

# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/01

Date: 07/01/2023

## 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, Principal 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/2023/02

Date: 25/01/2023

## 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 06/02/2023 (Monday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
  - Advice to faculties
  - 1<sup>st</sup> Semester Course Progress
  - Conduct of Extra Classes
  - Presence of Classes
  - Duties
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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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

**LNCT (MCA)/AAB/2023/03**

**Date: 06/02/2023**

## **ACADEMIC ADVISORY BODY (AAB)**

### **MINUTES OF MEETING**

The Academic Advisory Body (AAB) meeting was held on 06/02/2023 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 12/11/2022 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: It was advised to check uniform of the student regularly.

Agenda Point No. 2: 1<sup>st</sup> Semester Course Progress: HOD Stated that about 80 classes are conducted for 1<sup>st</sup> Semester and course is near completion. 100% Course coverage will be ensured by 24/02/2023. The students have shown lot of enthusiasm during entire duration of the course.

Agenda Point No. 3: Conduct of Extra Classes: It is advised to HOD to plan & organize the extra classes for weak students and also for students who needs improvement in attendance.

Agenda Points No. 4: Progress on 4<sup>th</sup> Semester: HOD stated that all the preparations for commencing of 4<sup>th</sup> Semester were completed. Students will be joining the college by 20/01/2023. Students were advised to register for the classes as early as possible

Agenda Point No. 5: It was advised to check the uniform of the student regularly.

Agenda Point No. 6: Presence of Classes: It is advised to the faculties to be present in their classes at least 5 minutes before the time and should not keep waiting before the time and should not keep waiting for the students to come back from the washroom etc.

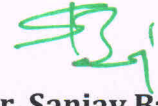
Agenda Point No. 7: It was also advised for the faculties and staff who are on canteen and bus duty, to keep watch on the student and do the duty properly.

Agenda Point No. 8: Faculty and staff should always deal with the student properly.

Agenda Point No. 9: 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**  
**Director**

**Lakshmi Narain College of Technology (MCA)**  
**BHOPAL**

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL


## Action Taken Report of AAB Last Meeting.

Agenda Item No.	Items	Discussion
1.	Commencement of 1 <sup>st</sup> Semester	Faculties Department discussed their progress Satisfactory.
2.	Induction program	Faculties Department discussed their progress Satisfactory.
3.	Progress on 3 <sup>rd</sup> Semester	Faculties Department discussed their progress Satisfactory.
4.	<p>Course file for 1<sup>st</sup> year</p> <ul style="list-style-type: none"><li>a) Time Table</li><li>b) Manual Attendance sheet should be filled.</li><li>c) Vision, Mission of the College.</li><li>d) Vision, Mission of the Department.</li><li>e) Academic Calendar</li><li>f) Marks policy.</li><li>g) Course Scheme.</li><li>h) Course content according to NBA (CCUP)<ul style="list-style-type: none"><li>(i) Rational</li><li>(ii) Curriculum</li><li>(iii) Bloom Taxonomy</li><li>(iv) Course Outcomes</li><li>(v) Co-PO Mapping</li><li>(vi) CO-PO Mapping</li><li>(vii) Course completion unit plan with delivery method.</li><li>(viii) Assessment rubrics.</li></ul></li><li>i) Lesson plan (CO-Based)</li><li>j) Course Completion Plan.</li><li>k) Reference Books.</li><li>l) Tutorial Sheet (CO-Based)</li> <li>m) Oversize/Assignment Sheet (CO-Based)</li></ul>	HOD checked & confirmed implementation.

**Director**  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



	<p>n) RGPV 2-3 Question Papers.</p> <p>o) Mid-Semester-1 Question Paper.</p> <p>p) Mid-Semester-2 Question Paper.</p> <p>q) Tutorial Record &amp; Marks.</p> <p>r) Quiz/Assignment Record of Marks.</p> <p>s) End-Semester Record of Marks.</p> <p>t) CO &amp; PO Attainment.</p> <p>u) Sectional Marks.</p>	
5.	All the faculties of 1 <sup>st</sup> year must be strictly informed mentors to follow the system which is laid since many years and to be strictly followed.	Mentor system properly followed.
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.	Implemented.
7.	HOD told faculties not to carry book in the classroom. They may carry their personal notes which can be given to the students.	Implemented.
8.	It is told that a strict vigilance in the area should be carried out by our faculties so that no senior student misbehave with the 1 <sup>st</sup> year students. HODs 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.	Strict vigil implemented.
9.	Our Anti Ragging Committee and various squads monitoring the bus duties, canteen and class area should be activated.	Working well.

  
**Director**  
**Lakshmi Narain College of Technology (MCA)**  
**BHOPAL**



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/04

Date: 17/04/2023

## 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 02/05/2022 (Tuesday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
  - Budget allocation
  - Faculty and lab staff
  - HODs Advised
  - Uniform
  - Examination
  - Equipment Audit
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)

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. All Above Members
4. Registrar LNCT MCA
5. Dean Student/Student Welfare
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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/05

Date: 02/05/2023

## ACADEMIC ADVISORY BODY (AAB)

### MINUTES OF MEETING

The Academic Advisory Body (AAB) meeting was held on 02/05/2023 from 03.00 pm in the Board Room of LNCT (MCA). Head of Department and in-charges attended the meeting.

The action taken on agenda points of last AAB meeting held on 06/02/2023 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:

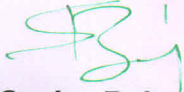
Agenda Point No. 1: Budget allocation is made for department for the fiscal year 2023-24. It is advised to plan the same accordingly.

Agenda Point No. 2: Faculty and lab staff is required to make sure that labs are conducted regularly and in a more elaborate manner. They need to go beyond the University Curriculum. Faculty should Endeavour to add some more experiments which are relevant to that particular course.

Agenda Point No. 3: HOD was advised for sharing official post on social media i.e. Facebook, WhatsApp timeline and status for branding visibility and enhancing the activities of LNCT (MCA).

Agenda Point No. 4: Uniform: Student in proper unit should be monitored.

Agenda Point No. 5: Examination: Faculties should be told to perform exam duties seriously. They must read all the instructions carefully.

  
(Dr. Sanjay Bajpai)  
Director  
LNCT MCA, Bhopal

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL

#### Copy to:

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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.	It was advised to check uniform of the student regularly	1 <sup>st</sup> Year Confirmed
2.	1 <sup>st</sup> Semester Course Progress	1 <sup>st</sup> Year Confirmed
3.	Conduct of Extra Classes	Head of Department
4.	Progress on 4 <sup>th</sup> Semester	Confirmed
5.	It is advised to check the uniform of the student regularly	Satisfied
6.	Presence of Classes	Implemented
7.	It was also advised to the faculties and staff who are on canteen and bus duty, to keep watch on the student and do the duty properly.	Confirmed
8.	Faculty and staff should always deal with the student properly.	Confirmed
9.	Discipline	Head of Department Confirmed

  
**Director**  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/06

Date: 21/07/2023

## 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 07/08/2023 (Monday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
  - Admission In-charge, LNCT (MCA)
  - Digital-ads of the core branches for admissions
  - T & P Suggestion
  - Ads should be re-scheduled
  - Frequency of ads with courses
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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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/07

Date: 07/08/2023

## ACADEMIC ADVISORY BODY (AAB)

### MINUTES OF MEETING

The Academic Advisory Body meeting was held on 07/08/2023 from 03.00 pm in the Board Room of LNCT (MCA) Bhopal. Heads of Department and in-charges attended the meeting.

#### Action Taken Report:

The action taken on agenda points of last AAC meeting held on 02/05/2023 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: The Director inquired the status of admissions and a review was given by Admission In-charge, LNCT (MCA).

Agenda Point No. 2: It was asked to release digital-ads of the core branches for admissions.

Agenda Point No. 3: Director T & P suggested highlighting good admissions.

Agenda Point No. 4: Banners are to be changed frequently to highlight the good results & placements.

Agenda Point No. 5: It was asked the Admission Cell not to over-commit on placements for admissions. Should highlight quality on education, discipline and requirement of Public sector hiring.

Agenda Point No. 6: Ads should be re-scheduled and more avenues to be explored, New ads to be developed. Incubation Centre, NIRF, Academics excellence, sports are to be highlighted.

Agenda Point No. 7: Frequency of ads with courses and USPs are to be increased.

Agenda Point No. 8: Everyone should be asked to highlight the USPs of the college which may be incorporated in the ads.

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

(Dr. Sanjay Bajpai)  
Director  
LNCT MCA, Bhopal

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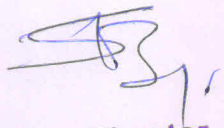
Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

### Action Taken Report of AAB Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	Budget allocation is made for departments for the fiscal year 2023-24. It is advised to plan the same accordingly.	Noted by all. They shall utilize during financial year.
2.	Faculty and lab staff is required to make sure that labs are conducted regularly and in a more elaborate manner. They need to go beyond the University Curriculum. Faculty should Endeavour to add some more experiments which are relevant to that particular course.	Note and working excellently.
3.	HOD was advised for sharing official post on social media i.e. Facebook, WhatsApp timeline and status for branding visibility and enhancing the activities of LNCT (MCA).	Working well. Visible on social media platform.
4.	Uniform	Implemented
5.	Examination	Exam Section had been working with coordination with faculties.

  
**Director**  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/08

Date: 25/10/2023

## ACADEMIC ADVISORY BODY (AAB)

To,

The Members of AAB

LNCT (MCA), Bhopal

Dear Sir/Madam,

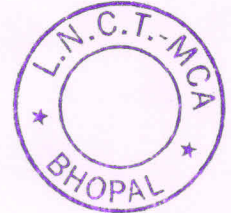
SUBJECT: NOTICE AND AGENDA FOR AAB MEETING

1. The Academic Advisory Body (AAB) meeting is being conducted on 08/11/2023 (Wednesday) at 03.00 PM in the Board Room of LNCT (MCA).
2. The Agenda for the meeting is appended below:
  - About First Year
  - Registration Process
  - Subject information and classes for students
  - Appreciated the efforts
  - Uniform check
  - Entrepreneurship and Startups
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.

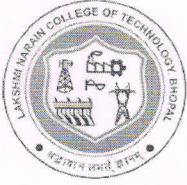
Chairman (AAB)

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/AAB/2023/09

Date: 08/11/2023

## ACADEMIC ADVISORY BODY (AAB)

### MINUTES OF MEETING

The Academic Advisory Body (AAB) Committee meeting was held on 08/11/2023 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 07/08/2023 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: It was informed by Director Administration that; First Year are getting their registration for the first time, it was advised to cooperate with the students to get themselves registered. The Mentor Form is to be kept by the Mentors.

Agenda Point No. 2: The registration process and checking of the students for completing the registration will remain the same.

Agenda Point No. 3: Many students check subject information on You-Tube and Google which the lecturer may not have at that time. Wrong information should not be given to the student at that particular time. In such cases, the lecturer may say that they will discuss the same in the next class.

Agenda Point No. 4: It is important for the teacher to come prepared in the class and may revise by searching for latest information on net before delivering the lecture. Preparation by the teacher is very important.

Agenda Point No. 5: Faculties have to adapt to the change. There were many cases of theft and misbehavior of the students recently which is to be handled properly and need action amicably.

Agenda Point No. 6: A proper dress code is to be followed by all. Bus duty to be carried out in coordination among them is expected from everyone.

Agenda Point No. 7: Indoor activities may be organized according to the infrastructure available.

Agenda Point No. 8: Depute one faculty from each department for AICTE activities.

Agenda Point No. 9: Students are to be encouraged and allowed to participate in the activities related to Innovation Entrepreneurship and Startups.

Agenda Point No. 10: Director advised the faculties that take the profession seriously, should refer good author books and should keep updating their subject knowledge.

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.	The Director inquired the status of admissions of all the core branches and a review was given by Admission In-charge, LNCT (MCA)	Details of Admissions submitted.
2.	It was asked to release digital-ads of the core branches for admissions	Media Coverage carried out.
3.	Director T & P suggested highlighting core branches admissions	Appreciated and Initiated.
4.	Banners are to be changed frequently to highlight the good results & placement	HOD Confirmed.
5.	It was asked the Admission Cell not to over commit on placements for admissions. Should highlight quality on education, discipline and requirement of Public sector hiring.	Noted
6.	Ads should be re-scheduled and more avenues to be explored, New ads to be developed. Incubation Centre, NIRF, Academics excellence, sports are to be highlighted.	Media Department working on this.
7.	Frequency of ads with courses and USPs are to be increased	All Noted.
8.	Everyone should be asked to highlight the USPs of the college which may be incorporated in the ads.	All Noted.

  
Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL