



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/2026/04

Date: 03/02/2026

MINUTES OF MEETING

A meeting is held on 31st 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 faculties are advised to sign on the attendance register daily. Salary sheet will be sent to HR office on the first date of every month. All faculties must clearly mention the leaves in Red ink pen.
2. All Floor in-charges must check class rooms and all amenities of their floor and update the status in the register.
3. Smart class rooms should be used effectively.
4. Mr. Mohit Kubade will maintain and issue amenities of Smart Class Rooms.
5. Teachers should reach the class room in time and should leave only when next teacher arrives.
6. All lab in-charges must display the chart in the Lab displaying number of PCs with their configuration.
7. Lab in-charges are requested to update their labs and inform to lab assistants for any requirements.
8. NBA criteria heads complete their assigned before 20th February, 2026 and keep on updating the data to Dr. Jayanti Mehra from time to time so that she can update the SAR timely, to be uploaded in the NBA website.
9. Whenever any program /event is conducted in the department, the program coordinator must share some selected photos with brief report to the undersigned and the social media coordinator, Ms. Kanal Soni, at the end of the day so that she can share them on the various social media platforms.
10. All faculties must like and share the contents shared by the social media coordinator.

www.lnct.ac.in

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11. All faculties must ensure that all students attending classes are in proper uniform with ID cards.
12. Suitable action must be taken by the faculties for the students arriving late in the class without proper reason.

 3/2/2026

(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