

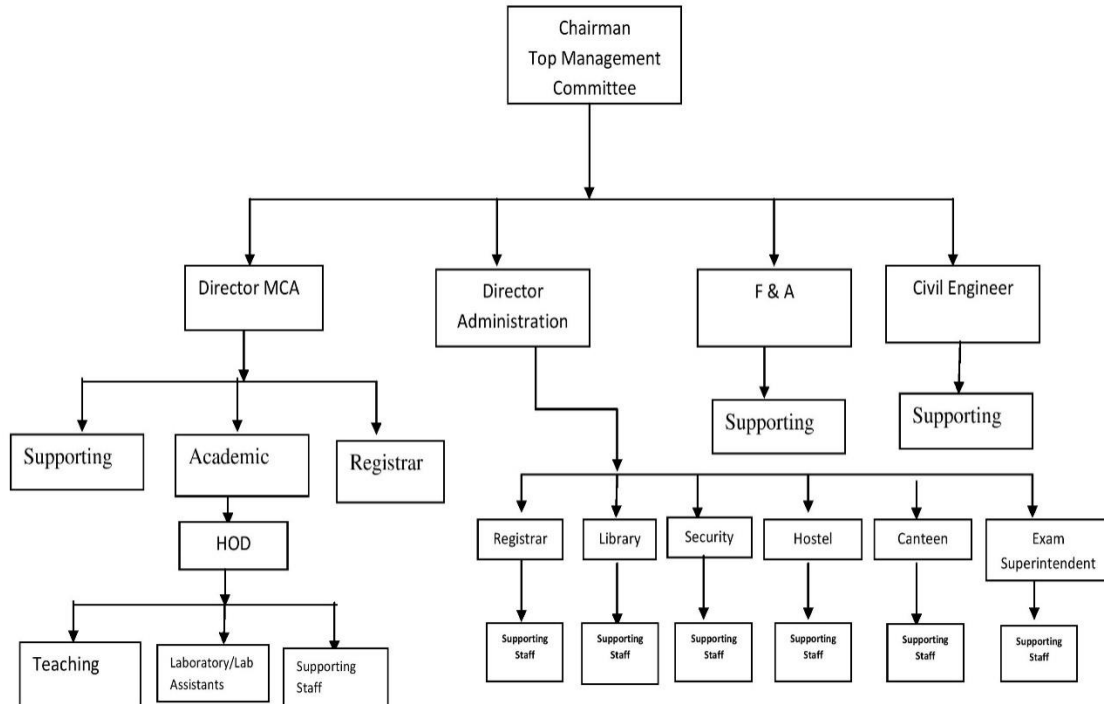
## **I Members of the Board and their Background**

The executive council of H.K. Kalchuri Educational Trust is the pivotal decision making body of the society for all the colleges run by it. All the members of the society are usually members of the Executive Council. The term of the office Bearers and members of EC is 3 years. The Executive Council is headed by a chairman, vice-chairperson, directors (2), secretary, and members (2).

The first college established by the society is Lakshmi Narain College of Technology which is now located in a sprawling campus at Kalchuri Nagar, Raisen Road, Bhopal (M.P).

<b>SN</b>	<b>Name</b>	<b>Profession</b>
1	Shri. Jai Narain Chouksey	Chairman and Managing Trustee
2	Smt. Poonam Chouksey	Vice Chairperson
3	Dr. Anupam Chouksey	Secretary
4	Dr. Shweta Chouksey	Exe. Director
5	Ms. Pooja Shree Chouksey	Exe. Director

## II Organizational Chart and Processes



## III Grievance Redressal Mechanism for Faculty, Staff and Students

This cell is established with an aim and objective to provide the faculty, staff and students an easy and readily accessible mechanism for prompt disposal of their day to day grievances.

Procedure for redressal of grievances is as follows:

Complaints affecting one or more individual in respect of their

1. Promotion
2. Salary
3. Increments
4. Leave
5. Work Assignments
6. Work Load
7. Training
8. Disputes
9. Complaints

Different stages for Redressal of Grievances:

**First Stage (Section/Department Level)**

The aggrieved employee/student represents his/her grievance either in person or in writing to the concerned officer in the department or mentor. Problem is resolved within 7 days with the consent of concerned officer/HOD.

**Second Stage (Administrative Level)**

If the employee/student is not satisfied then he/she may request officer/HOD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Director
- b. Head
- c. Coordinator Academics
- d. Mentor
- e. Member

Matter is put before the board with facts and proofs about the issue/grievance and recommendations of the grievance committee is communicated to the concerned employee/student within 7 days.

**Third Stage (Academic and Staff Affairs Committee)**

If the employee/student is not satisfied with the reply given by the Grievance committee at second stage then he/she can represent the matter to the management at staff affairs committee. At this stage, grievance is forwarded to the Secretary of the management committee which is resolved by Secretary/Chairman and recommendations is communicated to the concerned employee/student within 7 days.

## IV Establishment of Anti Ragging Committee

### Anti Ragging Squad

For sudden inspection in campus and for submission of fortnightly report, an anti-ragging squad is formed Table (1A, 1B & 2A) this squad is supposed to enquire students regularly about any type of misconduct by other students according to guidelines. The committee has to submit report to undersigned on or before 10th and 25th of every month.

**Table 1A (Teaching Staff)**

Name	Department	Mobile No.	Email-Id
Prof. Ashish Jain (Squad Head)	MCA	9039311858	ashishj@lnct.ac.in
Prof. Prerna Jha	MCA	7974992054	prernaj@lnct.ac.in
Prof. Dev Kumar Chouhan	MCA	9981186985	devc@lnct.ac.in
Prof. Atul Tiwari	MCA	9699352707	atult@lnct.ac.in
Prof. Rohit Singh	MCA	9926059546	rohits@lnct.ac.in

**Table 1B (Non Teaching Staff)**

Name	Department	Mobile No.	Email-Id
Mr. Shubham Saijul	MCA (Lab Asst.)	8770814381	rajashubhamsaijul@gmail.com

**Table 2A (Student Committee)**

Name	Semester	Mobile No.	Email-Id
Alok Kumar	III	9934500517	alok.ak34@gmail.com
Ketan Pandey	III	7389130191	pandeyketan111@gmail.com
Shivam Jain	III	9752777498	svmjain0@gmail.com
Bhavna Vishwakarma	III	9303000344	vishbhavna4082@gmail.com
Mahi Tiwari	III	9589746039	mahitiwari2501@gmail.com
Vaidehi Joshi	III	6232807883	vaidehij43@gmail.com

*Sanjay Bajpai* 26/7/2023

(Dr. Sanjay Bajpai)  
Director  
LNCT-MCA, Bhopal

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL