



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/2025/20

Date: 22/03/2025

MINUTES OF MEETING

A meeting is held on 22nd March, 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 asked to prepare mid semester question paper of MCA-IV semester using the Bloom's taxonomy.
2. Faculties are asked to complete the syllabus of MCA-IV semester and revise the important contents. Academic session is about to end so give extra effort to complete it.
3. Project in-charge is asked to take presentation of the projects made by the students.
4. Mentors of MCA-II semester are asked to make call to the parents of those students who are not attending the classes.
5. Head is asked to ensure that all students are registered in the II semester as per the schedule mentioned in the academic calendar.

[Signature] 22/3/2025

(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