



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2023/01

Date: 10/01/2023

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.
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 | 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 | Principal & 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/2023/02

Date: 29/04/2023

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Notice of FIC Meeting No.1 of 2023

The meeting of FIC, Meeting No.1 of 2023 will be held on 13/05/2023 (Saturday) in the Board Room of the LNCT (MCA) College at 11 a.m.

1. Confirmation of minutes of FIC meeting No. 2 of 2022
2. Commencement of 3rd semester of MCA
3. Admission in 1st Year
4. Recruitment of teaching and Non-teaching Staff
5. Tie-up with Coursera & Cisco for Advance Courses of Students
6. Library Information
7. General information about infrastructural development and miscellaneous issues
 - (a) Implementation of new fees structure:
 - (b) Budget estimation for the year 2023-24
 - (c) Construction of Lift
 - (d) Provision of Bus Services:
 - (e) Battery operated Cart:
 - (f) Renovation of Auditorium
 - (g) Procurement of Kiosk Machines

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/2023/03

Date: 13/05/2023

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 13/05/2023 (Saturday) at 11 a.m. in Board room of LNCT (MCA). The Member secretary and Director Dr. Sanjay Bajpai has 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. 2 of 2022:

Member secretary read out the minutes of FIC meeting No. 2 of 12/11/2022. The minutes and action taken report of the said FIC were noted and confirmed.

Item No: 02: Commencement of 3rd Semester of MCA. The semester will start likely from second week of August and 100% course coverage will be ensured by first week of December 2023. The course was planned for smooth conduction. The point is well appreciated and noted.

Item No: 03: Admission in 1st Year. As per information received from DTE, Govt. of M.P, Online counselling for MCA courses for session on 2023-24 will be starting from 15/06/2023 and will continue till 15/09/2023. The time table for the same is awaited. College had planned and prepared for reporting of students accordingly.

Item No: 04: 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: 05: Tie-up with Coursera & Cisco for Advance Courses of Students: The College has tied up with Coursera & Cisco which are internationally acclaimed training Institutes. The advance courses which are industry friendly and helping the students in placements in industries are offered by these training institutes for the students on Concessional fees.

Item No: 06: 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. We 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. All the Members had jointly expressed that they all need to ask their faculty to promote more use of Library facilities by themselves and motivate their students also. The list of books purchased during last 6 months are read out.

Item No. 7: General information about infrastructural development and miscellaneous issues:

7 (a) Implementation of new fees structure:

The Fees structure for MCA course has been received from AFRC order dated 12/09/2022. In this letter fee regulation for students admitted in Academic session 2023-24 & 2024-25 is mentioned. We will follow the same for taking the fees from the students.

7 (b) Budget estimation for the year 2023-24:

Member secretary presented the budget for the financial year 2023-24. It is approved by the members of the Committee.

7 (c) Construction of Lift: The Construction of lift started in December 2022. It is under progress right now.

7 (d) Provision of Bus Services: The Bus services are provided to students and staff for Coming to the College and going back home in Bhopal and also to and fro from nearby places like Sehore, Vidisha & Raisen.

7 (e) Battery operated Cart: Battery operated Carts are operational inside the LNCT Campus for movement of staff, faculty and visitors.

7 (f) Renovation of Auditorium: The renovation of Auditorium building to enhance the capacity and facilities such as audio, light & AC arrangement has started in 2022 with Allocation of approximately 3 Cr. The work is under progress.

7 (g) Procurement of Kiosk Machines: 02 Kiosk Machines are procured for facilitating the Registration process of the students.

At the end, the Chairman and members expressed their happiness for the good work faculties and staffs are 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 12:30 PM.



Dr. Sanjay Bajpai
Principal & 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



Dr. Sanjay Bajpai
Principal & 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. |