



Ref: LNCT-MCA/Adm/2025/01

Date: 13/01/2025

MINUTES OF MEETING


A meeting is held on 11th January, 2025 in the Board Room of Ramnath Guha Block, LNCT-MCA, Bhopal. The Director, HOD and faculties of MCA Department attended it.

Following points are stated by the director and advised all the faculties to follow them for smooth functioning of the college:

1. Meeting began with remembering the ethics of Lord Ram on the day of establishment of Ram Lala in Ayodhya as per the Hindu calendar and promised ourselves to follow those ethics.
2. All faculties, staff and students must be in proper uniform with ID card.
3. All mentors are required to fill and update all the columns of MENTOR FORM and update the results of students in it as soon as result is declared.
4. FIC (Dr. Virendra Kumar Tiwari) is requested to check mentor form and mentor report (fortnightly) and produce as and when needed.
5. Course coordinator Dr. Virendra Kumar Tiwari is asked to conduct a meeting with subject teachers and revise the Course Outcomes (COs) as per the need and requirements of curricula and society. Produce the revised COs before the Academic Advisory Body (AAB) for approval.
6. Dr. Kavita Kanathey is asked to generate the report of CO/PO attainment of last semesters and submit to undersigned.
7. Dr. Jayanti Mehra is asked to get the all course files duly completed with all required documents attached including attainments.
8. It is decided to start preparation for NAAC certification. Dr. Jayanti Mehra is appointed as coordinator and Dr. Neelu Singh as Co-coordinator for NAAC certification.
9. Mr. Dipanshu Jha and Ms. Kanal Soni are appointed Accsoft Coordinator. They will be responsible for linking subject & teacher in ERP and feeding time table schedule in it.



10. Mentors and subject teacher should update their mentor list and attendance register immediately as soon as any student cancels his/her admission.
11. Student has to come himself/herself for registration process within the time frame as declared in the academic calendar.
12. Proposal from the faculties is put to make at-least one smart class room and all labs be equipped with projectors.
13. Mr. Dipanshu Jha is appointed Lab in-charge of Lab 003.
14. Ms. Deepshikha Arya is appointed as Lab in-charge of Lab 205.

 13/1/2025

(Dr. Sanjay Bajpai)

Director

LNCT-MCA, Bhopal

Copy to:

1. Office of Chairman/Vice Chairperson/Secretary
2. Principal (LNCT/LNCTS/LNCTE/LNCP)
3. Director Administration
4. Group OSD
5. Director (MBA, RnD, TnP, Incubation)
6. HOD (MCA)
7. Registrar (MCA)
8. Office File
9. Guard File

Director
Lakshmi Narain College of Technology (MCA)
BHOPAL