



Ref: LNCT-MCA/Adm/2026/08

Date: 18/02/2026

## MINUTES OF MEETING

A meeting is held on 16<sup>th</sup> February, 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 asked to complete their course files and attach all the documents as per the index attached.
2. All course files should be duly signed by the head and director.
3. It is advised to conduct to classes of bridge course syllabus for the students who did not have mathematics in either 12 or UG
4. One more water cooler is suggested by the staff as per seeing the strength of students.

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GROUP OF COLLEGES  
"WORKING TOWARDS BEING THE BEST"  
  
(Dr. Sanjay Bajpai)  
Director  
LNCT-MCA, Bhopal.

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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