

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.	Name	Address	Designation
1	Dr. K. K. Jalan, IAS	Secretary to the Government of India Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Chairman
2	Mr. Surendra Nath Tripathi, IAS	Additional Secretary & Development Commissioner (MSME) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Vice - Chairman
3	Dr. Bharathi S.Sihag, IAS	Additional Secretary & Financial Adviser, Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
4	Mr. Manoj Joshi, IAS	Joint Secretary (SME) Ministry of Micro, Small and Medium Enterprises, Government of India, Nirman Bhavan, Moulana Azad Road, New Delhi 110 011	Ex-Officio Member
5	Mr.B.H.Anil Kumar, IAS	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	Federation of Andhra Pradesh Small Industries Association (FAPSIA), Industrial Estate, Sanathnagar Hyderabad-500 018	Nominated Member
7	Ms. Girija P	President Confederation of Women Entrepreneurs (COWE)	Nominated Member

		H.No.6-3-657 F1, Kapadia Lane, Somajiguda, Hyderabad	
8	Mr. Arun Kumar Jha	Director General National Institute for Entrepreneurship & Small Business Development (NIESBUD) A-23, Sector-62, Institutional Area, Phase II, NOIDA-203 301 (U.P.)	Nominated Member
9	Mr. M. Chandrasekhar Reddy	The Director General, National Institute of Micro, small and Medium Enterprises (ni-msme) Yousufguda, Hyderabad – 500 045	Member- Secretary

GOVERNING COUNCIL

Members of the Governing Council

S.No.	Name	Address	Designation
1	Shri. Kalraj Mishra	Hon'ble Minister of MSME Government of India Udyog Bhavan, New Delhi 110 011	Chairman
2	Dr. K. K. Jalan, IAS	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	Dr. Bharathi S.Sihag, IAS	Additional Secretary & Financial Adviser, Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
4	Mr. Surendra Nath Tripathi, IAS	Additional Secretary & Development Commissioner (MSME) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
5	Mr. Manoj Joshi, IAS	Joint Secretary (SME) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member
6	Mr. B.H.Anil Kumar, IAS	Joint Secretary (Agro & Rural Industries) Ministry of Micro, Small and Medium Enterprises, Government of India Udyog Bhavan, New Delhi 110 011	Ex-Officio Member

S.No.	Name	Address	Designation
7	Mr. C.P. Radhakrishnan	Chairman Coir Board Coir House, M.G. Road Ernakulam, Kochi-682 016, Kerala	Ex-Officio Member
8	Mr. Ramesh Dharmaji	Chairman & Managing Director, Small Industries Development Bank of India (SIDBI) MSME Development Centre, C- 11, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051	Ex-Officio Member
9	Mr. A. K. Jha, IES	Chief Executive Officer, Khadi & Village Industries Commission Gramodaya, 3, Irla Road, Vile Parle (West) Mumbai 400 056	Ex-Officio Member
10	Mr. Ravindra Nath	Chairman and Managing Director The National Small Industries Corporation (NSIC)NSIC Bhawan, Okhla Industrial Estate New Delhi-110 020	Ex-Officio Member
11	Dr. Sunil Shukla	Director Entrepreneurship Development Institute of India (Via Ahmedabad Airport & Indira Bridge) P.O. Bhat 382428, Dist. Gandhinagar, Gujarat	Ex-Officio Member
12	Mr. Mohd. Suleman	Principal Secretary Dept. Of Commerce Industrials & Employment, Government of Madhya Pradesh Bhopal	Nominated Member
13	Mr. Suresh N. Patel	CMD, Andhra Bank, Dr.Pattabhi Bhawan, 5-9-11,Saifabad, Hyderabad-500004	Nominated Member
14	Mr. Sunil Kanoria,	President The Associated Chambers of Commerce and Industry of India ASSOCHAM Corporate Office, Community Center,Zamrudpur, Kailash Colony, New Delhi-110048	Nominated Member
15	Mr. C. Muthusami	President Tamilanadu Small Tiny Industries Association (TANSTIA) No.10, G.S.T.Road, Guind. Chennai-600002	Nominated Member

S.No.	Name	Address	Designation
16	Mr. O.P. Dhoot	President, Association Industries Madhya Pradesh Indore	Nominated Member
17	President	President, SEWA Opp. Victoria Garden, Bhadra Ahamedabad-380001	Nominated Member
18	Mr. P. Satyanarayana	Chief General Manager, Rural, Non-Farm Sector, NABARD, RTC X-Rodas. Hyderabad 500 020	Nominated Member
19	Mr. Vijaya Mahajan	BASIX-Microfinance Livelihood Institute BASIX Head Office, Ascent Towers, 3rd Floor, Road No.10, Opp.Raibow Children's Hospital, Banjarahills, Hyderabad-500034	Nominated Member
20	Mr. M. Chandrasekhar Reddy	The Director General 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 Bye-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