



**LNCT (MCA)/FIC/2020/01**

**Date: 18/08/2020**

**FINANCE & INFRASTRUCTURE COMMITTEE**

**Objectives, Functions & Responsibilities:**

The Finance & Infrastructure Committee is a Director Committee responsible for all matters relating to the financial affairs, Building, Equipment and other Infrastructure of the Institute encompassing the areas of strategic financial planning, resource management, financial monitoring, Equipment, Building, Infrastructure and policy related issues and to provide timely advice to Board on these areas.

In the Finance matter, it shall be responsible for formulation of the annual budget. The recommendations of the committee shall be brought before the Governing body for acceptance.

In Equipment, Building & other Infrastructure, the Committee shall deals in policy issues pertaining to equipment. It shall also be responsible for all the work relating to the construction and maintenance of the building, equipments etc.

Further to ensure that the institution is operating in a financially sustainable manner by balancing short-term and long-term obligations and goals. In order to fulfill this purpose, the board has certain role and responsibility.

To carry out the governing board's financial, equipment, building and infrastructure related advisory responsibility to ensure the institution's mission and purpose is fulfilled by.

1. Gaining an understanding of how the institution is financially supported/capitalized.
2. Assessing risks, internal and external, that may have a financial impact on the institution.

3. Monitoring the institution's financial efficiency.

Provide financial, equipment, building & other infrastructural guidance to the board of trustees through:

1. Assessing how to protect the institution's resources.
2. Overseeing the budgeting process to ensure that they are based on reasonable assumption, aligned with institutional goals and that they are properly mentioned.

Determine what is possible given the available resources of the institution:

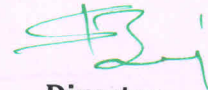
1. Stay involved with other committees regarding new projects and expenditures.
2. Assist management in executing the strategic goals of the organization by:
3. Establishing guardrails for management regarding their financial decision making authority.
4. Ensuring management has the resources and skills required to facilitate proper internal controls.
5. Timely communication of all pertinent issues to the board of directors.
6. Control of Fixed Assets and Stock.

Frequency: Twice in a year.

## Composition:

On the directions of Hon'ble Chairman, the following composition is made:

S.No	Name of the Member	Designation	Function	Responsibility
1	Shri. J.N. Chouksey	Chairman	To assess, provide & control financial needs and expenses of the College and allocate funds.	To observe there is no financial crunch.
2	Smt. Poonam Chouksey	Chairperson		
3	Dr. Amitbodh Upadhyay	Advisor		
4	Dr. Ashok Kumar Rai	Director Administration		
5	Dr. Sanjay Bajpai	Director & Ex-Officio member secretary	To provide adequate funds for infrastructural development, departmental facilities, general facilities etc. To deal with all the policy matters related to Equipment, building and other infrastructure.	To look into timely disbursement of salary and payment of taxes and pending bills etc. To plan and guide policy matters related to Equipment, building and other infrastructure.



**Director  
LNCT (MCA)**

Director

Lakshmi Narain College of Technology (MCA)

BHOPAL

Copy to:

Office of the Chairman/ Vice Chairperson/ Secretary/Executive Directors



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## FINANCE & INFRASTRUCTURE COMMITTEE (FIC)

LNCT (MCA)/FIC/2020/02

Date: 02/09/2020

### Notice of FIC Meeting No.1 of 2020

The meeting of FIC, Meeting No.1 of 2020 will be held on 19/09/2020 (Saturday) in the Board Room of the LNCT (MCA) College at 11 a.m.

1. Confirmation of Last FIC Meeting
2. EOA for the Academic Year 2020-21
3. Academic New Syllabus
4. Conduct of online classes
5. Implementation of new fees structure
6. Maintenance of Labs, Class rooms, Building & fixtures, Libraries, Coolers, ACs
7. Fitment of Cameras in Classroom
8. Budget Utilization & Allocation for 2020-21
9. Construction for staff Quarters.

Please make it Convenient for yourself to attend the meeting.

(Dr. Sanjay Bajpai)  
Director & Ex-Officio Member Secretary

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL

Copy to:

1. Shri. J.N. Chouksey, Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
3. Dr. Amitbodh Upadhyay, Advisor & Special Invitee
4. Dr. Ashok Kumar Rai, Director Administration



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## FINANCE & INFRASTRUCTURE COMMITTEE (FIC)

LNCT (MCA)/FIC/2020/03

Date: 19/09/2020

### Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 19/09/2020 (Saturday) at 11 a.m. in Board room of LNCT (MCA). The Director has welcomed all distinguished members of the Committee. Following points were transacted:

Item No: 01: Confirmation on Last FIC Meeting:

Member Secretary read out the minutes of last Finance & Infrastructure Committee meeting including action taken on the points on which all members expressed their satisfaction.

Item No. 02:EOA for the Academic Year 2020-21

The member secretary informed that EOA for the academic year 2020-21 were received via AICTE Letter No. F.No. Central/1-7006486099/2020/EOA dated 30/04/2020. The status of various courses had been read out before the Committee. It was approved by members.

Item No. 03: Academic New Syllabus: Member secretary informed that duration of MCA is changed from three years to two years from the academic session 2020-21. New syllabus is introduced by the affiliated university and we have started identifying books related to their subjects.

Item No. 04: Conduct of offline classes:As per the Government Guidelines on Covid-19, The College had drafted a Covid-19 Presentive Action Plan for reopening of the Institute. The member had shown their satisfaction on the action initiated by the College. The College started conducting online/offline classes in dual mode from 17/08/2020. Though there were few students initially reported. Our faculties and mentors constantly advised students to take all preventive measures and join offline classes.

Item No. 05:Implementation of new fees structure:The fees structure for MCA courses had been received from AFRC order No. Sectt/AFRC/2019/1660 Dated 21/06/2019. The fee regulation was applicable for academic session 2019-20, 2020-21 & 2021-22. The College followed the AFRC guidelines. The member approved the same.

Item No. 6: Maintenance of Labs, Class rooms, Building & fixtures, Libraries, Coolers, ACs:

The College remained closed for some time. Now faculties are conducting online classes. For some more time outstation students will avoid coming to Bhopal. Even localite parents will avoid sending their wards to the College. This is the time we organized maintenance of labs, libraries, class rooms, building and fixtures. The item was approved as proposed.

Item No. 07: Fitment of Cameras in Classroom:

The classes were available as no offline classes were being held. We can use time to fit the Cameras in the classrooms. The point was well taken and approved as proposed.

Item No. 08: Budget Utilization & Allocation for 2020-21:

The Budget Utilization & Allocation reports were put up to the committee and were perused through by all the members. They are passed.

Item No. 9: Construction for staff Quarters:

Staff Quarter building works was on since 2019. The Staff Quarter construction had been completed. The members were satisfied on the progress and point is noted.

(Dr. Sanjay Bajpai)  
Director & Ex-Officio Member Secretary

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL

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1. Shri. J.N. Chouksey , Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
3. Dr. Amitbodh Upadhyay, Advisor & Special Invitee
4. Dr. Ashok Kumar Rai, Director Administration

(Dr. Sanjay Bajpai)  
Director & Ex-Officio Member Secretary

Director  
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