



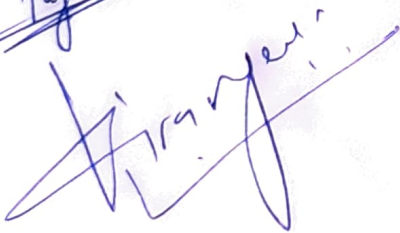

NOTICE

There will be a meeting in the Principal's office on 1st July at 12:00 noon. All members are requested to reach on time.

Agenda:

- 1) Develop the Plan of Action for the year.
- 2) Prepare Annual targets to achieve.

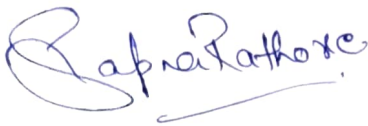

IOAC Coordinator

MINUTES OF THE MEETING

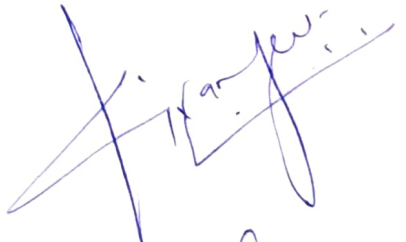

A meeting was held in the Principal's office on 1st July, 2021. The agenda of the meeting was to develop the plan of action towards quality enhancement for the year. The plans will pave way for actions to be undertaken. The following plans were devised:

1. Submission of SSR for NAAC.
2. Preparation for the Peer Team Visit.
3. Organizing workshops for teaching & Non-teaching staff on Stress Management, Work Ethics and Data Management.
4. Compilation of data received from various departments and committees.
5. Green society will undertake Tree Mapping and Identification.


Rajni Rathore


PRINCIPAL

 
Rajni Rathore Paranjit


H. K. Singh

Puneet

ASIAN EDUCATIONAL INSTITUTE, PATIALA

Permanently affiliated to Punjabi University, Patiala

Notice

Ref. No. AIQAC/2021-22/1010

Date: 03/07/2021

IQAC Meeting

All IQAC members must ensure their presence on 03/07/2021 at 11.00 AM. in the seminar hall.

Agenda: Criterion Wise Weekly Review related to SSR for the Session 2021-22


IQAC Coordinator

ASIAN EDUCATIONAL INSTITUTE, PATIALA

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IQAC Review Meeting

Date	Day	Time	Venue
03/07/2021	Saturday	11.00 AM	Seminar Hall

Agenda : To discuss criterion wise weekly review related to SSR for the session 2021-22

Minutes of the Meeting:

The purpose of the meeting was to review the work on the SSR. Dr. Sapna Rathore kicked off the meeting by discussing the NAAC accreditation procedure with team members and motivating the IQAC team to work hard and fast in preparation for NAAC's future visit. Criterion wise discussion took place and all the conveners of various criterions discussed their doubts and problems faced by them.

- IQAC coordinator sought suggestions and feedback from members of coordinators of various criterions regarding the compilation of SSR report.
- IQAC coordinator informed the Chairman about the progress of SSR.
- Extensive deliberations and suggestions from the members for planning regarding future activities were taken.

The following members of the IQAC were present :

1. Dr. Sapna Rathore
2. Dr. Meenu Sing Sachan
3. Ms. Kiranjeet
4. Ms. Paramjit Kaur
5. Ms. Payal Tangri
6. Dr. S.S. Dhanju
7. Mr. Puneet Khanna

Approved by



Dr. Meenu Sing Sachan

(Co-ordinator, IQAC)

ASIAN EDUCATIONAL INSTITUTE, PATIALA

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Notice

4th August , 2021

Ref. No. AIOAC/2021-22/1011

IQAC Meeting

All faculty members must ensure their presence on 04/08/2021 at 11A.M. in the seminar hall.

Agenda: Regarding SSR Submission for NAAC-Cycle -1st

Principal

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IQAC Review Meeting

Date	Day	Time	Venue
04/08/2021	Monday	11.00 AM	Seminar Hall

Agenda: To congratulate the IQAC team on successful submission of SSR.

Minutes of the Meeting:

Dr. Meenu Singh Sachan (Coordinator IQAC) informed Principal that SSR has been submitted successfully. Principal congratulated all the team members on successful submission of SSR. He expressed his satisfaction regarding the submitted SSR and optimistically appreciated the team members for their hard work and untiring effort during preparation time period SSR.

Principal asked all the members to be prepared for data Verification and Validation process which would be even more crucial for upcoming NAAC Assessment. He directed all the criterion in-charges to prepare their files with complete documentation.

IQAC coordinator acknowledged the support received from all the teaching and non-teaching staff members and thankful Principal and Honourable Chairman Sir for their useful and critical suggestions.



Dr. Meenu Singh Sachan
IQAC Coordinator

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As per institutional requirements, on the 11th of December, 2021, the following persons are to be the members of IQAC.

S. No.	Name	Designation	Role
1.	Dr. Sanjeev Kumar Modi	Principal	Chairperson
2.	Dr. Meenu Singh Sachan	Associate Professor	Member Secretary
3.	Dr. Sapna Rathore	Assistant Professor	Coordinator
4.	Mr. S.S. Dhanju	Assistant Professor	Member
5.	Ms. Kiran	Assistant Professor	Member
6.	Ms., Payal Tangri	Assistant Professor	Member
7.	Ms. Paramjit Kaur	Assistant Professor	Member
8.	Mr. Shingar Singh	Management Nominee	Member
9.	Dr. G.S. Batra	Prof. (Jagat Guru Nank Dev Punjab State Open University, Patiala)	Member
10.	Dr. G.D. Arora	Professor(Kurukshetra University)	Member
11.	Ms. Venni Garg	Alumni	Member
12.	Ms. Ramneet Kaur	Alumni	Member

Honourable Chairman is requested to kindly approve the reconstituted committee.


Principal

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IQAC Review Meeting

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Minutes of the Meeting:

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IQAC coordinator acknowledged the support received from all the teaching and non-teaching staff members and thankful Principal and Honourable Chairman Sir for their useful and critical suggestions.

Dr. Meenu Singh Sachan
IQAC Coordinator

ASIAN EDUCATIONAL INSTITUTE, PATIALA

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IQAC Review Meeting

Date	Day	Time	Venue
15/01/2022	Saturday	11.00 AM	Seminar Hall

Agenda : To discuss about the commencement of 2022 even semester.

Members Present

1. Dr. Meenu Singh Sachan
2. Dr. Sapna Rathore
3. Ms. Kirajeet
4. Dr. S.S. Dhanju

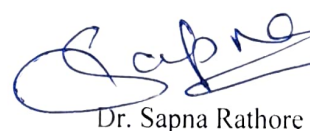
Minutes of the Meeting:

Dr. Sapna briefed about the NAAC – peer team Visit. She also provides guidelines to HODs to follow the academic calendar.


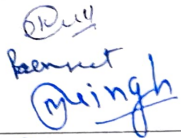
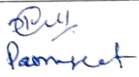
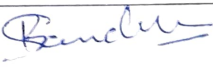
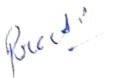


She also suggested the HODs about how they have to manage their department accordingly.

The principal advised the team members to prepare their time table and allocate subject to the faculty members so that they can prepare their course files accordingly.


Principal


Dr. Sapna Rathore

Assian Educational Institute, Patiala
Duty Chart for (NAAC Inspections)

S.No	Date	Duty	Faculty Name	Duty	Signature
1	22/03/2022 at 10.0 AM Departure to Chandigarh Airport	Reception of guest at Airport	Mr. Dhanju will accompany with Ms. Paramjeet Kaur and Dr. Sapna	To receive the guests at airport and arrange travel arrangements for their stay at patiala Bouquet at airport	
2	23/03/2022 be ready at 8.30 AM	Welcome Team	Dr. Meenu Sachan Dr. Paramjeet Mangat Dr. Jasvir Kaur	Dr. Paramjeet and Dr. Jasvir will arrange students to welcome guests	
3	23/03/2022 Be ready at 8.30 AM	Phulkari Presentation	Dr. Paramjeet Mangat Dr. Jasvir Kaur		
4	23/03/2022 Be ready at 8.30 AM	Hospitality Team	Ms. Bhinderjit Kaur Ms. Jagpreet Kaur.	9.00 AM Morning Tea/coffee in Chairman Sir's Room 10.30. AM Fruits 12.00 PM Fresh Fruit Juice 1.00 PM to 2.00 PM Lunch at Sir's Residence if team will allow 3.30 PM Coffee with snacks	 
5	23/03/222 Be ready at 8.30 AM	Lamp Lightning	Dr. Meenu Sachan Ms. Paramjeet Kaur Amandeep kaur(B.com (h) 2nd Year) Shivani (B.com-	Ready With required Material at Reception Entry	 


Principal

			2nd Mar)		
6	23/03/2022 be ready at 3.30 PM	Stage Anchoring	Ms. Paramjit Kaur Ms. Kiranjeet		<i>Paramjit</i>
7	23/03/2022 at 1.00 PM	Refreshment for Parents	Dr. Major Singh Dr. Paramjeet Kaur	At Room G-12 for parents	<i>Paramjit</i>
8	23/03/2022 at 1.00 PM	Refreshment for Alumni	Mr. Vipin Dr. Amita	At F-1	<i>Vipin</i> <i>Amita</i>
9	23/03/2022 at 1.00 PM	Refreshment for Students	Mr. Daman Mr. Gurpreet Singh	At room G - 15 for students	<i>Paramjit</i>
10	22/03/2022	Proper Sitting Arrangements	Mr. Damanjit Singh Mr. Vipin Kumar Ms. Nancy Garg Dr. Amita Kaushal	Sitting Arrangement With Proper Furniture in G-12, G-15, F-1 and Seminar Hall and Auditorium.	<i>Paramjit</i> <i>Vipin</i> <i>Nancy</i> <i>Amita</i>
11	23/03/2022	Cultural Program Team	Dr. Paramjeet Kaur Dr. Jasvir Kaur	4.00 PM onwards at auditorium	<i>Paramjit</i>
12	22/03/2022	Medical Room	Ms. Paramjit Kaur	Set Up Proper Sick Room. Doctor on Call certificate	<i>Paramjit</i>
13	23/03/2022 Morning ready before 7.30 AM	Welcome Rangoli At Reception area	Dr. Amita Maniro		<i>Amita</i>
14	23/03/2022 and 24/03/2022 at 8.30 AM	Camera Man			

Principal
Principal

15	22/03/2022	Decoration	Ms. Paramjit Kaur	Make suitable arrangement as discussed	Paramjit
16.	23/03/2022 and 24/03/2022	Discipline	Mr. Pardeep Singh & Dr. Major Singh		Pardeep Singh
17	Will be ready by 21/03/2022	Sports Room	Mr. Pardeep Singh		Pardeep Singh
16.	Will be ready by 21/03/2022	Yoga Center	Mr. Harpreet Singh		
17..		Rehearsal	Principal Sir Dr. Sapna Rathore. Ms. Payal Tangri	Proper Rehearsal with All Staff Members and On duty Students on 21st and 22nd March.	Sapna Rathore Payal
18.		Purchasing	Dr. Sapna Rathore Ms. Paramjit kaur	All Required and Necessary Materials For Inspection.	Paramjit Sapna
19.	23/03/2022	Sound system	Mr. Pardeep Singh	To setup proper sound system before 1.30 PM on 23/03/2022 in Auditorium	Pardeep Singh

1. All faculty members should strictly adhere to their duties
2. On the rehearsal day i.e 19th to 22nd of March, all should be ready with their required items.
3. The person on leave will be marked as absent from duty from 19th March 2022 to 24th March 2022 and strict action will be taken against them..
4. Be in Proper Prescribed formal Dress and Be Punctual.
5. Remain Active on Whats app Group as well on call by keeping your phones on Vibration mode.
6. No Excuses will be entertained for Non Fulfillment of above said duties.


Principal

ASIAN EDUCATIONAL INSTITUTE, PATIALA

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IQAC Review Meeting

Date	Day	Time	Venue
18/03/2022	Monday	10.00 AM	Seminar Hall

Agenda : To assign role and responsibilities of the faculty members for NAAC Peer Team Visit on 23/03/2022.

Minutes of the Meeting:

The meeting's goal was to assign role and responsibilities of faculty members for the upcoming visit of NAAC Peer Team on 23rd and 24th March , 2022. The duty list is attached here with.



attach
duty list

ASIAN EDUCATIONAL INSTITUTE , PATIALA

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IQAC Meeting

Date	Day	Time	Venue
29/03/2022	Wednesday	11.00 AM	Principal's Office

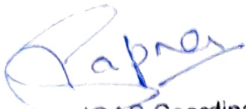
Agenda : To congratulate the IQAC team for NAAC grade

Members Present:


1. Dr. Meenu Singh Sachan
2. Dr. Sapna Rathore
3. Ms. Paramjit Kaur
4. Ms. Kiranjeet
5. Ms. Payal Tangri
6. Mr. Punjeet Khana
7. Mr. S.S. Dhanju

Minutes of the Meeting:

1. Dr. Sapna Rathore shared the NAAC Report. NAAC awarded B grade to the institution.
2. She shared the grading report of SSR and PEER Team Report. She also shared the weak and strong areas recommended by the NAAC Peer Team.
3. The principal Dr. S.K.Modi congratulated the team members for their achievement and advised them to work on the suggested areas.



IQAC Coordinator
(Dr. Sapna Rathore)


Principal
(Dr. S.K.Modi)

MINUTES OF MEETING

Agenda:-Discussion Regarding Training of French Language to be provided to Staff members.

Date:-19th April 2022

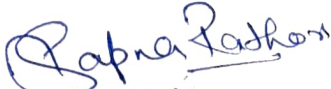
Venue:-Honorable Chairman's Chamber

Time:-2:30 P.M

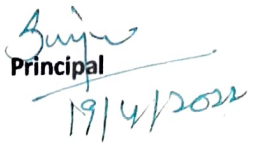
Attendees:-Management members, Principal, Admin Officer and All faculty Members.

proceedings:-

1. Principal sir welcome the Management Members and Honb'le Chairman Sir.
2. The agenda of the meeting was to encourage faculty members about the French language.
3. It was decided by the Management that the French Trainer will be appointed for providing training of French language to all Faculty members.
4. It was also decided that who so ever will clear the Level 'B' of French language,he/she will be rewarded by Special Increment.
5. All Staff members accepted the proposal.




Dr.Sapna Rathore
IQAC coordinator







Principal
19/4/2022

NOTICE

This is to notify that a meeting has been scheduled on 30th June 2022 in the seminar hall at 2:00 p.m.
All the IQAC members to be present. The meetings' main agenda is to discuss the Outcomes achieved out of the plan of action devised at the beginning of the session.


Principal
Asian Educational Institute, Patiala
30/6/2022


Fayal

Paranjit

K. S. Singh

Annet

MINUTES OF THE MEETING

A meeting took place on 30th June 2022 in the seminar hall. The IQAC coordinator welcomed all the members to the meeting and initiated the meeting. The achievements of the IQAC were discussed and appreciated by the Principal.

The following were the major achievements of IQAC during the year:

1. In March 2021, the college had geared up for its NAAC Peer team visit and a Mock test was also conducted in regard of the visit ahead, this preparation eventually led to the successful completion of the first cycle of NAAC in the academic year 2021-22. The college was awarded "B Grade" with a CGPA of 2.02. The college completing NAAC successfully within 10 years of its establishment is a feather on the cap which will enhance its overall rank among other colleges.
2. The academic year 2021-22 saw the reopening of the institutions after 2 years of closure due to the pandemic. The institute set up a Covid task force to ensure safety in the premises and maintaining the Covid protocols. Individual interactive sessions and workshops were also organized for the Teaching and Non- Teaching staff on Stress management, Work ethics and Data management post the challenges faced by them during this period.
3. IQAC successfully streamlined the process of data collection, analysis and reporting for students by developing a robust online system. It was achieved by creating a central online system and the faculty filled information related to their teaching, research, professional development and student related activities into the system. The system creates an Annual Performance Appraisal report which is a statutory requirement.
4. A comprehensive survey of Clean and Green campus was conducted by the Green society and different varieties of trees were identified and marked. An environmental audit was also done.
5. The IQAC has been keen on prioritizing Skill development and in this regard several initiatives have been taken like signing MoU with skill labs, an institution dedicated to the cause of skilling youth for jobs, community engagement and entrepreneurship.
6. The IQAC also marked an achievement in nurturing an active research culture in the institute in line with the Research and Collaboration committee which is a part of IQAC. A MoU has been signed with an organization "Shodh Shikshan" which will organize workshops, seminars on research publishing, plagiarism e.t.c for the faculty and students.

[Signature]

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[Signature]

[Signature]
Principal
30/06/2022
Aryan Educational Institute, Patiala.