

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 d'être of this Institute is to assist the Government in formulating policies for micro, small and medium enterprises and to help the practising and potential entrepreneurs through a host of services like training, research, consultancy, information, education and extension. The Institute is a training ground for senior technocrats, bureaucrats and bankers who come here to gain expertise and knowledge in order to equip themselves with the latest practices and streamline their operations.

Set up in 1960, **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. **ni-msme's** activities are changing from time to time to meet the needs of enterprises in the context of globalisation.

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 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 SENDOC.

ni-msme has made many significant contributions towards enterprise promotion both nationally and internationally. Some of **ni-msme's** recent outstanding contributions include Orientation workshop for Industry Members of IMCs, under the scheme "Upgradation of 1396 Government ITIs through PPP", sponsored by the DGE&T, Ministry of Labour & Employment, Govt. of India (2014), Mid Career Programme on MSME Promotion, sponsored by Directorate of Industries & Commerce, Govt. of Kerala (2014), Product Identification and Preparation of Low Investment Project Profiles, sponsored by the Directorate of Micro & Small Scale Enterprises, Govt. of West Bengal (2014), Entrepreneurship Development Programmes in Food Processing, sponsored by AP Food Processing Society (APFPS), Govt. of Andhra Pradesh (2014), Executive Development Programme, sponsored by National Thermal Power Corporation (NTPC) Ltd, Govt. of India (2014), Outreach and Skill Development Programme in Food Processing, Sponsored by NIFTEM, Ministry of Food Processing, Government of India (2014), Marketing and Branding of Clusters for KVIC Officers, Sponsored by KVIC, Govt. of India (2014), Workshops, Sponsored by DSIR, Ministry of Science & Technology, Govt. of India (2014), IPR Challenges & Prospects, Sponsored by DC (MSME), Ministry of MSME, Govt. of India (2015) and Basic Orientation Programme on Management, Monitoring & Implementation of MSE-CDP, Sponsored by the Directorate of Micro, Small and Medium Enterprises, Govt. of West Bengal (2015). The Institute has contributed several research and consultancy services in MSME area, apart from training.

The management of the Institute rests with the Governing Council appointed by the Government of India. The governing body acts through the resident Director General. The present Director General is **Shri M. Chandrasekhar Reddy**



(An ISO 9001:2008 Certified Organisation)

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School of Enterprise Management Announces

One week programme on Corporate Governance, CSR & RTI Practices

(20 - 24 February 2017)



Programme Director

Dr. Dibyendu Choudhury

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

Organised by



NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES (ni-msme)

(Formerly known as National Institute of Small Industry Extension Training)

(An organisation of Ministry of Micro, Small and Medium Enterprises, Govt. of India)

(An ISO 9001:2008 Certified Organisation)

Yousufguda, Hyderabad 500 045.

One week programme on
Corporate Governance, CSR & RTI Practices
(20 - 24 February 2017)

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 practice.

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.

CSR 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.

OBJECTIVE

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.

CONTENTS

- Corporate governance - appraise frameworks underlying governance law and practice in a national and international context includes strategic planning and governance of risk
- Principles of risk management and appraise significance of risk management for good governance.
- Perspective of a Chartered Secretary, provide authoritative and professional advice
- Compare the responsibilities of organisations to different stakeholder groups, and advise on issues of ethical conduct and application of principles of corporate responsibility or corporate citizenship
- Provisions under Companies Act for CSR activities
- CSR role in growth of corporate sector and practices
- Rights To Information Act 2005 - Role of organisation
- Methodology for implementing the Act
- Roles and responsibilities of PIO and powers and functions of CIC
- Disposal of request for information.

METHODOLOGY

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

FOR WHOM : Officials from corporates, public sector units and Government institutions.

DURATION AND VENUE : 20 - 24 February, 2017 at **ni-msme**, Hyderabad

FEE : The fee per participant is Rs.15,000/-. The fee covers cost of tuition, reading material, boarding and lodging but does not cover the to and fro traveling cost. Fee should be paid in advance by the way of demand draft drawn in favour of the CAO, **ni-msme**, Yousufguda, Hyderabad-500045. Fee once paid shall not be refunded, however substitute would be permitted to attend programme.

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.

JOINING INSTRUCTIONS : 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.

Please address your enquiries and nominations, so as to reach before 10 February, 2017 to:

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