



**Khalsa College of Engineering & Technology**

**ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ**

**Governed by Khalsa College Charitable Society, Amritsar, Estd. 1892**  
Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Jalandhar (Govt. of Punjab)

**Accredited By NAAC Grade "A"**



**Criteria No: 6.**

**SUPPORTING DOCUMENT FOR 6.3.1**

*The institution has effective welfare measures for teaching and non-teaching staff*



# Khalsa College of Engineering & Technology

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IQAC Coordinator

Director



**Best Teacher Award**



**Dr. Ripin Kohli (Department of Applied Science)**



**Dr. Ruchi Handa (Department of Applied Science)**

**Ranjit Avenue, C-Block, Amritsar, Punjab (India)-143001**

**Ph. : 0183-5030765, 5030760 | Fax : 0183-2506969 | WebSite: [www.khalsaengineering.co.in](http://www.khalsaengineering.co.in) | Email : [kcetamritsar@gmail.com](mailto:kcetamritsar@gmail.com)**

P.V. No : 342, 06/2/24

Last Successful Login : 30/05/2024 09:25:49 am  
Last UnSuccessful Login : 30/05/2024 09:30:12 am

Corporate Internet Banking

Transfers Cash Management Services Administration Message Center Services Post Disbursement Statements Bill Pay GST Registration Help

Payments >> Authorise

View

Value Date	06/06/2024 00:00:00	Transaction Date	06-JUN-24
Company Name	DIRECTOR KHALSA COLLEGE OF ENGG TE	Branch Name	1407
Account No	50200049144137	Merchant Code	ESIFUND
Client Code	29000582800001304	Txn Amount	35,930.00
Txn Currency	INR	Merchant RefNo	02924120392390
Txn ScAmount	0.00	Failure StaticFlag	N
Success StaticFlag	N		
Date	06/06/2024 15:57:49		
Error Reason			
Bank Reference No	406066462291	Error Code	

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P.V.No: 341, 06/06/24

Payments >> Authorise

View

<b>Value Date</b>	06/06/2024 00:00:00	<b>Transaction Date</b>	06-JUN-24
<b>Company Name</b>	DIRECTOR KHALSA COLLEGE OF ENGG TE	<b>Branch Name</b>	1407
<b>Account No</b>	50200049144137	<b>Merchant Code</b>	EEPFOT
<b>Client Code</b>	EEPFOT	<b>Txn Amount</b>	170,700.00
<b>Txn Currency</b>	INR	<b>Merchant RefNo</b>	347897858
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<b>TRRN</b>	3812406000997		

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EPIAcknowledgement

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# Leave Rules



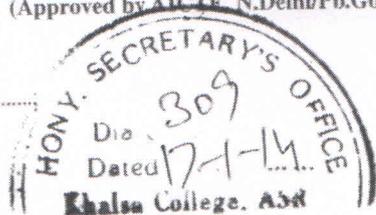
## Khalsa College of Engineering & Technology ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ



(Approved by AICTE, N.Delhi/Pb.Govt. ; Affiliated to Punjab Technical University, Kapurthala, Punjab.)

Ref. No. 25

Date 9/1/2014



### Leaves By-Laws

Faculty and other staff members shall be allowed 12 casual leaves (@ 1 per month) in a calendar year. However, regular employees can avail upto 2 leaves in excess of the permissible numbers upto a specific month. But the excess CL availed, if any, must get adjusted prior to the end of calendar year failing which excess Leaves availed, shall be treated as LWP. Casual leave more than 03 consecutive days shall not be granted.

S. No.	Nature of Vacation	Entitlement		Condition	Remarks
		Teaching	Non Teaching		
1.	Summer Vacations	10 Working days	05 Working days	Entitled after the completion of one year in service without any break	Subject to the approval of this office
2.	Winter Vacations	05 Working days	03 Working days	Entitled after the completion of one year in service without any break	Subject to the approval of this office
3.	Earned Leaves	Total of Summer and winter Break	Total of Summer and winter Break	An employee, who is retained due to some official work in summer/winter vacations, his/her leaves will be accumulated and carried forward. He/She will be allowed to avail these leave after the completion of two year, with the prior permission of the undersigned. If any employee does not avail some portion of his/her summer/winter vacations than he will be entitled earned leave as: $\frac{\text{Total of summer + winter vacation}}{2}$ Leave encashment will not be permissible	Subject to the approval of this office
		10 + 05 15	05 + 03 08		
		10	05		
4.	Academic Leaves	10	05	a) Total 10 Academic leaves will be given to teaching faculty, which will be permissible for the conduct of Viva-voce exam in PTU affiliated colleges only, appearing in any university exam, defence of Ph.D/M.Tech thesis, appearing in interview for Ph.D/M.Tech courses etc. -But they are to provide relevant proof for the same	Subject to the approval of this office

*Amr*



# Khalsa College of Engineering & Technology

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

(Approved by AICTE, N.Delhi/Pb.Govt. ; Affiliated to Punjab Technical University, Kapurthala, Punjab.)



Ref. No. 25

Page-2

Date 9/1/14

S. No.	Nature of Vacation	Entitlement		Condition	Remarks
		Teaching	Non Teaching		
	Academic Leaves	10	05	b) Total 05 Academic leaves will also be given to Non Teaching staff who wants to improve his/her qualification. But they are to provide relevant proof for the same.	Subject to the approval of this office
5.	Medical Leaves	10	10	The employees will be entitled to avail medical leaves after completion 3 year in service, without any break. These leaves will be accumulative in nature, and they are to produce medical/fitness certificate from MBBS/MD doctor only <i>K.C doctor</i>	

**Note:-** Granting of leave of any type shall be the discretion of the principal and with the consent of the Honorary Secretary Office.

An employee must get **prior sanction** for his/her duties duly **adjusted** & **provide** the name of the **substitute employee** with his/her consent, before proceeding on any kind of leave, **failing which**, he/she will be treated as **absent from duty** and his/her salary shall be deducted. Since failure to comply with **standing orders** is taken as **defiance** of the **Orders**.

If a **gazetted holiday** is made a working day due to any reason, then a **compensatory leave** would be given in **non-academic period only**.

### Points to be observed

1.  $\frac{1}{4}$  of the **casual leaves** will **not be permissible** from the calendar year 2014-15 in any manner.
2. **Odd punch** in the attendance will be **considered** as a **half day leave** or  $\frac{1}{2}$  **LWP** in case of no casual leave in his/her credit.
3. Duty hours for all the employees will be from 9:00 A.M. sharp to 5:00 p.m.
4. There shall be relaxation of **60 minutes** delay in total during every month for the employees. However, it is for only to meet some emergency & for not to avoid their respective classes or office work. In case of exceeding this limit **excess time period** will be **adjusted** in their **Leaves**.

*Agreed*  
*RMS*  
*15-1/14*

*Amal*

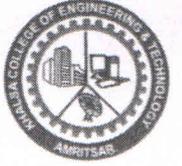
Contd. Page 3

Ranjit Avenue, C-Block, Amritsar (Pb.) India- 143 001

Ph.: 0183-5030765, 0183-5030760 Fax : 0183-2506969 Website : www.kcet.co.in ; E-mail kcetamritsar@gmail.com



# Khalsa College of Engineering & Technology ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ



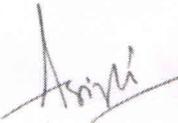
(Approved by AICTE, N.Delhi/Pb.Govt. ; Affiliated to Punjab Technical University, Kapurthala, Punjab.)

Ref. No. 25

Page- 3

Date 9/1/14

5. In the case, if any employee intended to **visit abroad**, then it will be responsibility of the respective **H.O.D** to inform him/her to submit an application along with affidavit attested from **I<sup>st</sup> class Magistrate**, which is mandatory for such type of leave.
6. All H.O.Ds are required to **submit** the **monthly leave record** of their respective department on **25<sup>th</sup> date of every month** by **4:00 P.M.** positively.
7. All H.O.Ds are to inform to their respective faculty members that while proceeding on **duty leave**, they must **submit** their **sanction** duty leave application with P.A. to Principal.

  
Principal

Submitted for approval please

Honorary Secretary

# Maternity Leave

ੴ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ

## ਖਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ Khalsa College Charitable Society, Amritsar



ਬਰ : 5994

ਮਿਤੀ : 14/6/2022

RECEIVED

No. 3401

DATE 16.06.22

(through e-governance)

ਡਾਇਰੈਕਟਰ-ਕਮ-ਪ੍ਰਿੰਸੀਪਲ,  
ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ,  
ਰਣਜੀਤ ਐਵੀਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ।

ਵਿਸ਼ਾ:- ਬੀਬੀ (ਇੰਜੀ:) ਲਵਲੀਨ ਕੌਰ, ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰ ਨੂੰ ਪ੍ਰਸੂਤੀ ਅਤੇ ਬਿਨਾਂ ਤਨਖਾਹ ਦਿੱਤੀ ਛੁੱਟੀ ਸਬੰਧੀ।

ਇਸ ਦਫਤਰ ਵੱਲੋਂ ਜਾਰੀ ਪੱਤਰ ਨੰਬਰ 3287-88 ਮਿਤੀ 30-03-2022, ਦੇ ਹਵਾਲੇ ਵਿਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੈਨੇਜਿੰਗ ਕਮੇਟੀ ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਰਣਜੀਤ ਐਵੀਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 28-05-2022 ਦੀ ਕਾਰਵਾਈ ਦੇ ਮਤਾ ਨੰਬਰ 251 ਰਾਹੀਂ ਬੀਬੀ (ਇੰਜੀ:) ਲਵਲੀਨ ਕੌਰ, ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰ-ਇਨ-ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਐਂਡ ਇੰਜੀਨੀਅਰਿੰਗ ਨੂੰ ਮਿਤੀ 16-03-2022 ਤੋਂ 15-05-2022 ਤੱਕ ਪ੍ਰਸੂਤੀ ਛੁੱਟੀ ਅਤੇ ਮਿਤੀ 16-05-2022 ਤੋਂ 15-09-2022 ਤੱਕ ਬਿਨਾਂ ਤਨਖਾਹ ਦਿੱਤੀ ਛੁੱਟੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇ ਦਿੱਤੀ ਹੈ।

*Ranjit*

(ਰਾਜਿੰਦਰਮੋਹਨ ਸਿੰਘ ਛੀਨਾ)

ਆਨਰੇਰੀ ਸੈਕ੍ਰੇਟਰੀ

(through e-governance)

ਉਤਾਰਾ :-

ਨੰਬਰ : 5995

ਚੀਫ ਅਕਾਊਂਟਸ ਅਫਸਰ

ਮਿਤੀ 14/6/22

: ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ।

ਆਨਰੇਰੀ ਸੈਕ੍ਰੇਟਰੀ

*M. Singh*  
Director

Khalsa College of Engineering  
& Technology Amritsar



ਖ਼ਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College Charitable Society, Amritsar**

ਨੰਬਰ : 1937-50

ਮਿਤੀ : 6-2-20/8

all faculty members  
 Dean, Academics

(through e-governance)

ਵਾਈਸ ਚਾਂਸਲਰ/ਰਜਿਸਟਰਾਰ/ਪ੍ਰਿੰਸੀਪਲਜ਼/ਕਾਰਜਕਾਰੀ ਪ੍ਰਿੰਸੀਪਲਜ਼/ਡਾਇਰੈਕਟਰ-ਕਮ-ਪ੍ਰਿੰਸੀਪਲਜ਼

**Khalsa College of Engg. & Technology, Amritsar.**

**RECEIVED**

No. 325 R-k

DATE 7/2/18

1. ਖ਼ਾਲਸਾ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ।
2. ਖ਼ਾਲਸਾ ਕਾਲਜ, ਅੰਮ੍ਰਿਤਸਰ।
3. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਅੰਮ੍ਰਿਤਸਰ।
4. ਖ਼ਾਲਸਾ ਕਾਲਜ ਫਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ।
5. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਐਜੂਕੇਸ਼ਨ, ਚਣੀਤ ਐਵੇਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ।
6. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਨਰਸਿੰਗ, ਅੰਮ੍ਰਿਤਸਰ।
7. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਇੰਜੀਨੀਅਰਿੰਗ: ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਚਣੀਤ ਐਵੇਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ।
8. ਖ਼ਾਲਸਾ ਕਾਲਜ (ਅੰਮ੍ਰਿਤਸਰ) ਆਫ਼ ਟੈਕਨਾਲੋਜੀ ਐਂਡ ਬਿਜਨਸ ਸਟੱਡੀਜ਼, ਮੋਹਾਲੀ।
9. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਫਾਰਮੇਸੀ, ਅੰਮ੍ਰਿਤਸਰ।
10. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਵਿਜ਼ੂਅਲ ਐਜੂਕੇਸ਼ਨ, ਪਿੰਡ ਹੋਰ, ਅੰਮ੍ਰਿਤਸਰ।
11. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਵੈਟਰੀਨਰੀ ਐਂਡ ਐਨੀਮਲ ਸਾਇੰਸ, ਅੰਮ੍ਰਿਤਸਰ।
12. ਖ਼ਾਲਸਾ ਕਾਲਜ ਚਵਿੰਡਾ ਦੇਵੀ, ਅੰਮ੍ਰਿਤਸਰ।
13. ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਲਾਅ, ਅੰਮ੍ਰਿਤਸਰ।
14. ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਕਾਲਜ ਫਾਰ ਵਿਮਨ, ਅੰਮ੍ਰਿਤਸਰ।

Khalsa College of Engg. & Technology, Amritsar

ਮੈਨੇਜਿੰਗ ਕਮੇਟੀ ਖ਼ਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 27-01-2018 ਦੀ ਕਾਰਵਾਈ ਦੇ ਮਤਾ ਨੰਬਰ 419 ਰਾਹੀਂ ਸੁਸਾਇਟੀ ਅਧੀਨ ਆਉਂਦੇ ਕਾਲਜਾਂ ਵਿਖੇ ਰਿਸਰਚ ਅਤੇ ਅਕਾਦਮਿਕ ਯੋਗਤਾ ਨੂੰ ਪ੍ਰੋਤਸਾਹਿਤ ਕਰਨ ਦੇ ਮੰਤਵ ਨਾਲ, ਜੋ 7 ਮੈਂਬਰੀ ਕਮੇਟੀ ਵਾਈਸ ਚਾਂਸਲਰ, ਖ਼ਾਲਸਾ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਰਹਿਨੁਮਾਈ ਹੇਠ ਬਣਾਈ ਗਈ ਸੀ, ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਸੰਬੰਧੀ ਰਿਪੋਰਟ, ਜੋ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਪ੍ਰਤੀ ਲਿਪਿਤ ਹੈ, ਅਨੁਸਾਰ ਖ਼ਾਲਸਾ ਸੰਸਥਾਵਾਂ ਵਿਚ ਸੇਵਾ ਕਰ ਰਹੇ ਅਧਿਆਪਕ ਸਾਹਿਬਾਨ ਜਿੰਨ੍ਹਾਂ ਦੀ ਉਮਰ 45 ਸਾਲ ਜਾਂ ਉਸ ਤੋਂ ਘੱਟ ਹੈ ਲਈ Ph.D. ਲਾਜ਼ਮੀ ਕਰਨ ਸੰਬੰਧੀ ਸ਼ਰਤਾਂ ਲਾਗੂ ਕਰਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇ ਦਿੱਤੀ ਹੈ :-

**Motivating Faculty to acquire Ph.D/Research Degree**

Research is an integral component of higher education. Research enriches the intellectual life of an institution of higher learning. Development of research is central to the issues of quality and excellence in higher education. Post-induction, the faculty needs to continuously update themselves for the new knowledge. For this, there is a need to build up research environment and ambience. create adequate facilities for the teachers and researchers. To support it, KCCS is taking number of initiatives. It has decided to facilitate and encourage faculty members working in its various institutions to go for Ph.D/Research Degrees, while in service. A committee was constituted by KCCS to frame the proposals for motivating faculty members of various Khalsa Institutions to acquire Ph.D/Research Degree after joining service on regular basis. The recommendations of the Committee are given below:

- 1) Every regular faculty member of Khalsa Institution should be motivated to obtain Research Degree while in service.
- 2) All the teachers who are below the age of 45 years/and have more than 15 years of service left will have to acquire Ph.D in their respective subjects/interdisciplinary subject falling which the management may freeze the financial benefits including the Dearness Allowance.
- 3) Those acquiring Ph.D degree will be paid three Incentive increments after the award of Ph.D.
- 4) The management will encourage such teachers to participate in international/national conferences and will also reimburse the air fare/railway fare/registration fee on the recommendations of the college Principal.

05/2/18  
 M. Singh  
 8/2/18

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 (PUNJAB), INDIA

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 www.khalsacollegecharitableocietyamritsar.org

0183-5013523-39

(i)



ੴ ਸਾਹਿਬੁ ਜੀ ਕੀ ਫਤਹਿ

ਖਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ  
Khalsa College Charitable Society, Amritsar

ਨੰਬਰ : 1937-50

ਮਿਤੀ : 6-2-2018

- 5) The college administration/management will extend financial help in obtaining books/Journals/research material on topic of research which will become a part of college library.
- 6) The college administration/management shall extend financial help as seed money for interdisciplinary research projects/surveys to be taken by the faculty of Khalsa Institutes.
- 7) The management may insert an additional clause in the appointment letters of faculty for acquiring Ph.D for those who have been selected on the basis of NET/AICTE prescribed qualifications or qualification laid down by the statutory bodies.
- 8) Every faculty will fill the self-appraisal proforma (Annexure-I) every year in the month of August which will form the basis for filling the ACR by the college Principal and to evaluate the performance of the teacher for recommendation for granting benefits/facilities.

ਇਹ ਨੋਟ ਕੀਤਾ ਜਾਵੇ ਕਿ ਇਸ ਸੰਬੰਧੀ ਸਮੂਹ ਕਾਲਜ ਪ੍ਰਿੰਸੀਪਲਜ਼ ਆਪਣੀ-ਆਪਣੀ ਸੰਸਥਾ ਵਿਚ ਕੰਮ ਕਰ ਰਹੇ ਉਹ ਅਧਿਆਪਕ ਜੋ ਇਸ ਨਵੀਂ ਪਾਲਿਸੀ ਅਧੀਨ ਆਉਂਦੇ ਹਨ, ਸੰਬੰਧੀ ਵਿਸਥਾਰ ਸਹਿਤ ਰਿਪੋਰਟ ਇਸ ਦਫ਼ਤਰ ਨੂੰ 15-ਦਿਨਾ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਭੇਜਣ ਦੀ ਖੋਚਲ ਕਰਨ।

(through e-governance)

ਉਤਾਰਾ:-

ਨੰਬਰ: 1951  
ਚੀਫ਼ ਅਕਾਊਂਟਸ ਅਫ਼ਸਰ

ਮਿਤੀ: 6-2-18  
ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ।

RM Gill  
(ਰਾਜਿੰਦਰਮੋਹਨ ਸਿੰਘ ਛੀਨਾ)  
ਆਨਰੇਰੀ ਸੈਕ੍ਰਟਰੀ

ਆਨਰੇਰੀ ਸੈਕ੍ਰਟਰੀ



ੴ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ

# ਖਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ Khalsa College Charitable Society, Amritsar

ਨੰਬਰ : 3448

ਮਿਤੀ : 1/4/2023

(through e-governance)

ਡਾਇਰੈਕਟਰ-ਕਮ-ਪ੍ਰਿੰਸੀਪਲ,  
ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ,  
ਰਣਜੀਤ ਐਵੀਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ।

ਵਿਸ਼ਾ:- ਡਾ: ਜਸਲੀਨ ਕੌਰ, ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰ-ਇਨ-ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਐਂਡ ਇੰਜੀਨੀਅਰਿੰਗ ਨੂੰ ਤਿੰਨ ਨਾਨ-ਕੰਪਾਊਂਡਿਡ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਦੇਣ ਸਬੰਧੀ।

ਆਪ ਜੀ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰਬਰ KCET/094/02/23, ਮਿਤੀ 02-02-2023 ਦੇ ਹਵਾਲੇ ਵਿਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਮੈਨੇਜਿੰਗ ਕਮੇਟੀ ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨਾਲੋਜੀ, ਰਣਜੀਤ ਐਵੀਨਿਊ, ਅੰਮ੍ਰਿਤਸਰ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 16-03-2023 ਦੀ ਕਾਰਵਾਈ ਦੇ ਮਤਾ ਨੰਬਰ 362 ਰਾਹੀਂ ਡਾ: ਜਸਲੀਨ ਕੌਰ, ਅਸਿਸਟੈਂਟ ਪ੍ਰੋਫੈਸਰ-ਇਨ-ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਐਂਡ ਇੰਜੀਨੀਅਰਿੰਗ ਨੂੰ ਸੇਵਾ ਦੌਰਾਨ ਪੀ.ਐਚ.ਡੀ. ਡਿਗਰੀ ਹਾਸਿਲ ਕਰਨ ਤੇ UGC ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਤਿੰਨ ਨਾਨ-ਕੰਪਾਊਂਡਿਡ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਮੈਨੇਜਿੰਗ ਕਮੇਟੀ ਦੀ ਇਕੱਤਰਤਾ (ਭਾਵ 16-03-2023) ਤੋਂ ਦੇਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦੇ ਦਿੱਤੀ ਹੈ।

*Russell*  
(ਰਾਜਿੰਦਰਮੋਹਨ ਸਿੰਘ ਡੀਨਾ)  
ਆਨਰੇਰੀ ਸੈਕ੍ਰੇਟਰੀ

(through e-governance)

ਉਤਾਰਾ :-  
ਨੰਬਰ : 3449.....  
ਚੀਫ ਅਕਾਊਂਟਸ ਅਫਸਰ

ਮਿਤੀ : 1/4/23.....  
: ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ।

ਆਨਰੇਰੀ ਸੈਕ੍ਰੇਟਰੀ

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10/04/23

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*M. Singh*  
Director  
Khalsa College of Engineering  
& Technology Amritsar

# Faculty Welfare Schemes



ੴ ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫਤਹਿ

ਖਾਲਸਾ ਕਾਲਜ ਚੈਰੀਟੇਬਲ ਸੁਸਾਇਟੀ, ਅੰਮ੍ਰਿਤਸਰ  
**Khalsa College Charitable Society, Amritsar**

ਨੰਬਰ : 5540-57

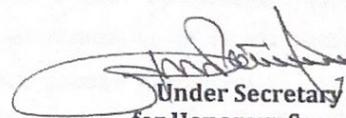
ਮਿਤੀ : 27/5/2022

(Through e-governance)

Director-cum Principals/Principals

1. Khalsa College, Amritsar.
2. Khalsa College of Education, Amritsar
3. Khalsa College for Women, Amritsar
4. Khalsa College of Education, Ranjit Avenue, Amritsar.
5. Khalsa College of Nursing, Amritsar.
6. Khalsa College of Engineering and Technology, Ranjit Avenue, Amritsar.
7. Khalsa College of Pharmacy, Amritsar.
8. Khalsa College (Amritsar) of Technology and Business Studies, Mohali.
9. Khalsa College of Physical Education, Amritsar.
10. Khalsa College of Veterinary and Animal Sciences Amritsar.
11. Khalsa College Chawinda Devi, Amritsar.
12. Khalsa College of Laws, Amritsar.
13. Sri Guru Teg Bahadur College for Women, Amritsar.
14. Khalsa College Sr. Secondary School, Amritsar.
15. Khalsa College Girls Sr. Secondary School, Amritsar.
16. Khalsa College Public School, G.T. Road, Amritsar.
17. Khalsa College International Public School, Ranjit Avenue, Amritsar
18. Khalsa College Public School, Heir, Amritsar.

Enclosed please find proceedings of Principal's Meeting held on May 16<sup>th</sup>, 2022 under the Chairmanship of Honorary Secretary for information and further necessary action.

  
Under Secretary  
for Honorary Secretary

Encl: As above.

G.T. ROAD, AMRITSAR - 143002  
(PUNJAB) INDIA

honysecykca@yahoo.com  
www.khalsacollegecharitablesocietyamritsar.org

0183-5013528-29

## **Proceedings of Principals' Meeting held on 16-05-2022 at 3:15 PM under the Chairmanship of Honorary Secretary Ji**

*The Meeting started with the recitation of 'Mool Mantar' & 'Shabad Tum Datte Thakur Pratipalak'*

Honourary Secretary Rajinder Mohan Singh Chhina Ji welcomed all the Principals to the meeting. After discussions, the following decisions were taken on presented agenda:

### **1. To Ensure Discipline Amongst Students on College Campus**

Honourary Secretary Sir directed all the Principals to ensure the proper discipline amongst the students on the Colleges' Campus. He said that there had been various lapses in the security and we need to overall the security system for which Principals must make concerted efforts. He issued the following directions:-

- a. The responsibility of the Security Officer will be fixed in case of any in-disciplinary/unlawful entry of any anti-social element within the campus.
- b. The Identity Cards be mandatorily issued to all the students of all the institutions at Khalsa College Campus to check outsiders.
- c. Every vehicle entering campus be checked. Only girl students who will fulfill criteria will be allowed cars/four-wheelers inside the campus after valid entry pass is secured from Principal.
- d. The proper parking of the vehicles would be ensured at designated areas. The haphazard parking on roadside not to be allowed. The parking fees from the students would be uniformly taken by all institutions on daily/monthly/yearly basis on rates to be discussed by Principals amongst themselves.
- e. The rates of the parking fee should be uniform in Khalsa College and other Colleges including Khalsa College of Veterinary & Animal Sciences, Amritsar and Khalsa College of Laws.
- f. The barriers should be properly placed to curtail the vehicles in the parking lots/areas.
- g. The vehicles with tinted glasses, triple riding is strictly banned on the campus.

h. The gates will be opened and closed strictly as per the schedule to be decided by Principal, Khalsa College.

All the principals agreed and noted the same.

## **2. Expenditure by Principals on Minor Repair Works**

Though the major works are undertaken by Works Department, the Principals are entitled to undertake minor repair of civil works/sanitary/electricity and others up to the specific financial limits;

(1) Khalsa College of Nursing, (2) Khalsa College of Laws, (3) Khalsa College Chawinda Devi, (4) Khalsa College of Physical Education and (5) Khalsa College International Public School, Ranjit Avenue, Amritsar were given the rights to spend Rs. 10,000/- per month for these works

(2) The rest of the Colleges/School have already been issued the rights for monthly expenditure and the Principals might use from these earmarked finances to carry on such works.

All the principals agreed and noted the same.

## **3. Vehicle Insurance through proper quotations,**

All Principals have already been written that they must adopt proper procedure for Insurance of the vehicles. The quotations, at least one from national level company, be taken, rates, premium discounts, no claim bonus etc be taken into accounts and compared while taking insurances for vehicles.

All the principals agreed and noted the same.

## **4. Timely Premium of Student Insurance Policy**

All Principals were asked to mandatorily take premium of Students Insurance Policy at the time of fee payments by the students every year as there had been cases when premium was not taken. The case of Insurance will not be entertained by the Insurance Committee in case of non-payment of premiums.

All the principals agreed and noted the same.

## 5. Proper Parking of Vehicles

Honorary Secretary Sir directed all Principals that the parking lots/area should be ear-marked for the proper parking of the vehicles throughout the campuses. They must ensure the timely issuance of passes for vehicles and uniformity in parking fee as per the instructions already issued be ensured.

All the principals agreed and noted the same.

## 6. Best Research Award

It was decided that from the next Academic Session-2022-23, while the Best Teacher Award would continue as it is, there are changes of criteria for Best Research Award for Colleges. (a) From now onwards, the amount of 10% of the total grants received by the teacher/teachers from any Central/State Institution/Agency would be paid to him/her as the Award by the Management and grant will be fully utilized as such.

(b) It was also decided that Rs. 50,000/- would be paid to the student/staff member for getting the Patent registered in name of the College. If there are more than one person involved in registering the Patent or Research Award, the Award money would be equally divided amongst the Members.

All the principals agreed and noted the same.

## 7. Pre-Matric, Post Matric Scholarships,

The concerned Principals were asked to take the advantage of the Pre-Matric and Post-Matric Scholarship scheme of the governments as per rules and norms already discussed. They must also help the students in filing their cases with the Government for the receipt of the scholarship amount as the amounts is to be deposited in Students' accounts by the government as per rules.

All the principals agreed and noted the same.

**8. Submitting of Salary Bills in Time,**

As the directions have already been issued, all the Principals were asked to send their salary bills in time, so that the salary of the staff will be paid in time.

All the principals agreed and noted the same.

**9. Installation of latest Bio Tap Machines**

The Bio-tap Machines, in case of any fault/damage, will be replaced with the new machine, equipped with the latest technology and prior permission/sanction be taken from HSO.

All the principals agreed and noted the same.

**10. FCRA Account of the Society**

All Principals were asked to help the Society in getting donations from the Donors worldwide through FCRA (Foreign Contribution Regulation Amendment Act) Account, or local Account of the Society as the accounts are operational. The details of these accounts has been displayed on Society's Website <https://khalacollegecharitablesocietyamritsar.org>

All the principals agreed and noted the same.

**11. New Education Policy-2020**

Honorary Secretary Sir directed Principals to make required efforts to implement the New Education Policy 2020 as per the guidelines of the Government and Affiliated Universities/Boards.

All the principals agreed and noted the same

## **12. Admission campaign through Social Media**

Honorary Secretary Sir said that the role of social media is very strong and these tools be used by the Principals of Schools/Colleges admission campaigns. They must pay special interest in this regard and send report regarding;

- (a) Their Active official social handles (with username) of Facebook, Instagram, Twitter, LinkedIn etc to this office.
- (b) If any institution is not operating any social media platform, it must create its official social media accounts on the above mentioned platforms.
- (c) The Principals are also required to take steps to increase subscribers by Managing/promoting social media accounts of their respective institution.
- (d) They are also required to **identify the Fake Social Media accounts** of their respective institution and to take appropriate action against the admin of the said handle/s.

All the principals agreed and noted the same.

## **13. Admissions for the Session 2022-23,**

All the Principals were asked to do concrete efforts to meet the target of admissions in the new session i.e 2022-23.

All the principals agreed and noted the same.

## **14. Payment of Vehicles' Insurance/Passing/Tax in time**

The payment of Vehicle's insurance/passing/tax must be made in time as any lapse in this regard would be taken seriously and the concerned Principal would be responsible for any late payment/fine charges in this regard.

All the principals agreed and noted the same.

**15. Proforma for Annual Increment of Teaching Staff,**

The Proforma for annual increment of Teaching Staff in Schools/Colleges has been approved and all the Principals must send their teaching staff's annual increment cases as per this proforma after recommending the same to HSO.

All the principals agreed and noted the same.

**16. Notice/Appreciation to the Teaching/Non-Teaching Staff in time,**

As the instructions have already been issued, the notice/appreciation should be issued to the staff members in time so that the deserving staff gets incentives, while non-deserving one is de-incentivized for their negligence/dereliction of duties. The cases of extension in probation must be sent as per instructions already issued.

All the principals agreed and noted the same.

**17. Security deposit/payment of electricity bills by Mess/Canteen Contractors**

That during the signing of the agreements of contracts for Mess/Canteen/Shop etc., the clause regarding the security deposit and payment of electricity bills in time otherwise penalty to be imposed must be primarily mentioned. The copy of the each of the Agreement be send directly to the Manager Projects.

All the principals agreed and noted the same.

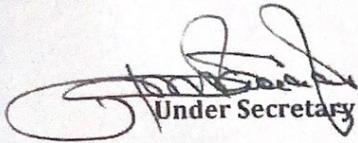
**18. To Ensure Green & Clean Campuses**

Honorary Secretary Sir directed all the Principals that they must keep their campuses green & clean and proper disposal of garbage be ensured. There should be no littering, and garbage bins separately for organic and non-organic waste be installed all over the places on campuses. The Principals were also asked to plant maximum trees in the upcoming rainy season.

All the principals agreed and noted the same.

All the Principals present in the meeting welcomed the decisions and applauded/expressed their happiness regarding the same and noted the decisions.

The meeting ended with the Vote of Thanks to the Chair.

  
Under Secretary

  
Approved by HONOURARY SECRETARY II



# Faculty Patent Khalsa College of Engineering & Technology

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

Governed by Khalsa College Charitable Society, Amritsar, Estd. 1892

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



Accredited By NAAC Grade "A"

Ref No. KCET/672/07/24

Date 12.07.2024

The Honorary Secretary,  
Khalsa College Charitable Society,  
Amritsar.

**Subject:- Sanction of Best Research Award to the Faculty for Patents Academic Session 2023-2024**

Respected Sir,

This is my humble submission and for your kind information that as per S.No. 6 (a) & (b) of society office letter no. 5540-557 dated 27.05.2022 (copy attached). The following staff members are eligible for the amount as stated below as they granted the **Patents and Grant** from Government of India in the academic session 2023-2024

S. No.	Name of Faculty	Patent Name and Date	Amount (in Rs./-)
1.	Dr. Manju Bala	A Lead-Free Double Absorber Layer Perovskite Solar Cell Device (15 Dec 2023)	50,000/-
2.	Dr. Jasleen Kaur	IOT Based Weather Monitoring System (13/11/2023)	50,000/-
3.	Dr. Maalti Puri	Personalized Medicine Dispensing Robot Using Genetic Algorithms and IoT Data Integration(3/11/23)	25,000/-
4.	Dr. Anuradha Vashisht	Personalized Medicine Dispensing Robot Using Genetic Algorithms and IoT Data Integration(3/11/23)	25,000/-
5.	Dr. Ripin Kohli	Energy Meter Monitor Device (09/01/2024)	50,000/-
6.	Er. Jasjeevan Singh	Solar Charging Stations for Vehicles (13/01/2024)	50,000/-
7.	Dr. Jasleen Kaur	Compact and streamlined design of a cloud driven medical robotic arm (24.01.2024)	50,000/-

S. No.	Name of Faculty	Amount of Grant Released by on	Purpose of Grant	Share Amount (in Rs/-)
1.	Dr. Manju Bala	1,50,000/- by Science and Engineering Research Board (SERB), DST, GOI Released on: 7/7/2023	Training and skill Internship (VRITIKA) Cloud Computing	15,000/-
2.	Dr. Atul Agnihotri	1,20,000/- by Science and Engineering Research Board (SERB), DST, GOI Released on :11/10/2023	International Conference "IoT Based Recent Trends in Engineering and its Applications (IBRTE-2023)	12,000/-
3.	Dr. Atul Agnihotri	20,000/- by MoE's Innovation Cell Released on: 21/03/2024	Impact Lecture Scheme, 2023-24 (Phase-I)	2,000/-

Therefore, I request your good-self to kindly release the above said amount as a Best Researcher Award.

Thanking you

(Dr. Manju Bala)  
Director

Encl:- As above

Ranjit Avenue, C-Block, Amritsar, Punjab (India)-143001

Ph. :0183-5030765,5030760 | Fax : 0183-2506969 | Website : www.khalsaengineering.co.in | E-mail : kcetamritsar@gmail.com 19



**पेटेंट कार्यालय, भारत सरकार** | **The Patent Office, Government Of India**  
**डिजाइन के पंजीकरण का प्रमाण पत्र** | **Certificate of Registration of Design**

डिजाइन सं. / Design No. : 399813-001  
 तारीख / Date : 13/11/2023  
 पारस्परिकता तारीख / Reciprocity Date\* :  
 देश / Country :

प्रमाणित किया जाता है कि संलग्न प्रति में वर्णित डिजाइन जो **IOT BASED WEATHER MONITORING SYSTEM** से संबंधित है, का पंजीकरण, श्रेणी 10-05 में 1.Prabh Deep Singh 2. Ankita Gupta 3.Jasleen Kaur 4.Kiran Deep Singh 5.Kamlesh Gautam 6.Dr. Bharat Singh Deora 7.Dr. Poonam Rani 8.Amanpreet Kaur के नाम में उपर्युक्त संख्या और तारीख में कर लिया गया है।

Certified that the design of which a copy is annexed hereto has been registered as of the number and date given above in class 10-05 in respect of the application of such design to **IOT BASED WEATHER MONITORING SYSTEM** in the name of 1.Prabh Deep Singh 2. Ankita Gupta 3.Jasleen Kaur 4.Kiran Deep Singh 5.Kamlesh Gautam 6.Dr. Bharat Singh Deora 7.Dr. Poonam Rani 8.Amanpreet Kaur.

डिजाइन अधिनियम, 2000 तथा डिजाइन नियम, 2001 के अध्याधीन प्रावधानों के अनुसरण में।

In pursuance of and subject to the provisions of the Designs Act, 2000 and the Designs Rules, 2001.

*Verjune*  
*He*



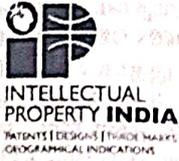
*Signature*

जारी करने की तिथि : 05/01/2024  
 Date of Issue :

महानियंत्रक पेटेंट, डिजाइन और व्यापार चिह्न  
 Controller General of Patents, Designs and Trade Marks

\*पारस्परिकता तारीख (यदि कोई हो) जिसकी अनुमति दी गई है तथा देश का नाम। डिजाइन का स्वत्वाधिकार पंजीकरण की तारीख से दस वर्षों के लिए होगा जिसका विस्तार, अधिनियम एवं नियम के निबंधनों के अधीन, पाँच वर्षों की अतिरिक्त अवधि के लिए किया जा सकेगा। इस प्रमाण पत्र का उपयोग विधिक कार्यवाहियों अथवा विदेश में पंजीकरण प्राप्त करने के लिए नहीं हो सकता है।

The reciprocity date (if any) which has been allowed and the name of the country. Copyright in the design will subsist for ten years from the date of Registration, and may under the terms of the Act and Rules, be extended for a further period of five years. This Certificate is not for use in legal proceedings or for obtaining registration abroad.



ORIGINAL  
क्रम सं/ Serial No. : 162227



पेटेंट कार्यालय, भारत सरकार | The Patent Office, Government Of India  
डिजाइन के पंजीकरण का प्रमाण पत्र | Certificate of Registration of Design

डिजाइन सं. / Design No. : 404131-001  
तारीख / Date : 09/01/2024  
पारस्परिकता तारीख / Reciprocity Date\* :  
देश / Country :

प्रमाणित किया जाता है कि संलग्न प्रति में वर्णित डिजाइन जो ENERGY METER MONITOR DEVICE से संबंधित है, का पंजीकरण, श्रेणी 10-04 में 1.Mohit Angurala 2. Ripin Kohli 3.Preet Kamal 4.Monica Luthra के नाम में उपर्युक्त संख्या और तारीख में कर लिया गया है।

Certified that the design of which a copy is annexed hereto has been registered as of the number and date given above in class 10-04 in respect of the application of such design to ENERGY METER MONITOR DEVICE in the name of 1.Mohit Angurala 2. Ripin Kohli 3.Preet Kamal 4.Monica Luthra.

डिजाइन अधिनियम, 2000 तथा डिजाइन नियम, 2001 के अध्याधीन प्रावधानों के अनुसरण में।

In pursuance of and subject to the provisions of the Designs Act, 2000 and the Designs Rules, 2001.

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*(Handwritten signature)*  
कुशल पी अंजिव

महानियंत्रक पेटेंट, डिजाइन और व्यापार चिह्न  
Controller General of Patents, Designs and Trade Marks

जारी करने की तिथि : 28/03/2024  
Date of Issue :

\*पारस्परिकता तारीख (यदि कोई हो) जिसकी अनुमति दी गई है तथा देश का नाम। डिजाइन का स्वत्वाधिकार पंजीकरण की तारीख से दस वर्षों के लिए होगा जिसका विस्तार, अधिनियम एवं नियम के निबंधनों के अधीन, पाँच वर्षों की अतिरिक्त अवधि के लिए किया जा सकेगा। इस प्रमाण पत्र का उपयोग विधिक कार्यवाहियों अथवा विदेश में पंजीकरण प्राप्त करने के लिए नहीं हो सकता है।  
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