



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/IQAC/2024/01

Date: 13/01/2024

## INTERNAL QUALITY ASSURANCE CELL

### Objective/Functions:

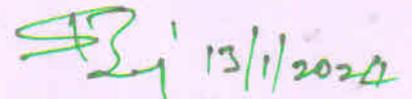
To enhance the Quality of Program and to ensure continuous improvement in terms of curriculum, teaching learning process, student performance, faculty contributions, infrastructural facilities, student support systems and industry interaction by effectively involving the stakeholders.

### Composition:

S.No	Name and Designation	Role in IQAC /Association	Mobile No.	Email-id
1.	Dr. Anupam Chouksey Secretary, LNCT Group	Management	9303132147	secretary@lnct.ac.in
2.	Dr. Sanjay Bajpai Director, LNCT-MCA	Chairman	9425642238	lnctmca@lnct.ac.in
3.	Dr. Virendra Tiwari Professor	Coordinator	9407257089	virendrat@lnct.ac.in
4.	Dr. Ashok Kumar Rai Director, Administration	Administrative Officer	9827055261	directoradmin@lnct.ac.in
5.	Dr. Neelu Singh Professor	Members	9425378492	neelus@lnct.ac.in
6.	Mr. Ashish Jain Associate Professor	Members	9039311858	ashishj@lnct.ac.in
7.	Mr. Dev Kumar Chouhan Assistant Professor	Members	9981186985	devc@lnct.ac.in
8.	Mr. Rohit Pathak Associate Director	Training & Placement	8839413842	rohitp@lnct.ac.in
9.	Mr. Shubham Raghuvanshi Accounts Officer	Members	9977363402	accountsmca@lnct.ac.in
10.	Ms. Ravi Shankar Librarian	Members	9425648266	librarymca@lnct.ac.in
11.	Mr. Ravikant Mishra Sr. Systems Analyst, Capgemini, Pune	Alumni	9970970173	ravikant.a.mishra@capgemini.com
12.	Mr. Asim Ali Head, Corporate Relation	Ypsilon IT Solutions Pvt. Ltd. Indore	9589677200	hr@ypsilonitsolutions.com

**Role & Responsibility:** The Roles and Responsibilities of IQAC are as follows:

1. To develop, implement and monitor Quality Parameters for various academic and administrative activities within the department.
2. To create a learner centric environment.
3. To collect feedbacks from stakeholders, take necessary action and measure the effectiveness.
4. To compute and continuously monitor attainment of POs.
5. To evaluate program effectiveness and take necessary steps for continues improvement.
6. To motivate faculty and student to attend workshops. Develop projects, working models, paper publications, patents and research.
7. To interact with the student, faculty members, program coordinator and external stakeholders to understand the effectiveness of program in order to achieve the PEOs.
8. To prepare an action plan to enhance research activities in coordination with the departmental Research Committee.
9. To build organized and systematic methodology of documentation and internal communication.
10. To encourage professional body activities among the faculty and students.
11. To set targets for PO attainment.



(Dr. Sanjay Bajpai)  
Director  
LNCT MCA, Bhopal

**Copy to:**

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. All Above Members
4. Registrar LNCT MCA
5. All Notice Board of College
6. Master File Director Office

Director  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/IQAC/2024/02

Date: 07/06/2024

## INTERNAL QUALITY ASSURANCE CELL

To,

The Members of IQAC  
LNCT (MCA) Bhopal,

Dear Sir/Madam,

### SUBJECT: NOTICE AND AGENDA FOR IQAC MEETING

1. IQAC meeting is being conducted on 15/06/2024 (Saturday) at 10.30 AM in the Board Room of LNCT (MCA) College, Ramnath Guha Block.
2. The Agenda for the meeting is mentioned below:
  - Introduction of IQAC members in 2024,
  - Objectives of IQAC
  - Function of IQAC
  - General Discussion.
3. You are kindly requested to attend the meeting with your suggestions and guidance.

Looking forward to your presence in the meeting.

 7/6/2024

(Dr. Sanjay Bajpai)

Chairman IQAC

Director

Lakshmi Narain College of Technology (MCA)  
BHOPAL

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/IQAC/2024/03

Date: 15/06/2024

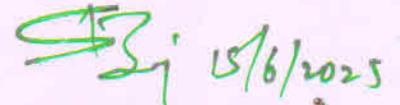
## INTERNAL QUALITY ASSURANCE CELL

The meeting of the Internal Quality Assurance Cell is held on **15<sup>th</sup> June, 2024** in the board room of LNCT-MCA, Ramnath Guha Block at 10:30 AM. Dr. Virendra Kumar Tiwari, IQAC Coordinator, welcomed the chairperson of the meeting, Dr. Sanjay Bajpai, Director LNCT-MCA, Bhopal and all the members of IQAC. The following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

### Discussion:

1. The minutes of previous meeting was read by chairperson Dr. Sanjay Bajpai. As per the minutes, action taken report is briefly discussed.
2. Head of LNCT-MCA is asked to check and monitor the work being done as per the norms of NBA accreditation and NAAC.
3. The faculty members have been advised to complete their syllabus before due dates.
4. Discussed that faculty members should be encouraged to publish their research in reputed journals and books.
5. Discussion held on how the College ensures the maintenance of all the facilities. Decided to streamline and perform regularly, including housekeeping checks, cleanliness and up-dation.
6. It was suggested to conduct collaborative quality initiatives with other institutions.

The Meeting was ended on 11:30 AM.



(Dr. Sanjay Bajpai)

Chairman IQAC

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5. Dean Student/Student Welfare
6. All Notice Board of College
7. Master File Director Office

**Director**  
Lakshmi Narain College of Technology (MCA)  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/IQAC/2024/04

Date: 11/11/2024

## INTERNAL QUALITY ASSURANCE CELL

To,

The Members of IQAC

LNCT (MCA) Bhopal,

Dear Sir/Madam,

### SUBJECT: NOTICE AND AGENDA FOR IQAC MEETING

1. IQAC meeting is being conducted on 16/11/2024 (Saturday) at 10.30 AM in the Board Room of LNCT (MCA) College, Ramnath Guha Block.
2. The Agenda for the meeting is mentioned below:
  - Follow up of minutes of previous meeting
  - Review of academic works
  - Review of general work
  - General Discussion.
3. You are kindly requested to be present as it will help us to discuss the issues and necessary actions to be taken.

Looking forward to your presence in the meeting.

*(Handwritten signature)*  
11/11/2024

(Dr. Sanjay Bajpai)

Chairman IQAC

Director

Lakshmi Narain College of Technology (MCA)  
BHOPAL

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# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY (MCA), BHOPAL

LNCT (MCA)/IQAC/2024/05

Date: 16/11/2024

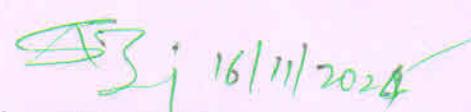
## INTERNAL QUALITY ASSURANCE CELL

The meeting of the Internal Quality Assurance Cell is held on **16<sup>th</sup> November, 2024** in the board room of LNCT-MCA, Ramnath Guha Block at 10:30 AM. Dr. Virendra Kumar Tiwari, IQAC Coordinator, welcomed the chairperson of the meeting, Dr. Sanjay Bajpai, Director LNCT-MCA, Bhopal and all the members of IQAC. The following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

### Discussion:

1. The minutes of previous meeting was read by chairperson Dr. Dr. Sanjay Bajpai. As per the minutes action taken report is briefly discussed.
2. Feedbacks related to work being done for NBA accreditation and NAAC, is taken.
3. Discussed during the meeting that Time tables for the new session have to be prepared
4. Social media and Print media promotion initiated.
5. The Department Head is requested to submit Academic Calendar for the even semester being started from January 2025.
6. It is decided that New books and journals have to be purchased as per the rules.
7. It was briefed that internal audit for the session 2024-25 will be planned
8. It was suggested to conduct collaborative quality initiatives with other institutions

The Meeting was ended on 11:40 AM

  
(Dr. Sanjay Bajpai)

Chairman IQAC

Director

Lakshmi Narain College of Technology (MCA)  
BHOPAL

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