

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

LNCT/AAC/2023 /07

Date: 01/07/2023

MINUTES OF MEETING

The Academic Advisory Committee was held on 01/07/2023 from 03.00 pm in the T & P Conference hall of LNCT Bhopal. All the heads of Departments and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAC meeting held on 04/06/2023 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Discussion:

Agenda Point No. 1: Dean Student Welfare informed all the coordinators of the Clubs to submit the Standard Operating Process (SOP), Letter of Intent (LOI) and plan of the clubs with aim, mission, vision and activities of the club is clearly mentioned. Coordinators who have not submitted their SOP, LOI and Plan should submit to DSW.

Agenda Point No. 2: Logos of all the clubs are to be designed by the coordinators and may take assistant from the designer.

Agenda Point No. 3: It was also advised by Dean Student Welfare (DSW) to conduct a meeting among Art Club Members to decide the hierarchy and submit the updated SOP etc. with consent of all the Faculty Coordinators.

Agenda Point No. 4: It was advised by DSW that the Clubs who are having similar activities may be merged and decide the hierarchy of the coordinators and send the updated SOP etc.

Agenda Point No. 5: A format will be provided by DSW so that the College wise reports is be submitted on weekly basis.

Agenda Point No. 6: All the requirements of the Clubs may be submitted to DSW for proper functioning of the Clubs.

Agenda Point No. 7: For highlighting the activities of the Club proposed email id is to be suggested, made, Instagram Id, Facebook Id, Website etc. are to be made.


Agenda Point No. 8: A hierarchy for the coordinators is to be decided and informed to DSW at the earliest.

Agenda Point No. 9: Club policies, rules and regulations, selection criteria, students requirement is to be decided by the Club Coordinators and inform to DSW.

Agenda Point No. 10: Design of Certificates should be finalized at the earliest.


LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Since, there were no other point. The Meeting was closed.


Principal
Lakshmi Narain College of Technology
BHOPAL

Copy to-

1. Office of the Chairman/Vice Chairperson/ Secretary
2. Director Administration
3. Director (T & P/ R & D/ Incubation)
4. Dean Students Welfare
5. HODs (All Department), Head Hackathon Club
6. Registrar Sports, NCC (Army wing), NCC (Naval wing), NSS.
7. Scholarship, Librarian

Principal

Principal
Lakshmi Narain College of Technology
BHOPAL

Ref No: LNCT / AAC / 2023 Date: 01/07/2023Subject: Minutes of Meeting

S.No	Name	Department	Signature	Remarks
1.	Dr. V.K. Sahv	Principal		
2.	Dr. Vivek Rikhory	CSE		
3.	Dr. Hemant Mahaly	IT		
4.	Dr. Sadhna Mishra	CSE		
5.	Dr. Shradha Gaud	Hym		
6.	Dr. Manjiv Khare	EX		
7.	Dr. Meetoo Singh	Physics		
8.	Dr. Bhupesh Gaur	CSE		
9.	Dr. Anjali Tiwari	Chemistry		
10.	Dr. Ioni C Langlin	EE		
11.	Dr. Jushil Kumar	CSE		
12.	Abhishek K. Singh	T&P		
13.	Dr. Hisha Kulkarni	Engg Chem		
14.	Dr. Anand Singh	EX		
15.	Amar L. Sujane	Library		
16.	Prof. R. Shankar	CE		
17.	Dr. Monika Kapoor	EE		
18.	DR LN Gahlot	IT		
19.	Dr. Ar. Srivastava	ME		
20.	Nand Kishore	NCE MAVAL		
21.	Dr. Jitendra Raghunandani	Exam		
22.	Ravi Singh	Sch.		
23.	mahesh sodhiya	sports		
24.	Dr. Ashoka Kumar			
25.	Dr. Tejendra Kr. Singh	NCE		



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

Action Taken Report of AAC Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	Budget allocation is made for departments for the fiscal year 2023-24. It is advised to plan the same accordingly.	Noted by all. They shall utilize during financial year.
2.	Faculty and lab staff is required to make sure that labs are conducted regularly and in a more elaborate manner. They need to go beyond the University Curriculum. Faculty should Endeavour to add some more experiments which are relevant to that particular course.	Note and working excellently.
3.	HODs were advised for sharing official post on social media i.e. face book, watts app timeline and status for branding visibility and enhancing the activities of LNCT.	Working well. Visible on social media platform.
4.	Uniform	Implemented
5.	Examination	Exam Section had been working with coordination with faculties.
6.	Equipment Audit	Department took actions.



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

LNCT/AAC/2023 / 08

Date: 05/08/2023

MINUTES OF MEETING

The Academic Advisory Committee was held on 05/08/2023 from 03.00 pm in the T & P Conference hall of LNCT Bhopal. All the heads of Departments and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAC meeting held on 01/07/2023 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Discussion:

Agenda Point No. 1: The Principal inquired the status of admissions of all the core branches and a review was given by Admission In-charge, LNCT.

Agenda Point No. 2: It was asked to release digital-ads of the core branches for admissions.

Agenda Point No. 3: Director T & P suggested highlighting core branches admissions.

Agenda Point No. 4: Banners are to be changed frequently to highlight the core branches.

Agenda Point No. 5: It was asked the Admission Cell not to over-commit on placements for admissions. Should highlight quality on education, discipline and requirement of Public sector hiring.

Agenda Point No. 6: Ads should be re-scheduled and more avenues to be explored, New ads to be developed. Incubation Centre, NIRF, Academics excellence, sports are to be highlighted.

Agenda Point No. 7: Frequency of ads with courses and USPs are to be increased.

Agenda Point No. 8: Everyone should be asked to highlight the USPs of the college which may be incorporated in the ads.

Since, there were no other point. The Meeting was closed.


Principal

Lakshmi Narain College of Technology
BHOPAL

Principal

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4. Dean Students Welfare
5. HODs (All Department), Head Hackathon Club
6. Registrar Sports, NCC (Army wing), NCC (Naval wing), NSS.
7. Scholarship, Library


Principal

Lakshmi Narain College of Technology
BHOPAL

Principal



Ref No: LNCT/AAC/2023/08 Date: 05/08/2023

Subject: Minutes of Meeting

S.No	Name	Department	Signature	Remarks
1.	Dr. V. K. Sahu	Principal		
2.	Dr. Jitendra Raghunathi	Exam		
3.	Dr. Sadhna Mishra	CSE		
4.	Dr. Soni Chandra	ec		
5.	Dr. Meetoo Singh	physic's		
6.	Dr. Manoj Khare	EX		
7.	Dr. Bradelta Cad	Hym		
8.	Dr. Bhupesh Gow	CSE		
9.	Dr. Anjali Tiwari	Chemistry		
10.	Dr. Lisha Kueup	Engg Chem		
11.	Dr. Viree Pichhaya	CSE		
12.	Dr. Sushil Kumar	CSE		
13.	Dr. Anand Singh	EX		
14.	Amar L. Sujana	Library		
15.	Prof R Shankar	CE		
16.	Abhishek K. Singh	T&P		
17.	Dr. Mansita Kapoor	EL		
18.	DR LN Gakalod	IS		
19.	Dr. An. Shree	ME		
20.	Nand Kishore	NCE NAVA		
21.	Dr. S.S. Vishnuma	Admin.		
22.	Dr. Hemant Mahata	EX		
23.	Ravi Singh	seni		
24.	mahesh sodhika	SPORTS		
25.	Dr Ashwaj			



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

Action Taken Report of AAC Last Meeting.


Agenda Item No.	Items	Approval / Conclusion
1.	Dean Student Welfare informed all the coordinators of the Clubs to submit the Standard Operating Process (SOP), Letter of Intent (LOI) and plan of the clubs with aim, mission, vision and activities of the club is clearly mentioned. Coordinators who have not submitted their SOP, LOI and Plan should submit to DSW.	Noted for dissemination by HOD of all Departments.
2.	: Logos of all the clubs are to be designed by the coordinators and may take assistant from the designer.	Noted for dissemination by HOD of all Departments.
3.	It was also advised by Dean Student Welfare (DSW) to conduct a meeting among Art Club Members to decide the hierarchy and submit the updated SOP etc. with consent of all the Faculty Coordinators.	Noted for dissemination by HOD of all Departments.
4.	It was advised by DSW that the Clubs who are having similar activities may be merged and decide the hierarchy of the coordinators and send the updated SOP etc.	Noted for dissemination by HOD of all Departments.
5.	A format will be provided by DSW so that the College wise reports is be submitted on weekly basis.	Noted for dissemination by HOD of all Departments.
6.	All the requirements of the Clubs may be submitted to DSW for proper functioning of the Clubs.	Noted for dissemination by HOD of all Departments.
7.	For highlighting the activities of the Club proposed email id is to be suggested, made, Instagram Id, Facebook Id, Website etc. are to be made.	Noted for dissemination by HOD of all Departments.





LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

8.	A hierarchy for the coordinators is to be decided and informed to DSW at the earliest.	Noted for dissemination by HOD of all Departments.
9.	Club policies, rules and regulations, selection criteria, students requirement is to be decided by the Club Coordinators and inform to DSW.	Noted for dissemination by HOD of all Departments.
10.	Design of Certificates should be finalized at the earliest.	Noted for dissemination by HOD of all Departments.


Principal
Lakshmi Narain College of Technology
BHOPAL

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

LNCT/AAC/2023 / 09

Date: 02/09/2023

MINUTES OF MEETING

The Academic Advisory Committee was held on 02/09/2023 from 03.00 pm in the T & P Conference hall of LNCT Bhopal. All the heads of Departments and in-charges attended the meeting.

Action Taken Report:

The action taken on agenda points of last AAC meeting held on 05/08/2023 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Discussion:

Agenda Point No. 1: It was informed by Director Administration that; First Year are getting their registration for the first time it was advised to cooperate with the students to get themselves registered. The Mentor Form is to be kept by the Mentors.

Agenda Point No. 2: The registration process and checking of the students for completing the registration will remain the same.

Agenda Point No. 3: Many students check subject information on U-Tube and Google which the lecturer may not have at that time. Wrong information should not be given to the student at that particular time. In such cases, the lecturer may say that they will discuss the same in the next class.

Agenda Point No. 4: It is important for the teacher to come prepared in the class and may revise by searching for latest information on net before delivering the lecture. Preparation by the teacher is very important.

Agenda Point No. 5: Director Administration appreciated the efforts made by Basic Science faculties during II-Semester last sem. and anticipated that the same will be followed in the I-Semester as well.

Agenda Point No. 6: Faculties have to adapt to the change. There were many cases of theft and misbehavior of the students recently which is to be handled properly and need action amicably.

Agenda Point No. 7: A proper dress code is to be followed by all. Bus duty to be carried out in coordination among them is expected from everyone.

Agenda Point No. 8: Indoor activities may be organized according to the infrastructure available.

Agenda Point No. 9: Depute one faculty from each department for AICTE activities.

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Agenda Point No. 10: Students are to be encouraged and allowed to participate in the activities related to Innovation Entrepreneurship and Startups.

Agenda Point No. 11: Principal advised the faculties that take the profession seriously, should refer good author books and should keep updating their subject knowledge.

Since, there were no other point. The Meeting was closed.


Principal

Lakshmi Narain College of Technology
Principal BHOPAL

Copy to:

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Principal


Principal

Lakshmi Narain College of Technology
BHOPAL

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL

Ref: LNCT/AAC/2023/09 Date: 02/09/2023

Subject: Minutes of Meeting

S.No	Name	Department	Signature	Remarks
1.	Dr. Jitendra Raghunandan	Exam		
2.	Dr. A.K. Rai			
3.	Dr. Hemant Mahla	EP		
4.	Dr. Saadhna Mishra	CSE		
5.	Dr. Meetoo Singh	Physics		
6.	Abhishek K. Singh	T&P		
7.	Dr. Vivek Richhaya	CSE		
8.	Dr. Anjali Tiwari	Chemistry		
9.	Dr. Shradha Pad	Hym		
10.	Dr. Bhupesh Gora	CSE		
11.	Dr. Manoj Khare	EX		
12.	Dr. Soni Chandra	EC		
13.	Dr. Lisha Kuehl	Engg Chem		
14.	Dr. Anand Sibal	EX		
15.	Dr. Jushilkumar	IT		
16.	Amer G. Sagar	Library		
17.	Prof R C Panhwar	CE		
18.	Dr. Manika Kapoor	EC		
19.	DR LN Gokulad	EC		
20.	Dr. AK Phule	ME		
21.	Nandkishore	NCC/NPAC		
22.	Pankaj Singh	Sch		
23.	mahesh sodhiya	SPORTS		

Principal
Lakshmi Narain College of Technology
BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

Action Taken Report of AAC Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	The Principal inquired the status of admissions of all the core branches and a review was given by Admission In-charge, LNCT	Details of Admissions submitted.
2.	It was asked to release digital-ads of the core branches for admissions	Media Coverage carried out.
3.	Director T & P suggested highlighting core branches admissions	Appreciated and Initiated.
4.	Banners are to be changed frequently to highlight the core branches	Branch HOD Confirmed.
5.	It was asked the Admission Cell not to overcommit on placements for admissions. Should highlight quality on education, discipline and requirement of Public sector hiring.	Noted
6.	Ads should be re-scheduled and more avenues to be explored, New ads to be developed. Incubation Centre, NIRF, Academics excellence, sports are to be highlighted.	Media Department working on this.
7.	Frequency of ads with courses and USPs are to be increased.	All Noted.
8.	Everyone should be asked to highlight the USPs of the college which may be incorporated in the ads	All Noted.



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

LNCT/AAC/2023 7/10

Date: 14/10/2023

MINUTES OF MEETING

The Academic Advisory Committee was held on 14/10/2023 from 01.30 pm in the T & P Conference hall of LNCT Bhopal. All the heads of Departments and in-charges attended the meeting.

Action Taken Report:

The actions taken on agenda points of last AAC meeting held on 02/09/2023 were discussed and their status were noted. The action taken report was prepared and enclosed with minutes. The members had shown on satisfaction on the same.

Action Taken Report:

Discussion:

Agenda Point No. 1: Commencement of 1st Semester: This time admission process of DTE way delayed and now admissions of 1st year were over. Seats are filled in our college. The tentative to start 1st semester is 01/09/2023. The session will up to January. About 90th working days will be available.

Agenda Point No. 2: Induction program: HOD Basic sciences should plan for induction program for 1st year as per AICTE guidelines. Please go through orders and prepare the plan accordingly including yoga, exercise, games, co-curricular constructive activities, development of Human Values etc.

Agenda Point No. 3: Progress on 7th Semester: It was stated by HODs that about 75 classes are taught by our faculties were teaching 5th units in 7th Semester and endeavoring to complete by due date of 06/11/2023.

Agenda Point No. 4: Progress on 5th Semester: It is on the verge of completion. 5th unit has been taught by faculties as per HODs

Agenda Point No. 5: Progress on 3rd & 5th Semester: It is told that 3rd & 5th Semester started from 10/08/2023. HOD stated that it is half way through. About 45-48 classes were conducted. Faculties have covered 2.5 plus units in the entire subject. Course is going on smoothly.

Agenda Point No. 6: Course file for 1st year: Course file should be completed in all respect and should be arranged in the following manner:

- v) Time Table
- w) Manual Attendance sheet should be filled.
- x) Vision, Mission of the College.
- y) Vision, Mission of the Department.
- z) Academic Calendar
- aa) Marks policy.

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

- bb) Course Scheme.
- cc) Course content according to NBA (CCUP)
 - (ix) Rational
 - (x) Curriculum
 - (xi) Bloom Taxonomy
 - (xii) Course Outcomes
 - (xiii) Co-PO Mapping
 - (xiv) CO-PO Mapping
 - (xv) Course completion unit plan with delivery method.
 - (xvi) Assessment rubrics.
- dd) Lesson plan (CO-Based)
- ee) Course Completion Plan.
- ff) Reference Books.
- gg) Tutorial Sheet (CO-Based)
- hh) Oversize/Assignment Sheet (CO-Based)
- ii) RGPV 2-3 Question Papers.
- jj) Mid-Semester-1 Question Paper.
- kk) Mid-Semester-2 Question Paper.
- ll) Tutorial Record & Marks.
- mm) Quiz/Assignment Record of Marks.
- nn) End-Semester Record of Marks.
- oo) CO & PO Attainment.
- pp) Sectional Marks.

Agenda Point No. 7: Sport Achievement: LNCT College have secured multiple sports championships, showcasing exceptional dedication, teamwork, and passion. The institution applauds their outstanding achievements and encourages them to continue excelling in the world of sports.

Agenda Point No. 8: All the faculties of 1st year must be strictly informed mentors to follow the system which is laid since many years and to be strictly followed.

Agenda Point No. 9: It was advised that since the students have off on sat, all the pending work can be finished viz. filling at attendance and completion of files etc.

Agenda Point No. 10: HODs were told not to carry book in the classroom. They may carry their personal notes which can be given to the students.

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Agenda Point No. 11: It is told that a strictly vigilance in the area should be carried out by our faculties so that no senior student misbehave with the 1st year students. HODs should announce in all senior classes that we are "No Ragging Campus". Anyone caught included in wrong practices of Ragging will be deal with severely.

Agenda Point No. 12: Our Anti Ragging Committee and various squads monitoring the bus duties, canteen and class area should be activated.

Agenda Point No. 13: Cultural Event: LNCT Bhopal hosted an electrifying Dandiya Night at Raisen Road Campus, featuring vibrant performances and the pulsating beats of *Bham Lahri*. The event was filled with energy, enthusiasm, and unforgettable moments. Attendees enjoyed the lively Garba spirit, making it a night to remember.

Since, there were no other points. The Meeting was closed.



Principal

Copy to-

1. Office of the Chairman/Vice Chairperson/ Secretary
2. Director Administration
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BHOPAL



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

Action Taken Report of AAC Last Meeting.

Agenda Item No.	Items	Approval / Conclusion
1.	It was informed by Director Administration that; First Year are getting their registration for the first time it was advised to cooperate with the students to get themselves registered. The Mentor Form is to be kept by the Mentors.	Followed & Implemented.
2.	The registration process and checking of the students for completing the registration will remain the same.	Noted by all.
3.	Many students check subject information on U-Tube and Google which the lecturer may not have at that time. Wrong information should not be given to the student at that particular time. In such cases, the lecturer may say that they will discuss the same in the next class.	Communicated to all faculties & followed.
4.	It is important for the teacher to come prepared in the class and may revise by searching for latest information on net before delivering the lecture. Preparation by the teacher is very important.	Followed.
5.	Director Administration appreciated the efforts made by Basic Science faculties during II-Semester last sem. and anticipated that the same will be followed in the I-Semester as well.	HOD Basic Science Confirmed implemented.



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P)

6.	Faculties have to adapt to the change. There were many cases of theft and misbehavior of the students recently which is to be handled properly and need action amicably.	Communicated to all teachers to follow.
7.	A proper dress code is to be followed by all. Bus duty to be carried out in coordination among them is expected from everyone.	Implemented.
8.	Indoor activities may be organized according to the infrastructure available.	HODs & DSW implemented the same.
9.	Depute one faculty from each department for AICTE activities.	Confirmed.
10.	Students are to be encouraged and allowed to participate in the activities related to Innovation Entrepreneurship and Startups.	Disseminated to all students and motivated.
11.	Principal advised the faculties that take the profession seriously, should refer good author books and should keep updating their subject knowledge.	Confirmed by all the Departments.

Principal
Lakshmi Narain College of Technology,
BHOPAL.