



Dated:-02-7-2018

CIRCULAR

A meeting of the Internal Quality Assurance Cell(IQAC) of the college will be held on dated 10-7-18 at 3:30 pm in the conference hall. All members of the IQAC are requested to be present in the meeting.

Agenda:-

1. Confirmation of the previous meeting held on dated 23-1-2018.
2. Induction Programme.
3. Laboratory.
4. Fresher party, FDPs etc
5. Sports and Tech Fest.
6. 1st Convocation and Alumni meet.
7. Other Academic activities.
8. Virtual parent Scheme
9. Remedial Classes.
10. Industrial Visit
11. Canteen.
12. 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 10-7-18 at 3:30 pm.

Members: - The following members were present:

Sr. No	Name	Designation
1	Dr. Harkaran Singh	Officiating Principal KCMT (Special Invitee)
2	Er. Loveleen Kaur	Coordinator of IQAC
3	Dr. Gurdial Singh	Dean Academics of KCMT (Special Invitee)
4	Dr. Ripin Kohli	Faculty of Physics
5	Er. Jasleen Kaur	Member of IQAC
6	Er. Vishal Mahajan	Member of IQAC
7	Er. Harpuneet Singh	Member of IQAC
8	Er. R.S Mahal	HOD(ME)
9	Er. Kirandeep Singh	HOD(CSE)
10	Er. Jaspreet Singh	HOD(ECE)/Deputy Dean Training and Placement
11	Er. Sahil Verma	HOD(CE)
12	Er.Sukhmeet Kaur	Deputy Dean Academics
13	Er. Gurcharan Singh	Deputy Dean Student Welfare
14	Er. Amit Mahajan	OIC Admission
15	Er. Bikramjit Singh	Deputy Dean Planning and Development
16	Ms. Ruchi Handa	HOD(Applied Sciences)

- Agenda:**
1. Review on admissions, academic and curriculum activities during the academic session.
 2. Induction Programme.
 3. Review on Virtual Parent Scheme.
 4. Workshops/Seminars/Conferences/Guest Lectures.
 5. Other agenda items were discussed and resolved.

Minutes of Meeting:

1. Discussion on KCET academic calendar on the basis of PTU academic calendar.
2. Review on Virtual parent system- that was implemented in previous session. All virtual coordinators are responsible to conduct meetings with students.
3. As per the AICTE instructions, the induction programme will start from 13, July 2018 whereas in our institute it will commence from 23rd, July 2018 and end on 31st, July 2018. Dr. Ripin Kohli will be the coordinator of Induction Programme. All HoDs will provide the related activities required information to her for the successful completion of the programme.
4. 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.
5. As per the requirement of students, proposal of new cafeteria will be forwarded to the management.
6. All the departments should focus on remedial classes according to MST-1 performance for the under performers from 4.20 to 5.00pm.
7. Fresher party will be organized on 21st September, 2018(tentative date)-all HODs and faculty members are to perform their duties and inform students to make this event successful.



8. All the departments are required to make departmental events as per the academic calendar.
9. All the HoDs are required to submit the time-table to time-table incharge and the faculty/departmental time-table must be displayed at the departmental notice board.
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. Workshop on Entrepreneurship Development in collaboration with the Department of Science and Technology will be organized on 27th September, 2018 to 29th September, 2018.
13. It was decided that the syllabus coverage report need to be submitted by all departments to Dean Academics by the end of session.
14. 1st Convocation and Alumni Meet will be conducted on 3rd November, 2018- all HODs and faculty members will perform their assigned duties whole-heartily to make this event a grand success.
15. All the departments should plan industrial visit in the month of October, 2018. Prepare the detail report of the visit and same to be submitted in the office of Director.
16. All faculty members are required to discuss the previous 10 year question papers with students.
17. All faculty members should deliver their lectures as per the PTU norms for the session 2018-2019. In case if the delivered lectures will be less than the scheduled lectures, then extra classes will be taken by the concerned faculty members.
18. Faculty should publish a paper in Journal/Conference.

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



Dated:-11-1-2019

CIRCULAR

A meeting of the Internal Quality Assurance Cell(IQAC) of the college will be held on dated 22-1-19 at 3:30 pm in the conference hall. All members of the IQAC are requested to be present in the meeting.

Agenda:-

1. Confirmation of the previous meeting held on dated 10-7-2018.
2. Sports and Tech Fest 2019.
3. Laboratory.
4. Virtual parent Scheme
5. Remedial Classes.
6. Inauguration of New Cafeteria
7. Other Academic activities.
8. Parent-Teacher Meet.
9. Hostel.
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 22-1-19 at 3:30 pm.

Members: - The following members were present:

Sr. No	Name	Designation
1	Dr. Mohinder Sangita	Dean Academics
2	Dr. Harkaran Singh	Officiating Principal KCMT (Special Invitee)
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	Er. Sandeep Devgan	OIC Sports
15	Ms. Ruchi Handa	HOD(Applied Sciences)

- Agenda:**
1. Review on meeting held on july-18.
 2. Review on Research Initiatives.
 3. Review on admissions, academic and curriculum activities during the academic session.
 4. Workshops/Seminars/Conferences.
 5. Miscellaneous

Minutes of Meeting:

1. Discussion on various activities that had been conducted during the previous academic session.
2. Discussion on KCET academic calendar on the basis of PTU academic calendar.
3. All the faculty members will actively participate in admission process of the session 2019-2020.
4. The institute should focus on various activities/events among faculty and students.
5. Various Seminars/Workshops/FDPs will be conducted for faculty and students during academic sessions.
6. Syllabus coverage report needs to be submitted by all departments to Dean Academics by the end of session.
7. As per the demand of students (discussed in last meeting), the new Cafeteria has ready and the Inauguration of New Cafeteria will be held on 5th February, 2019.
8. All the faculty members must keep their Lab Manuals ready for all the lab courses.
9. All Lab experiments must be completed in all respects.
10. Sports day will be conducted on 8th February, 2019(tentative date)-all HODs and faculty members will perform their assigned duties and encourage students to participate in this event.



Khalsa College of Engineering & Technology

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{Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Kapurthala (Govt. of Punjab)}



11. Previous 10 years question papers must be issued to the students.
12. All the departments should focus on remedial classes according to MST-1 performance for the under performers from 4.20 to 5.00pm
13. All departments must plan industrial visit and report to be submitted for the same.
14. Various departmental activities and course plan of institutional training must be planned as per the norms.
15. Tech Fest 2019 will be organized on 26th March, 2019- all HODs and faculty members must perform their duties well.
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 the HoDs must keep the record of Assignments & Tutorials of their respective departments.
18. PT Meet will be organized of all the departments on dated 6th March, 2019 and ensure the student attendance is compulsory with parents.
19. Attendance and MST-report of students should be sent to the parents.
20. Signature of students must be taken who got less percentage than 75% in attendance.
21. Chief Wardens of the both Hostels (Boys & Girls) will discuss with the students regarding the Hostel Night event and inform the office accordingly.

The Meeting concluded with the vote of thanks.


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

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