



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/ 18

Date: 07/05/2026

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 informed about NBA visit dates that is from 12-14 June, 2026 and are asked to prepare and maintain their course files as per the norms.
2. Faculties are advised to memorize the POs and PEOs, and COs of their subjects and teach students keeping these things in mind to get target attainments.
3. All POs, PEOs and COs must be known to students and they should also memorize them.
4. Faculties must be attentive during the lab sessions and should monitor them.
5. All faculties should contact at least two alumni and request them to be present during the NBA visit.
6. Chief Magazine editor Dr. Virendra Kumar Tiwari and editor Mr. Atul Verma are request to involve more and more students in the magazine publications and students should also give their articles for publications.
7. Faculties should coordinate among themselves for common tasks, such as, course file preparations and should have the common formats. For any attainment issues, faculties are informed to contact Dr. Kavita Kanathey.
8. Mr. Rohit Singh is requested to check whole building for any maintenance, if required.
9. Lab in-charges are requested to maintain their labs and must have the chart pasted mentioning the number of PCs with configuration, software used and any other extra facility, if provided.
10. In all the labs, practical list, rubrics to measure performance of students, POs, POEs, and Vision & Mission should be pasted.
11. All the criteria heads must go through their assigned tasks mentioned in the format and should keep ready all the relevant documents and proofs and provide before the NBA team, if asked to show.
12. A few faculties have not completed their course files as per the norms, they are advised to complete it as per the suggestions and get it checked by Dr. Swatika Lenka.

www.LNCT.ac.in

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SB 7/15/2026

(Dr. Sanjay Bajpai)
Director
LNCT-MCA, Bhopal

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6. Dean Student Welfare
7. HOD (MCA)
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9. Office File

Director
Lakshmi Narain College of Technology (MCA)
BHOPAL