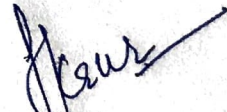Dated:-18-4-2018

CIRCULAR

A meeting of the Internal Quality Assurance Cell(IQAC) of the college will be held on dated 26-4-18 at 10:30 am in the conference hall. All members of the IQAC are requested to be present in the meeting.

Agenda:-

1. Welcome and introduction of all members
2. Department association activities.
3. Laboratory.
4. FDPs etc
5. Sports and Tech Fest.
6. Academic Calendar.
7. Other Academic activities.
8. Hostel
9. Internal stock audit
10. Industrial Visit
11. Miscellaneous

Coordinator of IQAC

Co-ordinator IQAC
Khalsa College of Engg. & Tech.
Amritsar

CC: 1. Director
2. Dean Academics
3. All HoDs
4. Concerned Members

IQAC

Minutes of Meetings

Proceeding of the meeting of the IQAC held on 26-4-18 at 10:30 am.

Members: - The following members were present:

Sr. No	Name	Designation
1	Dr. Mohinder Sangita	Dean Academics
2	Dr. Harkaran Singh	Registrar/HOD(Applied Sciences)
3	Er. Loveleen Kaur	Coordinator of IQAC
4	Er. Jasleen Kaur	Member of IQAC
5	Er. Vishal Mahajan	Member of IQAC
6	Er. Harpuneet Singh	Member of IQAC
7	Er. R.S Mahal	HOD(ME)
8	Er. Kirandeep Singh	HOD(CSE)
9	Er. Jaspreet Singh	HOD(ECE)/Deputy Dean Training and Placement
10	Er. Sahil Verma	HOD(CE)
11	Er.Sukhmeet Kaur	Deputy Dean Academics
12	Er. Gurcharan Singh	Deputy Dean Student Welfare
13	Er. Amit Mahajan	OIC Admission
14	Ms. Ruchi Handa	HOD(Applied Sciences)

Agenda: 1. Welcome and introduction of all members.
2. Discuss role of IQAC.
3. Review on admissions, academic and curriculum activities during the academic session.
4. Other agenda items were discussed and resolved.

Minutes of Meeting:

1. Dr. Mohinder Sangita (Dean Academics) welcomed to all members and give general feedback for previous activities running in our institute.
2. Dean Academics presents the guidelines of IQAC and discusses the role of IQAC in an Institute. College is established an Internal Quality Assurance Cell (IQAC). This cell is established as per the guidelines of UGC and NAAC. IQAC will act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of best practices and development of Quality culture in the institution.
3. Er. Loveleen Kaur (Coordinator of IQAC) briefed discussion on various activities that will be conducted during the academic session.
4. Discussion on KCET academic calendar on the basis of PTU academic calendar.
5. Virtual parent system was suggested and implemented to strengthen the teacher-student relationship. It was resolved that all faculty members will be assigned the duty of Virtual Parents. 10 students/more as per their requirement will be allocated to the each faculty member.
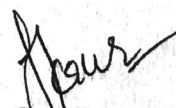
6. The virtual parent will maintain the record pertain to their respective allotted students i.e. academic/job etc. She/he will keep in touch with the parents of their respective students on the regular basis.

7. All the faculty members will actively participate in admission process of the session 2018-2019.

8. The institute should focus on various activities/events among faculty and students. Various Seminars/Workshops/FDPs will be conducted for faculty and students during academic sessions.

9. It was decided that the syllabus coverage report need to be submitted by all departments to Dean Academics by the end of session.

10. All the HoDs are required to instruct their faculty members to must keep their Lab Manuals ready for all the lab courses.

11. All Lab experiments/practicals must be completed in all respects.

12. Faculty should publish a paper in Journal/Conference.

13. All faculty members are required to discuss the previous 10 years question papers with students.

14. All departments must submit industrial visit report, various departmental activities and course plan of institutional training.

15. The hostel warden should maintain the discipline inside the hostels (boys and girls) and canteen and also Hostel Superintendent will have the responsibility to mark the attendance of students.

16. The internal audit of the stock Register/Lab equipments etc. will be conducted in the month of June in every year and all HoDs will submit the scheduled for same.

17. All departments will submit their course plan of institutional training.

18. HODs are instructed to conduct various departmental events through department association of faculty and students.

The Meeting concluded with the vote of thanks.

Coordinator of IQAC
Co-ordinator IQAC
Khalsa College of Engg. & Tech.
Amritsar

CC: 1. Director
2. Dean Academics
3. All HoDs
4. Concerned Members