

ni-msme – the premier Institute

ni-msme, the pioneer institute in the field of MSME is playing a major role in providing pro-business environment to foster the progress of MSME towards success and prosperity. The raison detre of this Institute is to assist the Government in formulating policies for micro, small and medium enterprises and to help the practicing and potential entrepreneurs through a host of services like training, research, consultancy, information, education and extension.

Set up in 1962, ni-msme has made valuable contributions by creating an impressive record of achievements beyond the Indian shores, enabling other developing countries to get the benefit of the Institute's facilities and expertise

Located in a sprawling and enthralling campus amidst a rich natural setting, ni-msme is well equipped with both physical and academic infrastructure. In keeping with the changing times and technological changes, the Institute has updated its style of functioning by focusing on the use of IT in every aspect of its activities, but at the same time retaining the wisdom and advantages of deeply ingrained traditional practices.

The core activities are being implemented through Centres like Centre for Industrial Planning and Development (C-IPD), Centre for Policy Research (C-PR), National Resource Centre for Cluster Development (NRCD), Centre for Promotion of Advanced Management Practices (C-PAMP), Centre for Industrial Credit and Financial Services (C- ICFS), Centre for Logistics and Integrated Materials Systems (C-LAIMS), Centre for Environment Concerns (C- ECO), Intellectual Property Facilitation Centre for MSMEs (IPFC), Centre for Entrepreneurship and Industrial Extension (C-EIE), Centre for Consultancy and Counselling (C-CC), Centre for Communication and Information Technology (C-CIT), Small Enterprises National Documentation Centre (SENDOC) as well as cells like Economic Investigation and Statistical Cell (EISC), ni-msme NGO Network (N-Cube), Women Studies Cell (WSC), Employee Assistance Cell (EAC), Live Projects Cell (LPC), Resource Centre for Traditional Paintings (RCTP), Goods & Services Tax (GST) Cell and Livelihood Business Incubator (LBI).

The Institute stores and supplies information that helps make a successful entrepreneur who is well versed in the intricacies of business and can participate in business activities intelligently and diligently through its Small Enterprises National Documentation Centre (SENDOC) and knowledge portal www.msmeinfo.in. Livelihood Business Incubator (LBI) established in 2016 under the Scheme of ASPIRE of Ministry of MSME, Govt. of India for creating a favorable ecosystem for entrepreneurial development in the country.

The Institute has trained more than 5,32,000 participants by organising around 15,800 programmes which includes prospective/existing entrepreneurs and officials from various Ministries of Govt. of India and State Governments till March 2019. The Institute is implementing ITEC Scheme of Ministry of External Affairs, Govt. of India since 1967 and trained more than 10,000 International Executives from 142 developing countries till March 2019. The Institute has also undertaken more than 940 research and consultancy projects.

The management of the Institute rests with the Governing Council appointed by the Government of India. The governing body acts through the resident Director. The present Director is **Mr. D. Chandra Sekhar**

For further details, please contact

The Registrar

National Institute for Micro, Small and Medium Enterprises

(An Organisation of the Ministry of MSME, Govt. of India and ISO 9001-2015 Certified)

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Four Day Training Programme on School of Enterprise Management (SEM) Corporate Governance, CSR & RTI Practices

02 – 05 December, 2019

Centre for Promotion of
Advanced Management Practices (C-PAMP)

Programme Director

Dr. Dibyendu Choudhury



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RATIONALE

Corporate Governance is to equip with the knowledge and skills necessary to act as adviser to governing authorities across the private, public and voluntary sectors. The advice of the Chartered Secretary includes all aspects of the governance obligations of organisations, covering not only legal duties, but also applicable and recommended standards of best practices.

There is a need to have sound understanding of corporate governance law and practice in a national and international context. It will enable to support the development of good governance and stakeholder dialogue throughout the organisation, irrespective of sector, being aware of legal obligations and best practices.

Corporate Social Responsibility is a form of corporate self-regulation integrated into a business model. CSR policy functions as a built-in mechanism whereby a business monitors and ensures its active compliance with the spirit of the law, ethical standards, and international norms. CSR is a process with the aim to embrace responsibility for the company's actions and encourage a positive impact through its activities on environment, consumers, employees, communities, stakeholders and all other members of the public considered as stakeholders.

Corporate social responsibility changes over a time in India on account of the cultural norms of corporations' engagement. CSR referring to way that businesses are managed to bring about an overall positive impact on the communities, cultures, societies and environments in which they operate. The fundamentals of CSR rest on the fact that not only public policy but even corporates to be responsible enough to address social issues. Thus companies should deal with the challenges and issues looked after to a certain extent by the states.

Right to Information Act 2005 is a landmark to provide for setting out the regime of right to information for the citizens. It mandates timely response to citizen requests for government information. The right includes right to-inspect work, documents, records, take note, extracts or certified copies of documents or records, take certified sample of material, obtain information in form of printouts, diskettes, tapes, videos or in any other electronic mode or through printouts.

To-day's office requires a special aptitude and discipline to prepare handle and preserve records for the future reference and making them available as and when required. The "office of the future" has become the catch phrase of the scholars, consultants, executives and entrepreneurs. The three forces of computer, communication and human resources are converging the very form of organisation as well as the methods of organising and managing the work.

OBJECTIVES

The programme aims to:-

- Discuss systems and procedures required for implementing best practices.
- Attain higher levels of awareness about modern office management.
- Technique for improving office productivity.

WHO SHOULD ATTEND ?

Officials from corporates, Public Sector Units and government institutions.

METHODOLOGY

The training methodology comprises lectures, case studies, group discussions, short videos and clippings. The entire programme will be highly interactive.

COURSE FEE

- The fee per participant is Rs.12,000/- (In addition 18%GST is applicable) Fee includes course material, course kit, twin-sharing accommodation as per availability, breakfast, lunch, dinner, tea / coffee and snacks during the actual days of training programme.
- To register manually, please send your nominations giving details of name, designation, contact address, email address, mobile numbers, telephone and fax number of the participant along with the details of payment of fee, Cheque /D.D, Drawn in favour of Director (Admin & logistics), ni-msme payable in Hyderabad.

ADMINISTRATION

- The programme is being full time and strictly residential. Normally the session timings are between 09.30 a.m. and 05.00 p.m. with breaks for coffee and lunch. Some sessions may, however, be scheduled outside these hours.

DURATION AND VENUE

4-Day Training Programme on, Corporate Governance, CSR & RTI Practices (02 – 05 Dec, 2019), at ni-msme, Hyderabad.

JOINING INSTRUCTIONS

Nomination will be accepted till 1st December, 2019, 5.00 pm. Accepted nominees are requested to reach ni-msme a day in advance of the commencement of the programme. During the programme participants are advised to keep themselves free from all official and personal commitments. Participants are also advised to keep their cell phone in silent mode during the class room sessions.

GENERAL INFORMATION

ni-msme encourages participants to present case studies from their respective organizations.

- ni-msme provides complimentary accommodation only to participants a day prior to the commencement and after the conclusion of the programme. (Check in at 12:00Hrs a day Prior to the commencement & Check out at 12:00 hrs a day after completion of the programme).
- Family accommodation charges are to be sent along with the registration fee.
- Well developed Information Centre and internet facilities are available to the participants Free of cost.

Enquiries and nominations may be addressed to:

Programme Director:

Dr. Dibyendu Choudhury

National Institute for Micro, Small and Medium Enterprises

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