

Ref No. LNCP/FIC/2020-21/01

Date: 25/08/2020

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Objectives, Functions & Responsibilities:

The Finance & Infrastructure (Equipment, Building ETC.) Committee is a Principal 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 Issues pertaining to equipment 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. Monitoring the Institution's financial efficiency.

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

a. Assessing how to protect the institution's resources.

b. Overseeing the budgeting process to ensure that they are based on reasonable assumption, aligned with institutional goals and that they are properly mentioned.

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

a. Stay involved with other committees regarding new projects and expenditures.

b. Assist management in executing the strategic goals of the organization by:

c. Establishing guardrails for management regarding their financial decision making authority.

d. Ensuring management has the resources and skills required to facilitate proper internal controls.


e. Timely communication of all pertinent issues to the board of directors.

f. Control of Fixed Assets and Stock

COMPOSITION:

S. No.	NAME	DESIGNATION	PROFILE	Function	Responsibility
1.	Shri. J.N. Chouksey	Chairman and Managing Trustee	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	Vice Chairperson	Member		
3.	Dr. Anupam Chouksey	Secretary	Member		
4.	Dr. Ashok Kumar Rai	Director Administration	Member		
5.	Dr. Akhlesh Kumar Singhai	Director LNCP	Director & Ex officio Secretary		
6.	Dr. Govind Nayak,	Professor	Member		

Frequency of Meeting: Twice in a year


Dr. Akhlesh Kumar Singhai
Director & Ex-Officio Member Secretary
Lakshmi Narain College of Pharmacy
BHOPAL

Copy to:

1. Shri. J.N. Chouksey , Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
3. Dr. Anupam Chouksey, Secretary
4. Dr. Ashok Kumar Rai, Staff Representative
5. Dr. Govind Nayak, Faculty Representative

REF. No.:LNCP/FIC/2020-21/02

Date: 12/10/2020

FINANCE & INFRASTRUCTURE COMMITTEE

Notice of FIC Meeting No.1 of 2020

The meeting of FIC Meeting No.1 of 2022 will be held on 02/11/2021 (Monday) in the Board Room of the College at 11 am.

1. Confirmation of minutes of last FIC meeting
2. Conduct of offline classes
3. Implementation of new fees structure
4. Maintenance of Labs, Class rooms, Building & Fixture, Library, Cooler, and A/cs
5. Fitment of Camera in Class Rooms
6. Budget utilization and allocation for 2020-2021

Please make it convenient for yourself to attend meeting


Dr. Akhlesh Kumar Singhai

Director & Ex-Officio Member Secretary

Copy to:

1. Shri. J.N. Chouksey , Chairman and Managing Trustee
2. Smt. Poonam Chouksey, Vice Chairperson
3. Dr. Anupam Chouksey, Secretary
4. Dr. Ashok Kumar Rai, Staff Representative
5. Dr. Govind Nayak, Faculty Representative

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

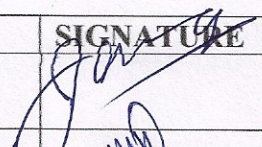
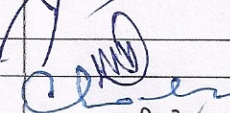
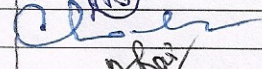
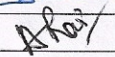
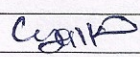
Ref No.: LNCP/FIC/2020-21/03

Date: 02/11/2020

Minutes of Meeting

A Finance & Infrastructure Committee meeting was held on 02/11/2020 (Monday) at 11 a.m. in Board room of LNCP. The Member secretary & Principal Dr. Akhlesh Kumar Singhai welcomed all distinguished members of the Committee.

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

S. No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Shri. J.N. Chouksey	Chairman and Managing Trustee	Chairman	
2.	Smt. Poonam Chouksey	Vice Chairperson	Member	
3.	Dr. Anupam Chouksey	Secretary	Member	
4.	Dr. Ashok Kumar Rai	Director Administration	Member	
5.	Dr. Akhlesh Kumar Singhai	Director LNCP	Director & Ex officio Secretary	
6.	Dr. Govind Nayak,	Professor	Member	

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: Conduct of offline classes: As per the Government Guidelines on Covid-19, The College had drafted a Covid-19 Preventive Action Plan for reopening of the Institute. The member had shown their satisfaction on the action initiated by the College. The College had conducted offline classes from 17/08/2020. Though there were few students initially reported. Our faculties and mentors constantly spoken to students to take vaccines and join offline classes.

Item No. 03: Implementation of new fees structure: The fees structure for various B.Pharm and M.Pharm courses had been received from AFRC order No. Sectt/AFRC/2019/1660 Dated 21/6/19 The fee regulation was applicable for academic session 2019-20, 2020-21 & 2021-22. The institute followed the AFRC guidelines. The member approved the same.

Item No. 4: Maintenance of Labs, Class rooms, Building & fixtures, Libraries, Coolers, A/cs: The institute remained closed for some time. Now faculties are conducting online classes. For some more time outstation students will avoid coming to Bhopal. Even localize parents will avoid sending their wards to the institute. This is the time we organized maintenance of labs libraries, class rooms, building and fixtures. The item was approved as proposed.

Item No. 05: 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. 09: Construction of Hostel for Girls: The Construction work was going on for some times for girl's hostel. Hostel building had been completed. The members were satisfied on the progress and point was 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 Institute. 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 Institute.

Dr. Akhilesh Kumar Singhai

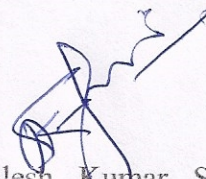
Director & Ex-Officio Member Secretary

Principal

Lakshmi Narain College of Pharmacy
BHOPAL

Action Taken Report of FIC Meeting 2 of 2019

Agenda No.	Items	Discussion	Approval/Conclusion
1	Confirmation of minutes of FIC meeting	The action taken were discussed & confirmed	Approved
2	Conduct off line classes	Were apprised	Noted and approved
3	Labs, class rooms, Building and fixtures and Library	Director administrations inspected and confirmed all maintenance work completed	Approved
4	General information regarding infrastructure development and miscellaneous. (a) Implementation of new fee structures. (b) Budget utilization of 2019-20	General information regarding	Approved



Dr. Akhlesh Kumar Singhai
Director & Ex-Officio Member Secretary
Principal
Lakshmi Narain College of Pharmacy
BHOPAL