



MSNIM
MANEL SRINIVAS NAYAK
INSTITUTE of MANAGEMENT

MSNIM Besant Campus, Bondel, Mangaluru – 575 008, D.K. District, Karnataka State, India
(Affiliated to Mangalore University, Approved by AICTE)
(Sponsored by: Women's National Education Society)

Criterion 6- Governance, Leadership and Management (100)

Key Indicator- 6.2 Strategy Development and Deployment



6.2.2 Institution implements e-governance in its operations

- 1. Administration including complaint management**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examinations**

MANEL SRINIVAS NAYAK INSTITUTE OF MANAGEMENT

WOMEN'S NATIONAL EDUCATION SOCIETY

MSNIM, Bondel Campus, Mangalore – 575 008

Ph: 8951303111

Website: www.msnim.edu.in

Minutes of the Meeting of the Governing Body of Manel Srinivas Nayak Institute of Management held on 17th July 2023 at 3.00 pm at Ganga Board Room.

Members present

Sri Manel Annappa Nayak

Sri Suresh Pai

Sri Jeevandas Narayan

Sri K V Raghav Kamath

Dr Rajesh Nayak

Sri Mukund Kamath

Mrs. Vathika Pai

Dr Molly S Chaudhuri

Dr. Sharan Kumar Shetty

Dr. Reema Agnes Frank

Sri Manel Annappa Nayak, President, WNES chaired the meeting.

Leave of absence was granted to

Sri Kudpi Jagadish Shenoy

Sri V Leeladhar

Dr. Vasudev Rao

Dr. Manjula K.T

Dr Puttanna K

Dr Ishwara P

Minutes:

On confirming that the quorum was available, President Sri Manel Annappa Nayak called the meeting to order.

Agenda No. and description	Discussions held in the meeting/Decisions
1. To confirm the minutes of the meeting held on 27 th March 2023	Minutes of the meeting were approved and passed.
2. To present the Action Taken Report on the resolutions taken in the last meeting	Action Taken report was presented and passed <ul style="list-style-type: none">• Dr. Sharan Shetty and Dr. Reema Frank were welcomed into the Governing Body.

Autonomy	
11. To present the Compliance charts of the institute	<ul style="list-style-type: none"> No action required.
12. To propose a topic for the International conference	<ul style="list-style-type: none"> The title “Adoption of Artificial Intelligence: Opportunities and Challenges” was approved.
13. To request for appointment of new faculty & staff.	<ul style="list-style-type: none"> New faculty recruitment and placement coordinator recruitment approved.
14. To present a report on Manel Incubation Center	<ul style="list-style-type: none"> The Governing Body advised the Director to prepare the Incubation centre budget.
15. Any other Matter a. To plan activities for the 25th year celebrations	<ul style="list-style-type: none"> All 25th year celebrations to be clubbed with Branding & marketing. The Governing Body recommended to utilize the services of the ad agency for the creatives. It also recommended all our marketing and branding activities highlighting the 25th year. The GB also recommended to bring out the souvenir To have alumni get togethers inviting all the past directors, faculty, Staff and students.
b. Ratification of expenses.	<ul style="list-style-type: none"> The Governing Body suggested only expenses paid to the third parties to be presented for ratification.
c. Revise the Travelling expenses and DA .	<ul style="list-style-type: none"> The Governing body approved the travelling expenses and DA (Hotel rent @ Rs 1200/- in metros and Rs1000/- in other cities) DA at Rs. 600/-per day. (6-12 hours = half day and 12-24hours =full day) When personal vehicles are used: 2 wheelers- Rs. 4.00 per km 4 wheelers – Rs. 7.50 per km.
d. Compensation for faculty for taking up certificate courses.	<ul style="list-style-type: none"> The Governing Body approved to follow the consultancy guidelines.
e. Dr. Shilpi Saha confirmation	<ul style="list-style-type: none"> The Governing Body approved the confirmation Dr. Shilpi Saha as Assistant Professor
f. Mrs. Ratna, Annie besant hostel, Salary increment.	<ul style="list-style-type: none"> The Governing council members agreed to take it up at the GC level.

g. Value added courses	<ul style="list-style-type: none"> Value added courses IBM to discuss separately and Excel course by Dr. Pavan Kumar approved.
h. Institutional development plan	<ul style="list-style-type: none"> To be discussed.
i. Affiliation Issues	<ul style="list-style-type: none"> Affiliation issues to be discussed with Mr. Nagar Narayan Shenoy separately.
j. Fixing of rates for renting out infrastructure facilities and premises to outsiders	<ul style="list-style-type: none"> The following rates were finalized Classroom rent/day = Rs. 1,000/- to Rs. 2,000/- depending on the parties renting out. Swarna hall rent/day without AC = Rs. 3,000/- Swarna hall rent/day with AC = Rs. 10,000/- Auditorium rent/day Rs. 5,000/- Computer Lab rent/day = Minimum of Rs. 3,000/- for 20 computers (day consists of 6 hours) . All extra computers beyond 20 will be charged Rs. 150/- per computer/day

The meeting ended at 6.45pm.



Sri Manel Annappa Nayak
Chairman

Minutes of the Meeting of the Governing Body of Manel Srinivas Nayak Institute of Management held on 17th July 2023 at 3.00 pm at Ganga Board Room.

Members present

Sri Manel Annappa Nayak

Sri Suresh Pai

Sri Jeevandas Narayan

Sri K V Raghav Kamath

Dr Rajesh Nayak

Sri Mukund Kamath

Mrs. Vathika Pai

Dr Molly S Chaudhuri

Dr. Sharan Kumar Shetty

Dr. Reema Agnes Frank

Sri Manel Annappa Nayak, President, WNES chaired the meeting.

Leave of absence was granted to

Sri Kudpi Jagadish Shenoy

Sri V Leeladhar

Dr. Vasudev Rao

Dr. Manjula K.T

Dr Puttanna K

Dr Ishwara P

Minutes:

On confirming that the quorum was available, President Sri Manel Annappa Nayak called the meeting to order.

Agenda No. and description	Discussions held in the meeting/Decisions
1. To confirm the minutes of the meeting held on 27 th March 2023	Minutes of the meeting were approved and passed.
2. To present the Action Taken Report on the resolutions taken in the last meeting	Action Taken report was presented and passed <ul style="list-style-type: none">• Dr. Sharan Shetty and Dr. Reema Frank were welcomed into the Governing Body.

	<ul style="list-style-type: none"> • Adhoc Committee with Dr. Vasudev Rao and Dr. Rajesh Nayak was formed to evaluate Dr. Reema Agnes Frank for the position of Associate Professor. • The Governing Body recommended the HR policy to be framed with the help of Mr. Nagar Narayan Shenoy. • Half an hour prior to the GB meeting, a meeting exclusively with Management will be held.
3. To present the report on the Activities Conducted in the Institute since the last meeting	<ul style="list-style-type: none"> • No action required.
4. To re- present the Statements of Budget of the institute for April 2023-March 2024 period	<ul style="list-style-type: none"> • The Budget was passed. • The breakup of last year's co-curricular activities and extra-curricular activities to be presented in budget. • Allocation of funds for NAAC and NBA accreditation and Incubation Center to be added.
5. To present the Statements of Receipts and Payments of the institute for April to June 2023 period	<ul style="list-style-type: none"> • No action required.
6. To propose the Marketing budget for 23-25 batch. (25th batch)	<ul style="list-style-type: none"> • The budget was passed. • All marketing activities should be clubbed with 25th year celebrations. • Alumni get together to be arranged for the 25th year including past directors, faculty and staff.
7. To present the Report on Admission activities of the 23-25 batch	<ul style="list-style-type: none"> • No action required.
8. To present the report on Internship and Placement activities-	<ul style="list-style-type: none"> • To review the placement activities of Audaz and seek the quotations by the end of July.
9. To present the report on Activities conducted towards Accreditation	<ul style="list-style-type: none"> • Approved Dr. Swapna Shetty and Mr. Vinay Krishna as the external members of the NAAC committee. • Software Dhi to be looked into for the accreditation work.
10. To present the report on Activities conducted towards	<ul style="list-style-type: none"> • To follow up the application status with UGC.

Autonomy	
11. To present the Compliance charts of the institute	<ul style="list-style-type: none"> No action required.
12. To propose a topic for the International conference	<ul style="list-style-type: none"> The title "Adoption of Artificial Intelligence: Opportunities and Challenges" was approved.
13. To request for appointment of new faculty & staff.	<ul style="list-style-type: none"> New faculty recruitment and placement coordinator recruitment approved.
14. To present a report on Manel Incubation Center	<ul style="list-style-type: none"> The Governing Body advised the Director to prepare the Incubation centre budget.
15. Any other Matter a. To plan activities for the 25th year celebrations	<ul style="list-style-type: none"> All 25th year celebrations to be clubbed with Branding & marketing. The Governing Body recommended to utilize the services of the ad agency for the creatives. It also recommended all our marketing and branding activities highlighting the 25th year. The GB also recommended to bring out the souvenir To have alumni get together inviting all the past directors, faculty, Staff and students.
b. Ratification of expenses.	<ul style="list-style-type: none"> The Governing Body suggested only expenses paid to the third parties to be presented for ratification.
c. Revise the Travelling expenses and DA .	<ul style="list-style-type: none"> The Governing body approved the travelling expenses and DA (Hotel rent @ Rs 1200/- in metros and Rs1000/- in other cities) DA at Rs. 600/-per day. (6-12 hours = half day and 12-24hours =full day) When personal vehicles are used: 2 wheelers- Rs. 4.00 per km 4 wheelers – Rs. 7.50 per km.
d. Compensation for faculty for taking up certificate courses.	<ul style="list-style-type: none"> The Governing Body approved to follow the consultancy guidelines.
e. Dr. Shilpi Saha confirmation	<ul style="list-style-type: none"> The Governing Body approved the confirmation Dr. Shilpi Saha as Assistant Professor
f. Mrs. Ratna, Annie besant hostel, Salary increment.	<ul style="list-style-type: none"> The Governing council members agreed to take it up at the GC level.

g. Value added courses	<ul style="list-style-type: none"> Value added courses IBM to discuss separately and Excel course by Dr. Pavan Kumar approved.
h. Institutional development plan	<ul style="list-style-type: none"> To be discussed.
i. Affiliation Issues	<ul style="list-style-type: none"> Affiliation issues to be discussed with Mr. Nagar Narayan Shenoy separately.
j. Fixing of rates for renting out infrastructure facilities and premises to outsiders	<ul style="list-style-type: none"> The following rates were finalized Classroom rent/day = Rs. 1,000/- to Rs. 2,000/- depending on the parties renting out. Swarna hall rent/day without AC = Rs. 3,000/- Swarna hall rent/day with AC = Rs. 10,000/- Auditorium rent/day Rs. 5,000/- Computer Lab rent/day = Minimum of Rs. 3,000/- for 20 computers (day consists of 6 hours) . All extra computers beyond 20 will be charged Rs. 150/- per computer/day

The meeting ended at 6.45pm.



Sri Manel Annappa Nayak
Chairman