



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/2025/33

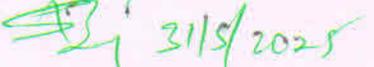
Date: 31/05/2025

## MINUTES OF MEETING

A meeting is held on 31<sup>st</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 call the students on the data provided by admission cell and submit the calling report daily to the Admission cell coordinator Mr. Dev Kumar Chouhan in the prescribed format shared by him.
2. Policies and protocols of the LNCT Group should be explained to the students seeking admission in our courses.
3. Faculties are again reminded to accomplish the assigned task within the time frame.
4. Heads and faculties must ensure that all students are in proper uniform in the LNCT premises.
5. All reports like Mid semester marks, sessional marks etc. must be submitted in the prescribed format and files should be named as per the instructed nomenclature.
6. Faculties must be aware that while feeding mid semester marks in copies, marks should be filled against the mentioned COs.
7. Some of the faculties have not submitted their course files to the concerned heads after their academic session. Heads are requested to give the name of such faculties and give a reminder notice to such faculties.
8. Heads are requested to maintain the records of all placed students and their testimonials must be created. These testimonials should be shared to admission head, Mr. Ambkeshwar Pathak that can be used in the promotion of our LNCT Group.

 31/5/2025

(Dr. Sanjay Bajpai)  
Director

LNCT-MCA, Bhopal  
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