



Government of India

**R F D**

(Results-Framework Document)  
for

Indian Institute of Entrepreneurship, Guwahati

(2014-2015)

## Section 1: Vision, Mission, Objectives and Functions

### Vision

To be a leading provider of quality professional development programmes, research and information services in the field of entrepreneurship promotion/ motivation and development and management of micro, small and medium enterprises.

### Mission

To create a conducive environment for entrepreneurial activities through organising different type of training programmes, research and other activities aimed at capacity building and enterprise creation with focus on North Eastern Region (NER).

### Objectives

- 1 To promote and develop entrepreneurship.
- 2 To conduct research and provide consultancy for entrepreneurship development.
- 3 To coordinate and collaborate with other organizations in undertaking training, research and other activities to increase outreach of the Institute.
- 4 To provide consultancy and mentoring service to MSMEs/potential entrepreneurs and enhancing employability of participants.
- 5 To promote greater use of information technology in the activities/functions of the IIE.
- 6 To comply with Statutory Responsibilities

### Functions

- 1 Designing and organising training activities for different target groups and undertaking research in the fields relevant to entrepreneurship.
- 2 Improving the efficiency, effectiveness and delivery of the change agents and development practitioners i.e. trainers, support organisations engaged in enterprise building, etc.
- 3 Providing consultancy services to the prospective and existing entrepreneurs.
- 4 Increasing the outreach of activities of the Institute through collaborative activities and increasing their effectiveness through use of different tools of information technology.

## Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] To promote and develop entrepreneurship.	40.00	[1.1] Conduct training programmes	[1.1.1] Training Programmes conducted	No.	10.00	660	594	528	462	396
		[1.2] Special thrust on different sections	[1.2.1] Women (General) trained	No.	3.00	4840	4356	3872	3388	2904
			[1.2.2] SCs trained	No.	3.00	2640	2376	2112	1848	1584
			[1.2.3] STs trained	No.	3.00	4400	3960	3520	3080	2640
			[1.2.4] Minorities trained	No.	3.00	484	436	387	339	290
			[1.2.5] Differently Abled persons trained	No.	3.00	26	24	21	18	16
			[1.2.6] Others trained	No.	15.00	7850	7065	6280	5495	4710
[2] To conduct research and provide consultancy for entrepreneurship development.	8.00	[2.1] Research/ Evaluation/ Impact Assessment/ Action Research Studies	[2.1.1] Studies Completed	No.	2.00	6	5	4	3	2
		[2.2] Diagnostic Studies	[2.2.1] Studies Completed	No.	2.00	7	6	5	4	3
		[2.3] Area Approach Projects Undertaken (including Clusters)	[2.3.1] Projects Completed	No.	4.00	8	7	6	5	4
[3] To coordinate and collaborate with other organizations in undertaking training, research and other activities to increase outreach of the Institute.	8.00	[3.1] Collaboration for Entrepreneurship Development	[3.1.1] MoU with Institutions/ Organisations	No.	4.00	10	9	8	7	6
		[3.2] Focus on North Eastern (NE) States	[3.2.1] Carrying out Area Approach Programmes in North Eastern	No.	4.00	7	6	5	4	3

## Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			(NE) States							
[4] To provide consultancy and mentoring service to MSMEs/potential entrepreneurs and enhancing employability of participants.	15.00	[4.1] To provide consultancy and mentoring service to MSMEs/potential entrepreneurs and enhancing employability of participants	[4.1.1] Enrolment of entrepreneurs for handholding support	No.	5.00	1500	1350	1200	1050	900
			[4.1.2] Trained Persons Employed	No.	3.00	3000	2700	2400	2100	1800
			[4.1.3] Empanelment of Udyami Mitras	No.	2.00	5	4	3	2	1
			[4.1.4] Setting up of Units by the participants	No	5.00	480	432	384	336	288
[5] To promote greater use of information technology in the activities/functions of the IIE.	12.00	[5.1] Promotion and use of IT	[5.1.1] Convert statutory forms like Advance Application and Adjustment submission to soft copy and implement online approval of all such process	Date	6.00	01/12/2014	02/12/2014	03/12/2014	04/12/2014	05/12/2014
			[5.1.2] Launching of new Website of IIE as per guideline of Government of India Website	Date	6.00	04/06/2014	05/06/2014	06/06/2014	09/06/2014	10/06/2014
[6] To comply with Statutory Responsibilities	4.00	[6.1] Holding of Statutory Meetings	[6.1.1] Holding of Meetings of all the Executive Bodies as per the	No.	2.00	7	6	5	4	3

## Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
			prescribed time frame							
		[6.2] Placing Annual Report (2013-14) together with Audited Accounts on the Table of Both the Houses of Parliament	[6.2.1] Sending requisite copies of the Annual Report (2013-14) to the Ministry	Date	2.00	12/12/2014	15/12/2014	16/12/2014	17/12/2014	18/12/2014
* Efficient Functioning of the RFD System	3.00	Timely submission of Draft RFD for 2014-2015 for Approval	On-time submission	Date	2.0	15/05/2014	16/05/2014	19/05/2014	20/05/2014	21/05/2014
		Timely submission of Results for 2013-2014	On-time submission	Date	1.0	01/05/2014	02/05/2014	05/05/2014	06/05/2014	07/05/2014
* Enhanced Transparency / Improved Service delivery of Ministry/Department	3.00	Rating from Independent Audit of implementation of Citizens' / Clients' Charter (CCC)	Degree of implementation of commitments in CCC	%	2.0	100	95	90	85	80
		Independent Audit of implementation of Grievance Redress Management (GRM) system	Degree of success in implementing GRM	%	1.0	100	95	90	85	80
* Administrative Reforms	7.00	Update organizational strategy to align with revised priorities	Date	Date	2.0	01/11/2014	02/11/2014	03/11/2014	04/11/2014	05/11/2014
		Implementation of agreed milestones of approved Mitigating Strategies for Reduction of potential risk of corruption (MSC).	% of Implementation	%	1.0	100	90	80	70	60
		Implementation of agreed milestones for ISO 9001	% of implementation	%	2.0	100	95	90	85	80

\* Mandatory Objective(s)

## Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		Implementation of milestones of approved Innovation Action Plans (IAPs).	% of implementation	%	2.0	100	90	80	70	60

\* Mandatory Objective(s)

### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 12/13	Actual Value for FY 13/14	Target Value for FY 14/15	Projected Value for FY 15/16	Projected Value for FY 16/17
[1] To promote and develop entrepreneurship.	[1.1] Conduct training programmes	[1.1.1] Training Programmes conducted	No.	1195	810	594	726	799
	[1.2] Special thrust on different sections	[1.2.1] Women (General) trained	No.	19474	4950	4356	5324	5856
		[1.2.2] SCs trained	No.	3659	2700	2376	2904	3194
		[1.2.3] STs trained	No.	7216	4500	3960	4840	5324
		[1.2.4] Minorities trained	No.	333	495	436	532	586
		[1.2.5] Differently Abled persons trained	No.	0	27	24	29	31
		[1.2.6] Others trained	No.	24951	8028	7065	8635	9499
[2] To conduct research and provide consultancy for entrepreneurship development.	[2.1] Research/ Evaluation/ Impact Assessment/ Action Research Studies	[2.1.1] Studies Completed	No.	5	19	5	6	7
	[2.2] Diagnostic Studies	[2.2.1] Studies Completed	No.	1	4	6	7	8
	[2.3] Area Approach Projects Undertaken (including Clusters)	[2.3.1] Projects Completed	No.	7	6	7	9	10
[3] To coordinate and collaborate with other organizations in undertaking training, research and other activities to increase outreach of the Institute.	[3.1] Collaboration for Entrepreneurship Development	[3.1.1] MoU with Institutions/ Organisations	No.	26	6	9	10	12
	[3.2] Focus on North Eastern (NE) States	[3.2.1] Carrying out Area Approach	No.	5	4	6	7	7

### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 12/13	Actual Value for FY 13/14	Target Value for FY 14/15	Projected Value for FY 15/16	Projected Value for FY 16/17
		Programmes in North Eastern (NE) States						
[4] To provide consultancy and mentoring service to MSMEs/potential entrepreneurs and enhancing employability of participants.	[4.1] To provide consultancy and mentoring service to MSMEs/potential entrepreneurs and enhancing employability of participants	[4.1.1] Enrolment of entrepreneurs for handholding support	No.	3124	1080	1350	1650	1815
		[4.1.2] Trained Persons Employed	No.	4722	5400	2700	3300	3630
		[4.1.3] Empanelment of Udyami Mitras	No.	0	9	5	6	7
		[4.1.4] Setting up of Units by the participants	No	--	108	432	600	700
[5] To promote greater use of information technology in the activities/functions of the IIE.	[5.1] Promotion and use of IT	[5.1.1] Convert statutory forms like Advance Application and Adjustment submission to soft copy and implement online approval of all such process	Date	--	--	02/12/2014	--	--
		[5.1.2] Launching of new Website of IIE as per guideline of Government of India Website	Date	--	--	05/06/2014	--	--
[6] To comply with Statutory Responsibilities	[6.1] Holding of Statutory Meetings	[6.1.1] Holding of Meetings of all the Executive Bodies as per the	No.	5	6	6	7	7



### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 12/13	Actual Value for FY 13/14	Target Value for FY 14/15	Projected Value for FY 15/16	Projected Value for FY 16/17
		prescribed time frame						
	[6.2] Placing Annual Report (2013-14) together with Audited Accounts on the Table of Both the Houses of Parliament	[6.2.1] Sending requisite copies of the Annual Report (2013-14) to the Ministry	Date	10/12/2012	--	15/12/2014	12/12/2015	12/12/2016
* Efficient Functioning of the RFD System	Timely submission of Draft RFD for 2014-2015 for Approval	On-time submission	Date	--	14/05/2013	16/05/2014	05/03/2016	05/03/2017
	Timely submission of Results for 2013-2014	On-time submission	Date	--	17/04/2014	02/05/2014	01/05/2015	01/05/2016
* Enhanced Transparency / Improved Service delivery of Ministry/Department	Rating from Independent Audit of implementation of Citizens' / Clients' Charter (CCC)	Degree of implementation of commitments in CCC	%	--	--	95	100	100
	Independent Audit of implementation of Grievance Redress Management (GRM) system	Degree of success in implementing GRM	%	--	--	95	100	100
* Administrative Reforms	Update organizational strategy to align with revised priorities	Date	Date	--	--	02/11/2014	01/11/2015	01/11/2016
	Implementation of agreed milestones of approved Mitigating Strategies for Reduction of potential risk of corruption (MSC).	% of Implementation	%	--	--	90	100	100

\* Mandatory Objective(s)

### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value for FY 12/13	Actual Value for FY 13/14	Target Value for FY 14/15	Projected Value for FY 15/16	Projected Value for FY 16/17
	Implementation of agreed milestones for ISO 9001	% of implementation	%	--	--	95	100	100
	Implementation of milestones of approved Innovation Action Plans (IAPs).	% of implementation	%	--	--	90	100	100

\* Mandatory Objective(s)

## Section 4: Acronym

Sl.No	Acronym	Description
1	ATI	Assistance to Training Institutions
2	CSR	Corporate Social Responsibilites
3	DC-MSME	Development Commissioner(Micro, Small & Medium Enterprises)
4	EDP	Entrepreneurship Development Programmes
5	ESDPs	Entrepreneurship-cum Skill Development Programmes
6	KVIC	Khadi and Village Industries Commission

## Section 4: Acronym

Sl.No	Acronym	Description
7	MDP	Management Development Programme
8	Ministry of DONER	Ministry of Development of North Eastern Region
9	MIS	Management Information System
10	MoU	Memorandum of Understanding
11	MSE-CDP	Micro, Small and Medium Enterprise-Cluster development Programme
12	MSMEs	Micro, Small and Medium Enterprises

## Section 4: Acronym

Sl.No	Acronym	Description
13	NEC	North Eastern Council
14	NER	North Eastern Region
15	RGUMY	Rajiv Gandhi Udyami Mitra Yojana
16	STED	Science and Technology Entrepreneurship Development Programme

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
1	[1.1.1] Training Programmes conducted	Training programmes like ESDPs, WEDPs, EDPs, TEDPs etc	The training programmes are considered complete and taken into account when the same have run for the prescribed duration in terms of the respective course schedules	In numbers	
2	[1.2.1] Women (General) trained	Number of women beneficiaries (General) trained through different training programmes conducted by the institute	A women beneficiary (General) is considered to be training and so counted when she has attended the programme for the full duration and has also been awarded the certificate etc by the institute	In numbers	
3	[1.2.2] SCs trained	Numbers of beneficiaries belonging to the SC community trained through different training programme conducted by the Institute	A person/beneficiary Belonging to the SC community is considered to be training and so counted when he/she has attended the programme for the full duration and has also been awarded the certificate etc. by the Institute	In numbers	

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

SI.No	Success indicator	Description	Definition	Measurement	General Comments
4	[1.2.3] STs trained	Number of beneficiaries from the ST community trained through different training programmes conducted by the Institute.	A person/ beneficiary from the ST community is considered to be trained and so counted when he/she has attended the programme for the full duration and has also been awarded the certificate etc. by the Institute..	In numbers	
5	[1.2.4] Minorities trained	Number of beneficiaries belonging to the Minority community trained through different training programmes conducted by the Institute.	A person/ beneficiary from the Minority community is considered to be trained and so counted when he/she has attended the programme for the full duration and has also been awarded the certificate etc. by the Institute..	In numbers	
6	[1.2.5] Differently Abled persons trained	Number of Differently Abled persons/ beneficiaries trained under different training programmes conducted by the Institute.	A Differently Abled person/ beneficiary is considered to be trained and so counted when he/she has attended the programme for the full duration and has also been awarded the certificate etc. by the Institute..	In numbers	

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
7	[1.2.6] Others trained	Number of persons/ beneficiaries other than the SC/ST/Minorities/Women (General) and differently Abled persons trained under different training programmes conducted by the Institute.	A person/ beneficiary is considered to be trained and so counted when he/she has attended the programme for the full duration and has also been awarded the certificate etc. by the Institute..	In numbers	
8	[2.1.1] Studies Completed	Studies completed pertain to Research/Evaluation/Impact Assessment/ Action Research Studies completed which are carried out as assigned	Research/Evaluation/Impact Assessment / Action Research Studies are generally sponsored activities and are considered to be complete and accordingly accounted for upon submission of the Draft/Final Reports to the sponsors.	In numbers	
9	[2.2.1] Studies Completed	Studies completed pertain to Diagnostic Studies completed which are carried out as assigned	Diagnostic Studies are generally sponsored activities and are considered to be complete and accordingly accounted for upon submission of the Draft/Final Reports to the sponsors.	In numbers	



## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
10	[2.3.1] Projects Completed	Projects completed refers to area approach projects undertaken including clusters	<p>These again are primarily sponsored activities and are considered complete when all the activities comprising the intervention(s) have been completed as per the terms of the respective sanctions</p> <p>The activities generally comprises of capacity building of entrepreneurs/artisans technology upgradation and make promotion assistance Science and Technology Entrepreneurship Development Programmes, MSME clusters, Rural Business Hub and Rural Industries Programmes.</p>	In numbers	
11	[3.1.1] MoU with Institutions/ Organisations	Number of MoU signed with Institutions/ Organisations	A formal Agreement in the form of MoU is signed with an Organisation/Institution for Holistic development of entrepreneurship.	In numbers	

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
12	[3.2.1] Carrying out Area Approach Programmes in North Eastern (NE) States	Carrying out Area Approach Programmes in the seven North Eastern (NE) States	Extending the reach of IIE through Carrying out different Area Approach Programmes in seven North Eastern (NE) States excluding Assam	In numbers	
13	[4.1.1] Enrolment of entrepreneurs for handholding support	Enrolment of entrepreneurs to provide handholding.	The participants of the EDP/ESDPs are encouraged to go in for self-employment. For this purpose, they are enrolled as Udyamis under the Rajiv Gandhi Udyami Mitra Yojana with an objective to assist in the entire range of activities from generation of the idea to actual setting up of the enterprise	In numbers	
14	[4.1.2] Trained Persons Employed	Number of persons employed either through self-employment or through wage employment after completion of training	A participant is considered to be successfully placed in a remunerative employment when intimation to this effect is received and the same is also randomly confirmed from the concerned participant telephonically. The setting up of units is	In numbers	

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
14	[4.1.2] Trained Persons Employed	Number of persons employed either through self-employment or through wage employment after completion of training	considered complete when the activities therein have actually started	In numbers	
15	[4.1.3] Empanelment of Udyami Mitras	Number of Udyami Mitras empanelled by the Institute.	This is considered to be complete when the Screening Committee of RGUMY Secretariat, Ministry of MSME, New Delhi considers the request for empanelment after complete satisfactions to capability, background etc. of the applicant organization recommended by IIE for empanelment	In numbers	
16	[4.1.4] Setting up of Units by the participants	Number of units set up by the trainees trained by the Institute under different training programmes.	The setting up of units is considered complete when the activities therein have actually started.	In numbers	
17	[5.1.1] Convert statutory forms like Advance Application and Adjustment submission to soft copy and implement online approval of all such process	Promotion and use of IT	Use of information Technology in the above mentioned activities and functions of IIE enabling online document management system.	Date	

## Section 4: Description and Definition of Success Indicators and Proposed Measurement Methodology

Sl.No	Success indicator	Description	Definition	Measurement	General Comments
18	[5.1.2] Launching of new Website of IIE as per guideline of Government of India Website	Launching of new Website of IIE following Guideline of Government of India Website for wider publicity	Development and launching of new Website of IIE following Guideline of Government of India Website	Date	
19	[6.1.1] Holding of Meetings of all the Executive Bodies as per the prescribed time frame	Holding of Executive Committee Meetings, Board of Management Meetings and Annual Governing Body Meeting of IIE as per schedule	Holding of Meetings of all the executive Bodies on time.	In numbers	
20	[6.2.1] Sending requisite copies of the Annual Report (2013-14) to the Ministry	Sending requisite copies the annual Report (2013-14) to the Ministry as required	Sending requisite copies the annual Report (2013-14) to the Ministry on time	date	

**Section 5 :**  
**Specific Performance Requirements from other Departments**

Location Type	State	Organisation Type	Organisation Name	Relevant Success Indicator	What is your requirement from this organisation	Justification for this requirement	Please quantify your requirement from this Organisation	What happens if your requirement is not met.
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## Section 6: Outcome/Impact of Department/Ministry

Outcome/Impact of Department/Ministry	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
1 Assisting Enterprise Creation; providing wage employment and improving the capabilities of MSMEs/Support Organizations	Ministry of MSME, Govt. of India	No of persons trained	number	33255	23359	22000	25000	28000