



**LNCT (MCA)/FIC/2025/01**

**Date: 18/01/2025**

**FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE**

**Objectives, Functions & Responsibilities:**

The Finance & Infrastructure (Equipment, Building ETC.) Committee is 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 deal in policy issues pertaining to equipment. It shall also be responsible for all the work relating to the construction and maintenance of the building, equipment 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.

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:
  - a) Establishing guardrails for management regarding their financial decision making authority.
  - b) Ensuring management has the resources and skills required to facilitate proper internal controls.
  - c) Timely communication of all pertinent issues to the board of directors.
  - d) 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		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.
3	Dr. Amitbodh Upadhyay	Advisor	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.
4	Dr. Ashok Kumar Rai	Director Administration			
5	Dr. Sanjay Bajpai	Principal & Ex-Officio member secretary			

*[Signature]* 18/1/2025

**Director**  
**LNCT (MCA)**

Copy to:

1. Office of the Chairman/ Vice Chairperson/ Secretary
2. Dr. Ashok Kumar Rai (Director Administration)
3. Dr. Amitbodh Upadhyay (Advisor & Special Invitee)

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



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2025/02

Date: 22/04/2025

## FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

### Notice of FIC Meeting No.1 of 2025

The meeting of FIC, Meeting No.1 of 2025 will be held on 10/05/2025 (Saturday) in the Board Room of the LNCT (MCA) College, Ramnath Guha Block at 11 AM.

1. Confirmation of minutes of FIC meeting No. 2 of 2024
2. Commencement of 3<sup>rd</sup> semester of MCA
3. Admission in 1<sup>st</sup> Year
4. Recruitment of teaching and Non-teaching Staff
5. Library Information
6. General information about infrastructural development and miscellaneous issues
  - (a) Implementation of new fees structure:
  - (b) Budget estimation for the year 2025-26
  - (c) Battery operated Cart:
  - (d) Seminar Hall upgradation

Please make it Convenient to attend the meeting

*Dr. Sanjay Bajpai* 22/4/2025

**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. Ashok Kumar Rai, Director Administration
4. Dr. Amitbodh Upadhyay, Advisor & Special Invitee

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



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2025/03

Date: 13/05/2025

## FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

### Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 10/05/2025 (Saturday) at 11 AM in Board room of LNCT (MCA), Ramnath Guha Block. 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 2024:

Member secretary read out the minutes of FIC meeting No. 2 of 02/11/2023. The minutes and action taken report of the said FIC were noted and confirmed.

Item No: 02: Commencement of 3<sup>rd</sup> 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 2025. The course was planned for smooth conduction. The point is well appreciated and noted.

Item No: 03: Admission in 1<sup>st</sup> Year. No information is received till now from M.P, Online counselling for MCA courses for session on 2025-26. It is expected to start from second week of June, 2025. 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 head of Department, the recruitment is ongoing process which is continued.

Item No: 05: Tie-up with Institutes and IT Sector: Conversation is in process to have MoU with one government college and one IT industry is proposed.

#### Item No: 06: Library Information:

Member secretary apprised that wi-fi facilities were smoothly working in Library premises and students were happy 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. It is also proposed to have some motivational, cultural books to get acquainted out students with our sanskriti.

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

7 (a) Implementation of new fees structure:

The Fees structure for MCA course is to be received for the session 2025-26. Official communication with AFRC is in process.

7 (b) Budget estimation for the year 2025-26:

Member secretary presented the budget for the financial year 2025-26. It is approved by the members of the Committee.

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

7 (e) Renovation of Seminar Hall: The renovation of Seminar Hall completed.

At the end, the Chairman and members expressed their happiness for the good work being done by faculties and staffs to constantly enhance and maintain the quality of the College. They advised to work always towards being the best.

The Meeting was ended on 12:30 PM.

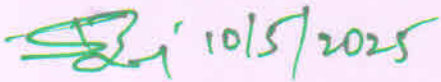
 10/5/2025

**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. Ashok Kumar Rai, Director Administration
4. Dr. Amitbodh Upadhyay, Advisor & Special Invitee

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL

 10/5/2025

**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 2024	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) Bus Service (c) LNCT-MCA Building, Classes rooms Maintenance (d) Additional Vehicle Parking (e) Library Information (f) Recruitment of teaching and Non-teaching Staff	(a) Noted for implementation (b) Noted (c) Satisfied (d) Completed (e) Satisfied with the work (f) Confirmed & advised to conduct regularly.



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2025/04

Date: 29/10/2025


## FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

### Notice of FIC Meeting No.2 of 2025

The meeting of FIC, Meeting No.2 of 2025 will be held on 01/11/2025 (Saturday) in the Board Room of the LNCT (MCA) College, Ramnath Guha Block at 11 AM.

1. Confirmation of minutes of FIC meeting No. 1 of 2025
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) Bus Service
7. Library Information
8. Recruitment of teaching and Non-teaching Staff.
9. Grill fitting in the corridor

Please, make it Convenient to attend the meeting

 29/10/2025

**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. Ashok Kumar Rai, Director Administration
4. Dr. Amitbodh Upadhyay, Advisor & Special Invitee

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



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/FIC/2025/05

Date: 03/11/2025

## FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

### Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 01/11/2025 (Saturday) at 11 AM in Board room of LNCT (MCA), Ramnath Guha Block. 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. Ashok Kumar Rai, Director Administration
- d) Dr. Amitbodh Upadhyay, Advisor & Special Invitee

#### Agenda Item No. 1. Confirmation of minutes of FIC meeting No. 1 of 2025:

Member secretary read out the minutes of FIC meeting No. 1 of 10/05/2025. 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 21/08/2025. The students were very much enthusiastic about their bright career.

Item No: 3: Commencement of Even Semester (II & IV): The Tentative academic calendar for 4<sup>th</sup> Sem. be prepared. It shall start from first week of February 2026. The 2<sup>nd</sup> Semester will be tentatively planned from March 2026.

#### Item No: 4: Budget Allocation & Expenditure:

Member secretary brought out the budgetary provision for the financial year 2025-26. 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 is received in year 2025 and implementation from there in for 3 years. In this letter, fees regulation for students admitted in 2025-26, 2026-27 & 2027-28. We are taking the same fees from students in the current academic year.

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


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 08 am to 05 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 to increase books of new authors and of latest editions. All faculties were 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. Many journals are available offline and online. Online journals link and password is provided to students.

Item No: 8: Recruitment of teaching and Non-teaching Staff: Based on the recruitment projected by the head of Department, the recruitment is ongoing process which is continued.

At the end, the Chairman and members expressed their happiness for the good work being done by faculties and staff to constantly enhance and maintain the quality of the College. They are advised to work always towards being the best. They are further advised to make all endeavor to maintain best practices and bring more and more laurels to the College.

The Meeting was ended on 12:45 PM

 3/11/2025


**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. Ashok Kumar Rai, Director Administration
4. Dr. Amitbodh Upadhyay, Advisor & Special Invitee

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

 3/11/2025

**Dr. Sanjay Bajpai**

**Director & Ex-Officio Member Secretary**

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

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

<b>Agenda Item No.</b>	<b>Items</b>	<b>Approval / Conclusion</b>
1.	Confirmation of minutes of FIC meeting No. 1 of 2025	Last minutes of meeting confirmed
2.	Commencement of 3 <sup>rd</sup> Semester of MCA	Noted
3.	Admission in 1 <sup>st</sup> Year	Advised to work in team
4.	Recruitment of teaching and Non-teaching Staff	Confirmed & advised to conduct regularly
5.	Tie-up with college and IT sector	Noted
6.	Library Information	Satisfied with the work confirmed
7.	General information about miscellaneous issues (a) Implementation of new fees structure (b) Budget estimation for the year 2025-26 (c) Provision of Bus Services	(a) Noted for Implementation (b) Approved (c) Noted