

**MEMORANDUM OF UNDERSTANDING**

Micro, Small, Medium Enterprises Development Institute/Branch Micro, Small, Medium Enterprises Development Institute, Ministry of MSME, Govt. of India, having its office at \_\_\_\_\_

(address)

(hereinafter called as MSME-DI or Br. MSME-DI) engaged in the industrial promotion and training etc.

and

\_\_\_\_\_

(Name of NGO)

having its registered office

(address)

hereinafter termed as \_\_\_\_\_ have expressed their desire to associate for imparting training programme on \_\_\_\_\_ for self employment of unemployed youths.

Both the parties agree for mutual collaboration as per terms and conditions stated in this MoU for organizing specific training programme at the premises of \_\_\_\_\_

(Name & address of NGO)

**1. OBJECTIVE**

To impart various training programmes viz. ESDP, EDP, MDP, IMC & other programme etc. for unemployed youths of different target groups for their self employment for setting up their own ventures in micro and small scale sector.

**2. RESPONSIBILITIES OF MSME-DI, KOLKATA/BR. MSME-DIs, SURI/SILIGURI/DURGAPUR/PORT BLAIR**

- a) It will provide course curriculum for all training programmes.
- b) It will provide assistance and guidance for fixing up certain topics and guests faculties in the relevant trades.
- c) It will provide for hard copy of study materials for trainees, banners for training programmes, invitation card (if necessary).
- d) It will give the all round supervision during the course and during the follow up.
- e) It will provide certificates to eligible trainees after completion of the training course.
- f) Expenditure will be borne by MSME-DI, Kolkata as per Govt. norms to organize and conduct the training programmes.
- g) Assistance will be given by MSME-DI for preparation of project profile.

**3. RESPONSIBILITIES OF \_\_\_\_\_**

- a) It will provide suitable venue to conduct the training programme.
- b) It will arrange for a training room having classroom facilities and accommodating capacity of 25 – 30 trainees with necessary chairs, tables, black or white board, electricity, water, toilets etc. to cover basic needs for conduction of training programme.
- c) It will provide a list containing sizeable no. of candidates for the training programme, out of which 22 – 25 trainees to be selected by the Selection Board comprising officials of NGO & officer of MSME-DI, \_\_\_\_\_ & officers of respective DIC.
- d) It will arrange for providing to trainees an Entrepreneurship Memoranda No. in Part-I from respective DIC.
- e) Day to day conduction of the training programme will be done by the NGO.
- f) It will arrange to provide tea and tiffin to trainees only during the training course which is reimbursable as per govt. norms, after consultation with concerned officer of MSME-DI, Kolkata/Br. MSME-DIs, \_\_\_\_\_.
- g) It will arrange locally available suitable faculties/technical experts for the training and the same is to be approved by the concerned officer of MSME-DI, Kolkata.
- h) It will maintain attendance and regularity of the participants in appropriate register.
- i) Liaison amongst trainees, DIC and financial institute etc. is to be maintained by NGO, so that needy trainees may get assistance to set up their own units.
- j) Stationery for the trainees will be locally purchased in consultation with course coordinator of MSME-DI.

**4. JOINT RESPONSIBILITIES**

- a) Periodic follow up of trainees will be made by MSME-DI, Kolkata and NGO jointly.
- b) Success Report to be collected by NGO from trainees in prescribed form and the same will be submitted to concerned officer of MSME-DI, Kolkata/Br. MSME-DIs.

**5. VALIDITY OF THE AGREEMENT**

- a) Validity of the Agreement will be for organizing and conducting EDP/ESDP/IMC/MDP/other programmes & its follow up till the trainees set up their own venture for the year 2009-10.
- b) The terms and conditions stated in this MoU will be binding both the parties.