



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2021/01

Date: 13/01/2021

### 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 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 observe there is no financial crunch.  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.
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		



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/2021/02

Date: 25/10/2021

### Notice of FIC Meeting No.1 of 2021

The meeting of FIC, Meeting No. 1 of 2021 will be held on 06/11/2021(Saturday) in the Board Room of the LNCT (MCA) College at 10:30 a.m.

1. Confirmation of minutes of FIC meeting No. 1 of 2020
2. Commencement of 5<sup>th</sup> Semester MCA
3. Commencement of 3<sup>rd</sup> Semester MCA
4. Admission in 1<sup>st</sup> Year
5. Induction Program for 1<sup>st</sup> year students & Commencement of 1<sup>st</sup> Semester MCA
6. Recruitment of teaching and Non-teaching Staff
7. Library Information
8. General information about infrastructural development and miscellaneous issues
  - (a) Implementation of fees structure
  - (b) Fitment of Camera in Class Rooms
  - (c) Fitment of Additional Water Coolers and ACs

Please make it Convenient to attend the meeting

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

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

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

## FINANCE & INFRASTRUCTURE COMMITTEE (FIC)

LNCT (MCA)/FIC/2021/03

Date: 06/11/2021

### Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 06/11/2021 (Saturday) at 10:30 a.m. in Board room of LNCT (MCA). The Member secretary & Director Dr. Sanjay Bajpai welcomed all distinguished members of the Committee.

The following distinguished members of the committee attended the meeting:-

- a) Shri. J.N. Chouksey , Chairman and Managing Trustee
- b) Smt. Poonam Chouksey, Vice Chairperson
- c) Dr. Amitbodh Upadhyay, Advisor & Special Invitee
- d) Dr. Ashok Kumar Rai, Director Administration

#### Agenda Item No. 1 Confirmation of minutes of FIC meeting No. 1 of 2020:

Member secretary read out the minutes of FIC meeting No. 1 of 19/09/2020. The minutes and action taken report of the said FIC were noted and confirmed.

Item No. 02: Commencement of 5<sup>th</sup> Semester MCA: The semester started from 02/08/2021. 100% course coverage was to be ensured by 18/11/2021. The course conduction had been well planned with remedial classes for weak and absentee students. The point was appreciated and noted.

Item No. 03: Commencement of 3<sup>rd</sup> Semester MCA: The semester started from 16/08/2021. 100% course coverage will be ensured by 30/11/2021. The course conduction have been well planned with remedial classes for weak and absentee students. The course has been going on well right now. The point was appreciated and noted.

The academic activities were conducted online initially and later students were advised to attend classes in college as per the schedule.

Item No: 04: Admission in 1<sup>st</sup> Year: The admission process was initiated by DTE Govt. of MP in Sep-Oct 2021 for admissions in MCA course. Online counselling for MCA course ended on 23/10/2021 followed by CLC in first week of Nov 2021. Our faculties worked hard

in admissions of 1<sup>st</sup> year students and College received a good numbers of meritorious students.

Item No: 05: Induction Program for 1<sup>st</sup> year students & Commencement of 1st Semester MCA: The semester started from 08/11/2021. The induction program is conducted as per the guidelines of AICTE. 100% course coverage will be ensured by 26/02/2022. The course conduction have been well planned. The course has started from now. The point was appreciated and noted.

Item No: 06: Recruitment of teaching and Non-teaching Staff: Based on the recruitment projected by the heads of Departments, the recruitment is ongoing process which is continued.

Item No:07: Library Information: Member secretary apprised that wi-fi facilities were smoothly working in Library premises and students were happily using these facilities. The timing of the library is from 09 am to 08 pm. Another fatal corona wave came in 2021, somewhere in April 2021 with long lockdown and casualties. Though due to Covid second wave all the activities were run on online after April 2021. Even after reopening in Sep 2021, few students were showing courage to come to the college. During absence of students, upkeep and maintenance of books were carried out when students were not available in the campus. Books are maintained and placed properly. Govt. had issued letter permitting offline classes, with strict compliance of Covid protocol in 17/09/2021. We made all the necessary preparations in Library as students had started to visit the campus. New reference books for faculties were provided for MCA as per new syllabus.

It was stated by member secretary that they had worked out requirement of books and placed orders, considering introduction of new subjects, up gradation of Syllabus, addition of new books, reading materials etc. The List of books procured in last year are produced herewith. All are requested to kindly peruse through it. All faculties were time and again requested to motivate students to read English news papers daily. Those interested in research shall be motivated to use research journals. Students shall be repeatedly made educated to handle books carefully and return in time. All the Members jointly expressed that they all need to ask their faculties to promote more use of Library facilities by themselves and motivate their students also.

Item No. 8: General information about infrastructural development and miscellaneous issues:

Item No. 8 (a) Implementation of fees structure:

The fees structure was received in year 2020 and implementation from there in for 3 years. In this letter, fees regulation for students admitted in 2020-21, 2021-22 & 2022-23. We shall follow the same for taking the fees from students in coming session starting from July 2022.

Item No. 8 (b) Fitment of Camera in Class Rooms: As there were online classes in last year. We could plan to fit Cameras in the corridors and classrooms. The work is completed. The Members are appreciated the work and noted.

Item No. 8 (c) Fitment of Additional Water Coolers and ACs: Fitment of Additional Water Cooler and ACs on need basis were fitted. The work is completed. Members have appreciated and noted.

At the end, the Chairman and members expressed their happiness for the good work faculties and staff is doing in constantly enhancing and maintaining the quality of the College. They advised to work always towards being the best. They further advised to make all out endeavor to maintain and also bring best practices and bring more and more laurels to the College.

The Meeting was ended on 11:30 am.

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

Copy to:

1. Shri. J.N. Chouksey , Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
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**Director**  
**Lakshmi Narain College of Technology (MCA)**  
**BHOPAL**

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

**Director**  
**Lakshmi Narain College of Technology (MCA)**  
**BHOPAL**

**Action Taken Report of FIC Last Meeting.**

<b>Agenda Item No.</b>	<b>Items</b>	<b>Approval / Conclusion</b>
1.	Confirmation on Last FIC Meeting	Checked & Noted
2.	EOA for the Academic Year 2020-21	Received & informed to staff member
3.	Academic New Syllabus	Planned & decided to purchase books
4.	Conduct of offline classes	Approved with presenting measures
5.	Implementation of new fees structure	Received & informed to Accounts
6.	Maintenance of Labs, Class rooms, Building & fixtures, Libraries, Coolers, ACs	Approved & informed to concerned
7.	Fitment of Cameras in Classroom	Approved
8.	Budget Utilization & Allocation for 2020-21	Planned & informed to Account Dept.
9.	Construction for staff Quarters	Work in progress