



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/ 27

Date: 03/05/2025

## MINUTES OF MEETING

A meeting is held on 3<sup>rd</sup> May, 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 give two questions from each unit CO wise and total ten questions are to be given. Questions should be of explorative and innovative nature. All the questions must be solved in single assignment file and marking should be done CO wise.
2. Mentors should deal the problems of students wisely and politely. If not able to solve then mentors should contact Heads rather than forwarding the students directly to heads and director.
3. Faculties must ensure that leaves are approved by replacement person before availing the leave.

*SB* 3/5/2025

(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