



Ref: LNCT-MCA/Adm/2025/31

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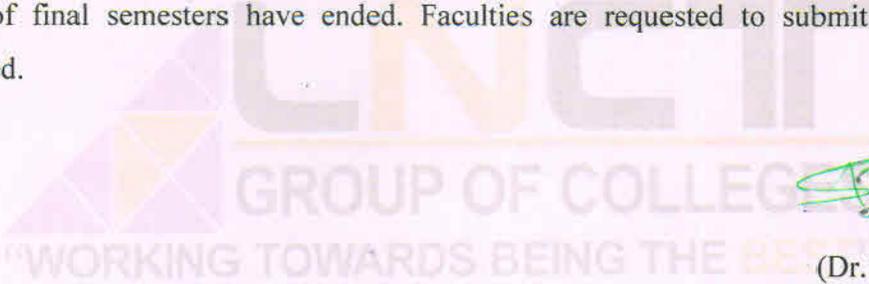
## MINUTES OF MEETING

A meeting is held on 10<sup>th</sup> May, 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 check the mid semester copies timely and upload data in the ERP.
2. All faculties are advised to do the work in priority basis assigned by the undersigned.
3. Exams of final semesters have ended. Faculties are requested to submit their files duly completed.

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*SB* 10/5/2025

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

Director  
Lakshmi Narain College of Technology (MCA)  
BHO PAL

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
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