

**ENTREPRENEURSHIP DEVELOPMENT AND INNOVATION  
INSTITUTE - TAMIL NADU (EDII-TN)**

**MSME Department**

(Government of Tamil Nadu)

**I. The particulars of organization, functions & duties**

The Entrepreneurship Development and Innovation Institute –Tamil Nadu is an apex organization in the field of entrepreneurship education and innovation promotion in the State of Tamil Nadu. EDII-TN was constituted by the Government of Tamil Nadu as a not-for-profit society in 2001 and is administered by the Department of Micro, Small and Medium Enterprises (MSME), Government of Tamil Nadu.

**Governing Council:**

<b>S.No.</b>	<b>Member</b>	<b>Position</b>
1.	Secretary to Government, MSME Department, Secretariat, Chennai 600 009.	Chairman
2.	Director, Entrepreneurship Development and Innovation Institute, Chennai	Member- Secretary
3.	Principal Secretary to Government, Finance Department, Secretariat, Chennai 600 009.	Member
4.	Secretary to Government, Industries Department, Secretariat, Chennai 600 009.vv	Member
5.	The Chairman and Managing Director, Tamil Nadu Industrial Investment Corporation Ltd., Nandhanam, Chennai 600 035.	Member
6.	The Principal Secretary to Government, Higher Education Department, Secretariat, Chennai 600 009.	Member
7.	The Industries Commissioner & Director of Industries and Commerce, SIDCO Complex, Guindy, Chennai 600 032.	Member

8.	The Commissioner, Employment and Training, Guindy, Chennai 600 032	Member
9.	The Managing Director, Tamil Nadu Skill Development Corporation, Guindy, Chennai 600 032	Member
10.	The Director, MSME Development Institute, Government of India, Guindy, Chennai 600 032.	Member
11	Chief Operating Officer, Indian Institute of Technology, Madras Research Park, Taramani, Chennai 600 113.	Member

## **Vision**

An aspirational and inclusive entrepreneurship and business innovation culture spread across Tamil Nadu with EDII-TN emerging as the State resource hub in education, training, research and practice in entrepreneurship and innovation.

## **Strategies:**

EDII-TN promotes aspirational entrepreneurship and innovation culture in Tamil Nadu through the following strategies:-

- Building entrepreneurial competencies of aspiring youth and entrepreneurs.
- Support ecosystem for entrepreneurs, including technology startups.
- Embedding entrepreneurship education in the formal education system.
- Research and publications on entrepreneurship and innovation.
- Vibrant partnerships with all Government and non-Government players in the entrepreneurship and innovation ecosystem.
- Hackathon programme in schools and colleges to promote innovation.

## II. Details, Powers and duties of Officers and Employees

S.No	Designation	Roles & Responsibility
1.	Deputy Director (ICT)	<ul style="list-style-type: none"> <li>● Innovation &amp; Incubation (I&amp;I) Division</li> <li>● Information and Communication Technology (ICT) Division.</li> <li>● Coordination</li> <li>● E-governance</li> </ul>
2.	Deputy Director (EDP)	<ul style="list-style-type: none"> <li>● Entrepreneurship Development Programme (EDP) Division</li> <li>● School Innovation Development Programme (SIDP)</li> <li>● Innovation &amp; Entrepreneurship Development Programme (IEDP)</li> <li>● Head Office Training Hall Infrastructure &amp; Hostel</li> </ul>
3.	Admin officer	<ul style="list-style-type: none"> <li>● Ensure adherence of guidelines of all procurements.</li> <li>● Responsible for all contracts, tenders, etc.</li> <li>● Recruitment and capacity building of staff at all levels.</li> <li>● Be responsible for the complaints redress</li> <li>● Designing and implementing the HR Policy</li> <li>● Maintenance of Office and hostel premises.</li> <li>● Be responsible for organizing workshops planned by other Teams</li> </ul>
4.	Accounts officer	<ul style="list-style-type: none"> <li>● Maintenance and Management of Financial records in compliance with tax laws and accounting rules</li> <li>● Responsible for Fund Management of EDII, which includes inflow and outflow of funds and reporting the fund position periodically.</li> <li>● Monitoring of Expenses on each budget head and report to the top management where differences arise</li> </ul>

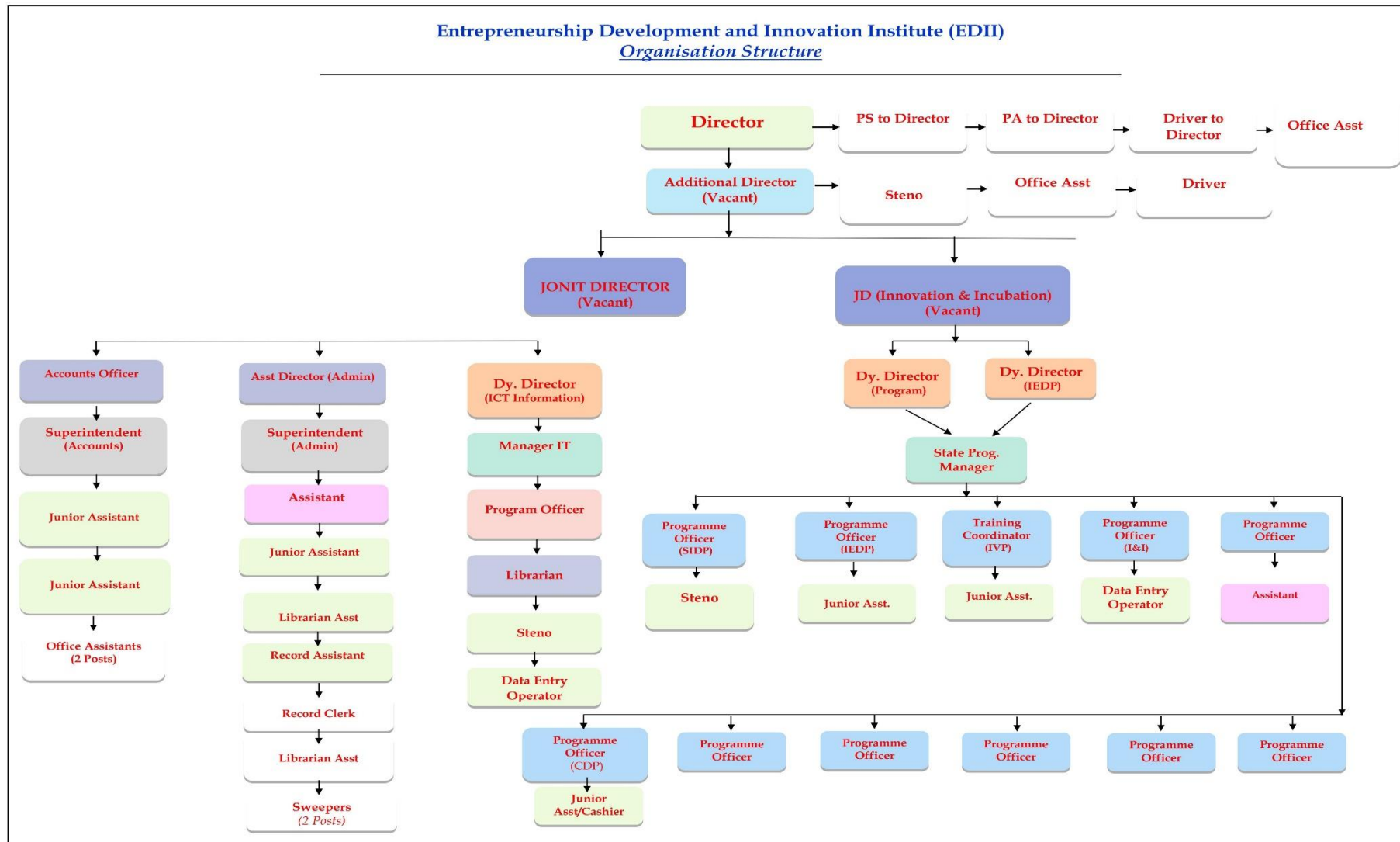
<b>S.No</b>	<b>Designation</b>	<b>Roles &amp; Responsibility</b>
		<ul style="list-style-type: none"> <li>● Approval of payment vouchers and review of journal entries.</li> <li>● Reconciliation of Accounts with the General Ledger and Bank Statements</li> <li>● Presentation of Schedules for the finalization of Accounts and Preparation of Balance sheet to the auditor for audit.</li> <li>● Reconciliation of expenses incurred by various training programmes on monthly basis by intimating the actual fund available under each schemes.</li> </ul>
5.	Programme Officers and State Programme Manager	<ul style="list-style-type: none"> <li>● Programme officers play a crucial role in Designing and execution of Schemes/ projects of EDII.</li> <li>● Programme Officers Coordinate with stake holders for getting orders and approvals for the implementation of the scheme at the District Level.</li> <li>● Coordinate with DC`s for the Implementation of Training programme /Scheme.</li> <li>● Process the bills and Advance amount submitted by the District Coordinators.</li> <li>● All activities related to the Scheme Implementation.</li> <li>● Prepare Quarterly Training Calendar and Get the Approval of Director for its Implementation.</li> <li>● Prepare Annual Action Plan and with the Approval of Director, Implement the scheme.</li> <li>● They organize EDP self-financing programs at the State level, which is revenue generating venture for the organization.</li> <li>● Organize Screening Committee Meeting as per the Rules in Force</li> <li>● Reconcile the budget with Account section regularly to tally the accounts.</li> </ul>

<b>S.No</b>	<b>Designation</b>	<b>Roles &amp; Responsibility</b>
		<ul style="list-style-type: none"> <li>● Empanel Resource Person and allocate them to the training programmes based on the eligibility and Suitability.</li> </ul>
6.	Manager (IT)	<ul style="list-style-type: none"> <li>● Oversee the setup, maintenance, and upgrading of IT infrastructure, including networks, servers, and hardware.</li> <li>● Troubleshoot IT issues related to hardware, software, and networks.</li> <li>● Manage the deployment of learning management systems (LMS) .</li> <li>● Ensure Robust Database Management system established in office for the effective generation of MIS reports.</li> <li>● Implement and maintain robust security protocols to protect sensitive data (e.g., student information, financial records).</li> <li>● Web portal Management</li> <li>● Plan for future technology needs, including budgeting for upgrades, equipment, and new technologies.</li> <li>● Monitor and manage cybersecurity measures to prevent breaches, hacking, or data loss.</li> <li>● Regularly update and audit systems to ensure they are secure and up-to-date.</li> </ul>
7.	Junior Assistant	<ul style="list-style-type: none"> <li>● Handle routine clerical tasks such as filing, data entry, document preparation, and maintaining records.</li> <li>● Assist in the preparation of reports, presentations, and correspondence.</li> <li>● Manage incoming and outgoing calls, emails, and inquiries, providing basic information or forwarding them to the relevant person.</li> <li>● Maintain and update office files, records, and administrative documents.</li> </ul>

<b>S.No</b>	<b>Designation</b>	<b>Roles &amp; Responsibility</b>
		<ul style="list-style-type: none"> <li>• Assist Programme Officers in organizing meetings, scheduling appointments, and preparing for events or training sessions.</li> <li>• Provide support in drafting letters, emails, and other official communications.</li> <li>• Process requisitions for new supplies and handle basic procurement tasks.</li> <li>• Help in organizing meetings, training sessions, workshops, and seminars by preparing materials, scheduling rooms, and managing logistics.</li> <li>• Take minutes during meetings and distribute them to relevant parties.</li> <li>• Ensure that office equipment such as printers, copiers, and computers are functioning properly and report any issues to the IT or maintenance team.</li> </ul>
8.	Record Clerk	<ul style="list-style-type: none"> <li>• Perform clerical functions in the records department.</li> <li>• Organize and manage all records and documents in an orderly manner.</li> <li>• Retrieve necessary appropriate records and reports from the records room.</li> <li>• Coordinate and collaborate with all the departments in managing records.</li> <li>• Provide support to the administrative department in managing records.</li> <li>• Keep the records safe and secure in a proper place with a locking system.</li> <li>• Provide access to records and files to the appropriate personnel.</li> <li>• Any other work assigned by the reporting officer.</li> </ul>

<b>S.No</b>	<b>Designation</b>	<b>Roles &amp; Responsibility</b>
9.	Office Assistant	<ul style="list-style-type: none"> <li>● Perform day today office functions.</li> <li>● Retrieve necessary appropriate records and reports from the records room.</li> <li>● Coordinate and collaborate with all the departments in managing records.</li> <li>● Provide support to the administrative department in managing records.</li> <li>● Any other work assigned by the reporting officer.</li> </ul>
10.	Driver / Office Assistant cum Driver:	<ul style="list-style-type: none"> <li>● Perform day today office functions like driving office vehicle.</li> <li>● Any other work assigned by the reporting officer.</li> </ul>

### III. The procedure followed in the decision making process – including channels of supervision and accountability





**IV. Statement of the categories of documents that are held by it or under its control:**

- Files, Registers, Policy Note, Announcement, Books of accounts and records relating to Office
- General Administration
- Training manual, Course materials, Scheme related books.
- Library books on various topics

**V. Particulars of any arrangement that exists for consultation with or representation by the Members of the public in relation to the formulation of its policy or implementation thereof.**

NIL

**VI. State of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part, or for the purpose of its advice, and as to whether the meetings of those Boards, Councils, Committees and other bodies are open to Public or the Minutes of such Meetings are accessible for public.**

NIL

**VII. Details of Officers & Employees**

<b>S. No</b>	<b>Name of Post</b>	<b>Name of the Officer / Staff</b>
1	Director	R. Ambalavanan, IAAS.,
2	Deputy Director	N.A. Kamala Kannan
3	Deputy Director	V. Santhi
4	Admin Officer (Asst Dir)	S. Premkumar
5	Accounts Officer	T. Manickavel
6	State Program Manager	C. Shunmugaraj
7	Manager (IT)	T. Deepan
8	Creative head	W. Benny christopher
9	Faculty	R. Agnesh Roshini

<b>S. No</b>	<b>Name of Post</b>	<b>Name of the Officer / Staff</b>
10	Programme Officer	P. Karthik
11	Programme Officer	P. Lincy
12	Programme Officer	M. Mahalakshmi
13	Programme Officer	B. Ranjith
14	Programme Officer	R. Gayathri
15	Program Officer (IT)	R. Manikandan
16	Manager (Office Management)	M.Chandra Sekaran
17	Superintendent (Admin)	R. Subramanian
18	Superintendent	J. Sujatha
19	Superintendent (Accounts)	S. Madhumitha
20	PS to Director	D. Udhayakumar
21	P A to Director	P.Aravind Saravana Kumar
22	Record Clerk	S. Kannan
23	Junior Assistant	S. Prabakaran
24	Junior Assistant	K. Muthukumar
25	Junior Assistant	K.Logeshwari
26	Junior Assistant	K.Bhuvaneswari
27	Junior Assistant	S. Mahalakshmi
28	Junior Assistant	R. Priya Devi
29	Junior Assistant	J. Pavithra
30	Junior Assistant	V. Shanthi
31	Junior Assistant	R. Pradeep
32	Junior Assistant	R. Ganesh Kumar
33	Junior Assistant	K. Menaka
34	Junior Assistant	P. Baskar
35	Junior Assistant	P.T. Gokulanathan
36	Junior Assistant	Sugeerthy Rabecca
37	Junior Assistant	S. Lavanya
38	Junior Assistant	V. Jayashree
39	Driver to Director	K. Sathya

<b>S. No</b>	<b>Name of Post</b>	<b>Name of the Officer / Staff</b>
40	Office Assistant to Director	S. Devaki
41	Office Assistant cum Driver	C.Devakumar
42	Office Assistant cum Driver	D. Navamani
43	Office Assistant cum Driver	S. Hari

### **Details of District Coordinators**

<b>S.No.</b>	<b>District</b>	<b>Name of the District Co-ordinator</b>
1	Ariyalur	P. Praveen
2	Chengalpattu	Mr. Sreenivasan
3	Chennai	Ms.G.Sandhya
4	Coimbatore	Mrs. Saranya
5	Cuddalore	A. Ezhilrani
6	Dharmapuri	Mr. S. Gowtham
7	Dindigul	S. Muthamilselvi
8	Erode	Sasikumar
9	Kallakurchi	N. Arivoli
10	Kancheepuram	Vacant
11	Kanyakumari	Mr. R. Rajesh
12	Karur	Mr. Simiyon Raj
13	Krishnagiri	S. Sivabarath
14	Madurai	Mrs. V. Archana
15	Mayiladuthurai	Mumtaj Simrin Banu S
16	Nagappattinam	Sasipriya N
17	Namakkal	Mr. G. Vasudevan
18	Nilgiris	N. Balamurugan
19	Perambalur	Mr. R. Ramkumar
20	Pudukkottai	G Abharam Lincoln
21	Ramanathapuram	T. Ponvel Murugan
22	Ranipet	Mr S. Jacob
23	Salem	Dr. A. Abdul Kathar
24	Sivagangai	Mr. J. ArumaiRuban

<b>S.No.</b>	<b>District</b>	<b>Name of the District Co-ordinator</b>
25	Tenkasi	Mr. Palavesam
26	Thanjavur	Mr. R. Amarnath
27	Theni	Mr. Martin Ruso S
28	Thiruppathur	S. Divya
29	Thiruvarur	Ms.Lakshmipriya. M
30	Thoothukudi	Mr.Suvaitharan
31	Tirunelveli	Mr. M. Sivabaarathi
32	Tiruppur	T Prabhakaran
33	Tiruvallur	Mr. U. ShanmugaMariappan
34	Tirvannamalai	T.K. Vino Ram Prasath
35	Trichy	Suresh
36	Vellore	Ms. Bhuvana
37	Villupuram	Mr.Gopalsamy
38	Virudhunagar	Ms. Sathya.P

### **VIII. Details of scheme implemented by EDII**

Entrepreneurship promotion is being carried out through Entrepreneurship Development Programme (EDP), Convergence Programme, Cluster Strengthening Programme and Mentorship Programme. Innovation promotion is facilitated through Innovation and Entrepreneurship Development Programme (IEDP), School Innovation Development Project (SIDP), Innovation and Incubation programme (I&I) and Innovation Voucher Programme (IVP). Through Information and Communication Technology programme (ICT), wide spread awareness and promotion of activities of EDII-TN is being done.

**Paid programmes** are also organized for MSMEs on the following topics:

<b>Sl. No</b>	<b>Particulars</b>	<b>Duration (Days)</b>	<b>Registration Fee (Rs.)</b>
1	EDP-Bakery training programme	3 days	5000/-
2	Export opportunity identification products and Marketing	3 days	5000/-
3	EDP – Create Your Own YouTube Channel	3 days	5000/-
4	EDP – Industrial Chemical Training programme	3 days	5000/-
5	EDP – Gold Appraiser Training	10 days	10000/-
6	EDP – Photo & Videography Training	3 days	5000/-
7	EDP – Beautician Training Programme	3 days	5000/-
8	EDP - You too can be Entrepreneurs	5 days	6500/-
9	Social media (Web Designing)	2 days	3000/-
10	EDP – Solar Installation	3 days	4000/-
11	Marketing & Branding	1 day	1250/-
12	Digital Marketing	3 days	5000/-
13	EDP – Herbal Skin Care Cosmetic Products Making	3 days	5000/-
14	EDP – Millets Food Training Programme	3 days	4000/-
15	Tender Procedure for Entrepreneurs (Gem) Portal	1 day	1250/-
16	GST & Filing Return training Programme	2 days	3000/-
17	Drone Operations Training Programme	3 days	6000/-

### **Convergence Programme**

Entrepreneurship development training programme is also being implemented through convergence with departments and organizations like Department of Industries and Commerce, Tamil Nadu Adi-Dravidar Housing and Development Corporation Limited (TAHDCO), Vaazhndhu Kaattuvom Project (VKP), Tamil Nadu State Rural Livelihood Mission (TNSLRM) and Tamilnadu State Urban Livelihood Mission (TNULM)

## **Innovation Promotion**

### **EDII's Hackathon (Niral Thiruvizha) for Higher Education**

#### **Students:**

The goal of EDII's Hackathon (Niral Thiruvizha) is to foster a spirit of innovation among college students and give them the skills they need to use technology to address difficult problems in today's world. As a result, it gives them a sense of entrepreneurial ambition, enhances their abilities, and motivates them to launch enterprises that generate jobs.

#### **Participants:**

1. Colleges of Engineering associated with Anna University,
2. Arts and Sciences Colleges,
3. Agriculture Colleges,
4. Veterinary Colleges,
5. Fisheries colleges,
6. Deemed universities,
7. Autonomous Colleges,
8. Polytechnics,
9. Industrial Training Institutes (ITIs)

The above mentioned colleges are covered under the program. The program has only been available to undergraduate students

### **School Innovation Development Project (SIDP)**

EDII-TN is implementing the School Innovation Development Project (SIDP) from the academic year 2022-23 in collaboration with the Department of School Education and United Nations Children's Fund (UNICEF). This is the first hackathon program organized in collaboration with schools in State level. All Government and Government Aided schools are included in this Project.

Winners of the School Innovation Development Project (SIDP) will be awarded cash prize of Rs.1,00,000/- and runner-up teams will be awarded a cash prize of Rs.25,000/- every year.

### **Innovation Voucher Programme (IVP)**

Innovation Voucher Programme (IVP) is a unique State Government initiative to promote research and innovation among MSMEs/Start-ups in sectors like agriculture, horticulture, veterinary, fisheries, engineering, waste management, health, automobiles, nano-technology, electronics etc. The selection process is done by the screening committee at the State level to support innovative ideas with grant upto Rs. 2 lakh under **Voucher A** for converting the idea into working prototype and upto Rs.5 lakhs under **Voucher B** for commercialization support.

### **Incubation Centres - Tamil Nadu Manufacturing Business Incubation Infrastructure Development Programme**

Promotion of technology-based entrepreneurship is one of the key focus areas for EDII-TN. Various services such as co-working space, workshops, awareness programmes, seed fund facilitation, networking and consulting services, support for intellectual property rights are being offered at the incubation centres at 9 districts with various sectors.

### **Information and Communication Technology**

Social media, print media, electronic media are some of the means for spreading information, knowledge and communication on the programmes implemented by EDII-TN. Exhibitions are conducted to promote the entrepreneurship and innovation ecosystem. Demo day has been conducted to exhibit the innovative products developed by students, in which 232 students participated and prizes were distributed. Social media is being utilized as a platform to promote the activities of EDII-TN. A new web portal has been developed with AI technology for EDII Hackathon/SIDP for end to end processing of ideas.

**One year certificate course on Entrepreneurship and Innovation in collaboration with EDII, Ahmedabad.**

To scale up the institute as an entrepreneurship academy, the Entrepreneurship Development and Innovation Institute (EDII-TN) will run a one-year certification course on innovation and entrepreneurship, in collaboration with EDII Ahmedabad. This one-year certificate program is meant for UG degree holders and students doing their final year UG programme. The programme is functioning from 11.11.2024 at the EDII TN corporate office in Ekkaduthangal, Guindy, Chennai. Suitable world class infrastructure facility with air conditioned classrooms had been developed.

**IX. The Manner of Execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

NIL

**X. Details of persons receiving privileges, permissions and authorizations granted by the office**

NIL

**XI. Details in respect of the information available to or held by it, reduced in an electronic form.**

The details of all scheme under Entrepreneurship Development and Innovation Institute are available in the website, you may visit at: <https://editn.in/>

No fee is charged to visit our Portal or to download or print the information contained therein.

**XII. The Particulars of facilities available to citizens for obtaining information including the working hours of a Library or reading room, if maintained for public use.**

The Library is meant for staffs, public, Faculty Members and students of One year Entrepreneurship Course.



10 rooms are available in the EDII hostel for the beneficiaries who attend the training programme.

**XIII. The names, designations and other particulars of the Appellate**

**Authority and Public Information Officer.**

1. Additional Director - Appellate Authority
2. Assistant Director/ Deputy Director, EDII-TN - Public Information Officer

Address:

The Director,

Entrepreneurship Development and Innovation Institute,

Parthasarathy Koil street, Ekkaduthangal, Guindy,

Chennai – 600 032

Phone: 044-2225 2081

044-2225 2082

044-2225 2085

Email: [dir@editn.in](mailto:dir@editn.in)

**XIV. Such other information as may be prescribed**

More information about the Institute is available at <https://editn.in/>