



Ref: LNCT-MCA/Adm/2025/18

Date: 08/03/2025

MINUTES OF MEETING

A meeting is held on 8th March, 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 congratulated in successfully completing the FDP in Universal Human Values (UHV) and advised to follow those ethics in life and propagate those values to students. Total fourteen faculties completed FDP in UHV.
2. All mentors must update their mentor file and keep record of registration slips. Mentor files will be checked randomly.
3. Mid semester Question papers and attendance to be submitted today (08-03-2025).
4. Mid semester marks to be uploaded in ERP by 20-03-2025 and mail the mid semester marks to the undersigned. Nomenclature to name the file is <subject code + section + faculty name>.
5. Mentors of MCA-II semester are asked to call all the students who have not registered so far. Last date of registration is 17-03-2025.
6. There are chances that a few faculties may have 2-3 lectures continuously on some day, bear with it. Total load is at par as per norms.
7. All faculties, mentors, and Heads know their roles and responsibilities and are advised to comply with them and do not have any pending work.
8. Heads are asked to share the notice immediately in the community group of their branch as soon as it is shared in the faculty group or issued from office.
9. Faculties are asked to sign out and switch off the PC in the Lab after completing their work.
10. Faculties are suggested to sit in their assigned cabin and keep their desk well arranged.
11. Heads are requested to inform the minutes of meeting and instructions to the faculties of allied departments and samatrix partner and ask them to follow strictly.

12. Students are involved in college work like attending educational tour, workshops, internships, sports etc, should be marked N in the attendance register and ERP.
13. Students should be informed that they have to submit duly signed application within a week to get their attendance marked in the register.

 8/3/2025

(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)
BHO PAL