



Ref No.

KCET/VP/02/08/23

Date

10/08/23

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 11<sup>th</sup> of August, 2023 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You,  
Yours Sincerely,

Dr. Richi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

Encl. Agenda

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



Ref No. KCET/VP/02/08/23

Date 10/08/23

**Agenda of Virtual Parenting Cell meeting held on 11-08-2023**

- Agenda 1: Planning of new Academic session August 2023-December 2023 and discussion on Virtual Parenting meetings with the mentees.
- Agenda 2: Motivating the mentees to participate in Co-curricular activities.
- Agenda 3: Mentor Mentee meeting should be done every Friday in a month.
- Agenda 4: Mentor Mentee meeting should be one to one basis not in group.
- Agenda 5: If mentor identifies any problem in mentee that should be solved by the mentors as well it shall communicate to coordinators and it must be kept confidential.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Virtual Parenting Cell, KCET Amritsar for necessary action



**Khalsa College of Engineering & Technology**

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

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Ref No.

KCET/VP/02/08/23

Date

11/08/23

**Khalsa College of Engineering and Technology, Amritsar**

**Subject: Proceedings of meeting held on 11-08-2023**

The proceedings of the meeting held on 11-08-2023 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You

Yours Sincerely,

Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

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3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/02/08/23

Date 11/08/23

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

**Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar**  
Dr. Ruchi Handa

**Coordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita
2. Dr. Supreet Kaur

**Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) Rohin
2. Dr. Supreet Kaur (CSE/AIML) Su
3. Er. Jasjeevan Singh (ME) J
4. Er. Akarshan Uppal (CE) A
5. Ms. Kanika Thakur (BHMCT) Kaula
6. Ms. Shivani Mahajan (BCA) Shwani
7. Ms. Jasleen Kaur (BBA) Jaser
8. Ms. Shilpa Sharma Kaur (Paramedical) Shilpa
9. Mr. Dilkiranpreet Singh (Agriculture) Dilla





Ref No.

KCET/VP/02/08/23

Date

11/08/23

**Proceedings of meeting held on 11-08-2023 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: Planning of new Academic session August 2023-November 2023 and discussion on Virtual Parenting meetings with the students.**

- Brief introduction on the importance of planning for the upcoming academic session was given.
- Reports should be prepared by every Virtual Parent.
- Records of every virtual parent meeting should be maintained.
- Discussed that after end of the academic session records must be submitted in the Virtual Parenting Cell.
- Every Departmental Virtual Parent Coordinator will collect the reports from their respective Virtual parents in their departments and handover to Dr. Ruchi Handa.

**Agenda 2: Motivating the mentees to participate in Co-curricular activities.**

- Every Departmental Virtual Parent Coordinators was informed to tell their virtual parents in the department to motivate the mentees to participate in co-curricular activities which will be going to organized by the college.
- Also Departmental Virtual Parent Coordinators was told that it is their responsibility must be participated in every event.

**Agenda 3: Virtual Parent meeting should be done every Friday in a month.**

- Departmental Virtual Parent Coordinators was informed that mentor mentee meeting should be done by every Friday in a month.
- Attendance of the mentees should be taken after every Friday meetings.
- Reports should be prepared of every Friday virtual parent meetings.

**Agenda 4: Mentor Mentee meeting should be one to one basis not in group.**

- Discussed that mentor mentee meeting should be one to one basis.
- Counseling should be done of all mentees which is allotted to every virtual parent.

**Agenda 5: If mentor identifies any problem in mentee that should be solved by the mentors as well it shall communicate to coordinators and it must be kept confidential.**

- Discussion was done on the identification of the problems faced by the mentees.
- Also informed every mentor to keep the problems of mentees confidential.
- Solution must be provided by the mentor to mentees.

  
Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar



Khalsa College of Engineering & Technology

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Ref No. KCET/VP/01/09/23

Date 12/09/23

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 15<sup>th</sup> of September, 2023 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You  
Yours Sincerely,

  
Dr. Richi Handa  
(Overall Virtual Parent Co-ordinator, Amritsar)

Encl. Agenda

**Overall Virtual Parent Co-ordinator**  
**Khalsa College of Engineering & Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action.
2. Registrar for necessary action.
3. All Departmental Virtual Parent Co-ordinator for necessary action.
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/09/23

Date 12/09/23

**Agenda of Virtual Parenting Cell meeting held on 15-09-2023**

- Agenda 1: To approve minutes of previous meeting held on 11<sup>th</sup> of August, 2023.
- Agenda 2: Advised Mentor to meet the mentees regularly and update mentees' data sheet.
- Agenda 3: Discussed with Mentor to create Whatsapp group of his/her allotted mentees for communication.
- Agenda 4: Motivating the students to participate in upcoming Zonal Youth Festival which will be held in the month of October.
- Agenda 5: Discussed to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.
- Agenda 6: Discussed with mentees to identify the mentees whose attendance is below than the minimum requirement.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**



**Khalsa College of Engineering & Technology**

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Accredited by NAAC Grade "A"



Ref No. **KCET/VP/01/09/23**

Date **15/09/23**

**Khalsa College of Engineering and Technology, Amritsar**

**Subject:** Proceedings of meeting held on 15-09-2023

The proceedings of the meeting held on 15-09-2023 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/09/23

Date 15/09/23

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

**Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar**  
Dr. Ruchi Handa

**Coordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

**Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet*
3. Er. Jasjeevan Singh (ME) *Jasjeevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilpreet*



Ref No. KCET/VP/01/09/23

Date 15/09/23

**Proceedings of meeting held on 15-09-2023 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting.**

Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Advised Mentor to meet the mentees regularly and update mentees' data sheet.**

- Mentee should meet the mentees regularly.
- Every single information about the mentees should be prepared by every Virtual Parent.

**Agenda 3: Discussed with Mentor to create Whatsapp group of his/her allotted mentees for communication.**

- Every Departmental Virtual Parent Coordinators was informed to tell their virtual parents in the department to create whatsapp group of his/her allotted mentees for communication.
- Also Departmental Virtual Parent Coordinators was told that it is their responsibility that every mentor of his/her Department will communicate with their allotted mentees.

**Agenda 4: Motivating the students to participate in upcoming Zonal Youth Festival which will be held in the month of October.**


- Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors to motivate their mentees to participate in the upcoming Zonal Youth Festival which will be held in the month of October.
- Also Departmental Virtual Parent Coordinators was told to inform their Departmental mentors that they must show their talent in the Zonal Youth Festival which will be held in the month of October.

**Agenda 5: Discussed to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.**

- Discussed that every mentor has to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.

**Agenda 6: Discussed with mentees to identify the mentees whose attendance is below than the minimum requirement.**

- Discussion was done on the identification those mentees whose attendance is below than the minimum requirement.
- Also informed every mentor to find the reason behind the low attendance of the mentees.
- Solution must be provided by the mentor to mentees.

  
Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

Overall Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar



**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/10/23

Date 05/10/23

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 09<sup>th</sup> of October, 2023 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You,  
Yours Sincerely,

  
Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

Encl. Agenda

**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action




Ref No. KCET/VP/01/10/23

Date 05/10/23

**Agenda of Virtual Parenting Cell meeting held on 09-10-2023**

- Agenda 1: To approve minutes of previous meeting held on 15<sup>th</sup> of September, 2023.  
Agenda 2: Discussing with mentors to identify the advance learners and slow learners based on the academic performance  
Agenda 3: Motivating the students to participate in upcoming event World Cancer Day which will be held in this month.  
Agenda 4: Discussing with the Departmental Virtual Co-coordinators to inform their mentors to support their mentees academically and emotionally.  
Agenda 5: Discussing on to ensure that every mentee will follow the instructions given by the college or department.  
Agenda 6: Discussing issues facing by the new admitted mentees in the Girls Hostel as well as in the Boys Hostel.

  
Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**





**Khalsa College of Engineering & Technology**

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Ref No.

KCET/VP/01/10/23

Date

09/10/23


**Khalsa College of Engineering and Technology, Amritsar**

**Subject: Proceedings of meeting held on 09-10-2023**

The proceedings of the meeting held on 09-10-2023 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

  
Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

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3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/10/23

Date 09/10/23

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar  
Dr. Ruchi Handa *Ruchi*  
OIC Virtual Parenting Cell, KCET Amritsar  
Khalsa College of Engineering & Technology, Amritsar

Coordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIMI) *Supreet*
3. Er. Jasjevan Singh (ME) *Jasjevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*



**Proceedings of meeting held on 09-10-2023 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting held on 15<sup>th</sup> of September, 2023.**

Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Discussing with mentors to identify the advance learners and slow learners based on the academic performance and advises them to organize and participate in various clubs, committees and skill development programs.**

- Identify the advance learners based on the academic performance.
- Advise the advance learner to organize and participate in various clubs, committees and skill development programs.
- Identify the slow learners.
- Advise the slow learners to attend remedial and make-up classes.

**Agenda 3: Motivating the students to participate in upcoming event World Cancer Day which will be held in this month.**

- Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors to motivate their mentees to participate in the upcoming event World Cancer Day which will be held in this month.
- Also Departmental Virtual Parent Coordinators was told to inform their Departmental mentors that they must present a Research Paper in the upcoming event World Cancer Day which will be held in this month.

**Agenda 4: Discussing with the Departmental Virtual Co-coordinators to inform their mentors to support their mentees academically and emotionally.**

- Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department will support their mentees academically and emotionally.
- There should be no discrimination among the mentees.

**Agenda 5: Discussing on to ensure that every mentee will follow the instructions given by the college or department.**

- Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department ensure that the mentees they have allotted will follow the instructions given by the college or department.

**Agenda 6: Discussing issues facing by the new admitted mentees in the Girls Hostel as well as in the Boys Hostel.**

- Discussion was done on the issue faced by the new admitted mentees in the Girls Hostel as well as in the Boys Hostel.
- Find out the reason behind the issue facing by the mentees in the hostel.
- Discuss with the Hostel Wardens regarding the issue facing by the mentees in the hostel.
- Solution must be provided by the mentor to mentees after the discussion with the Hostel Wardens.

  
Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
Khalsa College of Engineering  
& Technology, Amritsar



**Khalsa College of Engineering & Technology**

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Ref No.

**KCET/VP/01/11/23**

Date

**01/11/23**

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 03<sup>rd</sup> of November, 2023 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You,  
Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

Encl. Agenda

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

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2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



**Khalsa College of Engineering & Technology**  
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Ref No. KCET/VP/01/11/23

Date 01/11/23

**Agenda of Virtual Parenting Cell meeting held on 03-11-2023**

- Agenda 1: To approve minutes of previous meeting held on 09<sup>th</sup> of October, 2023.
- Agenda 2: Discussing with mentors to motivate mentees and inform them to participate in the World Radiology Day which is going to be held on 8<sup>th</sup> of November 2023.
- Agenda 3: Advise the mentors to help the mentees for the preparation of final exams which will be start in this month of November.
- Agenda 4: Arrange extra classes for the mentees.
- Agenda 5: Provide mentees Career Counseling Career Guidance.
- Agenda 6: Issues facing by the mentees regarding the study material for final exams.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**



**Khalsa College of Engineering & Technology**  
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Ref No. KCET/VP/01/11/23

Date 03/11/23

**Khalsa College of Engineering and Technology, Amritsar**

**Subject:** Proceedings of meeting held on 03-11-2023

The proceedings of the meeting held on 03-11-2023 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

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2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



Ref No.

KCET/VP/01/11/23

Date 03/11/23

Khalsa College of Engineering and Technology, Amritsar

(Virtual Parenting Cell, KCET Amritsar)

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar  
Dr. Ruchi Handa

OIC Virtual Parenting Cell  
Khalsa College of Engineering  
& Technology, Amritsar

Coordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet*
3. Er. Jasjeevan Singh (ME) *Jasjeevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*



Ref No.

KCET/VP/01/11/23

Date 03/11/23

**Proceedings of meeting held on 03-11-2023 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting held on 09<sup>th</sup> of October, 2023.**  
Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Discussing with mentors to motivate mentees and inform them to participate in the World Radiology Day which is going to be held on 8<sup>th</sup> of November 2023.**

a) Motivate the mentees to participate in the World Radiology Day on 08<sup>th</sup> of November 2023.

b) Discussed with mentees to present Research Paper.

c) Awareness regarding to Why to celebrate World Radiology Day.

**Agenda 3: Advice the mentors to help the mentees for the preparation of final exams which will be start in the month of November.**

a) Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors that they must help their mentees for the preparation of final exams which will be start in the month of November.

b) Advice mentors to solve the previous year question papers.

c) Departmental mentors will inform the subject teachers of their mentors to discuss the previous year question papers with the mentees.

**Agenda 4: Arrange extra classes for the mentees.**

a) Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department will further inform the subject teachers of their mentees to arrange extra classes for the mentees.

**Agenda 5: Provide mentees Career Counseling and Career Guidance.**


a) Departmental Virtual Parent Coordinators was informed that their Department arranges some lectures regarding the Career Counseling and Career Guidance.

b) Mentors do psycho-social counseling to the mentees to observe their activities and whereabouts time to time.

**Agenda 6: Issues facing by the mentees regarding the study material for final exams.**

a) Discussion was done on the issue faced by the mentees regarding the study material.

b) Advised Departmental Virtual Parent Co-ordinators to discuss this issue with the concerned subject teachers and requested them to provide study materials to mentees.

  
Dr. Kuchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator**  
Khalsa College of Engineering  
& Technology, Amritsar





**Khalsa College of Engineering & Technology**

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

Approved by AICTE, New Delhi & Affiliated to JKG Punjab Technical University, Jalandhar (Govt. of Punjab);

Accredited by NAAC Grade "A"



Ref No. KCET/VP/02/01/24

Date 19/01/24

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 22<sup>nd</sup> of January, 2024 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You,  
Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator  
of Engineering & Technology, Amritsar)

Encl. Agenda

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



Ref No.

KCET/VP/02/01/24

Date

19/01/24

**Agenda of Virtual Parenting Cell meeting held on 22-01-2024**

- Agenda 1: To approve minutes of previous meeting.
- Agenda 2: Planning of new Academic session January 2024-June 2024 and discussion on Virtual Parenting meetings with the mentees.
- Agenda 3: Motivating the mentees to participate in Co-curricular activities.
- Agenda 4: Mentor Mentee meeting should be done every Friday in a month.
- Agenda 5: Mentor Mentee meeting should be one to one basis not in group.
- Agenda 6: If mentor identifies any problem in mentee that should be solved by the mentors as well it shall communicate to coordinators and it must be kept confidential.

Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator**

Kh  
& Technology

Engineering

Amritsar

143001

Ph. 0183-5030765, 5030760

Fax: -0183-2506969

Website: [www.kcet.co.in](http://www.kcet.co.in)

Email: [kcetamritsar@gmail.com](mailto:kcetamritsar@gmail.com)



**Khalsa College of Engineering & Technology**

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ  
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Accredited by NAAC Grade "A"



Ref No. KCET/VP/02/01/24

Date 22/01/24

**Khalsa College of Engineering and Technology, Amritsar**

**Subject:** Proceedings of meeting held on 22-01-2024

The proceedings of the meeting held on 22-01-2024 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You

Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar-for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action





Ref No. KCET/VP/02/01/24

Date 22/01/24

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

**Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar**

Dr. Ruchi Handa *OIC Virtual Parenting Cell*

**Khalsa College of Engineering & Technology, Amritsar**

**Coordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

**Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet*
3. Er. Jasjeevan Singh (ME) *Jasjeevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*



Ref No. KCET/VP/02/01/24

Date 22/01/24

**Proceedings of meeting held on 22-01-2024 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting.**

Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Planning of new Academic session January 2024-June 2024 and discussion on Virtual parenting meetings with the mentees.**

- Brief introduction on the importance of planning for the upcoming academic session was given.
- Reports should be prepared by every Virtual Parent.
- Records of every virtual parent meeting should be maintained.
- Discussed that after end of the academic session records must be submitted in the Virtual Parenting Cell.
- Every Departmental Virtual Parent Coordinator will collect the reports from their respective Virtual parents in their departments and handover to Dr. Ruchi Handa.

**Agenda 3: Motivating the mentees to participate in Co-curricular activities.**

- Every Departmental Virtual Parent Coordinators was informed to tell their virtual parents in the department to motivate the mentees to participate in co-curricular activities which will be going to organized by the college.
- Also Departmental Virtual Parent Coordinators was told that it is their responsibility must be participated in every event.

**Agenda 4: Virtual Parent meeting should be done every Friday in a month.**

- Departmental Virtual Parent Coordinators was informed that mentor mentee meeting should be done by every Friday in a month.
- Attendance of the mentees should be taken after every Friday meetings.
- Reports should be prepared of every Friday virtual parent meetings.

**Agenda 5: Mentor Mentee meeting should be one to one basis not in group.**

- Discussed that mentor mentee meeting should be one to one basis.
- Counseling should be done of all mentees which is allotted to every virtual parent.

**Agenda 6: If mentor identifies any problem in mentee that should be solved by the mentors as well it shall communicate to coordinators and it must be kept confidential.**

- Discussion was done on the identification of the problems faced by the mentees.
- Also informed every mentor to keep the problems of mentees confidential.
- Solution must be provided by the mentor to mentees.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar





# Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/02/24

Date 16/02/24

## CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 19<sup>th</sup> of February, 2024 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You  
Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

Encl. Agenda

**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action.
2. Registrar for necessary action.
3. All Departmental Virtual Parent Co-ordinator for necessary action.
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



Ref No. KCGT/VP/01/02/24

Date 16/02/24

**Agenda of Virtual Parenting Cell meeting held on 19-02-2024**

- Agenda 1: To approve minutes of previous meeting held on 22<sup>nd</sup> of January, 2024.
- Agenda 2: Advised Mentor to meet the mentees regularly and update mentees' data sheet.
- Agenda 3: Discussed with Mentor to create Whatsapp group of his/her allotted mentees for communication.
- Agenda 4: Motivating the students to participate in upcoming National Conference which will be held in the month of March.
- Agenda 5: Discussed to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.
- Agenda 6: Discussed with mentees to identify the mentees whose attendance is below than the minimum requirement.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**



# Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A")



Ref No. KCET/VP/01/02/24

Date 19/02/24

## Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 19-02-2024

The proceedings of the meeting held on 19-02-2024 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action





Ref No. KCET/VP/01/02/24

Date 19/02/24

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar  
Dr. Ruchi Handa

Coordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet*
3. Er. Jasjeevan Singh (ME) *Jasjeevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*



Ref No.

KCET/VP/01/02/24

Date

19/02/24

**Proceedings of meeting held on 19-02-2024 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting.**

Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Advised Mentor to meet the mentees regularly and update mentees' data sheet.**

- Mentee should meet the mentees regularly.
- Every single information about the mentees should be prepared by every Virtual Parent.

**Agenda 3: Discussed with Mentor to create Whatsapp group of his/her allotted mentees for communication.**

- Every Departmental Virtual Parent Coordinators was informed to tell their virtual parents in the department to create whatsapp group of his/her allotted mentees for communication.
- Also Departmental Virtual Parent Coordinators was told that it is their responsibility that every mentor of his/her Department will communicate with their allotted mentees.

**Agenda 4: Motivating the students to participate in upcoming National Conference which will be held in the month of March.**

- Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors to motivate their mentees to participate in the upcoming National Conference which will be held in the month of March.
- Also Departmental Virtual Parent Coordinators was told to inform their Departmental mentors that they must present a Research Paper in the National Conference which will be held in the month of March.

**Agenda 5: Discussed to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.**

- Discussed that every mentor has to keep track the mentees academic performance and participation in competition, curricular and extra-curricular activities.

**Agenda 6: Discussed with mentees to identify the mentees whose attendance is below than the minimum requirement.**

- Discussion was done on the identification those mentees whose attendance is below than the minimum requirement.
- Also informed every mentor to find the reason behind the low attendance of the mentees.
- Solution must be provided by the mentor to mentees.

  
Dr. Rucln Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**



**Khalsa College of Engineering & Technology**

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Ref No.

KCET/VP/01/03/24

Date

15/03/24

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 18<sup>th</sup> of March, 2024 at 10:50 AM in the Virtual Parenting Cell, Room No. 305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

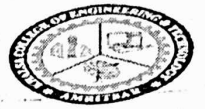
Thanking You,  
Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

OIC Virtual Parent Co-ordinator  
Encl. Agent **Khalsa College of Engineering  
& Technology, Amritsar**

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



Ref No. KCET/VP/01/03/24

Date 15/03/24

**Agenda of Virtual Parenting Cell meeting held on 18-03-2024**

- Agenda 1: To approve minutes of previous meeting held on 19<sup>th</sup> of February, 2024.
- Agenda 2: Discussing with mentors to identify the advance learners and slow learners based on the academic performance
- Agenda 3: Motivating the students to participate in upcoming International Conference which will be held in the month of April.
- Agenda 4: Discussing with the Departmental Virtual Co-coordinators to inform their mentors to support their mentees academically and emotionally.
- Agenda 5: Discussing on to ensure that every mentee will follow the instructions given by the college or department.
- Agenda 6: Discussing issues facing by the mentees in the Girls Hostel as well as in the Boys Hostel.

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**



**Khalsa College of Engineering & Technology**

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Ref No.

KCET/VP/01/03/24

Date

18/03/24

**Khalsa College of Engineering and Technology, Amritsar**

**Subject: Proceedings of meeting held on 18-03-2024**

The proceedings of the meeting held on 18-03-2024 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



Ref No. KCET/VP/01/03/24

Date 18/03/24

**Khalsa College of Engineering and Technology, Amritsar**

**(Virtual Parenting Cell, KCET Amritsar)**

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar  
Dr. Ruchi Handa

Co-ordinator Virtual Parenting Cell, KCET Amritsar  
& Technology

1. Ms. Rohine Pandita *Rohine*
2. Dr. Supreet Kaur *Supreet*

**Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar**

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing) *Rohine*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet*
3. Er. Jasjeevan Singh (ME) *Jasjeevan*
4. Er. Akarshan Uppal (CE) *Akarshan*
5. Ms. Kanika Thakur (BHMCT) *Kanika*
6. Ms. Shivani Mahajan (BCA) *Shivani*
7. Ms. Jasleen Kaur (BBA) *Jasleen*
8. Ms. Shilpa Sharma Kaur (Paramedical) *Shilpa*
9. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*



Ref No.

KCET/VP/01/03/24

Date 18/03/24

**Proceedings of meeting held on 18-03-2024 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting held on 19<sup>th</sup> of February, 2024.**

Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Discussing with mentors to identify the advance learners and slow learners based on the academic performance and advises them to organize and participate in various clubs, committees and skill development programs.**

- Identify the advance learners based on the academic performance.
- Advise the advance learner to organize and participate in various clubs, committees and skill development programs.
- Identify the slow learners.
- Advise the slow learners to attend remedial and make-up classes.

**Agenda 3: Motivating the students to participate in upcoming International Conference which will be held in the month of April.**

- Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors to motivate their mentees to participate in the upcoming International Conference which will be held in the month of April.
- Also Departmental Virtual Parent Coordinators was told to inform their Departmental mentors that they must present a Research Paper in the International Conference which will be held in the month of April.

**Agenda 4: Discussing with the Departmental Virtual Co-coordinators to inform their mentors to support their mentees academically and emotionally.**

- Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department will support their mentees academically and emotionally.
- There should be no discrimination among the mentees.

**Agenda 5: Discussing on to ensure that every mentee will follow the instructions given by the college or department.**

- Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department ensure that the mentees they have allotted will follow the instructions given by the college or department.

**Agenda 6: Discussing issues facing by the mentees in the Girls Hostel as well as in the Boys Hostel.**

- Discussion was done on the issue faced by the mentees in the Girls Hostel as well as in the Boys Hostel.
- Find out the reason behind the issue facing by the mentees in the hostel.
- Discuss with the Hostel Wardens regarding the issue facing by the mentees in the hostel.
- Solution must be provided by the mentor to mentees after the discussion with the Hostel Wardens.

  
Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

**Overall Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar**





**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/04/24

Date 12/04/24

**CIRCULAR**

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 15<sup>th</sup> of April, 2024 at 10:50 AM in the Virtual Parenting Cell, Room No.-305. The agenda for the same is attached herewith.

Your active participation and valuable insights are crucial for maintaining and enhancing the quality of education and overall development in the institution.

Thanking You,  
Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
**Overall Virtual Parent Co-ordinator**  
**Khalsa College of Engineering**  
**& Technology, Amritsar**

Encl. Agenda

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action





**Khalsa College of Engineering & Technology**

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Ref No. KCET/VP/01/04/24

Date 12/04/24

**Agenda of Virtual Parenting Cell meeting held on 15-04-2024**

- Agenda 1: To approve minutes of previous meeting held on 18<sup>th</sup> of March, 2024.
- Agenda 2: Discussing with mentors to motivate mentees and inform them to participate in Tech Fest which is going to be held in the month of April.
- Agenda 3: Advice the mentors to help the mentees for the preparation of final exams which will be start in the month of May.
- Agenda 4: Arrange extra classes for the mentees.
- Agenda 5: Provide mentees Career Counseling Career Guidance.
- Agenda 6: Issues facing by the mentees regarding the limited number of books in the library.

Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator, KCET Amritsar)

OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar



# Khalsa College of Engineering & Technology

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Ref No. KCET/VP/02/04/24

Date 15/04/24

## Khalsa College of Engineering and Technology, Amritsar

**Subject:** Proceedings of meeting held on 15-04-2024

The proceedings of the meeting held on 15-04-2024 are attached herewith for your information and consideration. If you wish to do add anything or give your comments, you are requested to send the same within forth night from the date of issue of proceedings.

Thanking You,

Yours Sincerely,

Dr. Ruchi Handa  
(Overall Virtual Parent Co-ordinator, KCET Amritsar)  
OIC Virtual Parent Co-ordinator  
Khalsa College of Engineering  
& Technology, Amritsar

Copy to:

1. Deans/Heads for information and necessary action
2. Registrar for necessary action
3. All Departmental Virtual Parent Co-ordinator for necessary action
4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action.



# Khalsa College of Engineering & Technology

Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Jalandhar (Govt. of Punjab)  
Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/04/24

Date 15/04/24

## Khalsa College of Engineering and Technology, Amritsar

### (Virtual Parenting Cell, KCET Amritsar)

The meeting was presided over by Dr. Ruchi Handa, HOD & Overall Co-ordinator Virtual Parenting Cell, (Khalsa College of Engineering and Technology). The meeting was attended by following:

Overall Co-ordinator Virtual Parenting Cell, KCET Amritsar  
Dr. Ruchi Handa

### Coordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita
2. Dr. Supreet Kaur

### Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Rohine Pandita (Applied Sciences & Diploma Wing)
2. Dr. Supreet Kaur (CSE/AIML)
3. Er. Jasjeevan Singh (ME)
4. Er. Akarshan Uppal (CE)
5. Ms. Kanika Thakur (BHMCT)
6. Ms. Shivani Mahajan (BCA)
7. Ms. Jasleen Kaur (BBA)
8. Ms. Shilpa Sharma Kaur (Paramedical)
9. Mr. Dilikiranpreet Singh (Agriculture)



Ref No. KCET/VP/07/04/24

Date 15/04/24

**Proceedings of meeting held on 15-04-2024 at 10:50 AM in Virtual Parenting Cell, Room No. 305, Khalsa College of Engineering and Technology, Amritsar**

The details of the proceedings are as given below:

**Agenda 1: To approve minutes of previous meeting held on 18<sup>th</sup> of March, 2024.**  
 Since no comments were received on the proceedings of the previous meetings, so the minutes of meeting are confirmed without making any changes.

**Agenda 2: Discussing with mentors to motivate mentees and inform them to participate in Tech Fest which is going to be held in the month of April.**

- Motivate the mentees to participate in the Tech Fest 2024.
- Discuss with mentees to come with some innovative ideas.
- Help the mentees to prepare Projects that will be presented in the upcoming Tech Fest 2024.

**Agenda 3: Advice the mentors to help the mentees for the preparation of final exams which will be start in the month of May.**

- Departmental Virtual Parent Coordinators was informed to tell their Departmental mentors that they must help their mentees for the preparation of final exams which will be start in the month of May.
- Advice mentors to solve the previous year question papers.
- Departmental mentors will inform the subject teachers of their mentors to discuss the previous year question papers with the mentees.

**Agenda 4: Arrange extra classes for the mentees.**

- Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department will further inform the subject teachers of their mentees to arrange extra classes for the mentees.

**Agenda 5: Provide mentees Career Counseling and Career Guidance.**

- Departmental Virtual Parent Coordinators was informed that their Department arranges some lectures regarding the Career Counseling and Career Guidance.
- Mentors do psycho-social counseling to the mentees to observe their activities and whereabouts time to time.

**Agenda 6: Issues facing by the mentees regarding the limited number of books in the library.**

- Discussion was done on the issue faced by the mentees regarding the shortage of books in the library.
- Advise Departmental Virtual Parent Co-ordinators to discuss this issue with the librarian and requested to increase the number of copies of books.

Dr. Ruchi Handa  
 (Overall Virtual Parent Co-ordinator, KCET Amritsar)

**OIC Virtual Parent Co-ordinator  
 Khalsa College of Engineering  
 & Technology, Amritsar**