



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/2026/05

Date: 09/02/2026

## MINUTES OF MEETING

A meeting is held on 7<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 explained the evaluation procedures for different schemes of sessional marks as per the curriculum of RGPV through presentation.
2. All mid semester marks formats and sessional formats are shown and explained to faculties and requested to prepare in the same format to maintain uniformity.
3. Rubrics for project and practical are explained to faculties for judging and awarding the marks.
4. All faculties are urged to memorize vision, mission, POs, and PEOs of our college.
5. Students must be asked to memorize the COs of their subject.
6. All criteria heads are requested to complete their task within time frame.

(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 (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)  
BHO PAL