



# RUKMINI DEVI

## Institute of Advanced Studies

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- Category 'A' Institute
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## “How to set-up a small scale enterprise”

Jointly conducted by

CIIE, RDIAS & MSME Development Institute, Ministry of Industry, Govt. of India

<b>Topic</b>	“How to set-up a small scale enterprise”
<b>Dates of event</b>	February 09, 2011
<b>Aim of the Event</b>	<p>As a part of the workshop conducted by Centre for Idea, Innovation, Incubation and Entrepreneurship- RDIAS; in association with Micro, Small and Medium Enterprise Development Institute, Ministry of Industry, Government of India, a lecture was delivered on “<b>How to set-up a small scale enterprise</b>” on February 09, 2011.</p> <p>The aim of this workshop was to expose the students to the various procedures and processes and different aspects to be considered while setting-up a small scale enterprise.</p>
<b>Description of the event</b>	<p>Third lecture was delivered by Mr. V. K. Gupta, Deputy Director (Retd.), MSME Development Institute, Ministry of Industry, Government of India. The students told about different processes, procedures, systems and documentations required to set-up a small scale business.</p> <p>Mr. Gupta initiated his talk by saying, that “In the present scenario of industrialization, the task of motivating the future generation of entrepreneurs is the focus of attention throughout the Nation. He mentioned that before planning to go for setting up of any S.S.I., strong determination and calculated risk taking ability is a must.</p> <p>He informed the students that the product identification should be in respect of its technical and economic aspects and particularly its smooth marketability. He said that prime consideration in most of the products should be availability of local raw materials, skill and items in and around</p>

the zone of operation.

He emphasized on various aspects which needs to be followed while setting-up small scale business and shed light on it by giving the following steps:

- Identification of product / process / service after due market survey and analysis.
- Selection of Name of the proposed Enterprise (Avoid names connected in any way with Central Govt. or any State Govt. Enterprises).
- Execution of partnership deed / Articles & Memorandum of Association
- Obtaining Certificate from the Register of Companies / Registration with the Register of Co-Operatives in case of Co-operative Societies.
- Apply to Corporation / Municipality / for location clearance and get certificate of enlistment / license.
- Apply in prescribed format to the Pollution Control Board. NOC's are provided from District Industries Centre.
- Apply to District Industries Centre in prescribed format (available with District Industries Centre) for Provisional / Temporary Registration.
- Arrangement of land (outright purchase or rented). In case of lease-hold land for factory, at least 21 years terms may be preferred.
- Obtain quotation of machinery and raw materials from Authorized Dealers / Manufacturers.
- Preparation of scheme / project report for the proposed item / items of production / process / service.
- Submission of scheme / project report supported with current price quotation of machinery and raw materials, trade license and other related papers to Directorate of SSI at state level.
- Loan application to Financial Corporation / Commercial Bank through DIC, or directly as desired.
- Apply to the Commissioner, Commercial Taxes for necessary registration.
- Placement of order for supply of Machinery to the authorized dealers or manufacturers, after sanction or project in consultation with BANK and DIC.
- Construction of factory shed and building (in case of own or lease hold) with prior approval of plan from appropriate authority of the area.
- Installation of Plant & Machinery, Electric Power Line, water and other supplies.

- Recruitment of Staff & Workers.
- Apply to National Small Industries Corporation Limited for single point registration for marketing assistance.
- In case of installation of captive power generating set, permission to be obtained from the District Administration and NOC to be obtained from the state electricity board.
- Regular linkage with all the concerned agencies like Bank / Financial Institution/ DIC/ SSI, MSME, etc. to provide feedback of information to them for guidance, if necessary.

Mr. Gupta elaborated on every practical aspect which needs to be taken care of while setting-up one's own venture or business activity.

Further, he motivated the students to initiate their own entrepreneurial activity and establish their own venture. This lecture surely had the potential to widen the horizon of students on various issues and aspects required to be taken care of while setting up any entrepreneurial activity.

Certainly, this lecture added tremendous value to all the participants and it was another step towards developing entrepreneurial skills in students.