

MEETING NOTICE

There will be a meeting in the Principal's office on 09/07/2022 at 2:00 p.m. The discussion will be on the Following Agenda:

1. NCC UNIT
2. E-MANAGEMENT
3. APPLICATION FOR AUTONOMOUS STATUS
4. IQAC WORKSHOPS

All the staff members are informed to report punctually.

Sourav
Principal
9/7/22

Principal
Asian Educational Institute

MINUTES OF THE MEETING

A meeting was held in the Principal's office on 09/07/2022 where a discussion was held on a pre-informed agenda. The Principal Dr. Sanjeev Kumar Modi commenced the meeting and opened detailed discussions on each agenda :

1. NCC Unit

It was planned to start a NCC unit in the campus and for this purpose through nomination of the members Mr. Puneet was allocated the duty to submit an application to the concerned department and report its proceedings to the Principal.

2. E-Management


Secondly, discussion was held to initiate and integrate Online admission system on the website for which proper training of staff was recommended by all making E-management easy.

3. Application For Autonomous Status

To begin the process of application for autonomous college status The Principal Dr. Sanjeev Kumar Modi and Dr. Sapna Rathore were allocated the duty to fulfill the application requirement on the UGC portal and await further proceedings.

4. IQAC Workshops

It was discussed in the meeting to hold seminars and workshops for the faculty, non-teaching and students.

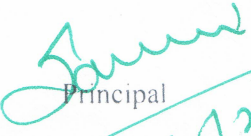

Principal
12/7/22

Principal
Asian Educational Institute

MEETING NOTICE

This is to inform all the staff members that a meeting will be held in the Principal's office at 12:00 noon on 01/05/2023. All staff members are requested to reach on time. The meeting will cover the following agenda:

1. Career Development for the Teaching Faculty
2. Orientation For Non-teaching community
3. Criteria wise metrics compilation
4. Evaluation of Department file
5. Advance and Slow Learners


Principal
01/05/23

Principal
Asian Educational Institute

MINUTES OF THE MEETING

A meeting was held in the Principal's office at 12:00 noon on 01/05/2023. All staff members were welcomed by the Principal Dr. Sanjeev Kumar Modi who further discussed the agenda and each agenda was planned as follows:

1. Career Development for the Teaching Faculty

It was decided through mutual discussion that Career development programs are necessary for the teaching faculty to help them boost themselves and also foster the upliftment of the institution as a whole. For this matter, it was decided to conduct career development programs during the month of June.

2. Orientation For Non-teaching community

It was decided to conduct orientation program for the Non-teaching staff to elaborate more on their specific roles and responsibilities in the institution.

3. Criteria wise metrics compilation

Through logical explanation and conferring to the needs of the hour it was decided to come up with criteria-wise compilation status of various metrics.

4. Evaluation of Department file

In the meeting Agenda 4, it was decided to conduct evaluation of all departmental files to check for its progression and completion. This was decided to check upon existence of all documents required to be included in the file.

5. Advance and Slow Learners

It was advised to the HODs and Class in-charges to filter among the students the categories of Advanced and Slow learners and formulate strategies to strengthen the weak and review their performance as well as Boost the advanced for better opportunities.


Principal
03/07/23
Principal
Asian Educational Institute

MEETING NOTICE

A meeting will be held on 03/06/2023 in the Principal's office at 2:00 p.m. All staff members are informed to be on time.

Agendas of the meeting will be:

1. Internal Mark Assessment
2. Action Plan for Next Academic year
3. Faculty Resource Team

Jamir
Principal
3/6/23

Principal
Asian Educational Institute

MINUTES OF THE MEETING

A meeting was held on 03/06/2023 in the Principal's office at 2:00 p.m. All staff members were present and the following agendas were discussed:

1. Internal Mark Assessment

Teachers were instructed to prepare the internal marks based on the examination, seminars, assignment etc. and provide a Google sheet of the same.

2. Action Plan for Next Academic year

All teachers in-charge of various departments were requested to prepare an action plan for the next academic year (Mandatory and Non-Mandatory committees). They were also asked to prepare a list of all programs to be conducted next year.

3. Faculty Resource Team

It was decided to start a faculty resource team to be headed by the Principal to provide new learning experiences and opportunities to students.

Sayed
Principal
7/6/23

Principal
Asian Educational Institute