



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/2025/37

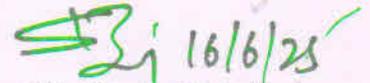
Date: 16/06/2025

MINUTES OF MEETING

A meeting is held on 16th June, 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 asked to check actual number of students appeared in exams before doing the individual result analysis.
2. Summer vacation slots are declared. All faculties are informed to apply in ERP and mention in the attendance register.
3. Maintain proper calling reports for admissions and do the registrations carefully.
4. Faculties are informed to submit mid semester marks before availing the summer vacations.
5. Faculties are advised to take minimum leaves during peak academic session.



(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