



Ref. No. KCET/VP/01/08/21

Date 16/08/21

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 18th of August, 2021 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 Parenting Co-ordinator, KCET Amritsar)
**OIC 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

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ
(Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Jalandhar (Govt. of Punjab))
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Ref No. KCET/VP/01/08/21

Date 16/08/21

Agenda of Virtual Parenting Cell meeting held on 18-08-2021

- Agenda 1: Planning of new Academic session August 2021-November 2021 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**



Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/08/21

Date 18/08/21

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 18-08-2021

The proceedings of the meeting held on 18-08-2021 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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4. All members of Virtual Parenting Cell, KCET Amritsar for necessary action



Khalsa College of Engineering & Technology

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Accredited by NAAC Grade "A"



Ref No. KCET/VP/01/08/21

Date 18/08/21

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. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



Ref No. KCET/VP/01/08/21

Date 18/08/21

Proceedings of meeting held on 18-08-2021 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 2021-November 2021 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

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



Ref. No. KCET/VP/01/09/21

Date 10/09/21

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 13th of September, 2021 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

**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/01/09/21

Date

10/09/21

Agenda of Virtual Parenting Cell meeting held on 13-09-2021

- Agenda 1: To approve minutes of previous meeting held on 18th of August, 2021.
- 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)
Overall Virtual Parent Co-ordinator
Khalsa College of Engineering
& Technology, Amritsar



Ref No.

KCET/VP/01/09/21

Date 13/09/21

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 13-09-2021

The proceedings of the meeting held on 13-09-2021 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



Khalsa College of Engineering & Technology

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



Date 13/09/21

Ref No: KCET/VP/01/09/21

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. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



Proceedings of meeting held on 13-09-2021 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)

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



Khalsa College of Engineering & Technology

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ
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Ref No.

KCET/VP/01/10/21

Date

08/10/21

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 12th of October, 2021 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
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




Date: 08/10/21

Ref. No. KCET/VP/01/10/21

Agenda of Virtual Parenting Cell meeting held on 12-10-2021

- Agenda 1: To approve minutes of previous meeting held on 13th of September, 2021.
- 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/01/10/21

Date 12/10/21


Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 12-10-2021

The proceedings of the meeting held on 12-10-2021 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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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.



Date 12/10/21

Ref No.

KCET/VP/01/10/21

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 Parent Co-ordinator
Khalsa College of Engineering
& Technology, 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) *S*
3. Er. Jasjeevan Singh (ME) *J*
4. Er. Akarshan Uppal (CE) *A*
5. Ms. Kanika Thakur (BHMCT) *K*
6. Ms. Pameet Kaur (BCA/ BBA) *P*
7. Mr. Tariq Ahmad (Paramedical) *T*
8. Mr. Dilkiranpreet Singh (Agriculture) *D*



Ref No. KCET/VP/01/10/21

Date 12/10/21

Proceedings of meeting held on 12-10-2021 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 13th of September, 2021.
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.

- a) Identify the advance learners based on the academic performance.
- b) Advise the advance learner to organize and participate in various clubs, committees and skill development programs.
- c) Identify the slow learners.
- d) 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.

- a) 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.
- b) 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.

- a) Departmental Virtual Parent Coordinators was informed that every mentor of their respective Department will support their mentees academically and emotionally.
- b) 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.

- a) 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.

- a) Discussion was done on the issue faced by the new admitted mentees in the Girls Hostel as well as in the Boys Hostel.
- b) Find out the reason behind the issue facing by the mentees in the hostel.
- c) Discuss with the Hostel Wardens regarding the issue facing by the mentees in the hostel.
- d) 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)

OIC Virtual Parent Co-ordinator

Khalsa College of Engineering & Technology, Amritsar

Ranjit Block, Amritsar, Punjab (India)-143001



Ref No. KCET/VP/04/11/21

Date 01/11/21

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 03th of November, 2021 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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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/01/11/21

Date 01/11/21

Agenda of Virtual Parenting Cell meeting held on 03-11-2021

- Agenda 1: To approve minutes of previous meeting held on 12th of October, 2021.
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 2021.
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



Ref No.

KCET/VP/01/11/21

Date 03/11/21

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 03-11-2021

The proceedings of the meeting held on 03-11-2021 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.

KCET/VP/01/11/21

Date 03/11/21

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. Dr. Supreet Kaur

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

1. Ms. Parminder Kaur (Applied Sciences) *Parminder*
2. Dr. Supreet Kaur (CSE) *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*



Ref No. KCET/VP/01/11/21

Date 03/11/21

Proceedings of meeting held on 03-11-2021 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 12th of October, 2021.

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 2021.

- Motivate the mentees to participate in the World Radiology Day on 08th of November 2021.
- 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 IKG Punjab Technical University, Jalandhar (Govt. of Punjab);
Accredited by NAAC Grade "A"



Date 18/01/22

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


CIRCULAR

Dear Sir/Madam,

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

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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/01/01/22

Date 18/01/22

Agenda of Virtual Parenting Cell meeting held on 20-01-2022

- Agenda 1: To approve minutes of previous meeting.
- Agenda 2: Planning of new Academic session January 2022-May 2022 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
Khalsa College of Engineering
& Technology, Amritsar



Khalsa College of Engineering & Technology

ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

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

Date 20/01/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 20-01-2022

The proceedings of the meeting held on 20-01-2022 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. 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/01/01/22

Date 20/01/22

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 *[Signature]*
OIC Virtual Parenting Cell, KCET Amritsar
Khalsa College of Engineering and Technology, Amritsar

Coordinators Virtual Parenting Cell, KCET Amritsar
1. Dr. Supreet Kaur *[Signature]*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



REF No. KCET/VP/01/01/22

Date 20/01/22

Proceedings of meeting held on 20-01-2022 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: Planning of new Academic session January 2022-May 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 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 Parenting
Khalsa College of Engineering
& Technology, Amritsar



Khalsa College of Engineering & Technology

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Ref. No. KCET/VP/01/02/22

Date 15/09/22

CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 17th of February, 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/01/02/22

Date: 15/02/22

Agenda of Virtual Parenting Cell meeting held on 17-02-2022

- Agenda 1: To approve minutes of previous meeting held on 20th of January, 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 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 Parenting Co-ordinator, KCET Amritsar)

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



Ref No. KCET/VP/01/02/22

Date 17/02/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 17-02-2022

The proceedings of the meeting held on 17-02-2022 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:

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/01/02/22

Date

17/02/22

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) *S*
3. Er. Jasjevan Singh (ME) *J*
4. Er. Akarshan Uppal (CE) *A*
5. Ms. Kanika Thakur (BHMCT) *K*
6. Ms. Parmeet Kaur (BCA/BBA) *Parmeet*
7. Mr. Tariq Ahmad (Paramedical)
8. Mr. Dilkiranpreet Singh (Agriculture) *D*



Date 17/02/22

Ref No.

KCET/VP/01/02/22

Proceedings of meeting held on 17-02-2022 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 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. Ruhi Handa

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

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



Khalsa College of Engineering & Technology

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Date 11/03/22

Ref No.

KCET/VP/01/03/22


CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 15th of March, 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. Ruel 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/01/03/22

Date 11/03/22

Agenda of Virtual Parenting Cell meeting held on 15-03-2022

- Agenda 1: To approve minutes of previous meeting held on 17th of February, 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 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/01/03/22

Date 15/03/22

Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 15-03-2022

The proceedings of the meeting held on 15-03-2022 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:

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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Date 15/03/22

Ref No. KCET/VP/01/03/22

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 **Khalsa College of Engineering & Technology, 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)
2. Dr. Supreet Kaur (CSE)
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. Dilikiranpreet Singh (Agriculture)



Ref No. KCET/VP/01/03/22

Date 15/03/22

Proceedings of meeting held on 15-03-2022 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 17th of February, 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 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
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/01/04/22

Date 08/04/22


CIRCULAR

Dear Sir/Madam,

The meeting of Virtual Parenting Cell, KCET Amritsar is scheduled to be held on 12th of April, 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**

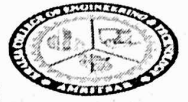
Copy to:

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/01/04/22

Date 08/04/22

Agenda of Virtual Parenting Cell meeting held on 12-04-2022

- Agenda 1: To approve minutes of previous meeting held on 15th of March, 2022.
- 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: Advise 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. Rechi 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/01/04/22

Date

12/04/22


Khalsa College of Engineering and Technology, Amritsar

Subject: Proceedings of meeting held on 12-04-2022

The proceedings of the meeting held on 12-04-2022 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:

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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Ref No.

KCET/VP/01/04/22

Date

12/04/22

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 *[Signature]* OIC Virtual Parenting Cell, KCET Amritsar
Khalsa College of Engineering & Technology, Amritsar

Coordinators Virtual Parenting Cell, KCET Amritsar

1. Dr. Supreet Kaur *[Signature]*

Departmental Co-ordinators Virtual Parenting Cell, KCET Amritsar

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



Ref No. KCET/VP/01/04/22

Date 12/04/22

Proceedings of meeting held on 12-04-2022 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 15th of March, 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 Tech Fest which is going to be held in the month of April.

- Motivate the mentees to participate in the Tech Fest 2022.
- Discuss with mentees to come with some innovative ideas.
- Help the mentees to prepare Projects that will be presented in the upcoming Tech Fest 2022.

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**