Ref: LNCT-MCA/Adm/2025/ 22   **Date: 29/03/2025**

MINUTES OF MEETING

A meeting is held on 29th 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. Meeting began with wishing all the faculties नव वर्ष शुभ एवं मंगलमय हो, विक्रम संवत २०८२ चैत्र मास, शुक्लपक्ष प्रतिप्रदा (30-03-2025).

2. Students should be clearly informed about the submission of registration form at the beginning of the academic session. They should be motivated to submit the form before going their home town after the practical exams. Last date of submitting the registration form is without the late fee. Late fee date is for rare case and will be considered with due permission.

3. Mid Semester marks CO wise should be sent to concerned heads just after the mid sem exam and heads will be forwarding to the undersigned after duly checking.

4. NBA Criteria coordinators are required to update their file after each academic session.

5. Course coordinator Dr. Virendra Tiwari is asked to maintain all the notices of revising the COs, POs, PEOs and minutes of meeting with the attendance of participants.

6. Magazine editor, Mr. Mahesh Bagwani is asked to maintain all the quarterly magazines.

7. Research and achievement coordinator, Dr. neelu Singh is asked to maintain all the data IN NAS clearly bifurcating in the respective folders

8. Time Table coordinator, Mr. Pramod Saket is asked to design time table in such a way that all the faculties get at least one lecture in smart class.

9. TnP coordinator and heads are asked to submit the report of trainings conducted TnP cell clearly mentioning the Branch, semester, training on, and duration.

10. All the faculties are advised to clearly mention their leaves in Red in the daily attendance register and feed the summary in the last three columns in each month.

29/3/2025

(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