



Khalsa College of Engineering & Technology
ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ
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Ref No.

KCET/VP/01/08/22

Date

12/08/22

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 16th of August, 2022 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, 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



Khalsa College of Engineering & Technology

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Ref No. KCET/VP/01/08/22

Date 12/08/22

Agenda of Virtual Parenting Cell meeting held on 16-08-2022

- Agenda 1: Planning of new Academic session August 2022-November 2022 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



Ref No.

KCET/VP/01/08/22

Date

16/08/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 16-08-2022

The proceedings of the meeting held on 16-08-2022 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/01/08/22

Date

16/08/22

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. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Parminder Kaur (Applied Sciences) *Parminder*
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. Parmeet Kaur (BCA/ BBA) *Parmeet*
7. Mr. Tariq Ahmad (Paramedical) *Tariq*
8. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiran*
9. Dr. Shruti Khanna (Diploma Wing) *Shruti*



Ref No. KCET/VP/01/08/22

Date 16/08/22

Proceedings of meeting held on 16-08-2022 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 2022-November 2022 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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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/09/22

Date 12/09/22

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 14th of September, 2022 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. Ruzni 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.



Khalsa College of Engineering & Technology

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Ref No.

KCET/VP/01/09/22

Date 12/09/22

Agenda of Virtual Parenting Cell meeting held on 14-09-2022

- Agenda 1: To approve minutes of previous meeting held on 16th of August, 2022.
- 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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Ref No.

KCET/VP/01/09/22

Date

14/09/22

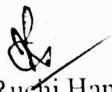
Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 14-09-2022

The proceedings of the meeting held on 14-09-2022 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/01/09/22

Date 14/09/22

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

Coordinators Virtual Parenting Cell, KCET Amritsar

1. Dr. Supreet Kaur *Supreet Kaur*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Parminder Kaur (Applied Sciences) *Parminder*
2. Dr. Supreet Kaur (CSE/AIML) *Supreet Kaur*
3. Er. Jasjeevan Singh (ME) *Jasjeevan Singh*
4. Er. Akarshan Uppal (CE) *Akarshan Uppal*
5. Ms. Kanika Thakur (BHMCT) *Kanika Thakur*
6. Ms. Parmeet Kaur (BCA/ BBA) *Parmeet Kaur*
7. Mr. Tariq Ahmad (Paramedical) *Tariq Ahmad*
8. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiranpreet Singh*
9. Dr. Shruti Khanna (Diploma Wing) *Shruti Khanna*



Ref No.

KCET/VP/01/09/22

Date

14/09/22

Proceedings of meeting held on 14-09-2022 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, VCPT 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/01/10/22

Date 07/10/22


CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 10th of October, 2022 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



Khalsa College of Engineering & Technology

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Ref No. KCET/VP/01/10/22

Date 07/10/22

Agenda of Virtual Parenting Cell meeting held on 10-10-2022

- Agenda 1: To approve minutes of previous meeting held on 14th of September, 2022.
- 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



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Ref No. KCET/VP/01/10/22

Date 10/10/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 10-10-2022

The proceedings of the meeting held on 10-10-2022 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/01/10/22

Date 10/10/22

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. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Parminder Kaur (Applied Sciences)
2. Dr. Supreet Kaur (CSE/AIML)
3. Er. Jasjeevan Singh (ME)
4. Er. Akarshan Uppal (CE)
5. Ms. Kanika Thakur (BHMCT)
6. Ms. Parmeet Kaur (BCA/ BBA)
7. Mr. Tariq Ahmad (Paramedical)
8. Mr. Dilkiranpreet Singh (Agriculture)
9. Dr. Shruti Khanna (Diploma Wing)



Ref No.

KCET/VP/01/10/22

Date 10/10/22

Proceedings of meeting held on 10-10-2022 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 14th of September, 2022.

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



Khalsa College of Engineering & Technology

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Ref No.

KCET/VP/01/11/22

Date

02/11/22

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 04th of November, 2022 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**

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1. Deans/Heads for information and necessary action
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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



Ref No. KCET/VP/01/11/22

Date 02/11/22

Agenda of Virtual Parenting Cell meeting held on 04-11-2022

- Agenda 1: To approve minutes of previous meeting held on 10th of October, 2022.
- 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 8th of November 2022.
- 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/01/11/22

Date

04/11/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 04-11-2022

The proceedings of the meeting held on 04-11-2022 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**

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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.



Ref No. KEET/VP/01/11/22

Date 04/11/22

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, KCET Amritsar
Coordinators Virtual Parenting Cell, KCET Amritsar

1. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Parminder Kaur (Applied Sciences) *Parminder*
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. Parmeet Kaur (BCA/BBA) *Parmeet*
7. Mr. Tariq Ahmad (Paramedical) *Tariq*
8. Mr. Dilkiranpreet Singh (Agriculture) *Dilkiranpreet*
9. Dr. Shruti Khanna (Diploma Wing) *Shruti*



Ref No. KCET/VP/01/11/22

Date 04/11/22

Proceedings of meeting held on 04-11-2022 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 10th of October, 2022.

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 8th of November 2022.

- Motivate the mentees to participate in the World Radiology Day on 08th of November 2022.
- Discussed with mentees to present Research Paper.
- 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.

- 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.
- 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 study material for final exams.

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

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

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



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

Date 18/01/23


CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 20th of January, 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



Khalsa College of Engineering & Technology

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



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

Date 18/01/23

Agenda of Virtual Parenting Cell meeting held on 20-01-2023

- Agenda 1: To approve minutes of previous meeting.
- Agenda 2: Planning of new Academic session January 2023-May 2023 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 of KCET Amritsar)

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



Ref No.

KCET/VP/01/01/23

Date

20/01/23

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 20-01-2023

The proceedings of the meeting held on 20-01-2023 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. Richi 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/YP/01/01/23

Date 20/01/23

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, KCET Amritsar
Khalsa College of Engineering
& Technology, Amritsar

Coordinators Virtual Parenting Cell, KCET Amritsar

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

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



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

Date 20/01/23

Proceedings of meeting held on 20-01-2023 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: Planning of new Academic session January 2023-May 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 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 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/01/02/23

Date 14/02/23


CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 17th of February, 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. Rachhi Handa
(Overall Virtual Parent Co-ordinator, 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.



Khalsa College of Engineering & Technology

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



Ref No. KCET/VP/01/02/23

Date 14/02/23

Agenda of Virtual Parenting Cell meeting held on 17-02-2023

- Agenda 1: To approve minutes of previous meeting held on 20th of January, 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 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/01/02/23

Date 17/02/23

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 17-02-2023

The proceedings of the meeting held on 17-02-2023 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. Richi 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/01/02/23

Date 17/02/23

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) *Dilkiran*



Date 17/02/23

Ref No.

KCET/VP/01/02/23

Proceedings of meeting held on 17-02-2023 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.

a) Mentee should meet the mentees regularly.

b) 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.

a) 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.

b) 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.

a) 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.

b) 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.

a) 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.

a) Discussion was done on the identification those mentees whose attendance is below than the minimum requirement.

b) Also informed every mentor to find the reason behind the low attendance of the mentees.

c) Solution must be provided by the mentor to mentees.


Dr. Ruchi Handa

(Overall Virtual Parent Co-ordinator)

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



Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/03/23

Date 15/03/23

CIRCULAR

Dear Sir/Madam.

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 17th of March, 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



Khalsa College of Engineering & Technology

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



Ref No. KCET/VP/01/03/23

Date 15/03/23

Agenda of Virtual Parenting Cell meeting held on 17-03-2023

- Agenda 1: To approve minutes of previous meeting held on 17th of February, 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 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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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/03/23

Date 17/03/23

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 17-03-2023

The proceedings of the meeting held on 17-03-2023 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/01/03/23

Date

17/03/23

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)
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. Dilkiranpreet Singh (Agriculture)



Proceedings of meeting held on 17-03-2023 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 17th of February, 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 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 Parenting Cell)

Co-ordinator
Virtual Parenting Cell
Khalsa College of Engineering
& Technology, Amritsar



Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/04/23

Date 11/04/23

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 14th of April, 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
of Virtual Parenting Cell, Amritsar)

Encl. Agenda **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/01/04/23

Date

11/04/23

Agenda of Virtual Parenting Cell meeting held on 14-04-2023

- Agenda 1: To approve minutes of previous meeting held on 17th of March, 2023.
- 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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Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Jalandhar (Govt. of Punjab)
Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/04/23

Date 14/04/23


Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 14-04-2023

The proceedings of the meeting held on 14-04-2023 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/01/04/23

Date

14/04/23

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, KCET Amritsar
Khalsa College of Engineering and Technology, Amritsar
Coordinators Virtual Parenting Cell, KCET Amritsar

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

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



Ref No. KCET/VP/01/04/23

Date 14/04/23

Proceedings of meeting held on 14-04-2023 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 17th of March, 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 Tech Fest which is going to be held in the month of April.

- Motivate the mentees to participate in the Tech Fest 2023.
- Discuss with mentees to come with some innovative ideas.
- Help the mentees to prepare Projects that will be presented in the upcoming Tech Fest 2023.

Agenda 3: Advise 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.
- Advise 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**