



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/2026/01

Date: 14/01/2026

## MINUTES OF MEETING

A meeting is held on 12<sup>th</sup> January, 2026 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. All mentors are required to fill and update all the columns of MENTOR FORM and update the results of students in it as soon as result is declared.
2. All mentors are advised to check ARC Registration Number is written by students while submitting the Data No Dues Form.
3. Dr. Virendra Kumar Tiwari is requested to update faculty profiles and placement data of last three years for Accreditation.
4. Dr. Kavita Kanathey is requested to generate the report of CO/PO attainments subject wise.
5. Dr. Jayanti Mehra is asked to get the all course files duly completed with all required documents attached as per the index.
6. Mentors and subject teacher should update their mentor list and attendance register immediately as soon as any student cancels his/her admission.
7. Lab in-charges are requested to update their labs and inform to lab assistants for any requirements.
8. It is advised by faculties to make more smart classes in the departments.
9. All the faculties are advised to set their targets for the year 2026 and should publish at least two papers in Scopus indexed journals and one utility patent.
10. All faculties should encourage students to do NPTEL certification courses and they should also do NPTEL courses for self-improvement.
11. It is advised to cover the corridor by grills for the safety of students.
12. Floor in-charges must take round as and when they are free for the smooth conduction of the college.

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14/1/2026

(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 (MCA/T&P/MBA/Incubation/R&D/IT Infra)
6. Dean Student Welfare
7. HOD (MCA)
8. Registrar (LNCT-MCA)
9. Office File

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