

Ref No. LNCP/FIC/2022-23/01

Date: 10/01/2022

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.

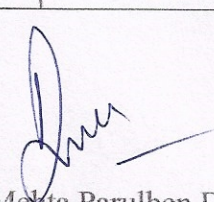
e. Timely communication of all pertinent issues to the board of directors.

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 observe there is no financial crunch. To look into timely disbursement of salary and payment of taxes and pending bills etc.
2.	Smt. Poonam Chouksey	Vice Chairperson	Member		
3.	Dr. Anupam Chouksey	Secretary	Member		
4.	Dr. Ashok Kumar Rai	Director Administration	Member		
5.	Dr. Mehta Parulben D	Director LNCP	Director & Ex officio 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
6.	Dr. Govind Nayak,	Professor	Member		

Frequency of Meeting: Twice in a year


Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Director
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/2022-23/02

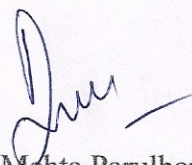
Date: 09/04/2022

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 2/5/2022 (Monday) in the Board Room of the College at 11:00 a.m.

1. Confirmation of minutes of FIC meeting No. 2 of 2021
2. Commencement of 8th Semester B.Pharm.
3. Commencement of 6th Semester B.Pharm.
4. Commencement of 4th Semester B.Pharm..
5. Commencement of 2nd Semester B.Pharm.. and 2nd Semester of M. Pharm
6. Admission in 1st Year
7. Recruitment of teaching and Non-teaching Staff
8. Library Information
9. General information about infrastructural development and miscellaneous issues
 - (a) Implementation of fees structure
 - (b) Budget estimation for the year 2022-23
 - (c) Bus Service
 - (d) LNCP Building, Class room Maintenance
 - (e) Equipment & Accessory Procurement for Lab



Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

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Lakshmi Narain College of Pharmacy
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5. Dr. Govind Nyak, Faculty Representative

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

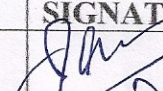
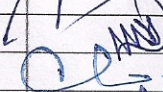
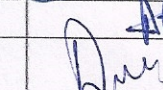
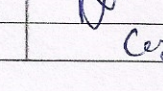
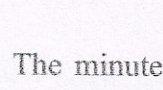
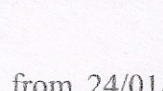
Ref No.: LNCP/FIC/2022-23/03

Date: 2/5/2022

Minutes of Meeting

A Finance & Infrastructure Committee meeting no.01 of 2022 was held on 2/5/2022 (Monday) at 11 a.m.in Board room of LNCP. The Member secretary and Director Dr. Mehta Parulben D 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. Mehta Parulben D	Director LNCP	Director & Ex officio Secretary	
6.	Dr. Govind Nayak,	Professor	Member	

Agenda Item No. 1. Confirmation of minutes of FIC meeting No.2 of 2021

Member secretary had read out the minutes of FIC meeting No. 1 of 01/11/2021. The minutes and action taken report of the said FIC were noted and confirmed.

Item No: 02 Commencement of B.Pharm 8th Semester. The semester had started from 24/01/2022 100% course coverage had to be ensured by 14/05/2022. The course conduction was well planned with remedial classes for weak students.

Item No: 03: Commencement of 6th Semester B.Pharm.: The semester had started from 01/02/2022. 100% course coverage was to be ensured by 27/5 / 2022 The course conduction had been well planned with remedial classes for weak and absentee students. The course had been in final phase now. The point was appreciated and noted.

Item No: 04: Commencement of 4th Semester B.Pharm.: The semester had started from 21/2 / 2022 100% course coverage will be ensured by 10/6 / 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: Commencement of 2nd Semester B.Pharm.. and 2ndSemester of M. Pharm: The semester had started from 16/03/2022 100% course coverage will be ensured by 6/7/2022 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: 06: Admission in 1st Year: We have yet to receive guidelines for admissions in 1st year courses of B.Pharm. & M. Pharm from DTE; Govt: of M.P. through Online counselling for B.Pharm. courses for session on 2022-23 the time table for the same is awaited. Institute shall plan and prepare for reporting of students accordingly.



Item No: 07: Recruitment of teaching and Non-teaching Staff; Based on the recruitment projected by the Director, the recruitment is ongoing process which is continued.

Item No: 08: 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. The students from the hostels and also those Students adjacent utilizing facilities as per their requirement and convenience in evening time. Students were time and again educated not to tear pages from the books. They were also advised to return books by due dates, so that these books were available to other students also whenever they were needed them.. It was stated by member secretary that they had worked out requirement of books and placed orders, 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: 9: General information about infrastructural development and miscellaneous issues:

Item No: 9 (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: 9:(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: 9:(c) Bus Service: The Bus service for the students had started in this current year. The point was noted.

Item No: 9: (d) LNCP Building, Class room Maintenance: It was apprised that all the maintenance work required on the building, windows, and class rooms was completed. Point was noted.

Item No: 9: (e) Equipment & Accessory Procurement for Lab: The equipment and accessories as per requirement. point was noted.

Item No:9 (f) 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 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

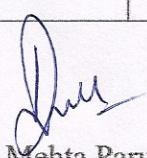

Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Director
Lakshmi Narain College of Pharmacy
Bhopal

Action Taken Report of FIC Meeting 2 of 2021

Agenda No.	Items	Discussion	Approval/Conclusion
1	Confirmation of minutes of FIC meeting No. 1 of 2021	The action taken were discussed & confirmed	Approved
2	Conduct of University Examination June 2021	Were apprised	Noted and approved
3	General information regarding academic activities in the college. Commencement of B.Pharm 8 th Semester 26/12/2021 Commencement of B.Pharm 6 th semester 09/01/2021 Commencement of B.Pharm 4 th semester 20/02/2021 Admission in 1 st Year Seminar, Expert Lectures and Industrial Visit Recruitment of Teaching and Non-Teaching staff Library Information	Were discussed and Appreciated	Approved
4	General information regarding extracurricular activities in the college. (a) Fresher party	Were discussed and Appreciated	Approved
5	General information regarding infrastructure development and miscellaneous. (a) Implementation of new fee structures. (b) Budget utilization of 2022-23 (c) Provision of Bus service	General information regarding	Approved
6.	General information regarding NBA accreditation, SAR Submission	General information regarding	Approved


Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Lakshmi Narain College of Pharmacy
Bhopal

REF. No.:LNCP/FIC/2022-23/05

Date: 15/10/2022

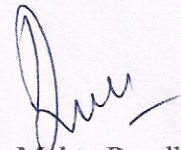
FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Notice of FIC Meeting No.2 of 2022

The meeting of FIC, Meeting No.2 of 2022 will be held on 31/10/2022 (Monday) in the Board Room of the College at 11 a.m.

1. Confirmation of minutes of FIC meeting No. 1 of 2022
2. Item No: 2: Orientation and fresher Party
3. Commencement of Even Semester (II, IV, VI and VIII)
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
 - (c) LNCP Building, Classes rooms Maintenance
 - (d) Equipment & Accessory Procurement for Lab
 - (e) Construction of Boys Hotel Building
 - (f) Additional Vehicle Parking
7. Library Information
8. Recruitment of teaching and Non-teaching Staff

Please make it Convenient to attend the meeting



Dr. Mehta Parulben D

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
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FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

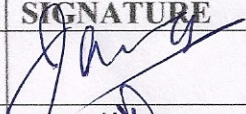

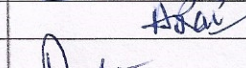
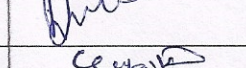
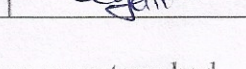
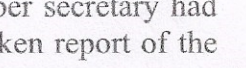
Ref No.: LNCP/FIC/2022-23/05

Date: 31/10/2022

Minutes of Meeting

A Finance & Infrastructure Committee meeting no. 2 of 2022 was held on 31/10/2022 (Monday) at 11:00 a.m. in Board room of LNCP. The Member secretary and Director Dr. Mehta Parulben D 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. Parulben Mehta D	Director LNCP	Director & Ex officio Secretary	
6.	Dr. Govind Nayak,	Professor	Member	

Agenda Item No. 1. Confirmation of minutes of FIC meeting No. 1 of 2022: Member secretary had read out the minutes of FIC meeting No. 1 of 02/05/2022. 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 2nd week of Dec. 2022.

Item No: 3:: Commencement of Even Semester (II, IV, VI and VIII): The Tentative academic calendar for 8th Sem. be prepared. It shall start from last week of Dec. 2022 (26/12/2022) . The 6th & 4th Semester will tentatively planned from 9 / 0 1/2023) & March 2023 respectively.

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: Various activities such as workshop, technical and extracurricular competitions like poster making etc. are conducted the list of activities are read out.

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 student's 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) Bus Service: The Bus service for the students was smooth working. The point was noted.



Item No: 6: (c) LNCP 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: (d) Equipment & Accessory Procurement for Lab:

Item No: 6: (e) Construction of Boys Hotel Building: The construction of Boys Hostel Building in the vicinity of existing hostels had started The members were happy.

Item No: 6: (f) 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.

Further Departments had adequate reference books available in their departmental libraries which were made use of by their faculty members. All faculty members were 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.

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

At the end, the Chairman and members expressed their happiness for the good work faculty members and staff members are 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.

Items


Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Director
Lakshmi Narain College of Pharmacy
Bhopal



Action Taken Report of FIC Meeting 1 of 2022

Agenda No.	Items	Discussion	Approval/Conclusion
1	Confirmation of minutes of FIC meeting No. 1 of 2022	The action taken were discussed & confirmed	Approved
2	Orientation and fresher Party	Were apprised	Noted and approved
3	General information regarding academic activities in the college. Commencement of B.Pharm 8 th Semester Commencement of B.Pharm 6 th semester Commencement of B.Pharm 4 th semester Seminar, Expert Lectures and Industrial Visit Recruitment of Teaching and Non-Teaching staff Library Information	Were discussed and Appreciated	Approved
4	General information regarding extracurricular activities in the college.	Were discussed and Appreciated	Approved
5	General information regarding infrastructure development and miscellaneous. Implementation of new fee structures. Budget Allocation & Expenditure	Were discussed and Appreciated	Approved

Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Director

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Bhopal