA**

Executive Director, RUDSET Institutes  
UJIRE - 574 240, Dakshina Kannada District



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# A JOURNEY FROM RUDSETI TO RSETI

**K. C. Amin**, successfully running Roofplast business in Udupi, a coastal town in Karnataka with an annual business turn over of Rs. 50 lakhs was elated when he was conferred the best entrepreneur award by Citibank for 2007-08. He owes his success to RUDSET Institute, Brahmavar which trained him to become a successful entrepreneur. **Dorette Christable**, a past trainee of our Bengaluru institute, bearing the grunt of inter-caste marriage has created a niche in making Gas equipments with an annual turn over of Rs. 85 lakhs. She too bagged the prestigious Citibank



best entrepreneur award for 2008-09. She bubbles with enthusiasm and dreams for bigger growth in the enterprise. **Prakash Dasanur**, owner of a successful manufacturing enterprise producing trailers for tractors and agricultural implements at Hubli was just a wage earning worker earlier. The training he underwent at Dharwad Institute has changed this person totally.

At present he has given employment to more than 100 people and has bagged prestigious **Bharti Entrepreneur of the Year Award - 2008** instituted by EDII, Ahmedabad, a premier institute in the field of entrepreneurship. **C.K. Mahesh**, an unemployed graduate a few years back, is a busy photographer in Mysore now. With his 4 assistants, he successfully manages his busy photography schedules. **Rajkumar**, a school dropout from Ghaziabad, who was considered useless by the family, is a professional videographer now, commanding respect in the community. **Smt. Sarmista** of Bhubaneshwar is running a Beauty parlour and earns handsomely. **J. K. Jain**,

a diploma holder unemployed a few years ago is managing a printing press profitably now at Jaipur. **Smt. Kamalini**, a widow is running a restaurant in Ananthapur, AP, employing 6 persons. All the above and thousands of many such first generation entrepreneurs have not only established their productive identity but have brought laurels to RUDSET Institute which trained them and build their confidence.

All the above persons have one thing in common; they are first generation entrepreneurs came from non entrepreneurial background and trained by RUDSETI. More than a lakh of such entrepreneurs across the country owe their success to RUDSETI (Rural Development and Self Employment Training Institute) which trained them to acquire skills & entrepreneurial qualities and guided them to establish and run the enterprise successfully. Yes here is a saga of a great institution with humble beginning yet transformed the life of lakhs of unemployed youth by facilitating them to acquire a productive identity in the society.

## **1. Background:**

Unemployment is the major challenge India has been facing in the process of its development. Lakhs of youth are entering the job market every year after completing their school/collegiate education. The entry of automation and mechanization in every sphere of commerce and administration due to the advent of science and technology has further accentuated the problem. On the rural side, the employment potential in agricultural economy also appears to have reached a saturation level leading

to large-scale migration of manpower from rural areas to urban areas adding woes and pressure to already over strained civic infrastructure.

Millions of unemployed youth particularly from rural and semi-urban background who could not access higher/professional education but oriented towards white-collar jobs are driven to despair for not finding a job. Of late, these distressed youth are attracted towards antisocial activities for their livelihood. This tremendous waste of human resources and mismatch of potentiality with productive deployment has baffled the planners and administrators.

All these clearly indicate the need for promoting self-employment entrepreneurial ventures among the unemployed youth.

## **2. Genesis:**

It is under these circumstances that **Rural Development & Self Employment Training Institute (RUDSETI)**, a unique initiative in mitigating the problem of unemployment was taken way back in 1982 jointly by **Sri Dharmasthala Manjunatheshwara Educational Trust, SyndicateBank & Canara Bank** under the visionary leadership of **Padmabhushan Dr. D. Veerendra Heggade**, Dharmadhikari of Dharmasthala. The collective thinking gave concrete shape in providing an institutional framework in the form of Rural Development & Self Employment Training Institute in 1982.

Encouraged by the success of Ujire experiment, RUDSETI has now established **24 units in 14 States**. So far, RUDSETI has trained **2.41 lakhs** youth of which **1.69 lakhs** trainees have settled with their self employment ventures, thus constituting **70%** to the settlement rate, which is really a matter of pride for RUDSETI.

## **3. Objective:**

- » Identify, orient, motivate, train and assist the rural youth to take up self employment ventures as an alternative career.
- » To train unemployed youth to take up wage employment as a source of livelihood
- » To take up research and development activities in Entrepreneurship and Rural Development etc.

## **4. Services of RUDSETI:**

Providing solutions to the unemployed youth aspiring to take up self employment, sets RUDSETI apart among training/Entrepreneurship Development institutes. The following services are provided in an innovative, effective and cost effective manner, with a spirit of service:

- » Creating awareness on self employment/entrepreneurship.
- » Developing motivation and positive attitude.
- » Training to acquire hard skills & soft skills.
- » Handholding for establishment and successful running of enterprise.
- » Linkages with Banks for financial assistance.

## **5. Uniqueness of the Organization:**

### **a) Commitment of the Promoters:**

The sponsors of RUDSETI, viz., Sri Dharmasthala Manjunatheshwara Educational Trust, SyndicateBank and Canara Bank have taken this initiative out of their concern towards providing sustainable employment to unemployed youth and involving them in the economic development of the country. They carry forward the mission with conviction and commitment.

**“RUDSETI is a temple to everybody who is associated with it, as it shapes the life of people who enters it”** says Mr. K. M. Udupa, Rtd. Dy. General Manager of SyndicateBank who has been associated with the policy formulation and management of the institute since inception.

### **b) Resource Persons:**

The officers deputed from sponsor banks as Directors of the RUDSETI centers possess rich experience in Rural Development. These officers supported by in-house faculty will handle EDP inputs such as behavioural inputs, managerial inputs, banking, launching formalities etc. Besides this, the expert practitioners i.e., **Guest Faculties** in the respective field, who provide their services out of social concern, impart skill training. Most of these experts / **Guest Faculties** are RUDSETI trained entrepreneurs.

### **c) Course Modules:**

Training modules of RUDSETI are so designed that the Entrepreneurship Development is achieved through Human Resource Development. The course modules structured out of practical experience, research and experiment facilitate development of the necessary skills in a systematic manner in a short period. The training modules of RUDSETI have been accepted as standard modules by SIDBI, NABARD, Department of Industries and Commerce, KSWDC etc. RUDSETI reviews these course modules on an ongoing basis and revise and update them.

### **d) Training Methodology:**

The widely acclaimed effectiveness of RUDSET Institute's training is attributed to its unique training methodology. Through structured psychological exercises, the participants are stimulated to shed inhibitions and develop interest in learning. Besides lecture sessions, behaviour simulation games, exercises, field visits, hands on experience, interface with supporting system, group discussions, case study etc. are effectively used in the training. **Most importantly all the training sessions are conducted in vernacular languages only.**

### **e) Committed staff and training atmosphere:**

The committed workforce of the Institute successfully maintains a conducive atmosphere for learning. Cordial trainer-trainee relationship, discipline, guidance for personality development and socialisation with fellow trainees offers excellent scope for effective learning.

### **f) Infrastructure:**

Each unit of RUDSETI has well-developed campus consisting of the administrative office, classrooms, work shed, dormitories to trainees and guesthouses to guest faculties and mess facilities. Library, recreational facilities and audio-visual aids which facilitates quick learning, are also provided.

## **6. Training Programmes:**

RUDSETI offers more than **60** types of EDPs (**Entrepreneurship Development Programmes**) in various avenues. All the programmes are of short duration intervention ranging from **one to six**

weeks. RUDSETI, out of more than 25 years of experience and research, has adopted a very effective training methodology which includes:

- » Identification & selection of right candidate for the right course.
- » Campus and practical approach to training.
- » Use of adult learning techniques like simulation exercises, group discussions, role play etc. to maximize appropriate learning.
- » Field visits & experience sharing with role models.
- » Interactions with Bankers /Govt. Officials.

#### **7. Selection of candidates for training programmes:**

Any unemployed youth in the age group of 18-45 years, irrespective of caste, creed, religion, gender and economic status, **having aptitude to take up self employment or wage employment and having some basic knowledge** in the related field can undergo training which is totally free of cost.

#### **8. Escort Services:**

*The cutting edge of RUDSETI* training is the post training follow up for sustained motivation among the trainees. The effort to make them rise on to pinnacle includes:

- » *Two years follow up* - Through regular correspondences, Individual contacts, Unit visit, Village / Taluk / District / Branch level meeting etc.
- » Facilitating credit linkage with the banks for setting up of micro enterprises.

#### **9. Marketing support:**

**RUDSET Bazaars** are organized to provide marketing support to the RUDSETI trained entrepreneurs. This facilitates the participants to get an insight about market trends and customer behaviour. Each unit organizes at least one bazaar every year during melas, exhibitions, special occasions in their command area.

#### **10. Management:**

RUDSETI is registered under Karnataka Societies Registration Act 1960. The name and style "RUDSETI" with its logo is registered under Trade Act.

The **Board of Governors** consisting of Chairman & Managing Directors of sponsor banks and the top executives of sponsor organizations with Dr. D. Veerendra Heggade as the President is the apex body to evolve strategies and take policy decisions.

The **Governing Council** consisting of top executives from the sponsor organizations under the Presidentship of Dr. D. Veerendra Heggade is another apex level body which meets periodically to monitor the progress of all the units and guide the institutes.

The **Executive Director**, a deputed officer from the sponsor bank looks after the day to day functioning of all the units and acts as a link between the sponsors and the units, convenes the apex body meetings.

Each RUDSETI is managed by a deputed officer either from SyndicateBank or Canara Bank and assisted by faculties and other staff members. It is also assisted by 'Local Advisory Committee'

(LAC) an advisory body with the representatives from Sponsors, Government officials and eminent personalities. It periodically reviews and monitors the progress of RUDSETI.

RUDSETI's collaboration with developmental agencies, institutions, voluntary organizations and government departments viz. NABARD, SIDBI, DICs, DRDAs, NBCFDC etc. to achieve the common objectives has proved mutually beneficial.

#### 11. Special Projects:

- ❖ **PMRY Manual:** RUDSETI restructured the curricula and methodology of Entrepreneurship Development training for the beneficiaries of Prime Minister's Rozgar Yojana (PMRY), which was accepted by the Ministry of Agro and Rural Industries, GOI, New Delhi and recommended to all the State Governments to adopt.
- ❖ **RIP District:** RUDSETI is churning out entrepreneurs for Rural Industries Programme at Udupi and Shivaganga districts, sponsored by SIDBI.

#### 12. What sets RUDSETI apart:

- » Visionary leadership provided by Dr. D. Veerendra Heggade supported by two leading nationalized banks.
- » **Free training with free food and accommodation.**
- » Campus approach with unique training methodology.
- » Short term training with long term follow up / Escort services for a period of 2 years.
- » Excellent facilities for hands on training.
- » Variety of training programmes to suit the local needs.
- » Practical orientation, rigorous training and extended hours of learning.
- » Past trainees becoming trainers and imparting training.
- » High settlement rate of 70 % of trained youths.
- » The youth who have started Micro Enterprises are earning in the range of Rs. 2,500/- to 30,000/- per month. In good number of cases, the earning has crossed Rs. 50,000 per month.
- » Employment generation by settled trainees in the range of 1-50 persons.

#### 13. Recognition:

- » Received **FICCI** award for Rural Development for the year 1998-99.
- » Received **Suvarna Karnataka Rajyotsava** award for Social Service for the year 2006-07.
- » Recognizing the efforts of RUDSETI in Rural Entrepreneurship Development, Ministry of Rural Development has taken Executive Director, RUDSETI as member in National Level Steering Committee on RSETIs, Central Level Coordination Committee meeting on SGSY (CLCC), National Council for Strengthening of Self Help Group Movement, Committee on Credit related Issues under SGSY and other national level committees.
- » RUDSETI trained women entrepreneurs have excelled by winning "**National Awards**" instituted by **IMM - NABARD** consistently.
- » **Sri K. C. Amin**, past trainee of our RUDSETI **Brahmavar** and **Smt Dorette Christabel**, past trainee of our RUDSETI **Bengaluru** received **Citi Bank Best Entrepreneur** award for the years 2007-08 and 2008-09 respectively.

- » Sri Prakash Dasanur, past trainee of RUDSETI, Dharwad has bagged prestigious **Bharti Entrepreneur of the Year Award - 2008** instituted by EDII, Ahmedabad.

#### 14. Launching of National Academy of RUDSETI:

Commemorating Silver Jubilee of RUDSETI during 2008, **National Academy of RUDSETI** was launched at Bengaluru on **18<sup>th</sup> December 2008** with the following objectives:

- » Organizing Train the Trainers Programme for new RSETI Directors.
- » To work as a National level Resource organization for RSETIs.
- » To conduct research and development work in the field of Entrepreneurship Development.
- » To design and conduct training programmes and undertake projects in the field of enterprise promotion, Rural Development and HRD.

#### 15. Publications of RUDSETI:

RUDSETI has published **PMRY manual**, **Achievement Motivation Training manual** and **Marching Ahead** - Compilation of stories of successful entrepreneurs. It also publishes **Yashogatha**, a in house magazine every quarter.

#### Conclusion:

The concept of RUDSETI which took birth in a small village Ujire near Dharmasthala in Karnataka has been accepted with open hands by none other than **Government of India** as a replicable model throughout the country. **Ministry of Rural Development**, GOI, New Delhi has directed all the nationalized Banks with lead bank responsibilities to open RUDSETI type institutes i.e., **RSETIs** in all the **600 plus districts** of the country and RUDSETI has been entrusted with the responsibility of giving suggestions to MORD in taking up this herculean task. This very fact in itself is a highly satisfying and a motivating factor for the **Sponsors of RUDSETI**.

With strong identity under the visionary leadership of **Dr. D. Veerendra Heggade**, President of RUDSET Institutes and undisputed support and guidance from **SyndicateBank** and **Canara Bank**, RUDSETI rededicate itself to the cause of the problem of unemployment through undeterred confidence and motivation. RUDSETI is proud that many RSETIs are being established in various districts of the country and Sponsors of RUDSETI are very happy in their long journey from the concept of RUDSETI

to RSETI. RUDSETI fondly remembers Government of India for their initiatives in making RUDSETI a buzz word in the country for addressing unemployment in its own way.

For further information on RUDSETI, interested parties may contact:

#### EXECUTIVE DIRECTOR

Rural Development & Self Employment Training Institute  
Central Secretariat

UJIRE - 574 240, D. K. District, Karnataka

Ph: 08256 - 236222, Tele Fax: 236982

E-mail: rudseti@sancharnet.in, rudseti@rediffmail.com, csrudseti@rudsetitraining.org

**Website: [www.rudsetitraining.org](http://www.rudsetitraining.org)**

### **Dr. D. Veerendra Heggade Said.....**

*“Instead of writing some one else’s account through wage employment, after three to five years of collegiate education, it is more meaningful to write one’s own account by embarking upon some self employment”.*

*Dr. D. Veerendra Heggade, President, RUDSET Institute*



## SUGGESTED APPROACH FOR RSETIs BASED ON RUDSETI MODEL IN PROMOTING ENTREPRENEURSHIP DEVELOPMENT

The target group of RSETIs is the unemployed youth in the country, which needs to be motivated and facilitated to act on their own. The salient characteristics of this group are

- Low self confidence
- Low self motivation
- Fear of failure
- Inferiority complex
- Lack of awareness about business opportunities available in the environment
- Lack of knowledge regarding support system available for launching of new enterprises
- Slow or no exposure to management of enterprise

The Entrepreneurship Development in rural youth has to take place by stimulating their psyche followed by bringing in the appropriate technology, training and credit within their reach.

### 1.0 Vision of RSETIs:

Transformation of youth into productive assets by short duration interventions.

### 2.0 Mission of RSETIs:

Channelizing youth power in wealth creation through entrepreneurship and empower youth to share economic progress equitably.

### 3.0 Philosophy of RSETIs:

The entrepreneurship development can take place in short duration intervention if properly designed. It does not begin from 'Zero' level. Generally the younger generation would have gained some experience in their real life situations and this serves as a launching pad for accelerated learning during training. It is therefore possible to train the youth in a short period of 1 to 6 weeks to bring in positive attitudinal changes resulting in increased self confidence, awareness, understanding, knowledge, skill and higher self motivation.

The training would be effective if it is residential. The campus approach helps the participants to improve their attitude, human relations and change their perceptions for the better. The duration of the learning in this approach goes beyond the stipulated hours without force or coercion as the trainees are self motivated and stimulated powerfully.

### 4.0 Objectives and scope of the RSET Institutes:

- ❖ To identify, orient, motivate, train and assist young people to take up some self-employment ventures.

- ❖ To develop confidence in unemployed youth.
- ❖ To promote rural entrepreneurship.
- ❖ To enhance the effectiveness of poverty alleviation and self employment schemes of the Government and the Bank.
- ❖ To promote counseling and project consultancy services.
- ❖ To train village level workers to work in rural development.
- ❖ To take up research and development in rural entrepreneurship and rural development.

### 5.0 Identification of the Training needs:

The institute shall identify the training needs of the potential entrepreneur in consonance with the philosophy of starting not with zero level. It is necessary to have proper balance between youth trained in different skills to avoid unhealthy competition among them. In this context, it is desirable that there is a spread of different activities to be carried out by the target group in the same vicinity. Therefore it is important to identify the felt need and the right kind of aptitude in a youth to take up the particular training programme designed by RSETI. The institute shall identify unemployed youth for the specific programmes conceived by financial institutes, banks, developmental agencies, Departments of Government which intend to provide credit and other supportive linkages.

### 6.0 Methods of Generation of applications

The RSETIs shall take the assistance of Sponsor Banks, other Bank Branches in the command area, Other Financial Institutions, Government Departments and NGO's shall have close liaison with the Bank Branches in the command area for generating applications to different training programmes. The Branch Managers may be invited for Inauguration/Valedictory of routine training batches to sensitize them about the activities of the Institute. The Institutes shall also have good rapport with the concerned officials of Government Departments and NGOs for regular sponsorship of applications. The calendar of training programmes for the year shall be sent to all the Bank branches, Govt. Departments and NGOs well in advance.

**6.1 Word of mouth:** Usually in the RSETI model of training, the past trainees of the institutes serve as carriers of message by way of "word of mouth" to other unemployed youth at their reach. The sharing of information has a multiplier effect and helps in generating more applications. Hence, in the valedictory of each training batch, the trainees may be requested to spread the message of entrepreneurship in their area and direct the needy to the Institute for counseling and training.

**6.2 Media Coverage:** It is very useful in spreading the message to larger masses at shorter period. The publication of calendar of training programmes/announcement of specific training programmes in the press media, AIR and Television will help in generating more applications.

**6.3 Through Entrepreneurship Awareness Camps (EAPs):** The niche of RSETI model of training is generating applications by mass motivation method commonly termed as Entrepreneurship Awareness Camps. Conducting EAPs systematically and regularly in the command area creates an awareness

about the Business Opportunities available for self employment, entrepreneurship and support available from the Banks and Government agencies. It provides information about the Institute and the training facilities available. Applications are generated during the later phase of the awareness camp after one to one counseling and identifying the need.

## 7.0 Methodology of Conducting Entrepreneurship Awareness / Motivation Camps

The Institute shall plan conducting of the EAPs while preparing the Annual Action Plan/Training Plan for the subsequent year. The Director of Institute should have complete knowledge about the geography of the command area and locate important places/towns which serve as a nucleus for a cluster of villages/locations. The process of execution of conducting the EAPs shall commence at least 15 days before the organizing date. The programme may be organized jointly with other Institutions like Bank branches, Govt. Departments, SHG Federations, Mahila mandals, Farmers Clubs, Youth clubs, Colleges, NGOs etc. Wide publicity through press, pamphlets, Banners and past trainees may be carried out. The ideal size of the group for an EAP is about 50 - 60 persons. A suitable hall in a school, college Government building, private building with a black board and required furniture sufficient to accommodate the gathering shall be fixed as the venue.

### 7.1 Objectives

- ❖ To motivate the unemployed youth towards entrepreneurship.
- ❖ To provide guidance on the business opportunities available in the present set up.
- ❖ To create awareness about the training programmes, finance schemes of the banks and support from Govt. and other organizations.

### 7.2 Target Group

- ❖ Any unemployed youth
- ❖ Shall have ability to read and write
- ❖ Be in the age group of 18 - 45 years
- ❖ Shall have inclination to start self employment
- ❖ Any members of a Self Help Groups (SHGs)

### 7.3 Programme details

- 7.3.1 Inauguration:**
- An informal gathering
  - Introduction of trainers
  - Objectives of the programme

**Duration - 30 minutes**

- 7.3.2 First Session: Climate Setting & Confidence Building**
- Preparing the participants
  - Psychological approach

- Rising the participants' consciousness
- Developing self confidence
- Highlighting the realities of life
- Ethics and human values
- Brainstorming

Duration - 60 minutes

*Methods suggested:* Lecture, interactions, question answers, discussions

### 7.3.3 Second session: Motivation

- Motivational factors
- Achievement motivation
- Positive thinking
- Shedding negative feelings
- Eradication of dependency syndrome
- Goal setting and decision making
- Experience sharing by successful entrepreneurs
- Scope for self employment

Duration - 120 minutes

*Methods Suggested:*

Lecture, interactions, question answers, discussions, experience sharing by successful entrepreneurs, tower building game

### 7.3.4 Third session: Guidance for Business Opportunity

- Scope of business opportunities
- New avenues
- Generation of ideas
- Sample ideas
- Sorting and screening
- SWOT analysis
- Selection of the activity
- Success stories of entrepreneurs
- Training facilities
- Activities and achievement of RSETI

Duration - 60 minutes

Methods suggested:  
Lecture, interactions, question answers, discussions

### 7.3.5 Fourth Session: Counseling

- One to one discussion
- Identifying the aptitude & the needs
- Generating applications

Duration - 120 minutes

Methods suggested:  
Interactions, question answers, discussions

## 8.0 Selection of Candidates for Training

- 8.1 One of the important factors determining the quality, outcome and impact of the training is “selection” of the right candidates with “felt need”.
- 8.2 The assessment of application form is the first tool in selection of the potential candidate. The application therefore has to be designed in such a way that complete information is available on the candidate’s personal background, general information, his role and responsibility in the family, basis for the selection of the activity, his investment capability etc. When the candidate delivers the application in person, detailed discussions of the above aspects would provide adequate data to the trainer to take a decision in selecting the candidate. It is therefore useful if trainer/ motivator himself gives the application, so that he can question the candidate informally. Generally this procedure could be adequate for eliminating casual applications.
- 8.3 In respect of skill development programmes, candidates are to be selected through personal interviews and some simple skill Tests. Written test may also be held if the applicants are in large number. *It is advisable to involve the skill faculty for conducting the interview.*
- 8.4 If all the conditions for selections are fulfilled, preference may be given to applications sponsored by Bank branches as financial assistance is a possibility.
- 8.5 As far as possible interviews for selection have to be conducted as per the protocol envisaged in Focused Behavioural Event Interview (FBEI) method or modified FBEI developed by Entrepreneurship Development Institute of India (EDII).

## 9.0 Training in Entrepreneurship Development

### 9.1 Objectives:

The selected candidates are to be trained with the following objectives:

- ❖ To *motivate* the candidates to develop interest in improving their personality.
- ❖ To *orient* them about acquiring knowledge and competencies.
- ❖ To enhance their confidence & equip them with the needed competencies i.e. Hard Skills (Technical skills) & Soft skills (Behavioral skills).
- ❖ To prepare them to utilize their knowledge and skill to launch their activity.

## 9.2 Types of Entrepreneurship Development Programmes

RSETI, from the experiences of RUDSETI, is consciously following an approach based on suitability of the activities to the local needs. Broadly, the programmes are of **four** types.

### 9.2.1 General EDPs

It is observed that there are categories of youth who are interested in starting an enterprise and capable of some investments on their own or eligible for a bank loan. They do not have proper guidance for selecting an activity close to their resources and personal preference. They are also in a state of confusion about the size of the activity and investment. General EDPs takes care of all the aspects of motivation, entrepreneurship, business selection, marketing, management skills and launching formalities. A separate training schedule has been created for EDP training under PMEGP.

### 9.2.2 Agricultural EDPs

We all know that majority of population of the country are still dependent on agriculture. Though, lot of research in agricultural sciences is being carried out in the country, there is a great need for more extension services to convey the research findings to the farmers. Agriculture EDPs aim at disseminating the latest developments from the laboratory to the land. Further, India, basically being agrarian, offers a lot of opportunities to undertake agri-business. Combining skills of farming with entrepreneurship can be a viable option for the youth from agricultural background. Thus youth can be trained in agricultural based EDPs.

### 9.2.3 Process EDPs

The country has made great strides in technology front and there has been a great surge in the production of equipments, machinery, electrical and electronics gadgets resulting in great scope for their servicing and repairs. There is a great demand in this front and acute shortage of skilled technicians. Further, there has also been an increase in the demand for specialized service providers. Most of these service oriented activities comparatively require lower investments for launching them. The RUDSETI has developed many Process EDP and the same can be put into practice by RSETIs.

### 9.2.4 Product EDPs

In the changing scenario and competitive world, creativity is the need of the day. It has been observed that a person with creative mind and a little of investment can launch his/her own

manufacturing unit producing utility articles as a sustainable micro enterprise. RUDSETI has successfully tested several EDP's and the same can be put into practice by RSETIs.

## 10.0 Course Module for EDPs

The EDPs endeavor to change, educate and equip a person to become a successful entrepreneur. The whole process envisages developing the candidate's latent qualities and skills as also equipping him with other capabilities. By the end of the programme the candidate is in a position to crystallize his vision into action and launch & manage his enterprise with competence.

The important components in entrepreneurship training - the objectives, duration, delivery methods and coverage, etc. are one cohesive package for EDP. Thus the course module should be considered as guideline which can be modified suitably to the local requirements.

The fundamental aspect of any EDP followed in a RSETI has the following phases:

### 10.1 Behavioural aspects

The most significant aspect in an EDP is the creation of entrepreneurs and entrepreneurial attributes. This is based on the belief that entrepreneurial competencies can be identified in an individual trainee, developed and encouraged.

As per the research findings in entrepreneurship development, fifteen entrepreneurial competencies have been identified by studying the task, activities and behavior of successful and unsuccessful entrepreneurs. They are classified into following five clusters:

- **Achievement Cluster**
  - 1) Initiative 2) Seeing and acting on opportunities 3) Persistence 4) Information seeking
  - 5) Concern for high quality of work 6) Commitment to work contract 7) Efficiency orientation
- **Thinking and Problem Solving Cluster:**
  - 8) Systematic planning 9) Problem solving
- **Maturity Cluster**
  - 10) Self confidence
- **Influence Cluster**
  - 11) Persuasion 12) Use of influence strategy 13) Concerned for persons related to the enterprise
- **Directing and Controlling Cluster**
  - 14) Assertiveness 15) Monitoring

The behavioral aspects provide experiential learning situation to the potential entrepreneurs to help them examine their outlook and attitude towards entrepreneurship and help practice newly learnt behavior. This phase generates a sense of learning amongst the candidates about an enterprise.

Their desire to know further, their plans and decisions to crystallize their ambition into action is accomplished through this. The candidate's receptivity of learning enhances commitment to the set goal. This attitudinal change leads to learning at a much faster pace.

#### **10.2 Technical Skills/information related to chosen activity:**

Attitudinal change is followed by imparting detailed technical skill in the chosen activity. The process of demystifying the technology is the hallmark of this phase. Utilizing the services of skilled and experienced entrepreneurs in this phase is important. Care is taken to provide adequate 'hands on' experience (practical) in the needed technology.

#### **10.3 Skills to launch an Enterprise**

The inputs help candidates to learn the procedure and skills of conducting market survey, selecting specific business opportunity, preparation of business plan, approaching various support institution like DIC, Banks, etc.

#### **10.4 Skills to manage an enterprise**

The entrepreneur needs to be exposed to managerial competencies. Management techniques of combining men, machines, materials and market to accomplish specific entrepreneurial objectives are dealt in detail.

## A TYPICAL TRAINING DAY IN A RSETI

Timings	Details
06.00 a.m. to 06.30 a.m.	Getting Ready
06.30 a.m. to 07.15 a.m.	Yoga/Meditation
07.15 a.m. to 08.00 a.m.	Shramadaan
08.00 a.m. to 08.45 a.m.	Getting ready for Breakfast
08.45 a.m. to 09.25 a.m.	Breakfast
09.30 a.m. to 09.45 a.m.	Prayer & MILLY
09.45 a.m. to 11.30 a.m.	First session
11.30 a.m. to 11.45 a.m.	Tea break
11.45 a.m. to 01.30 p.m.	Second session
01.30 p.m. to 02.15 p.m.	Lunch break
02.15 p.m. to 04.00 p.m.	Third session
04.00 p.m. to 04.15 p.m.	Tea break
04.15 p.m. to 06.00 p.m.	Fourth session
06.00 p.m. to 07.00 p.m.	Rest & Recreation
07.00 p.m. to 08.15 p.m.	Post evening sessions (OPTIONAL)
08.15 p.m. to 09.15 p.m.	Dinner
09.15 p.m. onwards	Practical training/homework (OPTIONAL) Extended hours of learning

**Note:** The duration of each session is 105 minutes



# SESSION DETAILS OF A GENERAL EDP

## 1. Micro lab - Ice Breaking Session

a. Duration : Two sessions

b. Why this session?

Micro lab is a process oriented package of experience, which is used to prepare the participants to learn psychologically. It is necessary because the youth especially with rural background are found to be relatively introverted and shy in nature. They may not mix freely with new faces and that may likely hinder the learning process. Unless they are psychologically prepared, their apprehensions are shed and their resistances are lowered, the participant may not derive benefit from the training program. They need to be motivated and opened to the learning process, if they have to actively participate in the training program.

c. Objectives

- To familiarize the participants with each other.
- To make the heterogeneous group into a homogenous group.
- To build expectations about the training program.
- To describe the importance of interaction in the learning process.



d. Tips to the Trainer

Make the participants to assemble in a garden or an empty hall. Introduce yourselves and instruct the participants to move around in a circle slowly bending their heads but listening to the instructions and simultaneously thinking & organizing their thoughts. Once they are given instructions to "group", they may break from the circle and form groups of two or three as instructed by the trainer. Afterwards make them share their thoughts, experience, feelings and opinions freely with the group members on the given topic/issue for 1 or 2 minutes. Once the instructions are given to "regroup", the participants have to reassemble in the circular form, keep moving slowly and listen to the instructions. Repeat this process for about five to six more rounds. At each round, ask them to form a group with persons whom they have not met earlier. Give instruction to share thoughts on a different topic each time.

After sharing experiences in the structured manner as above, the trainer may conduct any other ice breakers viz. role play, non verbal skit, concentration games etc to make the going lively. The Experiences of micro lab should be linked to the main aspects of the training while analyzing this exercise. For example the trainer can recall some responses from the participants and relate this with a competency of entrepreneurship.

Micro lab shall be administered on the first day of the training program, preferably in the morning hours.

Note: The purpose of the micro lab should not be explained to the participant in the beginning

## 2. Achievement Motivation – Confidence Building

a. Duration : One session

b. Why this session?

Motivation development aims at helping the participants reinforce their motives. Motive related behavior increases probability of their becoming entrepreneurs. It also aims at developing an inclination towards defining and setting goals and orients a person towards continuous self-appraisal. Achievement motivation would reinforce the behaviors viz. Striving for excellence, moderate risk taking ability, learning from feedback, problem solving & creativity etc.

c. Objectives

- To explain what energizes and directs human behaviors.
- To show the importance of motivation in success of a person.
- To explain how motives and self confidence influence the achievement of goals.



d. Tips to the trainer

Begin the session by asking the participants the purpose of their attending the training. The answers will be different from each other. From the various answers given, pick the thread from "the need to achieve something in life" and trigger the discussions as to why there is a need to achieve?

As the discussion progresses, a need is felt by the participants that there is a desire to achieve something in life for which there is no motive. With the trainer probing a little further, the participants may attribute their lack of motive to external factors/ environment without realizing their hidden/ internal strengths.

Through discussions, the trainer should stress on the immense potentiality an individual possesses and shall drive home the point that the results are the causes of our actions. Explain the importance of self confidence in developing motivation and positive attitude. Then explain the importance of motives in developing the need for achievement, which influences a person to set the goals and accomplish the same. Relate this to the performance of entrepreneurs. Explain by giving examples that human motives which provide the basis for most human behaviour are largely unrelated to biological or survival motives. They are related to feelings of competence, self esteem and social acceptance. Such motives develop as a result of individuals interactions with other people throughout their life.

Explain in brief, various motivational theories and how motives influence the human behaviour. The trainer may deliver the inputs through an interactive session laced with relevant stories, examples, quotations, anecdotes and humour.

### 3. Why Self Employment – Advantages over Wage Employment, Entrepreneurship Development – What, Why & How?

a. Duration : One session

b. Why this session?

Population explosion coupled with the unemployment situation is causing disharmony in our society. A large number of youth are competing for a limited number of positions in every part of the country. The mindset of the present day youth is that they are prepared go to the extent of borrowing money or selling their property to get a secured wage employment. Our country has



enough potentiality for self-employment opportunities and an individual can make a very good living out of the income generated from a self employment venture. However there is a need to plan and select a lucrative venture suitable to the local needs. Unfortunately, the focus of our education system is more inclined towards academic needs than towards self-employment needs. The present day situation offers lot of encouragement for self-employment in the form of Government subsidies, marketing facilities, training and various financial schemes

sponsored by Government. It is observed that many youth coming forward to take loan under Government sponsored scheme either come out of compulsion to do something or for the attraction of loan and subsidy & they lack commitment to self-employment. By providing proper information and advantages of self-employment, a vision is built. Further, the prospective entrepreneur will go with a firm mind set and enthusiasm to start the venture.

c. Objectives

- To list out the advantages of self employment vis-à-vis wage employment.
- To show the difference between the Entrepreneurship, self-employment and Income generating activity.
- To explain the process of Entrepreneurship Development.

d. Tips to the Trainer

Begin the session by asking the participants to raise the hands of those who are interested to go for job for which you will help them. Ask the participants who have raised their hand as to why they want to go for wage employment and its advantages. List out their responses. Take up the responses one by one and explain with examples the limitations of the perceived advantages. Ex: Advantage: Job security - counter it with the information about the present employment scenario and the difficulty in securing one, the limitations of the salary, job satisfaction, curtailment of creativity etc. After countering the responses go on explaining the advantages of self employment one by one.



At the end of the session, ask the participants again to raise the hands if they are interested in a job and see the difference.

Sl No	Vital points	Self -Employment	Wage Employment
1	Investment	Has to be done	Need not be done
2	Income	No limit	Restricted
3	Risk	Present	Not present
4	Responsibility	More	Less/Absent in some cases
5	Accountability	Very much	Less/nil in few cases
6	Employment to others	Can be given	Limited opportunity
7	Creativity	Unlimited and is rewarded	Limited and sometimes without rewards
8	Freedom	Unlimited	Limited
9	Opportunity for future generation to continue	Present	Absent
10	Time factor	Unlimited	Limited
11	Scope for implementation of own thoughts	Full freedom to do so	Limited freedom
12	Scope for development	Abundant	Very less
13	Satisfaction, happiness	Available in plenty	Scarcely available
14	Utilization of resources	Possible	Not possible directly
15	Contribution to society, nation	Directly and in more proportion	Indirectly and in less proportion
16	Worries	Worries concentrated on others and business. Hence better health and long life	Worries always self centered. Hence more health problems and likely lesser life expectancy
17	Desire to grow	Present in plenty	Curbed by many limitations

Now the trainer has to focus on what are Entrepreneurship and its development process. The trainer should also explain as to how it is different from Self Employment and an income generating activity.

❖ **Dynamics of Entrepreneurship**

Entrepreneurship is the character, practice and/or skill of an entrepreneur. An entrepreneur is a person who organizes, manages and assumes the risk of a business. Accordingly, entrepreneurship refers to identifying/innovating ideas, product and services; mobilizing resources; organizing production/service and finally, marketing them with constant strive for growth and excellence.

In the context of employment generation, the three terms i.e., entrepreneurship, self-employment and income generation are often used interchangeably. Although there are a lot of commonalities among these concepts, the three terms are not the same. Self-employment refers to full time involvement in one's own occupation or pursuit in which one may or may not have to take any risk to mobilize inputs and other resources to organize total production and services or to market the

product and services. Income generating activities, on the other hand, are often part time, casual and practiced for the purpose of raising additional income. The functions of entrepreneurs, as explained earlier, suggests that all entrepreneurs are self-employed and income generating persons. But all self-employed and income generating persons may not necessarily be entrepreneurs. Similarly, all self-employed persons are income-generating persons, but all income generating persons may not necessarily be self-employed.

Accordingly, all the three are useful means for employment generation but they are all in terms of their scope and impact with others. The three, however, can be viewed as initial, middle and terminal stages in entrepreneurial growth process. The main objective of any self-employment venture is to commence an economic activity.

❖ **Income generating activity:**

An activity that helps in generating income is only a beginning. Here the activity may be seasonal and the person engaged in it may not be utilizing full time and energy in carrying it out. In other words the activity may not have been carried out on full time basis. To illustrate, a boy engaged in selling lottery tickets in a bus stand, a cinema house, or in some public place can be said to be engaged in income generating activity. He might be attending to this only during his spare time. The main objective of a person engaged in such an activity is not to earn more and more income but to gain experience and confidence & to have a firm footing in the activity.

❖ **Self-employment:**

This is the second stage. The main difference between first and the second stage is "Time". In this, a person fully utilizes his or her entire time and energy in carrying out the activity. The income generated is on a continuous basis and the activity has a definite shape. To illustrate, the boy in the first example, after gaining sufficient experience, confidence and learning the tricks of lottery selling, establishes a stall and starts selling the lottery tickets.

The vital difference here when compared to the first stage is that, in the first stage, the boy is approaching people in order to sell the tickets, where as in this stage, he is stationed at a particular point and people approach him to purchase the tickets. Here the business is no more seasonal and an uniform income generation can be seen.

❖ **Entrepreneurship:**

This is a very vital stage. Income generating and self-employment activities undertaken with the only objective of earning money cannot take a person to this stage. Along with generation of income, the person has to acquire or develop entrepreneurial qualities. An entrepreneur not only creates employment for himself but also for others. He constantly looks for the opportunities, takes risk and grow in the business.

The message to the participants at the end of the session shall be "Entrepreneurs are not born but only made".

## 4. Entrepreneurial Competencies

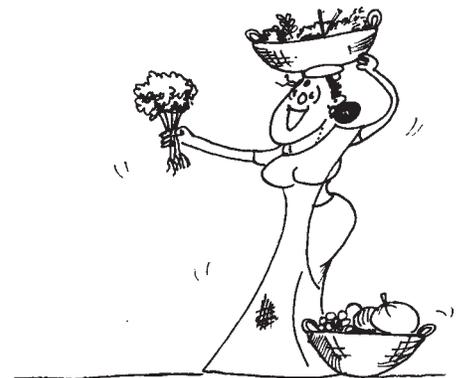
a. Duration : Two sessions

b. Why this session?

An entrepreneur is an independent person who initiates and establishes an economic activity. The success of an enterprise depends on the inherent viability of the project and the way the project is planned, implemented and managed. It is the entrepreneur who acts as a driving force behind the performance of these tasks. In order to carry them out efficiently, the entrepreneur needs to have certain knowledge, skills and a positive personality profile. All these put together could be termed as competencies. The general belief among the unemployed or ordinary people has been that the successful entrepreneurs have inherited the qualities and it is the money for investment which is crucial for success of an enterprise. However, the recent researches have shown that it is possible to develop successful entrepreneurs and thus has disproved the contention that the entrepreneurs are born with some gifted qualities. Today it is successfully proved that a person can be trained and developed so as to assume the risks involved in running an enterprise successfully. Hence it is necessary to make the participants to internalize the entrepreneurial competencies and motivate them to sincerely put in their efforts to develop the required competencies. Through this session an effort is made to enable the participants to internalize the competencies through class room exercise of analyzing a case study.

c. Objectives:

- To know the traits of a successful entrepreneur.
- To know the relevance of entrepreneurial competencies at different stages of enterprise launching and management.
- To know the details and impact of different competencies.
- To identify entrepreneurial competencies in a successful entrepreneur through a case study.



d. Tips to the Trainer

Open the session by explaining what is an enterprise and who is an entrepreneur. Ask the trainees to think of some entrepreneurs whom they have seen or observed and list out why some are successful and some are not successful. Ask what makes an entrepreneur successful or unsuccessful. List out the answers on a flip chart/black board which by & large will be like hard work, problem solving ability, investment, education, luck, influence, etc, which is not exhaustive. Now, explain the concepts and definition of knowledge, skill and motivation through the examples of swimming and cycling. Here providing only Knowledge does not help in acquiring the expertise. Thus, the next stage in acquiring the expertise is "Skill".

Ex: Imagine a competitor in a swimming or cycling race with excellent knowledge coupled with extraordinary skills but without motivation. He will be a mismatch to others in spite of possessing high levels of Knowledge & Skill. Hence, motivation is equally important as the other two for the success of the entrepreneur.

Explain about Prof. David C. McClelland's experiment and the conclusion thereof to identify the knowledge, skill and motivation of a successful entrepreneur. According to the theory, 15 behavioural competencies originate from knowledge, skill and motivation. They also found out that these competencies could be developed in a person. The finding was that a person can become a successful entrepreneur if he possesses or acquires at least 8 out of 15 competencies.

Thereafter, circulate a case study (model furnished below) among the participants. Ask them to read it carefully. Make groups of 4 - 6 participants and assign them to discuss among themselves about the entrepreneurial competencies observed in the case study. Allow 10-15 minutes for discussion. Ask the groups to come and make a presentation. After all the groups make the presentations, summarize the learning and reinforce the importance of acquiring entrepreneurial competencies for the success of an entrepreneur.

Note: Trainer can use either a story or a relevant case study. The case study if used should be brief and simple that depicts 15 competencies. For effectiveness, trainer can use pictures or posters depicting some characters, which help the trainees to internalize the theme. Further, while explaining the competencies, the trainer may link each of them to a story, a real life situation etc.

### THE THIRD EYE - A CASE STUDY

As I entered the office, a stranger greeted me. He introduced himself as Ramanna. He was a farmer from the nearby village. He cultivated arecanut, rubber, cashew and pepper.

"I came five times to meet you, Sir" smiled Ramanna, "Somehow, whenever I visited the office, you were out on tour".

I remembered his name and the village being mentioned in the daily 'Times of India'. It even appeared in the TV news. But, I could not exactly recall about the subject.

When asked about it, he said "Yes, it is a news item about me. I used music to protect my rubber saplings from damage from the wild boar".

"Tell me more about it", I leaned forward curiously.

Ramanna made himself comfortable in the chair. And what followed was a very fascinating insight to his personality. Ramanna went into a reflective mood.

“Sir, I studied up to PUC. I hail from a family of Doctors. My father was a reputed Ayurvedic Vaidya. My uncle was a MBBS doctor. Aunt was a Lecturer. My brothers and sisters studied medicine. Some are abroad.

My father inherited a small property in the village. Since, my childhood I enjoyed my vacation in this farm, more than my school life in the city. I was always fascinated by the village life - it is so cool, calm- the swim, the thrill of being with the nature, watching the plants grow, the smell of soil and what not. Early in my life, I wanted to be a farmer.

However, father had different ideas. He and other family members had a dim view about farming and village life. They wanted me to become another Doctor. They were almost fanatical about it.

I, on the other hand dreaded the medical profession the most. The very sight of illness, sickened me. I used to wonder - this must be the dirtiest profession what with touching the warts and wounds of the patients. The smell of medicine nauseated me.

None of my arguments could convince my father. I had none in the family or friends to confide my feelings, my aspirations.

I have been a fighter; I had to, because my life and career was at stake. Hence, I conceived a trick.

I deliberately did not do well in my PUC examination. Until then, I was a topper in the school. If I got good marks, I would have been forced to study medicine. So, did not get marks to get into the non-bargaining position. I passed second class.

Father was furious with me. Other members scorned at me. I firmly told my father that I am not interested in further studies. I wanted to do farming.

My family was aghast. They tried their best to dissuade me from my pet idea. They avoided me. I never compromised and insisted about my ways. Finally they had to give in.

I turned out to be an outcaste in the family’, smiled Ramanna “But that was only for about 5 to 6 years. Later as I grew as Farmer, gained experience and money - I was recognized for achievements. I became acceptable to the family. In fact, they prided their relationship with me, because of my status in the society. I am wealthier than my brothers and sisters.

Ramanna was in an expansive mood. By this time my curiosity was aroused. “Fifteen years ago we cultivated paddy and areca. I thought areca would be the cash spinner as gutka was getting popular. I decided to expand the areca plantation. I went to several research stations. I collected different varieties and enquired about new technologies. It is better to have different varieties. Later, they can be of use as mother plants if there is a demand for these seedlings. I noted that the traditional method of raising areca seedlings were inadequate. Not all the nuts germinated. I wanted a new 100% improvement to get the maximum benefits.

“What I did was to try whether Mudi system helps”.

“What is that Mudi system?” I queried.

“Paddy and rice was traditionally preserved in compact paddy straw basket. It is known as Mudi. I made a mudi of arecanut seedlings, made it wet and kept it on rocks to avoid ants. I got 99% germination. Similarly a new method for high germination of coconuts was invented by me. I could save a lot of resources.”

He continued - “but the farmers” obsession with areca frightened me. This is not a food crop. Not very essential. Tomorrow, if supply exceeds demand, we would be doomed. On that reasoning, I diversified about 6 acres into rubber plantation. But I had a postering problem. You may know that our village is in the heart of Western Ghats. The wild boars relish tender seedlings be it coconut, areca or rubber. That was one big problem.

The common approach to protect the crop from wild animals is to have barbed wire fence after deep trenches. The new method is to have electrically wired fence. I found both to be very expensive. In my view, it is a non productive investment. I thought over the problem. I wanted to solve it through easier means. He paused for a while, collecting his thoughts.

“I had a fan for music. In the village, I was the first to bring a tape recorder. It attracted many villagers. I thought that this interest would be of some use. You may be knowing that farm labour is very scarce and costly these days, thanks to the beedi industry. Moreover, labour work is monotonous and boring. They have to be attracted and kept humoured. I bought several cassettes of songs and Yakshagana liked by the labourers. And I played them at their work place, even in the open field. That was some thing pleasantly novel to them. To that extent their standard of living enhanced. It ensured their regular attendance. In fact, their productivity increased by 150%.

And I thought, if it could enhance labour productivity, can it be used to ward off wild boars. So, I set out with music blared at few of the breaches in the fence of the rubber plot. But the problem persisted. I reasoned that the Bhaktigeets cassettes might not have deterred the boars, but instead had attracted them.

Whilst watching TV, I heard music from Michael Jackson. I tried his cassettes. That did it. The music indeed threatened the wild boars. To get them off guard, I changed the placement of the speakers. It worked well. My rubber buddings were saved. In fact, they came to bearing within 4<sup>th</sup> year. That was news to the Rubber Board. And through them my experiment found a mention in the newspapers and TV. But it must have been a costly investment than a barbed wire fence? I insisted.

“Not at all I had already the music system with several speakers. The usual electrical wire would have been costly. What I did was to plant wasted one inch PVC pipes as bearer poles for the tape

recorder wiring. I took a risk in buying ordinary binding wire. It was much cheaper. Thankfully, it worked”.

“I used to regularly watch the UGC programmes on TV. And watching it and discussing with like minded farmers, engineers and business men gives me news insights to innovate and resolve the problems. I also visit along with my family, the Technology exhibitions, University and Research centers as a sort of LFC that you employees enjoy. These visits also help in building contracts”. Well I thought here is a man of action. He must have come to me with a purpose, particularly when he persistently tried to contact me. I wanted to know.

‘Yes’ said Ramanna, “I came to seek your help in two things. First one is to know about tissue culture technology. I had visited Indo - American Hybrid Seed Co. in this regard. But that seemed to be too high Tech. I learnt from my acquaintance that you would be having some ideas on mini tissue culture technology. I wanted to know about its feasibility”. “Secondly, since you are also a banker, may be your advice and guidance would help me in the long run to avail the required finance if I decide on the tissue culture project. Sir, I want you to visit my farm. Can you give me a date?”

For, I thought here is a man to whom, helping would be a privilege.

Study the above case study and identify the different competencies in Mr. Ramanna

## 5. Problem Solving & Creativity

- a. Duration : One session
- b. Why this session?

One of the distinguishing characteristics of an entrepreneur is his/her capability to solve the problems. An entrepreneur accepts the fact that problems are bound to be there while pursuing the goal. An entrepreneur is likely to face a variety of problems in the course of establishment and management of his enterprise. Solving the problem is necessary for managing the affairs smoothly instead of remaining under stress and tension when one encounters problems.

### c. Objectives

- To explain the need for developing problem solving skills.
- To narrate the process involved in problem solving.
- To discuss the importance of creativity in Entrepreneurship.

### d. Tips to the trainer

Begin the session informally by asking them to define a problem and list the types of problems they have encountered in life. After this, ask them the methods adopted by them to solve the problems encountered. Explain

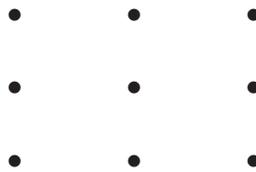


how problems are inevitable in our life and also in establishing/running an enterprise.

Explain the process of problem solving with the help of examples. One such example is the story of Hanuman bringing Sanjivini Mountain to save the life of Lakshmana.

Now ask the participants as to what types of problems that they would encounter as an entrepreneur and methods adopted to solve them. To drive home the above point, administer nine dot exercises as furnished below. Explain why creative approach is required to solve the problems. Relate it to the business situations of the target group (participants)

**Ex: Nine Dot Game**



**Note:** Ask the participants to connect the above nine dots without lifting the pen from beginning to end by drawing four straight lines. Retracing of the line is also not permitted whereas crossing of one line by another line is allowed.

Sum up the learning and reinforce the need for developing problem solving attitude to achieve success in running the enterprise.

Now explain what is creativity & characteristics of a creative person. Emphasize the need for creativity in developing problem solving attitude for a successful entrepreneur.

**6. Human Relations**

- a. Duration : One session
- b. Why this session?

Human relations is both an obsession and a skill denoting the attitude and perception of a person. Better the human relations better will be the networking and people management. Practicing human values will help an entrepreneur to achieve long sustaining success not only in his professional life but also in personal and social life. It is a necessity that an entrepreneur should follow the business ethics coupled with self discipline to fulfill one’s social responsibility. He has grown by drawing support from the society and hence he has a responsibility towards the society. So there will be a win - win situation for everybody in the society.



**c. Objectives**

- To highlight the importance of human relations with customers, other related entrepreneurs, competitors, workers, suppliers, family members, relatives, friends and well wishers.
- To explain the significance of social responsibility of an entrepreneur.
- To list out the entrepreneurial values & ethics in business.

**d. Tips to the Trainer**

Begin the session by initiating a discussion on human relation. List out the opinion of the participants on the block board. Start explaining the relevant ones and stress on the needs of good human relations. List out the tips for better human relations. Explain human values, self interest v/s selfishness, honesty & integrity, positive thinking etc. Explain the business ethics and social responsibility of an entrepreneur and the need for inculcating entrepreneurial values. Explain “Johari Window” theory on personality and its relevance to human relations.

Summarize the learning and conclude the session with a powerful message to be an honest and ethical entrepreneur.

**7. Ring Toss Exercise**

**a. Duration : Two sessions**

**b. Why this session?**

Risk taking is an important aspect of entrepreneurial life. The choice of any occupation is influenced by the need for security and a fear of failure. The entrepreneurs need to take risk and expect rewards. Successful entrepreneurs need to be calculated risk takers. They shall not aim at goals that can be very easily accomplished. They should like challengers. In reality, most of the entrepreneurs end up taking a low risk and set goals that could be easily accomplished. Most of the first generation entrepreneurs in the initial stages lack access to new ideas, knowledge skill and other resources. As a result they find it difficult to start a business. They need to develop their capacity for setting goals and taking risks because both these qualities are essential to start and run an enterprise successfully. This session provides an opportunity to the potential entrepreneurs to understand the importance of risk taking and goal setting aspects and assess their own ability to take risks and achieve the goals.

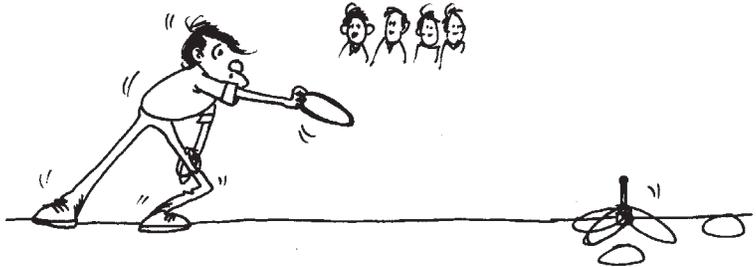
**c. Objectives**

- To analyze the situation prior to goal setting and gather as much information as possible.
- To List out one’s own resources and assess their capabilities.
- To develop attainable, realistic and challenging goal for oneself and modify the goals on the basis of his/others experience.
- To examine one’s own risk taking behaviour i.e. whether a high risk taker, moderate or a low risk taker.

**d. Tips to the Trainer**

The training aids required are four rings of about 8" diameter, a wooden peg with a stand of about 18" height, a scoring sheet to the trainer and record sheet to the trainees. This is a simulation exercise followed by interaction, discussions and analysis.

The trainees, one after the other, are asked to throw rings over a peg from a distance selected by them. The first round involves choosing a distance and throwing rings over the peg individually away from the presence of other participants. In the second and third rounds, the participants go through the same procedure in the presence of others.



In the fourth round, they act under the additional influence of an incentive wherein they earn more points (or money) by choosing longer distances.

At the end of the session, the trainer sums up the learning of the exercise as experienced by the participants and relate the risk taking and goal setting behaviour to the success or failure of the enterprise.

**Record Sheet**

Sl. No	Name	I Round		II Round		III Round	
		Distance selected	Successful throws	Distance selected	Successful throws	Distance selected	Successful throws

**8. Tower Building Exercise**

a. Duration : One session

b. Why this session?

It is observed that whenever youth face uncertainty and risk, they tend to withdraw because of their lack of exposure, lack of knowledge and sense of inadequacy. This directly affects their self-confidence. Experiences in developing youth as entrepreneurs suggest that when they get the feeling that “They too can do it”, their self-confidence increases. This helps in improving their performance considerably. Self-confidence is one of the important human traits required in youth to become successful entrepreneurs. Hence it is important to let the potential entrepreneurs experience that their performance can be affected by the presence or absence of self confidence. The session aims to provide the participants an opportunity of understanding their behavioural pattern in relation to

their confidence level. It also shows their response in accomplishing a task with and without support / help from external sources.

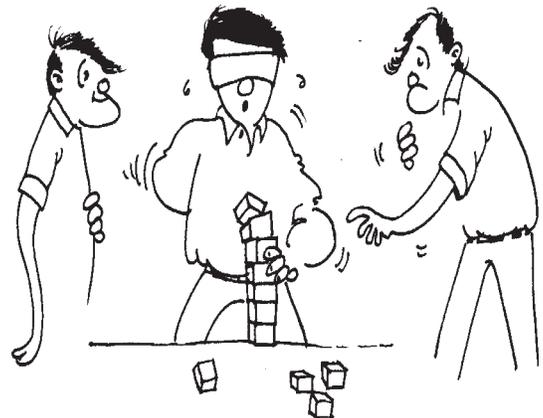
**c. Objectives**

- To explain & articulate the role of self-confidence in performing any activity.
- To develop a belief in their own ability to complete a given task/ face a challenge without depending upon external assistance.
- To explain the process of building self-confidence.

**d. Tips to the Trainer**

The requirements are

- i. About 25 wooden blocks (cube shaped) with plain surface of 5 sq. cm. each.
- ii. Clean handkerchief (black color) for Blind-folding.
- iii. Observation sheets.
- iv. Paper slips.



**Note:**

- This is a simulation exercise followed by interaction, discussions and analysis widely used with a fair degree of effectiveness.
- This exercise shall be carried out only after giving inputs on Entrepreneurial Competencies. The objectives of the exercise should be revealed only after conducting the game.

Firstly, arouse the interest of the participants for playing the game of tower building. Administer the game as detailed below:

Three trainees are selected and are given the roles of Proprietor, Supervisor and Worker. The worker is blind-folded and asked to build a tower, using the left hand. The roles of the three are made clear in the beginning. The proprietor and supervisor are not allowed to assist the worker physically, but they can discuss, encourage or advise the worker. Others in the group are asked to observe and rate the proprietor and supervisor for their helping and encouraging role in the game.

Analyze the game experience by noting the observations, asking structured questions, noting the responses and probe deeply to bring out the following aspects:

- a. Decision making and goal setting by assessing ones resources and strengths
- b. Planning and scanning the environment
- c. Impact of expectation on the performance

- d. Role of help and encouragement in performance
- e. Dependency on support of others
- f. Confidence in ones own abilities
- g. Developing self confidence

Ask the participants to sum up the learning from the game. Reinforce the learning points by giving some examples.

## 9. Boat Building Exercise

- a. Duration: Two sessions
- b. Why this session?

Generally the unemployed youth mainly look at the gains of a business. However, most of the time, they overlook to understand the skills that are required to earn profit. Through this simulation exercise they will be able to experience the relevance of certain competencies like systematic planning, efficiency orientation, concern for quality and commitment to work contract. Other aspects of entrepreneurial behaviour like goal setting, learning from experience, taking personal responsibility for success or failure, coping up with stress can also be dealt in this exercise. The exercise will effectively enable the participants to internalize the entrepreneurial competencies and also to examine their own behaviour patterns in relation to the competencies.



### c. Objectives

- To test one's own ability in systematic planning and efficiency.
- To develop ability to cope with stressful situations.
- To explain the importance of efficiency orientation, systematic planning and concern for quality.
- To illustrate the need for taking personal responsibility for success or failure.

### d. Tips to the Trainer

The requirements are

1. Glossy one side colored paper cut into squares (10 X 10 cms.)
2. Instruction sheet for the boat making game (one copy for each participant)
3. Black board/ flip chart
4. A stop watch

The trainees are asked to make two different paper models of *boats* according to certain quality standards. During the trial round, the trainees are made to set their own time estimates for making

the models. Thereafter the trainees will be asked to record the actual time taken and to indent for the raw material (Paper for boats) based on their estimate. Now, the participants are advised to make the boats within the time limit of five minutes. This exercise is to be carried out for both the models separately. The trainer shall purchase the completed boat as per the quality standards and reject those which are not conforming to the specifications. Now ask the participants to calculate profit/loss. Analyze the answers of the participants and relate it to the following aspects:

- Systematic planning
- Concern for quality
- Commitment to work contract
- Learning from mistakes/experience
- Reacting to the external environment
- Seeking information
- Creating and handling stress

**Boat Making Exercise - Handout for the trainees**

**SCORING SHEET**

	Model I	Model II
<b>I.</b>		
A How many you would make with in five minutes?	____Nos	____Nos
B Probability of achieving this target i.e.; 100%, 90%, 80% etc.	____ %	____ %
C Why do you think you would achieve this target?		
<b>II Trail</b>		
A How much time you took in making these models (in seconds)?	____Secs.	____Secs
B How many you can make with in five minutes?	____Nos	____Nos.
C What would be the investment?	Rs_____	Rs_____
D Probability of achieving this target	____%	____%
E Why do you think you would achieve this target?		
<b>III Business &amp; Result</b>		
A How many did you make?	____ Nos.	____Nos.
B How many could you sell?	____Nos.	____Nos.
C Sales in Rs	Rs._____	Rs._____
D Profit/Loss	Rs._____	Rs._____
<b>IV Please write reasons for your profit or loss you made in each model</b>		

NOTE: Administration of all the above three games requires specialized skills which calls for a certain amount of expertise. Unless the trainer is trained to implement the inputs, she/he should seek an expert's help in the initial stages.

## 10. Time Management Exercise

- a. Duration : One session
- b. Why this session?

Time is money but different in that, if once lost cannot be got back. It is a limited resource and unique in that it is provided equally to every person in this universe without discrimination by the almighty. Efficient time management decides the growth and success of an enterprise. Emphasizing the importance of time management and avoiding the time wasters will reduce the stress on an entrepreneur.

Successful people recognize the value of time and get best out of it by managing it better. Thus time management is about setting clear priorities and making sure that they are achieved.

- c. Objectives

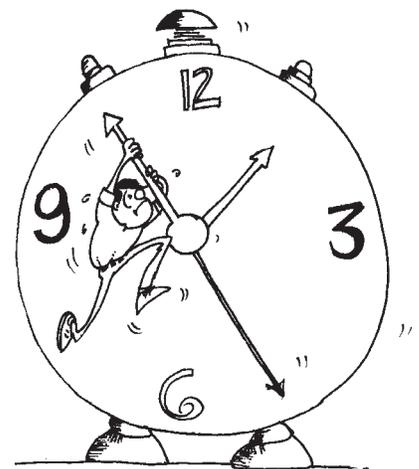
- To internalize the importance of time in managing stress.
- To calculate value of time.
- To identify the priorities and rank them the order of importance.
- To list the key factors for managing the time efficiently.

- d. Tips to the Trainer

Inform the participants the need to understand the value of time. Make them realize that time is a precious resource.

Illustrate this with an example of a bank account where in we all receive **Rs. 86400** every day which we can spend the way we want but devoid of carry over to the next day. If we fail to use this precious money, it is lost forever. Correlate the same by replacing "**Rupees**" with "**Seconds**". Make the participants realize that our life is "**TIME**". Inform about the time wasters and importance of prioritizing the work.

Ask the participants to write down how they would like to change their time management pattern and way of life in future to accomplish the goals. Analyze and sum up with the learning points.



## 11. Business Opportunity Guidance

- a. Duration : Two sessions
- b. Why this session?

When a youth wants to undertake any economic activity, he/she has to think & plan on the following issues right from the beginning:

- What activity should I start?
- From where do I get the information?
- How do I go about it?
- Will I be successful?

These are the big questions faced by most of the first generation entrepreneurs. Any enterprise has to start from an idea. This basis for the business is called the **Business Idea** (BI). Starting an Enterprise based on a business idea is often an irreversible process. The entrepreneur becomes wedded to the enterprise committing most of his resources and quality time to the enterprise on a long term.

The entrepreneur is at cross roads at this phase of business idea selection. Selection of business idea can make or mar the entrepreneurial career. Proper selection leads the entrepreneur to the path of success and enhances his esteem and respect in the eyes of people. In addition, it saves valuable money, time and effort.

### c. Objectives

- To generate business ideas.
- To apply the selection criteria to the chosen business activity.
- To describe the steps involved in selection of business idea.
- To select an activity which is viable and within the resources/ liking of the entrepreneur.
- To decide the size of the activity selected.



### d. Tips to the Trainer

Begin the session by asking the participants how they have chosen the proposed entrepreneurial activity and why only that particular activity? Note the responses on the flip chart/board. Ask them if they are confident of pursuing that activity profitably and have firm conviction for the chosen activity - note the responses. Inform them that there is a scientific method to choose the activity. Explain the need for generating business ideas and tools & techniques for the same.

Divide the participants into convenient groups consisting of 6 to 8 members & allow discussion for about 30 minutes to generate maximum number of business ideas. Ask the participants to enlist the ideas thus generated. Give some sample ways of generating ideas by using brain storming, research techniques & creativity.

Ask the groups to classify and sort out the opportunities into four sectors viz. Agriculture, Industries, Services and Business. Now ask them to carry out macro screening, micro screening for verifying the choices as detailed below:

❖ **Macro Screening:** At this stage, the entrepreneur will examine the classified listing to come up with a shortlist of about twenty most workable ideas which depends on the following factors:

❖ **Personal Preference:** One can start with personal preferences for short-listing their ideas. Based on their vision, qualities and resources, some ideas will have natural attraction for them. Note which of the ideas appeal the most, moderate, and least of all. Let the entrepreneurs consider most appealing business ideas, which they will be able to carry out for ever.

❖ **Capacity to invest:** Next to preference, let them apply their investment capacity for further short-listing the remaining opportunities. Investment capacity includes both their own capital or equity and the amount of money they can borrow from others. Drop opportunities whose capital requirement is absolutely beyond their investment capacity (own and/or borrowed capital).

❖ **Familiarity or exposure to needed technology:** The entrepreneurs may have had some exposure, experience or training with the technology needed for some of the ideas. If so, let them use this as a factor for choosing the business idea.

❖ **Micro Screening:** Having matched the ideas with their preference, capacity and capability, the entrepreneurs need to weigh each opportunity with respect to availability of certain inputs to make it viable. These inputs include availability of:

- Raw materials
- Buyers or Customers (the market)
- Needed technology & skills
- Government support

Let the entrepreneur rate each of the short listed idea generated from micro screening using this five-point scale:

- 5 - Excellent
- 4 - Satisfactory
- 3 - Average
- 2 - Unsatisfactory
- 1 - Very poor

In the end, they should have obtained total scores ranging from 5 to 25 for each of the business ideas. Note the factor, which might be critical for success in that business. See Chart 1 to get an idea of how your rating sheet might look like.

❖ **Verifying the Choices**

Encourage the entrepreneurs to go out into the market and try to get a few more facts about the business ideas. Let them try to identify the critical factors that might affect success or failure of a business. Classify these factors into those that they can control, and those which are beyond their control (such as government regulations, weather, and so on).

Finally, they should be able to identify the following:

- What are the Strengths (S) and Weaknesses (W) of this business idea?
- What are the opportunities (O) and Threats (T) in this business idea?
- Ask the groups to present the procedure followed for selecting their final activity.

This presentation exercise is called “**PRODUCT ADALAT**”. When a group presents the report, other participants will be observers and there will be interactive question and answers at the end of the session.

CHART - 1						
MICROSCREEN RESULTS						
Short list of ideas	Availability of Raw materials (1-5)	Availability of Market (1-5)	Availability of Technology (1-5)	Availability of skills (1-5)	Government policy (1-5)	Critical success factor (1-5)
1.						
2.						
3.						
Rating Scale: 5 - Excellent, 4 - Satisfactory, 3 - Average, 2 - Unsatisfactory, 1- Very poor						

## 12. Market Survey - Theory, Practice & Analysis

- a. Duration: Seven sessions
- b. Why this session?

Once a prospective entrepreneur identifies a business opportunity and chooses an activity, the next step is to assess the viability of the particular activity. He has to decide not only the activity but also



the location and scale of activity which he has to undertake which generates him good business and ultimately profit. Markets are increasingly becoming dynamic and competitive. Experience in promoting first generation entrepreneurs suggest that most of them are facing problem in setting up and running the enterprise mainly due to lack of knowledge on existing market, competition, consumer needs and quality of the product. If the entrepreneur conducts the market survey to confirm the

demand for the product or service, it is possible to minimize the risk and increase the probability of success. The entrepreneur is exposed to designing a questionnaire to collect the required information on the selected activity from Customers, Suppliers, Manufacturers and Competitors as the case may be. He practically conducts the market survey, collects the necessary data regarding the market situation for the selected ventures & prepares a report there on. Lastly, the participants are made to share their experiences through a group discussion followed by a presentation.



### c. Objectives

- To explain the need for market survey.
- To develop the method to collect and use the information generated.
- To develop an effective survey plan for the selected activity.
- To conduct a market survey.
- To prepare a report on the data generated.

### d. Tips to the Trainer

The Trainer starts the discussion with an introduction to the market survey & its objectives. Ask the questions like what happens to the entrepreneurs when they start their business without conducting

market survey? Put the answers on the flipchart/board. Ask the participants as to what they need to do to overcome these problems? Note down the responses on the board.

Explain the participants as to how they can develop a systematic procedure for conducting a market survey. Discuss the 5 point process for conducting a market survey which is as given below:

1. Defining the objectives and the specific information to be obtained:
  - Identifying sources for obtaining information.
  - Assessing the time and cost involved in the study.
  - Working out the methodology and action plan.
2. Selecting a sample size by determining whom to contact and when to contact.
3. Preparing questionnaires for the survey interviews.
4. Collecting data and analyzing the information thus obtained.
5. Preparing a report based on data analyzed.

#### TIPS TO THE PARTICIPANTS FOR CONDUCTING MARKET SURVEY

At the end of the session, trainer shall emphasize with the participants, the following precautions for conducting market survey:

- » Not to be prejudiced
- » Not to be impatient
- » Not to argue with the interviewer
- » Not to reveal privileged information so collected to others
- » Not to write notes while discussing but to make notes immediately after the interview
- » To make adequate preparations before the interview in sequencing the questions to be asked
- » Approach competitors as potential customer and not as competitors
- » Thank the people whom you have approached for the interview

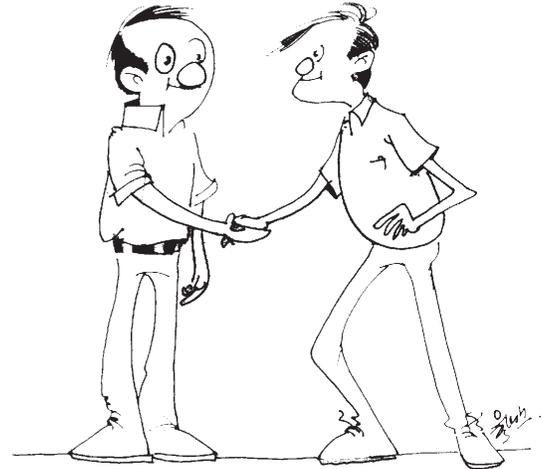
Ask the participants as to where they will go to collect the required information and note their responses. Explain the source of data (Primary and Secondary). Also ask the participants as to what they would like to survey in relation to the market/demand for their own product or service.

Now, trainer shall divide the participants into groups of four or five. He will also inform the trainees that they will be going out for a market survey and explain in detail about the process involved in the field visit.

### 13. Effective Communications Skills

- a. Duration : One session
- b. Why this session?

Running the enterprise successfully is the primary objective of an entrepreneur. To run the enterprise smoothly, the entrepreneur has to interact with his customers, suppliers, workers and also with all kinds of people who are connected with the enterprise. He has to convince the customers about his product or service for which effective communication is an important tool. Today, effective communication is a must for efficient marketing and building a good image/rapport with the customers. This has become more important considering the changing scenario in entrepreneurship development. Thus, it is necessary for an entrepreneur to understand the importance of communication and acquire effective communication skills.



#### c. Objectives

- To understand the importance of communication skills in running an enterprise.
- To list out the elements of effective communication.
- To understand the barriers of effective communication & the ways to overcome them.

#### d. Tips to the Trainer

Begin the session by asking the participants as to what they understand by the word communication? Note their responses. Explain with day to day examples and ask some of the participants to come to the dais for speaking on a subject they want within a time frame of say **90-120 seconds**. Ask the

participants if the impact of the speakers was same or different. Then, list out all of them and discuss. Explain the types of communication, elements of effective communication, body language, non verbal communication, barriers of effective communication and their impact.

Trainer can administer a role play to drive home the point effectively. In the role play, one of the participants to act as a seller & another one as a buyer. Now facilitate them to communicate their ideas effectively. Explain listening skills and body language to understand



people better. Finally, analyze the behaviour of the participants in the game and give tips for effective communication.

At the end, ask the participants about the implications of wrong or ineffective communications on the business of an entrepreneur. Note the responses and sum up the learning of the session.

## 14. Business Plan Preparation

- a. Duration: Two sessions
- b. Why this session?

A business plan is a concrete plan of action developed to implement the basic business idea of an entrepreneur. It contains specification of the product proposed to be manufactured / service to be rendered / trade to be carried out, method adopted & the marketing plan. It also includes details of physical facilities and the finance required for converting a business idea into a technically and commercially viable project. Preparation of a business plan is one of the key steps in setting up an enterprise. Generally the first generation entrepreneurs are carried away by the appearance of a business activity and think that investment of money is the numero uno i.e. number one to earn profit, which in reality is not so. Hence, it is imperative that the entrepreneur must know the importance of systematic planning and knowledge about the proposed enterprise.

- c. Objectives

- To prepare a business plan.
- To ascertain initial viability of a business proposal.
- To conduct feasibility study for setting up an enterprise.
- To enlist the technical, financial, marketing and commercial aspects of business.



- d. Tips to the Trainer

Begin the session by asking the participants as to what is a business plan and note down their responses. Choose a person in the group whom you feel has concrete business knowledge and elicit detailed information about the project. Go on recording the details on the board/flip chart in the order of business plan report. After completion of the exercise, participants will understand that this is nothing but a **project report**. Discuss about the business plan and relate it to the requirements of the entrepreneur. Explain the concepts such as plan format, costing & pricing, fixed cost, variable cost and break even point.

Ask the participants to prepare their business plan. Help them by clarifying their doubts. Scrutinize all the business plan reports and point out the mistakes if any and guide them properly so that participants will be able to prepare their error free business plan.

## 15. Working Capital and its management

- a. Duration : One session
- b. Why this session?

The proper money management is critical for success of an enterprise. The entrepreneurs have to take various financial decisions to maximize profits. They must acquire the necessary financial skills to manage their day to day financial needs. The first generation entrepreneurs may not be in a position to differentiate the relationship between a long term and short term finance. Thus, proper assessment and management of working capital is crucial for successful running of an enterprise.

### c. Objectives

- To define working capital and its importance in an enterprise.
- To estimate and calculate the working capital required for an enterprise.
- To explain various aspects of working capital management.



### d. Tips to the Trainer

Make the participants understand the long- term and short-term finance requirements for the enterprise and relate these to the concept of working capital.

Only in case of entrepreneurs going for industrial activity, the concepts of current assets, current liabilities etc, may be dealt with. For other small entrepreneurs, it is sufficient if the working capital cycle and its assessment is explained.

## 16. Marketing Management - Managing the customers - Marketing - practical field exposure - Group exercise

- a. Duration : Five Sessions
- b. Why this session?

For a business to be profitable, there must be an adequate market for its products or services. Customers will be prepared to pay a price for a product or service only when it satisfies them. So



finding out what gives satisfaction to the customer and providing right product or service in the right manner can be called as MARKETING. Customer is an important person for an entrepreneur. Skillful Management of the customers is the backbone of any successful venture. Hence it is necessary for an entrepreneur to understand the importance of managing the customers properly. First generation entrepreneurs will be having certain barriers for marketing of a product or a service. To enable them

to have a clear perception on the marketing aspects hands on experience will be provided in this session through practical exposure to marketing.

**c. Objectives**

- To define the elements of successful marketing.
- To explain 4 P's of marketing.
- To elaborate the need for understanding consumer behaviour and preferences.
- To work out a marketing strategy for their product/ service.
- To explain the importance of customer service.
- To expose for practical marketing experience.
- To share the practical experience of marketing for mutual learning amongst participants.



**d. Tips to the Trainer**

**Marketing Management:**

Begin the session by explaining the difference between marketing and selling. Explain the importance of marketing and its process.

Introduce a role play. Select four trainees to perform the roles of entrepreneur, customer, retailer and whole sale dealer. Brief each participant on the role he/she should perform. Other trainees will act as observers. Facilitate them to enact the role play. Note your observations and also that of other participants. Explain the characteristics of a successful entrepreneur in marketing process. Sum up the session quoting 4 Ps of Marketing.

**Note:** Before initiating the role play, trainer should explain about the purpose of the role play, how to play the characters etc to the trainees. Trainer will inform the trainees that those who have taken particular roles should develop their own scripts or conversation. Trainer will observe carefully the whole play and make his observations. Later, he will analyze the outcome of the role play and help the trainees to improvise their conversation skill.

**Marketing - Practical field exposure - Group exercise**

Before the field visit for practical marketing, inform the trainees about the purpose of the exercise. Make the participants into separate groups of 4 to 6 members and follow the procedure as detailed below:

- ▶ Each group shall carry an amount pooled by each participant at Rs.100 per head and go to the nearest town/city, buy some product chosen by them out of the amount.

- ▶ Then, they shall go to any part of the city/town in groups and sell the items purchased by them. They can repeat this exercise as many times as possible by recycling the funds within the stipulated time.
- ▶ Make the participants to understand that they have to make maximum profit out of the sales made by them.
- ▶ Participants to utilize all the resources at their disposal to its optimum level and to return to the institute at the specified time.

**Note: The field visit is to be completed within the duration of three sessions**

With the above instructions, allow the participants to go for the field exercise. The trainer shall move around the places and observe the activities of some of the groups. After the field experience, make the participants to reassemble in the class room and share their experiences-Group wise & individually. While the participants share their experiences, probe them by asking few questions relating to product, place, price, the way how they convinced the customers, their feelings etc. Note down significant points emerged out of the presentations & summarize the session by making use of some of the important points that emerge from the marketing exercise.

## 17. Insurance

- a. Duration : One session
- b. Why this session?

This session will emphasize the importance of insurance for an enterprise. The knowledge about these aspects will enable the trainees in ensuring insurance for their building, machinery, tools, equipments, etc. so that unforeseen losses could be avoided.

### c. Objectives

- To explain the importance of insurance.
- To explain the types of insurance, eligibility, premium and risk coverage.
- To explain the methodologies of claims settlement.

### d. Tips to the Trainer

Start the session with an explanation about why insurance is required for an enterprise. Explain about types of insurance, various schemes available for the entrepreneur to insure the unit. Further, highlight the details about the premium, eligibility and procedures of claiming the insurance, etc. &



clarify the doubts of the participants. Summarize the session by stressing the need for insuring the unit and benefits derived thereon.

*Note: For effective delivery of inputs, services of a Branch Manager / a development officer from a reputed insurance company may be engaged to handle the session.*

## 18. Banking

- a. Duration: Two Sessions
- b. Why this session?



One of the important requirements to start a self-employment venture is capital. Financial institutions like commercial Banks which provide necessary finance, play a vital role in the field of enterprise development.

After Bank's nationalization, banks have accepted social responsibilities and are working for the betterment of weaker section/down-trodden people in the society. Financial assistance is made available to those engaged in agriculture and allied activities, rural artisans, SSI, for pursuing education and exports which are classified under priority sectors.

Lack of complete and detailed information on the Bank's financial assistance to various self-employment activities is a bottleneck for getting timely finance from the Banks. Thus it is essential to understand the principles, practice and procedures of Bank finance.

### c. Objectives

- To define and describe the basic functions of a commercial Bank/RRB.
- To enumerate various deposit schemes and other services of Banks.
- To explain the importance of maintaining continuous rapport with the banker.
- To explain the importance of prompt repayment of loan and demerits of default.
- To explain the various lending schemes including various Government sponsored schemes.
- To educate the entrepreneur about various lending norms, eligible purposes, investment pattern, loan amount, margin, rate of interest, security and repayment of loans etc.



### d. Tips to the Trainer

Start with an introduction on Banking, history, growth after post nationalization and types of services. Explain the various deposits schemes, lending schemes including various government sponsored schemes. List out the other banking services that are relevant to an entrepreneur. Highlight the various lending norms covering eligible purposes, investment, loan amount, margin,

rate of interest, security and repayment of loans. Clarify the doubts through a question and answer exercise.

*Note: For effective delivery of inputs, services of a Banker from a nearby bank may be engaged to handle the session.*

## 19. Book Keeping and Accountancy

a. Duration : One session

b. Why this session?

The law of any country requires that every businessman should maintain certain written records. It is surprising that majority of them do not know the benefits that result from adopting systematic and regular accounting procedures. Absence of such a system is one of the important reasons for failures and wrong decisions. Accounts are the eyes' of business and it shows the economic condition of the business very clearly. Keeping proper & regular accounts helps the enterprise to grow.

c. Objectives

- To list out various types of records to be maintained in small enterprise.
- To enlist various heads of accounts and appropriation of expenditure therein.
- To compare income and expenditures with estimates or past records.
- To assess financial position of an enterprise and plan for future.



d. Tips to the Trainer

Begin the session with a discussion on the functions carried out in an enterprise. Ex. Production, Marketing, Selling, Collection of money etc. Emphasize how money is circulated in business and necessity to keep records of different aspects of the business such as quantity of raw materials used, volume of finished products and the sales turnover. Highlight that record-keeping will help in proper accounting.

Explain to the participants the benefits of keeping regular records and accounts with some examples. Explain different types of records to be maintained. Also explain the necessity for keeping the accounts on day to day basis even for a small business by making use of some formats.

Practically show how entries are made in different books by posting certain entries on blackboard. For practice purposes, the participants may be asked post some entries in their books.

Sum up the session with a request to the participants to practically observe the accounting procedures being adopted by an enterprise at a later date.

## 20. Business laws - Taxation and related laws

a. Duration : One session

b. Why this session?

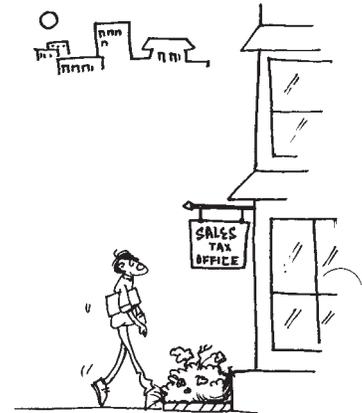
An entrepreneur has to follow certain procedures, principles and rules while setting up an enterprise. These norms/rules are explained in the Business laws which have the force of legislation aiming at justice, peace and harmony.



There is a general feeling among the businessmen and also in the minds of budding entrepreneurs that by observing the taxation laws, one has to pay heavy taxes from their profits. They ignore the taxation aspects and as a result end up being exploited by unscrupulous elements. Hence it is necessary to create awareness among the entrepreneurs about these laws.

c. Objectives

- To explain the significance of Business Laws and the need to follow them.
- To List out major business/industrial laws affecting their business.
- To explain the salient features of Sales Tax Act, Income Tax Act and Excise Act.
- To list out the responsibilities of an entrepreneur on different regulations pertaining to Central and State Governments relevant to their business.
- To explain the legalities of weights and measures.



d. Tips to the Trainer

Explain various business/Industrial laws pertaining to the small business units & micro enterprises. Explain the implications of not following the important Business/industrial laws.

Give an introduction about the importance of the knowledge on taxation aspects for the entrepreneur, the practical aspects of taxation laws applicable to them, and implications of tax evasion. Facilitate a question - answer session whereby trainees will get their doubts clarified on the legal aspects of running their businesses. In the end, the legal aspects of weights and measures may also be explained.

**Note:** *The area of business and taxation laws requires lot of expertise. So an expert in the area could be invited as a guest speaker to provide knowledge on the practical aspects of the laws to the trainees. Trainer can prepare summarized notes and preferably circulate among the trainees.*

## 21. Inventory Management

- a. Duration : One session
- b. Why this session?

Inventory control is an integral part of production planning and very important for an entrepreneur. Inventory control is also needed to provide satisfactory customer service. It helps the entrepreneur to take advantage of bulk procurement and batch manufacturing. It is crucial for a small entrepreneur to understand the need for inventory Management. Improper stock of inventory in a business activity is bound to lead to a crisis.

- c. Objectives

- To explain the importance of inventory management.
- To identify the factors to be noted in inventory control.
- To discuss how to reduce financial investment in inventories.
- To identify the items whose stocks are to be closely monitored.



- d. Tips to the Trainer

Define what constitutes an inventory. Explain the inventory of an industrial unit, a business firm, a service unit and also a small enterprise like provision store, vegetable shop etc. Explain with the help of an example as to why inventory control is required and how it has to be managed. Explain the concept of cost of inventory, various costs involved in keeping the stock of inventory, ABC analysis as a tool to classify raw materials used in production. Take the case of one of the units of the participants or an example of a small firm like provision store and analyze the consequences of improper inventory control.

## 22. Launching Formalities, Common crisis in business - Pitfalls & their control

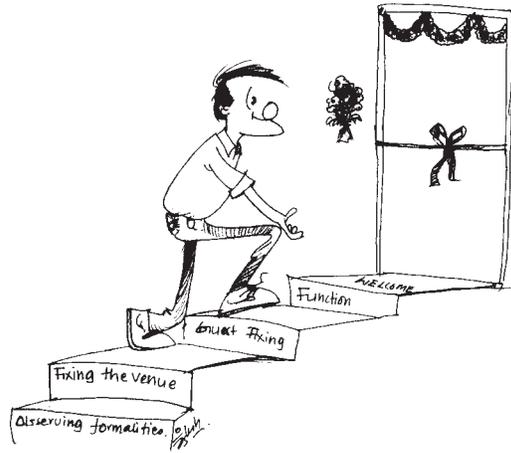
- a. Duration : One session
- b. Why this session?

Starting a new business is not an easy task. It requires analysis of various aspects of enterprise in terms of managing production, finance, marketing etc. At times, the entrepreneur faces major problems in running a business resulting in loss or closure of the unit. A person who wants to start an enterprise must understand thoroughly the operational and financial considerations of a venture.

This will enable a person to develop the knowledge and skills to avoid future pitfalls. Hence, it is necessary that one should be aware of the major problems in running a business and avoid a crisis.

**c. Objectives**

- To make the trainees aware of various formalities and requirements in launching the business.
- To provide the participants an opportunity during the training itself to initiate and complete some of the legal and procedural formalities for establishment of their enterprises.
- To list the problems that lead to business failures & the strategies to avoid the pitfalls.
- To describe the attributes of a successful enterprise.



**d. Tips to the Trainer**

Brief the participants about the legal statutory matters in establishment and running of a business. Explain the important factors of launching like viability of the project, selection of place, source of funds, licensing and logistics, supply of electricity and water, fixing of furniture/equipments, labour, raw materials, production/servicing, identifying the customer group, marketing, profit and evaluation.

Divide the participants into convenient group of 6 to 8 members. Ask the groups to discuss the reasons for failure of a business. Ask the participant to prepare flip chart and make presentation. Categorize the views put forth by the participants. Explain with live examples the pitfalls in business like improper selection of project and or place, inadequacy of knowledge/skill/information, supporting factors, situational factors, changes of technology, inadequate infrastructure, changing market trend & government policies, improper finance and misutilization of funds etc.

**23. Growth and diversification of Enterprises**

**a. Duration : One session**

**b. Why this session?**

The objective of an entrepreneur is to generate profit from his business. In the ever changing economic environment, only the competent entrepreneurs survive. An entrepreneur has to always think as to how he can grow. In the last decade, thousands of business establishments, small and big, have started and failed to continue their ventures. Thus, there is



a need for the entrepreneur to be well equipped not only to survive in the business but also to expand and grow.

**c. Objectives**

- To explain the critical factors contributing to the sustenance of an enterprise.
- To explain the need for growth in the enterprise.
- To enlist various avenues for growth of an enterprise.



**d. Tips to the Trainer**

Elicit the response from the participants regarding possible factors responsible for the crisis in an enterprise. Explain the strategies for sustenance of an enterprise by managing the crisis. Elicit information from the participants regarding their desire and need to grow. Describe the different types of growth, growth strategies and managing the growth. Emphasize on the strategies for planned growth.

**24. Leadership**

**a. Duration : One session**

**b. Why this session?**

“Leadership is like a beauty, it is hard to define but you know it when you see it”.

*Warren Bennis*

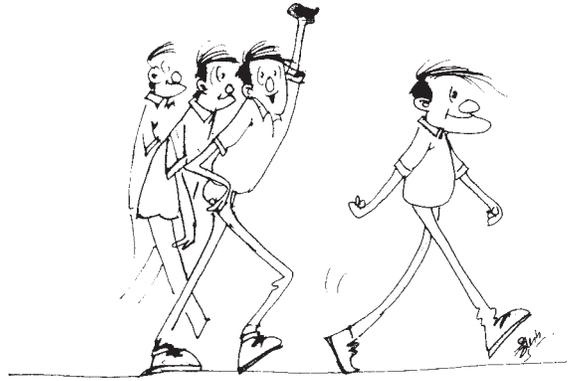
Leadership is a quality recognized by everyone but defined by only few. The best and most acceptable definition is “Leadership is achieving results through the people”. In other words, it is managing people to achieve goals. Thus it is the art of influencing people so that they will strive willingly and enthusiastically for achieving the organizational goals. An entrepreneur has to manage the enterprise successfully to earn profit and growth in business consistently. He has to work with his team including his assistants, workers, technicians, accountants, helpers etc. The leadership qualities of an entrepreneur will enable him to inspire, motivate others to work for the success of the enterprise.

**c. Objectives**

- To explain the need for leadership in the enterprise development.
- To describe various styles of leadership.
- To enlist the characteristics of a good leader.

d. Tips to the Trainer

Ask the participants to define leadership and requirement of a leader. Note the responses and explain the definition of leadership. Ask the participants to form groups of 6-8 members and discuss the characteristics of good leadership in their groups. Allow 20 minutes for discussion. Member of each group will present their perceptions regarding characteristics of good leadership.



Sum up the presentation explaining the need for good leadership in an enterprise. Explain various leadership styles. Trainer will administer the exercise given below to drive home the points of various leadership styles

**EXERCISE**

Take four glass tumblers and fill them with water. Ask the participants to put few pebbles in the first glass, again little more water in the second, some wet clay in the third and little sugar in the fourth glass. Ask them to explain what happened in each case. Explain that the pebble represents the **autocratic leader**, who is **dominating** and does not mingle with the water. (representing the group). Adding water to the second glass represents the effect of a **dummy leader** on a group & there is **no difference** between the leader and the others in the group. The wet clay in the third glass represents the **anarchic leader** who often **promotes chaos and dissidence in the group**, making clean water muddy. The group is spoiled just as the water gets muddy. The sugar in the fourth glass represents the **democratic or participatory leader** who mingles with the group, **enhances its functioning** (sweetens of the water) and functions like a genuine people’s representative.

**25. Quality Management**

- a. Duration: One session
- b. Why this session?

The term ‘Quality’ conveys different meaning to different people. When one refers to quality product, it generally means “good or excellent”. But there can not be an absolute quality rating for a product, without considering it to its intended use. Thus quality is the performance of a product as per the claim made by the entrepreneur to his customer. Concern for high quality is one of the greatest factors affecting the success of an entrepreneur.



**c. Objectives**

- Explain the importance of quality.
- Describe the factors affecting the quality of their product/service.
- Discuss the steps involved in quality management.

**d. Tips to the Trainer**

Ask the trainees to list out the factors contributing to the success of the enterprise. Note the responses on the board/flip chart. Pick up the response relating to quality and explain why quality is important for any enterprise. Define the concept and elaborate the meaning of quality. Explain the various aspects involved in quality management and emphasize the need for commitment to quality.

**26. Design and Packing**

**a. Duration : One session**

**b. Why this session?**

Designing and Packing is part of the product and is therefore important in product planning. It helps the entrepreneur to present his product to the customer in a better way. It also helps in safe transportation of the product from one place to other without any damages. Thus it is necessary for the entrepreneur to understand the importance of Designing & Packing for giving value addition to the product.

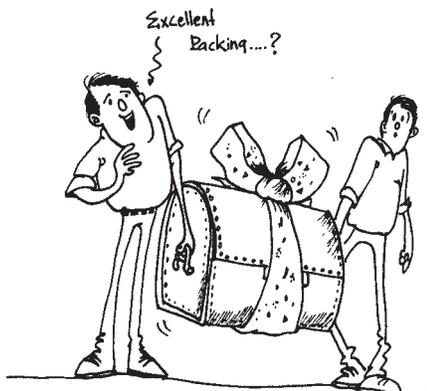
**c. Objectives**

- To explain the importance of Design & Packing in marketing the product.
- To describe the different types & functions of Designs & Packing.
- To explain the legal requirements of Packing.



**d. Tips to the Trainer**

Begin the session with a short introduction on the importance of designing & packing of products.



Initiate a discussion on the current types of packaging materials used. Further, discuss as to how good designing/packaging helps small entrepreneurs to market their products in a better way. Trainer will exhibit some of the packing materials of consumable goods and ask the trainees to list out the merits of those designs & packing. Probe the trainees regarding their experience about the promotional appeal of packaging of products that they have bought recently.

Elaborate the 6 P's of packaging viz., presentation, preservation, promotion, proportion, protection and portability and different material used for packaging. Explain the legal aspects of packaging and things to be noticed in packaging. Summarize the learning with stress on its impact on marketing.

## 27. Break Even Analysis

- a. Duration : One session
- b. Why this session?

Information on break even analysis is the part of developmental input intended to build managerial capabilities of the trainees. This will help them to run their business successfully with due importance to price fixing. Therefore, there is a need to discuss this concept and demonstrate the practical application of the same.



- c. Objectives

- To make the participants understand the concepts of break even analysis and its significance in entrepreneurial activities.
- To develop participant's skills for arriving at correct pricing through arriving at break even point.

- d. Tips to the trainer

Begin the session with a data from the business plan prepared by the participants and calculate Break even point. Explain the calculation step by step. Initiate group discussions about break even point to clarify the concept.

## 28. Costing, Pricing and Profit Management

- a. Duration : One session
- b. Why this session?

A realistic knowledge of costing of goods / services is necessary for an entrepreneur as some may sell their products without undertaking a costing exercise. The importance of knowing the costs of goods and services can not be underestimated. Similarly pricing and assessing the profit are also important to run an enterprise successfully and earn the profit.



- c. Objectives

- To enlist components of direct and indirect, fixed and variable costs.
- To calculate the cost of each unit of a given product or the service rendered.

- To explain the importance of costing in profitability.
- To describe the concepts of pricing and factors affecting the pricing decisions.
- To assess the commercial feasibility of an enterprise.



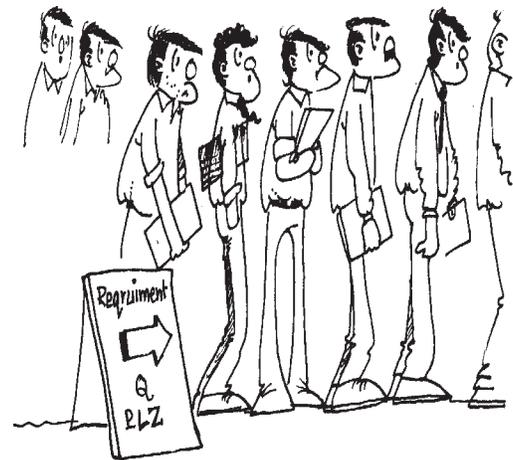
**d. Tips to the trainer**

Begin the session with a discussion on the various costs involved in the manufacturing of goods/ services. Take the case of one of the activity, may be from among the participants and analyze the same. Explain to the participants the types of costs involved in managing an enterprise, the process of calculating the total cost of product, various types of pricing of goods/services. Enumerate the calculation of Break Even Point (BEP). Summarize the learning.

**29. Manpower Management**

- a. Duration : One session
- b. Why this session?

The strength of any business, big or small is the people. Success or failure of a business firm is largely dependent upon its human resources. Hence, proper attention has to be given to manpower planning, recruitment, selection and training by the entrepreneur.



**c. Objectives:**

- To explain the importance of manpower management.
- To identify the factors involved in man power management.
- To discuss the various steps involved in recruiting employees.
- To develop motivated work force.

**d. Tips to the Trainer:**

Begin the session by explaining the importance of human resources and how it contributes to the success of an enterprise. Ask the participants to share their good or bad experiences as customers with employees of some enterprises. Pick-up the relevant points and explain the desirable qualities of an employee.

Discuss various factors necessary for increasing the efficiency level of the workers and ways to motivate the employees for better performance. Give tips for better manpower management. Summarize the session by highlighting the need for a better work force with a focused positive attitude for better results.



**GENERAL EDP**



## Types of Entrepreneurship Development Programmes

# I. GENERAL EDP

## MODULE - I

### INTRODUCTION & BEHAVIORAL ASPECTS

#### OBJECTIVES:

- To stimulate the participants for shedding inhibitions
- To create a learning environment
- To familiarize the participants about the organization, trainer and fellow trainees and rapport building
- To remove dependency syndrome and knowing their potential
- To create interest for taking up self-employment
- To create awareness about the entrepreneurial competencies
- To take up evaluation for Self assessment and internalizing entrepreneurial competencies
- To elicit importance of goal setting, risk taking behavior, systematic planning, efficiency orientation and concern for quality
- To take up systematic and logical approach to accomplish the goal
- To enhance the problem solving ability by using one's creativity

#### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
About the Institute	Objectives of the training programme, activities of the institute, usefulness of the programme, highlighting the success stories	Lecture, presentations, interaction, video	1
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	2
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	1

<b>Subject</b>	<b>Content</b>	<b>Methodology</b>	<b>No. of sessions</b>
Why Self Employment/ Entrepreneurship Development	Advantages of self employment over wage employment. Entrepreneurship - a new dimension to self employment - Concept and description	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Competencies	Description of 15 competencies & their importance - Narrations with examples	Lecture, interactions, case study	2
Self Rating Questionnaire (SRQ)	Self evaluation - Identification of competencies - Internalization of competencies	Self Rating Questionnaire	Post evening
Ring Toss exercise	Competencies - Risk taking & Goal setting	Administering the game and its analysis, interaction/discussions	2
Boat Building exercise	Competencies - Systematic planning and efficiency orientation, concern for quality	Administering the game and its analysis, interaction/discussions	2
Tower Building exercise	Competencies - Developing self confidence, eradication of dependency syndrome	Administering the game and its analysis, interaction/discussions	1
Problem Solving	Diagnosis of problems, their types, use of creativity for finding alternative solutions	Lecture, games and exercises	1

MODULE - II

**ENTERPRISE LAUNCHING ASPECTS**

**OBJECTIVES:**

- To facilitate identification of Business Opportunities
- To illustrate selection methodology of a business activity
- To collect information required for preparing a project report on the selected activity
- To collect market data to understand market forces
- To create awareness about the support systems & process of setting up an enterprise
- To improve the information seeking competencies
- To equip the skills of preparing a business plan
- To understand the resource requirements and pitfalls in setting up of an enterprise
- To have first hand information on starting of an enterprise
- To understand the practices, machinery, tools & equipments required for launching an enterprise
- To understand the logistics involved in launching an enterprise

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Business Opportunity Guidance	Business ideas, tools for generating ideas, creativity, research techniques, brain storming, sample ways of generating ideas, capturing and screening ideas, classification & shorting, macro screening, micro screening, rating chart, SWOT analysis, final selection of the activity	Lecture, case study, exercise, Group discussion, presentation, interaction, Product Adalat	4
Market Survey	Methodology, need and importance, process of conducting marketing survey, key components, questionnaire, tips for effective market survey, collection of data, analysis of data and report preparation, defining the size of the activity	Lecture, interaction, field visits, collection of data, report preparation, group discussions, presentation & analysis	7

Subject	Content	Methodology	No. of sessions
Business Plan Preparation	Why & what of business plan?, format - process of preparation, understanding the concepts i.e. Fixed cost, Variable cost, Break Even Point, assessment of working capital - practical preparation	Lecture, exercise, group discussions, presentations, analysis, evaluation	3
Banking	Banking - Background & its services, deposits & advances, lending schemes, Government schemes, supporting facilities for entrepreneurs	Lecture & interaction with Branch Manager/s	2
Insurance	Need for Insurance and its advantages, types, schemes, coverage, premium, exclusion clause, claim settlement	Lecture & interaction	1
Interaction with successful entrepreneur/ visit to successful unit	Experience sharing, first hand information for starting the enterprise, strategies for problem solving, logistics, clarification of doubts	Lecture, interaction & visits - practical field exposure	1
Launching Formalities	Viability of selected project, selection of place, source of funds, licensing & logistics, supply of electricity & water, fixing of furniture/equipment, labour, raw materials, suppliers & procurement, production/ servicing, identifying the customer group, marketing, profit, evaluation	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1
Pitfalls in Launching	Improper selection of project & place, inadequacy of knowledge/ skill/ information, supporting factors, situational factors, change of technology, inadequate infrastructure, changing market trend, Government policies, improper finance, misutilisation of funds	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1

MODULE - III

**MANAGERIAL ASPECTS**

**OBJECTIVES:**

- To understand the intricacies and inter dependency amongst various facets of management
- To understand the complete aspects of marketing and customer management
- To experience the practical aspects of marketing
- To reinforce all aspects encountered in the day to day business
- To create awareness about the importance of efficient time management
- To equip the entrepreneur for proper accounting, book keeping & cash management
- To understand the various aspects of business laws, inventory management, growth & diversification of enterprises

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Marketing Management	Marketing aspects - marketing strategy, 4Ps of marketing, customer segmentation, customer satisfaction, packaging, branding, unique selling proposition, practical marketing, group exercise, reporting, presentation, evaluation	Lecture, discussions, interaction, group practical, field exercise & presentation	5
Book Keeping & accountancy	Accounts - revenue, capital, cash accounts, sales & purchase - methods in book keeping	Lecture, interaction & exercises	2
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1
Laws of business	Business laws, taxation & related laws, legal aspects of weights and measures	Lecture & interaction	1
Inventory Management	Purchasing techniques, raw materials, stock maintenance, stores management	Lecture & interaction	1

Subject	Content	Methodology	No. of sessions
Growth of an enterprise	Growth & diversification, organic & inorganic growth, vertical & lateral growth, expansion, strategies for growth	Lecture & interaction	1
Effective Communication skills	Need and importance of effective communication, types of communication, body language, listening skills, art of convincing and negotiation	Lecture, exercises, demonstration, role play	1
Human Relations	Need, importance & tips for better human relations, human values, networking, self interest vs. selfishness, honesty and integrity, positive thinking	Lecture and exercises	1

**Abstract**

**Total No. of sessions in a General EDP**

Sl. No.	Name of the Module	No. of sessions
Module I	Behavioural aspects	13
Module II	Enterprise launching aspects	20
Module III	Managerial aspects	13
	Others (registration & feedback)	02
	<b>Total</b>	<b>48</b>

**Note:** In a residential REDP, the programme will be completed in 12 days at the rate of 4 sessions a day.

## RURAL ENTREPRENEURSHIP DEVELOPMENT PROGRAMME (REDP)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
	Post evening	Self Rating Questionnaire (SRQ) on competencies - evaluation
03	I	Problem solving - explanation through lecture, games and exercises
	II	Human relations - Importance, principles & methodology
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Effective communication skills
	II	Time management
	III & IV	Banking-deposits & advances, lending schemes/Government schemes
05	I to IV	Business Opportunity Guidance - Description of methodology, case study - group exercise & product Adult - selection of product/service
06	I	Market survey - sources, nature of information to be collected
	II to IV	Market survey - collection of information, field work
07	I to III	Market survey - report writing, presentation, group discussion & analysis
	IV	Decision making & eradicating dependency syndrome - Tower building
08	I & II	Business plan preparation- what, why and how? plan format, costing & pricing, Fixed Cost, Variable Cost, Break even point etc.
	III	Working capital and its management
	IV	Business plan/project report preparation - practical
09	I	Marketing management - 4P's of marketing, managing the customers
	II	Insurance
	III & IV	Systematic planning & efficiency orientation - Boat building exercise
10	I to III	Marketing - practical field exposure - Group exercise
	IV	Experience sharing of practical marketing
11	I & II	Book keeping and accountancy-revenue accounts, cash accounts, sales & purchase, book keeping methodology
	III	Experience sharing - interaction with successful entrepreneurs
	IV	Business laws - Taxation and related laws, legal aspects of weights and measures
12	I	Inventory management - Purchasing techniques
	II & III	Launching formalities - steps in launching of an enterprise, common crisis in business - pitfalls and their control
	IV	Growth and diversification of enterprise
	Post evening	Feedback and Valedictory

**Please Note:** Individual counseling for at least two trainees is to be done each day during the intervals / at end of the day *preferably from 5<sup>th</sup> day onwards*.

**EDP - PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME (PMEGP)**

Day	Session	Subject
01	I	Registration & Inauguration
	II	Rapport building & unfreezing - Micro lab
	III	Entrepreneurship, charms & challenges
	IV	Characteristics of an entrepreneur, a matter of attitude and skill
02	I to IV	Internalizing of entrepreneur competencies, Thematic Apperception Test (TAT)
03	I	Risk taking behavior
	II	Problem solving and creativity
	III	Communication
	IV	Leadership
04	I	Business plan preparation
	II	Establishment of an enterprise, systematic approach
	III	Legal formalities for setting up of the unit
	IV	Resource mobilization and support system, role of supporting organizations
05	I	Managing the enterprise, purchasing, inventory/material management
	II	Quality management
	III	Design and packing
	IV	Manpower management
06	I to IV	Visit to small scale industry preferably run by a successful entrepreneur.
07	I & II	Accounts & book keeping
	III	Working capital management
	IV	Break even analysis
08	I	Costing, pricing and profit management
	II & III	Marketing strategy and sales techniques
	IV	Customer management
09	I	Time management
	II	Suitability of an unit, precautions needed
	III & IV	Enterprise growth, product diversification and expansion
10	I	Crisis management
	II	IT factor for managing an unit, an impending need
	III & IV	Union & State laws to be followed by an unit, sales tax, vat, income tax etc.
11	I & II	Interaction with a successful entrepreneur/s, his experience of establishment/ managing an unit
	III	Programme evaluation & feed back
	IV	Valedictory

**AGRICULTURAL EDP**



## II. AGRICULTURAL EDP

### MODULE - I

#### INTRODUCTION & BEHAVIORAL ASPECTS

#### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
About the Institute	Objectives of the training programme, activities of the institute, usefulness of the programme, highlighting the success stories	Lecture, presentations, interaction, video	1
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	2
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	1
Why Self Employment/ Entrepreneurship Development	Advantages of self employment over wage employment Entrepreneurship - A new dimension to self employment - Concept and description	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Competencies	Description of 15 competencies & their importance - Narrations with examples	Lecture, interactions, case study	2
Self Rating Questionnaire (SRQ)	Self evaluation - Identification of competencies - Internalization of competencies	Self Rating Questionnaire	Post evening
Tower Building exercise	Competencies - Developing self confidence, eradication of dependency syndrome	Administering the game and its analysis, interaction/discussions	1
Boat Building exercise	Competencies - Systematic planning and efficiency orientation, concern for quality	Administering the game and its analysis, interaction/discussions	2
Problem Solving	Diagnosis of problems, their types, use of creativity for finding alternative solutions	Lecture, games and exercises	1

**MODULE - II**

**SKILL ACQUISITION / TECHNICAL INFORMATION**

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Skill Training - Technical information and knowledge	Technical inputs depending on the type of training programme. The sequencing and the duration of this training will be as per the details furnished in the respective time table	Interactive lecture sessions, demonstrations, discussions, hands on experience, field visit, presentations, audio and video interaction, Theory & Practical	As per the respective timetable

**MODULE - III**

**ENTERPRISE LAUNCHING ASPECTS**

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Business Plan Preparation	Why & what of business plan?, format - process of preparation, understanding the concepts i.e. Fixed cost, variable cost, break even point, assessment of working capital - practical preparation	Lecture, exercise, group discussions, presentations, analysis, evaluation	2
Banking	Banking - Background & its services, deposits & advances, lending schemes, Government schemes, supporting facilities for entrepreneurs	Lecture & interaction with Branch Manager/s	2
Insurance	Need for insurance and its advantages, types, schemes, coverage, premium, exclusion clause, claim settlement	Lecture & interaction	1
Interaction with successful entrepreneur/ visit to successful unit	Experience sharing, first hand information for starting the enterprise, strategies for problem solving, logistics, clarification of doubts	Lecture, interaction & visits - practical field exposure	1

Subject	Content	Methodology	No. of sessions
Launching Formalities	Viability of selected project, selection of place, source of funds, licensing & logistics, supply of electricity & water, fixing of furniture/equipment, labour, raw materials, suppliers & procurement, production/servicing, identifying the customer presentations group, marketing, profit, evaluation	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1
Pitfalls in Launching	Improper selection of project & place, inadequacy of knowledge/ skill/ information, supporting factors, situational factors, change of technology, inadequate infrastructure, changing market trend, Government policies, improper finance, misutilisation of funds	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1

### MODULE - IV

#### MANAGERIAL ASPECTS

#### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Marketing Management	Marketing aspects - marketing strategy, 4Ps of marketing, marketing of specific agricultural products, Co-operatives in marketing agricultural commodities- APMC, Milk Federation, etc.	Lecture, discussions, interaction	1-2
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1

Subject	Content	Methodology	No. of sessions
Effective Communication skills	Need and importance of effective communication, types of communication, body language, listening skills, art of convincing and negotiation	Lecture, exercises, demonstration, role play	1
Human Relations	Need, importance & tips for better human relations, human values, networking, Self interest vs. selfishness, honesty and integrity, positive thinking	Lecture and exercises	1

**Note:**

1. *After the session on entrepreneurial competencies, other behavioural inputs may be spread in between other inputs to reinforce the competencies. The duration of sessions of all the above inputs may vary in the agricultural EDPs from course to course depending on its utility.*
2. *In skill Development programmes, the General EDP inputs will be distributed in a specific sequence as denoted in the respective course modules*

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## COMPREHENSIVE AGRICULTURE & ALLIED ACTIVITIES

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Entrepreneurship Development - What, Why & How?- (introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Present Agricultural scenario in the country - prospects
	II	Recent advances in agricultural bio-tech crops
	III & IV	Soil, formation, fertility and productivity/ Sampling analysis and soil test reports.
	Post evening	Tower building - eradicating dependency syndrome
04	I & II	Plant nutrients, major & minor elements, role and deficiency Symptoms - Balanced nutrients
	III & IV	High Yielding Farming techniques v/s organic farming techniques - A comparison. Use of fertilizers & organic manures, vermi composting
05	I	Role of beneficial insects, microbes and other fauna, organisms - Balanced ecosystem
	II	Major agro climatic zones & selection of crops
	III	Seed production - methodology, certification procedure etc
	IV	Role of quality seeds in production, its importance & practices to be followed
06	I	Varieties of crops, hybrids v/s varieties out of selection - Description
	II	Major food crops of the region (3 to 4 crops) - package of practices
	III	Major commercial field crops of the region (3 to 4 crops) - package of practices
	IV	Dry land farming techniques - Insitu moisture conservation-practices
07	I	Efficient irrigation systems - sprinkler irrigation & drip irrigation etc
	II	Integrated farming systems for small & marginal farmers
	III & IV	Common insects/pests & diseases of the major crops of the region & their control, integrated pest management
08	I & II	Major horticulture crops of the region (3 to 4 crops, fruits crop, plantation crops, vegetable crops) - package of practices
	III	Scope & cultivation of medicinal & Aromatic Plants
	IV	Problem solving-explanation through case studies and exercises, creativity - creative thinking
09	I	High-tech Agriculture, scope description, use of latest machineries & implements for farming
	II	Pisciculture-description, scope, Inland fisheries - economics
	III & IV	Visit to progressive farm/research station, interaction with farmers/agri scientist
10	I	Dairy farming, breeds, selection of breeds, artificial insemination - management aspects for clean milk production, milk products
	II	Nutrition & feeding of dairy animals, preparation of feeds & use of azola, fodder crops, calf management,



## DAIRY FARMING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III	Micro lab - Ice breaking exercise
	IV	Achievement Motivation - confidence building
02	I	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
	II	Dairy farming as a sustainable self employment venture - prospects
	III	Dairy farming, breeds of cows and buffaloes, up gradation of cattle by cross breeding, selection of animals
	IV	Dairy farming - methodology of correct practices, misconceptions
03	I	Nutrition & feeding of dairy animals, preparation of feeds & use of azola
	II	Fodder crops - description, cultivation aspects
	III	Calf rearing & calf management practices for production of a healthy cow/buffaloes
	IV	Cattle shed - construction, importance of hygiene & cleanliness - management practices
	Post evening	Tower building - eradicating dependency syndrome
04	I	Dairy animals - important diseases & their control, vaccination
	II	Artificial insemination - procedural details, management of animals in pregnancy
	III	Production of a clean milk - practices, milk products
	IV	Banking-deposits & advances, lending schemes to agricultural sector, Government schemes
05	I	Field visit for interface with successful dairy farmers
	II	Use of cow dung & urine for preparation of Farm Yard Manure (FYM), bio gas plant, compost pit preparation
	III	Economics of a Dairy unit - preparation of project report
	IV	Time Management
06	I	Insurance
	II	Problem solving-explanation through case studies and exercises, creativity - creative thinking
	III	Renewable Energy, an appropriate alternative - description, scope
	IV	Feedback & Valedictory

Space for updations/additions:

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## DAIRYING AND VERMI COMPOSTING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Entrepreneurship Development - What, Why & How?- (introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Dairy farming as a sustainable self employment venture - prospects
	II	Dairy farming - Breeds of cows & buffaloes, up gradation of cattle by cross breeding, selection of animals
	III	Tower building - Eradicating dependency syndrome
	IV	Dairy farming - Methodology of correct practices, misconceptions
	Post evening	Nutrition & feeding of dairy animals - Preparation of feeds & use of azola
04	I	Fodder crops - Description, cultivation aspects
	II	Calf rearing & calf management - Practices for production of a healthy cow/ buffalo
	III	Cattle shed - Construction, importance of hygiene & cleanliness, maintenance practices
	IV	Dairy animals - Important diseases & their control, vaccination
05	I	Artificial insemination - Procedural details, management of animals in pregnancy
	II	Production of clean milk - Practices, milk products
	III & IV	Milk Marketing - Co-operative set up, description
06	I	Organic farming - Significance & scope
	II	Vermi composting as a self employment activity
	III	Bio-gas plant - Usage, description
	IV	Use of cow dung & urine for preparation of Farm Yard Manure (FYM), composting-Description
07	I	Vermi composting methodologies - Details & description
	II	Vermi composting - Selection of site & organic materials
	III & IV	Vermi Composting - Practical demonstration, preparation of pits, filling of pits, dressing materials, manure & earthworm
08	I & II	Field visits for interface with successful dairy farmers/ entrepreneurs of vermi compost
	III	Problem solving-explanation through case studies and exercises, creativity- Creative thinking
	IV	Vermi compost - Usage & dosage for major crops, analysis of nutrients, packaging & marketing of vermi compost
09	I & II	Profitable Dairy farming - Economics of a Dairying unit, preparation of project report
	III	Renewable Energy, an appropriate alternative - Description, scope
	IV	Time Management
10	I	Effective communication skills
	II	Insurance cover for Dairying
	III	Banking - Advances & deposits- lending schemes to Agricultural Sector
	IV	Feedback & Valedictory

## ADVANCED DAIRY MANAGEMENT

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of the training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Briefing about BAIF & its Projects
	II	Briefing about Ksheeradhara programme & its objective
	III & IV	Importance of livestock in Indian Scenario, particularly cows & buffaloes, Identification of different breeds and blood level of animals
04	I to IV	Description of breeds - Cows and buffaloes, exercise for assessing blood level of animals
05	I	Tower Building - Decision making & eradicating dependency syndrome
	II to IV	Breeding of cows and buffaloes, female reproductive system - Description
06	I & II	Effective communication skills
	III & IV	Breeding policy of the state, Casting of animals
07	I	Problem Solving - Explanation through case studies and exercises
	II to IV	Systems of mating/breeding & its importance Handling of specimen of female genital organ, fodder species
08	I & II	Handling specimen of female reproductive organs
	III & IV	Palpation of female reproductive system
09	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Symptoms of heat, Handling of female reproductive system
10	I	Business game - Boat Building Exercise
	II to IV	Third eye - Internalization of competencies Hormonal regulation of estrus cycle, Handling of Artificial Insemination equipment, semen, LN2
11	I to IV	Methods of breeding, Artificial Insemination technique
12	I to IV	Semen doses, Thawing
13	I & II	Market survey - Theory
	III & IV	Artificial Insemination Guns and their description & uses, Artificial insemination
14	I to IV	Description of different sheaths Pregnancy diagnosis
15	I	Marketing management - 4 Ps of marketing, managing the customers
	II to IV	Liquid nitrogen & its importance
	Post evening	Risk taking and goal setting - Ring Toss exercise
16	I & II	Handling of Artificial Insemination equipment, semen, and LN2 Identification of different feeds and fodder
	III & IV	Pregnancy diagnosis in cows & buffaloes
17	I	Time Management
	II to IV	Handling of genital organs of cows & buffaloes
18	I to IV	Heat detection and Artificial Insemination
19	I & II	Visit to successful entrepreneur units



## SERICULTURE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II & III	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
	IV	History, scope/importance of sericulture
03	I	Methods of mulberry cultivation
	II	Grainage & its activities
	III	Chawki rearing center & its activities
	IV	Feeding of silk worms - methodology at different stages
	Post evening	Tower building - eradicating dependency syndrome
04	I	Pests & Diseases of mulberry crop and their control
	II	Silk worm rearing - role of climatic factors like temperature, humidity & light
	III	Common Diseases of silk worms & their control
	IV	Bi products of sericulture
05	I & II	Field visit to Grainage, chawki centre & successful sericulturist for practical learning & interaction
	III & IV	Facilities available from Sericulture departments of State & Central Governments - Government schemes
06	I	Marketing of silk cocoon - procedure & care
	II	Project Report Preparation for a sericulture unit
	III	Importance & role of women in sericulture
	IV	Problem solving-explanation through case studies and exercises, creativity - creative thinking
07	I & II	Banking-deposits & advances, lending schemes to agricultural sector, Government schemes
	III	Launching of a sericulture rearing unit - requirements, pitfalls
	IV	Film Show on sericulture
08	I	Renewable Energy, an appropriate alternative - description, scope
	II	Insurance
	III	Time Management
	IV	Feedback & Valedictory

Space for updations/additions:

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## POULTRY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III	Micro lab - Ice breaking exercise
	IV	Achievement Motivation - confidence building
02	I	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
	II	Scope and importance of poultry, commercial poultry farming, back yard poultry
	III	Poultry breeds - description of different breeds - layers & broilers
	IV	Poultry - systems of bird rearing, infrastructure requirement, types of sheds and their construction
03	I	Poultry equipments and their maintenance
	II	Introduction & replacement of birds, flock schedule - management practices of rearing
	III	Tower building - eradicating dependency syndrome
	IV	Feeding of birds, types of feeds, manufacturing of feed
04	I	Poultry diseases- symptoms, vaccination & prevention
	II	General Management of a Poultry (layer & broiler), practices, cleanliness & hygiene of sheds, cleaning & fumigation
	III	Procurement of chicks, transportation, chick care
	IV	Marketing of poultry eggs & meat - interaction with a successful entrepreneur Post evening session Time management
05	I & II	Visit to a poultry unit for interface & practical learning
	III	Preparation of project report for a poultry unit
	IV	Insurance for poultry
	Post evening	Problem solving & creativity
06	I	Renewable Energy, an appropriate alternative - description, scope
	II	Banking -Advances & deposits- lending schemes to poultry
	III	Launching formalities and pitfalls
	IV	Feedback & Valedictory

Space for updations/additions:

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## PLANT NURSERY MANAGEMENT

Day	Session	Subject
01	I	Registration & Inauguration, about the Institute, rules & regulations of training/institute
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Entrepreneurial competencies
02	I	Plant nursery - Description and scope
	II	Plant nursery - Requirements, basic infrastructure
	III	Common species of plants suitable for nursery - Description
	IV	Common nursery practices - Tools & equipments - Theory & demonstration
03	I	Tower building - Eradicating dependency syndrome
	II & III	Cultivation aspects of common species in nursery - Flowering & foliage plants, Fruits & Vegetable Plants, Herbal & Medicinal Plants. Nursery management - Theory, demonstration & practical
	IV	Marketing management
04	I	Latest trends in nursery management, green house plant nursery
	II	Project report preparation - Economics
	III & IV	Plant propagation techniques - Grafting, budding, layering in major plant species, use of growth regulators & hormones
05	I	Seeds - Production of quality vegetable & flower seeds, seed treatment, packing & storage
	II	Tissue culture for plant propagation
	III & IV	Visit to commercial nursery - Interface with successful entrepreneurs
06	I	Time management
	II	Problem solving-explanation through case studies and exercises, creativity - Creative thinking
	III	Banking - Advances & deposits -lending schemes to Agricultural Sector
	IV	Feedback & Valedictory

Space for updations/additions:

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## RUBBER TAPPING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Rubber cultivation - History, introduction, present scenario & prospects
	II	Rubber cultivation - Nursery practices
	III	Tower building - eradicating dependency syndrome
	IV	Production of rubber - Tapping - Description Rubber Tapping techniques - Methods - Tools & equipments
04	I & II	Rubber plantation - Girdling, temptation - Practical
	III & IV	Latex -Properties, collection techniques, chemical processing - Description
	Post evening	Time Management
05	I & II	Rubber latex tapping - Practical
	III & IV	Use of rain guard - Tapping techniques
06	I to IV	Tapping techniques - Tapping of rubber latex - Practical
07	I	Interaction with officials of Rubber board - Schemes, support & assistance
	II to IV	Tapping techniques - Tapping of rubber latex - Practical (continued)
08	I & II	Sheet making - Chemicals, roller - Demonstration and practical
	III	Marketing management
	IV	Problem solving - Explanation through case studies and exercises, creativity - Creative thinking
09	I & II	Visit to rubber plantation - Interface with successful entrepreneurs
	III	Preparation of project report
	IV	Renewable Energy, an appropriate alternative - Description, scope
10	I	Effective communication skills
	II	Insurance cover for Rubber plantation
	III	Banking -Deposits & advances- lending schemes to Agricultural Sector
	IV	Feedback & Valedictory

Space for updations/additions:

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## CULTIVATION OF MEDICINAL & AROMATIC PLANTS

Day	Session	Subject
01	I	Registration & Inauguration, about the Institute, rules & regulations of training/institute
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - confidence building
	IV	Entrepreneurial competencies
02	I	Use of plants in Indian system of medicine - History, practices & prospects
	II & III	Common medicinal plants - description & usage
	IV	Use of medicinal plants in large scale ayurvedic drug manufacturing-description, scope for production
03	I	Cultivation of Aromatic plants - history, practices & prospects
	II & III	Taxonomic classification & nomenclature of common medicinal & aromatic plants
	IV	Tower building - eradicating dependency syndrome
04	I	Use of drugs of plant origin in alternative therapy- Homeopathy, Unani, Tibetan, Sidda etc. use of plants as common house hold medicine.
	II & III	Package of practices of major medicinal plants like coleus, gloriosa, senna, Amla, Isabgol, Baje etc. (any other medicinal plants of the region)
	IV	Package of practices of major Aromatic plants like Lemon grass, citronella, vetiver, palma rosa, Scented Geraniem, Patchouli, Rosemary, etc. (any other aromatic plants of the region)
	Post evening	Time Management
05	I & II	Use of Aromatic oils - description, fragrance in cosmetics, extraction from different plant parts/ Processing - methodologies & procedure Use of Aroma chemicals for value addition for products
	III & IV	Visit to Herbarium of Aromatic & Medicinal plants- interaction with successful entrepreneur
	Post evening	Marketing aspects, Supporting institutions and their schemes
06	I	Preparation of project Report
	II	Problem solving-explanation through case studies and exercises, creativity-creative thinking
	III	Banking -Advances & deposits- lending schemes to Agricultural Sector
	IV	Feedback & Valedictory

Space for updations/additions:

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## COMMERCIAL FLORICULTURE

Day	Session	Subject
01	I	Registration & Inauguration, about the Institute, rules & regulations of training/institute
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Entrepreneurial competencies
02	I	Floriculture - Present scenario & scope - Export potential
	II	Major flower crops - Geographical distribution, description
	III	Cultivation of major flower crops - General practices
	IV	Cultivation of major foliage & ornamental plants - General practices
03	I	High tech agriculture for floriculture-Green houses, poly houses-Types & their management
	II	Cultivation of Anthurium, Orchid and Gerbera under protected conditions
	III & IV	Cultivation of Rose, Jasmine, chrysanthemum and Aster
	Post evening	Tower building - Eradicating dependency syndrome
04	I	Cultivation of Gladiolus, Tuberose and Petunia
	II	Nutrition, fertilization and irrigation management in flower crops
	III & IV	Use of growing & rooting media, hormones & growth regulators in floriculture
05	I	Pest management in flower crops
	II	Propagation technique in flower and ornamental crops
	III	Preparation of project report
	IV	Visit to floriculture unit - Interaction with successful entrepreneurs
06	I	Time management
	II	Problem solving-Explanation through case studies and exercises, creativity - Creative thinking
	III	Banking -Advances & deposits- Lending schemes to Agricultural Sector
	IV	Feedback & Valedictory

Space for updations/additions:

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## COMPREHENSIVE HORTICULTURE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Present horticultural scenario in the country - scope
	II	New avenues & opportunities for self employment in horticultural sector
	III	Major Agro climatic zones, spread & selection of horticulture crops
	IV	Soil, formation, structure, fertility & productivity-suitability of different horticulture crops
	Post evening	Tower building - Eradicating dependency syndrome
04	I & II	Plant nutrients, their role and deficiency symptoms - balanced nutrition.
	III	Bio-technology as a new tool for horticulture development - BT varieties
	IV	Dry land horticulture & its management practices
05	I to III	Seeds-production-certification, Role of quality seeds, Hybrid seed production in major vegetable & flower crops
	IV	Package of practice for major flower crops of the region
06	I & II	Package of practice for major fruit crops of the region ( 3 to 4 crops)
	III	Irrigation & water management in Horticulture. Drip & Sprinkler Irrigation
	IV	Problem solving-explanation through case studies and exercises, creativity - creative thinking
07	I & II	Package of practice for major vegetable crops
	III	Scope & cultivation of medicinal & Aromatic Plants
	IV	Package of practice for major plantation/commercial crops of the region
08	I	Use of fertilizers and manures - types, description & usage
	II	Diseases and their control in major Horticultural crops of the region
	III	Insects/pests and their control in major Horticultural crops of the region
	IV	Floriculture & landscape gardening - maintenance of lawns
09	I & II	Plant propagation techniques - grafting, budding, layering, tissue culture in major horticulture crops
	III	Commercial Nursery Management
	IV	Time Management
	Post evening	Risk taking and goal setting - Ring Toss exercise
10	I to IV	Field Visit to research station/progressive farmers/commercial nursery/successful agri business entrepreneurs - interaction
11	I	Processing of fruits, vegetables & other horticulture commodities, grading, value addition, preservation methodologies
	II & III	Marketing of horticulture crops-avenues, strategies, consumer specific marketing
	IV	Scope for export of horticulture crops - potential, requirements, methodologies, packing & logistics





**PROCESS EDP**

PROCESS EDP



### III. PROCESS EDP

#### MODULE - I

#### INTRODUCTION & BEHAVIORAL ASPECTS

#### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
About the Institute	Objectives of the training programme, activities of the institute, usefulness of the programme, highlighting the success stories	Lecture, presentations, interaction, video	1
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	2
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Development	Dynamics of entrepreneurship - Description, importance and relevance	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Competencies	Description of 15 competencies & their importance - Narrations with examples	Lecture, interactions, case study	2
Self Rating Questionnaire (SRQ)	Self evaluation - Identification of competencies - Internalization of competencies	Self Rating Questionnaire	Post evening
Ring Toss exercise	Competencies - Risk taking & Goal setting	Administering the game and its analysis, interaction/discussions	2
Boat Building exercise	Competencies - Systematic planning and efficiency orientation, concern for quality	Administering the game and its analysis, interaction/discussions	2

<b>Subject</b>	<b>Content</b>	<b>Methodology</b>	<b>No. of sessions</b>
Tower Building exercise	Competencies - Developing self confidence, eradication of dependency syndrome	Administering the game and its analysis, interaction/discussions	1
Problem Solving	Diagnosis of problems, their types, use of creativity for finding alternative solutions	Lecture, games and exercises	1

**MODULE - II**

**SKILL ACQUISITION/TECHNICAL INFORMATION**

**CONTENTS AND METHODS:**

<b>Subject</b>	<b>Content</b>	<b>Methodology</b>	<b>No. of sessions</b>
Skill Training - Technical information and knowledge	Technical inputs depending on the type of training programme. The sequencing and the duration of this training will be as per the details furnished in the respective time table	Interactive lecture sessions, demonstrations, discussions, hands on experience, field visit, presentations, Audio and video interaction, Theory & Practical	As per the respective timetable

**MODULE - III**

**ENTERPRISE LAUNCHING ASPECTS**

**CONTENTS AND METHODS:**

<b>Subject</b>	<b>Content</b>	<b>Methodology</b>	<b>No. of sessions</b>
Market Survey	Methodology, need and importance, process of conducting marketing survey, key components, questionnaire, tips for effective market survey, collection of data, analysis of data and report preparation, defining the size of the activity	Lecture, interaction, field visits, collection of data, report preparation, group discussions, presentation & analysis	7

Subject	Content	Methodology	No. of sessions
Business Plan Preparation	Why & what of business plan?, format - process of preparation, understanding the concepts i.e. Fixed cost, Variable cost, break even point, assessment of working capital - Practical preparation	Lecture, exercise, group discussions, presentations, analysis, evaluation	2
Banking	Banking - Background & its services, deposits & advances, lending schemes, Government schemes, supporting facilities for entrepreneurs	Lecture & interaction with Branch Manager/s	2
Insurance	Need for insurance and its advantages, types, schemes, coverage, premium, exclusion clause, claim settlement	Lecture & interaction	1
Interaction with successful entrepreneur/ visit to successful unit	Experience sharing, first hand information for starting the enterprise, strategies for problem solving, logistics, clarification of doubts	Lecture, interaction & visits - practical field exposure	1
Launching Formalities	Viability of selected project, selection of place, source of funds, licensing & logistics, supply of electricity & water, fixing of furniture/equipment, labour, raw materials, suppliers & procurement, production/servicing, identifying the customer group, marketing, profit, evaluation	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1
Pitfalls in Launching	Improper selection of project & place, inadequacy of knowledge/ skill/ information, supporting factors, situational factors, change of technology, inadequate infrastructure, changing market trend, Government policies, improper finance, misutilisation of funds	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1

MODULE - IV

MANAGERIAL ASPECTS

CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Marketing Management	Marketing aspects - Marketing strategy, 4Ps of marketing, marketing of services, importance of USP in marketing of service oriented activities	Lecture, discussions, interaction	1
Costing & pricing	Fixed cost, variable cost, break even point, profit	Lecture, interaction & exercises	1
Book Keeping & accountancy	Accounts - Revenue, capital, cash accounts, sales & purchase - Methods in book keeping	Lecture, interaction & exercises	2
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1
Effective Communication skills	Need and importance of effective communication, types of communication, body language, listening skills, art of convincing and negotiation	Lecture, exercises, demonstration, role play.	1
Human Relations	Need, importance & tips for better human relations, human values, networking, Self interest vs. selfishness, honesty and integrity, positive thinking	Lecture and exercises,	1

1. *After entrepreneurial competencies, other behavioural inputs may be spread in between other inputs to reinforce the competencies.*
2. *In skill Development programmes, the General EDP inputs will be distributed in a specific sequence as denoted in the respective modules.*

## ELECTRIC MOTOR REWINDING & PUMPSET MAINTENANCE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Fundamentals of electrical equipments, electricity, current, voltage & power
	II	Safety precautions in electrical repairs
	III	Resistance, Conductor, Insulator & Semi-conductor
	IV	Tools and equipments for motor rewinding
05	I	Types of Power Generation
	II	Voltage testing procedures
	III	Transformer - Busbar - Circuit breakers
	IV	Voltmeter & Ammeter connections - Theory & Practical
06	I	Series and Parallel Connection - Theory & Practical
	II	Assembly switches (MCB, ELCB & TP)
	III & IV	IPs & MPs set Panel board wiring - Theory & Practical
07	I	Magnet - Types of Magnets, poles
	II	RPM in motors
	III	Tower building - Eradicating dependency syndrome
	IV	Types of poles and RPM (2,4,6,8)
08	I	Working Principles of Poles & Pole system in Electric Motor
	II	Dividing Coils in poles
	III	Preparation of Testing Board - Demo with Practical
	IV	Three phase Electric Induction Motor- Theory & Demo
09	I	Two poles motor winding connection diagram - Theory
	II	Four poles motor winding connection diagram - Theory
	III	Different types of slots in a three phase Motor
	IV	24,36,48,54,60,72 slots electric motor winding connections
10	I	Star & Delta Connections
	II	Introduction of circuit diagrams-Three phase motor rewinding-block diagram
	III	Types of winding in three phase induction motors
	IV	Chain winding - Types, single layer chain winding- Theory
11	I	Double layer Chain winding - Block Diagram - Theory
	II to IV	Single layer 2880 RPM, 24 slots chain winding-Demonstration & Practical
12	I & II	Double layer chain winding 2886 RPM/1440 RPM/960 RPM/710 RPM/600 RPM motors - Block Diagram
	III & IV	Correcting the wrong rewinding in electrical motors

Day	Session	Subject
13	I & II	Double layer winding - Demonstration & Practical
	III	Concentric winding - Theory
	IV	Single Layer concentric wiring 2880 RPM, 24 slot motor
14	I	Experience sharing - Interaction with successful entrepreneur
	II & III	Double layer winding - Practical
	IV	Market survey - Theory
15	I to IV	Market survey - Collection of information, field work
	Post evening	<b>Mid term evaluation test</b>
16	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III	Concentric winding in different RPMs (2880,1440,710,960,600 RPMs)
	IV	Business game - Boat Building exercise
17	I & II	Concentric winding - Practical (contd.)
	III & IV	Induction Motor Pump Section - Troubleshooting & Repairs
18	I & II	Concentric winding - Practical
	III & IV	Submersible Motor - Description, types of windings in submersible motor, Demo & Practical
19	I & II	Submersible Motor - Demo & Practical (Contd.)
	III & IV	Induction Motor and Submersible Motor - Practical
20	I	Submersible pump maintenance - Demo & Practical
	II	Balancing of induction motor - Theory
	III & IV	Induction motor and submersible motor - Practical
21	I	Effective communication skills
	II & III	Switchgears & Starters - Theory & Practical
	IV	DOL Starter - Theory & Practical
22	I & II	Marketing management - 4Ps of marketing, managing the customers
	III & IV	Semi-automatic star delta starter - Theory & Practical
23	I & II	Fully automatic star delta starter - Theory & Practical
	III	Timer & Single phase Preventer working in auto starter
	IV	Induction Motor and Submersible Motor - Practical (contd.)
24	I	Single phase motor - Theory
	II & III	Types of single phase motors - Working principle & characteristics
	IV	Induction Motor and Submersible Motor - Practical (contd.)
25	I & II	Single phase capacitor run motor - Ceiling fan & table fan- Theory & Practical
	III & IV	Single phase capacitor start motor-Universal motor, mixer & grinder-Theory & Practical
26	I	Working principle of Centrifugal Switch
	II	Universal motor - Theory
	III & IV	Armature winding - Theory & practical
27	I	Gauge Combination
	II	Capacitors in KVAR
	III	Capacitors used in Single phase & three phase motors
	IV	Combinations of bearings of different companies
28	I & II	Trouble shooting & Fault finding
	III	Purchasing of training kit and tools - Theory
	IV	<b>Final evaluation test</b>



## DOMESTIC ELECTRICAL APPLIANCES REPAIR (DEAR)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Fundamentals of electricity - Safety measure and precautions, first aid
	II	Electricity, conductor, insulator and resistance
	III	Types of power stations
	IV	Tools and equipment for appliances repair and wiring system
05	I	Definition and testing procedure of Voltage, current, power, MCB and bus bars - Theory
	II	Volt meter and ammeter, wiring connections - Practical
	III	Types of switches, socket, fuse rating and extension boxes
	IV	Uses of Multi meter - Practical
06	I	House wiring -Types of PVC copper wires, aluminum service wires
	II	Introduction to different types of switches and sockets
	III	The methodology of house wiring - Precautions
	IV	Types of Domestic wiring & introduction to casing, capping & concealed wiring
07	I	Series and parallel connections - Theory and practical
	II	Meter board block diagram - Description
	III & IV	Single room wiring - Location of lamp control, switches and socket point - Theory & practical
08	I	2 way switches wiring system
	II	Stair case wiring and Godown wiring - Theory
	III	Tower Building - Eradicating dependency syndrome
	IV	Stair case and godown wiring - Practical
09	I	Hospital and lodge wiring - Theory
	II	Traffic signal light - Theory
	III & IV	Hospital, lodge and Traffic signal light - Practical
10	I	Circuit diagram of house wiring with AEH - Theory
	II	Over head service wiring from lighting main board - Theory
	III & IV	Practical for the above theory
11	I	Magnets, types of magnets - Working principles and characteristics of electro magnet
	II	Poles and RPM system in electrical motors
	III	Working principle of single phase motors
	IV	House wiring - Practical (contd.)

Day	Session	Subject
12	I & II	Single phase capacitor run motor - Theory
	III & IV	Wiring session - Practical
13	I & II	Ceiling fan - Winding, servicing and maintenance
	III & IV	Ceiling fan - Winding, servicing and maintenance - Practical
14	I & II	Table fan - Theory winding, servicing and maintaining
	III	Table fan - Practical
	IV	Market Survey - Theory
15	I to III	Market Survey - Collection of information and field visits
	IV	Market survey - Report writing, presentation, group discussion and analysis
16	I	Repairs & servicing of immersion coil & electrical stoves -Theory
	II	Induction heater repairs and maintenance
	III & IV	Electric stoves - Practical
	Post evening	<b>Mid term evaluation test</b>
17	I	Repairs and maintenance of room heater
	II	Repairs and servicing of voltage stabilizer
	III	Room heater - Practical
	IV	Voltage stabilizer - Practical
18	I & II	Repairs and servicing of electric instant geyser - Theory
	III	Geyser repairs & servicing, Setting of thermostat - Practical
	IV	Business Game - Boat Building Exercise
19	I & II	Single phase capacitor, START motors, working principle of start capacitor and centrifugal switch - Theory
	III	Working principles and characteristics of single phase electric motors - 2880 RPM, 1440 RPM, motor rewinding block diagram
	IV	24 and 32 slot motors rewinding circuit diagram.
20	I to IV	Single phase mono block motor - Practical
21	I & II	Universal motor - Theory
	III	Marketing management - 4Ps of marketing, managing the customers
	IV	Hair drier, tiles cutting machines, hand drilling machine repairs and maintenance
22	I to III	Mixer grinder assembling - Demonstration and practical
	IV	DTH Dish - Installation and service
23	I & II	Wet grinder - Theory & Practical
	III	Trouble shooting of universal motor
	IV	Trouble shooting of wet grinder
24	I	Repairing and servicing of Air Coolers
	II	Assembling of Air Cooler
	III	Armature winding with balancing
	IV	Tube choke making
25	I & II	Repairs and servicing of emergency lamps
	III & IV	Repairs and servicing of washing machines
26	I to IV	Sound system, lighting decorations
27	I	Effective communication Skills
	II to IV	Repairs and servicing of washing machines (continued)
28	I & II	Earthing system - Types of earthing



## REFRIGERATION AND AIRCONDITIONING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I & II	An introduction to Basic electrical Refrigeration
	III & IV	Introduction to refrigeration - Domestic, commercial and centralized
05	I & II	Refrigeration cycle - Domestic, commercial and centralized
	III	Refrigeration - Copper tubes and their usage
	IV	Refrigerants (Eco friendly gases, HFC, HC blends)
06	I & II	Refrigerants (Eco friendly gases, HFC, HC blends) (Contd.).
	III & IV	Parts of refrigerator and its functions
07	I	Tower building - Eradicating dependency syndrome
	II to IV	Tools used for refrigeration (Eco friendly kit) - Description
08	I	Brazing - Theory
	II to IV	Brazing copper tubes - Practical
09	I to IV	Tube flaring and tube swedging - Practical
10	I & II	Types and importance of Compressors
	III & IV	Compressor functions and demonstration of various parts
11	I	Effective communication skills
	II	Compressor assembling - Theory
	III & IV	Compressor assembling - Practical
12	I & II	Compressor assembling - Practical - (Contd.)
	III & IV	Gas charging - Theory and assembling of parts
13	I to IV	Gas charging - Practical
14	I & II	Introduction to air conditioning - Split and windows
	III & IV	Components of an air conditioner
15	I & II	Dismantling of air conditioner
	III	Experience sharing - Interaction with successful entrepreneur
	IV	Theoretical aspects on Automobile air conditioning
	Post evening	<b>Mid term evaluation test</b>
16	I & II	Theoretical aspects on Automobile air conditioning
	III	Dismantling of Window Air Conditioner
	IV	Market survey - Theory
17	I to IV	Market survey - Collection of information and field visits
18	I & II	Market survey - Report writing, presentation, group discussion & analysis

Day	Session	Subject
	III & IV	Assembling of Window Air Conditioner
19	I & II	Theoretical aspects on wiring of Split/Window Air conditioner
	III & IV	Practical aspects on wiring of Split/Window Air conditioner
20	I & II	Practical aspects on wiring of split/window Air conditioner (contd.)
	III	Split Air Conditioner - Description,
	IV	Business game - Boat building exercise
21	I & II	Common problems and solutions of split Air Conditioners
	III & IV	Split A/C - dismantling and assembling
22	I & II	Split A/C - dismantling and assembling (contd.)
	III & IV	Refrigerant control mechanism
23	I & II	Common problems of flow controls and remedies
	III & IV	Introduction and working of deep freezer with practical
24	I	Marketing management - 4Ps of marketing, managing the customers
	II & III	Global warming and Green House gas release
	IV	Practical on charging of gas for deep freezer
25	I & II	Practical on charging of gas for deep freezer (Contd.)
	III & IV	Air Conditioner Wiring - practical feedback
26	I & II	Visit to servicing units of successful entrepreneurs.
	III & IV	Visit to commercial & centralized Air Condition Plants
27	I	Alternative sources of energy to run Air Conditioner
	II to IV	Theoretical aspects of Commercial Air Conditioner
28	I to III	Working of commercial Air Conditioner - demonstration
	IV	<b>Final evaluation test</b>
29	I	Costing, pricing - Fixed Cost- Variable Cost, Break even point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - methodology
	III	Launching formalities - steps in launching of an enterprises Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## TRACTOR SERVICING, MAINTENANCE AND REPAIRS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation- Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-Explanation through case studies and exercises, creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I	Tractor servicing - Scope
	II	Safety precautions in handling machines & equipments in a workshop
	III & IV	Selection and identification of tools and equipments - Theory & demonstration
05	I to IV	Tractor types based on uses, functions and importance
06	I to IV	Tractor - Different parts, their functions and assembling
07	I & II	Working principles of engine - Four stroke - Theory and demonstration
	III & IV	Eradicating dependency syndrome - Tower building exercise
08	I & II	Study of different sub assemblies of tractor - Demonstration
	III & IV	Correct procedure for dismantling of engine - Theory and practical
09	I & II	Inspection of various parts of a tractor
	III & IV	Inspection of various parts of a tractor- contd.
10	I & II	Assessment of wear & tear - piston ring, connecting rod etc.
	III & IV	Study of cylinder head, re-conditioning, adjustments, repair and troubleshooting - Top overhauling
11	I to IV	Study of cylinder head, re-conditioning, adjustments, repair and troubleshooting - Top overhauling (continued)
12	I to IV	Study of reconditioning, adjustments, minimum permissible wear and tear in different parts of engine - Complete overhauling
13	I	Effective communication skills
	II to IV	Fuel supply, intake and exhaust system - Dismantling and study of all parts, repairing & trouble shooting
14	I	Experience sharing - Interaction with successful entrepreneur
	II & III	Lubricating system - Dismantling and study of all parts & trouble shooting
	IV	Market survey -Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III	Cooling system - Dismantling and study of all parts & trouble shooting
	IV	Systematic planning & efficiency orientation - Boat building exercise
17	I to IV	Assembling of engine as per specifications
	Post evening	<b>Mid term evaluation test</b>
18	I to IV	Transmission - Clutch system - Dismantling and study of all parts & trouble shooting



## TWO WHEELER SERVICING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I	Identification of Tools and equipments - Knowhow, nomenclature
	II & III	Tools/Hand tools/equipments required for opening a new two wheeler workshop - Identification of spares & spare parts of all two wheelers, nomenclature
	IV	Origin and history of automobile, following safety measures and precaution, providing first aid in workshop for accident victims
05	I & II	Servicing of vehicles - High pressure washing/hand washing, care to be taken - Demonstration and practical
	III & IV	Lubrication of two wheelers - Demonstration and practical
06	I	Vulcanizing of tyres and tubes - Demonstration and practical
	II	Lubricants - Description of different grades
	III & IV	Welding, brazing and soldering
07	I	Method of polishing chromium and other parts of two wheelers
	II	Spark plug cleaning & gap adjustment, front and rear tyre pressure checking of different two wheelers
	III	Wheel dismantling and assembling of front and back wheels - Care to be taken - Demonstration and practical
	IV	Dismantling and assembling of front fork, care to be taken - Demonstration and practical
08	I & II	Dismantling and assembling of front fork - Care & precautions
	III & IV	Front fork, change race bearing kit, checking roller bearing balls, greasing, oiling of telescopic shock absorbers - Practical
09	I & II	Lighting systems - Range of bulbs of different voltage/wattage used in two wheelers
	III & IV	Electrical system of two wheelers - Demonstration and practical
10	I to III	Carburetors -Types and adjustments, dismantling, refitting - Demonstration and practical
	IV	Business game - Boat building exercise
11	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Chain sprocket kit - Working details, cleaning aspects, overhauling of disk and drum breaks - Theory and practical,
12	I	Effective communication skills
	II to IV	Braking system - Types, description, removing and refitting of brake liners, adjustment of clutch, brake etc. - Theory and practical

Day	Session	Subject
13	I to IV	Decarburizing of engine - Theory and practical
14	I to IV	Engine details - Bore, Piston, rings, connecting rod, crank shaft, Top Dead Centre and Bottom Dead Centre, etc. of two stroke and four stroke engines, Valve timing, cleaning of bore and re-bore procedure - Practical
	Post evening	<b>Mid term evaluation test</b>
15	I to III	Clutch - Types, details of usage, removing and refitting, care to be taken while dismantling & assembling
	IV	Market Survey - Theory
16	I to IV	Market Survey - Collection of information and field visits
17	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III & IV	Gear box - Types, gear box oil - Description, theory
18	I	Tower building - Eradicating dependency syndrome
	II to IV	Removing and refitting of gear box & engine
19	I to IV	Ignition system, generating system - Various types and timing, checking of Ignition and generating system
20	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Servicing - General servicing
21	I to IV	Dismantling and assembling of Hero Honda four stroke engine, care to be taken while overhauling the engine.
22	I to IV	Dismantling and refitting of Bajaj Scooter engine (two stroke), care to be taken while overhauling
23	I & II	Removing and refitting TVS Moped engine
	III & IV	Visit to a reputed two wheeler dealer workshop
24	I	Identification of engine parts (Bajaj Pulsar, Honda Activa, Kinetic Honda, etc.)
	II to IV	Overhauling of Motor Cycle without gear engines like Honda Activa, Sujuki Access, TVS Scooty, etc.
25	I to IV	Dismantling and assembling of complete body of any one Motor cycle without gear like Honda Activa, Sujuki Access, TVS Scooty, etc.
26	I to IV	Practice on wiring of two stroke and four stroke vehicles (select popular brand of the area)
27	I to IV	Overhauling the four stroke engine head (popular brand of the area)
28	I & II	Visit to servicing units of successful entrepreneurs.
	III & IV	Practice on Swing arm shock absorber and electrical system
	Post evening	<b>Final evaluation test</b>
29	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise Pitfalls and their control
	IV	Feedback & Valedictory

## INVERTER & UPS MANUFACTURING AND SERVICING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence Building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies.
03	I to III	Inverter - Basic introduction, use of basic electronics, tools & testing holder - Theory
	IV & Post Evening	Risk taking and goal setting - Ring Toss exercise
04	I	Difference between an Inverter and a Generator
	II to IV	All about relay, condenser, transformer 909, HT 2 lead, PCB components & PCB components
05	I	Tower building - Eradicating dependency syndrome
	II to IV	Knowledge of PCB components
06	I	Effective Communication Skills
	II to IV	PCB components assembling and use
07	I to IV	PCB components assembling and use - Contd.
08	I to IV	PCB assembling and wiring
09	I to IV	Use of component & PCB assembling/mounting Inverter fitting, transformer relay, HT2 rocker
10	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Inverter wiring theory, PBC components soldering
11	I	Experience sharing - Interaction with successful entrepreneur
	II & III	PCB component soldering
	IV	Market Survey - Theory
12	I to III	Market Survey - Collection of information and field visits
	IV	Market Survey - Report writing, presentation, group discussion & analysis
13	I to IV	PCB component soldering
14	I	Marketing Management - 4 Ps of marketing, managing the customers
	II to IV	Wiring, transformer, relay and soldering complete
	Post Evening	Business game - Boat Building exercise
15	I	Time Management
	II to IV	Inverter wiring testing and fault finding - Theory
16	I to IV	Inverter checking and repairing, Battery maintenance and field wiring
	Post evening	Human Relations - Importance, principles & methodology
17	I to IV	Inverter fault finding repairing - Practical



## LIGHT MOTOR VEHICLE (LMV) DRIVING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro-lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Qualities of a good driver - Attitude, patience, responsibility, self-confidence, anticipation, concentration, courtesy, Etiquette & Mannerism
	II	Basic rules of driving - Introduction, defensive driving, Knowledge of vehicle controls, Maintenance & simple mechanism, Motor vehicle Act signs and symbols
	III & IV	Knowledge of vehicle controls - Major & Minor controls
	Post Evening	Risk taking and goal setting - Ring Toss exercise
04	I	Response of controls - Accelerator, brake, clutch & steering - Practical
	II	Pre-driving checks - Before stepping in to the driver's seat and subsequently - Practical
	III	Holding steering wheel - Push & pull method practice, on the move, gear changing, turning, sounding horn, operating dash board switches, signaling, emergencies - Practical
	IV	Gear changing - Double de-clutching, Gear up & Gear down procedures - Practical
05	I	Tower Building - Eradicating dependency syndrome
	II	Driving - First to Fourth gear, reverse gear & overdrive
	III & IV	Manoeuvring - Passing, merging, diverging, overtaking, crossing, turning, cornering, reversing & parking - Practical
06	I	Problem Solving - explanation through case studies and exercises, Creativity - Creative thinking
	II	Stopping - Normal stopping, emergency stopping, use of engine brake / exhaust brake, stopping & following distance- reaction distance, braking distance, two seconds time rule method
	III	IPDE principle - Identification, precaution, decision & execution
	IV	Defensive driving techniques - Judgment, anticipation & escape route
07	I & II	Emergency manoeuver - Practical
	III	Driving under special conditions - Wet weather, dawn, dusk, misty roads & dense traffic - Practical
	IV	Effective communication skills
08	I	Knowledge about roads - Functional classification, design speeds, surface types & characteristics
	II to IV	Driving procedures in different road conditions - Types of road junctions, driving procedures in bye pass, subways, over bridge & fly over - Practical
09	I	Time Management

Day	Session	Subject
	II	Types of road markings - White line (Continuous and broken), yellow line, lane marking, zebra crossing, stop line, parking markings & sense of road signals
	III	Automatic light signals
	IV	Driving Practices - Practical ( Three Wheeler)
10	I	Road user characteristics - Pedestrians - types (drunkards, children, blind, aged people, deaf & dumb etc). Accidents - Types, causes, preventions, driver's duties and responsibilities on the occurrence of accidents - Theory
	II	First Aid - Introduction, structure and functions of the body, dressing and bandaging, wounds and hemorrhage, shock, respiration etc.
	III & IV	Driving practices - Practical (Three Wheeler)
11	I	Business game - Boat Building exercise
	II & III	Driving practices - Practical (Four Wheeler)
	IV	Market Survey - Theory
12	I & II	Important provisions in Motor vehicles Act, 1988 (59 of 1988), Central Motor Vehicles Rules, 1989, and the State Motor Vehicles Rules.
	III & IV	Driving practices - Practical (Four Wheeler)
13	I	Vehicle Maintenance - Engine tuning up, wheel alignment checking, brake adjustment, accelerator adjustment etc.
	II & III	Driving practices - Practical (Four Wheeler)
	IV	<b>Final evaluation test</b>
14	I	Vehicle maintenance - Effects of bad and negligent driving on vehicle condition, day to day maintenance, tyre & battery maintenance etc.
	II	Business plan/ project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/Government schemes
15	I	Human Relations - Importance, principles & methodology
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise, pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## SERVICING OF TV/DVD AND OTHER DIGITAL ELECTRONICS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Basic electronics - Introduction
	III	Precautions and safety measures in handling electronics equipments
	IV	Soldering, de-soldering, hot gun - Practical
05	I & II	AC, DC, Oscillators, Amplifiers
	III	Use of Multimeter (Digital and Analog)
	IV	Electronic spare Parts, Symbols & methodology, checking
06	I	Electronic spare Parts, Symbols & methodology, checking (contd.)
	II	AM, FM Transmission - Theory
	III	Signals & waves Block diagram
	IV	Amplifiers - Mono, Stereo, 5.1 Audio, USB kit - Theory & practical
07	I & II	Amplifiers - Mono, Stereo, 5.1 Audio, USB kit - Practical (contd.)
	III	Tower building - Eradicating dependency syndrome
	IV	Assembly of 2.1/5.1 Home theatre Audio systems with USB Kit / FM
08	I & II	Additions in current electronic equipments (Casio, USB) and substitution of equivalent parts
	III	Integrated circuit (IC)
	IV	DVD / VCD - Theory & practical
09	I	DVD / VCD - Theory & practical (contd.)
	II & III	Antenna/cable/DTH installation & its functioning
	IV	Block diagram of TV & its working principle
10	I	Effective communication skills
	II	B &W, colour Tube working principle
	III & IV	B &W, colour Tube checking method and remote control servicing
11	I & II	Types of Power supply (Regulated, SMPS, STR, MOSFET, IC)
	III & IV	Types of Power supply - working principle & fault finding.
12	I & II	Video IF section circuit diagram -Theory & Practical
	III & IV	Sound IF section circuit diagram -Theory & Practical
13	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Chroma section circuit diagram -Theory & Practical
14	I & II	RGB output circuit diagram -Theory & Practical
	III	Sync separator circuit diagram - Theory & Practical
	IV	Market survey - Theory

Day	Session	Subject
15	I to IV	Market Survey - Collection of information and field visits
16	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III	Vertical output section circuit diagram -Theory & practical
	IV	Business game - Boat Building exercise
17	I & II	Horizontal Driver, Output and EHT section circuit diagram-theory & practical
	III & IV	Yoke related problems
	Post evening	<b>Mid term evaluation test</b>
18	I & II	Fault analysis of all sections (flow chart)
	III & IV	Voltage measurement & fault finding in all sections of TV
19	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Voltage measurement & fault finding in all sections of TV (Contd)
20	I & II	Practical use of hot gun for replacement of SMD IC's
	III & IV	Fault analysis of advanced TV kit
21	I & II	SMD IC used TV kit - Theory & practical
	III & IV	Detection & servicing - Faults of latest brands of TV
22	I & II	Introduction to LCD & HD TV
	III & IV	Trouble shooting of latest brands of TV
23	I to IV	Service mode details of all brands of TV
24	I to IV	Voltage measurement & fault finding in all sections of TV
25	I to IV	Study of different types of TV circuit diagrams on OHP/projector
26	I	Emergency lights (CFL/LED)
	II to IV	UPS, Inverters - Theory & practical
27	I & II	Interaction with branded company service engineers (2 to 3 different brands)
	III & IV	Internet update for TV servicing information
28	I & II	Market information of spare parts & circuit diagram
	III & IV	Visit to servicing units of successful entrepreneurs.
	Post evening	<b>Final evaluation test</b>
29	I	Costing, pricing - Fixed Cost, variable cost, breakeven point etc
	II	Business plan/project report preparation
	III & IV	Banking- Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise Pitfalls and their control
	IV	Feedback & Valedictory

**Space for updations/additions:**

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## MULTI PHONE SERVICING

(Coin Phone, Cell Phone, Cord less Phone & EPABX)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I	Introduction to basic electronics
	II	Theoretical aspects of power, voltage and frequency - Demonstration
	III	Usage of digital multimeter
	IV	Resistors
05	I	Capacitors and coils
	II	Diodes and transistors
	III	Varistor, Crystal, ICs and SMD's
	IV	Identification of components of different phones
06	I	Checking of components and circuit board
	II & III	Soldering and de-soldering - Theory & Practical
	IV	Introduction to Coin phones
07	I	Tower building - Eradicating dependency syndrome
	II	Software programming - Coin phone
	III & IV	Coin phone wiring connection - Practical
08	I	Assembling and disassembling of validator
	II to IV	Speech, ringer, dialing and display related complaints - Practical
09	I	Introduction to cordless phones and EPABX
	II	Trouble shooting in cordless phones and EPABX -Theory
	III & IV	Trouble shooting in cordless phones and EPABX - Practical
10	I	Effective communication skills
	II	Introduction to GSM and CDMA technology in cell phones
	III	Cell phones - Identification, study of service providers
	IV	Introduction to Hardware and materials - Identification
11	I	Mother Boards in GSM and CDMA phones - Identification
	II	Components in GSM and CDMA phones - Identification
	III	ICs in GSM and CDMA phones - Identification
	IV	Practical of the above sessions
12	I	Cell phone in GSM and CDMA technology - Types of sections
	II	GSM and CDMA phones - Types of network problems
	III & IV	Fault finding and servicing network sections in GSM and CDMA phones
13	I	Experience sharing - Interaction with successful entrepreneur

Day	Session	Subject
	II & III	Study of Antenna switch, PF, RF and Filters
	IV	Practical of the above sessions
14	I	Introduction to Power section in GSM and CDMA phones
	II	Fault finding and tracing of power section in GSM and CDMA phones
	III & IV	Practical
	Post evening	<b>Mid term evaluation test</b>
15	I	Introduction to Audio section in GSM and CDMA phones
	II	Study of Mic, speaker, vibrator and ringer or buzzer
	III	Practical of the above sessions
	IV	Market survey - Theory
16	I to IV	Market survey - Collection of information and field visits
17	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III	Introduction to LCD and LED section in GSM and CDMA phones
	IV	Fault finding and tracing of LCD and LED section
18	I	Key pad LEDs fault finding - Practical
	II	Introduction to key pad section in GSM and CDMA phones
	III	Fault finding and tracing key pad section in GSM and CDMA phones, on and off section - Practical
	IV	Business game - Boat building exercise
19	I & II	Cell phone strips problem in GSM and CDMA phones, fault finding and tracing strips problems - Theory & Practical
	III & IV	Introduction to SIM problems in GSM and CDMA phones, fault finding and tracing SIM related problems - Theory & Practical
20	I	Marketing management - 4Ps of marketing and managing the customers
	II to IV	Introduction to MMC problems in GSM and CDMA phones, fault finding and tracing of MMC related problems - Theory & Practical
21	I & II	Introduction to charging problem in GSM and CDMA phones, Fault finding and tracing of charging section - Theory & Practical
	III & IV	Introduction to Camera problems in GSM and CDMA phones, Fault finding and tracing of Camera related problems - Theory & Practical
22	I	Introduction to touch screen and hands free technologies - Identification of problems
	II	Fault finding and tracing of touch screen and hands free problems
	III	Fault finding and tracing of Bluetooth and gallery related problems
	IV	Practical of the above sessions
23	I & II	Fault finding and tracing of dead phones
	III	Assembling and disassembling phones
	IV	Complaints related to Boot IC
24	I & II	Visit to servicing units of successful entrepreneurs.
	III & IV	Practical of the above sessions
25	I	Introduction to Software service and equipments in GSM phones
	II	Identification of software and hardware problems in GSM phones
	III	Software complaints in Nokia DCT-4 and BB-5 models
	IV	Nokia DCT-4 and BB-5 models by UFS and JAF box - Practical

Day	Session	Subject
26	I	Software complaints in Nokia WD-2 models
	II to IV	Nokia models by MX-key software - Practical
27	I	Introduction to Ring tone, images, games and applications downloading
	II	MP3, videos and image converting and MMC downloading
	III	MOBIMB Mobile media browser software downloading
	IV	Practical of the above sessions
28	I	Bluetooth downloading in all cell phones
	II	Software complaints in major brands of cell phones
	III	Repairing and unlocking codes of all cell phones
	IV	Practical of the above sessions
	Post evening	<b>Final evaluation test</b>
29	I	Costing, pricing - Fixed Cost- Variable Cost, Break even point etc.
	II	Business plan/Project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprises.Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## COMPUTER BASICS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Basic Information, Fundamentals of Computers
05	I	Difference between Hardware & Software
	II	Types of Printers
	III & IV	Computer - Block Diagram, MS-DOS
06	I to IV	MS-DOS - Commands & Practical
07	I & II	Introduction of Windows XP
	III	Notepad & WordPad - Theory
	IV	Note Pad & WordPad - Practical
08	I	Making of File and Folder
	II	Note pad, Word pad - Practical
	III	Tower building - Eradicating dependency syndrome
	IV	Note pad, Word pad - Practical
09	I	Short cut Key
	II	Calculator, Wallpaper - Theory & Practical
	III	Evaluation Test
	IV	Calculator, Wallpaper - Practical (Contd)
10	I to IV	Introduction to Office 2007 & Microsoft Word
11	I & II	MS Word - Home Menu - Demo
	III	MS Word - Home Menu - Practical
	IV	Typing Tutor - Practical
12	I to III	MS Word - Insert & Page Layout Menu
	IV	Typing Tutor - Practical
13	I	Mail Merge - Demo & Practical
	II	Alignment & Reference Menu
	III & IV	Typing Tutor - Practical
14	I	Mail Merge - Practical
	II	Review Menu - Demo & Practical
	III	Typing Tutor - Practical
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits

Day	Session	Subject
16	I	Market Survey - Report writing, presentation, group discussion & analysis
	II & III	View menu & Design menu, Introduction to MS- Excel
	IV	<b>Mid term evaluation test</b>
17	I	MS Excel - Function & Formula
	II	MS - Excel - Short curt Key
	III	Formula - Find, Cross Value
	IV	Quantity & Chart Wizards
18	I to III	Formula - Sum, Average, Multiply
	IV & Post Evening	Business Game - Boat Building Exercise
19	I	Formula - Logical, Conditional
	II to IV	Mathematics - Formula
20	I & II	MS Excel - Data Menu
	III & IV	Filter & Random Number - Practical
21	I	Introduction to MS-Power Point
	II & III	MS -Word, Ms-Excel - Practical
	IV	Marketing Management - 4 Ps of marketing, managing the customers
21	I	AMT Exercise
	II	MS - Power Point - Animation
	III & IV	Designing Slides & Custom action
22	I	Types of Animations
	II & III	Transition of Slide show with Mouse Click and Automatically
	IV	Introduction to MS-Access
23	I	MS PowerPoint - Practical
	II	MS-Access - Home Menu
	III & IV	MS-Access - Practical
24	I	MS Power Point - Practical
	II & III	MS-Access - RDBMS - Theory & Practical
	IV	Creating Table & Insert Field
25	I & II	MS Access - External Data
	III & IV	Import & Export file, Other Menu
26	I to IV	Report & Query Form
27	I	Effective communicational skills
	II to IV	Data Sheet & relationship menu
28	I & II	MS Access - Practical
	III	Interaction with successful Entrepreneur
	IV	<b>Final evaluation test</b>
29	I	Costing, pricing - Fixed cost, variable cost, Break even point etc.
	II	Business plan / project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/ Government schemes
30	I	Human Relations - Importance, principles & methodology
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise
	IV	Feedback & Valedictory

## COMPUTER DESKTOP PUBLICATION (DTP)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I to IV	Basics of Computer Hardware & Software in Digital Designing and Publication, Uses of Computer, Block Diagram of Computer, History of Computer. <b>Hardware:</b> Input Devices, Output Devices, Storage Devices, Difference between old computer and latest computer. RAM, ROM, Different Drives, Modem, Internet uses. <b>Software:</b> Application software, General purposes software, Development Software, System Software.
05	I to IV	Introduction to windows XP, Word pad, windows explorer-Creating New folders, copying and pasting, renaming, searching files.
06	I to IV	Scope of DDP, Printing Types: Letter Press, Offset Printing, Screen Printing, Digital Printing.
07	I to IV	Introduction to MS Word, Page Setting, Font style, Making Bold, Italic, Underlining, superscript, subscript, text wrapping,
08	I	Tower building - Eradicating dependency syndrome
	II to IV	Inserting picture / clip arts, Drop caps, using word art, drawing tools, Giving water background, Header and footer
09	I to IV	Introduction to MS Excel, Creating Marks sheet, salary sheet, creating pie/ bar charts
10	I to IV	Introduction to Adobe Pagemaker, Understanding the first screen of Pagemaker
11	I to IV	Uses of Tool Box, Alignment /document setting
12	I to IV	Use of Control Palate, Magazine Creation in English
13	I	Effective communication skills
	II to IV	Scanning Operation using photoshop and simple editing photos
14	I to IV	Typing of Local Language Software (Kannada/Telgu/Hindi etc) using NUDI, Baraha, Ankur Packages
15	I to IV	Book Printing - Page Setup, Page Numbering, Header and footing, Auto flow
16	I to IV	News Paper Designing & Designing of Classified Advertisements
17	I to IV	Job work & Printing - Brochures, letter heads, bill books, pamphlets
18	I to IV	Introduction to Adobe Photoshop (Latest available version)
19	I to IV	Understanding of Photoshop first screen
20	I to III	Uses of Adobe Photoshop tool box
	IV	Business Game - Boat Building Exercise

Day	Session	Subject
21	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Photo editing, color correction, black and white to color conversion,
22	I to IV	Passport size Printing, changing backgrounds, wedding mixing
	Post evening	<b>Mid term evaluation test</b>
23	I to III	Mixing using Photoshop standard document (PSD) background
	IV	Market Survey - Theory
24	I to IV	Market Survey - Collection of information and field visits
25	I & II	Market survey-Report writing, presentation, group discussion & analysis
	III & IV	Flex Board Designing / Advertisement board designing
26	I to IV	Magazine cover page designing
27	I to IV	Understanding and uses of shortcut keys of Adobe Photoshop
28	I to IV	Test-1 of PageMaker and Photoshop, addition of inputs if necessary
29	I to IV	Introduction to Corel Draw 14
30	I to IV	Understanding the first screen Corel Draw 14
31	I to IV	Uses of tool box of Corel Draw
32	I to IV	Understanding and uses of shortcut keys of Corel Draw
33	I to IV	Types of Design Compositions
34	I to IV	Composing of multi color visiting cards
35	I to IV	Composing of Visiting Cards Using Cliparts/scanned images/Signatures
36	I to IV	Composing of Business Cards
37	I to IV	Composing of Marriage Cards, invitation Cards, using of photo mixing
38	I to IV	Composing of Pamphlets
39	I to IV	Composing of Flex Boards
40	I to IV	Composing of Flex Boards / Momentum
41	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Logo Creation
42	I to IV	CD Writing, Introduction to Internet, Email ID Creation, Sending Email, Receiving email, attaching files/pictures, searching required information, uploading and downloading
43	I to III	Visit to offset printer shop
	IV	<b>Final evaluation test</b>
44	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
45	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## COMPUTER HARDWARE (A+) AND NETWORKING (N+)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Introduction to Electronics (Digital & Analog)
	II	Components - Explaining the Basics of Electronics
	III	Identification of Resistor, Capacitor, Diodes & their functions
	IV	Digital Electronics - Basics of logic gates (AND,OR,NOT), Multiplexer etc.
05	I to IV	Definition of Computer - Block diagram of computer, history of computer
06	I to IV	Computer Parts - Identification and description, assembling of PC
07	I to IV	Operating System - Introduction and its working, types of operating systems
08	I	Business Game - Boat Building Exercise
	II to IV	Booting a PC, POST, System files, CD/Pen drive/DVD/Floppy booting
09	I to IV	Understanding Bios Setup, Identification of Processor, RAM, Hard disk, Motherboard type and speed, Setting a Boot Sequence/Boot order
10	I	Effective Communication Skills
	II to IV	Introduction to DOS, Using F-disk/DM, Creating Partition (Primary/ Secondary Partition), Understanding FAT, FAT32, NTFS file system.
11	I to IV	Partition using Windows XP and installation of operating system (XP/Vista/ Windows 7/Win 2003) - any other latest versions
12	I	Experience Sharing - Interaction with successful entrepreneur
	II to IV	Understanding the difference between 32 bit and 64 bit operating systems
13	I to IV	Installation of Device Drivers, Display, Sound, LAN, TV Card etc
14	I to IV	Installation and working knowledge of Ms Office Packages
15	I to IV	Installation of DTP Packages and working knowledge of these packages
16	I to IV	Installation and use of Antivirus and updating Antivirus package
17	I to IV	CD Writing and DVD Writing using Nero, Windows XP and other writing software, difference between Multi session and single session
18	I to IV	Installation of Multimedia Software and its uses, codec technology for playing DVD, region settings
19	I to IV	Creating users, assigning permission, assigning password etc
20	I to III	Types of printers and their installations, Trouble shooting
	IV	Tower building - Eradicating dependency Syndrome
21	I to IV	Processors: Types of processors, understanding 8086,8088, 80286, 80386, 80486, Pentium 1, Pentium 2, Pentium 3, Pentium IV, Pentium IV Dual Core, Pentium IV Core2 Duo, Centrino, and Quad Core, different AMD processors, Cyrix processor

Day	Session	Subject
22	I to III	Types of Motherboards - Socket 7, 810, 845, 915, 945, DG31.
	IV	Market Survey - Theory
23	I to IV	Market Survey - Collection of information and field visits
24	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III & IV	Types of Memory, RAM Types - EDO RAM, SDRAM, DDR1, DDR2 & their problems - Trouble shooting
25	I to IV	Introduction to Keyboard and its types (Normal, ps2, USB, cordless) & their problems - Trouble shooting
	Post evening	<b>Mid term evaluation test</b>
26	I to IV	Introduction to Mouse and its types (Normal, ps2, USB, cordless) & their problems - Trouble shooting
27	I to III	FDD, working Principle of FDD, CD, HDD & their problems - Trouble shooting
	IV	Marketing management - 4Ps of marketing, managing the customers
28	I to IV	Installation of Scanner driver and Scanning problems
29	I to IV	Types of SMPS: AT and ATX & their problems - Trouble shooting
30	I to IV	Introduction to UPS, working principle and connecting to Computer
31	I to IV	Types of Monitors - Latest types - Working principles & their problems - Trouble shooting
32	I to IV	Introduction to Hard disk, Connection of hard disk, IDE, SATA, SCSI, USB and transferring of data between two hard disks, jumper setting and its necessity - Problems & trouble shooting.
33	I to IV	Introduction to Modem, types of modems, drivers installation, dial up & broad band installation
34	I to IV	Uses of Internet and E-mail, creation, sending/receiving email, searching information, downloading software/antivirus, firewall setting, auto update setting
35	I to IV	Introduction to networking, types of networking, LAN, WAN, MAN
36	I to IV	Crimping of LAN, understanding of color coding, system to system, system to switch
37	I to IV	Configuration of LAN, IP address, subnet mask, default gateway, DNS, DHCP
38	I to IV	Setting user permission, printer & Internet sharing, net meeting, remote computer access.
39	I	Visit to shop of successful entrepreneurs
	II to IV	Installation of Windows 2003 server operating system
40	I to IV	User management and assigning different permission
41	I to IV	Understanding backup using Acronics, Norton ghost
42	I to IV	Repairing Winxp using bootable disk and installation of XP without losing data XP
43	I to IV	Installation of two operating system, linux introduction, difference between linux and windows
	Post evening	<b>Final evaluation test</b>
44	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
45	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities-Steps in launching of an enterprisePitfalls and their control
	IV	Feedback & Valedictory

## BEAUTY PARLOUR MANAGEMENT

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I	The concept of Beautification in women - what, why& how?
	II to IV	Threading & Eye brow shaping - Theory, demonstration & practical
05	I to IV	Waxing - Theory, demonstration and Practical
06	I to IV	Manicure & Pedicure - Theory, demonstration and Practical
07	I to IV	Bleaching of face (cream method) - Theory, demonstration and Practical
08	I to IV	Herbal cream facial - Theory, demonstration and Practical
09	I to IV	Herbal fruits & vegetable facial - Theory, demonstration and Practical
10	I	Business Game - Boat Building Exercise
	II to IV	Galvanic high frequency vat removal - Theory, demonstration and practical
11	I to IV	Aroma Therapy & Acne Treatment - Facial
12	I	Effective communication skills
	II to IV	Hair cutting - Theory, demonstration and practical (Adult)
13	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Hair cutting - Theory, demonstration and practical (Children)
14	I to III	Advanced Hair cuttings - Theory, demonstration and practical
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III & IV	Hair massage & Body massage - Theory, demonstration and practical
	Post evening	<b>Mid term evaluation test</b>
17	I to IV	Hair straightening (chemical) cum ironing - Theory, demonstration & practical
18	I to IV	Perming - Theory, demonstration and practical
19	I to III	Henna for hair - Theory, demonstration and practical
	IV	Tower building - Eradicating dependency syndrome
20	I to III	Hair colour, hair dye highlights - Theory, demonstration and practical
	IV	Marketing management - 4Ps of marketing, managing the customers
21	I to IV	Spa Treatment - Theory, demonstration and practical
22	I to IV	Bridal Mehendi - Preparation, designing and application - Theory, demonstration and practical
23	I to IV	Make-up & Dressing - Casual, Day, Night, Waterproof - Theory, demonstration and practical



## MEN'S PARLOUR MANAGEMENT

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Hair cutting - Theory & practical
	II to IV	Advanced hair cutting - Theory & Practical
05	I to IV	Hair straightening & re bonding - Theory Hair straightening & re bonding - Practical Hair highlighting & weighting - Theory & Practical
06	I to IV	Facial & Massage - Gold Facial & Silver Facial
07	I to IV	Facial - Shahnaz Hussain facial, Herbal facial, Fruit facial
08	I to IV	Herbal treatment, Removing Dandruff, Treatment for pimple
09	I	Make up -Theory
	II to IV	Normal Make up, Marriage makeup
10	I	Effective communication skills
	II & III	Hair coloring, Hair curling, Hair colour with developers - Laurel ( Demo), Hair colour with developers - Streaks - Practical
	IV	Business game - Boat building exercise
11	I	Hair highlighting
	II to IV	Weighting with developers, Hair straitening ( Demo)
12	I to IV	Waxing - Theory and practical
13	I & II	Facial - Practical
	III & IV	Waxing - Practical
14	I to IV	Threading - Theory & Practical
	Post Evening	<b>Mid term evaluation Test</b>
15	I to III	Threading - Theory & Practical (Contd.)
	IV	Market Survey - Theory
16	I to IV	Market Survey - Collection of information and field visits
17	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III & IV	Eye brow shaping - Theory, Eye brow shaping - Practical
18	I & II	Manicure - Theory & Practical
	III & IV	Pedicure - Theory, Demonstration & Practical
19	I to III	Hair Dye - Demonstration & Practical
	IV	Tower Building- Eradicating dependency syndrome



## PLUMBING & SANITARY WORKS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation- Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I & II	Types of pipes, materials and fittings used in domestic installation systems - Water supply system
	III & IV	Site Drainage system - Blockage, use of chemicals
05	I	Examining the sketches, drawings and specifications
	II to IV	Use and maintenance of plumbing tools such as a file, hacksaw, spirit level, plumb bob, hammer and chisel, rawl plug chisel, stocks and dies, pipe cutter, still son wrench, pipe bending machine
06	I to IV	Adhesives - Types & application. Pipes - Types, Dimension, uses. Joints - Types, uses, applications and bathroom fittings
07	I	Tower building - Eradicating dependency syndrome
	II to IV	Chamber connection - Chasing
08	I to IV	Installing PVC pipe work including selection of pipes, measurement of pipes and fitting, bending of pipes to given specification, making joints by using adhesive or couplings.
09	I to IV	Methods of laying pipes in building through floors, beams and columns.
10	I	Effective communication skills
	II to IV	Locating and marking pipe positions, pipe connections, holes for pipes in walls and floors
11	I to IV	Methodology of cutting for openings in walls and floors for accommodating pipes/pipe fittings using hand/power tools
12	I to IV	Cut openings in walls and floors to accommodate pipes and pipe fittings using hand or power tools
13	I	Significance of ventilation of fresh water pipes and soil pipes
	II to IV	Assembling and installing sanitary fixtures including installation of sinks, bath tubs, water closets with cistern
14	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Cutting and threading pipes of different sizes & materials
15	I to III	Installation of domestic water pumps - Adjusting of ball valves to prevent overflow, connection to soil pipes
	IV	Market survey - Theory
16	I to IV	Market survey - Collection of information and field visits
17	I & II	Market survey - Report writing, presentation, group discussion & analysis

Day	Session	Subject
	III & IV	Rules, regulations, procedures and specification of products by the Municipality/ Corporation regarding the standards of plumbing
	Post evening	<b>Mid term evaluation test</b>
18	I to III	Assembling, installing, & repairing pipes, fittings and fixtures of heating, water, sanitary and drainage systems as per the required specifications
	IV	Business Game - Boat building exercise
19	I to IV	Joining pipes using threaded fittings, flanged fittings, methods of flared, wiped, slip, sleeve or clamp joints, using solder, plastic solvent and cox joints
20	I to IV	Assembling and installing valves, pipe fitting and pipes composed of materials such as iron, steel, brass, copper, lead and non metals such as vitrified clay, cement, plastic or PVC using hand tools & power tools.
21	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Test systems by water or air and reading pressure gauges to determine the fulfilling of the specification of the system. Determination of the faults if any.
22	I to IV	Installing and repairing plumbing fixtures such as sinks, WC suites, bath tubs & water heaters
23	I to IV	Installing and repairing plumbing fixtures such as water tanks, bidets, showers, urinals, water drainage systems, gutters, fall pipes and soil pipes - Connection of chambers.
24	I & II	Working at heights - Use of ladders and scaffolds, safe working practices including material storage, manual lifting, inspection of tools. Working of stepladders, scaffold towers, ladders, bamboo scaffold etc.
	III & IV	Pipe support and pipe fixing brackets
25	I to IV	Orientation to plumbing works in commercial/industrial setup
26	I to IV	Installation of rainwater harvesting system
27	I to IV	Carrying out simple system design work and estimating installation cost and repair cost
28	I & II	Visit to servicing units of successful entrepreneurs.
	III & IV	Installation of Solar water system
	Post evening	<b>Final evaluation test</b>
29	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise.Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## BASIC PHOTOGRAPHY & VIDEOGRAPHY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Introduction to Photography, History of Photography / camera, Development of cameras (Pin hole camera to digital SLR camera)
	III & IV	Camera care and safety precautions
05	I	Tower building - Eradicating dependency syndrome
	II	Camera and its accessories
	III	Types of lenses and its aspects
	IV	Picture composition and its various stages - Theory with feedback
06	I to IV	Digital Photography - Introduction
07	I	Effective Communication skills
	II to IV	Parts of DSLR camera and their functions
08	I to IV	Lightings and its sources - Theory & Practical
09	I to IV	Outdoor photography under controlled lighting - Theory & Practical
10	I to IV	Studio management - Setting up of a studio, furnishing & Indoor lighting system
11	I to IV	Digital dark room (Computer scanner, printer, storage and software)
12	I & II	Introduction to Photoshop and photo editing tools
	III & IV	Designing of karizma albums and different templates
13	I	Experience sharing - Interaction with successful entrepreneur
	II	Picture composition and its various stages - Practical
	III & IV	Picture storage in different modular - Practical
14	I to IV	Portrait photography - Theory & Practical
15	I & II	Photo Journalism and divisions
	III & IV	Maintenance of cameras & equipments
	Post evening	Business game-Boat Building Exercise
16	I	Market survey - Theory
	II to IV	Market Survey - Collection of information and field visits
17	I	Market Survey- Report writing, presentation, group discussion & analysis
	II	Introduction to Videography
	III & IV	Types of Video cameras and their accessories
18	I	Marketing management - 4Ps of marketing, managing the customers
	II	Functioning of Video camera



## SEWING MACHINE REPAIR

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? -Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Sewing machines - Types, availability, spares, tools - Theory and Demonstration
	III & IV	Comparison between tailor model and Commercial model machines
	Post Evening	Risk taking and goal setting - Ring Toss exercise.
04	I to IV	Dismantling of sewing machines -Tailor model - Usha, singer, Rama, ORTEM etc. - Practical
05	I	Tower building - Eradicating dependency syndrome
	II to IV	Assembling of sewing machines - Tailor model - Practical
06	I & II	Dismantling of Commercial model - TA-1 machine
	III & IV	Common problems, general maintenance and working on sewing machines
07	I	Problem solving - Explanation through case studies and exercises, creativity - Creative thinking
	II to IV	Reassembling Commercial model machine
08	I & II	Major problems in sewing machines - Hookset, regulator settings & Gear settings
	III & IV	Comparison between commercial model & Link model machine
09	I	Time Management
	II	Power machines - Garments Industrial sewing machine- High speed - Spares - Demonstration
	III & IV	Dismantling of power machines, cleaning and replacing - Theory and demonstration
10	I to IV	Reassembling power machines - Practical. Comparison between power machines and commercial machines (manual TA-1)
11	I	Business game - Boat Building exercise
	II & III	Functioning of Zig-Zag machine - Demonstration
	IV	Market Survey - Theory
12	I & II	Dismantling of Zig-zag embroidery machine, cleaning - Practical
	III & IV	Reassembling of a Zig-zag machine - Theory and practical
13	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Maintenance of Zig-Zag machine - Problems & eradication
14	I	Dismantling Fashion maker (disk model ) cleaning and reassembling
	II	Business plan/project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/Government schemes
	Post evening	<b>Final evaluation test</b>
15	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise, pitfalls and their control
	IV	Feedback & Valedictory

## ALUMINIUM FABRICATION

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Introduction to aluminum work and details of aluminum channel
	II & III	Measurement details of aluminum work
	IV & Post Evening	Risk taking and goal setting - Ring Toss exercise
04	I & II	Cutting & joints
	III & IV	Measurement details of Aluminum work - Introduction to cutting machine
05	I	Tower building - Eradicating dependency syndrome
	II to IV	Drawing, preparation of plan & estimates of fixed section
06	I	Effective Communication
	II to IV	Measurement details
07	I to IV	Drawing, preparation of plan & estimates of fixed section
08	I & II	Door section (sintex type door also)
	III & IV	Super sliding window - Drawing
09	I & II	Super sliding window - Plan & estimates
	III & IV	Ordinary sliding - Drawing
10	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Ordinary sliding window - Plan & estimates
11	I	Experience sharing - Interaction with successful entrepreneur
	II & III	Super sliding window
	IV	Market survey - Theory
12	I to III	Market Survey - Collection of information and field visits
	IV	Market Survey- Report writing, presentation, group discussion & analysis
13	I & II	Ordinary sliding window
	III & IV	Ceiling section (drawing)
14	I	Marketing management - 4Ps of marketing, managing the customers
	II & III	Ceiling section (plan & estimate)
	IV	Ceiling section (drawing)
15	I & II	Hand rails (drawing)
	III & IV	Hand rails (plan & estimate)
16	I & II	Hand rails (sit out)
	III & IV	Hand rails (staircase)
	Post Evening	Business game - Boat Building exercise



**PRODUCT EDP**

PRODUCT EDP



## IV. PRODUCT EDP

### MODULE - I

#### INTRODUCTION & BEHAVIORAL ASPECTS

#### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
About the Institute	Objectives of the training programme, activities of the institute, usefulness of the programme, highlighting the success stories	Lecture, presentations, interaction, video	1
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	2
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Development	Dynamics of entrepreneurship - Description, importance and relevance	Lecture, story telling, interactions, audio & videos	1
Entrepreneurial Competencies	Description of 15 competencies & their importance - Narrations with examples	Lecture, interactions, case study	2
Self Rating Questionnaire (SRQ)	Self evaluation - Identification of competencies - Internalization of competencies	Self Rating Questionnaire	Post evening
Ring Toss exercise	Competencies - Risk taking & Goal setting	Administering the game and its analysis, interaction/discussions	2
Boat Building exercise	Competencies - Systematic planning and efficiency orientation, concern for quality	Administering the game and its analysis, interaction/discussions	2
Tower Building exercise	Competencies - Developing self confidence, eradication of dependency syndrome	Administering the game and its analysis, interaction/discussions	1
Problem Solving	Diagnosis of problems, their types, use of creativity for finding alternative solutions	Lecture, games and exercises	1

**MODULE - II**

**SKILL ACQUISITION/TECHNICAL INFORMATION**

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Skill Training - Technical information and knowledge	Technical inputs depending on the type of training programme. The sequencing and the duration of this training will be as per the details furnished in the respective time table.	Interactive lecture sessions, demonstrations, discussions, hands on experience, field visit, presentations, Audio and video interaction, Theory & Practical	As per the respective time table

**MODULE - III**

**ENTERPRISE LAUNCHING ASPECTS**

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Market Survey	Methodology, Need and importance, Process of conducting Marketing survey, Key components, Questionnaire, tips for effective market survey, collection of data, analysis of data and report preparation, defining the size of the activity	Lecture, interaction, field visits, collection of data, report preparation, group discussions, presentation & analysis	7
Business Plan Preparation	Why & what of business plan?, format - process of preparation, understanding the concepts i.e. Fixed Cost, Variable Cost, Break Even Point, Assessment of Working Capital - Practical preparation.	Lecture, exercise, group discussions, presentations, analysis, evaluation	2
Banking	Banking - Background & its services, Deposits & Advances, Lending Schemes, Government Schemes, Supporting Facilities for Entrepreneurs.	Lecture & interaction with Branch Manager/s	2
Insurance	Need for Insurance and its advantages, types, schemes, coverage, premium, exclusion clause, claim settlement	Lecture & interaction	1
Interaction with successful entrepreneur/ visit to successful unit	Experience sharing, First hand information for starting the enterprise, strategies for problem solving, logistics, clarification of doubts	Lecture, interaction & visits - practical field exposure	1

Subject	Content	Methodology	No. of sessions
Launching Formalities	Viability of selected project, selection of place, source of funds, licensing & logistics, supply of electricity & water, fixing of furniture/equipment, labour, raw materials, suppliers & procurement, production/ servicing, identifying the customer group, marketing, profit, evaluation	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1
Pitfalls in Launching	Improper selection of project & place, inadequacy of knowledge/ skill/ information, supporting factors, situational factors, change of technology, inadequate infrastructure, changing market trend, Government policies, improper finance, misutilisation of funds	Lecture, exercise, group discussions, presentations, lecture, exercise, group discussions, presentations	1

**MODULE - IV**

**MANAGERIAL ASPECTS**

**CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Marketing Management	Marketing aspects - Marketing strategy, 4Ps of marketing, marketing of services, importance of USP in marketing of service oriented activities	Lecture, discussions, interaction	1
Costing & pricing	Fixed cost, variable cost, break even point, profit	Lecture, interaction & exercises	1
Book Keeping & accountancy	Accounts - Revenue, capital, cash accounts, sales & purchase - Methods in book keeping	Lecture, interaction & exercises	2
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1
Effective Communication skills	Need and importance of effective communication, types of communication, body language, listening skills, art of convincing and negotiation	Lecture, exercises, demonstration, role play	1
Human Relations	Need, importance & tips for better human relations, human values, networking, self interest vs. selfishness, honesty and integrity, positive thinking	Lecture and exercises	1

- 1. After entrepreneurial competencies, other behavioural inputs may be spread in between other inputs to reinforce the competencies.*
- 2. In skill Development programmes, the General EDP inputs will be distributed in a specific sequence as denoted in the respective modules.*

## GEMS AND ARTIFICIAL JEWELLERY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Basic metals - copper, bronze, silver & gold - History, description - Theory
05	I to IV	Indian and exotic Jewels - Theory
06	I to IV	Jewel designing - Outer design - Theory & Practical
07	I to IV	Jewel designing - Inner design - Theory & Practical
08	I to IV	Jewel designing - Joints design - Theory & Practical
09	I to III	Tools for Jewel making - Theory & demonstration
	IV	Tower building - Decision making & eradicating dependency syndrome
10	I	Effective communication skills
	II to IV	Different parts of Jewels - Assembling - Theory & demonstration
11	I to IV	Making of Jewels - Ring, chain - Practical
12	I to IV	Making of Jewels - Ring, chain - Practical (Contd)
13	I to IV	Making of Jewels - Necklace - Practical
14	I	Experience Sharing - Interaction with a successful entrepreneur
	II to IV	Making of Jewels - Necklace - Practical
15	I to III	Making of Jewels - Necklace - Practical (Contd)
	IV	Market Survey - Theory
16	I to IV	Market Survey - Collection of information and field visits
17	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III & IV	Making of Jewels - Bangles - Practical
18	I to III	Making of Jewels - Bangles - Practical (Contd)
	IV	Business game - Boat Building exercise
19	I to IV	Making of Jewels - Stead and Dollars - Practical
20	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Making of Jewels - Stead and Dollars - Practical
21	I to IV	Electroplating - Theory
22	I to IV	Enameling and sand flash - Demonstration
23	I to IV	Casting techniques - Theory
24	I to IV	Stone setting - Theory
25	I to IV	Stone setting - Demonstration
26	I to IV	Assaying and refining - Theory & demonstration



## HAND EMBROIDERY

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Information on thread and needles (Kamal work, Zardosi & Suzan), Fabric & ring - Practical
	II	Design tracing on cloth - Practical
	III	Running stitch - Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Flower making in running stitch - Theory & practical
	III	Running with single coat - Theory & practical
	IV	Running with double coat - Theory & practical
05	I	Time Management
	II	Chain stitch - Practical
	III	Double chain stitch - Practical
	IV	Magic chain stitch - Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II	Lazy dazy stitch - Practical
	III	Knot stitch - Practical
	IV	Lace work - Net work - Practical
07	I	Effective communication skills
	II to IV	Kamal work & satin work - Practical
08	I to IV	Satin tape work - Rose making & flower making - Practical
09	I & II	Long & short stitch - Practical
	III	Spider work - Practical
	IV	Button hole stitch - Practical
10	I	Market Survey - Theory
	II to IV	Patch work & cut work - Practical
11	I	Business Game - Boat Building Exercise
	II to IV	Zardosi work with Suzan, Chain, Tickly, Mothi, Pipe, Cut beds work etc
12	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Zardosi and kundan work on sari
13	I to IV	Glitter work, Kashmiri stitch - Glass work, needle work - Practical
14	I	Revision of syllabus
	II	Licensing procedure and other logistics
	III	Launching formalities - Steps in launching of an enterprise, pitfalls & their control



## EMBROIDERY AND FABRIC PAINTING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Risk taking and goal setting - Ring Toss exercise
	II	Value addition to Garment - Embroidery & Fabric Painting - Need, scope & types
	III	Hand Embroidery & design tracing
	IV	Needles and threads - Range of products, types & Thread combinations
04	I & II	Hand embroidery - Theory
	III & IV	Hand embroidery - Practical
05	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Machine embroidery - Leg control
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Machine embroidery - Varieties of stitches
07	I	Effective communication skills
	II to IV	Machine embroidery - Varieties of stitches (Contd)
08	I to IV	Machine embroidery - Technical aspects
09	I	Fabric painting - Theory
	II	Colour mixing and brushes - Methodology & types
	III	Selection of cloth & painting
	IV	Business Game - Boat Building Exercise
10	I	Market Survey - Theory
	II to IV	Shading - Theory & Practical
11	I	Marketing management - 4Ps of marketing, managing the customers
	II	Finger painting, nib painting
	III & IV	3D painting outline
12	I	Interaction with a successful entrepreneur
	II to IV	Painting - Saree, pillow covers, bed covers and door curtain
13	I to IV	Preparation of hand bag & purse
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

## STAINED GLASS ETCHING & PAINTING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I to III	Introduction to stained glass etching & painting - Materials, equipments- Theory
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Types of Stained glass paintings - Theory
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Acid etching - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Sand blasting - Theory & Practical
07	I	Effective communication skills
	II to IV	Frosting - Theory & Practical
08	I to IV	Mirror etching and painting - Theory & Practical
09	I to IV	Glass carving - Theory & Practical
10	I	Market Survey - Theory
	II to IV	Cluster work - Theory & Practical
11	I to III	Cluster work - Name boards ,Lamp shade etc
	IV	Business Game - Boat Building Exercise
12	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Cluster work - Memento, house hold items, fiber glass sheets
	Post evening	Export potential -Scope & procedures
13	I to IV	Revision and summing up of important subjects/sessions
14	I	Interaction with a successful entrepreneur
	II	Human Relations
	III	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	IV	<b>Final evaluation test</b>
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

## FOOD PROCESSING & BAKERY PRODUCTS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Hygiene, licensing from Municipality/Corporation
	II	Introduction to preservation - Why and How? Use of different preservatives, Preservation of fresh fruits/vegetables /fish/milk/jam/ jelly and their process
	III	Processing of Dhal, cereals, pickles, jam, jellies and masala powder
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Preparation of Chatni powder, Sambar powder, idly/dosa powder - Theory & Practical
	III & IV	Preparation of Roti, gravy, chenna masala - Theory & Practical
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II & III	Preparation of masala powder for different non vegetarian dishes - Theory & Practical
	IV	Preparation and packing of lemon rice powder, coconut rice powder, rasam powder - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Preparation of Gulab jamun mix, jilebi, Mysore pak, adai mix, kurma mix, kalakhand, basundi - Theory & Practical
07	I	Effective communication skills
	II & III	Preparation of juices - Mango, Grape, Papaya, Guava, Pineapple, Amla, Ginger, Lemon - Theory & Practical
	IV	Usage of preservatives to improve shelf life of juices- Theory & Practical
08	I & II	Preparation of tamarind paste, vatha kulambu paste, tomato paste, chat masala, bhel puri, golguppe, dhahi puri & masala puri - Theory & Practical
	III & IV	Packaging of Food products - Theory
09	I	Market Survey - Theory
	II to IV	Preparation of different varieties of Pickles & Sauces - Theory & Practical
10	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Preparation of Fruit jams, vegetable jams - Theory & Practical Preparation of Chinese foods - fried rice, noodles, spring roll and vegetable soups - Theory & Practical
11	I	Preparation of Biscuits - Theory & Practical
	II & III	Preparation of Hot Chips - Potato, Banana, Jackfruit, Tapioca, Sweet potato - Theory & Practical



## PREPARATION OF DOMESTIC PRODUCTS

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Preparation of domestics products - Listing, introduction
	III	Preparation of herbal products - Tooth Powder, Pain balm, Herbal oil (Bramhi Oil), Snana Choorna (Meera type), Soapnut powder etc.
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Preparation of Black Phenyl and also of different colours
	II	Preparation of Shampoo
	III & IV	Preparation of cleaning powder, cleaning bar and soap powder
05	I & II	Candle making - Different types
	III & IV	Preparation of acid & bleaching Powder
06	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Agarabathi & dhoop making
	Post Evening	Tower building - Decision making & eradicating dependency syndrome
07	I	Preparation of body perfumes
	II to IV	Agarabathi making - Adding scent to raw sticks & packing
08	I & II	Manufacturing of Grass Brooms
	III & IV	Manufacturing of Stick Brooms
09	I to IV	Preparation of detergent Powder
10	I	Business Game - Boat Building Exercise
	II to IV	Preparation of Toilet soaps and detergent soaps
11	I	Effective communication skills
	II to IV	Preparation of herbal Mosquito repellent
12	I	Marketing management - 4Ps of marketing, managing the customers
	II to IV	Preparation of Camphor & naphthalene balls
13	I & II	Preparation of Liquid blue
	III & IV	Preparation of Liquid soap
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & <b>Final evaluation test</b>
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

## DRESS DESIGNING FOR MEN

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I to III	Sewing Machine - Operation, maintenance and minor repairs
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Petty coat - Theory & Practical
05	I to IV	Half shirt - Running Models -Theory & paper cutting
06	I	Effective communication skills
	II to IV	Half shirt - Practical
07	I to IV	Full shirt - Running Models -Theory & paper cutting
08	I to IV	Full shirt - Practical
09	I to III	Khurtha shirt/Jubba/Pyjama - Theory & paper cutting
	IV	Tower building - Decision making & eradicating dependency syndrome
10	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Khurtha shirt/Jubba/Pyjama - Practical
11	I to IV	Three button shirt - Theory & Practical
12	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	Revision and <b>Mid term evaluation test</b>
13	I & II	Half pant and Bermuda - Theory & paper cutting
	III & IV	Half pant and Bermuda - Practical
14	I & II	Baggy pant, Boot cut, Comfort, Pencil cut, etc. - Theory & paper cutting
	III & IV	Baggy pant, Boot cut, Comfort, Pencil cut, etc. - Practical
15	I	Business Game - Boat Building Exercise
	II to IV	Baggy pant - Practical (Contd)
16	I	Market Survey - Theory
	II to IV	Salwar Kameez/dress - Theory & Paper cutting
17	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Salwar Kameez/dress - Practical
18	I & II	School Uniform - Theory & paper cutting
	III & IV	School Uniform - Practical
19	I & II	Sari Blouse - Theory & paper cutting
	III & IV	Sari Blouse - Practical
20	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & <b>Final evaluation test</b>



## DRESS DESIGNING FOR WOMEN

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Introduction to Dress Designing - Basics of stitching & measurement
	II & III	Petty coat - Theory, paper cutting & practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Petty coat - Theory, paper cutting & practical (Contd)
05	I to IV	Saree skirts - Varieties of frills -Theory, paper cutting & practical
06	I	Effective communication skills
	II to IV	Nighties, night suits, night gowns, fancy nighties - Theory & Practical
07	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Nighties- Night suits, night gowns, fancy nighties - Theory & Practical (Contd)
08	I to IV	School uniform for Boys - Shirts, half pants, uniform coats & Bermuda - Theory & Practical
09	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	School uniforms for Boys - Shirts, half pants, uniform coats & Bermuda - Theory & Practical (Contd)
10	I	Business Game - Boat Building Exercise
	II to IV	School uniforms for Girls - Blouse & skirt, belt & tie, bull bulls, cubs, Scout & guides - Theory & Practical
11	I & II	School uniforms for Girls - Blouse & skirts, belts & tie, bull bulls, cubs, Scout & guides -Theory & Practical (Contd)
	III & IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses
12	I to IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses (Contd)
	Post Evening	<b>Mid term evaluation test</b>
13	I & II	Market Survey - Theory
	III & IV	Saree blouse - Simple blouse, varieties, cross patti, semi koori, double koori, cross cutting, high neck, back button blouse & fancy blouses (Contd)
14	I to IV	Chudidhar - Punjabi, Patiala, Arabic, Rajasthani & Pushup -Theory & Practical
15	I	Marketing management-4Ps of marketing, managing the customers
	II & III	Chudidhar - Punjabi, Patiala, Arabic, Rajasthani & Pushup - Theory & Practical (Contd)

Day	Session	Subject
	IV	Tower building - Decision making & eradicating dependency syndrome
16	I	Interaction with a successful entrepreneur
	II to IV	Yoke frock & Salwar, Punjabi, Patiala, Arabic, Rajastani, Pushup - Theory & Practical
17	I	Time Management
	II to IV	Baby frocks - varieties - Theory & Practical
18	I to IV	Saree zigzag, saree fall, preparing variety of bunches
19	I & II	Saree zigzag, saree fall, preparing variety of bunches (Contd)
	III	Basics of sewing machine repairs
	IV	Visit to units of successful entrepreneurs
20	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & <b>Final evaluation test</b>
21	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation - Practical
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback and Valedictory

Space for updations/additions:

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## LAMBANI KASUTI & KARNATAK KASUTI

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Risk taking and goal setting - Ring Toss exercise
	II	Introduction to kasuti work - A birds eye view
	III	Types of threads, needles, fabric & net cloth - Theory
	IV	Hand work on cloth - Practical
	Post Evening	Lambani Langa (Lehanga) - Theory & paper cutting
04	I & II	Cloth cutting and Stitching - Practical
	III	Lambani top (Choli) - Theory & paper cutting
	IV	Cloth cutting - Handwork and stitching - Practical
05	I	Lambani Muska Kasuti and top stitching- Practical
	II	Six piece Langa (Lehanga) and top (Choli) - Theory & paper cutting
	III & IV	Six piece Langa & top - Cloth stitching, Kasuti on six piece Langa & Top stitching - Practical
06	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II	Wool design and Glass work - Theory & Practical
	III & IV	Handwork on Gagra Choli for children
07	I	Tower building - Decision making & eradicating dependency syndrome
	II	Introduction to Karnatak Kasuti
	III	Karnatak Kasuti trace on Sarees - Practical
	IV	Karnatak Kasuti work on Sarees - Practical
08	I	Effective communication skills
	II	Pallu of Sarees - Practical
	III	Borders of Sarees - Practical
	IV	Butta of Sarees - Practical
09	I & II	Introduction to Roll work, Chumki work, Kundan work - Practical
	III & IV	Lambani Kasuti and mirror work on bags and Purses - Cloth cutting, stitching, Kasuti - Theory & Practical
10	I	Anarkali top - Theory & paper cutting
	II & III	Anarkali top - Cloth cutting and Lambani work - Practical
	IV	Business Game - Boat Building Exercise
11	I to III	Anarkali dress stitching
	IV	Market Survey - Theory



## APPAREL DESIGNING COURSE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Introduction to garment making, garment machines - cutting machines, button holing machine & attaching machines and their parts
	III & IV	Pedal control - Theory and demonstration
05	I & II	Paper exercise - Low speed straight stitching - worksheet No. 1
	III & IV	Paper exercise - Adjustment of thread tension- worksheet No. 2
06	I & II	Paper exercise - High speed straight stitching - worksheet No. 3
	III & IV	Paper exercise - Manual reverse stitching at high speed - worksheet No. 4
07	I & II	Paper exercise - Cornet stitching (with back tack at ledges) -worksheet No. 5
	III & IV	Paper exercise - Corner stitching - Worksheet No. 6
08	I & II	Paper exercise - Curve stitching (right & left) - Worksheet No. 7
	III & IV	Sewing exercise, Straight stitching - Worksheet No. 1
09	I & II	Sewing exercise, Straight stitching with accurate stops - Worksheet No. 2
	III	Sewing exercise, Straight stitching with precise turns - Worksheet No. 3
	IV	Business Game - Boat Building Exercise
10	I & II	Sewing exercise, Straight stitching with precise turns - Worksheet No. 4
	III & IV	Sewing exercise, Stitching with curved turns - Worksheet No. 5
11	I	Basic measurement
	II & III	Machine threading & Bobbin winding
	IV	Effective communication skills
12	I to IV	Fabric exercise (No. 01 - 07)
13	I	Experience sharing - Interaction with a successful entrepreneur
	II to IV	Fabric exercise (No. 01 - 07) (continued)
14	I to III	Fabric exercise (No. 01 - 07) (continued)
	IV	Market Survey - Theory
15	I to IV	Market survey - Collection of information and field visits
16	I & II	Market Survey - Report writing, presentation, group discussion & analysis
	III	Factory code words
	IV	Collars - Steam iron
17	I to III	Preparation and cutting of collars - Theory & Practical
	IV	Marketing management - 4Ps of marketing, managing the customers

Day	Session	Subject
18	I to IV	Preparation and cutting of cuffs - Theory & Practical
19	I to III	Preparation and cutting of shirt pockets - Theory & Practical
	IV	Tower building - Eradicating dependency syndrome
20	I to IV	Preparation and cutting of pant pockets - Theory & Practical
21	I & II	Visit to Garment Factory
	III & IV	Fabric defects & stitching defects - Theory & demonstration
22	I & II	Garment preparations - Shirt cutting - Theory & Practical
	III & IV	Garment preparations - Shirt stitching - Theory & Practical
23	I & II	Garment preparations - Pant cutting - Theory & Practical
	III & IV	Garment preparations - Pant stitching - Theory & Practical
24	I & II	Garment preparations - Pant stitching - Theory & Practical
	III & IV	Garment preparations - Blouse cutting - Theory & Practical
25	I to IV	Garment preparations - Blouse stitching - Theory & Practical
26	I & II	Garment preparations - Chudidaar cutting - Theory
	III & IV	Garment preparations - Chudidaar stitching - Practical
27	I & II	Garment preparations - Night dress cutting & stitching - Theory & Practical
	III & IV	Garment preparations - Bermuda cutting & stitching - Theory & Practical
28	I & II	Garment preparations - Gagra-choli cutting - Theory & Practical
	III	Garment preparations - Gagra-choli designing & stitching
	IV	<b>Final evaluation test</b>
29	I	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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### JARDOSI & MAGGAM WORK

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro-lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I to III	Introduction to Jardosi and maggam work-Chain stitch, Reverse chain stitch - Theory & Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I to IV	Zig Zag stitch - Theory & Practical
05	I to IV	Kashmir Stitch - Theory & Practical
06	I to IV	Kashmir Stitch - Theory & Practical (Contd)
07	I	Problem solving - explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Chain filling work - Theory & Practical
08	I to IV	Chain filling work - Theory & Practical (Contd)
09	I to IV	Antique work - Theory & Practical
10	I	Business game - Boat Building Exercise
	II to IV	Antique work - Theory & Practical (Contd)
11	I to IV	Zari Work type 1 - Theory & Practical
12	I to IV	Mirror work - Theory & Practical
13	I & II	Market survey - Theory
	III & IV	Zari work type 4 - Theory & Practical
14	I to IV	Zari work type 4 - Theory & Practical (Contd)
15	I	Marketing management - 4 Ps of marketing, managing the customers
	II to IV	Flower chamki work - Theory & Practical
16	I to III	Flower chamki work - Theory & Practical (Contd)
	IV	Tower Building - Decision making & eradicating dependency syndrome
17	I	Time Management
	II to IV	Beads - Theory & Practical
18	I to IV	Beads - Theory & Practical (Contd)
19	I to IV	Cut bit work - Theory & Practical
	Post evening	<b>Final evaluation test</b>
20	I	Costing, pricing, fixed cost, variable cost, break even point etc.
	II	Business plan/project report preparation - Practical
	III	Maintenance of records & book keeping - Methodology
	IV	Human Relations - Importance, principles & methodology
21	I & II	Banking - Deposits & advances, lending schemes/Government schemes
	III	Launching formalities - Steps in launching of an enterprise, pitfalls and their control
	IV	Feedback & Valedictory

## AGARABATHI MAKING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Agarabathi - Brief history, introduction to raw materials of agarabathi - Description, availability, market rates, etc.
	III	Methodologies of mixing - Theory
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Methodologies of mixing - Practical
	III & IV	Rolling of Agarabathi sticks, 8" thickness - Practical
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Rolling of Agarabathi sticks, 8" thickness - Practical (Contd)
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Rolling of Agarabathi sticks, 9" thickness - Practical
07	I to IV	Methods of Drying sticks - Counting, bundling, methods of packing & pricing
08	I	Effective communication skills
	II to IV	Production of sticks through latest machines - Theory & Practical
09	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Production of Loban variety of sticks - Theory and Practical
10	I	Market Survey - Theory
	II to IV	The process of special flora bathi mixing - Theory & Practical
11	I	Business Game - Boat Building Exercise
	II to IV	Introduction to Dhoop bathi, mixing of raw materials - Practical
12	I	Interaction with a successful entrepreneur
	II to IV	Introduction to Agarabathi tubes - Theory & Practical
13	I to IV	Introduction to Agarabathi Perfumes - Theory & mixing process
14	I & II	Scent spraying & Mixing - Theory & Practical
	III & IV	Loban sticks and Dhoop bathi packing - Theory & Practical
	Post evening	<b>Final evaluation test</b>
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

## JUTE PRODUCTS MANUFACTURING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I & II	Introduction & Scope of Jute and its products
	III	Tools required for preparation of Jute products, preparation of raw materials
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	New designs in jute foot wear
	III & IV	Money purses, ladies purses - Varieties & new designs
05	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Preparation of bags - College bag, ladies hand bag, side bag and letter bag - Theory & Practical
06	I	Tower building - Decision making & eradicating dependency syndrome
	II to IV	Preparation of bags - Camera bag, shopping bag, luggage bag, office bag - Theory & Practical
07	I	Effective communication skills
	II to IV	Preparation of office files & photo frames - Theory & Practical
08	I to IV	Preparation of mat sets for dining table, walls etc.
09	I	Marketing management- 4Ps of marketing, managing the customers
	II to IV	Preparation of mat sets for dining table, walls etc (Contd)
10	I	Market Survey - Theory
	II to IV	Preparation of decoration items-Hangings, flower pots etc. - Theory & Practical
11	I	Interaction with a successful entrepreneur
	II & III	New varieties of curtains, joolas, key chains etc. - Theory & Practical
	IV	Business Game - Boat Building Exercise
12	I & II	Preparation of hanging sets i.e. pot holders- Theory & Practical
	III & IV	Preparation of letter boxes & letter holders - Theory & Practical
13	I & II	Preparation of various types of toys
	III & IV	Visit to jute products manufacturing industry
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & Final evaluation test
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

## SOFT TOYS MAKING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - Introduction
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Introduction to fancy items - Scope
	II	Toys making - Theory & Practical
	III	Preparation of paper model of toys - Practical
	IV	Risk taking and goal setting - Ring Toss exercise
04	I	Preparation of paper model of toys - Practical (Contd)
	II to IV	Key bunch - Cutting, stitching & finishing
05	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Santa clause - Cutting, stitching & finishing
06	I	Tower building - Decision making & eradicating dependency syndrome
	II	Opportunities in soft toys making
	III & IV	Dogs - Varieties
07	I to III	Birds - Sound & movement - Varieties
	IV	Panda - Varieties
08	I	Effective communication skills
	II	Flowers, car hangings
	III & IV	Elephant - Varieties
09	I	Market Survey - Theory
	II to IV	Hugging birds - Varieties
10	I & II	Teddy bear, polar bear
	III & IV	Monkey - Varieties
11	I	Business Game - Boat Building Exercise
	II	Marketing management - 4Ps of marketing, managing the customers
	III & IV	Packing - Varieties
12	I	Interaction with a successful entrepreneur
	II to IV	Selection of cloth, fur/felt - Theory
13	I & II	Different type of bags, purse with toys
	III & IV	Introduction of new fancy items - Door/wall hangings
14	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & <b>Final evaluation test</b>
15	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback/Valedictory

## FLEXI BOARD AND LAMINATION

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Tower building - Decision making & eradicating dependency syndrome
	II	Introduction to lamination & flexi board - Present scenario, scope
	III	Introduction to screen Printing - Basic principles
	IV	Screen printing - Visiting cards, Invitation cards, letter heads etc. -Practical
04	I & II	Introduction to Book binding - Spiral binding, Ledger etc,
	III & IV	Introduction to lamination - Photo, Certificate & Documents etc,
05	I to IV	Introduction to photo framing
06	I	Marketing management-4Ps of marketing, managing the customers
	II to IV	Digital Printing - Cup, Glass, Chain, Jug Printing etc.
07	I	Interaction with a successful entrepreneur
	II & III	Introduction to flex lighting board and flex advertisement board - Theory & Practical
	IV	Business Game - Boat Building Exercise
08	I & II	Flex lighting board and flex advertisement board - Practical (Contd)
	III & IV	Visit to established unit of Flex print, Digital Print
09	I	Human Relations
	II	Costing, pricing, fixed cost, variable cost, breakeven point etc.
	III & IV	Revision & <b>Final evaluation test</b>
10	I	Banking - Deposits & advances, lending schemes/government schemes
	II	Business plan/project report preparation
	III	Launching formalities - Steps in launching of an enterprise, Pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## HANDICRAFTS MANUFACTURING

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving-explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Introduction to handicrafts - scopes and challenges
	II to IV	Introduction to Tools - Bench Grinder and hand drill fit etc.
05	I to IV	Experiencing the tools - Basic designs
06	I to IV	Bamboo products - Designs and production of kitchen utensils, Puttu maker and Pappad maker
07	I to IV	Kitchen utensils - Spoon, thava, fork,
08	I to IV	Bamboo - Flower stands (Two types)
09	I	Tower building - Eradicating dependency syndrome
	II to IV	Bamboo - Mobile stands (Two types)
10	I	Effective communication skills
	II to IV	Bamboo - Wall flower stand (Two types)
11	I to IV	Introduction to design of products with coconut shell
12	I to IV	Basic designs with coconut shell
13	I & II	Coconut shell - Different models -animals
	III & IV	Coconut shell - Different models -animals (Contd)
14	I to III	Coconut shell - Different models- birds
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I	Market Survey - Report writing, presentation, group discussion & analysis
	II to IV	Coconut shell - Mobile stand - different models
	Post Evening	<b>Mid term evaluation test</b>
17	I & II	Coconut shell - Puttu maker - Varieties
	III	Coconut shell - Puttu maker - Varieties (Contd)
	IV	Business Game - Boat Building Exercise
18	I & II	Coconut shell - Jewel box
	III & IV	Bamboo - Jewel box
19	I & II	Coconut shell - Pickle Jar -different varieties
	III & IV	Coconut shell - Pickle Jar -different varieties (Contd)
20	I to III	Torch - Coconut shell and Bamboo

Day	Session	Subject
	IV	Marketing Management - 4 Ps of marketing, managing the customers
21	I to IV	Bamboo products - Flute
22	I to IV	Coconut shell - Different types flower boxes
23	I to IV	Coconut shell - Bangles, lockets-different varieties
24	I to IV	Coconut shell - Different types of ornamental boxes
25	I to IV	Bamboo - Advanced designs of house hold utensils
26	I to IV	Coconut shell - Wall standing products
27	I & II	Visit to Handicrafts centers of successful entrepreneurs
	III & IV	Handicrafts - Tools and techniques for better finishing
28	I to IV	Handicrafts - Tools and techniques for better finishing (Contd)
	Post evening	<b>Final evaluation test</b>
29	I	Costing, pricing, fixed cost, variable cost, break even point etc.
	II	Business plan / project report preparation
	III & IV	Banking - Deposits & advances, lending schemes/ Government schemes
30	I	Human Relations - Importance, principles & methodology
	II	Maintenance of records & book keeping - methodology
	III	Launching formalities - steps in launching of an enterprise, Common crisis in business- pitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## MANUFACTURE OF UTILITY ITEMS FROM WASTE

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro-lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why Self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How? - (Introduction)
	III & IV	Entrepreneurial competencies - importance, explanation with examples, case study for identification of different competencies
03	I	Door mat - Theory
	II & III	Design of different door mat
	IV	Risk taking and goal setting - Ring Toss exercise
04	I & II	Different types of Mats
	III & IV	Door mat work from Jute
05	I to IV	Door mat work from Pent cloth
06	I	Problem solving - explanation through case studies and exercises, Creativity - Creative thinking
	II to IV	Doormat from Waste Sari
07	I to III	Mat from Waste sari
	IV	Tower Building - Decision making & eradicating dependency syndrome
08	I & II	Moti Toran - Theory
	III & IV	Moti Toran - Practical
09	I	Designing Tildi Toran
	II & III	Moti Toran - Practical (Contd)
	IV	Zooda Work
10	I	Business game - Boat Building Exercise
	II	Moti Toran - Practical (Contd)
	III & IV	Flower vase from waste bottle
11	I	Market Survey - Theory
	II to IV	Handkerchief from waste bottle cap
12	I	Marketing Management - 4 Ps of marketing, managing the customers
	II & III	Wall piece - Theory
	IV	Billa Wall piece - Theory
	Post evening	Time Management
13	I & II	Decoration on wall piece , Flower pot - Theory, Flower on lamp - Practical
	III & IV	Flower on Ring
14	I	Effective communication skills
	II	Costing, pricing, fixed cost, variable cost, break even point etc.
	III	Banking - Deposits & advances, lending schemes/Government schemes
	IV	Revision & Final evaluation test
15	I	Business plan/project report preparation - practical
	II	Human Relations - importance, principles & methodology
	III	Launching formalities - steps in launching of an enterprise, pitfalls and their control
	IV	Feedback/Valedictory



## COMPUTER TALLY (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab-Ice breaking exercise
02	I	Achievement Motivation-Confidence building
	II	Why self employment-Advantages over wage employment, Entrepreneurship Development - What, Why & How?-(introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving- Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and Goal setting - Ring Toss exercise
04	I to IV	Computer concepts IO Devices, CPU, Memory, System Software, Application Software, Concept OS, MS Office, Accounts Software
05	I to IV	Ms Office (Excel) - Practical
06	I to IV	Introduction to Accounts - Features, Types, Rules, Account Transactions, Transaction Entry, Balance Sheet, Trial Balance, Profit & Loss accounts, manual Exercise with Accounts
07	I to IV	Tally - Fundamentals, Features, Startup, Screen Components, Mouse/Keyboard Functions, Screen Areas, Company Data, Creation/ Altering Company in Tally, Base of Currency information, Working with Multiple company - Practical Exercise
08	I to IV	Tally Accounting, Ledger Creation, Single & Multiple Ledger Creation, Direct Income/Expenses, Indirect Income/Expenses, Opening Balance, Payment Vouchers and Receipt Vouchers.
09	I	Tower building - Eradicating dependency syndrome
	II to IV	Accounts only Voucher Entry (Individual Company Creation & Voucher Entry)-Practical
10	I to IV	Debit note and Credit Note - Practical
11	I	Effective Communication skills
	II to IV	Contra Entry, Sundry Debtor/Sundry Creditor, Capital Accounts
12	I to IV	Introduction to Bank Receipts and Bank Payments
13	I	Experience sharing - Interaction with successful entrepreneur
	II to IV	Types of viewing methods, with conditions (Queries), Short cut Keys
14	I to III	Practical Viewing Reports with Midterm evaluation
	IV	Market Survey - Theory
15	I to IV	Market Survey - Collection of information and field visits
16	I & II	Market survey - Report writing, presentation, group discussion & analysis
	III & IV	Reports of Tally - Practical
	Post evening	<b>Mid term evaluation test</b>
17	I to III	Charts of accounts, Pre-defined Groups, Manual Group creation, Multiple Ledger creation, Practical and Multiple Groups/Ledger
	IV	Business Game - Boat Building Exercises

Day	Session	Subject
18	I to IV	Printing with Tally, All Reports, Balance Sheet. PL Accounts, Trial Balance, Cash / Bank Accounts, Ledger wise report, Group wise report, Day wise/Weekly/Monthly/Quarterly/Yearly with Queries
19	I	Marketing Management - 4Ps of marketing, managing the customers
	II to IV	Introduction to Inventory, Pure Inventory, Accounts with Inventory, stock, Category, Units of Measure, Groups, Stock Item, Manual Exercise (Assignment)
20	I to IV	Working with Tally Inventory, Configuration / Features Settings with Tally, Inventory Masters, Stock Categories, Location /Godowns, Creating the Unit of Measure, Stock Group Creation, Creating Single & Multiple Stocks, Single/Multiple stock item, Displaying and altering stocks groups/items - Practical Exercise
21	I to IV	Tally Vouchers, Credit/Cash Purchase and Sales Vouchers, Payment/Receipt Vouchers for Inventory, Journal Vouchers, Stock Journal, Sales returns and Purchase returns, Delivery Note, Receipt Note, Memo Voucher, Post Dated Vouchers, Display and Alter option for voucher types. Voucher Creation,
22	I to IV	Purchase order and Sales order, Re order Lever - Practical Exercise
23	I to IV	Invoice Bill, Printing the Invoice - Practical Exercise
24	I to IV	Registration Formalities for Tax Consultancy services.
25	I to IV	Set Password, Administrator Password, User Password, User management, Permission Grant/Revoke for the user, Short cut Keys - Practical Exercise
26	I to IV	Introduction to Vat, TCS, CST, TDS..., Vat Activation Settings, vat forms - Practical
27	I to IV	Introduction to payroll - Practical Exercise Introduction to New Concept, ODBC (Object Data Base Connectivity) Server, ERP 9, Tally Multi Language Support - Practical Exercise with regional Language.
28	I to III	Visit to servicing units of successful entrepreneurs.
	IV	<b>Final evaluation test</b>
29	I	Costing, pricing - Fixed Cost, variable cost, breakeven point etc
	II	Business plan/project report preparation
	III & IV	Banking-Deposits & advances, lending schemes/Government schemes
30	I	Human Relations
	II	Maintenance of records & book keeping - Methodology
	III	Launching formalities - Steps in launching of an enterprisePitfalls and their control
	IV	Feedback & Valedictory

Space for updations/additions:

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## COMPUTERIZED FINANCIAL ACCOUNTING (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Accounting - Introduction, Definition - Objectives of Accounting - Branches of Accounting - Accounting Process, Accounting Cycle - Accounting concepts and conventions
	II	Installation and Activation of TALLY, Sharing of License and Data in LAN (Multi user).
	III & IV	Generation of Transactions/Vouchers, manual accounting entries of transactions, ledger posting and balancing of ledgers,
05	I to IV	Preparation of Trial Balance, Finalization of Accounts (Profit & Loss A/c. and Balance Sheet)
06	I to IV	Creation of Company, Setting up F-11 Features (Activating Various applicable Features & Functionalities of Tally)
07	I to III	Setting up F-12 Configuration (PC Configuration for Entries), Alteration / Creation of Required Voucher Types, Setting up Voucher Numbering Pattern, etc
	IV	Tower building - Eradicating dependency syndrome
08	I & II	Creation of Required Accounting Groups Creation of Ledger Masters
	III & IV	Leadership, Group Dynamics and Team Building - Theory & Group Exercise
09	I to IV	Creation of Inventory Groups and Items, Accounting Entries and Inventory Entries
10	I to IV	Ledger and Group Reports Trial Balance and Profit & Loss A/c & Balance Sheet
11	I to IV	Ledger and Group Reports Trial Balance and Profit & Loss A/c. & Balance Sheet ( Continued)
12	I to IV	Generation of Various existing Accounting MIS Reports Generation of Various existing Inventory MIS Reports
13	I to IV	Advanced Tally: Inventory Movement Analysis, Exceptional Reports
14	I to IV	VAT & CST: Creation of VAT & CST Ledgers (as per Tally's requirement) Setting up of VAT & CST Classes in Sales Voucher Type for auto Calculation of VAT
15	I to IV	VAT & CST: Creation of VAT & CST Ledgers (as per Tally's requirement) Setting up of VAT & CST Classes in Sales Voucher Type for auto Calculation of VAT (Continued)
	Post Evening	Mid term evaluation test

Day	Session	Subject
16	I to III	Accounting entries for VAT & CST, Generation of VAT & CST reports & forms
	IV	Effective communication skills
17	I to IV	Service Tax - Creation of service tax ledgers (as per Tally's requirement), Accounting entries for service tax, Generation of service tax reports, ST3, Challan, Input credit form, etc.
18	I & II	e-TDS: Creation of TDS ledgers (as per Tally's requirement), Accounting entries for TDS, Printing of TDS challan , Challan reconciliation, Generation of TDS computation chart
	III & IV	TDS outstanding report, Generation of Form 16 (TDS Certificate), Generation of e-TDS report for filing of returns
	Post Evening	Time Management
19	I to IV	TCS: creation of TCS ledgers (as per Tally's requirement), Accounting entries for TCS, Generation of TCS reports
20	I & II	TCS: Creation of TCS ledgers (as per Tally's requirement), Accounting entries for TCS, Generation of TCS reports (continued)
	III & IV	Business game - Boat Building exercise
21	I to IV	FBT: Creation of TCS ledgers (as per Tally's requirement)., Accounting entries for TCS, Generation of FBT reports
22	I to IV	Payroll Masters: Creation of pay heads, Creation of unit of measurement, Creation of employee's master, Creation of salary base for individual employees, Creation of attendance types
23	I to IV	Payroll Vouchers: Entries in attendance voucher, Entries in payroll vouchers, Entry of salary payment
24	I to IV	Payroll Reports: Generation of pay slips, Generation of attendance registers, Generation of bank advice, Generation of expat reports, Generation of other MIS reports for payroll
25	I to IV	Introduction to PEACH TREE SOFT WARE, Applications of PEACH TREE
26	I to IV	Theory and Applications of PEACH TREE
27	I to IV	Theory and Applications of PEACH TREE
28	I to III	Theory and Applications of PEACH TREE
	IV	<b>Final evaluation test</b>
29	I & II	Banking- Deposits and Advances, Lending schemes
	III	Effective communication
	IV	Human Relations - importance, principles & methodology
30	I	Decision Making
	II & III	Conflict Management, Conflict resolution and Negotiation skills
	IV	Feed back and Valedictory

Space for updations/additions:

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## COMPUTER - DATA ENTRY OPERATION (WAGE EMPLOYMENT)

Day	Session	Subject
01	I	Registration & Inauguration
	II	About the Institute, rules & regulations of training/institute
	III & IV	Micro lab - Ice breaking exercise
02	I	Achievement Motivation - Confidence building
	II	Why self employment - Advantages over wage employment, Entrepreneurship Development - What, Why & How?- (Introduction)
	III & IV	Entrepreneurial competencies - Importance, explanation with examples, case study for identification of different competencies
03	I	Problem solving - Explanation through case studies and exercises, Creativity - Creative thinking
	II	Time management
	III & IV	Risk taking and goal setting - Ring Toss exercise
04	I	Introduction to Computer & Characteristics of a Computer
	II	Classification of Computer Generation
	III	History of Computer, Input & Output
	IV	Introduction to Windows
05	I	My Computer, Recycle Bin, My Documents, Setting
	II	Control Panel, Display Background, Font
	III & IV	Appearance Keyboard, Mouse, C.P.U.
06	I	Microsoft Word (All Toolbars), the contents of Work window
	II	Efficient mode of text editing, facility of cut, copy & paste
	III & IV	File saving & Page setup
07	I	Search & Identification, Find, Replace, Go to
	II & III	Practical of the above
	IV	Tower building - Eradicating dependency syndrome
08	I	Auto Text, Foot note, Caption, Cross reference, Book mark,
	II	Hyperlink, Spelling & Grammar check, Mail merging
	III & IV	Leadership, Group dynamics and Team building - Theory & Group exercise
09	I to IV	Mail merging - Practical
10	I	Recording of receptive work (Macro)
	II	Web page, preview, table creation
	III & IV	Web page, preview, table creation - Practical
11	I to IV	All queries regarding Microsoft word
12	I to IV	Excel - Classification of functions, statistical function, text function etc.
13	I	Chart, finding the value using goal seek
	II	Practical of the above
	III & IV	Border, Pattern, Pivot Table, Filter Table
14	I	Auditing
	II	Formatting
	III & IV	Worksheet (Number, Alignment)
15	I to IV	Worksheet (Number, Alignment) (Contd)
	Post Evening	Mid term evaluation test

Day	Session	Subject
16	I	Consolidating data
	II & III	Validation & Printing solution - Practical
	IV	Effective communication skills
17	I & II	Validation & printing solution - Practical (Contd)
	III & IV	Formula (sum if, sum, etc.) - Practical
	Post Evening	Time Management
18	I to IV	Formula (sum if, sum, etc.) - Practical (Contd)
19	I	Introduction to Power point
	II	Animating an object
	III	Slide transition, Custom animation
	IV	Design template, set up show
20	I	Animation preview
	II & III	Animation - Practical
	IV & Post Evening	Business game - Boat Building exercise
21	I	Introduction to Microsoft Access
	II	Creation of database
	III & IV	Record of database
22	I & II	Design view of database - Theory & Practical
	III & IV	Setting properties for table fields - Theory & Practical
23	I	Validation rule, dropdown list
	II	Simple query wizard, creation of form
	III	Reports wizards
	IV	Basic taxation and reinforcement
24	I	Introduction to Internet
	II	Creation of E-mail ID
	III & IV	Sending & receiving mail - Theory & Practical
25	I to IV	Creation of E-mail ID, Sending and receiving Mail - Practical
26	I	Attach documents in mail
	II	Download attachment
	III	Web surfing
	IV	Introduction to Google & Wikipedia
27	I to IV	Introduction of Google & Wikipedia (continued)
28	I to III	Information about Cyber law
	IV	<b>Final evaluation test</b>
29	I & II	Human Relations - importance, principles & methodology
	III & IV	Banking- Deposits and Advances, Lending schemes
30	I	Leadership skills
	II & III	Team building and Group dynamics - Theory & Group exercise
	IV	Feedback and Valedictory

**SKILL UPGRADATION**

SKILL UPGRADATION



## V. SKILL UPGRADATION

### MODULE - I

#### INTRODUCTION & BEHAVIORAL ASPECTS

##### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Micro lab	Ice breaking - Breaking the barriers, sharing of thoughts, improving interpersonal skills, heterogeneous to homogeneous group	Game, skit, role play, sharing experience & thoughts	1
Achievement motivation	Empowerment - Developing self confidence, motivation, removing inferiority and low self esteem, importance of positive attitude & human values	Lecture, story telling, interactions, audio & videos	2
Human values & Ethics	Importance of human values and ethics in entrepreneurship	Lecture, story telling, interactions, audio & videos	1

### MODULE - II

#### SKILL ACQUISITION/TECHNICAL INFORMATION

##### CONTENTS AND METHODS:

Subject	Content	Methodology	No. of sessions
Skill Training - Technical information and knowledge	Technical inputs depending on the type of training programme. The sequencing and the duration of this training will be as per the details furnished in the respective time table.	Interactive lecture sessions, demonstrations, discussions, hands on experience, field visit, presentations, Audio and video interaction, Theory & Practical	As per the respective time table

**MODULE - III**

**MANAGERIAL ASPECTS  
CONTENTS AND METHODS:**

Subject	Content	Methodology	No. of sessions
Time Management	Importance, efficient time management techniques, correlation between time & stress, delegation of work, commitment to work contract, etc	Lecture and exercises	1
Growth of an enterprise	Growth & diversification, organic & inorganic growth, vertical & lateral growth, expansion, strategies for growth	Lecture & interaction	1
Customer delight and customer service	Importance of customer service, upgrading the skills - customer satisfaction, effective management of customers	Lecture, interaction & role play	1

1. *After entrepreneurial competencies, other behavioural inputs may be spread in between other inputs to reinforce the competencies.*
2. *In skill Development programmes, the General EDP inputs will be distributed in a specific sequence as denoted in the respective modules.*

## ADVANCED DIGITAL PHOTOGRAPHY

Day	Session	Subject
01	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human Values in Entrepreneurship
02	I & II	Anatomy of Digital camera
	III & IV	Description of higher and lower end digital cameras and their benefits
03	I & II	Lighting system - Advanced level (Professional lighting) - Theory
	III & IV	Source of light and mode of lights - Practical
04	I & II	Product Photography - Theory & Practical
	III & IV	Advertisement - Concepts
05	I & II	Studio portraits - Theory
	III & IV	Lighting skills - Practical with models
06	I to IV	Out door photography in various lighting conditions from dusk to dawn
07	I & II	Pictorial photography
	III & IV	Nature and wild life photography
08	I to IV	Visit to various printing labs and designing units
09	I to IV	Fashion and modeling photography
10	I & II	Project presentation (Exhibition of photos)
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory

Space for updations/additions:

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## SERVICING OF DIGITAL TELE VISION & DIGITAL ELECTRONICS

Day	Session	Subject
01	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human Values in Entrepreneurship
02	I & II	Use of spare parts in colour TV and working principles, checking methodology
	III & IV	Circuit information by internet
03	I	Colour picture tube connections and voltages - Different sizes
	II to IV	Circuit diagram of TV kit (Onida/Videocon/Toshiba) - Track observation in a TV kit & assembling
04	I to IV	Fault analysis and fault finding (Onida/Videocon/Toshiba)
05	I & II	Circuit diagram of TV kit (Onida/Samsung/LG) finding out signal and supply track - Voltage measurement
	III & IV	Signal and finding out supply track in TV kit (Onida/Samsung/LG) -Voltage measurement
06	I & II	Fault analysis and fault finding (Onida/Samsung/LG)
	III & IV	Circuit diagram of TV kit (Akai/Sansui/Videocon) finding out signal and supply track - Voltage measurement and fault finding
07	I & II	Circuit diagram of LCD TV kit (Onida/Samsung/LG) finding out supply track - Voltage measurement and fault finding
	III & IV	Fault analysis and fault finding of LCD TV
08	I & II	Dish installation of all brands
	III & IV	Fault analysis and fault finding of all brands digital receiver (setup box)
09	I	Interaction with a successful entrepreneur
	II to IV	Revision of syllabus
10	I	Customer delight and customer service
	II	Time Management
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory

Space for updations/additions:

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## LAPTOP MAINTANCE AND SERVICING

Day	Session	Subject
01	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human values in Entrepreneurship
02	I & II	Introduction to Lap Top industry, basic history and type of Lap Tops
	III & IV	Familiarization with different models, Basic handling and care, familiarization with lab tools
03	I & II	Hard disk drive introduction - Working principles, Mother board, support systems, PC configuration - Practical
	III & IV	DC jack repair/power plug, no booting, blue screen service, computer freezers - Practical
04	I to IV	DC jack repair/power plug, no booting, blue screen service, computer freezers - Practical (Contd)
05	I to IV	Operating system problems, driver problems, distorted display, LCD damage, Broken latches, LCD assembly brake - Practical
06	I to IV	Key board problems, failure of touch pad, DVD/CD-Rom recovery, wireless problems
07	I to IV	Mother board damage, memory problems
08	I & II	Hard drive problems, hard drive recovery
	III & IV	Hard drive problems, hard drive recovery (Continued)
09	I & II	Over heating problems, fan interruptions, Bios upgrades,
	III & IV	Slow running, spy ware, USB problems, net working, internet, TV installations
10	I	Customer delight and customer service
	II	Time Management
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory

Space for updations/additions:

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## ADVANCED MOBILE SERVICING

Day	Session	Subject
1	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human Values in Entrepreneurship
2	I	GSM Types, Dual Band(SIM) Handset
	II	3G Handset - Problem, difference from 2G
	III	Mic problem, low out going voice
	IV	Ringer problems, low ring, Speaker problems, no incoming voice
3	I & II	Battery problem, dead battery, battery not charging
	III	Display Problem- Faint or dark display
	IV	Hanging problem - solution through handset
4	I & II	Network problem, Call ended, limited service
	III & IV	Dead Handset- Total dead handset, basic circuit board - 1203, 1202, 1661
5	I	Assembled handset - Identification & handling approach
	II	Functions of different IC
	III	Jumpering technique for new models
	IV	Trouble shooting through circuit diagram
6	I	Fault finding & trouble shooting
	II	Repairing procedure - Hardware fault - New models
	III	Practice of circuit tracing
	IV	BGA ball IC practice on mobile
7	I & II	Software problems , Flashing - Through JAF box
	III & IV	Formatting & unlocking, downloading, blue tooth, infrared
8	I	Dead, contact service fault - Through software
	II	User lock, SIM lock, Network lock - Beak through software
	III	Flashing problems / All latest problems
	IV	Software secret code - Infinity box
9	I	Virus solution - Through internet, NCK PCK Menu Codes
	II	IMEI repair solution through internet
	III	Network problem - Through software, factory setting PPM
	IV	MCU, PM, contact retailer - Through software
10	I	Customer delight and customer service
	II	Time Management
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory

Space for updations/additions:

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## EXCLUSIVE DESIGNER WEAR

Day	Session	Subject
01	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human Values in Entrepreneurship
02	I & II	Introduction to Fashion Designing
	III & IV	Designing of Kameez (any three types according to regional preference)
03	I & II	Designing of Salwar (any three types according to regional preference)
	III & IV	Salwar & Kameez - Pattern making, cutting and stitching
04	I & II	Salwar & Kameez - Cutting, stitching and finishing (Contd)
	III & IV	Designing gowns (party wear - any two types)
05	I & II	Gowns - pattern making, cutting and stitching
	III & IV	Designing of skirts and tops (any three types according to regional preference)
06	I to IV	Pattern making, cutting and stitching (any three types according to region)
07	I & II	Designing different types of wears
	III & IV	Designing of kids wears
08	I to IV	Pattern making - cutting and stitching
09	I	Interaction with a successful entrepreneur
	II to IV	Stitching and finishing
10	I	Customer delight and customer service
	II	Time Management
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory

Space for updations/additions:

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## MAINTENANCE OF DOMESTIC EQUIPMENTS

Day	Session	Subject
01	I	Registration & Inauguration
	II	Micro lab - Ice breaking exercise
	III	Achievement Motivation - Confidence building
	IV	Ethics & Human Values in Entrepreneurship
02	I & II	Gas Stove - Spare parts & repairs
	III	Gas stove - Practical
	IV	Gas fuse - Demonstration and working principles
03	I & II	LPG petromax - Theory
	III & IV	Power sprayers - Servicing aspects, possible faults - Practical
04	I to IV	Hand pump repairs - Theory & Practical
05	I	AC/DC in electronics
	II	Symbols of electronic spare parts
	III	Types of Multi meters and their usage (Analog and digital)
	IV	PF capacitors, electrolytic capacitors and their working principles - Methodology of checking
06	I & II	Resister colour code and methodology of checking
	III	Relay coil and its working principles
	IV	Types of Battery - Diode working principles, methodology of checking
07	I	Transformer types - Working principles
	II	Bridge rectifiers - Theory & Practical
	III & IV	Inverter transformer - Working principles & methodology of checking
08	I & II	Types of voltage regulator ICs - Working principles and methodology of checking
	III	Circuit diagram of inverter and its working principles
	IV	Assembling of inverter - Practical
09	I	Fault analyzing and fault finding of inverter
	II	Battery assembling - Different types of AH (Amps)
	III	Block diagram of UPS - Description
	IV	Circuit diagram of UPS - Description
10	I & II	Assembling of UPS - Practical
	III & IV	Fault analyzing and fault finding of UPS
11	I & II	Wiring to connect UPS to house wiring - Diagram with theory
	III & IV	Solar lighting - Working principles
12	I to IV	Solar water heater and other solar equipments - Working principles
13	I to IV	Sound system in digital technology
14	I	Interaction with a successful entrepreneur
	II to IV	Revision of syllabus
15	I	Customer delight and customer service
	II	Time Management
	III	Growth & diversification of Enterprise
	IV	Feedback, Evaluation & Valedictory



### **NIRD's VISION**

The vision of NIRD is to focus on the policies and programmes that benefit the rural poor, strive to energise the democratic decentralization processes, improve the operation and efficiency of Rural Development personal, promote transfer of technology through its social laboratories, Technology Park and create environmental awareness.

### **NIRD's MISSION**

To examine and analyse the factors contributing to the improvement of economic and social well-being of people in rural areas on a sustainable basis with focus on the rural poor and the other disadvantaged groups through research, action research, consultancy and documentation efforts.

To facilitate the rural development efforts with particular emphasis and focus on the rural poor by improving the knowledge skills and attitudes of rural development officials and non-officials through organizing training, workshop and seminars.



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