



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.)

Ref: LNCT-MCA/Adm/2025/16

Date: 25/02/2025

MINUTES OF MEETING

A meeting is held on 22nd February, 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 their course file within five days after ending the academic session and HODs are advised to collect all the course files after checking it thoroughly. All the necessary documents as per the index must attached in the course file.
2. Heads and mentors are advised to look after the problems of students immediately and don't make them waiting un-necessarily.
3. Heads are asked to make activities calendar before the beginning each academic session and ensure that activities are duly conducted as per the plan.
4. Social media in-charge Mr. Abhishek Dubey is asked to share the photos of events conducted with brief description in the social media immediately.
5. All the faculties are asked to like and share photos of events posted in the social media.
6. Classes of fourth semester are going on. Faculties are asked to check that all students are visible in the ERP and their attendance is marked daily.
7. Faculties should give equal amount of time to each unit so that all topics of each unit can be discussed thoroughly.
8. Faculties are asked to prepare the course file of subjects assigned in second semester.
9. Faculties are advised to classes in LED panel at least twice a week and get acquainted with all the features of it.
10. It is recommended to place CPUs in the classroom and affix the projector cable into it. Faculties should carry their study material in Pen Drive for teaching. It is observed that while using laptop, every time cable is attached and detached and in this process port of the some of the cables is deteriorated.



11. Process of NBA inspection is initiated.

12. Dr. Alka Gulati, the in-charge of COs revision and CO-PO mapping, is asked to complete their assigned task at the earliest so that it can be handed to Dr. Kavita Kanathey, in-charge of attainment calculation, to calculate the attainment and can be filled in SAR

 25/2/2025

(Dr. Sanjay Bajpai)
Director

LNCT-MCA, Bhopal

Director

Lakshmi Narain College of Technology (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