



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2022/01

Date: 20/01/2022

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Objectives, Functions & Responsibilities:

The Finance & Infrastructure (Equipment, Building ETC.) 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.

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	To provide adequate funds for infrastructural development, departmental facilities, general facilities etc.	To look into timely disbursement of salary and payment of taxes and pending bills etc.
5	Dr. Sanjay Bajpai	Director & Ex-Officio member secretary	To deal with all the policy matters related to Equipment, building and other infrastructure.	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

LNCT (MCA)/FIC/2022/02

Date: 02/05/2022

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Notice of FIC Meeting No.1 of 2022

The meeting of FIC, Meeting No.1 of 2022 will be held on 16/05/2022 (Monday) in the Board Room of the LNCT (MCA) College at 11:00 a.m.

1. Confirmation of minutes of FIC meeting No. 1 of 2021
2. Commencement of 6th Semester MCA
3. Commencement of 4th Semester MCA
4. Commencement of 2nd Semester MCA
5. Admission in 1st Year
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) Budget estimation for the year 2022-23
 - (c) Renovation of Auditorium
 - (d) Bus Service
 - (e) Paver Block along Road
 - (f) Additional Vehicle Parking

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

LNCT (MCA)/FIC/2022/03

Date: 16/05/2022

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 16/05/2022 (Monday) at 11 a.m. in Board room of LNCT (MCA). The Member secretary and 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 2021:

Member secretary read out the minutes of FIC meeting No. 1 of 06/11/2021. The minutes and action taken report of the said FIC were noted and confirmed.

Item No: 02: Commencement of 6th Semester MCA: The semester started from 01/02/2022. Students were asked to go for industrial training for four and half month and submit the project report with certificate issued from the IT company after successfully completing the project. The point was appreciated and noted.

Item No: 03: Commencement of 4th Semester MCA: The semester started from 01/02/2022. 100% course coverage will be ensured by 27/05/2022. 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.

Item No: 04: Commencement of 2nd Semester MCA: The semester started from 16/03/2022. 100% course coverage will be ensured by 06/07/2022. 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.

Item No: 05: Admission in 1st Year: We have yet to receive guidelines for admissions in 1st year courses of MCA from DTE, Govt. of M.P. Time table of online counselling for MCA courses for the session 2022-23 is awaited. College shall plan and prepare for reporting of students accordingly.

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 had been from 09 am to 08 pm. Students are utilizing library and adjacent facilities as per their requirement and convenience in evening time. Students are advised and motivated to use resources effectively and not to tear pages from the books. They were also advised to return books by due dates, so that these books are available to other students also whenever they are needing them. We requested all faculties to communicate the above points in classes of their respective sections. It was stated by member secretary that they had worked out on requirement of books and placed orders, considering introduction of new subject's branches, up gradation of Syllabus, addition of new books, reading materials etc. The List of books procured in last year were produced herewith. Departments had confirmed the satisfactory level of books available in the library. Further they had adequate reference books available in their departmental libraries which were made use of by their faculties. 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 were repeatedly made educated to handle books carefully and return in time.

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 student's admitted in 2020-21, 2021-22 & 2022-23. We shall follow the same for taking the fees from students in ensuing session starting from July 2022.

Item No: 8:(b) Budget estimation for the year 2022-23:

Member secretary presented the budget for the financial year 2022-23. It was approved by the members of the Committee.

Item No: 8 :(c) Renovation of Auditorium: The Renovation of Auditorium was in full swing. The work had been delayed due to Covid-19 lockdown and observance of Covid protocols during 2020 & 2021. Construction & fabrication part was completed and now AC fitting from Weather Tech Engg. Vendor was taking place. Site Engineer was monitoring the work and was asked to progress at faster pace. Sound & Light system fitment will also start soon. The point was noted.

Item No: 8: (d) Bus Service: The Bus service for the students had started in this current year. The point was noted.

Item No:8 :(e) Paver Block along Road: Part of maintenance and campus improvement, Paver blocks had been put all along the roadside. The point was appreciated and noted.

Item No:8 :(f) Additional Vehicle Parking: It was informed that a project on additional vehicle parking was being planned which may start in next financial year. The project will help our faculty park their vehicles in Shaded parking area. It will let people park vehicle very orderly. The faculty will have more satisfaction by parking their vehicles in shade.

At the end, the Chairman and members expressed their happiness for the good work faculties and staffs were 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 our endeavor to maintain and also bring best practices and bring more and more laurels to the College.



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

Action Taken Report of FIC Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	Confirmation of minutes of FIC meeting No. 1 of 2021	Confirmed last minutes of meeting
2.	Commencement of 5th Semester MCA	Noted
3.	Commencement of 3rd Semester MCA	Noted
4.	Admission in 1st Year	Advised to plan & work in team
5.	Induction Program for 1st year students & Commencement of 1st Semester MCA	Noted
6.	Recruitment of teaching and Non-teaching Staff	Confirmed & advised to conduct regular recruitment
7.	Library Information	Satisfied with the work
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	(a) Noted for implementation (b) Approved (c) Approved



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2022/04

Date: 28/10/2022

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Notice of FIC Meeting No.2 of 2022

The meeting of FIC, Meeting No.2 of 2022 will be held on 12/11/2022 (Saturday) in the Board Room of the LNCT (MCA) College at 10 a.m.

1. Confirmation of minutes of FIC meeting No. 1 of 2022
2. Orientation and fresher Party
3. Commencement of Even Semester (II&IV)
4. Budget Allocation & Expenditure
5. Academic Developments in College
6. General information about infrastructural development and miscellaneous issues
 - (a) Implementation of fees structure
 - (b) Renovation of Auditorium
 - (c) Bus Service
 - (d) LNCT-MCA Building, Classes rooms Maintenance
 - (e) Additional Vehicle Parking
7. Library Information
8. Recruitment of teaching and Non-teaching Staff.

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

LNCT (MCA)/FIC/2022/05

Date: 12/11/2022

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 12/11/2022 (Saturday) at 10 a.m. in Board room of LNCT (MCA). The Member secretary and 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 2022:

Member secretary read out the minutes of FIC meeting No. 1 of 16/05/2022. The minutes and action taken report of the said FIC were noted and confirmed.

Item No: 2: Orientation and fresher Party: 03 Weeks Induction Program was being conducted from 07/11/2022. The students were very much enthusiastic about their bright career. The Fresher party (Aagman 2022) 1st year student will be planned, tentatively in 3rd week of Dec. 2022.

Item No: 3: Commencement of Even Semester (II& IV): The Tentative academic calendar for 4th Sem. be prepared. It shall start from third week of January 2023 (20/01/2023). The 2nd Semester will be tentatively planned from March 2023.

Item No: 4: Budget Allocation & Expenditure:

Member secretary brought out the budgetary provision for the financial year 2022-23. They were approved by the members of the Committee.

Item No: 5: Academic Developments in College: Large number of activities such as Large number of orientation program, workshop, technical and extracurricular competitions like Coding competition, poster making etc. are conducted the list of activities are read out and enclosed sample copy.

Item No: 6: General information about infrastructural development and miscellaneous issues:

Item No:6: (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 were following the same for taking the fees from students in the current academic year.

Item No: 6: (b) Renovation of Auditorium:

The Renovation of Auditorium was in full swing. The work had been delayed due to Covid-19 lockdown and observance of Covid protocols during 2020 & 2021. Construction & fabrication part was completed and now AC fitting was completed. Site Engineer was monitoring the work and was asked to progress at faster pace. Sound & Light system fitment work started. The point was noted.

Item No: 6: (c) Bus Service: The Bus service for the students was smooth working. The point was noted.

Item No: 6: (d) LNCT-MCA Building, Classes rooms Maintenance: It was apprised that all the maintenance work required on the building, windows, and class rooms was completed. The point was noted.

Item No: 6: (e) Additional Vehicle Parking: It was informed that a project on additional vehicle parking was planned which may start in next financial year. It will let people park vehicle very orderly. The faculty will have more satisfaction by parking their vehicles in shade.

Item No: 7: 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 had been from 09 am to 08 pm. Students are utilizing library and adjacent facilities as per their requirement and convenience in evening time. Students are advised and motivated to use resources effectively and not to tear pages from the books. They were also advised to return books by due dates, so that these books are available to other students also whenever they are needing them. We requested all faculties to communicate the above points in classes of their respective sections. It was stated by member secretary that they had worked out on requirement of books and placed orders, considering introduction of new subject's branches, up gradation of Syllabus, addition of new books, reading materials etc. The List of books procured in last year were produced herewith. Departments had confirmed the satisfactory level of books available in the library. Further they had adequate reference books available in their departmental libraries which were made use of by their faculties. 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 were repeatedly made educated to handle books carefully and return in time.

Further Department had adequate reference books available in their departmental libraries which were made use of by their faculties. 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 had jointly expressed that they all need to ask their faculty to promote more of Library facilities by themselves and motivate their students also.

Item No: 8: 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.

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 11:00 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
3. Dr. Amitbodh Upadhyay, Advisor & Special Invitee
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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.

Agenda Item No.	Items	Approval / Conclusion
1.	Confirmation of minutes of FIC meeting No. 2 of 2022	Minutes of Meeting confirmed
2.	Orientation and fresher Party	Noted & appreciated
3.	Commencement of Even Semester (II& IV)	Noted
4.	Budget Allocation & Expenditure	Noted
5.	Academic Developments in College	Noted
6.	General information about infrastructural development and miscellaneous issues: (a) Implementation of fees structure (b) Renovation of Auditorium (c) Bus Service (d) LNCT-MCA Building, Classes rooms Maintenance (e) Additional Vehicle Parking (f) Library Information (g) Recruitment of teaching and Non-teaching Staff	(a) Noted for implementation (b) Process discussed & appreciated (c) Noted (d) Satisfied (e) Work in progress, satisfied (f) Satisfied with the work (g) Confirmed & advised to conduct regularly.