

SCIENCE & TECHNOLOGY  
ENTREPRENEURSHIP DEVELOPMENT (STED)  
PROJECT

GENERAL GUIDELINES  
AND  
PROFORMA FOR SUBMISSION OF PROPOSALS



Government of India  
Ministry of Science & Technology  
Department of Science & Technology  
National Science & Technology Entrepreneurship Development Board  
Technology Bhawan, New Mehrauli Road  
New Delhi-110016

# SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT (STED) PROJECT

## GENERAL GUIDELINES AND PROFORMA FOR SUBMISSION OF PROPOSALS

### **Introduction**

The STED Project is a focused effort to bring about a socio-economic development of an area through the intervention of Science and Technology. It aims at inculcating strong entrepreneurial orientation in people that will result in effective utilization of resources both human and material of a region besides generating opportunities for employment and creation of wealth. The project envisages matching of the material and the human resources of the target area to create new enterprises and employment by usage of Science and Technology processes. It involves identification of opportunities through a detailed scientific survey and exploitation of the opportunities thus identified by the entrepreneurs. .

One of the objectives of the STED Project is to raise the socio-economic levels of the economically weaker sections of the population in the region by enhancing their earning potential through self employment. This is done by helping them to set up micro-enterprises through a process of empowering them with technical knowledge and skills besides business related skills. With technological advancement becoming the yardstick for measuring any kind of organizational progress, it is the endeavor of DST and its associates to promote enterprises that would have a strong knowledge and technical base.

### **Objectives of STED Project**

The broad objectives of the project are:-

- ❖ To identify feasible resource based projects in the region covering both rural and semi-urban areas.
- ❖ To identify likely S&T interventions (technology selection, technology upgradation/ modification, and information dissemination) for exploiting the opportunities by prospective entrepreneurs.
- ❖ To improve working of existing enterprises through S&T intervention (upgrade technology, modernisation of units)
- ❖ To regularly organise enterprise awareness programmes and skill development programmes for creating suitable entrepreneurial environment in the target area.
- ❖ To launch at least 200 micro-enterprises in the selected location during four years of operation of STED Project.

### **Eligibility for Proposal Submission**

Any recognised educational or research institution, professional body or reputed agencies both governmental and non-governmental with a proven track record in promotion of micro-enterprise and entrepreneurship.

## **Target Group**

The target group would be essentially unemployed youth who may or may not possess necessary skill to launch a micro-unit but have the necessary desire and aptitude for such venture.

## **Implementation Mechanism**

The host institution (HI) or implementing agency (IA) identifies amongst others 3-4 specific technology areas, which are specific to the location of STED project implementation. Based on this identification the HI / IA prepares the opportunities available in these technology areas indicating the source of technology and likely collaboration with the technology provider. The HI / IA should also mention his expertise in the selected technologies, if any. Host institution should ensure that project Director and other project staff are stationed in the STED project location.

The broad mechanism to be adopted for implementation are:-

- Market survey for identification of resources of the region which include
  - Man
  - Material
  - Market
  - Methods (Science)
  - Mechanics & Mechanism (Technology)
- Preparation of opportunities profiles.
- Identification & counseling of potential entrepreneurs.
- Training of entrepreneurs.
- Providing escort services to the potential entrepreneurs
- Counseling the existing enterprise for technology upgradation and modernisation.

## **Linkages**

For successful and effective implementation linkages need to be established with reputed national/regional/local level R&D institution for sourcing technologies and upgradation of existing technologies. Institutions like KVIC, SIDBI, NABARD and the Lead banks need to be involved right from the training stages for better acceptability of the project proposal amongst the financial institutions at the time of sanctioning and disbursing the loan. The STED Project need to function closely with the district administration without whose involvement and intervention it may not be possible to produce desired results. Linkages with other schemes and programmes of NSTEDB viz. the Central and State Government are required to be established for availing benefits of various Government schemes.

## **Evaluation and Monitoring**

The STED Project is a four-year project with the financial support from NSTEDB. However, the continuation of project and annual funding is entirely performance oriented. The performance is monitored both in quantitative and qualitative aspect. The

Expert Advisory Committee on STED Project evaluates the performance and monitors the progress of the project. As and when it is felt necessary, site visit by a team constituted by the NSTEDB Secretariat may be sent for monitoring the project. In case of significant shortfall in achievement of target the project may also be terminated mid-term.

### **Submission of Proposal**

Proposal in prescribed proforma along with necessary enclosures and endorsement from the Head of the Agency/Institution may be sent to the following addressee:-

The Member Secretary,  
National Science & Technology Entrepreneurship Development Board ,  
Department of Science & Technology,  
Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016.

Tel: (011) 26517186, (011) 26590215

TELEFAX : 26517186

E-mail : [bk.shukla@nic.in](mailto:bk.shukla@nic.in)

Web: [www.nstedb.com](http://www.nstedb.com) , [www.techno-preneur.net](http://www.techno-preneur.net)

## TERMS AND CONDITIONS FOR GRANTS-IN-AID FOR STED PROJECT

1. The grant being released should be exclusively spent on the specified purpose for which it has been sanctioned within the stipulated time. Any unspent balance out of the amount sanctioned would be refunded to the Govt. of India by means of an Accounts Payee Demand Draft drawn in favour of Drawing & Disbursing Office, Department of Science & Technology payable at New Delhi.
2. The institute is required to send i) progress report; ii) audited statement of accounts relating to the amount sanctioned; and iii) utilization certificate to Department of Science and Technology at the end of each financial year as well as at the time of seeking further instalments of the grant, if any.
3. All the assets acquired or created from the grant will be the property of the Govt. of India and should not without the prior sanction of the Department of Science and Technology be disposed of or encumbered or utilised for purpose other than those for which the grant has been sanctioned.
4. At the conclusion of the project, the Govt. of India will be free to sell or otherwise dispose of assets which are the property of Govt. The institution shall tender to Govt. necessary facilities for arranging the sale of these assets.
5. Appropriate persons may visit the institute periodically for ascertaining the progress of work and resolving any difficulties that might be encountered in the course of implementation. During the progress of the project the institute will provide all facilities to the scientists/ specialists by way of accommodation, etc.
6. The institute shall furnish to Department of Science and Technology, utilisation certificate and an audited statement of accounts pertaining to the grant within six months of the completion of the project.
7. The Comptroller and Auditor General of India at his discretion shall have the right of access to the book and accounts of the institute for the grant received from the Government.
8. The institute will maintain separate audited accounts for this project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest earned should be reported to the Department of Science and Technology. The interest thus earned will be treated as a credit to the institute to be adjusted towards further instalments of the grant, if any.
9. Sale proceeds, if any, as a result of the development of the project arising directly from funds granted shall be remitted to the Govt. of India. The Govt. of India may at its discretion allow a portion of such receipts to be retained by the institute.
10. The institute must not entrust the implementation of the work for which the grant is being sanctioned to another institution and to divert the grant receipts as

assistance to the latter institution. In case the institute itself is not in a position to execute or complete the project, it may be required to refund forthwith the Govt. of India, the entire amount of grant-in-aid received by it.

11. NSTEDB/DST reserves the right to terminate support to the project at any stage, if it is convinced that the grant is not being utilized properly or that appropriate progress in the project work is not being made.
12. Where support has been provided by NSTEDB/DST under specific conditions accepted by a society/institution, the society/institution shall, if it does not comply with these conditions, be liable to refunding the grant already received in such a manner as may be required by the Government and no further NSTEDB/DST grant will be allowed to such a society/institution.
13. NSTEDB/DST will not have any liability towards the manpower appointed by the grantee institution for implementation of the project.

#### ENCLOSURES TO BE SUBMITTED WITH THE PROPOSAL BY NGOs

- |   |          |
|---|----------|
| 1. Registration Certificate                               | One Copy |
| 2. Memorandum of Association                              | One Copy |
| 3. Audited statement of accounts for the last three years | One Copy |
| 4. Annual reports for the last three years                | One Copy |

**SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT  
(STED) PROJECT**

**PROFORMA FOR SUBMISSION OF PROPOSAL**

(Year: 200 - 200 )

1. Name of the Organisation :  
Address :  
Phone :  
Fax :  
E-mail :
  
2. Validity date of Registration (In case of NGOs):
  
3. Name & designation of the Head of the Organisation:
  
4. Name, Designation & Address of the Project Director (Attach a brief bio-data):
  
5. Background of the Organisation:
  - (a) Past experience in micro-enterprise and entrepreneurship development (details of work done in other areas need not be given)
  - (b) Infrastructure facilities and expertise available (give details):
  - (c) Details for completed and ongoing Projects during last three years

Sl. No.	Title of the Project	Start date – Completion date	Name and full address of Funding Agency	Amount Sanctioned*	Amount Received*

\* Enclose copies of the sanction orders

6. District/Area to be taken up for STED project :

7. Map of the area proposed:

8. Profile of the District/Area:

- (a) Geo-physical
- (b) Natural/Mineral Resources
- (c) Socio-economic
- (d) Industry
- (e) Artisanal skills/Craft etc.
- (f) Academic/R&D/Technical Institutions

9. If any developmental activity has been done in the proposed District/Area prior to submission of this proposal by the Project Coordinator or the Organisation, the details may be given in brief.

10. Details of infrastructure of the organization in the proposed District/Area:

11. Justification for the project based on the assessment of the existing resources and infrastructure

12. Potential sectors identified for promotion of micro-enterprises.

13. Scientific and Technical interventions envisaged

14. Training programmes envisaged

15. Linkages envisaged

16. Implementation methodology in brief

17. Follow-up Mechanism

18. Expected outcome of the project:

19. Exit Strategy (Plan after completion of the project for sustainability and continuity)

20. Any other information/remarks:

## 21. Budget

Sl. No.	Item of Expenditure	Ist Year	IInd Year	IIIrd Year	IVth Year	Total
1	Manpower*					
2	Travel					
3	Training Programmes*					
4	Contingencies					
	<b>Total</b>					

\* Budget break-up of manpower and training programmes to be given on a separate sheet

## 22. Submission of Progress Report:

- (i) A quarterly report not exceeding two pages highlighting the major activities to be submitted.
- (ii) A detailed progress report on various activities carried out by the STED project is required to be submitted annually along with the data on micro-enterprises promoted in the prescribed formats (Proforma-I, III and IV). Details of the units launched to be submitted separately in Proforma-II.

Name & Signature of the  
Head of the Institution/Agency

Name & Signature of the  
Project Director

Date:  
Place:

CERTIFICATE

ENDORSEMENT FROM THE HEAD OF THE INSTITUTION

1. We have gone through and agree to abide by the terms and conditions of the NSTEDB/DST grant.
2. We have not submitted, nor do we intend to submit this, or a similar project proposal, to any other agency for financial or other support. In case we get the support, we will keep the DST informed.
3. We undertake to submit progress reports, statement(s) of accounts, utilisation certificates, etc. as required.
4. Certified that Dr/Shri/Smt ..... is the Project Director of the proposed STED Project. The Project Director will assume the responsibility of fruitful completion of the project.
5. Certified that the hardware, other basic facilities and such other administrative support required as per terms and conditions of the grant, will be extended to the Project Director throughout the duration of the project.
6. Our agency assumes to undertake the complete financial and other management responsibilities of the project, and will ensure compliance with the terms and conditions laid down.
7. Certified that the Society/Organisation or any of its functionaries is not and has never been involved/implicated in any corrupt practices.
8. If any of the above statements found to be incorrect by the NSTEDB/DST at any point of time, the organization takes the responsibility to refund the entire amount released by the NSTEDB/DST.

Date .....  
Place .....

Name & Signature of the  
Head of Agency

**SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT  
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**PROFORMA-I**

**CONSOLIDATED ANNUAL PROGRESS**

**STED LOCATION**

**DATE OF SANCTION OF THE PROJECT:**

<b>No. OF UNITS LAUNCHED / JOBS GENERATED</b>					
	<b>YEAR I</b>	<b>YEAR II</b>	<b>YEAR III</b>	<b>YEAR IV</b>	<b>TOTAL</b>
<b>UNITS</b>					
<b>JOBS</b>					

**Linkages established**

**Innovative/knowledge-based/Technology oriented  
units promoted**

**Any other special features**

**Signature of Project Director**

**SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT (STED)  
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PROFORMA-II**

**DETAILS OF THE UNITS LAUNCHED**

**NAME OF ENTREPRENEUR**

**NAME OF ENTERPRISE**

**ADDRESS**

**Phone/Mob. No.**

**TYPE (MFG/SERVICE/OTHERS)**

{ Give details of the product developed/service provided }

**PROJECT COST**

**FUNDING**

OWN (Rs)

LOAN (Rs)

**INCOME PER MONTH**

**NO OF EMPLOYEE**

**CONTRIBUTION OF STED PROJECT AND EXTENT OF S&T INPUT**

**PHOTOGRAPH OF THE UNIT**

**PASTE A GOOD QUALITY PHOTOGRAPH  
SIZE 4" X 6"**

**SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT  
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**PROFORMA-III**

<b>SUBMISSION OF DATA FOR ANALYSIS</b>			
<b>UNITS LAUNCHED SECTOR WISE</b>		<b>UNITS LAUNCHED INVESTMENT WISE</b>	
<b>TYPE</b>	<b>No. of Units</b>	<b>AMOUNT OF INVESTMENT Rs</b>	<b>No. of Units</b>
<b>MANUFACTURING</b>			
<b>SERVICE</b>			
<b>OTHERS</b>			
<b>TOTAL</b>			
		<b>upto 10K</b>	
		<b>10K to 25K</b>	
		<b>25K to 50K</b>	
		<b>50K to 100K</b>	
		<b>above 100K</b>	
		<b>TOTAL</b>	
<b>SOURCE OF FUND</b>		<b>SOURCE OF LOAN</b>	
<b>SOURCE</b>	<b>No. of Units</b>	<b>SOURCE</b>	<b>No. of Units</b>
<b>OWN FUND</b>		<b>PMRY &amp; other Govt. Schemes</b>	
<b>LOAN</b>		<b>Banks &amp; Fis</b>	
<b>TOTAL</b>			
<b>UNITS LAUNCHED AGE WISE</b>		<b>UNITS LAUNCHED CATEGORY WISE</b>	
<b>AGE GROUP</b>	<b>No. of UNITS</b>	<b>CATEGORY</b>	<b>No. of UNITS</b>
<b>18-25</b>		<b>GENERAL</b>	
<b>25-35</b>		<b>SC</b>	
<b>35-50</b>		<b>ST</b>	
<b>above 50</b>		<b>OBC</b>	
<b>TOTAL</b>		<b>TOTAL</b>	
<b>UNITS LAUNCHED GENDER WISE</b>			
<b>GENDER</b>	<b>No. of UNITS</b>		
<b>MALE</b>			
<b>FEMALE</b>			
<b>TOTAL</b>			

**SCIENCE & TECHNOLOGY ENTREPRENEURSHIP DEVELOPMENT  
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**PROFORMA-IV**

**SUCCESS STORIES**

**NAME OF ENTREPRENEUR**

**ADDRESS WITH TEL NO.(if any)**

**PRODUCT / SERVICES**

**TOTAL INVESTMENT in Rs**

**SOURCE OF FUNDING**

OWN  
BANK / FI LOAN  
GOVT SCHEMES LIKE PMRY ETC

**BRIEF BACKGROUND**

what he was before STED Proejct converted him into an entrepreneur

**STED Project ROLE**

Intervention of STED Project, Problems faced by entrepreneur  
How the problems were tackled. This section should bring out clearly the role played by STED Project

**CURRENT STATUS**

Growth from the initial stages and other relevant details

**FUTURE PLANS**

Future plans for growth and diversifications

The above is just indicative. You may furnish more information should you feel so.

Please note that with each success story / case study you must submit a very good quality photograph of min. 4" X 6" size. The same would be hosted on the website. Hence the information needs to be submitted only when a technically sound / innovative unit is launched or where the role of STED Project in bringing a transformation is visible.