



Ref: LNCT-MCA/Adm/2025/03


Date: 21/01/2025

MINUTES OF MEETING

A meeting is held on 18th January, 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 advised to take at least two periods in smart class room using LED panel.
2. Use the time efficiently from 9:00 to 10:30 AM when you are not having any class and complete your pending works.
3. Update/complete your work daily. Should not have any pending work.
4. Complete the sessional marks of BCA and MCA first semester within the 3 days after mid semester examinations.
5. Give only five assignments from each unit and number of questions in each assignment should not be more than 5.
6. Nature of questions should be explorative and thinking based using higher level of Bloom's taxonomy.
7. All the assignments should be checked before last date of teaching as per the academic calendar.
8. Attendance in ERP (AccSoft) and attendance register must match.
9. Check and tally the names and number of students in the roll list provided by office and fed in the ERP.
10. Use the pages efficiently. Draft and format the pages effectively before printing so that pages are not wasted.
11. Students have to come college in proper uniform with ID card even though s/he is coming to college for office work and not to attend classes.

 21/1/2025

(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)
BHOPAL