

## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA) Bhopal

LNCT (MCA)/PB/2023/01

Date: 19/01/2023

### FORMATION OF PROCTORIAL BOARD

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA) BHOPAL has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students.

**Some specific Role & Responsibilities of the Proctorial Board are as follows:**

1. To maintain discipline in the Institute; ensure Institute rules are understood and followed.
2. To keep an eye on the general moral behavior of the student.
3. To prevent the student from indulging in any political activities on Institute premises.

Cases of indiscipline or indecent behavior of any student, cases of individual/ group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board. The Director is assisted by additional proctors and HOD will be the default members of the Proctorial board and will have a deciding role if student involved are of their departments.

The Proctorial board will have at least one lady member other than HOD and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with a girl student.

The Institute Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.

To combat ragging and avoid any untoward incident in the College a discipline committee and Anti ragging committee in institute has been constituted. On any motion moved by the departmental discipline committee, after a primary enquiry, the board recommends suitable actions to be taken against those found guilty. Any matter found against the rule is brought into notice of the board for further disciplinary action. Though all the preventive measures against ragging are implemented, nevertheless, all the students are required to submit an undertaking before the concerned Head of Department at the time of admission, to the effect that they will not get involved in any type of misconduct and will abide by the ragging rules. In case of any report obtained from anti-ragging committee, the Proctorial board primarily conducts an enquiry and recommends suitable punishments to those found guilty as per rule. With the assistance of Central Security System established in the institute, the Proctorial board maintains the discipline and order during various celebrations, events and other activities where large gathering of students are common.

The Proctorial board will follow following procedure to initiate enquiry if the complaint is ascertain:

1. The complainant is called for hearing and his statement is recorded.
2. The accused person(s) is called for recording his/her statement.
3. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
4. Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
5. A cross-examination of the accused and the complainant is conducted.
6. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
7. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes until s/he submit his/her defence and punishment is decided.
8. The defence given by the accused persons in the show cause notice is studied and examined.
9. A report is prepared as per the "Prime Institute Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
10. Final report and recommendations is submitted to Director General/ Director for approval & final decisions.
11. Consequently, the award of punishment is conveyed to the student duly signed by the Director.
12. The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

**(Dr. Sanjay Bajpai)**  
**Director**  
**LNCT (MCA) BHOPAL**

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

**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. All Notice Board of College
7. Master File Director Office



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA) Bhopal

LNCT (MCA)/PB/2023/02

Date: 09/06/2023

### NOTICE

To,

The Members of Proctorial Board

LNCT (MCA) Bhopal

Dear Sir/Madam,

Subject: Notice and Agenda for Proctorial Board Meeting

1. Proctorial Boardmeeting is being conducted on 17/06/2023 (Saturday) at 10.30 PM in the Board Room of LNCT (MCA) for Proctorial Board.
2. The Agenda of the meeting is appended below:
  1. Introduction of Proctorial Board member in 2023,
  2. Objectives of Proctorial Board
  3. Function of Proctorial Board
  4. General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issue and necessary actions to be taken.

Looking forward to your presence in the meeting.

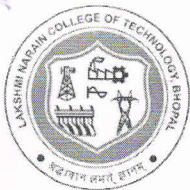
  
Prof. Ashish jain

Chairman (PB)



Copy to:

1. Honorable Chairman / Vice-Chairperson/Secretary
2. Director Administration
3. Director MCA
4. All above members
5. Registrar LNCT MCA
6. Dean Academic / Student Welfare
7. Hostel Warden
8. All Notice Boards of the College
9. Master File: Director Office



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA) Bhopal

LNCT (MCA)/PB/2023/03

Date: 17/03/2023

### PROCTORIAL BOARD MEETING

The meeting of Proctorial Board was held today in the LNCT-MCA Department the following members were present for the meeting.

Minutes of Meeting:

1. There is a no case regarding discipline of students
2. All the member of committee visited to all classrooms, canteen on the campus and guided students regarding the issue and policies.
3. The committee discussed whether there have been any reported cases of discipline since the last meeting. It was confirmed that there have been no reported incidents.

Thank you.

Name	Designation	Signature
Prof. Ashish Jain	Chairman	
Prof. Shilpa Jaiswar	Member	
Prof. Dev Chauhan	Member	
Ms. Karuna Vishvakarma	Member	

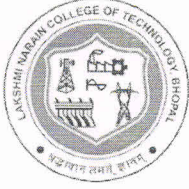
Copy to:

**Director:** For Information please.

**Director Administration:** For information please.

Prof. Ashish Jain  
Chairman (PB)





## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA) Bhopal

LNCT (MCA)/IQAC/2023/04

Date: 29/09/2023

### PROCTORIAL BOARD MEETING

The Proctorial Board of the College were caught in the canteen during the lunch, reported by Prof. Dev Chauhan of MCA College.

#### Findings:

Upon Investigation of the case, it has come into knowledge that the following students of MCA 1<sup>st</sup> year LNCT (MCA) were caught in the canteen during the lunch hours of BCA & B.Tech 1<sup>st</sup> Year. It is totally indiscipline act and not acceptable.

S.No.	Student Name	Enrolment No.	Branch
1.	Mr. Dhiraj Pandey	0103CA221061	MCA-III Sem.
2.	Mr. Anshul Sharma	0103CA221027	MCA-III Sem.
3.	Ms. Akansha Khare	0103CA221009	MCA-III Sem.

It is a serious breach in good order and discipline of the College and is not acceptable.

#### Recommendations:

It is recommended that:-

1. Parents of the above students must meet Director, FIC and Proctorial Board within 10 days.
2. Above Students will remain suspended from attending their classes/institute till their parents meet the officials.

Thank you.

Name	Designation	Signature
Prof. Ashish Jain	Chairman	
Prof. Shilpa Jaiswar	Member	
Prof. Dev Chauhan	Member	
Ms. Karuna Vishvakarma	Member	

#### Copy to:

**Director:** For Information please.

**Director Administration:** For information please.

Prof. Ashish Jain  
Chairman (PB)





Estd. 1998

# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY-MCA

Approved by AICTE, New Delhi & An ISO 9001:2015 Certified Institute  
Recognized by Govt. of M.P., Affiliated to RGPV, Bhopal (M.P.)

LNCT-MCA/Adm/2023/251

Date: 29-09-2023

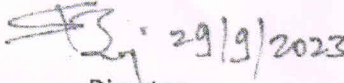
## SUSPENSION NOTICE

Following students of MCA-III semester were caught in the canteen during the lunch hours of BCA and BTech I year. It is totally indiscipline act and not acceptable.

1. Mr. DILRAJ PANDEY [0103CA221061] MCA-III semester
2. Mr. ANSHUL SHARMA [0103CA221027] MCA-III semester
3. Ms. AKANKSHA KHARE [0103CA221009] MCA-III semester

All the above mentioned students are suspended with immediate effect and is directed to report the Proctorial Board with their father on **06-10-2023 (Friday) at 11:00 AM** in the Department at LNCT Campus, Raisen Road, Bhopal.

It is further informed that if they fail to report on the specified date with their father then their suspension will be continued till further notice.

  
29/9/2023  
Director


LNCT-MCA, Bhopal



**Director**

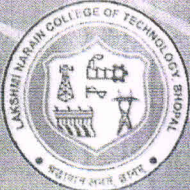
Lakshmi Narain College of Technology (MCA)  
BHOPAL

Copy to:

1. Office of Chairman/Vice Chairperson/Secretary
2. Director Administration
3. Principal (LNCT, LNCT&S, LNCTE, LNCP)
4. Director (MCA, MBA, Training & Placement, Incubation)
5. Dean Student Welfare
6. HOD-MCA
7. Hostel Warden
8. Personal File of the student
9. Copy to respective parent
10. Departmental Notice Board
11. Office File

 LNCT Campus, Kalchuri Nagar, Raisen Road, P.O. Kolua, Bhopal - 462022 (M.P.), INDIA

 +91-755-6185300, 301, 0755-6685448, Fax : +91-755-6185305  Lncrbhopal@LNCT.ac.in



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Estd. 1998

LNCT-MCA/Adm/2023/204

Date: 12-10-2023

## SUSPENSION REVOKED

In reference to suspension letter LNCT-MCA/Adm/2023/251 dated 29/09/2023, Mr. DILRAJ PANDEY [0103CA221061], Mr. ANSHUL SHARMA [0103CA221027], Ms. AKANKSHA KHARE [0103CA221009] MCA-III semester were suspended due to indiscipline conduct of visiting the canteen during the lunch hours of first year students in the college premises.

Since they realized and apologized before the proctorial board with their parents and promised not to repeat in the future. Hence their suspension is revoked from 13-10-2023 and allowed to attend the classes.

Director

LNCT-MCA, Bhopal

Copy to:

1. Office of Chairman/Vice Chairperson/Secretary
2. Director Administration
3. Principal (LNCT, LNCT&S, LNCTE, LNCP)
4. Director (MCA, MBA, Training & Placement, Incubation)
5. Dean Student Welfare
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**Director**  
Lakshmi Narain College of Technology (MCA)  
BHOPAL

www.LNCT.ac.in

LNCT Campus, Kalchuri Nagar, Raisen Road, P.O. Kolua, Bhopal - 462022 (M.P.), INDIA

+91-755-6185300, 301, 0755-6685448, Fax : +91-755-6185305  Lnctbhopal@LNCT.ac.in

To the director Sir (MCA)  
LNCT collage  
Bhopal.

Subject: application for getting my id card back


Respected Sir

I am Dilraj Pandey student  
of MCA 3rd sem. roll no 0103CA221061  
from LNCT (RSPV). I was passing through  
the canteen to submit my assignment  
but unfortunately Sir misunderstood  
that I was roaming freely without  
purpose

I kindly request you please  
return my id card. I will very grateful

Thank you

Reed

  
29/9/2023

Yours obediently

Dilraj Pandey

MCA 3rd sem





To The director Sir (MCA)  
LNCT College,  
Bhopal.

Subject: application for getting my id card back.

Respected Sir,

I am Anshul Sharma student of MCA 3rd sem roll no. 0103CA221027 from LNCT (RGPV), I was passing through the canteen to submit my assignment but unfortunately Sir misunderstood that I was roaming freely without purpose.

I kindly request you please return my id card. I will very grateful.

Thankyou

Reed

~~Sir~~ 25/9/2023

yours obediently  
Anshul Sharma  
MCA 3rd Sem

Roll no. ~~0103CA221027~~  
0103CA221027

Anshul

To,

The Director Sir. (MCA)  
LNCT college Bhopal.

Subject → An application for getting my ID card  
back.

Respected Sir,

I am Atanksha khare student  
of MCA 3<sup>rd</sup> sem roll no. 0103CA221009.  
from LNCT (RGPV). I was passing through  
the canteen to submit my assignment  
but unfortunately sir misunderstood that I  
was roaming freely without purpose.

I kindly requested you please  
return my ID card. I will very gratefully.

Thankyou.

your obediently

Name - Atanksha

khare

Roll no. - 0103CA221009

Atanksha

Recd

29/9/2023