



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.)
UG Program Accredited by NBA

Ref: LNCT-MCA/Adm/2026/ 16

Date: 04/04/2026

MINUTES OF MEETING

A meeting is held on 4th April, 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 again reminded to use bloom's taxonomy of higher level to frame questions for mid semester exams and assignments.
2. Maintain list of slow learners and pay extra focus on them for their individual improvements and take second test.
3. Check mid semester exam copies and assignment copies thoroughly and put remarks on them.
4. Write short answers for the modal question papers and give hint for detail answers.
5. Keep sample mid semester copies in your course file of all level marks.

[Signature] 4/4/2026

(Dr. Sanjay Bajpai)

Director

LNCT-MCA, Bhopal

Director

Lakshmi Narain College of Technology (MCA)
BHOHAL

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