



IQAC

Minutes of Meetings

Proceeding of the meeting of the IQAC held on 2-6-2020 at 11:30 am.

Members: - The following members were present:

Sr. No	Name	Designation
1	Dr. Mohinder Sangita	Dean Academics
2	Er. Loveleen Kaur	Coordinator of IQAC
3	Dr. Ripin Kohli	Dean Academics of KCMT (Special Invitee)
4	Dr. Kirandeep Singh	HOD(CSE)
5	Er. Jaspreet Singh	HOD(ECE)
6	Ms. Ruchi Handa	HOD(Applied Sciences)
7	Er. Gurcharan Singh	Deputy Dean Student Welfare
8	Ms. Parneet Kaur	Deputy Dean Academics of KCMT (Special Invitee)

- Agenda:**
1. Review on previous activities done in COVID-19 lockdown time.
 2. Discussion on Internal break-up of current academic session.
 3. Discussion on New Academic Session classes and Video recording of lectures.
 4. New Academic Workload and Time Table.

Minutes of Meeting:

1. The Dean Academics discusses COVID-19 problems that have been faced during the current academic session. After that she focuses on the various activities what we have done during lockdown period. Regarding online classes through Google Zoom, kccstudents.in portal, virtual labs, Google meet etc. Summer Training is conducting through various online modes.
2. MST-II was conducted from 25/5/2020 to 31/5/2020 during lockdown period through online modes.
3. Now onwards, all faculty members will get the hard copies of their MST-II and check them properly. Departmental Superintendent will keep the record as per his/her previous practice.
4. Internal Sessional must be compiled on before June 4, 2020 and should be cross verified by HoDs. Head of the department (HoD) will scrutinized the internal of every faculty member individually.
5. All faculty members are required to record high quality video lectures for coming session as per their Course Plan. There should be at least 5 lectures recorded on before June 15, 2020. Length of the lecture should be 45 minutes (approx.).
6. The entire faculty members will actively participate for making effective online teaching that will be more interesting and useful for the students.
7. Time Table In-charge will submit the tentative workload on June 5, 2020 to the undersigned and prepare a tentative Time Table.
8. Virtual parents will responsible to conduct meetings with their students and resolve their issues.

The Meeting concluded with the vote of thanks.

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

[Signature]
Coordinator of IQAC

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



Dated:-10-12-2020

CIRCULAR

A meeting of the Internal Quality Assurance Cell(IQAC) of the college will be held on dated 22-12-2020 at 10:30 am in the conference hall. All members of the IQAC are requested to be present in the meeting.

Agenda:-

1. Internal Scrutining.
2. Other Academic activities.
3. Time Table and workload.
4. Feedback.
5. 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 22-12-2020 at 10:30 am.

Members: - The following members were present:

Sr. No	Name	Designation
1	Dr. Mohinder Sangita	Dean Academics
2	Er. Loveleen Kaur	Coordinator of IQAC
3	Dr. Jugraj Singh	HOD(ME)/ Deputy Dean Training and Placement
4	Er. Bikramjit Singh	HOD(CE)/Deputy Dean Planning and Development/Registrar
5	Dr. Kirandeep Singh	HOD(CSE)
6	Er. Jasleen Kaur	Member of IQAC
7	Er. Vishal Mahajan	Member of IQAC
8	Er. Jaspreet Singh	HOD(ECE)
9	Er. Harpuneet Singh	Member of IQAC
10	Er. Maneet Kaur	Member of IQAC
11	Ms. Ruchi Handa	HOD(Applied Sciences)

- Agenda:**
1. Discussion on Internal Assessment.
 2. Feedback Forms and coming Session workload.

Minutes of Meeting:

1. Meeting of IQAC was conducted for scrutinizing the internal of all the classes of various departments to ensure transparency and uniformity in moderation. Random samples were checked.
2. All the HODs will collect the feedback from students from their respective branch and submit it to IQAC cell.
3. All HODs will calculate the load, requirement of faculty and Time table for the next semester and discuss with the Director Madam.

The Meeting concluded with the vote of thanks.

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


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



ESTD. 1892

Khalsa College of Engineering & Technology

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



ESTD. 2009

Dated:--27-01-2021

CIRCULAR

A meeting of the Internal Quality Assurance Cell(IQAC) of the college will be held on dated 04-02-2021 at 10:30 am in the conference hall. All members of the IQAC are requested to be present in the meeting.

Agenda:-

1. Academics activities.
2. Remedial Classes.
3. Ad-on-courses.
4. Workshops and Seminars
5. Virtual Alumni meet
6. Miscellaneous.

Coordinator of IQAC

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Khalsa College of Engg. & Tech.
Amritsar

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

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Khalsa College of Engineering & Technology

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IQAC

Minutes of Meetings

Proceeding of the meeting of the IQAC held on 4-2-2021 at 10:30 am.

Members: - The following members were present:

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

- Agenda:**
1. Review on meeting held on 22/12/2020.
 2. Discussion on Virtual Alumni Meet.
 3. Academic Activities.
 4. Remedial Classes
 5. Ad-on-Courses
 6. Workshops and Seminars
 7. Miscellaneous

Minutes of Meeting:

1. Discussion on KCET academic calendar on the basis of PTU academic calendar.
2. Various Seminars/Workshops/FDPs will be conducted for faculty and students during academic sessions.
3. One Seminar and one workshop will be conducted in every month for the students in each department.
4. Virtual Alumni meet will be organized on 13th February, 2021(tentative date)-all HODs and faculty members are to perform their duties and inform students to make this event successful.
5. All the departments are required to make departmental events as per the academic calendar.
6. 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.
7. All the HoDs are required to instruct their faculty members to must keep their Lab Manuals ready for all the lab courses and it should be standardized.
8. Review on Virtual parent system- Virtual parents will responsible to conduct meetings with their students and resolve their issues as per previous practice.
9. Course Files should be maintained according to the COs and POs.
10. All Lab experiments/practical must be completed in all respects.



Khalsa College of Engineering & Technology

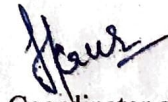
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11. All the faculty members will finish their syllabus in time to the best satisfaction of the students and also the syllabus coverage report need to be submitted by all departments to Dean Academics by the end of session.
12. All the HoDs are required to instruct their faculty members that the pattern of the MSTs should be according to the Bloom's Taxonomy.
13. All the HoDs are required to add the Add-on-courses from 4.20 to 5.00pm for Monday and Tuesday in each department.
14. All the departments should plan for industrial visit. Atleast one or two industrial visits should be in each semester.
15. All the departments should focus on remedial classes according to MST-1 performance for the slow learners (students whose performance is less than 40%) from 4.20 to 5.00pm for Wednesday, Thursday and Friday.
16. All the HoDs are required to instruct their faculty members that they will provide the Bibliography list to the advanced learners (students whose performance is greater than 75%).
17. All the faculty members should also provide the suggested reading lists for the preparation of their subject to the class and encourage extra reading and coverage beyond the syllabus.
18. All the HoDs are required to prepare the syllabus of Add-on-courses which be decided and finalized in the meeting of IQAC on dated 9/2/2021.
19. All faculty members are required to discuss the previous 10 year question papers with students.
20. All faculty members should deliver their lectures as per the PTU norms for the session February-May 2021. In case if the delivered lectures will be less than the scheduled lectures, then extra classes will be taken by the concerned faculty members.

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