

MANUAL – 8

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES

GENERAL BODY (SOCIETY)

COMPOSITION

The composition of the General Body (Society) shall consist of the members (official and non-official) as provided under Rules 3 to 12 of Rules and Regulations as laid down in the Memorandum of Association of **ni-msme**.

EXECUTIVE COMMITTEE

Members of the Executive Committee of ni-msme, Hyderabad

S.No.	Address	Designation
1	Secretary to the Government of India Ministry of Micro, Small and Medium Enterprises, Government of India, Udyog Bhavan, New Delhi 110 011	Chairman
2	Additional Secretary & Development Commissioner (MSME) Ministry of Micro, Small and Medium Enterprises, Government of India, Nirman Bhavan, Moulana Azad Road, New Delhi 110 011	Vice - Chairman
3	Additional Secretary & Financial Adviser, Ministry of Micro, Small and Medium Enterprises, Government of India, Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
4	Joint Secretary (SME) Ministry of Micro, Small and Medium Enterprises, Government of India, Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
5	Joint Secretary (Agro & Rural Industries) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
6	President, DICCI (Southern India).State Office: 5-9-12/1, 4th Floor, Office Block, Samrat Complex, Saifabad Hyderabad 500 004	Nominated Member
8	Director, Fragrance and Flavour Development Centre(FFDC), GT Road, Makrand Nagar, Kannauj-209725.	Nominated Member
9	Director, National Institute for Micro, Small and Medium Enterprises (ni-msme) Yousufguda, Hyderabad-500045	Member-Secretary

GOVERNING COUNCIL

Members of the Governing Council

S.No.	Address	Designation
1	Hon'ble Minister of MSME Government of India Udyog Bhavan, New Delhi 110 011	Chairman
2	Secretary to the Government of India Ministry of Micro, Small and Medium Enterprises, Government of India, Udyog Bhavan, New Delhi 110 011	Vice- chairman
3	Additional Secretary & Development Commissioner, Ministry of Micro, Small and Medium Enterprises, Government of India, Nirman Bhavan, Moulana Azad Road, New Delhi 110 011	Ex-Officio Member
4	Additional Secretary & Financial Adviser, Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
5	Joint Secretary (SME) Ministry of Micro, Small and Medium Enterprises, Government of India, Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
6	Joint Secretary (Agro & Rural Industries) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
7	Chairman Coir Board Coir House, M.G. Road Ernakulam, Kochi-682 016, Kerala	Ex-Officio Member
8	Chairman & Managing Director, Small Industries Development Bank of India (SIDBI) Lucknow.	Ex-Officio Member
9	Chief Executive Officer, Khadi & Village Industries Commission Gramodaya, 3, Irla Road, Vile Parle (West) Mumbai 400 056	Ex-Officio Member

10	Chairman and Managing Director The National Small Industries Corporation (NSIC) NSIC Bhawan, Okhla Industrial Estate New Delhi-110 020	Ex-Officio Member
11	Director Entrepreneurship Development Institute of India (Via Ahmedabad Airport & Indira Bridge) P.O. Bhat 382428, Dist. Gandhinagar, Gujarat	Ex-Officio Member
12	Principal Secretary, Industries and Commerce (FP and MSME) Department, Government of Telangana	Nominated Member
13	Representative (of the rank of Chief General Manager or above) of a commercial bank (preferably the lead bank) in the State in which the office of the society is located	Nominated Member
14	Director General, India SME Forum 404, Durga Chambers, Veera Industrial Estate, Veera Desai Road, Andheri West, Mumbai-400053	Nominated Member
15	President, Coimbatore District Small Industries Association (CODISSA), G.D. Naidu Towers, Post Box No.3827, Huzur Road, Coimbatore-641018, Tamil Nadu.	Nominated Member
16	Associations of micro, small and medium enterprises (as defined in the Micro, Small and Medium Enterprises Development Act, 2006)	Nominated Member
17	Representative of one national-level association of micro and small women entrepreneurs	Nominated Member
18	Director General, National Institute of Rural Development and Panchayati Raj, Rajendra Nagar, Hyderabad.	Nominated Member
19	Representative of two active	Nominated Member
20	Micro finance institutions of self-help groups engaged in the promotion of enterprises in the Zone where the Institute is located	Nominated Member
21	Director, National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad-500045	Member- Secretary

FUNCTIONS AND POWERS OF THE GOVERNING COUNCIL

- ❖ It shall be the function of the Governing Council generally to carry out the objects of the society as set forth in the Memorandum of Association.
- ❖ Subject to the provisions of the Memorandum of Association, the Governing Council shall have the power of management of all affairs and funds of the society and of exercising all powers of the society, including but not limited to:
 - (i) Approval of the Annual Budget and Annual Plan of the Institute, taking into account the recommendations of the Executive Committee
 - (ii) Approval and adoption of the Annual Report, Balance Sheet and Audited Accounts of the Institute, taking into account the recommendations of the Executive Committee.
 - (iii) Appointment of Auditors of the Institute, taking into account the recommendations of the Executive Committee.
 - (iv) Approval, amendment and adoption, with prior approval of the Government and on recommendations of the Executive Committee, of the Rules, Regulations and By-laws of the Institute.
 - (v) (a) Appointment of employees of the Institute, and /or authorizing such appointments, in accordance with the relevant Rules and Regulations of the Institute; and
(b) Acting as the Disciplinary and /or Appellate Authority for the employees of the Institute, in accordance with the relevant Rules and Regulations.
 - (vi) Consideration and approval of proposal of the Executive Committee regarding constitution, from time to time, of ad hoc and/or specific sub-committees of the Governing Council, with or without powers to co-opt, for disposal of any specific business of the Institute or advice on any matter pertaining to the business of the Institute.
 - (vii) General guidance to the Executive Committee for furthering the objects of the Institute.
 - (viii) Any matter not specifically entrusted to the Executive Committee; and
 - (ix) Performance of such other functions and carrying out such duties as may, from time to time, be assigned to it by the Government.

AUTHORITIES OF THE SOCIETY

The following shall be the authorities of the Society as laid down under Rule 13 of Rules and Regulations:

- i. The President of the Society
- ii. The Vice-President of the Society
- iii. The Governing Council
- iv. The Chairman of the Governing council
- v. The Vice-Chairman of the Governing Council

- vi. Executive Committee
- vii. The Director General
- viii. The Secretary/Chief Administrative Officer
- ix. Such other authorities as may be constituted as such by Governing Council.

OFFICERS OF THE SOCIETY

Rule 14 of Rules and Regulations lays down that:

(a) The Director General shall be the principal executive officer of the society. He shall be appointed by the Government of India on such terms and conditions of service as may be determined by the Government.

(b) The Director General will be assisted by the Secretary/Chief Administrative Officer and such other officers as may be appointed by the Governing Council from time to time. The Secretary shall be appointed by the Governing Council on such terms and conditions as may be determined by the Governing Council.

OFFICE OF THE SOCIETY

The office of the Society shall be situated at Hyderabad or at such other place as the Government may determine.

FUNCTIONS AND POWERS OF THE CHAIRMAN AND VICE-CHAIRMAN

In accordance to Rule 42 of Rules and Regulations the Governing Council may, by resolution, delegate to the Chairman and Vice-Chairman such of its powers for the conduct of business, as it may deem necessary.

The Chairman shall as per Rule 43 of Rules and Regulations have the authority to review periodically the work and progress of the Society and to order enquiries into the affairs of the Society.

- ❖ The Governing Council may, by resolution, delegate to the Chairman and Vice-Chairman such of its powers for the conduct of business as it may deem necessary.

FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- ❖ The Executive Committee shall meet at least once in three months.
- ❖ The Executive Committee shall have the following powers and functions, namely;
 - (i) Consideration of the Annual Budget, Annual Report, Balance Sheet and Audited Accounts and proposal for appointment of Auditors, taking into account the recommendations of the Institute's management, with a view to recommending for approval of the Governing Council
 - (ii) Consideration of the Annual Plans and Programmes (including training, research, consultancy, other activities, etc.,) of the Institute, taking into account the recommendations of the Institute's management and making recommendations for approval of the Governing Council
 - (iii) Giving directions to the management of the Institute on receipt, management and custody of the funds of the Institute and of the properties of the Institute

(iv) Appointment of the employees of the Institute or authorizing the Institute's management for such appointments in accordance with the relevant Rules and Regulations of the Institute and acting as the Disciplinary and /or Appellate Authority for such employees in accordance with the relevant Rules and Regulations

(v) Approval of appointment of part-time faculty/consultants of the Institute and the scales of their remuneration or fees, taking into account the recommendations of the Institute's management; and

(vi) Any matter pertaining to the activities of the Institute as many, from time to time, be assigned by the Governing Council.

DEPARTMENTAL PROMOTION COMMITTEE (DPC)

S. No.	Name and Designation	Nominated as
1.	Director (SED)	Chairman
2.	Chief Administrative Officer	Convenor
3.	Director I/c (C-EIE)	Member (Representing Women)
4.	Dy. Director of CITD	Member (Representing SC/ST)

ACADEMIC COUNCIL (AC)

S. No.	Name and Designation	Nominated as
1.	Mr. M. Chandrasekhar Reddy, Director General	Chairman
2.		Vice-Chairman
3.		Convenor
4.	All Faculty Members	Members

EQUIPMENT PURCHASE COMMITTEE (EPC)

S. No.	Name and Designation	Nominated as
1.		Chairman
2.	Dr. G. P. Vallabh Reddy, CAO	Convenor
3.	Dr. G.U.K. Rao, Director I/c (SED)	Member

CIVIL WORKS COMMITTEE (CWC)

S. No.	Name and Designation	Nominated as
1.		Chairman
2.	Dr. G.U.K. Rao, Director I/c (SED)	Member
3.	Dr. G. P. Vallabh Reddy, CAO	Member Convenor

COMPLAINT COMMITTEE ON SEXUAL HARASSMENT AT WORK PLACE

S. No.	Name and Designation	Nominated as
1.		Chairman
2.		Member
3.		Member