

REF. No.:LNCP/EXAM/2022-23/01

Date:20/07/2022

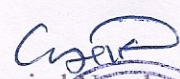
Notice of Exam committee Meeting No.1 of 2022

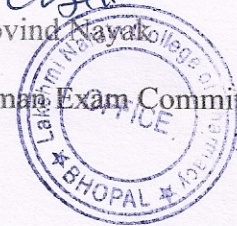
The meeting of Examination Committee will be held on 26/07/2022 in the Board Room of the College at 3:30 PM

Agenda

1. To discuss preparation of sessional examination Time Table
2. To Prepare Invigilation Duty Chart
3. Preparation of Attendance sheet and Marks award list
4. Preparation and discussion of sessional paper as per CO Based
5. To Compile attendance for I sessional exam.
6. Evaluation of answer sheet as per given shedule.
7. Display of answer sheet to the students.
8. Submission of Marks and Maintain records

Please make it Convenient to attend the meeting


Dr. Govind Nayak
Chairman Exam Committee



Copy to:

1. Director of Administration
2. Registrar
3. Director LNCP
4. Dr. Kaushlendra Mishra
1. Mr. Gyan singh Mawada
2. Mrs Priyanka Namdeo

Ref No. LNCP/FIC/2023-24/01

Date: 07/01/2023

FINANCE & INFRASTRUCTURE (EQUIPMENT, BUILDING ETC.) COMMITTEE

Objectives, Functions & Responsibilities:

The Finance & Infrastructure (Equipment, Building ETC.) Committee is a Principle 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 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 fulfilled by.

1. Gaining an understanding of how the institution is financially supported / capitalize
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
4. Assessing how to protect the institution's resources.
5. 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.



REF. No.: LNCP/EXAM/2022-23/02

Date: 26/07/2022

EXAMINATION COMMITTEE

Minutes of Meeting No.01 of 2022

Meeting of Examination Committee held on 26-07-2022 at 03.30 p.m. at seminar hall of Lakshmi Narain college of Pharmacy Bhopal.

Following members of Committee attended the meeting:

S. No.	NAME	DESIGNATION	PROFILE	SIGNATURE
1.	Dr. Govind Nayak	Professor	Chairman	
2.	Dr. Kaushlendra Mishra	Professor	Member	
3.	Mr. Gyan singh Mawada	Asst. Professor	Member	
4.	Mrs Priyanka Namdeo	Asso. Professor	Member	

The following points were discussed during the Committee Meeting

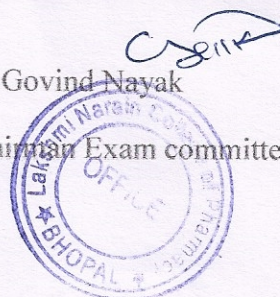
Chairman welcomed all the members of the Committee.

1. Members Discuss about preparation of Sessional Examination Time Table and decided that sessional examination should be according to academic calendar.
2. Members also discussed to prepare sessional examination seating plan and Duty chart
3. Committee are agreed to instruct all faculty members that question paper should be CO based
4. They discuss to take course completion report so that examination should be on time
5. Members are instruct that sessional question paper should be submitted on time
6. Members discuss about arrangement of stationary, sessional copies
7. Members noted that sessional copies should be checked within three working days so that result can be displayed

The Chairman conveyed his thanks to the members and for attending the meeting. Meeting ended with vote of thanks.

Dr. Govind Nayak

Chairman Exam committee



REF. No.:LNCP/FIC/2023-24/02

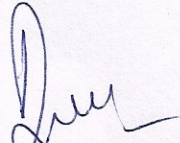
Date: 01/05/2023

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 01/05/2023 (Monday) in the Board Room of the Institute at 11 a.m.

1. Confirmation of minutes of FIC meeting No. 2 of 2022
2. Commencement of 07th Semester B.Pharm
3. Commencement of 3rd & 5th Semester B.Pharm.
4. Admission in 1st Year
5. Recruitment of teaching and Non-teaching Staff
6. Library Information
7. General information about infrastructural development and miscellaneous issues
 - (a) Implementation of new fees structure in coming Semester
 - (b) Budget estimation for the year 2023-24
 - (c) Provision of Bus Services
 - (d) Procurement of Kiosk Machines


Dr. Mehta Parulben D

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

Director
Lakshmi Narain College of Pharmacy
Bhopal

FINANCE & INFRASTRUCTURE COMMITTEE

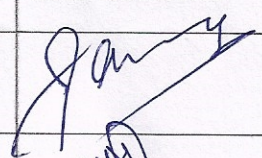
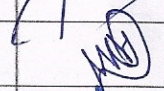
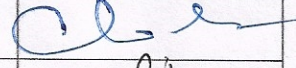
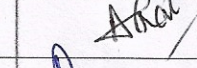
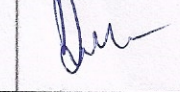
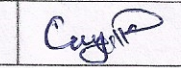
Ref No.: LNCP/FIC/2023-24/03

Date: 1/5 /2023

Minutes of Meeting

A Finance & Infrastructure Committee meeting No.1 of 2023 was held on 1/5/2023 (Monday) at 11 a.m. in Board room of LNCP. The Director and Member secretary Dr. Mehta Parulben D has welcomed all distinguished members of the Committee.

Following Members were present

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. 2 of 2022:

Member secretary had 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 07th Semester B.Pharm The semester will likely to start from first from week of July and 100% course coverage will be ensured by first week of Nov. The course conduction was planned. The point is appreciated and noted.

Item No: 03: Commencement of 3rd & 5th Semester B.Pharm. The semester will star likely to start from first 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: 04: Admission in 1st Year. As per information received from DTE, Govt. of M.P, Online counselling for B.Pharm courses for session on 2023-24 will be starting from 15/6/2023 and will continue till 15/9/2023 The time table for the same is awaited. College had planned and prepared for reporting of students accordingly.

Item No: 05: 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: 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. The students from the hostels and also those Students adjacent as per their requirement and convenience in evening time. We had worked out requirement of books and placed orders, considering introduction of new subjects branches, 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 us 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:

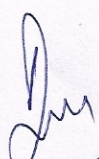
7 (a) Implementation of new fees structure: The Fees structure for various B.Pharm and M.Pharm courses has been received from AFRC order dated 12/09/2022. In this letter fee regulation for students admitted in Academic session 2023-24 & 2024-25 is mentioned. We will follow the same for taking the fees 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.

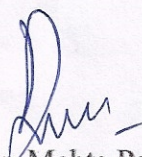
8 (c) Procurement of Kiosk Machines: 01 Kiosk Machines are procured for facilitating the Registration process of the students.

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


Director
Lakshmi Narain College of Pharmacy
Bhopal

Action Taken Report of FIC Meeting 2 of 2022 Ref. No, LNCP/FIC/2022-23/06

Agenda No.	Items	Discussion	Approval/ Conclusion
1	Confirmation of minutes of FIC Meeting No. 2 of 2022	The action taken were discussed & confirmed	Approved
2	Conduct of University Examination June 2022	Were apprised	Noted and approved
	General information regarding academic activities in the college. Commencement of B.Pharm 8 th Semester 26/12/2022 Commencement of B.Pharm 6 th semester 09/01/2023 Commencement of B.Pharm 4 th semester 20/02/2023 Admission in 1 st Year Seminar, Expert Lectures and Industrial Visit Recruitment of Teaching and Non-Teaching staff	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



Dr. Mehta Parulben D

Director & Ex-Officio Member Secretary

Director
Lakshmi Narain College of Pharmacy
Bhopal