



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/01

Date: 04/01/2022

FORMATION OF ACADEMIC ADVISORY BODY (AAB)

Objective:

To advise the Chairman regarding assurance of quality delivery of education system contents pertaining to emerging engineering and technology as per requirement of time.

Functions of the body:

- Quality Assurance of educational system of Computer Applications.
- Introduce new programs at various levels in Computer Applications.
- Increase/Decrease in Intake of courses.
- Introduce new courses.
- Up-gradation of existing facilities and creation of new infrastructural as per the need of the time.
- Financial growth of the College.

Responsibility:

- Assurance of delivering total quality of applications and technical education, management system and standards as required from time to time.
- Monitor achievements and attainments with planned aims, goals and targets.
- Advise on achievements and attainments of improvised growth of the college.

Frequency of Meeting:

The Academic Advisory Board will meet four times in a year.

Composition:

The Academic Advisory Body of the College shall consist of Chairman, Director and Seven Members. 2 from Management, 2 from field (1 from Industry & 1 from education to be nominated by Chairman) and 3 from College at the level of Professor to be nominated by the Director.

Chairman

Member (M) : Management

Member (A) : Advisor

Member (I) : Industrialist of Repute (To be nominated by Chairman)

Member (E) : Educationalist of Repute (To be nominated by Chairman)

Member (AC) : Professor of a Department (To be nominated by Director)

Member : Director of the College.

Members:

Academic Advisory Body Recommended by Director, LNCT (MCA), Bhopal is as under:

S.No	Name	Designations	Recommended by Director	Approved by Chairman
1.	Shri J. N. Chouksey	Chairman	-	-
2.	Smt. Poonam Chouksey	Member (M)	-	Smt. Poonam Chouksey
3.	Dr. Amitbodh Upadhyay	Member (A)	-	Dr. Amitbodh Upadhyay
4.	Dr. Ashok Kumar Rai	Member (I)	-	Dr. Ashok Kumar Rai
5.	Dr. Bhupesh Gour	Member(E)	-	Dr. Bhupesh Gour
6.	Dr. Virendra K Tiwari	Member (AC)	Dr. Virendra K Tiwari	-
7.	Prof. Ravindra Tiwari	Member (AC)	Prof. Ravindra Tiwari	-
8.	Prof. Prerna Jha	Member(R&D)	Prof. Prerna Jha	-
9.	Dr. Sanjay Bajpai	Member (Director)	-	-


Chairman
LNCT Group

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. All Above Members
4. Registrar LNCT MCA
5. Dean Student/Student Welfare
6. Hostel Warden
7. All Notice Board of College
8. Master File Director Office



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/02

Date: 25/01/2022

ACADEMIC ADVISORY BODY (AAB)

To,

The Members of AAB

LNCT (MCA), Bhopal

Dear Sir/Madam,

SUBJECT: NOTICE AND AGENDA FOR AAB MEETING

1. The Academic Advisory Body (AAB) meeting is being conducted on 11/02/2022 (Friday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
 - 1st Semester Classes
 - Remedial classes of 1st Semester student's weak students
 - Registration of 4th Sem. Students
 - Preparation to start 4th Semester
 - Major Project Progress of 6th Sem. Classes
 - Discipline.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.
Looking forward to your presence in the meeting.

Chairman (AAB)

Copy to:

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AKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/03

Date: 11/02/2022

ACADEMIC ADVISORY BODY (AAB)

MINUTES OF MEETING

The Academic Advisory Body (AAB) meeting was held on 11/02/2022 from 03.00 pm in the Board Room of LNCT (MCA). Head of Department and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAB meeting held on 13/11/2021 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown satisfaction on the same.

Discussion:

Agenda Point No. 1: 1st Semester Classes: Smooth Running of 1st Semester Classes: HOD was asked the status of 1st year course coverage. It was confirmed by all that faculties have covered 4 Units last week and now on completion of their 5th unit.

Agenda Point No. 2: Remedial classes of 1st Semester student's weak students:

Please identify weak students plan remedial classes for them. Faculty should discuss previous years question papers also.

Agenda Point No. 3: Registration 4th Sem. Students:

As classes of 4th Semester will commence from 01/02/2022. HOD was asked to motivate students to register by due dates. Mentors should remain in touch with students for registration process.

Agenda Point No. 4: Preparation for 4th Semester:

It was inquired about preparation for 4th Semester. HOD informed that faculties were distributed subjects. They prepared their course file.

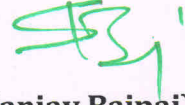
Agenda Point No. 5: Progress on 6th Semester training:

HOD informed that 6th Semester had gone for industrial training to complete major project after completing their registration process.

Agenda Point No. 6: Discipline:

It was advised to all that everyone must keep vigil on the activities of the students. Students shall maintain discipline of the college. Faculty must monitor the same.

Since, there were no other point. The Meeting was closed.



(Dr. Sanjay Bajpai)
Director
LNCT MCA, Bhopal

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Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

Action Taken Report of AAB Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	Completion of 05 th Semester MCA	HOD had shown satisfactory progress
2.	Completion of 03 rd Semester MCA	HOD had shown satisfactory progress
4.	Admission in 1 st Year	Appreciated the hard work.
5.	Induction Program for 1 st year students & Commencement of 1st Semester MCA	Appreciated
6.	Seminar, Expert Lectures & Industrial Visits	Well Appreciated
7.	Library Information	Appreciated and asked to motivate students.


Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/04

Date: 22/04/2022

ACADEMIC ADVISORY BODY (AAB)

To,

The Members of AAB

LNCT (MCA), Bhopal

Dear Sir/Madam,

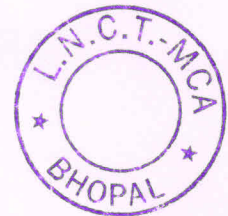
SUBJECT: NOTICE AND AGENDA FOR AAB MEETING

1. The Academic Advisory Body (AAB) meeting is being conducted on 07/05/2022 (Saturday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
 - Projects
 - Course Progress of 4th / 2nd Semesters
 - Labs
 - Placement Activities
 - Discipline
 - Recruitment of teaching and Non-teaching Staff
 - Library Information
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.
Looking forward to your presence in the meeting.

Chairman (AAB)

Copy to:

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/05

Date: 07/05/2022

ACADEMIC ADVISORY BODY (AAB)

MINUTES OF MEETING

The Academic Advisory Body (AAB) Committee meeting was held on 07/05/2022 from 03.00 pm in the Board Room of LNCT (MCA). Head of Department and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAB meeting held on 11/02/2022 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown satisfaction on the same.

Discussion:

Agenda Point No. 1: Projects:

Departments are required to help and motivate 4th Sem. students to complete their projects.

Agenda Point No. 2: Course Progress of 4th / 2nd Semesters:

HOD has briefed about completion of 4th Semester course in the department. It was told that more than 3 units have been completed in each subject. The regular classes are being conducted. It was advised to complete the course by last date that is 27/05/2022.

It was seen that about 34 classes have run in 4th Semester. HOD stated that all the faculties have complete 2 units and right now teaching 3rd unit.

HOD confirmed that registration of our students of 2nd semester was successfully completed. About 15 classes were conducted and about 1 unit was completed everywhere.

It is advised to offer all the help to weak students. HOD must time and again advise all their faculty & Staff to extend all out support to their students. We must be accessible to all our students anytime, they need us.

Agenda Point No. 3: Labs: Faculty and lab staffs are required to make sure that labs are conducted regularly and in a more elaborate manner than already described in the course curriculum. Faculty should endeavor to add some more experiments which are relevant to that particular course. Up-gradation of Lab: Every year each lab should be upgraded.

Agenda Point No. 4: Placement Activities:

Many students have been placed and many are preparing for different IT companies. HOD and teachers are required to motivate them to do well. Placement Officer informed that student placement activities were regularly taking place.

Agenda Point No. 5: Discipline: HOD was advised to maintain discipline of students in their Department. Students should be checked for uniform time to time. No class should go unattended.

Agenda Point No. 6: Recruitment of teaching and Non-teaching Staff:

Based on the recruitment projected by the heads of Departments, the recruitment is ongoing process which is continued.

Agenda Point No. 7: Library Information: Member secretary apprised that Wi-Fi facilities were smoothly working in Library premises and students were happily using this facility. The timing of the library had been from 09 am to 05 pm.

Since, there were no other point. The Meeting was closed.

(Dr. Sanjay Bajpai)
Director
LNCT MCA, Bhopal

Director
Lakshmi Narain College of Technology (MCA)
BHOPAL

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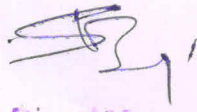
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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

Action Taken Report of AAB Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	1 st Semester Classes	HOD confirmed implementation.
2.	Remedial classes of 1 st Semester students' weak students	HOD confirmed implementation.
3.	Registration 4 th Sem. Students	HOD implemented & confirmed.
4.	Preparation for 4 th Semester	Confirmed.
5.	Progress for Students Training	Appreciated the efforts of HOD.
6.	Discipline	Endeavored by all.


Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/06

Date: 18/07/2022

ACADEMIC ADVISORY BODY (AAB)

To,

The Members of AAB

LNCT (MCA), Bhopal

Dear Sir/Madam,

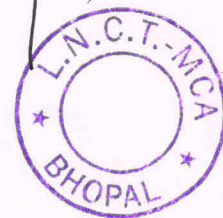
SUBJECT: NOTICE AND AGENDA FOR AAB MEETING

1. The Academic Advisory Body (AAB) meeting is being conducted on 06/08/2022 (Saturday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
 - Semester Course Coverage
 - Campus Preparation
 - 3rd Semester course coverage
 - Conduct of Annual functions
 - Conference/ Workshop
 - R&D
 - Proper Uniform
 - Discipline
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.
Looking forward to your presence in the meeting.

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Chairman (AAB)





LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/07

Date: 06/08/2022

ACADEMIC ADVISORY BODY (AAB)

MINUTES OF MEETING

The Academic Advisory Body (AAB) meeting was held on 06/08/2022 from 03.00 pm in the Board Room of LNCT (MCA) Bhopal. Head of Department and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAB meeting held on 07/05/2022 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Discussion:

Agenda Point No. 1: Semester Course Coverage: Third semester is about to start from 12/08/2022. HOD briefed that subjects are allocated to faculties and they have started preparing course files.

Agenda Point No. 2: Campus Preparation: 3rd Semester students are trying their hard to get a good placement. Motivate the students to prepare best for their campus.

Agenda Point No. 3: HOD was asked to schedule extra academic & curricular activities for 3rd Semester students. All the students had registered for the course except very few, who had taken permission to deposit fees late by one month.

Agenda Point No. 4: Conduct of Annual functions: Planet and Shrishti events should be conducted as per schedule.

Agenda Point No. 5: Conference/ Workshop: Every Departments should conduct conference/workshop regularly on a short frequency.

Agenda Point No. 6: R&D: All faculties of the department should be encouraged to publish patents and paper in reputed journals.

Agenda Point No. 7: Proper Uniform: All HOD must regularly ask their faculties to check their students for proper uniform.

Agenda Point No. 8: Discipline: All faculties of Department should be asked to check their students and monitor for good discipline.

Since, there were no other point. The Meeting was closed.



(Dr. Sanjay Bajpai)
Director
LNCT MCA, Bhopal

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Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

Action Taken Report of AAB Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	Projects	Implemented by Department.
2.	Course Progress of 4th / 2nd Semesters	HOD discussed. Found Satisfactory.
3.	Labs	HOD confirmed. Files checked.
4.	Placement Activities	T & P activities appreciated. Students excelled in competitive exams and higher studies.
5.	Discipline	Discipline maintained by team work well coordinated.
6.	Recruitment of teaching and Non-teaching Staff	Recruitment activities regularly conducted.
7.	Library Information	Satisfactory working appreciated.


Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/08

Date: 29/10/2022

ACADEMIC ADVISORY BODY (AAB)

To,

The Members of AAB

LNCT (MCA), Bhopal

Dear Sir/Madam,

SUBJECT: NOTICE AND AGENDA FOR AAB MEETING

1. The Academic Advisory Body (AAB) meeting is being conducted on 12/11/2022 (Saturday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
 - Commencement of 1st Semester
 - Induction program
 - Progress on 3rd Semester
 - Course file for 1st year
 - Anti-Ragging Committee
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.
Looking forward to your presence in the meeting.


Chairman (AAB)

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AKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2022/09

Date: 12/11/2022

ACADEMIC ADVISORY BODY (AAB) MINUTES OF MEETING

The Academic Advisory Committee was held on 12/11/2022 from 03.00 pm in the Board Room of LNCT-MCA, Bhopal. Head of Department and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAC meeting held on 06/08/2022 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Action Taken Report:

Discussion:

Agenda Point No. 1: Commencement of 1st Semester: This time admission process of DTE way delayed and now admissions of 1st year were over. Seats are filled in our college. The tentative to start 1st semester is 01/11/2022. The session will up to February. About 90th working days will be available.

Agenda Point No. 2: Induction program: HOD should plan for induction program for 1st year as per AICTE guidelines. Please go through orders and prepare the plan accordingly including yoga, exercise, games, co-curricular constructive activities, development of Human Values etc.

Agenda Point No. 3: Progress on 3rd Semester: It is told that 3rd Semester started from 12/08/2022. HOD stated that it is half way through. About 45-48 classes were conducted. Faculties have covered 2.5 plus units in all the subject. Course is going on smoothly.

Agenda Point No. 4: Course file for 1st year: Course file should be completed in all respect and should be arranged in the following manner:

- a) Time Table
- b) Manual Attendance sheet should be filled.
- c) Vision, Mission of the College.
- d) Vision, Mission of the Department.
- e) Academic Calendar
- f) Marks policy.
- g) Course Scheme.

- h) Course content according to NBA (CCUP)
 - (i) Rational
 - (ii) Curriculum
 - (iii) Bloom Taxonomy
 - (iv) Course Outcomes
 - (v) Co-PO Mapping
 - (vi) Course completion unit plan with delivery method.
 - (vii) Assessment rubrics.
- i) Lesson plan (CO-Based)
- j) Course Completion Plan.
- k) Reference Books.
- l) Tutorial Sheet (CO-Based)
- m) Oversize/Assignment Sheet (CO-Based)
- n) RGPV 2-3 Question Papers.
- o) Mid-Semester-1 Question Paper.
- p) Mid-Semester-2 Question Paper.
- q) Tutorial Record & Marks.
- r) Quiz/Assignment Record of Marks.
- s) End-Semester Record of Marks.
- t) CO & PO Attainment.
- u) Sectional Marks.

Agenda Point No. 5: All the faculties of 1st year must be strictly informed mentors to follow the system which is laid since many years and to be strictly followed.


Agenda Point No. 6: It was advised that since the students have off on sat, all the pending work can be finished viz. filling at attendance and completion of files etc.

Agenda Point No. 7: HOD told faculties not to carry book in the classroom. They may carry their personal notes which can be given to the students.

Agenda Point No. 8: It is told that a strictly vigilance in the area should be carried out by our faculties so that no senior student misbehave with the 1st year students. HOD should announce in all senior classes that we are "No Ragging Campus". Anyone caught included in wrong practices of Ragging will be deal with severely.

Agenda Point No. 9: Our Anti Ragging Committee and various squads monitoring the bus duties, canteen and class area should be activated.

Since, there were no other point. The Meeting was closed 04:40 PM.



(Dr. Sanjay Bajpai)
Director
LNCT MCA, Bhopal

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Director
Lakshmi Narain College of Technology (MCA)
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

Action Taken Report of AAB Last Meeting. - Final

Agenda Item No.	Items	Approval / Conclusion
1.	Semester Course Coverage	HOD explained. Files verified.
2.	Campus Preparation	Implemented
5.	Conduct of Annual functions	DSW assured to have planned activities in near future.
6.	Conference/ Workshop	HOD discussed & assured the activity in near future.
7.	R&D	HOD encouraged their faculties and confirmed.
8.	Proper Uniform	Uniform checked.
9.	Discipline	Discipline monitored by team.


Director
Lakshmi Narain College of Technology (MCA)
BHOPAL