

## GOVERNING BODY

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

Date: 15/04/2023

### FORMATION OF GOVERNING BODY

The Governing Body (GB) is formed as per the guidelines of AICTE, New Delhi and RGPV Bhopal. (M.P)

#### Objectives:

The H. K. Kalchuri Education Trust, which has established the Institution, shall exercise its control in the institution through the Governing Body.

#### Function:

The GB is responsible for the management of the Institution. Its function shall include the following:

- a) To constitute various Committees.
- b) To approve the budget estimates recurring and non-recurring for the financial year 2023-2024 in advance.
- c) To scrutinize and accept the audited statement of account for each year.
- d) To estimate the work load, approve the staff pattern and create posts-teaching and non-teaching (Technical and administrative) for the Institution.
- e) To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis.
- f) To Consider and make provisions for meeting the general and specific conditions laid down by AICTE, The State Government RGPV, Bhopal and monitoring the progress in fulfilling the conditions:
- g) To consider the report of the Director on status of admissions:
- h) To consider the report of the Director on the academic performance of the students.
- i) To supervise the observance of service Conditions of the staff as prescribed.
- j) To consider the proposals of the Director for improvement in academic performance of the staff.
- k) To consider any other matter which enhance the academic atmosphere in the institution.
- l) To consider any proposal for expansion of educational activities to be made to the AICTE/Government/RGPV Bhopal etc.





### GOVERNING BODY

The Meeting of Governing Body will be held 2 times in a year. The meeting of the Committees should be held as often as required. The Principal of the institutions, who is the members Secretary, shall be responsible for organizing the meeting as required. The notice of the meeting should be sent to all the members so as to reach them at least 15 days in advance. The agenda papers with details should reach the members at least a week in advance. Principals shall be responsible for preparing the minutes of the meeting.



**GOVERNING BODY**

**COMPOSITION:**

S.No	Name	Designation	Position
1	Shri. Jai Narain Chouksey	Chairman	Chairman and Managing Trustee
2	Smt. Poonam Chouksey	Member	Vice Chairperson
3	Dr. Anupam Chouksey	Member	Trust Nominee
4	DTE's Nominee	Member	DTE's Nominee
5	RGPV Nominee	Member	RGPV Nominee
6	Dr. Ashok Kumar Rai	Member	Staff Representative
7	Dr. Govind Nayak	Member	Faculty Representative
8	Dr. Mehta Parulben Durgashankar	Director & Ex-Officio Member Secretary	Director

Frequency of Meeting: Twice in a year



*[Signature]*  
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
6. Prof. Deepti Jain, RGPV Bhopal, University Nominee
7. Prof. Suman Ramteke, RGPV Bhopal, University Nominee
8. Prof. Alok Choubey, Professor, UIT,RGPV, Bhopal, DTE Nominee



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

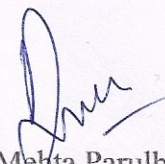
Date: 13/05/2023

**Notice of GB Meeting No.1 of 2023**

The meeting of GB, Meeting No.1 of 2023 will be held on 20/05/2023 in the Board Room of the College at 10 a.m.

1. Confirmation of minutes of GB meeting No. 2 of 2022
2. Analysis of RGPV results of Dec 2022 examination
3. To discuss academic activities in the College
4. To discuss extracurricular activities in the College.
5. To discuss about infrastructural development and miscellaneous issues.
6. Given information about requirement (a) Equipment, Glassware, Chemicals,  
(b) Staff Teaching and Non Teaching  
© Books
7. To discuss NBA Accreditation process

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
4. Dr. Ashok Kumar Rai, Staff Representative
5. Dr. Govind Nyak, Faculty Representative
6. Prof. Deepti Jain, Director, SOPS,UTD,RGPV, Bhopal RGPV Nominee
7. Prof. Suman Ramteke, Professor ,UTD,RGPV, Bhopal RGPV Nominee
8. Prof. Alok Choubey, Professor ,UTD,RGPV, Bhopal, DTE Nominee



**GOVERNING BODY**

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

Date: 20/05/2023

**Minutes of Meeting**

Minutes of the meeting of the Governing Body of Lakshmi Narain College of Pharmacy Bhopal held at 10.30 A.M on 20-05-2023, (Saturday) In the Conference Board room. Dr. Mehta Parulben D warm welcomed all the Members of the committee.

Members, Co-opted members attended:

Sr. No	Name of Member	Designation	Position
1	Shri J. N. Chouksey	Chairman	Chairman and Managing Trustee
2	Smt. Poonam Chouksey	Member	Vice-chairperson
3	Dr. Anupam Chouksey	Member	Secretary
4	DTE's Nominee	Member	DTE'S Nominee
5	RGPV Nominee	Member	RGPV Nominee
6	Dr. Ashok Kumar Rai	Member	Staff Representative
7	Dr. Govind Nyak	Member	Faculty Representative
9	Dr. Mehta Parulben D	Director & EX-Officio member secretary	Director

**Welcome Address and Introduction of the Members**

Dr. Mehta Parulben D welcomed the Members of the Governing Council, introduced the Management Team to the RGPV University and DTE Nominees

**Agenda No. 1. Confirmation of minutes of GB meeting No. 2 of 2022:**

Member secretary had read out the minutes of GB meeting No. 2 of 2022. The minutes and action taken report of the said GB were noted and confirmed.

**Agenda No. 2. Placement of 2022 pass out Students:** Members were discussed on placement of 2022 pass out data and review

**Agenda No:3 . Conduct of University Examination July 2023:**

The semester examination for the even semester of Jan-June 2023 ended in July 2023. The examinations for various semester started from first week of June 2023 for B. Pharm. and M. Pharm. courses. The preparations had meticulously done to conduct all the examinations. The point was noted.





Members discuss for Induction program for newly admitted Students so that they can aware about college, Policies, rules and regulations as well as Examination pattern of Pharmacy

**Agenda No: 5 . Meritorious Award Scheme**

Members also discuss to continue meritorious student award scheme for session 2023 Committee are also decided to encourage students and faculty to publish papers in Scopus-indexed Journal

**Agenda No: 6. Result Analysis of Dec 2022 Examinations:**

The results of Dec 2022 had been compiled and were placed for kind perusal of the committee. They are analyzed with the class teachers and students and discussed with them for improvement. The Committee members had perused through the results and suggested to go all out, work hard and motivate students and faculties to improve. Member secretary had assured for the same

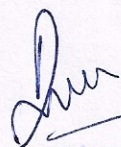
**Agenda No: 7 . Budget estimation for the year 2023-24:**

Member secretary discussed the budget for the financial year 2023-24

**Agenda No: 8 Construction of Building infrastructure:** The Construction of Hostel building has already started last year in November 2022. It is under progress right now.

**Agenda No: 9 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.

Dr. Mehta Parulben D proposed vote of thanks to all the members for their enlightened and insightful suggestions through their active participation.

  
**Director**  
**Lakshmi Narain College of Pharmacy**  
**Bhopal**



**GOVERNING BODY**

Ref: LNCP/GB/2023-24/04

Date: 20/05/2023

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

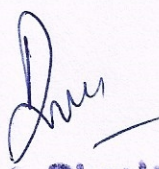
Agenda No.	Items	Discussion	Approval/Conclusion
1	Confirmation of minutes of GB Meeting No. 2 of 2022	The action taken were discussed & confirmed	Approved
2	Conduct of University Examination June 2022	Were apprised	Noted and approved
3	General information regarding academic activities in the college.  Commencement of B.Pharm 8 <sup>th</sup> Semester 26/12/2022  Commencement of B.Pharm 6 <sup>th</sup> semester 09/01/2023  Commencement of B.Pharm 4 <sup>th</sup> semester 20/02/2023  Admission in 1 <sup>st</sup> 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	General information regarding	Approved





**GOVERNING BODY**

	(c) Provision of Bus service		
6.	General information regarding NBA accreditation, SAR Submission	General information regarding	Approved

  
**Director**  
**Lakshmi Narain College of Pharmacy**  
**Bhopal**