LAKSHMI NARAIN COLLEGE OF TECHNOLOGY-MCA

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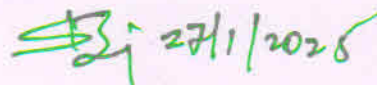Estd. 1998

Ref: LNCT-MCA/Adm/2025/ 05

Date: 27/01/2025

MINUTES OF MEETING

A meeting is held on 25th 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. Faculties are advised to submit the sessional marks of first semester timely.
2. Feedback is taken about the usage of smart class.
3. Training and Placement coordinator Dr. Virendra Tiwari is asked to prepare and finalize the placement data of students of last three years.
4. Two cameras are to be fitted in the corridor of first and second floor. Mr. Shubham (Lab Asstt.) is asked to contact with Mukesh Narula sir and update the status.
5. Lab in-charges and Lab Assistants are asked to prepare the list of short coming in the Lab, report it and get it rectified.
6. Dr. Jayanti Mehra is asked to keep the best 5 projects of each semester of last two years coordinating with project guide and project coordinator.
7. All the faculties are asked to give the names of activities they will be conducting in the session Jan-Jun 2025. Submit the list to concerned heads and also the completion report.
8. Mentors are asked to keep the registration status update and also keep the mentors copy with them, properly arranged.
9. FIC Dr. Virendra Tiwari raised the point that some of the students do not give the mobile number of their mother. Mentors are asked to identify such students, contact their father for verification.

(Dr. Sanjay Bajpai)
Director
LNCT-MCA, Bhopal
Director
Lakshmi Narain College of Technology (MCA)
BHOPAL

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3. Director Administration
4. Group OSD
5. Director (MBA, RnD, TnP, Incubation)
6. HOD (MCA)
7. Registrar (MCA)
8. Office File
9. Guard File

27/1/2025

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

Director
Lakshmi Narain College of Technology (MCA)
BHOPAL